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Project:

Enhancing social skills during vocational training in prison – SOCVOC
2022-1-PL01-KA220-ADU-000087556

Minutes

Transnational meeting 4 on 2024-05-16

Participants: Lya Manniste, Mare Lilleorg, Vesna Stefanovska, Natasa Jovanova, Dragana Batic, Gert Hurkmans, Hubert Skrynski, Alice Erens, Enneke Hassink, Kaelin Maatsen

1. Official welcome and opening of meeting at the place of venue : Het **Stadsmagazijn**
Keistraat 5/7, 2000 Antwerp, Belgium

Gert Hurkmans welcomes all participants at the Stadsmagazijn and informs the group about the program of the transnational meeting.

2. PR's activities overview. PR's development deadlines planning of the next tasks and activities, methodology and tools, analysis and reporting.

The participants evaluate the website of the project www.socovc.eu and congratulate Romy for the work which has been done. It's a clear structure where the goals and results of the project are easy accessible.

All partners agree to keep on looking for 3 exercises or games (each partner) linked to the 21st century skills which can be used for self-study by prisoners/students. The partners agree to leave it open in what form the exercises and games must be delivered on external platforms.

All partners have uploaded at the feedbacks of the piloting on the Google Drive. These feedbacks will not be available on the project website but they will be uploaded on the Results tool of ERASMUS+ during the final reporting phase. The Guidelines for teachers are approved and will be available on the website of the project and the Results tool of ERASMUS+. The methodological recommendations for teachers are approved and will be available on the website of the project and the Results tool of ERASMUS+.

The methodology of the training C1 and the evaluation report of the C1 in Skopje are approved and will be available on the website of the project and the Results tool of ERASMUS+.

The materials of the partners for the training C1 are uploaded on the Google Drive.

Hubert gives the partners information about the next transnational meeting in Poland on the 26th and 27th of September 2024. All information documents about the conference and mobility will be uploaded on the Google Drive.



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3. Presentation of the local activities of the project partners

Each partner gives feedback on the local activities during the meeting.

4. Budget overview: description of general budget, partner agreements, payments. Reporting periods and supporting documents.

Gert suggests to keep the timesheets up-to-date and to upload them on the Google Drive. Gert asks to the partners to count the number of working days on the timesheets for each role in relation to the days in the application. Gert shows how the Beneficiary tool is structured and why we need all the reports.

5. Dissemination: presentation of dissemination related actions and distribution of responsibilities. Quality Assurance Strategy: internal quality monitoring processes, outputs quality monitoring, etc.

All partners will continue to have local dissemination activities and will registrate the output in the excel file on the Google Drive;

https://docs.google.com/spreadsheets/d/1XVY5yvwBdmabRg0TkYm1dhxoFJ5PIC6z/edit?usp=drive_link&ouid=109800801492295365626&rtpof=true&sd=true

Gert asks to have the disclaimer on the 4th newsletter of the partnership.

6. Meeting conclusion and evaluation & certificates.

All partners sign the list of participants and receive the certificate of attendance.

Reporter of the minutes

Gert Hurkmans