

MEETING MINUTES

Date: 16 May 2014

2014 Annual Conference

Participants:

Centre des Formations Industrielles (FR)	Mr. Jean-Luc Rigaud	<input checked="" type="checkbox"/>
Dudley College (UK)	Mr. Sanjeev Ohri	<input checked="" type="checkbox"/>
	Ms. AnnKillin	<input checked="" type="checkbox"/>
Escola Profissional Val Do Rio (PT)	Mr. António E. Pereira Esteves	<input checked="" type="checkbox"/>
	Ms. Francisco J.C.Ferreira	<input checked="" type="checkbox"/>
Handwerkskammer Koblenz (GER)	Mr. Petra Laudemann	<input checked="" type="checkbox"/>
Istituto Tecnico P. "Attilio Deffenu" (IT)	Ms. Salvatrice Scuderi	<input checked="" type="checkbox"/>
	Mr. Giovanni Antonio Addis	<input checked="" type="checkbox"/>
ibW – Höhere Fachschule Südostschweiz (CH)	Mr. Remo Venzin	<input checked="" type="checkbox"/>
Lycée Isaac Newton (FR)	Mrs. Evelyne Laroche-Joubert	<input checked="" type="checkbox"/>
	Mr. Yannik Villeneuve	<input checked="" type="checkbox"/>
Markiezaat College (ROC West-Brabant) (NL)	Mr. Joost de Jong	<input checked="" type="checkbox"/>
	Mr. Wim Appels	<input checked="" type="checkbox"/>
Maintenance Education Consortium (NL)	Ms. Eveline Krätz	<input checked="" type="checkbox"/>
Meram Teknik ve Endüstri Meslek Lisesi (TK)	Mr. Ömer Tezel	<input checked="" type="checkbox"/>
TEC – Teknisk Erhvervsskole Center (DK)	Mr. Kristian Stagis	<input checked="" type="checkbox"/>
	Ms. Charlotte Lundius	<input checked="" type="checkbox"/>
Xabec – Vocational Training School (ES)	Mr. Antonio Mir	<input checked="" type="checkbox"/>
	Mr. Fernando Navarro	<input checked="" type="checkbox"/>

1. Official reception – Mayor Parlour, Dudley Council Office

The participants are welcomed by the Mayor of the city at Dudley Council Office. They could also visit the beautiful building and had a reception in the reception Room.

2. Welcome and Introduction to the work meeting

Mr. Lowell Williams, Principal at Dudley College, welcomes the participants to Dudley and Dudley College in particular. After a short introduction of himself and the school he wishes the InnMain network a prosper meeting.

Antonio Mir highlighted that we start the third year of the InnMain network, and we can conclude that the network is successful, driven by enthusiasm. Now we have to cross the barrier of "maturity". He encourages all the participants to take advantage of the spare time to share our concerns and learn from each other.

3. WORKSHOP 1: "Tools to promote the Quality of Mobility"

Mr. Antonio Mir start this workshop by giving an update of the number of students that have been involved in mobility programs; a number of around 100 students and 50 teachers. Some concerns have been formulated. First **quality** of the mobility; and secondly **adaptability**: how to adapt to changes within Europe and our own countries, and how to handle the challenges this brings. How to combine mobility, high quality and adapting to change? This is a topic for discussion within InnMain.

To achieve this aim, we have promoted two TOI projects: Antonio gives an update of the two of them.

ToPMoSt – Tool to promote the mobility of students.

This project is about developing a tool based on Learning Outcomes of Qualifications, written down in a mobility handbook of each school, and defining some “Common Learning Outcomes” than can be the basis for the mobility within InnMain. You can also find this in the website: www.topmost.es.

one2one – Working with ProjectX

This is a step further ToP-MoSt. A ProjectX is a methodological guide developed on the basis of Learning Outcomes for the student to carry out a concrete activity in which theory and practice are both perfectly integrated, which is related to the real workplace. If we develop ProjectX based on Common Learning Outcomes based in ToP-MoSt, then we can promote mobility of students and teachers with recognition and validation of Learning Outcomes by the sending institution. More information here: www.projectxone2one.es.

