



Education and Culture DG

Lifelong Learning Programme

MINUTES OF MEETING

The first meeting of the project Comenius Multilateral *Building their Tomorrows, Today! SIROCCO!* was organized from 26 to 28 October 2011, in Aveiro, Portugal.

The following participants took part in this meeting:

Portugal EPA: Ana Ribeiro, Jorge Castro, Cláudia Matos, Pedro Sá, Susana Bastos, Maria Manuel Teixeira

Spain: Plácida Hurtado Garcia, Maria Teresa Álvarez Amaro

Estonia: Sigrid James, Silva Sikk

Italy: Sabina Viridis, Gian Pietro Demurtas, Anastasia Manca, Francesca Nioi, Cristina Loddo,

Turkey: Murat Gencer

UK: Kim Johnson

On 26 October, after the welcome meeting and the visit of the school facilities, all partners introduced themselves and showed their presentations concerning respective institutions.

The following was decided:

- Each partner will present one logo for the project web page. They should be sent to the coordinator until 9th December. Then, the best logo will be decided by a commission composed of 12 students (two per partner institution), 12 teachers (two per partner institution) and 12 members of the staff of each school (two per partner institution). The key-words for the elaboration of the logo are: inclusion, diversity, opportunity, equality of opportunities, cooperation, Sirocco.
- After the showing of the motivation and the in-service training needs questionnaires, the partnership agreed on a final joint one which will be inserted in the project webpage. Each partner will have the questionnaires filled in by students and staff and will do the respective statistics analysis. There will be interim and final evaluation questionnaires too.
- There will be 3 meetings held each school year. The second meeting will take place Don Benito, Spain, from 26th February, Sunday, to 1st March Thursday; the third will be held in Turkey, arrival day on 20, working days, 21 and 22 and 23, 24 and 25 May 2012; the fourth will take place in Kent, England, from 12 to 16 November 2012, (12-14 working days); the fifth will be held in Estonia, in February 2013, arrival day, the 17th, and the 6th Project meeting, in Italy, from 12 to 16 May 2013. Every partner institution will take, at least, two students (14- 18 years old) each time (to be confirmed by each hosting school). Every partner will check at national level the minimum students involved in the mobilities.
- For each meeting, every partner will prepare one or more in-service training workshops related to one of the ten top mentioned training needs in the questionnaires apart. An activity for the pupils will also be organized in each transnational project meeting.

- The training needs questionnaires will be filled in up to 9th December 2011. Every school will do the local statistics analysis of these questionnaires and send the results to the coordinator to be put in the project webpage.
- The coordinator will be responsible for the elaboration of the project website. It will contain the following contents: Partnership (including the presentations of each institution showed at the present meeting), Summary and objectives of the project, Meetings (here there will be a file for each country, containing respective programmes, minutes of meeting), Photo Gallery, Outcomes, Press release. The first draft for analysis will be ready for next meeting.
- All partners will send the coordinator the email contacts of the students involved in the project.
- All partners will have their students filled in the expectations questionnaire and have the respective statistics analysis done.
- Everyone was reminded of the two newsletters that will be released at the end of each school year. The contents of each will be decided next meeting. Contents: summary and objectives, logo, some information about the project meetings and the local activities in a very reduced form, including photos.
- Every partner will contribute for the E-folio: with activities – plans, according to the application form (“with joint activities addressed to handicapped and not handicapped people as a group, either for younger or older people)
- Every partner will contribute for the Intervention programme mentioned in the application form (an Intervention Programme to apply at children and teenagers with educational special needs aimed at technicians and future technicians).
- Every partner will contribute for the E-FAQ (How to deal with Specific Special Needs - to be included in the Project web page)
- Every partner will contribute for the E-Folio with pedagogical tools (role-plays, group dynamics, etc)
- The Symposium will be held in the last project meeting, in Italy.

On the second day the group had the chance to meet and work at the other two school buildings.

At the end, the partnership evaluated the first meeting. It was agreed that the meeting was very good, not only to meet every partner but also to agree on responsibilities and activities to be performed. Communication between partners was also very efficient and smooth. All topics were explained clearly, the whole team worked together and every opinion was taken into consideration. Everyone is looking forward to the second meeting.

Apart from the meetings concerning the project work, the group had the chance to participate in some cultural and leisure activities according to the enclosed programme.

Aveiro, 28 October 2011