

RECIPE project group - Minutes of the 1st RECIPE Thessaloniki, Greece

10th-14th November 2013

22 participants from five partners, NO, DK, PT, IRE, GR

Working sessions

Monday 11th Nov

Welcome and introduction to facilities by co-ordinator of Greek delegation.

Co-ordinator of Irish partners, accepts nomination to chair the meetings.

Agreement by all partners to work to agenda prepared and circulated in advance by the project co-ordinators (P1) and that P1 would circulate draft minutes as soon as possible after each meeting for consideration by all partners and their formal agreement as correct at the following meeting.

Brief introduction by each delegate to themselves, their institution etc.

Objectives of the Meeting

To ensure a common understanding of the project's overall aims and objectives and the overall responsibilities of each partner in relation to each work package as set out in the project application/proposal.

To agree an overall work plan for the project identifying which aspects of each work programme need to be undertaken by which partners in between each project meeting.

To use the above as the basis for a more detailed Progress Monitoring Matrix identifying "what needs to be done, when, and by whom" in relation to the aims, objectives and timelines for each of the project's concrete deliverables.

To maximise team-building, networking and dissemination opportunities, offered not just by the formal business of each project meeting, but also by coffee breaks, lunches, dinners etc and the wider cultural and educational visits and exchanges integrated into each project meeting and which make it a wider project symposium.

Summary of overall aims and objectives

A one-page summary of the RECIPE project's overall aims and objectives was discussed and agreed to be appropriate.

(a) ESL (Early School Leaving) was a broader concept than "drop-out".

(b) ESL can include disengagement from compulsory primary or secondary education and, at its broadest, all cases of students leaving schools before realising their full potential within them.

Preliminary Issues of Project Management and Co-ordination

Project Logo to represent co-operation and mutual support between five countries.

Use of Fronter elearning platform for project management. Folders for each work package already entered by P1 to enhance coherence of site and internal navigation.

Access to Fronter is restricted to partners but there will also be a RECIPE public website for dissemination and exploitation of the project's work. P1 will again be the operational manager, but P5 (Portugal), in accordance with their leadership responsibilities for the dissemination work package, will have an editorial role in relation to the public website. All material for inclusion on the public website should be sent to P5 who will liaise with P1 as appropriate on how best it should be used and displayed.

State of the Art (SoA) reports to be completed by each partner and submitted to P1 by March 2014 as a basis for their own case-studies.

Case-studies should be started in March 2014 and completed in time for case study reports to be completed by October 2014.

First RECIPE training course will be in Portugal autumn 2015. Second will in Autumn 2016, venue to be decided. A proposal to run it concurrently with the project's European Conference will be kept under consideration.

Dates for next two project meetings will be March 30th 2014 in Copenhagen and 28th September 2014 in Lisbon.

Tuesday November 12th

Presentation of the Greek education system - main points

Towards a common understanding

Agreement that meeting breaks into national groups for partners to discuss with each other, in their own language, their common understanding of overall aims and responsibilities To be followed by report back from each group in plenary session, raising any problems and issues discussed within the national groups.

Agreed that discussion should focus around what challenges do we face in particular, what do we think are our strong points and what are we really looking forward to doing and achieving in the project.

Report back from National Groups.

Wednesday November 13th

Planning of work to be undertaken in advance of next meeting

Plenary discussion of what the lead partner for each work package feels should be done in the next phase of its work. Agreement emerged on the following issues:

(i) There needs to be a clearly sustained focus between this meeting and the next on keeping to the precise targets and timelines for the first phase of the R+D work package. It is the

crucial launching pad for the overall success of the project and progress of partner's work will be monitored by P1 and P4.

(ii) The RECIPE training courses may seem some time away, but publicity and promotion are so important, with long lead-in times, that time tables and detailed work plans for publicity, marketing, course brochure need to be drafted by next meeting by P2 and finalised there, even though the details of course content may not by then be finalised.

(iii) P3's responsibility for the project's quality plan needs to be supported by all partners, initially by prompt completion and return of the survey instrument they are using for internal evaluation of the project's work. P3 especially urges as much comments as possible rather than just a "ticky box", "it's all very good" response. It is important to register an monitor partners' feeling about the quality of interaction as well the quality of products. It is also important for the internal evaluators to work closely with the external evaluator and to try to identify how representative particular responses might be.

(iv) Partners will support vision and plans for dissemination outline in presentation by P5 in relation to the work plan aims and targets outlined in the application form. Partners reminded to try to update their own dissemination input on the template provided, ideally once a month for collation to be sent to P5 and P1 at six-monthly intervals. The most immediate need is for a for project leaflet, directing target groups to the project website, which can be down loaded and printed for distribution amongst each partner's local networks.

(v) Possible advantages and disadvantages were identified in and discussed in relation to proposal to integrate the second training course with the final European conference. It was agreed to keep the issue under review and learn the lessons from a similar exercise being undertaken by another project in which several partners are involved.

Progress Monitoring and Planning Matrix. What needs to be done, when and by whom

Progress and Evaluation Matrix. External evaluator Dr.Steve Molloy outlines and explains a grid which is often found helpful on similar projects for both internal and external monitoring, evaluation and planning of progress. Agreed that it should be adopted for the RECIPE project modified in accordance with the discussion minuted below.

External evaluator outlines monitoring of the project.

Project Finance and Administration

Agreed that project budget will be distributed in accordance with schema and rationale outlined by P1

It was noted that each institution would have a finance officer able to provide figures for total salary costs and for corresponding total salary costs per day. Partners were invited to communicate directly with P1 on issues relating to these matters.

Summary and Conclusions

Discussion on presentation from P1 returning to meeting objectives concludes these have all been met satisfactorily.

Meeting concludes with thanks from chair to all delegates for their contributions to a positive and successful meeting and thanks to the chair from project co-ordinators for his particular contribution in that capacity.

Thursday 14 November

The meeting ended with a cultural visit to the Archaeological Park, Dion