The common language within InnMain in English – this is an agreement. It is a difficult issue because a lot of teachers do not speak English sufficiently but in the most countries have at least a couple of people who speak English. We will discuss more on the language topic in Workshop 4.

The agreement is that we are actually going to use this tool when we have an exchange program with the partners. This will also make the technical department stronger.

Jean-Luc Rigaud explains that for the Chamber in France, it is obligatory to learn the language of the country the students are going to visit. For international mobility having at least one common language, like English, is important.

4. WORKSHOP 2: “Accreditation Standards for Quality School Systems”

Fernando Navarro gives a short presentation about the topic. A quality system appears as a necessary and essential tool to walk in the direction of excellence. We only have a future if we become excellent. It means creating enough sustainable value for all our stakeholders.

The EFQM model tells us how excellent organizations are, but not what activities to do, to become excellent. The AdvancED Accreditation Process includes concrete standards and indicators. Today we want to have a time for reflection, converting some of the EFQM concepts (leaderships, value, change, opportunity) into concrete and measurable indicators that can be applied in the day to day of our organization.

The participants split in three Work-Groups and discuss about indicators to measure the some Accreditation Standards:

GROUP 1: Responsible persons in schools. They discuss about:

- a) Vision and purpose of the school
- b) Governance and leadership
- c) Resources and support systems

MAIN CONCLUSIONS:

1. We have to ask the employees and the stakeholders continuously about their satisfaction: this is the most important indicator
2. An important indicator is the financial management of the school
3. Another important indicator is the pedagogical results

GROUP 2: Teachers. They discuss about:

- a) Teaching and Learning
- b) Commitment to continuous improvement

MAIN CONCLUSIONS:

1. We need to simplify the curriculum for teaching and learning, to make it easier: we need to be clear to the students, so they can easily understand the subject.
2. Social activities should be done at school: it is important in learning and to get the commitment of the student to the school.
3. The relationship between students has to be smooth, without enabling hierarchy. To work in a good atmosphere is great
4. To be efficient we have to use a lot of media (video, professional articles from magazines, etc), but very actual.
5. A visit to a company is always better than 10 hours of lessons; so try to do as much as possible, because if we stay only in school, it is not efficient. And this also fits to the apprentices: if they stay in their own company, they are focused on only in one activity.

GROUP 3: Project Managers. They discuss about:

- a) Documenting and using results
- b) Stakeholders, communication and relationship.

MAIN CONCLUSIONS:

1. The main indicator must be in order to ensure that the student knows and agrees the content of the Learning Agreement
2. Another important indicator is to check the language competences before the mobility
3. A good indicator to know the improvement of the language competences is to check the new technical vocabulary learned by the student
4. There are specific programs to prepare the students and teachers before the mobility
5. To ask the companies about their satisfaction about the mobility process
6. To have clear the needs of the company when preparing the mobility

5. WORKSHOP 3: "Innovation in Vocational Education"

Kristian and Charlotte of TEC give an elaborate workshop on innovation within VET and how TEC has been working on innovation.

Companies many times ask for people "smarter" than people with "higher knowledge". They want people being more creative. This is Innovation: being more creative to earn more money.

It is necessary to ask the social partners which kind of skills they want. And it is important trying to involve them in the Advisory Board of the school.

And in brief, to manage innovation you need to work on skills of 5 different areas:

- **Action.** It means "solving problems"
- **Navigation.** It means "Overview possibilities"
- **Teamwork.** It means to be able to be included in a team
- **Communication.** It means to share knowledge (short, clear); it is a kind of "media skills"
- **Creativity.** Always within the law...

At present time in Denmark they are involved in changes in education:

- New tasks
- New tests
- New environments
- New skills for our teachers

The innovative process is done through three steps: being **creative**, **innovative**, and **entrepreneurial**.

