

MINUTES OF THE SECOND MEETING OF THE PROJECT “ACTIVE CITIZENS” (Learning Partnership Grundtvig)

The second meeting of the project “ACTIVE CITIZENS” started on 25th May 2009 at 15.00 h in the office of the Belgian associated partner Gezinsbond, Troonstraat 125, Brussels/Belgium.

Participants:

For SPAIN:

Cantabria:

Eva Hoyos Miguel (European School of Consumers – Coordinator)

Navarra:

M^a Antonia García Gurría (Directorate-General of Family, Infancy and Consumer Affairs. Government of Navarra)

Murcia:

Rosa Sancho Celdrán (Directorate-General of Citizen Service, Drug Addiction and Consumer Affairs. Government of Murcia)

Comunidad Valenciana:

Luisa Camarasa Soriano (Directorate-General of Trade and Consumer Affairs. Government of Valencia)

For GERMANY:

Anne Schelhowe (Institute for Financial Services – IFF)

Christian Diaz Alveyay (Institute for Financial Services – IFF)

For BELGIUM:

Stefaan Hendrickx (Research and Information Centre of Consumer Organizations OIVO-CRIOC)

Ann de Roeck-Isebaert (Socialcultural family and consumer association Gezinsbond)

Chris Crabbé (Socialcultural family and consumer association Gezinsbond)

For GREECE:

George Pavlikakis (Consumers’ Association “The Quality of Life” EKPIZO)

Kleopatra Kretikopoulou (Consumers’ Association “The Quality of Life” EKPIZO)

Danai Maria Fanara (Consumers’ Association “The Quality of Life” EKPIZO)

Chrisoula Papachristou (Consumers’ Association “The Quality of Life” EKPIZO)

Efstathios Pavlikakis (Consumers’ Association “The Quality of Life” EKPIZO)

Panagiota Drossaki (Consumers’ Association “The Quality of Life” EKPIZO)

THE MEETING ITSELF

Monday, 25th May 2009

After the words of welcome on the part of the Belgian associated partner and the coordinator, the participants have introduced themselves briefly. The coordinator handed over the below mentioned work documents to each participant and presented the agenda.

Work documents:

1. Agenda
2. Project's work programme / List of expected results
3. Proposal for the elaboration of a protocol to contact centres and organizations
4. Questionnaire for the evaluation of the meeting
5. Questionnaire for the evaluation of the activities carried out in the first year of the project

The partners from Spain have received the documents in Spanish and the partners from Belgium, Germany and Greece in English. The meeting was held in English.

1. Presentation of the work carried out by the partners

Each partner country has briefly presented the work carried out until the moment of the meeting:

Greece:

The Greek partner has published information about the project and the link to the project's website on its own website www.ekpizo.gr and included an article in the newsletter of its organization. With respect to the legislative data collection, the summaries of the selected laws and completing the questionnaires, the Greek partner has not had any difficulties because its organization has a data base of laws. The summaries and questionnaires have been produced in English and Greek. Furthermore, the partner has already started to translate the didactic guide and the PowerPoint presentations into Greek adapting the contents to the situation in Greece.

Germany:

The German partner has produced the summaries of the selected laws and has completed the legislative questionnaires in English and German. With respect to the legislative data collection, the German partner has had some difficulties to find the laws of certain modules as its organization is specialized in financial issues. Furthermore, the partner has already started to translate the multimedia material into German and adapt the necessary contents to the situation in Germany.

Belgium:

The Belgian partner has produced the summaries of the laws and completed the legislative questionnaires in English and Dutch. With respect to the legislative data collection, the Belgian partner spent some time collecting and reading the relevant laws and making a selection of the ones who should be presented to the target groups of the project.

Spain:

The coordinator has not had difficulties to collect the laws in force in Spain and the EU. The summaries of the selected laws and the completed questionnaires are available in English and Spanish on the project's website designed by the coordinator. In addition, the coordinator has produced proposals for the elaboration of the didactic guide and the multimedia material as well as a protocol to contact the centres and organizations.

2. Project's website

The coordinator has presented the website (bilingual English-Spanish) which has been designed for the project "Active Citizens" and which contains the following sections: project (partners, target groups, objectives, work programme, expected results), modules, meetings and documentary study. The participants were satisfied with the general design related to contents, colours, logos, images.

The Greek partner has proposed that the section "project" should appear in all screens of the website and has asked for the correction of the telephone number which appears in the contact details in the section "partners".

Furthermore, it has been proposed to create a new front page containing less information in order to facilitate the access to the contents. It has been proposed a new front page with a short description of the project (2-3 sentences) mentioning the project's title in the middle of the screen. Starting from the title, there should be four arrows towards the sections "project", "meetings", "partners" and "modules". The section of modules should then be divided into: legislation, summaries, questionnaires, didactic guide/multimedia material.

