

TRUST IN Partnership Meeting - Thursday

<i>07-06-2012</i>	<i>13.00-18.00</i>	<i>Copenhagen, Denmark</i>
Arranged by	Stig Hirsbak, Kim Christiansen, Daniel Møller	
Referent	None	
Participants	<ol style="list-style-type: none"> 1. Agnieszka Bartocha, Poland 2. Arnold Tukker, The Netherlands 3. Carolin Spirinckx, Belgium 4. Cristina Rocha, Portugal 5. Gregor Waltersdorfer, Austria 6. Konstantin Aravossis, Greece 7. Maria Kalleitner-Huber, Austria 8. Mariana Assenova, Bulgaria 9. Marija Lesjak, Slovenia 10. Oihana Hernaez, Spain 11. Olatz Errazkin, Spain 12. Peter Glavic, Slovenia 13. Petra Wolf, Austria 14. Reine Karlsson, Sweden 15. Stig Hirsbak, Denmark 16. Vladimir Dobes, Czech Republic 17. Willi Sieber, Austria 18. Yanna Pavlopoulou, Greece 19. Zdravko Georgiev, Bulgaria 	

Workshop on Four Topics

<i>13.00-18.00</i>	<i>Annex N/A</i>
<p>Groups dealing with the four chosen TRUST IN topics; mobility, energy-related products, food and buildings, worked on putting these in a framing that will be used for identifying important aspects in courses on these subjects. The Prague meeting minutes addressed who was on each topic and who had the lead for each topic. The groups should report progress in the morning.</p>	

TRUST IN Partnership Meeting - Friday

<i>08-06-2012</i>	<i>09:00-14:00</i>	<i>Copenhagen, Denmark</i>
Arranged by	Stig Hirsbak, Kim Christiansen, Daniel Møller	
Referent	Daniel Møller	
Participants	<ol style="list-style-type: none"> 1. Agnieszka Bartocha, Poland 2. Arnold Tukker, The Netherlands 3. Carolin Spirinckx, Belgium 4. Cristina Rocha, Portugal 5. Daniel Møller, Denmark 6. Gregor Waltersdorfer, Austria 7. Kim Christiansen, Denmark 8. Konstantin Aravossis, Greece 9. Maria Kalleitner-Huber, Austria 10. Mariana Assenova, Bulgaria 	

	<ol style="list-style-type: none"> 11. Marija Lesjak, Slovenia 12. Oihana Hernaez, Spain 13. Olatz Errazkin, Spain 14. Peter Glavic, Slovenia 15. Petra Wolf, Austria 16. Reine Karlsson, Sweden 17. Stig Hirsbak, Denmark 18. Vladimir Dobes, Czech Republic 19. Willi Sieber, Austria 20. Yanna Pavlopoulou, Greece 21. Zdravko Georgiev, Bulgaria
--	---

Wrap Up of Meeting

09:00-14:00

Annex N/A

Daniel introduced [Google Docs](#), the tool that will be used for collaboration on the final project report.

Progress on the four topics was presented. These are to be described the final report, after the summary of meetings.

- Buildings was presented by Stig
- Mobility was presented by Arnold
- Energy was presented by Konstantinos and Reine
- Food was presented by Gregor

The four topics will be filled in a template, provided by Peter Glavic, and added to the Google document by the working groups.

The presentation was followed by a discussion on the contents:

Stig: The pedagogical level should be maintained, as this course is for VET teachers. Make sure that the material is simple and easy to understand. A bibliography could be provided for those who want to study the subjects in further detail.

Additionally, TRUST IN is recommendations – not a full course description. TRUST IN will contribute with a concept for a course. Not a full course design.

Yanna: Communication 681 (on CSR) from the European Commission: There is funding for issues that TRUST IN deals with. **Yanna will provide Daniel (daniel@prepare.dk) with the reference and a draft for a text that could be used in the TRUST IN report.**

Reine: Lots of good products and systems already exist on the web. This knowledge is not being used, and that is a question of social responsibility. For instance building owners' responsibility to improve their buildings. This could be part of the report introduction to the final report.

Konstantinos: We should be clear whether we want to be general or specific in the report. Suggests there can be specific examples combined with the general approach.

Peter: Introduced FP7, published 24 May. Deadlines are in June, September and October. The

[PREPARE website](#) provides an opportunity to announce interesting project ideas.

Peter will send call to Daniel, and Daniel will circulate to all, asking if anyone will be lead, or secondarily if they can be potential partners.

Tentative date for next PREPARE meeting decided: Maribor, Slovenia 9-10 October. Arrival the 8th Pavel, Vladimir and Peter will confirm when the final answer for the TRUST IN2 application has been given.

The Danes will contact Iben in the Danish LdV office to find out when the official deadline is for reply on RETrain, which is a project that has been applied for, to follow up on TRUST IN.

A list of recommendations was prepared in the Google Doc. Cristina will supplement it with recommendations from earlier meetings.

The further process:

The partners will add their contents for the report to Google Docs.

Daniel will finalize the report, by making smaller corrections and layout – not contents.

Stig will make the introduction.

- **Deadline for all inputs: 13 July**
- **Deadline for corrections and comments from the partners: 20 July**
- **Deadline for finalized report: 27 July**

All partners should check the national deadlines for the final report.

The Danes have provided a guide for the process – see below.

