

MINUTE OF THE FIRST TRANSNATIONAL PROJECT MEETING
Póvoa de Varzim – 23rd-28th OCTOBER 2017

The meeting of representative teachers of the 5 participating schools took place with the following agenda:

- 1 – Presentation of Escola Secundária de Rocha Peixoto and of all the other partners at the school library within the International Day of School Libraries celebration with interaction with Portuguese students;
- 2 – Working on the applications, NA initial meetings, and initial questionnaires;
- 3 –Project documents: the technical files and the financial files, responsible persons;
- 4 – Working session on the Project: decisions on dates of meetings to come, criteria of selection of participating students, financial details; semester 1 of project;
- 5 – Channels of communication: e-twinning, Google drive, Facebook, Skype, etc;
- 6 – Establishing a common set of practices for dissemination and visibility actions
- 7 - Demos of drama and project work activities
- 8 - Conclusions and assessment of the meeting
- 9- Drawing of the minutes of the meeting and distribution of certificates
- 10– Other.
 - 1) All the partners presented their schools through videos or PowerPoint presentations which will be available on the project’s Facebook Homepage. Interaction among all the partners and host students was a way of celebrating International Libraries School day at Escola Secundária de Rocha Peixoto, as well as an opportunity to know one another better and have students interact with international group of teachers, as project team members.
 - 2) The group discussed the common questionnaires used as a starting point in what refers to the expectations of students, teachers and parents involved in the project as well as the techniques used in order to achieve the results aimed at the project initially. Assessment of questionnaires was done, comparisons were drawn and suggestions for next round of questionnaires were made. The report on the initial questionnaires becomes annex to the present minutes.

3) Regarding technical documents :

- The establishment of project teams per partner was checked and the copy of the document with the official appointment plus the names of the people who compose the team and the specification of the tasks to be performed by each one of them, should be sent to the project's coordinator by the end of December 2017; native language can be used;
- List of stakeholders at local/regional/national levels which are involved in the project (the Macedonian partners create the chart and make it available on Google drive to be filled in by all the partners) will be made available among project documents at partnership level. Regarding this aspect, during TPM 1 several stakeholders of the partner in Portugal were visited and/or met in order to demo relationship and partnership at local level as well as to assess the availability of unconventional spaces for drama activities that teach key competences;
- A dissemination plan per project and per school (available on Google drive for all the partners to fill in using the same template disposed by the Macedonian partners); it was referred that whenever there is a situation of visibility and dissemination of any action of the project it should be shared with all the partners and the link to it should be uploaded to the project's Facebook homepage or website, that will be created by the Turkish partners
- The establishment of a conflict management committee within each school was checked upon and reported as to also include external members such as parents, students, school board representatives, and the official document should be sent to the project's coordinator by the end of December 2017.
- Each partner school should have already nominated the groups of pupils who will participate in the project, having in mind that by the end of the project on 1st June 2019, there should be at least 50 students involved in the project who have been monitored regarding the influence of drama techniques in the development of their key competences.

As far as financial documents are regarded it was referred that each national agency may make the whole or partial budget available for the project; when it is partial, 80% of it comes during the project (40% in the first year, 40% in the second year), and the final 20% after the final report is approved.

It is important to be aware of the fact that by the 31st August 2019 all money should be either physically spent or by contract and that no further expenses will be taken into account after this date.

There are three budget categories – Management and Implementation, Transnational Project Meetings and Learning/Teaching/Training Activities and the appointed numbers should be respected. Any other changes concerning numbers of participants will have to be approved first by the NA of the proposing country and then by the project partnership.

The final report will have to be completed by the 30 October 2019 and all the documents should be kept for 3-5 years, according to each partner NA requirements.

4) As far as TPMs and LTT activities scheduling is concerned :

C1 – Romania – 28th May – 1st June 2018

TPM 2 – Turkey – 24th – 28th September 2018

C2– Macedonia – 1st – 8th April 2019

TPM 3 – Bulgaria 10th – 14th June 2019

For each TPM a set of documents should be available: a daily participants list signed by each participant; the minutes of the meeting , the original signed by the host headmaster ; a certificate per school /person; a declaration of participation per school/person; the meeting's official agenda ; photos of the activities throughout the meeting and a meeting pack.

