

**AGREEMENTS ON THE PROJECT MEETING IN SPAIN (21-22-23 October 2013)**

PRODUCT	ACTIVITIES	UPDATING AND PLACE
<p align="center"><b>NOTICE BOARD</b></p>	<p>Every country will have their own. It should have as compulsory:</p> <p align="center">“COMENIUS”</p> <p>“DEMOCRATIC VALUES AND LINGUISTIC DIVERSITY”</p> <p>and 3 sections at least:</p> <p align="center">1. COUNTRIES</p> <p align="center">2. STUDENTS' WORKS</p> <p align="center">3. NEWS</p> <p>Besides the Boletin Board, there should be other places with decoration of the Comenius Project such as: Library, Classrooms, Corridors, etc</p>	<p><b>Updating:</b></p> <p><input type="checkbox"/> at least every two weeks</p> <p><b>Duration:</b></p> <p><input type="checkbox"/> all through the project lifespan</p> <p><b>Where:</b></p> <p><input type="checkbox"/> at the Notice Board place of each institution and upload a scanned photo of it in the Activities Menu: Notice Board on the project webpage</p>
<p align="center"><b>WEBPAGE</b></p>	<p><input type="checkbox"/> Each country will have their own Comenius webpage and a link to the Comenius webpage.</p> <p><input type="checkbox"/> The Coordinator's Comenius webpage is:  <a href="http://www.iesjavirtual.es/comenius">www.iesjavirtual.es/comenius</a></p>	<p><b>Updating:</b></p> <p><input type="checkbox"/> As soon as we have a product or general information to be</p>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> it is administered by Spain, the Coordinating country, and it will have a link to each participating country webpage.</li> <li><input type="checkbox"/> It should be used for general information.</li> <li><input type="checkbox"/> Every partner will submit articles with their own username and password.</li> <li><input type="checkbox"/> Every partner should upload the general information about the activities being done at a specific moment in time.</li> </ul>	<p style="text-align: center;">updated</p> <p><b>Duration:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>all through the project lifespan</b></li> </ul>
<b>BLOG</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> It will be used as a newspaper tool.</li> <li><input type="checkbox"/> We have planned panels of pupils for editing content for the online blog all through the project.</li> <li><input type="checkbox"/> These panels will give information about the task being done at a specific moment in time.</li> <li><input type="checkbox"/> We have to deal with the panel topics in each mobility.</li> <li><input type="checkbox"/> For the first panel, Poland proposes to analyze the school's regulations and compare them with students taking part in the lesson "civic society", an idea of a lesson plan for teachers dealing with teaching social studies.</li> <li><input type="checkbox"/> Poland is planning to give a questionnaire to their students and staff, to publish the results of this questionnaire.</li> </ul>	<p><b>Updating:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> each country has a scheduled panel</li> </ul> <p><b>Duration:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All through the project lifespan</li> </ul> <p><b>PANELS TO BE POSTED:</b></p> <p>November 2013 Poland</p> <p>December 2013 Bulgaria</p> <p>January 2014 Italy</p> <p>February 2014 Romania</p>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> A visit to the cinema “<b>Walesa a man of hope</b>”.</li> <li><input type="checkbox"/> Poland will send an example of the questionnaire to all countries to  <a href="http://comeniusiesja.blogspot.com.es/">http://comeniusiesja.blogspot.com.es/</a></li> <li><input type="checkbox"/> Every country should use the blog tool to give news about the Project or something related to the Project which has happened or will happen in their country or anywhere in the world.</li> <li><input type="checkbox"/> We can have National and International News</li> <li><input type="checkbox"/> Sections are to be created yet by our students and teachers</li> </ul>	<p>March 2014 Turkey</p> <p>May 2014 Spain</p> <p>September 2014 Poland</p> <p>November 2014 Bulgaria</p> <p>January 2015 Italy</p> <p>February 2015 Romania</p> <p>March 2015 Turkey</p> <p>May 2015 Spain</p>
<b>WIKI</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> It will be used as a teamwork tool, where we will share and edit the contents of the different activities we have planned.</li> <li><input type="checkbox"/> We should use .doc documents, and pictures as .jpeg or .jpg files</li> <li><input type="checkbox"/> We won't use .pdf files, but any other editing ones, as the idea is to share and be able to modify without any problems, preferably to use</li> <li><input type="checkbox"/> The Wiki's webpage is:  <a href="http://www.comeniusiesja.wikispaces.com">www.comeniusiesja.wikispaces.com</a></li> </ul>	<p><b>Updating:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Every time we have an activity or a product to share and edit it together</li> </ul> <p><b>Duration:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> all through the project lifespan</li> </ul>

