



## Documentation

4<sup>th</sup> TCA meeting in  
Poland / Katowice



16<sup>th</sup> October to 19<sup>th</sup> October 2006

**Agenda, Monday 16<sup>th</sup> October 2006  
10:00 to 18:00 (1h break)**

10:00 International Conference „First Shift“; incl. Presentation of VENet (TCA-Secretary)

*13:00 Lunch*

14:00 Address of welcome

14:15 Expectation of the meeting, News

15:00 Steering Committee

15:30 To do list from last meeting

*16:00 Break*

16:20 Reports of the National projects, discussion of the VENet Model, inc. experiences concerning Gender equality

*Participants:*

Piotr Bastek, Piotr Suliga, Karolina Gozdek, Kalle Kühne, Judith Riessner, Christian Wolf

*Moderation:*

Brigitte Kukovetz

## Expectations, News

☐ see flip charts (photo protocol)

## Steering Committee

The Steering Committee is represented by:

Germany: 2 votes by Kalle Kühne (1 vote in representation of Peter Sicking)

Poland: Piotr Suliga, Piotr Bastek

Austria: Christian Wolf, Judith Riessner

Cyprus: absent

→ Decisions are possible.

Point for decision:

- The absence of Cyprus at the meeting and the complications in the communication

Decision: TCA sends a critical letter to the head of the Youth Board of Cyprus

➤ Copies go to: Cypriot TCA - co-ordinator, Julia Kalimeri, Simos

➤ Content of the letter:

- Disappointment of no Cypriot colleagues coming to Poland
- Non-fulfillment of the TCA-agreement by Cyprus
- Peoples involved (Julia, Simos, Christina) have no fault
- Requests:
  - Host the website till 12/2009
  - Presentation/summary of the experiences of the National Project answering the TCA questions
  - English handout of Julias GM-presentation
  - English input regarding GM
  - How much budget does Cyprus has left for the final event?

- TCA secretary writes draft together with Peter Sicking, sends the draft for comments to Poland  
 Secr. Sends letter till Mid.-Nov.  
 The meeting-protocol is put on the Homepage after the letter has been sent
- The TCA continues the co-operation.

Other decisions of the steering committee will be taken during the meeting, whenever necessary

## To do list from last meeting

### ➤ **Regional Models**

On the Website should be a new section “Results”, divided by countries, with the following content:

- Regional Models with a short description of the regional institutions
- Lessons Learned (the same content as in the manual)

Next Steps:

1. Austria sends out template
2. Poland sends example till End. Oct. to Austria
3. Secr. Sends the example out to everyone
4. Regional Models and Lessons Learned should be sent back to the Secr. Till Nov, 15<sup>th</sup>.
5. Secr. Puts it on the Homepage till Nov, 31<sup>st</sup>.

### ➤ **“Gender Mainstreaming” – Newsletter**

#### **Agreement:**

If Cyprus sends an input, Judith will make a newsletter, distribute it and put it on the website. If Cyprus doesn't send an input, there will be no Newsletter on Gender Mainstreaming, that means: there will be only 3 Newsletters.

## National DP presentations

Information about experiences during the implementation, suggestions for an adaptation of the current VENet-model, mutual influences of the TCA and your National projects.

Suggestions for an adaptation of the current VENet-model:

- mention, that the model is flexible concerning the components

*see national presentations*

<b>Agenda, Tuesday 17<sup>th</sup> October 2006 9:00 to 18:00 (1h break)</b>
9:00 Support System
13:00 Lunch
14:00 Final Event
<i>Participants:</i> Piotr Bastek, Piotr Suliga, Karolina Gozdek, Kalle Kühne, Judith Riessner, Christian Wolf <i>Moderation:</i> Brigitte Kukovetz

## Support System

☐ *see presentation of Piotr Bastek*

### Format

- A4 with a spine binder clip (“Klemmschiene”) in orange (to be reopened)
- 1 side printed
- in one file to send it per Email
- 10 – 20 pages

**Copies: 300** (for Brussels and for National partners etc. together)

Otherwise sent by Email (pdf)

### Content

1. short introduction of the project (3p)
  2. leaflet will lead as input for the manual
  3. 10 steps instruction (3p)
    - references (for practical examples): see 6. (= description + lessons learned)
    - 10 steps instruction will serve as template for the project descriptions!
    - **Headline: YOUR** (instead of VOURE)
    - Ad step 7:
      - + “1 person should be responsible”
      - + project plan at the appendix (responsibilities, time schedule)  
Poland has last decision, if it is included
    - ad step 5: + 1 example of a training schedule at the appendix  
(Poland has last decision, if it is included)
    - Ad step 8: ... “by defining responsibilities”
    - Ad step 9: at the appendix: list of possible expenses without concrete figures  
(Germany)
  4. just as inspiration: summary of BAP Handbook
  5. Gender Mainstreaming (2p)
    - Gender sensitive selection of participants (summary BAP)
    - introduction about Gender Mainstreaming by Julia
  6. Lessons learned from the National projects (6p)
    - 2 examples: description + lessons learned
    - Comparison Aus/Pld (4p)
    - Germany (2p)
- Content:

- a) Description of the project according to the 10 steps instruction
  - b) Main objectives of the project, target groups
  - c) Problems, (possible) solutions
  - d) success
7. Photos
8. Front page: 1<sup>st</sup> page of the leaflet

