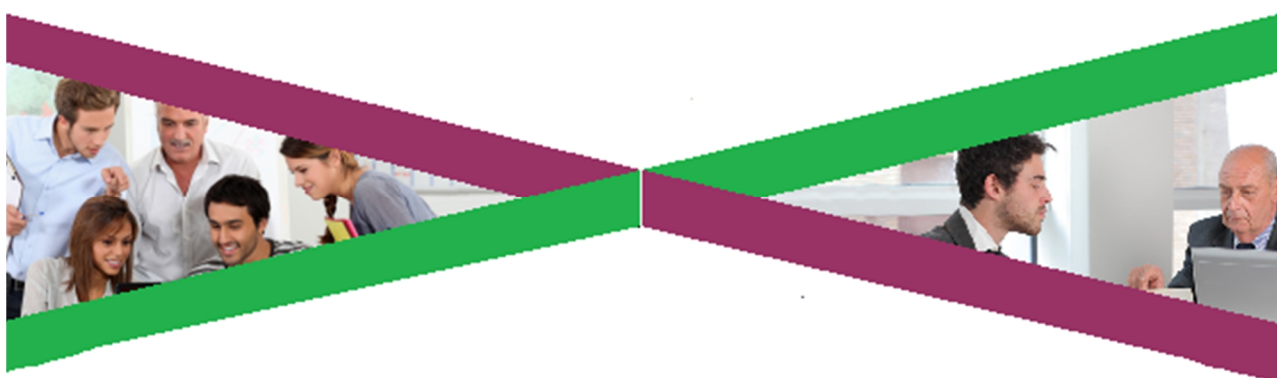




IntGen

Intergeneration Mentoring for Entrepreneurs



Multiplier Event

San Sebastián, Spain

October 2016

- Agenda, Minutes and Actions -

www.intgen-eu.com

Project Number: 2014-1-ES01-KA200-004372



AGENDA
INTGEN
PROJECT MEETING 4
4-7 October 2016, San Sebastian (Spain)
2014-1-ES01-KA200-004372

Monday 3rd October

Meeting at Hotel reception for dinner.	Accommodation: Hotel "Ezeiza" Avda. Satrustegui, 13. Playa de Ondarreta Tel: +34 943 21 43 11 Single Room: 67,00€; Double Room: 95,00€ In case you need help, please contact Marijo +34 607 21 44 61 Meeting at Hotel lobby for dinner 20.30 Dinner Café-Bar UR GAIN , calle Trento, 6 Donostia 0034943312606
Tuesday 4th October	

<p>08.30 am</p>	<p>Meeting at Hotel lobby and travel to Cebanc Welcome to San Sebastián (Marijo Irastorza)</p>
<p>09.00 – 10.30</p>	<p>AIMS of the meeting To check the Agendas of the Multiplier Events:</p> <ul style="list-style-type: none"> • E2-B2 (Spain, leading organisation Secot, October 2016) • E3 (Spain, leading organisation Cdea, October 2016)
<p>10.30 – 11.45</p>	<p>Summary of different multiplier events by countries:</p> <ul style="list-style-type: none"> • E1-B1 (UK, leading organisation Age UK, October 2015) • E1-B2 (UK, leading organisation Age UK, October 2016) • E2-B1 (SP, leading organisation Secot ,October 2015) • E2-B2 (SP, leading organisation Secot, October 2016) • E4-B1 (UK, leading organisation SBF, May-June 2015) • E4-B2 (UK, leading organisation SBF, May-June 2016) • E5-B1 (UK, leading organisation Bath College, June 2016) • E6 (FI, leading organisation Haaga-Helia, April 2016) • E7 (GR, leading organisation P-Consulting, May 2016) <p>All partners to present for multiplier events already done:</p> <ul style="list-style-type: none"> • Agenda • Attendance list (name, email/telephone number/similar), signature, organisation (if applicable) • Photos (evidences) • Short report of event and conclusions
<p>11.45 – 12.15</p>	<p>Coffee break AIMS of the meeting: Intellectual Outputs</p> <ul style="list-style-type: none"> • Review of all Virtual Learning Environment (IO5-A2) (Bath College and Age UK) and prepare for the event • Test plan and test e-learning (IO5-A3) (Bath College and Age UK) • Course Guides for teachers and participants (IO6-A1) (P-Consulting and Age UK)
<p>12.15-13.30</p>	<p>Lunch</p>
<p>13.30-15.00 15.00 -16.30</p>	<p>AIMS of the meeting: Intellectual Outputs (next steps)</p> <ul style="list-style-type: none"> • Pilot e-learning for entrepreneurs and start-up and evaluation (IO7-A1)(P-Consulting) (Plans, each country) <ul style="list-style-type: none"> •Calendar •Methodology •How to reach targets for the course •Dissemination •Communication •Implementation



