

MINUTES OF THE TRAMIG GENERAL ASSEMBLY (28 MARCH 2019, LJUBLJANA)

AGENDA

1. Presentation of project organization and structure
2. A.O.B.

PARTICIPANTS

All participants of the kick-off meeting participated in the TRAMIG General Assembly (members of all partner organizations and members of Advisory board) although only Project Board members (one representative per partner) enjoyed voting rights. Please refer to the duly signed participant list for details.

POINT 1. PRESENTATION OF PROJECT ORGANIZATION AND STRUCTURE – KEY POINTS

1. SELECTION PROCEDURE FOR TEACHER TRAINEES:

For a description of a detailed selection criteria please **re-examine the document Selecting participants for workshops**. The candidates need to be informed about the obligation of participating in the local seminars as well as being filmed in the workshops.

Azienda USL of Reggio Emilia, the University of Thessaloniki, the University of Trieste and Oslo Metropolitan University should send 4 persons to every workshop, from this at least two teacher trainees. National Institute of Public Health (NIJZ) should send 2 persons (one representative and one teacher trainee), and the University of Ljubljana should send 6 persons (three representatives and three teacher trainees) (UL). The candidates are preferably but not necessary the same two persons.

The selection process should strive towards a selection of candidates that are the most promising and fluent in the most needed languages, depending on the local context.

Partners will select the best candidates and send their personal information to Project Board that will make final decision via voting.

The deadline for selection procedure is 15 May 2019.

2. WORKSHOPS

The structure of workshops: 1 day for the workshop, 1 day for stakeholders' forum and internal Project meeting. A suggestion was made to also organize a space for the interaction of teacher trainees from partner countries for the exchange of experiences.

Dates of workshops:

Oslo, 2 and 3 July 2019

Trieste, 30 and 31 October 2019

Reggio Emilia, 27 and 28 February 2020

Thessaloniki, 10 and 11 June 2020

Final event in Ljubljana 5 and 6 November 2020.

Every partner must organize Europass and ECTS (5 points) certificates for participants of the workshops. Europass is acquired through the national agencies.

All workshops will be video recorded. The material will be edited and uploaded on the project web page as a teaching material. University of Ljubljana will make a draft of consent form for the participants.

In every stakeholders forum at least four stakeholders should participate that are selected and invited according to the local needs. Participation of role models is strongly encouraged. National Institute of Public Health will prepare a suggested list of possible stakeholders.

After every workshop each partner will organize a local seminar where teacher trainees will transfer skills acquired at the workshop. A local seminar should be organized according to local needs, including the invited guests and other participants. Overall attendance of local seminars should be 150 persons in total, i.e. at least 10 participants at an individual event.

For every event a list of participants is required. A template will be uploaded on the members section of the web page.

3. WEBPAGE

Webpage of the project is <http://tramig.eu/>. Please send the coordinator (Sara Pistotnik) any comments regarding the webpage via email: every effort will be made to incorporate all suggestions.

4. BROCHURES

National Institute of Public Health (NIPH) will do a draft of brochure with the description of the project that can serve for dissemination purposes, especially in stakeholders forums. NIPH will send it to all partners for translation in their respective languages. Partners will return translated brochure, which will be printed by NIPH until the first workshop in Oslo.

5. DISSEMINATION

Every partner is kindly asked to inform other partners about any dissemination activity through the project mailing list. Other partners have one week to express their potential concerns. This procedure enables transparent reporting but also prevents potential misunderstandings among partners.

Every partner is kindly asked to put a link to a project webpage on the webpage of their respective institutions.

Every dissemination activity must be equipped with a project and EU logo that are uploaded to the members section of the webpage.

6. BUDGET

Budget was changed according to comments from the European Commission – reorganization between different items has been made, but the funds allotted to a particular consortium partner have not changed. New budget will be sent to the partners as soon as it is confirmed by the EU financial officer.

7. REPORTING

The power point presentation on reporting together with all appendixes that was prepared by University of Ljubljana project office will be sent to all partners. The presentation will also be available on the members' section of the web page.

POINT 2. – ANY OTHER BUSINESS

None

Minutes prepared by SP in cooperation with NKP, and proposed to the participants on 28 August 2019.

Tacitly approved by all participants on 4 September 2019.

Attachments:

Scan of the duly signed participants list (TRAMIG_CM1_Participants_signed.pdf)