Határtalan felnőttképzés
Vzdelávanie dospelých bez hraníc
Borderless adult education

Compiled by
Észak-Keleti Átjáró Kulturális és Tudományos Közhasznú Egyesület

With the the expert cooperation of
Borderless Adult Education founder team

Graphic design
Tiborc Péter Adrián

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Senior publisher
Soós Roland
ÉRÁK director

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Project manager
Nowacki-Tóth Katalin

Contents

I. 1. Introduction

The founding partners and institutions of Borderless Adult Education Network find it essential that all of the products/objects that serve publicity shall be represented in a uniform design in order that the Interreg Community Initiative and the International Visegrád Fund should be more widely recognised, besides ensuring publicity to the Network activities.

The Operations Manual of the Network was produced following the pattern of the Interreg Operations Manual, taking the criteria defined by the latter in consideration.

The present Operation Manual obliges every Newtork member to follow its recommendations.

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I. 2. Logo

I. 2.1. The logo as a symbol
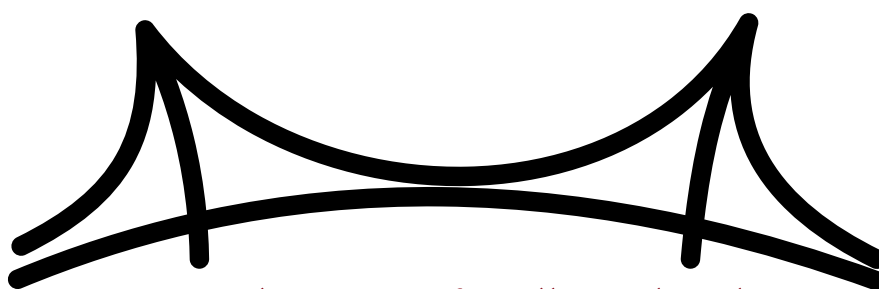
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The Logo's attributes:

- It identifies the given project
- It reflects the importance of the cooperation as the possibility of the development of cross-border countries
- Dynamic and easy to understand.

I. 2.2. Editing, colour scheme

112 mm

60 mm

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10 mm
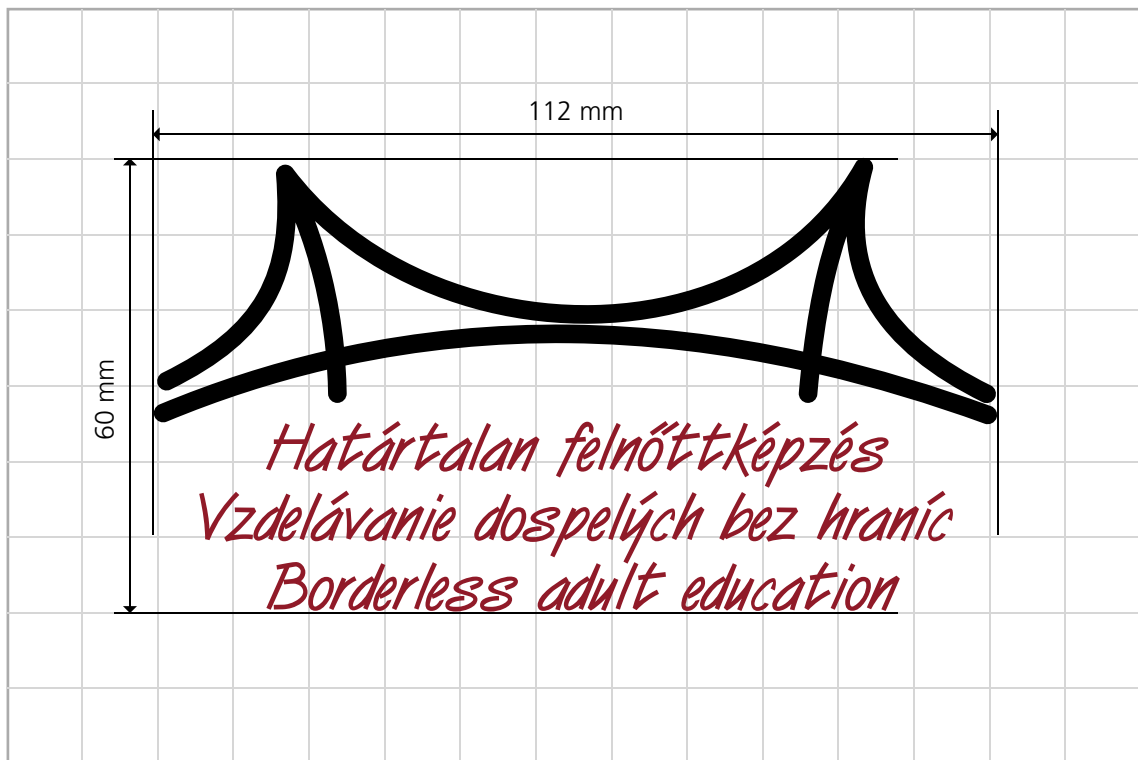
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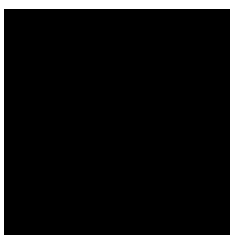
Pantone Black
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M: 0
Y: 0
K: 100

Pantone 1807 C
C: 0
M: 100
Y: 100
K: 30

**Background colour:**

Pantone 1355 C
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Y: 55
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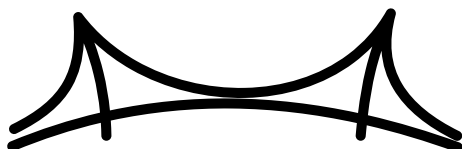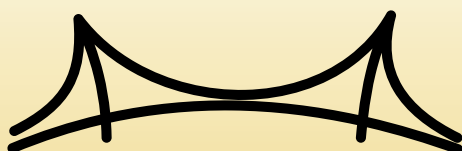
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I. 2.3. The use of the logo

The following use of the logo is prohibited:

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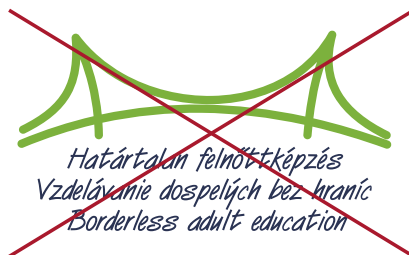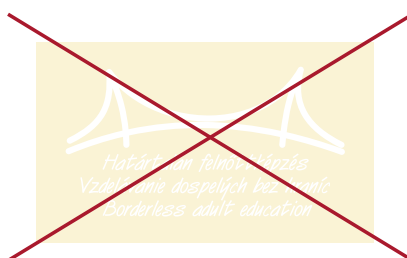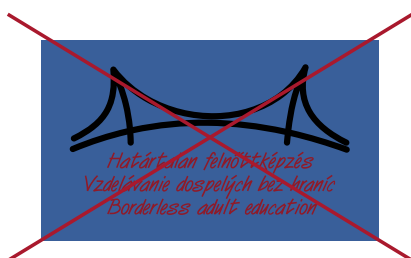
I. 2.4. Fonts

▶ *Van Dijk (east europen)*

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▶ Frutiger CE 45 light

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▶ Frutiger CE 57 condensed

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▶ **Frutiger CE 65 bold**

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▶ Times New Roman

abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ01234

I. 3. Office documents

I. 3.1. Writing paper

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Bevezetés

A XX-XXI. század embere radikális változások tanúja; eddig soha nem látott tudományos és technikai eszközök, találmányok, felfedezések egész sora jelzi az átalakulást. Az emberi tudatot feldolgozhatatlan mennyiségű információ ostromolja. Az élet valóságát önnön mozgásában tükröző film és televízió milliók számára teszi lehetővé, elérhetővé a naprakész tájékozódást. A tanulás fontossága, a művelődés felismerése, az információéhség új intézményeket, új eszközöket teremtett, melyek alkalmasak gondolatok, művészeti és művelődési irányzatok közvetítésére. A közelmúlt egyik legjelentősebb találmánya és a változások ösztönzője, egyben az átalakulás rögzítője a televízió. E médium minden elődjénél gyorsabban és szélesebb körben terjedt el a világon, aminek oka elsősorban sokoldalú felhasználhatóságában keresendő. A megvalósult „távolbalátás" szóra bírta a legkülönbözőbb tudományok művelőit, talán nincs is olyan találmánya az emberiségnek, amely annyira eltérő, sőt egymással homlokegyenest ellentétes nézetek megfogalmazására adott volna okot, mint a televízió, ami egyszerre: „az emberiség jótevője","„eleven összekötő kapocs az egyén és a társadalom, hazánk és a különböző országok, az ember és a világűr között", „a gyermekek dadája, a fiatalok iskolája, a felnőttek szórakozása, az öregek társasága, a tömegek pihentetője és informálója", és egyúttal „az emberiség megrontója!","„a szem, illetve a szellem rágógumija!" vagy egyszerűen csak „idiótadoboz!". Kétségtelen tény azonban, hogy a televízió mai életünk szerves része, napirendünk alakítója, interakcióink állandó szereplője. Televíziót nézni megszokott, magától értetődő, a napi programhoz szervesen kapcsolódó tevékenység, függetlenül attól, hogy milyen nem, korosztály vagy társadalmi csoport tagjai vagyunk. „A film és a televízió minden eddig ismert kulturális jelenségnél hatékonyabban épül be a felnőttek és a fiatalok életébe. S éppen e bámulatos tömeghatású művészet értését és élvezését tanulmányozzuk és tanítjuk a legkevésbé."

