

# M\_APP – 2<sup>nd</sup> partnership meeting

## September 15<sup>th</sup>-18<sup>th</sup> 2014 / Izmir, Turkey

### MINUTES

#### List of Participants

<b>Organisation:</b>	<b>Name:</b>
P1; Auxilium (AT)	Georg Müllner Veronika Rechberger
P2; rapidrabbit (DE)	David Wulff
P3; FFE (ES)	Marta Palacio
P4; Meath Partnership (IE)	Jennifer Land Sarah Land
P5; SEC (RO)	Zsófia Pál
P6; Campus Varberg (SE)	Ida Boström
P7; Karabağlar MEB (TR)	Uğur Çelik Bülent Çiftçi Şahin Özyürek

#### Tuesday, September 16th – meeting day 1

**09:15 Official welcome and opening of the meeting** (Karabağlar MEB/Auxilium)

**09:20 Short report about the past project months – actual status quo of the M\_APP** (Georg, Auxilium)

*Power Point presentation attached (Annex 1)*

- § Georg gives an overview of the work packages and activities done within them so far. No questions arise from the presentation.

**09:35 Work package 5 – Exploration Study** (Jennifer, Meath Partnership)

*Presentation of research report attached (Annex 2)*

- § Jennifer presents the results of questionnaire and interview data, underlining main findings for the further development of the M\_APP app.
- § Concerning the competence grid, only three additional learning situations could be retrieved after the research phase. These got included into the final competence grid which is published within the research report.
- § A discussion follows in connection to concrete learning situations for people and labels for competences that will be needed for the app.

**10:00 “From work package 5 to work package 6” – the crucial step** (Veronika, Auxilium)

*Power Point presentation attached (Annex 3)*

- § Veronika presents brain storming done by Auxilium concerning concrete learning situations for the app and a suggestion for structuring the M\_APP app content.
- § For after the coffee break, partners are asked to split into two groups discussing about the two questions raised at the end of the presentation.

**10:30 Coffee break**

**10:45 Discussion around work package 6**

- § The group is divided into two in order to discuss the suggested concrete learning situations as well as the skills connected to *Learning to Learn* and *Social and Civic Competences*. Georg and Veronika take notes of the discussion.

**12:30 Lunch****14:00 Continuation of discussion around work package 6**

- § The discussion around work package 6 continues within the two groups. Auxilium will gather collected discussion data and do further work on it in order to also have structured skills gained within the concrete learning situations, building the content of the M\_APP app.

**15:20 M\_APP app on mobile devices – possible visualisations** (David, rapidrabbit)

*Power Point presentation attached (Annex 4)*

- § David presents possible visualisations of the M\_APP app on mobile devices.
- § For the M\_APP app development, Auxilium and rapidrabbit will meet from October 13th-15th in Schwerin, Germany.

**15:40 Coffee break****16:00 Work package 7 – M\_APP guidelines for recognition of key competences – first considerations/outlook** (Ida, Campus Varberg)

*Power Point presentation attached (Annex 5)*

- § Ida introduces the upcoming work that has to be done within work package 7 and initiates a discussion in order to concretise the outputs wanted for the recognition procedure.
- § The target group of the certificate is defined as adults wishing to add the competences gained to their CV, taking advantage of it for job interviews. There should be a clear separation of the certificate of the self evaluation and the external evaluation. Whereas the certificate for the self evaluation should fit onto one page, graphically arranging competences with skills and concrete situations focusing on important ones for job interviews, the certificate for the external evaluation needs to be more elaborate. It should be a narrative description written from looking at the portfolio and include more than just a summary but also a qualitative feedback. The external evaluator should also contact the person in order to clarify and specify issues. The self evaluation will be offered on the web app only. Guidelines will also include what steps to do for external evaluators and fixed sentences to use for them to fill in.
- § Ida will work on guidelines as well as on certificates for the self and external evaluation that will both be established as an online process.