IntGen

<p>16.30-17.30</p> <p>20.30 Dinne</p>	<ul style="list-style-type: none"> • Sustainability <ul style="list-style-type: none"> • Implementation of the mentoring process and the e-learning with entrepreneurs (IO8-A1)(HH) • Evaluation of the process and the e-learning (IO8-A2) (Errotu) • What works. Policy recommendations (template and case studies) (IO9) Errotu • XERTE Learning Objects (Bath College and Age UK) <p>AIMS of the meeting- Dissemination</p> <ul style="list-style-type: none"> • Website – all partners check with different access methods • New open Facebook account (Panagiotis) • Access to Xerte all partners check (Matt, Alan) • Reporting dissemination (template -P-Consulting) • Efvet Round table (October 2016) • Status report <p>AIMS of the meeting- Timesheets</p> <ul style="list-style-type: none"> • Timesheets (demonstration) (Charitini) • Final report format and on line storage documents <p><i>Hotel de Londres, Zubieta 2</i></p>
<p>Wednesday 5th October</p>	
<p>08.30 -15.45</p> <p>15.30 -16.30</p> <p>16.30 -17.00</p> <p>20.30 Dinner</p>	<p>See Annex (Multiplier event)</p> <ul style="list-style-type: none"> • Evaluation and Conclusions of the multiplier events (CDEA) • ENDING OF THE PROGRAMME <p><i>Restaurante Mesón Martín, calle Elkano 7</i></p>



INTGEN
INTERGENERATIONAL MENTORING FOR ENTREPRENEURS

Minutes of the fourth meeting of the INTGEN project held in San Sebastian, Spain –
4-5th October 2016

Name	Organisation
Maria Jose Irastorza Insausti	Cdea (ES)
Beatriz Barba	Cdea (ES)
Maite Etxegia	Cdea (ES)
Peter Hodgson	EfVET (NL)
Marny Thompson	Age UK (UK)
Janet Dabbs	Age UK (UK)
Panagiotis Anastassopoulos	P-Consulting.gr (GR)
Charitini Maria Skoulidi	P-Consulting.gr (GR)
Marijo Moreno	Errotu (ES)
Graciela Imaz	Secot (ES)
Matt Finch	Bath College (UK)
Clive Stocker	Bath College (UK)
Anji Henderson	Small Business Focus (UK)
Angel López	Secot (ES)
Ana Timonen	Haaga-Helia (FI)
Kontxi Sorazu	Cdea (ES)



Introduction to the fourth Project meeting

Maria Jose Irastorza welcomed the team to San Sebastian welcomed everyone to the meeting.

The team welcomed Jaques van Egten, President of CESES - Confederation of European Senior Expert Services aisbl

All participants introduced themselves again for the new members

Marijo introduced the Agenda

1. Multiplier Events

General discussion and summary of the Multiplier events planned within the INTGEN project. It was noted that it was extremely important that all events identified within the application must be delivered otherwise difficulties re budget and approval will be experienced. Documentation required include:

Agenda

Attendance list with name, company, city, Country - address and e-mail contact details

Photo evidence of event

Short written report of event, concluding finding and reference to potential impact including target group participation and range of stakeholders

Each partner described where they are in fulfilling the required Multiplier event

