

# **MEMO OF THE FIRST TRANSNATIONAL MEETING in Montmeló 28.-30.10.2015**

## Participants:

Finland: Sanna Pienmäki  
Germany: Jakob Ebeling and Carolin Arnold  
Coruna: Olga Varela and Conchi López  
Italy: Donato Colucci and Luca Bonifazi  
Montmeló: Marta Butjosa

At the beginning Sanna welcomed everyone to the team and we opened the first meeting with the pencil's bang to the table :)

Our first decision was that we are going to have turns in secretary work!

## **Day 1. Wed. 28<sup>th</sup> 13.45h** **Secretary: Jakob**

### Issue 1.

#### **Getting to know each others: Self presentation of everyone and every school.**

- Joutsa, Finland: Sanna, 77 students in high school ← organizer of school (only they travel), ~200 in upper primary (13-15yr) ← member of project
  - Sanna is counselor of school (teaches as subject and personal counsel)
  - other members: the principal and the sports teacher (coming to Montmeló in Nov), English and German teacher, arts teacher...
- Italy, Civitavecchia: 2 different schools joint together, vocational training school for economics. They teach law and economics. 100 teachers. Civitavecchia 50.000 inhabitants with port.
  - Project: Students spend 400 hours of practical training in 3 years outside of the school (in companys).
  - Very practically oriented: Trying to apply subjects in everyday work in companys and law courts. How to organize enterprises.
  - Acting: work in enterprises (sale etc) and justice trials. Virtual enterprises. Visiting courts. (only an idea??)
- Germany: Bitterfeld near Leipzig, ~20,000 inhabitants, ~950 students, high school for "higher" education preparing for university, from grade 5 to 12 (10-18yrs). Members of the team are Sven Ebel (main coordinator for this school), Frauke Winkler, Mrs. Montag, Jakob Ebeling, Carolin Arnold.
- Spain, La Coruna, Cambre. Conchi and Olga (English teachers). 800 students (12-18yr), high school, secondary school, and vocational training. Many immigrants in the school → conflict resolution, mediation.
- Spain, Montmeló. High school for university and vocational training for professions. The school offers vocational training for hair dresser and beauty. Members of the team: Marta, Javi, Albert (principal),

General discussion and talk about the different school systems.

### **Issue 2. General & practical issues – first discussion**

**Task: Every school should do a table with all names. Make a fixed plan of who is travelling where in advance!**

**Decision on communication channel:**

Edmodo with a student group and a teacher group

**- General discussion about the project plan (the content) and the timetable:**

There is the version of the Project plan / time table (annex no 1)

**Planning the time table**, maybe fix some dates.

Finland:

April 12<sup>th</sup>-14<sup>th</sup>

May 16<sup>th</sup> - 20<sup>th</sup> (travel 15<sup>th</sup> )

Germany:

workshop in week 43 or 44 (after Oct 24<sup>th</sup> )

**Issue 3: Responsibilities of every partner school**

Firstly we looked up the application and remembered what are the responsibilities. Every school presented their thoughts of their field of responsibility:

**Germany: eGuide:**

Idea: Excercises to be written down, so that other teachers can follow instructions to recreate the lessons for their own students.

Material collection in edmodo, then think about other forms of presentation: Website, phone app, pdf, ...

What kind of materials to put into the eGuide?

Depending on the subjects: Tests, exercises, videos

**Everyone should remember to document everything that is done in the workshops to put it into the eGuide for later reference.**

**Italy: dissemination** (Verbreitung, Veröffentlichung)

students can do that probably very good (modern media)

**Cambre: quality**

based on EU-regulation

- to be clear about responsibilities in the team
- organisation, implementation, support
- org.: setting goals

The quality team needs a written plan of what are the tasks, so that they can prepare documents of how to control the quality.

Maybe are questionnaire (assessment sheet) to examine the workshops afterwards.

Assessment sheet should contain two parts: 1 general part which is the same for every school, another part specific for every school's workshop.

Discussion about possible questions for the sheet.

**Montmeló: sustanebility**

We will hear about this in the next meeting, because Marta has now enough work with the first workshop.

