



Thursday, 26th October 2017
(See the agenda for detailed schedule)

Participants: see the attendance sheet

1. The meeting was opened at 9:00 by Pavol Kmeť – the director of BKS Uspech, the coordinating partner of the project, who welcomed the participants
2. All partner presented their organizations (cf. attached presentations)
3. Presentation „Project overview “- Tomáš Šprlák (cf. attached presentation)
4. Presentation of different approaches to quality assurance in career guidance in partner countries (England, Netherlands, Norway, Austria)
5. Lunch
6. Presentation of different approaches to quality assurance in career guidance in partner countries (Czech Republic, Germany) (cf. attached presentation)
7. Financial and administrative management
 - a. Pavol Kmeť presented the main principles of the financial and administrative management, as outlined in the partner agreements. The different cost categories will be declared in 4 reports (every 6 months) with the supporting documents, as stated in the ANNEX D of the partner agreement.
 - b. Karen Schober-Brinkmann and Jeroen Bregman expressed their concerns about their relationship with partner organization (voluntary staff, self-employed contractor). The project coordinator engaged to investigate possible solutions with the National Agency and inform partners.
 - c. All relevant materials for the project will be available in a shared folder on the following link:
<https://drive.google.com/drive/folders/0BzdO1WtR6aUEV0x3ejBKWDhXajA?usp=sharing>
8. Preparation of IO1 (Analytical paper)
 - a. Vanessa Dodd presented the outline of the work procedure in three steps: 1. overview by country, 2. Surveys and focus groups, 3. Preparation of synthesis and case studies.
 - b. The methodology was discussed among partners. Following propositions were made:
 - The overview will follow a common template, that will be prepared by iCeGS and INN.
 - The overview should allow partners to collect specific information on research questions in the application and also relevant for the preparation of O2 – O5 (e.g. specific quality criteria and factors, information on real usage...). Uploading documents (quality standards, existing tools...) should be possible.
 - The data collection should focus more on quality of the data, than quantity of collected practices.
 - All partners should have access to all the results continuously from day 1.
 - iCeGS and INN will prepare a short synthesis of findings and recommendations for O2 – O5.

- Case studies will be selected to illustrate good practices relevant for O2 – O5. A possibility of including also examples of “bad practices” was mentioned.
- c. Partners agreed on deadlines of the next steps (see To-do list).

9. Conclusion – P. Kmeť thanks the participants for their contributions and concludes the first day at 17:30.

Friday, 27th October 2017

(See the agenda for detailed schedule)

Participants: see the attendance sheet

1. Tomas Sprlak opened the second day by collecting feedback from the partners.
Shared vision of the project: Partners were invited to project themselves to the end of the project (2019) and list 3-4 specific things that would be achieved, if the project was useful („What will be the outcome in our country? What problems will be solved? What processes will be improved in your country?“)
2. Ideas were shared in groups of three and then to all participants. Tomas Sprlak concluded, that there were three levels of motivation for partners to participate:
 - Gaining new experiences and making the organization visible on national and European level.
 - Gaining inspiration and know-how for the improvement of existing national processes in quality assurance (mainly Norway and Netherlands).
 - Developing new quality assurance instruments on national level (mainly Czech republic and Slovakia).
3. Needs of stakeholders: Partners were invited to individually list the needs of different stakeholders (beneficiaries, guidance providers, financing bodies and policy-makers) related to different project outputs. Ideas were shared in groups of three and then to all participants. Some ideas are resumed in the following table:

OUTPUTS/ STAKEHOLDER	<i>Recipients of career guidance</i>	<i>Counsellors and providers</i>	<i>Financing bodies/policy-makers</i>
O1: Analytical paper		Clear, readable, practical and attractive. Popularization of QA in career guidance. Should contain specific information.	Evidence base. Solid basis for the QA implementation procedures. Credibility of the developed tools.
O2: Mentoring program	Guarantee of quality service.	Accompaniment in continuous professional development. Community of practice, networking. Feedback on own practice.	Improvement of quality of career guidance provision.
O3: Certification of counsellors	Visible criteria for the choice of counsellors.	Recognition. Marketing (attractive certificate to put on the wall), differentiation. Should include experience, not only assessment of current practice.	Transparency and trust. Assurance of a comprehensive nature of provided service.
O4: Quality development		Development framework tailored to career guidance.	

framework		Exchange of experiences between providers.	
O5: Audit / labelling procedure	Guarantee of quality service.	Competitive advantage.	Should be compatible/complementary to existing larger QA approaches (e.g. ISO). Should have common base/roots with the QA of individual counsellors, but enlarged. Transparency and trust.

4. First steps: Partners were invited to work in groups on specific steps that can be taken in the coming weeks and months (by the second partner meeting) to produce project outputs. The discussion focused mainly on the link between O1 and other outputs and the importance of the data collection and overview.
5. Internal quality management plan: Ildikó Hanuliaková and Edita Bertová from OZ Better Future presented the internal quality management plan with process and indicators based on the application.
6. Dissemination plan: Tomas Sprlak presented briefly the dissemination activities in the project. The following decisions were made:
 - Presented project logo was approved by partners.
 - Project coordinator will host the project website on <http://guidancequality.eu>.
 - A common base for the project newsletter will be prepared by ZKPRK (including interviews with project members) in English and used by partners.
 - Dissemination activities will be reported in the corresponding folder and document on the Google Drive.
7. Pavol Kmet thanked the participants and concluded the meeting at 12:30.

What	Who	When
Send the proposal of the template for the country overview to all partners	iCeGS, INN	17 th November 2017
Feedback on the template sent to iCeGS and INN	BKS, OZ BF, ZKPRK, SKPKR, NOLOC, ABIF, nfb	30 th November 2017
Final version of the template and start of data collection	All partners	December 2017
End of data collection	All partners	16 th February 2018
Selection of case studies	All partners	28 th February 2018
Draft version of the synthesis and recommendations	iCeGS, INN	31 st March 2018