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## MINUTES

of meeting of the  
EMEU4ALL Steering Group Zubiri Manteo College, Donostia, Spain

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**Present:** Frans (Chair), Tanya, Uxue, Naiaira, Ellen, Bastian, Dennis, Guus, Louise, Rea, Jon, Tereza, Jessica, Maren, Lee, Jessica, Aino, Isabelle

**Apologies:** N/A

Minutes of Previous Meeting:	n/a
Agenda	n/a

<u>Minute</u>	<u>Action By/When</u>
<p><b>Introduction:</b></p> <p>Dates Donostia meeting: 15-18 May 14 arrival, 15 Steering Group, 16,17 event, 18 departure</p> <p>Dates final meeting 27 – 29 March 2019 Ludwigshafen/Speyer, Germany, Arrival 26 March, departure 30 March</p> <p><b>Introduction by Frans</b> Frans points out the objectives of the EMEU4ALL project: make international experience accessible to as many students as possible, also through virtual activities, build up durable relationships and continue EMEU4ALL</p> <p>Focus for steering group meeting: quality assurance</p> <p>Outlook: engineering will join EMEU4ALL</p> <p>Decision to be made: continue project (for how long?) or drop out?</p>	<p><b><i>All partners: 25 May deadline for virtual activity description</i></b></p> <p><b><i>All partners offer and participate in one virtual activity in spring and one virtual activity in autumn</i></b></p> <p><b><i>Feedback for VAs needed for national agency! → Send to Frans</i></b></p>

<u>Minute</u>		<u>Action By/When</u>
1	<p><b>Feedback of the partners – focus on what went well / where problems occurred / how quality could be improved</b></p> <p>Advance planning will ease participation for partners</p> <p>Guus: study module was successful, feedback and input from student was good, hosting of students according to standard procedure; recommendation: different work fields should see how education and work in the other country is → good for disseminating the project VA: communication is very important, different platforms were tested, facebook is not a good platform for VAs. Sparking enthusiasm with students is very important, be positive</p> <p>Frans: involve the managers in the meetings at the school or other organizations for dissemination and exchange of best practices; bring colleagues to partner meetings</p> <p>Dennis: Virtual activities need pre-planning, etwinning is a good platform, live conversation in small chat forums is expedient</p> <p>Anne Mietinen / Hyria, Finland introduces herself</p> <p>Tanya: Good team teaching module with 3 teachers and one assistant to integrate new colleagues in the project; people in Finland appreciate that the students are offered international education in an intercultural environment; different educational backgrounds make VA difficult, next time better select the groups better (different focusses in health care; the elderly vs. children); late reply / sending of materials will be improved</p> <p>Naiara/Uxue Two students from NL came for a mobility in December, English language skills of Spanish students is an issue. More exchange among students is desired, mixed groups would help</p> <p>Isabelle Sent 7 students who were going abroad were very happy; Duisburg is not very attractive for foreign students, contents of the mobilities will be improved to attract more students to come, VA was successful, real exchange with foreign students is motivational for the students; finding time frames for VAs has proved to be rather difficult</p> <p>Ellen Students very happy, good partnership with organizations, one class hosting the students (buddy program); broader support from the teachers if students are asked to interpret for them if their English is not good enough; having foreign students breaks the routine of the staff in the shops, a mutual learning process is sparked</p> <p>Louise Matching levels is challenging; VA: communication is an issue, timing of the modules is very difficult</p>	<p><i>Frans: all partners are asked to have their students shoot a promotional video</i> → <i>This idea should be in the module description</i></p>

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	<p>Lee Integrated staff which they liked, but work load was quite a lot, setting deadlines proved to be difficult, will be sending students</p> <p>Jessica Longer stay in college is necessary to build relationships with organizing teachers, employers were pleased with project; VA with facebook was tricky, accommodation is an issue as students are under 18, change in management makes work difficult, however enthusiastic staff is very supportive; achievements of students have drastically improved</p> <p>Rea / Aino VET reform in Finland makes work difficult; Aino takes over steering group position, Rea will work on policy level</p> <p>Frans wraps up the success factors</p> <ul style="list-style-type: none"> <li>- Internal information (colleagues) and external information (companies)</li> <li>- Communication</li> <li>- Keep sharing information among the partners</li> <li>- Get more people involved to reduce work load</li> <li>- Integrate / involve your students</li> <li>- Prepare support for visiting students</li> <li>- Evaluation of a company is important</li> <li>- Present EMEU4ALL to your management team</li> <li>- Translation of material</li> <li>- Promote as much as you can, preferably have the students do it</li> <li>- EMEU network, not (time limited) project</li> </ul>	

