

Agreements and decisions of the first transnational meeting

I. LEARNING-TEACHING-TRAINING ACTIVITIES AND 2nd TRANSNATIONAL MEETING

A) FINANCIAL MANAGEMENT

It is commonly agreed that the following rules are applied to make the project week of the hosting school and the official programme in the project week a success.

1. Teachers accompanying the students in the project week.

Each receiving/hosting school responsible for organizing the project week tries their best to offer accommodation for accompanying teachers.

Option 1 Hosting school offers a visiting teacher homestay: The hosting teacher offers half board. Meals taken at midday (e.g. on premises of school or on excursion) will be paid by visiting teacher themselves. The visiting teacher invites hosting teacher to a "thank you dinner" during or at end of stay.

Option 2: Hosting school is unable to offer a visiting teacher homestay: The visiting teacher will stay at a hotel/hostel. The hosting school will support the search for a reasonably priced hostel/hotel/auberge - as the hosting school has the local means and knowledge and knows about fair prices and distances from the hotel to the hosting school. Costs are covered by the sending school.

As the project work is reciprocal, the teacher(s) of the country which have NOT enjoyed homestay for any good reason is in turn NOT obliged to offer homestay but may offer homestay if they wish to do so. Then the "thank-you-dinner" rule should be applied in this case.

2. Teachers travelling to meet for a transnational meeting.

Costs of accommodation and daily meals are covered by the sending school. The hosting school supports the search for reasonably priced accommodation if requested by the visiting school. Local means and knowledge of hosting school help in deciding about the best location to book. A farewell dinner is not obligatory. If the hosting school has only restricted financial means left - all partners/participants agree to pay for themselves, if they wish to join a final dinner. In this case, participation is NOT obligatory for any coordinator involved.

3. Students accommodation and meals:

The hosting school covers all the costs with regard to accommodation and meals no matter if students are offered homestay or must stay in a hostel/auberge. There should be 3 meals per day except for arrival and departure day. In the latter case the travel data decide on a reasonable provision of food.

In general the principle must be: Always to the advantage of the child/student.

4. Intercultural training.

The costs of the intercultural training performed by two trainers of InterCultur gGmbH Hamburg of 2,500.- € (one module = three full days) will be covered by each school.

The additional costs of the trainers (flight tickets, accommodation) will be covered by the coordinating school (.i.e. the German school) solely.

B) CONTENT OF PROJECT WORK

The hosting school will have to provide an official programme of the project week from Sunday (arrival) to Saturday (departure). The training sessions of InterCultur will take place on Tuesday, Wednesday and Thursday. In addition on Monday and Friday the hosting school may want to organize excursion(s) for all participating **foreign students and teachers of the visiting schools**. It is our firm belief that each hosting school is trying to organize a memorable week on the sole basis of their own decisions, to the best of their knowledge, having in mind the limits in their financial budget and the value of extra-curricular activities for a cultural understanding. The proposed excursions and/or extra-curricular activities in the official programme of the hosting school will be accepted by all visiting partner schools.

Should a visiting school want to visit other places than included in the official programme of the hosting school, they solely will have to cover all costs of travelling, meals and insurance regulations as they organize an activity outside the official programme of the hosting school. The hosting school is thereby exempt from any legal and/or financial claims resulting from this individual partner school activity.

C) SELECTING ATTENDEES OF INTERCULTURAL TRAININGS

The following preconditions are recommended for participation:

- Age of students: 14 – 17 years.
- To have at least four years English as foreign language.
- To be able to follow instructions of training and mediate their competences to their own counterparts.
- Ideally it should be a good mix of boys and girls.

II. PROJECT WORK AT SCHOOLS DURING THE PHASES BETWEEN THE PROJECT WEEKS

A) CONTENT

Phase 1: From the 1st transnational meeting until the 1st project week in Thessaloniki

- TASK 1: Establishing the three teams composed of students and teachers –IN-REACH, OUT-REACH, MONITORING **Deadline: 1 November 2017**
- TASK 2: Designing the logo of our project **Deadline: 1 November 2017**
- TASK 3: Voting for the best logo (done by 20 students of each school voting for proposals of other partners only) **Deadline: 15 November 2017**
- TASK 4: Students introduce themselves, their schools and their home town/home region **Deadline: 1 December 2017**

The German school will work out an evaluation questionnaire to identify the success of the first project week.

Phase 2: From the 1st project week until the 2nd project week in Chateau-Thierry

Tasks and deadlines will be defined in the 1st project week in Thessaloniki by all participating teachers with consideration of intercultural training.

Basis of work at schools are the respective curricula of schools. Attending teachers and their students should bring lessons into line with the project objectives defined in the application form.

Following phases: The decision on tasks and deadlines for each following phase depends on the content of the intercultural training sessions and will be defined by the participating teachers during the project week(s).

B) COMMUNICATION

Deadline is the last date, when expected outcomes of project work have to be uploaded at eTwinning (Twinspace).

All communication with regard to project work and content has to be carried out on eTwinning. In all other cases (e.g. planning, arrangements, urgent matters) communication of teachers via their individual/personal home email account is accepted, too.