MINUTE OF THE FIRST TRANSNATIONAL MEETING
"RURAL HERITAGE" PROJECT

Date: February 11 and 12, 2021
Leading organization: AECT Leon-Bragança (León – Spain).   Modality: ONLINE

The meeting was held on February 11 and 12, 2021 by virtual tools. It was organized by AECT LEON-BRAGANÇA, the coordinator of the Rural Heritage project with the following attendants:

Agrupación Europea de Cooperación Territorial León-Bragança – AECT LEÓN-BRAGANÇA **(SPAIN)**:
- Jesús Núñez
- Carmen Arribas
- Pilar Ortega

CoraNE **(PORTUGAL)**:
- Raquel Trigo

CPI. Center Republike Slovenije ZA Poklicno Izobraževanje **(SLOVENIA)**:
- Jure Šuligoj
- Majda Stopar
- Vedran Jakačić

FOR.ES. Formazione e Sviluppo, Srl. **(ITALY)**:
- Giuseppe Montaretto
- Nicola Montaretto

ELTE. EÖTVÖS LORÁND TUDOMÁNYEGYETEM **(HUNGARY)**:
- Dr. Sonkoly Gábor
- György Eszter

SERVIMA, Servicios Ambientales y Recursos Educativos, S.L. **(SPAIN)**:
- Carolina Vara
- Rosa Villacé

The meeting started on February 11th at 10:00 (Spanish time) with the welcome of the partners and thanks to all participants for attending.

1. **The meeting agenda** and the development of each item are presented.

2. **Project partners introduction**.

From the beginning of the project, different communications have been maintained among the entities of the strategic association but for some new people is the first participation in the working meetings.

Each partner presents their main lines of work and reviews what may be their greatest contribution to the project.

Logos of every entity are checked and all partners are requested to send them in high quality for their inclusion in the project publications.

3. **Regulatory and Financial Agreement**.
   The regulatory agreement between the coordinator and the partners was sent in advance, some details are reviewed before signing.

   The signing of the agreement between the coordinator and National Agency (NA) was delayed until December 2020. The possibility of requesting the postponement of the project completion date is proposed to compensate this delay, but due to the fact that actually the partnership started the work from the beginning, that is before the agreement was signed, all partners agree not requesting that extension so far.

   It is discussed how the agreement includes the incidence of COVID19 in the development of the project.

   It is explained that the IO2 must be developed because of its relationship with the contents of IO1 and IO3 and the need to complete all the objectives of the project.

4. **General description of the project and expected results** (ANNEX: slides 5-16 of the presentation)
   The priorities, objectives and innovations of the project are reviewed, as well as the main topics around rural heritage.

   The results to be achieved are reviewed, by type. It is discussed again how the development of the IO2 will be necessary even though not have not been granted.

5. **Stakeholders' network.**
   The importance of the creation of a network of collaborators and the adhesions of stakeholders (around 20 per entity), especially VET centers, is highlighted. It is presented the agreement model which includes the type of collaboration to which each stakeholder is committed, from the simplest collaboration to the greatest involvement.

6. **Working teams**.
   The shared responsibility of the partners is reviewed in the different working teams for project management and the different control plans established in the project in order to achieve a great quality, impact and sustainability of the project and its results and prevent conflicts.

7. **Mobility Tool+ and economic justification**.
   Partners are reminded of the importance of the quarterly reports that they must send to the coordinator to be able to submit the intermediate and final report, as well as the documentation that must be gathered. The first financial monitoring submission might be in May, with the first and second report together.

   The type of documentation needed for each type of budget item, the financial rules for justification and the formal models and templates of some documents (such as time-sheets, budget control tables, etc.) are reviewed and shared with all partners.

   To facilitate the preparation of the documentation, the project stamp will be sent in digital format.

At 12:15 (Spanish time) there is a coffee break.

The meeting resumes at 12:30.

   It continues with the issue of economic justification. Several partners comment on the importance of knowing well the necessary financial documentation and knowing what the National Agency is asking for and expecting.

   It is explained how the different items have to be justified. (ANNEX: SLIDES from 22 to 27 of the presentation)

For IO justification each member can concentrate or distribute the days according to their work in those months. Regarding the multiplier events and C1, it is explained that they will be justified according to the number of participants. It is necessary to collect the inscriptions, the signature of the participants, if it is face to face, and a photographic report (this information will be uploaded to the Mobility Tool +, it will not be publicized, out of respect for data protection).

