

LEONARDO-DA-VINCI Project 'Intercultural Eventmanagement and Training'

Minutes on the first project meeting on August 23rd 2013 in Málaga, Spain

Present: José Garcia Rosal (I.E.S. Reyes Católicos)
Guy Khalepski (Elephant Music)
Tom Vondrak (VondiConsulting)
Peter Dohmen (GFWH GmbH)

Salutation and administrative information

Tom as the coordinator of the project welcomes all partners in Málaga. He announces that just a few days ago the Bulgarian partner European Bridges also was informed by its National Agency about participating in this LdV partnership.

As neither the Bulgarian partner nor the Turkish partner achieved their contracts yet, both partners preferred not to take part in the first meeting in Málaga. The Portuguese partner is still on a waiting list and might receive a grant as well.

Peter quotes that his organisation will develop a project logo as well as a template for Word-documents.

Appointments for further project meetings

1. December 6th 2013, Innsbruck, Austria
2. April 9th-12th 2014, Adana, Turkey
3. May 15th-18th 2014, Sofia/Melnik, Bulgaria
4. TBD! (probably September 3rd-5th 2014, Paris)
5. TBD! (only if available February 21st 2015, Sylt/Westerland, Germany)
6. TBD! (May 2015, Málaga, Spain)

General agreements for further project meetings

- At the beginning of each multilateral partner meeting it is obligatory for at least one person from each organisation to take part in the management group meeting.
- Multilateral project meetings are generally supposed to last for about four days including one day for arrival and one day for departure, so there is two days left for project concerns.
- Within the project meeting the project partners visit an according event.

The hosting partner

...creates in clearance with the coordinator an agenda and delivers it to all visiting partners at least two weeks before the meeting;
...is requested to either give concrete hotel addresses or at least the address of the meeting location, so that visiting partners can make reservations in hotels by their own;
...is asked to give also information on expected weather conditions.
...organizes a welcome diner at the beginnig of each meeting, i.e. a reservation in a restaurant, each partner pays for himself;
...organizes a practical or theoretical cooking class;
...delivers participating certificates to all visiting partners during the meeting (José will hand out the participating certificates for Málaga during the next project meeting in Innsbruck in december);

Working packages

P1 (Tom, AT) is responsible for coordinating the project

P2 (Viktor, BG) is responsible for dissemination activities as well as for coordination and layout of 2 newsletters

P3 (Peter, Reiner, DE) is responsible for documentation of the meetings

P4 (TK) is responsible for evaluation

P5 (Guy, FR) is responsible for developing the website www.eventtraining.net

P6 (José, ES) is responsible for developing the 'Intercultural Training Curriculum'

Each partner is responsible for disseminating at least two newsletters by himself and for those tasks that are written down in the bottom of field F1 on page 47 of the project proposal.