

Minutes from SG meeting and VET team meeting 20-23 Nov 2018, Leiden, NL

Welcome	Presentation of all participants.
Introduction of EMEU SG members	Aim of the meeting is joining the EMEU4Engineering and EMEU4ALL network into one EMEU network. The flag was handed over to UNI-Eibar. The college is now a full an official member of the EMEU network for ICT
Quick recap of the past, present and future of the EMEU concept	A quick overview of the history and outcomes of EMEU and EMEU4ALL. EME4Engineering: The network is functioning well and is gradually expanding into a fully-fledged network EME4ALL: The project will formally finish in April 2019. The EMEU4All Teams have finished all the expected outputs, i.e. 40 virtual activities and 40 study modules
What do you expect from participating in the EMEU network?	Input and reflections based on discussion in small groups: <ul style="list-style-type: none"> <input type="checkbox"/> Find more partners by mobilizing internally <input type="checkbox"/> Good base for applying for KA1 funding <input type="checkbox"/> Integration and embedment of internationalization, both international mobility and virtual activities (internationalization at home) <input type="checkbox"/> EMEU has policy influence internally – push internal structure and supports sustainability in internationalization and also increase the international possibilities for students <input type="checkbox"/> A platform for developing soft skills, for instance the buddy system <input type="checkbox"/> Platform for capacity development of teachers <input type="checkbox"/> EMEU network can be a good platform for KA2 projects/development projects One further reflection came up to be discussed <ul style="list-style-type: none"> <input type="checkbox"/> Risk Factors – are we growing too fast?
Break	
ECVET – working session <ul style="list-style-type: none"> <input type="checkbox"/> Present results of questionnaire <input type="checkbox"/> Group session bringing input for the ECVET manual <input type="checkbox"/> Decision on the need and usability of manuals 	Ask for REAs notes:

<p>To ensure the EMEU-network is sustainable and user-friendly. What are the roles and responsibilities for the various functions (Chairperson, SG members, Team Leaders, Team members, ECVET specialist, QA specialist)</p>	<p>Chairperson: It was agreed that the task as EMEU chairperson has become too substantial for 1 person. It was decided that the EMEU network should be coordinated by a team of 3 people elected or appointed in the Steering Group. This is called the EMEU coordination Team. They will be appointed for ideally 2 years. 1-2 positions are replaced every year to ensure a quality transfer of roles and tasks 1 person has the primary responsibility to be in communication and support the SG member form each partner. 1 person has the responsibility to be in communication and support the VET team leaders. 1 person is responsible for dissemination and keep news flowing in the network and especially on the website. Together the team is responsible for agenda and facilitation of SG yearly meeting, SG skype meetings (every 2 months), and the cooperation agreement.</p> <p>Steering group members are responsible for EVERY partner is a member of the SG. Every partner has 1 vote</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communication and support of the EMEU teams in your college <input type="checkbox"/> Communication with EMEU coordination team <input type="checkbox"/> The dissemination of stories and best practices on behalf of the college and internally towards students, teachers and management <input type="checkbox"/> Mobilizing teams, teachers and students internally <input type="checkbox"/> Support when organizing EMEU network meetings yearly and support organizing VET team meetings if needed (this can also mean that the partner acts as a host for VET teams or for the whole network) <p>ECVET and QA specialist are responsible for It was decided that the network should rethink the QA procedure and that an ECVET specialist function is not needed anymore. A task force was established to develop a QA plan for 2019-2022 including an action plan. The following should be reflected in the plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Effective data collection substituting the current Survey Monkey <input type="checkbox"/> Analyze and presenting data to SG, VET teams and partners <input type="checkbox"/> Easily accessible information <input type="checkbox"/> Regular QA meetings <p>EMEU team leader is responsible for</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensuring communication in the VET team <input type="checkbox"/> Monitoring the status within the EMEU VET Team – i.e. KNOW what is going on and <i>not</i>
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	<input type="checkbox"/> Reporting to the EMEU Network coordination team <input type="checkbox"/> Introducing and assisting new team members following the RoadMap EMEU Team members are responsible for <input type="checkbox"/> Communicating with other team members regularly <input type="checkbox"/> Responding to questions on status of activities and mobilities <input type="checkbox"/> Communicating student feedback to hosting partners <input type="checkbox"/> The development, description, implementation of study modules and Virtual activities <input type="checkbox"/> Supporting the organization of activities and ensure quality <input type="checkbox"/> Collecting and disseminating stories and showcases of modules Input from the group work is the basis for revising the cooperation agreement. NB: The EMEU4Engineering network cooperation agreement is valid until 1 January 2020. The EMEU4All network will sign the agreement for 2019 in December 2018 or January 2019 at the latest. From 2020 onwards the EMEU Network will sign the same cooperation agreement.
Announcement of webmaster	AARHUS TECHs new international coordinator, Flemming Olesen, will be the new webmaster of the EMEU website.
Election of EMEU network . Chairperson 1-1-2019/1-1-2020 . ECVET specialist . QA specialist	The EMEU network coordination team for 2020 is: Frans van Schaik (Horizon College) Jaana Räsänen (SAVO vocational college) Guus Wismans (MBORijnland) or Tanja Korteharju (Hyria) – who takes the position should be decided early December. QA task force: Rea Tuominen (Gradia) Louise Okon Willie (Aarhus Tech) Jessica Lewis (Bath College)
Suggested annual calendar EMEU SG/Partner meetings: . Fixed month, week . EMEU SG/Partner meeting	An annual calendar was presented and will be adopted based on the input: <input type="checkbox"/> 1 annual meeting for SG and All VET teams in the 2nd week of November. <input type="checkbox"/> SG skype meetings every 2 nd month. <input type="checkbox"/> VET teams are advised also to meet once a year in the spring Plan for transition year 2019: <input type="checkbox"/> EMEU4ALL final project meeting in Speyer 26-30 March <input type="checkbox"/> EMEU4 Engineering VET team and SG second week of May in München

