



**MINUTES MOB GAE INTERIM COORDINATION MEETING
Prague 22nd - 23rd JANUARY 2015**

➤ **Dates and venue**

The meeting was held in Prague in Novotneho Lavka, 5 Prague from the 24 and 25 of January 2014.

➤ **Partners attending the meeting**

Organisation	Participants	Email
Accademia europea di Firenze	Silvia Volpi	volpi@aefonline.eu
Amadeus	Francesca Binetti	francesca@amadeus.or.at
Cap Ulysse	Elisabeth Silva	silva@capulyse.fr mobgae@capulyse.fr
DEP Institut	Rachel Nelson	rneslon@dep.net
Euroyouth	Celina Santos	managing@euroyouth.org
GEB	Neide Pedro Laura Gento	Neide.pedro@europabuilding.org Laura.gento@europabuildung.org
Inducar	Patricia Costa	Patricia.costa@inducar.pt
Intercultural Institute of Timisoara	Calin Rus	calin.rus@intercultural.ro
Intereurope	Madeline Blackburn	madeline.blackburn@interneurope.org
Nexes	Romeral Ortiz Quintilla	info@nexecat.org romeral.nexes@gmail.com
North West Academy	Mairead Bradley	Mairead.bradley@northwestacademy.net
Paragoneurope	Roberta Gatt	Roberta.gatt@paragoeurope.eu
PEN	Emil Metodiev	emil@cega.bg
Plato	Gioupi Pappa	plato@cytanet.com.cy
Semper Avanti	Dorota Kowalska Jaroslaw Dudek	dorota.kowalska@semperavanti.org dudjar.tos@gmail.com
Vuste Envis	Jan Botka Lukas Cetera	jan botka@vuste-envis.cz cetera@vuste-envis.cz
ZNI	Sonja Markic	Sonja.markic@zni.si

Valle Casado from Oneco and Cristiana Picchi from AEF weren't attending the meeting because of personal health issues, even if they had confirmed their participation.

Agenda of the meeting:





22nd of January 2015

9.00 Partners arrival

9.30 Welcome from Vuste Envis and introduction to the meeting

9.45 Update from partners and re-grouping

10.30 Update on project results - general overview

11.00 Coffee break

11.30 Update on website and social media

12.00 Update on blog and stories

13.00 Lunch time

15.00 Update on newsletters

15.30 Presentation of interim evaluation by external evaluator

16.00 Coffee break

16.30 Planning final meeting

17.00 Questions and doubts from the first coordination meeting

20.00 Dinner together

23rd January 2015

9.30 Meeting starts! Presentation of the draft results of the research. Questions and answers

11.00 Coffee break

11.30 Presentation of the dissemination plan and tools

13.00 Lunch

15.00 Presentation of Flash Mob and training modules

16.30 Finalisation of tasks and activities

17.00 Final evaluation and closing

Free dinner in town



➤ **Topics addressed during the 2 days meetings:**

22nd of January 2015

After the official welcome to the meeting by Jan Botka from Vuste Envis, the partners to get to know each other throughout non formal methods.

Silvia Volpi, from AEF, proposed a round of table to introduce and re-introduce each other: each partner said name, organisation and country.

After the short round of table, the participants were asked to stand up and to participate to the exercise called "All those who...".

All participants were standing in a line. All those agreed with a given statement, had to move one step forward. The ones that disagreed had to stay in the same line.

The statements proposed were the following:

All those who...

- are in Prague for the first time
- speak more than 3 languages
- remember by heart the meaning of MOB GAE
- remember how many countries are represented into the project
- remember which countries are partner in the project
- know how many respondents have filled in the online questionnaire
- know the tasks for the II year of the project

After the warming up, participants were asked to reflect on their main expectations towards the 2 days programme.