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2	<p><b>Status of the website – Louise</b></p> <p><b>For teachers</b> button is most important for partners, including deadlines and how-to descriptions / guidelines</p> <p>Issues with the website if different browser than chrome is used</p> <p>Documentation of the projects on website is essential</p> <p>Students need to be registered (“created”) through the website, student then has to provide all necessary information which is then saved on the website</p> <p>Sending and receiving institution have access to information and can see if sth is missing</p> <p><b>Archive</b> for the history of all finished modules</p> <p><b><u>Copy a module</u>, do not change the dates of an old one as it will hence disappear</b></p> <p>Troubleshooting: check if a guideline is available before contacting Louise</p> <p>“VET Teams” button in For teachers section is planned (to provide information and get an overview)</p> <p><b><i>Teachers are responsible for signing in students (even from other colleges, if they are interested in one of your projects), and they are also responsible for informing them accurately</i></b></p>	<p><b>All partners:</b> Inform Louise if website does not work properly</p> <p><b>Frans: all partners shall use the website regularly</b></p>

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3	<b>Palnning / Aims of Donostia Meeting – Frans</b>  1 discuss 2017-2018 experiences 2 discuss and adapt modules 3 discuss and adapt VAs 4 Promo vid for students 5 Dissemination 6 Impact: Focus on Company 7 election new team leaders 8 New EMEU teams	Frans: All partners describe VA1 and VA2 and send it to Frans by 25 May

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4	<p><b>Assessment of Interim report - Frans</b></p> <p>National agency feedback is mainly positive</p> <p>no further funding from EU</p> <p>Dutch national agency is invited to participate in Germany</p> <p>Survey and feedback procedure is for the partners, not for the national agency in the first place</p> <p>Evaluation of projects could be more transparent – evaluations need to be made accessible to national agency</p> <p><b>Impact on companies must be made more visible, bring representatives to meetings</b></p> <p>Comments of the national agency are sometimes difficult to understand</p> <p><b>Intangible outcomes of VAs are criticized, but skills development is what VAs develop best, so stick to those soft skills</b></p> <p>EcVet will be updated by the end of the summer</p> <p>New round of skype sessions with Rea planned for late summer</p> <p><b>Final report should provide more detailed information on the impact in different sectors (geographical / sectoral level) → Frans asks how this is to be understood</b></p>	<p><b>All partners: use survey monkey for feedback</b></p> <p><b>ECVET questionnaire on survey monkey needs to be completed by all partners by the end of this week (18 May 2018)</b></p>

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5.	<p><b>Quality of sending and hosting process - Louise</b></p> <p>Group work for improvement of the description</p> <p>Suggestions Group 4 - Sending</p> <ul style="list-style-type: none"> <li>- Application process in home country needs to be improved</li> <li>- It needs to be ensured that the students have the right level of English, adequate knowledge of their subject e.g. marketing, are intrinsically motivated to participate and mature enough to stay abroad on their own for the time of the mobility</li> <li>- Continuous communication among the teachers of sending and hosting organization is essential</li> <li>- Teachers of sending organization have to make clear that the students have to report to both sending and receiving teachers during their stay</li> </ul> <p>Frans completes the other group's results – many thanks 😊</p>	<p>Louise will put the new suggestions on the EMEU webpage (today 15 May 2018)</p> <p>All partners: discuss the necessary preparations for sending hosting students successfully 16/17 May, ongoing process</p>

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<b>6.</b>	<p>Final Meeting:</p> <p>BBS Wirtschaft 1 Ludwigshafen (hosting organisation) / VENUE: Pädagogisches Landesinstitut RLP, Speyer</p> <p>Arrive 26 March 2019 Steering 27 March 2019 Conference 28/29 March 2019 Dep 30 March 2019</p> <p>Close of meeting</p>	<p>26<sup>th</sup> – 30<sup>th</sup> March 2019</p>