

Tulip

TRADE UNION AND UNIVERSITY
LIFELONG LEARNING
IN PARTNERSHIP

Partner Meeting: Manchester, UK 20 February 2008



Education and Culture DG

Lifelong Learning Programme

Financial – admin

Travel forms:

- **Email draft to AJH first**
- **Original to UNISON NW & original travel documents**
- **Specify in comments box the time journey started and finished**
- **Show airfare and taxi rates as 2 separate items**

Salary certificates for Year 1

Time Sheets:

Include all time spent, including other colleagues

Project activities

- **Website and publications**
- **Resource Kit, including bibliography**
- **National reports**
- **Dissemination**
- **List of experts**
- **Conference**
- **Next partner meeting – EE 6-8 .11.2008**

Web Site /Publications

- Web structure – see attached document
- Versailles-hosted chat room facility
- Logo
- Leaflets
- Future publications

Resource Kit

- Bibliography
- Web links
- Project-produced materials – Case Studies/Descriptive Papers
- Articles from other sources
- Conference materials

National Reports

- **All** partners to produce
- Collaboration in countries with 2 partners
- Provide an overview of TU-University collaboration in WLLL provision & opportunities
- Suggested timetabling
- Suggested format – attached draft

Dissemination

- Guidance document (attached) provides suggestions on:
 - Who to provide with information
 - How to do this
- How to report this activity –suggested report form
- When to report this activity

List of Experts

- **All** partners to provide details of experts in this field – Attached suggested form for completion
- How do we define the term ‘expert’

Conference

- Location & timing
- Content
- **All** partners to provide details of potential attendees and also potential speakers -
Suggested form for completion

Next Partner Meeting

- Tallinn, EE 6-8 November 2008
- Proposed Format:
 - Arrival Thursday
 - Friday (all day) Partner meeting (PM)
 - Saturday a.m. – MG meeting
 - Saturday lunchtime – Editing Group meeting
- PM morning – content
- Open session – PM afternoon
- Poster Sessions at EUCEN Conference