### 4<sup>th</sup> Meeting Minutes

### **Participants**

| Name         | Surname        | e-mail   | Institution    |
|--------------|----------------|--|----------------|
| Roberto      | Righi          | rrighi@stepseurope.it                                | STEPS          |
| Liisa        | Ilomäki        | liisa.ilomaki@helsinki.fi                            | TEdu (UofH)    |
| Aysun        | Çoban          | aysunkilic35@gmail.com                               | Karsiyaka IMEM |
| Mustafa      | Islamoglu      | mislamoglu5335@gmail.com                             | Karsiyaka IMEM |
| Muazzez      | Öztürk         |  | Karsiyaka IMEM |
| Ayşegül      | BalbayYalçın   |  | Karsiyaka IMEM |
| Miguel Ángel | Muñoz          | mamunoz@zaharena.com                                 | Zahareña Cº    |
| Isabel       | Porras         | iesalbayzin.direccion@gmail.com<br>isapv99@gmail.com | IES Albayzín   |
| Luis         | Rodríguez      | lumaromartin@gmail.com                               | IES Albayzín   |
| Raquel       | Martín Mendaño | rachelmendanito@gmail.com                            | IES Albayzín   |

#### Presentation

Welcome to all partners from Germán González, Granada Responsible of the Andalusia Regional Ministry of Education, and Juan Antonio Ruiz, Inspector of Education and collaborator of the project.

### Administrative Issues

Isabel Porras, as official representative of the partnership, inform that the Spanish National Agency has not sent yet the Amendments to the Contract for the withdrawal of Graafchapt College, but everything is ok, because they verify immediately if is necessary to give more information, so is only a bureaucratic procedure for the official sign of the changes.

It has been doing an analysis of the final budget and the real expenses doing by each partners. Regarding the Contract, it is possible to transfers cost between different voices without amendment (article I.3.2) with these limits:

→ The transfer has to be less than 20% of the voices (in our case Project



Management, Transnational Project Meetings and Learning Activities). This limit is in both sense, so the 20% limit is determined by the item with a lower amount.

→ Project Management can only give money to other voices. It is not possible to move money from Transnational Project Meetings or Learning activities to Project Management).

According these conditions and the real expenses of partners, LiceoRomita and IES Albayzín can move money from Transnational Project Meetings to Learning Activities in order to fund the higher number of students involved in mobility compared to the initially planned. This explanation will be send in a message to all partners in order to inform their financial departments.

# Presentation and discussion about Outputs and Results of the project

Liisallomaki, Roberto Righi, Luis Rodríguez, Isabel Porras and Raquel Martín has present the different outputs and activities doing in the framework of the project.

The partnership has coincided in assessing very positively the number, content and depth of all the results that have been produced in the different activities (specially the learning outcomes of the Learning Activities).

The dropout approaches from the projects activities has been considered from a bottom-up point of view (not proposing political measures but individual actions) and considering:

- Dropout as an individual problem, with an individual solution, but using collaborative strategies to build positive environments.
- Putting the teacher role in the center.
- Integrating and shorten the gap between the school culture and that from the society around the school (neighborhood, families, ...)
- Balance the institutional empowerment with the students own engagement.

It should also be noted that these results are the result of the involvement of the different stakeholders of the schools, another aspect that must be taken advantage of for the final dissemination activities.

IES Albayzín and LiceoRomita have elaborated a table with the description of all the outcomes and the partnership has decided to integrate it with all the other results and use it to:

- Define the characteristics and actions to complete the different outputs in order to consider them as a final public result.
- Define the potential recipients interesting to know these results.
- Define the way the partnership present the results.
- Elaborate a dissemination strategy for each output.

The structure of the table is:



| Type Of<br>Activity                | Descripti<br>on                    | Result                             | Authors                            | Format                               | Current<br>State                     | Proposal<br>s to<br>Improve   | Potential Recipient s and Partner especiall y intereste d in spreadin g it | Dissemin<br>ation<br>Strategie<br>s |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|--------------------------------------|--------------------------------------|-------------------------------|--|-------------------------------------|
| To be filled by partner responsibl e | To be filled by partner responsibl e | To be filled for all partners | To be filled for all partners  | To be filled for all partners       |

The Google Drive Folder table will be located the common in a (https://drive.google.com/open?id=0B8w7qKl3v5hlbzdzbFF4ekM5VFU) Google integrated Sheet bν Zahareña (https://docs.google.com/spreadsheets/d/1cngqP7ejjDBki00xyKsFX9drerEQLMY3jpZy OCBCylg/edit?usp=sharing)

## Dissemination Planning: Actions to be carried out until the Karsiyaka meeting

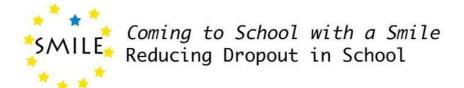
After analyze all the outputs of project, the partnership decides to focus the activity from June (after the second Learning Activity in Granada and the finalisation of the school year, to leave the student to better finish all the projects relating to Smile Project) in Dissemination, in two different phases:

- <u>Dissemination of all the single outputs</u>, in order to test the interest and the reaction from the key recipients. This phase will be developed until the final meeting of the project in Turkey.
- To elaborate and disseminate a final conclusion of the project. This result will not be an extensive report, but something soft with a direct communication approach. The format is not defined (it can be a slogan, a small video as an advertising spot, a decalogue derived from the good practices of the project, ...), being ts determination the main objective of the Final Meeting: how to produce it and a communication strategy until the end of the year, when the project ends

It has been also decided that Karsikaya IMEM will organize a Press Conference in Turkey as the principal output from them. AysunÇobanask to LiceoRomita a simple explanation about the approach they used for the Press Conference that was organized in Campobasso during the project meeting.

