



REPORT

SAN ANDRÉS DEL RABANEDO Transnational Meeting 29 & 30 November 2012

The first meeting of the Act Your Job partnership was hosted by Ayuntamiento de San Andrés del Rabanedo (Spain) on the 29th and 30th of November 2012. This was the agenda of the meeting:

DAY 1 > Thursday, 29th November, 2012	
TIME	ACTIVITIES
08:30	Meeting at the hotel lobby and trip to San Andrés del Rabanedo
09:00	Welcome and Introduction of partners and staff involved Each partner will present during 10-15 minutes his or her own institution, including MAIN ACTIVITIES, TARGET GROUPS and EXPECTATIONS for this project: <ul style="list-style-type: none"> ▪ Ayuntamiento de San Andrés del Rabanedo (Spain) ▪ Newham College of Further Education (UK) ▪ Akademia Humanistyczno – Ekonomiczna W Łodzi (Poland) ▪ Rogers Személyközpontú Oktatásért (Hungary)
10:30	Revision of the project application form: <ul style="list-style-type: none"> ▪ Summary ▪ Objectives and strategy ▪ Impact ▪ Topics and horizontal issues
11:00	Coffee break.
11:30	Results and outcomes (distribution of tasks): <ul style="list-style-type: none"> ▪ Act your job Days (Theatre workshops) ▪ Best practices handbook ▪ Scripts handbook ▪ Reports containing pictures and/or videos of the performances
13:30	Lunch
16:00	Results and outcomes (distribution of tasks): <ul style="list-style-type: none"> ▪ Project website ▪ Dissemination materials: logo and flyer ▪ Transnational meetings
17:30	End of the workday
20:30	Tapas and Dinner

DAY 2 > Friday, 30th November 2012

TIME	ACTIVITIES
09:00	Meeting at the hotel lobby and trip to San Andrés del Rabanedo
09:30	Integration of ACT your JOB into ongoing activities at each organization <ul style="list-style-type: none"> ▪ Involvement of staff ▪ Involvement of students
10:00	Cooperation and communication <ul style="list-style-type: none"> ▪ Members of the steering group ▪ Communication channels
10:30	Evaluation I <ul style="list-style-type: none"> ▪ Evaluation of the partnership: tools and reports
11:00	Coffee break.
11:30	Evaluation II <ul style="list-style-type: none"> ▪ Evaluation of the partnership: tools and reports (cont.) ▪ Interim and final evaluation reports for the National Agencies ▪ Evaluation inside each organisation
12:30	Dissemination and use of results
13:00	Deadlines <ul style="list-style-type: none"> ▪ New work programme ▪ Tasks to be accomplished before next meeting ▪ Organization of next transnational meeting
13:30	Lunch
16:00	End of the workday (unless we have a delay...)
20:00	If you agree we can join for dinner

Next is the attendance list of the meeting:

Organisation	Name
Ayuntamiento de San Andrés del Rabanedo-ES	Ignacio Courel
	M ^a Teresa Sacristán
Rogers Személyközpontú Oktatásért Alapítvány-HU	Katalin Kostyál
	Zsuzsa Vastag
Akademia Humanistyczno – Ekonomiczna W Łodzi-PL	Marta Pietruczyk
Newham College of Further Education-UK	John Kester

Just a couple of days before the meeting, the Portuguese partner (Sonhos para Sempre-Rede de Animação Social e Comunitária, CRL) dropped out.

DAY 1

The meeting started with short presentations about each member organisation.

John Kester introduced the **Newham College of Further Education-UK**. They are a college with more than 16.000 students (70% coming from ethnic minorities) offering A Levels, Apprenticeships and National Vocational Qualifications (NVQ's) up to level 3. The college owns a Performing Arts Studio which is going to be involved in the project. 6 teachers work for this studio. Main expectations are helping students to cross the barriers of job interviews.

Marta Pietruczyk presented **AHE-University of Humanities and Economics in Lodz-PL**. It is a private University with 11 faculties. The Acting School at the Department of Arts is going to be involved in this project. Activities will also reach the Office of Career Services, which is a Certified Employment Agency. At this moment AHE runs 160 European projects and has identified a potential best practice for Act your Job: “dramatherapy” an activity promoted by the Association of Drama Practitioners.

Zsuzsa Vastag and Katalin Kostyál represent **Rogers Foundation for Person-centred Education-HU**. They started as a school in 1990 and now run a small academy which offers non-formal education. Drama lessons will be offered during this project. Workers at the academy are considered “facilitators” –instead of simply teachers-, as they help students in finding what they really want to do.

