

EQUAL Transnational Conference  
Meeting of End User Requirements Theme Group  
Centro de Reabilitação Profissional de Gaia  
Friday 27<sup>th</sup> June 2003

Present

Ebba Traskelin - Sweden - Chair  
Eva Woll Tegbeck - Sweden  
Santokh Singh - UK  
Colin Robinson - UK  
Josie Kelly - UK  
Maxwell Bailey - UK  
Sarah Middleton - UK  
Lena Bjork - Finland  
Henrique Teixeira - Portugal.

Meeting Notes

1. Barriers and Obstacles

The group is keen to identify and share experience of the barriers and obstacles into learning from each Country. All partner countries agreed to identify these through their respective projects and then feed information into Tansnational Partnership. This action was to be reflected in the task group work plan and updates provided at subsequent following meetings.

Action:

- a) Ebba to ensure that task group work plan reflected this activity.
- b) All to provide updates at next meeting.

2. Table to show projects against themes.

A table template had been prepared by the UK project manager to demonstrate the multi dimensional nature of all UK projects and how they impacted on the relevant themes.

Three of UK projects present at meeting but it was agreed that all projects needed to confirm that the table represented an accurate reflection of the themes. It was agreed that tables needed to be produced for each project from each country.

Action:

- a) Eva Woll Tegbeck to co ordinate and ensure that the task group work plan reflected activity by project by country with all relevant themes identified. A consistent approach was to be used.
- b) A written version of the table was required to be circulated prior to the next meeting.
- c) All to provide updates at next meeting.

3. Task group representatives

The consistency of group representation was agreed as essential to maximising the future benefits of the project.

Action:

- a) All group leaders must be present at future User Needs Meetings in order to contribute to transnational work.
- b) Ebba Traskelin will represent Sweden's projects.
- c) Max Bailey and Colin Robinson will represent UK projects.
- d) Henrique Teixeira will represent Portugal.

4. Draft TCA Plan

All delegates given a copy of the draft TCA plan to read.

Group requested to welcome participation of Politicians and other dignitaries, who may be able to influence the success of partnership.

It was requested by UK that mapping of similar projects would be useful exercise for sharing of best practice.

Action:

- a) Portugal and UK requested to provide list of members for dissemination.
- b) The task group work representatives from Portugal, Finland and Sweden would provide activity summaries by project by country with all relevant themes identified. The adoption of this consistent approach would enable future sharing of best practice.

5. Three Key Terms

It was agreed that three themes were essential to project development.

- Empowerment
- Equality
- Innovation

Action:

- a) All to note and provide updates at next meeting.

6. New Database/Grid.

The group were given a brief demonstration of the proto type on line data base and grid for forum dissemination.

Action:

- a) Search engine to be incorporated to identify common themes and key search words.
- b) Kista Open Academy website to change 'Birmingham' to 'Black Country'.
- c) All task group members to have on line access by 4 July 2003.
- d) It was agreed that access would be developed between full task group members and visitors or associated members.
- e) It was agreed to review the governance of the web site as more volume of information was added.

7. Proposed Framework for Transnational Activity Workplans

8. Sharing of Methodologies

Acknowledged that vast amount of information may result. This topic will be a standing agenda item at each transnational meeting.

Agreed that study visits will be beneficial and there is money in budget. UK keen to observe 'hands on' work in other countries. Final conference to be used to disseminate results of user needs groups. UK concerned that evaluation aspect is fully covered effectively, and there is a need to compare evaluation models of 'hands on' work.

On going programme of visits has been prepared (Finland, Nov 03, England 2004, Sweden 2004). Ebba Traskelin sought the views of visiting the open university in Vaasa, Finland as part of the next transnational conference.

Action:

- a) Good idea to formalise roles and responsibilities of group leaders. Chair to develop a terms of reference for the Group.
- b) 'Health and inequalities and disability' to be added to description.
- c) Role of group is to share information and pick up useful information from other theme groups.

- d) Visits will happen either prior to or just after transnational visit and all countries need to start thinking about possible study visits in future. Group members were encouraged to feed back their views on the study tour to the open university in Vaasa, Finland via their Management Group representatives.
- e) More time to be allocated to theme groups at future meetings.
- f) Information about links to be displayed on website.
- g) Final conference to be used to disseminate results of user needs groups. Possible date in Autumn 2004. All group members to feed comments to management representatives.
- h) Information about links to be displayed on website.
- i) Agreed that evaluation aspect is fully covered effectively in future meetings.

9. Email addresses to be disseminated:

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