Action items	Responsible person(s)	Deadline
Add descriptions of topics to Google Docs	All	13 July
Provide link to document 681 from EC to Daniel for dissemination Make small text for the report on the subject	Yanna Pavlopoulou	-
Send FP7 information to Daniel for dissemination	Peter	-
Contact Danish LdV office for deadline on reply for RETrain	Daniel	-
Write recommendations	Cristina	13 July
Add text about earlier meetings	Stig, Daniel, Reine, Oihana, Willi, Vladimir, Peter	13 July

Guide for last phase

You as a partner in TRUST IN are responsible for adding contents to the final report.

Three types of contents will be needed in the report

1. Summaries of previous meetings
 - a. Provided by the host of the meeting
 - b. Will include a summary of the meeting and its outputs
 - c. Will include links to the minutes and any other material that was produced during this meeting (presentations etc. – most is available at <http://www.prepare-net.com/project/trust>)
2. Descriptions of mobility, food, buildings and energy-related products
 - a. Provided by the sub-groups within the partnership. Responsibility is divided evenly, but the lead will ensure that the product is delivered
3. General recommendations
 - a. Provided by Cristina, based on the previous recommendations, and the ones that were made during the meeting in Copenhagen

What you have to do is

1. If you have been host for a meeting (see the names of those persons in the comments in Google Doc), then write a summary and describe the output of the meeting
 - a. **Deadline: 13 July (this means no further additions of contents)**
2. Finalise the four subjects and add them to Google Docs. If in doubt about contents etc., then ask the lead (mobility: Arnold, food: Gregor, buildings: Stig, energy-related products: Kim)
 - a. **Deadline: 13 July (this means no further additions of contents)**
3. Read and comment the final version in Google Docs
 - a. **Deadline: 20 July**

About Google Docs

Google Docs works just like any other text file in your computer. The only difference is that it is online, that you are able to read and write in it at the same time as other people and that it saves automatically.

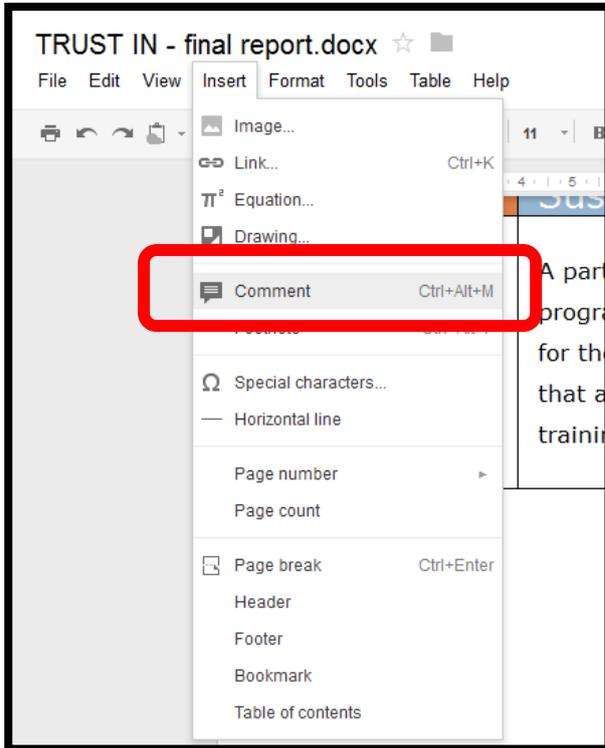
Adding contents to Google Docs works just like in other text-editing software (Word etc.):

- You open the link Daniel sent to you 8 June. Under the correct headline you add your contents by
 - Copying text from documents on your computer into the report
 - Writing your contents directly into the report

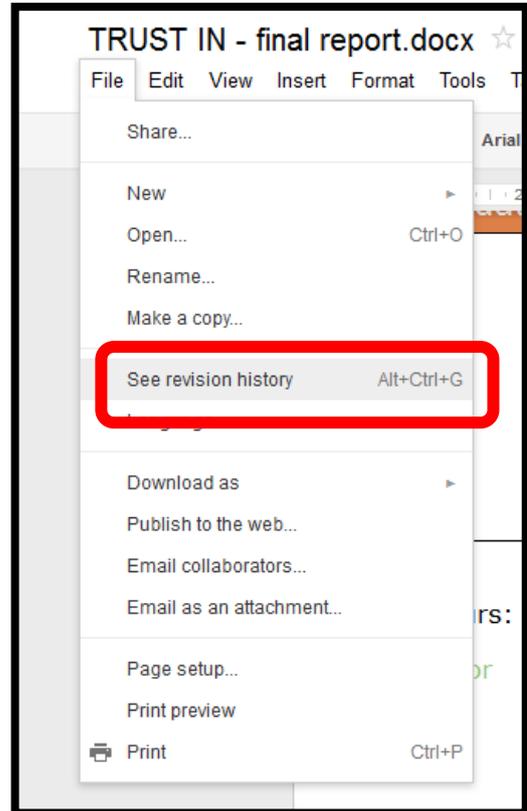
After the first deadline, you will read the draft report and insert comments or corrections where you think it is needed.

- All corrections must be marked with a colour
 - Write your name and add a unique colour to it at page 2. Also mark any text that you have added with this colour.

Comments: Mark the text → 'Insert' → 'Comment'



You can track earlier changes: 'File' → 'See revision history'



Adding a colour to text and your name on page 2: Mark the text → Click the bold 'A'

