

Coordinator Meeting 10.3.2016 (Priory Woods School)

Present: Emma Russell, Carmina Colomina, Susana Sanchis, Mária Karolčíková, Odilija Juzukoniene, Roberta Mauri, Maria Serratore, Marco Zacharias, Ioanna Mastragelopoulos, Alexander Salzmann

## 1. Code of Conduct

All countries agreed on the Code of conduct. It was highlighted that the logo on the code of conduct needed to be changed to stay in line with the official Erasmus + documentation. The group also agreed to e-mail the agenda for the trans-national meetings at least two weeks in advance. ER will change this and e-mail a copy to all countries for their records.

## 2. Overview of project

- Activity 1: Creation of Erasmus Gardens
- Activity 2: Logo competition
- Activity 3: Sharing Enterprise Ideas
- Activity 4: Eco-Sculptures
- Activity 5: Establishing Partnerships with business
- Activity 6: Creation of e-recipe book
- Activity 7: 'Europe in Bloom' Competition
- Activity 8: Local Wildlife Study
- Activity 9: Creation of Bird Feeders
- Activity 10: Up-cycled fashion items
- Activity 11: Trade Fair

It was agreed that we would carry out a Logo Competition in schools and that the final entries would be submitted to ER by the 15<sup>th</sup> of May. ER will then send out a voting form and the final votes will be submitted by the 31<sup>st</sup> of May. The winner will be announced by the 8<sup>th</sup> of June.

All schools agree to create g-mail accounts so that we can use file sharing services. We will also look at e-twinning as a possible tool for sharing our work. All schools agree to send a delegate on some training around this. (Summer)

## 3. Next Visit – Lithuania

1<sup>st</sup> May is the deadline for choosing students and communicating numbers to Lithuania.

It was suggested that countries use the Kaunas airport to arrive and that advice will be given on travel arrangements. All countries should give Lithuania student numbers by the 1<sup>st</sup> of May.

## 4. Dates for other visits?

Lithuania:	September 26 <sup>th</sup> – 30 <sup>th</sup> 2016
Austria:	December 12 <sup>th</sup> -16 <sup>th</sup> 2016
Germany:	March 6 <sup>th</sup> – 10 <sup>th</sup> 2017
Slovakia:	September 25 <sup>th</sup> – 29 <sup>th</sup> 2017
Italy:	December 11 <sup>th</sup> – 15 <sup>th</sup> 2017
Spain:	March 5 <sup>th</sup> – 9 <sup>th</sup> 2018

## 5. Minimum required information before a visit?

The host country will recommend a hotel that will be appropriate for all visiting countries. It was agreed that it would be nicer for all countries to stay in the same hotel and therefore priority will be given to finding a hotel to accommodate the needs of the schools travelling with students with disabilities. This information should be provided by the host country a minimum of three months in advance, along with information on transport options. The country information form should be e-mailed to the host country no later than 4 weeks prior to the visit.

## 6. Improvements from previous visits

Everyone agreed that all the previous visits had been successful and that it had been great to experience the diverse cultures and settings in a variety of ways. It was agreed that, where possible, costs will be kept low for visiting countries. It worked well that the host country paid for one meal during the stay so we will continue this into the current project. Lots of host countries provided options for activities and recommendations for places to visit during free time and it was agreed that this would be provided by the host country for every visit. It was also agreed that each visit would include at least one day outside experiencing the weather of the host country. In order that this is successful, the host country should provide information on what type of clothing will be appropriate for the visiting countries to bring.

## 7. Class Twinning

MZ has volunteered to coordinate the class twinnings so he will provide a form for schools to fill in and then pair the classes up appropriately. Hopefully, after our e-twinning training, we will be able to use this as a communication tool.