E4-B1 and E4-B2 SBF - all documentation has been completed and both events have been held successfully. EG: Agenda / Attendance list / Photos and short report are all in place. Once documentation been fully reviewed all documentation will be sent to Contractor

E5-B1 Bath College: An event was planned June 2016 - documentation completed but only 5 people had booked so event was cancelled and rescheduled for December 2016

E1-B1 and E1-B2: Age UK One event E1 - B2 held October 2016. Good attendance of 50 persons -most of whom signed attendance. All documents to be completed by end of October. E1 - B1 has been rescheduled to be held in Dec 2016

E6: Haaga-Helia Event is planned to take place shortly once e-learning material completed - currently planned for Nov 2016



E7: pconsulting, Greece - event took place in May 2016. All documentation completed and sent to Contractor

E2- B1 and E2-B2 Secot Event held Dec 2015 - Elders Day - highly successful

All documentation completed and given to Cdea for E2-B1. E2 - B2 will be held end of October 2016 - it is planned and currently being marketed in association with the University

E3 is being held on 5th October at Tknika. Team spent some time completing their presentations. Registrations to event are quite impressive

Marny commented that running event together eg Secot and Cdea - as it maximises exchange between different stakeholders. The N/A have commented that each particular event should be tailored to specific audiences and be somewhat different. Given N/A evaluator comments at Interim Report it was noted that event - given different planned nature of events need to be justified and where possible include any value added in terms of each event and if there has been a change then it must be justified

2) Gathering all the evidences for the Final report

Discussion took place on creating a single place to store and collect documentation with a specific passwords for the National Agency. Alan to set up these passwords

For e-learning programme they will need access to student view of entrepreneur courses and also need access to the Teacher view in order to see all elements of product including teacher and learner guides etc plus each language versions

For all project documentation / evidences / scanned attendance sheets / dissemination evidences/ multiplier events segregated in to different folders needs to be uploaded e.g.:

Dissemination section

Multiplier events - identified by Application code eg E1-B1

3) Timesheets

Separate sections for each country

It was decided that Bath College would set up a DROPBOX and share with all partners

Alan has already done this instantly - Dropbox now operational - folders established. Re Moodle - N/A access to Student view no problem - but to access Teacher view - they need a specific e-mail address.



NOTE: All public documents must carry the Erasmus + Logo and disclaimer - vitally important

Charitini presented the template and structure of the Multiplier event completed from Patras event - it was agreed that we follow this example

Coffee break

Meeting with Students

Following a short break the Team were introduced to the Students of Tourism who will be helping the Team in organising the Multiplier event taking place tomorrow at Tknika

Speakers outlined the content of their contributions and the team took the opportunity to disseminate to these young vocational learners - the project aims and objectives and described the concept of Intergenerational Mentoring and the associated e learning courses being developed within the project

4) The e - learning course

Matt introduced the overall structure and functionality of the e-learning course incorporating the e learning elements within a Blended Learning approach given some face to face is important - (See Powerpoint presentation)

Blended learning process:

Taster session

Workshop 1

E-learning 1

Workshop 2

E Learning 2

Workshop 3

E learning 3

Final workshop and presentation

E learning 4 - reflection (the latter as a means of follow through to continued mentoring)

Also created a blog for info and peer to peer discussion

He then outlined Course Home page and how the whole thing works on middle including the use of videos within the course content

Everybody has access to dropbox for all the original resources to be translated

Matt went through the Course programme and the progress tracker functions within the



product and how you can use the text editor to record video or film - menthe and mentor can access it all

All this detail must be in the student and teacher guides Mark needs to send latest teacher guide and user guide to Charitini. User guide probably be in video form rather than written. Alan needs to forward a video guide to help partners to translate in to other languages and to insert sub titles in each language.

5) Dissemination:

Marijo emphasised how important it is to update regularly the dissemination template and to ensure all evidences are uploaded for each dissemination activity logged. Dissemination is a crucial element of all projects as a key part of impact and sustainability

All partners have checked the website access with different access methods and software - no problems

The new INTGEN Facebook account been done for sometime and can partners please invite their colleagues to 'like' the page

Each partner explained the range of dissemination undertaken to date. Partners have completed /logged activities on templates but evidence needs to be uploaded on Dropbox that Alan has created.