**Appointed to:**

As the target group on the website + participants of the conference in Brussels

**Budget**

see discussion on Final Event

**Time Schedule:**

see working plan at the end of the documentation

## Final Event

**Location:** Styrian house, see flip 23.

**Date:** 28.02.2007

**Aim:**

- To make the VENet model known to decision makers plus the administration staff
- To make personal contacts
- To get realistic feedback on how to get in on the road – with the prospects of acquiring new projects

**Size:** 50 – 60 people: half TCA + national DP partners, half EU-staff

**Programme of the Event**

Content:

- Labour market in the EU
- Future EU programmes / EU-initiatives against discrimination
- VENet as possible answer
- EU to be competitive and Lisbon Strategy → education, especially disadvantaged
- Sustainability

How:

- Moderation (Charlotte?)
1. Introduction and Key note by “Star”:
    - Overview labour market (5 minutes)
    - Future programmes
  2. Presentation of the VENet model (Peter Sicking)
  3. Panel discussion (1 hour; participants: Peter S, ENSIE, Comm.?, Comm. for Economic and Social Affairs, presidency of EU at that moment: Germany (01-06.2007), Portugal (07.-12.2007))
  4. Summary and commitments (next steps, what has to be done?)

### Open questions:

- Invite participants?
- Which stars (panel)? [*procedure: ☐ see working plan*]
- How to attract decision makers to come → by personal contact!
- Translation (languages) F/E?
- National partners come Wednesday / go Wednesday?

### What has to be done?

☐ *See working plan*

## **Supporting Programme (assistance programme) of the Event**

### Aim and content:

- To make it attractive, interesting
- To go into details

### How?

#### Propositions:

- Combine different kinds of presentation
- Presentation, exhibition, breaks, lunch, coffee
- At the end we have to gather them again
- Handouts, leaflets

#### Result:

#### Exhibition!

- Main room: official programme till the end (summary + commitments)
- 2<sup>nd</sup> room: Exhibition (during the whole programme, lasting longer)
- after the end of the official programme: drinks and finger food at the 2<sup>nd</sup> room together with the exhibition
  
- TCA-members stay for talks.
- Information of each country / DP

### What has to be done?

☐ *See working plan*

### Open questions:

- Music?
- One extra room for some participants of the supporting programme (see flip 23)

**Agenda, Wednesday, 18<sup>th</sup> October 2006**  
**10:00 to 17:30 (1,5h break)**

10:00 presentation at MISTiA institute in Cracow

12:00 Evaluation: mid term report and social network survey

*14:00 Lunch*

15:30 Guided Tour through Cracow

*Participants:*

Piotr Bastek, Piotr Suliga, Karolina Gozdek, Kalle Kühne, Judith Riessner, Christian Wolf, Brigitte Kukovetz, Dietmar Paier

## Evaluation

see presentation and evaluation report

**Agenda, Thursday, 19<sup>th</sup> October 2006**  
**9:00 to 16:30 (1h break)**

9:00 Mainstreaming

10:00 Working Plan on Final Event

*12:30 Lunch*

13:30 Beyond TCA / Sustainability

14:15 Gender Mainstreaming

15:00 Working Plan

16:00 Feedback, Evaluation Questionnaire

*Participants:*

Piotr Bastek, Piotr Suliga, Karolina Gozdek, Kalle Kühne, Judith Riessner, Christian Wolf

*Moderation:*

Brigitte Kukovetz

## Mainstreaming

### Agreements

#### on the Newsletter on Support System:

Poland will decide till end of dec. 06, if there is enough content for a newsletter. If there is a newsletter, it will be distributed in electronic version.

#### on the Newsletter on Gender Mainstreaming:

s. "To do list from last meeting" (p. 3 of the protocol)

#### To Dos:

Get direct contacts for decision makers at EU-level for Final Event and Mainstreaming: each DP, see working plan (Final Event)

Other To Dos:

see working plan at the end of the documentation

## Budget on Final Event

### Possible Budget (excl. travelling costs):

- Austria: ~ €8.000,-
- Poland: ~ €3.500,-
- Germany: €2.000,- to €2.500,-
- Cyprus: - (?)

What has to be paid for?	Which country pays?
Invitations	Aus
Exhibition	Each DP its part
Name cards	Germ
Reception staff	Germ
Organisation on the location: technical support / translation / catering	Aus
Moderator	Aus
Hotel / travel costs for the DPs	Each DP
Hotel / travel costs for decision makers	Aus
Party event	Does Equal pay? → Austria checks till end of February

### Agreement:

If Austria has not enough money, other DPs support Austria

## Beyond TCA / Sustainability

The sustainability of the products of the TCA is dependent on the DP's sustainability.

### Agreements:

- Contact persons till March 08:

Poland: Piotr Bastek

Germany: Kalle, Peter

Austria: Christian

Cyprus: ?

- After 03/07 Poland will take care of the website.
- The follow up of the TCA will be discussed on 01.03.07 in Brussels!

