



EDGE PROJECT MEETING 1 –WALES 21-25/4/15

MINUTES

ERASMUS M1 Attendees

COLM GALV IN (CG) ,PATRICIA KENNEDY (PK), MOIRE ROCHE (MR)
VASILIKI TSEKOURA (VT), ANGELIKI GIANNAKOPOULOU (AG) , SPYRIDOULA GIAKI (SG)
HERBERT DEPNER (HD). MARIA GASSNER (MG),
SERGIO FERNANDES(SF),SANDRINA HENRIQUES (SH)
SUE LESLIE (SL), TUDUR EVANS(TE), RICHARD SPEIGHT (RS),CERI LEWIS (CL)
Apologies: TRACY GARNETT (TG) unable to join by Facetime (Day 3)
External Contributors (Day 3): LUCY NEALE, GRAINNE HAMILTON (DIGITAL ME)

Tuesday 22nd April 2015

Day One : Partner attendees arrival

Wednesday 22nd April 2015

Day Two : Formal Meeting

All participants introduced themselves.

- **Welcome to Wales-**

TE presentation of Wales as a country – see presentation (1)

- **Welcome to the Project**

CG – presentation of project vision/aims – see presentation (2)i

CG also explained rules regarding the implementation of the project –

Note: CG as project leader should be notified asap of any Name changes of any of the partner organisations.

- **Best Practice Presentations – (Each Partner) see presentations (3i-v)**

All partners presented the situation of unemployment and Adult Education in their respective countries

To sum up:

- Each OF partner countries were dealing with similar unemployment issues.- see presentations (III-viii)
- In Greece & Portugal, due to the Troika there were specific issues as a result of the Troika – most significantly, there not being enough higher paid vacancies for highly qualified people, and consequently highly qualified people having to work in minimum wage jobs.

- In Austria, the rate of unemployment was comparatively much lower – the suggested reason for this being the amount of money that the government had put towards this area over a number of years.
- In Ireland/Wales – the situation was similar – increasing competition in training providers in ‘employability’. Limited funding in Adult Education.

Lunch.

Grievance Committee’ was convened

Members comprising of: CG, HD, VT, SF, CL

- **Due to heavy commitments of each partner organisation, it was suggested that future meetings include travel at a weekend and comprise of 2 full days. This was agreed by all partners.**
- **All members agreed to keep good communication and seek to resolve any issues positively and quickly.**

- **Introduction to Project**

Review of Project Outputs- see presentation (4)

- CG set out the project outputs and roles & responsibilities of each partner – presentation xi

Monitoring/Evaluation Plan (Austria/Greece) - see presentation (5)

AG presented the methodology behind gathering information for the Final Report

HD will be dealing with any questions, however GR are the first point of contact for communicating/collecting information.

Dissemination Plan (Portugal)- see presentation (6)
Website/Branding/Communication (Portugal)

SF has investigated setting up website and the branding side of things.

SF proposed a website system – it was agreed to go ahead and purchase the domain name and start the process of creating a website. www.edge.eu

The following was also agreed:

- Website to be created using Mahara (allowing for the e-portfolio, Open Badges, Project Info (with external/internal access) – Portugal will take the lead in the design aspects
- A quarterly newsletter (4 per year) to be drafted using a template produced by Ireland , then translated by each respective partner to disseminate locally
- SF suggested the use of 'Mail Chimp' for emailing. It was eventually decided that each country would be responsible for dissemination/Press releases/Publicity in their own country. However screenshots should be forwarded to Sergio.
- Portugal wil also work on the project logo design.

Financial Recording Protocols

CG explained implementation rules of the projects and that project payments would be at intervals during the project.

We have had the initial payment (CG apologised for processing delay and explained that that should not happen again!)

The final payment is reliant on the project submitting its final report and will be paid once the project has concluded.

Ideally, the final report 'output' should be useable and directly relevant to the continuing work of each partner organisation.

End of Day Two : Formal Meeting

Thursday 23rd April 2015

Day Three : Formal Meeting

Open Badging Workshop (Tracy- WEA CYMRU, was unable to join the meeting through Face-time)

The workshop was given by Lucy Neale and Grainne Hamilton from DIGITAL ME (see link <http://www.slideshare.net/LucyDigitalMe/wea-cymru-erasmus-badge-design-workshop>)

The workshop covered the following areas:

- Introduction to Open Badges
 - Why badges, how do they work, global landscape
 - Practical Examples of Badges in Action
 - How to build trust and value

- Badge Design Activity
 - Aims for the badge scheme
 - Value proposition
 - Badge criteria & evidence
 - Badge Pathways

- Practical Implementation
 - Badge Awarding & process
 - Badge Technology
 - Next Steps

The workshop involved using the badge canvas to start the design of different badges in areas the groups felt important in the area of 'Employability' including topics such as Self-branding/marketing, Time-management, Staff CPD.

is noted that the Department for Education (UK)- NAACE has started to use OB for teacher CPD, in addition to some large companies e.g. banks – Barclays. Some companies are now offering people OB for training/ skills that they desire within their company and then directly recruiting people that have attained these badges –new way of looking at training - direct employer-employee (this could imply cutting out third party 'trainers/colleges'???)

Intellectual Outputs Workshop - see presentation (7)

- Retention Guidelines – MG presentation a comprehensive plan – slight amendments were suggested by members of the group.
- Each partner to gather evaluations from focus group interviews, make first draft of guidelines and send to HD prior to the next meeting. Instructions and templates to follow.

E-portfolio (MR) - see presentation (8)

- MR presented the E-portfolio, noting that it would work very well with the OB output of the project. E-portfolio like an electronic briefcase.
- She explained that it is possible to have both a 'public' and a private part of one's E-portfolio.
- Use of 'MAHARA' – Open Source E-Portfolio

Final report - see presentation (9)

VT presented proposals for the Final Report Methodology and structure.

VT suggested that the 'EDGE' Final Report could be compiled and written in a similar way to a report compiled for a previous Erasmus project that Dafni-Kek had been involved in along with .

Following discussion over

- The format of the Final Report (aim/content)
- Length
- Level of research content to be included

It was decided to produce

- A short version of the Final Report for the purpose of disseminating to staff, partner organisations etc as a Best Practice tool.
- A longer more in depth version that could be used as a reference tool if time allowed.

End of Day Three – Formal Meeting

Friday 24th April 2015

Day Four: Formal Meeting – Summing Up.

Outputs (with deadlines were discussed /agreed) – see EDGE PROJECT ACTION PLAN (annex 1)