

PRESENT

Guillem Castan Garcia
Yolanda Gutiérrez Majada
Josep Joan Miralles i Torlà
Vicent Tortosa Edo
Ozgen Sahin Bektas
Seyma Ozbek
Esra Esgen
Zeynel Satilmis
Muhsin Safran
Muhammet Faysal Yuksel
Sevim Eski
Irem Aylin Karakoca
Derya Bayrakli
Anita Konrad
Christine Lechner
Melanie Steiner
Eldina Woods

MINUTES

1. Meeting Session, Thursday 7th May 2014 in Hotel Innsbruck 8: 30 – 17:30	
8:30	Welcome spoken by Christine Lechner and Melanie Steiner; Melanie expresses words of welcome in English and Spanish; Melanie explains briefly projects we are involved and what we do exactly and gives information about our institution (what is taught in PHT, where it is situated,...)
8:45	Christine welcomes everyone again; goes through the programme for the stay in Innsbruck; gives information about how to get to the Pedagogical University Tyrol; Anita explains briefly what the “Integrationhouse” is, which will be visited on the next day (Friday)
8:55	Guillem Castan Garcia (the project coordinator) leads the meeting; Guillem introduces himself and his institution; Then Özgen Sahin Bektas introduces herself and her other members, then Anita and Eldina introduce themselves; And Josep Joan Miralles I Torlà introduces his team members and himself;

	Look at the To-do-list, which was established at the last meeting - Ask agencies about possibilities to obtain ECTS and certification: Spain: ECTS-Credits depend only on the university, who hosts the meeting or who is in charge of the institution. Regarding the official certification: we can only give the kind of certification you always get after a meeting; Turkey: The University in Kastamonu say it is impossible to give ECTS-Credits to the students because in order to have 1 ECTS you have to attend 30 hours of a class; Austria: Melanie informs the group that the own work is included in the 30 hours for one ECTS. If it is only 16 hours, it means that the student has to do the rest of the hours at homework. Özgen will check again about this Christine: In our situation they are undergraduate students they are on 180 ECTS courses. The only way it might be possible that we can give ECTS if we find a way to accreditate in lieu of other courses. At the moment we are trying to find students who would include it in their Bachelor thesis, who would go to their mobility and then take a related theme for the Bachelor Thesis and in that case it would probably not be necessary to have ECTS-Credit Points... we have to look into it. Guillem: In our case it is impossible because we are not a university center. It would be good to have detailed certificates for students after mobility (workshops, hours, etc.) - Checking the possibility of creating Skype account: this has been checked by Spain; we have not yet has a Skype conference, because it has not yet been necessary; mails were enough; - The possibility of creating an online-platform; we thought about this platform to exchange information in the website - The Turkish team had to see how to create a website; Which is done, but it is only with one "k"(workknowledge); <i>Then we look at the website</i>; It was created 2 weeks ago; an IT-Tec was hired and created the website; then it is said that it is important to talk about how to build the website; it is very important for the Spanish Team, because it is one of the things the National Agency is going to see; the interim report is due by the end of June; the Turkish Team will be informed about tasks for the website; - Internal Evaluation: to be done Austria; - Facebook for students: at this moment there is no Facebook group for students; It was something we wanted our students to do, not us; When we know which students will go to Kastamonu, it would be good to tell them to create a Facebook group, so they can exchange information, before they go to the meeting in Kastamonu; - To study information in the social field, academic field and the vocational field; we were supposed to collect all this information; To know what already exists; Spain did it and made a Power Point Presentation to present; And also Turkey has some information with to tell us; Austria provided information on Friday. This should be on the website; - Insurances for students travelling abroad; In Spain you have 2 options: If you are in the public insurance systems you just have to prepare your documents, if you go to country which is covered you are covered. If not you have to pay it; the basic insurance for health; in Turkey there are some insurance companies and they sell travel insurances for everybody, but you have to pay it; In Austria: we can get travel insurance when you book the flights. Will the project money cover travel insurance? If it is included in the flight or bought at the travel agency; In Turkey yes; - Ideas for the student workshops in Kastamonu should be talked about; - We should contact integration institutions in our countries; we will talk about this;
--	---

