



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-kowledge 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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