<p style="text-align: center;"><b>FACEBOOK</b></p>	<p>A facebook page will be created for the participants in this Project.</p> <p>All the entries will be published and every one will be updated punctually.</p>	<p><b>Updating</b></p> <p><b>All along the Project lifespan</b></p>
<p style="text-align: center;"><b>WEB CONFERENCE</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> It will be used for the videoconferences specified in the workplan.</li> <li><input type="checkbox"/> The videoconference page is: <b>www.mashme.tv</b></li> <li><input type="checkbox"/> The <b>instagram.com</b> application, may be used by the pupils to: <ul style="list-style-type: none"> <li>· View photos of the people you follow</li> <li>· Like and Comment on photos</li> <li>· Follow and Unfollow other users</li> <li>· See your followers and following</li> <li>· Browse popular photos/tags/users</li> <li>· Get your RSS feeds</li> </ul> </li> </ul> <p><b>This will be one of the FOCUSES of the February 2014 meeting in Poland</b></p>	<p><b>Updating:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The topics for videoconferences will be discussed in the February meeting in Poland.</li> </ul> <p><b>Duration:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Four planned general web conferences</li> <li><input type="checkbox"/> They will be held in <ul style="list-style-type: none"> <li>○ <b>February 2014</b></li> <li>○ <b>April 2014</b></li> <li>○ <b>December 2014</b></li> <li>○ <b>April 2015</b></li> <li>○ <b>there maybe more webconferenc</b></li> </ul> </li> </ul>

		<p>es, and only among some partners and not all of them, if requested by partners,</p>
<p><b>MULTIMEDIA PHRASE BOOK</b></p>	<ul style="list-style-type: none"> <li>○ A <b>phrase book</b> is a collection of ready-made <u>phrases</u>, usually for a <u>foreign language</u> along with a <u>translation, indexed</u> and often in the form of questions and answers.</li> <li>○ It will deal with the topics of the project products, in order to familiarize participants with key words and phrases used during the project.</li> <li>○ There will be, at least, <b>7 illustrated phrases for each product and some sentences maybe more general about Comenius Projects, with audio and video</b>, presented in Bulgarian, Polish, Turkish, Romanian, Italian and Spanish and with English translation. In total there <b>shouldn't be more than 80</b>.</li> <li>○ Students are to be participating actively in this activity.</li> <li>○ The phrases should be shared through the Wiki page and e-mail .</li> <li>○ The topics are: <ul style="list-style-type: none"> <li>○ <b>democratic values</b></li> <li>○ <b>traditional story characters</b></li> </ul> </li> </ul>	<p>Duration:</p> <ul style="list-style-type: none"> <li>○ <b>all through the project lifespan</b></li> <li>○ <b>By December 20<sup>th</sup></b> we must finish the first step.</li> <li>○ By the <b>May meeting in Bulgaria</b> we will have, <b>at least half</b> of the entries done</li> </ul>

