



MEETING MINUTES

Second Transnational Meeting
Rhodos, Greece
30th June and 1st July

Project CEV – NGOs

Date: 30th June – 1st July 2011

Venue: Gallery of Contemporary Art, Rhodos (Greece)

Objectives: The main purpose of the 2nd transnational meeting was to discuss and analyze the activities done until now and to agree on the other steps that must be done for the implementation of activities in the next months.

Attendance:

Modavi Onlus

Francesco Fera, Federica Celestini Campanari, Paolo Verzino

Institute of Entrepreneurship Development

Anastasios Vasiliadis , Joanna Leontarakis

Youth for Exchange and Understanding International

No representative





Swedish Telepedagogic Knowledge Centre AB

Kennet Lindquist and Anna-Kaarina Morsky-Lindquist

University of Economics in Krakow

Tomasz Kusio and Pawel Konkol

Meeting Activities: During the meeting the following activities were realized:

I. Presentation of Profiles of Executives and Volunteers

Federica Celestini Campanari (MODAVI), with the support of slides, presented the Profile realized in the first WP.

II. Presentation of the Process of Certification and the 2nd WP

Joanna Leontarakis (IED), with the support of slides, presented the suggested methodology for the pilot process of certification.

III. Online system Presentation

Joanna (IED), with the support of slides, presented the suggested methodology for the pilot process of certification

IV. Project Website and Actions of dissemination and exploitation

Pawel Konkol (UEK), with the support of slides, presented the suggested action to promote and disseminate the results of the project and presented to the partner the suggested structure of the project's web site.

V. Financial Management of the Project

Through the use of slides, Federica presented the general financial rules of Lifelong Learning Programme - Leonardo da Vinci.

VI. Interim Report

Considering that it was not possible to find the new form for the submission of interim report, Federica (MODAVI) presented to the partners the old form (the one used for the LdV project 2008), simply as an example to be adapted to the changes that will be made in the new format. She reiterated the importance of





regular drafting and sending accurate quarterly reports on the activities and expenditures, required by the project leader to monitor the project from the point of view of the activities and finances.

VII. External Evaluation

Through the use of slides, Federica presented the methodology and the activities carried out by external evaluator to control the implementation of activities, in according to the plan, the timetable and the budget insert in the project.

VIII. Process of materialization of pilot application (STKC).

Through the use of slides, Kennet Lindquist (STKC) presented the suggested process of materialization of pilot process.

IX. Next Meeting

The partners decided that next meeting will take place in Sweden on 8th and 9th December 2011.

X. Discussion

Following Kennet's advice and according to the opinions of the other partners, Federica will modify the Profiles of Executives and Volunteers already realized correcting the words "Key Competences" in "Functions". Then, she will divided each item of each function in: knowledge, ability and attitude. She will send to each partner the new version of Profile within 15th July 2011 and each partner will have to send comments and suggestion to add, delete and/or modify something within one week.

As soon as IED will receive the new Profile, it will organize in Greece a focus group to assign a level in according to EQF to each functions and, as soon as ready, it will send the work done to the partners. The partners will have to send comments and suggestion to add, delete and/or modify something within the deadline indicated by Joanna at the moment of the sending.

The partner decided to indicate an "indicator" to verify how it will be possible evaluate the candidate for each functions. As agreed, the "indicator" will be elaborated by each partner for specific competences:





a. Profile of Executive:

- **YEU**
 1. *Technical capacities*
 2. *Digital capacities*
- **STKC**
 1. *Management capacities*
 2. *Leadership capacities*
- **UEK**
 1. *Company oriented capacities*
 2. *Fundraising capacities*
- **IED**
 1. *Communication capacities*
 2. *Legal, economic and administrative capacities*
- **Modavi**
 1. *Social and Civic capacities*
 2. *Geographical and Political capacities*

b. Profile of Volunteers:

- **IED**
 1. *Communication capacities*
- **YEU**
 1. *Digital capacities*
- **Modavi**
 1. *Social and Civic capacities*
 2. *Geographical and Political capacities*
- **STKC**
 1. *Management capacities*





The partner agreed that it is very important to promote the project so it was decided that the web site must be online within 20th July 2011. Tomasz will send to other partners the list of what each partner has to prepare for the materialization of the web site (e.g. information about each association, past project involved, contacts etc...). The list will be sent within Sunday 10th July and each partner must answer within the deadline indicated by Tomasz at the moment of the sending.

The partners decided that the language utilized in all products of the project will be the English one.

The partner decided that the total number of the questions for the Online Test for the Executives will be 100, 20 question for each Function.

About the process of certification of Volunteers, in according to the reflection emerged during the meeting, it will be proposed by IED a new process that will be sent to all partners for the approval.

It will be decided that it will be created one case studies for the Executives profile and one case studies for Volunteers Profile for each Country, in according to a format that Joanna will send to all partners.

Moreover, Joanna will send to the partners the methodology proposed for the Advisory Boards (responsibilities and roles). The partners can send any comments or contributions to modify the proposal in a reasonable time (2/3 days).

YEU, in charge for the coordination of the network building, must change in the Call already sent to the partners the word "Platform" in "Network" and add more and accurate explanation of the objectives of the project and why the association should adhere to the project (benefits). It will have to send the correct version of the Call within 20 July and each partner will have to send comments and suggestion to add, delete and/or modify something within the deadline indicated by YEU at the moment of the sending.

With regard to some concerns raised during the meeting, Federica will contact They partners decided to stay in contact in the next months also trough Skype Conference. The contact of each participant is:

franco.fera
marko_paun
federicacelestini
avasiliadis
zm-teczke
teled
joanna.leontarakis





The Skype Conferences will can be convene in case of necessity by each partner, in according to the commitments of all.
Federica will send the Partner Contract to all partners by post within 10th July.

All partners are encouraged to send any comments or suggestions within 15th July 2011.

