

Flying the Flag for a Healthy Europe

Planning Meeting – Thursday 7th December 2017

PROVISIONAL AGENDA

Present:

Representatives from:

UK Suzanne Madden (Chair)
 Julia O'Neill (Minutes)
 Ann Southren
 Brian Stobie (Durham International Office)

Estonia: Reet Kangro
 Gaida Vassin
 Maiu Tafenau
 Urmas Rööbing

Latvia: Ainars Beitiks
 Ainars Skangels
 Ieva Romancuka

Portugal: Julio Viana
 Alexandra Neves
 Sara Goncalves

Romania Catrina Hirciaga-Costache
 Carolina Stanciu
 Delia Pal

Ireland: Eilis Dillon
 Janice O'Brian

1. Welcome and Housekeeping
2. Introductions
3. Aims of the visit and meetings
4. Important Points to Note
 - a) Mobility Tool
 - b) Clarify email addresses
 - c) Go through Application Form- discuss any questions or queries.
 - d) Roles and Responsibilities linked to the project-each country to agree.
5. Audit of current provision in schools
6. Financial Matters
 - a) Funding to support mobilities.
 - b) Documents to keep (receipts/flight info)
7. Mission Statement –invite all parties to agree one for the end of the project and provide to SM by the end of Friday.
8. Agree calendar of events including dates of Transnational Partnership Meetings for Yr.1 and Yr. 2
9. Discussion of final product . What will it look like? What will it consist of?
- 10.A.O.B: Evening and Friday Arrangements.

- Tea and Coffee will be available throughout the day.
- A break time will be arranged with partners on arrival.
- A tour of the school will be available to those who wish to have one.
- Lunch will be taken at 12 noon.
- We aim to finish at around 2.30pm in order to give partners time to return to their hotels and have some time before the evening activities.
- Any outstanding business will be transferred to Friday's meeting.