



INTERNATIONAL, 2015-1-LV01-KA202-013386

Minute of the 1st transnational meeting in CEFAE, Vidigueira, Portugal, 09/11/2015- 13/11/2015

PURPOSE of the meeting: discussing/ deciding details of the tasks and deadlines, project management, documentation and reporting. Analyzing and compare the situation concerning Work based learning in partners' countries.

Date	Topics	Discussion/decisions	Tasks/deadlines
09/11/2015	Introduction of the project – project summary presentation	Project coordinator presented a summary of the project application form with the most important aspects of the work to discuss during the 1 st transnational project staff meeting.	
10/11/2015	Presentation of the joint virtual office / Dropbox	Coordinator presented the virtual joint project office in www.dropbox.com and informed the partners about the relevant content of each folder to be uploaded. The templates for more efficient project management will be uploaded here, too.	Username wblproject2015@gmail.com and the password <i>workbased</i> . This <i>sign in</i> information has to be given to our National Agencies for the monitoring of the project development
	Management and financial issues	Coordinator informed partners very detailed about the KA2 financial rules and all necessary financial documents for each budget position as well as eventual controlling measures from the Latvian national Agency. (<i>uploaded in Dropbox and mandatory for documentation of the project expenses</i>). Every next payment will be made only after the full using of the previous amount and sending to coordinator all financial documentation about the expenses. A special stamp has been given to each partner. It has be used for each document concerning the WBL project expenses.	Deadlines for the financial reports: 1) About the period from the project beginning till 31/01/2016 – copies of all financial documents have to be sent to coordinator until 15/02/2016 2) About the period 01/02/2016- 31/05/2016 – until 15/06/2016 3) About the period 01/06/2016- 31/10/2016 – until 15/11/2016. 4) About the period 01/11/2016- 31/03/2017 – until 15/04/2017 5) About the period 01/04/2017 – 31/07/2017 – until 15/08/2017

		<p>INTELLECTUAL OUTPUT (IO):</p> <p>Financial documentation has to be prepared like asked in KA2_financial rules.</p> <p>Timesheets have to be filled out for each month when some work is done concerning the approved project budget for each partner. A timesheet template according to Erasmus+ financial Guidelines will be uploaded into Dropbox and has to be used by all partners.</p> <p>If there will be colleagues working like volunteers, there has to be prepared a written agreement about this work.</p> <p>Question from Polish partner about the currency exchange problems. Coordinator: for the financial reports will be used the exchange course like it was on the day of the 1st bank transfer from the Latvian agency account to coordinating partner account.</p>	<p>All partners having useful templates/samples will send them to coordinator for creating a WBL-project IO contract template until 30/11/2015/</p> <p>Coordinator will upload the template in Dropbox until 30/11/2015</p>
11/11/2015	Discussion about the project contents, materials and methods (Activities plan)	<p>Partners discussed the activities plan very detailed.</p> <p>It is uploaded in Dropbox ("Management" folder) and can be corrected, if necessary.</p>	
	Dissemination activities in the project (Plan of dissemination)	A detailed Dissemination plan has been discussed by all partners and will be uploaded in Dropbox folder "Dissemination".	<p>NEXT TASKS until beginning of 2016:</p> <p>PL will create a Facebook page for the virtual communication and our activities/results dissemination- Nov/2015</p> <p>PT (CEFAE) will create a project leaflet and Magazine in December/2015.</p> <p>All partners will make posters/stands and/or other informative materials for the project presentation in their organizations.</p>
	Evaluation – Quality assurance	<p>Templates for 6 month internal evaluation, TMs evaluation and LTTA evaluation are partly ready and were presented by coordinator.</p> <p>An evaluation form for Blended mobility of VET learners was worked out together by all partners based on sample given by CEFAE and will</p>	All partners have to send to coordinator samples/ideas of questionnaires for different forms of evaluation for creating the most relevant ones for the WBL project.

