

PLOT prep-tem, 15.10.2013

Present: Sarah, Natalie, Raphaelle, Marta Ivana, Sonja (both with unstable connection),

1. Participants:

- document with participants' details is up to date
- a participant from Sweden - we are searching for a replacement
- finally there is only one person from France coming, but the other FR participant can be substituted with a Swiss one (she isn't very much involved with LTVing, so if someone finds her unsuitable - speak up!)
- Turkish participants didn't get the invitation letters, because they don't need it anymore

2. Programme:

- Erasmus info session - everyone will try to learn as much as they can and the session content will be put together the day before - if there is little specific info, we won't elaborate
- Program on 3 levels: what is my role and involvement, practical things and sharing practices, output phase - product of the meeting
- Facilitators can try to be flexible and answer the needs of the participants
- Who is responsible for which session:
 - a. Getting to know each other - all facilitators together
 - b. Teambuilding & Practicalities at the beginning - all facilitators together
 - c. My org and mentoring - Raphaelle and Natalie
 - d. My organisation and me - Raphaelle and Natalie
 - e. Practical procedures: Sonja - to facilitate (with Maria - to help in preparation?) - if Maria is not available, Sarah can help
 - f. Experiencing LTV and feedback from experienced LTV officers- practical skills, intercultural learning - Ivana & Raphaelle
 - g. Session about mentoring and exchange of good and bad practices - Sonja & Natalie
 - h. How to organise a network of mentors - Sonja & Natalie
 - i. database and statistics sessions - Sarah
 - j. developing support tools for LTV officers - Sarah
 - k. developing materials - Maria (?)
 - l. open space - we will see how to deal with this session depending on the profile of participants

3. Infosheet

Sarah will make a copy of the 1st infosheet, Sonja will add practical info (contact info, what to bring + warm clothes, programme), we will need to figure out who adds what to the program and Sarah and Maria will circulate it to all participants.

Natalie can finalise the program, so it can be circulated with the infosheet.

It should be sent by the end of this week.

Additional: add to the infosheet - bring videos made by the LTV volunteers (to present the organisations and to share during the movie night).

4. Materials - Sarah will create [a google doc](#), so that everybody can add what they need - deadline - 28th October

5. Next skype meeting - 24th, 7pm CET