

Management Group Meeting MINUTES

Wednesday 3 July 2009, 16.00-18.00 - Iasi, RO

Present:

Unison NW, UK	Frank Hont & Lynne Morris
University Liverpool, UK	Alison Hughes (co-ordinator) & Carol Stewart
Carl Von Ossietzky University Oldenburg, DE	Ina Grieb
Arbeit und Leben, DE	Bernd Bischoff
University of Vaasa, FI	Jouko Havunen, Ville Tuomi
METALL Murikka, FI	Aki Ojakangas, Jouko Reijonen,
CGT, FR	René Bagorski
University of Versailles SQ, FR	Alain Nicolas, Francis Rogard, Elena Poles,
University of Primorska, SI	Valentina Franca
Gh. Asachi Technical University of Iasi, RO	Gabriela Atanasiu, Milica Dragulita

1. Overview of the Partner Conference

- It was noted that the partner host University had provided excellent facilities and thanks were expressed to Gabriela Atanasiu and her team.
- It was agreed that the final discussion round table session and keynote speeches be recorded and transcribed as appropriate. This will provide useful material for inclusion in the final report to the EC and also for the MG discussion in Tampere re the future of the network. We will ask all participants to sign a release form stating that they agree to their comments being recorded and used in this way.
- It was agreed that sessions would be chaired by members of the MG and that the UK partners present would make notes at the workshop sessions of 1 or 2 key points to include in the proceedings – see below.
- MG would ensure that the spread of participants across workshops was reasonably even to ensure that there were full opportunities for discussion of all the themes/issues covered by all workshop presenters.
- The nature of the conference proceedings was discussed – to include the conference programme; abstracts; copies of papers /powerpoint presentations; key points from workshops. It will be available electronically and also in hard copy

2. Project outcomes and activities

- The MG reviewed materials on the website and noted that the pages had a wealth of material on them with partners finalising their national reports and case studies/learner papers so that these would all be completed by early autumn
- Project website – co-ordinator reported that it was likely that the bibliography, experts and website link pages would be updated so that the records would

be divided into sections reflecting language or partner countries- this would make it easier for non- English speaking viewers to search these pages

- Dissemination and exploitation reports- all agreed to report to the Co-ordinator as soon as possible all the recent dissemination/exploitation that has arisen from promoting the conference to colleagues
- It was noted that there is translation money still available and partners should notify the co-ordinator of any material on the website or from the conference that they would like to see translated into or from their own language

3. Financial and administrative details

Contractor and Project Co-ordinator reported:

- Interim report for year 1 – had been circulated to all partners and the evaluator
- Exchange rate for project is set for first month of project i.e. 12/2007 (EC website). This will be calculated by the Contractor for all non-EURO reported expenditure for the final report. So partners are asked to use the new form which allows them to report non-EURO expenditure in a separate column from the EURO costs. This has already been circulated.
- Conference hosting budget – the expenditure is within the budget
- Conference delegates -Co-ordinator gave MG details of which delegates (in addition to partner representatives) attending the lasi conference are having their travel/subsistence (T&S) costs reimbursed by the project.
- Co-ordinator provided partners with information on how they will be reimbursed T & S costs (where agreed) for any 2nd delegate attending from their partner organisation. Partners will be reimbursed from the project by the Contractor on receipt of the final 20% grant payment from the EC.
- There will be a review of finances after lasi travel reports submitted.

4. Discussion re Final Management Group meeting – September 2009 - Tampere, FI

- Date agreed 21-23 September.
- Partners to notify co-ordinator immediately if they are unable to attend. If so they can nominate a colleague to attend in their absence but this must be notified to the co-ordinator also. Ina Grieb and Gabriela Atanasiu are unable to attend.
- Agenda will focus largely on the final report to the EC; a report from the external evaluator and the future of the network. It was agreed that small group discussion may facilitate this.
- It was noted that the final round table discussion at the conference should provide a number of ideas for discussion at Tampere re the future of the network
- it would be good for partners to notify the co-ordinator of examples of where they had learned from another partner(s) – as this would be a good starting point for the partners to pursue in the future. The co-ordinator will bring to Tampere any examples provided.

5. Final report to the Commission

The co-ordinator will ask the EC whether we can submit much of the material for the final report on a CD – eg the website and all materials on it.

6. Future of the Network

- Discussion in Conference – led by Management Group – chaired by EUCEN
- Content of future activities
- Process of future activities

7. Any other business - none