

Erasmus+ Programme – Strategic Partnership
Project Nr: 2016-1-RO01-KA201-024566
Name and number of the event: M1- Transnational Meeting 1
Event host organization: Scoala Gimnaziala Speciala SF. NICOLAE
Place: Bucharest, Romania
Date: 01-03. 11. 2016

MINUTES OF THE 1ST TRANSNATIONAL MEETING

The 1st Transnational Meeting of the project “NONFORMAL ACTIVITIES FOR INCLUSIVE GROUPS OF STUDENTS” – NON4MAL 4 ALL - Erasmus+, KA2, project number: 2016-1-RO01-KA201-024566, 01.09.2016- 31.08.2018, was held in Bucharest , Romania, at Scoala Gimnaziala Speciala “SF.NICOLAE”.

At this meeting were present members of the management team from each partner:

- José Patrício and Luís Isidorinho from APCAS - Associação de Paralisia Cerebral de Almada Seixal, Portugal
- Eyyup Kirpi, Serkan Tekgüzel and Şehmuz Turan from Tuna ilkokulu, Turkey
- Adrienn Anita Toth and Rita Revesz from Mozgásjavító Óvoda, Általános Iskola, Szakközépiskola, Egységes Gyógypedagógiai Módszertani Intézmény és Kollégium, Hungary
- Siim Värvi and Marju Aas from Tartu Herbert Masingu Kool, Estonia
- Adrian Cozma, Mariana Meran and Alina Tutu from Scoala Gimnaziala Speciala” SF. NICOLAE”.

The transnational meeting duration was 3 days and the main purpose of it was to discuss and agree upon the budget distribution among partners, payment schedule to each partner according to the accomplishments of the activities, agreement upon the timetable of the activities for the first year of the project and the quality indicators of the activities and the project `s results.

First Day of the Meeting

The participants visited Scoala Gimnaziala Speciala “SF. NICOLAE” and details about students and classes, school program and school activities were provided to them by the school headmaster and the members of the management team.

Each of the partner`s teams attending the meeting presented their schools/organizations, highlighting the experience in non-formal activities and their contribution to the project activities and results.

The project coordinator, Adrian Cozma presented the project for reconfirmation of the roles and tasks, activities and outputs of the project, quality issues and dissemination of the results. All participants received a file with important materials for the project: the meeting program, school flyer, the application form, the whole project budget as it was approved by the National Agency of Romania, the timetable of the project, the project power-point presentation, the Partnership Agreement with its Annexes – II. Detailed Budget of each partner, III. Detailed payment schedule, IV. Financial rules of Erasmus Program V. Project tasks and partners responsibilities.

In advance, there were already sent by email to all partners, the Partnership Agreement with its annexes and the Erasmus+ Guide 2016 – for getting more awareness about various financial, technical and legal aspects related to the implementation of the project .

A particular attention was given to the project budget, to the breakdown of budget per activity and per partner, modalities of funds transfer and co-funding.

The project coordinator also proposed that a contest should be launched between all partners for creating the Project Logo /Emblem. Until the end of the meeting, the Portuguese partner said he would like to create the logo because he has the suitable volunteers to do that in his Association. All partners agreed to this offer.

Second Day of the Meeting

The object of discussions in the second day was the Partnership agreement between the Coordinating institution and Partner`s institutions of this partnership. These include important issues for the implementation of the project, such as: partners role and responsibilities,

budget matters (co-funding, breakdown of budget per activity and partner, modalities of transfer of funds, etc.), remuneration policy for staff, reimbursement modalities for travels and costs of stay, reporting mechanisms, conflict management mechanisms.

The project coordinator, Adrian Cozma, stressed upon understanding all roles and responsibilities by each partner that come along with signing the partnership and the importance of following and achieving all activities as described in the application form and in Annex V and in the project budget (Annex II) in order to prevent situations like the present one, when only one participant from Norway could attend the meeting, instead of two participants, as requested and budgeted.

Four partners have already signed the Partnership Agreement and the Estonian partner will make appropriate arrangements as soon as possible.

Regarding the co-funding, the coordinator mentioned that each partner will only be given 80% of the total grant per partner, but until the end date of the project they will have spent all the allocated grant by covering 20% of it through its own funding. After the final report will have been approved by the National Agency of Romania and the sold paid, the 20% will be reimbursed to each partner.

There has been explanations also about payment in instalments of the total grant allocated to each partner, accordingly to the timetable of the project and to fulfilment of all the activities. All partners agreed upon that.

Regarding the modalities of transfer between different categories of the budget, without prejudice to the way the Project is implemented as described in Annex II, beneficiaries are allowed to adjust the estimated budget set out in Annex II, by transfers between the different budget categories, without this adjustment being considered as an amendment of the Agreement within the meaning of Article II.13 provided that the following rules are respected:

- a. the beneficiaries are allowed to transfer up to 20% of the funds allocated for each of the following budget categories: Project management and implementation, Transnational Project Meetings, Intellectual Outputs, Multiplier Events, Learning/teaching/training activities and Exceptional costs to any other budget category with the exception of the budget categories Project management and implementation and Exceptional costs.
- b. any budget transfer must result in an increase of maximum 20% of the amount awarded to that budget category as specified in Annex II.

