Opening project meeting Ankara – Friends at home, friends abroad

* Date: 08/11/2019 – 9.30 AM – 05.00 PM
* Attendees:
	+ Ankara: Emel Simsek
	+ Belgium: Jan De Zitter & Evelien Gauquier
	+ Spain: Luis Jiménez & Irene Lucumberri
	+ Romania: Anisoara Nita & Ilie Iustina Daniela
	+ Madeira: Eduardo Soeiro & Eusebio Silva
* Appendix:
	+ 1. Proposal Google Drive Structure
	+ 2. TO DO-List
1. Choice of the project logo

As a group we decided that the logo will be chosen by majority of votes. Every attendee has 3 votes. The logos were randomly scattered over the table.

The winning logo is the logo of Lou Ranno. She is a student of KBO Volkegem – De Sterrenkijker ( Belgium)

There must be made a little correction in the logo: Turkey has to be written with a capital letter. Maybe some aspects of the logo can be digitalized. The letters can stay in handwriting.

1. Presentation of the country, the educational system and the own school
* Every school presents his Country and education system
	+ See ppt & movie Turkey
	+ See ppt & movie Madeira
	+ See ppt & movie Belgium
	+ See movies Spain
	+ See presentation Romania
1. Practical agreements - documents
* Belgium will make a Google Drive to put in all the documents and materials for the making of the website and to organize the total of activities of the project.
* There will be a proposal of a Google Drive structure.
1. Discussion of activities & time-table

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|  | **Activity** | **Remarks** |
| P1 | Erasmus Corner | OK in each school |
| P2 | Survey | * Which questions are we going to pose? Are the three questions as marked in the project enough?
* Madrid has a proposal of questions. Belgium has also an example of questions. We deliver all the examples to Emel (Turkey). Turkey will make a new proposal and a final draft will be made in Whats app.
* It’s better to have clear and closed questions. Question 6 & 9 in the proposal of Madrid are not useable.
* Be careful with what we publicize
* Each country can decide if they make the survey online or on paper
* Every country has to ask the same questions. This can be in the mother tongue.
* 10% - 30% of the total school students need to reply on the survey.
* We will expose the results in percentages.
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| P3 | Website | * friendsathomefriendsabroad.eu
* Belgium is the creator.
* We will collect the content through the Google Drive.
* There’s a need to repeat the disclaimer in all pages. This can through a linked page with the whole text.
* We publish in English.
* Content:
	+ The name of Madeira must be changed into Portugal
	+ We call all the exchanges: LTT’s
	+ We have to publish all the official activities, but there will be also a page for the extra’s. It’ll be in the ‘MORE’-section. For these extra’s the country of origin of the activity has to write the text.
* Belgium writes the texts for all the communal projects.
* We will do an experiment ( Day of Languages) to find out if we will work in a kind of blog system or just create pages. With the blogpost there can be link to a full page. The blog can be on the initial page ‘MORE’.
* Inspirational website: learning4tomorrow.eu ( Other project Eduardo)
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| P4 | Day of Languages | OK |
| P5 | E-Twinning | * Founders: Emel & Irene
* Name: friends at home, friends abroad
* Not everyone got the invitation
* Emel tries to solve this problem.
* Send the invitation to the partners.
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| P6 | Brochure | * Some schools have already made this
* It has to be a summary of the project
* It has to be at the beginning of the project – It announces
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| P7 | Logo | OK |
| P8 | Opening Meeting | OK |
| P9 | Posters | * Making posters with the whole school and spread them.
* No need for competition.
* Take pictures to post on the website
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| P10 | Rap | * Timing Jan/Feb 2020
* It can be in English or in the mother tongue.
* All participants make 1 verse.
* The theme is common.
* The rap can in total be maximum 2 minutes.
* Iustina will do a proposal of rhythm. There can be an English common chorus. The stanzas can be in English or in the mother tongue.
* If you make verses in the mother tongue they have to be subtitled.
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| P11 | Bookmarks | * Every country makes 20 bookmarks for each mobility. So in total everyone creates 80 bookmarks.
* Spain, Portugal, Turkey & Romania will bring in total 160 bookmarks to divide over Belgium and Turkey. Belgium makes also 20 to Turkey.
* Spain, Belgium, Turkey & Romania will bring in total 80 bookmarks. Portugal receives 80 bookmarks.
* Belgium, Turkey, Romania, Portugal will bring in total 80 bookmarks. Spain receives 80 bookmarks.
* Spain, Belgium, Turkey & Portugal will bring in total 80 bookmarks. Romania receives 80 bookmarks.
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| P12 | Draw and Paint | * Children rights
* May 2020 – can be in another month but must be finished by September 2020
* Results will be shown on the website as soon as possible
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| P13 | Presentations | Uploading the presentations that are used in Ankara. |
| P14 | Anti-bullying week | * Anti-bullying week: Rename it to “ Erasmus Friendship week”
* Together with: Safer internet day (Madeira) & Week tegen pesten ( Belgium)
* February 2020
* Madrid: in the week we visit (May)
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| P15 | T-shirt | * October/September 2020
* Make a creation on paper – contest (local competition)
* Printing a T-shirt for the students that go on the mobility and the class of the winner of the contest.
* Local competition
* 1 example can be given for each participating country for the Erasmus- corner. For example in baby size.
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| P 16 | Short Films | TO DISCUS IN MADRID/BELGIUM |
| P17 | Calendar | TO DISCUS IN MADRID/ BELGIUM |
| P18 | Poetry | TO DISCUS IN MADRID/ BELGIUM |
| P19 | Final Meeting | TO DISCUS IN MADRID/ BELGIUMProposal: Beginning of JulyProblem for Madrid: Will this be ok for the school insurance. Preferer before mid-June. |
| P20  | Evaluation | TO DISCUS IN MADRID/ BELGIUM |
| P 21 | Dissemination | TO DISCUS IN MADRID/ BELGIUM |

