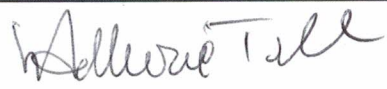
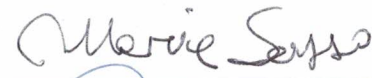









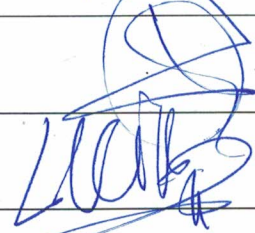



I-TALES

Transnational Project Meeting Minutes 3rd/6th January Massafra - Italy

NAME	ORGANIZATION	SIGNATURE
Vita Maria Torelli	Valeria Martina Cultural Association-Music Project- Italy	
Maria Sasso	Valeria Martina Cultural Association-Music Project- Italy	
Vanya Angelska	Fondation Art and Culture-Sevlievo -Bulgaria	
Micaela Gadzeva	Fondation Art and Culture-Sevlievo -Bulgaria	
Marina Aristodemou	Cross Culture International Foundation Cyprus Ltd-Cyprus	
Katerina Vladimirov	Cross Culture International Foundation Cyprus Ltd- Cyprus	
Eglantina Kumaraku	Europe for Diversity Culture and Coexistence – Greece	
Aldona Vilkelienė	Alytaus muzikos mokykla- Lithuania	
Laima Žurava	Alytaus muzikos mokykla- Lithuania	
Paulo Costa	Rosto Solidario Associacao de Desenvolvimento Social e Humano - Portugal	
Ana Pinho	Rosto Solidario Associacao de Desenvolvimento Social e Humano- Portugal	
Óscar Argumosa Sainz	Asociación cultural y medioambiental Permacultura Cantabria - Spain	
Lucía Fernández Revuelta	Asociación cultural y medioambiental Permacultura Cantabria -Spain	

All the people in the list above participated in the work sessions held on 4th and 5th January 2020

Agenda (the agenda has been updated according to the partners request as reported at Point 2)

WHEN	WHAT	WHO
4th Jan	1.Focus on the partner countries' presentation	Each partner
4th Jan	2.Focus on the project overall presentation: objectives, activities and results	The coordinator
	3.Review of the mobilities plan	Partners
4th Jan	1.Focus on the LTTA and the Educational model	The coordinator
4th Jan	2.Focus on management and financial issues	The coordinator
	3.Official presentation of the project to the community	All partners+stakeholders
5th Jan	1.Focus on the Action Plans and tools.	Each partner
	2.Project Website and FaceBook official page presentation	Grece
5th Jan	3.Focus on the meeting evaluation	The coordinator
	4.Certificates delivery	

4th January - 9:30- Work session 1

1. After a short welcome by the coordinator, partners presents the organization they represent by using a PPT. In particular they give some general info on their participation in the project
2. The coordinator summarizes the objectives of the meeting: to set up a common understanding of the project aims, to present the expected results and the methodology of work, to share appropriate guidelines in the project management, to review the mobilities plan. She focuses on the goals of the project, the main results, the main activities. The Spanish partner asks for changing the agenda in order to review the mobilities plan immediately and to discuss the activities methodology in the afternoon session, instead of 5th in the morning. His suggestion is approved, so partners discuss and decide a new mobilities agenda. There's a short exchange of ideas about the length of the mobilities, specifically about



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the arrival and the departure days. The question is how many days have to be considered work days. The Spanish partner suggests to ask for info to the Italian Agency. Everyone agrees. The following table shows the length of each mobility including 2 days for travelling.

3. Mobilities plan

	February 2020	July 2020	August 2020	Oct/Nov 2020	January 2021	April 2021	Jun/July 2021
Bulgaria				30 Oct/5 Nov			
Cyprus							26 June/2 July
Greece		14/20					
Italy	22/28						
Lithuania			22/28				
Portugal					18/24		
Spain						23/29	

13:30 End of work session 1

4th January – 15:30- Work session 2

1. The coordinator gives details on the educational model (see the annexed Project PPT). Partners asks for explanations, give suggestions, discuss ideas, take notes
2. The coordinator presents the financial issues and the rules to be followed in the use of the budget and in the expenses documentation. The coordinator stresses the importance of implementing eligible activities and, in order to monitor them, partners will document all the costs for the Management and implementation grant by filling in a tool and by sending the coordinator the supporting evidences in copy. There's a discussion about this procedure as well as about the costs for internal personnel. Since a shared solution isn't found, the Spanish partner suggests the coordinator to ask the Italian Agency.
3. At the end of the work session, the project is presented to the community officially.

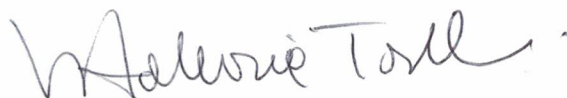
End of work session 2

5th January – 9:00 Work session 3

1. Partners, according to the WPs present the Action Plans, the accompanying templates and the tools.
2. The Greek partner presents the Project website and the FB official page

3. The coordinator presents the Google form each partner will fill in to evaluate the meeting. She asks the partners for an opinion on how the meeting went in general. Everyone agrees the work was effective, the organization efficient, the topics treated were clear, the atmosphere relaxed and warm.
4. Attendance certificates are delivered

End of meeting



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