

Protocol – meeting 21.5.2013 in der Türkei

1. homework – Homepage – presentation comeniusproject

National agency will control the homepage; everything has to be documented; project meetings, homeworks of project, products of project (programs, documents, videos, pictures ...)

<http://puka.edu.ee> model Estonia Liidia

2. homework– final report –Aldona will help us

Each country will become a personal internet access from their agency for the final report. (70 Pages)

Aldona will fill the final report in august and she will send us her report. Until that we have to wait; because we have to write the same information!

- We have to fill in the same words, which Aldona wrote in black, we are not allowed to change anything, because these are the points of our contract from the beginning!
So we just copy the information and fill them in our final report of our national agency; you have to ask your agency in which language you have to do this
- Personal completion are from Aldona written in red and each school has to update their own dates – mobilities, number of participation ...

Read through all points very carefully and fill in the right informations!

For example:

- Point E 9 – language of the project is German + your own language
 - Point F1.1 graphic – personal information – teachers and pupils of your school; your own mobilities ...
 - Point F1.2 mobilities – age of the participants...
 - Point F 2. Change only the number of the participants
 - Point F 6 the number is automatically resulted of the information you gave in before
 - Pay attention of the right order your own mobilities – which land have you visited first in your mobilities, you are not allowed to list your country
 - Point G 1. Please do not fill in any problems; it was an fantastic project
 - Point G 2. Please fill in positive experiences
 - Point J you have to complete the final report personally by hand with your signature and stamp of the school
- The report is to do online and we have to send it in paper to our national agency

- Point K3. We will become a confirmation OK from Brussels online, when we sent the final report and they got it
- Please write Aldona the information, when your final report is sent and your work is finished
- The final report has to be sent until 30.09.2013!

Until 30.6.2013 you can make activities (write the information to Aldona)– all homeworks (videos, presentations, products, ...) which are written to do in the contract of the beginning have to be done of each country!

Turkey will send us the Photo of their green class –

Also they will send us the confirmation of our meeting from 17.5. – 22.5.2013 (they became from all of us this paper and I sent the model from Austria, how the sheet has to look like again)

New orders can be made and bills have to be paid until 30.6.2013!

Until 30.7.2013 everything has to be paid; new orders are not allowed (from 30.6. – 30.7.2013)

You became 60% of your money, but you have to spend 100%!

(40 % you will become, when you sent your final report and your national agency controlled it and they said that everything is OK)

You have to make a bridging finance with your school or something like that.

You have to do your work in time and exactly!

(Update your homepage; buy enough and pay your bills, do all - your national agency is asking you to do)

When you get the information of Aldona's report, please finish your own report and send it quickly to your agency, so they can check your final report – they can send you the money and everything is OK – we all will have a positive conclusion of our project.

Aldona made a powerpointpresentation and with lovely words she said thank you to all of us, for our work and our friendship.

We had a great time together and we did our project very well.

We all wish to stay in contact with each other and maybe we will meet again in another comeniusproject.

Thank you for the new experiences, for the new friendships and for the wonderful time we had together!

We wish you all the best!

Kind regards

VD Monika Kurtovic and VOL Monika Logar

VS Ettendorf