Ignacio Courel presented **Ayuntamiento de San Andrés del Rabanedo-ES**. The Council offers vocational training to young unemployed neither in employment, education or training. Financing for these projects have been reduced due to the major cuts in educational projects. The Council will offer training sessions to young unemployed included in its database.

Next all the partners revised the **application form**, paying special attention to the following items:

- Objectives
- Strategy
- Impact
- Topics
- Horizontal issues

After the coffee break the partners started working in the **allocation of tasks**. They reached the following agreements:

“The tasks of the partnership will be equally distributed among all members. All the participating institutions have to:

- *Report the local/regional/national best practices regarding the use of theatre for self-development*
- *Appoint a qualified trainer/teacher who will help students to write and perform the theatre piece*
- *Produce a theatre script as a final outcome*
- *Select the group of students who will perform the play and take part in transnational activities*
- *Organise an 'Act your Job Day' per schoolyear and report it with pictures and videos*
- *Host and/or attend the foreseen transnational meetings*
- *Monitor and evaluate the project*
- *Disseminate the results and outcomes*

To complete the foreseen outcomes there are transversal tasks which will be leaded by the following partners:

Task	Outcome	Leading partner
<i>Coordinate the project and the partners' contributions</i>		<i>Ayuntamiento de San Andrés del Rabanedo-ES</i>
<i>Collect the best practices</i>	<i>Best practices PDF handbook</i>	<i>Newham College of Further Education-UK</i>
<i>Collect theatre scripts and performances</i>	<i>Scripts PDF handbook including pictures/videos</i>	<i>Rogers Személyközpontú Oktatásért Alapítvány-HU</i>
<i>Disseminate the project</i>	<i>Logo, project flyer and website</i>	<i>Akademia Humanistyczna – Ekonomiczna W Łodzi-PL</i>
<i>Evaluate the project process and the outputs</i>	<i>Evaluation reports (transnational meetings, interim and final evaluation)</i>	<i>Ayuntamiento de San Andrés del Rabanedo-ES</i>

Partners also agree the organisation of 5 Transnational Meetings (TM), on a rotating basis, to ensure the running of the project. Partners should attend the meetings and share best practices and the state of the art of their projects. The meetings will be also dissemination events and will help in the evaluation process.

No.	Approx. date	Location	Hosting partner
1	11/2012	San Andrés del Rabanedo-ES	Ayuntamiento de San Andrés del Rabanedo-ES
2	03/2013	Budapest-HU	Rogers Személyközpontú Oktatásért Alapítvány-HU
3	10/2013	Newham-London-UK	Newham College of Further Education-UK
4	02/2014	Lodz-PL	Akademia Humanistyczna – Ekonomiczna W Łodzi-PL
5	06/2014	San Andrés del Rabanedo-ES	Ayuntamiento de San Andrés del Rabanedo-ES

DAY 2

After discussing about the involvement of staff and students at each organisation, partners appoint members of the **Steering Group**, in which all partners will be equally represented. Their members will engage their institutions and the required staff in achieving the goals of the partnership. They will supervise the local and international activities of the project. The Steering Group will meet during each transnational event and will ensure a smooth running of the project. The following were appointed to become members of the Steering Group:

Member	Partner
Ignacio Courel/ M ^a Teresa Sacristán	Ayuntamiento de San Andrés del Rabanedo-ES
Zsuzsa Vastag/ Virag Suhajda	Rogers Személyközpontú Oktatásért Alapítvány-HU
Marta Pietruczyk/ Emilia Szczygielska	Akademia Humanistyczno–Ekonomiczna W Łodzi- PL
John Kester	Newham College of Further Education-UK

Ayuntamiento de San Andrés del Rabanedo presented some tools for **evaluation**. The questionnaire to evaluate each transnational meeting was filled in by all partners. Then they went quickly through the forms for interim and final evaluation. The hosting partner will be responsible for producing a progress report after the completion of each meeting.

Finally partners talked about the **dissemination strategy** and agreed to produce a video with the performances (approximately 10 minutes each partner).

The meeting ended up with the setting of the next deadlines before the next meeting, to be held in Budapest-HU on the 21 and 22 march 2013:

Activity	Deadline
Logo and flyer proposal	31/01/2013
Website layout	By the meeting in Budapest
Scripts template	31/01/2013
Best practices template	15/02/2013
Evaluation of local activities	15/02/2013