SOCVOC - TM2 - Tallinn, Estonia

5th of July 2023

Participants: Amber Smets, Gert Hurkmans, Wendy Trimbos, Alice Erens, Romy Van den Broek, Wesna Stefanovska, Natase Peovska, Dariusz Memanowocz, Lya Manniste, Jevgeni Kareva, Mare Lilleorg, Agne Talu.

10:00 Walk in and coffee

10:20 Welcome – Introduction by Lya Männiste

10:40 Introduction – Update on the partnership – Quality and monitoring – Gert Hurkmans

- Add SOCVOC logo and ERASMUS+ on all documents and outputs of the project;
- Add a link of the project website www.socvoc.eu to the website and on the social media your organization;
- Google Drive is the place for information were the NA can check the quality of the project;
- All partners are asked collaborate with all WP's. Let's take responsibility and help each other, share info;
- Folder of the working packages and PP are on the Google Drive too;
- All partners can give feedback on this structure and documents;
- After each event there will be a questionnaire with the goal to have at least 70% satisfaction of the participants;
- A midterm report is needed after 12 months. A template which can be used by each partner is available on the link https://docs.google.com/document/d/1SHKxIVkCkqo8_MRlj_WV48WQNw5cshJf/edit
- This filled template has to be sent to gert.hurkmans@telenet.be before the 31th of August;
- WP1 - all timesheets should be filled until August 2023 with the template and uploaded on the Google Drive https://docs.google.com/spreadsheets/d/1ClH6OL_H1l9zubS9ucf6lj9eZ-H-AlGj/edit#gid=275600213
- WP1 – all contracts of beneficiaries (teachers, researcher on timesheets & participants in the meetings) should be uploaded on the Google Drive;
- WP1- Please count days of work made and staff members so they match the numbers which are written in the application. Also, write the tasks in the timesheets in relation to the work done and the application;
- WP1 – Hours of work on timesheet can be 4 or 8 only
- WP1 – Timesheets - Be aware about not matching with ohter EU projects
- WP1 – For each meeting all certificates, signed list of participants, boardingspasses and hotel invoices should be uploaded on the Google Drive;
- A board of Quality and monitoring is installed and will have a meeting each 2 months. The next meeting will be at the end of August;
- WP2 - Each participant delivered 3 good practices in English;
- WP2 – Each good practice is linked with one of the 21st century skills;

- WP2 – 20 prison educators are involved in this WP so each partners will have at least 4 teachers on the Timesheets (uploaded on the Google Drive)
- WP2 – Each partner has to deliver a task sheet of teachers for each good practice which can be made available on the website of the project;
- WP2 – The partner of Estonia will elaborate a template for a task sheet of teachers in cooperation with the partner of the Netherlands;
- WP2 – Partners will look for online exercises/games for prisoners which can be uses for improving their social skills in the next months;
- WP2 – Each useful exercise/game is linked with one of the 21st century skills;
- WP3 – In October 2023 the task sheets for teachers can be piloted by the partners; WP3 – In December 2023 the feedback of the piloting will be gathered;
- WP3 – During the T3 and C1 in Skopje in February 2024 these task sheets of teachers will be finalized.
- WP3 - During the T3 and C1 in Skopje in February 2024 the proposed online exercises/games for prisoners which can be uses for improving their social skills, will be evaluated;
- WP3 - During the T3 and C1 in Skopje in February 2024 the project website will be evaluated on the usability;
- WP4 – The partner of the North of Macedonia will write a draft proposal for the development of methodological recommendations in relation with our methodology for working on the social skills of prisoners during vocational training;
- WP5 - Each partner can decide to organise the transnational meeting and multiplier event separately if this is more appropriate for the project;
- WP5 - We will ask the NA of Poland if the participation of people from partnership organization can count for the 30 participants during the ME's
- WP5 – Each partner has a budget to send at least 2 people to each transnational meeting. Be aware of the distance band (>2000 km)
- Transnational meetings are good to have about 2 month before multiplier event

11:30 Discussion in the dissemination

- All activities should be written in the excel
  https://docs.google.com/spreadsheets/d/1XVY5yvwBdmabRg0TkYm1dhxoFJ5PIC6z/edit#gid=2113199117
- Estonia will write the next newsletter ASAP (2 weeks);
- If you doing the translation of work in your own language as well, pleas add your own contact for contact wishes;
- Friday 14 July 2023 is the deadline on feedback about the project website;
- Translation of the website is possible;

14:15 Practical organization of T3 and C1

- T3 and C1 will be in Skopje (North Macedonia) on the 19th (T3) and 20–22 (C1) Feb 2024
- Dates for the T4 in Poland will be discussed during the T3 (suggestion for T4 is in the beginning of May 2024)
- Each partner has a budget for the T3 (one night) and will take care of this on his own;

- The partner of the North of Macedonia had the budget for the C1 and will organize accommodation for 2 participants of each country (4 nigths);
- We will ask the NA of Poland what documents and proof we need to deliver for the C1;

15:15 Output of the project results

Is the web going to be with login or open? Discussion is on. In some countries the NA doesn't agree with project website which need a login before you can read the project results;

Results must be available to upload from web to results page in PDF as the project website will be closed in 5 years;

16:30 Cultural walking tour through Tallinn

19:00 Diner with all partners

SOCVOC - TM2 - Tallinn, Estonia

6th of July 2023

10:00 Visit to the prison of Tallinn - Acquaintance with the conditions of arranging vocational training and digital learning opportunities

14:00 Lunch

16:00 Visit to the Tallinn Construction School - Guidance on using the project's website