**Joutsa: coordinating** the whole project

Sanna told her thoughts of being the coordinator. She will participate in every transnational meeting

in order to have all information needed for keeping the project in the right "track".

Sanna reminded about the Budget:

Did everyone receive the final budget table? The budget cuts included... Every school must consider the workshop activities within the budget. There is no possibility to exceed the budget. Every school should notice that the budget is different for every school, because distances for travelling etc are different.

## **Day 2. Thu. 29<sup>th</sup>**

at 9.00 – 10.45

Secretary: Carolin

### **Issue 4.: Getting to know the project's main idea**

Yesterday it came up that Italian team are not aware of all the facts, ideas and content of the project. That is why Sanna presented the application and all its aspects and the content. It is very important that everyone know our project very thoroughly.

During this presentation we had good discussions of these topics:

- main idea of the project: discussion about places to sleep and the student work before, in and after the workshop (presentations in our schools about every workshops in front of tutor, principal or other students- in best in front of the students next time travel to workshop; maybe included in an English speaking task)
- **organizing a teachers seminar -programm** without the students (same topic like the students have), ca. two hours a day, to make the trip smoothly. We have plan it carefully, so that there are enough teachers working with the students and also taking care of the supervising. We can use outside lecturers if possible, there can be the same activity both for teachers and for students and maybe separate feedback-discussion about the topic.
- **project as a process** -and we are dealing with in very personal level.
- Italian (Luca) presents the **dissemination** plan as a kind of communication:
  - maybe it's necessary to make a SWOT-analysis about the project or every workshop (maybe later)
  - main target: students work and activities, methods, meeting with authorities for example the mayor, media;

#### **DISSEMINATION IN PRACTISE:**

**We decided to use these following methods for dissemination:**

- **documentation of the dissemination:** notes of phonecalls, E-mails, ... as a collection/summary
- dissemination of the whole program as a **newsletter for the teachers and parents** maybe once a month or other method inside the school = aim is that all teachers are aware of our project!
- **reports after every workshop done by the host-school** in discussion in the next transnational meeting to prepare the next workshop
- **inform the local institutions** about the project (while every workshop)
- Hosting school can organize a **press conference** (if possible). Italian team already has the idea of a big press conference included in the last transnational meeting in Italy.
- Final and in between reports: collection of results, evaluation also of activity time (timetable)

**Project's HOMEPAGE** (opened on September): <https://peda.net/joutsalukio/projektit/horizon> as a place of collection, links to local (students) blogs

Luca suggested that there could be a link to further details concerning Erasmus+ .

- communication is the key of our success: we **opened a whatsapp -group** on Tuesday evening, that group is for little and quick issues... (of course also photos, videos..)
- We have to give a **report in the end September to National Agency** in Finland (CIMO):
  - presenting experiences and evaluations of the transnational meetings and workshops in Montmelo and Joutsa.
  - show the eGuide first time with first results
  - timetables as a acceptance (one timetable for students, one for the teachers)

In this point we had a break: we took a group photo for the local media!

- **Europass** as a web-based CV for teachers, they use it already in Cambre. Olga is going to a seminar about it and so we all will get more information at the next transnational meeting in Joutsa!

- **Discussions about the age scale of participating students:**

Cambre: 14/15

Montmelo 14 up to 17

Joutsa: 15 up to 17

Bitterfeld: 15 up to 17

Italy: 18 (in Montmelo)

For workshop in Italy (autumn 2017): travelling students have to be 17 years old because of the activities.

**We have to try to work with the different ages!**

In Montmeló the correct the age would be 16 years for the first workshop.

Most important is that the students are openminded, they have to participate because they have to empty themselves emotionally.

#### **EVALUATION ... and how it will proceed after every workshop:**

1. **QUESTIONNAIRE:** both for the travelling teachers and students (both do it in English) and host families (they do it in their motherlanguage) have to give a little feedback after the workshop (evaluation sheets with open questions),
2. Write a little summary of the host families' evaluations in one page (to discuss it in the next transnational meeting)
3. Do the evaluation close to the workshop (next two weeks) so you won't forget anything!
4. Write a report of the organizing school's point of view
5. Send all the evaluation questionnaires, summaries, reports etc to Sanna (with commentary)
  - ALL THESE DOCUMENTS ARE DEALT IN THE NEXT TRANSNATIONAL MEETING.