	Spain has contact with the Red Cross - Hotel preferences in Innsbruck; everyone is here, so this is done - Deadline for flights – Logistic matters, which are all done Look at the minutes from the last meeting. The point dissemination would be important to include into the website. Remember, we have a contact list. Guillem asks to give the contact, who wants to receive the information. A questionnaire about skills and abilities was established. In Spain the questionnaire was distributed. It is important for the Spanish Team, because when we want to orientate the students, we need to know their abilities; we need to know the ideas they have. Most of students in the center of the Spanish Team have fulfilled it as test. To see if it works or not. The results will be presented. In Austria we have 15 questionnaires answered. Actually it does not fit to the situation of the Pedagogical University Tyrol. But can be shown. The questionnaire can be adapted, says Guillem. In the vocational, academic and social field already existing information was collected. Things we can improve Communication: Best way of communicating is E-Mail and WhatsApp. It would be good to answer after receiving the mail, just to assure the sender that the mail is received. It is agreed to answer the mails within a week. From Friday to Friday. The three institutions are very different. We have to see how we can bring this together. And it is important for the mobility as well, when the students are there, that they can see what the point is meeting students from completely different situations.
10:35	Coffee Break
11:05	The website Who is in charge of the website? Who can change things on the website? We just tell the Turkish Team what we all want and the IT-Tec in Turkey does it. Another issue is the money, who pays for maintenance of the webist? Turkey can fund or 2 years; Will the website only be active during the project or for some time after the project? On the one hand, when the project is over, people will not use it anymore. On the other hand, it would be good for sustainability. But if we do this, we have to keep it updated; But who would do this? It is decided to discuss that in the next 2 meetings; Guillem shows the website of the previous project: Recreation. Guillem explains and shows the fields on the website of Recreation; How will we do with our own website? We have quite a lot of material of resources; Guillem has sent a table with the description of the resource, where you can find the resource etc. That's a database which could be included; We could also include evaluation; In Europe should be bigger and Logos should be put also at the bottom; It is alright if the disclaimer is very small; Then we have a look at the ENIL website: http://www.enilnet.eu/ ; Guillem likes the world map here; where you click on a countries to know the resources we have; It can be added to our website; Then we have a look at the SPEAQ website: http://speaqproject.wordpress.com/ ; Here is a Video of the coordinator speaking; This is a nice idea; We could record students at our next meeting; Or the idea of coordinators giving an introduction and a short welcome of the coordinators, so this enables a free accessibility for people with reading difficulties; And is good to hear a voice and see a face; Makes it livelier; And it is a good exercise for people,

	who learn English; Also glances at: www.langua.eu & www.ccll-eu.eu Appearance of the website: Workin Europe – to be put at the top of the website The first thing will be the description of the project; In the description of the project we will have the full name; Do we use our actual logo? Or the IT-Tec can also change it; Shell we use the colors of logo for the rest of the homepage? We can have proposals of the IT-Tec, but we have tell do this or that Fields of the website We will have following fields: Home, Partners, Photo; Contact Home: description of the project; Partners: (to look at the field “partners” at the website in SPEAQ) to put in information about the people, what they do as a profession, and information of the institutions; Also to include Learners; Name of the institution, description of the institution; then the people of the institutions; Spanish Team will send the information of all of them to Turkish Team; Austrian Team asks if we could have a staff group and students group, so in our office it would have the four of us people involved, with notes about who does what; And when we do a mobility, the students who are actually involved in the mobility; What information are we going to include in that field? For the institution is included the address and the person in charge of the project; But when we include the people later, we do not need the person in charge; And a contact We can also include a part of the description of our centers, we have in the formula (the formula, which we had to fill in at the beginning of the project); But keep it short, about 45 lines; So this field will be done this way: Institution -> brief description of the institution -> people; for the students we can ask them a picture; Photo: Students in action would be nice; To include videos here? Maybe interesting to see the students working; We will call it now “Photos” and then when put in videos, it will be changed Contact: Can the webmaster create an e-mail address, which automatically forwards everything which comes into the coordinating partner?; The e-mail addresses has to do something with the project; The Turkish Team will check it; Do weu want to include in the website a welcome message in the three different languages? If it will be edited it should be in the homepage; Not a whole page; Maybe it raise wrong expectations; Better not to Divide the resources in the different topics; Resource: Another field events and in the events reports; Where should include the extra information (the vocational, academic and social information) be included on the website? Under “Resources” there will be another field “Presentations”; extra information will be included here;
--	---