Dr. Halász László

ÉRÁK
Észak-magyarországi Regionális Képző Központ

e-learn

Seagull
Szökőpartbolti

EUREG
This way.

N&V
A Nagykapos és Vidéke Társulás

Visegrád Fund

MAGYARORSZÁG
SLOVENSKO
УКРАЇНА
Neighbourhood Program

I. 3.2. Fax paper

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GRÁK

e-Learning

Seagull
Székkpét-bhelz

EUREG

N&V
Nagykapos és Vidéke Társulás

Visegrád Fund

MAGYARORSZÁG
SLOVENSKO
УКРАЇНА
Neighbourhood Program

I. 3.3. Envelope

LC/6 Envelope
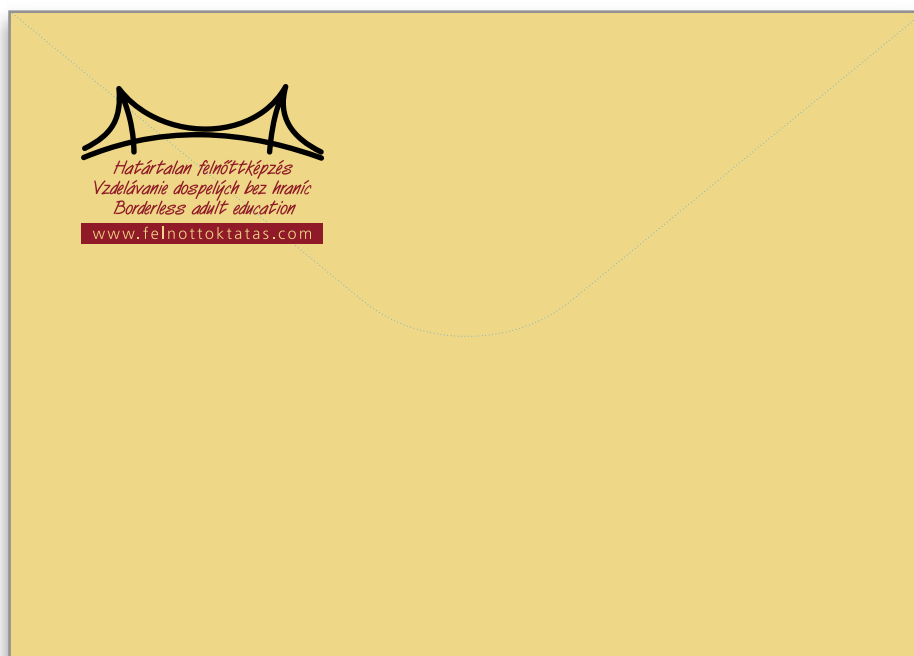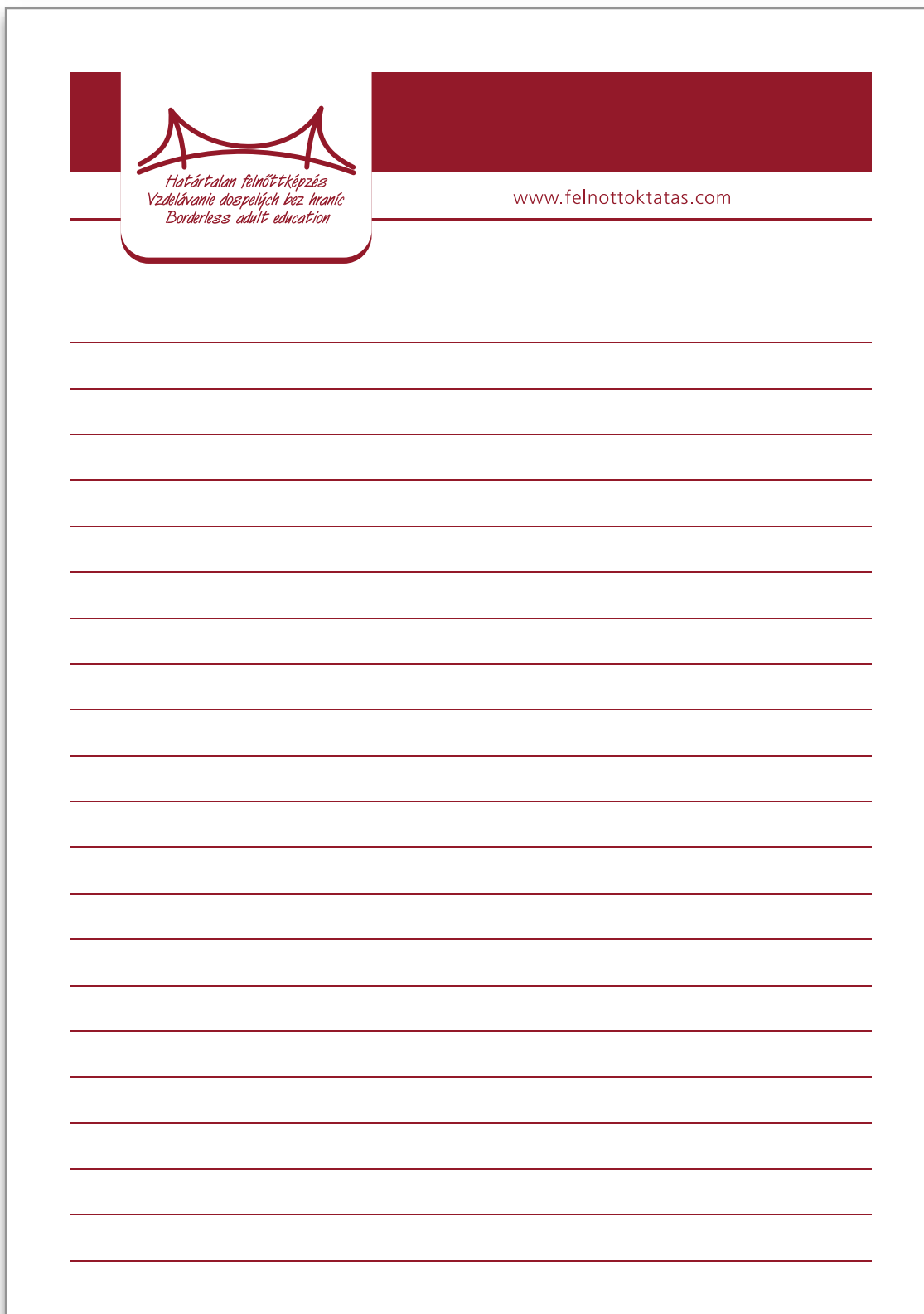
LA/4 Envelope
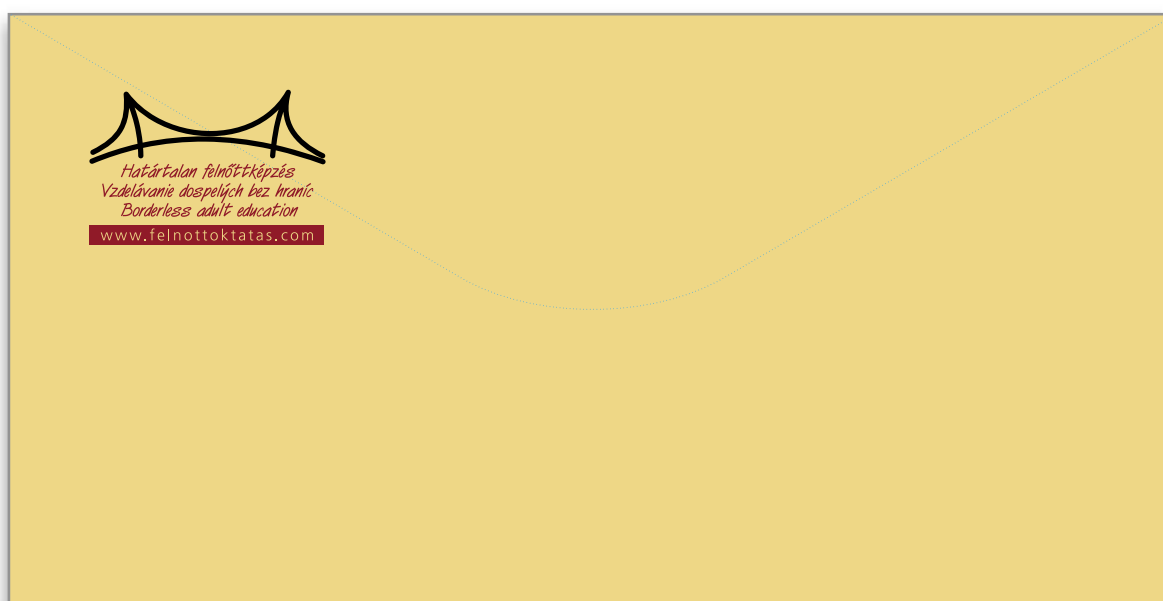
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I. 3.4. Business card, badge