The project coordinator, Adrian Cozma has also answered the questions of the partners, especially referring to the way that are funded the project activities (transnational, training activities and blended mobility) for the organizing institution and for the participating institutions. He explained that the organizer institution cannot receive the money allocated to the other institutions for organizing the activity, because the participants have to be transferred

the money for travel and daily allowance accordingly to Erasmus+ regulations. The organizing institutions will use the money from management costs and implementation for local implementation of the project.

The coordinator of the project also mentioned that each partner is responsible for the way he implements the project and accomplish the activities, the local ones as well as the transnational ones. Each partner's institution must have a legal contract with the project participants (management or implementation team) which will benefit of the project grant. The partner's institutions must transfer the allocated grant to each participant, preferably through bank transfer, according to the detailed budget (annex II) and project budget so that the project activities could be adequately accomplished.

The discussions about main roles and tasks of each partner concluded by taking the roles as written in the application:

- Romanian partner, coordinating and evaluating the implementation of project
- Estonian partner, responsible for communication among partners according to a communication plan
- Portuguese and Turkish partner, responsible for the administration of project web-site and the dissemination process, following the dissemination plan.
- Hungarian and Norwegian partner, responsible for the monitoring of the project development and implementation, according to the monitoring plan.

The dissemination plan for the first year was agreed as it follows:

1. Create the project logo- (Portugal) –until December 2016
2. Create the project web-site – until January 2017
3. Each dissemination responsible from the partner's management teams will prepare a stakeholders list.
4. There will be a first local dissemination session for making the project known.
5. After the course-curricula for teachers is ready, there will be a second local dissemination activity for making it known to the community.
6. The first newsletter, available also on the web-site, will present the course –curricula , ready at the end of February.
7. Once the local non-formal activities are happening, each partner will write articles about those, for the other two editions of the newsletter: May and July.
8. There will be another two local dissemination sessions after the training activities in Turkey and Estonia – April, May.

Third Day of the Meeting

The discussions first focused on the activities that will be achieved under the management and implementation plan and how to keep their evidence. Responding to participants questions, the coordinator reiterated that each partner is responsible for the way he spends the project budget according to Erasmus+ Programme rules as mentioned in Partnership Agreement and in Programme Guide and complying with the requirements of applicable tax and social legislation of each partner's country (especially when staff salaries or acquisitions of materials are involved). All documents must be kept by the institutions for at least 5 years after the end of the project.

It was explained that when spending the Management and Implementation budget, all partners will have to comply with the regulations mentioned in Erasmus+ Programme Guide at pages 241-244, regarding the eligible and ineligible costs. Information about the eligibility of costs are also mentioned in Annex IV- Financial Rules.

Between the partner institution and the participants involved and project activities either from management or from implementation team (which receive grants/ payments for their activities in the project), it is imperative to be a legal contract which shows the participant is a member of the organization. All partner institutions will have to send to the coordinator, before each activity, a statement in which will assert that the persons involved in the management team, implementation team, or working for the Intellectual Outputs have a legal contract with the institution.

For the persons which will have salaries (as members of each partner's management teams or working at the Intellectual Outputs), the Partners must prepare, beside the legal work contract, a decision of the management team/ implementation team on his name, job description sheet and individual timesheet with the number of working hours per each day/month.

Models of those papers can be provided to the partners by the coordinator.

Next, the coordinator presented the project results and the quality indicators of those. The partners agreed upon the importance of achieving the quality features that we settled for the project results in the application form.

There has been also a discussion upon re-arranging the timetable of the project, taking into account that the pre- funding from the National Agency of Romania came with a delay and also taking into consideration the school holidays and other national holidays from each partner's country.

The periods for the activities of the first year were agreed upon as it follows:

C1. -Joint staff training event in Portugal – 29.01-11.02

C2. - Joint staff training event in Turkey- 02.04-08.04

C3. - Joint staff training event in Estonia- 14.05-20.05
 M2- Transnational Meeting in Norway- 04.10-08.10

At the end of the meeting, the participants were given certificates of attendance and copies of the presence list.

The models for the Management and Implementation Documents kit will be further provided by email communication.

Respectfully submitted to all partners,

Project coordinator
 ADRIAN COZMA

Signatures:

Nr.	Name	Sending organization	Signature
1.	Norvall Nøringset	Førde Ungdomsskule, Norway	
2.	José Patrício	APCAS - Associação de Paralisia Cerebral de Almada Seixal, Portugal	
3.	Luís Isidorinho	APCAS - Associação de Paralisia Cerebral de Almada Seixal, Portugal	
4.	Eyyup Kirpi	Tuna ilkokulu, Turkey	
5.	Serkan Tekgüzel	Tuna ilkokulu, Turkey	
6.	Adrienn Anita Toth	Mozgásjavító Óvoda, Általános Iskola, Szakközépiskola, Egységes Gyógypedagógiai Módszertani Intézmény és Kollégium, Hungary	
7.	Rita Revesz	Mozgásjavító Óvoda, Általános Iskola, Szakközépiskola, Egységes Gyógypedagógiai Módszertani Intézmény és Kollégium, Hungary	
8.	Siim Värv	Tartu Herbert Masingu Kool, Estonia	
9.	Marju Aas	Tartu Herbert Masingu Kool, Estonia	
10.	Adrian Romeo Cozma	Scoala Gimnaziala Speciala SF. NICOLAE, Romania	
11.	Mariana Meran	Scoala Gimnaziala Speciala SF. NICOLAE, Romania	
12.	Tutu Alina Stefania	Scoala Gimnaziala Speciala SF. NICOLAE, Romania	