

3rd Transnational Partnership Meeting

“DEVELOPING ADULT EDUCATORS’ COMPETENCES TO PROMOTE LEARNERS’ LIFESTYLE ENTREPRENEURSHIP”

No. 2015-1-LT01-KA204-013404

20th – 21th April 2017
Rzeszow, PL

Participating partners:

- Kaunas Region Education Centre (LT1)
- Social Innovation Fund (LT2)
- Know and Can Association (BG)
- Danmar Computers (PL)
- Centre for Advancement (CARDET) (CY)
- Women’s organisation (UK)

Heads of meeting: Laimutė Ruzgienė, project coordinator (Kaunas Region Education Center, LT)
Maciej Markowicz, Danmar Computers (PL)

Minute taker: Radosław Pyrek, Danmar Computers (PL)

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1. Agenda

20th April 2017, Thursday	
10.00 – 10.20	Opening of the meeting. Introduction to the meeting's agenda (Maciej Markowicz, PL)
10.20- 10.50	Review of the Project activities progress according to GANNT table, situation of financial management, analysis of documents of reports, dissemination activities. (<i>Laimute Ruzgiene, LT1</i>). Round-table discussions.
10.50-11.10	Coffee break
11.10-11. 25	Overview of the E-platform's content (missing information, mistakes, suggestions for improvement) (<i>Radosław Pyrek, Tomasz Kordas, PL</i>)
11.25-12.00	Learner's part: Evaluation of the material for the Learner's part (Self-study material, self-assessment test). (<i>Radosław Pyrek PL, Liudmila Mecajeva, LT2</i>)
12.00-13.00	Lunch
13.00 – 14.00	Learner's part: Evaluation of the material for the Learner's part (Self-study material, self-assessment test). Discussions for improvement. Translation terms. (<i>Radosław Pyrek PL, Liudmila Mecajeva, LT2</i>)
14.00 – 14.30	Presentation of the Intellectual output 3 "Guidelines for adult educators": theoretical material and practical exercises, PPT; translation terms. (<i>Natalia Shalamanova, BG</i>)
14.30-15.00	Coffee break
15.00-16.00	Evaluation of the Intellectual Output 3. Group work. Recommendations for improvement. Decisions. (<i>LT2, Lithuania, Liudmila Mecajeva</i>)
16.00-16.30	Summarizing of work. Reflection.
	Friendship dinner Konfitura Restaurant
21st April 2017, Friday	
10.00-10.30	Organizing multiplier events: E1 and E2. Presentation of LT experience. Requirements for documentation of the events and collection of recommendations for the Declaration. (<i>Edita Zaromskiene, LT1</i>)
10.30-11.00	Preparation for the testing of the training course on adult educators in all countries: <i>selection of the participants, time schedule, documentation, collection of the results, measure of the impact, report, dissemination</i>) (02A8). (<i>Liudmila Mecajeva, LT2</i>)
11.30-12.00	Preparation for the testing IO3 Guidelines on adult learners in all countries (<i>selection of the participants, time schedule, documentation, collection of the results, measure of the impact, report, dissemination</i>) (03A5) (<i>Liudmila Mecajeva, Audrone Kiseliene, LT2</i>).
12.00-13.00	Lunch
13.00 – 14.45	Preparation for the Final conference and partner meeting in Lithuania. Discussion about IO's copyrights. (<i>The project coordinator – LT1, Laimute Ruzgiene and Edita Zaromskiene</i>)
14.45	Summarizing the meeting. Evaluation. Certification

2. Minutes

Day 1- Thursday, 21st April 2017

Opening of the meeting. Introduction to the meeting's agenda

Maciej together with Laimute started the meeting and welcomed all of the partners. They introduced all of the partners to the meeting agenda.

Review of the project activities progress according to Gantt table, situation of financial management, analysis of documents of reports and partners' input.

Laimute made a presentation about the project activities and results so far. The importance of the financial management was underlined.

Laimute make a presentation regarding financial management and pointed that Polish partner has one mobility that has to be used on the last meeting in Kaunas, Lithuania.

The next reporting report (7th) will be since April till August 2017. The financial documents have to be sent to the project coordinator in scanned versions and the original by post the date will be confirmed. All of the financial documents must be signed and certified 'Copy to true'.

Laimute has informed all participants that all time sheets were correct only there was some mistake in Polish time sheets, but Radek explained that it was a technical problem with scanned version but in originals there wasn't any mistake.

Tomasz has presented e-learning Platform. Tomasz pointed that still is missing Lithuanian translation of module I.

All partners have to check once again their translation and send to Polish partner improvements.

Liudmila has presented the Learner's part: Evaluation of the material for the Learner's part (Self-study material, self-assessment test).

After short discussion there where one tip to add the short sentences in Practical Exercises: „This exercises in related to which session“.

Rumyana has presented the Intellectual output 3 "Guidelines for adult educators": theoretical material and practical exercises, PPT; translation terms. There where short discussion about hours of face to face classes. In the Guidelines there should be changed the number of academic hours now it will be 28 (15 face to face).

