

THE MINUTES OF THE 1ST TRANSNATIONAL PROJECT MEETING

Dates: from 5th to 6th of March 2018

Venue: Katowice, Poland

Host organisation: Stowarzyszenie “EBI Association”

ATTENDEES

E-C-C Association for Interdisciplinary Education and Consulting:

Society of Pierian Studies "ESTIA PIERIDON MUSSON" KATERINI:

Jafnréttishús / Equality centre:

Stowarzyszenie “EBI Association”:

Wolfgang Eisenreich – via skype

Nikolaos Tsardas

Grigorios Mitsokapas

Amal Tamimi

Salome Friðgeirsdóttir

Aneta Bagińska

Marta Kozłowska

Anna Kuśnierz

Olga Kunicka

AGENDA

Time	Location	Item
DATE: 3rd-4th March, 2018		
	<u>Accommodation:</u> Silesian Hotel in Katowice Ul. Szybowcowa 1A 40-502 Katowice	Icelandic team arrival (Saturday) Austrian team arrival (Sunday) Greek team arrival (Sunday)
DATE: 5th March, 2018 [Monday]		
9.45-10.00	Silesian Hotel in Katowice, Training room C, 1 st floor	Registration
10.00-11.00		Welcome Partners Presentation (organization, staff, role in the project) <i>[the representative of each partner organisation]</i>
11.00-12.00		Erasmus+ Programme rules, NA remarks <i>[the coordinator]</i> <ul style="list-style-type: none"> Management
12.00-12.15		Coffee Break
12.15-14.00		Erasmus+ Programme rules, NA remarks <i>[the coordinator]</i> <ul style="list-style-type: none"> Financial management Project presentation <i>[the coordinator]</i>
14.00-14.45		Lunch break
14.45-17.00		Project issues <ul style="list-style-type: none"> Tasks and responsibilities Work program: transnational project meetings, local activities Communication plan Dissemination plan Reporting Monitoring and Evaluation strategy, etc.

		Feedback
19.00		Common Dinner (social evening)
DATE: 6th March, 2018 [Tuesday]		
10.00-13.00	Silesian Hotel in Katowice, Training room C, 1 st floor	Project issues - <u>arrangements</u> : <ul style="list-style-type: none"> • Project website • Project Logo • Publications, etc.
		Feedback
		Coffee Break
		Presentation: Education systems in each partner country <i>[the representative of each partner organisation]</i>
13.00-13.45		Lunch break
13.45-15.00		Next meeting Certificates Final remarks
Free time		<p>Our suggestions:</p> <p>Muzeum Śląskie [The Silesian Museum in Katowice] (ul. T. Dobrowolskiego 1, 40-205 Katowice) https://muzeumslaskie.pl/en/about-us/ <i>Bound by the heritage of the region, its historical dynamics, its numerous cultures and the leading role of industry, and yet recognizing Silesia's intellectual and artistic background, Muzeum Śląskie provides a space for dialogue with the past and the achievements of modernity to further explore Silesia, Poland and Europe.</i></p> <p>Nikiszowiec (Rymarska 4, 40-425 Katowice) <i>The old coalmining district, the remnants of the original workers' housing estate familoks (specialized multi-family residences) comprise one of Poland's official national Historic Monuments (Pomnik historii), as designated January 28, 2011 and tracked by the National Heritage Board of Poland</i></p> <p>Spodek (Al. Wojciecha Korfańtego, Katowice 40-160) <i>Spodek (meaning "saucer" in Polish) is a multipurpose arena complex in Katowice, Poland, opened in 1971. Aside from the main dome, the complex includes a gym, an ice rink, a hotel and three large car parks.</i></p>
DATE: 7th March, 2018 [Wednesday]		
		Departure

MEETING

5th March, 2018

Welcome in Katowice

All participants of the 1st Transnational Partners Meeting were welcomed by Aneta Bagińska, Member of the EBI Association and the coordinator of the project.

Then, the coordinator proposed to take part in icebreakers.

Partners presentation

Each participants of the meeting was asked to say briefly about herself/himself.



Then, the representatives of the Partners from Greece, Iceland and Poland presented their organisations (inter alia a brief history, activities, target groups, experience, staff/members).

Nikolaos Tsardas said about Society of Pierian Studies "ESTIA PIERIDON MUSSON" KATERIN.

Amal Tamimi presented Jafnréttishús / Equality centre.

Aneta Bagińska described EBI Association.

Erasmus+ Programme rules - management & financial issues

The management and financial issues were presented by the coordinator of the project on slide show in PowerPoint. It was prepared on the basis of materials delivered by the Polish National Agency.

Main issues pointed in the presentation on management:

- main responsibilities of all partner organisations
- documenting the project activities
- changes in the contract
- eligible activities (Project management and implementation, Transnational project meetings)
- reporting
- monitoring and evaluation
- recordkeeping

Main issues pointed in the presentation on financial management:

- budget categories in the project and documentation
- exchange rate policy
- transfers between categories
- ineligible costs
- types of control
- reducing funding

The presentations are in the attachments number 1 and 2 to the minutes.

Each partner got the printed version of above-mentioned presentations during the meeting in Katowice and via email after the meeting.

Project issues

The coordinator presented in PowerPoint tool the most important information about the project: duration, partnership, main objectives, additional topics, main tasks of all partner institutions, main results of the project, target group, indicators, schedule of transnational project meetings, schedule of reporting, ways of communication, dissemination.

The budget of the project was discussed.

The presentations are in the attachment number 3 and 4 to the minutes.

Feedback

Then, there was a time for a feedback from the participants.

Cultural activity

In the evening the social event took place.

6th March, 2018

The meeting started with welcoming the Austrian Partner who had connected via skype with the participants of the meeting in Katowice. Wolfgang Eisenreich presented E-C-C Association for Interdisciplinary Education and Consulting. As well other Partners said a few words about their organisations.

As a next point of the meeting, the education systems were discussed

Education systems



The representative of each Partner organisation presented the education systems of their own country. They indicated the educations possibilities for adults and they pointed institutions in their countries which provide non-vocational adult education.

Then there was a time for a discussion.

Project issues - continued

Some arrangements regarding the project issues were done.

Project website

The project website will be created by EBI Association. Then each partner were asked to prepare a short information about their organisation and send it to the coordinator. EBI will prepare the information about the project (description, activities, results, etc.)

Project Logo

EBI Association will prepare a few versions of project logo and will send to the partners for a consultation.

The coordinator had prepared templates of some project documents, it is:

- the minutes
- a certificate
- an evaluation form
- a disseminations list
- an interim report form

All partners had a possibility to give some hints and remarks on the documents presented.

Regarding the minutes of TPM - a host organisation should provide it after the meeting.

Publications

Very initial arrangements regarding the publication were done.

- publication - summary of used methods and good practises in the field of the effective ways of motivating adults for learning process, promotion of lifelong learning among adults
- a list of tools for acquiring and forecasting educational needs of adults
- a list of innovative training subjects in the field of non-vocational adult education implemented by partners

Very import (for Participants) issue which was discussed during the meeting was the data protection. It was talked about project photos, which might be published on the Internet (project website, social media, etc.), email addresses and other data.

Feedback

Then there was a time for a feedback

Final remarks

Next project meeting will be from 14th to 15th April 2017 in Greece.

Certificates

The participants received certificates of attendance.

Cultural activity

EBI Association prepared the suggestions for a cultural activities, to choose by the Partners themselves.

Prepared by **Aneta Bagińska**

Host organisation: **Stowarzyszenie "EBI Association"**

