

Date: 27/10/2017

Participants:

- Escuela de Idiomas Carlos V : Yolanda Romero (project coordinator), Cathrin Becker (contact person), Juan Antonio Bardon (logistic management)
- Instituto de Educación Secundaria Cristóbal de Monroy: Rajesh Mahtani
- Bildungswerk der Niedersächsischen Wirtschaft GmbH: Peter Grünheid
- Region Hannover Wirtschaftsförderung: Reinhard Biederbeck
- Università Degli Studi di Napoli Federico II: Gabriella Duca
- Meccanica b.m.r. dei fratelli coglianese s.r.l. : Melania (last name and name of 2nd participant unknown due to sound issues)
- Istituto di Istruzione Superiore ASSTEAS: Gianpiero Cerone, Giuseppe Pagano and Carla Astone
- Staatskanzlei Nidersachsen: Michael Backup
- IHK Hannover: Torsten Temmeyer
- Kultusministerium Niedersachsen: Ulrich Küttemeyer
- Fritz Michler, Retired Vocational School teacher and principal, Senior Expert

Place: Videoconference (Skype)

Attachments:

1. Notice of the meeting
2. Project objectives
3. Tasks and responsibilities of the coordinator
4. Tasks and responsibilities of the partners
5. Screenshots from the videoconference

Course of the meeting:

After confirming the successful connection of all participants, the following points were treated as outlined and communicated in advance:

1.- Calendar of transnational meetings

All participants agree with the proposed dates and it was established that by November 10th the partners send the name of the participants who shall travel to Seville for the meeting on January 25th. During that meeting, the exact date of the next meeting in Naples in October 2018 will be established.

2.- Calendar of training activities

The proposed dates are confirmed and for the second and third workshop, the second week is established as the best option rather than the second week of July. Therefore, the second and



third workshop in Seville and Naples will take place in the same week, the second week of June.

3.- Economic project management

- The item “Project management and implementation” will be paid out in accordance with the submission of the assignments on a bi-monthly basis. An agreement shall be signed between each partner and the coordinator before December 20th, 2017 which establishes the tasks and responsibilities of each partner, the submission dates and the payments to be made.
- The rest of the budget shall be managed entirely by the coordinator, who will make the corresponding payments for the organization of the transnational meetings and workshops. The reasons why the comprehensive management is carried out by the coordinator are the following
 - Cost optimization
 - Guarantee of execution and avoidance of delays and lack of coordination
 - Responsibility as recipient of the funds
- To the local workshops, we will invite as many agents as we consider interesting. We'll try to have an average of 30-40 participants.
- In the transnational meetings, only the number of participants established in the application can attend.
- The representatives who participate in the first trip to Germany are obliged to participate as representatives of their organization throughout the two years of the project.

With regards to the enumeration of the activities of Idiomas Carlos V and of the other partners read out by Cathrin Becker, all partners manifest their agreement.

4.-Petitions and questions

It is established that the individual partnership agreement will include information as to tasks and funding which will answer most questions.

Peter Gründheid adds that BNW is working on a project result platform along with Staatskanzlei Niedersachsen which we could use to publish our project and which he will be happy to present during the transnational meeting in January.

