

Kick-off meeting Leonardo da Vinci Learning Partnership Project
**COMPARISON OF BUSINESS POLICIES IN VOCATIONAL EDUCATION AND TRAINING
 IN EU COUNTRIES AND ADAPTATION OF GOOD PRACTICES AT VET SCHOOLS AND
 VET PROVIDERS**

2013-1-NL1-LEO04-12683-1

Assen, The Netherlands, 30th to 31st of October 2013

Minute

Tuesday, 29th of October 2013:

The participants arrived during the day and they were accommodated in Hotel de Jonge in Assen. The project meeting was organized in the same hotel, located in the center of Assen.

Wednesday, 30th of October 2013:

The meeting started at 9am and the following representatives of the organizations approved to be involved in the project took part in the meeting:

No	Participant name	Organization name (acronym)	Country
1	Mrs. Cristina Stefan	Quarter Mediation (QMED)	The Netherlands
2	Mr. Rui Faria		
3	Mrs. Doortje Amsterdam		
4	Mr. Pawel Janic	Prywatne Centrum Kształcenia Kadr (PCKK)	Poland
5	Mr. Grzegorz Lustyk		
6	Mrs. Jolanta Ratynska		
7	Mrs. Danuta Sadownik		
8	Mr. Miguel Vidal Gonzales	Centro integrado público de formación profesional misericordia (CIPFPM)	Spain
9	Ms. Anais Fernandez	Institut E-seniors (IES)	France
10	Ms. Estelle Ziegler		

1. Welcome of the participants; presentation of the agenda; organizational matters

Mrs. Cristina Stefan, director of Quarter Mediation, welcomed the participants of the meeting warmly and presented her hometown and the organization. The agenda was also discussed.



QUARTER MEDIATION, THE NETHERLANDS

Quarter Mediation is an adult education provider based in the Netherlands, with branches in Cyprus, France, Italy, Malta, Portugal, Romania and Turkey. It organizes Comenius and Grundtvig courses at European level, as well as courses at national level. Its areas of expertise are in both General Education and Vocational Education and Training.



Quarter Mediation has as its main aims to promote lifelong learning and to create a link between the education system (both general education and VET) and the labour market.

With extensive experience and expertise in The Lifelong Learning Programme 2007–2013 and the Erasmus for Young Entrepreneurs programme, Quarter Mediation is a partner in a diverse range of projects, organizing events and promoting the image of different organizations and bodies.



Quarter Mediation works both with individuals (students, teachers, people in the labour market, decision makers in the field of education, VET specialists etc.) and institutions at local, national and international level (schools, universities, small, medium and large enterprises, associations, NGOs, municipal, regional and national authorities etc.).

Contact details

Lessinglaan 52, 3533 AX, Utrecht, The Netherlands
Phone: +31 (0)616 752 748
e-mail: info@qmediation.eu
web: www.quartermediation.eu

2. Presentations of the other project partners

One representative of each organization presented the other three organizations involved in the project:

PRYWATNE CENTRUM KSZTAŁCENIA KADR, POLAND

Mr. Pawel Janic presented his organization:



Prywatne CentrumKształcenia Kadr (PCKK) is a private school. PCKK's activities concentrate on vocational courses, Secondary School for Adults, language courses as well as entrepreneurial education, personal development and Art Workshops.

PCKK organizes professional courses for unemployed people in cooperation with local Employment Services, courses for disadvantage groups (low education level and/or economic lowest class) strengthening initiative and entrepreneurship in cooperation with Social Welfare Centre. Our training's methods help people to build faith in themselves, increase motivation to activity on labor market and develop professional competences as well and general knowledge.

PCKK also works with youth especially from dysfunctional families and prisoners (in local prison in Jelenia Góra). We work with them on social and key competences (defined by European Parliament). So far PCKK had meeting with key-trainers.

Contact details

Mickiewicza 10, 58-500, Jelenia Góra, Poland
Phone: +48 (0)756 494 161
e-mail: biuro@pckk.pl
web: www.pckk.pl

INSTITUT E-SENIORS, FRANCE

Ms. Anais Fernandez presented her organization.