## Gender Mainstreaming

Discussion for ideas to integrate GM more in the TCA tasks, f.e. equal gender proportion of the panel participants – under precondition of expertise

Reflexions on Gender Mainstreaming at this Meeting and in the TCA:

- see *photo protocol*



## Working Plan

Activities	Who	With whom	Till when	Comment
<b>Final Event</b>				
Possibility of having a room on 01.03.07 for the TCA-meeting	Aus	Pld, Germ	End 11.06	Pld. And Germ check, if no possibility: Aus checks
Find a star: a) each country checks possible stars b) each country checks their possibility to come c) Secr. Invites one star, the others as panel participants Organise hotel for decision makers	Aus	Each DP	Mid. 12.06	Prefer a female star
Find people for the panel discussion, at least 3 persons	Aus	Each DP	Mid. 12.06	Criteria: <ul style="list-style-type: none"> <li>▪ Equal f / m</li> <li>▪ Countries</li> <li>▪ Institutions</li> </ul>
Find out hotel, organise catering	Aus		Mid. 12.06	Which max. costs are possible?
To check the location carefully	Aus		15.12.07	
Moderator	Aus		Mid 01.07	
Organise hotel for participants	Each DP itself		End 01.07	
Detailed programme (agenda)	Aus (Jud)	Aus (Chr.)	31.01.07	
Invitation list	Aus	Each DP	31.01.07	
▪ Design / layout of invitation			05.02.07	
▪ Sending out of invitations			09.02.07	
Prepare exhibition	Aus (Chr.)	Each DP	20.02.07	Each DP can do what it likes; each DP decides on the means; where possible: VENet logo
Organisation of the event on the location (technical support): translator, headphones, microphones, technical equipment)	Aus		26.02.07	
Organisation of the reception ▪ Name cards	Germ		27.02.07	

<b>Activities</b>	<b>Who</b>	<b>With whom</b>	<b>Till when</b>	<b>Comment</b>
Bring manuals to Brussels	Pld		28.02.07	
Party event with the nat. partners after the official event; Checking if Equal pays the costs	Aus		End 02.07	Aus. is asking the Styrian house for the location
Talk about documentation (deal with results, feedback)	Aus		At next TCA meeting	
Documentation of the event	Pld		28.02.07, End 03.07	

<b>VENet Model</b>				
Put regional models on www	Aus	Each DP	31.11.07	s. "To do list from last meeting", protocol p.3

<b>Support System</b>				
<b>Manual</b>	Pld	All DPs	14.02.07	See Flip Nr. 15/16
➤ Inputs from each DP		Each DP	18.01.07	
➤ Ad 3: 10 step instruction				
▪ Text changes	Aus		10.11.06	
▪ Appendix: project plan sent to Pld	Germ		18.01.07	
▪ Appendix: list of costs sent to Pld	Germ		18.01.07	
▪ Appendix: training schedule sent to Pld	Aus		18.01.07	
➤ Ad 4: summary of BAP Handbook sent to Pld	Aus		18.01.07	If there is an abstract
➤ Ad 5: Gender sensitive selection of participants (summary BAP) sent to Pld	Aus		18.01.07	As soon as possible; If the abstract ist not ready till Jan, 18 <sup>th</sup> , it won't be included
➤ Ad 6: Lessons learned from the National projects				
▪ Pld sends an example to each country	Pld		Mid 12.06	
▪ Each partner sends "Lessons learned" to Pld	Each DP		18.01.07	

<b>Activities</b>	<b>Who</b>	<b>With whom</b>	<b>Till when</b>	<b>Comment</b>
<b>Mainstreaming</b>				
Gender Mainstreaming Newsletter	Aus	Cy		If Cyprus sends a GM input, Aus. will make the NL
German newspaper article about TCA meeting in Werl sent out to each DP	Germ		31.10.06	
Find out contact persons of ETG (European Thematic Group)	Aus	Each DP	10.11.06	
NL with Support System as content <ul style="list-style-type: none"> <li>▪ Decision on the "Support-System – Newsletter"</li> </ul>	Aus <ul style="list-style-type: none"> <li>▪ Pld</li> </ul>	Pld, each DP	20.02.07 End 12.06	If there will be a content <ul style="list-style-type: none"> <li>▪ Poland is responsible for the decision, if there will be a "Supp. Sys–NL"</li> </ul>
Document any sort of National Mainstreaming	Aus	Each DP	Any time till the end of the TCA	

<b>Steering Committee</b>				
TCA sends a critical letter	Aus	Germ / Pld	Mid. 11.06	
Protocol put on the www	Aus		After sending the letter	

## Spirit-Summary

	Piotr <sub>S</sub>	Piotr <sub>B</sub>	Karolina	Kalle	Judith	Christina	HELLO! Comments
THU ☁	😊 😊	😊 😊	😊 😊	😊	😊 😊	😊 😊	E meeting very positive. But GM still a long way
THU ☀	😊	😊	😊	😊	😊	😊	HOT DREAMS - THOUGHTS
THU ☁	😊	😊 😊	😊	😊	😊	😊	NEUTRAL
TUE ☁	😊	😊	😊	😊 😊	😊	😊 😊	
TUE ☀	😊	😊	😊	😊	😊	😊	
TUE ☁	😊	😊 😊	😊 😊	😊	😊	😊	
MO ☁	😊	😊	😊	😊	😊	😊	I'M LITTLE TIRED BECAUSE OF EMPERANCE :-)
MO ☀	😊	😊	😊	😊	😊	😊	