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Kovács Katalin
produkciós koordinátor

3518 Miskolc, Erenyő u. 1., Pf.: 560
Telefon: 46/ 530-150
Fax: 46/530-010
Mobil: 30/204-077
E-mail: info@felnottoktatas.com

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I. 3.5. Memo pad

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I. 3.5. Memo pad

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Határtalan felnőttképzés
Vzdelávanie dospelých bez hraníc
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I. 3.6. Folder
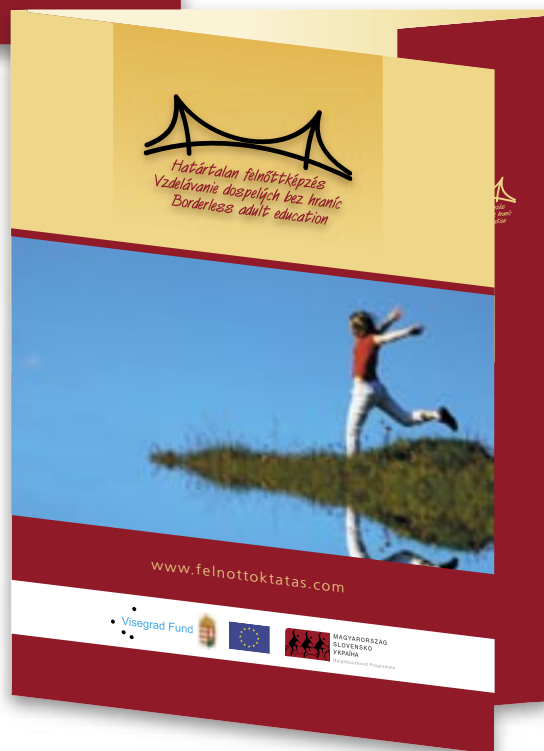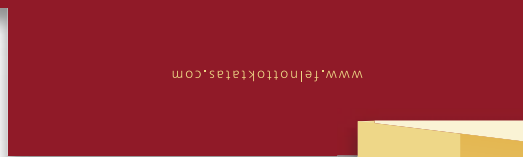
I. 4. Means of communication

I. 4.1. Project board

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I. 4.2. Molino

I. 4.3. (Letter of) Invitation

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I. 4.4. Poster

I. 4.4. Poster

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I. 4.5. Pen

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I. 4.6. Umbrella

Borderless Adult Education Network

Operation Manual

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II. Adult Education Network

II.1. Principles of the Network

The present Operations Manual – hereinafter called **Manual** – comprises all the information, methods and recommendations provided by the founding members of the network as the basic principles of their cooperation.

The most important principle of the Manual: *content before means*

> Each network-building and organising activity is subordinated to the most effective means of the common aims' realisation and to the Network based on concrete inputs with long-term sustainability and constant innovation in the centre.

Another basic idea of the Manual is that the form of the Network must adjust to the changes and challenges flexible generate steadily the motivation and active contribution of the members and make efforts to draw up a cooperational system with a sharp eye to the principle of "Partnership". Through this idea the Manual is hoped to become a constantly changing document updated by the *unbroken numbered* supplementary documents. The former parts of the manual and the added papers form a valid unit.

The philosophy of the Network

> The members of the Network are equal separate legal entities that cooperate voluntary, will not create a common legal form and do not order each other but they set guidelines and recommendations in the interest of the efficient cross-border collaboration.

The Network has an adult educational and vocational attitude and carries out activities that back and supplement the work of the EU countries showing full respect for the community members' responsibilities for the content and structure of vocational education.

The depths of the given regulation do not specify all – daily – working processes but make possible for the Partners to find the most effective procedure in terms of given activities and to keep perfecting the started cooperational system.

II. 1.1 The mission of the Network

The aim of the collaboration is to create an Adult Education Network, which – building on mutually useable knowledge contents – helps the given area to join up and makes efforts to boost employment, economic competitiveness, working potentials and entrepreneurialship in the neighboring regions.

II. 1.2. Common values of the Network, quality objectives

Each founding member of the Network is a reputed institution representing high quality level in the field of labour and area development. Compared to their strengths and possibilities the common values and quality objectives of the Network are as following:

- creation of unified hr development platform
- analysis of the different labour markets, searching for practical solutions
- dissemination, transfer of best practices
- renewal and innovation
- development of teaching materials and methods
- capitalisation on distant education
- improvement of the training supply and services
- assessment and acceptance of existent factual knowledge
- orientation to practical skills, meeting the requirements of the economy
- module-based training system
- transit between courses, bringing the basic requirements in line with each other
- contribution to the implementation of the lll (lifelong learning)
- development of competences and skills
- career advisory service
- entering international networks
- improvement of partners' contacts, constructive conflict and problem management
- respond to the personal needs of course participants and service users
- joint planning
- cooperation in projects
- enhancing entrepreneurialship
- improvement of workforce mobility
- elimination of physical and communicational obstacles faced by disabled people
- long-term sustainability

- thinking green by project implementation
- joint actions taken on negative social incident
- common professional positions, points of view
- mutual assistance
- training of trainers
- organisation of professional conferences.

II. 1.3. Basic characteristics of the Network

The members' Network is not based on single models like in the franchise system but on common objectives of the Partners. Therefore the power implied in the membership is used for rendering better and more extensive local services.

By all means the cooperating Partners endeavor to assert the principles of "Partnership" and they do their best to ensure trust based on mutual respect. The emphasis is put on professional collaboration. All approaches made to non-members are of good faith.

Key factors of the successful operation of the Network
- equal partners
- responsibilities taken jointly
- neutrality of the initiator
- not having an end in itself
- unambiguous principles set jointly

II. 1.4. The way the Network operates

The founding members of the Network are separate legal and budgetary organisations that have the basic required resources for maintenance and operation. Their cooperation does not target the establishment of a new institution, which would have to face permanent budgetary problems and put the questions of financial dependence and share of power on the agenda but it is aimed at professional collaboration based on the use of common resources and knowledge and on the realisation of greater value added. The emphasis is not put on preparation of agreements and documents but the Network provides recommendations taken into consideration by the Partners in more and more areas.

II. 2. Circumstances of the Network's formation

The Network has been established owing to the recognition of the following circumstances:
- different employment situation in the target regions, high employment rate in the eastern regions, workforce shortage in the western region, structural divergence between the labour supply and demand
- low job mobility
- unlike professional contents and training experiences in the adult education
- no transit between training courses
- limited recognition of qualifications
- training supply is not comprehensive
- capacity of each institution is not sufficient
- imperfect acceptance of existent factual knowledge
- problems with the information flow (information about the labour market and its services)
- wanting practice of cross-border planning that shows great possibilities
- lack of common standards.

After an analysis on the labour market situation it has been stated that the location and the relation of the two countries make the creation of an interregional knowledge-based economic area possible. Meanwhile the basic institutional conditions of collaborations supporting sustainable development are missing in the field of HR development and in the adult education, too. There is a lack of a unified HR development platform ensuring social and economic progress. This is a great challenge and now only a part of that; the creation of a unified adult education area can be undertaken. So the Network's aim is to develop a bilateral adult education network, which builds upon mutually useable, EU compatible knowledge contents to help the area to join up.

II. 2.1. Establishment, initiators, granters

Establishment

The Network was organised in November 2006 and after having drawn up and accepted the common principles and the present Manual and signed the Partners' Agreement is was legally formed on 18th September, 2007. The Network is for an undetermined period of time and remains valid through amendments until the existence of joint activities and mutual willingness.

Initiator and founding members of the Network

Country	Region	Partner's name	Type of institution
Hungary	North Hungarian Region	North Hungarian Regional Training Centre	State-owned adult educational institution
Hungary	North Hungarian Region	University of Miskolc/North Hungarian Regional Distance educational Centre	State-owned higher educational institution
Hungary	North Hungarian Region	J.L. Seagull Foundation Postsecondary School	Non-profit public and adult educational institution
Slovakia	West Slovak Region	EUREG	Civil organisation
Slovakia	East Slovak Region	Association of Velke Kapusany and Surroundings	Non-profit organisation

Granters

The establishment of the Network is granted by the INTERREG Community Initiative and the International Visegrad Fund and cofinanced by the Hungarian and Slovak Government and the own contribution of the founding members.

II. 2.2. Theoretical background and expertise of the network's formation

Analysis on the labour market situation shows that the adult educational system and expansion in the two countries are different. While in Hungary the national network of the state-owned regional training centres has been operating successfully in nine locations since 1990, this organisational form is unknown in Slovakia. The tasks of the adult education are shared between the public educational system and the adult training enterprises there. The adult training enterprises are close to the economy and the public educational system stands near the formal education but the country is short of a module and andragogy based state-owned or non-profit special training system.