Partners review the special rules due to the covid-19 situation, in case of organizing online activities instead of face-to-face ones. It is discussed how much money can be transferred from one budget item to another (except management). This year the Commission allows new percentages of transfer of funds between items, up to 60% if s necessary to go from face to face to online.

The justification for this 1st transnational meeting it is used as an example of that.

8. **Dissemination plan, logo and image of the project.**
The target groups and the means of dissemination to be developed according to the dissemination plan are reviewed.

The coordinator confirms that his entity, AECT León-Bragança, will assume the costs of design and implementation of the website and the brochure. The partners thank the coordinator for using their grant to cover these costs.

Each partner will be in charge of translating the contents that are prepared for it into their language. Everyone will also contribute, as far as possible, to maintain the activity of social media.

A proposal of project logo is presented, with several versions:

- The general lines of the logo are approved. It is agreed to replace only the typography of the name of the project included in it.

- It is agreed to use at least two versions: one horizontal and one vertical.

9. **Next transnational meetings**.

It is approved to postpone the second meeting from May to September 2021 (expecting that the international health situation will allow us to organize a face-to-face meeting).

It is also agreed that until September arrives other intermediate working meetings may be held and that they may be "thematic" and bilateral, trilateral, etc.

A calendar and the subsequent calls will be sent, if necessary.

The possibility of using other communication platforms for future online meetings is also discussed.

10. **Schedule**.
Some other small changes introduced in the implementation calendar are checked, in addition to the change in the date of the second Meeting. The changes are approved.

The work objectives to be finalized for the end of this year are specified.

The day's program ends at 14:00 (Spanish time).

It is resumed on February, 12 nd at 10:00 (Spanish time).

11. **Cultural Rural Heritage.**
All aspects of rural cultural heritage that are going to be addressed and developed in the IO and actions of the project are reviewed. It is agreed to modify the structure initially proposed based on the proposal of Dr. Gábor. The final structure approved is as follows:
   o Tangible heritage: 1. Monuments and archaeological sites, 2. Popular architecture and craftsmanship, 3. industrial heritage
   o Intangible heritage and local knowledge
   o Natural heritage and cultural landscapes of Europe.

12. **Intellectual Outputs (IO)**.

The general objectives and description of the IO of the project are reviewed and an action plan with a proposal for the distribution of work.

There is a deep discussion about how implement the development of some parts but the general proposals for the work of IO1 and IO2 during this year are approved.

Partners are reminded of the proposal's commitment that all IOs will be translated into all languages and into English.

For the Methodological guide (IO1):
- It is approved the initial structure and a preliminary list of competence units but incorporating some changes suggested by the partners (mainly to include an introduction and concepts, a section of good practices, and a glossary in the general index). All partners assume that could be necessary to include new changes during the progress of the work.
- The partners agree to continue reflecting on the best way to adapt the final competence units to existing gaps in current VET qualifications offer in different countries and to the real labour market needs. SERVIMA and CPI will try to share some guidelines to achieve these objectives, as well as any other partner who wants to contribute with their suggestions.

For the Structured Training Course (IO2):
- The provisions of the project on the development of the IO2 are reviewed and the proposal for the distribution of work presented is approved.
- A first proposal of the structure of modules is approved with the modifications (especially in block II) in accordance with the changes approved in the previous point for the final categories of rural heritage.
- All partners are asked to provide photos and examples of the "different types" of rural heritage in their countries. Images must be free of copyright. They must serve to give a presence to all countries on the website, materials, presentations, and all project results.

For the E-Learning Platform (IO3):
- It is highlighted the most important contribution of all the partners in this IO: Suggesting links and resources, providing participants to test the pilot course of the platform, etc.
- The platform will continue on operation after the end of the project thanks to the coordinator AECT León-Bragança.

13. **Datelines**.

A preliminary calendar proposal with next datelines is approved (ANNEX: slide number40).

14. **Multiplier events (ME)**.

At this point, the scheduled data for its completion are reviewed. We remind the difference between these events and dissemination seminars (the objective of the events is to present the results of the project, especially the IO).

15. **Permanent Evaluation Plan and certificates**.

The evaluation survey of this first phase of the project progress and the transnationality is sent by email and the partners will send it covered and signed.

The certificates with the declaration of attendance this first transnational meeting will be sent by the coordinator also via email.

16. **Final questions**.

A drive account will be enabled in which all administrative templates and the working documents will be uploaded in order to facilitate the information exchange and the joint work.

A minute of each meeting will be drawn up, which will be concise, basically collecting the agreements adopted.

Without any other matters to deal with, the meeting ends at 12:30.

Signatures of the attendants. The next independent page includes the attendants' signatures.