



Minutes Steering Group meeting CL4L

2023, May 11

Address: Via Pirandello 31/b Verona

14.45 -16.30

Participants:

P0 REA College Pluryn:	Birgit Grimbergen
P1 All about quality consultancy:	Guus van Beek
P3 Doc Servizi:	Giulia Sergiampietri
P4 Venetica	Laura Peruzzo
P5 BIC Ljubljana:	Tanja Gregorec, Tanja Kek
P6 TMK:	Elen Raudsepp (minutes)
P7 Croan	Nathan Van Groenigen

1. Minutes steering group meeting March 2023

Guus remarks that the onsite meeting in Verona is mainly intended for teachers and trainers and less for managers. In this meeting, the division between the ones who will implement the project tools is 50:50. He wants to stress that more than 50% should be trainers in future meetings.

2. Finance and administration

- Timesheets

Birgit introduces the timesheets. They will be filled in per WP every half year. Birgit will prepare the timesheets so it is clear to all



partners which working days/activities must be on the timesheets. All partners need to decide who will be writing timesheets. Birgit made some examples, no Saturdays, Sundays, or National holidays can be written; Birgit will send timesheets to every organisation.

- Everyone who works in the project must be related to the partner organisations. To prove this, we need payslips or contracts - some are missing, Birgit went through the list.

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3. Dissemination

- Birgit introduces the Project website (www.cl4l.eu username: cl4l_partner, password: #cl4l_partner01) - has an open and closed part. All the materials will, used will be on the closed part of the website. The open part is for dissemination. At the end of the project all project results will be on the open part.
- Birgit presented some examples of the Leaflet. Decided is that Birgit will send the texts to Julia, Nathan, and Guus to overview the texts; the design must be more artistic, DOC Serviçi will help with the pictures and design, and should be more attractive.
- Birgit asks the partners to registrate their dissemination activities - all must fill in a table with dissemination activities every half a year. An example is shown and will be sent to the steering group members twice a year.

4. Evaluation of previous meetings



- The evaluation reports of the onsite meeting in Nijmegen and the 2 online meetings this spring are discussed. Guus doesn't understand the results about achieving the objectives of the meetings. Nathan thinks this might have to do with the large number of participants that joined the project after the meeting in Nijmegen. He suggests that, maybe we can arrange something to inform the new people. Tanja thinks maybe we are still exploring the subject; it takes time to be confident. We will see how the answers are in the evaluation of this meeting and if there is a trend or not.

Birgit asks the members of the steering group to make sure that their colleagues will give feedback.

5. Organisation upcoming meetings

- There will be 2 online meetings till the end of 2023

They will be on

- 13.09.2023 14:00-16:30
- 17.10.2023 14:00-16:30

Topics are validation assessment instruments, indicators of self-assessment & decision making. ; 17.10.2023 14:00-16:30

- The next onsite meeting will be in Tallin 7 & 8.12.2023.

Host will be TMK. The topic will be creative teaching.

6. Closure