MEETING IN FINLAND

Before writing down the decisions taken during our meeting, I’d like to inform you of what I have learnt during my meeting in Naples (even though you probably know these things already, because many are changes that took place after I did my last Erasmus KA2):

1. The intermediate report is not necessary anymore for projects that last up to 24 months (ours)
2. The European logo must be used in all the documents we produce; the official logo can be downloaded from <https://eacea.ec.europa.eu/about-eacea/visual-identity_en> ; in any cases, you can use a European flag next to each there must be the sentence “Co-funded by the Erasmus+ Program of the European Union”
3. The documents necessary for each mobility are: a) the certificate of attendance (separate for the meetings and the LTT Activities); b) the attendance list with the signatures of the participants; 3) the detailed program of the meeting (not the minutes)

Considering number 3, I think the best thing to do is that Anu writes it, since she knows exactly the people we met, etc.

OUR DECISIONS:

**NEXT MEETINGS** (all the meetings will be officially from Sunday to Saturday, but we can decide to change one day, except Spain):

1. MANRESA (Spain): from Sunday 25th February to Saturday 3rd March 2018: we will all leave Manresa on Saturday morning to Barcelona

At the end of the meeting (Saturday) each group can decide to stay one/two nights in Barcelona. Each group will book a hotel on their own

1. VOLOS (Greece): from 22nd to 28th April 2018
2. PRIBRAM (Czech Rep): from 7th to 13th October 2018
3. UTAJARVI (Finland): from 10tht to 16th February 2019
4. ROMA (Italy): from 5th to 11th May 2019.

All meetings will last 7 days (no travel days)

**TRANSPORTATION COSTS**: the “local” transportations (if necessary) will be paid (organized) by the hosts; the excursions (for example to Prague, to Rovaniemi, etc.) will be paid by the guests; transfers from/to airport will be paid by guests.

**LOGO**: each school will provide one logo (digital, not drawings); it will be uploaded on e-Twinning (Twinspace?) by the end of January and then each school will vote for the best one. We will have 20 votes each school, and the students will vote for two logos (to avoid that they vote only for theirs). We still have to decide how to vote (we didn’t really decide what platform to use), please give suggestions!

**SCHOOL PRESENTATIONS**: Each school will make a presentation of their school and the surrounding area. We didn’t really decide how to make the presentation. At first it was suggested on Prezi, but then someone suggested using videos and/or PowerPoint, so I guess we are free to do as we like (or not?)

**EVALUATION FORMS/QUESTIONNAIRES:** There will be two questionnaires: one before the trips where the student will write what they expect from the trip itself; the second after it. There will also be a questionnaire for the families who host. Dimitris will prepare it sharing information with Roser and the Catalunyan team. I will send the questions we asked to families in my previous Erasmus+

**STUDENTS’ PROFILES**: each student will fill in a profile where there will be some key information like what they like, what their interests are, something about their family, etc. I also wrote in my notes something about their “dreams and worries”, but now I am not sure what it was exactly about. In any cases, I will send you in a couple of days a possible form.

The forms are necessary to make the matchings of the students. The matchings will be done by the school that hosts (in this case, Manresa).

**FACEBOOK/ETWINNING:** There will be a closed group on FB for teachers+students who take part in the project; students should also have their private FB closed group; all students will be invited in TwinSpace, where they can share ideas, etc. (but we haven’t decided exactly what and how).

**“DREAM MAPS”:** our projects includes the production of “dream maps” by the students: the students will think and describe (during the visit to Manresa) how they imagine their life in five years’ time. I guess the next step should be how they imagine they will arrive there and what they must do to arrive there. I’d also suggest to imagine their life in ten years’ time (my students will all go to university and be there in 5 years).

The maps will be done using Pinterest.

**SURVEY ABOUT POTENTIAL FURTHER EDUCATION AND JOB OPPORTUNITIES**: THIS IS THE TASK THAT EACH SCHOOL MUST ORGANIZE BEFORE THE MOBILITY TO THAT COUNTRY. In this case, it is Manresa.

**“WORKING LIFE EXPERIENCE”:** as you remember, my school (Italy) needs a certification that affirms that my students have done this “working life experience” during their stay abroad. To obtain this you should:

1. Sign an official agreement with my school (the agreement is in Italian, but I’ll provide an explanation in English)
2. Appoint an “official tutor” (that is, the contact person in that country) who will do absolutely nothing extra (but it is necessary to have a name)
3. Certify (at the end of the mobility) that the students have done 50 hours of activity (30 hours in your country and 20 hours as a preparation in Italy); I will give you a sample of the certification
4. Give an evaluation of the students’ activities abroad. The evaluation will be officially signed by the tutor, but I’ll do the job, don’t worry!

Giorgio Marsan