The main expectations were related to the following issues:

- Results achieved so far
- Research development and results
- Flash Mob
- Local dissemination events
- Blog an stories

After the session on expectations, Silvia Volpi from AEF introduced the **main results of the project (see annex 1)**, mentioning also that during the first year time some changes and challenges happened:

- A first amendment to the project was asked to introduce INTEREUROPE as official partner instead of RSM TENON;
- A second amendment to the project was asked to replace Bulgaria Gateway with PEN. We get the approval to let Emil Metodiev participate to the interim meeting. We are waiting for the official approval.
- Partners were very active and pro-active but not every time respecting deadlines. The fact not to respect the deadlines generated double work for the the WP coordinator and/or for the project coordinator.
- ***Not all partners sent in time the documents for the interim report. Silvia Volpi asked to all partners to send missed documents (related to the narrative report and to the financial one) not later than 27th of January 2015. Otherwise it will not be possible to submit the interim report on time.***

After the presentation of the results, Rachel Nelson from DEP presented the **website, social media**: results and achievements (**see annex 2**).

After the presentation some remarks and suggestions were given by partners on how to improve both the website and the visibility of the social media:

- LINKEDIN: to open a linkedin page on the project



- FB: increase the number of LIKE to the page, asking partners to made it viral
- TWITTER: increase the number of twit
- PICTURES: put pictures of the partners meeting in the WEBSITE and FB, to give visibility to the project activities and to the partner activities
- WEBSITE:

Partners: introduce Name of partner + CITY+ eventual a picture, make it more alive

Research: open a page on the website ad hoc

Distinguish NEWS from NEWSLETTERS: Under newsletters upload only international newsletters + link to the national newsletter on the partners' website.

Under NEWS, all partners should post news on the actions they undertake, especially the local dissemination meeting.

Emil Metodiev from PEN proposed to Rachel Nelson to support her, while revising the website and increasing the visibility of the social media.

BLOG: Write a short introduction on the functioning of the BLOG and stories. Introduce more Videos. At least 1 video per partner during the II year.

TOOLS: All partners that sent links with useful tools, should send RACHEL a short description of the tools themselves

After the update on website and social media, Elisabeth Silva introduced the results of the **BLOG and STORIES (see annex 3)**.

Elisabeth underlined the importance that all partners revise the guidelines and use the template to the update the stories.

The most important is that the story include:

- name and surname of the participants, sending organisation, country. The stories should be or in English or in participants mother tongue language + summary in English. All stories should contain a picture. The pictures should be properly cut and uploaded.

During the II year, we should consider to include more stories from in-company tutors, trainers, mentors, in order to get more insights on different perspectives on mobility experiences.

Among the categories in the BLOG, we should add STAKEHOLDERS.

After Lunch, partners shared their opinions on how to communicate during the II year.

The most useful tools for **communication** are:

- Regular meeting throughout skype: 1 meeting every 3 months, possibly during the last wee of the month. Meeting will be agreed using doodle, as in the past;
- Email only for very important information;
- Dropbox to store information, documents: WP coordinator have to check the documents and rename the documents in the way it is understandable which is the last version (include date).

After having agreed on how to communicate and which tools to continue to use, Neide Pedro from GEB introduced the results of the **WP-Newsletters (see annex 4)**.

The task was to produce: 3 international newsletters (all partners have spread them throughout their channels and eventually translate if they think it necessary tor each a larger number of people) + national newsletters.

At the moment, we have produced and spread 1 international newsletter+ 1 national newsletter.

The international newsletters should be uploaded into the WEBSITE- NEWSLETTERS.

The national newsletters have to be present as a link into the WEBSITE-NEWSLETTERS.





Rachel Nelson and Emil Metodiev will revise the website and let know the partners, how to upload newsletters.

As for the next newsletters, here the deadlines:

- February 2015: II international newsletter (Dissemination meeting in RIGA, Results of the research, local dissemination meetings)
- April-August 2015: II national newsletter (local meetings, flashmob, research results)
- November 2015: III International newsletter (project results, meeting in Sevilla)

After Neide Pedro presentation, Jaroslaw Dudek (external evaluator) presented the **interim evaluation report** (see annex 5), including suggestions on how improve the cooperation among partners.

After the update on newsletters and external evaluation, partners had a brainstorming on contents and methods for the **final meeting in Sevilla**:

Dates: 5-6 November 2015

1 day coordination meeting, to check the results, to plan the final report, collect evidences and documents, share the draft final evaluation report

1 day for: conference with local and international stakeholders to disseminate the project results and the research.

Eventually, we may consider to run a workshop for 30 students/participants using a training module, developed by Nexes.

