



## Project Activity 5: First partner meeting<sup>1</sup>

Monday 9 October 2023 - 17:00 h

**Attendees:** Marina (MIR), Patrick (AHB), Emilia, Luca (BIR), Giovanna, Nadia (TOS), Inma (ROS), Ramón, Julio, Ginés, Lázaro (FCR), Aurelie, Mina, Rania, Dominique, Daoud (CON), Loic (RIM).

### **1.- Presentation of the members attending the meeting.**

Attendees are presented with their name and the name of the partner they represent.

### **2.- Approval of documents worked on Google Documents:**

The following documents are presented although they have been shared in Google Documents. They are the result of contributions made by partners.

Partners are asked if they want to comment on each of them.

#### Evaluation plan.

Note: In practice, this plan assumes that a document will be sent to evaluate each of the activities carried out. The partners will complete and return this document which will also include proposals for improvement for the future.

It is approved by assent of all attendees.

#### Dissemination and communication plan.

Note: The dissemination of the project is an essential requirement in the Erasmus programme. The question is not whether we agree to do dissemination activities in social media (X, Instagram, Facebook, web...), the decision must be how we do it, how much each partner contributes over the 24 months of the project.

On Tuesday, October 17, at 12.00 p.m., we will hold a press conference with the media of Cartagena to report on the approval of the project. It will be held in municipal facilities with the presence of the councillor with competence in education and the directors of the two schools in Cartagena.

The partners express the difficulty of doing something similar where they are located, but they have other means to be able to broadcast. Everyone says that the important thing is to carry out dissemination tasks, each one by the means available to them. In particular, the Collège Condorcet plans to invite the regional newspaper Midi Libre, the regional TV channel FR3 and the local radio channel Radio France Bleue. The utilization of eTwinning is also evoked by Luca

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<sup>1</sup> I remember that the language to communicate will be English.

The creation of content for social networks was a deficit in the previous project (Hannibal in Europe). This is reason the development of the website and uploading content to social networks has been hired a professional with the budget allocated to this activity.

Although the partners must be the main creators of content, in order not to repeat this theme the coordinator proposes to close this topic in point 4 relative to the matrix RASCI web. The proposal is accepted by the partners.

This document is approved by assent of all attendees.

Information collection model for the "Hannibal Road" dossier.

Luca explains that he does not understand the use of this document and its relationship with the dossier and the creation of educational materials.

Each school or institute will fill in a sheet for each assigned location of the route of Hannibal, with the information of all these cards will be drawn up the Final Dossier. This is activity 6.

Activity 9 is the creation of educational materials. This activity has two complementary actions: one is the edition of the comics and activity book; the other refers to teachers will use with their students certain materials in teaching-learning activities. These materials and activities will be shared with the other partners through the website as a form of cooperative work.

This document is approved by assent of all attendees.

Before moving on to the next point, the coordinator sets out a clarification that affects what will be discussed below: At the previous meeting in September I informed the members that the stay in the hotels would be in double rooms. It is true that there was no vote, but since no one opposed it, he understood that the partners took up this issue.

Various partners intervene, stating their preference for staying in hotels in individual rooms. It is agreed that the stay in the hotels is in single rooms.

The mobility budget is to spend it fully, although with the limit stipulated in the activity. Once the accommodation and travel expenses have been paid, the rest will be used for subsistence.

### **3.- Approval of the following questions:**

Patrick develops this agenda item. The 3 topics have been developed previously in emails sent to all partners in the days leading up to this meeting.

a) Dates of first mobility.

b) Questionnaire related to the creation of educational materials that will be the subject of training activities in the first mobility.

c) Proposed segmentation of the Hannibal Road.

Loic requests a different distribution of the proposed division of the Anibal Road because he believes that the different segments proposed are unbalanced.

It also informs that the website is under construction and that it is available as soon as possible for use by the partners.

For information, the FCR presents as possible dates for the second mobility the second half of September 2024, when the Fiestas de CyR are celebrated. Especially the week of September 22-27.

#### **4.- Presentation and revision of the RASCI matrix of the following activities:**

Activity 4.- Creation, implementation and cooperative use of a specific website. AHB.

Activity 6.- Drafting and delivery of a final dossier on the Hannibal Road. AHB.

Activity 7.- Expansion of the network of "Ambassadorial Colleges". AHB.

Activity 8.- First mobility: Italian and Spanish teacher training in France. AHB.

In the activity document 4 it is proposed to divide the two-year duration of the project between all partners to allocate each partner a period of time where they would be responsible for creating content for social networks. It also proposes a minimum number of contents to create during this period that corresponds to it.

At the end of the speeches, the partners agreed on the amount proposed in the document. The timetable will be revised.

Given the doubts generated by all these documents due to the lack of knowledge of the partners as shown in their interventions, the following is agreed:

a) Share official management documents through a folder on Google Drive.

b) Hold individual meetings between the coordination and the schools where they can assess these documents and resolve the specific doubts that each partner can still maintain.

It is a priority for the coordination of the project that when the partners carry out an activity they know how to carry it out to save efforts.

#### **5.- Working methodology.**

The project will be coordinated by two persons appointed by the FCR (Ginés and Ramón) and one by the AHB (Patrick). They will be in permanent contact. In addition, regular telematic meetings will be held with a representative of each partner for the activity to be developed. This coordination group with representatives of all partners will take over the tasks of the editorial team of the website listed on page 34 of document KA210-SCH-8B228CE2fin.pdf (The person responsible on behalf of AHB is Claude). It is desirable, but not essential, that the other partners appoint a reference person.

All partners must collect the evidence they produce in their environment on the execution of each activity. We will use Google Drive as a common repository.

Each activity has an allocated budget that will be closed at the end of the activity. According to the economic contract of the project signed with SEPIE the payments will be made through the Treasury of the FTyL, always upon presentation of the appropriate invoice. There is the possibility of partial payments with the presentation of a provisional receipt.

It is important to always keep in mind the priorities and themes of the project (page 5 in file KA210-SCH-8B228CE2fin.pdf). The activities should revolve around them. Also do not forget the objectives of the project (on page 6 of the same document).

The FCR will circulate an email to remind the next activities to be launched, and another one to plan the next partners meeting.

Note: It is important that the partners review the documentation to be discussed at the meetings in advance so that they can finish with good results.

Email ([projectcyr21@gmail.com](mailto:projectcyr21@gmail.com)) is always available to answer questions, suggestions and contributions from partners. Partners should not hesitate to use it, just like the whatsapp group.

*Cartagena, 23 October 2023*