		be used for the further mobilities.	
12/11/2015	Presentations of the partners and their work around the issue: Work based learning . Analyze and summarize of the partners' research results. Further tasks concerning research work.	All partners presented the summaries of their research about the WBL-situation in their countries in 30-40 minutes presentation followed by a discussion about the concrete samples/needs/challenges. The first conclusions: The education systems in PL, PT and LV are not ready for WBL in the form like it exists in AT and DE. In LV and PT are few elements of WBL existing through a more close cooperation between schools and enterprises than in PL. In AT is exactly an opposite system of contracts signing between students and enterprises.	All presentations have to be uploaded into Dropbox folder "Intellectual output" – "Research".
	Discussion about the INTELLECTUAL OUTPUT (IO) E-Guide	ISQ- the leading partner for the IO- the E-Guide creating presented the structure of the planned IO. <u>1st chapter</u> - training materials/useful information for VET teachers and enterprises staff . The question to all participants (teachers and students) after learning/training activities in Austria: "How changed the training in Austria my opinion about the WBL?" <u>2nd chapter</u> - useful information for VET students, unemployed persons . Austrian partner suggested make an inquiry for the enterprises staff/tutors about the skills/abilities/characteristics they need in the labour market. Into the E-Guide will be included instructions on searching for WBL opportunities in different countries. PT, PL will work with professional CV, LV- portfolio. All partners will ask their previous participants of international training in enterprises for intercultural experience stories/eventual misunderstandings situations and prepare for the E-guide 2-4 stories with advice for the next trainees. In the application form was planned also the 3 rd chapter – a Videofilm . As its financing is cancelled by the project evaluation experts, there will be voluntary made only smaller videos about WBL simulation in each country and presented in the next international learning/teaching activities. For a more efficient work for the IO coordinator suggested to create small work groups, max 2 teachers/researchers.	Questionnaires for a) VET teachers b) Enterprises staff will be worked out under leading of PT (ISQ): the 1 st draft until Christmas , ready – beginning of January. All partners will organize the inquiries and summarize the results till 15/02/2016 (min.5, max 20 teachers and 10-20 tutors) ISQ will summarize the results until 15/04/2016. Each partner will make research and work out the materials for the E-Guide and upload in Dropbox folder "Intellectual output" /1 st or 2 nd chapter sub-folders. DEADLINES: Until the 2 nd meeting in Austria in April 2016 – a rough draft of both E-Guide chapters. Until the 3 rd meeting in Poland in October 2016 – a detailed draft of the E-Guide. E-Guide has to be ready until the final conference in May 2017. All videos have to be ready until the final meeting in Latvia in 2017.

13/11/2015	Transnational cooperation Protocol	<p>There has been prepared a special Transnational Cooperation Protocol. Partners discussed its contents and necessity for a successful project management and awareness of each partner about his tasks. The signed Protocol will be uploaded in Dropbox.</p>	
	International learning/training in Austria	<p>The next international learning/teaching activities for students and teachers will be in Austria from</p> <p>17/04/2016- 23/04/2016.</p> <p>There will be invited specialists for the teachers' training to show, how and why the dual vocational education works in Austria. Austrian partner suggests tell them until 01/03/2015 about the professions gained by the guest students from PT, PL and LV in order to find suitable enterprises for the WBL simulation. Teachers will go to enterprises and visit VET schools, have lessons about WBL system in Austria.</p> <p>Partners discussed also opportunities to organize virtual meeting/training session between teachers and tutors from enterprises –a webinar leaded by a professional in order to have very efficient event.</p>	<p>Partners have to send to Austria teachers of professional subjects having more contacts with enterprises and already involved into project activities.</p> <p>LV will find the webinar manager and organize the practical arrangements AT will find qualified specialists for teaching Dates and more detailed contents will be decided after the training in Austria.</p>
	Final discussion and meeting conclusion, meeting evaluation	<p>Partners mad a summary of the discussed decisions and pointed out the main responsibilities of each partner.</p>	<p>Austria – the main responsible for the teachers' training and best practice summary concerning WBL Portugal (ISQ) – the main responsible for the E-Guide Portugal (CEFAE) – the main responsible for the visual documentation/joint dissemination materials Poland- the main responsible for summary and analyze of local activities/best practice samples Latvia –the main responsible for finances and documentation.</p>