☁ Evening    ☀ Midday    ☁ Morning

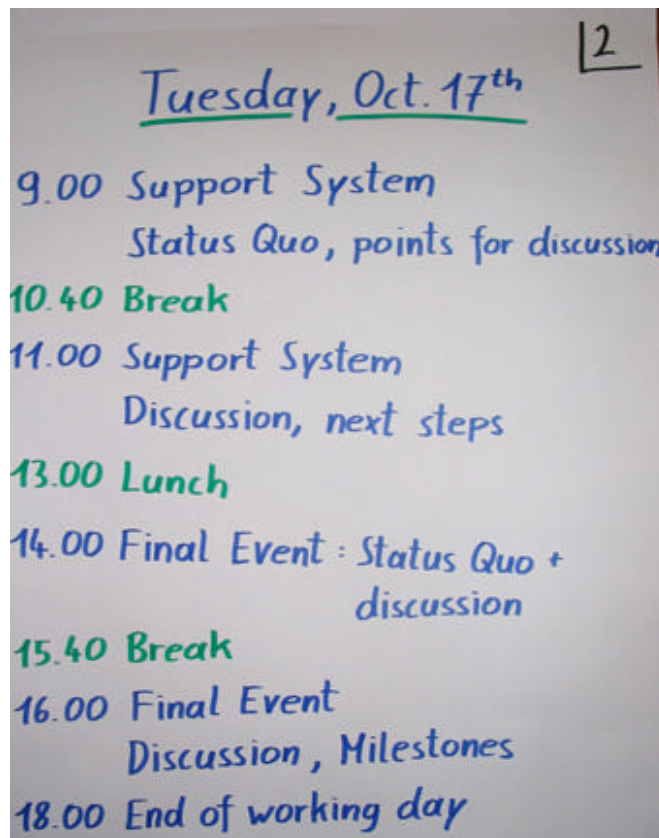
## Next meeting

5<sup>th</sup> meeting in Brussels / Belgium:  
 February 27<sup>th</sup> afternoon, February 28<sup>th</sup> afternoon, March, 1<sup>st</sup> 2007

Feb, 27<sup>th</sup> and Feb, 28<sup>th</sup>: preparation for the Final Event  
 March, 1<sup>st</sup>:

- Conclusion on the Final Event
- Final Event – Follow ups
- Feedback TCA
- Evaluation with Dietmar Paier
- Final report, To dos to finish the TCA properly

## Photo protocol



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Thursday, Oct. 19<sup>th</sup>

9.00 <sup>Working Plan on F.E.</sup> Mainstreaming Activities  
10.00

12.00 Final Event

12.30 Lunch

13.30 Beyond TCA

15.00 Working Plan

16.00 Feedback / Questionnaire

16.30 Closing of the Meeting

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Please tell us :

1) How do you do ?

(Place your smiley!)

2) What are your expectations  
of this meeting? (Tell us !)

3) Any news? (Tell us !)

## Expectations + news

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- Pld <sup>sub</sup>mitted application for Action 3
  - Aus: } Act. 2 + Act. 3 was submitted
  - + Ger: } together
- manual, content of manual

## Steering Committee

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### • Who is present ?

Germ.: 2 votes by Kalle

Pld: Piotr S. + B.

Aus: Jud., Christian

Cy: —

=>  
decisions-  
possible

### • Are there any points for decision?

1) -> Cyprus

=> TCA sends a critical letter  
to the Youth Board of Cyprus  
(the president/heard of the Y.B.)

• copy to Cypriot TCA-coordinator

• copy to Julier

• copy to Simos

contat -> disappointment of not coming

-> not-fulfillment of TCA-agreement

-> peoples involved (Ju, Sim, Chr.) have no fault

TCA Sec. sends it.

draft together with Peter ->

sending for comments to Pld.

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## Steering Committee

- requests:
- host the Website till 2009/12
  - presentation of the experiences (summary) of the Nation Project answering the TCA questions
  - English handout of Julius Glt-presentation
  - English input regarding Glt
  - How much budget for final event?

Secr. sends letter till Mid-nov.

Protocol is ~~put~~ put on the Homepage after the letter

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• TCA continues cooperation.

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## To Do List

### • Regional Models

⇒ Website: new section, Results:

• Regional Models

with short description of the institutions

~~less~~

• Lessons Learned (content as in the manual)

→ decided by countries

X Next Steps: 0) A to send template

1) Pld is sending example till End. Oct.

