

## MINUTES FOR WORKSHOP 3 PROJECT MEETING (31 OCTOBER 2019, TRIESTE)

### AGENDA

1. Presentation of the TRAMIG teacher training modules from Oslo
2. Question and answers regarding future project activities, dissemination and reporting

### PARTICIPANTS

Members of the partner organizations were present at the meeting although only Project Board members (one representative per partner) enjoyed voting rights. Please refer to the duly signed participant list for details.

### KEY POINTS

#### 1. TRAMIG TEACHER TRAINING MODULES:

We have **edited and published teacher training module** from Workshop 2 in Oslo. It is published on the TRAMIG webpage under <http://tramig.eu/outcomes/>. All partners – but especially the organizer of the module, OsloMet – are asked to **review the module and give comments**.

#### 2. LOCAL SEMINARS:

**Every partner has to organize a local seminar before the next workshop in Reggio Emilia.** Local seminar is an event during which volunteers pass on the knowledge gained at Workshop 3. It is focused on the content of the last TRAMIG workshop and has to be realized before the next workshop. This means that a local seminar should not join the contents of two or more workshops.

The organization of a local seminar should be adapted to local needs of each partner, however, it should also be an event to which other participants are invited. **For the planning of the content of the next local seminar you can use power point presentations from Trieste workshop that are available on the Moodle platform.**

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### 3. REPORTING:

**At the end of this year we will have a midterm reporting.** Before the Workshop in Trieste we have sent you via email the instructions for TRAMIG progress report with all the attachments. Please, **check with your local offices the requirements regarding time sheets and other documents needed for the report** in your country and institution. We kindly ask you to **send the coordinator** (to Sara Pistotnik) **the required documents until the end of November**, except for the documents connected with the month of December. Please, also **write a short description of the documents in English**, so that our administrative office will be able to understand the invoices and all other documents in Norwegian, Greek or Italian. All the attached original documents need to be scanned and sent via email.

University of Ljubljana will prepare the content part of the progress report. We will contact you regarding some further clarifications if the situation requires.

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### 4. DISSEMINATION:

Dissemination of the project and project results is a vital part of TRAMIG project. At the meeting we have collected short reports of all the events in which the partners had disseminated the information on TRAMIG project: the list will be sent around to partners for confirmation. We would kindly ask you **to use TRAMIG logo and the EU logo on all presentations of the project and to send the coordinator (to Sara Pistotnik) information about all future dissemination events.**

*Minutes prepared by SP in cooperation with NKP, and proposed to the participants on 22 November 2019. Tacitly approved by all participants on 2 December 2019.*

*Attachments: none*