The accumulated knowledge, practice and expertise of the Network's founding members are suitable for strengthening Slovakian non-profit organisations that undertake to operate in the field of adult education and for the exchange of experiences and best practices. The members are state-owned adult educational institution, state-owned higher educational institution specialised in distance education, non-profit vocational secondary school, association dealing with area development and employee leasing. Therefore the expertise and the practice add up, the training system can be modeled on the levels of secondary, higher and adult education, rapports with the labour market can be developed, the level of the workforce supply and demand can be directly registered and a helping hand can be lent to job seekers.

The members will improve the Network's expertise and professional background through the dissemination of their networking efforts between their own institutional partners.

II. 3. Description of the Network's operation

In this section specifications will be made about the operational method of the Network, communicational surfaces ensuring information flow, guidelines relating meetings, efforts made in the field of joint actions, development and standards, recommended procedures, the system of the internal trainings and about the operation of an advisory network.

II. 3.1. The operation of the Network

The North Hungarian Regional Training Centre is responsible for the formation and the first-two-year-operation of the Network (2007-2008).

Then the Network will be operated by one of the Partners according to a one-year-rotation system that ensures that each Partner takes its own initiative, gets experiences about the Network, identifies oneself with it and keeps active. Functions are transferred on the *last day of the given calendar year*. The proposals are made by joint agreement of the Partners and followed by the voting. Each Partner has one voting right; decisions are taken by simple majority. The election process is settled by the successive leader who is responsible for maintaining communication between the members and initiating the settlement of possible disputes. The successive leader appoints a member whose task is to assess the operation of the given year. Although only the successive leader can not be held responsible for the quality of the Network's operation. All Partners' active contribution is essential for the successful cooperation.

After the extension of the network the decission making process is helped and coordinated by the Coordination Body, which consists of the representatives of the founder institutions (See tasks of the Body later.)

The member's representative responsible for the internal assessment reports the other members about the experiences of the given year either personally on their last meeting in the given year or he/she mails a written summary to each Partner. In the interest of objectivity the representative is advised to prepare lists of queries, have them filled by the members and ask the Partners directly about their opinion. This process may be influenced by granted projects initiated by one of the Partners and drawn up in the name and with the

assent of the Network. In this case the manager institution of the given project takes over presidency of the Network during the given project.

Minimum 2 persons – the successive leader and a Contact Person – need to be appointed in the organisation responsible for the operation of the Network. The successive leader may assume obligations on behalf of the Network only with the previous assent of the members. The given year's activities must be carried out with the active contribution of the Partners.

In case of certain tasks each Partner has more independence based on a SWOT analysis prepared during the formation of the Network. The Partner's permanent contribution relating professional consultancy and back-office support are as following:

- **North Hungarian Regional Training Centre:** training adult educational instructors, adult educational methodological consultancy, modularity;
- **University of Miskolc/North Hungarian Regional Distance Education Centre:** e-learning, tutors' training, creation of common training supply;
- **J.L. Seagull Foundation Postsecondary School:** keeping track of changes, preparing analysis;
- **EUREG:** PR, marketing, event organisation
- **Association of Velke Kapusany and Surroundings:** dissemination, publicity

Information flow, communicational surfaces

The Internet is considered to be the most effective way of communication in the interest of the Network's sustainability and the *project – independent – maintenance* of its basic operation.

- The common internal virtual communicational surface operates with the help of a free softver in the interest of a long-term, smooth information flow. The North Hungarian Regional Training Centre is responsible for the operation of the system.

- Creation of the Network's external webpage is the task of the EUREG. Active contribution of each Partner is essential *while* maintaining and up-dating the site. Through financial resources from granted projects Partners must make efforts to preserve this page.

- The successive leader emails information about actualities, results and problems to the Partners at least once in a month.

Partners' meeting

In the first place the coordinating successive leader is responsible for the location and organisation of the Partners' meeting. *Departure from this rule* is possible with the joint agreement of the Partners. If there is a lack of additional financial resources from granted projects the accommodation costs will be met by the own contribution of the Participants. Remuneration is not due to members taking part in meetings financed from own resources.

Joint activities, development

As far as possible the members make an offer of their own human resources, *relationship capital* and infrastructure in the interest of joint activities and development.

Trainings

Internal trainings are proposed in order to acquire the single adult educational methodology and to harmonise the course organisation. The members will make the participation of their colleagues possible.

Horizontal principle of the Network's operation:

In the Network's operation the members provide *mutual assistance*.

II. 3.2. Common fields of cooperation, common standards

The name of the Network

In Hungarian: Határtalan Felnőttképzési Hálózat

In Slovak: Vzdelávanie Dospelých bez Hraníc

In English: Borderless Adult Education Network

Abbreviation in Hungarian: HFH

In Slovak: VDBH

In English: BAEN

The Network's **logo** and its forms of application are included in the section: 'Image' of the Manual.

The activity of the Network is aimed at:
- easing the adjustment to economic changes with the aid of adult educational means;
- training the trainers/instructors taking part in adult education constantly;
- improving – inland – job mobility, especially that of the young;
- encouraging cooperation between adult educational institutions, professional bodies and companies;
- developing transfer of information and best practices relating to common issues of eu countries' adult educational systems;
- emphasizing equal opportunity of disadvantaged groups, especially the special needs of disabled people.

II. 3.3. Methods, process and procedures applied in the cooperation

The collaborating members of the Network are working according to their own procedures; many of them have quality assurance systems and specific documents. For the moment their unification is not conceivable in the framework of the Network but efforts must be made to harmonise the contents especially that of common trainings and development generated by the Network.

By process and procedures the following initiatives have been taken by the Network:
- publicity
- ensuring information flow and maintaining communicational surfaces
- e-learning development of training materials
- HR development strategy
- back-office support, consultancy
- the procedure of entering/leaving the network
- divergence management
- quality assurance

- the application of training services and property rights
- handling confidential information
- change management.

By the start of the Network these procedures and process do not stand on the same preparation level so their development will be kept in view by the members.

II. 3.4. Duties to define the activity of the Network

Documentation of the tasks carried out, and events (eg. Partner meetings, discussions, trainings), the regular activities related to the operation of the Network is the responsibility of the successive coordinating leader.

The Network does not own any office, its headquarters are the base institution of the successive partner institution.

The successive Network leader is responsible for the following practicalities:

- ensure the information flow
- internal evaluation (see: The operation of the network", II. 3.1.)
- provide the actual info
- handle the documentation
- organise internal trainings
- coordinate the preparation/submission of common proposals, their follow-up

Handling of documentation

Handling the documents generated during the operation is the responsibility of the Network leader.
Documentation concerns the following areas:

- training documentations (making proposals, memos, attendance sheets)
- documents related to change management
- leaflets*
- certificates*

- appliaction sheets*
- feedback forms*
- evens feedback forms*
- auxiliary docs*
- proposal formula*
- accession docs*

Members of the Network are individual institutions, independent legally and financially, all of them with a separate documentation system, thus the docs generated by the Network are not handled in a different system, other than their own.

Handling the documentation and arranging acrhive copies is the responsibility of the leader institution according to their own system, and to the request of any network member they shall put them at disposal in a photocopied verion, or in justified cases: the originals.

The successive Network leader shall prepare a table with the list of these documents, and it will be updated and published on the common website.

Exceptions can be made in the case of the docs generated during an activity exclusively carried out by one of the partners only. The documentation and related administration shall be arranged by the institution in question.

II. 3.5. Improving the human resource bacgkround of the Network

Determining needs for improvement

In order to be aware of the changes and improvemets that take place in their professional fields (that is: novelties in vocational and adult education, EU programmes etc), the members of the Network shall possibly consequently participate in all kinds of trainings.

Besides improving professional skills, improving the individual competences (eg.: in the form of trainings) is vital, as the main motor of the Network is in the human resources of their members.

(A *-gal jelzett dokumentumok részletezését és formáját lásd a II. 5. Ajánlások a hálózatban együttműködők számára című fejezetben.)

Various forms of trainings

1. Internal trainings

Internal training events should be organised in order to acquire the uniform adult education methodology and to harmonise the logistics of the adult training courses. Any member of the Network may present a suggestion towards internal trainings, which will be forwarded and delivered to the other members by the successive leader of the Network. In justified cases this practice can be neglected, i.e.: local peculiarities or special cases appear.

The training event shall be documented (memos, attendance sheets etc. are prepared). The Network members participating in such an event shall disseminate the outcomes towards their own institution (also documented in the above way).

Should no suggestion arrive from any Network member regarding the topic of the internal training event, the successive leader shall make a proposition (possibly one per annum if there is no request for more). Every Network member shall possibly send a delegate to the event.

2. External trainings

Members of the Network may also present a suggestion to participate in external trainings (not organised by the Network), or raise the interest of the members towards them. Suggestion can be made directly (via intranet, email) or indirectly – through the Network leader and the contact person.

Costs of attending any external training event shall be covered by the individual partner instituions in the Network except other sources are generated. The participant is supposed to share his/her experience or information concerning the professional operation of the Network with the rest of the Network. Dissemination shall possibly be prepared in the forms of memos (presented on the internal forum or circulated in emails), but the participant may initiate calling up an internal training on the given topic.

