



Grundtvig Project: Nr. 2013-1-GR1-GRU06-15313 1
Partnership meeting
Lousada, Portugal, 3-5 July, 2015

Attendees

The host Partner will circulate a copy of the signed attendance list

Program of the meeting

<i>DATE</i>	<i>ACTIVITY</i>	<i>NOTES</i>
Friday 3 July 2015	Arrival	19.00 – Welcome Dinner Introduction to the cultural calendar 21.30 - Concert
Saturday 4 July 2015	<i>Working day</i> Working session 1	10.00 – Start Welcome address by the hosting partner Presentation on the Final Report construction and evidence needs Discussion on the Final Report and the tasks of each partner. Presentation of the Manual
Sunday 5 July 2015	<i>Working day</i> Working session 2	10:00 - Start Thematic grouping and discussion on the teaching units included in the manual (Music, dance, theatre, cooking etc) Presentation of the work done by each group. Suggestions for changes in the manual Dissemination and evaluation. Reporting and planning the last phases of the dissemination plan and the evaluation of the project. Summary of actions by all Partners

Minutes of the meeting

Chair of meeting

It was agreed that Pat Cross would Chair this meeting

Final Report

Structure

Pat presented a partly completed Final Report Form, responding to the common parts of the form that are true for all Partners. This has to be completed with detail of actions by each partner.

It was noted that Transnational Meetings chosen to be attended by each Partner, should be added as Results by each Partner.

It was agreed that Fernanda (PT) would complete the sections on Dissemination and Sustainability. Then, each Partner will add further text to describe their own actions for Dissemination, and the intended actions for Sustainability.

It was agreed that Pat would circulate an electronic copy of the form to all Partners.

Evidence of Results/Outcomes

Pat presented a summary of the Results/Outcomes, and a comparison with those offered in the proposal form. This was in a Powerpoint presentation which is attached to these minutes. The discussion updated the resultant Task Plan.

It was recognized that the four “Modules” and a number of reports that were offered in the proposal form, were now all contained in a single text file. This is referred to as “The Manual”.

The following actions were agreed:

1. Coordinator (Dimi) to complete the Project Plan
2. ALL Partners to send copies of their Press Release to Pat at Gecko within 2 weeks
3. UK will print promotional actions from all Partners websites and Project FB Page, and send the collection to the Coordinator, along with press releases
4. Methodology to be added to a section of the Manual by UK
5. All additional material to the Manual to be sent to Pat at Gecko within one week – Denmark and Portugal only.
6. Report - “Better Practices”. Requires clarification from the Coordinator

7. UK will produce an evaluation questionnaire to be completed by ALL Partners within 2 weeks.
8. ALL Partners to reply to the evaluation forms to UK in a further one week. This will be the evidence base for the final evaluation.
9. Report – “Competences, learning routes, modes of learning and transnational mobility”. Requires clarification from the Coordinator.
10. Coordinator (Dimi) to produce a final evaluation report on the project, using the evidence base in item 8.
11. Report – “Distance and blended learning opportunities in culture and arts education”. Requires clarification from the Coordinator.

It was noted that most Partners had written a national report on culture and arts education in their own country, and these had been sent to the Coordinator. Hence it is possible that we have information for items 6, 9 and 11, yet this will need to be collated and single reports produced on each topic. This requires clarification from the Coordinator.

Manual (as it is now known)

Working in four groups, Partners reviewed the Manual and recorded their requested changes with a further four versions. The UK Partner will assemble all these views and additional contributions into “Manual COMPLETE”. This can only become the FINAL version, when we have clarification of items 6, 9 and 11 above.

It was decided that the FINAL version of the Manual will be made freely available on the Project’s website (from the Results page). Portugal agreed to design an electronic “cover” for the Manual, that will be the download button for the text file.

Summary of Actions Agreed

As listed for items 1 to 11 above

Portugal to complete Project-level Dissemination and Sustainability sections of the Final Report Form.

UK to contact Coordinator, to seek clarifications.

Portugal to design electronic text file “cover”