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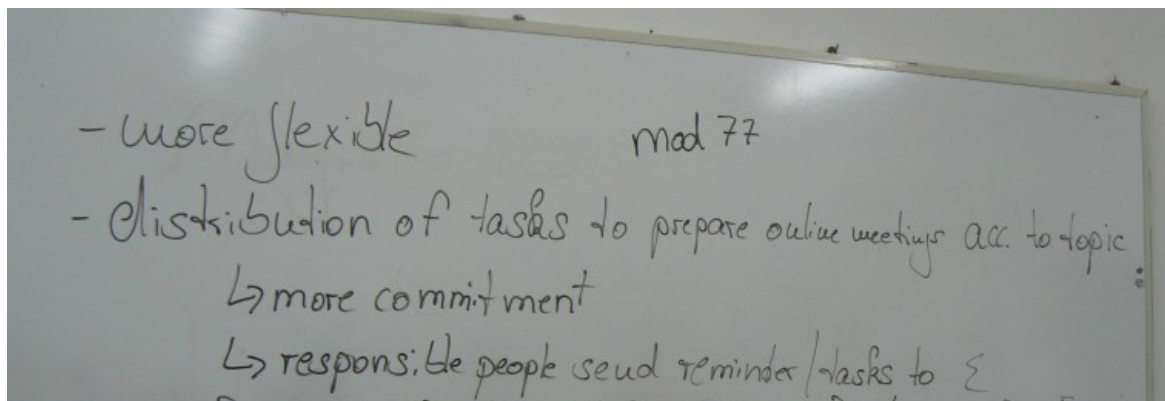
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1. Introduction

Sabine Wiemann, BUPNET and all partners

- Presentation of [meeting programme](#) with objectives and aspired outcome
- Feedback round about the 13 online conferences:
 - All participants gave a very positive feedback as to their usefulness and importance
 - The quite strict schedule was mentioned, and the possibility of a more flexible planning was discussed. More flexibility would allow reacting more spontaneously to the actual need for communication and exchange among the partners. Due to the daily routine in every organisation, it was considered almost impossible to introduce a more

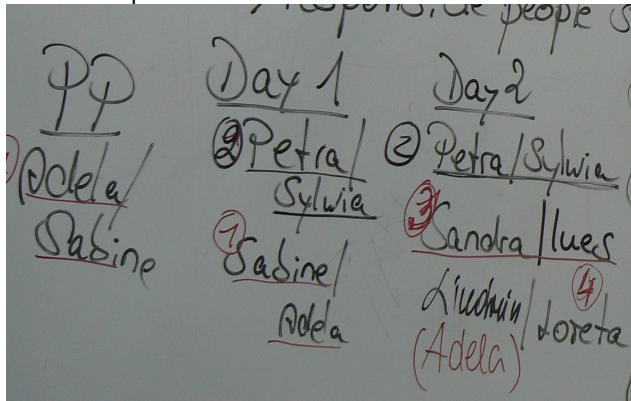


flexible planning. The use of doodle as planning tool (<http://www.doodle.ch/main.html>) is well received and offers transparency.

- It was mentioned that it would be desirable to achieve a better commitment of the single partner organisations to participate regularly in the online conferences. For the next online conferences, the role of the moderator in the conference itself will alternate. The responsible people for one determined conference will prepare the conference and distribute specific tasks to the partners.
- Course promotion - Status quo
 - For the 1st edition in Italy: 12 pre-registrations
 - For 2nd edition in Portugal: 1 pre-registration
 - Efforts need to be intensified in order to enlist more people for the second edition. A minimum of 7/8 people is of utmost importance for the group dynamics in each course. In case the number of people is insufficient, local people will be invited to attend the course.
- Short presentation of the actual state in the course planning development.

2. Course planning - Workshops

all partners



- The group split in 4 working groups according to the course planning pattern for the preliminary phase, day 1 and 2.
- The identified learning units needed to be described more in detail with the help of a planning pattern, i.e. definition of learner tasks, identification and, if need be, production of training materials.

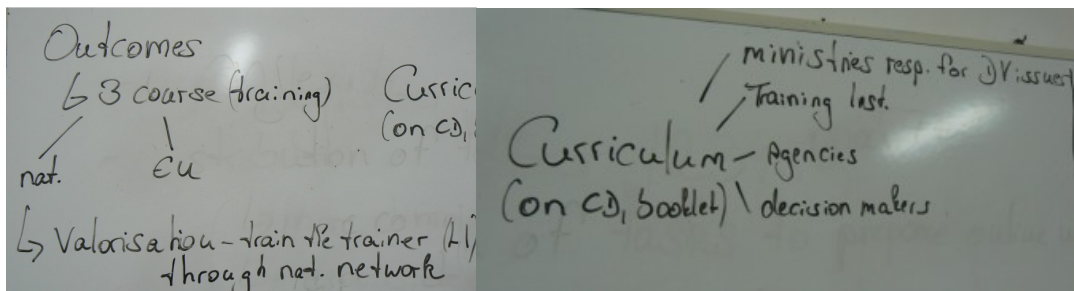
The results of the work groups were presented and discussed. The single learning units are put together in an overall structure and are attached to these minutes.

