

**RECIPE project group – 3rd project meeting  
Sesimbra/Almada  
September the 28<sup>th</sup> to October the 2<sup>nd</sup> 2014.**

***ABSTRACT OF MINUTES***

***Monday Sept 28th***

**Welcome and Housekeeping**

Delegates welcomed to Portugal and Sesimbra by João Paulo Proenca, on behalf of the Conference hosts. He outlined the facilities available at the venue



**Introduction from Project Coordinators**

Britt-Mona Vang thanked, on behalf of the project coordinators, partners for their hard work since the last meeting and welcomed partners to the main business of this one, outlined in the meeting objectives circulated at the head of the Agenda. These objectives were agreed by the partners.

Pat Hanrahan was nominated and unanimously agreed as chairperson for the meeting. PH asked if the draft minutes from the previous meeting could be accepted as a true record. There were no matters arising from the minutes of the previous meeting other than those to be covered within specific agenda items for the current meeting.

**Internal Evaluation of Previous (Copenhagen) Meeting.**

Partners had completed evaluation pro-forma for the previous meeting held in Copenhagen at the end of March, 2014. Results are presented formally and were summarized verbally by the Irish partners responsible for internal evaluation.

Partners' comments had been extremely positive and appreciative of the hosts' and coordinator's work in organizing the meeting. They had found it particularly helpful to have a clear schedule at the end of the work what each partner would need to do by the next meeting.

**Progress Report on Development of RECIPE Training Course.**

Gert Larsen on behalf of the Danish lead partners for this deliverable reviewed the draft course. Dates were set to September 28<sup>th</sup> to October 2<sup>nd</sup>. GL will negotiate hotel and other costs with the Portuguese partners who will host the course. The Danish partners also reported that the Production School in Albertslund, one of the institutions visited by partners during the Copenhagen meeting, will be able to print the course handbook and English language paper leaflet

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Other course items discussed were:

- There will be organized appropriate activities for initial “ice-breaking”.
- The delegates’ “market place” will also be an icebreaking cultural activity highlighting the diversity of national, regional and local products
- João P. Proenza informed the meeting that the guest external speaker on the Portuguese educational context is a former secretary of state with a Ph.D thesis on Early School Leaving
- The proposed keynote speaker, Kari Smith from the University of Bergen, would now be unable to attend due to a change of employment. This meant other solutions had to be found.
- Wednesday of the training course is proposed as an opportunity to facilitate and guide delegates’ exploration of Portuguese landscape and culture, possibly combining the day with “walk and talk” tasks for participants. A kind of “photo marathon” leading to a concrete though not written product, was also suggested.
- Thursday is planned to focus on case studies from the RECIPE project, presented largely through a Café arrangement.
- The farewell dinner will also be held on Thursday.
- Friday morning will be focused around the keynote speech arranged by the Danish team. The session and conference will be over by lunchtime to allow travelling home on that day. This accords with advice from the co-ordinators that ERASMUS + courses should be shorter rather than longer than those associated with the preceding Lifelong Learning Programme.
- The transition to Erasmus+ is still causing problems. It was noted that partners should assist interested schools or organisations to formulate their institutional development plan, and also providing a link from the course publicity materials to an easily adaptable template for these European Development Plans.
- Danish and Portuguese partners will work together to finalize proposals and costs for the course venue, and which case-study titles and abstracts to present. Costs will be based on an assumed total of 40-50 partner representatives and course delegates
- The handbook will be kept below 100 pages and will be ready for the next meeting in Ennis

### **Dissemination Issues**

On behalf of the Portuguese partners, leading on dissemination, João P. Proenza raised several issues for discussion and clarification around the application form’s deliverables 15-18.

Promotion and marketing materials for the project and the course had effectively been completed by the delivery date of Sept 2014. This included paper- based course brochures. An

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appropriate 1 page intro to the RECIPE public website in English to be translated into partner languages would be produced, as a “hook” into the largely English language website.

As discussed above, it was agreed that applicants for funding to attend the training course and conference would be helped through a link on the website and course leaflet to a template for applicant institution’s EU development plan.

The funding-related issue of whether the 2<sup>nd</sup> course and the European conference are to be held together was raised. It was agreed to defer a decision until after an evaluation of the experience some partners will have with another project – CORE - in late October. It was noted that if 2<sup>nd</sup> pilot course seemed to be nonviable or unnecessary the conference could stand alone.

### **Finances**

Necessary information and reminders from coordinators by Einar Solheim on financial reports, spreadsheet accessible through Fronter, detailed invoices for project meetings and timesheets.

### ***Tuesday Sept 28th (At Carlos Cargate School, after tour of Schools)***

Presentation of the cluster of schools by head teacher Maria da Graça Carvalho

### **Progress Reports on Case Studies**

Led by CM, representing Greek Partners leading on WP 1.

**Case Studies status** from all partner countries were presented. Updated presentations of these can be seen under ‘Resources’

In discussion, some concern was expressed at the extent to which the case studies would encapsulate educational experience and initiatives related specifically to Roma minorities, as outlined in the project application form. It was agreed to keep this issue under review.

### **Production of Filmed Case Studies**

On behalf of the Greek partners with leading on this deliverable, Periklis Christidis suggested moving the due date to that now planned for completion of the case-study reports. It was agreed that this would be appropriate and a request would be made to Brussels for approval of this change.

The Greek partners will manage the tendering process to engage a professional film-making unit with specialist expertise and a successful track record in the field of education, completed before Christmas 2014.

### **Next Steps**

Partners broke out into national groups and completed the appropriate sections of the action matrix in relation to the understanding they now had of what they needed to do before the next meeting and what they needed from others in order to complete these tasks.

It was AGREED that the meeting objectives had been met, as set out at the head of the Agenda and coordinator thanked hosts for excellent facilitating, chair for efficient and good-humoured expedition of the meetings and partners for hard and dedicated work.