

DRAFT

LEARNING VIRTUAL SAUNA

Management Meeting

June 25th 2003

Present:

Jeronimo Sousa	CPRG
Sergio Fabelea	CPRG
Antonio Gomes	CPRG
Jukka Maki	Media Tampere/eTampere
Rashid Choudry	Kista Open Academy
Ebba Traskilin	Kista Open Academy
Ulf Finnhammar	Kista Open Academy
Nigel Summers	Sandwell MBC
Sarah Middleton	Black Country Consortium
Ian Everall	Black Country Consortium
Sarah Crawley	Learning Kitchen
Isabel Alus	ASCUDT
Manuel Miranda	ASCUDT
Paula Cruz	European Anti-Poverty Network(Portugal)

Welcome & Introductions:

JS Welcomed everyone to CPRG/Portugal followed by round table introduction.

Agreed: Sarah Crawley in the Chair

Minutes of previous Meeting

These were agreed. All Actions were completed.
Conference Report from Sweden was available from the KOA website

Update from Partners

Each partner gave an update on activity to date.

Sweden have produced a first draft report on 'Barriers to Learning' – available on their website, seeking feedback from partners to see if similar barriers or different.

ACTION: All to provide feedback to inform final report

Transnational Workplan

Note: This agenda item also encompassed other items referenced on the agenda:

- Organisation of work activity
- Membership of work groups
- Methodologies and Assessment

Draft TCA Workplan circulated for discussion by ET

Key issues raised included:

- Changing membership of work groups had been frustrating and had affected progress on the workplan(UK)
- Partners felt they did not know enough about activity in other countries, so made feedback difficult.(UK)
 - To help address this it had been agreed all partners would bring along information on their projects to be made available at the Conference, including e.g. visual display, reference to target groups, aims and objectives etc.
- Clear guidelines and workplan required for all members(SW)
- Proposed to create a simple matrix of all projects, showing linkages of each project against key themes, based on the matrix contained in 'Creating Baseline Information of Activities within the Learning Kitchen Partnership', June 2003, commissioned by UK partners. **ACTION:** All
- (SW) proposed use of standard organisational framework to help consolidate , communicate and present project information
- (P) Important to consolidate membership of groups, terms of reference, review progress to date, what needs to be done by end of the project
- (P) Need to agree criteria for success of groups, clear objectives, clear outcomes, leader/champion, plus important to circulate all documentation in advance of meetings to inform partners preparation and support maximum contributions
- (F) Currently have a number of key pieces on the table, but looking a bit of a jigsaw. Clarity & timetable is key.

Agreed: To produce an Appendix to attach to the draft TCA/Workplan setting out:

- Name of Work Group
- Co-ordinating Country
- Group Leader
- Membership of Group
- Aims/Objectives
- Workplan
 - ✓ Task
 - ✓ Date
 - ✓ Completed By

- ✓ Evaluation Measure
- Action Points arising from the Work Group Meeting

ACTION: IE/SC to produce Appendix in time for Project Leaders Briefing

Transnational Evaluation

JM presented proposed Trans National Evaluation Framework on behalf of Petri Lintula/eTampere. Costs of the proposal also circulated:

ACTION: After discussion, decision was deferred. It was agreed:

- More information on the product to be circulated (JM to arrange)
- To provide a demo website to allow partners to try the tool out, with instructions(JM)
- Investigate other options to assist comparison(ET/JM)
- Agreed to delegate decision to partners by email before November meeting to enable progress on evaluation to be presented at the Conference(All)

Finland Conference

JM outlined proposals for the next Conference. Proposed theme: ‘ Community engagement and learning using new technologies’

SC raised the issue of costs of participation to partners – as Finland an Associate Partner (P), (SW), & (UK) partners would be required to pick up the full costs of attendance. JM suggested the event be linked to a Co-Conference being planned in Tampere in October which would help lower the costs. The second day could be held outside of Tampere which would also keep costs lower.

Agreed:

- Conference dates 9th/10th October
 - ✓ Day 1 To participate in the Co-Conference
 - ✓ Day 2 Focus on work groups – Conference theme Community engagement & learning using new technologies. 10.00 am start.
- Management meeting 8th October to be confirmed
- JM to advise partners on conference costs – accommodation, subsistence, internal travel/transport, asap to assist planning and attendance by other partners
- To present outcome of evaluation activity if a decision can be made in time

Any Other Business

ET brought to attention of the Group a proposed change to tomorrow's Conference programme, having invited Francis Sealy/Diane Broadhead from the UK to address the Conference on the theme of Learning Environments and Motivation. This linked with other partnership activity KOA were involved in.

In noting the revision to the Conference programme, partners raised several issues, including:

- Potential confusion to partners, especially to delegates from the UK who were expecting to exchange progress on their project work with other Learning Kitchen partners, overall uncertainty as to how this presentation may add value to the Conference programme
- Need for consultation and communication with all partners in future to ensure any proposed variations to the agreed Conference planning process be identified in good time to avoid confusion, and help understanding in identifying added value.

Date of Next Meeting

8th October 2003