

MEETING MINUTES REPORT NUMBER 5
COORDINATORS` MEETING.

Carlisle, January 14th, 2011.

Meeting was called to order at 9.30 A.M. at the Upperby Centre in Carlisle. The following institutions participated in the meeting:

- ANPE CASTILLA Y LEÓN, represented by:
 - o Pilar Gredilla Fontaneda
 - o Nicolás Ávila Villanueva
 - o Guillermo Bueno Salvador
 - o Agata Marciniak

- CENTROS EUROPEOS DE EMPRESAS E INNOVACIÓN DE CASTILLA Y LEÓN S.A, represented by :
 - o Francisco Barredo
 - o Marta Molina del Pozo

- KERIGMA-INSTITUTO DE INOVACAO E DESENVOLVIMENTO DE BARCELOS represented by
 - o Susana Oliveira
 - o António Oliveira

- CUMBRIA CREDITS LIMITED represented by:
 - o Trudy Stammer
 - o Carol Wilson
 - o William Atkinson

- BURSA ELEKTRONIKCILER ODASI represented by:
 - o Ali Kamil Melih Tanriverdi
 - o Erdinc Osmancikoglu

1. The meeting started with the presentation by the President of ANPE Castilla y León, Pilar Gredilla Fontaneda and the coordinator of the project in the United Kingdom, Trudy Stammer.

2. Following the introductory part, Guillermo Bueno Salvador explained the following points:
 - New approved budget
 - Working schedule
 - Partner change
 - Contracts between the Beneficiary and the Partners
 - Project financial management
 - Project reports

3. The afternoon working session was carried out by Francisco Barredo who talked about the programme Aprende a Empreder and its contents.

4. After both working sessions, the debate over the covered issues was started

4.1. On one hand the www.ecc-grundtvig.com platform was distinguished as a platform that will be used to carry out the financial management of the project. In the budget there is a particular amount of money that will be given to the Portuguese partner in order to adapt and transform the website. ANPE Castilla y León undertakes the task of preparing and forwarding to all the Partners before February 1st, a list of official forms necessary to upload the costs to the webpage. Therefore, a guide will be prepared in order to explain each one of the documents needed. The Portuguese partner will be in charge of preparing a report on the correct use of the platform that will be sent to all the partners. Nevertheless, during the meeting in Spain, a separate working session will be devoted to the Portuguese partner so they can give the partners more exhaustive explanations. When the platform is adapted, each partner will be able to upload the costs referring to the first three months following the instructions. In case of any doubts, you will be able to clarify them at the meeting in Salamanca given that the deadline for the uploading of the documents is 15th of April.

If any of the partners wants to upload the documents earlier and needs help, there will be a possibility of sending the documents via email to ANPE and we will upload them.

The documents to be uploaded are the following:

- Time sheets
- Costs of the Carlisle meeting (travel costs and subsistence costs)

The official forms will be sent to all the Partners. All the costs will have to be reflected in an official report.

4.2. Another important issue that was discussed was the adaptation of the webpage www.aprendeemprender.com into a multilingual platform that would be subcontracted to an external company. At the beginning, there was an amount of money indicated for that purpose in the first budget. Nevertheless, the National Agency evaluators changed it into the staff working hours. CEEI remarked that their budget will not permit them to transform the webpage into a multilingual platform and asked for possible solutions. It was suggested that the Partners use these staff working hours in order to translate the texts into other languages and that part of 3000 Euros that each partner has been given for the translation costs is spent on the webpage adaptation. Regarding this comment, the Portuguese partner suggested that the cost of this work may be lower if carried out from Portugal. Therefore, CEEI promised to send detailed information about the webpage technological details so the Portuguese partner may figure out the possible cost of the transformation of the webpage into a multilingual platform.

5. It has been agreed that the next meeting will take place in Spain from 11th to 15th of April, 2011. It is impossible to change the date of the meeting given that it had already been agreed on in Carlisle. If any coordinator cannot assist, please send a representative. It is necessary that all the institutions take part in the meeting in Spain.

6. It has been agreed that as soon as the new contract with Spanish National Agency is signed, including the changes in the budget and the permission for the incorporation of the Slovakian partner, all the Partners will be sent the agreements between the Beneficiary and the Partners.

7. The following list of the tasks to be carried out has been agreed on:

- To revise the financial guide and get familiar with it and start uploading the costs to www.ecc.grundtvig.es as soon as the platform is available for that purpose.
- To study different educational systems and compare them with other countries, especially with the Spanish educational system on which the programme Aprende a Empreder is based.
- To prepare a power point presentation in English about the educational system in each country. Around 30 slides.
- Prepare a power point presentation in English about the Vocational Training system in each country. Around 20 slides.
- To determine institutions / entities in each country that in future would be able to offer and guarantee sustainability of the programme
- To study thoroughly the Aprende a Empreder resources and materials in order to estimate its suitability with the particular educational environments.
- To get familiar with the translated materials from the webpage www.aprendeempreder.com (to be sent by the CEEI)
- To study the Teacher's Guide as a way of developing and carrying out Aprende a Empreder throughout the scholar year
- To suggest a plan of implementation of the programme in each of the corresponding territories. In this way different plans will be suggested and contrasted and a possible new project will be defined.
- To study the limits and the possible difficulties that may occur when implementing the programme in each country.

8. The following list of documents will be sent to the Partners:

- Spanish Educational System (to be sent by ANPE)
- Index of all the Aprende a Empreder materials
- Teacher's Guide
- All the contents of the webpage that so far have been translated.
- An explanatory document about the Aprende a Empreder webpage so the Portuguese partner can find a supplier that would be in charge of the multilingual version of the webpage

Meeting adjourned at 20.00 P.M.

