

**Project EURODDIP\_E 2018-1-ES01-KA201-050300**

**Second online Meeting 16<sup>th</sup> January 2019**

**Time 10:00 a.m.**



## 16<sup>th</sup> January 2019

10:00 – 10:05	Welcome and introduction to the Agenda  Responsible: <b>Beatriz Núñez</b>
10:00 – 10:45	<b>O1.A1. Status. Developed Guidelines to detect the capacities of students with special needs:</b> <ul style="list-style-type: none"> <li>- <i>General impressions</i></li> <li>- <i>Working plan. Implementation</i></li> <li>- <i>Suggestions</i></li> </ul> Responsible: <b>Beatriz Núñez</b>
10:45 – 11:15	<b>Administrative and Financial issues</b> <ul style="list-style-type: none"> <li>- <i>Status Consortium Agreement</i></li> <li>- <i>Administrative issues - Timesheets</i></li> </ul> Responsible: <b>Miriam Manrique</b>
11:15 – 11:30	<b>Next meeting in Italy (November 2019): dates, venue, etc...</b> Responsible: <b>Miriam Manrique</b>



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Project nº 2018-1-ES01-KA201-050300

## Virtual 2nd Meeting

Wednesday 16<sup>th</sup> January 2019

# MINUTES

### Attendees:

**Universidad de Burgos (UBU):** Beatriz Nuñez (Project Coordinator), Wilco Verbeeten and Miriam Manrique.

**UC Limburg vzw (UCLL):** Valère Awouters

**Università de la Calabria (UNICAL):** Sonia Sapia.

**Colegio Buenafuente:** Juan La Peña.

**KVeloce:** Victoria Ibars, Arantzazu Blanco and Alba Matamoros.

As it was agreed the Skype meeting started at 10:00 in the morning. Nevertheless, Karel van Isacker (PhoenixKM) incorporated at the meeting after it starts since he hadn't a good internet connexion. Javier from AEPMI-FACDM and Maria Joao from Rarissimas couldn't attend the meeting.

### 1. Welcome and partners presentation.

Beatriz and Wilco from UBU welcomed all the partners and proposed to take off the video and audio of Skype except when someone would want to talk.

Beatriz reminded all the partners the importance of the logos. She said that in every document, report... the Euroddip\_e and the European Commission logos must appear. Beatriz will include the correct logos in the uploaded document of UNICAL. She also told all the partners that the web page will be presented in the next online meeting.

Wilco (UBU) asked Valère (UCLL) about the uploaded document. He wanted to know if this document talks about all Belgium, or if it is only about Flanders. Valère said that,



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since there are different educational systems in the regions of Belgium (Flanders and Wallony) the document only refers to educational system in Flanders province

## 2. O1.A1. Status. Developed Guidelines to detect the capacities of students with special needs.

Following the proposed agenda, Wilco started explaining the different tasks related with the O1.A1:

1. A document explaining the different educational systems (general lines) of Spain, Italy and Flanders has been required. Beatriz and Wilco insisted in that would be interesting and relevant to have this information about Portugal. So, Beatriz asked Vicky (from Kveloce) to send them an email reminding to complete the task. Vicky agreed.
2. The target group are the students with a disability in the upper body, so Beatriz and Wilco proposed to search and find some statistic data about number of students, teachers, families... They have the data from years 2016-2017 (school year) and maybe of 2017-2018 (school year). UBU team asked the partners if they could find this data for their countries. And the answers were the following:
  - a. Sonia (from UNICAL). She said that this information appears in the documents that she had uploaded in GDRIVE. Wilco and Beatriz asked what date (school year) was the data that appeared in the document and if she could send the information link. Sonia had problems to open the report, but finally she said that the information was for the school year 2016-2017.
  - b. Valère (UCLL). The data were not actualised since no official information was still available for last school year. They will search the data and update the document (via email)
  - c. Since the Portuguese partner was not in the meeting, this task would be required by email.
3. The next step proposed by UBU team was to compile an indicators battery in order to facilitate the teachers an assessment tool. First of all, in order to reach information to accomplish this task the teacher needs have to be known. These stakeholders must have information to help the students with disabilities. The proposed idea was to create a battery or set of indicators that allows the teacher to compile the necessary information to treat the pupil with disability. They propose some indicators: motorcycles and postural, visuals, auditory, cognitive, language and communication, socialization, others .... They propose the collection of practical cases to fill out the form. In the case of social skills, different behaviours must be taken in account, since the children could show poor communicative skills during the class but not in their natural environment, or just the opposite.
  - UBU asked the partners about further indicators, highlighting that they should be innovative, and not just the ones they already have from other sources.
  - It's important to differentiate between family and classroom environment.