Improving individual competences

To manage the Network we need somebody, a „leader" with management skills (this shall be an individual or a body delegated by the successive lead partner), network members and contributors.

» Competences of the Network leader

- Professional competence: experience and knowledge in the field of adult education
- Corporation competence: experience and knowledge about the cooperating institutions
- Cultural competence: experience and knowledge about the culture of the cooperating institutions

» Competences of the Network members

Trainings concern network management, members and other cooperators (possible subcontractors). The content and length of the trainings shall be tailored to the needs of the above target groups.

Tranings can be organised during working hours or outside. The latter may mean attending lectures, seminars or courses which may give the opportunity for the network members to get to know other practices.

Further aims of human resource development in the Network:

- Improving the organisational flexibility of the Network
- Improving motivation and integration
- Producing well-trained members and contributors
- Considering individual aims and objectives

Members of the Network shall be capable of strategic thinking, presenting proposals and evaluating them, furthemore they shall be able to expand their knowledge individually.
This above said is justified by the basic principle of the Network :" the Network shall flexibly adapt to the changes, challenges, and shall motivate the active participation of its members …"

Individual key competences to be improved:

- ability to learn
- innovativeness
- lateral thinking
- decision making skills

- independence
- cooperation skills
- endurance
- management skills
- conflict management
- ability to make consensus
- tolerance
- coping with frustration
- communication skills

II. 3.6. Description of background help and counselling to aim at continuous operation

During the operation of the Network some tasks may occur, the performance of which exceeds the scope and capacity of the Network partners (eg. There is no proper expert or capacity for the given task). In such instances the Network may invite an actor from outside that is they may subcontract the task.

Conditions of subcontracting

In case the need emerges at a given instituion, they may decide on involving a subcontractor in their own scope of authority.

The conditions of introducing a subcontactor in case two or more Network partners are concerned:

- To make the decision the agreement of the Network representative with decision-making rights is required
- In case the decision falls under the Public Procurement Law, the Network members shall call up a committee formed by the delegetes of the individual partner institutions. The committee is chaired by the delegate of the successive partner institution.
- The committee shall inform every single Network member about its decision.
- The Network binds itself to proceed according to the current legislations in every case.

Self-evaluation, self-check

The Network may decide on introducing a self-check procedure (on a single occasion or on a regular basis). This may help explore existing problems, eliminate them or explore the Network capacities.

The coordination body will decide about introducing the procedure, will designate the executive persons, will help carry out and monitor the task.

The procedure of self-check:
- designate the proper persons to carry out the task of self-evaluation
- prepare an action plan
- prepare questionares
- fill out questionares
- process of questionares
- determining the field/problem to be tackled
- determine the use of evaluation results
- introducing the evaluation results to the network members
- documentation of questionares

The self-evaluation procedure is only successful if it has measuable, concrete outcomes that can be built in the practical operation and management of the Network.

II. 4. Ownership and legal background of the network after project lifetime

II. 4.1. Owners of the Network products and services

During the Network cooperation the produced mental and physical products will belong to the Network itself. The Network members agree that they will use these goods according to their best of will and knowledge, in accordance with the mission, phylosophy and objectives of the Network.

The areas concerned may be:
- materials produced with common effort
- information gained with common effort
- other non-material products (procedures, strategies, other documents etc.)
- the common design
- assets

II. 4.2. Licencing of network know-how

Members of the Network are equal partners, with their own financial and legal indepedence. This principle is the base for the future licensing and use of any product (physical or mental) or service produced during the time of the cooperation. The main principle for the further use of any commonly or individually (by any Network member) produced product is the prevailing legislation of the country in question.

In any other case, eg. (selling for profit, benefiting other, non-network party etc.) shall take place with the approval of the Network, with special regards to the selling of new developed curricula.

Every Network member is entitled to own and use the common products, but only to the extent which does not harm other institutions' interests and rights. In the question of using them the members will decide by majority vote.

II. 4.3. How to manage the income generated by the Network

The Network does not wish to create a separate organiastion to handle its incomes.

The members of the Network shall spend 10 % of the generated income (in kind) on the organising and running of the meetings and on human resource development (professional workshops, internal and external trainings. The contribution in kind may exceed the above defined 10 %, but it may not be below it. The Network member shall inform the Coordination Body about the scope and use of contribution in writing.

II. 4.4. How to handle confidential information

Every Network member obliges itself that during the time of its membership, furhtermore in the case of its ceasing for any kind of reason, without any time limit, it may not publish or reproduce any written or spoken information (fact, figure, data or document) to any third party. Including but not limiting it only to the information regarding the know-how, the costs, procedures, plans – except the other Network members have given prior written permission to do so,

II. 5. Recommendations for cooperating Networkers

The following recommendations put the minimal compulsory elements of documents down. The documents can be supplemented by the Network's members for good cause.

All documents used in relation to the Network's activities must be provided with the elements defined in the section "Image" of this Manual.

II. 5.1. Elements of the Certificate

The Certificate issued by the Network's members must contain the following elements:
- the number of certificate,
- adult educational registration number of issuer,
- the name and logo of the network,
- the name and logo of the issuer,
- the wording of the certificate,

    CERTIFICATE
    of (name of the trainee)
    who has met the requirements of (the name of the course/training).
    The course/training comprises the following competences:

- place and date of issue,
- signature of the legal representative of the issuer.

II. 5.2. Application form

Your application form

Name:

Type of programme: (*Please, underline the appropriate one.*)
training   conference   workshop   other

Title of programme: ....

I participate on the given training as *an employee / job seeker*.
(*Please, underline the appropriate one.*)

In order to keep contact please, indicate
Your address:

Your e-mail:

Date: Signature:

The nearest town is:
    Miskolc
    Salgótarján
    Velke Kapusany
    Galanta

II. 5.3. Form of feedback – trainees

Please, answer the following questions by writing on the dotted lines or circling the number of appropriate answers.

Name of the institution:
Title of course/training:

A, Have you been able to find a workplace after finishing the course?
    1. Yes.
    2. No. *(Please, go to answer H)*

B, The type of your present employment
    1. unfixed-term contract
    2. fixed-term contract; for ... months
    3. temporary employment for arranging communal works
    4. other

C, Have you instituted your employment relation according to your former or your newly acquired qualification?
    1. According to my new one.
    2. According to my former one.

D, Where have you got information about the job vacancies?
    1, From the Labour Centre.
    2, From the training institution.
    3, From the media/advertisements.
    4, From my personal contacts.

E, Do you think that your obtained professional knowledge that meets the requirements of your employer?
    1, Yes, entirely.
    2, Yes, but not entirely.
    3, No, I do not.

F, How do you assess the role of the completed course in finding your present job?
    1, It is considerable.
    2, It is significant.
    3, Not so important.
    4, Just a tiny bit important.
    5, It has not played any role.

G, How much have you been able to take advantage of your obtained knowledge while searching for an employment?
1, Very much.
2, Much.
3, Not so much.
4, Very little.
5, Absolutely not.

H, **If you have failed to find a workplace what do you think the reason for it is?**
1, I have not found any kind of workplace.
2, People with other qualification are demanded.
3, Low income.
4, Some kind of illness.
5, My present continuing education/training.
6, I am on maternity leave or I receive patient care benefit.
7, Other that is...

I, If you are not employed and you do not have an own business enterprise what kind of benefits do you receive?
1, Invalid benefit.
2, Unemployment benefit.
3, Job-seeking incentive.
4, Regular social benefit.
5, None of them.

J, Comments, notes:
....☐
....☐
....☐
....☐

Thank you very much for answering the questions.

Date: ....

II. 5.4. Form of feedback – events

Dear Participant,

We kindly ask you to answer the following questions in order to be able to measure the content of the participants and to develop our quality policy.

Date of the programme:..

Type of the programme:
> A, training/course
> B, conference
> C, workshop
> D, other

Where have you got information about the present event? ....

Are you satisfied with
> 1, the subject of the event?   1   2   3   4   5
> 2, the structure of the event?   1   2   3   4   5
> 3, the information you have received? 1   2   3   4   5

(1= No, absolutely not; 5= Yes, entirely)

Have you had problems with understanding because of the language used during the event?   Yes;   No

Regarding as a whole – Has this event/training/presentation met your expectations?
> Yes;   No, because...

Comments relating to the present event

....
...............□

If you would like to keep contact with our institution please, indicate

Your address:

Your e-mail:

Thank you very much for answering the questions.

