

Kick-off Meeting 50+ childcarer course, Katowice 5th and 6th of December 2016

Day 1 (5th of December)

Meeting objectives:

- Getting to know each other in person, learning about the activities held by participating organizations.
- Initiating the project.
- Gaining information from partners about partners expectations and ideas towards the project.

Meeting began at 9:30 a.m on the 5th of December 2016 in Katowice.

In the meeting participated following organizations:

- **Bimec Ltd.** form Bulgaria represented by Ms. Valia Dankova and Ms. Daniela Damyanova.
- **M`am`aloca** form Czech Republic represented by Mr. Jiri Stuchl and Mr. Jan Prokes.
- **The Government Office for Bekes County** form Hungary represented by Mr. Miklos Fekete, Ms. Alexandra Ruzsa , Mrs. Éva Némethné Vidovenyecz, Mr. Imre Pántya.
- **ProActive Ireland Ltd.** from Ireland represented by Ms. Emma Murtagh.
- **COOS** form Italy represented by Ms. Lorenza Lupini, who participated in the meeting via Skype session.
- **Voivodship Labour Office in Katowice** – a host organization form represented by Mr. Tomasz Górski, Ms. Grażyna Walasz, Mr. Paweł Durleta, Ms. Anna Kupczak, Ms. Ilona Wiącek, Ms. Anna Magiera – Choraży.

Meeting Opening

Meeting opening included: official welcome of the guest, review of meeting objectives and agenda and team introductions.

Presentations of the partners organisations

At this part of the kick off meeting all of the partners presented information about their organisation, What do they do? What project did they realised in the past or are involved right now? What is their area of interest? Why this project is interesting for them? What is their area of experience and how it could be helpful and valuable for the project? All the presentations will be available on the Google Disk.

Presentation about VLO

At this part were presented information about Voivodeship Labour office in Katowice, general information about areas of activities of the Office and more detailed information about work with unemployed people and how we try to help them, e.g. by providing career guidance, training courses etc.

After the presentations there was a time for question and answer session but there was no questions about VLO activities, nor questions concerning partners organisations activities.

Workshops: partners expectations and ideas towards project.

Partners agrees that discussion about project ideas should be postponed on next day, when all the technical aspects of the project were planned to be talk through in details. Therefore during the workshops coordinator asked partners to share their positive experiences form the previous project, that could be used in out project.

After sharing some of experiences partners agreed that most important factors in the project are:

- communication and good relations;
- equal task division,
- understanding the project goals,
- well planned work schedule,
- meeting the deadlines;

After the workshop there was a meeting summary.

In the evening, participants attended a dinner and in a less formal atmosphere, they had the opportunity to discussed project experiences and get to know each other.

Day 2 (6th of December)

Meeting objectives:

- Getting to know each other in person, learning about the activities held by participating organizations.
- Initiating the project.
- Gaining information from partners about partners expectations and ideas towards the project.

Meeting began at 9:20 a.m on the 6th of December 2016 in Katowice.

In the meeting participated:

- Ms. Valia Dankova, Ms. Daniela Damyanova
- Mr. Jiri Stuchl, Mr. Jan Prokes
- Mr. Miklos Fekete, Ms. Alexandra Ruzsa
- Ms. Emma Murtagh
- Ms. Ilona Wiącek, Ms. Anna Magiera - Choraży

Introduction to project financial and management principles.

At the beginning of the day Coordinator explained the project financial rules and project management principles;

All partners agreed to:

- deliver 3 financial reports to VLO
(copies from the accounting evidence of the project expenses in Euros)
Financial monitoring will be done in May 2017 and January, September 2018;
- keep invoices and bills of all the cost paid in the project;
- inform VLO before making any transfers of money from the Project Management category to Transnational Meetings (there is a limit of 20% which cannot be exceeded);
- inform VLO about any change in legal, financial, technical, organizational or ownership situation and of any change in its name, address or legal representative;
- that the exchange losses are ineligible costs;
- that certificates should be printed in two copies by hosting organization
(one for the participant and second one for the coordinator – for NA checks);
- that all the financial documentation, and presentations will be available on Google Disk and Anna will send them to all partners by email;

- The final report, products and outputs will be assessed by the NA in accordance with a set of quality criteria; it is of a special concern for the partnership to develop high-quality results, as a grant reduction based on poor, partial or late implementation may be applied to the final amount of eligible expenses.

Evaluation and monitoring activities.

