

**MEETING MINUTES**  
*2016 Annual Conference*

Date: 10 May 2016

**Participants:**

Dudley College (UK)	Mr. Sanjeev Ohri	<input checked="" type="checkbox"/>
Escola Profissional ValdoRio (PT)	Mr. António E. Pereira Esteves	<input checked="" type="checkbox"/>
	Ms. Francisco J.C. Ferreira	<input checked="" type="checkbox"/>
Handwerkskammer Koblenz (DE)	Mr. Petra Laudemann	<input checked="" type="checkbox"/>
Izmit Teknik ve Endüstri Meslek Lisesi (TR)	Mr. Hasan Burcin Menten	<input checked="" type="checkbox"/>
	Mr. Haluk Giray	<input checked="" type="checkbox"/>
	Mr. Metin Ender Kalaburut	<input checked="" type="checkbox"/>
Koto Technical College (TR)	Mr. Özcan Bedel	<input checked="" type="checkbox"/>
	Ms. Rabia Pir Evcimen	<input checked="" type="checkbox"/>
Lycée Isaac Newton (FR)	Ms. Marie Beleyne	<input checked="" type="checkbox"/>
	Mr. Yannik Villeneuve	<input checked="" type="checkbox"/>
Meram Teknik ve Endüstri Meslek Lisesi (TR)	Mr. Ömer Tezel	<input checked="" type="checkbox"/>
SAVO Consortium for education (FI)	Ms. Jaana Räsänen	<input checked="" type="checkbox"/>
	Mr. Yukka Kosunen	<input checked="" type="checkbox"/>
	Mr. Ilkka Kemppainen	<input checked="" type="checkbox"/>
TEC – Technical Education Copenhagen (DK)	Ms. Charlotte Lundius	<input checked="" type="checkbox"/>
	Mr. Morten Emborg	<input checked="" type="checkbox"/>
	Mr. Kristian Stagis	<input checked="" type="checkbox"/>
	Mr. Vibeke Norgaard	<input checked="" type="checkbox"/>
	Mr. Henrik Andersen	<input checked="" type="checkbox"/>
	Mr. Claus Munkboll	<input checked="" type="checkbox"/>
	Ms. Gitte Holmsgaard	<input checked="" type="checkbox"/>
	Ms. Gitte Clemmensen	<input checked="" type="checkbox"/>
	Mr. Rene Kjaergaard Frost	<input checked="" type="checkbox"/>
Xabec – Vocational Training School (ES)	Mr. Antonio Mir	<input checked="" type="checkbox"/>
	Ms. Mariamar Cervantes	<input checked="" type="checkbox"/>
	Mr. Gregorio Blanco	<input checked="" type="checkbox"/>

**1. Official reception**

The participants were welcomed at the City Hall of Frederiksberg.

Consultant Ms. Martine Kaalund gave a presentation of the City Hall, and described how they cooperate with employers.

Team leader Ms. Linda Øvig Bjerg gave a presentation on the perspectives on Vocational Education at Frederiksberg.

After the reception, the participants had an extensive tour of the City Hall and finally ventured up to the top of the magnificent tower to see the spectacular sights of Copenhagen.

## **2. Welcome and Introduction to the meeting**

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TEC Vice President Mr. Morten Emborg welcomed the participants to TEC and expressly wished that all participants have a productive meeting and a pleasant stay in Copenhagen. Ms. Charlotte Lundius outlined the programme of the meeting and some details of organization.

## **3. WORKSHOP 1: PEDAGOGICAL LEADERSHIP AND STRATEGY**

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TEC Vice President Mr. Morten Emborg gave a presentation (see document DK 05), explaining TECs pedagogical didactic strategy and how they have a common pedagogical strategy that is applied to all educational levels. The strategy integrated their fundamental values: identity, skills, reputation and praxis.