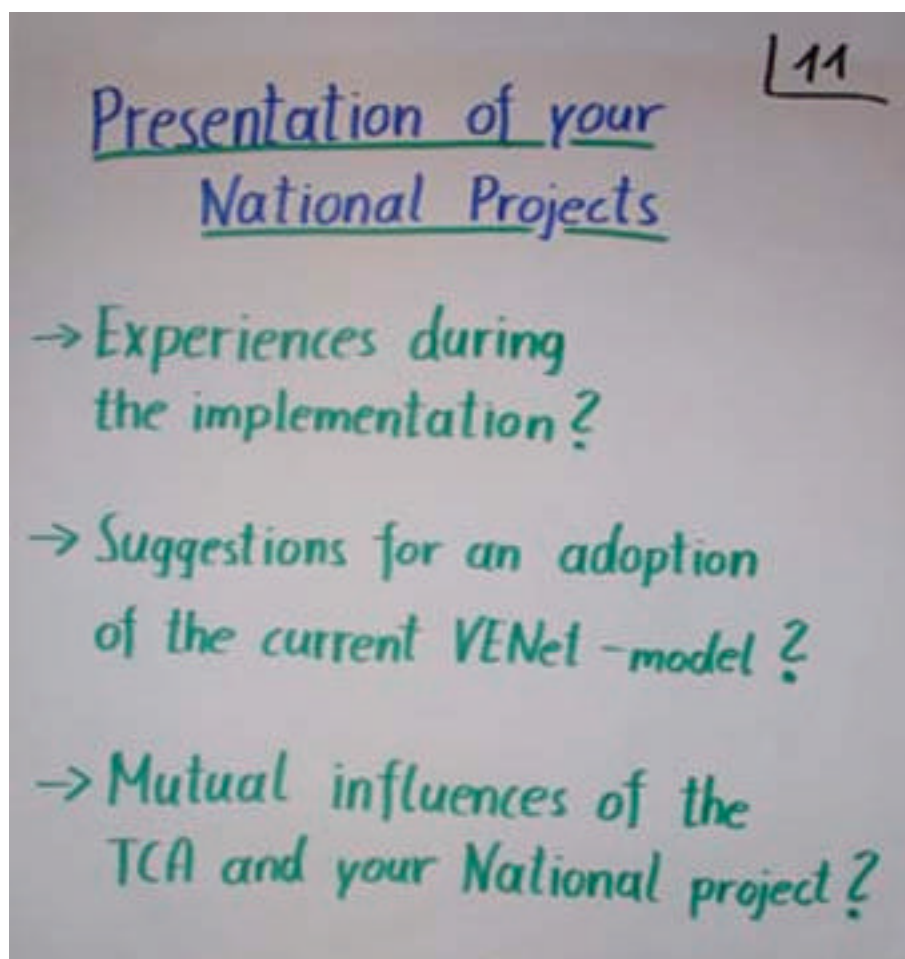
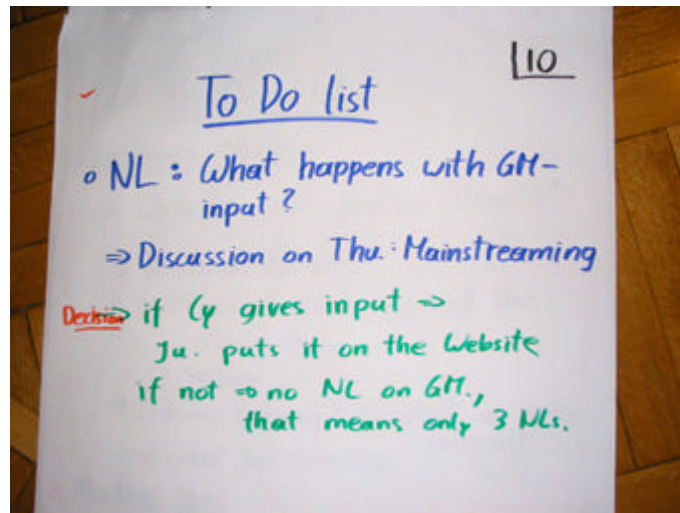
→ A → Aus

2) Secr. is sending it to all

3) • Back to Secr. till ~~15th~~ Nov, 15<sup>th</sup>

4) Secr. puts it on Homepage → Nov, 31<sup>st</sup>





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## Experiences of the National Projects:

Suggestions for an adoption  
of the current VENet-model

→ mention, that's a  
flexible model concerning  
the components

## Support System 13

### Manual

- format: → A4 with a "Klemmer/Shiene"
  - colour: orange → 1 side printed
  - in one file to send it per Email
  - 10-20p
- content: I
  - 3/4p 1) short introduction of the project
  - 2) leaflet included
  - 3p 3) 10 steps instruction
  - possible: 4) summary of BAP-Handbook as inspiration
  - 2p 5) Gender sensitive selection of participants (summary-BAP)
  - possible: → Introduction about GM by Julia
  - 6/8p 6) Lessons learned from the Nat. Projects
  - 7) photos
- copies:
  - x for Brussels:
  - x for National Partners etc. } 300otherwise sent by Email (pdf)

# Support System 14

## content II

## Manual

ad 6: 2 examples:

- { 4p → comparison Aus / Pol
- { 2p → Germ.

(description + lessons learned)

ad 2) Leaflet will lead as input for

3p A4 the manual

- pdf for Email: A4
- pdf for printing: A4

8) Front page:

1<sup>st</sup> page of the Leaflet

appointed to: target group on Website  
+ participants conf. Brussels

# Supp. Sys - manual 15

• Deadline: 2 weeks before Final Event

• Resp: Pld

ad 6: Lessons learned:

→ Pld sends an example → each country → Pld. Dec.

• Each partner sends to Pld: 1) s. 10 steps!

2) → main objectives of the project,  
target groups

→ problems, (possible) solutions

→ success (good practices)

till: 18. January 2007

ad 5: Jud. sends GtI(BAP):

as soon as possible,

latest 18<sup>th</sup> (if not ready then → not

ad 4: if there is an abstract: <sup>included</sup>

Jud → Pld till 18<sup>th</sup> Jan.

• Germany sends project plan → Pld

• Aus sends training schedule <sup>as example</sup> → 18<sup>th</sup> Jan.