**17:00 Summary and end of day 1** (Georg, Auxilium)**18:30 Walk through Izmir****20:30 Common dinner**

## **Wednesday, September 17th – meeting day 2**

### **09:30 Dissemination, valorisation and impact (Zsófia, SEC)**

*Power Point presentation attached (Annex 6)*

- § Zsófia gives an overview of the work package and presents the first dissemination report that will be uploaded on Wiggio as well as the already printed posters and leaflets and hands out examples. Partners will receive the rest via regular mail.
- § Concerning the webpage, some adjustments will be made to have a cooperate design.
- § For the established M\_APP Facebook page, partners will provide Veronika with name and registered e-mail address of their organisation's/own account in order to be registered as editors, then being able to also post connected information on the page and spread invitations to the page.
- § For further dissemination, Georg suggests to not only collect the numbers of people provided with information but also note what happened after – the impact of it. Zsófia will add a column in the Excel sheet for the next dissemination report.

### **10:30 Exploitation and sustainability (Marta, FFE)**

*Power Point presentation attached (Annex 7)*

- § Marta presents the content of work package 4. In addition to the template for the round tables she will also upload an Excel file template on Wiggio to fill in, giving an overview of the most important information for all round tables.
- § The first round table was already organised in Ireland, Turkey, Spain, Romania and Germany. Sweden and Austria are in the planning stage of it.
- § Georg announces that after clarification with the European Commission, the deadline of the sustainability report was extended to September 2015.

### **11:15 Coffee break**

### **11:30 Contractual, financial and administrative issues (Georg, Auxilium)**

- § Georg introduces the deadline for financial report issues which is January 10<sup>th</sup>. Partners are asked to send their documents by the end of December.
- § Bilateral talks follow concerning issues of the first reporting period.

### **12:00 Lunch**

### **13:15 Evaluation and quality assurance strategy (Georg, Auxilium)**

*Peer evaluation report (Annex 8) and snap shot analysis (Annex 9)*

- § Georg presents the results of the first peer evaluation report and the snap shot analysis done. Ida hands over the Swedish newsletter, the webpage changes needed will be done by David within the next weeks.
- § Within the evaluation, a communication issue was addressed concerning the time until getting responses of partners. Georg asks partners to react to e-mails within one week or install an out of office reply.
- § After consideration, it is confirmed that the **next meeting** will take place from the **23<sup>rd</sup> until the 27<sup>th</sup> of February 2015** in **Bilbao, Spain**.

### **14:00 Outlook to work package 8 – Pilot implementation (Şahin, Karabağlar MEB)**

*Presentation link attached (Annex 10)*

- § Şahin gives an overview of the upcoming pilot phase and presents first considerations of the evaluation form which will be uploaded on Wiggio. After feedback from partners he will work on a revised version.

**14:30 Summary and To Do list (Veronika, Auxilium)**
**To do list until Bilbao meeting (02/2014)**

WP1: Project management		
What?	Who?	Deadline
Half year progress report II (content development and financial report)	all partners	31/12
Progress report	P1	31/12

WP2: Quality management		
What	Who	Deadline
Distribution of peer group evaluation form II	P1	19/09
Return of at least one evaluation form per organization	all partners	30/09
Peer group evaluation report II	P1	31/10
External evaluation report I	External evaluator (P1)	31/12

WP3: Dissemination		
What?	Who?	Deadline
Website development (updated version)	P2 (P5, P1)	30/09
Newsletter II	P1 and all partners	31/01
National dissemination reports sent to P5	all partners	15/12
Leaflets and posters	P5	30/09
Dissemination workshops	all partners	as possible
Professional dissemination article in magazine	P1	30/09

WP4: Exploitation and sustainability		
What?	Who?	Deadline
Final template for round tables	P4	30/09
3 round tables	all partners	as possible

WP5: Exploration study		
What?	Who?	Deadline
Final research report	P3	30/09

WP6: M_APP development		
What	Who	Deadline
Development of mobile, web and server app first versions	P2 (P1)	15/01
Testing and feedback from partners	all partners	31/01

WP7: Recognition procedure		
What	Who	Deadline
First draft of guidelines for recognition and certificate of key competences	P6	15/01

WP8: Testing, validation and mainstreaming		
What	Who	Deadline
Feedback form for pilot phase	P7	15/01

**15:00 Official closing of the meeting**
**17:30 Boat trip**
**19:30 Common dinner**