

**Grundtvig Learning partnership
In green shape
1st MEETING
PADUA 23 - 24 of SEPTEMBER 2013**

Meeting Report



Lifelong
Learning
Programme

Agenda

Status Meeting

Padua 23/09/13
9.30 to 17.30

Meeting called by:
Type of meeting:
Location:

*In Green Shape. Grundtvig Learning partnership
1° meeting*

At: Hotel Donatello Via del Santo, 104, 35123 Padova



Attendees:

In green shape partners

Agenda topics

time	subject	participants
9.30	Meeting at the hotel	Ass. NET
9.45– 11.00	Presentation of partners (10 minutes each) Administrative and financial issues (for new partners) Presentation of the project: underground idea. Starting to work on the executive project	ALL
11.00 – 11.15	Coffee break	
11.15 – 13.00	The executive project: definition of aims, objectives and products	Ass. N.E.T.
13.00 – 14.00	Lunch at il nero di Seppia	All
14.00– 16.00	The executive project: definition of aims, objectives and products	
16.00 – 16.15	Coffee break	All
16.15 – 17.30	The executive project: definition of aims, objectives and products	
19.30	Pick up at the hotel for the dinner in the city centre at the “Al secondo piano”	All

Note:

Agenda may change through partnership input.

Agenda

Status Meeting

24/09/13
Padua 9.30 to 17.30

Meeting called by:
Type of meeting:
Location:

*In Green Shape. Grundtvig Learning partnership
1° meeting
At: Hotel Donatello Via del Santo, 104, 35123 Padova*



Attendees:

In green shape partners

Agenda topics

time	subject	participants
9.30	Pick up at the hotel	Ass. NET
10.00 – 13.00	The executive project: definition of aims, objectives and products. Definition of partners tasks, deadlines, next meetings.	
13.00	Lunch at Donna Irene	
14.30 – 17.30	Afternoon spent to finalize possible open doubts or questions.	

Note:

Agenda may change through partnership input.

PARTICIPANTS LIST

23/24 of September 2013

<i>Participant</i>	<i>Organisation</i>
Nick Platt Julie White	Growing Rural Enterprise
Renata Baltrimiene Julija Šešeika	EDUCATION, RESEARCH AND CONSULTANCY CENTER" (LITHUANIA)
Katina Pancheva	EUROPEAN INSTITUTE FOR SUSTAINABLE DEVELOPMENT (BULGARIA)
Mirna Fusaro Roberta Bassan Angela Maggiolo	ASSOCIAZIONE NET (ITALY)
Carina Klement	BILDUNGSHAUS SCHLOSS RETZHOF (RETZHOF CASTLE) (AUSTRIA)

FIRST DAY – 23RD OF SEPTEMBER 2013

PRESENTATION OF THE AGENDA by Mirna (ASS: NET)

PRESENTATION OF PARTNERS:

- Ms. Carina Klement introduces its Education Centre Retzhof Castle, that used to be an aristocratic house for hosting people going from Wien to Trieste. It is the only barrier free training centre in Austria. They have seminar rooms to rent and rooms for the students. Its target groups are adults and they organize pay-courses about different topics. The last projects provided the structure with a big Climbing park that attracts 200 people per year and a Tavern with Green Kitchen and Environment labels. It's a public centre funded by the government. **See annex 1**
- Ms. Katina Pancheva from Sofia (Bulgaria) presents its European Institute For Sustainable Development, its activity and the projects they were involved, **see annex 2**
- Ms. Renata Baltrimiene presents its not for profit association: "Education, Research And Consultancy Center" in Lithuania, it was founded in 2005 and they have already participated to Leonardo da Vinci and Grundtvig projects, **see annex 3**
- Mrs Nick Platt introduces Growing Rural Enterprise, The Growing Rural Enterprise vision is:
 - o To deliver innovative and meaningful learning opportunities for rural business.
 - o To inspire and make a difference to rural business, building confidence knowledge and skills.

