

## MINUTES OF PROJECT BOARD MEETING (1 OCTOBER 2020, ONLINE)

### AGENDA

- 1) TRAMIG book update
- 2) Final event:
  - Outline of the programme;
  - Contributions, abstracts and short CVs.
- 3) Progress report and final report
- 4) Introducing a new member of the Slovenian team
- 5) Social media presence - Facebook
- 6) List of recipients of ECTS certificates

### PARTICIPANTS

The following Project Board members participated via ZOOM (16.00-17.00): Tatjana R. Felberg, Hanne Skaaden, Antonio Chiarenza, Simos Grammenidis, Anja Kociper, Maurizio Viezzi, Sara Pistotnik, Jerneja Umer Kljun and Nike K. Pokorn.

### POINT 1: TRAMIG BOOK – HOW TO PROCEED

Editors have received all the amended chapters except chapter 10 of the TRAMIG edited volume. They are still waiting on some minor revisions (Norway, Greece) of chapter 01 (on CI and IM trainer profiles).

We are following the schedule as planned and we believe the book will be published before the final event in November 2020.

The working title of the volume is: “Educating the Teachers of Community Interpreters and Intercultural Mediators Selected Chapters”. But the title can still be changed upon discussion of the partners.

### POINT 2: FINAL EVENT

All the partners agreed that the final TRAMIG event in Ljubljana (presentation of the project, stakeholders meeting, project meeting) will be held online due to uncertainties connected with Covid-19 epidemic. Due to the decision to do the event online, partners discussed the possibility to carry out all three activities in one day. The event will be held on the 5 or 6 November 2020. Ljubljana partner (Filozofska fakulteta UL) will send out a doodle to find out whether to meet on 5<sup>th</sup> or 6<sup>th</sup> of November.

The project partners are asked to make a brief presentation (15 minutes) based on their chapter, and provide a short CV (100 words) for the conference booklet, where the abstracts of their chapters will be also published.

#### POINT 3: PROGRESS REPORT AND FINAL REPORT

Since the Slovenian partner (FF UL) has to organize an audit of the project, all the partners are kindly asked to cooperate fully in the reporting activities. The Slovenian financial service will send out a memo on Monday, 5 October 2020, regarding the tasks of every partner connected with the progress report and the final financial report.

Each partner will receive a zipped folder in which they will be asked to upload all the data and supporting documents (receipts, payslips, contracts etc.).

The Norwegian partner is kindly asked to send a signed second debit note as soon as possible.

The Greek partner is kindly asked to provide a brief explanation of the documents as well as the names of the files in English.

#### POINT 4: INTRODUCING A NEW MEMBER OF THE SLOVENIAN TEAM

Sara Pistotnik started a new job at the Faculty of social work. Jerneja Umer Kljun is taking over Sara's position on the TRAMIG project.

#### POINT 5: SOCIAL MEDIA PRESENCE

Please ask the volunteers to like and share the project FB page.

<https://www.facebook.com/tramig>

#### POINT 6: LIST OF RECIPIENTS OF ECTS CERTIFICATES

The Dean of the Faculty of Arts (FF UL) is able to issue ECTS certificates to those volunteers who were present at all workshops. Please provide a list of participants (full name and date of birth).

#### POINT 7: OTHER

We ask the organizers of the 5<sup>th</sup> workshop (i.e. the team from Thessaloniki) to send us a recorded PowerPoint presentation that will be uploaded on the TRAMIG webpage.

<http://tramig.eu/outcomes/>



*Minutes prepared by JUK, SP and NKP, and proposed to the participants on 5 October 2020. Tacitly approved by all participants on 9 October 2020.*