



TISSNTE: Meeting 2, Budapest 22 to 25 May 2007

Draft, Agenda (times of most events have not been added on days 1 and 2. These will be finalised to fit when Beata and Ivan can most conveniently provide the ICT facilities needed for our web training sessions)

Work will begin at 8.30 where possible and end formally around 18.00. Coffee will be available morning and afternoon and lunch will be 13.00 to 14.00 except on Thursday.

Angel and Galina will join work groups in turn to advise on e-learning aspects of materials to be produced.

TO BE READ ALONGSIDE THE TISSNTE WORK TEAMS AND TISSNTE WORKING GROUPS PAGES ON THE WEB SITE

Monday 21 May

A short pre-event meeting will be held in the evening around 19.30 to welcome those who have arrived and to confirm arrangements for meetings on Tuesday 22 May. Information will be posted on the notice board for those who are arriving later.

Tuesday 22 May

The day will include the following sessions looking at what we have achieved so far and what needs to be addressed as a result of these activities.

House Keeping

Budapest Meeting arrangements

Beata & Ivan

Arrange for reports of proceedings & working team reports

Joan

Finance and forms

Joan

Outcomes to date

Reports on Needs Analysis exercise and results

All: Marion to lead this area

Conceptual Framework for Tool

Consideration of final NA Tool, (including translations), arrangements for formal publication

'Wish list' of needs compiled, relating to indications for items in the Suitcase of Support **ALL**

Inventory of Support (existing materials data-base from each country)

to

Gathering of information on dissemination of TISSNTE to date

contribute.

Gathering of members self-evaluation 'personal log' on TISSNTE work

to Steve

Liaison with publishers, report on progress – costs for interim report, manuals etc. **Ivan**

Areas to be addressed arising from 'outcomes to date'

Further self-evaluation exercises discussion **led by Steve and Irene**

Framework for Suitcase of Support production **Framework Work Group**

Translation of materials and standardisation of English in translated items. **Laurence & Penelope to lead**
Internal Translations Work Team

Analysis of further items needed for Inventory + translation issues **All**

Further Dissemination tactics **All : Regional Dissemination**
Team

Research/Presentations planning **Evaluation Research &**
Publication Team

Influencing Policy Makers – revise strategy and team **All: Targeting Policy Makers**
Team

Our professional development

ICT Training session (circa 1 hour)

Demonstration of the software platform for eLearning “eLSe-1” **Angel & Galina**

Wednesday 23 May

Our professional development

ICT Training session (circa 1 hour)

Demonstration of the software platform for eLearning “eLSe-2” **Angel & Galina**

Discussion and choice **ICT Team**

Development of the Project

Revisit Framework for Suitcase of Support begun Tuesday – agree initial areas for items in Suitcase of Support – form work groups; begin discussions and writing outlines for items for mentor support in these working groups **ALL**

& led by mentor-focus
leaders co-ordinated by Theresa

Self-evaluation and framework and schedules production **Steve and Irene to**

External evaluation – decision on remit for external evaluator **produce both with**
Review Team

Thursday 24 May

08.30

Intensive 5 day course

Possible venues; dates; participants; national procedures for grant applications etc. Teaching Team **All**
led by Zdenka & Joan

09.30 (circa)

Development of items for Suitcase of Support

Continue Parallel Group sessions on each of the areas of mentoring – production of items **All**
(coffee will be available from 11.00) **led by Mentor-**

Component team co-ordinated by Theresa

12.30 - 13.00 Lunch

circa 13.30 depart

Hungarian education and culture **Beata and Ivan**

(precise arrangements and schedule to be announced later)

Friday 25 May

08.30

Finalise arrangements for next meeting/s **Meetings Team**

Evaluation framework/schedules presentation **Irene and Steve**

Audit of Suitcase items in draft by end of meeting **ALL**

Firm-up areas where items are still needed: allot members

to write these

Review due dates for the production of items for the Suitcase

Agree strategies for Suitcase Pilots – choice, variety, timescale, evaluation etc. **Co-ordination of Pilots**

Team

Items needed from partners for Interim Report; due dates etc. **Joan**

A.O.B.

13.00 Lunch

Parallel Sessions

14.00 Management Group meeting to review progress **Management Group**

14.00 Any additional time available will be spent on Suitcase items in groups **All**

End of meeting

All of these arrangements subject to alteration to maximise outcomes and give best use of time in the meeting.