Minutes 1st Erasmus staff meeting in Denmark

Nov 2017

**Communication**

Fewer email recipients pr. country (to avoid feeling “Erasmus-spammed”)? Email addresses for group mails were collected by Peter Jensen (DK).

Response-time? We agree to acknowledge reception of task by email within 3 days. Peter Jensen will give special notice if needed.

We agree on using closed facebook groups, one for teachers, one for students & emails. (Norway has responsibility for the group)

We agree to get parents consent to sharing photos of Erasmus-students online via webpages, facebook and Instagram hashtags #erasmusplus #erasmusplusfinland #erasmuslife #erasmustrip #erasmus #teachandlearnerasmus.

We agree to upload minutes and other documentation to twinspace. In Faro meeting in April 2018, e-twinning will be on the schedule.

**Economy**

Each country documents expenses according to each country’s N.A.

**Code of conduct:**

Students are primarily 14-18 years old

Students are not allowed to drink alcohol. Teachers preferably enjoy alcohol without students present according to each country’s rules and culture.

Boys and girls can stay together in and outside of the planned program. In hostels students are to be given a night-time period when they should stay in assigned rooms. Boys and girls are not allowed to visit each other after bedtime.

Smoking: students and teachers are not allowed to smoke. Teachers can smoke if the students are not around.

Accommodation: As mentioned in the original November 2016 minutes. No changes.

Mobilities:

C2, Faro, Portugal. CHANGED TO April 23th-30th 2018 confirmed by all delegations

C3, Norway CHANGED TO Monday 17th - 24th sept. 2018 confirmed by all delegations

C4, Germany, November 28th - December 5th 2018 confirmed by all delegations

C5, Finland CHANGED TO January 28th - February 4th 2019 confirmed by all delegations

M1, Portugal, Evaluation report meeting 1-2 teachers per country may 6th - may 10th 2019

Numbers of participating teachers and students

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Numbers of student / teachers |
| **Destination** | **Start** | **End** | **Denmark** | **Norway** | **Germany** | **Finland** | **Portugal** |
| Denmark | 26/11 | 2/12 2018 |  | 0/2 | 0/2 | 0/2 | 0/3 |
| Portugal | 23/4  | 30/4 2018 | 8-10/3 | 4-6 / 3 | 8-10/2 | 4-6/2 |  |
| Norway | 17/9  | 24/9 2018 | 8-10/2 |  | 8-10/2 | 4-6/2 | 4/2 |
| Germany | 28/11 | 5/12 2018 | 8-10/2 | 4-6/3 |  | 4-6/2 | 4-6/2 |
| Finland | 28/1 |  4/2 2019 | 0/2 | 0/2 | 0/2 |  | 0/2-3 |
| Porto | 6/5 | 10/5 2019 | 0/2 | 0/2 | 0/1-2 | 0/2 |  |

The C2 visit in Portugal will begin in Faro and end in Lisbon. Please consider this when booking flights (Plan will be send by Portugal)

**Erasmus Day**

First Erasmusday on visit C2 is coordinated by the Portuguese team, who will inform the rest of the participating countries about structure and eventually necessary preparations beforehand.

Evaluations: Each meeting must be evaluated in order to help planning the upcoming meetings through student-survey or other relevant methods. Results must be distributed among teachers. The Finish delegation distributes questionnaires.

**Europass**

Depends on each country / N.A.

NOTE: C2 visit to FARO starts in Faro and ends in Lisbon. Therefore it is an advantage if participating teams fly in to Seville and out of Lisbon.

Skype-meetings in March are coordinated by the Norwegian team. Content of skype-meetings are partly Erasmus-day assignments coordinated by Portuguese team and partly questions prepared by Norwegian students.

Shared costs for busses e.t.c. are preferably divided into separate invoices and stamped and signed by hosting school.

**Evaluation of the meeting in Copenhagen.**

The Danish team will make sure that our meeting with Carsten Hjorth is uploaded in Twin Space.

Germany will make a brief summary of the week

Finland will make a short evaluation

All the mobility dates has to be reduced one day. A mobility is supposed to be 7 days (5 work days and 2 travel days) We agree on skipping the final day (if it is not much more expensive)

Portugal will send out a program in the beginning of January 2018. And write how many host families that have the capacity to host students.

If possible 4 students from each country will go to host families and if a country brings more students than that it has to pay a hostel for them.

Regarding the meeting in Porto: each country will only receive funds for one person – but we recommend at least two persons, which have been the most involved in the project from every country.

**Advice**:

Meetings were quite efficient.

Would be nice to be able to participate in lessons at the hosting school.

If possible we should arrive and leave at the same dates.

Carsten was huge success. It can be challenging that we have so much to talk about and so little time.

Important that we do a lot of work in the first couple of days. This provides us the opportunity to rethink and develop ideas.

Great when we have both work and pleasure at the same day. We have to remember that going out for dinners and having time for coffee is also work. It helps us getting to know one another. Trust and open minds are the foundation for a successful project.

*Anders Rønn, Henrik Bay & Peter Jensen*

*November 2017*