



Green Standard Schools (GSS)
2021-1-HR01-KA220-ADU-000035661

MEETING MINUTES

Meeting ID:	TNPM1: Kick-off meeting		
Date:	January 20-21, 2021	Time:	10:00 – 17:30 day 1 10:00 – 16:00 day 2
Meeting Facilitator:	Molehill	Location:	Barcelona, Spain

1.1. Attendees - live		
Name	Institution	E-mail
Jonathan Dykes	Molehill Holdings, Santa Ana 12, 0802 Barcelona - Spain	jonathanpdykes@gmail.com
Vesna Bakota	Jantar, A.B. Šimića 28, Split – Hrvatska	vesna.bakota@yahoo.com
Rupert Locke	IH Galway, 19 Eyre Square, Galway - Ireland	rupert@ihgalway.ie
Emer O' Callaghan	IH Galway, 19 Eyre Square, Galway - Ireland	emer@ihgalway.ie

1.2. Attendees – online		
Name	Institution	E-mail
Josip Sobin	Jantar, A.B. Šimića 28, Split – Hrvatska	josip.sobin@jantar.hr
Ante Demo	Jantar, A.B. Šimića 28, Split – Hrvatska	ante.demo@jantar.hr
Magda Grochola	IH Galway, 19 Eyre Square, Galway - Ireland	magda@ihgalway.ie
Eleri Maitland	IH Rouen, 26 bis rue Valmont de Bomare, Rouen - France	eleri.maitland@frenchinnormandy.com
Arnold Reggy	IH Rouen, 26 bis rue Valmont de Bomare, Rouen - France	partenariats@frenchinnormandy.com



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2. Agenda and Notes, Decisions, Issues

All notes are combined based on the appropriate topic

Introduction of project teams

Partners met at 10am at Academia Giu in Barcelona. In addition, Molehill Hosted online Zoom meeting for those partners who could not attend the meeting live.

After a short informal chat, partners presented their team members:

Jantar – Vesna Bakota (Principal and Academic Manager), Ante Demo (Director of Studies, *online*) and Josip Sobin (Project Manager, *online*)

Molehill Holdings – Jonathan Dykes (project manager)

IH Galway – Rupert Locke (Teacher), Emer O’Callaghan (Academic Manager), Magda Grochola (Project Manager, *online*)

IH Rouen – Eleri Maitland (CEO, *online*), Arnold Reggy (Project Manager, *online*)

First item on the agenda was to form the Project Management Committee. Josip Sobin made nominations for himself, Jonathan Dykes, Magda Grochola and Eleri Maitland. Nominations were accepted by all present participants. As result, Josip will create corresponding document and put it into the Google Drive and on KA+ app.



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Erasmus KA2 project lifecycle

Presented by Josip Sobin, JANTAR (joining online)

Main components: project management and implementation (PMI) & IO development

PMI starts with planning and communication.

Planning:

- Jantar will prepare Action Plan, which is an overall list of project activities with emphasis on IO development. We will use Key Action Plus software for this.
- All tasks with individual assignments and deadlines will be listed in Jira software. It is very important to stick to deadlines. Whenever it is not possible, it has to be communicated clearly.
- TNPMs to define upcoming activities and goals. Each meeting will have a Jira card.
- Regular online progress meetings. Each meeting will have a Jira card.

Communication:

- We will use emails for most written communication.
- Proposal to create project WhatsApp group, preferably during the meeting itself.
- Proposal to set specific day and time for progress update meetings and put them in calendar.

Three main PMI domains (partners need to contribute equally):

- Dissemination: promotion of project activities, goals, results, partners. Dissemination Plan will be done in Key Action Plus app and activities will be recorded there. Partner in charge: IH Rouen
- Quality Management includes Quality Standards, Quality Assurance (proper training and information sharing) and Quality Control (tests, questionnaires, measurements, analysis). Partner in charge: IH Galway
- Impact: measuring the change that project has on target groups. Plan has been created using the Impact+ exercise. Partner in charge: Molehill

Each domain needs a Plan, monitoring policies, analysis and reports (especially for reporting to NA).