• Ger sends list of costs

## Support System | 16

- 10 step instruction: longer?
- Budget: discussed with Final Event

### 10 steps instruction

- references: see examples
- 10 steps instruction will serve as template for the project descriptions!
- headline: YOUR (instead of YOUR)
- ad 7: + 1 person should be responsible  
+ project plan: at the appendix (responsibilities, time schedule)  
last decision on Pld, if it's included
- ad 5: + 1 example of training schedule  
→ appendix; Pld: last decision
- ad 8: ... "by defining responsibilities."
- ad 9: in the appendix: list of possible costs without numbers (6ern)

Jud. makes  
text changes  
→ nov. 16

## Final Event | 17

- Short presentation Status Quo
- Aim, Size, Date
- Programme, Supporting pr.
- Other necessary Activities  
↳ last meeting KA
- Budget

## Final Event | 18

1) location: Styrian house? *yes!*

2) date: ~~Wed. 7.2.~~ / ~~Tue. 27.2.~~ / Wed. 28.2. ?

3) budget: Aus: (€ 5.000 - 5.500.-)  
- € 8.000.-  
Pld: ≈ € 3.500.-  
Germ: € 2.000.- - 2.000.-  
Cy: (?)-  
...excl. travelling costs

4) Aim:

- make the VENet model known to decisions makers + administration staff
- make personal contacts
- to get realistic feedback on how to get it on the road - with the prospects of acquiring new projects

## Final Event | 19



5) Size:

Invite beneficiaries ?

People from the Nat. Projects ?

50-60 people

half TCA + national partners (DPs)

half EU-staff

**Programme of the Event**

future progr. EU-progr. ED initiatives

Star: → overview L. II. → new programmes

panel discuss 1 hour

Labo 5 minutes

**Which contents should be dealt with?**

- labour market in EU
- future progr. against discrimination
- VENet as possible answer
- Employment statistics EU
- EU to be competitive + Lisboa etc... → EDUCATION esp. disadvantaged

**How?** (presented panel discuss...)

- moderation (Charlotte?)
- impulse by 'Star'?
- pred. VENet model
- Panel discussion (Peters, E. S. Comm? Cou. for Econ. + Soc. Affairs Portugal? G?)
- Summary
- commitments

present. VENet model. PPP Peter S. questions

commitments: next steps, what has to be done?

**What has to be done?**

- find the STAR
- find pair for discussion
- detailed progr.
- translation list
- design invitations
- send inv.
- national lists

1) STAR: each country checks possible stars

2) STAR: each country checks possibility to come

3) STAR: Sec. invites 1 as star, the other as panel-part.

invite participant?

which stars? (panel part)

how to attract decision makers to come

translation? by personal contact

national partners, come here / go here?

**Supporting Programme**

Supp. Pr. as assistance programme

**What's aim & content of the Supp. Pr.?**

- to make it attractive, interesting
- to go into details

**How?** (performance, music...)

- combine different kinds of presentations
- music?
- Photobank, exhibitions, tea-breaks, lunch, coffee
- at the end we have to gather them again
- hand-out, for leaflets

**What has to be done?**

- purpose presentations, photos, films, exhibitions
- to check the location carefully (equipment etc.)

1 big room → 50 people

2<sup>nd</sup> room 80p

**Open questions**

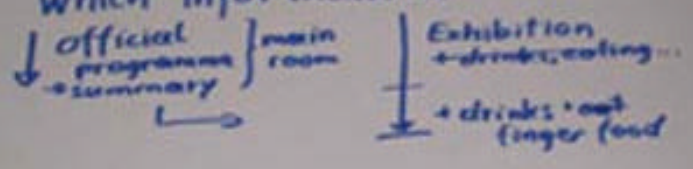
- Music?
- one office room for some part of the supp. programme

procedure:

- 1) introd. + input
- 2) VENet - model
- 3) panel discussions
- 4) Summary

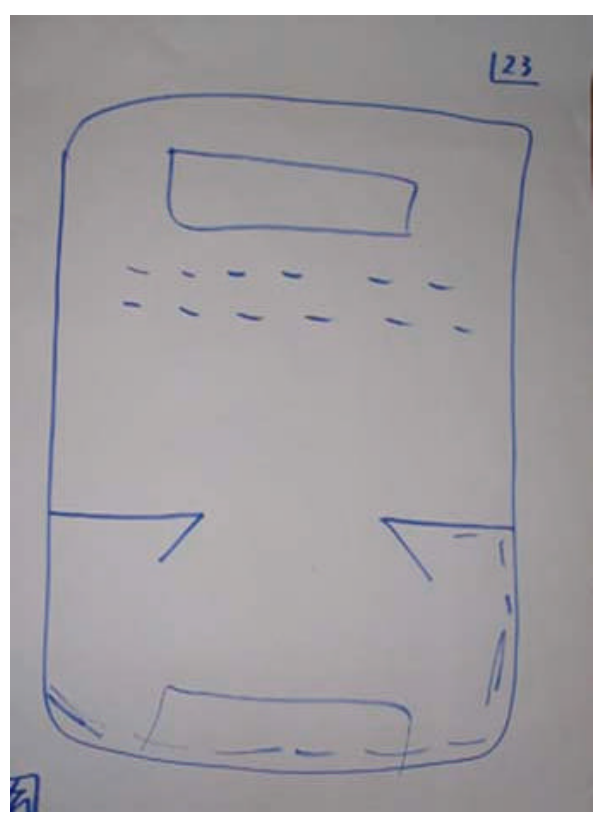
# Exhibition

→ What sort of exhib. ? /  
Which informations ?