Cdea

Since last meeting - From Formento at regional level sent multiplier event marketed to Vitoria / Nationallly through N/A, local agencies, Basque Government , Learners and teachers across Basque Country and worked with Secot to spread message. Disseminated through CECE Association representing some 50% of

Private VET Institutions in Spain - also HETEL - Basque Association of VET institutions Also Ikaslan - representing all Schools and Colleges in Basque Public institutions. also so Tknika and Confebask - representing business community

Also disseminated to SERVAS - global network promoting peace and understanding - coaching and mentoring young people including migrants

Newsletters and articles also undertaken

EfVET - Conference Round tables / Facebook / website links with access to all resources - over 1000 hits / Newsletters over the three years / 1500 member institutions - global reach - also disseminated to EC / 32 Education and Training European Networks through the LLL-Platform



P-consulting Greece

Lots of facebook content - 125 likes to date / mentor/mentee event / video /

731 people hit the video through social media / several examples of dissemination to SMEs / NGOs for unemployed young persons / universities in Patras and Chambers of Commerce - including the Federation of Western Greece and Pelopenese Also reaching new entrepreneurs. Multiplier event was very successful and level of interest continued through development phase.

Anna Timonen - Haaga Helia

Discussions with Helsinki Business College re doing INGEN e-learning course training Significant dissemination amongst student body and disseminated to at least 91 employers (SMEs) University in Brazil undertaking INTGEN mentoring programme and e learning course hopefully. Around 30 mentees at Haaga - Helia - running the mentoring programme 5 times and going to run again - directed specifically at the INTGEN target groups. Included in newsletter to staff and students plus prospective learners. Other planned.

Marijo Moreno (Errotu)

Several conferences where dissemination undertaken - many non formal but project presented. Continuing relationship with Formento (see previous minutes of meeting with Formento).

Secot

Belong to organisation representing national body based in Madrid Monthly Newspaper articles within editorial related to vocational education and training and SMEs

SECOT acting as mentors to learners from University disseminated to staff and learners. also worked with young entrepreneurs to develop business ideas. - also worked with Director of SS University / polytechnics

Age UK Multiplier event last week part of dissemination . Age UK dissemination internally . Newsletters and articles prepared to over 200 or so persons in the region. Rotary club presentation and to all staff and volunteers and to service users

SBF

Both Launch events (Bath and Radstock) over 50 persons attended. SBF CityConference with over 300 persons very positive as well as discussions with Municipality. Monthly newsletter to over SMEs (200 +) Monthly breakfast events - INTGEN progress disseminated - around 20-25 participants per month. Dozen 1 to 1 discussions to individuals expressing interest in participation within INTGEN. Also Bath Bridge volunteer group support businesses locally - expressed a lot of interest in spreading message via networks Articles in new Bath Business magazine. 4 meetings set up with local learning institutions where INGEN programmes might be used in to future plus interest from the Carers Centre and University of Bath.



Bath College

Freshers fair Bath - over 1200 young people attended where INTGEN disseminated. Talking to Bath Spa University - hoping to get them to work with Bath College. Also working with Unemployment Office On Sharepoint lead to article on INTGEN disseminated to all staff and young people. Website disseminated alongside e mail tags and College starting up Business Academy - and now interested in pursuing links. Lots of interest from other curriculum areas eg Health and Social Care tutors wish to use course and run 3 times a year as part of wider curriculum. Good example of potential impact Unemployment Office runs a course called be your own boss - very interested in INTGEN course

6) Timesheets

For time spent on each Intellectual output in days please. Charitini presented a template for all to use that will assist each partner in fulfilling their required time sheets. The template showed how many days allocated and how many achieved. Its based on recording days on calendar

Agreed that if you send all calendar records / staff category and name. and Intellectual outcome time is set against - send to P-Consulting and full spreadsheet will be created.