Partners were working in the team on „Guidelines for adult educators“. There were a lot of suggestions, all of them were noticed and Laimute were responsible for make changes. There were request that PDF Practical Exercises should be divided for separate files (MS Word) – it can be more helpful for users. In the “Guidelines for adult educators“ tables should be changed to be more useful for users – PL partner will be responsible for that.

Laimute summarize the first day and asked all participants to do the same.

Day 2 - Friday, 21st April 2017

Edita made a presentation about multiplier event, the rules and request. Edita presented LT experiences in organizing multiplier events: E1 and E2.

Edita presented the documents that she used. Participants suggested to use the same documents in each countries. Laimute agreed for that and she will send to all an e-mail with requested documents.

Laimute said who will be responsible for what:

- UK partner for summarize Multiplier Events E1
- BG partner for summarize Multiplier Events E2
- LT1 partner for summarize Multiplier Events E1 and E2
- In Multiplier Events E1 have to participate at least 15 persons (learners)
- In Multiplier Events E2 have to participate at least 20 persons (adults educators)

After Multiplier Events all partners have to provide: pictures, dissemination article, the list of participants, evaluation and short report. This report (E1) has to be send to UK and the report (E2) has to be send to BG. The common reports after E1 and E2 have to be send to LT1. Lithuanian partner (LT1) will summarize Multiplier Events E1 and E2.

The invoice must be described to which events it relates.

Audrone has presented the test of IO3 Guidelines on adult learners.

Piloting should be organize from May till July 2017 and 12 people should be involved. The list of participants is requested.

The next meeting will be connected with Final conference. It will held in Kaunas, Lithuania

Dates are set: 30th and 31st August 2017

UK partners asked if coming back on 1st September will be accepted (the project finish 31st August 2017). Laimute said that she will contact with NA and ask about that, then she will send confirmation to all participants.

Summarizing of work. Reflection.

Laimute made a summary the second day.

The partners made an evaluation of the meeting. Laimute closed the meeting and promised to send a list with the deadlines (final decision) to the partners.



Decisions

**DECISIONS till meeting in Lithuania
(for the period of April, 2017- August, 2017)**

No.	Decisions / Tasks	Deadline	Responsible person, institution
1.	Send the original financial report 6 (signed) by post	01-05-2017	All partners
2.	Organise multiplier events (E1 and E2) according to the timetable, following the GANNT sheet	May-June, 2017	All partners
3.	Send reports on E1 and E2: lists of participants and recommendations for the Declaration for the Final conference, summarized results of each event separate evaluation to the Coordinator	30 June 2017	All partners
4.	Dissemination of the multiplier events (at local, national, international levels)	30 June 2017	All partners
5.	Prepare assessment form for events (Quality testing 02/A8 and 03/A5)	10 May, 2017	LT2
6.	Development of Guidelines, self-study material and self-assessment test (Learner's part) according to the partners' recommendations (in EN)	10 May, 2017	BG, LT1, PL
7.	Uploading the corrected Guidelines, self-study material and self-assessment test (Learner's part) on the e-platform (in EN)	15 May, 2017	PL
8.	Translation of the Guidelines, self-study material and self-assessment test (Learner's part)	30 May, 2017	All partners
9.	Uploading the corrected Guidelines, self-study material and self-assessment test (Learner's part) on the e-platform (in national languages)	10 June, 2017	PL
10.	Organise 02/A8 training for adult educators	May-June, 2017	All partners
11.	Reports on 02/A8 and send to the Coordinator	15 July, 2017	All partners
12.	Organise 03/A5 training for adult learners	May-July, 2017	All partners
13.	Reports on the training activity according to the template prepared by LT2 and action plans 6 per Partner organization	10 August, 2017	All partners
14.	Proofreading of the material on e-platform in national languages and providing info for correction, Send to PL	1 August, 2017	All partners
15.	Final conference E3	30-08-2017	LT1
16.	Meeting in Lithuania	31-08-2017	LT1
17.	Financial and activity, dissemination report 7 and other documents for the final report	20 September, 2017	All partners

4. List of participants

No.	Name	Surname	Organisation	City, Country
1.	Laimute	Ruzgiene	Kaunas Region Education Centre (LT1)	Kaunas, Lithuania
2.	Edita	Zaromskiene	Kaunas Region Education Centre (LT1)	Kaunas, Lithuania
3.	Liudmila	Mecajeva	SIF (LT2)	Kaunas, Lithuania
4.	Audronė	Kisielienė	SIF (LT2)	Kaunas, Lithuania
5.	Rumyana	Shalamanova	Know and Can (BG)	Sofia, Bulgaria
6.	Ivo	Dimitrov	Know and Can (BG)	Sofia, Bulgaria
7.	Jackie	Williams	The Women's Organisation (UK)	Liverpool, United Kingdom
8.	Bernadette	Cox	The Women's Organisation (UK)	Liverpool, United Kingdom
9.	Maria	Solomou	CARDET (CY)	Lefkosia, Cyprus
10.	Michalis	Ioannou	CARDET (CY)	Lefkosia, Cyprus
11.	Tomasz	Kordas	Danmar Computers (PL)	Rzeszow, Poland
12.	Radosław	Pyrek	Danmar Computers (PL)	Rzeszow, Poland
13.	Maciej	Markowicz	Danmar Computers (PL)	Rzeszow, Poland