→ With people to answer questions or without ?

- TCA stays for talks.
- informations of each country / DP



## Final Event

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What else do we have to think about?

- ✓ → How deal with results & feedback of the Final Event?
- ✓ → name cards
- ✓ → hotel
- ⇒ → last meeting of TCA
- ✓ → headphones for translation
- ✓ → translator, ~~moderator~~
- ✓ → moderator
- ✓ → documentation
- ⇒ → who pays for what?
- ✓ → follow up of Final Event
- ✓ → bring manuals to Brussels
- ✓ → party event after the event
- ✓ → microphones / technical equipment
- ⇒ → agenda for internal TCA-meeting
- ✓ → ~~what~~ which catering
- transport?

## Mainstreaming - National

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To Dos:

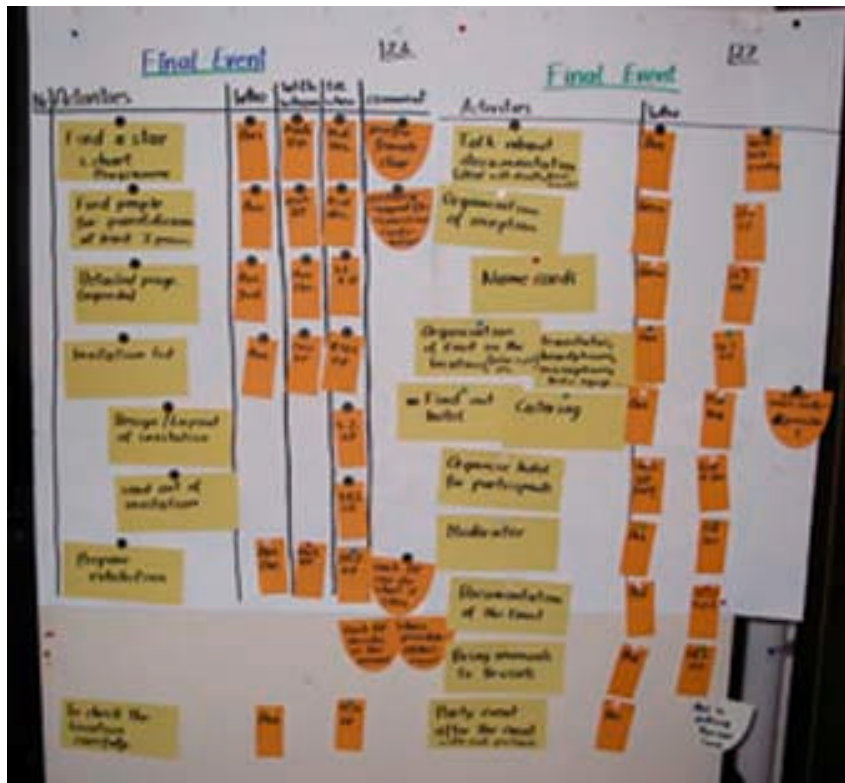
- o to document any sort of Nat. M. : each DP, any time, end of TCA
- o Kalle sends each DP article of the Newspaper: Oct<sub>2</sub>

European Mainstr.

To Dos:

- o Find out contact persons and activities of Europ Thematic Group
  - each DP, info → Jud, till Nov, 10<sup>th</sup>
- o Get direct contacts to decision makers - EU for F.E & Mainstreaming
  - each DP → s. F.E.





Activities

Talk about documentation (deal with multy, feed-back)	Als	20.1. TCA meeting
Organisation of reception	Gertr	27.1. 07
Name cards	Gertr	27.2. 07
Organisation of Event on the location (food, etc.)	Als	26.1. 07
Find out hotel	Als	26.1. 07
Catering	Als	26.1. 07
Organise hotel for participants	Als	26.1. 07
Moderator	Als	26.1. 07
Documentation of the Event	Als	26.1. 07
Bring manuals to Brussels	Als	26.1. 07
Party event after the event with out partners	Als	26.1. 07

translator, headphones, microphones, techn. equip.

max. costs - as possible

Als is asking Syrian

✓ Final Event 128

- 1) Last Meeting of TCA - date, duration, internal agenda
- 2) Budget - Who pays for what?

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- 1) ~~Mon~~ - arrival Mon. or arrival → Tue morning
- 27.2. Tue : preparation in the afternoon
- 28.2. Wed. : morning : prep.
- 1.3. afternoon F.E
- 28.2. Thu. : meeting

Last Meeting TCA: 27.2 : afternoon  
28.2 : morn.  
1.3. ~~28.2~~ : whole day

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- Feedback TCA
- Conclusion on F.E.
- F.E-Follow-ups
- Evaluation with Dietmar P.
- Final report, TODOs to finish TCA properly

## Final Event - Budget | 29

What?	Who?
Invitations	Aus
Exhibition	each DP its part
name cards	Germ.
reception-staff	Germ.
Org. on location: technical support/ translation/ catering	Aus
Moderator	Aus
hotel/travel costs for DPs	each DP
hotel/travel costs for decision makers	Aus
Party Event (if paid by Equa) (to Aus checks)	till End of Feb.
<u>Decision</u> : If Aus. has other DPs	not enough money, support Aus.