	Resourcee: reports, events, presentations So it is decided: We will keep just “Workin’Europe” at the top of the page, feel free to change our logo The decided fields are: Home: Description of the project; here also to include a video, where all members of the team speaks; And the students could film it; Partners: Short description of our institutions (the address, etc.); staff and students of all institution; Also include links to previous projects; Photos: Photos (meeting places, photos of meetings, student workshops); Resources: including further fields: All information that we have collected related to the academic, social and vocational field (here would be nice, to include a worldmap like in ENIL, where one can klick on the country and information show up); Here such world map was probably already done, so it would be good to find a link and just include that link; But we will start with only one field and then when we have more materials the other field can be added later on. It is not a technical problem. Further fields: reports, presentations, workshops, Dissemination Contact There are 7 fields on the top At the bottom of the page the disclaimer and also logos. Deadline for the modification of the website Would be good to have some time before the final deadline; So we have time change things; Final date for the final report at the Spanish national Agency is 30th June. Also by the others it is about at the same time; Austrian and Turkish Team have to ask at their National Agency when the deadline for the intermediate report is. Agreed deadline for the intermediate report, before the deadline of National Agency: 21st June Deadline for the website: Final version shell be finished at the 14th June; First version shell be done until the 31st May, this version does not have to be perfect, it is just important to have a version
13:15	Lunch Break
15:40	Deadlines for us all to send the information for the website: 24th May Deciding what to talk about at first; Questionnaire disseminated by Spanish Team Presenting the questionnaire which the Spain Team has disseminated to the students Shows the questionnaire itself Then we have a look at the results; to see what the aim of the questionnaire is At first it was just like a test, to see if it works or not; Then it has two sides: The first one is the statistical side, to see how is the situation of the people in our area, in our center; On the other side the Spanish Team has an orientation duty as an education center; This is a good support to see the profile of the student and to help them to orient themselves; It was also good to see what resources the students would need, so this was helpful by collecting the information (vocational, academic and social); Turkish Team does not have the results yet, because they couldn’t find enough interested people; But at the beginning of June there will be a week conference about how to prepare a CV and how to be prepared for Interviews – after that conference they think there will be more interests; Then the Spanish Team present the results; The Spanish Team was not very surprised with

	the results; Austrian Team (Christine) shows the results of the trialing group; Some things on the questionnaire should be adapted; Christine was surprised that most wanted to go abroad, which the survey showed up; It is interesting to see the differences between the different institutions; It would be good to put the questionnaire and the results on to the website;
16:40	Break
16:55	Spain Team presents the information of the labor field; Some of this main object is about the students, European academic certification; About economical labor market, the labour conditions in Europe; getting to see statistics; etc.. (the power Point has the Spain Team; Christine picks it up on the USB-Stick) Spain Team: This information (of the Power Point) is important, because in the surveys it showed up, that the students don't know how to get job abroad. The people do not the resources. At the End Turkish Team (Özken) disseminates maps of information; Found information from Human resources management and development department; About migration in Turkey; internal techniques used in Turkey; Situation in Turkey
17:30	Finished the meetings for this day.