The foundations of TECs doctrine are:

1. The focus and priority of the team is the shared didactic and pedagogic tasks
2. Focused on the learning and well-being of the students
3. Engaging in binding relationships
4. Flexibility securing well-being

The goal is: the teaching at TEC unfolds the individual to its fullest potential. There are three key factors:

1. Differentiation
2. Feedback (dialog)
3. Holistic approach (context)

On the basis of Resources and Strategy, TEC creates a "Common Ground" supported by three methods:

1. Bazaar
2. Workshops
3. Dialog meetings

After Mr. Emborg presentation, the participants broke up into small groups to discuss the methodology of "World Café" and share opinions and thoughts about these methods.

Finally the team-leaders Ms. Anita Keida, Ms. Kristina Birch and Mr. Morten Emborg presented the conclusions and main ideas expressed during the group exercise.

## **4. WORKSHOP 2: HOW TO USE INTERNATIONALIZATION AS A STRATEGY FOR VET COLLEGE**

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Ms. Vibeke Norgaard gave a presentation on (see document DK 06). She explained TEC's Strategic Plan for 2015-17 and their International Policy and organizational activities (mobility and projects).

The following points were made regarding the Institution strategy versus International strategy:

1. Effect on organizational structures
2. Implementation of the International strategy
3. Competences within the organization
4. The process of building up good will and trust

## 5. Co-operations, alliances, networks and how to identify new stakeholders

Finally Ms. Nogaard shared with the participants, the organization chart of the college with a particular focus on International activities.

After the presentation, the participants gathered in small groups to share their thoughts and opinions in relation to the above. This raised some useful questions and allowed participants to compare with their own activities.

In the round up meeting, led by consultants Anita Keida and Krisitna Birch, they shared and expressed their conclusions that were captured by Ms. Charlotte Lundius on the whiteboard.

## **5. WORKSHOP 3: THE INNMAIN NETWORK. HOW CAN IT BE OF INTEREST TO COMPANIES**

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Mr. Marco Omini (Managing Director) and Ms. Nicole Camozzi Jensen (HR Manager), representatives of the employer TESI (TESI delivers mechanical & electrical systems for industrial plants), gave a presentation about how international companies could benefit from international networks such as InnMain.

The presentation primarily focused on how to prepare vocational students to work in international companies.

They made an offer to the InnMain institutions: "We would like to offer internships and schooling by InnMain project partners".

During the discussion the participants highlighted that they worked in an international market / setting, and by doing so equipped their students with better transferable skills, making them more employable. The participants also highlighted that young people bring new ideas, and that diversity is always an added value for any company.

## **6. INTERNATIONAL ACTIVITIES REPORT**

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### **International Technical Departments**

Antonio made a presentation of the International Technical Departments that had taken place during the year, and those that are programmed next (see DK 08)

Some of the attendants expressed their opinion(s) about the meetings and what impact they had:

- Sanjeev Ohri, "School Management"
- Haluk Giray, "Languages"
- Omer Tezel, "Human Factors". We also watch the video about this activity
- Petra Laudemann & Gitte Clemmensen, "relationship with companies"
- Antonio Esteves, "Project Management".

### **Current Projects – Strategic Partnerships**

This report focused on the current European projects:

- Vibeke Norgaard: "JUBILEE"
- Antonio Mir: "ETT-TANDEM"
- Jaana Rasanen: "EMEU"

### **Mobility of Students Erasmus+**

A discussion took place around the necessity of having a Memorandum of Understanding (MoU) between the institutions participating in mobility programmes. This would allow for a better understanding of roles and responsibilities of each institution. This would lead to a strengthened Learning Agreement both in terms of the student going into a Company for an internship or if the student goes to a college to perform a "School Based programme" as a ProjectX. The idea was welcomed by all participants.