## ✓ Sustainability/Beyond TCA | 29

- 1) Who is in charge of the VENet Website after March 07?
- 2) Sustainability of products of TCA is dependent on DP's sustainability  
=> How will the situation be after the end of the nat. projects?

ad 2) Contact person till March 08:

Pol: Piotr B.  
Germ: Kalle + Peter  
Aus: Christian  
Cy: ?

ad 1) Taking care of the Website (after 03/07):  
Poland

Follow up will be discussed on 1.3.07  
in Brussels!

## Gender Mainstreaming | 30

→ to think about GM at any content / decision which are taken!

I  
GM at this meeting / in the VENet-model

II  
Ideas to integrate GM more in the TCA tasks  
→ panel-participants  
try to find equal proportion – under precondition of expertise

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## GM at this Meeting | 31

- (TCA) we don't care about this subject, but that's good, because it ~~is~~ means, that's not a problem <sup>inside</sup> for this group
- it's a new subject to polish DP
- TCA didn't cope with this issue, because it was no problem between us
- I personally involve equally men & women, don't know what to do more
- most of the problems are not a case of gender
- we didn't see the necessity of GM here at this topic, but maybe we forgot something
- It's very difficult to deal a subject like "we should consider it all the time" – there should be an expert for it for insert the topic when necessary (not doing everything him/herself)
- we didn't talk about IT - we did it anyway

## GM at this Meeting

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- If GM ~~was~~ already implemented, we would not need such a discussion. So it's a long way to go in order to think about it automatically.
- GM in our TCA - okay, because the model is neutral.  
point is: who needs the model? → if you work with it, you have to think about gender
- most important person in our TCA is a woman!
- GM is overvalued
- GM seminars are often cruel.
- it's very hard to tell something, because I don't know the TCA for a long time
- in the national project: pbes ≠ gender problems
- in the meeting gender was no big issue, but maybe we don't need it.

## Newsletter

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✓  
Decision

Do we have enough content for NL about Supp. Syst.?

- decision till end dec. 2006 taken by Ad
- only in electronic version

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Activities	Who	with whom	till when	comment
Party event checking if after the event Equal pays costs with nat. partners	Aus			Aus is asking Aprion home
poss. of having room on 1.3.07	Aus	Pld Ger	old Nov	Pld+Germ checks → if not poss.: Aus
TCA sends a critical letter	Aus	Ger/Pld	Pld Nov	
Protocol put on the www	Aus		other sending letter	
Regional Models → www	Aus	Out DP	30.01.07	S. Flip Regional Models
Manual	Pld	all DP's	14.2.2007	see Flip Nr. 15/16
Input from each other DP	Pld	all DP	15/1.07	

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Activities	Who	with whom	till when	comment
IF of sound G0 input → NL → Website	Aus	CP		
document any sort of nat. Manifesto	Aus	out DP		
German article about TCA	Aus	all DP's		
Find out contact persons of ETG	Aus	out DP	10.11.06	
NL with Supp. Sys. as content	Pld	out DP	10.11.06	Pld Prep for decision
	Aus	Pld out DP	20.12.07	if there will be a 1st

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Activities	Who	with whom	till when	comment
Party event checking if after the event Equal pays costs with nat. partners	Aus			Aus is asking Aprion home
poss. of having room on 1.3.07	Aus	Pld Ger	old Nov	Pld+Germ checks → if not poss.: Aus
TCA sends a critical letter	Aus	Ger/Pld	Pld Nov	
Protocol put on the www	Aus		other sending letter	
Regional Models → www	Aus	Out DP	30.01.07	S. Flip Regional Models
Manual	Pld	all DP's	14.2.2007	see Flip Nr. 15/16
Input from each other DP	Pld	all DP	15/1.07	

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Activities	Who	With whom	till when	Comment
IF Cy sends GM input → NL → Website	Aus	Cy		
document any sort of nat. Mainstr.	Aus	each DP		
German article about TCA	Ger	Aut, 31		
Find out contact persons of ETC	Aus	each DP	10-11. 06	
NL with Supp. Sys. as content	Fla	End 12/02		Fla + resp for decision
	Aus	Fla, each DP	20.2. 07	If there will be a NL

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	Piotr S.	Piotr B.	Karolina	Kalle	Judith	Christina	HELLO! Comments
THU ☁	😊 😊	😊 😊	😊 😊	😊 😊	😊 😊	😊 😊	Meeting very positive, but GM still a long way
THU ☀	😊	😊	😊	😊	😊	😊	NOT DECISION - THOUGHTS
THU ☁	😊	😊 😊	😊	😊	😊	😊	NEUTRAL
TUE ☁	😊	😊	😊	😊 😊	😊	😊	
TUE ☀	😊	😊	😊	😊	😊	😊	
TUE ☁	😊	😊 😊	😊	😊	😊	😊	
MO ☁	😊	😊	😊	😊	😊	😊	
MO ☀	😊	😊	😊	😊	😊	😊	I'M LITTLE TIRED BECAUSE OF CONFERENCE :-)

☁ Evening  
☀ Midday  
☁ Morning