

Minutes of the Transnational Management Meeting

Tuesday 24 February 2004 at Dunstall, Wolverhampton

Present

Sarah Middleton	UK Chairperson
Ian Everall	BCKS
Tony Walters	UK Project Coordinator
Jenny Brogden	Acting UK Project Coordinator
Ebba Traskelia	Sweden
Rashid Chowhdury	Sweden
Antonio Teixeira Gomes	Portugal
Madalena Curado Malta	Portugal

Paragraph number	Minute	Action
1	Welcome	
1.1	Sarah Middleton opened the meeting by welcoming everyone and in particular our Swedish and Portuguese colleagues	
1.2	The management group introduced themselves	
2	Minutes of the last meeting	
2.1	The minutes of the last meeting were agreed.	
3	Matters arising	
3.1	Ebba reported on the barriers to learning report which is looking at a number of areas including the Open University in Finland. This report which is currently in Swedish is on the home page. Ebba will translate this and forward it to TW who will pass this on to the partners by the end of May.	Ebba
4	Programme for the conference	
4.1	Jenny outlined the format of the conference with the mayor of Wolverhampton welcoming the delegates. Areas to cover in the conference include motivating and engaging learners in a technological world, local priorities, alternative	

	learning and a presentation on the Learning Kitchen. Visits were arranged to various projects and there would be entertainment in the evening with a mixture of Bangra dancing and a martial arts display.	
5	Progress on Themes	
5.1	Engagement and Motivation	
5.2	The framework agreed in Finland was being followed. Roland outlined the different national cultural influences in attracting students. Interim report to be passed onto Ebba	Roland
6	Learning Ambassadors	
6.1	Interim report framework agreed. This will be pulled together by the Theme leader. There will be an emphasis on the voluntary role of Learning Ambassadors and not the professional role.	John Shercliffe
7	User needs and research	
7.1	The interim report will be translated into English. UK and Portuguese partners asked to discuss the content of the report and advise Ebba of any additions before the end of March 2004.	
8	Study visits	
8.1	In order to build on the momentum of the conference the idea of staff visits/exchanges was discussed. We need to be clear what we want to get out of these visits.	Tony
9	Evaluation	
9.1	Jenny outlined some of the issues that were taking place in Finland and suggested it would be easier if the UK was a signatory for the contract. It was felt the Finns were not necessarily the most appropriate people to do the evaluation. In determining who should do the evaluation the issue of independence is critical. The terms of reference needs to be drawn together and consultants identified. It was pointed out that much of the terms of reference could be obtained from the TCA.	Tony

10	Action 3	
10.1	Jenny stated that members of the Black Country Consortium will be going to Brussels to promote best practices within the Learning Kitchen. The delegation will be led by David Way the Executive Director of the Black Country LSC. Because of financial constraints Portugal and Sweden were not sure if they would be able to attend.	
11	Round 2 EQUAL	
11.1	Jenny is putting together a proposal on behalf of the Black Country Consortium. The proposal needs be completed by the 30 th June 2004.	Jenny
12	The next conference	
12.1	The next conference to be in Stockholm, Sweden. This will be from September 15 to September 17 2004.	