



Nordplus Adult 2016 (10.03.2017 -) (NPAD - 2016/10040)

Project

„Service design know-how for rural SMEs strengthening the link
between adult learning and working life in rural SME local food sector”.

3rd partner meeting minutes

26.06.2017

Riga, Kalnciema street 40

Participants:

- Asnāte Ziemeļe, Lauku ceļotājs
- Kristīne Pētersone, Lauku ceļotājs
- Linda Deičmane, Lauku ceļotājs
- Jan Tjosas, HANEN
- Marika Šadeiko, Olustvere School of Service and Economics
- Tonis Tut, Olustvere School of Service and Economics
- Ilze Rūtenberga, LLKC

Project report

- Kristīne informs what is needed for final report. Partners need to send timesheets, Lauku celotajs will send word file to partners. In timesheets do not put administrative, participation in meetings etc, only can put – development work: working on material, working with online system etc.
- Travel section – list of participants in meetings.
- Report will be submitted electronically by LC, we will ask all the details from partners. Report should be delivered till end of September, but partners agree that report can be submitted earlier – 20th August.
- Project payments should be done till end of August, 2017.
- Lauku ceļotājs will make list what we need till 20th August, to prepare report earlier – feedback for content, evidence about dissemination, timesheets, list of participants.

Handbook

- Handbook: All partners need to have information about the project, project partners, information if it is made in cooperation with any organization, all the logos. Asnate will send text what need to be inserted.
- Lauku ceļotājs mums have larger project logo on the first page.
- Handbooks must be in pdf and available in each partner homepage. When handbook is ready, must be sent to Asnate. We do not need to print it, only pdf version. LC will add also English version with structure.
- Lauku ceļotājs have to add list of interviews.

Dissemination:

- Asnate will send Handbook English content and leaflet to Eurogites;
- Each partner can put news about Handbook in Facebook, Lauku ceļotājs will put info in macies.celotajs.lv, will send mail with Handbook to Latvijas Lauku Koncultiāciju Centrs and to rural tourism stakeholders.
- Partners need to check if all information about project is in their webpage.
- Lauku celotajs will prepare press release in English and send to partners that can adapt.

Online training

- Olustvere will make separate course where can participate students. HANEN will send it to schools and entrepreneurs. LC will send to members.
- HANEN – will use Moodle and have link in their homepage.
- In training beginning we have to describe how to use training and for who it is suitable.
- HANEN will decide how to link Moodle training with Gardsutvikleren platform.
- WP2 Online training learning contents:
 - Survey form for collecting best practise. LC used our knowledge of selecting best practise together with LLKC, selected best practice and made interviews. Estonia made survey, HANEN will send information.
 - Partners select best practice cases: all partners have visited and collected, they must be incorporated in handbook. LC: Best examples must be made more visible.
 - LC send to partners sign which will highlight best practise example.
 - Testing – can be done only when training will be ready. Each partner sends 1 page of feedback till 15th August.