IO Development

Four intellectual outputs:

- Environmental Handbook for Language School Managers and Teachers – minus the part that was cut off by evaluators
- Video Collection: 1.12.2022. – 30.6.2023.
- Collection of Lesson Plans: 1.8.2023. – 31.1.2024.
- ECO-LAB online platform: 1.1.2023. – 29.2.2024. Will be developed parallel to other IOs and made available to all partners for use. For example, module for creating lesson plans will be available before development commences to ensure team members are working on them using the platform.



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IO development grants are awarded based on supporting documentation:

- formal proof of employment (labor contract)
- statement, signed and stamped by legal representative
- timesheets

Interactive Action Plan in Key Action Plus will guide partners to prepare, complete and store required documentation.

Reports

There are three reports towards NA in the project lifecycle:

- Progress Report due 31.8.2022., covering period up to 31.7.2022.
- Interim Report due 28.2.2023., covering period up to 31.1.2023.
- Final Report, 60 days after project has been completed.

All partners must ensure all necessary documentation for each report minimum 25 days prior to the report due date (check Partner Agreements).

Multiplier Events – one held by each organization in March 2024 (April 2024 according to the new timeline).
One day events with 30 local and 30 online participants.



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Key Action Plus

Josip Sobin presented the use of Key Action Plus software.

TNPM1 for GSS project was presented in the app. NGPT project was used to show how corresponding documentation is stored.

Staff page was presented for the GSS project. Josip temporarily used "Sample researcher" entries to demonstrate how different staff members are added and assigned to IO development.

Intellectual Outputs for GSS project were presented, along with grant allocations. All data has already been entered into the system by Jantar.

Interactive Action plan was presented. Each IO with corresponding tasks was briefly discussed in relation to the Action Plan.

Recorded work and timesheets were presented using the NGPT project. We will use this feature within the app from day one.

Dissemination module was presented in great detail using the NGPT project. Josip demonstrated how to set up channels, messages, etc. Samples of activities were presented as well and partners were made aware of the fact that each activity requires some sort of proof on the record.

Zoom training for Key Action Plus was proposed for no later than February 15. Partners will revisit this idea further during the meeting and set up a training session.

Jira

Josip Sobin presented the GSS Jira page, set up prior to the meeting. He emphasized that a simple Jira task was assigned to each individual partner institution and that all partners successfully recorded their first task as completed.

Jira page from NGPT page was presented to show what it looks like for ongoing projects.

Topics covered included task management, assignment to specific individuals, adding individuals to project page (within the boundaries of fee account), assigning deadlines and automatic reporting. It was also emphasized that information recorded in Jira is often used for creating reports to NA, so partners are asked to regularly update their activities on the page.



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Administration: TNPMs

Total of four transnational project meetings:

- Kick-off meeting – Split, Croatia. 12/2021 moved to 1/2022. Venue moved to Barcelona. (2/2/2)
- IO1 review / IO2 prep / IO4 concept – Galway, Ireland, around 11/2022. (4 IHR, 4IHS, 2 Molehill)
- IO2 review / IO3 prep / IO4 – Barcelona, Spain, around 7/2023. Could be Split. (2/2/2)
- Final review, MPE prep – Rouen, France, around 4/2024.

In preparation of the meeting:

- create meeting agenda
- prepare signature lists
- prepare certificates
- travel and accommodation

During the meeting:

- sign signature lists and give out certificates (at the end)
- take lots of photos
- keep all documentation (boarding passes, toll and gas receipts, food & lodging...)

Documentation to be submitted for each participant after the meeting (for entry into the Erasmus system):

- signature lists, certificates, photos
- accommodation invoices
- travel invoices, itinerary, boarding passes, gas receipts, toll receipts
- any other receipts for expenses arising during the meeting
- meeting minutes
- presentations (if any)

Grant is 575 EUR per participant, regardless of actual expenses. However, documentation listed needs to be provided in order for the grant to be awarded/justified.



