



MINUTES

v.1.

6th transnational meeting of all the Partners Paphos, Cyprus, 20th – 21st of May 2022

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Time and place:

Time: Friday, 20th of May 2022, 14.00 – 18.00 – Saturday, 21st of May 2022, 8.00 – 10.00

Place: Paphos Youth Multicentre, Apostolou Pavlou and Gladstonos Corner, 8046 Paphos, Cyprus

The Participants

Lorenza Lupini, COOSS (IT), Francesco Turchetti, COOSS (IT), Lucia Fraticelli, COOSS (IT), Hans Jørgen Vodsgaard, Interfolk (DK), Aron Weigl, EDUCULT (AT), Oliver Löscher, EDUCULT (AT), Sandra Marisa Esteves, RightChallenge (PT), Artur Pinto, RightChallenge (PT), Yiannis Laouris, FWC/CNTI (CY), Camille Lechoux, FWC/CNTI (CY), Agnieszka Dadak, FAIE (PL), Rafał Dadak, FAIE (PL), Jerzy Kraus, FAIE (PL), Mateusz Dadak, FAIE (PL), Gabriela Abratowicz, FAIE (PL)

Goals of the meeting:

- 1) To discuss final recommendations for recognition and validation of knowledge, skills and competences of the European project managers in adult learning sector CSOs, developed through the SDD process.
- 2) To discuss the Exit Strategy for the project.
- 3) To Initially preparing to the final reporting: completing the dissemination, the evaluation, the management issues.

Expected outcomes:

- 1) Defining the work plan for developing the final recommendations for recognition and validation of knowledge, skills and competences of international project managers in adult learning sector CSOs.
- 2) Developed Exit Strategy for subsequent work.
- 3) Final arrangements concerning the project outcomes dissemination and the project evaluation agreed.
- 4) Partners contribution to the final report agreed.

Course of the meeting

1. Welcome – signing the attendance list – presentation of the 1st and 2nd day agenda – possible changes to the agenda.

Meeting opened by Agnieszka.

Clarification of further questions on the agenda – there were no changes proposed.



Meeting moderation: Agnieszka

Meeting reporter: Clara

The attendance list was signed for day 1.

The attendance list was signed for day 2.

2. Discussing the final recommendations for recognition and validation of knowledge, skills and competences of international project managers in adult learning sector CSOs.

Adapting the work plan for delivering the E-publication; English and 6 national languages.

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Recommendations

Taking into account experiences from SDD training, what do you consider the most important recommendation that can be applied in the future?

Yiannis

- Emphasises the importance of simplicity and clarity in designing a good certification scheme.
- A concept that was missing was modularity e.g. micro-certification - what makes it accessible and replicable.

Aron

- Mentions the need to account for other items on the map, which will be described in the report, and the need to register the more complex challenges in the report.

Oliver

- Notices we didn't talk about the training at all (during the SDD co-laboratory).

Aron reflects that maybe it is not the core of the validation system. The SDD co-laboratory certainly showed how much work would it be (to develop the validation system).

Hans

- Emphasises the end goal as a final recommendation system for implementation.
- Notices we would still have a long way to go (if we would like to continue with developing the validation system).

Lorenza

- The task now would be to describe the map; highlight what's important; add what is missing.
- There is nothing about the re-certification on the map.

Agnieszka and Lorenza suggest that the results on the map also serve to affirm initial existing opinions.





Artur

- Comments that the final proposition is not clear enough as a clear process-based recommendation should be more concrete.
- Notices there is no use to double what already exists.

To do next :

Clarifications of ideas to be transcribed and collated in a Google Doc for further edits - to make specific, measurable, assignable, relevant/realistic, time-bound (SMART) - what are the relevant metrics?

- Time window - possible up to 10 days, depending on transcription software (Camille would do the transcripts).
- Those who were not recorded to send clarifications through text.

3. Discussing the Exit Strategy for the project, including:

- Ideas for further strengthening of The FIRST Network supporting first-time international project realisers (3a) and

- Ideas for continuing works aiming at developing an innovative system for recognition and validation of knowledge, skills and competences of European project managers working in the adult learning sector CSOs (3b).

The Partners' plans and ideas. Brainstorming in smaller groups.

