

PROJECT: "PALIAR EL ABSENTISMO A TRAVÉS DEL TRABAJO EN EQUIPO, MOTIVACIÓN, DESARROLLO PERSONAL E INSERCIÓN DE LA INMIGRACIÓN - REDUCING ABSENTEEISM THROUGH TEAMWORK, MOTIVATION AND INSERTION OF IMMIGRATION"

KA202 - Strategic Partnerships for vocational education and training

Project Number: 2019-1-ES01-KA202-065847, co-funded by the Erasmus+ Programme of the European Union, by SEPIE - Spanish Service for the Internationalization of Education.

MEETING MINUTES

First Meeting

Meeting Date: November 28th and 29th 2019

Location: Seville (Spain) – IES Gustavo Adolfo Bécquer

Approval: APPROVED ON FEBRUARY 26TH 2020 (BRATISLAVA)

Recorded by: Spanish partner and Coordinator (IES Gustavo Adolfo Bécquer)

1. ATTENDANCE

Person	Organization
Vasilis Karagiannis	DIEK Agriniou - ΔIEK Αγρινίου (Agriniou - Greece)
Mirela Dragomir	Liceul Tehnologic Elena Caragiani (Tecuci- Romania)
Veronica Onica	Liceul Tehnologic Elena Caragiani (Tecuci- Romania)
Ladislav Satka	Statny Institut Odborneho Vzdelavania (Bratislava - Slovakia)
Katarina Hazuchova	Statny Institut Odborneho Vzdelavania (Bratislava - Slovakia)
Hüseyin Gökçe	Gölbaşı Mesleki ve Teknik Anadolu Lisesi (Ankara - Turkey)
Carmen Manrique	IES Gustavo Adolfo Bécquer (Seville - Spain)
Julio Flores	IES Gustavo Adolfo Bécquer (Seville - Spain)

2. MEETING LOCATION

Annex of the Teacher's room at IES Gustavo Adolfo Bécquer)
Calle López de Gomara, 16 – Seville (41010) – Spain

3. MEETING START

Meeting Schedule Starts at 9:30 on November 28th 2019

Meeting Actual Starts at 9:30 on November 28th 2019

4. AGENDA

Thursday November 28th 2019

- Reception and Visit to IES Bécquer:
Project partners were received by Mr. Francisco Jesús Ponce Capitán, representing the Educational Planning Service of the Ministry of Education of Andalusia in Seville, and Ms. Consuelo G.Pradilla Gordillo, Headmistress of the IES Gustavo Adolfo Bécquer. Both welcomed the partners and desired productive work in the project and success in their objectives.
- Presentation of the partners:
In order, the partners presented their organizations and activities, and the persons who will work on this project:
 - Mr. Vasilis Karagiannis of DIEK Agriniou (Agriniou-Greece)
 - Ms. Mirela Dragomir and Ms. Veronica Onica of Liceul Tehnologic Elena Caragiani (Tecuci- Romania)
 - Mr. Ladislav Satka and Ms. Katarina Hazuchova of Statny Institut Odborneho Vzdelavania (Bratislava – Slovakia)
 - Mr. Hüseyin Gökçe of Gölbaşı Meslekive Teknik Anadolu Lisesi (Ankara - Turkey)

- Mr. Julio Flores and Ms. Carmen Manrique of IES Gustavo Adolfo Bécquer (Seville-Spain).
- Project objectives
 - The objectives of the project were explained and their relation with the VET sector priorities and the horizontal priority of open education and innovative practices in digital era. The Coordinator explained the proposal of his work on each objective:
 - On avoid school absenteeism, as early leaving of the educational and vocational system by studying data of early leavers in EU and partner countries, studying partner institutions data and finding and sharing good practices driven to avoid it.
 - Integration of immigrant students: Studying data of immigrant population in EU and partner countries, and also in partner institutions, and finding and sharing good practices related to those students. It will also be a solidary and intercultural event.
 - Improve student skills: Work-based learning is the best option to improve student skills. In this way, we will use co-working, using simulated companies, English as language for communications, ICT resources (cloud, drive, ...), and entrepreneurial and other digital resources.
 - Exchange good innovation practices in active methodologies: Sharing good practices in all the fields that can be useful for the students, for example, ICT, entrepreneurship, digital skills, languages skills, ... All of them will be based on the experience of partners and the recommendations of EU about work-based learning.
 - Studying and comparison of the partners VET system: Visiting each partner and receiving information about their VET systems and labor markets, and making flyers, brochures and different info in English about how the VET system works in different countries.
 - The coordinator also explained the items we will use for the project. It includes a website (www.erasmusvet.eu) and other resources.
 - Project will have 5 transnational meetings that will take place in:
 - Spain: 28th-29th November 2019
 - Slovakia: February 2020
 - Turkey: April 2020
 - Romania: October 2020
 - Greece: March 2021
- Financial rules
 - The coordinator explains that in this project we have only two cost items:
 - Project management and implementation
 - Transnational project meetings
 - The coordinator explains the amounts each partner has in each cost item and which eligible costs are included in each item cost. Both item costs are per unit cost.
 - The coordinator explains how the payments will be developed throughout all the duration of the project. He also explains the formal obligations for the execution and justification of the cost items that all the partners have to take care of. It includes:
 - Minutes of each meeting

