



Notes of Co-ordination Group Meeting

**Thursday 28 April 2011
Ciudad Real, Spain**

Present:

Inga-Lill Felizia — Norrkoping, Sweden
Eva Hulth — Motala, Sweden
Hanne Stilling — Guldborgsund, Denmark
Lene Hartman — Guldborgsund, Denmark
Alberto Manzolli — Unione Terre Verdiana, Italy
Eva Navarro — Ciudad Real, Spain
Julie Grace — Dundee, Scotland
Frances Greig — Dundee, Scotland

Inga-Lill welcomed everyone to the meeting and stated the points to deal with.

1. Feedback

Inga-Lill asked each country to report on the Ciudad Real event. Responses were:

Scotland – the event was very well organised, good hospitality. Good planning and good arrangements. Very good the idea of put a person in charge of the needs of each delegation. The conferences were very interesting, as well as the speakers. They are grateful with Ciudad Real group.

Spain – Eva Navarro was worried about the language, because in Ciudad Real hardly anyone speaks English, so we thought it would be a good idea to put a person supporting each delegation during the whole event. She was also worried about the standard of the accommodation chosen.

Sweden – agrees with Scotland in the excellent organization of the event, and also thinks that the standard of the hotel is correct. Eva Hulth pointed out the lack of numbering in the glossary and that it would be a good idea for next events to put the names of the participants in a sticker or something similar, in the clothes. This will help to know the names of everyone.

Denmark – agrees with Scotland and Sweden.

Italy – agrees with the rest of countries and adds that the location of the conference is also good; near to the hotel and to the city centre. Good to can walk from a place to other.



2. Website (www.socialwelfareskills.eu).

Inga-Lill advised that we have problems with the website. We had paid the money for the website, but the responsibility of the administration is not carry out. Nicola promised to upload all the documents of the different events, to do all the changes needed and to solve all this problems. Inga-Lill offered herself to Nicola to be the responsible of the administration of the website, but Nicola declined this offer and insisted to do it himself. Inga-Lill will continue trying to talk with him to solve it because she thinks that the website is a very important tool and it has to work properly.

Eva Hulth adds that this website is good not only for the whole project but also is a good point of reference for each country to work in each local project.

Referring NTT+ (www.nttplus.eu), only the members of the coordination group have login. We discuss about the convenience of sending e-mails through the NTT platform or sending directly. Everybody agrees that they prefer sending it directly.

Alberto said that not everybody is registered in the platform, so it difficult the communication. It is necessary to do a more extensive use of the NTT platform.

Action: Inga-Lill will talk with Nicola to keep the website in working order.

3. Participant Lists

Inga-Lill informed that all the participant lists have to be signed as by the representative of each country as by the representative of the host country (for instance, the participant lists of the Ciudad Real event from Scotland, has to be signed as by the representative of Scotland as the representative of Ciudad Real).

It is necessary to upload in NTT+ the local participants.

Inga-Lill also informed that she obtained permission from the European Commission to change the date of Ciudad Real event.

Action: Motala in Sweden has to send Ciudad Real (IMPEFE) its participant list signed by its representative. Ciudad Real has to upload its local participants in NTT+. All the lists should then be sent to Inga-Lill

Julie asks when it's OK to send the summary of the evaluation of the Dundee event and Inga-Lill answer that it's OK once finishing the event. It's also very important to collect and keep (for further inspections from the European Commission) the newspaper articles about the event; all the



news in different media (TV, websites, magazines, etc.); all the invoices and bills, as well as all the hand signed list of each event.

Action: Eva Navarro will send the evaluation of Ciudad Real event in a few days.

4. Budget

Inga-Lill stated that it's important to pay attention to the numbers of local participant to each event. It's necessary to cover the number foreseen in the project's budget to receive all the money. Each country can claim 1000 € toward event co-ordination events. This amount can be spent, for instance, in folders, photocopies, etc. Eva Navarro asks what is necessary to receive the money for the event, and Inga-Lill answer that Ciudad Real has to send her a report and then Sweden will pay the half of our total budget. The remainder can be claimed at the end of the project.

Eva Navarro asks if there is a model of the invoice, and Inga-Lill refers the example of Dundee. So Julie Grace agrees to send to Eva Navarro (and the rest of attendants to the coordination meeting) their invoice. Then Eva Navarro will send the Ciudad Real invoice to Inga-Lill in the same way.

Action: Julie Grace will send their invoice of Dundee event. Then, Eva Navarro will send the invoice of Ciudad Real event to Inga-Lill.

5. Glossary

Eva Navarro – It has been impossible to finish the glossary, because it's necessary to do much work in each country. Ciudad Real has the responsibility to finishing it, so in two weeks we have to send everybody the changes done in the working groups in Ciudad Real event. Then, each country will work "at home" to complete the definitions with the additional information of each country. The deadline to send this work to Ciudad Real will be 1 month more or less. Then, Ciudad Real will finish the final glossary and we will send to everyone in the coordination group before the event in Denmark.

Action: Sending the changes do it in the working groups to each country in two weeks.

6. Statistics

Inga-Lill – the work done for the event in Dundee created a lot of statistics that should be sent to everyone. The best way to do this is to upload it to the website www.socialwelfareskills.eu.

Action: Inga-Lill will upload the statistics to the website.



7. Preparation of Guldborgsund event

Hanne Stilling informs that Guldborgsund is three hours by train from Copenhagen. The event will start in the morning of Tuesday, 13th December and will finish on Thursday 15th.

Action: Hanne Stilling will send everyone information about practical arrangements: trains, airport. Each country (group) will send as soon as we know the time when we arrive and when we have to leave to everybody in the coordination group.

In the event in Guldborgsund we are all supposed to describe clearer how we work with our projects. It can be useful with a project plan to be sent out before the event so we all can start to think about questions and coaching to the other projects. We decided that one month before the event our project plans should be sent to the coordination group.

Action: Each country will send to Guldborgsund a presentation of no more than 20 minutes about the work do it in each country about the project (documents, planning...) before the 15th November.

8. Planning for the event in Italy

Action: The event in Italy has been move one day. It will start on 18th april (Wednesday) and will finish on 20th april (Friday) 2012. Inga-Lill will ask for permission to the European Community.

Eva Navarro
28 April 2011