The participants split in three groups. They must work in generating an idea for a common InnMain project, following these steps:

- a) Brainstorm (10')
- b) Sort ideas (15'); put them all in a matrix with two axes: value and feasibility
- c) Pitch the best idea (4')
- d) Conclusions (in plenum): capture the essentials, explain the idea, the value and feasibility

These are the conditions for the Innovative proposal:

- Each partner must participate with knowledge or support
- Students must be engaged in the Project
- Companies or institutions must be engaged in the project

RESULTS:

GROUP 1

<p>InnMain Network promotion and strengthening</p> <ul style="list-style-type: none"> - Network of InnMain is local and international - To create a Branch of InnMain Companies - To create confidence in the network - Booklet for presenting to the companies our concept of innovation 	<p>Language skills</p> <ul style="list-style-type: none"> - To create or find a short method for learning all the InnMain languages
<p>Mobility</p> <ul style="list-style-type: none"> - Take students both local and foreign (starting for the needs of company immobility) - Companies from other countries can take students – promote in the network - Companies that can accept students from the country and the other one from other countries 	

GROUP 2

<ul style="list-style-type: none"> - Sharpen the objectives for InnMain Objectives for InnMain concerning Students, companies, and schools. (<i>What is our destination?</i>) 	<p>Other suggestions</p> <ul style="list-style-type: none"> - Create project management in InnMain to support all schools - Exchange of teachers and trainers for each qualification - How to use Erasmus to improve mobility - Way to motivate the interest in other cultures (Competition) – all InnMain members including companies - Include Chamber of Commerce for each participant
<p>Improve English</p> <ul style="list-style-type: none"> - How to improve our English in a short time e.g. use of multimedia (IPad – Facebook – Skype etc.) 	

GROUP 3

Languages and communication in mobility	Other suggestions
<ul style="list-style-type: none"> - Learning of languages to the country he goes - Students work together via Skype etc. - Mobility of students 	<ul style="list-style-type: none"> - Apprentice and boss abroad together - Mobility of students of more countries together - Teachers who go abroad lives with families - Workshop working with Ipad - Students live with families abroad

6. WORKSHOP 4: "Testing of English Ability and Mobility"

Ms. Ann Killin, Ms. Diana Martin and Ms. Joanne Tooth lead the third workshop about the English ability for mobility.

Firstly all the participants discuss the issues on language in their organization. They highlighted:

- Skills of language teachers
- Own levels of English
- Not enough time
- No goal – why learn English?
- Lack of technical English

The participants highlight the following solutions:

- Send all teachers abroad to improve their English
- Employ English technicians
- Technical teacher alongside English teacher

Secondly they give an overview of Dudley's Language Department – via quick placement tests and assessments (writing, reading and listening) students are scaled.

Teachers have to become **excited about learning English**; this will be realized by participating in mobility programs. Linking the language training to the skill will make it more interesting; contextualizing the language. This seems to be a problem as well.

It is important the Assessment in an International school

Looking to the future, it is important to keep students motivated to learn English (even a little bit). The teacher must have a good level of English because this is what students demand. It is very important to "find the gaps".

Dudley uses BKSBB, an online platform for testing level of English. Details of this program will be provided via Sanjeev Ohri. There are equivalencies available to frame the level of students within the Common European Framework.

Participants discuss the levels of their own students and teachers.

For more information, see the presentation they used in the workshop (on InnMain intranet).

7. INTERNATIONAL TECHNICAL DEPARTMENTS REPORT

Some of the International Technical Departments give a short presentation on their progress, according to the following schedule

Timetable	Technical Department	Conductor
09:30 – 09:33	Introduction	Mr. Antonio Mir
09:33 – 09:40	Electricity / Electronics	Mr. Antonio Esteves
09:40 – 09:47	Human Factors and Social Skills	Mr. René van Haaften (Skype)
09:47 – 09:54	HVAC, Refrigeration, Renewable Energies and Efficiency Energy use	Mr. Victor Sopena (Skype)
09:54 – 10:01	Mobility of students	Mr. Fernando Navarro
10:01 – 10:08	School Management	Mr. Joost de Jong
10:08 – 10:15	Project Management	Ms. Mariamar Cervantes (Skype)

- **Mr. Antonio Esteves** (Val Do Rio) gives an overview of the proposal made for the Electroic teachers that will take place in Lisbon the first week of June (see doc DC-19)
- **Mr. Victor Sopena** (Xabec) gives an overview of the VETPRO mobility of teachers to TEC (Denmark) to get in touch on the progress within the Dual system.
- **Ms. Mariamar Cervantes** (Xabec) gives an overview of the current projects within InnMain. She encourages all partners to present projects and ideas.