3a. Ideas for further strengthening of The FIRST Network supporting first-time international project realisers:

[Group 1: Agnieszka, Rafał, Jurek, Lorenza, Hans]

- Stay in contact, share knowledge, experience;
- Including new partners;
- Democratic cooperation of CSOs; motivation to make an effort (to cooperate on the European level); to make them more responsible;

[Group 2: Aron, Oliver, Rida, Artur, Marisa, Francesco, Lucia, Mateusz, Gabriela]

- Open up the network in general – also to the sectors other than CSO;
- Discuss policies, general, to have some identification of the network;
- Maybe some fees, at some point;
- Scan other networks – maybe it could be a part of the existing ones (i.e. FN may become a part/member of other existing networks).

3b. Ideas for continuing works aiming at developing an innovative system for recognition and validation of knowledge, skills and competences of European project managers working in the adult learning sector CSOs.



[Group 2: Aron, Oliver, Rida, Artur, Marisa, Francesco, Lucia, Mateusz, Gabriela]

- It would be a huge task; unsure if people would be interested;
- It may make sense to first develop the courses preparing for the certification system;
- It would be a huge task to do the pilot work, some training needs assessment, etc.;
- Maybe some extra module on civil society [could be added to the existing training programmes] instead of competing with the European system (PM²);
- Support for small scale projects in Erasmus – it could be the focus of the FIRST Network (boost of the CVs of the beginners => more focussed dissemination...).

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[Group 1: Agnieszka, Rafał, Jurek, Lorenza, Hans]

- Map again existing similar systems – where are the problems, what is missing, learn from them;
- Get in touch with the European Commission (EC), have a dialogue (about supplementing the existing training/certification systems);
- Involve stakeholders in the field (people with experience in the 3rd sector) . Include them in a bigger survey – what they would need – then argue with the European Commission (EC) again.

4. Drafting the Exit Strategy.

Discussion of the Exit Strategy

- Most important goal is strengthening/opening up the Network - share knowledge and experience, expanding it beyond CSO sector;
- Need to add resources i.e. funding, inclusion of new partners with the goal of supporting European level cooperation;
- More focused efforts can be undertaken to invite new partners to network - as aligned with goals of EC;
- Small-scale projects are a good direction.

Ideas for possible continuation

- Map existing similar systems in order to see what is lacking in terms of competences;
- To affiliate directly with the EC;
- To include more stakeholders in the field especially organisations - target groups who have an interest in being certified, community workers in the sector, Erasmus projects;
- Intermediary steps: training programs;
- Consider adding an extra module of existing EU system e.g. civil society;
- Assessment of training/competence needs toward the prospect of implementation.



5. Final arrangements concerning the project dissemination.

Dissemination reporting was presented by Artur and Sandra.

- The final SDD Report will be the basis to develop the final recommendations for the recognition and validation of knowledge, skills and competences of the European project managers working in adult learning sector CSOs. The final recommendations are to be developed in English and translated to all the 6 partner languages (E-publication).
- The publication is to be made available on the FIRST Network Portal and EPALE.
- Agnieszka reminded that, according to the project application, the dissemination activities were to reach, in total, at least 44.830 recipients. It is obvious the dissemination efforts were constrained by the pandemic situation in the EU, still all the Partners still need to make some effort to disseminate the project results and recommendations.
- Question: where else to publish results of project?
- Discussion on possible alternative channels of dissemination - formal and informal - besides EPALE:
 - ngo.pl in Poland;
 - Direct contacts to various associations by COOSS (the newsletter is not functioning now);
 - contacting the associations dealing with certification by Rightchallenge;
 - contact associations, newsletter – Interfolk;

=> publishing the results on the Erasmus+ results platform (a possibility) and within the FIRST Network community of practice (Agnieszka).

6. Final arrangements concerning the project evaluation.

- Issue of unspent budget was raised by Agnieszka (due to reduced personal attendance at project meetings caused by the Covid-19 pandemic restrictions).
- Oliver presented the summary of the evaluation of the preceding project meeting (the 5th TPM in Copenhagen 23-24 of March 2022): Overall productive meeting, especially the study visit meeting at The Association of Folk High Schools in Denmark.
- The LTTA evaluation - will include two parts: The LTT evaluation prepared by EDUCULT and the learning outcomes evaluation, part 2, prepared by Agnieszka (it is not possible to combine them, since the measurement scale is different).
- Contribution to final report should include information about possible impact of project on national or societal level. EDUCULT prepares the data for the impact evaluation.

7. Final arrangements concerning management, quality assurance and administration/financial reporting.

- The project officially ends the 1st of October 2022; it would last 34 months in total.
- The unspent budget, after the LTTA and the 6th TPM in Paphos is EUR 5.692,00 (due to the pandemic time affecting the project realisation and meetings).



