

WORK BASED LEARNING- LOCAL AND INTERNATIONAL, 2015-1-LV01-KA202-013386

Program and Minute of the 2nd transnational meeting in Poland, 23/10/2016- 26/10/2016

PURPOSE of the meeting: Evaluation of the project middle-way results and the used project management methods. Questions of the project finances, implementation, dissemination and evaluation. Partners' tasks for the 2nd year.

Date	Topics	Discussion/decisions	Tasks/deadlines
23/10/2016	Arrival		
24/10/2016	Financial issues	Coordinator made a project- internal face to face audit of all financial documentation with each partner and discussed all financial issues, problematic questions so that all partners can be sure that the documents are prepared correctly, as requested in the contracts, their annexes and Erasmus+ financial rules. Few questions have been discussed immediately with the Latvian National Agency, especially about the exceptional costs.	Partners have to improve few details in the timesheets and other documents and send to coordinator copies of ALL financial documents that could be asked by external auditors during eventual controlling activities mentioned in the Erasmus+ financial rules during the project lifecycle as well as during 5 years after the balance payment.
	Intellectual output	The 1 st chapter (research) of the planned IO- E-Guide- is ready. Coordinator informed the partners that the relevant link is sent to Latvian Agency and the 1 st positive feedback is received. ISQ/Portuguese partner, responsible for the Intellectual output, presented the summary of the work done so far and the detailed structure of the 2 nd chapter of the E-Guide: https://www.dropbox.com/home/2_Transnational%20meetings/Poland%20October%202016?preview=ISQ+tasks+for+the+2nd+chapter+of+the+E-Guide+PPT.pdf Partners discussed the proposals and agreed about the next steps of this work as well as about ways of the dissemination of the Intellectual output.	<ul style="list-style-type: none"> i) EWA (ZESPOL) send Polish LA material + interview material to ISQ by 12 November ii) RAIMONDA (BFO) send database + training exercises to ISQ by 12 November iii) ISQ + CEFAE + MALPILS will update the database with European contacts and send to ISQ by 12 November <p>The draft of the 2nd chapter of the E-Guide will be prepared by ISQ till 16th December – and send to partners for comments and suggestions;</p> <p>The Final version of the II chapter will be ready by 30 of December (including partners suggestions and</p>

			comments).
25/10/2016	Discussion about the project contents, materials and methods	Partners discussed the activities plan for the 2 nd year very detailed and discussed the tools to keep a good overview of all local activities. Portuguese partner CEFAE presented a template for such summary and will send it to all partners. Coordinator presented www.trello.com - an online tool that can be used for this purpose, too.	All partners will fill this template with descriptions of their local activities done during the project – a longer description in the national language and a summary in English. This summary will content also links to more detailed information given in the partners' websites. This information will be used for a qualitative preparation of the final report.
	Dissemination activities in the project	CEFAE /Portuguese partner, responsible for the dissemination activities, presented the summary of the work done so far. Information about the project activities is available on all partners' websites as well as in our Dropbox. There is a Facebook page created for the project news and many dissemination activities have been organized by each partner using different tools/media: newsletter, online platforms, radio, websites of our social partners. Partners discussed the next tasks and deadlines for the dissemination activities as well as structure and contents of the dissemination materials- Newsletters and Journals.	NEXT TASKS 1) For the Newsletter and Journal Nb1: until 4th November each partner has to send information about the WBL-situation in their countries as it was prepared at the beginning of the project, about the local and international activities as well as participants' feedbacks and pictures they suggest to use. For the Newsletter- short versions, for the Journal –more information. Newsletter Nb1 and Journal Nb1 will be ready until 11th November 2) Newsletter Nb2 and Journal Nb2 have to be ready basically till the meeting in Latvia (beginning of June)so that only decisions and the last news will be added after the 3 rd Transnational meeting and Blended mobility of VET students
	International activities in Latvia	Partners discussed their opportunities to participate in the next international activities in Latvia – the 3 rd Transnational staff meeting and Blended mobility of VET students. There are expected 9 participants of the Transnational meeting (2 -3 from every partner) and 12 – 14 participants of the Blended mobility from Poland and CEFAE, Portugal.	Dates: Transnational meeting - 11th-15th June 2017 Blended mobility of VET students- 11th-17th June Latvian partner has to find enterprises for the WBL-simulation in - Catering service - Car mechanic

			<ul style="list-style-type: none"> - Sport - Audio visual enterprises.
	Evaluation – Quality assurance	<p>Partners discussed the questions for the 1st project year evaluation, like planned in the application form.</p> <p>Partners evaluated also this Transnational meeting – using the evaluation forms and also in non-formal discussions.</p>	<p>Coordinator will prepare the questionnaire until 27th October, send to all partners for the filling until 4th November and summarize the answers until 12th November. The received information will be analyzed, discussed in the project teams and used for further work /eventually necessary improvements of our joint work.</p>
26/10/2016	Departure		