	<ul style="list-style-type: none"> <li>○ reading plan</li> <li>○ joint song</li> <li>○ sports competition</li> <li>○ food and nutrition</li> <li>○ ICT language.</li> </ul> <p>In each meeting we will review the phrase book.</p>	
<p><b>DEMOCRATIC VALUES LEAFLET</b></p>	<ul style="list-style-type: none"> <li>○ Education is key to strengthening a culture of democracy including liberty and social justice</li> <li>○ Students will review <a href="#">the Council of Europe guidelines</a> on: What are human rights? What is democratic citizenship? What is education for democratic citizenship and human rights education? What are the principles of human rights and democracy? Value diversity; Include everybody; Give everybody equal chances; Respect human dignity; Live in peace .</li> <li>○ Do our schools and organisations respect human rights and democracy? What can we do to promote citizenship and human rights education?</li> <li>○ Select and prepare a democratic values leaflet applied to your school based on the analysis of the above information and your school regulations.</li> </ul> <p>This will be one of the FOCUSES for the POLISH meeting and the</p>	<p><b>Upadating:</b></p> <ul style="list-style-type: none"> <li>○ <u>First draft</u> will be done by the February 2014 meeting in Poland.</li> <li>○ Students with teachers involved, will revise the Concil of Europe guidelines and School Project, and compare, and start preparing the Democratic Values Leaflet.</li> </ul> <p><b>Duration:</b></p> <ul style="list-style-type: none"> <li>○ all through the project lifespan</li> </ul>

	<p><b>following ones</b></p>	<ul style="list-style-type: none"> <li>○ <u>First draft</u> will be done by the February 2014 meeting in Poland</li> </ul>
<p><b>READING PLAN</b></p>	<ul style="list-style-type: none"> <li>○ <b>Each country chooses a famous character</b> from their literature specifying the democratic values they want to deal with and present it in their own language and in English.</li> <li>○ We could add activities to be performed with this character such as: calligram, poster, etc. <b>(Voluntary activities)</b></li> <li>○ Pupils read scenes of the chosen book, and work about it.</li> <li>○ We will share through the wiki and e-mail which character each one has chosen and the activities around that character.</li> <li>○ In the leaflet Spain has prepared for the first meeting there is one character for each country, but this is up to each country to choose, that is only a sample.</li> <li>○ Spain proposes to choose Don Quixote <ul style="list-style-type: none"> <li>□ who is immortal through the eyes of a madman. Some experts classified his work as the best comical epic of mankind and others as a poetical epic of a dream.</li> <li>□ It is a symbol of ideality and generosity, the spirit of what never dies in a man: love and faith.</li> <li>□ Sancho Panza represents the practical spirit of life</li> </ul> </li> </ul>	<p><b>Updating:</b></p> <ul style="list-style-type: none"> <li>○ By the February meeting in Poland this will have to be presented</li> </ul> <p><b>Duration:</b></p> <p>All through the lifespan of the project, but the deadline is May meeting in Bulgaria</p>

	<p><b>This will be FOCUS for the February 2014 meeting in Poland and the following ones</b></p>	
<p><b>FOOD AND NUTRITION BOOK</b></p>	<ul style="list-style-type: none"> <li>○ The aim of this activity is to publish a recipe book containing: <ul style="list-style-type: none"> <li>□ Introduction (nutrition, the nutritional value of a meal, food pyramid, basal metabolic rate, balanced typical diet of each country,...)</li> <li>□ Recipes of national dishes according to a balanced diet</li> <li>□ A menu per country</li> </ul> </li> <li>○ A virtual trip about national dishes from different countries will be prepared.</li> <li>○ Pupils will have to work in small teams in order to develop and practice skills in: decision making, problem solving, values clarification, communication, critical thinking, negotiation, conflict resolution, ...</li> </ul> <p><b>This will be the FOCUS for the April 2014 meeting in Italy + the pending topics</b></p>	<p>Updating:</p> <p>This will be updated in the wiki as soon as teachers and students are ready to share it.</p> <ul style="list-style-type: none"> <li>○ The Introduction (nutrition, the nutritional value of a meal, food pyramid and basal metabolic rate, will be done specifically by Spain)</li> <li>○ Balanced typical diet of each country</li> <li>○ Some recipes of national dishes according to a balanced diet</li> </ul> <p>Duration:</p> <ul style="list-style-type: none"> <li>○ All through the project lifespan</li> <li>○ By the April meeting in Italy, the 3 steps for the recipe book will be sorted out.</li> <li>○ The other recipes,</li> </ul>



