Minutes of the 4th TRANSNATIONAL MEETING

Bragança (Portugal), September 7-8, 2022
Organization: CORANE, Modality: Face to Face

The meeting was held on the 7th and 8th of September 2022. It was organized by the Portuguese partner of the Rural Heritage (CORANE), with the attendance in person of all partner entities:

AECT LEÓN-BRAGANÇA (SPAIN) – COORDINATOR:
- Jesús Núñez

CoraNE (PORTUGAL):
- Raquel Trigo
- Sofia Domingues

CPI. Center Republike Slovenije ZA Poklicno Izobraževanje (SLOVENIA):
- Vedran Jakačić

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

ELTE. EÖTVÖS LORÁND TUDOMÁNYEGYETEM (HUNGARY):
- Lilla Zámbó
- Tamás Harangozó

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

Appointed minute taker: Lilla Zámbó (ELTE)

7th September 2022

The 7th of September partners arrived to Bragança (Portugal) and an informal meeting was held in the evening.

8th September 2022

The meeting started at 10:00 with the welcome of the partners by Raquel Trigo on behalf of CoraNE (PORTUGAL), as hosting entity. The partners thank to CoraNE for organising the meeting and hosting us in their facilities. All participants signed the attendance list and the meeting's agenda (had previously been sent to all participants) was read that was followed by detailed discussions:

10:00 – 11:30 <u>MORNING Session</u>

1. Approval of the minutes of 3rd Transnational Meeting
The minute was approved and signed, without any amendment.

2. Review of general status of the project
-   AECT and Servima remind the partners for the project's end date – **30 September 2022**!
-   Discussion of the leftover tasks to complete the project
-   October should be dedicated to the translations (and preparation for the final report)
-   Partners will do the translation and AECT (Jesús) will do the final editing of the OERs
-   Deepl translation tool or the official European translator software (CPI Vedran's recommendation) are recommended, but every partner have to go through the translations to do a professional editing and translation and pay attention to the differences in the professional vocabularies (e.g. terms of heritage protection in their own countries e.g. differences of monuments vs historic monuments)
-   **DEADLINE is 28 October 2022 for the translations**. They should be uploaded to the Drive
-   ELTE question: is there a master copy with all the texts available in the drive? Not yet, they have been separately uploaded
-   **DEADLINE for the final document of IO1 and IO2 is 3 October 2022!** It gives 4 weeks for the translations! Partners are asked to respect this deadline, otherwise, there won't be enough time for proper translations!
-   **DEADLINE for the final report is 30 November 2022!**

3. Collaborations achieved by each partner
-   All the signed stakeholder agreements must be uploaded to the Drive asap!
-   **Final deadline is 31 October 2022**!
-   The signed agreements have to be uploaded to folder number 8 to the Drive
-   Partners should ask the stakeholders (both organizations and individuals) to share their logos and websites that will be uploaded to the project's website under the project's partners section
-   Partners could also offer to organizations to include their projects to good practices in Module 10
-   Stakeholders should also be informed about the Pilot course (that was decided to be kept open until 30 September as pilot activity and on operation after the end of the project)

4. Dissemination plan:
-   All partners should keep promoting the project as much as possible
-   Partners have been creative in boosting dissemination and have used different media:
    - dissemination seminars
    - email campaigns,
    - news and newsletters of the project uploaded to partner's website or printed press
    - social media presence
    - partners, stakeholder's website
    - meetings with stakeholders, collaborators and target groups
    - other

- All the project results will be uploaded to the Erasmus+ Project Result platform
- Former qualitative evaluation of the Interim report emphasized on the importance on wider dissemination and online presence on the webpage and social media
- The projects that are evaluated as good or excellent, they can be awarded as a "good practice" project by the NA and EU
- **Servima will send an Excel until 3 October 202 to all partners to gather the information and reports on the dissemination results achieved**
- **DEADLINE for dissemination reports 31 October 2022**!
- ELTE's suggestion for social media content is to publish the experiences from IO2 modules, brief posts should be created
  suggestions for social media campaign: 1 image, 2 sentences on the site, link to the site and link to course registration (moodle)
  the posts will be scheduled regularly until 30 September (even after)

11:30 – 11:45 Coffee break

1. **Intellectual outputs:**

IO1 Methodological Guide
- SERVIMA presents the final document
- Point 5 on good practices was eliminated, as they could have been like the other experiences included in IO2
- partners' previous suggestions were included
- previously divided two parts on intangible and tangible heritage were combined and the required teaching and learning hours were made 2x75 hours = 150 hours (originally 75 hours were counted for each competence units, in total there were 4). CPI's suggestion to include an explanation clearly that 75 hours for tangible and 75 hours for intangible heritage
- *during the C1 Training discussion, partners proposed to include ethical considerations to be clearly listed at the skills and competences part and draw the attention to the hidden curriculum and intentions of the heritage interpreters!*

