



## Minutes of Management Meeting

Friday, 1<sup>st</sup> April, 2011

### In Attendance:

Francisco Torres, Gisela Pasenow, Angelika Gruene, Francis Fabri, Gabriel Taga, Daniela Ionescu, Jan Riha, Jonathan Borg, Jose Maria Calvarro, Krzysztof Bahrynowski, Lukas Richterek, Mahmut Develi, Kevin Harrington

### Preparation for the Dublin Workshop:

- The dates of the Dublin meeting are Thursday, 30 June and Friday, 1 July. It is expected that most delegates will arrive on Wednesday, 29 June and depart Dublin on Saturday, 2 July.
- The venue of the workshop will be in County Dublin's Vocational Education Committees Head Office in Tallaght – a suburb of Dublin.
- A provisional booking has been made in a nearby hotel. The venue is accessible to Dublin City Centre via a nearby tram.
- Further details of the arrangements for the workshop will be issued by the organising partner shortly.

### Dissemination of Project:

- It was agreed that each partner will send a summary of any dissemination activities to Kevin Harrington for use in the second version of the project's newsletter.
- In order to facilitate this, Kevin Harrington will send a template to all the partners that they can use in returning this information.
- It was also agreed that each partner organisation will do up a list of where they have promoted the organisation's website in their own country. This list will be sent to Kevin Harrington who will compile a master list.

### Discussion on Learner and Student Questionnaire:

- There was a brief discussion on both questionnaires that had been previously circulated. The meeting agreed that no changes needed to be made to the questionnaires and that each organisation will complete them and return them to Kevin Harrington as soon as possible.





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- A report will be compiled based on the results of the questionnaires that will be used in the project's final report.





## Any Other Business:

- There was a discussion on some other aspects of the project that needs to be completed prior to the project's completion. In particular, it was agreed that we need to work diligently over the next few months to complete all that we committed to in our project proposal.
- The project's Facebook page hasn't been used very much. It was agreed that we would put a link on the project's website to help promote this.
- It was agreed that the final part of the workshop in Dublin would be in the form of a conference as stated in the project proposal. It is hoped to promote this project to a wider audience through such initiatives as inviting the local press and the host country's National Agency.
- It is important that the guide to good practice will be produced in the languages of all participating countries. This may not be ready for inclusion in the project's final book, particularly if this is to be ready for the Dublin workshop. It was agreed that these translations will be made available through PDF versions, as well as published on the project's website.