



Education and Culture DG

Lifelong Learning Programme

**INVOLVEment of learners with low educational background into lifelong learning process
(2010-1-DE2-GRU06-04661 1)**

Minutes of kick off meeting in Jena, Germany

Date: 13th October 2010 and 14th October 2010

Place: Adult Education Center in Jena/ Germany

Participants: Katerina Nevralova (Euroface Consulting s.r.o.)

Lenka Micakova (Euroface Consulting s.r.o.)

Katerina Agnerova (Euroface Consulting s.r.o.)

Eliza-Marilena Carcei (ASOCIATIA "EUROED")

Vittoria Brunelli (AFOL SUD MILANO)

Monica Carelli (AFOL SUD MILANO)

Osman Akbas (AMASYA Municipality)

Birsen Demirtop (AMASYA Municipality)

Ilknur Izgi (AMASYA Municipality)

Marta Albiac Campa (University Barcelona)

Antonia Salazar Cuesta (University Barcelona)

Helen Norris (Northumberland College)

Elizabeth McMillan (Northumberland College)

Rosa Russo (Consortio Mercurio)

Laurine Mennetret (Consortio Mercurio)

Margit Kreikenbom (Thüringer Volkshochschulverband e.V.)

Josephine Lorenz (Thüringer Volkshochschulverband e.V.)

Axt, Diana (VHS Kyffhäuserkreis)



Education and Culture DG

Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

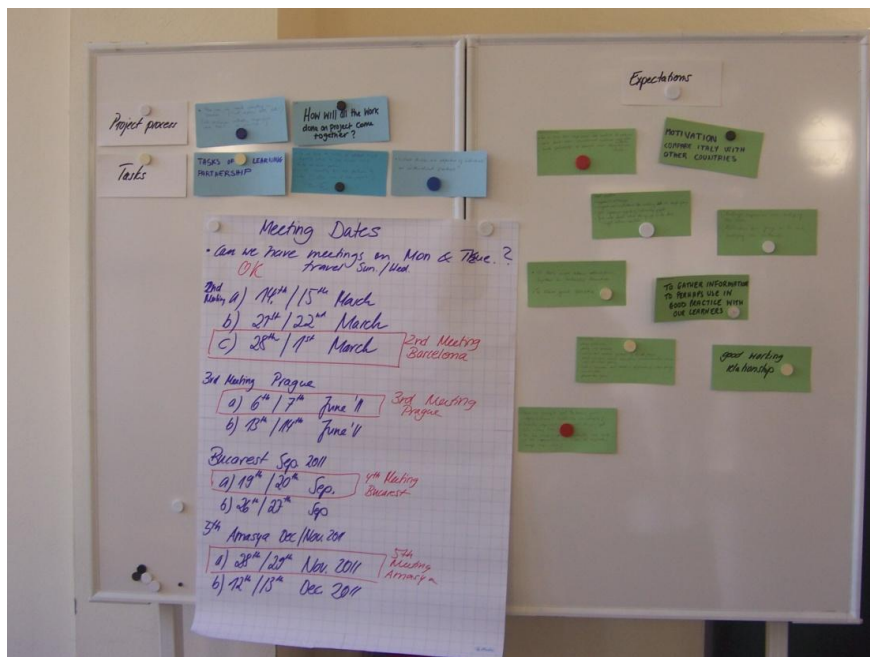
Day 1

TOP 1 WELCOME OF PARTNERS/ GETTING TO KNOW

- Introduction of each partner and their organization (Power Point Presentation)
- All partners are asked to upload their Power Point Presentation to the yahoo group
- Each partner expressed their expectations of the project

TOP 2 WHAT IS A LEARNING PARTNERSHIP?

As most of the partners are new within learning partnerships time was given to ask specific questions concerning the responsibilities, tasks and rights, the project management etc. within a learning partnership.





