

BAZAAR

Virtual market of mature entrepreneurs

Partner Meeting

Padua (Italy) September 13 -14 2010

Minutes

Welcome by UniTS and Croce Verde Padova

Luisa Pagano on behalf of UniTS welcomed all participants in Padua and wished a fruitful meeting. She also apologizes Antonella Cardone (UniTS' director) and Patrizia Deila for not attending the meeting.

Francesco Biasioli, director of human resources in Croce Verde Padova, welcomed participants as well, explaining the role of Croce Verde in Padua and offering a guiding tour of the venue the next morning.

Humeyra Baykan welcomed David Pugh, chief executive of Prime Cymru – Wales. Prime Cymru is a charity that works to help people over 50 to set up in business or find employment. The charity was established by the Prince of Wales in 2001. Prime Cymru will be the local partner of University of Wales for implementing the Bazaar project in the country.

The complete list of participants is enclosed to these minutes.

The agenda has been approved without changes.

WP 1, 2 and 3 - Country reports including dissemination strategy each 15 min: AT (Simone), FR (Ganith), UK (Margaret), IT (Luisa), TR (Ahmet) and DE (Hümeyra). Discussion, questions, clarifications.

Partners presented the latest development of project implementation in their countries. Their presentations are enclosed to these minutes. EBG is apologizing for not submitting any updating documents. They will upload them on the moodle platform.

The Turkish partner presented a video from the last meeting in Paris, the printed and electronic version of their catalogue, and informed that the Bazaar in Istanbul is very much interested in joining the project.

WP 4 - Webshop Bazaar and the training for trainers course (Jörg). Discussion, questions, clarifications.

Joerg Czekalla presented the results of the training course for trainers on the use of the Magento web site. His presentations are enclosed to this minutes.

There will be an additional lesson for those who couldn't participate in all scheduled lessons. Trainers have now the task to practice the use of Magento **and by October 15, 2010** they will have an additional meeting, in order to clarify some doubts.

From the training course on line some open questions raised and Joerg Czekalla will give solutions and /or answer **by October 15, 2010**.

Trainers will have also the task to decide which part of the training course on Magento will be needed to include in the national training course on e-commerce.

WP 4 – Presentation of the training course on entrepreneurship (Margaret). Discussion, questions, clarifications

Margaret Davies introduced the structure and the content of the training course on e-commerce. The following issues shall be included in the structure: customers service, agreement, logistics, data security, images processing and Magento.

The whole course will last about 100 hrs, including the 40 hrs for images processing and Magento.

The English version of the training course, including suggestions for methods, will be ready **by October 15, 2010**. The number of pages will be around 120.

Joerg Czekalla will provide a minimum standard for the Magento course **by November 15, 2010**.

The translation of the training manual into each national language of the partnership shall start **by November 15, 2010**.

WP 5 – Implementation of the training course. Exchange of information from each partner (10 min each)

According to the decisions taken in the previous point, the duration of the course will be:

3 months (12 weeks) from January to April 2011;

8 hrs per week per 2 times;

10 to 15 participants per country

Joerg Czekalla will provide a special web address for using the Magento web page during the training course.

WP 6 – Catalogue of products, services of partner's entrepreneurs. Exchange of information from each partner (10 min each)

The products and/or services provided on the Magento web site from each partner organisations will be:

France: activities in tourism, writing, products f painting on silk;

Wales: arts and crafts;

Italy: services and arts and crafts;

Austria: services;

Turkey: arts and crafts.

WP 7 – Quality assurance and external evaluation (Hümeýra)

The external evaluator sent to all partner an interim questionnaire to be filled in by the potential participants in the training course. The results of the questionnaires will be included in the project's interim report.

The questionnaire shall be filled in by about 15 persons per country and send back to Hümeýra on hard copies **by October 15, 2010**.

Financial and administrative part (Hümeýra), questions and clarifications

Hümeýra Baikan informed partners about the documents to fill in for the interim report:

Dissemination table – fill in the table and send it to Hümeýra with proof of dissemination activities (pictures, leaflets, brochures, etc.) and details of the national network.

Financial documents for the interim report are: financial table, time sheets, pay slips stamped and signed. The staff costs can't be changed compared to the amount of hours and daily costs provided in the project's budget.

Travel costs for the partner meetings for a maximum of 3 days. Don't forget to send in the boarding cards!

Sub-contracts: include the different tenders and copy of the contract.

Other costs: include the receipts.

The interim report shall be sent via mail to Hümeýra **by latest October 30, 2010** and the supporting documents by priority post.

Next steps, any other business

The next meeting will take place in Istanbul (Turkey) from **Sunday, May 8 to Wednesday, May 11, 2011**.

BAZAAR

Virtual market of mature entrepreneurs

Partner Meeting

Padua (Italy) September 13 -14 2010

List of participants

UniTS	Luisa	Pagano	europa@uniterzosettore.it
EBG	Hümeýra	Baykan	h.baykan@ebg.de
EBG	Jörg	Czekalla	j.czekalla@ebg.de
BFI	Simone	Roth	Simone.Roth@bfi-ooe.at
Provincial National Education Directorate of Eskisehir	Ahmet	Tatar	ahmettatar26@gmail.com
Provincial National Education Directorate of Eskisehir	Mehmet	Şenkül	
E-Seniors	Ganith	Hirschberg	ganith.h@gmail.com
University of Wales	Margaret	Davies	Margaret.Davies2@newport.ac.uk
Prime Cymru	David	Pugh	david@prime-cymru.co.uk