

# AGENDA



Education and Culture  
Lifelong learning programme  
LEONARDO DA VINCI

# 1<sup>th</sup> Partnership Meeting Co.B.G.G.

Melle, 15-20 November 2009

<b>Meeting called by:</b>	<b>Transnational Partners</b>	
<b>Type of meeting:</b>	<b>1th Partnership Meeting LLP, LdV</b>	
<b>Host:</b>	<b>Vocational Secondary School and Apprentice Centre of Melle</b>	
<b>Participants:</b>	<i>APRO, Kiiipula Vocational College , Vocational Secondary School and Apprentice Centre of Melle , EEEEEK, Francisc Neuman Vocational School, Vocational Agricultural High School Group of Bistrita, Complex of Economics School, Ali Güven Anatolia Vocational High School</i>	
<b>16th November 2009</b>	<b>agenda topics</b>	
time method	subject	responsibilities
9.30- 10.15 <i>speeches</i>	Welcome of participants - Director of the School of Melle - Ministry of agriculture - National Network "Equal Opportunities"	Vocational Secondary School and Apprentice Centre of Melle
10.15 - 11.00 <i>speech</i>	Summary of the project: problems, objectives, results, activities, timetable, target groups	APRO
11.00 - 11.15	Coffee break	
11.15 - 12.00 <i>20 min of group work 25 min of report to the others</i>	<b>Group work</b> Guidance: What it is? Meaning, definition of the theoretical guidelines to support the project; 4 guidance dimensions: informative, formative, counselling, insertion to labour market	All partners
12.00 - 12.40 <i>training</i>	Presentation of the Project Gender Mainstreaming Approach	Vocational Secondary School and Apprentice Centre of Melle
12.40 - 14.00	Lunch	
14.00 - 14.30 <i>training</i>	Training on Participative Approach	APRO
14.30 - 16.15 <i>training</i>	Training on Project Cycle Management	APRO
16.15 - 16.30	Break	
16.30 - 17.15 <i>20 min of group work 25 min of report to the others</i>	<b>Group work</b> Method of work used to develop and manage the project	All partners
17.15 - 18.00 <i>20 min of group work 25 min of report to the others</i>	<b>Group work</b> Method of evaluation to monitor and evaluate the project	All partners
18.00 - 18.30 <i>debate</i>	Debate on the presented methodologies: acceptance, agreement among the partners, definition of the common method	All partners

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<b>17th November 2009</b>	agenda topics	
time method	subject	responsibilities
9.30- 11.15  speech debate (10min per partner)	Analysis of the problems and difficulties in VET Guidance 1. Focus 2. Target (students, trainers, guidance operators, local partners) 3. Set the criteria of the analysis	All partners
11.15 - 11.30	Coffee break	
11.30 - 12.30  35 min of group work 25 min of report to the others	Analysis of the problems and difficulties in VET Guidance <b>Group work</b> 4. Definition of the means/instruments to carry out the analysis (questionnaires)	All partners
12.30 -14.00	Lunch	
14.00 - 15.00  35 min of group work 25 min of report to the others	Analysis of the problems and difficulties in VET Guidance <b>Group work</b> 4. Definition of the means/instruments to carry out the analysis (interviews)	All partners
15.00 - 16.00  35 min of group work 25 min of report to the others	Analysis of the problems and difficulties in VET Guidance <b>Group work</b> 4. Definition of the means/instruments to carry out the analysis (focus groups)	All partners
16.00 - 16.15	Break	
16.15 - 17.30  debate (5 min per partner) speech	Analysis of the problems and difficulties in VET Guidance 5. Timetable of the analysis	All partners
17.30 - 18.00 speech	Resume of the agreed analysis	APRO
18.00 -20.00	Official dinner with the Local Authorities	Vocational Secondary School and Apprentice Centre of Melle

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<b>18th November 2009</b>	agenda topics	
time method	subject	responsibilities
9.30- 10.00 speech	Inventory of guidance 1. Focus 2. Target	All partners
10.00 – 11.00  35 min of group work 25 min of report to the others	Inventory of guidance <b>Group work</b> 3. Criteria (means/instruments, methods, local partnerships, laws)	All partners
11.00 – 11.15 debate	Review of the criteria	All partners
11.15 - 11.30	Coffee break	
11.30 - 12.30 debate (5 min per partner)  speech	Inventory of guidance 4. Means/instruments (internet platform, meetings, e-mails, <u>translations</u> ) 5. Timetable	All partners
12.30 - 13.00 speech	Review of the inventory	APRO
13.00 -14.00	Lunch	
Afternoon	Visit to La Rochelle	All partners

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<b>19th November 2009</b>	agenda topics	
time method	subject	responsibilities
9.30- 10.45 <i>speech debate (5 min per partner)</i>	Settlement of the Internet platform - structure (levels, groups) - function - accesses	APRO
10.45 - 11.15 <i>speech</i>	Definition of the work to be done using the internet platform till the next meeting	APRO
11.15 - 11.30	Coffee break	
11.30 - 12.30  <i>35 min of group work 25 min of report to the others</i>	Definition of the grid of evaluation for the monthly report <b>Group work</b>	All partners
12.30 -14.00	Lunch	
14.00 - 14.45 <i>debate (5 min per partner)</i>	How to involve our schools (students, trainers, guidance operators) in the project activities	All partners
14.45 - 15.30 <i>debate (5 min per partner)</i>	Dissemination plan	All partners
15.30 - 15.45 <i>open discussion</i>	Final agreement on the next meetings dates	All partners
15.45 - 16.00	Break	
16.00 - 17.00 <i>speech</i>	Final review of the meeting topics and agreements - guidance (theory and practice) - method of work - method of evaluation (grid of evaluation) - analysis - inventory	APRO
17.00 - 17.30 <i>questionnaire debate</i>	Evaluation of the meeting	All partners