

(7th) 8th 9th October 2011

**4th meeting of partners
Leonardo da Vinci Project on AMAT**

At the SHP-E(NI) Trainings Centre HippoCampus
Cranendonck the Netherlands

List of attendance

Ann Kloeck	SHP-E(NL) notes on Sunday
Maria van Eijk	SHP-E(NL) notes on Saturday
Agnes de Groot	SHP-E(NL)
Tessa Wester	SHP-E(NL) notes on Saturday
Annet Geerling	SHP-E NL
Ulrike Thiel	SHP-E(NI) (synthesis notes)
Schoonheyt Fabienne	Handhippo
Brigitte Martin	fentac and Fitram
Weith Marguerite	fitram
Veronika Abelova	Slovenska hipoterapeuticka spolocnost
Kuypers Marie-Thérèse	Handhippo
Stanislava Tilesova	Stowarzyszenie Strapate Ranczo
Marcin Rychlewski	Stowarzyszenie Strapate Ranczo
Sona Cermakova	Slovenska hipoterapeuticka spolocnost
Doris Russig	Förderkreis Therapeutisches Reiten e.V.
Stephanie Papendieck	Förderkreis Therapeutisches Reiten e.V.

Attif Gharbi

external moderator

Saturday 7th of October

Begin 9.00

End 19.00

Welcome to the partners by SHP

Before beginning the meeting the host-organization SHP welcomes the partners with a short play with the horse in the indoor arena next to the meeting room.

It is presented by student Equitherapists(SHP) some children and the therapy-horse Prisca



Making the Timetable and Agenda together

From the evaluation questionnaire and personal submissions of partners the following topics had been ejected. The time table and list of topics was made together.

Main theme: what we did here now and where we want to go(aim).

Topics:

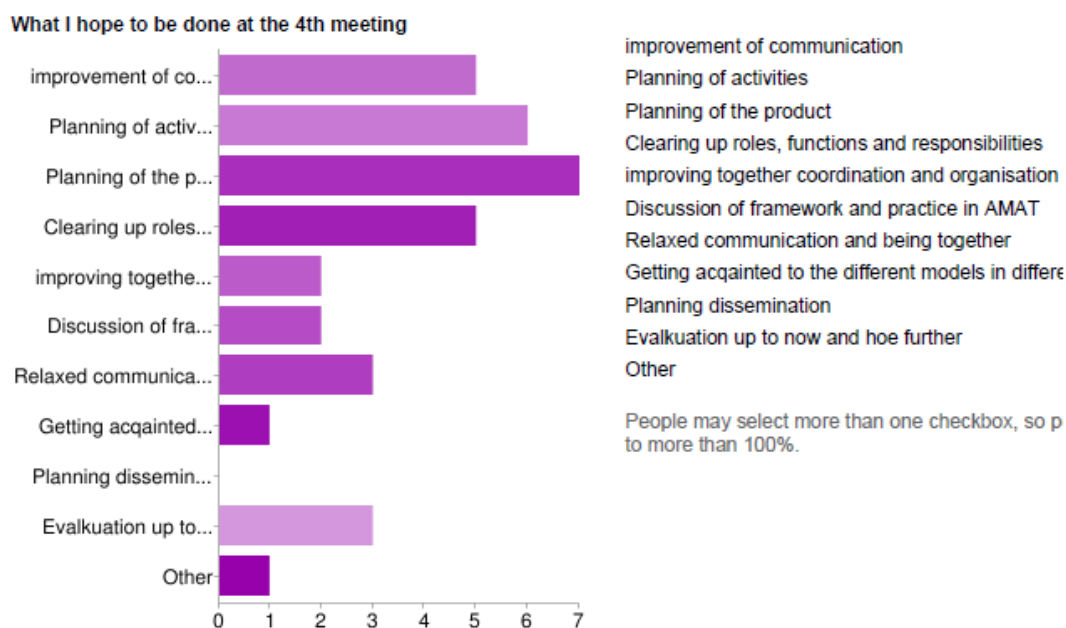
- the aim of the project
- the product we want to gain
- disseminating tasks
- roles + functions, responsibilities
- results of the working groups
- coming tasks
- communication and working lines
- decision about external members
- the framework

First we looked at the “hot topics” having been submitted on beforehand, to make the timetable

Results of the preparation questionnaire (representing 11 partners)

Expectation for the coming 4th meeting

Here we want to know what are the most hot topics for the participants in order to make a relevant agenda and to reserve enough time for the hot items.



