



SERA Project

Project n° 580247-EPP-1-2016-1-FR-EPPKA3-IPI-SOC-IN
Grant Agreement n° 2016-2639 with Amendment n° 001/003

7th SERA Meeting – Malta (MT)

April 24-26, 2019

DAY 1

SERA ending Conferences with shared European Videoconference

This point was debated and fully completed due to the proximity of the event.

Partners agreed that ZOOM testing on April 18, 2019 at 15:30 was successful even if ES and TR were not attending it in the venue they will be on May 29, 2019.

MT will assure the coordination of the EU videoconference.

The 1st part in national conference will start no later than 9:30 then Visio-conference through ZOOM device will be from 10:00 (Paris time / so 11:00 for Ankara) till 11:15 (12:15 in Ankara). The 2nd part of the national conference will then continue till 12:30 / 13:00 (BE-ES-FR-MT) 13:30 / 14:00 (TR).

Each speaker will have to speak no more than 10 to 12 minutes. Each SERA local coordinator has to be the time keeper for his/her speaker.

Do not forget to take photos of the participants and the room and coffee-break as proof for EU.

Do not forget to contact local medias to ask them to report on SERA conference and visio-conference.

List of signatures will be prepared following model sent by FR then adapted to each venue.

Partners decided as set of communication for SERA ending conferences to create : pendrives, pens, bags, block A5 with 20 pages, bookmarks with faces A and B.



ACTION NOTES

- ① **No later than April 30, 2019** / partners have to send their invitation to guests. To do so they will use model that was validated and sent to them during Malta meeting so that they can write their invitation and send it URGENTLY to their guests.
- ② **No later than April 30, 2019** / partners will have to decide through proformas received which solution is taken to make print the set of communication and send **no later than May 22, 2019** to the different addresses. SERA partners will have to communicate to the chosen service provider, the address they want the set of communication to be delivered (please communicate easy point so to be sure to receive materials). As soon as partners will receive deliverables, they will inform all SERA local coordinators.
- ③ **No later than May 05**, Trevor will send the frames of the Certificate of attendance and the Poster to each partner following the SERA graphic chart so that SERA partners will be able to reproduce both in sufficient quantity. Leaflet was sent on April 27, 2019 to partners for them to complete page 4 cover with SERA programme of Conference and Venue with city.
- ④ **No later than May 05**, could ES and TR make sure that you will be able to connect through ZOOM on Day D <https://zoom.us/meetings> as you did not test it on final events' sites.
- ⑤ **May 09, 2019** / SERA partners will have to send through a circular message to all partners the topic their speaker will speak about so to be able to think about the planning for the visio-conference we will discuss on May 10.
- ⑥ **May 09, 2019** / SERA partners will have to send their list of guests to FR.
- ⑦ **May 09, 2019** / BE has to communicate through circular message on Cycle 2 sequences that have to be revised giving information about all notices from teachers that implemented them.
- ⑧ **May 10, 2019 (11:00 for BE-ES-FR-MT and 12:00 for TR)** partners will have ZOOM meeting so to organize the chronology of the visio-conference. Sandra has to send us an invitation to meet on ZOOM (other room than for May 29, 2019).



- ⑨ **May 22, 2019** / Each partner will have to send to Sandra (with copy to FR) a summary of 4 to 5 lines describing their speaker so to allow Sandra to introduce the speaker on May 29, 2019.
- ⑩ **May 22, 2019** / MT will send an invitation to SERA partners to join the visio-conference room on May 29, 2019. SERA partners are kindly asked to let Sandra have a phone number as contact for this D day so to be able to send messages if any technical problem (to mute microphone, for example).

Day 2

Point 1: Partners inventoried pending tasks since last Ankara meeting and Belgian team provided part of the work that were/is still attended.

- ① **No later than end of May 2019** / BE will provide a report on Cycle 2 implementation, but
- ② **As PRIORITY** / the Belgian coordinator has been asked to give to feedback on Cycle 2 sequences that have to be revised so to allow SERA partners that will be concerned to adjust and organize their Cycle 2 V² sequences before the SERA ending conferences, letting time to the coordinating organization (FR) to issue a new SERA Cycle 2 e-book.
- ③ **As 2nd PRIORITY too** / The Belgian coordinator will provide **no later than 05 May 2019**, the revised Cycle 1 sequences that are under his responsibility and still pending (see reminder messages).

Point 2: Belgian coordinator will let SERA partners be informed about the decision that will has been taken to implement or not SERA Cycle 3. Thank you.

Spanish team explained that they are expecting from CIMI (Centro de Menores Il Molino) their decision to implement SERA Cycle 1 next July as juveniles who are hosted in this center are presently involved in other school programme that they have to finish till then.

They also presented 2 courses the CEPER RETAMAR manager attended where he presented SERA.



The coordinator of the French institution presented the approaches she did since SERA Ankara meeting (two appointments with high hierarchy of French Ministry of Education in Paris and a presentation of SERA programme to EUROPRIS members in its 15 March conference in Brussels).

Point 3: All partners revised, adjusted and validated the last version of SERA Manual for User.

- ① **By End of May 2019**, the final version will have to be ready including the summary with pages that MT will supervise.

Day 3

SERA partners work on the preparation of final report, developing what they have done at each local/national territory for each question that is asked.

- ① Due to lack of time, SERA partners have been asked to go through Questions relative to IV.4 Point **no later than May 14, 2019** (template has been sent in word to SERA partners).

PSG Meetings (Plenary and Individual ones on afternoons of Day 2 and Day 3)

The coordinating institution presented the task of the External Auditor as introduction to the 4 specific individual PSG meetings.

- ① **No later than 1st week of May 2019** SERA partners will have to provide to FR coordinating organization missing
 - ORIGINALS by POST,
 - invoices and/or boarding passes as scanned copies by mail.
- ② SERA partners will have to send April and May 2019 Timesheets with staff costs and Malta expenses with boarding passes and expenses for conferences **no later than June 14, 2019**. And please remember that NONE COST can be dated after May 31, 2019.