

COMPeTERE Meeting

Date: 17 October 2007

Venue: Nowy Sacz

In Attendance: Kinga Palowska (Poland), Marek Graczyk (Poland), Bert Coolen (Belgium), Michael Thornton (UK), Victoria Shirliff (UK), Shamima Noorudin (UK), Kamila Wardak (UK)

Minutes: Victoria Shirliff (UK)

It was agreed that the meeting would cover Agenda Items 1 & 2 by reviewing the TCA.

Agenda Item 1 – Review of status on TCA Outputs and Deliverables, and incorporating Agenda Item 2 - Reports

Topic/Discussion	Action	By Whom	By When	17 October Update
B.1.c – Description of the activities/tasks				
1. Exchanging of information				
KP suggested an added value, supplementary study visit by UK Travel, Tourism and Leisure Champions to Poland, to which all agreed that this would be beneficial	Need to confirm date	UK/Poland	August 31	This was discussed and it was agreed that this visit should correspond with the UK's final dissemination event on 26 November. The polish champions will join with the UK champions and include a common focus on the textiles industry.

to the project's outcomes.				Action: MT to notify Sam Martin (UK – Champion Lead, KBL). SM to lead.
VS stated that due to changes at KBL, they had some concerns about holding the correct documentation	Identify March EVENT & Study Visit note	UK		Action VS to send Event Template to all partners
	Hosting Partners to send copies of their minutes and notes to VS	ALL	September 30	Action: VS to send reminder. UK to complete deliverables audit
VS informed that UK have a template to report on Events/Conferences etc	All partners to use to summarise all events in preparation for the final summary folder. Host Country is responsible for completion	ALL	September 30	It was agreed to use this for only the final event and 5 workshops. This will also be included in the final dissemination summary folder. Action: The host country for each of the 5 workshops to complete for workshops.
	Template to be circulated	UK (VS)	August 31	Action: VS to resend with clear instructions.
2. COMPeTERE website & library				
KP informed the meeting that the URL had been changed and the site was in the process of been re-uploaded	All documents are to be posted here	ALL	ASAP	The address is: http://www.competerenet.eu/ Full content to be discussed 18/10/07



				Action: All Partners and DP Partners are requested to amend their websites for the new competere web site address
	New URL to be circulated	KP	ASAP	Done
3. Glossary of terms				
KP informed the meeting that this has been completed and should be on the website	Check website/files for correct version	KP/VS	September 30	TBC
4. Final Summary Folder				
	To be completed as soon as possible	UK	October 31	
All agreed that the partnership needs to find a cost effective and innovative way to reproduce the folder. It was decided that and A4 good quality, full colour, glossy brochure is to be produced containing case studies and executive summaries	Executive summary of partners' projects' to be produced (2 sides A4)	UK	September 14	UK Lead – a 12 page (subject to Spanish Partners submitting) A4 full colour glossy brochure to be produced. E-format to be loaded into website UK to collate information and layout design To be sent to Poland to be printed. 1000 copies (200 each to be printed and the costs split 5 ways). VS to send reminder email and format template ALL to provide by end of week
	One Case Study (A4) from each Country to be produced to promote their	ALL	September 14	VS to send reminder email and format template ALL to provide by end of week

	individual project			
	PDF (?) copy to be created and issued to partners for future use and promotion	UK	September 30	As above
	Source printing quotes	KP/VS/BC	September 14	Done
KBL have produced templates for Case Studies and Project Summaries and these will be the agreed format	Templates to be distributed to all partners	VS	August 31	As Above
5. Dissemination & Mainstreaming				
All Agreed that it was vital for Finland to attend. MT stated that if they had no budget for this then the UK would pay for the Finnish expenses	Finland to be informed	BC	August 24	Despite numerous attempts to contact and UK offer to pay expenses, no news from Finland. Agreed to include flag and log, but no further information to be included at the event. MT (UK) to send a letter stating decision.
The final event date was discussed and agreed as 21 November (Brussels)	UK to move UK national date from 21 to 26 November	MT	Done	-
	Spain to be consulted	KP	Done	-
6. Common Research				
The group discussed the status of this paper and that it	David Gibbons (KBL, UK) to be	MT	ASAP	No update received, ongoing

was required on order for UK to collate final summary folder. LA has indicated previously to partners that there is a draft in KBL's possession	informed of current status and requirements deadlines and to coordinate with COMPeTERE researchers for the information.			
7. Working Group I Activities				
7.1 Tools				
Kinga informed the group that version of auto-diagnostic tool in polish is now complete	Needs to be translated in English	KP	done	
	UK to proof translated version	UK	October 31	KP to send to VS
UK Framework Tool. All agreed this should be included under this heading		UK	Nov 7	UK to ensure that this is issued for inclusion on website.
7.2 Information Package				
Spain is responsible for this activity	Spain to be contacted for a status/progression update	KP	ASAP	Marie Jose out of the country. Bert to follow up.
8. Core Workshop				
This activity is now completed	Need to collate minutes as evidence, and supply to KBL and	POL	ASAP	Ongoing UK to inform Roy Smith to send e-content guide for uploading on website



	post on website			
9. Working Group II Activities				
Guidelines for e-learner and e-developer are now completed. E-developer guide has been translated into Polish language	Collate & organise information and evidence	UK	October 31	Ongoing
It was agreed that the Framework Tool (UK) should be placed on the COMPeTERE website	Provide Framework Tool	UK	ASAP	As Above
10. Monitoring & Evaluation				
An update is require and the format agreed of the monitoring and evaluation questionnaires. The draft questionnaire has been circulated.	RCAT to provide email update (Zoe West, RCAT)	RCAT	August 31	In absence of update from RCAT, Shamima Noorudin agreed to take this forward with the Equal Opportunities. Agreed: SN to review and determine if s final evaluation is useful.
Equal Opportunities. It was agreed that the original questionnaire should be revisited to compare results to establish if the project has instigated and changes	EO questionnaire to be applied a second time and a comparison study report created (Shamima Noorudin, GIFHE)	GIFHE	October 14	As above