By acclamation all persons present voted for the following topics and timetable

Schedule + topics of the 4th meeting AMAT

Saturday

10.00-10.15 Organisation
10.15-10.25 External members
10.25-11.25 Definitions
11.25-12.00 Discussion Definition
12.00-13.00 Lunch
13.00-14.00 PR
14.00-15.00 Discussion PR
15.00-15.15 Break
15.15-16.15 Data Collection
16.15-16.45 Discussion Data Collection
17.00-18.00 Linking TG to goals of the project
18.00-19.00 Optional Yoga, Horses, Hotel or lengthen the meeting and discussion if necessary

Sunday

9.00 – 9.30 Introduction
9.30 – 11.00 To connect the dissemination of tasks from Saturday to

- the aim of the project
- the product we want to gain

Planning the journeys and meetings
Planning the report
Planning the side-event of the last meeting
12.30 Lunch and end of the meeting

The aim of the two days meeting to find answers to the following questions

- The coordinator asks for an inventory about what needs to be done
- All participants want to reach a global view for knowing where to go after this meeting.
- To know how to reach the tasks.
- Are we on the right track and where are we going.
- Evaluation seems important, what is the missing link to the product.
- How do we reach it?

Within the discussion we focus and work out what needs to be done, what are the expected results? And we are willing making concrete appointments.

1. External Members – External parties

At the moment we have to do with two situations of external partners.

- The case of the “not official partner “ Lorenzo Lucarelli
- Other external parties who are contacted as experts by official partners for parts of the project.

External parties

The groups decide to speak about external parties from now on.

They are defined as follows:

External members are persons not belonging to the project itself who are not members of one of the partner organizations. They are not directly involved in the project and cannot travel on mobilities. If a partner wants to use the expertise of an external party he has the responsibility for the contacts and for giving information about the project. External parties are not directly involved in the open communication lines for official partners (LDV list, Forum project related homepages of Fitram or Partners). The stakeholders of the partner-organization involving external parties as experts for special tasks are responsible for the external parties they “use” within special tasks of the project. This responsibility contains the appointments made about opening to and use of project-internal material and results before official publication for these external parties.

Decision:

How to deal with external parties.:

Each official member is responsible for giving access to information of the project to a third party.

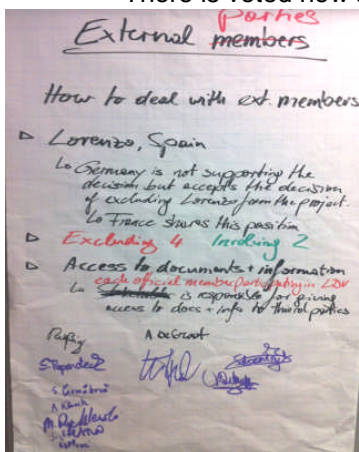
The case of Lorenzo Lucarelli

The three working groups have decided not to have Lorenzo within their groups.

There is voted now about the question if to have him in the project yes or no by the stakeholders (one vote per country).

The result is 4 votes to exclude, two votes to include.

The result is signed afterwards.



Appointments made

If individual partners want to contact him about special questions it is their responsibility just as defined in the practice with external parties.

In order to let Lorenzo officially know about his position

The coordinator will inform him per mail about this decision and the consequences. He will be excluded from the partner meetings and the official communication and information lines.

Further he can be treated as other external parties if individual partners have the need for his expertise on some topics.

1. Report of the Working Group Definitions

Representatives:

- Germany: Stephanie (Coordinator)
- Slovakia: Sonia
- Poland: Stana
- Belgium: Fabienne
- France: Brigitte
- Netherlands: Agnes

Stephanie gives a summary about what she has done.

Table of definitions connected with AMAT in the partner countries

She will send a tablet of definitions she already has around and still needs to fill in the missing values. Therefore she asks the partners to send the definitions of organizations and practitioners in the partner countries missing in her tablet as soon as possible.

Extracting factors for framework

What do we need further in order to extract factors for our framework and the code of good practice out of the table of definitions of different organization in the partner countries?

We will use them for

- Extracting factors for framework
- To build up a glossary (dictionary within our project)
- Comparing the situation in the partner countries as to : What are the common criteria and what are the differences?.