IO2 Structured training course
- Some modifications were briefly explained and presented by SERVIMA e.g. modification of the title of Module 3 – instead of Tangible heritage: Popular architecture and craftsmanship, craftsmanship was erased and the craftsmanship is discussed in Module 4
- differences: Module 7, 8 and 9 were unified for the online Pilot course, for the final IO2 they should be separated in the Index
- IO2 modules will be presented by their authors and discussed in more details on the training course for staff
- general comment and recommendation is to harmonize the modules more and make more cross references from one to the other (e.g. when there is a mention of cultural landscapes, industrial landscapes should be mentioned and therefore the Module on Industrial heritage)
- English language corrections and editing is required

IO3 Rural Heritage Platform
- Presentation of the last versions for final internal evaluation & Results of the external evaluations

13:30 – 15:00 Lunch break

15:00 AFTERNOON SESSION:

1. **Multiplier Events E1 and E2 developed in Slovenia (CPI) and Italy (FORES)**
- Presentation of the results of the two multiplier events (programs, attendance, publicity, evaluation, etc.) by CPI and FORES, they were both successfully took place and attended by several participants (see reports of the partners)
- CPI: carried out a discussion on the evaluation of the project (constructive feedbacks, positive impacts of the project)

2. **Organisation of the next Multiplier Events in Portugal (CoraNE) and Spain (AECT)**
- Last 2 multiplier events E3 and E4 will be organized in Spain and in Portugal
- CoraNE presents their plans for the events and the audience they would like to reach
- discussion of the possibilities of foreign participants (e.g. Spanish guests)

3. **IO3 E-learning Platform on Rural Heritage**
- ITC platform for VET students and general public (lifelong learning)
- database for other interesting EU projects on similar subjects (EU heritage, CH, Rural heritage etc.) – see folder 11 Others on the Drive and the Excel table with experiences)
- The last version of the pilot course was presented to the partners
- Results of the participants' evaluations were presented, the suggestions and feedbacks have to be discussed and included to the pilot course
- Partners and the authors of each module will receive the participants' feedbacks as soon as possible in order to include the suggestions in the final versions of IO2 until 3 October!
- Partners **decided to expand the deadline of the course until 30 September 2022**!
- We have to send an **email to the registered participants** about the extension and make a campaign on the pilot course again among stakeholders!
- ELTE's suggestion: AECT (Jesús) as coordinator could contact Interpret Europe association. (Thorsten Ludwig) for possible partnership and to get more participants for the pilot course (they have Facebook groups with heritage interpreters)
- Suggestions about the layout and editing of the course:
  o more visuals should be included to the modules
  o harmonization of the fonts, layout of modules
  o proper English editing and correction of typos
  o the number of examples differ in each module
  o Formatting of the visuals is necessary and pictures sources must be mentioned
  o More examples should be included to the last module on good example of heritage experiences and interpretations

4. **Next activity: C1 Training for activity for the partnership staff in León**
- AECT (Jesús) has already shared the final programme of the training course with the participants
- discussion of the most important points of the foreseen activities

5. **Financial reports. Budget and financial rules**
- 1 October 2021 – 30 September 2022 period (3 periods) have to be reported by those partners who did not done yet.
- SERVIMA reminds the partners for the reporting obligations and reporting rules
- Management and implementation category: keep the invoices for an eventual audit, but partners do not need to send them
- Transnational Meetings: collect the justifications (like boarding passes, hotel, meal invoices)
- Intellectual outputs: justification of working days (for teacher – trainer – researcher categories, only AECT and CoraNE have days for technician category)

Complete time-sheets (and staff cost sheet) and report the required dates (remember that days are reported for IO1 and IO3), the people who work must have a contract for that period!

Important information to note:
- payments – date of the invoices should be until 30 September, but payment can be done later in October!
- the total amount must be justified in order to receive the last and final payment!

6. **Deadlines**
- Project partners have to note the deadlines below:
  Mid-September:
  - feedbacks for each modules should be sent to authors by SERVIMA and AECT
  - creation of the template of the Certificate of Attendance and it has to be uploaded to the Moodle, as this will allow participants to automatically download it (ELTE will help SERVIMA to do it)

  30 September
  - official end date of the project,
  - final date of invoices,
  - final date for signing the stakeholder agreements
  - extended end date of the Pilot course

  3 October
- sending the last versions of the IO1 and IO2 to prepares a master copy in word and send it out to the partners for the translations
- SERVIMA creates an excel for gathering information on the dissemination and stakeholders

  31 October
- deadline for dissemination reports

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of the European Union

- deadline for uploading stakeholder agreements
- deadline for IO1 and IO2 translations to national languages

Sustainability Plan for the project
- All the partners agreed to make the do their best to make the project sustainable and commit themselves to disseminate the project results and the online platform on every possible platforms and in their professional circles.
- Partners are also agreed to reach out to all possible European stakeholders (e.g. Interpret Europe) to create strategic partnerships for the future and to join the forces of the OERs and the Online Platform.

Declarations of attendance and evaluation forms

All partners filled the evaluation forms, signed the attendance list and received the certificates of

attendance.

17:00 Meeting end