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Administration: finances

PMI grant

Coordinator receives 500 EUR per month, partners 250 per month. This grant covers all activities included in Dissemination, Impact and Quality Management.

It is important to keep track of PMI activities because they need to be entered into Erasmus system for reporting purposes. Jantar will keep them in Jira for easy backtracking.

Multiplier Events

Towards the end of the project, will be revisited at later stages. Coordinator still doesn't know all details about required documentation because no MPEs have been held, but information will be provided on time. Grants are based on the proposed number of people attending MPEs.

IO development

The most important part of financial administration of the project.

Grants are awarded/justified based on the record of completed work, not the money paid out to staff.

However, a number of requirements must be met:

- person conducting the IO development work must be legally employed by the partner institution, and formal proof of employment (labor contract) must be submitted for each individual participating in IO development. It is not possible to assign IO development work to freelancers
- a statement of formal participation in IO development must be signed by the legal representative and stamped by the institution
- timesheets for all work need to be filled out, signed by the worker and legal representative, and submitted on timely basis.

For easier tracking of work that needs to be recorded, partners can use the interactive Action Plan. In addition, there is a module in Key Action Plus app that allows partners to record the work done on IO development. Subsequently, they can use the same module to generate timesheets and then store them back into the system.

It is suggested that Jantar organizes additional online training session for Key Action Plus app to show how to properly use all of its functions in details, as discussed previously during the meeting.

Redistribution of funds

Grant agreement allows minor redistribution of grant budgets but with many restrictions. However, if need for something like this arises in the future, we will have the option to investigate such possibility.



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PMI: Impact

As mentioned previously, Impact is about measuring change. There are many limitations to properly measuring impact during the project implementation itself, as most impact is achieved in the long-term. This is even more so for our project because we are aiming to change students' perception and behavior, while at the same time increasing their language competences. However, we can still do regular impact monitoring throughout the project and act accordingly. We also need good demonstration of impact if we are to keep this project alive long-term (which is our goal with continuing projects).

Molehill will be in charge of the Impact Plan. Impact+ exercise workshop guide and Impact+ tools were used to prepare initial list of estimated impacts/outcomes, indicators and data sources. Partners were also encouraged to review the following YouTube video: https://youtu.be/DE80HhSJA_Q

Molehill will produce first project version of the Impact Plan by February 28, 2022. This version should already contain a plan of some very specific activities that can be conducted in terms of impact data collection. We can consider including information from previously collected impact self-assessment forms collected by the GSS association.



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PMI: Dissemination

IH Rouen will be in charge of Dissemination.

First dissemination action usually involves creating project logo. In preparation of the project, partners already created project logo and Facebook page for the GSS association. Coordinator will consult with NA about using current logo/page, or creating a new one.

Early dissemination activities that must be completed asap are:

- creating dissemination plan by setting up parameters inside Key Action Plus app – if possible, complete during the meeting
- create posting schedule for social media – deadline 31.1.2021.
- create corresponding project page – deadline 31.1.2021.

For creating a good social media plan, partners have provided information about social media they are using actively:

- Jantar – Facebook, Instagram
- Molehill
- IH Rouen
- IH Galway

General dissemination strategy is discussed by experienced partners (Molehill, Jantar). Key Action Plus entries from other projects are presented to show everything that is considered dissemination, both internal and external. Emphasis on most important activities, i.e. conferences and direct communication.



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PMI: Quality Management

Based on experience from previous KA2 projects, Jantar proposes a model of Quality Management which includes three distinct sections: Quality Standards, Quality Assurance and Quality Control. QM is to be applied to:

- collaboration, communication and project implementation
- IO development

QM begins with Quality Standards, which means developing a set of standards for each project component. These standards define what we are aiming for to achieve the highest possible level of project implementation and should be the basis of QM Plan. Naturally, these will be continuously updated during the project implementation, to ensure that all project activities are covered. This is important because QM ensures early detection of any possible problems and offers solutions.

