

THE EUROPEAN FOOD PASSPORT PROJECT

MINUTES OF PLANNING MEETING 23.01.10

VENUE: CLUJ NAPOCA, ROMANIA

1. Present

Ann Southren	U.K
Glynis Walton	U.K.
Carolina Stanciu	Romania
Maiu Tafenau	Estonia
Urmas Rööbing	Estonia
Nagypatakiné Hajzer Anna	Hungary
Brücknerné Retz Katalin	Hungary
Ainars Beitiks	Latvia
Iveta Pumpura	Latvia
Aija Meijere	Latvia
Marta Czech	Poland
Agnieszka Bujoczek	Poland
Julio Viana	Portugal
Pedro Fornelos	Portugal
Bahar Senveli	Turkey
Dikmen Dokmeci	Turkey
Harriet Southwick	U.K
John O'Neill	U.K

2. Planning Meeting Cluj Napoca, Romania

AS thanked Corina and her colleagues on behalf of all partners for arranging such a wonderful visit to Romania. The visit has been informative and greatly enjoyable. All partners have gained experience of cultural and educational aspects of Romania.

3. Clarification of project – production of booklets

AS reminded partners of the importance of circulating booklets at the end of every topic. It was suggested that the deadline for booklets be changed to fit in with planning meetings i.e. the booklet 'Our Traditional Dishes' will be circulated between partners at the planning meeting in Turkey. It is important that all elements of our Comenius project are followed as they may be requested by National Agencies if a partner is subject to an audit (both AS and CS were audited this year). Also our pupils have learned a great deal from topic booklets and love reading them.

Clarification of compost bins was given to the group. The design and process are the main factor as some partners may not be able to physically produce the bins.

AS received guidance for the circulation of seeds from DEFRA. It is possible to circulate packets of sealed seeds (not potato) throughout the EU.

4. Quality Assurance Management

- AS requested that partners who had not already done so to send her the results of the base line questionnaire ASAP so she can correlate the results. As it will be our tool for measuring learning outcomes it is important questionnaires are completed.
- An updated activity calendar was circulated, discussed and clarified at the meeting.
- Partners were reminded of the importance of evaluations.
- Distribution of tasks

Partners were reminded of the distribution of tasks as decided at the planning meeting in Portugal, these being:

Task	Responsibility
Quality Assurance	AS and ANH
End product	CS
Developing an Etwinning Forum	SD (KD to develop)
Partner school project Work	Partner co-ordinators

- The development of a European Food Passport to be developed (as included in project application) It was suggested that those partners with direct responsibility in their institutions (AB, JV, UR) work as a team to develop the passport. All agreed the passport should be simple to allow access for all pupils. It should allow pupils to research the country of origin of foods and possibly be a power point with links. AS to discuss the development of a European Food Passport with DTS ICT specialist also.
- Mobilities
Turkey 10th – 14th March 2010
Partners to send travel information to BS within the next two weeks so she can book hotels, arrange

transport etc. Depending on the times of travel it may be necessary to spend the Saturday night in Istanbul, however it would be preferable to stay in Edirne as it is the town of our partner school.

U.K. 10th – 13th June 2010

The meeting will be shared between Durham and Darlington. Please let AS know how many will be travelling as she needs to book hotels soon as Durham City is a tourist centre. The necessary documentation will be sent to our Turkish partner soon so they can apply for visas.

Mobilities for 2010/2011 were discussed. *As we have Estonia, Latvia, Poland and Hungary to visit it was suggested to achieve visits to all countries that Estonia/Latvia be combined. An extra day will be added to the visit and it will take place in October 2010. The dates for Hungary and Poland will be discussed at our next meeting. As most partners have 12 mobilities it will not be possible to visit all partner schools hence combining the Baltic visit seems a solution to a difficult problem.

5. Any Other Business

- UR stated the Estonian partner would like to host a planning meeting (refer to 4 *)
- Due to the size of the partnership AS requested that partners consider the number of staff travelling. Mobilities must reflect equity and we must consider the partners.
- The need for a web page was discussed as this development was clearly stated in our application. Different forums were discussed with the UK partners informing the group of the strict regulations in the UK of safeguarding children. Perhaps a link on school websites or previous projects could be considered.
- Project work was circulated.

Ann Southren

Co-ordinator

The European Food Passport Project

January 26th 2010