



Green Apron Project (Ref. No. 2014-1RO01-KA202-002764)

Minutes of: Green Apron – Meeting: #1 (Kick off meeting)
Location: IBA Bucharest (Bucharest), Baneasa Ancuta 5
Date: 18th -19th December 2014

Attendees:

- Mrs. Mirna Fusaro-Assoc. N.E.T. (Italy)
- Mrs. Alice Pedrotti GIP –FCIP de Basse Normandie (France)
- Mr Alain Tambour GIP –FCIP de Basse Normandie (France)
- Mr Thierry Lhuillery-Les petits Plats dans le grands (France)
- Mr Patrick Moutafis-Les petits Plats dans le grands (France)
- Mr Crsitian Chiriac-IFI (Spain)
- Mrs. Claudia Mosoiu-IBA Bucharest (Romania)

Skype meeting - participants

- Mr Jim Anderson Glasgow Clyde College (United Kingdom)
- Mrs Magdalena Schmidt MOSQI.TO (Poland)
- Mrs . Natalia Santisteban MOSQI.TO (Poland)

Agenda	<i>Status Meeting</i> <div>18/12/2014 Bucarest - 9.00 to 18.00</div>	
Meeting called by: Type of meeting: Location:	<i>IBA Bucharest, Baneasa Ancuta street, no. 5</i>  Erasmus+	
Attendees:	Green apron partners	
	Agenda topics	
time	subject	participants
9.00– 09.30	Welcome and Registration	IBA Bucharest (RO)
09.30 – 10.45	Presentation of Partners	All
10.45 – 11.00	<i>Coffee break</i>	
11.00 – 13.00	Presentation of the project to partners: activities, outputs, products and tasks	Associazione N.E.T. (IT)
1.300 – 14.00	<i>Lunch</i>	
14.00 – 14.30	Visit of IBA's premises	
14.30 – 16.00	Management – technical aspects: coordination and planning To present in detail and share administrative/financial management aspects of the project: principles, rules, roles, reporting, timing Management -SKYPE Conference - MOSQI.TO – Clyde College	IBA Bucharest-RO (RO)
16.00 – 16.30	<i>Coffee break</i>	
16.30 – 17.00	Evaluation strategy	I.F.I (ES)
17.00 – 17.30	Dissemination strategy	Associazione N.E.T. (IT)
20.00	Dinner	common dinner
Note:	Agenda may change through partnership input.	

Agenda	<i>Status Meeting</i> <div> 19/12/2014 Bucarest - 9.00 to 16.00 </div>	
Meeting called by: Type of meeting: Location:	<i>IBA Bucharest, Baneasa Ancuta street, no. 5</i>  Erasmus+	
Attendees:	Green apron partners	
	Agenda topics	
time	subject	participants
9.00	Welcome.	
09.15 – 11.00	Analysis of the single outputs/activities and roles. Managing future steps and activities: organising the different phases of the project The DVD and the trainers guide.	ALL
11.00 – 11.15	<i>Coffee break</i>	
11.15 – 13.00	Analysis of the single outputs/activities and roles. Managing future steps and activities: organising the different phases of the project The DVD and the trainers guide.	ALL
13.00 – 14.30	<i>Lunch</i>	
14.30 – 16.00	Steering committee: checking and monitoring the single phases of the meeting. Deciding the way to go on. The meeting in UK: organisation for the meeting and workshop. The web site and the logo.	Project managers
Note:	Agenda may change through partnership input.	

Minutes: 18th December 2014

Hosted by INCDBA IBA Bucharest

held at INCDBA IBA Bucharest

Agenda: attached

Participants: see Participants List & signatures

Note: The Partners from Poland and UK could not attend the meeting but they participated to the skype meeting

The meeting has started at 09:00 a.m. and has been substantially developed according to the Agenda;

Welcome and introduction

The welcome to the Kick off Meeting of the Green Apron project has been addressed to all Participants by Mrs Claudia Mosoiu (IBA), coordinator of the project.

Presentations

All participants around the table have shortly introduced themselves, together with a short presentation of the respective organization (some by displaying slides).

The complementarities among Partner Organizations and their individual experience, mission and intrinsic quality have made evident how these can well represent strengths and potential factors of success for the project, to be conveyed into an harmonious cooperation.

Presentation of the project to partners: activities, outputs, products and tasks

The position and rationale of the Green Apron project has been presented by Mrs. Mirna Fusaro (Assoc. NET) and well justified. She has recalled the main goals of the project and the basic rationale behind, in coherence and contribution to the overall objectives of the project.

Visit of IBA's premises

Partners had the possibility to visit laboratories and pilot plants of IBA Bucharest. The presentation of the Institute's mission, role, activities and facilities has highlighted by the venue to this Meeting.

