



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

## BRUSSELS SEMINAR NOTES OF PROCEDURE

4th - 6th october 2016

### Goals of the Meeting

- Finalizing itinerary
- Promoting program results
- Preparing post-program results dissemination
- Pursuing field exploration ton enhance the research
- Preparing final report evaluation
- Realizing a first program evaluation

### Tuesday october 4th

#### Day Goals

- Scheduling a review of works about training itinerary. And what we need to do until **october 31th, end of program.**
- Finalizing itinerary.
- Preparing post-program results dissemination

#### 8:30 Welcome

#### 9:00

#### Objectives

- Sharing itinerary as it is.
- Presenting news sheets integrated into itinerary.

Facilitator : Marie-Laure

Time : 30'

#### Facilitation method :

Marie-Laure presents itinerary online and navigating process.

## 9:30-12:00 : Constructive et participative critique about itinerary

### Objective

Improving itinerary on form and content and finalizing it.

Facilitators : Sylvie, Janko, Nicolai, Rosa, Apolka ?

Time : 3h

### Facilitation method : Word coffee

1. 4 groups who turn and work on 4 topics, one facilitator by topic tables. Be careful about one people at least is bilingual into the group. Each table answer to questions on one of the fourth topics in 30'. Facilitator note down contributions while groups change of topic table.

### Topics :

- One group on form (linked with who is our target audience) : Navigation is easy or not ? Photo credits are present ? Global readability ? Understanding of different parts ? Pictures and patterns are present ? Legends are present ? As references ? Sequencing parts is efficient ?... Listing what we need to do about this topic.

- One group on tool sheets : some sheet to add ? Some understanding ? Headings are understanding and coherent with the sheet content ? Listing what we need to do about this topic.

- Two groups on content of common parts of itinerary (one group on theory and Exploring, and another on Promoting and Our itineraries) : some informations needs to be added ? Some references need to be added ? Contents are relevant ? Contents are comprehensive ? Balance between ideas of elsewhere and those of Sagiter ?... Listing what we need to do about this topic.

2. Facilitators realize a synthesis in 30'.

3. Restitution 30'. Facilitators restate in plenary session synthesis contributions of the four groups.

Equipment needed : 4 laptop computers and an internet connexion on Sagiter website. Paper sheet and pens.

## Lunch on place

## 14h-16h : Communication on Sagiter program/dissemination of itinerary résultats

### Objectives

Pursuing thought on communication about itinerary.

Laborating a data basis and a follow-up one on itinerary dissemination.

Facilitator : Marc

Time : 2h

### Facilitation method :

With small groups

Dissemination in each country, european dissemination

Brainstorming of people target with screen projection

Website referencement (some things are different in countries ? French, english keywords in others

languages ?)

**16:00-17:00 : Input help, Status of implementation of each on itinerary, Administrative and financial matters,**

Objectives

Making partners self-sustaining for putting online elements (video, sound, pictures, sheets) on itinerary. Marc  
Preparing final report evaluation on administrative and financial aspects. Cathy  
Evaluate progress of each on itinerary. Marie-Laure

Facilitators : Marc, Cathy et Marie-Laure

Time : 1h

Facilitation method :

In-person meeting with Cathy and Marie-Laure, and practical workshop with Marc.

**17:00 a continuation for Sagiter ?**

Objective

Evaluating opportunities for a second project around dissemination of training itinerary and partners motivation.

Facilitator :

Time : 1h

Facilitation method :

Collective discussion from the notes taken in Santiago : how do we to develop training itinerary ?

- > A continuation by country
- > A continuation inter partners
- > A collective one ?

In plenary session : 1/4 h of personal thoughts, then poster + post-it + comments and discussions about what ? Who ? How ? Where ? For what ? And for who ? A particular topic ?

**Wednesday october 5th**

**Day Goals**

- Promoting program results
- Pursuing field exploration to enhance the research
- Preparing final report evaluation

## 8:30 Preparation of restitution to Committee of the Regions

### Objectives

Keying contain of restitution, sharing the tasks, organising restitution.

### Facilitator :

Time : 2h

### Facilitation method :

Needed to be define...

## 10:30-19:30 : Field visits

### Objective

Pursuing the visits to enhance the collaborative research.

**Farm visit : C/O Ronny**

**Lunch on place**

## 18:30-19:30 : Preparation of final report evaluation

### Objectives :

Exchanging about contain of final reporting

Organising us for drafting it

Gathering supporting administrative, financial documents and more important documents about contain of our realized actions

### Facilitator :

Time : 2h

### Facilitation method :

Needed to be define...

**Thursday october 6th**

## Day goals

- Promoting program results
- Realizing an on-the-spot review restitution
- Realizing a first program evaluation

## 9:00-13:30 : Restitution of our works to committee of Regions

Objectives

Facilitator :

Time : 4h30

Facilitation method

Seing program and frame presentation proposal sended by Guy.

**13:30-15:00 : Lunch on place**

**15:30-17:00 : Sagiter program evaluation**

Objective

Facilitator :

Time : 1h30

Facilitation method :