It has also been proposed to create a new section where the pupils can leave their comments about the multimedia material and their experiences in the educative activities and where the partners can inform about the educative activities which they will carry out in the future (with photos, videos, etc.).

3. Informative Dossier/Didactic Guide

One of the project's commitments is the elaboration of an informative dossier to accompany the multimedia material. The coordinator has expressed its opinion that it would be more practical to convert the informative dossier into a didactic guide with all the contents to become more useful for teachers and pupils, and the partners have accepted the proposal. The draft version, elaborated by the coordinator, has been

presented and it has been agreed that each partner country has to adapt certain contents to its country.

The German partner has proposed to modify the first objective of the module 3 “Financial products and services” by adding the following underlined text:

To be aware of the importance for the consumers to be well informed before acting, in general, and particularly in the field of finances and banks (to know what the information sources are and to learn not to be afraid to ask)

4. Methodology proposal

The coordinator has presented its methodology proposal for the elaboration of the multimedia material and all participants have agreed with the structure and contents.

Tuesday, 26th May 2009

1. Concrete proposal for the elaboration of the multimedia material

Before the presentation of the draft documents, the coordinator has suggested that the multimedia material should have the same or similar design as the project’s website whereby each partner can modify the type of animation and certain contents.

The coordinator has presented two PowerPoint documents which are still drafts and where some animations, links, videos, photos, etc. are missing. The first PowerPoint document contains all general data of the project and can be used to present the project or as introduction at the moment of carrying out the future educative activities. The second PowerPoint document tackles module 1 “To learn how to defend oneself” including all information, tools and materials related to this module. The coordinator has proposed to elaborate one PowerPoint document for each single module.

In case of the didactic guide as well as in case of the multimedia material, the partners have to adapt certain contents to the situations in their countries.

All partners are committed to produce a multimedia material which will be available on the project’s website. The printing of this material or production of a CD-ROM or DVD are optional and depend on the budget of each partner.

With respect to the language of the multimedia material, the coordinator has committed to solve the doubt of whether each partner is obliged to produce the materials in English as well as in the own language or whether a summary of the material in English, having the whole material in the own language for the target groups of the own country, would be sufficient.

2. Work programme until next meeting

The work programme until next meeting has been revised and the following agreements have been taken:

A. Elaboration of a protocol to contact centres and organizations

After the meeting, the next step will be the elaboration of a protocol to contact centres and organizations in order to submit a proposal to carry out educative activities. The coordinator has suggested the following protocol:

- Identification of the target groups (adults in general, curriculum diversification, social guarantee)
- Where to find the target groups (schools of adult education, curriculum diversification classes, associations, churches, prisons, etc.)
- How to contact the target groups (through social mediators and assistants, teachers, directors, etc.)
- Submission of a proposal for the educative activity
- Carrying out the educative activity and its evaluation

Each partner has to elaborate a protocol, adapted to its country, and send it to the coordinator until 30th June 2009.

B. Elaboration of the progress report

Each partner has to present the progress report at the National Agency using the form provided and until 30th June 2009. For the description of the activities carried out until that moment, the partners can use the points 1 to 10 of the work programme as well as the points 1 to 9/10 of the expected results.

C. Elaboration of materials to present the project

Each partner has to produce materials for the presentation of the project. The coordinator has suggested the use of the PowerPoint presentation number 1, presented as part of the multimedia material, because this document includes all information about the project, partners, objectives, etc. The project can also be presented using letters, e-mails, newsletters, leaflets, etc. Deadline: 31st July 2009.

D. Elaboration of the multimedia material

The coordinator has suggested that the multimedia material should consist of the didactic guide and one PowerPoint presentation for each module. The partners have to produce these materials adapting them to their countries until 31st October 2009.

E. Contact with centres and organizations to present the project

The contact with centres and organizations should be carried out according to the protocol that each partner will produce until the end of June 2009. As it has been agreed to bring forward the date of the third coordination meeting to January 2010 (instead of March 2010), so that the meeting will be held after the materials have been produced and after the first trainers have been trained but before carrying out the educative activities with the target groups, the deadline to contact centres and organizations has also been brought forward to 30th November 2009. Furthermore, it has been agreed that each partner will make a list of the target groups contacted.

F. Educative activities for teachers who will use the didactic materials

These activities can be carried out during meetings, chats, etc. and the teachers can be our colleagues, partners, voluntary teachers, etc. It has been agreed to carry out these activities during the months of November and December 2009 in order to exchange experiences and the teachers' comments during the next partners' meeting in Greece in January 2010 (dates proposed by the Greek partner but still to be confirmed: 11th and 12th January 2010).