Education and Culture DG

Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

Therefore each partner was asked to write down questions concerning the project process, meetings, mobilities, reporting, tasks and their expectations. Questions had been:

	Question	Answer
Project process	How will all the work done on project come together? How can we reach something in common? (Exchanging methods, experiences and then...in practice?)	
Meetings	Will there be a meeting in Turkey? We want to have a meeting in Turkey.	- In agreement with all partners an additional meeting will take place in Turkey in Nov. 2011.
Mobility's	Should the same representatives attend each meeting? How many delegates from each organization? Do the delegates need to stay the same throughout the project? Is it considered a mobility if one of the "teachers" will go in two different countries?	- It is recommended that at least 1 representative is always the same in each meeting – his is to have a good quality of work and - The number of delegates for each meeting depends on the number of mobilities you applied for. We have 7 meetings in total each partner will have a meeting in hi country. 1 Mobility = 1 person going abroad for a project meeting (start and endpoint has to be the country of origin). It is recommended that each partner comes to each meeting with 2 delegates - Delegates can change - Teachers/ delegates can join more than one meeting. Each time they join a project meeting in another country this is considered a mobility
Reporting	Do we have to send you – the project coordinator – project progress/financial report? Do we have to write a global final draft?	- Learning partnerships are low scaled projects. Each partner receives a lump sum. There is no financial reporting . But partners have to keep all proofs of money



Education and Culture DG

Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

		<p>spend for mobilities as the national agencies will check if we really spend the money for 12 mobilities</p> <ul style="list-style-type: none"> - Deadline progress report: 30.06.2011 - Deadline final report: 30.09.2012 - Progress report and final report will be written by the whole partnership together – coordinator is responsible to collect and compile all necessary information
Tasks	<p>What duties are expected of the individuals or individual partners? Role of each partner? Is it interesting for the partners to know “in situ” one of the projects? Tasks of a learning partnership?</p>	
Expectations	<p>Good working relationship Sharing experience Getting new contacts Learning new methods, approaches to target groups Getting new information, statistic data from partner countries about their education system What is common and what is different in each country Visit new places Present own region To learn more about education systems in partnership countries To share good practice To gather information to perhaps use in good practice with our learners Exchange experiences and developing new ideas Motivation for going on to work Developing new materials Improve our methods in working with the target group Gain experience regarding partnership projects</p>	



Education and Culture DG

Lifelong Learning Programme

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	<ul style="list-style-type: none">Find out more about the other project partnersGet to know other experiences and confront it with our ownLearn about other educational methods and other culturesCreate partnerships at national and international levelsMotivationCompare Italy with other countriesGood working relationship
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All of these topics were explained by Margit (Coordinator of the LP) and discussed within the group to clarify the project afterwards.



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Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

TOP 3 WHAT IS INVOLVE? PART 1

The **key words** of the Learning partnership are:

- Learner with a low educational background,
- Lifelong learning process and
- disadvantaged areas

The next tasks for the time in-between the meetings were established.

Answers	
Project process	The project is on going The creation of a guide and a website will provide further information for everybody you is interested in a learning partnership and who wants to see and learn more about what we did It will all come together at the different meetings, where we discuss our experiences, present our tasks and try to develop cures for certain problems
Meetings	The meeting in Turkey has to be discussed with all partners
Mobilities	Every partner counts as one mobility. The goal is to reach 12 mobilites within the projects. This is set from the National Agencies. If the mobilities are not reached the budget for the project will be shortened. The mobility just counts if you travel from your hometown/home country to a foreign country. So every meeting within your own country doesn't count as mobility.
Reporting	No, the reporting is fairly easy. There is no financial report. The only thing we have to set up is one progress report, which will be due at the end of June 2011 and one final report which will be due at end of September 2012. The progress report will be written together in the meeting in Prague 2011 and send to everyone afterwards. Every partner should send this one to their national Agency. The final report consists of two main parts. Part A will be written together in the meeting in New Castle 2012 and part B will be written by every partner separately. The final report will also be handed in to every single National Agency.
Tasks	The idea of a learning program is that we meet, exchange new ideas and experiences. There will be no financial report. Look into the different