Day 2

1. Parallel sessions: Evaluation and Dissemination

all partners

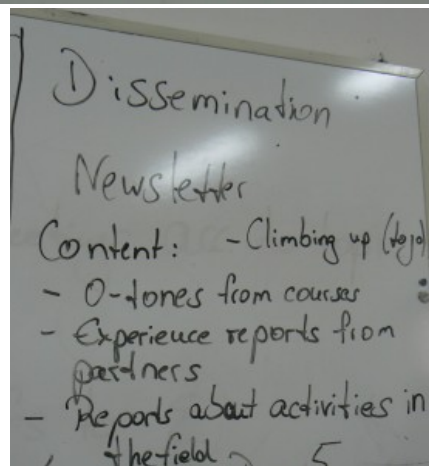
- The group split into two groups: one group discussed further dissemination and valorisation activities whereas the other group further developed the evaluation tools for cooperation and communication. The results were presented.



The dissemination group mainly identified two outcomes:

- G3 course
- Curriculum with guidelines for a transfer of G3 course

For valorisation purposes the G3 course can be offered both at a European level and a national level.



The Lithuanian partner is particularly interested in offering the course at a national level. A group of partners (PT, RO, DE) is more interested in continuing with European courses.

The curriculum will be described in detail and will be presented as a booklet with all materials on a CD to allow a further exploitation through other institutions than those in the partnership.

Moreover, a newsletter will be produced every 2 months with short experience reports from the partners as well as reports about activities in the field of domestic violence, O-tones of future course participants etc. A work group consisting of: Antoine, Petra, Sabine, Ines and Loreta was established to start to work on the newsletter.

The production of a scientific bulletin with scientific articles was also discussed. Its aim would be:

- to illustrate the development work of the course
- to give prospective and
- to keep the network together after the project (as an incentive people get credits for publishing in a bulletin)

The bulletin idea was discussed, but not decided yet.

The evaluation group developed a first questionnaire to evaluate the cooperation and communication within the partnership. It is based on the IAS approach which was developed in the framework of the ACT!-project (Please find further information on the approach in the attached flyer). The Romanian partner used a reference system to describe different levels of communication and cooperation. The reference system is the basis for the development of assessment tools. This first questionnaire is a self-assessment tool and was applied for the first time during the meeting. A second questionnaire will be developed and applied within the next weeks (see work plan). It will be a group evaluation tool. As to the evaluation of communication, an evaluation in pairs and a self-assessment is planned. The respective instruments will be developed within the next weeks (see work plan).

The results will be used to develop ideas how to use the values of each individual for the benefit of the communication and cooperation in the group.

2. Course planning - Workshops

all partners

- The work groups continued to elaborate the course planning. The results were again presented and discussed with the whole group.



Day 3

1. Course planning - Workshops

all partners

- The whole day was dedicated to the course development in alternating work groups. The results of each group were regularly presented and discussed to make sure that the learning units can be easily interconnected and to avoid double work. The suggestions from the other groups were discussed and, if approved, directly inserted in the planning pattern.
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Day 4

1. Course planning - Workshops

all partners

- Finalisation of the course planning in the work groups and presentation of results.
 - The communication part (communication styles intro in PP, basic lines, active listening, empowering language, communication training, cooperation and networking) was particularly difficult to put together. It was discussed, if the elaborated sequences were in line with the previously defined objectives. Some exercises which were identified by the single groups were not considered to be suitable. The group confirmed that the single learning units should help to achieve the overall objectives of the course. Since time is very tight, only those exercises should be selected which are the most appropriated. This discussion led to a review of the communication part with the whole group.
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Day 5

1. Planning of test course in Timisoara

all partners

- ◇ The test course will take place in May 08.-11.05.2008
- ◇ Target group: teachers, counsellor students, international audience
- ◇ Number of participants: 10-14
- ◇ Trainers: Sandra, Petra, Ines, Sabine (PP, technical)
- ◇ Observers: Ozana, Sabine
- ◇ Arrival of trainers: 1 or 2 days before

- ◇ Organisation: check accommodation in mountains
- ◇ Available equipment to be checked then

2. Further planning

all partners

- All results were put in one table.
 - [Detailed Planning Preliminary Phase](#)
 - [Detailed Planning Face-to-face session](#)
- Those units were identified that need be finished after the meeting. A [work plan](#) was established summarising the tasks, responsible people and deadlines.
- Trainers for Città dell Pieve: Adela, Ines, Petra/Sandra
- Trainers for Lisbon: Adela, Ozana, Ines

3. Evaluation

all partners

- Evaluation of the meeting
- Self-assessment of communication

