

TRANSNATIONAL CEMA-NET MEETING

29thNov-2thDec 2005, Bratislava, Slovakia, TATRA HOTEL

- 1. Name of the project** **CEMA-NET**
- 2. Meeting subject:** **Steering Group Meeting**
- 3. Organised by:** **Institute of Employment**
- 4. Date:** **29 November – 2 December, 2005**
- 5. Place:** **Slovakia, Bratislava, Tatra Hotel**
- 6. Meeting Participants :**

Norbert Kreuzkamp - Germany
Carlos Marco - Spain
Paula Fayos – Spain
Wojciech Kubera - Poland
Maria-Luise Fertner - Austria
Michal Palenik - Slovakia
Anne Ropiquet - France
Guiseppe Mastruzzo - Italy
Janne Hansen - Denmark

7. Treated Topics and agreements :

Next meetings - when should be the next meeting and where

- * Wien: 29.3.- 31.3. 2006
- * Gandia: 28.6. - 30.6. 2006
- * Amiens: 22. - 24.11.2006
- * Copenhagen: to be defined
- * Stuttgart: 15-16.3.2007 or 22.-23.3.2007

Seminars - seminar in Austria and other places :

- * make topics, somehow agree on
- * Austrians will get experts on these topics
- * the experts are paid by the sending country (country of residence)
- * working group members will participate on seminars as they wish/as it is closed to their topic/as they are interested in the subject of the seminar
- * there cannot be more than one seminar per meeting
- * topic is maybe: diversity management (social responsibility & constructive adaptability wgs topic), shall be specified by the Austrians
- * seminars should be active (participants should be active)
- * max 30 people per seminar (with more people it's not possible to make seminar active)
- * fair financing is an issue

Seminars in general :

- * topic is specified by the hosting partner, upon agreement with other partners
- * hosting partner will coordinate closer definition of the topic
- * hosting partner invites local experts
- * other partners can send their local experts and participants
- * participation at the seminar is voluntary
- * topic of the seminar is not connected to a particular working group, there is a difference between seminars and working groups
- * or max 4 per country (excluding hosts) < 40
- * there cannot be more than one seminar per meeting
- * goals: mainstreaming, deepening the project/topics, linked to hosting and other partners

Final organization for Vienna :

- * Austrians will design and send proposal and description within till Christmas
- * other partners will reply with possible participants within as specified within proposal
- * Austrians will reply with technical problems in case of many participants, too big groups will pay for extra people (maybe)
- * there is no formal limit of people, but the hosting partner will define the number of persons depending on the design and conditions of locations

Proceeding of evaluation :

1. at the end of meeting:

- * all partners get a questionnaire
- * the steering committee interviews the chairman (based on specific questions/items – guide of interview)

2. Between the meetings : (the date will be appointed at each meeting)

- * Austrian in cooperation with Spanish partner present a report of evaluation (at the latest 3 weeks before the next meeting) on the groupware/via mail
- * the report is composed of the summary of interviews, results of questionnaire, minutes)

3. Beginning of next meeting

- * the working group coordinators are invited in the steering committee to reflect about the results of last meeting's evaluation, the next steps for working on in the working group are based on that.
- * within the working group: the coordinators are responsible to keep in mind the results related to the process and content

Communication rules :

- * mailing lists (4x wg) to be created, subject "chairman read this"/"to everybody"
- * reply to email immediately (or as agreed on, as specified in mail)
- * we should follow the deadlines we agreed on
- * we should use private part for communication
- * Anne (secretary) should be notified about wgs actions (she is in mailing list)
- * results (and actions) of working groups are public (to other members of TCA)
- * to do/deadline list of all groups to be distributed somehow/by private part

coming up

- * tca signature exchange
- * website and logo confrontation
- * evaluation of tca

websites

- * website was agreed on

8. Annexed documents:

9. To Do List:

- Austrians will design and send proposal and description within till Christmas
- other partners will reply with possible participants within as specified within proposal
- Austrians will reply with technical problems in case of many participants, too big groups will pay for extra people (maybe)

* there is no formal limit of people, partners will send text and logos within time schedule

* Slovak partner will put them on the website

* Danish partner will check accessibility of cema-net.org webpage by visually and other ways impaired people

* German partner will make a test private part at yahoo.com

* other partners will comment this private part

* Polish partner will propose other private option

10. Date and signature:

Recorded by Michal Páleník

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