**EMEU Steering group Meeting**

**Notes from the meeting held on Thursday 9 November 2017**

Present: Jon Harding, Frans Van Schaik, Louise Okon Willie, Carmen Romero, Markus Muller, Christina Murphy, Rea Tuominen, Agnes Garib, Kees Van Der Eem, Jaana Räsänen

Discussion points

*Problems with lack of communication and how regularly to meet*

The steering group agreed with LOW’s request for one meeting a year with additional skype meetings.

*The need for strong team leaders with the aim of enabling them to run the modules independently*

LOW stated that given the many changes (college mergers, staff members coming and going), it is unrealistic for modules to run themselves entirely.

*The need for a platform to share documents*

The steering group discussed the possibility of trialling blackboard and offer it to the teams as a way of sharing documents.

Action – JH to set up blackboard for everyone with the calendar template, offer it out to teams for them to use if they want and include clear instructions on how to use Blackboard, including the virtual office. **Deadline 1st December 2017 \*Query – the ICT VET team mentioned using Googledrive, is Jon still to set up Blackboard for everyone or just the steering group members?\***

*2016-17 overview*

FS shared data on the partners and teams with the steering group including the number of team leaders (4), number of students sent away (50), number of active modules (94)

Action – LOW to request her students to include the archived modules on the new website. **Deadline 7th December 2017**

*Introducing new partners*

FS clarified the process as per the road map, namely a new partner will be monitored by a partner from the same EMEU team. The new partner will run a module and the monitoring partner will trial it. If deemed successful by the monitoring partner/team, then they are formally introduced in to the network. In response to concerns from LOW regarding keeping the network manageable, FS states that, for now, new partners can only do modules within their own group. MM requests that whilst we should be a bit more strict with new partners initially, established partners should have more flexibility to try out modules outside of their group. CR passed on information about a potential new partner to MM.

*EMEU VET Team leader 2017-2018*

Steering group unanimously agree to instate Louise Okon Willie as Team Leader for a period of six months, and Carmen Romero as deputy. The steering group also discussed the expected roles and tasks of an EMEU VET team leader which include finding an online platform for documentation, facilitating the putting together of templates (eg calendars), introducing a new communication platform (other than email), running skype session every 3 to 4 months.

*Dates and location of next Steering Group meeting*

Bilbao is suggested as a location, possible dates 14-18 May 2018 (travel days Monday and Friday, meeting Tuesday and Wednesday).

Action – ALL give feedback of possible dates to EMEU teams. RT and JH to check with San Sebastian about the possibility of an overlap