The association "Institut E-SENIORS" is a non-profit organization aiming to support the development of ICT training for seniors and disabled people. In order to achieve this objective it has chosen the bottom-up approach, giving priority to the needs of its public and proposes solutions which benefit of the synergy between the users, the research professionals and the solution developers.

Main activity of the association is the creation of a network bringing together seniors, autonomous and dependent, as well as their environment such as family, care givers and service providers.

Some important part of our activities includes:

- Experimental workshops for active aging while promoting the use of digital technology in general and, more specifically, the development of cognitive and physical games, both in order to improve also for an inter-generational communication
- Creating online networks of participative health including as well patients and professional and family careers
- Teaching the teachers about our know how in terms of organizing activities for active aging
- Creating, leading and animating networking activities to promote the use and the accessibility of ICT for elderly and disabled people in the scientific, medical, industrial and civil society world.

Contact details

Rue des Nanettes 5, 75011, Paris, France

Phone: +33 (0)950 788 728

e-mail: contact@eseniors.eu

web: www.eseniors.eu

CENTRO INTEGRADO PÚBLICO DE FORMACIÓN PROFESIONAL MISERICORDIA, SPAIN

Mr. Miguel Vidal Gonzales made the presentation of CIPFPM.



Centro Integrado Público de Formación Profesional Misericordia (CIPFPM) is a vocational education high school (Valencia, Spain) and a public integrated center. It is the National Reference Center for IT in business administration and we have the task to coordinate projects in this field in order to spread off the innovation at national level. The center has almost 1.800 students and 160 full-time teachers dedicated to vocational education and training. Pupils can study vocational studies of the following professional branches: Business administration, Secretarial studies, Commerce, Marketing, Electronics and Socio cultural services. Also evening and night studies are offered in order to attend workers enrolled in full time programs. The center also offers official full time VET e-learning. Our institution has taken part in several European Projects (Lingua, Comenius, Socrates, Leonardo and Erasmus). We also have the Extended Erasmus Charter.

Contact details

Calle Casa de la Misericordia 34, 46014, Valencia, Spain
Phone: +34 (0) 963 594 088
e-mail: secretaria@cipfp-misericordia.net
web: <http://www.ifps27.net/>

3. General presentation of the project and discussions

On behalf of Quarter Mediation, the coordinating organization in the project, Mrs. Cristina Stefan, made a general presentation of the project (needs analysis, objectives, activities, outcomes).

The presentation started with the final list of project partners (4 from a total of 11 in the application form): QMED (NL), PCKK (PL), CIPFPM (ES), IES (FRANCE)

There are also 4 organizations on the reserve list so we hope the NAs from Latvia, Turkey and UK will approve their participation, so the partnership will be wider.

After the presentation of the project aims and activities, the discussion focused on the decision about the project meetings (number, dates etc.). This was a key point of discussion because – due to a low number of partners approved – it will be necessary to organize 2 project meetings in each partner country. In this way we will organize 8 meetings, so each partner will have the possibility to reach the minimum number of mobilities by taking part in 6 meetings abroad.

The decision about the **project meetings** was taken (see below):

- Kick-off meeting in the Netherlands 30-31.10.2013
- Project meeting in Spain 06-07.02.2014
- Project meeting in France 29-30.04.2014
- Project meeting in Poland 05-06.06.2014
- Project meeting in the Netherlands 07-08.10.2014
- Project meeting in France 04-05.03.2015
- Project meeting in Spain 12-13.05.2015
- Project meeting in Poland June 2015 (the date has to be decided)

For each project meeting, the organizer will upload the general logistic details in Wiggio (e.g. travel, accommodation etc.) as soon as possible after the kick-off meeting. In this way the participants to the meetings can better organize their travel abroad. The organizer of the meeting will also book the accommodation for all and will organize the meals and the local activities.

The organizer of the meeting has to make (and upload in Wiggio) the draft agenda of the meeting one month in advance. After the consultation with the project partners, the final agenda will be made and provided to the project partners.

The project meetings will be held for 2 days and they will include at least one visit to a relevant organization/project linked with the project title.