2. Meeting Session in Hotel Innsbruck 9:30 – 16:30	
9:30	Introduction; Christine explains the Pedagogical University Tyrol; Says welcome; Program for the day; Then we go through what has to be talked about; And choose which topic first; More about information in the academic, vocational and social fields Özgen starts to talk about the documents, which were disseminated the day before; The migration situation in Turkey; Most of the people in Turkey go abroad in order to work not for education; Most of the emigrants go to Germany, second is France; shows shortly which institutions help people to orientate and to find a job abroad; Looking at the different point of views of the questionnaire (also because of the different situations) Regarding the collection of information for our target group, the question is: Who is our target group? What do they expect from the project? What can we offer them? Collected information from the Austrian labour market: You define 3 levels in Austria; Low unemployment rate; strongest migrant workers are Germans in Austria; important for the target group to know is that a high level in English is expected; There are still those classic sectors for migrate workers in tourism and agriculture industry; What to do with these kind of branches and these kind of target groups? Have to have also a look at the social network, how to give tips for jobs (high rate of informal labor market); 1. Level General job application, where we have AMS 2. Level regarding to the educational qualification, if somebody wants to have the educational qualification acknowledged, you have to do a process; In Austria there is a small network of counseling organisations for this; 3. Level is focussed on the academic level; If somebody wants to get the academic degree acknowledge; Has to go through to nostrification; complicated process Links for general information of the labor market in Austria; It would be important to have comparable information; NGO network on the regional level would be important to know;

	We have a look at a table of resources that was sent out to the other teams from Spain; Shows briefly the resource; There are also other tables; Could be included for the database prepared for the website; It's a work done by teachers; Austrian Team: Awareness raising would be very useful; Here Josep will talk about the social part; Austrian Team: What can the motivation for the Austrian students be to go abroad? Because they are well-off and often rather naive. So this would be the approach, raising awareness why to go abroad and as a second part, what do they need to live abroad; work on it in different courses; Logistics for the next meeting Next meeting was originally scheduled for November the 6th, 7th and 8th; What is the best combination to come to Kastamonu? From Istanbul to Kastamonu it would be better to come by plane (bus takes 8 hours), only Turkish airlines go there; So first fly to Istanbul than to Kastamonu; Working days will be the 6th and 7th November and on the 8th as always we will see; It will depend on the flights; Please let Özgen know if you will stay one day in Istanbul; Turkish Team would help to find a hotel; Deadline to say to Özgen how many people going to come to the next meeting, also about the flights: 17th October; Because the Spanish Team will buy tickets as late as possible; The Austrian will tell probably earlier; Where and when will the last meeting take place? It will take place in Lalcora; The dates for the 4th meeting was scheduled for May; 7th and 8th May it will take place; The final report has to be done at the end of June; Question from Austrian Team: For the 4th meeting, will there be anything to do for the students? (Spanish Team) Normally not. At that time the project should be already done. You do not need to bring students. If you want to bring students, something can be prepared for the students. It is also not a problem if they are the same students.
10:30	Group Photo
10:40	The students voice is also important; What kind of workshops would you like to attend and what kind of workshops would you like to hold in a group (in Kastamonu)? Welcome the Austrian Students; Christine explains shortly the project; Guillem explains the profile of the students in their center; Özgen introduces her team and herself; The Austrian students Burcu and Karin introduce themselves; Josep does a presentation about the concept of immigration; Questions are put in (For instances: Who is the immigrant? A student that goes to study abroad is an immigrant? A person who goes abroad to survive is an immigrant? Do we need to talk about different kind of immigrants or not? Who immigrates? What is the result for the country having a lot of immigrants? What can we do in our institution/centers to answer such questions? Etc.) and answers them out of his own point of view; A warm up to start a discussion; Not conclusions; Students reaction to the presentation: very helpful and interesting; Burcu suggests talking about the 2nd generation of the immigrants; Because she thinks the hardest part is that the 2nd generation has to live with 2 cultures; They do not know where you belong; Living it herself; In Turkey you are the "European" and in Europe you are the "immigrant"; Spanish Team: Do you feel you have to get a job where you are living now or do you not really mind if you are here or there? Burcu: Yes, I don't really mind, because in real I don't have a home town. Josep exchanges opinions and experiences upon the questions like: How do you feel? How do you live the 2 different cultures? Is it really bad to have 2 different cultures? For Josep it is an enrichment; We should all understand that it is not bad to have 2 cultures; Burcu agrees that it is good to have two cultures, but the problem is the society does not

