



CITI-VAL project
REPORT on M1 and Action note
November 21-23, 2016 – BORDEAUX (France)

The note of the 1st CITI-VAL meeting is an action note rather than a full chronological record of all the discussion at the meeting. It highlights the main issues discussed and the key actions to be undertaken prior to M2 next May 2017 in Hungary.

Map of Partnership and Partners' Agreements

One original contract with annexes duly signed, stamped and dated was given back to each party, the coordinating organization keeping one original of each partner agreement.

A slide on the geographical origins of each partner was carried out followed by a presentation of the delegations. Photographs had previously been collected from the participants and we started to know each other from an icebreaker "*Quick get to know each other*". This game consisted in teaching each other in the different national languages the words "hello", "welcome", "thank you".

Each partner commented on a very detailed presentation that had been prepared by each beforehand following a common framework so as to be able to make comparisons from country to country (this was included in the project's application). Presentations will be downloaded quickly on the working platform.

The presentations from partners are the 1st stage of the data collection of O1 to be analyzed by HU.

The Project

The partners took some time to re-visit the project (Stages of the project) and to ensure that all partners understood the aims and objectives and their roles in the project. The current lead partner visits the project's development through a detailed presentation all along the kick-off and partners received a copy of slides so to be able to take notes.

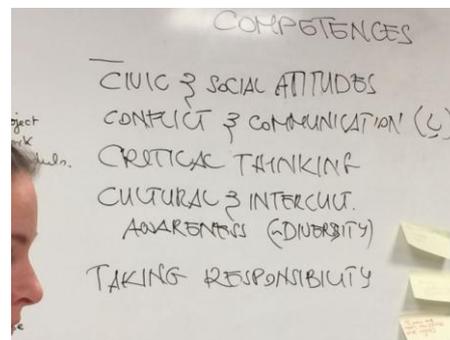
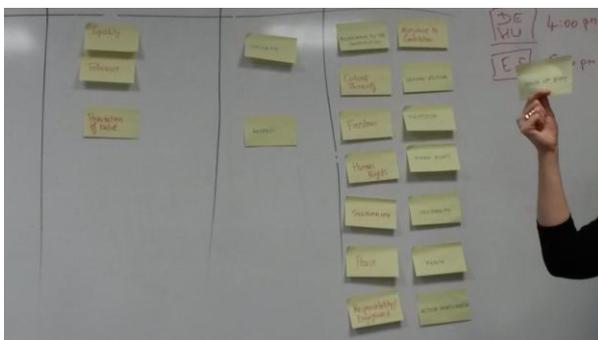
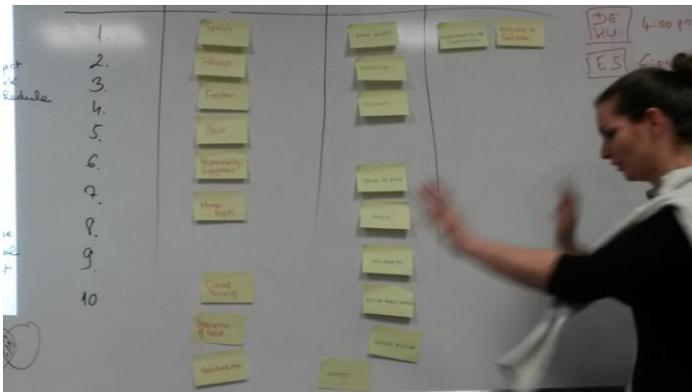
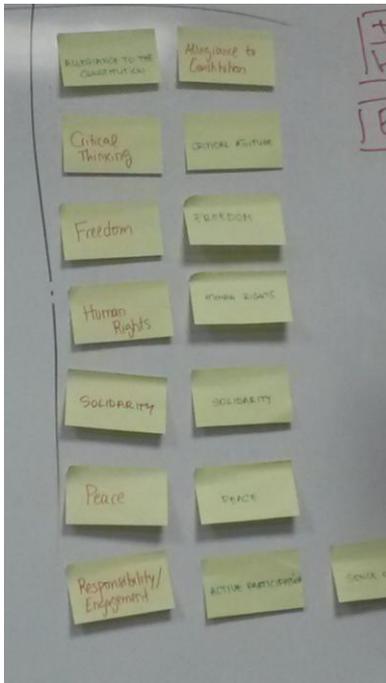
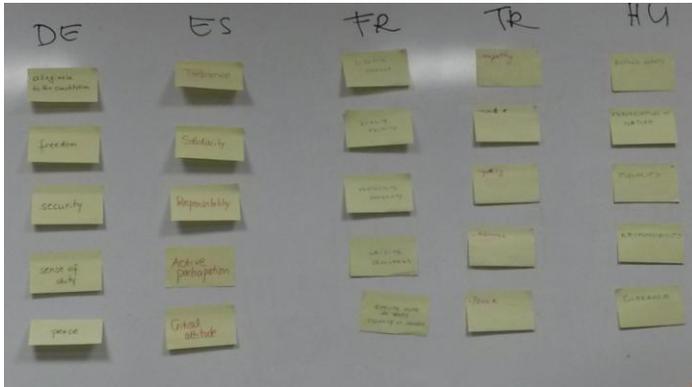
It seems that this process was useful to explain the project and to elucidate the roles and remits of the individual partners.