G. Elaboration of a protocol to evaluate the didactic material

The coordinator has promised to send a proposal regarding the evaluation questionnaire to all partners before the end of December 2009 in order to discuss any modification proposal during the meeting in Greece.

As the date for the third coordination meeting has been changed to January 2010, it has been agreed to organize also a virtual meeting, at the end of March 2010 and after the first educative activities with the target groups have been carried out, in order to exchange experiences and solve any possible doubts and questions.

3. Revision of the work programme and adaptation of dates

The work programme has been revised point by point and some dates have been adapted according to the reached agreements:

	Approx. date	Description	Country	Partners
1	01/09/2008- 15/02/2009	Design and implementation of the website.		the coordinator
2	01/09/2008- 30/10/2008	Coordination meeting for all countries to set basis of the project	Germany	all partners
3	01/10/2008- 03/12/2008	Elaboration of a protocol for the collection of legislative information		all partners
4	01/11/2008- 31/01/2009	Collection of the legislative information of the selected subjects		all partners
5	01/01/2009- 15/02/2009	Selection of the legislative information and organization of an informative dossier		all partners
6	15/02/2009- 30/03/2009	Elaboration of basic contents of each didactic module. Implementation of web.		all partners
7	15/02/2009- 30/03/2009	Organization of contents of materials and design of methodology		all partners
8	01/04/2009- 01/05/2009	Elaboration proposal of the multimedia material		all partners
9	01/05/2009- 30/05/2009	Coordination meeting and evaluation of the actions	Belgium	all partners
10	01/06/2009- 30/06/2009	Elaboration of a protocol to contact centres and organizations		all partners

11	01/07/2009-30/07/2009	Elaboration of materials for the presentation of the project		all partners
12	01/09/2009-01/11/2009	Elaboration of the multimedia material		all partners
13	01/11/2009-30/11/2009	Contact with the centres and organizations to present the project		all partners
14	30/06/2009	Elaboration of the report of the first year		all partners
15	01/11/2009-30/12/2009	Educative activities for the teachers who will use the material		all partners
16	01/01/2010-31/01/2010	Elaboration of a protocol for the evaluation of the didactic material		all partners
17	01/02/2010-10/06/2010	Experimentation of the material in various centres		all partners
18	01/03/2010-30/03/2010	Dissemination of the evaluation protocol to all participating centres		all partners
19	01/01/2010-30/01/2010	Coordination meeting and follow-up	Greece	all partners
19A	01/03/2010-30/03/2010	Virtual partners' meeting		all partners
20	01/04/2010-30/04/2010	Elaboration of a plan for the adaptation of the didactic material on the websites		all partners
21	01/05/2010-30/06/2010	Incorporation of the didactic material on the website of the E-CONS NETWORK		all partners
22	01/06/2010-30/06/2010	Coordination meeting for the evaluation and final report	Spain	all partners
23	01/07/2010-30/07/2010	Elaboration of the final report		all partners

4. Expected results, tasks and deadlines

Also the list of expected results has been revised point by point and the dates have been adapted according to the changes in the work programme:

	Approx. date	Description
1	30/10/2008	A work document to collect the basic and central ideas of the project
2	03/12/2008	A protocol that facilitates the collection of legislative information
3	31/01/2009	To have complete legislation of each partner country
4	15/02/2009	Legislative dossier of all selected subjects
5	30/03/2009	A document with all the contents elaborated by subjects
6	30/03/2009	Proposal of methodology, organization and structure of the material
7	01/05/2009	Concrete proposal for the elaboration of the material

8	30/05/2009	An evaluation report of the actions carried out
9	30/06/2009	A protocol that collects all dissemination activities of the project in the centres
10	30/07/2009	A PowerPoint presentation and a small dossier that explain the project
11	01/11/2009	A multimedia training package
12	30/11/2009	Dissemination of the project among centres and organizations, target groups of the project, and list of the target groups contacted
13	30/06/2009	Evaluation report of actions carried out in first year
14	30/12/2009	Each organization: Carrying out at least one educative activity
15	31/01/2010	Protocol to carry out the evaluation of the material
16	30/03/2010	Dissemination of the evaluation protocol to all participating centres
17	30/03/2010	An evaluation report of the actions carried out
18	01/04/2010	A plan for the adaptation and later use of the material in the internet
19	10/06/2010	Experimentation of the material in at least 2 centres of each organization
20	29/06/2010	The didactic material will be available in a specific website, on the websites of the partners and the website of the E-CONS NETWORK
21	30/06/2010	An evaluation report of the actions of the Programme and the whole project
22	30/07/2010	Final report of the project

5. Evaluation

All partners have received two evaluation questionnaires, one for the evaluation of the meeting and a second form to evaluate the activities carried out until the moment of the meeting which will be part of the evaluation report of the project's first year.

There being no further business, the meeting closed at 12.30.