SHP reminds the tables submitted at the first meeting and the criteria (for comparing definitions, AMAT models and code of practices and ethical codes in the different organizations of our partner countries) having been developed by the group at the first meeting. (These papers have been submitted together with the list of participants to all participants of this meeting.) They should be the basis for our framework filed up with the factors detected by the three working groups. Ulrike: we used a framework already to compare: and what works and what not?

So we could compare, which do we find a good form of practice, etc And that's what we agreed as a framework for the project. This was the basics from what we decided.

Cooperation between working groups

Next to submitting the definitions it is necessary to have close communication between the Definition Group and the other two working groups.

With PR e.g. connecting little stories and the folder with definitions and with Data Collection e.g. extracting some not yet known or submitted definitions from the results of the survey. Further all three working groups together have to extract the further, not yet brought into chart factors for the framework.

Action list

- Stephanie needs info from Annet because she needs data.
- Stephanie on 11 October she sends the table and what is still needed, what is still open, we get it per country. 10 November is the final day, the data should be back by Stephanie.
- Stephanie 6 December they send the results back to each other
- Stephanie is in charge, she can decide how to get data and what to do with it.
- Stephanie will do a group meeting if somebody wants to join, they're welcome.
- Stephanie sends her framework of definitions she already has, around and then she sending it only to her group.
- The representatives of the partnercountries in the group are responsible for collecting the missing values in their country.

Appointments made

- Stephanie exchanges about findings in PR and DATA collection with Doris and Ulrike
- Stephanie sends dates to all representatives of all country at 10 October in Word doc./docx. Which includes the open questions.
- All the representatives TG will forward send this list to the official members of their country at the 10 October in E-mail
- All the members answer all the open questions of definitions to the representatives of the thematic group at the 3 November 2011
- Representatives of TG. Summarise and bringing in charge collected answers by Stephanie at 11 November. 2011 (Word doc. as delivered)
- Whole thematic group consolidating data TG Def. 6 December 2011.
- Stephanie decides when the group gathers and that decision falls maybe through lunch.

Table of actions and dates for Working group Definitions

Who	What	With whom	Till when	Deliverable
Stephanie	Exchange about findings in pr and data collection	Doris Ulrike		
Stephanie	Sending list of definitions (incl. open questions)	Representaties of countries	Oktober 10th	List as a word doc
All represen-tatives	Forward open questions to official members	All official members of their country	Oktober 10th	E-mail + list
All official members	Answer open questions of definitions	Representatives of TG of their country	November 3th	
Represent-tatives TG	Summarizing response and forwarding to TGL	Collect answer Stephanie	November 11th	As Word Doc list as promised
TGL	Overview from all countries	TG representatieves	December 6th	

Every outcome of every thematic group should be helpful for the result.



3. Report of Working Group Emotional PR

Representatives:

- Germany: Doris(Coordinator)
- Slovakia: Lenka
- Poland: Stana
- Belgium: Fabienne
- France: Margueriet
- Netherlands: Ann

Doris is now coordinator of the whole group Emotional PR.. They had 1 skype meeting, for the total planning PR planning. More discussing next time. From last meeting the idea came for a film. There is not enough time and money and this idea has to be postponed to next project.

Little stories

We had the little stories written in project. We will use them for connecting to definitions and framework in order to illustrate important points by emotional stories, make it more public.

Marguerite will do that mostly. We need people (2 persons) from other countries who will join for deciding which story to which definition.

Marguerite asks to mail short (4-5 lines) stories in English, but they don't have to be literally worked out. This is going to be done by professional writers. Marguerite will collect these stories.

Brochure

Till now the group mainly worked on brochure for officials, collected and choose photos. Now we start the finish with right words. We have to decide what to do with the copyright. One person chosen for responsibility for the time after the project is finished. This will be Doris. She will keep all allowance for the pictures. The brochure will be printed in Poland.

Each country can order an amount of brochures in English, but three will also be the opportunity to let translations in own language being printed.

Which country wants this brochure, how much. We have deadlines for this for printers. End November send round and small changes are possible. It will be about 16 pages. Print: december/january. Stana shows the possibilities for choosing the sort paper

Topics behaving been evoked by the work on the brochure and the pictures

Why is AMAT so special?