- **What happens between the workshops?**

1) tasks and exercises for students in edmodo AND 2) evaluation the last and 3) preparing the next workshop!

- while the workshop: the students take part in normal lessons (ca. 4 hours a week)
- finding a project logo while a art competition of the participant students
- one idea came up: **we could record all those presentations our students make when they have come back from the workshop.** That way we could see how dissemination is done towards other students at our schools.

Coffe/tea -break

Filling up the administrative forms and taking group photo for tomorrow for the press.

### **Issue 5: WORKING WITH THE EDMODO**

at 12.00-13.00

Secretary: Sanna

First there was 4 members in the edmodo-group, so we started by registering all the other teachers. They made their register information and so the amount of teacher started to increase.

We discussed about:

- we can have two different groups in edmodo: one for teachers only and one for students
- in teachers group we can make plans and discuss about the workshops
- in students group they can put photos, videos in it, and also have discussions about the project
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### **Issue 6: The programme in Montmeló**

at 13.00-14.30

Secretary: Sanna

Marta presented us the programme for the week 48.

We discussed it.

- They will present in the teacher's seminar the systematic approach. "Systematic approach" is a method for dealing the students' problems with them, that means that they will find out the familyhistory because some problems have old roots. First every students finds out their own familyhistory 4 generations back, and then the theme is discussed in class: how to free yourself from your family's burden.
- Artis's workshop, trip to Barcelona and the dome..
- Las casitas -exercise as an example what Marta can document to edmodo for using it in the eGuide. Las casitas: you find a comfortably place in the classroom (casita=home), you sit and wait for others' visit you: the idea is to say positive things and gratitude to other group members. To practise listening without saying anything.
- **In every exercise -sheet it has to be (as Marta had already done it!): objectives, contents, activities, temporalisation/ timing (in table). That means that every exercise must be "written open", and in so simply form that any teacher can understand it.**
- gestal training

**First activity with edmodo:** Marta loads the timetable for the workshop in Montmelo to the workshop group up.

We were learning together how to use edmodo... (one aim of our project is to enhance teacher's ICT skills => so we have started it already! :) )

### **We decided that we are going to have two different groups in edmodo:**

1. for teachers only, teachers are co-teachers (the profile) so that they can invite their students and others teachers to the group
  - we can teach each others in using the edmodo
  - we will share good practises of using edmodo in our teachers' group
2. for the workshop for students: in every school the teacher will invite the students to join.  
What is the first task for students in edmodo:
  - everyone presents themselves to others, Marta opens the task.
  - Maybe 1-2 weeks is enough that all is registered in edmodo

### **Issue 7: LOGO for the project**

We want to have a project's own logo. The logo will be in upper corner on the right on every formal

document/certificate etc that we will have during our project. School can of course add their own or municipality's logo to the documents too, but that is optional.

First we had a discussion about the logo in general and there was many ideas for it...:

- maybe students are able to start the planning and designing of the logo *after* the first workshop so that everyone knows something about the project
- competition for students
- 2 candidates from each school (school decides their candidates themselves), so 10 candidates maximum, the candidates will be put in edmodo (no names) and the polling is done there
- the planning begins in the first meeting
- price: fame and glory! Photo to newspapers...
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### **Day 3. Fri. 30<sup>th</sup>**

Secretary: Conchi  
at 9.00-12.30

### **Issue 8: we continue with the Montmeló workshops: Comments and modifications to the table and practical arrangements**

-Wednesday's afternoon guided tour to the circuit( walking)

-Members arrivals' revision:

Finland 22nd November at 11:00 in Montmeló ( flight back 29<sup>th</sup> Nov)

When the dates of arrivals have just been decided, talk to the families so that they can come to the train station to pick up the students.

- Exchange telephone numbers and emails among students before the arrival.

- The families who receive students have to know what to do with the students and what to do if there is a problem .**One of the main targets of the programme is to live with the families and exchange life style.**

- **Dealing with the problems** might be easy, as Jakob said and as Sanna strongly agrees: because all the teachers are living in the hostel in Montmeló, all the students have their phononumbers. If the student have a problem in the hostfamily, they have to phone first their own group's teacher, who can then (if neseccary) phone Marta for furtyher help.

