

EAAL Work Packages Project Management Team Meeting

Thursday 7th November 1-3pm

Meeting Notes

Present: JB, AS, SC, HK, NC, CH, DH, HP

WP2: AS

Case studies completed to a level that will be satisfactory.

Dissemination – EAEA General Assembly (c. 100 participants)

EAEA Younger Staff Training

Programme's Summative Conference

JB clarified that need precise numbers for all dissemination.

WP3: CH

There are 12 case studies now completed and the interim report is on the Dropbox. The final report is being completed.

Outstanding detail is the need for precise numbers for the impact forums, and the need for consultation with policy makers.

WP4: NC

Have completed write-up of evidence review and models and these are ready to be published. Dissemination has taken place via the conference and will take place via Better Work Network and by website. MR confirmed that the Better Work Network will be a valuable resource for demonstrating reach and impact to the Commission.

Queried whether have completed the workshops. Identified a number of opportunities (e.g. LEAFA conference), and possibility of hosting a webinar. JB stressed that it is important to present the activities as clear examples of consultation and dissemination.

MR stressed that presentations at the summative conference do not count as stakeholder workshops.

AS suggested that GLA workshop on in-work progression could count.

NC queried how they would address the evidence for *Evaluation framework, databases, reports to steering group*, when the WP hasn't had a steering group. JB advised that need evidence that some peer QA process has been in place, with rationale for why SG wasn't convened.

WP5: HK / NC

Two strands: NI work with NI impact forum, and ESOL.

Strand A NI strand has been completed.

Strand B ESOL has been almost completed. Top tips document has been produced but needs to be disseminated via the Better Work Network and its website.

JB noted that this and any other resources that have been produced by the programme which are intended for external consumption should also go onto the EPAL website.

The conference presentation for this WP was a joint workshop between WPs 2 and 5. JB confirmed that for final reporting this can be cross referenced.

HK asked for clarification of what materials should be uploaded to Dropbox and how they should be presented. JB confirmed that dated materials (e.g. agenda, notes, etc) needed to be uploaded to Dropbox under the relevant WP.

MR reminded that for the final report the numbers reached for each WP need to be broken down by policymakers, providers, practitioners and learners.

WP6: MR/HP

Completed and the publication has been shared with the Commission and received positive feedback.

WP7: MR

England and NI forums completed.

One outstanding forum in Scotland due next week.

Wales forums all completed.

Wales development project. Draft report has been shared with TUC and is being redrafted in light of feedback. DH is also disseminating to Unionlearn.

Outstanding evaluation report of impact forums.

Final report

MR asked colleagues what help they needed to provide evidence. It was suggested that worked examples would be helpful to ensure clarity and consistency.

Action: MR and HP to produce a worked example for WP6 and share this with the team.

JB stressed that it is absolutely critical to provide the right evidence for the WPs. In the first year, 60 Euros were clawed back due to weak evidence in the final report.

Timescales.

The final report has to be submitted by 31st January 2020. JB will double-check this as there has previously been a change in deadline.

In order to meet this deadline, the following timetable was agreed:

- WP reports by end Nov
- Summary by Christmas
- Draft circulated and finalised.

Action: WP leads submit reports by end November.