- Natural motivation
- Being carried
- Triangle contact
- New beginning/new being in action and interaction
- Therapy and reality
- Complete impression body-mind soul
- To provide the therapeutic potential of the horse
- *example natural motivation

These can be added to the factors for our framework and the code of good practice being worked on together with the other working groups.

Final Report

The PR part (brochure and little stories) of the final report will be translated in every language. Hopefully there is time for translating.

Contact with politicians

Marguerite will coordinate these contacts but needs assistance for these activities. . She tells about different topics that are relevant for politicians. These topics change from time to time Marguerite: has addresses of politicians. Good to have when go home. You need contact from booth sides. National deputies: regional assemblies.(contacts being collected via data collection forms for all countries)

We have to collect possible theme's of interest in order to submit the politicians with literature, definitions and stories or pictures fitting to these theme's. One of these themes at the moment is domestic violence. (connection with Data Collection see later)

Appointments made

- Every official member sends story's to Marguerite and her webmaster (not to the list) till Christmas.
- Marguerite reacts when she got a story. Afterwards she gets approval of publishing the story before publishing by Marguerite in a word document.

- Doris talks to Birgit to consolidating and selecting story before 16 October 2011. Brigitte works together with them.
- Marguerite and Fabienne will providing keywords: the main topics the politicians talk about.
- Marguerite sends 1 November the first keywords to TG Data (Ulrike and Jobaba) by E-mail
- TG Data providing literature, articles, to all-in a web form on 3 -11-2011.
- Prepare proposal USP's (unique selling points) of AMAT are they useful to work out, this is the result of the work ??
- Doris providing proof of the brochure to the national representatives of each country's by 06-12-2011 by mail with PDF in English
- Nat. Representatives What number of brochures to be provided to Doris on 15-12-2011 by E-mail.
- Every stakeholder . decides about the brochure in own language and how many you are needed to Doris by 3-11-2011 numbers of brochure.
- Doris asks for the price for nat. brochure with the graphic man and the printing company by 20-11-2011

Action List an dates Working Group Emotional PR

Who	What	With whom	Till when	Deliverable
All official members	Sending stories to Marguerite	Marguerite	December 25th	Short stories email to marguerite and jojoba
Marguerite	Get approved of provider of story before publishing	Author of the story	Before publishing	Word-document
Doris	Consolidating and selecting stories	Birgit Brigitte	Oktober 16th	3rd person
Marguerite + Fabienne	Providing key words politicians talk about. Providing literature, articles, for political discussion based on research.	TG Data Collection	November 1st	E-mail
TG data collection	Providing literature, articles, for political discussion based on research.	Marguerite	November 3rd	Web-form
Doris	Approving usage of projects contents	Externals	2017	Keeps al papers copyright
	Prepare proposal about USP's of AMAT			
TLG's	Contribute factors	TLG Def, TLG Data coll.	Beginning of january 2012	List of USP's
Doris	Providing draft of brochure	Representatives	December 6th	PDF
Every nat. Repr.	Number of brochures to be produced	Doris	December 12th	E-mail
Every nat. Repr.	Decision about brochure in own language	Doris	November 3rd	Number of brochure
Doris	Ask for price for nat. brochures	Graphic man printing company	November 20th	Price for each country

4. Report of Thematic group Data Collection

Representatives:

- The Netherlands: Ulrike(Coordinator) assisting Agnes, Maria, Tessa
- Slovakia: Ivana
- Poland: Stana
- Belgium: Fabienne
- France: Brigitte
- Germany: Stephanie

Data collection fulfils the function to (1) support the report of our project with facts, about the practice of and training for AMAT measures in all the partner countries, Further to (2) support our Framework and Code of good practise by important publications and research results on the affectivity of AMAT Finally(3) they organize the collection of important contacts for AMAT organizations. Practitioners and trainings providers, politicians, health organizations, insurance companies and scientists..... and persons and organizations for dissemination of the final results.