Management-technical aspect coordination and planning

Mrs. Claudia Mosoiu (IBA) recalled the main administrative aspects related with the role of coordinator and each Partner; Erasmus contract, pre-financing, interim report (one year report), final report, eligible expenses. If you plan to organize an event, announce the coordinator. Multiplier events can be organized only linked with Intellectual outputs. If there are doubts, if there are questions regarding eligibility of expenses communicate with the coordinator.

Mrs. Mirna Fusaro has provided a presentation of the concept, objectives Green Apron Partnership Cooperation (conflict resolution, communication and information plan, financial

management) Agreement and Partner Framework Agreement (monitoring and evaluation strategy, quality management, valorization and dissemination).

The signature of the Agreement by all Partners will be done during the project meeting scheduled for UK.

Skype meeting The participants who couldn't attend were interested in finding out information about duties as full partners and future activities.

Evaluation strategy

Mr Cristian Chiriac (IFI) explained objectives, monitoring system and internal evaluation aspects.

Dissemination strategy

Mrs. Mirna Fusaro has presented the 2 levels of dissemination, main stakeholders, activities, results, reports, website, logo, brochures and events.

The meeting has been closed at around 06:00 p.m.

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Minutes 19th December 2014

Hosted by INCDBA IBA Bucharest

held at INCDBA IBA Bucharest

09:00 Welcome and introduction

By Mrs.Nastasia Belc, director general of INCDBA IBA Bucharest Hosting Organization

Analysis of the single outputs/activities and roles.

Managing future steps and activities: organizing the different phases of the project. The DVD and the trainers guide.

A proposal for a calendar of short term actions has been discussed among Partners, which will be the base of reference for the work in the first year.

Action	Who	When
01 Research report – send out draft	IBA	23.12.2005
Receive feedback from partners	All	16.01.2015
Agree on final form	All	23.01.2015
National reports	All	31.03.2015
Final report	IBA	30.04.2015
Proofread	Clyde College	10.05.2015
02 Green Apron Model will send a proposal, a template;but	GIP	31.03.2015

finalization January 2016		
Management Templates for PFA and PCA will be sent to IBA	NET	23.12.2014
The both agreements should be ready until meeting in UK.	IBA+NET+IFI	18.05.2014
Evaluation Strategy	IFI	31.03.2015
Dissemination strategy	NET	31.03.2015
1 st monitoring tool Excell (instruments)	IFI	31.01.2015
Filled by partners, 1 st will cover 3 months	All	15.02.2015
2 nd next 3 months	IFI	15.03.2015
The 6 month report	All	15.03.2015
Final 6 month report	IFI	15.04.2015
4 month financial report form	IBA	15.01.2015
Feedback from partners 4 month financial report	All	10.02.2015
Logo: suggested logos	NET	23.12.2005
Feedbacks from partners voting and ranking them	All	09.01.2015
DVDs Environmwnt/nutrition - contibution	IBA	15.05.2015
DVDs nutritional/ethical -contibution	NET	15.05.2015
DVDs market) -contibution	GIP	15.05.2015
Next meeting UK	Clyde College	18/19.05.2015
Meeting Spain- october	IFI	October 2015

Steering Committee: cheking and monitoring phases of the meeting. Each partner should appoint a representative in SC who can be representative person (contact person).
Mr. Cristian Chiriac (IFI) distributed questionnaire for evaluating the event and he collected them in order to be centerlized.

The web site and logo. A set of samples of project logo's, were distributed by Mrs. Mirna Fusaro among which the Partners have to choose soon by voting the final one to be used in all the project communication materials, tools and events;

Conclusive aspects and End of the meeting

It has been jointly recognized how the activities are interrelated to each other and need constant mutual links.

Also, a shared high level of commitment has resulted evident from all the Participants.

All the presentation slides displayed during the day will be circulated by the coordinator to all Partners.

14:00 End of the meeting

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Erasmus+

LIST OF PARTICIPANTS

Green Apron

Training module for catering schools/vocational centres students in plant-based diet

2014-1-R001-KA202-002764

Kick-off Meeting

IBA Bucharest, Banansa Ancuta street, no. 5

19th of December 2014

No. crt.	NAME SURNAME	ORGANISATION	CONTACT DETAILS (phone number/email/address)	SIGNATURE
1	MIRNA FUSARO	ASSOCIATIONS H&T	00390498961996 MIRNA.FUSARO@ASSOCIATIONH&T.IT	
2	Alice PEDROTTI	GIFTCAP	+33931301571 alice.pedrotti@cap.fr	
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6	CRISTIAN CHIRIAC	IFI	0040740259076 C.CHIRIAC@IFI.ROMES	

7 Octavia MOSOIC in the meeting

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