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*School-to-Work Transition for Higher education students with disabilities
in Serbia, Bosnia & Herzegovina and Montenegro*



School-to-Work Transition for Higher education students with disabilities in Serbia, Bosnia & Herzegovina and Montenegro

Document type:	Minutes
Meeting No:	Working visit under WP3
Date of Meeting:	19 th – 21 th December 2016
Meeting Location:	University of Warsaw
Meeting called by:	University of Warsaw
Facilitator:	Paweł Wdówik

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1. Participants

1. Lefkothea Kartasidou (UOM) (Over the skype)
2. Paweł Wdówik (UW)
3. Donata Kończyk (UW)
4. Agnieszka Bysko (UW)
5. Zoran Scenic (Employment Agency of Montenegro)
6. Djordio Borovic (Employment Agency of Montenegro)
7. Radisav Marjanović (UNION2000)
8. Adam Zimonjić (UNION2000)
9. Lazar Petrović (UNiKG)
10. Olivera Mijatovic (UNIKG)
11. Svetan Savic (UNS)
12. Ann Bilimovic (UNS)
13. Jelena Popovic (NES)
14. Sandra Skumpija (NES)
15. Biljana Todokovc (NES)
16. Olcoy Bell (AYDM)
17. Andjela Radovanovic (AYDM)
18. Jelena Ivic (Baden)
19. Danijela Mikosevic (BADEN)
20. Nataša Kovač (UoM)
21. Maja Škurić (UoM)
22. Lejla Kafedžić (UNSA)
23. Selma Berbic (PROCOM)
24. Almir Sijerčić (PROFIL MC)
25. Nedima Džaferagić (PROFIL MC)
26. Danijela Ljubojevic (BMU)
27. Katarina Kaplarski (BMU)
28. Valentina Pavnacic (BMU)
29. Slobodanka Krulj (UES)
30. Biljana Sladoje Bošnjak (UES)

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31. Daliborka Škipinja (UES)
32. Merima Zukić (UNSA)
33. Draženko Jorgić (UBL)
34. Brane Mikanovic (UBL)
35. Margareta Hiorjak (UBL)
36. Ivana Antonijavic (ASD)
37. Marina Lukić (ASD)

2. Agenda

Day 1 - Date: 19/12/2016

Room: 15 (I floor)

Time	Description
10:00-10:30	Registrations
10:30 -10:45	Opening and welcome speeches
10:45-13:00	WP3 Higher Education and Work based learning: planned and achieved activities, <i>University of Sarajevo</i>
13:00-14:00	Lunch Break
14:00-15:00	WP2 Connecting HE with Work for students with disabilities: achieved and planned activities, <i>University of Kragujevac</i>
15:00-16:00	WP4 Training university and non-university staff to support SwD towards transition – presentation of current plans (report)
16:00-16:30	Overall discussion Closing the first day

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Day 2 - Date: 20/12/2016

Room: 15 (I floor)

Time	Description
9:30-10:30	Special Mobility Strand, <i>University of Macedonia</i> via skype
10:30-11:30	Financial Management issues, <i>University of Macedonia</i> via skype
11:30-12:00	Coffee Break
12:00-13:30	WP4 Training, <i>University of Warsaw</i>
13:30-14:30	Lunch Break
14:30-15:30	WP4 Training, <i>University of Warsaw</i>
15:30-16:30	WP4 Training, <i>University of Warsaw</i>
16:30-17:00	Overall discussion - Closing the second day

Day 3 - Date: 21/12/2016

Room: 15 (I floor)

Time	Description
9:30-11:30	WP4 Training, <i>University of Warsaw</i>
11:30-12:00	Coffee break
12:00-13:30	WP4 Training, <i>University of Warsaw</i>
13:30-14:30	DISS7 Dissemination: Delivered outputs/ outcomes and next steps, <i>Belgrade Metropolitan University</i>
14:30-15:00	Overall discussion - Closing the meeting

3. Venue

Name: University of Warsaw

Address: Krakowskie Przedmieście Street 26/28

Main Campus University of Warsaw

Building Kazimierski Palace

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4. Purpose of the meeting

The purpose of the meeting was to:

- Achieved and planned activities of
 - WP2 Connecting HE with Work for students with disabilities: planned activities
 - WP3 Higher Education and Work based learning: planned and achieved activities
 - DISS7 Dissemination
 - EXP8 Exploitation
- Training of stakeholders (WP4 Training)
- To create sense of ownership and start positive team building process
- Become familiar with the current and future project objectives.
- Establish a detailed plan and revise the work plan and agree on allocation of tasks and responsibilities
- Discuss the procedures, deliverables, steps, and actions to be taken.