		<p>menus per country and virtual trips will be set up in Italy and get</p>
<p><b>TRADITIONAL STORY/PLAY</b></p>	<ul style="list-style-type: none"> <li>○ The traditional story will be related to the character each country has chosen for the reading plan at a national level.</li> <li>○ Each country will <b>perform</b> their character for 10-15 minutes in their own language, and then it will be recorded and videotaped with subtitles in English. As for Turkey, they will perform it live as well.</li> <li>○ <b>Once we know the 6 characters</b>, pupils will make up the story with all of them and this will be the traditional story.</li> <li>○ It will be a good idea if Don Quixote travels to each country and finds that character the country has chosen and compares with what he represents.</li> <li>○ The previous proposal will be up to the partners to decide.</li> </ul> <p><b>This will be the FOCUS for the October 2014 meeting in Turkey +the pending topics</b></p>	<p><b>Updating:</b></p> <ul style="list-style-type: none"> <li>○ By the October meeting 2014 in Turkey it will have to be completed</li> </ul> <p>Duration:</p> <ul style="list-style-type: none"> <li>○ Up until the October meeting in Turkey</li> </ul>

## SPORTS COMPETITION

- The proposed sports to be practised are:
  - Football
  - Volleyball
  - Basketball.
  
- Teams will be made for each sport. Each one will have **6 players** minimum, and **at least one** player from each country, the same players for the 3 sports is recommended, but it could be organized otherwise.
  
- The game for each sport will last for **10 minutes**
  
- **Score: Won game** 3 points  
    Draw game 1 point  
    Lost game 0 points
  
- The winner will be the team with the most points in the 3 sports.
  
- There will be a prize or award for each player and each team, especially for the winner.
  
- The games will be played in each country, each player will represent one country. When mobilities come it will be decided the pupils travelling in order to be able to play, if possible.
  
- The main democratic value to be enhanced through sports will be

## Updating:

- It will be presented at the May meeting in Bulgaria

## Duration:

- All through the project lifespan, but this competition will be played live in Spain in May 2015

	<p><b>fair play.</b></p> <p><b>This will be the FOCUS for the May 2014 meeting in Bulgaria</b></p> <p><b>+ the pending topics to be reviewed</b></p>	
<p><b>JOINT SONG</b></p>	<ul style="list-style-type: none"> <li>○ A song will be created based on traditional folklore</li> <li>○ It will be recorded in an outside environment within emblematic, traditional places.</li> </ul> <p><b>This will be the FOCUS for the March 2015 meeting in Romania</b></p>	<p><b>Updating:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The song has to be created all through the project taking into account the traditional story created and the “play”</li> </ul> <p><b>Duration</b></p> <ul style="list-style-type: none"> <li>○ By the March 2015 meeting in Romania</li> </ul>
<p><b>VIDEO ARCHIVE</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> for each outcome and with all the products</li> <li><input type="checkbox"/> In the video pupils will introduce themselves, giving their personal profile, and information about their school, city and country.</li> </ul>	<p><b>Updating:</b></p> <p>A video has to be created for each activity, and this will be the final version with all inclusive items produced</p>

	<input type="checkbox"/> To edit it the following applications can be used: - Camtasia Studio - Windows live Movi Maker	during the project Duration: <input type="checkbox"/> All the lifespan of the project
<b>EVALUATIONS</b>	<input type="checkbox"/> The compulsory evaluations are in June 2014 <input type="checkbox"/> At the end of the project <input type="checkbox"/> More evaluations are recommended.	<input type="checkbox"/> The Evaluations will be done in each country and according to their protocols

### General agreements:

We revised our application form and got to the following agreements:

