

23rd September 2013	Description
1. Opening, Welcome and introductions	The work day sessions took place at conference room in Hotel Huzar. The meeting was opened by Ryszard Wos – Chairman of the board of IRZL, who welcomed participating staff and learners.
2. Host presentation – IRZL profile and current activities	Hosting institution, its profile and activities was presented to the meeting participants. An update on current running projects, especially these related to PLE, was given.
3. Presentations of partner institutions on project progress.	<p>Partners presented their progress in working on PLEs in each country together with the initial results gathered in each country.</p> <ol style="list-style-type: none"> 1. Finland: Course “Improve your English with PEOPLE” that combines language learning with strong support of ICT-based learning tools and social learning. The course designed for 11 meetings (33 hours) started in September 2013 (2 meetings so far) and finishes in June 2014. The students (in groups) work independently, with teachers as facilitators only and learners take responsibility of their own learning. Participating student gave her contribution presenting her personal goals, hopes and fears connected with the course and first impressions from the initial meetings. 2. Poland: Course “ICT for SE” addressed to 2 groups of participants supported to start a social enterprise. Groups were supported to create their group learning blog on entrepreneurship issues. In the next year of the project they plan to conduct a “Grandma’s Academy” in which learners will learn by means of ICT how to support up grandchildren.
Coffee break	
4. Presentations of partner institutions on project progress. (continued)	<ol style="list-style-type: none"> 3. Turkey: Presented an ICT course that was conducted for beginner young students averaging 160 hours. The course comprises class hours and an online documentation is created to accompany it. 4. Italy: Course for tutors on tutoring skills. This is run 100% online as an e-learning material. Participants access prepared

	<p>materials independently and meet for Skype sessions if there is a need and interest.</p> <p>5. Spain: Course “English for Beginners” offers class hours with online supporting materials created for A1 and A2 levels. Also, a learning students community was established on Facebook. For reference see www.facebook.com/centromiguelhernandez</p>
Lunch	
<p>5. Presentations of partner institutions on project progress. (continued)</p>	<p>6. Norway: Teachers’ blog to support basic literacy classes and students. Contains resources provided by teachers in easy Norwegian or/and pictograms. For reference see http://pvomiljoblogg.wordpress.com</p> <p>7. Portugal: Course “Local history” for senior students. Class hours and self-directed learning through blogs. Results: 16 students’ blogs on different topics: local art, legends, writers, poetry, etc.</p> <p>Partners’ presentation’s were followed by Q&A and discussions. Partners agreed, that even though they used PLEs in very different ways and for different target groups they all contributed to introducing and using PLEs for teaching and learning in their institutions.</p>
<p>8. Feedback from interim reports</p>	<p>Each partner presented information on their NA’s comments and feedback to interim reports. Most partners didn’t get any feedback or their report was accepted without any additional questions, which showed that NA’s are happy with project progress.</p>
<p>9. Interim survey results</p>	<p>Johanna Jokinen presented the results of partners’ interim evaluation survey. General the results proved to be very positive - the overall satisfaction with the partnership was very high, 80 % of respondents giving a rating of 5. Partners’ goals and activities for the partnership were very similar and well in line with the working plan of the partnership. The atmosphere among the partners was very good, which was reflected in the comments. There were some suggestions on how to adjust</p>

