



Management Group Meeting

Thursday 21 February 2008: 10.00a.m. - 12.30 p.m.
UNISON NW, Manchester, UK

MINUTES

Present:

UNISON NW, UK (contractor)	Frank Hont & Lynne Morris
University Liverpool, UK	Alison Hughes (co-ordinator) & Carol Stewart
University of Vaasa, FI	Jouko Havunen
METALL Murikka, FI	Aki Ojakangas, Jouko Reijonen
Carl Von Ossietzky University Oldenburg, DE	Ina Grieb
Arbeit und Leben, DE	Bernd Bischoff
University of Versailles, FR	Alain Nicolas / Francis Rogard, Elena Poles
University of Primorska, SI	Valentina Franca
Gh. Asachi Technical University of Iasi, RO	Gabriela Atanasiu
External Evaluator	Kari Seppälä

Apologies from CGT – represented by Versailles.

1. Project outcomes and activities

- The MG formally confirmed its agreement with the designed logo and the printed leaflet
- The editing group will feed back formally about the website development through minutes of its meeting (to be held immediately after this MG meeting).
- National reports guidance agreed –the guidance will be amended to reflect the need for authors to provide a political context (and/or legislation), and also that the report should include a reflection on ‘future steps’ i.e. how this activity could be encouraged/developed.
The MG confirmed timetabling of report deadlines as follows:
 - Year 1 - by start October 2008 – RO, SI, EE, LT
 - Year 2 – DE, FR, FI, UK**ACTION:** Year 1 - RO,SI, EE, LT
- Dissemination guidance – agreed. This will be required at least twice per annum.
ACTION: AJH to send reminders as appropriate.
IG noted that dissemination can also be deeply embedded through study visits by partners. Although there is no money in the project budget for this, partners may be able to apply for Grundtvig 3 funding for a ‘study visit’ to another partner. DE or UK could offer to host such a visit for partners. Alternatively it could be added on to the final MG meeting in FI. To be reviewed by the MG throughout the project.
ACTION: AJH to email members details of the Grundtvig website
- Experts template – agreed and will be amended to include languages of experts

ACTION: AJH to make the revisions to guidance documents as above and send to all partners. These will also be available on the TULIP website once it is launched.

It was noted that, although we are required by the contract with the Commission to fully meet the objectives outlined in the bid, there is flexibility within the outputs (e.g. national reports, network meetings, conference) to acknowledge the organic nature of the network and to allow for context to be reflected in their content.

The External Evaluator also noted that the evaluation should enable the partners to reflect on development of the project (e.g. through outlining initial motivations for joining the project) and to raise questions that may not be answered in this first phase of the project but could provide a good rationale (through identifying needs/outcomes) for continuation of the network in a 2nd phase.

2. Financial and administrative details

AJH briefly reported that travel reports had been completed and sent to UNISON NW for the first MG meeting in Versailles.

3. Review of any other items raised at Partner Meeting on 20 February

- Case Studies by DE, FR, FI, UK – initial drafts for discussion at the EE Partner Meeting to be provided to AJH by start October 2008.
ACTION: DE,FR, FI, UK
- Financial/admin Year 1 end. Deadline for all reports (including salary certificates/ time sheets) from partners will be end November 2008. AJH to provide guidance for their completion in due course.
- It was noted that the time allocations for work on the project do not include additional secretarial support for partners.
- An additional resource for the website would be a glossary of terms. UoL will start to develop this using current resources e.g. from BeFlex and MOVE projects, Cedefop, Versailles and will report back to the Partner meeting in EE.
- EE Partner meeting November 2008. Noted that Liz Snape, Head of Policy, Unison has agreed to be a guest speaker. Her role reflects EU-level involvement and not just UK. It was agreed that the open session (for all EUCEN Conference attendees) should not concentrate on project outputs as an end in themselves but rather foster discussion of the ideas arising from them.
ACTION: AJH to ask Michel Feutrie, President of EUCEN to be a guest speaker.

4. Discussion re Final Conference

- Likely dates to be 2-5 June 2009. UoL working with both RO partners to develop this further.
- The following outline format was agreed:
 - Day 1 –MG meeting in afternoon followed by early evening formal welcome

- Day 2 – Opening keynote followed by workshops and networking opportunities
 - Day 3 – morning -closing address and opportunity to discuss the future of the network. Closing by lunchtime.
- It was agreed that each partner country would have 1 funded delegate place in addition to the partner attending. These should be either keynote speakers/ officials or importantly learners (TU members).
ACTION: AJH to formally notify all partners.
 - The likely delegate costs will be made known to partners as soon as possible to enable them to relay this information to potential attendees
 - Versailles has a useful on-line registration system that it will demonstrate in EE.

5. Network Evaluation and Future

- The MG confirmed that it was in agreement with the questions suggested by KS and that there should be open questions to foster reflection by all partners. It was also noted that the forms would not be anonymous and would be completed by all partners.
- It was agreed that the first questionnaire be sent to partners at the start of March 2008 with a deadline of 15 April for their return. The Evaluator will share the results of this first stage via the Versailles website (used for partner discussion and not public)
- The interim and final evaluation reports (end Year 1 and Year 2) will be publicly available on the main TULIP website.
- The 2nd stage questionnaires should be completed by end June 2009 to enable them to be discussed at the final MG meeting in FI.
- KS will discuss evaluation with the MG and partners in EE, RO and FI
- KS will be provided with all relevant material (e.g. presentations at meetings / national reports etc) throughout the life of the project

6. Any other business

- Final MG meeting in FI – likely to be Tuesday 15 September 2009 in either Tampere or Vaasa.
- AJH to circulate a new contact list to reflect all attendees in Manchester