After analyze the agenda for the Learning Activity of May in Granada, the partnership advises IES Albayzín to open the *Meeting and Round Table of Student with an Administration Member* of 10th May, to other stakeholder (representatives from families, teachers, associations,...) in order to transform this activity in real dissemination activity of the project.





### Visit to AldeasInfantiles/Children Villages

In the morning of Friday 28th April partners visit AldeasInfantiles, to know their programs with children that are housed in their "villages" for different reasons (orphans, custody has been withdrawn from parents, unaccompanied minor migrants) and how they collaborate with schools, in general, and with IES Albayzín, in particular.

### Last transnational Project Meeting in Turkey

The final meeting will be organized from <u>26 to 29 September in Karsikaya</u>. Is a moment perfect for all partners and also is time enough for partnership to articulate actions to close the project in the better conditions and for definition of final activities is it was considered necessary.

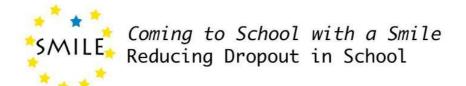
AysunÇoban will propose all partner a hotel with agreements with IMEM in order to make the stay in the better and more economic conditions.

To arrive to Karsikaya is necessary to fly to Izmir Adnan Menderes Airport, 40 km away of meeting venue.

AysunÇoban recommended to fly via Istanbul with Turkish Airlines, but sometimes is possible to find other economics possibilities via some german airports or Amsterdam with Pegasus or Lufthansa.

It is important to fix the dates ASAP in order to buy the tickets with the lowest price. For this reason, Zahareña has created a poll in Doodle (http://doodle.com/poll/wpar6x943n3gsbky) to collect information from all partners.





### Work planning until the 5<sup>th</sup> Meeting

| Who   | What   | How   | When   |
|---|--|---|--|
| Zahareña  | Kickoff meeting minutes                          | Send Minutes to all partners  | ASAP   |
| Zahareña  | Administrative<br>Message                        | Send a message to all partners in order to inform their financial departments about the conditions to transfers cost between different voices without amendment (article I.3.2).                                | ASAP   |
| Participants who has presented results during the meeting                 | To share presentations                           | Include the presentations used during the meeting in the common folder: <a href="https://drive.google.com/open?id=0ByoAdl-DetsRFRGQIB2aWhORFk">https://drive.google.com/open?id=0ByoAdl-DetsRFRGQIB2aWhORFk</a> | ASAP   |
| All participants in<br>Kickoff Meeting                                    | Validation of Minutes                            | Make corrections, comments and additions to the minutes   | Before<br>17/05/17   |
| All participants in<br>Kickoff Meeting                                    | Evaluation of Meeting                            | Answer the evaluation questionnaire at <a href="https://goo.gl/forms/c0rcUEMPv3JSXWxa2">https://goo.gl/forms/c0rcUEMPv3JSXWxa2</a>  | Before<br>17/05/17   |
| Participants from<br>IES Albayzin in<br>Campobasso<br>Learning Activities | Evaluation of the exchange                       | Answer the evaluation questionnaire at <a href="https://goo.gl/forms/Qmy9QW4">https://goo.gl/forms/Qmy9QW4</a> <a href="mailto:npG4RP71I2">npG4RP71I2</a>   | Before<br>17/05/17   |
| All partners  | Fix the dates for the Final Meeting at Karsikaya | Answer the poll at <a href="http://doodle.com/poll/wpar6x9">http://doodle.com/poll/wpar6x9</a> <a href="http://doodle.com/poll/wpar6x9">43n3gsbky</a>   | Before<br>17/05/17   |
| LiceoRomita& IES<br>Albayzín  | Learning Activities in Granada                   | Participate in the Granada Exchange   | From 7 to<br>14 May  |
| IES Albayzin  | Contract Amendments                              | Inform all partner when the official communication will arrive.   | As soon<br>as it<br>arrives<br>from the<br>Spanish<br>Agency |
| Participants from<br>LiceoRomita in                                       | Evaluation of the exchange                       | Answer the evaluation questionnaire at <a href="https://goo.gl/forms/Qmy9QW4">https://goo.gl/forms/Qmy9QW4</a>  | Before<br>30/05/17   |

| Granada Learning<br>Activities |  | npG4RP71I2  |  |
|--------------------------------|--|---|--|
| Zahareña                       | Table of Final Outputs                                   | Create the table and integrate the results already communicated by partners   | ASAP                                       |
| All Partners                   |  | Review, fill and comments all the outputs of the project.   | 30/05/17                                   |
| Zahareña                       | Proposal of<br>Dissemination Actions                     | Review of the Table of Final<br>Outputs and elaboration of a<br>document with the final actions<br>for better disseminate the<br>project. | 15/06/17                                   |
| All partners                   | Dissemination Actions                                    | Develop of the dissemination actions proposed and inclusion of the actions in the Dissemination Table.                                    | From<br>15/06/17<br>to Final<br>Meeting    |
| LiceoRomita                    | Approach for a Press<br>Conference                       | Describe the approach of the Press Conference that was organized in Campobasso during the project meeting                                 | 30/05/17                                   |
| Karsikaya IMEM                 | Organisation of a<br>Press Conference                    | Organisation a Press Conference to disseminate the final results of the project in Izmir area.  | During the<br>Final<br>Partners<br>Meeting |
| Karsikaya IMEM                 | Information about<br>Hotel and transport in<br>Karsikaya | Send all partners information to organize the trip for the Final Meeting.   | 30/05/17                                   |
| Karsikaya IMEM                 | Final Meeting  | Organisation of Final Meeting   | End of<br>Septembe                         |
| All partners                   |  | Participate in the Final Meeting  | r (date to<br>be fixed)                    |