	think so; That's why this work is so important; What would you like to do around these topics in the workshops with the other students? Burcu: It would be interesting to teach them about the situation here as an immigrant, because I live it. Exchanging further experiences, about nicknames that are given as a immigrant ("the European", etc). And that when you are also 3rd generation you will be seen as "different". Burcu tells about an incident with a teacher, who kept on asking from where she is, until she told the teacher that her parents are from Turkey.
12:10	Now the opinion of the Turkish students, what they expect for the workshops Turkish students introduce themselves Irem Aylin – wants to go abroad to work, doesn't know how the reception country going to take her up Deyra – wants to study abroad Sevim – wants to go abroad (Australia) to improve her English They want to be informed about orientation institutions; they think it is easier to enter universities abroad; a lot of obligations in Turkey; Lectures and lessons have to take place in class; We saw two different views The view of Austrian Students: It is more about how they feel; the 2. Generations; More the social part The view of the Turkish Students: Really thinking of moving abroad -> for them the part of the project of collecting information is interesting Maybe also to do a research of the society in the country where I am immigrating to? To know the attitude of the people, where I am going to? Students could do that. But it is difficult to come to conclusion. What kind of activities to do in Kastamonu? Start together with an event; Start with something similar like presentation of Josep; What do we want from them? Then students work on own; some part of the workshops should be done by the lecturer; some input from the lecturer and then language lessons by the students; how to cope with the communications? Because a lot of students do not have a high level in English to debate. They will also work alone, so someone has to translate. This puts us to the area how do you get in contact without the language; They can teach each other their language; But cannot have a debate; communication would be facilitated by translation probably by the teams; Activity's will be the talking about the situation in each country; Burcu can translate; Or all work with visualization; They first will prepare presentations; Is there money for the translation? This has to be asked; But everybody thinks the students will manage; We have to decide the specific topics for the workshops; So the students can prepare; So all start together with an event; with something similar to Josep's presentation; warm up for talking and workshops; show them the website; Then they start working on their own; Each team can talk about their situation in their country (academic, social, work, social integration); Would be good to bring somebody of 2nd and 3rd generations; The three countries should prepare this; Poster, Power Point, dances, games, cartoons; We are on contact, can keep on talking; Then they can talk about their feelings and their societies; Feelings you can visualize; Use visualizing to express; Then teaching languages; This the students of Austria and Turkey will do, because they will

	be able to do this; Speaking activities would be very good, because speaking for the Spanish students is very difficult; They will prepare how to teach in their mother languages and English; Spain maybe can also do it, if some of their students are studying teaching; Once they have the feedback from Austria and Turkey how to do this, they can also do it. How to prepare the presentation for the start at the meeting? Start with a speech like Josep's presentation. Then to talk about these questions in groups (everybody involved); Mixed groups; And to make posters How many people will be there? About 30 people. Starting the To do List for the next meeting: Study strategies we use at our institutions to make the integration process easier; And to prepare the students to go abroad Check how the website is working Another point for the 3rd meeting will be the preparation of the 4th meeting; And for that 4th meeting the final report is very important; Timing is also very important; First deadline for exchanging information, ideas and draft (For preparation language lessons): 30th June Work will be done in October
13:25	Lunch break
14:45	Finishing the To-do List for the 3rd meeting. Josep does a presentation.
16:30	End of meeting.