- To make a chart as stated above with PRODUCTS, ACTIVITIES, UPDATING AND PLACE
- This chart specifies the agreements with the general description of activities and products, as well as Where and When.
- To name the products to get as: **Notice Board, Webpage, Blog, Wiki, Web Conference, Multimedia Phrase Book, Democratic Values Leaflet, Reading Plan, Traditional Story/play, Food and Nutrition Book, Sports Competition, Joint Song, Evaluations**
- Each of these products will be in the Menu of the Webpage, and this will be used only to place General Information and the products themselves. Each partner has their username and password to edit it
- The coordinator country will send clear instructions for the Webpage, blog, wiki and videoconference handling.
- The Blog will be used as a News Tool, to give regular information of our activities, mainly through the students' Panels
- The Wiki will be used for a group work, teamwork, sharing information and creation of a joint product
- The Web Conference should be used 4 times during the project, or more if requested, and students should be also in the panel
- Pupils will upload information on the blog, as planned, and topics should be discussed during the project meetings
- The e-mail will be our regular communication tool, once every week, and we should send our e-mails to the whole group, so everyone is informed at the same time.
- The timing of the different activities specified in the chart.
- The FOCUS for each mobility meeting. There may be more than one focus at a specific meeting,
- The ICT to use: webpage, blog, wiki, e-mail, video conference, Skype, Facebook, etc. This is to be confirmed, as security is paramount.
- The mobility dates :

- The student mobilities will depend on each country management of budget, but we have to agree before each mobility to bring the pupils who will participate.
- We have to share the protocols, forms or charts that we use for each activity
- The webpage, blog, wiki, will include pictures, videos, etc, and these will be uploded as .jpeg or .jpg files.
- Each country needs a coordinator for the webpage, blog, wiki and videoconference.
- Everything should be in English and in each country's language
- Every country will send us information about travel arrangements, flights possibilities, and accommodation options in order to prepare the visit in advance. The first visit to come is Poland.
- Try to book the flight and accommodation for the mobilities as soon as possible, so that they might be cheaper.
- Students should live in students' families. This has to be arragened fairly in advance.
- It should be desirable that communication between pupils has existed before the visit.
- It would be good to share students' emails who are likely to participate in the mobilities.
- Pupils will participate in gathering information, planning and preparing products, communicating with pupils from partner institutions
- Pupils will present their findings to all members of the partnership.
- Pupils will be responsible for editing the content of the panels, and upload it on the blog page
- Pupils will be encouraged to evaluate the activities, provide feedback.
- Pupils will lead assemblies in their own institutions to communicate their activities and learning to all pupils and staff.
- Pupils will be given opportunities to train their peers on the customs, traditions and positive standards of behavior, culture in public places, use polite language form in everyday communication in a play they will have to perform in the project.
- In order to actively involve staff and for them to learn from the partnership they will be given opportunities to work shadow a colleague during mobility visits.
- They will work alongside a teacher in the host school for part of a day to engage with pupils and gather information about different approaches to teaching and learning.
- Photos or videos are to be recorded on the activities done but above all when the meetings take place, and upload them in the appropriate place of the Webpage. There should be a person responsible for taking the photos and for selecting and uploading them.

#### MOBILITIES:

The chart below may be modified by each participating country. Only the minimum mobilities have to be respected:

CONTRY	NO. PUPILS	TEACHERS	MOBILITIES		DATES
			P.	T.	
SPAIN	80	27	10	14	OCT. 21,22,23, 2013
POLAND	84	10	24	10	FEBRUARY 10,11,12 2014
ITALY	74	4	10	14	APRIL 7,8 9 , 2014
BULGARIA	90	10	10	14	MAY.12,13,14 ,2014
TURKEY	70	8	10	14	OCTOBER 13,14,15, 2014
ROMANIA	70	5	12	12	MARCH 25,26, 27, 2015
SPAIN	80	27	10	14	MAY 25,26,27, 2015
SPAIN	80	27	10	14	25,26,27 MAY.2015

Coordinator

José Félix Barrio

Alcorcón, 28 October 2013