For the Cs, there should be a participants list, signed daily; a certificate per school/person; a declaration of participation per school/person; the Europass for students, a certificate for accompanying person; the meeting's agenda and photos of all the activities.

Every host partner should have the documents ready for each meeting in advance.

It was underlined that every month each school should have project meetings for which will be drawn minutes to contribute to the assessment of the project.

5) The creation of a logo for the project was discussed as it is considered highly important for the dissemination actions and the publication of results. It has to be original and related to the main topic of the project and will be presented by the Macedonian partner in 10 days, the partner having offered to take over this responsibility from the Turkish partner. Every official document has to have the Erasmus logo, as well as the project's logo and name. The Turkish partners, responsible for the creation of the website and Facebook page, announced that the website domain is already available, so every partner should send the links they consider relevant. Skype and e-twinning will be used to put students in direct contact and allow the commencing of work online.

6) In what concerns dissemination practices, it was underlined that there has to be an Erasmus+ panel /corner in each school so that the whole school community can be in the known of the project, as well as a newsletter of each meeting. Each school web page should have a reference to the project. It was agreed that all partners would share with the other partners the news releases on local media ; Dissemination could be checked by the number of Facebook visitors; all materials should be in English. Once the communication channels are open (Skype, e-twinning) each partner school can collaborate using these means of communication also for purposes of dissemination. The Turkish partners will coordinate the E-twinning platform as a way to support the project .

7) The tasks in the application were distributed among the five school partners, as follows:

- Romania – 1st semester – a methodological guide on teaching key competences through drama in ordinary classes, with the steps of each activity should be produced;
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- Portugal – end of 2nd semester – (after the mobility) a methodological guide on teaching key competences and IT through drama should be produced;
- Turkey – the Turkish partners would create the website and the Facebook project page;
- Macedónia – The Macedonian partners were said to produce a DVD with demos on the use of microprojects in teaching key competences in general;
- Bulgaria – is responsible for the CD/DVD compilation of demo drama activities in class for the teaching of key competences.

Questions were asked and answered, debates raised and all points were clarified.

It was established the deadline of end of November for each partner school to present 3 activities using the techniques of drama to develop key competences. According to the nature of the activities the support in which they are registered may vary (text –in native language or English, filmed capture, etc). Remaining activities in case of overlaps will be forwarded by the Romanian partner, then piloted and validated within the partnership.

As it is described in page 27 of the application form, section G – project management and implementation, the first activity should be applied by the end of November, consisting on the introduction of students to drama through drama games, etc; the second activity should be ready by the end of June, with Demos: each school should report back to the entire partnership on the results of each activity;

8) The Macedonian partners explained the concept of Forum Theatre and how it has to be used in the context of the project, the principles and guiding lines of it, as this will become the highlight of C1. Examples of drama techniques to be used in class were offered by the Romanian partner.

9) Conclusions and assessment of the meeting: assessment of the meeting was done per day through the use of smileys and comments, to allow both free expression of feeling and clear input in the area of organization and content. Overall the feedback is very good, therefore the meeting is concluded and deemed as successful.

10) No other issues were mentioned.

Therefore the meeting is concluded and signed by school coordinators, today, Friday, 28th of October, 2017, in *Escola Secundária de Rocha Peixoto*

No	Name of the school	Position	Coordinator per school	Signature
1	THEORETICAL HIGH SCHOOL “TRAIAN VUIA”, RESITA, ROMANIA	Coordinator	STANCIU Bianca Iulia	
2	SSOU MOSHA PIJADE, TETOVO, MACEDONIA	Partner	TRPKOVSKI Nebojsa	
3	OZEL BURDUR BAHCESEHIR ANADOLU LISESI, BURDUR;TURKEY	Partner	AKDOGAN Deniz	
4	SECONDARY VOCATIONAL SCHOOL of ECONOMICS ,, Prof. Dr. DIMITAR TABAKOV, SLIVEN, BULGARIA	Partner	GOLEMANOVA Pepa	
5	ESCOLA SECUNDÁRIA DE ROCHA PEIXOTO, PÓVOA DE VARZIM, PORTUGAL	Partner	MIRANDA Noel	

Place: **Póvoa de Varzim**

Date: **28.10.2017**

The host organization/school: **Escola Secundária de Rocha Peixoto**

HEAD TEACHER

(Albertino Cadilhe)