



KA220-ADU - Cooperation partnerships in adult education.
Form ID KA220-ADU-D3B29F26
SOCVOC – Enhancement of Social skills during Vocational training in prison

SOCVOC TM1 Utrecht minutes

19-04-2023

1. Introduction partners:

N-Macadonia

Vesna: Teacher Criminology at university Faculty of Security

Dragana: Teacher University Skopje.

Natasha: Professor at university of security.

Estonia : Tallinn Construction School:

Eugene (Jevgeni):

Teacher at vocational school, also in prison. (ICT skills)

IN prison its limited because there is now

Lya:

Study director, Responisble of Tallinn Construction School

Public school, but they arrange education for the Talinn Prison.

Basic education is available in Estionan and Russian language.

Belgium:

Gert: Director of adult education. (EduKempen.be)

Sidekick of this organisation is Asturia which is the NGO focussing on European projects and partner of this project.

2. Discussed the project management checklist of Gert.

- **Project website:**

Responsibility of Click F1.

Every organisation put on own website (Preferable on homepage):

Something about SOCVOC and a clickable link to project website.

- **Deadline timesheet. (In Google Drive)**

Make sure that before the midterm report the timesheets are filled in till that date.
Not needed to fill it every month. Deadline: 15 oktober 2023.

- **Dissemination.**

Update the template on each dissemination event. (In Google Drive)
Every form of it, updates on website / socials, presentations, publications. Etc.

NO project facebook page

Online newsletter, connected to the project website and shared by every organisation.
Click F1 will create a template in canva for newsletter.

Every 3 months dissemination update. (Newsletter with social media post note)

3. Planning for newsletter:

Nov 2022 – Jan 2023

Hubert:

How did you come up with your best practises?

Feb 2023 – April 2023

Click F1:

Transnational meeting newsletter.

Kick off

Multiplierevent

May – July 2023

Estonia:

The visit to Tallin Prison

+ EPEA conference.

August – Okt 2023

Belgium

Nov – Jan 2024

N Macedonia.

4. Multiplier events.

You will need a list of attendees of 30 people who are not connected/affiliated to your organisation.
(30 people x €100 each = €3000 per Multiplier event)

5. Transnational Meeting 2 Estonia

Next Transnational (TM 2 Estonia)

meeting first week of July

4 July travel day

5 en 6 July working day

6. Quality & Monitoring:

After every transnational meeting and after the training.

For the training you will need to evaluate it as proof for the national agency.

Coordinator with assistance of Belgium will look for templates for a survey. -> send it to the responsible organization.

7. Short time training:

Should have taken place in N Macadonia, feb 2023.

We should postpone it to feb 2024, (suggestion is the week of 19 feb. Travel days Monday - Saturday) this will be the most efficient because the transnational meeting will be in N Macedonia.

1 day Transnational meeting, 3 days Training. (For training 2 participants per organisation)

8. Agreements about platform

- End users will be the professionals
- Only English. (A translated version of the page can be added as PDF)
- Every organisation learn how to use the CMS (Wordpress) and put it in theirselves
- Click F1 will arrange wordpress workshops. (CMS Online training)
- Use the look and feel of the publication "SOCVOC OER DESIGN"

9. CMS Online training

May 10th. At 10:00 CET.

Link will be send by Romy, she will give it at through Google Meet

Teach everyone how to put your content in the template.

10. Share each others best practises that will be used as content for the platform