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Wilco and Beatriz proposed the 20<sup>th</sup> February 2019 as deadline to receive the feedback of the indicators and the revised documents on the part of the partners. All the partners agreed.

### 3. Administrative and Financial issues and Next meeting in Italy (November 2019): dates, venue, etc...

Miriam Manrique-UBU introduced this point. The main issues discussed were as follows:

1. UBU proposed the next Transnational Meeting date: the week for the 11<sup>th</sup> or the 18<sup>th</sup> of November 2019. A Doodle would be opened to know the availability of the partners.
2. Consortium Agreement. UBU has only 6 signed original documents, but the strategic partnership is formed of 8 partners. UBU, as coordinator, must send one original to each partner, but there is one whole original missing.  
Besides, UNICAL has sent the hard copies without being dated (only 1 out of 6). Thus, it is necessary that UNICAL signs the originals to be dispatched among partners.
3. UBU proposes two alternatives:
  1. If AEPMI and FUNDACION ANA CAROLINA only needs one CA because these entities are linked, then CALABRIA would have to send again the pages dated to UBU and in this way CA would be posted to each partner.
  2. If AEPMI and FUNDACION ANA CAROLINA need two CA. All partners would have to send one more page with their signature, date, and stamp. Besides CALABRIA would have to send again the pages dated to UBU and in this way CA would be posted to each partner

We are trying without effort to contact Javier (FACDM) to get confirmation on point 3.3. UBU will duly inform the partnership about the update situation and will ask for subsequent fulfillment

**Important remark:** The obligation of UBU as coordinator is to send an original hard copy to each entity. Only one CA less will be sent, if and only if there is written authorization from Javier-AEPMI of sharing one hard copy of agreement between AEPMI and FACDM.

4. Miriam informed the partners that the money transfer will be done in two weeks (approximately).



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5. Time Sheets. She reminded that all the partners have to complete the TS with the time dedicated to the project. She also said that no templates were available of this year. However, she told all the partners that they can use their own template, and if they didn't have one, she will send them one.
- Juan from Colegio Buenafuente had some doubts about the Time Sheets. He and Miriam will talk privately.

#### 4. Conclusions.

Finally the accorded day was the 6<sup>th</sup> March 2019 at 10:00 a.m. to 11:30 a.m. The Portuguese partner is absent and therefore unable to confirm.

Below, a summary table of tasks:

Partner	Task	Deadline
Rarissimas	Portuguese Educational System characteristic	25/01/2019
UCLL, Rarissimas	Research on statistic data about number of students, teachers, families...	As soon as possible
UCLL, Rarissimas, Colegio Buenafuente, UNICAL, PhoenixKM, AEPMI, FACDM	Compile an indicators battery in order to facilitate the teachers an assessment too	20/02/2019
UNICAL	Signature of the Partnership Agreement	As soon as possible
UCLL, Rarissimas, Colegio Buenafuente, UNICAL, PhoenixKM, AEPMI, FACDM	Complete Time Sheets	-
<b>Important agreed/proposed dates</b>		
Transnational Meeting date: the week of the 11th or the 18th of November 2019 (Doodle)		
Next Skype Meeting: 6 <sup>th</sup> March 2019 at 10:00 a.m. to 11:30 a.m		



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