On the 3rd morning, partners worked in subgroups (ES/FR/TR – HU/DE) and plenary led by the French then the Hungarian partners to arrive at shared definitions of concepts such as:

- ☞ formal, non formal and informal education,
- ☞ civic, moral and social values,
- ☞ cross-curricular competencies.

What are the competences that make a citizen a valuable member of our society? The exercise consisted of agreeing on 10 founding values of citizenship and then finding the skills to report. UNESCO definitions were collectively accepted rather than that of the OECD which appeared more detailed and therefore complex.

The HU partner will organize the data collected during exercises and propose one template to partners. Deadlines were fixed that are reported on Action Notes.





The Budget

Payment schedule is planned in partners' agreements and partners are aware of their division. The final 20% payment will be withheld by the National Agency from all partners until the final report has been signed off.

The partners clarified the budget allocations and the number of days allocated to each partner. It was agreed that in some cases partners may need to move budget from one heading to another as the Erasmus rules allow 20% variation to budget headings. Most partners felt the travel and subsistence budgets were tight and there may need to be some movement to accommodate costs. There is no additional funding for evaluation – project evaluation will be the responsibility of the coordinating organization.

The coordinating organization presents a "CITI-VAL Budget review" step by step. Firstly, we explained the principle of the compulsory EU exchange rate with Turkish Lira based on the date the Grant Agreement was signed (09.2016) with the French National Agency.

Letters M (Meeting) – A (Activity) – O (Output) – E (Event) – C (Course) were detailed so that partners can be autonomous when going through project' documents. Lump sum (for project management) and max. cost (for travel/accommodation/meals) were described such was the exceptional cost (75 % of the exact amount with a max). Compulsory rules were explained (ex. for C1 and C2 activities with a 5 days session on site). Reductions of budget from the application were explained too (O3-O4-O5-O6 and E2-E3-E4-E5).

Project periodic reports

CITI-VAL **interim report** must be submitted to the **31st August 2017**

CITI-VAL **final report** must be submitted to the **31st October 2018** (with an end of expenses on August 31, 2018).

The dates for the reporting of expenses have been set according to the reporting dates and the installment payments.

Project Steering Group (PSG)

It was explained that, due to some difficulty some partners had to overpass in the past by failure of their coordinator (ON OFF project), the group of partners initiated a Project Steering Group who met and discussed items before/during every transnational meeting. This organization was trained also in another project (FEFI) and it works perfectly mainly when specific discussions have to be debated (finances, reports,...).

For an optimal development of this project, the principle of one permanent participant per partner at each high time of the project (M and C) has been explained and validated. Partners know and agree on who will be their "permanent" person.



Project work schedule and Meeting Dates

The partners discussed and validated the various dates of the project, the only ones that remained "open" being that of the concluding conference with the EU common articulation (this date being fixed in the 3rd quarter of 2017) with the two regional colloquium in FR and TR.

M2/E1 – in Hungary - Arrival on May 01, 2017 for a departure on May 04, 2017 with E1 (University colloquium) included. These works will be directly linked to O1 production with compulsory results.