## **7. EXECUTIVE BOARD ANNUAL REPORT**

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- Antonio encouraged the partners to participate in an active way, expressing their opinions freely. He stressed that all opinions would be heard irrespective of the fact that participants felt they were wrong, right or different. Antonio also stressed that we needed different point of view, only then would this lead to constructive workshops.
- Antonio reported the outturn of the Executive Board meetings: only two had taken place. He explained that the main reason for so few meetings had been down to the adaptability to the new responsible person, in the post of Secretary. However he recognized that it hasn't been good or indeed acceptable.
- A report was made on the improvements as a consequence of the General Assembly meetings, these meetings took place in Dudley (2014) and Olbia (2015). The single most important ongoing action was to involve companies / employers in the InnMain network.
- Antonio outlined that some new documents needed to be approved, but outlined that these can be changed for the betterment of InnMain
- REPORT ON MOBILITY. Antonio informed the participants that he only had data from 5 institutions, so it is not possible to have a complete and accurate picture. Participants were then allowed to express their opinions:

### **VALDORIO**

- They communicated that there are two companies in Portugal that want to join InnMain, but the question is: should they be partners, or should we create a different body to integrate companies from other countries.
- The employers' main focus is in Business related activities, so they are interested not only in having apprentices, but also sharing knowledge with other companies, exchanging opinions, creating businesses opportunities, finding new opportunities in new markets...
- DULEY COL.: We need to clearly demonstrate, what are the benefits for a Company to be linked with InnMain? How will they connect and how will the benefits to both parties be measured.
- I. NEWTON: A new body could help for interactive actions
- DUDLEY COL.: We could write "Case Study", showing good experiences and practices
- HWK-KOBLENZ: We should write a very clear description of what is the role of a Company On the other hand, we should ask the Companies for their opinion.

### **XABEC**

- They reported on the meetings in Brussels in the General Direction of Education (September 2015) and EAfA meeting in (March 2016). There is confusion about the involvement of InnMain in those kinds of discussions and matters.

- IZMIT shared their experience relating to their attendance at the Work-Based-Learning conference
- TEC clarified that these meetings are for discussion at political level, and InnMain is focused at a practical level. It involves a great deal of time and very little return. There is little or no impact on your own institutions. The EC boosts National Associations, but we should go in our direction.
- It was concluded that InnMain won't be working at a political level, but in a practical one: we are focused on activities. However it was agreed that Partners are free to attend these meetings.

#### VALDORIO

- They informed the partners about their efforts to date, they outlined that hosting institutions must prepare properly and with quality in mind when arranging the mobility of students: time to select the company, staff involved in organization, finding accommodation, etc were paramount. Also there needs to be a budget for language preparation that could be transferred if this preparation takes place in the hosting institution. They propose to transfer the budget for organization to the hosting institution.
- ISAAC NEWTON: they said that to find an intermediate organization to carry out these tasks is very expensive, and the sending institution loses money. So it is more convenient to agree with the hosting institution a fee for the organization. In essence a fee may or may not be agreed, this needs to be agreed at institution level.
- TEC remarked that this practice can be seen as "a money making business", and according to the philosophy of their institution they don't support it. It is easy to respond to the requests: "I cannot receive" when it is not possible for the hosting institution to organize the mobility.
- HWK-Koblenz: they have no issues to pay a fee for organization: sometimes it is necessary for organizing the mobility.
- XABEC: it is different to receive few students v receiving many; it is also different to organize a school-based-mobility than a Company Internship: each institution should have a "Memorandum of Understanding" where all these activities are agreed before the acceptance of mobility.
- DUDLEY COL.: we could have a "Generic MOU", and a "Service Level Agreement" where all the services are described and agreed.
- TEC: we could use the MOU of E+
- THE INNMAIN SCOPE. After a brief presentation of the final document, all the partners agreed with the document. In brief, a new International Technical Department related to Maintenance or any closely related activity can be created if 3 partners want to start it. Also transversal departments. InnMain is basically a network of Institutions and there is no obstacle for partners to contact each other for noble purposes (see DK 11).
- THE STRATEGIC PLAN. Antonio started the presentation of the agreed document.

#### DUDLEY COL.

They apologized for introducing a new proposal without sending information beforehand. Their opinion is that the present Strategic Plan is looking inwards; but it should be an outward facing statement.

