



Minutes of the 1st project meeting under

V.I.S.I.ON

Erasmus+ / Key Action 2: Strategic Partnership

Cooperation for innovation and the exchange of good practices

Meeting place: Sofia, Bulgaria

18th of December, 2014



Arrival day.

Accommodation at: St. Sofia Hotel:

<http://www.hotelsvetasofia.com/svetasofia/en/>

The meeting on the 19th and 20th of December will take place in a conference room in the same hotel.

Participants:

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Mrs Jane Latham, UCAN Productions, Cardiff, UK - jane@ucanproductions.org

Mrs. Daniela Maniscalco, Comitato estero Societa Dante Alighieri in Lussemburgo, LU - maniscalcodaniela13@gmail.com



Mrs. Stefania Vitale, Music'Arte, Palermo, IT - stefivitale@yahoo.com

Mr. Casimiro Alaimo, I Bohemiens, Palermo, IT - casimiro1967@yahoo.it

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Lyubomir Velkov, SOU "Louis Braille", Sofia, BG - udnzsofia@yahoo.com

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Tzveta Baliyska, Play Back Theater, Sofia, BG - zetabally@abv.bg

19th of December, 2014

The meeting started at 9:30 as planned, with a presentation of "who is who". All participants presented briefly themselves and their organizations.

At 10.00 starts the presentation from the project manager from FDCBPCS (Zornitsa Staneva) on the administrative and financial rules for implementation of the project. The administrative/financial presentation is attached to these minutes.

During the presentation questions were asked from all partners. Z. Staneva tried to clarify everything as good as possible, but the opportunity for online meetings (via flashmeeting or skype for example) remains open to all other project partners who need further clarifications.

Z. Staneva also went through the project budget – explaining how the budget chapters are organized and what goes where:

Project management and implementation – unit costs fixed per partner and per month – amount for project management and for office costs, for public relations, etc.

Transnational project meetings costs (travel, accommodation and subsistence costs for team members going to project meetings – bear in mind that the training/teaching/learning events – C1 & C2 – will coincide with project meetings) – the costs are calculated as number of persons traveling * fixed amount per trip per person depending on the distance (up to 1999 km and above 2000 km)

Intellectual outputs costs (staff costs for the elaboration of the project outputs / deliverables – divided among the outputs – O1, O2, etc.) unit costs – expenses are calculated as number of days of work * daily payment rate, the latter being defined by category of expertise and country of the expert involved)



Multiplier events costs (costs for organizing a dissemination event at the end of the project) – unit costs – expenses are calculated by multiplying the number of participants per event (we have specified 30) * a fixed amount per participant

Learning/teaching/training events – costs divided into travel costs and individual support costs (accommodation and subsistence) – unit costs – the expenses being calculated by number of travelers * a fixed amount for traveling and a fixed amount for individual support

Special needs support – actual costs, covered at 100%, to be spent according to the partners' discretion and the needs of the target group – children with visual impairment

Exceptional costs – actual costs for purchase of printing materials for the print shop at school “Louis Braille” – only relevant to the project coordinator

The participants continue with a discussion about the project logo – in search of the greatest possible contrast, there appear ideas about black letters on a yellow basis (coming from UCAN). Sarah from Inforef agrees to develop some new options for the logo and to distribute them among the partnership. There could be two versions – one for the web-site and one for the printed materials. The school could also propose a version for a logo, which the partners to evaluate.

The partners discuss the web-site some more – it should be in EN and in the other national languages.

The project outputs should also be in national languages and in EN for the purpose of larger dissemination and broader usability.

Reporting will also be happening in EN, but also in national languages for the purpose of meeting the requirements of the national legislations.

Another topic for discussion are the videos as project results – the partners agree these should be in the language of the country producing them plus subtitles.

Jane from UCAN offers to suggest a software, which can create the subtitles for the videos.

The issue of proof reading is discussed. The partners agree that UCAN can proof read online texts in English and Sarah from Inforef can proof read texts in French.

After a short coffee break pause the meeting continues with a more detailed presentation of the “Louis Braille” school in Sofia. The topic of the Braille versions of printed materials comes into discussion and the partners agree that **printing in BG and EN Braille will be carried out in the school print shop.**

Claudio Ingoglia continues with a presentation of “our vision about VISION” – how the partnership will aim at develop self-esteem in visually impaired children – the objective being not to make them actors, but to make them more self-confident through acting.

The day continues with a presentation of project activities and discussion about project outputs.

The first result is the identification of the children to involve in the project. UCAN present their experiences and background and share that they have already identified the youths.

The “Louis Braille” school has identified the children and is initiating a meeting with the parents for discussing the project and the youths’ involvement.

