

## Minutes Steering Group meeting CL4L

2024, July 4

Online

09.30 - 10.30 CET

### Participants:

P0 REA College Pluryn:	Birgit Grimbergen
P1 All about quality consultancy:	Guus van Beek
P2 Forbusiness lifeskills srl:	Veronica Perin
P3 Doc Servizi:	Roberta Bargiggia
P4 Venetica	Laura Peruzzo
P5 BIC Ljubljana:	Tanja Gregorec, Tanja Kek, Boštjan Ozimek
P6 TMK:	Anneli Pikk mets, Indrek Jänes
P7 Croan:	Nathan Van Groenigen

### 1. Welcome and setting the agenda

Birgit welcomed all participants. There are no extra issues for the agenda.

### 2. Planning of the meeting in Ljubljana September 2024

Due to circumstances, we are not able to meet in Ljubljana in September 12 and 13. This has led to a reconsideration about the meeting.

The topic of the meeting is implementation of the training modules the teachers and trainers of the VET partners were trained at in Padova.

However, the budget is not sufficient to have all trainers coming to

Ljubljana. This, and the argument that we should only travel when there is



an added value, the steering group agreed upon a suggestion of Guus to have several online meetings instead.

This is more effective and more efficient because all trainers can join in. Also, by having more session in time, it is easier to answer questions of trainers that raise during the implementation phase and to adapt plans when needed. There is one condition: the quality of the project and de project results must not be affected by this change.

The experts guarantee that this will not be the case.

Since we are not meeting in Ljubljana in September, we will consider the possibility to have the closing meeting in Ljubljana instead.

Conclusion is that the first online meeting will take place on September 12 in the morning, starting at 9.30 CET. Birgit will invite all participants of the meeting in Padova. Birgit will host the meeting.

The expert partners will prepare the meeting by describing the goals, make an agenda and take the lead in the meeting.

A suggestion made is to use part of the travel budget for setting up a buddy-system or coaching on the job. This will also be elaborated by the expert partners.

### 3. Interim Report

The interim report is uploaded for review by the National Agency. They now have 60 days to respond. When the National Agency is positive, the second advanced payment will be made. Birgit will keep the partners updated.

We expect that the National Agency will ask to execute the interim evaluation of the project soon. Guus will take care of this directly after the summer break.

Also, we expect that we get the advice to have more feedback collected when we disseminate the project and the project results.

Birgit will come up with a suggestion for that after the summer break.

#### 4. Administration and Finances

Birgit informs the partners that we are up to date for the administration.

After the summer break all partners will receive timesheets for the period until June 2024.

#### 5. Compendium

The experts are working on the compendium of training modules that the trainers of the VET partners will use for the implementation of the training sessions on Life Skills. Doc Servizi suggested that they would like to also take care of the lay out. This will be in line with the lay out of the newsletters and the leaflet of the project. All those materials were produced without any budget. To make a professional compendium, budget is needed. Birgit asks the VET partners whether they are willing to transfer part of their budget for translation to this goal. Partners are willing to consider this, as long as the quality of the compendium is not affected.



Conclusion: Roberta will make a proposal what budget is needed and what will be done for this. Partners are willing to transfer their budget, depending on the costs for the last translation: the compendium.

Birgit will also look at the possibility to transfer some working ours from the dissemination budget of REA College to Doc when needed.

## 6. Use of the Project Results that are ready

There has been a request from a Dutch organisation to start using Project Result 2 before the end of the project. They want to use the Self-Assessment Instrument in an app for students and teachers. Also, teachers/trainers will do an individual assessment as well and will train one Life Skill in a pilot.

The steering group is positive about the request. It is seen as a good thing that external organisations are interested in the Project Results already.

Birgit will inform this organisation that they can use the materials. She will invite them to come to the closing meeting to share their experiences.

Nathan will support this organisation while working with our project results.

## 7. Closure

Birgit thanks all participants for their contributions and closes the meeting.