**3rd TRANSNATIONAL MEETING NOTES 26.09.2016**

**Date        :** 26.09.2016
**Time        :** 10:00-18:00
**Place        :** Türk Kültür Vakfi, meeting room, Nişantaşı Şişli, İSTANBUL

**Participants    :** Şule Yalçın (Sabancı University), Selin Kalenderli (Sabancı University),
                  Pierre Vignes (Novancia Business School), Renaud Redien-Collot (Novancia Business School), Derya Komitoğlu Kaplan (Türk Kültür Vakfı), Ömer Ongun (Türk Kültür Vakfı), Polina Polyakoff (Türk Kültür Vakfi), Vasco Castro (Universum), Zeynep Tuğçe Çiftçibaşı Güç (Abdullah Gül University), Necmi  Turgut (Abdullah Gül University).

**Agenda**

1. Opening of the meeting
2. Introduction
3. Presentations of partners about what they have done so far regarding the project, presentation of results
4. Additional round of discussions: ideas and results
5. What have been discussed and decided
6. Budget
7. Current situation of the project
8. New transnational meeting dates
9. Boot camp
10. Multiplier events
11. Next phases of the project
12. Final discussion.
13. **Introduction:**

Ömer Ongun started the meeting by proposing to have another round of introductions and welcomed the other staff from Türk Kültür Vakfi to introduce themselves.

**2.  Get to Know Each Other:**

* + **Ömer Ongun (TKV)** training coordinator and intercultural learning responsible at TKV.
	+ **Derya Komitoğlu Kaplan (TKV)** partner director at TKV.
	+ **Polina Polyakoff (TKV)** intern at TKV. Will be working on GenY project.
	+ **Şule Yalçın (SU)** Alumni relations and career development manager at Sabancı University.
	+ **Selin Kalenderli (SU)** career development specialist at Sabancı University.
	+ **Vasco** **Magalhães de Castro (Universum)** senior consultant at Universum.
	+ **Necmi Turgut (AGÜ)** AGU Youth Factory.
	+ **Zeynep Tuğçe Çiftçibaşı Güç (AGÜ)** the director of AGÜ Youth Factory.
	+ **Renaud Redien-Collot (Novancia Business School)** researcher at Novancia Business School.
	+ **Pierre Vignes (Novancia Business School)** student affairs, European programs and fundraising in Novancia.

Other employees of Türk Kültür Vakfi were also introduced.

Ömer Ongun continued with a more detailed introduction of the agenda and the expected outcomes of the meeting. He stressed the necessity to decide whether the steering and quality control teams should be kept or not.

**3. Presentations of partners about what they have done so far regarding the project:**

Partners shared their advancements since the meeting in May 2016 in Kayseri.

* **Selin Kalenderli (SU)**
* After Kayseri meeting Sabanci University team worked on Intellectual Output 1. Three different surveys were created and distributed with the help of Novancia. The surveys were translated to various languages and distributed (with the help of Universum) to Universum’s partner universities.
* Student survey result: goal 300 per country, expectations met in Turkey and France.
* Employer’s survey result: goal 50. Expectations were not met in any of the countries.
* Career Centers survey result: goals met in Turkey and France.
* The Student survey was translated into other languages. The Employer’s survey and Career Centre’s survey were available only in English.
* Help and possible propositions about how to increase the participation rate.
* SU also created a five-day long staff training which will take place September 27th to October 1st 2016 in Istanbul.
* **Renaud Redien-Collot (Novancia)**
* Novancia sent surveys to different career centres in French business schools as well as contacted companies and professional bodies.
* In partnership with Universum France different surveys were sent to students.
* A survey was also sent to 150 business owners  (cooperation with CJD Paris).
* By the end of June, the results, except for Germany and France, were not as good as expected.
* New targets were established.
* New databases were built and surveys were sent to different bodies.
* Presentation of international results.
* Surveys are still being sent to companies, professional bodies, universities in Benelux, Germany, Sweden, and the UK.
* **Zeynep Tuğçe Çiftçibaşı (Abdullah Gül University)**
* Support of the training, dissemination of social visibility through social media.
* Erasmus internship consortium.
* Not a career centre, hence no database of companies.
* Since the beginning of Erasmus + internship programme AGU has more information about some companies.
* Surveys could be sent to these companies.
* **Ömer Ongun (Türk Kültür Vakfı)**
* Online meeting.
* Continued working with the surveys.
* Helped sharing the link and announcements.
* Creation and development of Facebook page and other social networks’ profiles.
* Polina, the intern at Türk Kültür Vakfi, will be working on the Facebook page.
* Boot camp and September training.
* **Vasco Castro (Universum)**
* Target: to gather 200 answers of employers on soft skills that they are looking for in students.
* By now around 600 answers.
* Survey translated to 16 languages and sent out.
* Problematic: to get the results from career centres.
* HR surveys: Universum does not do that. Cannot help.
* Another solution for HR surveys: integrate HR questions into the Universum’s survey which would allow to get around 30 answers per country.