Annex 4

- Ms. Mirna Fusaro introduces Associazione NET (non profit) concerned with European projects design, training and sustainable local development and presents NET's description of healthy food **see annex 5**

THE EXECUTIVE PROJECT: DEFINITION OF AIMS, OBJECTIVES AND PRODUCTS

Presentation of the project. **Annex 6**

After reading the project we start sharing the task

We discuss about the timetable of the InGreenshape project, in particular sharing the different tasks planned in the project and redesigned the Gant (see annex 7)

- *General management of the project*: responsible Italy
- *Collection of Best Practices* following a common format : responsible Italy
 - 2 Best Practices per country to send to Associazione NET. A format will be sent in advance to collect the same information
- *Logo*: responsible AT. Carina is going to ask for the Logo.
- *Evaluation*: responsible Lituania. They are going to send a form to fill in after each meeting
- *Website*: responsible Bulgaria. By the end of October 2013 Katina (or her colleague) will send to the partnership the estimate costs for the domain, lay out and maintenance of the web site for at least 3 years
- *Dissemination*: responsible Austria. Carina is going to send a dissemination plan. Julia is going to send her an example.
- *Lay out and printing of the brochure*: responsible UK. Growing rural enterprise will check the costs for preparing the layout of the itinerary brochure and will be back to the partnership.
- Every partner will have to define its target group and issue of the itinerary because it can be different according to the characteristics of the association/institution (ex. NET healthy and ethic menu...).
- There must be always a project manager for every partner that will be member of the steering committee,
- Meetings will be organised as follow:

	<i>FIRST DAY</i>	<i>SECOND DAY</i>
<i>MORNING</i>	visit	visit/conference meeting
<i>AFTERNOON</i>	workshop	steering group

TRANSNATIONAL MEETINGS

- It is decided to keep the order of the project and also the time scheduled in the project apart from the meeting in UK that is anticipated to September 2014 instead of October 2014.

We decide to continue the discussion the following day. The meeting ends at 18.00

SECOND DAY - 24TH OF SEPTEMBER 2013

After a brief summary of what decided the previous day, the discuss goes on with the definition of the activities, Tasks and deadlines.

By the **4TH OF OCTOBER 2013** Associazione NET will send a form of best practice so that partners may send back their comments by the **18TH OF OCTOBER 2013**.

As far as the **LOGO** is concerned partners are supposed to send by the **4TH OF OCTOBER** to Austria. They will be back with information and costs by the **11TH OF OCTOBER 2013**

WEB SITE: Bulgaria is going to get information about the costs of the domain, server and design. In the web page there will be a home page where the presentation of the project will be placed. There will be the **partners** page. Partners has to send to Katina the logos of their organisation. The page of the partners will be similar to that of Cafe with just one line to describe the organisation and the link to the partners' web sites. **Transnational meetings** page where to put the reports of the meetings, annexes, 3 pictures. Moreover there will be a page called **photogallery** where there will be 2 submenus: 1) transnational pictures, 2) local pictures. There will be the **Best Practices** page as well. Best Practices will be listed with the opportunity to download them. The collection will be published as well. **Evaluation:** the single evaluations reports will be placed in the page. Dissemination: there will be submenus for each partner and a general page. Every single dissemination activity will be uploaded in the page. **BY THE 30TH OF NOVEMBER 2013** Carina is sending a dissemination strategy. Lithuania is sending an example. Yet Katina is going to send everybody a remind on what we have to send her.

ITINERARY BROCHURES. Growing Rural Enterprise will find a person to put together the material of the brochure that will be in English and will have 1 itinerary for each partner. Later each partner can decide to print their own itinerary in their own language. Partners are invited to send their presentations by the **04TH OF OCTOBER 2013**

NEXT MEETING: it will be in Austria, Graz. The proposed dates are 27/28 February 2014, 6/7 of March 2014, 13/14 of March 2014.

Carina will be back to partners with the best dates when the castle is free.

Deadlines: check them in the report and respect them.