- Before refunding of the last project events – the LTTA and TPM in Paphos – Agnieszka calculate the 20% of the real eligible budget for each partner again, and refunding of this amount will be postponed, by accepting the final report by the Polish NA and paying the balance.
- Artur suggested the unspent budget to be allocated for dissemination events – multiplier events. Agnieszka will check if this would be possible in the ‘exchange of experiences’ type of project.
- The Partnership Agreement needs to be formally annexed – to reflect the prolongation of the project realization. Agnieszka shall prepare the annex and would send it to the Partners to be signed by the legal representatives.

8. Agreeing on the Partners contribution to the final report.

- Agnieszka mentioned she will start drafting the final report in September 2022.
- The Partners will be asked to deliver country – specific data, including the dissemination summary, the impact summary and evaluation.
- The self-assessment of the project key – participants, done at the beginning of the project realization, will be repeated. The self-assessment concerns prior learning, recognition and validation of competences, benefits of international cooperation and confidence in the Partnership.

9. Any other issues. Meeting evaluation.

There were no other issues to mention. The evaluation was divided into two parts: The general evaluation of the SDD co-laboratory experience (LTTA) and the overall evaluation of the AER-V project:

9a. The general evaluation of the SDD co-laboratory experience (LTTA)

Hans

- Some parts of the programme could have been better prepared - programme could have included cultural activities and be more organized;
- SDD, as a strict method, seems more useful for larger (>10) groups rather than smaller ones.

Lorenza

- Already experienced SDD in another context/question (active citizenship);
- Methodology is difficult to get used to at first, but compels deeper reflection;
- Noticing cultural disparities in understanding certain terms or phrases has compelled more attentiveness of language used in work as well as other aspects of life;





- Not sure if this method will be incorporated into project management work, but valuable experience;
- Looks forward to dissemination.

Camille

- Interesting as first SDD experience.

Jerzy

- Good experience.
- Plans to deepen knowledge on SDD e.g. using systems to generate influence-mapping may come in useful in own projects in FAIE.

Rafał

- 'Big fan' of SDD methodology — 2015 project in Cyprus with FWC;
- Process not easy - requires concentration;
- Methodology may benefit from understanding of individual backgrounds and cultural differences;
- Results are interesting.

Agnieszka

- Experiment as a learning experience;
- Problems in the program preparation - not as structured as would like;
- Originally not planned as a facilitator training - this resulted in a lot of last-minute rearranging;
- First time doing facilitation in an international context - intensive and tiring, but educational.

Clara

- Organisation was not strong suit - logistical issues - different ideas of flexibility;
- Exercise in adapting to changing circumstances, uncertainty;
- First time SDD in person.

Sandra

- Impression changed greatly since first 2 days;
- Clearer understanding now of the methodology.

Artur

- Frustrating that it took so long to reach conclusions;
- Can see that facilitation of this methodology is a complex and difficult task, especially with diversity in a group;



- Had been expecting more interactive approach between participants and facilitators;
- Satisfied with LTTA;
- In-person meetings more effective than virtual experience.

Oliver

- Appreciated the social aspect of the training;
- Realised that methodology is too structured to initiate interactions and stimulate dialogue;
- However, some elements are important takeaways - such as giving everyone a voice - method is adaptable to particular needs.

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Aron

- This week brought about many individual changes;
- Mixed objectives e.g. training for facilitators within SDD, final report - perhaps the triggering question not best suited for such training;
- Unfamiliarity with topic led to frustrations;
- Methodology itself useful in many settings - even in contexts not characterised by conflict e.g. developing cultural practices in the city, with different stakeholders;
- Thinking about influences is productive and fun way toward consensus - observes parallels with theory of change.

Francesco

- Interesting, fascinating;
- Methodology at the start a bit confusing, but understood progressively;
- Some 'tools' that can be adapted to other processes;
- Sustained focus is a challenge.

Lucia

- Enriching experience to listen to ideas and participate in methodology;
- Likes the methodology - interesting and challenging aspects;
- Beneficial to follow procedure and put aside initial judgement - unique project that doesn't anticipate a fixed output;
- Experienced different ways of working together in a team on European level.

