



# Green Apron

## Minutes 2<sup>nd</sup> Transnational meeting

### Glasgow, Clyde College

### 18/19.05.2015

Agenda: attached

Participants: see Participants list & signatures

#### **Minutes:**

The meeting has been opened by the warm welcome addresses by Jim Anderson on behalf of Clyde College Glasgow, who has introduced the organization and the activities. The event has started with the workshop- ECVET system and the EQF qualifications.

Transnational Meeting: IBA Bucharest leading organization regarding research report on training systems has presented the results and final report outlining the differences and similarities between participating countries.

GIP Normandie responsible for intellectual output regarding curriculum/course has presented this activity, development of the curriculum for the course, development of the modules: working context, functions (organizations and supply, menu conception, production and delivery, commercialization aspects). The tools will be based on curricula and recipes. We should agree on the terms. 2 recipes for each country> 2 course menu so, in total: 5 Menus, 10 recipes, 1 curriculum. Exercises will be set. 1 module is a menu with 2 dishes and 2 exercises. The course will have an introductory part. It is important to have a consistent menu and the reason of choosing menu. The list of arguments and benefits will be part of the exercise.

Curriculum template will be sent by the end of the May and feedbacks from partners by the 15<sup>th</sup> of June.



Name of the 2 recipes to be sent by all partners by mid-June and curriculum to be finalised in September.

The recipes sheets will be subtitled in each language: 1 starter and 1 main dish.

Train the trainers, main objective will be to inform the trainer that the course exists and to disseminate the information.

The DVDs elaborations should start in December 2015. Content of the DVDs will be presented by MOSQITO by the next transnational meeting in Spain.

MOSQITO has showed different types of DVDs and the discussions were regarding the aim of the project; people to whom the messages will be addressed, what type of messages will be transmitted. Attention will be paid not to transmit extreme messages concerning food, animal's wellbeing a.s.o.

Associazione Net had sent to partners information regarding ethical issues, MOSQITO should say if the format is all right or no by the end of May. Information regarding environment and nutrition aspects will be sent by IBA until the end of July. Associazione Net has presented the dissemination plan (internal & external), project website <http://www.greenapron.eu>. Creation of the web site that will be used to maximise the dissemination and valorisation of the project learning, products and outcomes. The main issues within dissemination activity are: partner's institutional website, leaflets, dissemination event, press releases, and multiplier event. All project partners will share responsibility for dissemination and valorisation and for ensuring that the project has high visibility within their own organisations. It will be established a Stakeholder list to contact by each partner.

Each partner will fill the dissemination template quarterly. Dissemination and exploitation results of the partners have been presented. Organisation of 2 dissemination meetings at local level. One at the beginning of the project and one at the end (Roughly in March/April 2015 – June/July 2016).

IFI has presented objectives and scope of the evaluation methodological approach (evaluation questions and judgement criteria, evaluation plan and timetable), partner monitoring tool, steering group meetings-evaluation questionnaire, monitoring reports, evaluation questionnaire, relevance and quality questionnaire, dissemination/exploitation event evaluation questionnaire), evaluation of the feedbacks given on the curriculum.

IFI will transmit final templates regarding project evaluation during the month of June.

Steering group representatives during the specific meeting have discussed regarding PFA and PCA, Associazione Net will put a mechanism for collecting signatures from

all Partners to the original version of the approved PCA, the signatures of the contact persons of each organization.

Coordinator has presented management and financial aspects, Erasmus + rules, budgetary transfers, obligations of the coordinator and partners regarding reporting aspects, eligibility of expenses, management, transnational meetings, multiplier events, exceptional costs and timetables for reporting.

The 3<sup>rd</sup> transnational meeting will be held on the 5<sup>th</sup>/6<sup>th</sup> of November 2015 in Madrid.

The meeting ended on the 19<sup>th</sup> of May afternoon 3:00 PM with the visit of the premises of the Clyde College Glasgow.

Conclusions:

<b>To Do</b>	<b>Who</b>	<b>When</b>
Final Curriculum template	GIP Normandie	End of May
To agree on the format of ethical aspects sent by Associazione NET	MOSQUITO	End of May
Feedbacks of partners on curriculum template	All	15 <sup>th</sup> of June
2 course menu	(FR, IT, UK, ES, RO)	15 <sup>th</sup> of June
Developing the Green Apron Curriculum	GIP Normandie	15 <sup>th</sup> of September
Evaluation/monitoring tools	IFI	Beginning of June
Evaluation/monitoring reports	All	15 <sup>th</sup> of June
Report on ECVET Workshop	Glasgow Clyde College	15 <sup>th</sup> of June
Environment & Nutrition information	IBA	End of July
Contributions to the Interim Report	All leading organizations	15 <sup>th</sup> of September
Financial Reports	All	15 <sup>th</sup> of September
Final Interim Report	IBA	End of September