	<p>the work in the partnership during the second year.</p> <p>These included:</p> <ul style="list-style-type: none"> - measuring the quality of the outcomes, specifically the implementation of the new pedagogy. - a system of quality monitoring and evaluation - facilities: workshops should be done in the computer lab - timing: a discussion of time allotted to working and to the socio-cultural interaction - student involvement: one partner expressed a wish to have more students interaction either face-to-face during mobilities or online. <p>These issues and suggestions were discussed in the partner meeting.</p>
<p>10. Dissemination plan</p>	<p>Next session of the meeting was devoted to dissemination plan and partners activities. Johanna Jokinen led the discussion and all partners contributed with their suggestions and comments. Was agreed that the partnership will undertake the following dissemination activities:</p> <ul style="list-style-type: none"> - A newsletter – will be issued after each partner meeting and prepared by a hosting partner. A template was presented, discussed and agreed. It will contain information regarding the meeting, project progress and partners comments on PLEs. Partners agreed on deadlines to publish relevant newsletters. - Project website – partners discussed its content, aims, target public and how each institution should contribute with relevant materials to be uploaded. - Course plans to be available online – partners agreed to create a template and prepare relevant course plans to be uploaded on project website (agreed deadline – November 2013). - Presentations from the meetings will be made available online – send them to Filipe for uploading ASAP. - Project partners’ information to be revised and modified if necessary. - Institution websites – it was agreed that all partners will publish short notes on their institutional websites informing public about: the project generally and its activities, with links to the project website. - Other possible dissemination activities were discussed, such as students’ blog,

	Facebook and You Tube accounts, CD with cultural content, special events, seminars. These were decided to be used optionally by partners appropriately to their needs, goals and capacity.
Dinner	
24th September 2013	Description
1. Workshops – Social bookmark, annotation tool	Filipe Santos gave a workshop on Social bookmark and annotation tool. Both tools have potential to disseminate PEOPLE project and contribute for participating staff learning. Partners established a learning group on Diigo for further exchange of learning materials and to facilitate access to innovations in PLEs.
2. Project management - planning	<p>After the workshop the partners started the discussion on the work plan and its implementation, and on the next steps to be taken. It was agreed that each partner organization will check and update missing information on project website:</p> <ul style="list-style-type: none"> - a photo, for each partner institution participant; - an institutional photo; - the institution logo; - a small text; - PLEs web addresses, postal addresses - GPS coordinates. <p>The agreements regarding dissemination from the previous day were revised and reminded to partners.</p> <p>Finally, the partners have discussed dates of the next meetings. The final meeting in Norway was changed from 16-17 June to 9-10 June. This way agreed dates are the following:</p> <ul style="list-style-type: none"> • Turkey, 17 and 18 March 2014; • Norway, 9 and 10 June 2014.
3. Closing of the meeting	The meeting was closed by Katarzyna Urban, who summarized effects and agreements of the day, thanked all participants and explained logistics arrangements for the evening.
Participants	
Partners	Participating members
Finland Valkeakoski Adult Education Centre - Finland (Coordinator)	<ul style="list-style-type: none"> • Johanna Jokinen • Reeta Tenhola • Marianne Marenk • Tarja Pöytäkiivi • Kerttu Mattila • Tuula Parikka • Mirja Ilola • Liisa Sisso

	<ul style="list-style-type: none"> • Anneli Seppänen • Jussi Toivonen
Portugal Instituto Politécnico de Leiria - Portugal	<ul style="list-style-type: none"> • Antónia Barreto • Filipe Santos • Pedro Costa
Turkey Afyonkarahisar Halk Eğitimi Merkezi ve Akşam Sanat Okulu - Turkey	<ul style="list-style-type: none"> • Metin Aygök • Murat Akdaş • Murat Diktas • Hande Akar • Ayşegül Özaskin • Nadide Turkguldu • Ahmet Akyol
Norway Porsgrunn Voksenopplæringscenter, Porsgrunn commune - Norway	<ul style="list-style-type: none"> • Torgeir Standal • Vegard Jønnevald
Poland Instytut Rozwoju Zasobów Ludzkich - Poland	<ul style="list-style-type: none"> • Katarzyna Urban • Ryszard Woś • Anna Kazula
Italy Confartigianato Formazione CNIPA Umbria - Italy	<ul style="list-style-type: none"> • Marco Raschi • Stelvio Gauzzi
Spain Centro de Educación Permanente "Miguel Hernández" (Torredonjimeno) - Spain	<ul style="list-style-type: none"> • Francisco Álvarez Carpio • Antonia Galán Hueso • Nieves Fernández Leiva