

**DysTRANS – Supporting Dyslexic Individual in Transition from Primary to Lower Secondary School
2017-1-TR01-KA201-046274**

KA2-Cooperation for Innovation and the Exchange of Good Practices Strategic Partnerships for School Education

**2nd Transnational Meeting – Sines
May 10th – 11th, 2018**

MINUTES

Venue : Agrupamento Escolas de Sines – Sines, Portugal

Present (in order of signing register):

Ömer Faruk Metin, [TR1]
Figen Sekin [TR2]
Daniela Boneva [BG1]
Teodora Pantazi [RO1]
Ilisie Carmen [RO2]
Murat Akin [TR3]
Osman Hatun [TR4]
Boguslaw Klimczuk [PL1]
Agnieszka Duda [PL2]
Emanuela Leto [IT1]
Salvatore Giammanco [IT2]
Mariana Martinho [PT1]
Rosa Martins [PT2]

THURSDAY, May 10th

- 1) Welcome at Agrupamento de Escolas de Sines; Introduction of the meeting with the hosting partner
- 2) A brief overview of the project is done by Ömer
- 3) Presentations of National Need Analysis by partners:

Poland – Agne
Bulgaria – Daniela
Italy – Ema
Portugal – Rosa
Turkey – Osman

Timeline for International Need Analysis was discussed:

- Finalizing the International Analysis by Fatih RAM – **deadline 15th June**
- Translation of the international analysis – **deadline 25th June**



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- It must be published in our institutional , web sites, Facebook pages, and must be distributed as many people as possible via using our social media accounts, our personal contacts and other possible ways

It is stated by Ömer that the INTERIM REPORT of the project has to be submitted till the end of June 2018 according to the Project Grant Agreement. The report should cover the implementation of the project from the beginning until the end of May 2018.

In order to provide more time for translation and finish the Analysis on time, the responsible partner Fatih RAM will send the partners step by step the ready parts for translation.

4) Discussion on the Transition Support Kit components: Check List, IEP Template, Guides Output 2

A1 –Checklist **Deadline End of July**

Discussion about the checklist: The structure and the contents of the checklist are discussed among partners.

- Each partner to send what they currently have at hand to the leader –SEN Association = **deadline 27th June**
- First Draft of the Checklist = **Deadline end of June**

A2 – IEP Template **Deadline End of August**

- Each partner to send their countries templates in English – **deadline 27th May**
- Finalizing the IEP – **deadline End of June**

A3 – Guide for Teachers Starts by June and Deadline End of September

A4 – Guide for Parents Starts by June and Deadline End of September

- First drafts of the Guides to be prepared by the end of June
- To finalize collection of comment by the end of July
- And finalize it by the end of August

Please go through the presentations Daniela presented during Ruse meeting-**by the end of 31st May**

THURSDAY May 11th

Planning for next 6 months' implementation, next meeting

5) **3rd Transnational Meeting and Study Visit– POLAND** in September.

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- Arrivals: On 25th September fly to Warsaw- Tuesday 260kms to Zamosc alternative to Lublin by Lufthansa

Departures: 29th September

1Euro= 4,2 PLN

Hotel Price: app. single 60€ / double 70€ in IBIS

On Friday Morning - Conference

Study Visit in Bulgaria

- Daniela suggests 14-15-16 th November
- 2nd Option - 29-30-31st October Thursday (1st November) cannot be included because it is a National Holiday.
- 28th May decide these dates and tell Daniela so everybody can choose their alternatives and reserve their hotels and travels.
- Regional Resource Canters – We can meet some people from the commission who evaluate the pupils and also have them prepare a video record beforehand and can show you then.
- Primary Schools

Dissemination

The responsible partner Emanuela has emphasized some important issues regarding dissemination of the project

- 3 Newsletters after each Output
- Edmodo
- Upload all the documents about what you do in Edmodo and twinspace – deadline end of June because there is application for eTwinning Quality Label.
- Use of E-Twinning more effectively.
- Facebook Page – we need to promote it- send it to our Ministries- We need to connect this page to other institutions
- Flyers and posters to be collected and put into the Page, eTwinning, Edmodo
- Local Conference – to be done everything that is produced should be put into Edmodo and eTwinning
- There is also “messages” which you can send messages in Edmodo
- A “Case study”
- A video in Palermo city which is weekly broadcasted as public spot on local TV.



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6) Administrative and Financial issues – Ömer Faruk Metin

Study Visit Reports

Study Visit Reports to be sent till the end of 20th May.

Partners are responsible for collecting their participants' individual reports and sending them to the coordinator a summary report from each partner in English. Partners' individual reports will be scanned and attached to that report.

Contracts

Everybody to send their contracts or the documents showing their staff's legal bind to the institution

Daniela to send an example for the declaration letters for Portugal and Italian Partners

Omer to ask to NA whether they require contract for Study Visit participants or not.

Timesheets

Timesheet for the period between the project start and the end of May should be submitted to project coordinator until **10th June**.

Bank Statements

Timesheets should be accompanied by the bank statements or payment orders which show the amount is really delivered to the related personnel's bank account.

Travel Documents

Keep your boarding passes and travel tickets – scan them when you return home and send it to coordinator

Certificate of Attendances for Transnational Meetings - 2 copies for each participant

Certificate of Attendances for Study Visits - 2 copies for each participant

7) Official good bye