

Are EU Ready for Life and Work?

MINUTES OF PLANNING MEETING Durham, UK

3rd-7th December 2014

Durham Town Hall

Present: Julia O'Neill (Coordinator UK Durham), Ann Southren (Auditor UK Durham), Brian Stobie (Durham International Office), Reet Kangro & Anu Kallas (Estonia), Jose Duarte & Julio Viana (Portugal), Laila Lapina, Iluta Apsite, Ainars Beitiks (Latvia), Catrina Hirciaga-Costache, V Feldrihan, D Feldrihan, Carolina Stanciu (Romania).

2. Julia outlined the programme of events and arrangements for the visit.
3. Ann clearly explained the aims of the planning meeting.
4. Brian and Ann clarified important points of the project.

Mobility tool – this is an important online platform. This new system will track mobility's and every detail of visits are to be recorded. However it is not available to use at present as training has not been made available in the UK. Previously projects were recorded via the European Shared Treasure forum.

Catrina informed the group that the school email is not used so partners are to email her directly with information.

Ann will provide partners with files at Saturday's meeting which will need to be updated regularly as information is sent by Ann or Julia throughout the lifetime of the project.

Ann clearly explained the application form sections and clarified any misunderstandings. Brian reminded partners of the differences between Erasmus+ and Comenius. 'Erasmus + is a collaborative effort from educators from different countries to arrive at a model to sustain and develop an outcome'.

Roles and responsibilities were outlined for each partner school as identified in project application.

Baseline assessments – this will be discussed in more detail on Saturday.

Management of project. Communication is an important aspect of the project. A newsletter will be produced termly from Easter 2015. Partners to send Julia pictures and information so that this can be produced and circulated to each partner school and their local communities.

Ann reminded partners that she is currently a director of LATV. This is a free channel where our WRL curriculum can be shared nationally and internationally.

5. Audit of current curriculum across partner schools/institutions.

This was agreed to be included in the meeting on Saturday at St Johns College.

6. Financial Matters.

Brian discussed and clarified important financial information from a UK perspective.

He clarified that the funding for each partner school and what it can be used for. Each school (not DTS&SC) receives 4500 euros.

Funding is distributed over the 3 years of the project as follows year1 = 40% year 2 =40% year 3 =20%.

Funding is to be used to support mobility's but may not cover the full cost. Any shortfall will need to be made up by each partner school individually.

Julio reminded partners the importance of keeping all receipts, flight tickets and log all details of monies spent to support the project. Receipts etc. need to be kept for 7 years after the completion of the project.

Partners need to justify the number of people attending mobility's and locations of visits from July to justify costs incurred.

If any partner needs to change mobility's they need to contact their national agency and get agreement from them.

Agreement was made to move some of the dates for mobility this year as both Latvia and Romania are still involved with Comenius programmes.

Brian introduced Councillor John Robson the Mayor of Durham and Chairman of Durham County Council and his wife the Mayoress to the group.

The Mayor had contacted Princess Helen of Romania about the partnership and project details and she has expressed her support for the project.

Gifts were exchanged after a warm welcome was received by all.

Photographs were taken.

7. Mission Statement.

Ann invited all partners to provide a mission statement for the project. These will be shared and partners to agree by the end of the visit to Durham.

8. Calendar including content and confirmation of forthcoming seminars.

The calendar was explained in detail and agreements from all partners on seminar topics and dates for mobility's was discussed for year 1 and 2 of the project. Year 3 will be clarified at a later date.

9. Seminar: Sharing information about our schools and our curriculum. Each partner school discussed a PowerPoint presentation outlining the above.

10. Saturday morning at St Johns College.

Ann clarified the arrangements.

11. AOB (E-Twinning).

Agreement was made that Ainars will contact Pedro and set up this facility for partners to share information and publicise the project. Facebook was identified as an alternative. Ainars and Catrina are exploring the possibility of developing a Facebook page to use as another tool to share information. This will be discussed at our next meeting in Romania.