Aim:

- What types of AMAT of animal assisted therapy exist
- What are the models, the training they offer.
- What are the facts, what are the problems and when do we address the politicians our problems

The points of activity for data collection where and are

The survey: Questionnaire

Get good idea of problems, aims, opportunities. Beginning of the project: we agreed on "criteria for carrying out the survey". Goal: get idea of the situation at the moment, compare different countries. Two types of questionnaires where used, so not to compare. We wanted to do a second phase of the questionnaire to fill up missing data and cases in some countries. Ivana and Ulrike came together several times and prepared everything. Experiences in the Netherlands where very good: if answers are there quickly to analyze in SPSS. Netherlands had very interesting results. First done with computer program Parantion, now Google docs. How to get questionnaire. Netherlands analysed the answers of open question. to make multiple response questions in order to shorten the Questionnaire of the second phase. From next week the English one will be available. Every country can put questions in their own language into this form. Once you get use to it, it is an easy program. Done in time if every country is fast in distributing. Distribution by link, mail and webpage possible. Countries who have problems with techniques get help.

Internet Survey

Some organizations won't answer. Internet research on those companies. We can phone them or look up in internet to get models, visions. In each country you should know which forms of organizations didn't answer. We have to collect something that the situation is different if we want politicians to involve.

Collection of publications.

Electronic forms, to start up bibliography to use for publication. Which we could exchange later on. Submission via LDVdatabase. Collect in excel, fits to everything. when later to be used within the project or by partners after the project.

Collection of contact addresses

Already from the electronic submitted questionnaires we have a lot of contact addresses of organizations and persons AMAT for dissemination of results and as contact AMAT data Base. We want to fill it up with submissions of all partner countries in order to gain a big contact data Bas for important AMAT contacts. (practitioners, organizations, scientists, press, politicians, decision makers.....)

We start up bibliography. We developed electric forms. Data collection is using space at the SHP homepage. DATABASE of contact for AMAT. An individual person or a organisation can come on the form. Everybody had a look at the form now, so look it up. Everybody can fill it in, whatever you think it's important. A to the addresses We can discuss who get's access at the following meeting. Persons who submit addresses are responsible for that submitted contacts agree with being in our bibliography

All addresses of participants of the questionnaire can already been asked if they want their addresses in our address data base. The NL has already gathered in this way 150 addresses through the questionnaire. The countries who's going to do the survey again, can use the questions for submitting too.

Collection of Literature and research on AMAT

Ulrike shows the collection form Literature under construction.

Literature can be submitted by giving the citation, a summary and a description why it is considered important for AMAT . This leads to a big bibliography which can be used after the project by all partners and can be published .If we want another form then Excel files there has a Data conversion program to be made. Germany looks if they can find someone to do this.

We prefer to get summaries, because otherwise the literature is not easy to be estimated only by having the title and the author. . If summary is not possible then very clear arguments why it is important. Keywords have to be made. Next to Data collection every participant is asked to give ideas for keywords not only to be used within AMAT but also for politicians and Press. Short discussion about when to make this bibliography public before end of the project. . We decide to wait what we collect till the coming meeting and decide then.

Connecting results with other working groups

Results of Data collection can be used for building the framework and assisting PR and Definitions

Ulrike: Data collection in this phase is a lot of work and “ dirty work” , with a lot of typing and analysing but after that it will be very helpful for extracting our framework and for report of the state of the art and problems in the partner countries with AMAT.

Appointments made

- TG Data collection provides a web form/questionnaire to the data collection group 24 October with a link to Google docs.
- Volunteer nat. representative translate the questionnaire
- Ivana/Ulrike and Sonia providing 'how to' + individual support by skype-session till 31-10-2011.
- Sonia transfers translations in Google.docs with Ivana by 06-11-2011. Delivered in Google docs.
- Ulrike how to use the questionnaire with the nat representative with no end date by Skype.
- Ulrike wants a skype conference with data collection to look.
- TG Data preparing the research on small groups on the web and by phone, with web research on the 6-11-2011 with the aim to search items
- TG Data provide web form contact
- Ulrike adds items to specify type of contact (private/group/public) till 16-10-2011
- All collect and filling contacts on the web form which is open forever.
- Ulrike provides access with all on the next meeting 28-29 januari delivered by Excel list
- Ulrike provides web form for literature list on 24-10-2011 delivered through a link to a web form.
- Germany offers to find support to create a database in literature with extern till 16-10-2011 is the decision/contact
- All fill in literature incl. keywords in English and why it is interesting for AMAT with the web form which is ungoing deliverable in lit. details in web form.
- Ulrike works out the topics for literature list which all send to here till 16-10 2011 on the LDV-list.
- Fabienne topic: Addressing publication literature list in following meeting 28-29 January 2012 to make a decision.



