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**Partners:**

AUSTRIA –NNÖMS2 Mistelbach c

CROATIA- Graditeljska, prirodoslovna i rudarska ško la Varaždin –

ITALY- Istituto Istruzione Superiore Roma

PORTUGAL - Agrupamento de Escolas de Amareleja

SPAIN : I.E.S. DONOSO CORTES Don Benito

COORDINATOR:Mālpils novada vidusskola, LATVIA

**Summary of the 1st transnational project staff meeting in Mistelbach, Austria**

Oct. 26<sup>th</sup> – Nov. 1<sup>st</sup> 2015

Project title: **The school we like to learn in**

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*(Participants list with signatures uploaded to Dropbox folder “Transnational meetings” ---  
[1\\_Austria](#))*

**Objectives of the meeting:**

Project planning, management, documentation, reporting. Financial issues.

**Programme:**

Monday, Oct. 26 <sup>th</sup> , 2015:	Arrival of all partners; check in at the “Landwirtschaftliche Fachschule Mistelbach”
Tuesday, Oct. 27 <sup>th</sup> , 2015	<p>8.00: meeting at the NNÖMS Mistelbach 2; welcome party with students and teachers; speeches of Austrian headmaster and Austrian head of education of the district of Mistelbach; partners present their schools to Austrian pupils; exchanging of prepared hands as a symbol for shaking hands with each other;</p> <p>9.30-14:00: project meeting; Mrs. Livija Mukane gives an overview of planned project activities and summarises application again for all partners;</p>
Wednesday, Oct. 28 <sup>th</sup> , 2015	<p>8.00: meeting at the Austrian partner school; partners present their best practice samples for how to improve learning environment of students and of how to prevent early school leaving / dropouts;</p> <p>9.30 – 10.30: partners visit local bank (Erste Bank Mistelbach) which works together with Austrian schools to prevent debts of pupils (high mobile phone / internet bills etc.); school presents shopping window which Austrian schools create at the local bank for a month to present themselves;</p> <p>10.30 – 13.00: work on the project: partners continue to present their best practice samples;</p> <p>14.30 -17:00: Mrs. Mukane presents budgets of partner schools; talks about budget and planned project activities.</p> <p><i>(the local activities plan with the comments made during the discussion uploaded to Dropbox folder “Management” – “Contents”)</i></p>
Thursday, Oct. 29 <sup>th</sup> , 2015	<p>8.00 – 12.00: meeting at school; Mrs. Angela Braun – Tüchler from “Blickpunkt Identität” gives a lecture (talk) on the brochure “stop dropout” – Damit keiner rausfällt” published by the Austrian ministry of education; the presentation is in the Austrian Dropbox folder; partners exchange facts and figures concerning school dropout in their countries and talk about measures to prevent early school dropout;</p> <p>13.30 – 18.00: project staff (coordinators): talk about project budget, and planned international activities in partner schools.</p> <p><i>(the international activities plan with decided dates uploaded to Dropbox folder “Management” – “Contents”)</i></p> <p>Mrs. Mukane firmly points out that she can’t speak on behalf of all national agencies. The prepared project management documents are based on the information given by the Latvian National Agency and coordinators own experience. She advises each partner to contact the national agency in charge and ask for written confirmation and information before taking actions they are not too sure of. Mrs. Mukane presents the virtual project office “DROPBOX” and asks all partners to upload their presentations and project diaries etc.</p> <p><b>Coordinators discuss the cancelled meeting in Portugal and what to do to be able to go there. Portuguese colleagues confirm their high motivation to host the planned “Short-term exchange of group of pupils”. Other colleagues discuss opportunities to find financial support for this additional activity asking local municipalities or other institutions for the support. This activity is very necessary in order to start virtual and real communication between our students - the main target group of the project, to improve their language and social skills. It is one of the project's main objectives and we can't enrich the planned results without any</b></p>

	<p>students contacts and joint activities during the 1<sup>st</sup> project year.</p> <p><b>DECISION:</b> the next international activities  <b>15<sup>th</sup>-19<sup>th</sup> February in Portugal – each partner has to look for the financial opportunities to participate. The coordinating partner will support the meeting using the project management money.</b></p> <p><b>26<sup>th</sup> May- 1<sup>st</sup> June in Latvia.</b>  <b>16th -22nd October in Italy.</b></p>
Friday, Oct. 30 <sup>th</sup> , 2015	<p>8:00 – 13:00: finalising next meetings; summarizing main project ideas; agreeing on further project activities (skyping, exchange of students’ ideas via facebook, twitter, Youtube videos, e-mails, Whatsapp: using different social media to stay in touch and exchange project material;  Presentation and discussing of the project management documents templates prepared by coordinator.  15:00: meeting with BSI (district education inspector) Josef Fürst.</p>
Saturday, Oct. 31 <sup>st</sup> , 2015	Summary and evaluation of the meeting, handing out certificates of attendance.
Sunday, Nov. 1 <sup>st</sup> , 2015	Departure of all partners