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| **MINUTES** of meeting of the  **EMEU4All Steering Group**  held **on Monday 6th Nov @ Bath College, Bath, UK** |

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| **Present:** | Frans (Chair), Tanya, Uxue, Naiaira, Ellen, Bastian, Dennis, Guus, Jo, Louise, Rea, Jon, Çiçek, Tereza, Jessica |
| **Apologies:** | N/A |
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| **Minutes of Previous Meeting:** | The Minutes of the meeting of May 2017 in Helsinki were accepted. |
| **Agenda** |  |

| **Minute** |  | **Action By/When** |
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|  | **Introduction:**  Steering Group  14-18 May 14 arrival, 15 Steering Group, 16,17 event, 18 departure  Next meeting - May 2018 San Sebastien Spain  Adjusted Gaant chart - FvS will send  Nov -News item for Bath  Timesheet  Integration and embedment- Guus needs responses | **Frans**  Adjusted Grant chart |
| **1** | **Updates from partners**  ID College- VA Nov going well. SM will be later due to college merger  Sophie-Schol: problem with Sports Group, Health Group from Netherlands left after 7 days. Needs to be resolved with hosts and sending organisation  Dennis-SMod Dutch and Spanish Students visited. Created promotional video. VA is planned for Dec. Issue with releasing students due to restrictions on dates  Berufsbildende Schule: Bastien- saw a great development in visiting students, feedback internet connection is poor in the school  Louise - gastronomy Horizon College and Jyvaskylla. Fleming visited both colleges. VA is still in the process  Bridgewater College: Jon- some issues over merger and restructure 2 students to Horizon. VA is in full flow at present on schedule. 4 students coming in Nov for SM. issue with VA  Jyvaskyla College: Rea - 3 modules.  Dec Senior Manager visiting Horizon. Rea moving away from the project  Zubiri Mateo: Uxue/ Naiara- retail SM too long, too difficult, need to prepare shorter. Trying to do Marketing and retail together. Dec for first module.  Hyria College: Tanja - planned, new team. VA delayed till Dec, SM Jan. Amended  Horizon College: Ellen - Horizon sending 2 in Dec to Taunton, SAN Sebastian. VA is running, al 3 colleges participating.  Bath College: Jess Social Care - VA too ambitious for Sept.  3 Horizon and ID arrive today for SM - digital applications. 6 weeks. Jess going with students next week to Hoorn. Students there for 6 weeks. VA starting Nov.  Sophie-Schol : Çiçek - 2 interim meetings Bridgewater, Finland, Netherlands- effective to discuss detail and amendments  Interim report - end of Jan. All docs to Frans by 1st week in Dec | **All/**  All docs to Frans by 1st week in Dec |
| **2** | QA - Jon  Surveys to be streamlined. All to use Dropbox or similar.  By 17th Nov - collaborate with a Louise and area  Dissemination - Denmark and Netherlands participated in large presentations.  Feedback on study modules (see image). 6 sections. Most important ‘impact’  Blackboard is used for storage of VAs . FvS sending  Timesheets - populate for all activity, use calculator tool (yellow sections only), overview  15th December - deadline signed stamped scanned  Revised agenda  Time-sheets 1 per person per output | **All/ 17th Nov 2017**  collaborate with a Louise and area  **All/ 15th Dec** |
| **3** | EMEU website update  Louise  <http://em-eu.eu/>  Challenging job, more complex, directly working with programmers. Behind schedule but confident it will work.  Archive remains the same  Sport team need to elect a new team leader as Sonny has departed  Website archive issues being resolved - dates passed and old modules  To reinstate a module - duplicate DO NOT EDIT as it will override and potentially | **Louise/ ongoing** |
| **4** | ECVET  ECVET process needs to take a step further. QA system regarding assessment procedure, validation and recognition procedures, collecting data.  Suggest smaller group to develop.  Europass certificate, learning agreement  RT to take forward develop and discuss with LOW and JH Possibly Tanja | **RT** |
| **5.** | Acquisition strategy - desire to have 5 partners in every team  Must have a process for new partners  Identify gaps in teams  Online meetings before next face to face to discuss way forward  Old EMEU team to make suggestions for future partnerships and growth  New partners have to create modules, send and host  In country partners can support each other  Hosting and Sending -  Hosts must support accommodation. Sending partner must respect deadlines for enrolment  Agreed agenda for 2-day conference |  |
| **6.** | Next Meeeting:  Zubiri Manteo  San Sebastián Spain (Bilbao airport)  Arrive 14th May  Steering 15th May 2018  Conference 16/17th  Dep 19th May  Final Conference March 2019 TBC poss Nov 18  Germany (Spier)  Close of meeting | **14th – 19th May** |