23rd January 2015

The second day was devoted to share the draft results of the research and to plan Flash MOB, local dissemination meetings and workshops for the II year.

Calin Rus, director of Intercultural Institute of Timisoara, presented the first findings of the **research** (Data collected throughout the online questionnaires + interviews + focus groups) (See annex 6).

Calin Rus said that it was difficult to analyse data, because they were not homogeneous. They had to revise every single questionnaire and adjust it online.

It was very positive the fact that the respondents used the format in different languages. It seems that the translation was worth and inclusive.

In terms of respondents, the majority was taking part to a mobility project in 2013-2014. How can we evaluate the impact of the mobility experiences on those persons?

Should we divide the respondents in two main categories: a group from 1980 to 2012 and another group from 2013 to 2014?

It is important to underline that for those that participated in a mobility experience between 2013 and 2014, we can evaluate their satisfaction, the relevance of the experience, and in few case the impact on their lives (personal and professional).

In all those who attended the mobility experience between 1980 and 2012, it is easier to detect the impact on their personal and professional lives and also on their choices.

The age of the majority of respondents is between 21 and 24. That age has been confirmed in the majority of the focus group, as the better age to benefit from a mobility experience.

We have also to note that in the EU programmes, until 2007, there was an age limit for most of the mobility





actions (i.e 27 years old for VET programmes).

Speaking about European citizenship, majority of respondents underline the fact that an international mobility experience raise awareness on intercultural dialogue and issues, global citizenship.

As for deadlines we expect that:

- end of January 2015: PPT ready to be presented in RIGA;
- end of January 2015: information on the website that the questionnaire is over and invite people to post a story/video.
- end of February 2015: Narrative report on research ready in EN;
- 07th of March 2015: Feedback and integrations from Partners;
- 15th of March 2015: Research report ready in EN + Summary ready in EN;
- 30th of March 2015: All translations of the summary ready
- 15th of April 2015: USB (4GB-protected) ready, to be distributed during the local dissemination meetings, training workshop, to people who participated to the research, to new people/stakeholders to spread the information.

After the research was introduced, Mairead Bradley introduced the WP about the **local dissemination meetings (see annex 7).**

- All meetings have to be finalised before Sevilla meeting.
- All local meetings have to be planned in time (see slides) and information sent to Mairead Bradley to monitor the actions and to Rachel Nelson to disseminate the information on the website.
- it is important partners share meetings' agenda and planning with each other in order to improve their proposal, get inspired.
- it is important to invite all those responded to the research, stakeholders, mobility participants, students, teachers, ...
- News about local meetings have to be uploaded under NEWS on the website, FB has to be updated as well.

At the end of the presentation, partners shared ideas on how to run the local meetings:

- GEB: is organising events to promote the research results + promote Erasmus+ programme and their consultancy. They invite stakeholders, companies, tutors.
- INTEREUROPE: They imagine to involve the local Consortium of Colleges and also companies they work with to reinforce partnership and introduce MOBGAE. They imagine to run a business breakfast.
- VUSTE ENVIS: they imagine to run local dissemination meetings with former participants, potential participants. They would like to involve testimonies.
- ZNI: Sonja is thinking about contacting the 2 National Agencies and to run the dissemination meetings with them.
- Semper Avanti: they would like to suggest the NA to incorporate the dissemination activities into their plans. They would like to involve students and Schools.
- Nexes: they will try to cooperate with the Youth NA and also with EU representatives in Barcelona to have a stronger impact.
- INDUCAR: They will try to approach the NA and also the referent for National programmes. They will cooperate with Euroyouth in order to have a stronger impact in Portugal.
- AEF: will try to get contacts in RIGA, in which it is planned a Southern East Youth FORUM and spread the contacts among partners.

The idea is to run a meeting in cooperation with GARAGERAMUS, with EUROPEDIRECT and EURODESK.





In the afternoon Romeral Ortiz, from Nexes, presented the WP related to **FlashMOB and training workshops** (see annex 8).

- Each partner has to run a FLASHMOB (possibly the 9th of May 2015) and record a video.
- Each partner has to run a training workshop with people who are aiming at attending a mobility experience (30 participants per workshop. 1 workshop per partner. DEP is cooperating with Nexes).

