

WORK FOR ADULTS 2.0

ERASMUS+ STRATEGIC PARTNERSHIPS

AGREEMENT NO: 2015-1-FI01-KA202-009089

Partner meeting 20.-21.06.2017 Tartu, Estonia**Participants:**

Omnia, Finland: Mika Heino, Briitta Hiitola, Anne Lehosvuo-Halmela, Irina Muuri, Tiina Thure-Toivanen

Finska folkhögskolan, Sweden: Marjatta Heinua, Saad Muhiadin, Jim Nieminen

Ikaslan, Spain: Eduardo Aginako, Ana Teresa Barainka, Iker Orueta,

SA Tartu Rahvaülikool, Estonia: Ena Drenkhan, Karin Küttis

Bridgwater and Taunton College, UK: Chris Sharkey, Victoria Pyke

Tuesday, 20.06.2017 - Tartu Folk High School

Day starts with guided tour in Tartu.

Presentation of Tartu Folk High School, welcome said by the head of the school and hands-on activity.

Official opening of the meeting by Mika Heino.

Introducing of the social media guidelines and other materials produced by Swedish partners and others:

https://bridgwater.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=480770_1&course_id=8352_1

Decision: we are going to keep materials produced by Saad and others from Sweden as a backup and we'll use it as an example. For the short version, we need pictures and diagrams.

To do: Chris has to put all materials about intellectual outputs to the website and create more observable material from them.

Each partner has to examine the outcomes of the project and supplement it

Add to the folder Tartu meeting.

Mika is introducing reporting process.

To do: All partners have to let know about the budget, are they going to use all of money (especially exceptional costs or multiplier events). If partners don't use all the budget, write to Mika that you don't use all the money. Latest 27.june send e-mail to Mika and Natalia.

By exceptional costs is the own contribution 25 %. If in the budget is planned to cover from project 600.-, the total amount should be 800.-. We can use the budget for flyers, printing etc. or buying pencils, too.

To do: All documentation and financial issues has to be ready end of September. Natalia will send all information for making financial report.

To do: Mika need that everyone will upload all your documents to Blackboard folder Project info Reporting per country in own country's folder. There should be all documents from the beginning.

Mika introduces “Final report”. Guidelines for filling content report:

- There is a 7 pages template, where we need to write from own perspective. There should be all information about all activities made within 2 years for the project: own goals, own actions.
- Important is 3.3 Intellectual outputs. All will find description about IO1 and IO2. It is important that everyone will have their own IOs. Description of best practices is important.
- 3.4 multiplier events that partners have organized- describe own, Mika makes summary of all.
- Important is 4 Follow up – all need to think about impact of the project and describe it.
- 4.3 sustainability - how can we can make sure that future adult students will find our materials and research that we have made?
- If partners have any additional materials, they should be upload to Blackboard. For example if we have videos, then we have to create Youtube channel and upload them. Link has to be on project website.
- Each partner`s final report has to be ready by the end of September.
- All project documents must be kept for at least five years from the approval of the final report..
- Finnish National Agency has the permission to view project materials in Blackboard.

Wednesday, 21.06.2017 - Tartu Vocational education Centre

Presentation of Tartu Vocational education Centre (TVEC) – Kaire Mets, marketing manager. Introduction of the WBL in Tartu VEC and in Estonia (Sigrid-Ester Tani, coordinator of WBL in TVEC, Kätlin Lühiste, traineeship coordinator in ICT department)

Kätlin introduced Learning Toolbox: <http://ltb.io/>

Wednesday, 21.06.2017 - Tartu Folk High School

Discussion about dissemination: what to present in national webpages-blogs, what to present about dissemination events – partners have to decide whether it`s relevant information and upload relevant information only.

To do: Spain has made the flyer and they uploaded it to Blackboard. Others have to send already translated flyers to them if language versions are needed.

Discussion about the display of webpage: cover photo, IO-page in two columns (IO1 and IO2) with short description), if you click you can get deeper to these materials we have: diagrams, information etc.

To do: Swedish partners are creating a special picture about social media for visual identity of the IO1.

If partners have any kind of materials of the project, it should be uploaded to Blackboard, even if it is in your national language (videos and photos jne).It is important to add a summary (approx. 10 lines) also in English.

Unfortunately, the official webpage of the project is not yet available.

Chris said that original homepage image exists but its hard to make it user friendly.

Discussion about webpage display, introduced by Chris.

To do:

- We keep “meetings and events” or change it “multiplier events”. It`s possible to upload photos and videos
- If partners want to add something to the website, first they have to upload it to Blackboard and let Chris know. Chris will upload them to website.
- If partners have materials about their own multiplier events, they can be in native language. But short introduction has to be in English.
- We are adding minutes to the webpages, but not agenda.
- Contact information - Mika’s e-mail (international.office.omnia@gmail.com)
- No opportunities for commenting (to avoid spamming).
- Chris will change the map. Every partner country has to be with different colour and you have to find under every partner information about the partner. Don’t show the names of other countries.
- Every partner will make short summary about IOs and events
- IOs presentation has to be visual. We are going to add pictures and other visual element.
- During the next week every partner has to figure out what kind of visual elements will characterize IO’s and upload them to Blackboard. All the pictures and diagrams has to be same size.

Chris deadline for the creating webpage and making it visible for all is 7th of July and for others for complementing 20th of July (uploading materials to Blackboard).