



**EQUAL VAL.INDI (INDIVIDUAL VALORISATION)**

**Agenda of the 1<sup>st</sup> steering committee**

**17.11.2005**

**Teramo, Italy**

Guests :

Managers of the following projects :

FR-COR-2004-40994 : RECITH

IT-IT-G2-ABR-001 : VIP

NL-2004/EQA/0050 : De Belvertshoeve

PL-40 : Kluczowa rola gminy w aktywizacji zawodowej osób niepełnosprawnych

SK-29 : Zväz telesne postihnutej mládeže

AGENDA :

**1. National projects :**

- State of advancement of each national project

**2. Transnational Cooperation Agreement :**

- Verification of the validation by every managing Authorities
- Possible comments of the Managing Authorities to integrate
- Are any changes required as a result of possible budget readjustments?
- If relevant, work on modification of the TCA (major changes only)
- Setting up of definitive and precise dates and places for all the transnational meetings of the project

**3. Transnational activities:**

**3.1. Coordination**

- Identification of the members of the Steering Committee : holders and substitutes (*see table in annex*)
- Presentation of the role of the Steering and evaluation committee
- Presentation of the role of the activity managers

**3.2. Technical Secretariat**

- Reminder of the missions of the Transnational Technical Secretariat
- Working language and working rules for translation
- Identification of the activity manager (*see table in annex*)

### **3.3. Evaluation**

Reflexion about the evaluation methodology :

- Setting up of the tools for the monitoring of the transnational project :
  - . quantitative follow-up
  - . qualitative follow-up
  - . financial follow-up
  
- Setting up of the evaluation :
  - . the referential
  - . utility and role of the control boards
  - . the final and mid-term evaluation

### **3.4 Working groups**

- Reminder of the activity, discussion and validation
- Identification of the activity manager (*see table in annex*)
- For the 2 working groups : identification of the participating DPs and of the coordinators
- Definition of a methodology for work : choice of the participants, joint work or in parallel or in import-export, taking into account of the thematic of equal opportunities...
- Methodology of production of the results, schedule of the production

### **3.5 Exchange visits**

- Reminder of the activity, discussion and validation
- Identification of the activity manager (*see table in annex*)
- Methodology of organization and implementation of the visits : choice of the general themes, schedule, documentation/translation, reports, tools of monitoring ...

### **3.5 Seminars/Mainstreaming**

- Reminder of the activity, discussion and validation
- Identification of the activity manager (*see table in annex*)
- Methodology of organization and implementation of the seminars : choice of the general themes, schedule, documentation/translation, reports...

## **4. Organization of the next transnational meeting : (where? when?)**

- General organization : dates, place, logistics and financial aspects, breaking down of the tasks between the Technical Secretariat and the inviting DP...
- Exchange visits : general thematic, number and function of the attendees, organisations to be visited, persons to encounter, working language/translation, materials/documents to produce...
- 2<sup>nd</sup> seminar : general thematic, number and function of the attendees, attendees to contact, working language/translation, materials/documents...
- Working groups : objective of the next session...
- Steering committee

## **5. Reminder of tasks to be done before the next transnational meeting:**

- Writing of the report on decisions by the Technical Secretariat
- Definition of relevant indicators by activity
- Elaboration of follow-up and evaluation tools (control boards, questionnaires...)

## SUMMARY TABLE OF THE ACTIVITY COORDINATORS

### Coordination : Steering committee (resp : all DPs)

	<b>Name</b>	<b>DP</b>	<b>Phone</b>	<b>Fax</b>	<b>E-Mail</b>
<b>Regular member</b>	CARDI NOEL	France			ajaccio.idformation@wanadoo.fr
<b>Deputy member</b>	POURBAIX THIBAUT	France	+ 33 6 30 35 98 19	+ 33 4 95 32 75 77	pourbaix.thibault@cdinnov.com
<b>Regular member</b>		Italy			
<b>Deputy member</b>		Italy			
<b>Regular member</b>		Netherlands			
<b>Deputy member</b>		Netherlands			
<b>Regular member</b>		Poland			
<b>Deputy member</b>		Poland			
<b>Regular member</b>		Slovakia			
<b>Deputy member</b>		Slovakia			

### Technique Secretariat (resp. : France)

<b>Name</b>	<b>DP</b>	<b>Phone</b>	<b>Fax</b>	<b>E-Mail</b>
POURBAIX THIBAUT	France	+ 33 6 30 35 98 19	+ 33 4 95 32 75 77	pourbaix.thibault@cdinnov.com

### Monitoring/ Evaluation (resp. : Poland)

<b>Name</b>	<b>DP</b>	<b>Phone</b>	<b>Fax</b>	<b>E-Mail</b>
	Poland			

### Working groups (resp. : Italy)

Name	DP	Phone	Fax	E-Mail
	Italy			

Working group n°1 :

Topic : Involvement of enterprises

Involved DPs :

	Name	DP	Phone	Fax	E-Mail
Responsible					
Secretariat					
Members					

Working group n°2 :

Topic : Certification of skills

Involved DPs :

	Name	DP	Phone	Fax	E-Mail
Responsible					
Secretariat					
Members					

### Exchange visits (resp. : Slovakia)

Name	DP	Phone	Fax	E-Mail
	Slovakia			

### Seminars/Mainstreaming (resp. : Italy)

Name	DP	Phone	Fax	E-Mail
	Italy			