**Summary minutes of the Kick-Off Meeting BeLL**

**14th to 15th of December 2011**

**Bonn, Germany**

**Authors: Bettina Thoene-Geyer / Maren Henkes (DIE, P1, DE)**

**Date: 5 January 2012**

**Location**: German Institute for Adult Education – Leibniz Centre for Lifelong Learning (DIE)

**Participants**:

Odaleea Cobaniu (IREA); Hana Danihelkova (ATHENA); Javier Diez (CREA); Gina Ebner (EAEA); Matilde Grünhage-Monetti (DIE); Christine Hary (SVEB); Maren Henkes (DIE); Maleen Janus (DIE); Monika Kil (DIE); David Mallows (IOE); Jyri Manninen (UEF); Estera Mozina (SIAE); Katarina Popocic (Univ. of Belgrade, AES); Irena Sgier (SVEB); Bettina Thöne-Geyer (DIE); John Vorhaus (IOE); Paola Zappaterra (Associazione Orlando).

**Facilitator:** Markus Schmittberger

**Minute taker**: Bettina Thöne-Geyer, Maren Henkes

**Aims of the meeting**:

The Kick-Off Meeting contributes to the mutual process of communication during the project duration. Maintaining uniform implementation standards is essential for all partners. The quantitative survey is prepared and the sample adjusted.

**Wednesday, 14th of December 2011**

**1. Welcome Partners**

A round of introduction is initiated where all participants introduce the institutions there are from, their role within the project and additionally give a short overview about the situation of Adult Education (legal base, institutions, financing, provision, staff etc.) in their home countries.

**2. The project: Theoretical frame and first empirical results**

The first power point presentation by John elucidates a) the theoretical background and b) first empirical results of the Wider Benefit research approach in allover the lifelong learning process. By the second power point presentation Jyri presents his empirical data based on a quantitative and qualitative research focusing the Wider Benefits of liberal Adult Education in Finland. The presentations will be available for all participants. A plenary discussion is held to clear up ongoing questions, to deepen the comprehension of the research approach and of the specific aims of the BeLL project.

**3. Criteria for the research sample of the BeLl study**

In consideration of the different situation in the field of Adult Education in all partner countries the group set a frame for the research sample for the BeLL study, by exploring and discussing the term Liberal Adult Education (target groups, institutions, provisions and themes) in the ten participating countries.

The group agreed on the following definition and criteria:

Liberal Adult Education:

* Relatively open access
* Not too expensive
* No formal accreditation (- Certification of participation is ok; - Crediation is not primarily for the job)
* Participation is voluntary
* No courses for fulfilling legislative requirements (f.e. driving licenses)
* Non-vocational (not described as vocational by providers)
* Programs leading to acquisition of basic skills
* Programs aimed at personal and social growth
* Not self-organized, no self-studies

Target group for survey:

* Self-organized groups or organized by teacher
* Participation is voluntary
* No certificate required by law
* Mainly hobby courses
* Adequately/relatively open to everybody
* Minimum participation in an adult education course: 24h during a time span of 24h

(Volunteers of NGO’s are ok, project organization courses are excluded)

Target group for interviews (as defined in the application):

* Minimum of 2-3 courses or at least on year of participation in liberal adult education course

Categories of courses:

* Social and Political Education
* Language & Humanities
* ICT
* Health & Sports (doing it)
* Creative Activities (doing it)
* Basic Skills & Competencies

**Guideline**: minimum of 10% of each category

Try to mix qualification (high and low), age and gender

* + Don’t stick at one group
	+ Distribution should be representative for the situation in the country

Gina and Bettina will still check the EU-Commissions definitions on Liberal Adult Education and will inform the others. Bettina will also begin to write a glossary on the core terms of the project. This glossary will be enlarged through the projects lifetime.

**Thursday, 15th of December 2011**

**1. The Work packages**

Every WP-Leader reviews his/her workpackage with focus on:

* Highlights of the workpackage
* Hurdles/obstacles/barriers
* Need for support
1. Management – Monika and Bettina – Germany

Monika and Bettina ask for early information in case of difficulties or obstacles. They also ask for sending the reports on time. Every six weeks Bettina will ask for a highlight (small structured report) about how the partners are proceeding with the project. The whole group agrees in trying to keep on the timetable of Ostrava. Hana indicates to the question of the exchange rate: “take the exchange rate one month before submitting project report”. Bettina will give this question to Maleen and will inform Hana.

1. Research Framework: Quantitative Part – Jyri – Finland

A research group (John, Monika, Jyri, David, Estera, Irena and Christine (leader: Jyri, coordination: Bettina) will develop a questionnaire prototype in English. The group will also revise the list of benefits and formulate two open questions instead of four. The group will check the possibility to analyze the answers to the two open questions of the questionnaire by MAXQdA. The deadline for the prototype is the end of January; the deadline for the feedback to all participating partners is the mid of February. The deadline for translation and piloting (10 persons) will be the end of February. The questionnaire for all participating countries is ready by the first of March.

Jyri will make it possible, that every country has his own link. Filled-out questionnaires are automatically send to Jyri. Paper-based questionnaire will be typed in the online version so that it is automatically send to Jyri. Jyri gives everyone access to the collectors so that everyone can see how many persons already participated.

1. Research Practice: Quantitative Part – Monika and Bettina - Germany

Monika helps directly and personally, gives advice and gives feedback about the quality of the data. The deadline for data collection is the end of April. The data analyses will take place in May (not the finished version). The meeting in Ostrava will be at the end of June 2012.

1. Research Framework: Survey Feedback – Estera – Slovenia

Estera asks to keep the deliverable data. She will still discuss the further procedure in this WP within her team.

1. Research Framework: Qualitative Part - Irena and Christine - CH

Irena and Christine will develop a plan with 9 steps/problems and will will send it to everybody. In January they will make a proposal how to handle the qualitative part.

1. Research Practice: Survey Feedback & Qualitative Part – Estera – Slovenia

The date of the meeting in Bologna will be decided in Ostrava. The Ostrava Meeting will be either on the 20./21.06.2012 (first choice) or on the 18./19.06.2012 (second choice) (Date depends on whether the hotel is free or not, hotel: [www.harmonyclub.cz](http://www.harmonyclub.cz))

1. Quality plan – Hana – Czech Republic

Purpose of deliverable 24 “Internal evaluation formative Report Plan” is to monitor the steps (internal evaluation). The deliverable 25. “External methodical evaluation report” is done by an external evaluator. DIE and SVEB are in charge to select the evaluator.

1. Exploitation – Paola – Italy

Paola assures that her organization has a lot of experiences in the field of exploitation and that she will give more information on how to advance in this WP after talking to her colleagues.

1. Dissemination – Gina – EAEA

EAEA will disseminate BeLL via different projects/conferences. Gina will take care of the BeLL-logo and will give information in this on the mid of January. Gina emphasize the principle of advocacy of this project. The Website for BeLL will contain basic information. Bettina will write a short article representing BeLL and provide it to all partners; David supports her in translating. Leaflets in three languages will be published when the first quantitative results are available.

**2. Communication**

Bettina sends regularly short reports on the project progress, in particular on occasion of the project meetings. The group communicates mainly by email contact (not every mail to everybody! Bettina spreads info for everybody). An excel sheet with all partners and their email contact is required.

1. **End of the Meeting**

The common reflection at the end of the meeting demonstrated, that all participants have got a better understanding of the whole project procedure during these two days and felt highly motivated to accept the challenge of the project.