II. 5.5. Auxiliary documents for training material development

	Lesson	Basic materials	Hyperlinks to gloss	Reference materials, literature	Graphs, pictures	Animations	Links to external URLs	Self-correcting questions (automatic correction)	Exercises corrected by the tutor	Video illustration, presentation (min)	Case study	Comments in *small letters*	Teamwork
1	Introduction												
2	Information, guide to learning												
3	1. Module - Introduction												
4	1.1 Chapter												
5	1.2. Chapter												
6	1.3. Chapter												
7	1.4. Summary												
8	1.5. Test – exercises												
9	2. Module - Introduction												
10	2.1 Chapter												
11	2.2. Chapter												
12	2.3 Chapter												
13	2.4. Chapter												
14	2.5 Summary												
15	2.6. Test												
16	3. Module - Introduction												
17	3.1. Chapter												
18	3.2. Chapter												
19	3.3. Chapter												
20	3.4. Summary												
21	3.5. Test												
22	4. Module - Teamwork												
	Total												

Made by Kocsisné, Dr. Baán Mária

II. 5.6. Auxiliary documents for e-learning training material development

Elements	Size and quantity	Recommendation, expectation	List	Form
Basic material	max. 60 pages	MS Word doc file with graphs (printed form)		
		3 kind of views		
		division - 6 moduls, 2-4 lessons		
		Graphical highlighting – character, background		
Hyperlinks to gloss	min. 20 entries	doc file (table-formed)		
Reference materials, literature	min.5	List in doc file – precise, identifiable availability		
Graphs, pictures	min. 20	recommended file-form: gif, jpg, vector-graphical edited graphs - fe.Vision – same style and character		
Animations	5-6	recommended: Flash, (swf)		
Links to external URLs	min. 15-20	Precise, actual URLs with short description about their relevancies.		
Self-correcting questions (automatic correction)	min. 30	Using several types of questions (gap filling etc.)		COEDU/MOODLE
Exercises corrected by tutor	max.3-6	Maximising the length of answers fe. in characters		
Video, illustration	According to need	Close adaptation to exercises and training materials		
Comments in *small letters*				
teamwork		forums		
Video presentation		Edited, synchronized – defined place and function – lights and background that can be navigated by PPT.		Platform independence
Case study		Multimedia, practical orientation, close adaptation.		

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II. 5.7. Partners' agreement

Partners' agreement

1, The aim of the cooperation

The aim of the collaboration is to create an Adult Education Network, which – building on mutually useable knowledge contents – helps the given area to join up and makes efforts to boost employment, economic competitiveness, working potentials and entrepreneurialship in the neighboring regions. The cooperating parties would like to meet the challenges of the future by maintaining partnership and mutual assistance.

2, Professional content of the cooperation

The institutions of the Borderless Adult Education Network – hereinafter called the **Network** – are accepting the following;

- They establish contacts with each other and cooperate in concrete activities.
- While putting great emphasis on joint development of methodology, programmes and training materials they assist the effective use of resources with the expansion of collaborating institutions, the assistance of their inherent activities of innovation and with all their available means.
- They keep permanent contact with the economic/market participants.
- They are expanding their cross-border, transnational contacts, creating institutional cooperation and assisting job mobility encouraging programmes.
- They are in search for possibilities of innovation; they are collaborating in joint development of methodology, programmes and training materials.
- For the implementation of development and programmes they seek additional financial resources (ti. grants).
- They provide active contribution in order to find new partners for the consortium and to start joint activities.
- They contribute to the development of training methodology, programmes and materials and to the adoption of methodological improvements during the trainings.
- On request they provide coaching relating instructors and/or methodology for the cooperating partners of the Network.

- They improve their adult educational programmes according to economic needs.
- They make available their knowledge-base and information services for each other (library lending, general and personalised information, search in literatures, observation of topics).
- They provide information relating the development of adult educational methodology, programmes and training materials personal, in written or electronic form.
- They pay attention to enforce the training needs of disadvantaged groups requiring special treatment and positive discrimination in the European Union. They adopt the efforts of the outside world supporting this idea and they develop solutions in the interest of meeting these special requirements.

3, Other statements

Any institution advocating the principles stipulated in the Partners' agreement and interested in adult education may join the Network by signing a declaration of entrance and with the joint assent of the founding members. The concrete activities and conditions of the collaboration and the Operations Manual can be attached to this agreement in the form of supplementary enclosures. The agreement takes effect with the signatures of each Partner and it is valid for an undetermined period of time. The cooperational intention can be withdrawn and the leave of the Network is permitted at any time. Deriving from the Partners' agreement the parties have no financial claims on each other. The operation of the Network is maintained by using own resources and carrying out joint granted projects. Damage caused during the operation of the Network must be compensated by the party at fault.

The parties assume mutual obligation not to transfer their intellectual properties to a third party without former agreement or permission.

Controversial issues will be settled among the Partners aimed at reaching a compromise in the interest of maintaining good relations.

The Partners' agreement is made in duplicate, it comprises three pages with unbroken numbering and it is signed and ratified by the members of the Network as the reflection of all their wishes.

Date:

Member of the Network (Name of the institution)	Its legal representative

II. 5.8. Document of entrance

Declaration of entrance

The undersigned

....,

on behalf of the institution

....

declares his/her intention to join the
Borderless Adult Education Network.

Data of institution:

Name of the institution: ....

Name of its legal representative: ....

Residence of the institution: ....

Phone: .... Fax: ....

E-mail: .... Web: ....

Enclosures:
- references: ………….. copy/ies
- recommendations: ………….. copy/ies

Date: ....   Signature:

Stamp

II. 5.9. Problem sheet

heading
Problem: Date: Signed by initiator:
Evaluation of the problem, steps to be taken :   Date: Signed by the Network leader:
Solution, evaluation: Date: Signed by Network leader:

II. 5.10. Project proposal

Project proposal	
Granter:	
Title, aim, content and verification of project proposed: Signature of presenting institution	
Cooperating partners:	
Deadline of presentation:	
Amount and form of the grant sought:	Amount and form of own contribution:
The document must be filed with the Coordination Body. …………………….., 200 Name of proposing institution: .... Signature of its legal representative:... I give my assent to the presentation of the project proposal:....................................... The project proposal has been registered:...	
Passed checking: • Yes • No Date of decision:	Been granted: • Yes • No Date of decision:
Comments:	

II. 6. Network membership

II. 6.1. The possibilities to quit or to join the network

The Network aspires to build a quality net, is interested in having a rich pool of professional contacts. It is open towards the joining of any type of organisation that respect and accept its principles of operation.

The new institution may initiate its membership status by filling out the declaration of members. To this it is essential to attach their own references and the reference of at least two Network members.

A Coordination body consisting of the founder intstitutions will decide on the new membership status within 30 days. The result of the decision will be sent in writing to the legal representative of the applicant organisation.

After signing the partner agreement, the new member will receive a copy of the Operations Manual. Following this the organisation will become a Network member and will become registered.

Network membership automatically ceases with the withdrawal of the member, with its ceasing without legal successor in title, with the exclusion of the member. Reasons for excusion: acting against the Operations Manual, low activity, poor or no performance, lack of compensation in case of causing any damage or harm. Exclusion will take place upon the decision of the Coordination Body, within 30 days.

II. 6.2. How to compensate the damage caused

Should any Network member cause a financial or moral damage to the Network, it shal compensate for it. In order to maintain good relationships, the parties try to make compromises.

The Coordination Body will record the amount and scope of of damage and the desired way of arranging it. The event of not settling the damage may lead to excluding the member.

II. 7. Trouble-shooting, change management,

II. 7.1. Trouble-shooting, change management, divergence management

Any Network member may rise a problem, and initiate corrective and/or preventive steps in

case the problem or inadequacy might cause substantial financial losses to the Network or

might consiedsrably derogate the quality level of its work/ performance or expectance.

The initiator shall report the problem on a ***Problem sheet*** to the successive leader of the Network, who shall prognose the necessary steps to be taken to ceise the occuring problem by inviting experts if it is justified and who shall close the procedure and evaluate it for future profitability.

The Problem sheet shall be administered by the successive Network leader in accordance with the prevailing policy (see: **Duties to define the activity of the Network** - Handling of documents).

II. 8. Publicity and information

The birth of the Network and the practical outcomes of its operation will directly influence the outside world. Therefore communication deserves special attention in which positive and benevolent attitude is the primary aspiration. The Network members try to keep contact with the most influential decision makers and work out communication channels to have a public dialogue.

Any type of information given to the TV, radio or printed media qualifies as official statement. In the course of giving out information and making an official statement, the following procedure shall be followed: in questions concerning the Network, on behalf of the Network (particularly regarding the Network activities, actions, programmes) only a Coordination Body member or an assigned representative is entitled to give interview.

The interviewee is reponsible for the accuracy of the given data, for the objectivity of the facts. The person involved shall report prior (or if it is not possible: after) the event to the Coordination Body, furthermore he/she shall forward the material to the Body for the purpose of storing it in the archives. The aboved stated are valid also for interviews given to foreign media.

II. 9. Publicity of the Network activities

The Network members find it essential that the popularity of the Network should be strenghtened by promotional objects/products. The members take responisbility for promoting the network image by using these objects.

The promotional objects/products shall be prepared/produced following the criteria determined by the Image chapter. Production of the promotional objects will be carried out by
Those members who have won grants from the earlier detailed programmes.

In the future the production of promotional objects can be initiated by any network member providing that it will inform the successive leader in writing concerning the type and quantity od the desired product.

II. 10. Ensuring sustainability

The Network was established in the interest of a long-term cooperation therefore both its structure and sustainability are seen in the application of cost-effective methods. The reason for the existence of the Network is backed up by permanent needs. The quantity and structure of supply and demand on the labour market never reach and maintain an ideal situation because of their nature. So the operation of the Network can always bring positive changes.

