



Minutes of the SEEDs project meeting of 23th-28th 2008 in Tavira (Portugal)

ITALIAN DELEGATION Giovanna Barzanò - project co-ordinator Virginia Ginesi Gianfrancesco Musumeci Emanuela Brumana Maria Cristina Zarrella	CATALUNYA - SPAIN DELEGATION Anna Babra Perez Maria Ojuel
NORWEGIAN DELEGATION Linda Velle Sjoen Andreas Holvik John Rullestad	CZECH DELEGATION Vlastimil Fiala
External Evaluator Carmo Climaco - Portugal	UK DELEGATION Jane Jones Michaela Thomas

Agenda

1 Welcome

Carmo Climaco welcomed everyone to Portugal, thanked Giovanna, Carmo and the Norwegian delegation for the very important work done during the subgroup meeting in preparation of the plenary meeting and dealt with organisational arrangements

1 Agenda

With Jane Jones in the Chair, the agenda items were agreed and the order.

2 The publication

It was agreed to have reading session of the contributions and for colleagues to make suggestions to each other. A timetable was worked out for this and the following criteria for content and format would be used:

- Title
- Key words in a line, 3-5 words
- Abstract to give an overview
- Introduction of the aims
- Context so that readers are aware of the background
- The research methods and tools
- The findings and an analysis of the findings
- Conclusion to say what was important for readers to know and what was unexpected and issues of debate
- References in the format as in Jane's/Michaela's article
- Appendix material

Times New Roman would be used and 14 font bold for the title, 12 for the text, 12 bold for subheadings and italics for sub sub-headings.

Pictures to be sent as separate files and clear indication in the text marked ' picture 1 here', for example.

Giovanna stressed how crucial it was for each contribution to make clear how the project has enhanced the work and the added-value of the practices in the project framework. This should be made very explicit in the contribution and not left implicit.

Norwegian colleagues were asked to include reference in an appropriate way that was relevant to the project to Jakob's work.

Resubmission should be sent to Emanuela for formatting. She would then send them to Jane and Michaela for proofing.

Colleagues are reminded that they are responsible for the following sections:

1 Introduction- Giovanna and Emanuela

2 From theory to practice: the development of responsible citizenship-Jane and Michaela

3a Norway- Andreas

3b- Floor- Emanuela, Maria Cristina and Virginia

3c-Catalunya-Anna and Maria

3d- Norway - Linda

3e-Czech-Vlasta

**4 Montegrotto Course; Gianfranco and Rosangela
-Perceptions; Carmo**

5 Conclusion-keys and seeds - Giovanna

6 Refs- all colleagues to supply full details (cut and pasted by Emanuela into integrated bibliography)

7 Table of products - Anna and Maria (NB all colleagues to send list of their products to Anna and Maria)

Contributions for the summary table to be put at the back should be sent jointly to Anna and Maria under the headings:

- Title of product
- Type of product
- One sentence description of contents
- Web or other reference as to where it can be found
- A contact e-mail

Action:

Submissions and resubmissions by Mon 20th October to Emanuela

Table details by Mon 20th October to Anna and Maria

Giovanna invited colleagues to contribute to articles for publication in journals about aspects of the project such as one article on the tensions between theory and practice e.g. by herself, Carmo and Jane, and another one of a more practical nature by interested colleagues who would like to share their work with a wider readership.

3 The Course

The Montegrotto Terme course had been very successful as the detailed feedback had shown and it was hoped to run it again. We would need to make some adjustments to the programme and perhaps reorganise the staffing. The dates were 4-10 May 2009 in Montegrotto Terme and the details would go in the courses handbook as soon as possible.

Gianfranco will contact the Socrates Italian Agency immediately.

Colleagues were asked to circulate widely and to make personal contacts to ensure the fullest participation. We needed to balance inclusion from a broad but interested group of participants (15 at least) and to be aware of their different learning needs.

Action: Contact interested and relevant people asap.

4 Finances

Gianfranco and the finance team raised issues of finance and discussed these with each national group.

Action: Expenses to be submitted within a week to Chiuduno

5 The Final Report

Discussion of the report was led by Gianfranco who would put the report together. He stressed the importance of wide and meaningful dissemination and required the following information from all teams:

Details of results, outcomes and dissemination activities for the report. Full details should be provided as in the headings in the report which had already been circulated and a paragraph description of the overall outcome for each country.

Action: Details as above to Gianfranco by Mon 27th October

6 Wrap-up

We had group discussions following a puzzle activity and a personal reflection about our learning journeys. We shared our key words with each other and drew these on a key. Carmo looked at the keys and commented on the different key shapes and reflections. Carmo and Giovanna had kindly bought Algarve souvenir key rings for all members of the group. Colleagues were very appreciative of this present and the symbolism of what it represented. Giovanna suggested keys featured as part of the publication design.

John Rullestad gave a vote of thanks to Carmo for all she had done for the meeting and as External Evaluator.

Carmo thanked all colleagues for their contributions and friendship. She also thanked the Italian team for their hard work.

Andreas Holvik on behalf of the group thanked Giovanna for the many opportunities that she had made available to so many people.

The meeting was then closed
Jane Jones - Michaela Thomas

30 Sep 2008