- **Our Vision:** *"InnMain aim is to provide transformational opportunities through access to a world class educational experience".*

- **Our Mission:** *"We create a vibrant multicultural learning community enabling staff and students to transform their lives by participating in an excellent and innovative learning experience, through our curriculum, working with employers and through mobility programs".*
- **Our values:** *"We have a duty to our students, staff and stakeholders, and aspire to fulfill our mission; in doing so we will be guided by these values:*
  - **Access** – *we value diversity and have a student focus on all we do.*
  - **Partnership** – *we believe in working in partnership with individuals and organizations to develop our students, teachers and to make a difference to the communities of which we are a part.*
  - **Innovation** – *we expect our work to be innovative and believe in continuous improvement, thereby enhancing the quality of all our activities.*
  - **Employability** – *we believe in empowering our students and preparing them for the world of work.*
- **Mobility:**
  - *To provide an opportunity for student to experience a different perspective on their academic subjects overseas.*
  - *To enhance personal and intellectual maturity – through flexibility, resilience, cross-cultural communication skills, the ability to adapt to new circumstances and to deal constructively with differences.*
  - *To broaden the students experience by living and studying abroad for a period of time.*
- Valdorio, HWK\_Koblenz, SAVO and IZMIT agreed with the proposal of creating a new revision of the strategic plan
- KOTO technical college gave their view that the proposal is not "realistic" or "practical".
- DUDLEY COL. Stated that this should be a short statement that captures the very essence of InnMain, it should not be a lengthy statement. It is better to have a clear focus i.e. working in the creation of a "skills passport" for students in our network. This would capture all of the transferable skills.
- I. NEWTON: they remarked on the transformation of the Strategic Plan.
- Finally it was concluded that the partners accepted the agreed document. We should write the new document and submit to all partners.

## TEC

- There was a proposal of **a new organization structure**. Apart from the Executive Board, there should be Secretary to provide administration support to the network, and a Steering Group (or working group) to focus on the different strands of InnMain.
- DUDLEY COL. said that there should be different committees instead of only one, focus around 4 people leading on different aspects: one person could be in more than one committee. We should think about the aims of each committee and what would be the key components (as an example, companies, Erasmus+, teaching... etc.).
- **Dudley College and TEC** suggested that there should be an annual membership fee to support the administrative processes. This needs to be discussed in more detail.
- DUDLEY COL. There should be a job description and roles and responsibilities of each member of the ExB, and the competences of the Steering Group;

- XABEC asked where to include the International Technical Departments in the new structure, maybe in one of the Committees? We should encourage the initiative of these departments.
- HwK-KOBLENZ. Maybe it should be better if we “arrange our house” before we construct “other parts of the house”. It is difficult to do something because there is no identification with other partners that are not present in this meeting. But it is a good idea to support the President
- ISAAC NEWTON. We should delegate some responsibilities
- DUDLEY COL. Made a reflection regarding the role of Xabec up to now. It is not good for the network that Xabec is doing most of the work. Each institution should ask itself: “what am I bringing to the table?” At the moment most of the admin and other arrangements are organized by one organization.
- TEC: Agreed with this assessment.
- SAVO: There is already an aviation Association which provides specific rules, IATA: therefore no additional rules can be agreed outside of these area ferments. We don't need more members; we need to improve the commitment from the actual members: it is better to focus on active members.
- DUDLEY COL. Made another reflection: what would happen if Erasmus+ disappeared? No money... Could mean that InnMain would disappear? We have done very well up to now, but we should look at the strategic activity over the next 4 years. We need to also look at other areas of work and funding sources. We cannot forget where we came from, but we also need to focus on where we are headed. The partners don't need to take big steps; smaller steps moving forward are achievable. We need to think smarter on how we work together and optimize opportunities.
- MERAM: Agreed with DUDLEY's opinion
- IZMIT: I Totally agreed with DUDLEY's opinion
- TEC: We need to find new ways forward: budgets are decreasing throughout Europe
- IZMIT: We should write down the new proposal then circulate, to be discussed with all the partners