	<input type="checkbox"/> SG and VET team meeting for the whole network. Second week of November in Gradia, Jyväskylä, FI
Break	
Practical issues: . Process for signing the Cooperation Agreement . Storage of documents . The EMEU network (size)	Process for signing cooperation agreement: 1. Frans supported by Jaana: revising the cooperation agreement (first week December) 2. The new cooperation agreement is shared with all SG members 3. Comments are, if applicable, integrated in the agreement 4. The final version of agreement is sent to each partner college via the SG member for acquiring the signature of the head of the college 5. the signed and stamped cooperation agreement is scanned and sent to Frans Horizon College who will store all documents until additional web space has been created for the storage. Storage of documents: Louise: request for cost for making a closed document environment for partners on the website (deadline Primo December) Size of the EMEU network: It was agreed that each team should have a manageable size. It needs to be manageable at this level. We will at the moment not put a limit to the size of the network, but adjust the organization when the network is growing based on need.
New projects or initiatives? . Dissemination of the EMEU concept . KA2 projects in the EMEU family	We are not aiming to apply for a KA2 project in 2019. It is agreed that EMEU can be a platform for KA2 projects. Not all partners need to be involved as a KA2 partner, but a project linked to EMEU should be a potential benefit for the EMEU network.
End of shared program	
Final arrangements EME4ALL Final meeting 26-30 March 2019 Speier, Germany	It was decided not to include industrial representatives in the meeting due to logistics.
EMEU4 engineering VET teams	The VET teams are as follows: House Installation/electrical engineering: Team leader: AARHUS TECH (TEAM LEADER: Louise) HORIZON COLLEGE <SAVO> <XABEC> <MBO rijnland> <Almeria Escola>

	<p>Welding Gradia (TEAM LEADER: Freek) Horison BSFT <B&T> <UMMI> (FR) <AARHUS TECH></p> <p>Automation BSFT (TEAM LEADER: Christina) SAVO XABEC Horizon Almeria Escola</p> <p>ICT AARHUS TECH (TEAM LEADER: Rasmus) Horizon Uni-Eibar SAVO GRADIA <MBORijnland></p> <p>Construction MBO Rijnland (TEAM LEADER: Kees) IES Construcccion Biskaia SAVO GRADIA AARHUS TECH</p> <p>Cabinet Making Horizon (TEAM LEADER: Paul) Gradia B&T <Garmish></p> <p>Painters: Gradia (TEAM LEADER: Kaisa) IES Con Bizkaia AARHUS TECH SAVO <MBO Rijnland></p>
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	Frans will update email list for all VET teams (EMEU4Engineering)
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