



Programme d'éducation
et de formation
tout au long de la vie

CLUJ SEMINAR NOTES OF PROCEDURE

2nd - 4th june 2015

Goals of the Meeting

- Scheduling a review of eachone and program progress
- Sharing our results and our tool analysis
- Pursuying co-construction and research-action implementation
- Sketching out itinerary training session for trainers in their forms, their objectives and their contents
- initiating program intermediary report
- Charting the way for our actions until next seminar in autumn
- Revisiting global program action plan

Tuesday june 2nd

Day Goals

- Summary of eachone progress.
- Exchanging about problem encountered and facilitating elements for all participation on Sagiter program.
- Sharing tools, methods and results of eachone.

9h30 : Progress presentation from each partner since Ljubjana

Objective

Actions progress of each partner.

Facilitator : Nicolai

Time : 1h30

Facilitation method :

Alltogether, each partner has 10 minutes to present an update with a powerponit up to 10 slides. Followed by 3 minutes questions,- no discussion (discusion is on Thursday morning, due to the action plan).

!!!! Taking a slideshow !!!!

11h15 : Sagiter proofreading

Objective

Project framing : reading initial project, and checking the progress made to define where we go.

Facilitator : Guy

Time : 30 mn

Facilitation method :

Collective re-reading based on website sagiter and a slideshow. Seeing progress made, positive aspects.

11h45 : Feedbacks from our evaluator Anne Moneyron

Objective

Knowing program evaluator remarks and suggestions.

Facilitator : Marie-Laure

Time : 45 min

Facilitation method :

Need to be more precise. Anne may be make a slideshow with recorded comments.

14h : Presentation and exchanges about eachone tools, methods and results

Objectives

Sharing tools, methods and results of eachone

Exchanges about difficulties, levers for action or assets of tools and methods

Facilitator : ???

Time : 3 hours with break time

Facilitation method :

- First time in plenary : tools, methods and results presentation of eachone
- Second time in little workshops with partners mix : Exchanging about tools or methods difficulties, levers or assets from results
- Third time : plenary considerations confrontation and consolidation

17h : How to arouse participation and eachone co-cr ation between two seminars ?

Objectives

Allowing eachone expression about program flow

Identify our cooperation strengths and weaknesses

Envisaging consensual solution

Facilitators : Sylvie and Nicolai with help from Mignon (ok?) and Michel (ok?)

Time : 1h30

Facilitation method : problems tree

Background : cocreation is a very important aspect in het Sagiter project, there is a good cooperation between the partners in the 6-monthly partnermeetings, but in between, there is a lack of cocreation. How is this possible and how can we improve this?

Method aim : to find a strategy to arouse cocreation in the Sagiter project

Methodology : problem tree analysis

For each step we work in small groups of 4 people with 1 facilitator, after each step we do a quick plenary feedback and go to the next step.

1. Explain the subject, this is the frame of the exercise
2. Problem analysis :
 - Check the subject with the stakeholders
 - Make an inventory of the perceived problems, what are the causes of each problem?
 - And what is the effect of each problem?
 - Build the problem tree (hierarchy)
3. Objectives analysis :
 - a. Convert the problem tree into an objective tree
 - b. Check if it is feasible, if necessary reformulate objectives
4. Analyses of the strategy :
 - a. Divide the objective tree into clusters (clustering)
 - b. Select the clusters which will be included in the intervention

Wednesday June 3rd

Scientific and technical committee elaborate requirements specification for Wednesday 4th and for first Thursday morning sequence « Methods consolidation » during next meeting (May 21th)

Follow-up committee will meet Tuesday evening and will propose facilitation methods supporting Tuesday exchanges and Scientific and technical committee requirements specification.

Day Goals

- Sketching training trainers itineraries : objectives, form and content.
- Sharing our tools and methods analysis.
- Pursuing research-action co-construction and implementation
- Continuing pedagogic tools thinking

9h : training itinerary : Principal and operational objectives

Objectives

Knowing training trainers itineraries proposals of each partner
Defining its objectives, form and contents, in relation with publics, time, context from each partner.

Facilitator : ???

Time : 3h30

Facilitation method : Need to be more precise

Go back from sequence « Presentation and exchanges about each one tools, methods and results » conclusions.

From publics, thematics, tools, methods... of each partner.

Importance of presentation form of each partner. We need to be active.

At first allowing a work time (1h) for exchanges and preparation of collective restitution.

Rosa is agree to work on an training trainers itinerary and to present it.

!!!! Each partner think about a training trainers itinerary proposal in Cluj and come with written medium !!!!

14h : Research-action hypothesis

Objectives

Defining each partner hypothesis based on his problématiques.

Consolidating these in one or several hypothesis for Sagiter program.

Facilitator : ???

Time : 2h

Facilitation method

Based on morning exchanges

16h30 : Analyse de corpus

Objective

Sharing tool and method analysis

Facilitator : ???

Time : 2h

Facilitation method

16h30 : Atelier vidéo/photo

Objective

Exchanging about usages and recommendations in order to use video or pictures as pedagogic tools

Facilitator : Arnaud

Time : 30/45mn after or before dinner

Facilitation method

Voluntary workshop participation
Compatible format, file size

Thursday june 4th

Day goals

- Identifying possible ways in order to consolidate our methods
- Organise following général program and each partner
- Starting writing intermediary report

9h : Methods consolidation

Objective

Identifying how collectively consolidate our results in collecting method

Facilitator : ???

Time : 1h30

Facilitation method

11h : Révision du plan d'action global et travail à prévoir entre les 2 séminaires

Objectives

Placing our actions in Sagiter global scale (Where are we?)

Readjusting aims for each next seminar

Planning et organizing committees works between Cluj and next seminar (What follow-up ?)

Facilitator : Guy and Marie-Laure

Time : 1h30

Facilitation method

13h30 : Each one action plan

Objective

Establishing roadbook for each partner by next seminar, in terms of expected productions, surveys realization, results analysis, training sessions organization, pedagogical tools creation...

Facilitator : ???

Time : 1h

Facilitation method

Each country work on his own actions to set up before next seminar during 40 minutes. He

note on Sagiter website his previsions actions and appoint a rapporteur. Then present his work to each others.

14h30 : Sagiter flyer communication validation

Objectives

Presenting, completing and validating flyer
Thinking about dissemination strategy

Facilitator : Guy

Time : 30 mn

Facilitation method

Presentation and validation of Sagiter flyer with all partners : objectives, uses, content and visual. 20 mn
Discussion about dissemination strategy. 10 mn

15h : Intermediary report

Objective

Knowing necessary elements for intermediary report

Facilitator : Cathy

Time : 30 mn

Facilitation method