**=> Give this advise for all teachers who are travelling with the group!!**

- Marta had a great idea that she is organizing a few extra families. **We discussed about the idea, and we all feel that it's necessary to have two-three extra families just in case some of the families have any problems/they are sick etc. and any student needed to change the host family.**

- Italian teachers'proposal is to keep the students in a hotel not with the families, because of previous bad experiences with hostfamilies.They want to clarify this situation with the Italian organizer Chiara Fortinni. Sanna was very much against this idea, because it would not be as we have written in the application and what one of the main ideas of this project!! Sanna will also talk about this with Chiara. We try to find a solution to this.

- We discussed about the fact that it could happen that a girl had to share room with a boy.

**Before 4<sup>th</sup> November we have to solve this point and know if the students have any allergic or intolerance problems or diseases.Send the final list of students before this date.** Marta is going to have an evening with the hosting parents at 9<sup>th</sup> of November and she needs this information before that meeting!!!

- We discussed about the practical arrangements with money!

Because every school has their own money in their own budget, **it is important that every group has to pay the activities during the workshop-week to the organizing school.**

Marta needs us to pay in advance some of the costs, so she will send us the bank account number and IBAN by email. Also some cash will be needed to pay some activities during the first workshop. **Please give this advise to your travelling teachers!**

**If it is possible the organizing school has to send the final budget of activities in advance: send a budget for the money needed during the week!!** This will be for great help for all of us!! :)

The second workshop in Joutsa: Sanna has the idea that all possible payments are done in advance and for the rest of the costs her school will pay first all the costs and she will write bills for other partnerschools. Joutsa has received the money and so can do it also in this way. Of course if we invent more easier way, we can discuss about that in edmodo.. :)

## **Issue 9. The 2<sup>nd</sup> transnational meeting and workshop in Joutsa next spring**

### **- Timetable to meetings in Joutsa:**

After the previous discussions about the timetable, we have had more time in the evenings to talk more about it. Spring is full of examination, free days, holidays... so there is a need to talk more about this issue.

Jacob's suggestion (Germany):

#### **option A:**

Transnational meeting: 15<sup>th</sup> -17<sup>th</sup> March ( and two days travelling)

Workshops: 11<sup>th</sup> -15<sup>th</sup> April (and two days travelling)

#### **Option B:**

Transnational meeting: 12<sup>th</sup>- 14<sup>th</sup> April (and two days travelling)

Workshops: 16<sup>th</sup>- 20<sup>th</sup> May (and two days travelling)

**We decided, that two (2) weeks is enough time for discussions in every partner school, every school make decisions should be sent through edmodo in the teachers group.**

## **Issue 10: the final Logo discussion**

Logo planning will begin in the first Workshop in Montmeló.

On Friday morning: Explanation about logo competition with students.

**We decided** that the name is not "competition", but we call it "Logo GAME".

### **We decided the Criterias:**

1<sup>st</sup> size: 6 cm width x 4 cm height.

2<sup>nd</sup> It can be black and white or colourful.

3<sup>rd</sup> It has to represent the relation and the connection among the partners.

4<sup>th</sup> It has to represent the common feeling related to the project.

### **We decided the TIMETABLE FOR the LogoGAME:**

1. Students does the propousals for the game, either by themselves or within lessons.
2. The second week of January every school chooses two (2) among the different proposals.
3. School sends those 2 proposals to Jakob, and he will upload them in EDMODO without names/countries. These propousal has to be sent to Jakob on 22<sup>nd</sup> January at the latest.
4. The voting is done in EDMODO during 25.1.-31.1.2016. All those students that have

registered in edmodo are able to vote. In this way those who has some experience already of the project can vote and this way we get the result quite quickly.

There is two stages in the contest:

a) The teachers in each school decide which logos ( only two)can be uploaded to the contest and send to Jacob.

b) The students participate in a logo game in EDMODO to choose the final one. Voting deadline :31<sup>st</sup> January ( Sunday).