II. 10.1. Basic guidelines of sustainability

The basic operation of the Network is carried out from the members' in-kind – HR, infrastructure – contribution and their own resources. The communication based on a free software and emails can be maintained without particular financial outlays. For the organisation of meetings, development and joint activities the members will seek after grant(er)s and sponsors. The Partners have wide experience of project planning and management; they have enough competences to meet this task. They make efforts to initiate each other more and more in the present possibilities. They follow the EU regional policy projects, operative programmes of their own countries, the European Cooperation Programme, other countries' funds (the Norwegian Fund) and all the possible opening financial resources with particular attention.

II. 10.2. Admission fees

Any member may join the network who identifies itself with the philosophy of cooperation. The condition of admission is a declaration that has to be made in writing to the Coordiantion Body, in which the new candidate expresses its wish to join. After accepting this, the membership status starts, there are no financial obligations.

II. 10.3. Operational costs of the network and bearing them

The operational costs will be covered by the grants supplied by INTERREG IIIA until 30 April 2008. The Visgerád Fund adds somehting to the running and maintaining it until 30 October 2007 (the amount was granted for activites not funded prior).

The network members take the responsibility to monitor and follow the grant possibilities and submission of a proposal may be initiated by any of the partners. The Coordination Body will examine to what extent the call matches the objectives of the network, and what kind of capacity the reasilation requires.

Decision will be made about the submission before the last working day of the month after the idea was risen. In case the submission of the proposal concerns an earlier date, the Body shall make a decision with an accelerated procedure.

The members shall have their allotment from the project budget on the basis of their contribution. In the financing system of the common projects the income shares are divided according to the tasks carried out by the partners.

In case the financial sources do not have any funds as income sources, the minimal costs necesary to oeprate the network shall be divided equally among themselves (eg: hiring a domain or domain name)

II.10.4. Possibilities of further cooperation and sustainability of the Network

The members of the Network make efforts to improve their operational systems and to widen the fields of collaboration according to present challenges. Now the members are projecting the following possible cooperation areas:

- drawing up an Ethical Codex recommended to adult education institutions aimed at ensuring quality level and moral labour market activity,
- setting up a database of experts,
- developing contact with other organisations according to the efforts of the Network, searching for other possible fields of collaboration, strengthening each other and building up partnerships (Area Integrated Vocational Centers = TISZK, micro-regional organisations),
- extending the circle of partners and supporters,
- initiating student/teacher exchange programmes,
- adjusting to the Europass framework system,
- deepening contacts with employers, inviting trainers and organisations providing practical skills to take part in realisation of trainings generated by the Network,
- backing the vocational and adult education to be able to build upon each other,
- preparing common professional programmes and training materials for members entering the Network in the future,
- initiating further improvements in the field of quality assurance.

Határtalan felnőttképzés
Vzdelávanie dospelých bez hraníc
Borderless adult education

II.11. Annexes

II. 11.1. Introduction of founding institutions

ÉRÁK

ÉRÁK

Official name of institution	Észak-magyarországi Regionális Képző Központ
Acronym	ÉRÁK
English version	North Hungarian Regional Training Centre
Legal form	Independent budget organisation
Legal representative	Mr Soós, Roland
His/her position	director
Availabilities of legal representative	Tel.: +36-46-530-151 E-mail: soosr@lab.hu
Name of contact person	Mrs Nowacki Tóth, Katalin
His/her position	department head
Availabilities of contact person	phone: +36-46-530-159 E-mail: nowackinetk@lab.hu
Postal address	3518 Miskolc, Erenyő str. 1.
County	Borsod-Abaúj-Zemplén
Phone	00-36-46-530-150
Fax	00-36-46-530-153
Website	www.erak.hu
Brief introduction of organisation	The primary mission of the institution is to help the labour force that actually become redundant, unemployed or might become any of the two due to the economic reforms and changes, return to the labour market by rising their level of education or improving their competences/skills and/or prevent them from leaving the labour market. Besides these ÉRÁK flexibly deilvers courses to organisations to satisfy their actual needs.
Geographic boundaries of its activity	Regional
Main areas of activity	vocational and adult education/training, curiculum development counselling guidance other labour market services
Target audience	long-term unemployed school leavers and 50+ blind and visually impaired romas multi-disadvantaged groups

ÉMRTK

Official name of institution	Miskolci Egyetem, Észak-magyarországi Regionális Távoktatási Központ
Acronym	ME-ÉMRTK
English version	University of Miskolc, North Hungarian Regional Distance Education Centre
Legal form	state tertiary education institution (budget organisation)
Legal representative	Prof. Dr. Patkó, Gyula
His/her position	rector
Availabilities of legal representative	Tel.: +36 46 565 014 E-mail: patko@uni-miskolc.hu
Name of contact person	Mrs Kocsis dr. Baán, Mária
His/her position	assistant prof, group leader
Availabilities of contact person	Tel.: +36 46 565 370 mobile: +36 30 228 5837 E-mail: patko@uni-miskolc.hu
Postal address	3515 Miskolc-Egyetemváros, B3/B4
County	Borsod-Abaúj-Zemplén
Phone	+36 46 565 370
Fax	+36 46 565 370
Website	www.emrtk.uni-miskolc.hu

Brief introduction of organisation	The North Hungarian Regional Distance Education Centre operates under the egis of one of the largest county universities, the University of Miskolc, and it is aimed to be a regional coordination, methodology and information center – as a regional mediation agency, it wishes to offer help to any individual or organisation interested in the field of training and education in ther followings. • Coordination of trainind and education programme developmemnt at the University of Miskoc and its partner institutions, • Providing info to icrease the effectiveness fo the above activities, • Help the introduction of modern, revolutionary learning methods and cmmunication/information technologies, • Create flexible learning environment and facilities, • Active cooperation with network, other regional centers and partner institutions in the field of programme development both on national and international level. • Sharing info with the aim of professional cooperation to promote the development of regional centers and their partners on national and international level in cooperation with regional institutions like employment centers and chambers of commerce.
Geographic boundaries of its activity	international
Main areas of activity	tertiary education R & D adult education methodological developments e-learning services curriculum development
Target audience	University students in all types of education (full time, corresponding) and levels (BSc, MSc, PhD, professional competence development and training, other courses in any field of the university studies especially in economics and engineering). The professional and e-learning programmes provided in foreign languages are of special importance.

SEAGULL

Official name of institution	J.L.Seagull Szakképző Iskola
Acronym	SEAGULL
English version	J. L. SEAGULL Foundation Postsecondary School
Legal form	Adult and regular education institution funded by foundation
Legal representative	Ms Körmendy, Éva
His/her position	directress
Availabilities of legal representative	Tel.: +36 32 520 190 E-mail: evakormendy@seagull.hu
Name of contact person	Ms Kiss, Katalin
His/her position	Education manager
Availabilities of contact person	Tel.: +36 32 520 190 E-mail: kisskati@seagull.hu
Postal address	3100 Salgótarján, Meredek st. 9.
County	Nógrád
Phone	+36 32 520 190
Fax	+36 32 410 127
Website	www.seagull.hu
Brief introduction of organisation	Our school has been providing professional OKJ (nationally) registered trainings within the regular educational system in full-time, evening and corresponding courses, and in the non-regular adult educatinal system: in the form of distant courses. The4 instituion is funded by a foundation, it serves regular and adult education and has been accredited by the Adult Education Accreditation Body. The institution was founded by the J. L. Seagull foundation with the aim of providing vocational training and language learning facilities for young people and adults. Our institution's philosophy was based on the Rogers theories. Our main principles are: authenticity, cooperation, posivive acceptance and mutual responsibility. The mission of Seagull is to provide marketable, improvable vocational knowledge, professional skills and language certificate to its students and adults. Our school offers a wide range of professions primarily in the fields of: business, IT, marketing, management, tourism and pedagogy. Our adult education institution operates in the centre of Salgótarján, in a building of over 1000 square metres floor area that we share with a partner institution.

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Határtalan felnőttképzés
Vzdelávanie dospelých bez hraníc
Borderless adult education

Geographic boundaries of its activity	National (The school is part of the national enrolment sístem, though most students arrive from Nógrád county or the northern part of Hungary, sometimes from the Slovak republic.)
Main areas of its activity	1. national vocational training, vocational theoretical and practical education in the full time system – and adult education in ecening and corresponding courses or in other special forms (eg. distant education) 2. adult education courses within the regular school system 3. accredited advanced level vocational trainig, accredited adult education 4. vocational examining

Target audience	Regarding the age groups the students can be clasified into two categories
	• Students within the regular education aged from 18 to 22 ;
	• 22+ adults participating in regular and non-regular education;
	
	Our adult education programmes can be classified in four categories on the basis of the sources of financing (since 1994, our foundation):
	    • Unemployed peolple funded by the Labour Centre, people with altered work-skills, mothers on maternity leave (30%)
	    • Beneficiaries of projects (40%)
	    • Individuals and groups funded by companies (15%)
	    • Clients with individual needs (15%)
	Regarding their social status: almost 90% of our students arrive from a disadvantaged background, approx. 40 % originate from the Salgótarján region (22% unemployment rate). Further 30% come from the third most underdeveloped county of Hungary, and the remaining 30% live in the extremely backward north-Hungarian region.