5. Workpackage

The project activity working visit and training was held in Warsaw from 19th to 21th of December 2016 at the University of Warsaw.

The opening meeting started at 10.00, with the welcoming speech of Director of the Office for Persons with disabilities at the University of Warsaw. Paweł Wdówik emphasized more than 20 years of experience of the University of Warsaw in equalizing opportunities for students with disabilities in access to the offer of universities and creating conditions for a successful entry to the open labor market for persons with disabilities. Paweł Wdówik also spoke about the need for continuous training of personnel / academic staff in developing accessibility of higher education, methods and ways of learning taking into account the concept of universal design and universal design of learning. Donata Kończyk from University of Warsaw presented logistical information for the meeting and agenda for the first day.

During the first day, the leaders of the work packages 2 and 3 have presented the so far completed task, the plan for the future and deadlines for tasks. The discussion regarding the activities was helpful and partners understand with what is planned in the coming months of the project realization. At the end all participants of the meeting

analyzed the current plans for the implementation of training in the framework of WP4, prepared by lead partner of WP4 University of Maribor.

The second day of the meeting began at 09:30. The first part of the meeting was the presentation of the project coordinator prof. dr Lefkothea Kartasidou from the University of Macedonia (via skype) regarding to the activities related to the Special Mobility Strand and financial issues. Ms Kartasidou reminded partners that it is required to make the Second Project Management Report for the period 18/6/2016-23/12/2016. All partners are required to fill in monitoring forms for the Second Progress Report on management activities that is realized in the institutions they work for, and send all the documents supporting the activities done. This report must be sent to 01/13/2017. Project coordinator also explained doubts about the interest.

Ms Kartasidou discussed the reply received from the EACEA related to process of the signing IIA. Partners discussed with the coordinator of the issues related to the insurance of students during mobility.

In the second part of the day was held training regarding Self-determination, self-advocacy and self-empowerment. This workshop was led by Agnieszka Bysko, psychologist and therapist from the Office for persons with disabilities, University of Warsaw.

The meeting on the last, third day also started at 9:30. The first part of the day were training conducted by Paweł Wdówik concerning equal educational opportunities for people with disabilities in institutions of higher education. Then the participants worked in groups on the proposed evaluation of training under WP4. Remarks from the collaboration were discussed during the connection (via skype) with the project coordinator. In addition, it was agreed that all groups collected their comments and to publish them on the collaboration platform.

At the end of the meeting person from Belgrade Metropolitan University has presented the so far completed task and the plan for the future under DISS7.

5.1 Work package 2

Lazar Petrović (UNiKG) presented the past, current and forthcoming activities within WP2

LEAD Partner	ACTIVITIES (WP/ DEV)	Distribution of Tasks	WHEN
UNiKG	DEV 2.1 Web based tool for employers	Web based tool for employers: final	end of February 2017
	DEV2.2 Web based tool for IwDs	Web based tool for IwDs: final	March - May 2017
	DEV2.3 Piloting the web	All partners from PC need to	June - September

	based tools	assign Mentors and working groups	2017
Comments			
<p>Discussion was conducted on terms connected with implementation final version of Dev 2.1: web-based tool for employers and Dev 2.2.: web-based tool for IwDs:</p> <ul style="list-style-type: none"> - Base specification ready for 31.12.2016 for Carrier Office of UNIKG; Till 31.12.2017 activities of Carrier Office; - Web-base will be ready for translation from end of February - questionnaire will be available from 01.01.2017; till 31.03.2017 should be filled with data; <p>The second part of the discussion concerned the DEV 3.2 Piloting the web based tools. In detail was again explained by person from UNIKG the issue of the absolute need for each university center for support to SwDs to have a person (mentor) with access to the database. Universities should be motivated for opening of such working place. Deadline for the establishment of mentors is the end of February 2017.</p> <p>At each faculty one person/coordinator (vice-dean for education or supervisory authority) should be named to communicate with the mentor.</p> <p>Universities should name a few persons who will perform the trainings for mentors who would then in the following period train academic and administrative staff, instruct students about possible trainings and encourage teachers to point students to the center.</p>			

5.2 Work Package 3

Merima Zukic (UNSA) presented the current situation related to the implementation of WP3.