#### **GENERAL AGREEMENT**

**We constitute a workgroup in order to prepare a document containing all those ideas expressed before: a proposed new Cooperation Agreement and produce a new proposal about the Government structure.**

**The following institutions will constitute this Work-Group: TEC, VALDORIO, DUDLEY COL. and HwK KOBLENZ.**

**They will work together to produce the document. We established a period of 6 weeks to have written the document.**

#### **8. LOOKING AT THE FUTURE**

- Short presentation about the contents of the document DK 14: many of the topics have been discussed in previous workshops.
  - The necessity of promoting English skills
  - The necessity of strengthening the InnMain structure



- The necessity of improving the quality of the mobilities: memorandum of understanding and learning agreement
  - Moving forward from a marketing prospective : to produce a video
  - To create an InnMain Secretarial Support
  - “Jubilee Ad On”/Energy Week Development
- TEC (Mr. Bent) made a presentation about the: “Jubilee Ad On”/ Energy Week Development”. He clarified that it will be one week programme that the candidates don’t need to be an expert in technical skills, but to show an interest in the topic. They can also prepare a programme of 2 weeks in order to be get E+ KA1 funds: one week in the school, and another one in company. Note, if the student is under 18, then they will be able to stay in the school hostel!

## **9. ANNUAL MEETING OF THE GOVERNMENT BOARD**

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At this point, Mr. Metin Ender Kalaburut was asked to leave, as he is not a representative of InnMain Partner.

### **Acceptance of new partner**

Mr. Haluk Giray, on behalf of the founder member Izmit Vocational School, introduced the new candidate, ÖZEL JOTO AOSB MESLEKI VE TEKNİK ANADOLU LİSESİ. Mr Özcan Bedel is well known between us as he was the previous Principal of Izmit Vocational School, and member of the Executive Board of InnMain.

Ms. Rabia Pir Evcimen made a presentation of the school. It is located in Arslanbey, an Industrial Zone, it was formed in 2015. It is being operated by KOTEV, Kocaeli Chamber of Commerce Training Foundation Financial Enterprise. 28 teachers and 11 staff members are employed at KOTO Technical College. Total student capacity is 650. There is no fee required from students.

### **Programmes and Branches at KOTO College**

- Industrial Automation Technology:
  - Industrial Maintenance
  - Mechatronics
- Machine Technology:
  - Computer Aided Machine Drafting
  - Machine Maintenance And Repair
- Furniture and Interior Design:
  - Furniture Designer and interior design,
  - Technologies of Interior and Furniture

After the presentation, partners asked some questions. Finally a vote on the admission of this new partner took place; this was brought to the Government Board. It was approved unanimously.

Mr. Özcan Bedel said a few words of gratitude and expressed his commitment for cooperation within the network.

Finally some partners raised the issue about the balance of partners from the same countries. What benefits do they all bring?



**AGREEMENT:** It was agreed that we have to have the relevant information about the new proposed organization before the meeting, and the opinion of the partners from the same country: it was agreed that the procedure would be amended to reflect this.

### **Elections to the post of President of the Executive Board**

Izmit Vocational School conducts the procedure for the election to the President of InnMain for the next 3 years. The result was the following:

XABEC: 11 Votes

DUDLEY COLLEGE: 1 Vote

Dudley College, thanked the group for the anonymous vote, but stated it fully supports Antonio.

After knowing the results, Antonio Mir as representative of XABEC Vocational School gave a short speech showing his gratitude for the confidence placed in him.

### **Place for the Annual Conference 2017**

Izmit Vocational School offers to organize the next Annual Conference in Istanbul: this proposal is approved unanimously.

## **10. CLOSING CEREMONY**

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M. Charlotte Lundius and Ms. Vibeke Norgaard representing the host organization said a few words to the attendants, and gave the certificates and a present.

Mr. Antonio Mir, as President of InnMain closed the InnMain Annual Conference 2016.