



PROGRAM and SUMMARY

**of the 2nd Transnational project staff meeting in
Mālpils Secondary school, Latvia, from 27th till 31st May 2016.**

27/05/2016

Evaluation of the experience gained during the 1st project year.

Evaluation of the project management tools used so far.

28/05/2016

Interim Reports and Mobility Tool

29/05/2016

Dissemination activities.

Newsletter Nb1.

30/05/2016

Detailed planning of the Project results and outcomes

Discussion and decision about the *Friendly school rules* in an innovative form

31/05/2016

Information and tasks for the next Short term exchange of groups of pupils in Italy

Planning of the next tasks and international activities

Evaluation of the meeting.

27/05/2016

Evaluation of the experience gained during the 1st project year.

All partners informed the others about the positive and negative experience during the 1st project year as well as about their cooperation with the relevant national Agencies.

Portuguese partners mentioned few methods as very successful for the project aims/tasks: creative and sport activities, lectures by teachers, training other teachers, meetings with celebrates. They had not any essential problems, but mentioned that the colleagues and students were very disappointed that they could not host all partners' groups in a Short term students' exchange, like planned initially. The cooperation with students, their parents and the Portuguese Agency was good.

Difficulties: to involve teachers into filling out of the questionnaires forms; to explain students that the projects can be very helpful to increase their confidence.

Austria: Positive experience in the work with parents and local municipality. There is a good cooperation with IT-team of the school and between teachers. Austrian colleagues have a good support from the National agency.

There are organizational problems during the whole school year with an eventual change of headmaster. The unclear situation disturbs to implement the project activities.

Croatia: The colleagues had successful cooperation with students, headmaster, had a positive support from the national agency. There have been regular reports sent.

Difficulties: teachers are not very motivated to participate in local activities because of a very small number of international meetings opportunities. Only 40 teachers from 100 filled out the questionnaires.

Italy: The headmistress is very supportive and helps to organize the project activities. Students get more motivated and appreciate their gained knowledge and skills in English.

Difficulties: There are some problems to involve other teachers into the project. Teachers of the other subjects cannot speak English well and due the small number of the approved international mobilities have less opportunities to attend the teachers' trainings abroad.

Spain: The school has a very supportive inspector and a lot of help from the headmaster They can get a new motivating experience, especially for the students. The colleagues used modern IT tools to organize the project Questionnaire for students and teachers and to summarize the answers. They have a good cooperation between different departments of the school. During the meeting with parents they explained the methodology of the students' choice for the international mobilities: 60% good results in English and 40% in other subjects.

Difficulties: to motivate teachers to participate in local activities. 50% of their motivation depends on the opportunity to travel in the framework of the project and 50% - work needs, own lessons in the school.

Latvia: The biggest success is the very active students' team involved into the organization of all project activities. We communicate regularly using WhatsApp, have team meetings once a month, students are involved into decision taking and implementation of the own planned activities.

There were no serious problems, but definitely would be necessary to have more international activities for teachers and students.

CONCLUSION: the only one problem in the project in general, for all partners, is lack of teachers' motivation to be involved into the local activities of the Project, because of they have very small opportunities to participate in the international staff trainings or go abroad, to meet their colleagues at least as accompanying teachers due the less number of the approved international activities.

28/05/2016

Interim Reports and Mobility Tool

Partners informed the others about the interim report requirements of different agencies, different deadlines.

Coordinator stated that all national agencies have different deadlines for the final reports; each partner has an individual and different contract with his national Agency, and each partner should follow the requirements given by own national agency.

Austrian partner showed the presentation prepared by the Austrian Agency about the filling out of the Interim report forms. Coordinator suggested to pay a special attention to the suggestion to use the Erasmus+ terminology very precise, using the same titles of the activities like written in our application form.

Coordinator will forward information on mobility tool etc. as soon as it is available.

All partners will be informed by their national agencies as soon as the mobility tool will be available in each participating country.

Coordinator explained ECAS website mobility tool as far it was possible and from the experience of the other projects.

<https://webgate.ec.europa.eu/eac/mobility>

Numbers come up automatically; just add number of students and use the money we were granted for the activities; partners should pay attention to number of days: one day for arrival, 5 working days and one day for departure.

Partners informed the others about the forms of the Interim reports they received from their agencies. We discussed the questions of these reports step by step and the possible answers to each question.

29/05/2016

Dissemination activities.