Education and Culture DG

Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

	<p>countries and explore their problems. See what ideas and methods every single country has to deal with lower educated people. Learn and maybe even adapt new concepts. See how people deal with the problem and how they realize new ideas and bring them to other countries.</p> <p>Inbetween the meetings every partner will work on some small tasks, collect some data and collect ideas how we can spread more information about the topic. Think about a leaflet or a postcard to attract attention and about the development of a website.</p>
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SET UP OF DATES FOR THE NEXT PROJECT MEETINGS (place, time)

The Turkish partner as well as the Turkish national agency requested to facilitate a meeting in Amasya. The partners agreed to have an additional meeting in Amasya.

Meetings	Time
2 nd Meeting Barcelona	28th February – 1st March 2011
3 rd Meeting Prague	6th – 7th June 2011
4 th Meeting Bucharest	19th – 20th September 2011
5 th Meeting Amasya	28th – 29th November 2011
6 th Meeting Napoli	Decision will be made in the Prague meeting 2011
7 th Meeting New Castle	Decision will be made in the Prague meeting 2011

The idea of a common platform was developed. The partners agreed to establish a yahoo group.

The group looked at the general outline of the whole project over the next two years in order to get a better idea on how tasks and reports are scheduled.



Education and Culture DG

Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

TOP 4 THE ADULT EDUCATION CENTER IN JENA – HOW TO REACH LEARNERS

- short Guided tour through the adult education centre with Mrs Luck (head of the centre)
- First there was a brief overview over the historical background of the adult education centre and how it developed over the years.
- Second Mrs Luck pointed out what courses they offer and how they reach people with a lower educational background.

Efforts to interest learners with low education background to participate in further education:

- Talk with so called Key persons (employment/ job centres, street worker, associations etc.)
- Information stand during occasions such as „info day for job re-entry“, open door days within the Thuringian parliament, in pedestrian zone, fairs etc.
- School cooperation's/ Projects
- Certified counselling centre for the „education bonus“ program funded by the German government
- Work within networks on a local and federal state level
- Projects (literacy training)
- Concrete further education projects with associations
- Discount for specific groups such as pupil, apprentice, students, unemployed, disabled, seniors and parents on parental leave.
- Counselling offers for each course offer

TOP 5 WHAT IS INVOLVE? PART 2

Discussion on what is a learner with a low educational background. The group decided that before we can discuss about this topic we have to clarify the different school systems first. Due to the fact that every country has a different school system everyone considers therefore different levels as low educated.

Therefore each partner country made a brief presentation about the school system in there country:

<p>Great Britain</p>	<p>Age 3-4 nursery school Age 4-9 primary school Age 9-12 middle school Age 13-16 high school (GCSC) 6-Form A-Level E1 E2 E3 L1 GCSE D-G L2 GCSE A-C (age 13-16) L3 A3/A2 (age 16) L4 Degree (age 17) L5 Master Degree (age 18+) L6 (age 18+)</p> <p style="text-align: right;">} Considered to have a low educational background</p>
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Education and Culture DG

Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

	<pre> graph TD A[14-18/19 complete high school] --> B[+18/19 University] B --> C[Master/PhD] </pre> <p>People considered to have a low educational background: until the age of 16 (either educational qualification or the high school certificate with 16)</p>
Turkey	<pre> graph TD A[Age 5-7 nursery school] --> B[Age 7-11 primary school] B --> C[Age 11-14 secondary school] C --> D[Age 14-18 high school] D --> E[exam (all students)] E --> F[vocational university 18-20 (2 years)] E --> G[preparation for university exam 18-22 (4 years)] G --> H[22+ Master] G --> I[25+ Doctorial Program] </pre> <p>People considered to have a low educational background: not completed high school (even with high school diploma, it is hard to get a job because it is required to have at least 2 more years of education)</p>
Germany	<pre> graph TD A[Age 6-10 primary school] --> B[Age 10-16/18 secondary school] B --> C[Secondary school] B --> D[Gymnasium (6-form school)] C --> E[lower degree with 15 or secondary degree with 16] D --> F[A-Level with 18] E --> G[vocational education (16+)] E --> H[university (18+)] F --> H </pre> <p>People considered to have a low educational background: people with a lower degree (age 15)</p>



Education and Culture DG

Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

TOP 6 PLANNING OF RESEARCH 1

According to the project application the first task of the learning partnership will be to carry out a task (low level research) about learner with low education background.

