

## **MINUTES OF MEETING**

### **WORKin' EUROPE**

#### **Team Meeting in l'Alcora**

**From November 13 to 16, 2013**

#### **Wednesday 13.11.2013**

Arrival of the teams

Accommodation at the hotel

Dinner

#### **Thursday 14.11.2013**

##### **Morning**

Introduction of teams and centres

Previous European experience

Possibility of involving some teams that originally applied for the project .

Reserve list: Belgium and Finland. National agencies would notify after Christmas.

Reorganise objectives for 3 centres.

Turkey has 12 mobilities (not 24 as initially planned).

Christine suggests the possibility of offering some courses

Spain's main goal: work and academic orientation

Communication: send emails to everyone in the contacts list.

We will create a Whatsapp group

It is suggested to use Skype conferences. Spain will be in charge of how start with it.

A platform to share informations and documents (Moodle, Basecamp, Google Drives...).

Moodle: we will check possibilities in Austria and Spain. In Austria it would be possible, but not before February.

### **Distribution of tasks**

Creation of a website. Turkey is in charge of the homepage.  
Deadline: January 2014

Austria is in charge of the internal evaluation.

Evaluation: we agree to use the evaluation sheet proposed by Spain.

Logo: we keep the logo, but it could be changed in the future. We agree to make a contest.

Communication among learners from different countries through Facebook.

We will ask some of our students to create a Facebook group.

Learners' involvement

The meeting with more students should be held in Turkey.

Guillem suggests using this project not only in language classes, but also in other classes / activities.

### **Afternoon**

Meeting dates:

- 2nd meeting: Innsbruck (Austria) 8th, 9th, 10th May 2014 (just teachers)
- 3rd meeting: Kastamonu (Turkey) 6th, 7th, 8th November 2014
- 4th meeting: Innsbruck or Kastamonu 14th, 15th, 16th May 2015. It will be decided in the 2nd meeting. (bank holiday in Innsbruck)

Deadline for booking flights for the 2nd meeting: 21st March 2014

Deadline for booking flights for the 3rd meeting: 26th September 2014

Deadline for booking flights for the 4th meeting: 27th March 2015

Dissemination ways

- Inside the towns where meetings are being held: local media...
- Brochures, leaflets
- Seminars, conferences...
- Website
- Facebook and Twitter
- Networks working on the same theme
- Contact with other institutions
- National agencies

Contact list: only the people you want to receive emails

**Friday 15.11.2013**

**Morning**

Spain's proposal: work in 3 main fields (work, academic and social)

**Activities within the work field**

It is agreed to create a questionnaire about self-knowledge of attitudes, skills and capabilities. Spanish team will be in charge of it. Deadline: 5th December 2013

Collecting websites related to the academic and working fields. It will be done by the 3 teams and discussed at the next meeting.

Studying if it is already centralized information (websites, databases...) about:

- Models of CVs, covering letters, and similar documents.
- Salaries, timetables, labour conditions and economic situation.
- Academic certifications, equivalences, etc

This task should also be done by the 3 teams.

If there is not centralized information, ask students / learners to choose which are the most interesting European countries for them (in addition to Turkey, Austria and Spain). This could be asked in the questionnaire we have mentioned before.

### **Activities within the Academic field**

Studying if it is already centralized information (websites, databases...) about:

- European grants and programmes
- Equivalencies and certifications
- Language studies (valid certifications for each country)

Each team will collect information about its own educational system (Eurydice Network can be useful).

### **Activities within the Social field**

Each team will explain the situation in its centre(s) / countries and will work on how to improve it. This information will be shared during the next meeting.

### **Afternoon**

We discuss about checking the insurance situation for students before 2nd meeting.

We plan some topics for the next meeting in Austria.

## **Saturday 16.11.2013**

### **Morning**

Evaluation

Review of topics and minutes of the meeting

The Spanish team handles certifications of assistance, and lists of participants and minutes to be signed.

**Departure of the teams**



**The minutes of the meeting are accepted by all partners.**

**Signatures**

**For the Turkish Team**

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**For the Austrian Team**

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**For the Spanish Team**

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