

	MEETING MINUTES		MODELO
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MEETING MINUTES IN ELDA (SPAIN)

Place: Elda
Date: 5 October 2016
Time: 13'45 h

ATTENDANCE:

- Knud Erik Sørensen
- Louise Olssen
- Ursula Simon
- Monika Bodemann
- Isabel Fernández
- Emilio Maestre
- Cristóbal Melgarejo
- Diego Succi
- Simona Montevani

Meeting Agenda

1. Meeting in Hoxter. Dates
2. Activities carried out during the Project by students.
3. Upload material in different websites and social network
4. Questions.

FIRST MEETING PROJECT "GISWELM" How to give the students skills and means on their way to the European labour market"

2016-1-ES01-KA202-025404

3 to 5 October 2016

Monday 3.10.2016

10:00 - The group of participants arrive to IES Valle de Elda. Participants introduced themselves and were welcomed by representatives of the host school Valle de Elda, headmaster Cristobal Melgarejo Romero and project coordinator of the Spanish Amelia Leal Estevan. Amelia announced change in the program: The local media will visit the school in the afternoon, including TV with an important representative of the Town Hall related to Education.

10:15 – 11:00 - Visit of the school Valle de Elda was prepared and guided by Maria Jose García Soto, vicedirector of the school and Ximo Boyer, teacher of commerce involve in the project. The visit was focused on classrooms for the vocational subjects.

11:30 – 13:30 Short presentation of the institutions. Project expectations and background.

Discuss about the students participant in the project. The selection criteria will be the following:

- Level of English (certificate or personal interview made by English teachers)
- Letter of motivation (why they want to participate in the project)
- Interview explaining the motivation
- Responsibility and good manners

15:00 – 17:30 Discussion in IES Valle de Elda about the develop of the project. The partners agree to develop during this course 16-17 tasks related to the first and second axis of the project. The first axis “Technical skills”. The details of the researches, questionnaires and presentations prepared by students guided by teachers. (**Anex II**)

The second axis “Social skills” is detailed in **Anex III**.

The third axis “Entrepreneurship” will be decided in June, during the second organization meeting in Ferrara (Italy)

17:30 – 18:00 Visit and welcome to Elda of main representatives of the Town Hall related to education. Interview for local newspaper, radio and TV.

Tuesday 4. 10. 2016

9:30 – 11:30 – Visit to the Cámara de Comercio de Alicante. Meeting the president of Training Department, Mr. Francisco Sogorb. Presentations of the project and short presentation of each institution including the role in the project of each partner.

Press this link for the advertise of the project in the regional newspaper “Información” <http://www.diarioinformacion.com/elda/2016/10/06/camara-comercio-centro-valle-elda/1813649.html>

12:00 – 14:00 Discussion about the budget. In this project the Spanish National Agency deposits money to the Spanish partner, the coordinator, who distributes the money to the rest of partners. According to the contracts attached between the coordinator and the partners, after receiving 80% of the budget, the Spanish partner will deposit 40% of the budget to the partners, after the intermediate report another 20% and after the positive answer of the final report the 20% to complete the total of budget. (**Anex IV. Budget**)

16:00 – 18:00 – Cultural visit to the Alicante castle “Santa Barbara”

Wednesday 5. 10. 2016

9,30 – 11:00 Meeting in Valle de Elda to summarize; the participants agreed on the following conclusions:

- It was decided to create a Moodle platform for uploading all the project documents – presentations, minutes, preparation for the following meetings and photos. It will have private and public part. The private part will be used for the needs of the partners, especially to exchange documents and materials and the public part will contain news and interesting information for public and will serve for the publicity of the project. Apart from that, each partner will inform about the project on their own websites.
- A Wordpress blog will be created by Amelia Leal, coordinator of IES Valle de Elda.

- Project will have its own logo, which will be designed by Ximo Boyer, Spanish teacher of Instituto Valle de Elda.
- Next mobility with students will take place in Hoxter, Germany on the premises of Berufskolleg Kreis Hoxter . There will be 5 working days with students. Date: 3 to 7th of April 2017
- The intermediate meeting and course for training according to the application will be in Ferrara (Italy). There will be 5 working days. Date: 6 to 10th of June 2017.
- Moodle platform will be established to upload the documents from the first meeting as well as following meetings; deadline: 30.10.2016; responsible person: Cristobal Melgarejo Romero
- The teachers of each institution will register in ETwinning platform (deadline: 14.10.2016) in order to create a Twinning space by Amelia Leal and Monika Bodemann. Material made by students will be uploaded according to the annex II and III.
- Each partner will create section on their own websites dedicated to the project; it will contain common information as well as actual topics which the partners will be working on; the content will be specified and discussed by e-mail, starting deadline: 28.10.2016, responsible person Amelia Leal for suggestion, all partners for realization.
- Italian partner will be in charge of the intellectual output.
- La Cámara de Comercio de Alicante agrees to participate in the accomplishment of templates of questionnaires to the companies.

11.30- 13:00. Visits to the Arab Castle in Petrer.

13:00 – 16:00. Visit to the wine cellar and farewell lunch.

At the end of the meeting the participants received and filled in evaluation questionnaire. The results will be also presented in the moodle and used to improve further project work.

Elda, 5.10.2016

Amelia Leal Estevan
The Coordinator



Cristobal Melgarejo
Director



Louise Olssen



Emilio Maestre

Isabel Fernández


Ursula Simon


Monika Bodemann


Erik Knud Sørensen

Diego Succi



Simona Mantovani