		ToP MoSt 2012-2014	one2one 2013-2015	JUBILEE 2013-2015	Tandem 2014-2017	MobiPlat 2014-2014
	Centre des Formations Industrielles France			x		
	Confindustria Nord Sardegna Italy	(X)				
	Dudley College United Kingdom	x				
	Escola Profissional Val Do Rio Portugal		x			
	Handwerkskammer Koblenz Germany	x				x
	ibW College of Higher Education and Training Switzerland					
	I.T.C.G. Attilio Deffenu Olbia Italy				x	
	Izmit Technical and Vocational High School Turkey	x				x
	Aydogmus Dogalgaz ve Isi Sistemleri Ltd. Turkey					
	Lycée Isaac Newton France		x			
	Maintenance Education Consortium The Netherlands	x				
	Meram Teknik ve Endüstri Meslek Lisesi Turkey		x			
	ROC West-Brabant - Markiezaat College The Netherlands	x		x		x
	Savon Koulutus kuntayhtymä Finland		x			
	Teknisk Erhvervsskole Center Denmark			x	x	
	University of Pitesti Romania		x			
	Xabec Centro de Formación Profesional Spain	x	x	x	x	x
	Zentlastelle für Weiterbildung im Handwerk Germany				x	

- We watch the video about the first edition of the activity “Professional Excellence Days” (it is available in our website with all the presentations). **Mr. René van Haaften** (Markiezaat) gives an overview of the operational excellence days. It was a very good experience that we will repeat. **Mr. Antonio Mir** (Xabec) makes a presentation of a Work-Camp organized by

Xabec that will take place in Kenya in June, helping local partners in building a new school in maintenance technician. He invites InnMain students to attend to this activity.

- **Mr. Fernando Navarro** (Xabec) shows the results of the InnMain teachers and students mobility since the beginning of our network:

SCHOOL / COLLEGE			STUDENTS		STAFF & TRAINERS		
			Sent	Received	Sent	Received	
1	Associazione degli Industriali del Nord Sardegna	Italy	Sardinia				
2	Centre des Formations Industrielles	France	Paris	1	3		2
3	Dudley College	United Kingdom	Dudley		21	4	11
4	Escola Profissional ValdoRio	Portugal	Lisbon				1
5	Handwerkskammer Koblenz	Germany	Koblenz	11	30	9	9
6	ibW - Höhere fachschule südostschweiz	Switzerland	Chur				
7	Istituto Tecnico Professionale "Attilio Deffenu"	Italy (Sardinia)	Olbia				
8	Izmit Teknik ve Endüstri Meslek Lisesi	Turkey	Izmit	15	1	3	1
9	Järvamaa Kutsehariduskeskus	Estonia	Paide	6	2		
10	Lepido Rocco	Italy	Motta di Livenza	15			1
11	Lycée Isaac Newton	France	Clichy			1	1
12	Maintenance Education Consortium	Holland	Breda				1
13	Meram Teknik ve Endüstri Meslek Lisesi	Turkey	Konya				1
14	ROC West-Brabant - The Markiezaat College	Holland	Bergen op Zoom	3	6	2	1
15	Savon ammatti- ja aikuisopisto	Finland	Kuopio				2
16	Teknisk Erhvervsskole Center	Denmark	Copenhagen	14		5	2
17	University of Pitesti	Romania	Pitesti				1
18	Xabec - Vocational Training Centre	Spain	Valencia	45	53	30	21
19	Zentralstelle für Weiterbildung im Handwerk	Düsseldorf	Germany	6		1	
<i>(We do not consider the mobilities of LdV Partnership, TOI's & PED)</i>				116	116	55	55