9b. The overall evaluation of the AER-V project:

Hans

- We have accomplished quite a lot given that a large part of it was organised during the pandemic;
- Our roles were fulfilled according to intended outputs;





- It has not been a linear experience, but conclusion has successfully been reached;
- First time part of Erasmus+ project type of 'exchange of experiences', with no 'intellectual outputs'.

Lorenza

- After all this time, a clearer idea attained of the project goals;
- Research and reflection on the report with the aim to expand network can be continued on EU level;
- Satisfied with exchange of experiences toward more collaborations in the future;
- Continuity with partners (FAIE) a big element in participation;
- Rare instance participating in an exclusively training context;
- Question of mobility;
- Even if not using the validation system per se, training brought up many valuable points to take into other modes and types of projects;

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Jerzy

- This project has been important for the group - a chance to create/innovate a unique system in Europe;
- SDD as first step to creating new solutions for NGOs in Europe in future.

Rafał

- Difficult to summarise 2-year project in a sentence;
- Goal is to learn from the project as much as possible and adapt factors as needed;
- End purpose has to be clear e.g. make Europe more united.

Agnieszka

- This project continuation is FAIE's 1stTIP PM Erasmus project (and earlier, national projects);
- Purpose of change in schedule: to have an interim activity to maintain participation and interest in project;
- Pandemic up-turned many plans;
- Confusion around project without outputs - need to reflect on this process rather than stay output-focused;
- Biggest revelation: project helped make decision not to continue in direction of validation and recognition system (an impression in this particular moment);
- However, lack of output orientation also creates opportunities - such as study visits;
- Length of collaboration built trust over a period of time.

Artur

- Have been involved with several partners before;
- Budget is an issue - project officer of the organisation left during the implementation of the project;



- Had not followed project from beginning as much as he would've liked;
- Still many questions to be discussed and to consider for the future;
- How can group/network influence decisions at European level? Steps to reinforce network with expertise, new stakeholders;
- Anticipates future collaboration.

Oliver

- Fulfilled criteria of project and beyond;
- Content-wise, interesting - especially thinking about connections between factors;
- Question of profitability - lack of outputs considering limited financing;
- Competence as European project manager recognised through project.

Aron

- This type of training projects not feasible if financing is limited;
- Strategic partnerships as another means of contact and connection;
- Topic-wise not quite aligned with organization;
- Sparked internal discussion on 'abstract' topics.

Meeting officially closed by Agnieszka

Adjourn

Decisions and deadlines:

Concerning 2. Discussing the final recommendations for recognition and validation of knowledge, skills and competences of international project managers in adult learning sector CSOs.

- The LTTA participants, who did not record their clarifications, are to send the clarifications written down;
- The LTTA will be invited to co-develop the SDD final report.

Concerning 5. Final arrangements concerning the project dissemination.

- The final SDD Report will be the basis to develop the final recommendations for the recognition and validation of knowledge, skills and competences of the European project managers working in adult learning sector CSOs. The final recommendations are to be developed in English and translated to all the 6 partner languages (E-publication).
- The publication is to be made available, among others, on the FIRST Network Portal and EPALE.



- The Partners will intensify their efforts to widely promote the final recommendations before the project officially ends, to timely report the number of recipients reached with this dissemination.

More specific deadlines may be agreed.

Concerning 6. Final arrangements concerning the project evaluation.

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- The LTTA evaluation - will include two parts: The LTT evaluation prepared by EDUCULT and the learning outcomes evaluation, part 2, prepared by FAIE.

- Contribution to final report should include information about possible impact of project on national or societal level. EDUCULT prepares the data for the impact evaluation.

Concerning 7. Final arrangements concerning management, quality assurance and administration/financial reporting.

- Before refunding of the last project events – the LTTA and TPM in Paphos – FAIE calculates the 20% of the real eligible budget for each partner again, and refunding of this amount will be postponed, by accepting the final report by the Polish NA and paying the balance.

- FAIE would check with the Polish Erasmus+ NA if the unspent budget could be transferred to multiplier events within the 'exchange of experiences' type of project (due to the force majeure – the Covid-19 pandemic).

- The Partnership Agreement needs to be formally annexed – to reflect the prolongation of the project realization.

Concerning 8. Agreeing on the Partners contribution to the final report.

- The Partners will be asked to deliver country – specific data, including the dissemination summary, the impact summary and evaluation.

- The self-assessment of the project key – participants, done at the beginning of the project realization, will be repeated.

Prepared by:
Clara NG, FWC, 24-05-2022
Supplemented by Agnieszka Dadak,
FAIE, 06-06-2022

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