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## **1<sup>st</sup> transnational project meeting minutes**

### **Meeting title**

**Applying Arts for Education, Creativity and Innovativeness**

2019-1-LT01-KA204-060488

**Date: 18-19 November, 2019**

**Venue: VšĮ Žmogiškųjų išteklių stebėsenos ir plėtros biuras, Tilžės g. 198, Šiauliai, Lithuania**

#### **Participating partners:**

1. NIKANOR LTD (Bulgaria)
2. EUROPEAN GRANTS INTERNATIONAL ACADEMY SRL (Italy)
3. Asociacio Programes Educatius Open Europe (Spain)
4. UNIVERSITY OF USAK (Turkey)

**Head of meeting:** Asta Jaseliūnienė, the Coordinator

**Minute taker:** Gintarė Černikienė, the Project Manager

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## Agenda

**18 November, 2019**

<b>9.00</b>	<b>Welcome and presentation of partners (10 min. each)</b>	<b>ZISPB and all partners</b>
<b>10.00</b>	<b>Presentation of the project and partners' responsibilities</b> <ul style="list-style-type: none"><li>- <b>General framework and IOs</b></li><li>- <b>Timetable</b></li></ul>	<b>ZISPB</b>
<b>11.00</b>	<b>Break</b>	
<b>11.20</b>	<b>Intellectual output No. 1</b>	<b>Nikanor</b>
<b>13.00</b>	<b>Lunch at "Black Bar" (Vasario 16-osios g. 48, Šiauliai)</b>	
<b>14.30</b>	<b>Project administration, reporting templates</b>	<b>ZISPB</b>
<b>16.00</b>	<b>Educational programme (1 hr)</b>	<b>Chocolate museum "Rūta"</b>
<b>19.00</b>	<b>Dinner at "Žemaitis" restaurant (Draugystės prospektas 25, Šiauliai)</b>	

**19 November, 2019**

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<b>9.00</b>	<b>Project budget</b>	<b>ZISPB</b>
<b>9.30</b>	<b>NA comments, how to improve our work</b>	<b>ZISPB and partners</b>
	<b>Timeline review</b>	
	<b>Visual identity, dissemination</b>	
<b>10.00</b>	<b>Evaluation plan</b>	<b>Open Europe (Spain)</b>
<b>10.30</b>	<b>Break</b>	
<b>11.00</b>	<b>Educational programme (1 hr )</b>	<b>P. Višinskis library</b>
<b>12.00</b>	<b>Lunch at “Žvejų užėiga” (Poilsio g. 16, Šiauliai)</b>	

**Lunch and end on Day 2**

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## 1. Minutes

### 18<sup>th</sup> of November, Monday

The meeting started with the introduction of partners. The director of VšĮ Žmogiškųjų išteklių stebėsenos ir plėtros biuras Asta Jaseliūnienė introduced the organisation and its activities.

Then followed the presentations of partners:

EGINA (from Italy)

Open Europe (Spain)

Usak University (Turkey)

Nikanor (Bulgaria)

Due to sudden health issues partners from the Netherlands are not attending.

Then follows the presentation of the whole project by the representative of ZISPB.

**The date of the 2<sup>nd</sup> meeting is being set – 28-29 of May (working days), Foligno, Italy.**

### IO1 and IO2 discussion

After the break, the leading partner of Intellectual Output No. 1 – NIKANOR – presents the proposal for the further work on IO1. The general structure is being presented and the proposed lesson plan to incorporate arts and topics related to entrepreneurial activities to promote creativity and innovation.

How to make IOs interactive? Open Europe has technical knowledge to implement this. Olena proposes to make an interactive map with selected pieces of arts, links to outer sources of information.

Usak University will collect lists of pieces of arts. The common document will be shared on Google Drive for this.

EGINA will collect lesson plans.

NIKANOR will make initial proposal how to select pieces of arts (1 page criteria).

Those criteria will be useful if the adult educators would like to choose other pieces of art for their activities, training.

NIKANOR suggests to choose a theme of the lesson/ session. This will help to choose suitable art works.

NIKANOR suggests to discuss the piece of art first and then come back to the lesson/ session theme. It is important not to guess what the author wanted to say, but what feelings, emotions, it brings out in us. To take the elements from the piece of art to induce a discussion. The discussion and theme are the most important, not the interpretation of the piece of art. We could for instance use pieces of art to speak about time management, punctuality, flexibility, etc.

Speaking about pieces of literature, it could be short poems and quotations from bigger pieces of literature. The most important thing is to open up a discussion with it.

The draft of the lesson plan is uploaded on the Google Drive, partners might comment on the structure.

In the methodology part (apart from the parts mentioned in the application form), we should also speak about:

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1. Why to use arts?
  2. How to use arts?
  3. What might be expected (results) if we use arts in adult education?

**A question for the future: how long should the methodology part be not to have problems with the NA?**

The responsibilities of each partner are described in the Partnership Agreement. PAs are collected for ZISPB to sign. **Open Europe and partners from Netherland to send their agreement via post (VšĮ Žmogiškųjų išteklių stebėsenos ir plėtros biuras, Tilžės g. 198, Šiauliai, Lithuania).**

The discussion of timetable is left for Tuesday.

After lunch the Project Manager from ZISPB introduces the administrative part of the project and reporting templates used in the project:

1. Dissemination Events Registry; (a common, filled by all partners);
2. Progress report template;
3. Financial report template;
4. Working group orders and employment contracts (according to the rules of some countries, just a working group orders, stating from when a person is working is enough);
5. If there are more people which should be added to the mailing list – to send email to the coordinator with his/her email;
6. Partners to upload boarding passes, hotel invoice and other travelling documentation.
7. ZISPB to scan certificates on the Google Drive.
8. ZISPB to suggest some logo options.

### **19<sup>th</sup> of November, Tuesday**

1. The morning starts with analysing some of the comments received from NA upon the approval of the project:
  - to make outputs interactive;
  - to translate the outputs using some days of the technician or project management budget line;
  - in the outputs and progress report, final report to reveal better the innovative part of the project (arts used to reveal, speak about business themes);
  - multiplier event – 1 day duration;
2. Then Olena from Open Europe presents the Evaluation Plan:
  - **To send Olena the name of the person responsible for quality assurance;**
  - 2 questionnaires (before interim report and before the final report), summary will be helpful in reports preparation;
  - The feedback collected from partners, participants of pilot training, multiplier events (interviews – responsibility of partners, Open Europe provides questionnaires);
  - **To review the evaluation plan and make suggestions for its improvement;**
  - All partners present in TPMs answer the questionnaire;
3. Quick review of the budget and documents needed to be provided;
4. Review of the timeline ;
5. The best travelling options to Foligno (Italy) – 2<sup>nd</sup> TPM, and Reus (Spain) – 3<sup>rd</sup> TPM.

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Foligno – to fly to Rome, Reus – to fly to Barcelona.

## 2. Pictures