The organizer of the meeting must provide the participants with a feedback questionnaire for the meeting evaluation (see example created by QMED). It will summarize the results that will be published in Wiggio and will be also used for the intermediate and final report of the project.

The tasks of the organizations involved in the project:

The next point was the discussion of the common and individual tasks of the organizations involved in the project, in connexion with the project activities, results and outcomes. In this respect, the discussion was also fruitful and the decisions were taken as written below:

Activity		Deadline	Responsible
Creation of the project teams		Sept 2013	QMED PCKK CIPFPM IES
Promotion of the project activities and results		Ongoing	QMED PCKK CIPFPM IES
Kick-off meeting NL	Presentation of the organizations involved in the project General presentation of the project Repartition of the tasks Decision about the project meetings Dissemination, evaluation and communication Presentation "Course – Business communication" Visit to a relevant organization	Oct 2013	QMED
Social network initiation – creation and maintenance a Facebook page		Dec 2013	IES
Project sections in all project partners' websites		Dec 2013	QMED PCKK CIPFPM IES
Project LOGO (a competition will be initiated)		Dec 2013	PCKK
Newsletter no.1 (includes: Description of partner organisations; general description of the project - summary)		Febr 2014	IES
Project meeting ES	Workshop about entrepreneurship (all) Presentation facebook project page (FR)	Febr 2014	CIPFPM
Best practices "LINK SCHOOL-LABOUR MARKET" from the partner countries (Pdf from the presentations to be published on partners' websites)		April 2014	QMED PCKK CIPFPM IES
Project leaflet in French and English		April 2014	IES
Project meeting FR	Round table for the managers/ directors and staff of the partners' organizations involved in the project NEW APPROACHES AND SOLUTIONS IN ENTREPRENEURIAL EDUCATION IN EUROPE` (all) Project leaflet in French and English (FR) Presentation of best practices "LINK SCHOOL-LABOUR MARKET" from the partner countries (all)	April 2014	IES
Competition project Poster		May 2014	PCKK
Newsletter no. 2 (includes the summary of the activities realized between the end of the kick-off meeting and the end of the project meeting in France)		June 2014	IES
Project meeting PL	Workshop "Business games" (all) Results competition poster (PL) Translation of the leaflet in PL (if necessary)	June 2014	PCKK
Project meeting NL	Debate " PERSONAL AND PROFESSIONAL QUALITIES OF A SUCCESSFUL BUSINESSMAN" (all)	Oct 2015	QMED
Project meeting FR	Presentation draft "Business glossary" (PL) and works (all)	March 2015	IES
Project meeting ES	Round table "THE ROLE OF ICT IN TEACHING BUSINESS`	May 2015	CIPFPM
Newsletter no. 3 (includes the summary of the activities realized between the end of the meeting in France and the end of the project meeting in Spain)		May 2015	IES

Activity		Deadline	Responsible
Project meeting PL	INTERNATIONAL SYMPOSIUM; publishing the presentations in electronic format (webpages of the project partners) “Business glossary” – final form	June 2015	PCKK
Coordination evaluation	The questionnaires made by QMED were agreed with the project partners; therefore the Expectation questionnaire, Feedback questionnaire and a questionnaire for meeting evaluation will be used.	Oct 2013	QMED
Coordination dissemination		ongoing	CIPFPM
Coordination communication	Wiggio will be used as a communication platform.	ongoing	QMED

Being no VET school approved in the project, the activities allocated in the project to the VET schools cannot be organized. Nevertheless, the partners in the project decided the once for that we have expertise (e.g. leaflet, poster). The publication with ISBN cannot be realized, because the relevant partner was not approved – but the partnership will make a collection of good practices to be published on their websites.