C1 – in Spain – Arrival on May 14, 2017 for one learning and teaching activity on May 15 to 19, 2017 included. Teachers' participation as well as pedagogic representative will have to attend this C1 which will focus on the design and creation of new resources with topic based on citizenship and moral values.

M3/E2 – in Spain - Arrival on October 08, 2017 with departure on October 11, 2017 no earlier than 2 pm. Let's be aware that E2 is a regional colloquium taking part of M3.

M4/C2/E5 – in Germany – Arrival on March 04, 2018 with a compulsory stay for technical participants from March 05 till 09, 2018. This meeting also includes one regional colloquium.

M5/E9 – in Turkey – Arrival on July 02, 2018 with departure on July 05, 2018 not earlier than 2 pm. This meeting also includes one regional colloquium.

Project Outputs and Activities

The partners were explained the expectations of the O1 and O2 outputs, in particular as regards the latter the national, binomial and European dimensions required for the production of the 62 hours pack of teaching resources focusing on "citizenship" and "civic and social values" as complement of the data collection (O1).

Associated tasks

Mainly this point focused on financial matters (while report on tasks for this first project period till M2 in Hungary is already reported on **Project work schedule and Meeting Dates**).

On a trial basis, partners are invited to produce a timely financial statement of their current expenditures in order to readjust any dysfunctions if necessary (current expenditure at this stage being based solely on the M1 seminar).