As for the FLASHMOB, it was suggested that:

- each partner create in the organisation a group who's preparing and running the flashmob
- each partner create the flashmob depending on its own competences, styles, place where to be run
- all partners have a common message: MOVE TO LEARN! MOVE TO GROW! EU GO!
- each partner set up a communication plan to make the flashmob viral
- each partner care to inform relevant media and social media
- Rachel and Romeral propose to collect all videos to elaborate a final common video for the final conference
- # Flashmorage and also # Move to learn! # Move to grow! # EU go!

Silvia Volpi shares with partners the fact that AEF requested the EU to move the funds for bank guarantee to flashmob to produce t-shirts, postcards. In case it is accepted, funds will be used for that purpose and partners will get materials.

Romeral Ortiz informed also about the training modules (see annex 8). Nexes is supposed to elaborate training modules that partners may implement with people attending a mobility experience.

Of course, the modules need to be adapted to the context and to the target group.

Each partner has to reach 30 persons.

At the end of the meeting, partners evaluated it using a questionnaire elaborated by the external evaluator and also sharing their feelings.

All partners enjoyed the atmosphere and the information got throughout the meeting.

Here an agreed **TO DO LIST**

WP	Actions	Who	When
WP1	Management and coordination Leader: AEF Silvia Volpi, Cristiana Picchi (financial management)	All partners send AEF the information for the interim report	before the 27th of January 2015
		AEF submit the interim report to teh EU	30 January 2015, if all documents are ok
		AEF will elaborate the contract with PEN	as soon as get the information from EU
		AEF inform all partners about the amendment	as soon as get the





		requests	information from EU
		All partners send the financial reports in due time	see calendar in the contract
		All partners send AEF documents for final report	see calendar in the contract
		AEF submit the final report to EU	31.12.2015
WP2	Kick off and final meetings Leader AEF and Oneco Silvia Volpi and Valle Casado	All partners attend the meeting in Sevilla with 2 persons. ONECO organises the meeting	5-6 November 2015
WP3	Intermediate meeting Leader: Vuste Envis Jan Botka	DONE!	//
WP4	Project website, social media, blog and dropbox Leader: DEP Rachel Nelson	DEP is in charge of the maintenance and administration All partners have to send information and materials (see narrative report) PEN may help DEP in the administration of Website and socialmedia	31.12.2015
WP5	Design of the research Leader: INDUCAR Susana Pereira and Patricia Costa	DONE! Inducar has to send to AEF the final guidelines!	//
WP6	Implementing the research	PPT updated for RIGA Meeting - IIT	30.01.2015
	Leader IIT: Calin Rus and Daniela Craciun, Romina Matei	Information on the website that the questionnaire is over and invite people to post a story/video_DEP	end of January 2015:
		Narrative report on research ready in EN - IIT	end of February 2015
		Feedback and integrations from Partners;	7th of March 2015
		Final version of report +summary in EN - IIT	15th of March 2015
		All partners translate the summary	30th March 2015
		AEF produces 5000 USB	15th April 2015
WP7	Newsletters+partners website leader: GEB Laura Gento and Neide Pedro	II international newsletter (Dissemination meeting in RIGA, Results of the research, local dissemination meetings) produced by GEB All partners disseminate it	end of February 2015
		II national newsletter (local meetings, flashmob, research results)-All partners	April-August 2015
		III International newsletter (project results, meeting in Sevilla)-GEB produces it All partners disseminate	November 2015
WP8	Dissemination local meetings Leader: NWA - Mairead Bradley	3 local meetings per partner (30 persons each)	31.12.2015



WP9	Blog-Stories Leader: Cap Uysse Elisabeth Silva	1 story per partner per month! At least 1 video per partner.	31.12.2015
WP10	Flashmob and training modules Leader: Nexes Romeral Ortiz	All partners run 1 flashmob and register 1 video each (9.05.2015) Nexes and DEP realise a collective common video All partners run a training workshop -using trianing module elaborated by Nexes -for 30 persons	31.12.2015
WP11	Evalaution and Quality plan Leader Semper Avanti External evaluator: Jaroslaw Dudek	Final report	31.12.2015