

Minutes of meeting 24.10.17 in Verden

AGENDA

1. Introductions & welcome to our project
2. Juan Carlos has been replaced by Isabel/Antonio. New names.

We need the following from all schools for each meeting:

- **signature from your headmaster to confirm that participating teachers are employed at the school.**
- **list of participants (both students and teachers)**
- **original boarding passes and flight and hotel reservations from everyone**

2. **Meetings - This is what is in the application:**

C1 Opole - later November 2017

C2 Cadiz - mid March 2018

C3 Horsens - late October/early November 2018

C4 Verden - Feb/March 2019

Final meeting Cadiz - April 2019

but the following changes were made:

Spain 5.2 - 9.2.18

Denmark 5.11 - 9.11.18 (alternative: 19.11.18 - 23.11.18

OR 24.9 - 28.9.18

Verden 18.3 - 22.3.19

Cádiz 27.4 - 1.5.19

3. The Budget - presentation by the Danish school La (og Sc)

During transnational meetings: The costs for each participant not to exceed €70 (trips, entrance fees, get-together dinners, etc) . The host schools is not obliged to pay any expenses. Host students are expected

to offer a packed lunch to their guests. Activities outside of the official programme are paid by the students themselves (eg bowling, film, etc) It is a good idea to have a get-together party on the first night of the project.

Local transport is paid by the student guests

4. Introduction to Google

Steen has created a joint Google account with the name ECOSTRAT@horsensgym.dk.

The password for this account is [ErasmusPlus](#)

The website is a very rough draft.

5. Project Rules :

1. Everything is saved on our joint drive. Furthermore there is a website. There are many more possibilities to use Google: We can upload videos which can only be seen by project participants.
2. ONE administrator from each school is given administrator and editing rights
3. All mails about the project are sent to all teachers involved by sending them to a mailing list.
4. Steen will make a student Facebook group (?)
5. We suggest that we use Whatsapp to share private

6. General rules mentioned in the application

- a) The subjects Geography, Biology and languages must participate
- b) Local specialists and companies must participate both between and during meetings.
- c) Colleagues must be informed about the project in each school
- d) An Erasmus corner must be made including flags
- e) The local community must be informed as well as the parents by using our website, Facebook and school newspapers.

- f) The host families must be informed about the project
- g) Students meet on a regular basis to collect data, make interviews and videos.
- h) Our national meetings will be added to the website (we can link to Google drive) so that we can see what is happening in each country. There is a folder for each school where work can be saved in the original language but an English summary of the national meetings must be made and uploaded to Google drive.
- i) Work during national and international meetings must be an eye opener for the students to make them realize the climate changes they are facing.
- j) Workshops - not tourist trips. Our finances also mean that we have to spend much time in school working across borders so no more than a day and a half should be allocated on excursions.
- k) The students must speak English during the workshops.
- l) The host school is responsible for the visit but the teachers' meetings will be run by and the minutes of the meetings will be written by the Danish school. The host school is furthermore responsible for making a video of the transnational meeting.
- m) The future host will inform the rest of the group about their plans for the stay in their country, especially the tasks to be carried out prior to the visit
- n) All outcomes and tasks must be prepared thoroughly so that everyone understands what is expected of them.
- o) Method of evaluation - both for students and teachers- maybe Mice, suggested by the Germans
- p) The students must produce and present Powerpoint presentations in their own words - not copy paste material from other sources
- q) All participating teachers must be able to communicate in English.
- r) Each country signs the agreements and the minutes of the meetings at the end of the visit.
- s) Diplomas are issued from each meeting (one or two copies - the Danish school needs an original one for each participant)
- t) No cell phones are to be used during the meetings. Exceptions are the making of videos or pictures for documentation.

1. Problems: could you substitute a pupil by a teacher? The answer is NO. Steen and Michala have contacted our national agency
2. Meetings: C1: Opole: The money has to pass through the agency/the town hall.
3. Problems about the budget: La explained the budget and how it works. The kilometers and the number of participants decide the amount of money. Implementation: 6,000 for the participating schools, Denmark as coordinators 12,000. 25% semi-annually. You will get your money before the end. The 20% is not paid until the end of the project.
4. We'll try to find some cheap hotels and try to stay at the same hotel. If you can find the money you can use it on anything.
5. For visits: The limit for each participant should be around 70 Euros... see the agenda. The host families are going to pay for all food. The guests should pay for the local transport. We going to pay the trips etc. in cash to avoid the Polish problems with the President.
6. The rules: we send the students' emails and then they can make their own whatsapp/Facebook.
7. We want have an open web site.
8. Steen has briefly explained the Google-drive and how the web site is built up. If there are any questions, it will be re-done in Opole.
9. Steen explained the general rules. Remember to write down what is happening in the different countries.
10. Iza tells about the plan for the meeting:

Video presentation of the school, the town, the region. (try to keep it down to 5 minutes, and remember to upload it to Google Drive before the meeting in Poland.

The environmental challenged/strengths

The logo

Erasmus plus corner

Green dictionary

11. Thomas will find out to evaluate the project - maybe on Google drive
12. Diploma for everyone in 2 copies, signed & stamped

Next meeting in Poland (briefing by Izabela)

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The powerplant is not possible. Iza will try to find another place. There is a place that recycles waste. Activity in the zoo.

Monday: Arrival

Tuesday:

A meeting at the school. Games etc.. Meeting with the students and the teachers. We shall see some videos, 5 minutes from each school, city and region. The school has to prepare projector, computers etc.

Meeting with local authorities. (the President)

City center - start a city game - meet up in one point. We will visit a tower (40 minutes) and a beautiful view from the top.

Get together with students - meeting in a restaurant. Perhaps the pupils arrange a bowling without transport.

Wednesday

We start at 8, workshops. Visit to the zoo (changes if bad weather) lunch. Visit to the dumping site. **Workshops about Polish culture**

Thursday

Organic farm - ½ day trip. In the afternoon we can meet a representative from the university - perhaps it is better to go to the university. Dinner - students go home for dinner.

Friday

Krakow - with guide - not too long. Interactive museum. Visit to Wavel.

Miscellaneous:

Allergy - we will make a table for students to fill in
EU code (earlier ECAS-code) to enable mobility tools:
webgate.....

Google account:

Email account: ecostrat@horsensgym.dk

password: ErasmusPlus

BUT everyone should be able to access Google drive by using their own email. If not, contact Steen

Poland

Germany

Spain

Denmark