Quality Assurance involves informing all project participants about Quality Standards and how to adhere to these. Purpose of QA is to ensure participants are trained on how to properly execute every project activity, regardless of whether it is management/administration or development of intellectual outputs.

Quality Control is a process of measuring whether standards have been achieved. Sometimes it is measured through questionnaires, self-reflection forms, diaries etc. In other cases, there are established methods of measuring quality of certain components – this is mostly applied to IO development. For example, there are well established standards for a good lesson plan and way of evaluating its quality.

Due to the complexity of QM, first draft of QM Plan can be done by the end of February 2022.



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IO1 development

IO1 is the only IO that has been altered by grant reviewers compared to the original proposal. Environmental Handbook for Language School Managers and Teachers was originally supposed to consist of two distinct parts:

- guide for language schools on how to implement policies and practices to become a Green Standard School
- methodological manual for language teachers

Methodological manual itself provides information for teachers on three main areas:

- how to include environmental topics in their classrooms
- how to implement environmentally friendly practices in teaching
- how to improve effectiveness of their teaching

Part I was completely removed by grant reviewers. Partially, this creates some potential issues because some of the information arising from creating part I was going to be used extensively in part II. However, we will have to work with what we have.

The most basic description of part II (from now on referred to IO1, as it remains the only part of IO1) is taken out of the grant proposal: “a methodological manual for teachers designed to provide them with a full set of competences needed to systematically integrate environmental topics and practices in their classes. Part II will also describe a range of effective teaching methodologies and techniques that will enable teachers to work with a wide variety of teaching resources and materials, beyond the confines of published course books.”

Jonathan Dykes presented his concept of IO1 content. After partner discussion, document was revised into what we now consider the first draft of the IO1 content:

Part 1

- 1.1. An Introduction to the project
- 1.2. A summary of the different environmental issues that we will be addressing in IO2 and IO3 with references to sources of more info.

Part 2

- 2.1. Suggestions on which environmental issues to address at different CEFR levels and ages, with examples of language items and skills that can be readily developed through specific environmental themes.
- 2.2. How to teach these issues more effectively: student centred approach; communicative focus; importance of motivating students by focusing on topics that are important to them; etc. Plus reading list.
- 2.3. How to teach in a more environmentally sustainable way (paper-less classrooms, using digital devices, online teaching, etc.)



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2.4 How to redesign a study plan / syllabus in order to integrate environmental issues into classes more frequently and systematically. What percentage of classes to aim for. How to design a lesson plan that has an environmental focus.

Part 3

Real-life good practice. Success stories. Etc.

Next, Jonathan presented a document showing a number of environmental topics and subtopics. Document was uploaded to the Google Drive and to the KA+ app (TNPM1/presentations)

Partners then discussed IO1 development plan to great extent. Following tasks were defined for the upcoming period, along with appropriate deadlines:

- all partners need to prepare suggestions on the provided list of topics and email them to Jonathan by February 20, 2022
- Molehill will create first draft of chapter 1 by March 31, 2022.
- Jantar will create template for 2.1. using one of the provided topics by February 28, 2022.
- Partners will review template for 2.1. and jointly create final version (possibly during online progress update meeting)
- IH Rouen will create draft for Chapter 2.3. by March 31, 2022.

Dissemination Plan workshop

At the end of planned meeting activities, partners organized a joint Dissemination Plan workshop to identify some key components of the plan.

Target groups were defined and entered into Key Action Plus app (detailed list can now be exported). NOTE: target groups “Potential learners” and “General public” were assigned a dissemination multiplier of 1, while in other projects there were assigned a much lower dissemination multiplier (e.g. 0.1). This is because disseminating project idea and project results is universally important and applicable across the population, as every dissemination activity increases awareness of this important issue. This should be indicated when creating the dissemination report.

Some basic dissemination channels for Jantar and Molehill were set up in Key Action Plus app prior to the meeting to serve as example/guidance for other partners in setting up theirs.

Partners jointly created a number of dissemination messages, which were then put into the KA+ app.

3. Next Meeting

Date:	November 2022	Time:	Unknown	Location:	Galway, Ireland
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