

Meeting Minutes for Leonardo da Vinci project "JS-Toolbox"

Project number:

31.05.2012
01.06.2012

09:30 – 17:00
09:30 – 14.00

**MAASTRICHT, THE
NETHERLANDS**

1

Type Of Meeting	4 th transnational meeting
Name of Meeting Facilitator	Ali Rashidi Project Manager Folkuniversitetet, Kursverksamhet vid Uppsala Universitet
Note-taker	Yevgeniya Averhed
List Of Attendees	<ol style="list-style-type: none"> 1. Maria Knais 2. Roger Van de Winkel 3. Vaso Anastasopoulou 4. George Petrou 5. Yevgeniya Averhed 6. Ali Rashidi 7. Javier Farto López 8. Gunnar Danielsson 9. Erik Fridén 10. Dorota Birzinska 11. Nico 12. Katja
Documents discussed / disseminated	Annex 1. Implementation report from Greece Annex 2. Implementation report from Spain Annex 3. Implementation report from Poland Annex 4. Implementation report from Sweden Annex 5. Concept JS-Toolbox with 8 steps (updated with method suggestions) Annex 6. Sector mapping article

Topics

31.05.2012

09:30 – 10:00

**INTRODUCTIONS AND ICE-
BREAKER**

MR.ALI RASHIDI

Summary Of Discussion	Short ice-breaker and introduction
Coordinator welcomes the partnership	
Quizz as ice-breaker	
Conclusions	

Action Items		Responsible	Deadline
No actions have been taken			
10:00 – 16:00PRESENTATION BY PARTNERSMR. ALI RASHIDI			
Summary Of Discussion	National reports by partners		
Conclusions			
Report for activities implemented in <u>Greece</u> by Vaso. Dimitra used the Delphi method – a forecasting method of decision-making technique by a group of experts. <i>For more information please see the presentation attached. Annex 1</i>			
Report for activities implemented in <u>Spain</u> by Javier Area chosen for identifying future needs is green jobs . <i>For more information please see the presentation attached. Annex 2</i>			
Lunch from 12.40 to 16.00			
Report for activities implemented in <u>Poland</u> by Dorota. Area chosen for identifying future needs is construction sector . <i>For more information please see the presentation attached. Annex 3</i>			
Report for activities implemented in Sweden by Ali. Area chosen for identifying future needs for the sector “electro-technitians”. <i>For more information please see the presentation attached. Annex 4</i>			
Action Items		Responsible	Deadline
16:00 – 17:00BRAINSTORMINGMR. ALI RASHIDI			
Summary Of Discussion	To identify 5-10 steps from a sector down to study plan (European steps) from macro level to micro level (based on national presentations). To connect steps with methods.		
Partners brainstorm			
Roger finalizes the steps based on 8 steps of concept idea of the JS-Toolbox, page 3 These 8 steps is a common nominator for all partners. <i>Annex 5</i>			
Conclusions			
Action Items		Responsible	Deadline

TOPICS:

01.06.2012

**CONTINUATION OF THE
BRAINSTORMING**

MR. ALI RASHIDI

09:30 – 12.00

Summary Of Discussion	Braintstorming on the content of JS-Toobox based on the template with 8 steps
-----------------------	---

Group 1. Sector mapping and presentation of the group 1: *Annex 8*

Group 2. ICT sector: presentation of the group

Conclusions

Ali, Roger and Nico will finalise the toolbox during summer. This toolbox has to be tested in one training program by each partner. Each partner will submit a short report on testing to Revalento and Folkuniversitetet by the 20 of September.

Maria presents the web-site idea
To send to Maria continuous CV to pa@editc.com

The web-site will be updated with partner photos and CVs. CVs are short and in direct relation with the specific project.

Vaso presents poster and leaflet

Folkuniversitetet will check with English teacher poster and leaflet and send to Dimitra

CD will be done in September when the final module are ready

Action Items	Person Responsible	Deadline
Final version of the toolbox ready in English	Revalento Folkuniversitetet	End of July 2012
Uploading of the English version on-line	EDITC	End of August 2012
Translation of JS-toolbox to partner languages	All partners	15.09.2012
Methodological toolbox shall be in Polish, Greek, Spanish and English uploaded on-line	EDITC	15.10.2012
Internal evaluation and report on that	Revalento	01.10.2012
<i>Next week Roger will send the questionnaire to all partners, after they receive meeting minutes</i>		
Common nominator report	Folkuniversitetet	15.09.2012
To send to Maria photo and short CV	All partners	15.09.2012
Leaflet and poster corrected to send to Dimitra	Folkuniversitetet	10.06.2012
Vaso will send the template to partners and they will send the translations for printing to Dimitra	All partners	15.06.2012
To prepare all the deliverables with a public and private site and send it to Maria for uploading	Folkuniversitetet	Before the 25 th of June

Signature	
Name of Person	Ali Rashidi
Organisation	Folkuniversitetet Kursverksamhet vid Uppsala Universitet
Date	15.06.2012