EUREG

Official name of institution	EUREG Civil Association
Acronym	EUREG
English version	EUREG
Legal form	Non-profit, civil association
Legal representative	Mr Bosák, Károly
His/her position	president
Availabilities of legal representative	Telefon: 00421 31 780 77 11 Mobil: 00421 905 402 720 E-mail: eureg@post.sk
Name of contact person	Mr Baros, Róbert
His/her position	Vice president
Availabilities of contact person	Tel.: 00421 31 780 77 11 Mobile: 00421 905 402 718 E-mail: rra_ga@stonline.sk
Postal address	Mierové nám. 941/1 Budova Mestského úradu 4. posch. 924 01 Galanta SLOVAKIA
County	Nagyszombat county
Phone	00421 31 780 77 11
Fax	00421 31 780 77 12
Website	www.eureg.sk

Határtalan felnőttképzés
Vzdelávanie dospelých bez hraníc
Borderless adult education

Brief introduction of organisation	The EUREG Civil Association was established in 2003 with the purpose of providing economic and social assistance to the Galánta and Vágsellye region. Some of the priorities of the organisation is human resource development, improving tourism and helping the partnerhips created on the basis of the PPP model The key areas of activity are: counselling, providing info, preparing proposals and management. In the near past our organisation ran 5 major and a few smaller projects with success. Some of the most outstanding ones are: „RegNet" – the regional network of economic actors", „The cooperation of cultural and educational institutions", „RDGS technical assistance". The objective of the regional scope RegNet projekt is to improve the networking of relevant economic actors in the Galánta and Vágsellye regions, to set up counselling and info RegNet points. Preparing all kinds of development plans and strategies are among the activities of the association: to work out the Integrated Tuorisitc Development Strategy of the Galánta region within the frames of „SYNET- crossborder touristic synergies" own project; to work out the marketing plan of the Galánta thermal bath; to contribute to the deveopment plan of Galánta, Diószeg and Kismácséd. „Preparation local and regional proposals a „Grant-scheme „ – the technical assistance was carried out by EUREG in the Nagyszombat districts in 2004-2005. EUREG Civil Association is a well-functioning organisation with the proper human, technical and financial background.
Geographic boundaries of its activity:	Regional – Galánta and Vágsellye region
Main areas of its activity (in order of importance):	Preparing proposals, running projects Counselling and providing info Improving enterpises Working out strategies and plans Improvements in tourism trainings
Target audience:	Civil organisations, municipalities, entrepreneurs

NVT

Official name of institution	Združenie Veľké Kapušany a okolie
Acronym	NVT- ZVK
English version	Association Velke Kapusany and Surroundings
Legal form	Civil association
Legal representative	Mr Gabri, Rudolf
His/her position	president
Availabilities of legal representative	Telefon: 00421 56 638 23 86 E-mail: gabri.rudolf@post.sk
Name of contact person	Mrs Gabri, Kornélia
His/her position	accountant
Availabilities of contact person	Tel.: 00421 56 638 23 86 E-mail: nvt@post.sk
Postal address	nvt@post.sk
County	Kosice
Phone	0042156/638 23 86
Fax	0042156/ 628 21 65
Website	-

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Brief introduction of organisation	Association Velke Kapusany and Surroundings was created in 1999, its main tasks are: to strengthen the economy in Ung region, to cultivate culture and national traditions, to assert national identity. As a prominent field there is the development of education and related research.
	The association has had its own estate since 2003.
	The name of the institution is: Magyar Közösségi Ház – Hungarian Community House
	Our achievements from 2006:
	- The training center of the Hungarian Community House (run by the association) was erected. The building has been approved technically, at present the purchase of technical equipment is taking place.
	- The INTERREG III.A EU project called **„Borderless Adult Education"** was approved, thus the association launches a cross-border adult education process with the cooperation of ÉRÁK (Miskolc) and SEAGULL (SALGÓTARJÁN), and EUREG (Galánta) which may serve a model for the other institutions of the region. In this 18-month long project curriculumdevelopment, human resource development, and training takes place ont he basis of the developed modules on both sides of the border.
	- We successfully completed the „**For a Common Europe"** project. We held two international conferences in Nagykapos and Tolcsva. The materials of this conference weer published in a booklet as well.
	- We held a workshop in Kosice called „Borderless cooperation" in which dr Erika Törzsök was present.
	- We improved the library (named after Mécs László) of the Hungarian Community House. Nowadays the library visitors can enjoy the free access to the Internet.
	- We ran free tarining courses for the unemployed and for agricultural entrepreneurs, and entellectuels with the funds from Apáczai Foundation and Szülőföld Foundation.
	- We are key organisers of some of the most important public programmes:
	    • Erdélyi János Days
	    • IV. Ung Region Choir Festival
	    • Mécs László Memorial Days
	    • Upper Northern Hungary – Teacher-Student Meeting
	    • Folk Crafts Day
	    • Memorial evening of the translocated
	Strategic plans in eudcation for 2007
	- foreign language courses (English/German) for the unemplyed professionals
	- economic trainings /EBC*L/ for the unemployed professionals in the region

Geographic boundaries of its activity	regional
Main areas of its activity	• Assessment of the needs of the Hungarian speaking population of the region in culture and education, prepapring reports • Cultivating the traditions of the Hungarian folk, and research, organising events • Other programmes related to preserving the Hungarian identity, eg. National policies influecing the enrolment in nurseries and schools • Realising adult education programmes, developing curricula
Target audience	• Unemployed people, • Entrepreneurs in the agricultural sector, • Unemployed professionals

II. 12.2. Partners' agreement of Founding Members

Partners' agreement

Concluded by the *North Hungarian Regional Training Centre, the University of Miskolc/North Hungarian Regional Distance educational Centre, the J.L. Seagull Foundation Postsecondary School, EUREG and the Association of Velke Kapusany and Surroundings*.

1, The aim of the cooperation

The aim of the collaboration is to create an Adult Education Network, which – building on mutually useable knowledge contents – helps the given area to join up and makes efforts to boost employment, economic competitiveness, working potentials and entrepreneurialship in the neighboring regions. The cooperating parties would like to meet the challenges of the future by maintaining partnership and mutual assistance.

2, Professional content of the cooperation

The institutions of the Borderless Adult Education Network – hereinafter called the **Network** – are accepting the following;

*   They establish contacts with each other and cooperate in concrete activities.
*   While putting great emphasis on joint development of methodology, programmes and training materials they assist the effective use of resources with the expansion of collaborating institutions, the assistance of their inherent activities of innovation and with all their available means.
*   They keep permanent contact with the economic/market participants.
*   They are extending their cross-border, transnational contacts, creating institutional cooperation and assisting job mobility encouraging programmes.
*   They are in search for possibilities of innovation; they are collaborating in joint development of methodology, programmes and training materials.
*   For the implementation of development and programmes they seek additional financial resources (fe. Grants).

- They provide active contribution in order to find new partners for the consortium and to start joint activities.
- They contribute to the development of training methodology, programmes and materials and to the adoption of methodological improvements during the trainings.
- On request they provide coaching relating instructors and/or methodology for the cooperating partners of the Network.
- They improve their adult educational programmes according to economic needs.
- They make available their knowledge-base and information services for each other (library lending, general and personalised information, search in literatures, observation of topics).
- They provide information relating the development of adult educational methodology, programmes and training materials personal, in written or electronic form.
- They pay attention to enforce the training needs of disadvantaged groups requiring special treatment and positive discrimination in the European Union. They adopt the efforts of the outside world supporting this idea and they develop solutions in the interest of meeting these special requirements.

3, Other statements

Till the strengthening of the cooperation the number of participants of the Network will not be expanded. Later on any institution advocating the principles stipulated in the Partners' agreement and interested in adult education may join the Network by signing a declaration of entrance and with the joint assent of the founding members. The concrete activities and conditions of the collaboration and the Operations Manual can be attached to this agreement in the form of supplementary enclosures. The agreement takes effect with the signatures of each Partner and it is valid for an undetermined period of time. The cooperational intention can be withdrawn and the leave of the Network is permitted at any time. Deriving from the Partners' agreement the parties have no financial claims on each other. The operation of the Network is maintained by using own resources and carrying out joint granted projects. Damage caused during the operation of the Network must be compensated by the party at fault.

The parties assume mutual obligation not to transfer their intellectual properties to a third party without former agreement or permission.

Controversial issues will be settled among the Partners aimed at reaching a compromise in the interest of maintaining good relations.

The Partners' agreement is made in duplicate, it comprises three pages with unbroken numbering and it is signed and ratified by the members of the Network as the reflection of all their wishes.

Date:

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     Gabri Rudolf   Bosák Károly   Soós Roland

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     Körmendy Éva   Dr. Patkó Gyula

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Vzdelávanie dospelých bez hraníc
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