**4. Another round of sharing ideas and results followed after the official presentations:**

* More work has to be done with Benelux, the UK, and Sweden.A possible problem for the low number of results might be the fact that many students left the university from May onwards. Target group: any university student and any career centre (problem, not all of them always feel entitled to answer).
* The amount of participants in the HR surveys has to be increased.
* Another round of sharing the surveys should be organised.
* Data needs to be collected in 2 weeks.
* Universum proposes to integrate HR questions into already existing survey to get more results since two weeks is a very limited amount of time.
* Novancia will get access to the database and contact the companies from that database.
* 2 weeks to increase the numbers.

**5. Conclusion: what have been discussed & decided:**

* **Deadline for the new round of surveys:** 10th of October 2016. An update and a reminder will be sent by the 10th of October 2016.
* **HR:** Universum & TKV
* **Novancia:** sending database contacts to TKV, TKV will send emails.
* **Career Centres**: emails and phoning the career centres.
* **Students**: Universum.
* TKV will be responsible of the follow up.

**6. Budget:**

* General meeting in Ankara in October 2016.
* Those who are working on intellectual outputs have to count the working days.
* Spending is done internally, copies of every single receipt should be kept.
* For the staff training SU is responsible: boarding passes of the participants should be kept and provided to organisers.

**8. Current situation of the project:**

* Kayseri (May 2016) and TKV (September 2016) meetings have already taken place.
* Paris meeting is set for the end of November/beginning of December.
* The dates for the Stockholm meeting and other meeting dates should be set.
* The new end for the Intellectual Output 1 is set for November 2016 (the expected date was previously scheduled for April 2016).

**9. New transnational meeting dates:**

* 4th transnational meeting: Paris, France 29 November-2 of December 2016 (transnational meeting + seminar *Are your soft skills strong enough for the job?* (December 1st 2016, Novancia, Paris, France)).
* 5th transnational meeting: Stockholm, Sweden, second week of April (Monday, April 11th 2017).
* 6th transnational meeting: Istanbul, Turkey, 30th of June 2017 (TKV), just before the boot camp of summer 2017.
* 7th transnational meeting: Paris, France, October 2017.

**10. Boot camp:**

* Two boot camps in Turkey & France
* Turkey: 1-5 of July 2017
* France: 8-15 of July 2017
* Each booth camp is 5 days long
* Participants will be travelling all together from Turkey to France
* The same students are expected to participate in the two boot camps
* Application process should start in February 2017
* 10 student from each university (SU, AGU, Novancia)
* TKV and Novancia are expected to work together on the organisation of boot camps

**11. Multiplier events:**

* 1st multiplier event: Novancia, Paris, November 2016
* 2nd multiplier event: SU, Istanbul, December 2016
* 3rd multiplier event: the final conference. Since the project must be completed by September 2018, the last meeting will take place in June 2018.

**12. Next phases of the project:**

* Intellectual Output 2: deadline was August 2016. Universum already has all the data which will be presented at the end of November in France.
* Intellectual Output 3: Youth Employability Skills Development Report (November 2016-September 2017), resources for the boot camp.
* Intellectual Output 4: December 2017 - April 2018, Virtual Guide consolidation and finalisation.

\*Selin will update the existing document on the project agenda and send it to participants.

**13. Final discussion:**

* It is important to identify how to follow in between transnational meetings.
* Method, results, organisation of the results, comments of the results and how to exploit the results will be discussed in November.
* Important: interpretation of the survey & structure of the virtual guide (how it will be presented).
* Guidelines for visibility are online on Google drive.
* For any questions regarding visibility Aytac should be contacted (professional design consultant).
* Both quality management team and steering committee will be kept.
* By the 10th of October emails and reminders will be sent (Selin & Polina) and a Skype call should be organized before the Paris meeting.
* For the Paris meeting: signature lists, roll-ups, powerpoint presentations.
* Signature lists are important (the proof of the training).