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| C1 | Exchange Belgium | Wishlist room distribution:* Spain
	+ 2 female teachers & 2 girls & 2 boys
	+ Ok if the teachers have to sleep with the students
	+ Girls separated from boys and bathroom in the middle is ok
* Madeira:
	+ Two months before it will be known
	+ Teachers will be together
	+ Boys and girl don’t know yet
* Romania:
	+ Room 8 children - occupying the 10 bedroom
	+ 2 twin rooms – teachers with students ok
	+ Room 2 persons: Ani and David
	+ Other 2 seperate ok
* Turkey:
	+ Depends on girls and if there is a male teacher or not.
	+ They go first to Paris and Brussels, we can pick them up together with other countries. Belgium can choose the best option.

Dates confirming:* Arrival on Monday 20 Avril ( Accommodation is available after 12 AM)
* Leave on Friday 24 Avril leave ( Accommodation must be free at 10u30 AM)

There will be an excel-file on the google drive where everyone as soon as possible can fill in all the needs to know for the host country. The costs in Belgium can be paid by money transfer or in cash. We don’t recommend cash for your own safety at the airport. We will make one price for the whole week. We will make a planning of the week with a clear view of the costs.Belgium will make the invitation letters.It has to be delivered 2 month before departure.Example is created by Emel or on the NA-website.Bring your teachers card for discounts, please. |
| C2 | Staff Training Madrid | * 26 – 30 May 2020
* 4 teachers of every country – not less!
* Stay in a good and modern hostel – there is a need for a private bathroom
* Different options of rooms – Irene can send the proposal
* Proposal of content:
	+ Police officer
	+ 2x 4u
	+ Visit Office of the Consul
	+ Sharing the good practice:
		- coexistence program
			* What is this?
			* What are the activities and tools for a better living together?
			* What are the procedures if something goes wrong in the school/ in the classroom?
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|  | Exchange Romania | * Decide the date in Belgium
* Proposal: 18 April tot 22 April 2021
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Appendix 1. Proposal Google Drive Structure

* + Website-documents
		- P - activities
			* P1: Erasmus Corner
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P2: Survey
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P3: Website
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P4: Day of Languages
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P5: E-twinning
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P6: Brochure
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P7: Logo
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P9: Posters
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P10: Posters
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P11: Bookmarks
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P12: Draw and Paint
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P13: Presentations Twinspace
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P14: Anti-bullying
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P15: T-shirts
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P16: Short Films
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P17: Calendar
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P18: Poetry
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P20: Evaluation
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
			* P21: Dissemination
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
		- C – Exchange pupils & teachers
			* C1: Exchange Belgium
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
				+ Reports meeting
				+ Practical details
			* C2: Staff Training Madrid
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
				+ Reports meeting
				+ Practical details
			* C3: Exchange Romania
				+ Romania
				+ Spain
				+ Belgium
				+ Madeira
				+ Turkey
				+ Reports meeting
				+ Practical details
		- Administration & Meeting Turkey - Madeira
			* Opening meeting Turkey
				+ Reports meeting
				+ Practical details
			* Final meeting Madeira
				+ Reports meeting
				+ Practical details
			* Other documents

Appendix 2. TO DO-list

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| **TO DO List** |
| **TO DO** | **Who’s Responsible?** | **Timing** |
| Digitalize winning logo | Belgium | ASAP |
| Uploading the presentations | Everyone | ASAP |
| Proposal design Google Drive | Belgium | ASAP |
| Proposals questions deliver to Turkey | BelgiumSpain | ASAP |
| Turkey will make the final version of questions, discussed in the Whatsapp-group | Turkey | ASAP |
| Make template to fill the results of the survey | Belgium | As soon as the questions are available |
| Fill the results of the survey in the template | Everyone | ASAP |
| Belgium will collect all the results of the survey and make a graphic presentation of it | Belgium | As soon as results are available |
| Making website operational | Belgium | ASAP |
| E-Twinning – solving the problem | Turkey & Spain | ASAP |
| Excel document where information is collected for the exchange | BelgiumFilling in: Everyone | ASAP |
| Doing a proposal of the room distribution – Map of the location (photos) | Belgium |  |
| During the exchange in Belgium and Madrid there will be created some time to discuss the other activities. | Belgium/ Madrid | Exchange moments |
| Sending the proposal of the hostel in Madrid | Spain |  |
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