All partners agreed that:

- Each host partner will prepare and send a draft of the minutes to all the partners, who can complete it if necessary; from the Kick – off meeting Anna will prepare a draft by the end of December;
- Monitoring reports will be prepared and send to all the partners by the Coordinator;
- Evaluation form from the Kick – off meeting will be available on the Google Disk and can be used for the evaluation of other project meetings, each national team can modify and add questions adequate to the project meeting content. Coordinator can suggest additional questions, especially if in the application form were foreseen indicators for the meeting.

Cooperation and communication.

All partners agreed that:

- All the documents will be available on the Google Disk;
- Preferred communication would be an email;
all the important emails should be send to the all partners, not only to the coordinator;
- All the delays in the planned activities and risks should be reported to the coordinator;
- All of the partners will send an Skype contact to the coordinator, then the Skype contact list will be distributed to the partners by email and will be posted on Google disk;

Review of the project schedule and Gantt Chart.

All partners agreed that:

- Project schedule is reasonable and achievable;
- Next meeting will be held in Sofia in mid-May; detailed date of the meeting will be agreed by emails communication in January;
- Third project meeting will be held in Czech Republic in mid-September, the date on the meeting will be agreed on next project meeting or just after;

Task division and responsibilities.

Task and responsibilities are described in Cooperation Agreement which will be sent to the project partners after the annex to the Financial Agreement will be signed by the NA and Coordinator. The annex concerned a change of one of the project partner from Qualitas Forum to COOSSS.

Moreover:

- Emma from ProActive Ireland will prepare a dissemination plan schedule template, which will be posted on Google Drive and all partners will be required to fill it according to the carried on activities;
- Emma will prepare a content of a newsletter to the stakeholders which can be used by the partners to inform stakeholders in each of the partnership countries about the project;
- All partner who use social media will put the information about the project and a link to the project website;
- Valia from Bimec will prepare power point template for the presentations, after the project logo and website will be done;
- Logo and the official project website should be done by the end of February 2017;
- All the partners will put information about the project on their website or sub website.

Results and impact of the project:

- The project's results will be registered by VLO on the Erasmus+ Project Results Platform;
- All the partners including Coordinator will propose the project results indicators and Coordinator will prepare a table with all indicators which will be sent to the partners for approval and available on Google Disk;
- The aim of the project is to create a model (framework) of the course for the child cares, in all of the partner countries apart of Ireland there are no legal requirements for becoming a child carer (e.g. requirements of completing a special training or education in the field of childcare) therefore partners will carry activities of promoting the course model and the framework.

In Ireland there is a legal requirement of professional training in order to provide childcare services, therefore ProActive will promote vocational activation of 50+ women in the area of childcare and best practices for special educational needs of 50+ women group.

- Promotion of the project should include:
 - ✓ 50+ women who might be interested in becoming a chilcarers, as a job activation opportunity;
 - ✓ training companies and institutions who deliver courses in the field of childcare in the area of special training needs of the 50+ group;

- ✓ parent who could find information about areas knowledge that potential candidate for a child carer should have;
- ✓ career guides, coaches who would find information about vocational predispositions tests to assess the potential for becoming the child carer; and job activation opportunity for 50+ women who were a housewives with little of professional experience;

Dissemination of the project:

- Emma form ProActive Ireland will prepare a dissemination plan schedule template.
- Each team will conduct the dissemination activities, as described in the application form, and fill the information about dissemination activities during the project lifespan.

Leaflet issues:

- leaflets will be printed in national languages of partners;
- leaflet should include basic information about project and were to find more information about project;
- partner decided it would be beneficial for the project and the leaflet to conduct a small survey to examine the needs and expectations of the project 50+ women and parents interested in employing child carers. Each national team will conduct 10 surveys and the results will be published it the leaflet.
- Emma will ask a psychologist who is cooperating with ProActive if she could help with development of the survey. Depending on free time of the psychologist, time needed to conduct survey and analyse the research we may reschedule plan for a delivering the leaflet. Basic information to the promotional flyer will be done according to the plan (February / March).
- The leaflet will be printed in at least 100 copies and distributed in 50 organisations.
- The leaflet with the survey should be printed in Autumn 2017

Final brochure:

- brochure will be printed in English and national languages;
- brochure should include summary of the project, course framework, recommended tools for assessment potential childcares, self-assessment test, **information gained from the survey.**
- brochure will be printed in 200 copies and distributed to at least 100 organizations, it should contain at least 10 pages in national language and it should not exceed 50 pages;

Website:

- partner decided it would be good idea to add a success stories of 50+ women who become a child carers on the website, to promote this job opportunity and professional activation.