Responsible for the development of the research strategy had been EUROFACE (CZ). The delegation of the Czech Republic presented their collection of ideas concerning research 1. After discussing the different school systems the whole group agreed on the general outline of the research 1 task. The group clarified first what each country should collect and what purpose the data have for the INVOLVE project.

Who are learners with low educational background?

- a) introduction to school system (chart)
- b) definition of the learner in this system

How big is the target group?

- a) % of population
- b) % of unemployed people
- c) % in different age groups
- d) Development in time – changes in the last 5-10 years

People involved in lifelong learning – relation to age, situation at labour market, education (case studies – examples)

The delegation of the Czech Republic will upload a template onto the yahoo group which should be used by every country to collect the necessary statistics.

Every partner is supposed to do the research until the 31st of December 2010 and upload the results onto the yahoo group.

The Czech delegation will send a report on the research to every partner (upload it) in February 2011. Research 1 will be discussed and presented in the meeting in Barcelona.



Education and Culture DG

Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

TOP 7 DISSEMINATION

The group discussed ways to spread information about the INVOLE project.

Aim of the dissemination would be to:

- To learn how the different countries deal with people who have a low educational background
- Spread Ideas and concepts to be adapted from one country to another.
- Information about how can people with lower education be brought back into education and into work life?
- Information about how does every country handle the problem and what backgrounds does every country have?

The means of dissemination can be:

- Oral (in schools, colleges, with colleagues and friends)
- Webpage
- Leaflets
- Postcards
- Logo
- Newsletter
- Facebook

All partners are asked to use their networks and the usual means of dissemination within their organization.

The Turkish partner for example presented T-shirts with the name of the Project.

PROJECT WEBPAGE

The partners agreed that there will be no project webpage. Instead each partner will create a space on their webpage to present the project and disseminate the outcomes.

PROJECT LOGO

Laurine Mennetret (Consortio Mercurio) will be responsible to create a project logo. Therefore the project team collected different ideas (also small drawings) for a logo and decided what the logo should stand for.

- It is a European project
- Growing→learning→ self development
- Sharing
- Invitation to take part in the lifelong learning process
- It is never too late to learn
- There are plenty of opportunities

A first draft of the logo will be presented by Laurine in the 2nd meeting in Barcelona. Further decisions will be made by the whole group in this meeting.



Education and Culture DG

Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

TOP8 CLOSURE OF THE MEETING

The table of tasks were discussed and agreed on. They will be send to each partner together with the minutes.

MINUTE TAKING

The responsibilities for the minute taking had been discussed and agreed on. The following partner will be responsible for the minute taking:

Partner in Charge of the minutes	of the Meeting
TVV e.V. (DE)	1 st Meeting Jena
EUROFACE (CZ)	2 nd Meeting Barcelona
EUROED' (RO)	3 rd Meeting Prague
Amasya Belediyesi (TK)	4 th Meeting Bucharest
Consortio Mercurio (IT)	5 th Meeting Amasya
Northumberland College (UK)	6 th Meeting Napoli
University of Barcelona (ES)	7 th Meeting New Castle

NEXT MEETING

The Next meeting will take place in Barcelona. Responsible for the organization will be the University of Barcelona.

The Agenda will be developed by Margit and the Team of the University of Barcelona.

In order to organize the meeting as its best all partners are asked to send information about the participants by using the excel chart given by Margit.

The Barcelona Team will send all necessary Information concerning the organization (Hotel, Meeting room, activities, costs, etc.) to the partners beforehand.

