

**PROJECT'S REGULATION DRAFT  
SMALL SCHOOLS TO MAKE FUTURE CITIZENS  
GROW**

**2020-1—IT02-KA229-079017\_1**



## INDEX

|                                |        |
|--------------------------------|--------|
| Purposes and Scope Application | Pag. 3 |
| Institutional Representatives  | Pag. 3 |
| Project Team                   | Pag. 4 |
| Project Team....Setting        | Pag. 4 |
| Project Team....Holding        | Pag. 5 |
| Mobilities Rules               | Pag. 6 |
| Signing                        | Pag. 7 |

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PURPOSES AND<br/>SCOPE OF<br/>APPLICATION</b> | <p>This document regulates the setting and holding of meetings between the Partners of the Erasmus+ Project «Small schools to make future citizens grow»</p> <p>Mobilities are managed according to European legislation and special rules of the National Agencies</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>INSTITUTIONAL<br/>REPRESENTATIVES</b>         | <p><b><u>SCHOOL INSTITUTION COORDINATING:</u></b></p> <p>Istituto Comprensivo «V. Gemito» of Anacapri – Italy</p> <p><b><u>Tasks:</u></b></p> <ul style="list-style-type: none"> <li>✓ Coordination and management of the whole project</li> <li>✓ Providing documents</li> </ul> <p><b><u>SCHOOL INSTITUTIONS PARTNERS:</u></b></p> <ul style="list-style-type: none"> <li>✓ Ceip Pintor Manolo Millares (Spain)</li> <li>✓ Atuarfik Hans Lynge (Greenland)</li> <li>✓ Istituto Comprensivo «A. Rallo» Favignana (Italy)</li> <li>✓ Karla Pohikool (Estonia)</li> <li>✓ Ecole Primaire Publique Piton La Ravine Blanche (France)</li> </ul> <p><b><u>Tasks:</u></b> management of the project activities</p> <p><b><u>COORDINATORS:</u></b></p> <p>Appointed by the Headmaster or School Partner Manager</p> <p><b><u>Tasks:</u></b> Coordination and management of the project activities in your school.</p> |

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>PROJECT TEAM</b></p>                      | <p>The Project Team consists of all the coordinators appointed by the school partners. They are required to:</p> <ul style="list-style-type: none"> <li>✓ Respect the different cultures</li> <li>✓ Set the roles and responsibilities to be assigned to each coordinator</li> <li>✓ Plan project team meeting activities</li> <li>✓ Plan the schedule of project activities</li> <li>✓ Plan the project activities to be implemented in your Institute sharing criteria, timing and method of evaluation</li> <li>✓ Planning dissemination activities</li> <li>✓ Define shared formats for applications for mobility</li> <li>✓ Provide report for each mobility and the final report</li> </ul>                                                                                                                                                                                                        |
| <p><b>PROJECT TEAM MEETINGS.....SETTING</b></p> | <ul style="list-style-type: none"> <li>✓ The first meeting is planned by the leading School Institute, the following are scheduled by the Project Team and convened by email at least 5 days before the date set for that meeting.</li> <li>✓ The request must provide the date, time, items on the agenda, the link to join the meeting and the drafts of documents to be discussed and approved.</li> <li>✓ Confirming reception of the convocation for a meeting will be necessary.</li> <li>✓ Team meetings will take place on conference call (Skype, Webex Google Meet or TwinSpace at Etwinning website)</li> <li>✓ During each mobility there will be a meeting of the project team</li> </ul> <p><b><u>Coordinators:</u></b></p> <p>Appointed by the Headmaster or School Partner Manager</p> <p><b><u>Tasks:</u></b> Coordination and management of the project activities in your school.</p> |

**PROJECT TEAM  
MEETINGS....HOLDING**

The coordinator of Institute «Vincenzo Gemito» will lead the meetings and will ensure that everything is running properly.

English is the language used.

During a discussion is allowed to take the floor three times at most. Not more than 5 minutes each time.

To get something across to is important to:

- ✓ be clear and understandable
- ✓ be synthetic and essential
- ✓ understand properly what discussed in a meeting
- ✓ respect the other coordinators and what they think
- ✓ behave kindly and use the right tone of voice
  
- ✓ The sessions of the Project Team are recorded by a secretary appointed by the president
- ✓ The minutes shall contain the deliberations and the documents of the meeting
- ✓ The minutes must be clear and synthetic
- ✓ The minutes and forms of each meeting will be published on the website specifically created for the project

## MOBILITIES RULES

### **Hosting School:**

The host country must transmit to the partner schools at least 1 month before the mobility these informations:

- ✓ How to arrive from the airport to destination
- ✓ Currency in circulation and payment arrangements granted
- ✓ Documents required (students and teachers)
- ✓ Accommodation
- ✓ Detailed calendar of activities to be carried out
- ✓ Suitable clothing
- ✓ Local habits

### **Hosted schools:**

By the time required by the hosting school they have to give these informations:

- ✓ Arrival and departure date
- ✓ number of participants with indications of any relevant allergies and/or health problems
- ✓ any food intolerance and/or dietary requirements for religious beliefs

Participants are invited to respect local customs

- ✓ This document is approved and signed digitally by the Headmasters or School Managers of the Institutions joining the Erasmus+ Project «Small schools to make future citizens grow»
- ✓ Kept as official document at the Istituto Comprensivo «Vincenzo Gemito»
- ✓ Sent as a copy to the partner schools and published on the project website afterwards

*Read, confirmed and signed*

| SCHOOL INSTITUTIONS                             | COUNTRY            | SIGNATURE |
|-------------------------------------------------|--------------------|-----------|
| Istituto Comprensivo «A. Rallo»                 | Favignana – Italy  |           |
| CEIP Pintor Manolo Millares                     | Las Palmas – Spain |           |
| Atuarfik Hans Lynge                             | Nuuk – Greenland   |           |
| Ecole Primaire Publique Piton La Rovine Blanche | Reunion – France   |           |
| Karla Pohikool                                  | Saaremaa - Estonia |           |
| Istituto Comprensivo «V. Gemito»                | Anacapri – Italy   |           |