7) Status report - progress to date

Marijo presented the latest status report and all discussed actions and deadlines

Newsletter / press releases by November

Mid November for summary of meeting and multiplier events in San Seb. evaluations re Quality Management Plan

Document store - agreed at this meeting - namely dropbox - e mail details to be sent by Cdea to Bath College by mid October

The Teachers guide for Mentor Training done but N/A suggested needs to be more of a guide. Marny agreed to revisit guide as it is - not felt too easy - difficult to understand the message but will consider further - Marny to check and create new User guide by end November - followed by Translation

Team went through each IO still to be done from Status report:

IO 8 A1 - imlementation - Haaga Helia lead and Anna will create structure for information required from Bath , Cdea and P-Consulting - by end of October

IO8 A2 1st draft done and feedback by mid November 2016

IO9 What works - 1 st draft by 1st October, Feedback mid Nov and final product by end November

Dissemination done - see reports re on going

EfVET Conference round table booked



Final report template needs a folder in Dropbox. Marijo will send to Bath College

Date and Time of Meeting Travel 2nd May - meeting 3/4th travel return 5th May 2017

Venue Bath,UK

INTGEN 4th Transnational meeting, San Sebastián, Spain

ACTION PLAN from 4th Transnational meeting

Task	Description	Partner (s)	BY
E4-B1 and E4-B2	E4-B2 rescheduled	SBF	December 2016
E1-B1 and E1-B2	E1-B1 and E1-B2 rescheduled	Age UK	December 2016
E5-B1	E5-B1 rescheduled	Bath College	December 2016
E6	once e-learning material completed	Haaga-Helia	November 2016
E7	Done	P-consulting	May 2016
E2- B1		Secot	E2-B1 started in October 2015, finished January 2016
E2-B2			E2-B2 (Oct.-Nov.2016)
E3	Held in Tknika, San Sebastián	Cdea	October 2016

Task	Description	Partner (s)	BY
Document storage/sharing In Dropbox	Bath College set up DROPBOX Access to phefvet@gmail.com ; efvet-office@efvet.org ; cms@p-consulting.gr ; marny.thompson@bcs.org.uk ; anji@hendersoncommunications.co.uk ; pga@p-consulting.gr ; Ana.Timonen@haaga-helia.fi ; alan.yeodal@bathcollege.ac.uk ; matt.finch@bathcollege.ac.uk ; mjmore-nojuan@gmail.com ; Mark.Carter@bathcollege.ac.uk clive.stocker@bathcollege.ac.uk		Mid October 2016
DROPBOX Timesheets	Separate sections for each country	Bath College	November 2016
Timesheets	New templates	P-consulting	October 2016
Dissemination	Completion up to November 2016	All partners	End November 2016
3rd newsletter	Preparation of 3rd newsletter After Efvnet Conference	All partners	End November 2016
QMP Evaluation 4th transnational meeting	Evaluation of questionnaires	Errotu	Mid November 2016
Multiplier event 5th October 2016	Results of the evaluation multiplier event	Errotu	Mid November 2016

Task	Description	Partner (s)	BY
IO3 A2 Teacher Guide for Mentoring	New document following feedback from NA	Cdea+ all	end November 2016
IO7-A1 Pilot e-learning for entrepreneurs and start-up and evaluation	Calendar, Methodology, How to reach targets for the course, Dissemination, Communication, Implementation, Sustainability	P-Consulting +All	Draft End October 2016
IO8-A1 Implementation of the mentoring process and the e-learning with entrepreneurs	Structure for the pilot (Bath College, Cdea and P-Consulting)	HH+All	End October 2016
IO8-A2 Evaluation of the process and the e-learning	1st Draft Errotu Feedback from all Final	Errotu+ All	1 October 2016 First November 2016 Mid November 2016
IO9 What works	Policy recommendations (template and case studies)	1st Draft Errotu Feedback from all Final	1 October 2016 First November 2016 Mid November 2016
Dissemination	Efvet Round table October 2016	Cdea+AgeUk+Efvet*P-Consulting	End October 2016
Final report template (Mobility Tool)	Template to share with partners	Cdea to Matt (Bath College)	3th October 2016