

MINUTES

iVET4D in Europe

1st meeting in Cork (Ireland) **from Thursday, 23/10/2014 to Friday, 24/10/2014**

Date: 23/10/2014 - 9:00 am to 24/10/2014 - 3:30 pm
Location: COPE Foundation / Montenotte House
Participants: see list of participants
Persons in charge: Michael Barrett, Stephanie Kwapil, Robert Böhm
Attachments: list of participants

23/10/2014

Financial affairs and management of the budget

General information

- Financial contract is signed >> as soon as possible the coordinator will transfer 80% of the grant to the partners >> see financial overview

Financial report

- All partners have to report the proper use of the budget to the coordinator. Therefore they have to document all spends into an excel list. Also the personnel costs have to be documented by an excel formula which has to be signed and stamped from the CEO / headmaster of the institution.
- At regular intervals all partners have to report about their financial situation concerning the budget.

1 st date for financial report	15/03/2015
2 nd date for financial report	15/10/2015
3 rd date for financial report	15/03/2016
4 th date for financial report	30/06/2016

- All partners have to hand in the following documents for the financial report:
 1. Excel list with all costs – constantly updated on dropbox
 2. Excel document with the financial overview (signed / stamped / scanned to pdf/ send to the coordinator via email or save on dropbox)
 3. Excel document with the personnel costs (signed / stamped / scanned to pdf / send to the coordinator via email or save on dropbox)
 4. Receipts (scanned to pdf and send to the coordinator via email or save on dropbox)
- The coordinator provides the excel sheets and templates for the financial reports as well as the necessary folders on dropbox. All persons in charge for the financial affairs will be invited to dropbox folders or files.

Project Meetings

- Duration: 2 days – Thursday and Friday.
- The host organisation takes care for light refreshments and lunch and covers the cost for that.
- At the common dinner on evening of the first meeting day every partner pays on its own.
- Minutes will be written by the host organisation and finished at the meeting – visualising for all via beamer!
- The coordinator puts the minutes within one week onto the VET4D website www.vet4de.eu
- Dates for the next meetings:

Chroustovice:	5./6. March 2015
Perugia:	1./2. October 2015
Brussels:	still open

VET4D promotion video - Presentation of St. Johns college

- Presentation of the Video team
- Ideas / concept / schedule
- Interviews with participants of the meeting

VET4D website

- All VET4D projects will be available on the website
- All agendas and minutes will be available on the website
- iVET4D – service includes templates and formula for
 - >> minutes
 - >> release form
 - >> documentation of the local projects
 - >> certificates of attendance

The coordinator will add:

>> list of attendance

>> excel sheet for personnel costs

>> template for presentations of the iVET4D partnership project

- Links to blogs can be added by the coordinator

24/10/2014

Aims and tasks within iVET4D

- Output 1: (Spain/Italy/Austria/Germany-Weissenburg)
Guideline "Implementing of the VET4D concept into curricula and schedules of vocational schools"
First draft will be presented at the meeting in Chroustovize
Final version will be presented at the meeting in Perugia
Translation into Spanish / German / Italian / Czech
- Output 2: (Finland/Sweden/Czech Republic/ Germany-Grafenwoehr)
Guideline "Managing multinational students groups within iVET4D"
First draft will be presented at the meeting in Chroustovize
Final version will be presented at the meeting in Perugia
Translation into Spanish / German / Italian / Czech
- Output 3: (Ireland/Belgium)
"VET4D promotion video"
First draft will be presented at the meeting in Chroustovize
Final version will be presented at the meeting in Perugia
- Event 1: "iVET4D European Congress" (Belgium)
- Event2: "National/Regional congresses / trainings" (all partners)
- Local cooperation projects: (all schools)
- Updating the Website (Coordinator)
- Evaluation (Austria and external evaluator)
- Host for multinational student groups (Spain/Germany-Weissenburg/Germany-Grafenwoehr/Sweden)

Cork, 24.10.2014

signed

Stephanie Kwapil / Robert Böhm



Erasmus+



iVET4D in Europe

Agreement Number: 2014-1-DE02-KA202-001457

1st Action Meeting COPE Foundation Cork

Signatures of Attendance

23rd / 24th October 2014

	Name	Organisation	Signature
1	Michael Barrett	COPE Foundation Ireland	
2	Anssi Kovanen	Koulutuskuntayhtymä Tavastia Finland	
3	Mirva Viitamäki	Koulutuskuntayhtymä Tavastia Finland	
4	Tanja Hoyler	Landesberufsschule Bregenz 1 Austria	
5	Helmut Linder	Landesberufsschule Bregenz 1 Austria	
6	Friedrich Schertler	Landesberufsschule Bregenz 1 austria	
7	Stephanie Kwapil	Staatliche Berufsschule Weißenburg Germany	
8	Robert Boehm	Staatliche Berufsschule Weißenburg Germany	
9	Javier Muñoz	CIP Virgen del Camino Spain	
10	Dionisio Butrón	CIP Virgen del Camino Spain	
11	Tim Ghilain	EASPD Belgium	



12	Patrizia Roma	English teacher at I.T.T.S. A. Volta, Perugia, Italy	<i>Patrizia Roma</i>
13	Simona Lescarini	Mechanics teacher at I.T.T.S. A. Volta, Perugia, Italy	<i>Simona Lescarini</i>
X	Rita Coccia	Head teacher at I.T.T.S. A. Volta, Perugia, Italy	APOLGIES
14	Malin Konradsson	Sjöarpsskolan Sweden	<i>Malin Konradsson</i>
15	Reine Cederberg	Sjöarpsskolan Sweden	<i>Reine Cederberg</i>
16	Susanne Kocbek	Private Berufsschule zur sonderpädagogischen Förderung des St. Michaelswerks Grafenwöhr Germany	<i>Susanne Kocbek</i>
17	Gerhard Seitz <i>Gerard</i>	Private Berufsschule zur sonderpädagogischen Förderung des St. Michaelswerks Grafenwöhr Germany	<i>G. Seitz</i>
18	Jana Brancova	Odborne uciliste Chroustovice, Czech Republic	<i>Br</i>
19	Miloslava Silarova <i>MILA</i>	Odborne uciliste Chroustovice, Czech Republic	<i>AN</i>

X 19 TOTAL