“Hope for all” association, Veliko Tarnovo, have already involved 3 children and expect to be able to very soon involve the remaining 7. They share that among the involved children there might be some participants with intellectual disabilities as well.

Dante Alighieri society in Luxembourg is ready to approach schools and parents. Together with UCAN and the partners in Palermo they form a group for support in order to easily identify and involve children in the project.

Claudio is about to approach EBU to support the involvement of the visually impaired children in Luxembourg.

UCAN propose and the others agree that the partnership should have a **common form for parental consent**. The partnership also agrees about **a minimum of 100-200 words in EN, which the children should know/learn in order to participate in the project**.

The partnership is going to develop a “**project promo**” – a very short video presentation with the project objectives, the theater related activities, which are going to be carried out – related tasks:

- **by 31 Dec UCAN, I Bohemiens and Music’Arte send their videos and photos to the other partners**
- **by 31 Dec FDCBPCS creates the text of the project promo**
- **by 9 January 2015 the ready presentation should be sent to the partners**

The VI children should be identified by the end of Feb 2015 in order for the partners to consider potential changes in the project and the relevant budget lines.

Zori has to send to the partners their budgets + example contracts + time sheets by the 31 Dec.

Zori has to send to the partners the draft structure of the report under output 1 – by 31 Dec. To be checked and fine tuned by UCAN.

The national reports under output 1 to be ready by 28 Feb 2015. The transnational report by mid March 2015 and immediately sent to UCAN for proof reading.

The partners continue with the second output (O2) and decide that the experts to be involved in its elaboration should be identified by the end of Feb 2015. The preliminary allocation of expertise typologies is as follows:

- Bulgaria – psychologists (“Hope for all”), theater expert and tiflopedagogs (Louis Braille school)



- Italy – theater experts and tiflopedagog (Music'Arte & I Bohemiens)
- Luxembourg – theater expert and psychologist (Dante Alighieri society)
- UK – theater expert and tiflopedagog (UCAN)

Output 2 – Bulgaria develops the structure of the transnational (multi-thematic) report by mid March 2015.

- end of March 2015 – agreement on the structure of the report
- end of March 2015 – agreement on the dates for flashmeetings between the experts from the different countries (experts within one topic meeting online and discussing their work and parts in the report)
- during April 2015 – flashmeetings between the experts
- thematic parts of the report ready by the end of May 2015

Second partnership meeting in Cardiff – end of June. To be discussed in the morning of the following day.

Output 3 (O3) is about to be discussed at the second partnership meeting.

VISION website

The O in the eye of the logo should be closed. The colors – yellow versus black or white versus black

Within the web-site – one email account per organization

The documents will be available on the website through links to downloadable document not as text.

Partners should send their logos to INFOREF by the end of the year – 31 Dec 2014.



20th December 2014 – 2nd meeting day

At 9:30 the day starts with a discussion about dissemination of the project.

Zornitsa Staneva confirms that the information about project promo will be ready by the 31 Dec 2014.

Responsible – FDCBPCS.

Till the end of January 2015 Claudio Ingoglia is about to create the VISION facebook page.

By the end of January 2015 Inforef purchases the website domain and creates the email accounts for the partners.

Inforef is also going to develop a dissemination report online form for the website (by the end of January 2015)

UCAN is about to develop a twitter account for the project.

The partners continue with a discussion about the promotional materials – starting with a flyer and poster for the project with main project info.

The embossed project logo should be placed on the shoulder or on the back of t-shirts.

The partners also discuss the creation of a Google drive for the leaflet, flyer – basically all project documents – ASAP!

The partners also discuss the videos, which are about to be developed under the project. The partners agree that there should be no sound behind the videos of the children.

The partners discuss flashmob specifics and all agree that the various flashmobs in the different countries can take the form, which best suits the local regulations and rules of acceptance.

The partners discuss a draft questionnaire for the visually impaired participants in the project. There are suggestions that the questionnaire should be adapted – some questions used, but some cut as unnecessary. After Dinos mentions the consideration of fixing what the project wants to deliver and them deciding on the questions taking this into fixture into account, the partners agree to discuss the questionnaire and adapt it further in order to suit it better to the target group and the project objectives.

Dinos also proposes to focus the questionnaire following the rule of “head, heart, feet, hands”.

The partners continue with deciding on the next meeting dates – 30 June – 3 July 2015 – Cardiff, UK.

The contracts between the partner organizations and the coordinator are signed.

The meeting evaluation forms are filled in and given to the meeting hosts from the FDCBPCS.

Certificates for participation are presented to all participants in the meeting.



Minutes were kept by Miglena Molhova and finalized in e-form by Z Staneva.

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