Only in the case that there is a same amount of votes for several candidates, we will have another voting in edmodo for teachers only. Then teachers vote of those candidates that has won the students´ voting.

Project´s own LOGO will be presented in Joutsu´s workshop.

### **Issue 11. GoogleDocs for organizing the travelling teachers**

For the information between workshop we need to know in advance which teachers of each partner schools´ team will be travelling and to what TN or workshop. Those teachers who are travelling has to be members in the edmodo teachers group, they have to read our homepage and get to know about the project!!!

Jakob made a nice job by doing the list of travelling teachers in a document **in google docs**.

[https://docs.google.com/spreadsheets/d/1CWkPo53KeI-6Jf25420xzsX\\_anLPF1ZjZPCDnlwnj-U/htmlview](https://docs.google.com/spreadsheets/d/1CWkPo53KeI-6Jf25420xzsX_anLPF1ZjZPCDnlwnj-U/htmlview)

This list will be linked to the project´s website, in order to know who is travelling to each country, both transnational meetings and workshops.

### **Issue 12. Evaluation**

**Finally we made a summary for our evaluation -methods:**

Report from the hosting school after each workshop.

Three different questionnaires for the students, teachers and families.

Participants lists with signatures in transnational meetings.

Meetings memos.

Oral evaluation among the teachers who participate in each transnational meeting and a memo of that.

– **Cambre -team promised to make a basis for the evaluation sheets.**

### **EVALUATION DISCUSSION OF THE FIRST TRANSNATIONAL MEETING**

in Montmelo

30.10.2015 at 12.45-14.00, secretary: Sanna

Participants: Donato, Luca, Jakob, Carolin, Olga, Conchi, Marta and Sanna

Aim of the discussion:

To talk about the meeting; what was good/bad, what we have to do better next time.

Issues to consider:

*Dates of the meeting – comments?*

*Timetable of the meeting?*

*The activities?*



- evaluation sheet for the next TN-meeting, it's quicker to fill up
- timetable was good, we had time for lots of discussion
- next time we have to evaluate the former workshop – time management!
- everyone should read the documents more carefully
- Marta and colleagues were great hosts – thank you!
- Sanna remembered to talk about everything, we dealt properly with the agenda
- efficient working
- in Italy they have coordinating problems and not enough information before the meeting about the whole project, for example about the workshops and budget
- It is important to talk about the meeting and it's decisions(!) with colleagues at school => so that everyone knows what is happening!
- we have to remember that we have edmodo- and whatsapp -groups, so everyone has to ask our team members if there is any questions - we are now experts in this project!!
- There was hurry in the beginning of the project. That's why we don't have everything ready, but we doing things as the project ans the process develops
- Barcelona was great
- Hostel: owner is great personality, rooms are clean, nice service, near to the school and station.
- The village is secur.
- Changing the secretary is a good idea
- memos are useful, all is there you can check the details later on, memos are to be found in the website and edmodo in "Project organisation" -folder.
- the room for the meeting was ok, we had everything we need. Wifi was good.
- it's totallyt different to talk and plan face to face, not just via emails. These kinds of meetings are very important!!
- we feel we are full of energy after this meeting: it was great meet the team and work together
- we had good jokes and we laught a lot together
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*What can be done better in next time?*

*Ideas and suggestions towards the second meeting in Joutsa?*

- for workshop week: every school brings some special food and everyone can taste those
- in TN-meeting: little breaks between sessions and time to rest before evening activity
- Sanna told some of the Finnish team`s idea for the Joutsa:

1) workshop: evening together games and Finnish food, they attend to lessons too.

2) And for transnational meeting: afternoon in Jyväskylä (university, Harju, city centre), one evening together with Finnish teachers (sauna & lake, frisbeegolf etc), one afternoon maybe fishing at lake... we will see.. Lunch is always 11.30.

- meeting will be held in Sanna's office

In the end of the meeting, at 14.00, Sanna thanked all for their hard work, their positive attitude, and for all the jokes we had together! :)

Thank you also for all the secretaries, we know who's turn it will be next time in Joutsa.. :)

31.10.2015 in the airplane and bus,

Yours sincerely,

Sanna Pienmäki

Annex I : official list of participants