Action list Working Group Data Collection

Who	What	With whom	Till when	Deliverable
TG DC	Provide web form questionnaire	Nat. Repr.	Oktober 23th	Google docs
Nat. Repr.	Translating questions	Ivana, Ulrike, Sonia	Oktober 31st	Google docs or word doc.
Ulrike, ivana	Providing "how to" +indv. support	Nat repr.	Oktober 31st	Skype
Sonia	Translations into google docs.	Ivana	November 6th	Questionnaire in google docs
Ulrike	How to use the questionnaire	Nat. Repr.		Skype
TG DC	Research on small groups on the web/by phone	Web research	November 6th	Search items
TG DC	Provide web form contact details	All	Oktober 16th	Link to web form
Ulrike	Add item to specify type of contact(private, group, public)	-	Oktober 16th	
All	Collect +fill in contacts	Web form	Open	Contacts
Ulrike	Provide access to contact database	All	LDV meeting end of jan	Excel list
Ulrike	Providing articles, for literature list		Oktober 24th	Link to web form
Doris	Find support to create database	External	Oktober 16th	Decission/contact
All	Fill in literature incl. key words in english + why is it interesting for AMAT	Web form	Open	Literature details in web form
Ulrike	Work out of hot list of topics for literature list	All	Oktober 16th	List
Fabienne	Adressing publication of literature list	All of LDV meeting	LDV list end of jan	Decission



Sunday 9th October

Start 9.00

End 12.30

Persons still present: Marguerite, Birgit, Fabienne, Marie Therese, Stana, Doris, Sonja, Veronica, Ann Agnes, Maria, Ulrike

Topics for this day being discussed between 9.00 and 13.00

- Linking the work of the thematic working groups to the overall AMAT aim
- Scheduling next meeting
- Organise side event
- Prepare visit LDV director of coordinating agency to prepare the report
- Lunch buffet
- Travel home

Personal Introduction and definition of roles and tasks accepted by individual participants



How about:

- Me: how I feel today
- Myself: in my role @amat
- I: what I bring to the project

Choose a picture or a fingerpuppet to illustrate your feelings and your role and function.

Everybody makes his round.

What I bring to the project:

Stana: brochure, data collection, report with NA, group has access to data. Definitions: get some terms and sent it to definition. Terms for framework, sent it to Stephanie.

Marie Therese: terms for group definitions. Questionnaire for data. Financial state to help Marguerite.

Fabienne: definition and collecting data. European parliament.

Birgit: answer to Stephanie for definitions. Questionnaire.

Marguerite: not good in administration, get some help of Slovakia. December Strasbourg to meet coordinator. Help

the coordinator. Side event.

Ulrike: Stakeholder, coordinator data collection. Get together with the 3 working group to prepare the results. Data analyst program. Framework factors. Start with the report of data analyst.

Maria: assistant for the Netherlands.

Agnes: definition group and help them. Poland and Netherland connection for data collection.

Ann: Find words for folder and finish it as quick as possible. Meet with graphic 4-5-6 November in Poland. Work on outcomes of PR. Sent little stories to Marguerite. Collect data, addresses and sent them to the right coordinator.

Veronica: data collection, definition

Sonja: definitions, data collection: Google dos. Go with Marguerite to France.

Doris: stakeholder and coordinator. Do a lot for PR. Help with data collection. To get contact with definitions. Forum: join as personal experience. As person!

Side event at the last meeting:

A side event has to be organized for politicians at the last meeting

This could be at the European parliament in Strasbourg Marguerite does a proposal to bring them to a park and show them a film, tell them what we are doing. Show them a dance with a horse (a lady who can dance with the horse). So we can show them that we can do something else than riding the horse. We need money for this. Strasbourg is willing to put the park to our use without money. But we have to pay this young woman. She asks 500 euro. For the food there will be money to. She asked the mayor of Strasbourg for the money but she did not get any answer.

Discussion I

Doris: It is written in project so we have to do this. It is EU. Only France can take part in this proposal, and it is important to work with all country's. There is a lot off interest for Fitram, so we have to sort out what is LDV what we have to share.

Marguerite: France is the one who is doing the last meeting.

Doris: what do we want and what can we do together. Project is to do something together. We can not mix up.

Stana: project is written that the results will be written in EU. Proposal off Marguerite is with the heart and that is good, but we need results. Bring a horse and do something. When the horse is there you get there attention.

