



Bonn, 25th September 2007

Dear partners,

The final stage of our project is very close. Our fourth partner meeting will take place at the Parliament Hotel in Dublin from 17th – 20th October 2007. Attached please find a detailed agenda of the meeting.

During the project there were a lot of changes and some ups and downs. Now I really would appreciate to have successful finish of the project. Let's do it!

As you all know we have to produce a CD-ROM with "Best of visual Learning" and we have to write the "Final Report" for the EU. For that reason there are some tasks and obligations which have to be fulfilled. Please prepare for the meeting:

- Summaries of national reports

As you probably remember the external experts recommended to prepare summaries and a kind of comparative analysis. Therefore I did prepare a grid and I would like to ask you to fulfil the grid. (Remark: I will send it tomorrow and would like to ask Malgorzata to start with.)

- National workshops and qualification concept

Please prepare a powerpoint presentation with the main findings and recommendations regarding our common concept (10 – 15 minutes). Please send the presentation to Fergus and to DIE until 10th October. Thanks.

- Newsletter

As you all know it is foreseen to produce 8 newsletters. DIE produced already 3 and will be responsible for the last one. I already asked all the partners but it did not happen. Now I would like to propose to prepare a newsletter and to send it to all partners until 11th October. Remark: Please check the newsletters on our project website as a kind of example. During the meeting we will discuss the newsletters. Thank you.

- Gallery

Do you have already contributions for the gallery? Are there any examples from the workshops and/or from teachers or tutors?

Expenses

Please note that you have to pay your travel costs and the costs for accomodation and meals yourself, the refund is made after we receive the financial report.

Please book the flights that allow you to take part in the meeting from the beginning to the end.

If there are any questions please do not hesitate to contact us.

I am looking forward to meeting you in Dublin.

Kind regards,

Monika Tröster
Programme "Adult Learning"