Partners informed the others about the dissemination activities done in the framework of the project. There are many publications in local and regional newspapers, screenshots of the websites information and other materials added to the relevant folders of our joint Dropbox “office” of the project. Partners analyzed the content of our joint Dropbox Office as a very important dissemination tool. Coordinator reminded to give the access to the Dropbox to all National Agencies.

Difficulties: to get attention of regional and national media, big newspapers. Portuguese school has difficulties to access Dropbox.

Newsletter Nb1.

The structure of the project Newsletter Nb 1 has been discussed in e-mail communication between partners and finalized during this meeting. The newsletter will consist of:

- 1 page- **Introduction**/summary, logo, title, partners with the links to their websites - from the application form with eventual small corrections, if necessary - **Livija**
- 3 pages- **summary of our research** done until the meeting in Austria: very shortly about the situation in our countries and useful links - **each partner 0,5 of an A4 page**
- 1 page - **meeting in Austria - a)** about the transnational staff meeting and **b)** teachers' training about the project topic - **Karin**
- 3 pages - Summary/analyze of the **Questionnaires results** (concentrating the main attention to **suggestions for our schools improvement**) - **each partner 0,5 of an A4 page,**
- 3 pages - **Best practice samples** - description of the most successful activities/experience. It can be also a more detailed description of only one great activity - for example, the teachers' training in Portugal, because we can't describe it as an official international learning/teaching activity. - **each partner 0,5 of an A4 page,**
- 1 page- **meeting in Latvia a)** Blended mobility and **b)** Transnational staff meeting – **Livija**

Spanish partner (responsible for the newsletter) told the other partners about the information received from each partner so far and presented the ideas for the Newsletter –design that have been discussed by all partners.

He asked to send to Spain the school logos and website address of all partners.

The deadline for the final version of the newsletter is 15th of July.

30/05/2016

Project results and outcomes

The main project outcome – “Friendly school rules”. Partners made an intensive and long brainstorming about the content, design and innovative/interactive aspects of these rules. We intend to create a really useful and motivating project result, so we collected and evaluated many different ideas, how it has to look.

All partners liked very much the video presentation made by Spanish partners about the 1st year activities and decided to prepare the “Friendly school rules” as a video showing advantages of a friendly and tolerant behavior, creative learning, innovative thinking, cooperation between students, teachers and parents.

Coordinator contacted the national Agency asking for their opinion about this idea. Our suggestion for final product was appreciated by them; we can do the video. After this permission coordinator has prepared the framework for the next steps:

summary of all results of all questionnaires; deadline will be the meeting in Spain; the Spanish IT teacher has already agreed on helping us, even if he is not at the school next year; Spain is responsible for technical side of producing the video; Livija will collect information, produce a summary and forward it to Rafael. All partners will work on draft of the content and give their ideas and all necessary contribution.

31/05/2016

Planning of the next tasks ...

Discussing the activities done during the 1st project year partners agreed that all planned activities are fully implemented and we can concentrate our attention to the second phase of our work - the main project outcome “Friendly school rules” like mentioned before. All partners will continue to share and publish best practice samples; Latvian students will prepare an English description of games and activities done during the Blended mobility in Latvia and publish them in Dropbox.

All partners will continue the work for creating of a friendly school atmosphere, improvement of cooperation between students, teachers, parents, local society through different creative educative activities like planned in the application form.

... and international activities

The next Short term pupils’ exchange and Short term staff training event will be in **Italy**, from 16th till 22nd October 2016. As there is the students’ hosting in families not possible, partners will stay in bungalows next to the school. Italian partner will prepare timely a detailed program and tasks to be done by the partners until the mobility.

Next activities.

After discussing of the most convenient dates for all partners we decided:

Short term pupils’ exchange in **Spain**:

Arrival: 5th of March 2017 (Sunday); Departure: 11th of March 2017 (Sat) ; each partner country is permitted to take 3 students and 1 teacher; accommodation and maybe breakfast will be for

free; dinner and lunch will be around 8 Euros. Spanish partner will let us know details after meeting in Rome, Italy. Rafa suggests sharing a bus among partners from Seville or Madrid to Don Benito. Maybe the Austrians, Croatians and Latvians can coordinate flight times or take the same plane from Vienna.

Transnational project staff meeting and Short term staff training in Croatia:

Arrival: May 21st, Departure: May 27th, 2017, Alen will try to get us a good deal in a hotel so that partners might take more teachers to the staff training. There will be 5 partners, 6 nights, 15 teachers together minimum.

Evaluation of the meeting.

All participants of the transnational meeting evaluated the work done during the last days, filled out the evaluation questionnaire.