Marie Therese: Integrate 2 thing. Showing the results. Like in pet night a little film etc. Maybe a festival or something like that. Pet night: persons involved whit animals. Showing who they work, slides, folders, sensibilizes the parliamentarians. After a short speech the parliamentarians have a chance to look around.

Ulrike: FATP has also experience with showing the attempts of all members together and with their common and different approaches. Show a slide show etc. Bring table with material an people to discuss. We have to get them in contact with the horse. Not the dance because this is not typical for AMAT. In AMAT the horses has another function. Why not let them become acquainted with this function of contact and movement-dialogue. done in other organization.

Fabienne: to do some with the horse. Ethological.

Sonja: many country's are working together. Let this show because that it is what LDV is about.

Homework to think about this!!!

There is not a lot off time to think about this because the park needs a reservation. Place and carriage Decision will be made at a skype decision conference after partners have thought over possibilities. Costs should be detailed presented by France first.

Dates for meetings in smaller groups and meetings

Who	With whom	Why	Where	When
Stake holder	marguerite	Side event	skype	1 November
Definitions	Stephanie Ulrike	Connect definitions and data	Stephanie Sonja	14-23.10.2011
Data collection definitions	Agnes, ulrike, Agnes	Survey consult organizations	Poland	25-28.10/2011
Data collection	Ulrike/ivana	survey	Slovakia	13.10.2011
Coordinators meeting	Doris, Ulrike Stephanie, marguerite	Factors for framework and look at product	Germany	January
Stephanie	All represent of TG: definitions	Link aim project	Germany	11/11/2011 6/12/2011
Ann Doris	PR Stana	folder	Poland	5-6-7/11/2011
Data collection	Whole group of data collection	survey	Poland	Before end of January
Data collection	Group data collection	survey	France	12.11.2011 ????
Official members	5 th LDV meeting	Partner meeting	Belgium	27-28-29/01/12

Students in the project

Agreement made:

Workshops open for students should be submitted by partners as soon as possible to Webmaster.

And other partners to publish on homepages and send mailings to students for participation.

At the following meetings there can be a workshop as well open for students just as at this meeting

Within two weeks we will put the workshop that we are willing to open for students to the webmaster.

So the students can look at this and follow a workshop.

For Poland it is difficult. For Franc it will be to cold.

Poland want to open it in the spring when they have the meeting they will open for one day for students. The meeting will be in April or march. It will be the end of March. The meeting for students will be on Friday.

Evaluation

Marguerite submitted the QAS evaluation to have a look at it.

Slovakia and Poland have to do the end evaluation . Lenka and Stana will take a look at it and let Marguerite know. Ulrike can add the evaluation done before this meeting and asks members who did not fill in till now to do this. Then we have an evaluation of communication lines and can follow the development till the end of the project. NAs want to see documented development. She will connect these data to Slovakia and Poland.

Evaluation of the workshop on friday.

Ulrike contacts participants with a form Participants will sent it. Ulrike will report it 23/10/2011.

6th meeting of partner organizations

Who	With Whom	Why	Where	When
All partners	All partners	Big meeting And workshop for students on Friday	Poland	End of march 2012 (possible 30-31- 1/3-4/2011)

Ending round and end of the meeting with thanking the moderator and having lunch together



Next Meetings

Who	with whom	why	where	when
Stakeholders	Marguerite	Side event	Skype	01.11.2011
Definiton Data Collected	Stefanie Ulrike	Connect Defi-Data collection	Stefanie Germany	14-23.10 2011
Data Collection Definiton is	Agnès, Ulrike Stana	Survey control organisations	Poland	25-28.10 2011
Data Collection	Ulrike/Anna	Survey	Slovakia	13.10/11
Coordinating meeting	Doris/Ulrike Stefanie Margherita	Factor network Product	Germany	January
Stephanie	all represent of TG: Definiton	Environ (b) Def and atm project	Germany	16/11/11 and 6/12/11
Ann Doris Stana	PR Stana	foliole2	Poland	6.5-11 -30-11
Data Collection	Whole group	Survey	Poland	before => January
Data Collection ²	Group Data G11	survey	France ²	17-20 November
Everybody		LDV meeting	Belgium	27-28.20 January 12

all partners	all partners	B Meeting workshop	POLAND	END OF MARCH 2012
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Attachments

Results of the