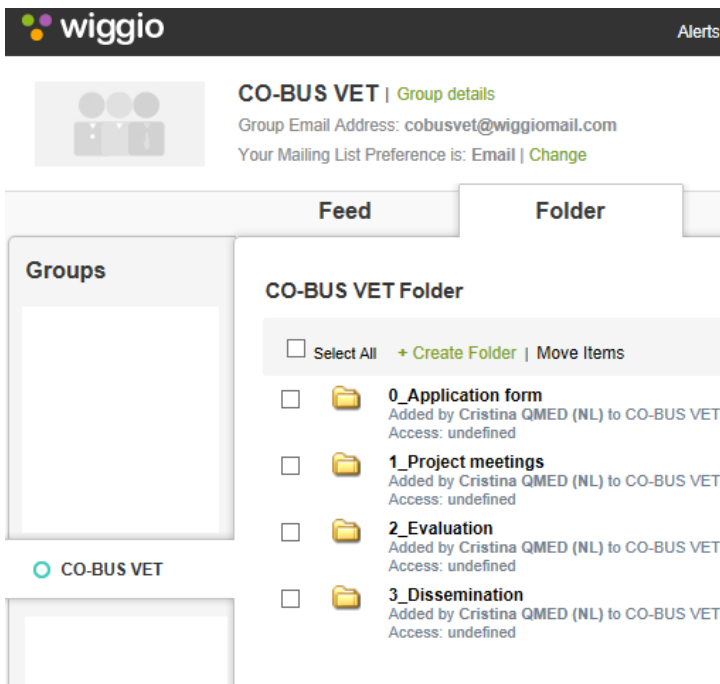
The project website can be created only if the partner from UK will be approved from the reserve list.

The partner from Poland will realize the project Logo.

Communication:

The next point on the agenda was the communication. **QMED will coordinate and monitor the communication process.** In this respect, the organizations involved in the project will be in close contact by using: Email; Skype; Social networks, for sharing the project text online and for exchanging comments and contributions.

Mrs. Cristina Stefan (QMED) made the proposal to use Wiggio as a communication tool and she organized a short training session. As a result, the project partners agreed to use Wiggio in the project, so QMED create on the spot a group in Wiggio and invited the other project partners to join the group. QMED created project folders such as: project meetings, outcomes, dissemination, evaluation and the partners in the project will be able to upload and download documents and presentations, as well as to share good practice examples.



wiggio Alerts

CO-BUS VET | Group details
 Group Email Address: cobusvet@wiggio.com
 Your Mailing List Preference is: Email | [Change](#)

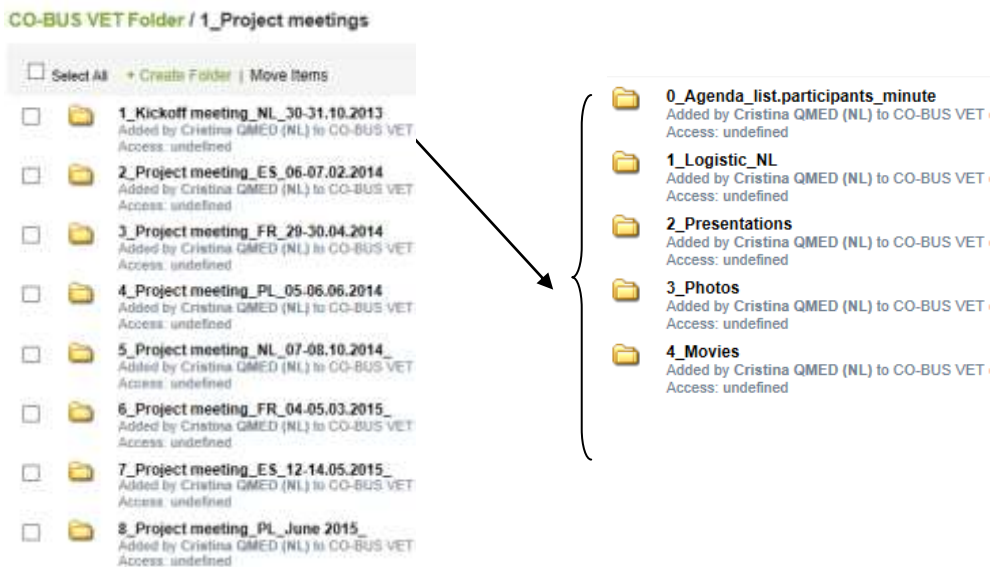
Feed Folder

Groups
 CO-BUS VET

CO-BUS VET Folder
 Select All + Create Folder | Move Items

- 0_Application form**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 1_Project meetings**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 2_Evaluation**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 3_Dissemination**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined

The folder “*Project meetings*” includes the following folders and each of the 8 folders includes 5 subfolders (see below):



CO-BUS VET Folder / 1_Project meetings
 Select All + Create Folder | Move Items

- 1_Kickoff meeting_NL_30-31.10.2013**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 2_Project meeting_ES_06-07.02.2014**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 3_Project meeting_FR_29-30.04.2014**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 4_Project meeting_PL_05-06.06.2014**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 5_Project meeting_NL_07-08.10.2014**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 6_Project meeting_FR_04.05.03.2015**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 7_Project meeting_ES_12-14.05.2015**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 8_Project meeting_PL_June 2015**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined

A bracket on the right side of the list indicates that each of these 8 folders contains the following subfolders:

- 0_Agenda_list.participants_minute**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 1_Logistic_NL**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 2_Presentations**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 3_Photos**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined
- 4_Movies**
Added by Cristina QMED (NL) to CO-BUS VET
Access: undefined

Wiggio can be used also for sending group messages via email. In this respect the email address cobusvet@wiggio.com should be used for sending the messages from Wiggio.

Dissemination:

CIPFPM will coordinate and monitor the dissemination process

For the good development of the dissemination process, the organizations involved in the project will:

- Create a project section on their home pages
- IES will create the project newsletters and the leaflets in French and English
- PCKK will make the project poster
- Each partner organization has to disseminate the project activities in its meetings, round tables, workshops, conferences and or events it organizes at local, national, regional and/or European level. For this purpose it is necessary to keep the proof of the dissemination activity (e.g. draft table provided by QMED as an example)



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 2013-1-NL1-LE004-12683-1
 Comenius in-service training, Assen, the Netherlands, 04-10-2013
 -Dissemination activity-

No.	Name and surname	Country	Target group	Organization	E-mail address	Signature

The discussion - to create or not the project website - is still opened because the partner with the relevant experience is on the reserve list.

In January 2014 – after knowing the decision of the NAs regarding the approval of the participants from the reserve list – we will decide if the task will be fulfilled and how (in case the partner from UK will be approved) or it will be skipped. Anyway, each partner organization will create a section dedicated to the project on its website and the information about the project will be published.

Evaluation:

QMED will coordinate and monitor the evaluation process

- Organizations involved in the project will:
 - Contribute equally and cooperate to the intermediate and final reports to be delivered to their NAs
 - Deliver the tasks agreed in the kick-off meeting, after the new repartition of the initial tasks estimated in the project
 - Prepare and organize the project meetings (eg. agenda, feedback questionnaires, logistics etc.)
 - Communicate permanently with the project partners
 - Disseminate the project activities and results
 - Achieve the project objectives and results
 - Organize meetings with the local partners, as well as cultural activities
 - local partners,
 - Contribute to the creation and delivering of the questionnaires, check lists, handbook, videos, web pages, presentations etc.

- *For a better evaluation process, Quarter Mediation created 3 questionnaires:*
 - Expectation questionnaire (filled in by the participants in the kick-off meeting)
 - Feedback questionnaire (to be filled in at the middle and at the end of the project, by each organization involved in the project)
 - Feedback questionnaire for the project meetings (to be filled in by the participants in each project meeting)

The first day ended with an ice-breaking activity with dance and music.



At the end of the first day, the common dinner was organized and the discussions about the project continued in an informal way.

Thursday, 31st of October 2013:

4. Visit to the windmill in Zuidlaren

In the morning the group visited the Windmill “De Wachter” in Zuidlaren, as a good practice example of developing the entrepreneurial attitude to the VET students.

The participants took part in demonstrative workshops in a real life situation.



In the afternoon, the final decisions for the further development of the project were taken, as an agreement between the project partners and the feedback questionnaire for the meeting was filled in by all participants.

Quarter Mediation
Assen, November 2013