- **Mr. Joost de Jongh** (Markiezaat) gives a summary of the management meeting which was held on May 14th in Dudley College. Information of the contents of the meeting is available on the InnMain Intranet. Wim Appels notices that the invitation for the management meeting next year have to be sent earlier because people need book their tickets in advance.
- Mr. Antonio Mir read a proposal from the University of Pitesti: an invitation to attend an International Congress in Bucharest (see document DC-18)

8. WORKSHOP: "LOOKING AT THE FUTURE"

The Delegates discuss the topics written in advance in the document DC-20

PROPOSAL 1:

Vibeke (TEC) has made a proposal to make a closer description on the mobility activities that we are able to provide for the other partners. A document has to be made showing what kind of products each country can offer. Proposals will be put on the website (e.g. in courses). Xabec presents an example of what they understand can be done (see document in the intranet: Xabec Mobility).

AGREEMENT: The participants agree to this idea and welcome it very much: we will put all of them in the website. Also it is highlighted the importance to program the mobility using the ToP-MoSt tool.

PROPOSAL 2:

Escola professional Val do Rio wants to reinforce the bonds between the educational institutions within the InnMain network and start incorporating students mobility in common projects. For this, it is the utmost importance to draft a plan for the KA1 every year. Evelyn (Lycée I. Newton) acknowledges this and also wants to start mobility more intensively looking also into language and cultural aspects. Other schools which are interested can put this on the website of InnMain to maybe start up another project.

AGREEMENT: We agree that in November all proposals will be sent out to the InnMain partners, so they can react / comment to the general proposals.

PROPOSAL 3

Xabec make a proposal on ensuring the minimal language level of English, according to the European CEF. The suggestion is that the host school is responsible for the students' minimal level, and receiving school if necessary will have to confirm this level by checking it (Skype call with the student). Jean-Luc Rigaud (CFI) put the accent in learning as well the language of the country where the students go.

AGREEMENT: This point can be incorporated in the Learning Agreements.

PROPOSAL 4

Xabec's proposal on making a distinction in the future InnMain's Annual Conferences into two types: ordinary meetings and extraordinary meetings. Extraordinary meetings will take place once every three years, when the election of the President of the Executive Board, and it will be more focused on strategy).

TEC agrees with this proposal; it is important to have a goal in the meetings. The ordinary meetings can become more focused and less general. Istituto A. Deffenu agrees too, and makes the proposal of changing the dates for the Annual Meeting, because May is always during the ending of the school year. A meeting every three year is more feasible. May seems to be difficult for more partners.

AGREEMENT: We accept this distinction of Ordinary and Extraordinary meetings. We agree that the host partner will be asked to come with a proposal date. We acknowledge that not all the partners will be able to attend the meeting every year, but at least all of them will try to go to the extraordinary meetings every three years

PROPOSAL 5

Wim Appels explains that, after a few years of establishing the network, being able to become a proper organization, funding is needed. We have to think about some sort of fee off all partners within InnMain which will help becoming a professional organization. No funds are available to maintain organizations in the European Commission, unfortunately not for maintaining a network.

We find two difficulties:

- a) A change in the Cooperation Agreement would be necessary to be done.
- b) Some institutions are not fully supported by their principals, and could be difficult for them to pay fees.

We have to think in involving companies within InnMain in the future: they could support some activities and be sponsors of the network.

AGREEMENT: This topic will be discussed in the Executive Board in the future, and in the next Annual Meeting a proposal will be presented. We will make a budget based in the experience in the past, to have an idea about what amounts we are actually talking about. This might also help in the conversation with principals in getting funds.

OTHER PROPOSALS AND COMMENTARIES

Jean Luc explains the difficulties in finding internships abroad. InnMain partners can help each other in this to find places for students. Jean Luc will send a list with the number of students that are

interested in doing an internship abroad. Each partner can see where they might help and assist to find a place.

9. INNMAIN WEBSITE AND NEW BROCHURE

The new brochure is presented to the assembly (see doc DC-21). Suggestions can be e-mailed for the final version. Deadline: 31/May/2014. Then the partners can print it in their own countries.

