Minutes INTAKT 5th Partner Meeting

Valencia, 14 – 17 May 2012

Participants: Sebastian Welter, Julia Kalisch, Heiner Wörmann, (ARBEIT UND LEBEN), Robert Kampe, Sarah Askar (Culture et Liberté), Mark Halls (Westbourne Academy), Maria Ruiz, Renata Lorusso (ESMOVIA), Carl Schuppan, Benedikt Eimann (Friedrich-List Schule), Henrik Hjorth, Lise Agerbaek (SDE), Anna Skocz, Marcin Skocz (Semper Avanti), Paul Crean (Partnership Europe)

Themes:

- Welcome and presentation of the partner-organisation ESMOVIA
- INTAKT: programming of the database
- INTAKT: training-concept
- INTAKT: documentation of project results
- INTAKT: final conference

Welcome and presentation of the partner-organisation ESMOVIA

Sebastian Welter welcomes all participants of the meeting and gives a short introduction of the programme. Maria Ruiz-Gamez presents afterwards the partner-organisation ESMOVIA: The institution is as mobility-agency member of the "European-Training-Network" (ETN), constisting of partner-organisations in Bulgaria, Italy, England and Germany. Main activities of ESMOVIA are focused on trans-national mobility in various professional fields and the hosting of ERASMUS-students in Valencia. Due to the increasing number of participants ESMOVIA has recently moved into new office-premises, allowing also the organisation of in-house language-courses for the linguistic and inter-cultural preparation of incoming mobility-participants. A very important issue during the guidance and consultation process is the evaluation and validation of learning-outcomes, shown by participants during their time in Valencia. ESMOVIA has established a comprehensive set of test and questionnaires for those purposes. The organisational development of ESMOVIA is in general positive, but due to the actual financial crisis in Europe and Spain it proved to be more difficult to find internships in several professional areas.

INTAKT: programming of the database

Sebastian Welter presents the results of the Odense-meeting, where the key-issues for the programming of the INTAKT-database were discussed with the Danish partners and especially with the person, foreseen for the programming, Bernadette Besenhofer. He explains the reasons, why the at Cork settled agreement to use the COMPASS-database as initial point for the further development of the INTAKT-database, was cancelled. He presents the newly generated conception with a "wire-frame". The partners test later in an offline-version the functionality of the database from the prospective as a project-coordinator and as mobility-student.

The realisation of the concept finds a very positive feedback among project-partners, especially its logical structure and the user-friendly interface. In terms of functionality the database is seen as a great step forward in comparison with the former used COMPASS-database.

The partner agree on the following corrections to the presented concept:

<u>Project-archive</u>: In order to give the opportunity to mobility-participants to work on EVST-projects in small groups, it is under discussion, whether to the database a function might be added, allowing to link a project to several participants. As this would add a lot of efforts for the programming, this function will be skipped.

The original version of a download-function for projects in the project-archive will be replaced by a link, connecting users to the site with the participants profile, where it will be possible to download the project.

<u>Mobility projects</u>: To this site a function will be added, allowing users to get linked either with sending organisations site or an e-mail-contact, where they are able to get more information about the project in question.

<u>Projectcoordinators</u>: (before: „Sending organisations"): This list will include all organisations, registered in the INTAKT-database. The user will be forwarded via a link to the organisations website or via e-mail to a direct contactperson. As different partner-organisations are participating in mobility-projects, naming only sending organisations will provide a wrong picture of the project. Therefore also the foreign partner-organisations should be mentioned.

<u>Guiding questions for mobility-participants</u>: The guiding questions will be divided into different text-boxes in order to give a better overview.

<u>Site: "My Project"</u>: This site will be visible only for mobility-participants if the project-coordinator is determing a fixed task-setting for a „EVST-project". The participants will be not able, to change these settings, they will have only the opportunity to upload the result of their project to this section.

<u>Site: „My Organisation"</u>: This site will be added in order to provide an opportunity for project-coordinators to present their organisations to potential mobility-participants. After finalizing this section, the user (project-coordinator) will be forwarded to the site "New project", where she/ he describes the offered mobility-project. With the next login, she/he will start from this section of the database..

<u>Site "New Project"</u>: In order to provide to applicants for a certain mobility-project an opportunity to name more than one favorite-country for an internship abroad, a text-field will be added to the site next to the list of countries. (This solution was later changed into a second listfield with countries of destination).

<u>Site: "My Participants"</u>: The „cockpit-view" will be added by a function „alarm-list", allowing to identify applicants/participants who are delayed in carrying out the different work-steps preparing their internship or finalizing the evaluation of learning outcomes afterwards.

<u>Site: "Project Task"</u>: This site will be only visible for project-coordinators, if under „New project" the related option was choosen, that task-settings for EVST-projects will be determind by the sending-organisation. In order to guarantee differenciated task-settings for individual mobility-participants, the function „connect participant" will be added.

<u>Site: "Learning outcomes"</u>: The function „reset status" will be added.

Later the participants of the partner-meeting develop in small-groups text-suggestions for the interface, which will be translated into different language-versions.

INTAKT: training-concept

Part of the „dissemination strategy" of the INTAKT-project is the development of a training-concept for potential users, introducing into the INTAKT-procedure and giving the opportunity to test the functions of the INTAKT-database. Sebastian Welter presents the „role-play", in which interested users will learn as registered virtual participants or project-coordinators how the database works. They undergo different steps of the application-procedure for a mobility-project. As virtual project-coordinators they are able to check the participants profiles, decide to which extend they fit into the envisaged target-group for their mobility-project and agree on individual learning-objectives. The training intends to explain the added value of the procedure for the organization of mobility-projects and the evaluation of the learning process. Therefore exist several virtual profiles for participants and sending-organisations. But it will be also possible to use the training-concept with real data, in case that participating organisations would like directly to put in their organizational profile.

The concept has still to be adopted to the agreed changes of the database. It will be than translated into English and provided to all project-partners in order to support their dissemination activities.

INTAKT: documentation of project-results

Format and content of the planned documentation of project-results were intensivley discussed during the meeting. The original idea was to publish the results of the testing-phase in order to proof the efficiency of the results oft he INTAKT-project. From side of project-partners the suggestion was made, to add also a description oft he project-concept and ist background. Without explanation of the steps fort he INTAKT-procedure it would be difficult to explain the reasons for its development. The documentation would therefore fail its aim as marketing-instrument.

Therfore the decission was made, to publish the documentation as a brochure, providing an explanation of the project-concept and best-practise examples of „EVST-projects" in ordert to give an overview on the manifold opportunities for the use oft he concept in mobility-projects.

INTAKT: final conference

Basing on the agreements made in Cork, the programme-concept for the final conference of the project was developed: The programme will focus on the presentation of the elaborated project results and the presentation of best-practise examples of EVST-projects by former mobility-participants. Furthermore the project-partner should introduce in short interviews their experiences related to the realization of the INTAKT-proejct.

The concerence will be planned as a one-day event, added by a training for interested users of the INTAKT-database. The organisational preparation will be coordinated by ARBEIT UND LEBEN Berlin. The conference-invitations will be sent out in June 2012 at the latest (before summer-holidays). Sebastian Welter and Heiner Wörmann coordinate the invitation of representatives from the German National Agency (NA-BIBB) and of a key-note speaker.

INTAKT: date for the final conference

6 / 7 September 2012

Sebastian Welter   May 2012