

EU Project TRAIN

**Agenda for the 5th Partner meeting
31st of August – 3rd of September 2008**

Venue: Andreas Hermes Akademie, Bonn

Sunday, 31st August 2008: Day of arrival

18:00 h Informal Welcome
19:00 h Dinner

Monday, 1st September 2008

09:00 – 09:15 h **Welcome and Introduction**

- Goals of the meeting
- Agenda

09:15 – 10:00 h **Short review on the project**

- Final stage
- Exchange: news and activities
- Consequences for finalisation

Discussion

10:00 – 10:30 h **Discussion on the Final Conference: Agenda**

10:30 – 10:45 h Coffee break

10:45 – 12:30 h **Preparation of the Final Conference**

- Round Table
- Poster Session
- Procedure, tasks and obligations

12:30 – 13:30 h Lunch

13:30 – 14:30 h **Modules**

- Common concept and framework
- Further tasks and obligations

14:30 – 15:00 Financial and administrative aspects

15:00 – 15:15 *Coffee break*

15:15 – 18:30 **Preparation and arrangements for the conference in the afternoon
(and also later in the evening)**

18:30 h	Closure
19:00 h	Dinner
20:30 – 21:30	Meeting with Peter Strijdonk

**Tuesday, 2nd September
Final Conference (see separate programme)**

Wednesday, 3rd September 2008

09:00 – 09:45 h	Review on the Final Conference <ul style="list-style-type: none"> • Reflections • Reports by the partners • Tasks and obligations
09:45 – 10:00 h	Project products I: Compendium and Newsletter <ul style="list-style-type: none"> • National reports with comparative summaries and findings • Profile of competences: analysis • Tasks and obligations
10:00 – 10:30 h	Project products II: Handbook/manual with modules <ul style="list-style-type: none"> • Guidelines • Concept of modules • Learning materials for teachers and trainers • Recommendations • Tasks and obligations
10:30 – 10:45 h	Coffee break
10:45 – 11:00 h	Final Report <ul style="list-style-type: none"> • Procedure • Tasks and obligations
11:00 – 11:15 h	Dissemination and Monitoring <ul style="list-style-type: none"> • Feedback on dissemination and monitoring reports • Newsletter: Contributions by the partnership • Web site • Tasks and obligations
11:15 – 12:30 h	Reflection on the meeting and the project <ul style="list-style-type: none"> • Evaluation by external evaluator • Feedback within the TRAIN partnership
12:30 – 12:45 h	Concluding remarks
12:45 h	Closure
13:00 – 14:00 h	Lunch
14:30	Departure

**Minutes of the
5th Partner meeting
31st of August – 3rd of September 2008**

Venue: Venue: Andreas Hermes Akademie, Bonn

Participants:

Elie Maroun	Agence nationale de lutte contre l'illettrisme- ANCLI, France
Helen Murphy	Waterford Insitute of Technology- (WIT), Ireland
Bernhard Grämiger	Schweizerischer Verband für Weiterbildung-SVEB, Switzerland
Klitos Symeonides	Cyprus Adult Education Association-CAEA, Cyprus
Estera Mozina	Slovenian Institue for Adult Education- ACS, Slovenia
Monika Tröster	German Instiute for Adult Education- DIE, Germany
Julia Laschewski	Student apprentice- DIE, Germany
	On 3rd of September
Erika Herrenbrück	External Evaluator, didactis, Germany

Minutes compiled by Julia Laschewski, Student apprentice- DIE, Germany

1. Welcome and Introduction

Monika opened the meeting and presented the agenda.

2. Short review on the project

Final stage

News and activities

Consequences for finalisation

3. Discussion on the Final Conference

Monika gives an overview of the Agenda of the Final Conference. The partners discussed the procedure.

4. Preparation of the Final Conference

The partners discuss the procedure of the round table. Monika prepared some questions (annex) which the facilitator (Peter Stijdonk) might use for the round table. Each partner prepares answers to questions which belong to his field of reseach and to his knowledge.

5. Modules

Common concept and framework

Monika gives a short feedback about the module descriptions. Some descriptions have been sent late, so that there was no time for a response. About the Slovenian and the French module should be spoken.

The editorial work of the modules in general will be finalized at the end of the 37th calendar week. Monika will send it to the partners.

Monika explains that the publication of the handbook will come as an online publication.

For this it must be decided which parts of the material should be translated. The partners agree on the fact that the module description, the timed agenda, the work plan and a selection of hand-outs should be translated. The question of the costs for the translators arises, is there a difference between sheets of a PowerPoint presentation and normal pages.

For a uniform publication the front pages of the module descriptions should be similar. On each page the logos, the project number and a similar structure should been used. Monika has prepared a master, she sends it by email to the partner.

6. Further tasks and obligations

Monika points out, that the French module should be reworked. It is too much focused on what happened during the process. The module description should enable other tutors/ practitioners to apply it. Helen stresses that the content is absent. Elie explains that the module description only gives a short overview, the entire content is to be found in PowerPoint presentation.

The partners agree in the fact that the content description should be linked with the ppt. In addition, English references and information about software in other languages are absent. Elie stresses that every specialist who would like to apply the module disposes of enough software. The partners highlighted again to strengthen the connection between ICT and literacy issues.

In connection with the common structure of the modules and the effortless application Elie should make another proposal of a shorter duration (3 days instead of 5 weeks). Erika raises the question whether the modules should be applicable directly, or if they can be adapted. The partners should have a look in the proposal.

Bernhard, Estera and Monika will read the module and give a feed-back to Elie whether they could apply it as a practitioner. These corrections should be done up to the end of the 37-th calendar week and be sent to Monika.

7. Review on the Final Conference

The partners agree that everything was well organised.

Monika points out that there is a lot of interests in Germany for the subject, especially for Module 1. To hold on the results of the conference Helen will write a short summary. Bernhard and Helen will write, in addition, a small report of the workshops.

Erika summarises that the conference was well organised. She stresses that it was almost an event. Especially the marketplace offered possibilities of the exchange. The changing scenes makes it interesting, so that people liked it.

8. Project products : Compendium and Newsletter

Monika und Bernhard will write an article for the Magazine “education permanence” at the end of September.

Monika reports that there are still some newspapers to send in the next weeks. She asks the partners if they could write 2 or 3 paragraphs of their module for the newsletter until 12.9. In addition, she asks whether somebody has an idea or a suggestion for the newsletters, for example special events or activities like the “learner day” in Switzerland or any activities concerning the world literacy day. She asks whether it is possible to write half a page of the respective activities.

9. Final report/ Dissemination and Monitoring

Monika informs that the report must be ready for the European Commission in January. She strives to finish it earlier (October November). Bernhard wants to use it for his report in Switzerland.

The dissemination-reports must be checked again and be extended by some events or activities. 2 periods of the dissemination reports are missing, they must be ready until the end of September.

The partners should check if their website is linked to the official train-website. Erika says that this is important for the evaluation.

10. Reflection on the meeting and the project

Evaluation by external evaluator (annex)

The deliverables must be extended by the materials of the conference. In addition, the partners should let Monika and Erika know what they are planning and wishing for the future concerning the Project.