

Minutes of the 1st project meeting

Jyvaskyla 19th September 2019

Project budget

Organisation 30 000 EUR
Transnational Project Meetings 3 450 EUR
Learning, Teaching, Training Activities 96 780 EUR
Total 130 230 EUR
Details in the Project Application

Project management

- budget for each partner: 6 000 EUR (salaries of project manager, teachers, internet connection, office supplies etc.)
- the coordinator will send this amount to each partner
- the project managers will send copies of all documents (invoices, bills and etc. connected with project management) to the coordinator
- the project managers and participating teachers will complete the working sheets that the coordinator will send, maximal rates for particular positions in each partner country per 1 day (8 working hours):

	teacher	administrator
Denmark, Sweden	241 EUR	157 EUR
UK	214 EUR	131 EUR
Czech Republic	137 EUR	78 EUR

- each partner will evidence the project costs according rules for accounting

Bilateral agreement with partners

- project manager of the coordinator will prepare agreement with each project partner
- each partner must inform the coordinator about changes in the school (principal, name of the school, merger with another school etc.)

Responsibilities distributed among the partners

Czech Republic – the coordinator of the project, checking of the project budget, supervision of the contents of the project, time-table, tilling the tasks according to the main goals of the project

Sweden – collecting of students videos and participants feedback dealing with the running and results of the project, all the opinions will be placed immediately on our communication platform (FB) and on the project website

Denmark – establish the communicating platform – Facebook and with the cooperating with the coordinator website, up-dating of Facebook

The UK – set up the categories for collecting the data, comparing these data from each country, creating the final report containing the data from all partner countries

Communication

- via emails (at least once a week), phone, on-line conferences, Transnational Projects Meetings
- documents will be sent each month
- to be fixed dates for sending reports for the coordinator about the progress of partner work and for the results from each Learning Activity

Transnational Projects Meetings

1. The project assessment before the Progress Report – will take place in Benesov in the 2nd part of June 2020 (1 person from each partner)
2. Preparing of the Final Report – will take place in Benesov in the 2nd part of June 2021

The Learning Activities

1. in the UK – October 2019 (10 students + 1 accompanying person + 2 teachers from each partner school)
2. in the Czech Republic – April 2020 (10 students + 1 accompanying person + 2 teachers from each partner school)
3. in Sweden – September 2020 (10 students + 1 accompanying person + 2 teachers from each partner school)
4. in Denmark – April 2021 (10 students + 1 accompanying person + 2 teachers from each partner school)

- budget for each participant: 575 EUR/1 LA (covers: plane tickets, travel insurance, accommodation, meal)

-the hosting school will send invoice for arranging of the Learning Activity to the coordinator who will pay it for all partners

Needed documents from The Learning Activities

1. for students under 18: parents agreement with participating on the Learning Activity

2. Attendance list of participants with their signatures
3. Confirmation of attendance confirmed of hosting organisation
4. Declaration confirming formal relation of participants (teachers and students) to the sending organization

Time-table of on-line conferences

September 2019

January 2020

September 2020

January 2021

August 2021

- setting up the detailed programme of Transnational Learning Activities, running of the project, topics and form of student presentations etc.

Dissemination

- information about the project and project running with logo of Erasmus+ on websites of each partner
- the coordinator will set up the project website (www.asap.agri.cz?)
- dissemination in meetings with stakeholders, public, other students
- printed final brochure, videos, students presentation

Planned dates of the Learning Activities

1. Easton – 21st – 25th October 2019
2. Benesov – 31st March – 4th April 2020
3. Tvaaker – 29th September – 2nd October 2020
4. Beder – 19th – 23rd April 2021

Students presentations for the 1st LA

1. students from hosting organisation introduce their country and school
2. students from sending organisations introduce briefly their schools
3. all students introduce a typical farm in their country and using of new technologies in their country (what they know about that – at the end we should compare which new knowledge students gained)