LEAD Partner	ACTIVITIES (WP/ DEV)	Distribution of Tasks	WHEN
UNSA	DEV3.2 Development of internship program for SwD	Development of internship program for SwD: final	Mid February 2017
	DEV3.3 Design recruitment guidelines for employers opening positions for SwD/graduate wD	Design recruitment guidelines for employers opening positions for SwD/graduate wD: structure and content	Mid February 2017
		Design recruitment guidelines for employers opening positions for SwD/graduate wD: structure and content (final version)	Mid February 2017
Comments/ Discussion			
Merima Zukic stressed that the implementation of WP3 should already be completed. The delay			

results from the deadlines were not kept by some partners. All overdue work should be done as soon as possible.

For DEV 3.2 have completed all parts outside Theoretical approach. The missing part should be completed by Association of Students with Disabilities, as the national coordinator for DEV 3.2.

For Dev 3.3a it is necessary to supplement the following things:

- organization of deliver content for the themes 2, 3 and 4 must be usefull for all three partner countries, it cannot be based mainly on the legal situation in Serbia; it is recommended to support the report prepared in WP1 - national coordinator responsible for this part is Danijela Milosevic,
- examples of good practice / internship – responsible UNION2000, BADEN, PROCOM, EAM, PROFIL;
- document State of the Art should be complemented with a lot more the analysis of the results of research from WP1 – responsible PROCOM;
- document Redundancy and Mentoring in the working organisation - national coordinator responsible for this part is Aleksandra Mugosa.

Partners in the meeting asked that the project coordinator urged partners defaulting deadlines for quick complete their tasks.

5.3 Work package 4

LEAD Partner	ACTIVITIES (WP/ DEV)	Distribution of Tasks	WHEN
UM	Training	Final plan of the training program and the modules	End of January 2017
	Training of academic/ teaching staff	Each partner will prepare Annex as in the training plan and method for the training (face to face, virtual etc)	20th February 2017
	Training of employers	Each partner will prepare Annex as in the training plan and method for the training (face to face, virtual etc)	20th February 2017
	Training of transition mentors	Each partner will prepare Annex as in the training plan	20th February

		and method for the training (face to face, virtual etc)	2017
	Training SwD (to manage their career, develop project, learn about project management, etc.)	Each partner will prepare Annex as in the training plan and method for the training (face to face, virtual etc)	20th February 2017
	Training the trainers (face to face training)	Training in Podgorica	27th-29th March 2017
	Training the trainers (face to face training)	Training in Maribor	May 2017
	Training the trainers (face to face training)	Training in Greece	June 2017
	Evaluation of the training	Final Plan and content of the evaluation: development of the questionnaires	End of February 2017
	Evaluation of the training	Draft report of the evaluation	end of September 2017
	Evaluation of the training	Final report of the evaluation	14th October 2017

The first training of the trainers took place during this meeting. Furthermore a discussion took place via skype with the coordinator and the partners discussed the suggested questionnaire for the evaluation. All partners made suggestions and they decided to upload their feedback on the collaboration platform.

5.4 Work package 7

Katarina Kaplarski (BMU) presented the current state within WP7

LEAD Partner	ACTIVITIES (WP/ DEV)	Distribution of Tasks	WHEN
BMU	DISS7.2: Website of the	Updating content: BMU, UBL,	Till end of the

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	project	UDG, UOM	project
	DISS7.3: Raising awareness and motivation to employers and families	Public debates or media promotion: ASD, AYDM & HO will coordinate those activities	Till end of April 2017
	DISS7.4: Raising awareness and motivation to HE students with disabilities	Public debates or media promotion: each partner country need to decide about some dissemination activities	Till end of April 2017
Comments			
<p>The project partners discussed the past, current and planned in the future dissemination activities within DISS7:</p> <p>3rd Newsletter – is planned for the March 2017</p> <p>Plans for phase 2 of implementation – valorisation and piloting.</p>			

6. Next meeting

In the next period the meetings should be held according to next plan:

PROPOSED PERIOD	WORK PACKAGE	CITY OF DESTINATION
March 2017	MNGT9 and WP4	Podgorica
May 2017	WP4	Maribor
June 2017	WP4	Thessaloniki

Final dates will be discussed during the next project meeting or via doodle. Next meeting will be in Podgorica (Montenegro) hosted by the University of Donja Gorica.

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7. Attachments/ Photo



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