- Signature of assistants
- Certificates (to prove the existence of a formal link with people attending transnational project meetings)
- Travel documentation
- Insurance, and the areas that must be covered in each insurance contract
- Formal obligations for the execution of the project:
 - Mobility Tool+
 - Platform for Erasmus + Projects Results
- Quality reports
- Also as formal obligation, the project will be notified to SEPIE (Spanish National Agency for the Internationalization of Education), and external staff hired will make these reports. It will be made in the Mobility Tool and Coordinator is responsible of it. The partners must provide the information for those reports.
- The valued criteria were explained and also how the intermediate and final reports will be based on. It is really important our quality reports because if they are not as good as SEPIE considers, reduction in the cost of the eligible expenses may be applied because of deficient, partial or late execution.
- Spanish Example of a good practice: Prodetur – Educational platform that simulates a company: Partners visited the classroom where students were working with Prodetur and received information about how it works and the advantages using it. Spanish partner explains all the possibilities of this platform and also the possibility to use it by schools from other countries
- Vocational and Educational Training (VET) System in Spain: The Spanish educational system is explained, especially in the VET field. On this way, OCDE brochures of the different educational systems are given to compare and in order to find some similarities and differences between educative and VET systems of partner countries.

Friday November 29th 2019

- Work on the project
 - Company simulation
 - List of activities
 - Assignment of activities to each country
 - Commitments: How often video calls between students
 - Commitments: Social networks.

One of the project's objective is co-working between students from different schools in order to simulate the organization and management of a company. In this way, after the presentation and proposal of the Coordinator, partners agree on:

- Name of the company (Absvetpro)
- Logo
- Activity of the company
- Departments of the company:

- Marketing will be developed by Romanian partner, and they will have to create the catalogue and flyers of the company for the next meeting.
- Buying and Selling will be developed by Greek partner and they will have to prepare place orders and delivery notes for the next meeting.
- Warehouse will be developed by Turkish partner and they will create the system for items control, after Romanian partner send him the catalogue
- Administration, Treasury and Financial department will be developed by Spanish partner. All the partners agree on starting with 60.000 € as share capital.
- All the partners must develop Human Resources Department, and all of them will have to create Europass CV's of candidates and video interviews with potential candidates for the next meeting.
- All partners have to make a powtoon explaining the steps needed to set up a company in their countries, for the next meeting.
- All partners will generate some materials about taxes that a company must pay in their country.

All partners agreed that documents will be hosted in a drive, and that communications will be made by business letters and video calls. Video calls will be made twice a month.

It is also very important that our project must be advertised and publicized therefore, so all partners will have to contribute with the required info for the website and also for the social media that will be create for the project (Facebook, Instagram, Twitter,...). In this way, all partners agreed to disseminate our project and objectives as much as possible, in the local, national or international area, and also in this way, a role-up must be created to inform and publicize the project. The role-up will include logo, EU co-funded logo, title, number, partners and webpage of the project. Also we will disseminate the project on our websites and information will have to be sent to be published on the website project. Finally, partners accepted their responsibilities in the project, results and how we will measure them and the time schedule.

On the same way, partners agree on the dates for the next meetings:

- In Bratislava (Slovakia) on February 26th and 27th 2020
 - In Ankara (Turkey) on April 27th and 28th 2020
- Analysis for Absenteeism and Immigration Insertion in Educational System: How to work the integration of immigrant students
 - Information and data are given based on the strategic framework Education and Training 2020 of the European Union. In this way, the third objective of this framework tries to increase equity, social cohesion and active citizenship by pursuing work on early leavers and developing cooperation on migrants. Partners have been analyzing data and info and it will be worked during all the project.
 - Solidarity and Intercultural event: Tasting meals from other countries.

- In the afternoon, an international and intercultural event took place in the school with the participation of the partners and Spanish students. The main objective was to share and enjoy music and food from different countries as way to integrate immigrants and meet different cultures.
- Meeting Evaluation and Certification:
 - Partners evaluated the meeting and received the certification of their attendance.

5. MEETING END

Meeting Schedule Ends at 18:00 on November 29th 2019.

Meeting Actual Ends at 18:00 on November 29th 2019.