Content for the next meeting (Barcelona)

- Discussion of tasks
- Share collected data and discuss it
- Share ideas for website, leaflets or postcards
- Prepare tasks and discuss issues for the next meeting in Prague
- Brain storming about the last meeting in Germany
- Share new ideas or reactions towards the project (for example from people you have told about the project)



Education and Culture DG

Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

IN GENERAL THE HOSTS OF PROJECT MEETINGS ARE RESPONSIBLE TO:

- Provide the partners with necessary travel information (address of hotel, best way to get to the city etc.)
- Book the hotel
- Organize a meeting room (either in your organization if available or rent a room)
- Provide catering for the coffee and/or lunch breaks (coffee, tea, water, juice, cookies, fruits or something else)
- Organize visits/ program concerning the project content
- Organize visits/ social activities
- Organize restaurants for dinner (and lunch)
- Set up of the agenda together with the coordinator
- Provide the hotel with the information concerning the participants
- Remind partners to send missing documents for the meeting
- Send Turkish partner an official invitation for the meeting (this is necessary for the Turkish partner in order to apply for a visa to Europe)
- Provide a signature list
- Provide a certificate of attendance for each participant (proof of mobility)
- Inform the partners about the height of the participants fee

COST FOR PROJECT MEETING

- For renting a room and organizing the catering for the meeting days it is possible to ask each partner for a participant's fee. This fee can include:
 - o Rent for room and equipment
 - o Costs to facilitate the catering
 - o Costs for travel (public transportation e.g. bus, metro etc.)
 - o Costs for guided city tour/ entrance fee's
 - o Costs to organize the meeting
- Each partner has to be informed beforehand how much money he has to pay for the participant's fee.
- Each partner received a receipt of the participants fee (template will be uploaded to the yahoo group)



Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

EVALUATION OF THE MEETING

The meeting was evaluated and every participant shared her own opinion and feelings with the group. The method of evaluation was brainstorming (using cards).

Positive	<ul style="list-style-type: none"> - It has been the first time for me and I appreciate everything, above all the relationship with all the others. (Good work) - The yahoo platform will be a good tool to share information! - I really liked our group. - It was very good to share our experiences. - Thank you very much! The hotel was very comfortable. You are very kind. - It was good. - The meeting was perfectly organized. - Perfect organization. - I learned a lot. - I had nice chats. - The group had a good atmosphere. - I liked the support given by facilitator (well done Margit and team) - Like that the aims of the project have become clearer. - Getting to know others in the group. - For the first meeting I thought the discussions and results the group came up with were great. - I got to know the different cultures, systems and opinions.
Negative	<ul style="list-style-type: none"> - We would like to change the time of the meeting if possible to 10 or 11 o'clock. We feel tired. - Sometimes a little bit too much noise because we talked between us (lost attention to the discussions). - More time between the end of the meeting and dinner. - Keep breaking schedule. - Attendance from everybody who is involved in the project is necessary. - I expected even a little bit more openness. - I hope that the next meeting will be near to an airport. - Basic rule of communication (listen). - Everybody should get involved in active discussions. - What do we really want to share once we have finished the project in two years time?
Did it meet my expectations?	<ul style="list-style-type: none"> - Thank you very much! We didn't have any difficulty with the hotel and transportation. - Yes. - People seemed well prepared. - Thought there was a lot of valuable information given. 'Good kick off meeting'. Let's make this work. - Yes: Have a clearer understanding of what will happen and what is expected. - Yes, it was my first meeting and it went better than I thought it would. It is always a lot of work and it is good to see when it pays off especially when people are open to new things. - My expectations of getting to know new people and cultures have been met. - My expectations have been met.



Education and Culture DG

Lifelong Learning Programme

INVOLVEment of learners with low educational background into lifelong learning process (2010-1-DE2-GRU06-04661 1)

The results of the Evaluation will be taken into consideration for the planning of the future meetings as well as for the upcoming work process.