Fernando Navarro gives a presentation on the improved website of InnMain so all contents are clear: extranet and intranet.

Every partner is kindly invited to e-mail information (news, technical departments, etc.) to put on the website and share interesting projects, so the website is updated continuously.

10. EXECUTIVE BOARD ANNUAL REPORT

Wim Appels gives an overview of the topics discussed on the Executive Board meetings of the last year. All the minutes can be found within the Intranet.

Antonio Mir recaps the **agreements made last year during the Annual conference**, making an evaluation of the results: almost all the partners are now participating in T.O.I. Projects, but the most important pending matter is involving companies within the InnMain network. We must think and re-think about this topic.

Wim and Antonio tell to the audience about the meeting with Mr. Felix Rohn, from the EC and the conclusions (see meeting minutes of the ExB date 10/02/2014).

Antonio tells to the audience his meetings and interviews with important representatives of the General Direction of Education: Ms. Anna-Maria Giannopoulou (Policy Assistant to the Director DG EAC European Commission), and the conversation with Dana Bachman and Paul Tzimas in Brussels in June 2013 during the Conference "We mean business. Trainees on the move".

Finally Antonio remarks the main aims of the EC in Erasmus+: they want MOBILITY WITH HIGH LEVEL OF QUALITY. And in this sense we are in the right way developing the TOI projects "ToP-MoSt" and "one2one": we need to give sustainability to both projects and go ahead in this direction, specifically there are four important subjects and concepts for the future to take them into account:

- Innovation // Quality of VET
- Adaptability // To respond to the society demands
- Learning Outcomes // to make real validation and assessment.
- Internationality // as an added value for an educational institution

11. ANNUAL MEETING OF THE GOVERNMENT BOARD

ADMISSION OF NEW PARTNERS

Ms. Salvatrice Enrica Scuderi from **Istituto Tecnico Statale "Attilio Deffenu"** (Sardinia, Italy) and Mr. Remo Venzin from **ibW – Höhere Fachschule Südostschweiz** (Switzerland) make a brief presentation of their institutions (see documents DC-16 and DC-17). They answer the questions some partners ask them.

Both schools have been supported and introduced by InnMain partners: Handwerkskammer Koblenz supports ibW and Confindustria supports I.T.S. "Attilio Deffenu". They are supported unanimously, and after the voting they are admitted in InnMain.

ELECTIONS TO THE POST OF SECRETARY OF THE EXECUTIVE BOARD

We connect via Skype with the only candidate, Izmit Vocational School: its Principal Mr. Özcan Bedel has not been able to attend the meeting because of the advice of the doctor for a small medical problem.

We proceed to the voting and Izmit Vocational School is unanimously chosen to be the Secretary of the Executive Board.

Mr. Özcan Bedel says a few gratitude words to the audience.

TWO REMAINING MATTERS

- **The InnMain partner Aydogmus Dogalgaz** has not shown interest in participating in the network since the constitution in 2012; moreover, no responses on invitations or any other contact have we received. What to do with this partner? The opinion of the Executive Board is that they should be eliminated from the network as we do not want "passive members". It is clearly written in the duties of the partners that the partners must promote the aims, objectives and activities of the organization, and participate in the Annual Meeting in person or, at least, in the preparation and development of the contents of the meeting. The Cooperation Agreement says nothing about elimination of partners, so the Government Board has to decide. After the voting, it is unanimously decided to eliminate Aydogmus from the InnMain network.
- **Next annual meeting in 2015.** It is asked to the assembly who would like to organize and host next meeting. Volunteers can send an e-mail to the Executive Board and reply before June 1st. In September the date and location will be determined.

12. CLOSING CEREMONY

Each partner says a short speech as final words.

Finally Antonio, on behalf of all the partners, says a few words of thanks to Dudley College and all the International team, and also gives thanks to all the participants for their support to InnMain and the work done, and the efforts for coming to the Annual Conference. He has special words of gratefulness for Wim Appels.