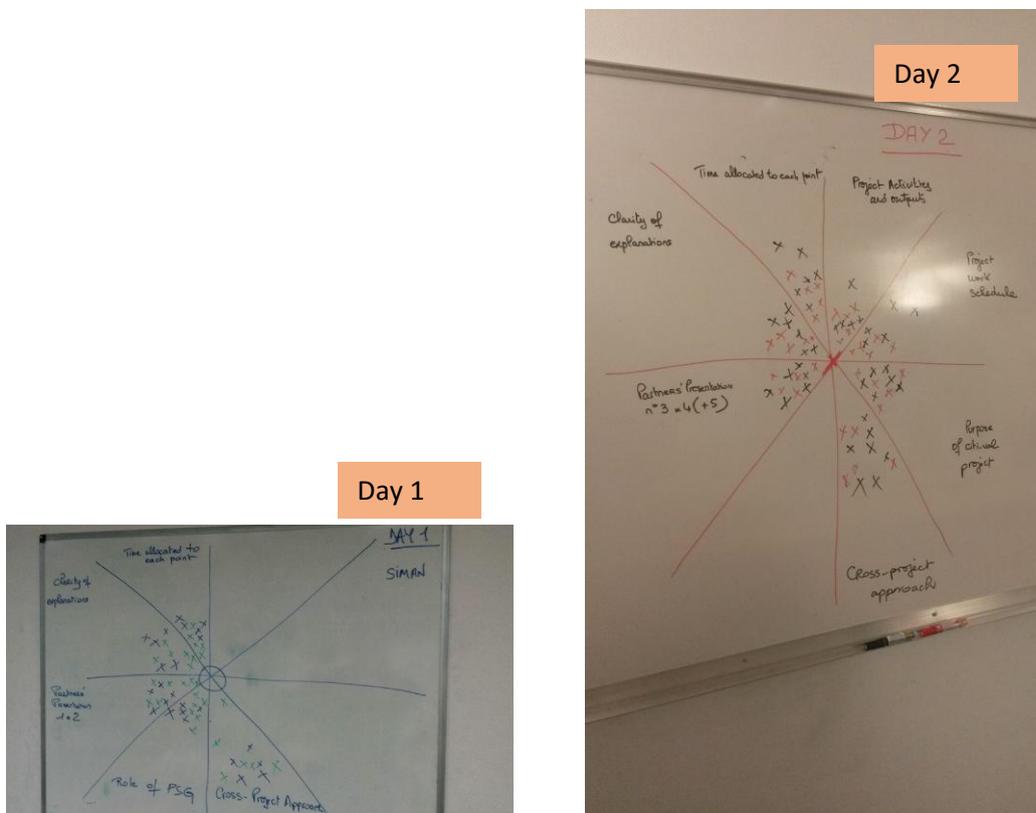
Project Communication

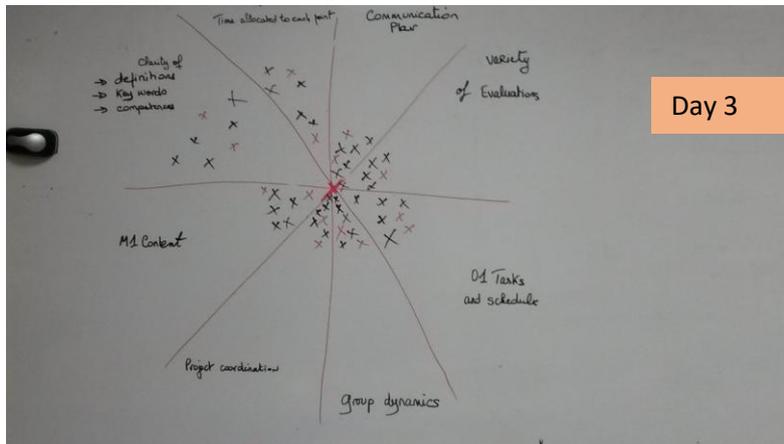
A draft project communication strategy was included in the agenda but due to early departures (DE and HU) we were not in situation to exchange and validate the communication plan with all CITI-VAL partners. Without some of the partners, it was agreed that where possible meetings would be arranged by SKYPE to minimise email communication; Dropbox would be used to house heavy project documentation. We thought to organize regular monthly Skype meetings but it appeared that some ministries do not allow such connection (we will have to discuss about this point in a near future). Independently it was acknowledged that if not all partners would always be able to make the on-line meetings, those who could attend would. If agreed by all, then a brief action note from each of these meetings would be circulated to all partners as quickly as possible.

Evaluations

From NA independent experts (ie. application): the coordinating organization presented the main strengths and weaknesses of CITI-VAL in 7 different points (ie. PPT presentation).

Through bullseye evaluation on flipchart at the end of every kick-off day





With local guest and critical friends: these have still to be developed as DE and HU already left the meeting when it was discussed and approved by the remaining partners.

Post-meeting evaluation by each participant: every meeting and collective time will be followed by one post-meeting evaluation.

Periodic progress evaluation: will take place 3 times during the project duration (it's based on a list of identified contacts and a documented newsletter). The list of identified contacts has been discussed with remaining partners such was the thematic glossary).

IMMEDIATE ACTIONS ARISING FROM THE MEETING

1. Euro-CIDES to issue initial 20% payment just after kick-off
2. DE and HU must send ASAP to the CITI-VAL coordinator their presentation
3. Logo: TR partner proposed to design some models to be sent to all project partners for choice while ES and FR agreed to transfer some thematic logos that were not used from a previous project (ON OFF project under GRUNDTVIG Partnerships in 2013/2015).
4. Working platform: As soon as the logo has been defined, the first downloads can be made on the platform.
5. HU will write a note based on the exercise carried out on cross-curricular competencies to highlight those to be privileged when collecting data. This note has to be transferred to partners no later than December 12, 2016.
6. HU will propose no later than December 12, 2016 a template to organize the collect of data (teaching resources already existing which focus on learning civic and moral values to inmates in prison) by partners that will allow them to analyze and produce O1.
7. All partners will have till December 19, 2016 to propose modification(s) or/and adjustment(s)
8. Collecting data will be organized in each country from January to March 2017 with interim feedback on January 16, 2017 – February 13, 2017 and March 06, 2017.



9. HU will analyze data during March and April 2017 so to give feedback in May during the university colloquium.
10. All partners to submit by December 15, 2016 time sheets and updates to expenditure profiles. Some educational materials will be due monthly (with fixed deadlines) while financial periodic reports are already planned in Partner Agreement and agreed by all.
11. Euro-CIDES to try to set up a series of regular on-line meetings via Skype for permanent representatives of CITI-VAL (this point has to be agreed with partners who left kick-off earlier).
12. All partners to promote project at events and via the press (intranet/extranet) as and when feasible – partners to keep a note of events and take and file photographs so that this information can be included in the final project report.
13. FR will have to prepare post-M1 evaluation and send it to all participants no later than in the fortnight following the last day of the kick-off.