

Oggi 20 dicembre 2019 alle ore 13.00 presso l'Aula Docenti del Liceo Veronica Gambara Brescia si riunisce per la prima volta un gruppo di lavoro ERASMUS PLUS KA1 2020 costituito da docenti dell'ambito 6 + IC Calcinato + IS Antonietti Iseo per condividere le linee progettuali e gli step da percorrere in vista della DEADLINE del 5 febbraio 2020.

Presenti:

Cozzolino Roberta (Liceo Gambara, Assistente Amministrativo)
Giuffredi Laura (Liceo Scienze Umane Gambara)
Laffranchi Elena (Liceo Musicale Gambara)
Montagnoli Enrico (Liceo Linguistico Gambara)
Perbellini Alessandra (Liceo Musicale Gambara)
Pontoglio Giovanni (Liceo Linguistico Gambara)
Porteri Tiziana (IIS Antonietti)

Presiede e verbalizza Marzia Vacchelli (Liceo Linguistico Gambara)

Arriva alle 14.15 (come annunciato per iscritto) interviene la docente dell'IIS Beretta Moira Jennifer Bontacchio, referente per l'Internazionalizzazione, che viene informata dalla prof. Vacchelli.

Odg

1. Breve descrizione idea progettuale;
2. individuazione staff di progettazione;
3. individuazione scuole appartenenti al consorzio;
4. step di lavoro;
5. guidelines;
6. prossima riunione in presenza;
7. lavoro in asincrono;
8. richieste alle scuole consorziate.

I. Breve descrizione idea progettuale

La prof.ssa Vacchelli comunica, come già avvenuto durante il corso di formazione Erasmus Plus /eTwinning appena conclusosi, che il Liceo Gambara propone di coordinare un'azione chiave 1 Erasmus Plus mobilità staff (Job shadowing / corso di formazione) sul tema della **mediazione**.

Si trascrive di seguito il testo dell'avviso REMINDER n.160 pubblicato in data 19.12.2019 sul sito della scuola:

AVVISO n. 160 -

Riunione 20.12 ore 13:00 Progetto Erasmus plus KA1 Ambito 6

Avviso webinar 19.12 e 9.01.2020

Si ricorda ai docenti dell'Ambito 6 che venerdì dalle 13:00 alle 13:30 si svolgerà presso l'Aula Docenti del Gambara una brevissima riunione organizzativa relativa al nuovo progetto Erasmus plus KA1 rivolta a dirigenti, docenti o personale tecnico- amministrativo dell'Ambito 6 che desiderino collaborare sia nello staff di progettazione Erasmus Plus che in mobilità.

Cristina Monti, referente per le Escuelas de Idiomas e nostro hosting partner, ci ha accordato la disponibilità di molte delle scuole del suo consorzio (EOI), sparse un po' su tutto il territorio spagnolo e alle Canarie.

In Job shadowing si osserverebbero / erogherebbero lezioni di Lingua Straniera (a scelta) a apprendenti adulti non sempre e solo usando Mediazione ma quasi sempre con approccio molto vicino al QCER.

Se foste impossibilitati a partecipare ma interessati al progetto, siete invitati a spedire ENTRO SABATO 21 Dicembre 2019 a

mediaeducation@liceogambar.edu.it

una breve mail con oggetto: Adesione Erasmus Plus KA1 in cui indicate:

- Nome cognome;
- Istituto di appartenenza
- disciplina insegnata/ ruolo nella scuola;
- lingua scelta o lingue scelte per la mobilità (può essere anche solo italiano);
- opportunità formativa scelta (job shadowing / corso di formazione metodologico o strategico);
- Eventuale disponibilità a far parte dello staff di progettazione.

*Sarete ricontattati dalla referente nei giorni successivi e invitati a inviare ENTRO SABATO 11 Gennaio 2020 il vostro CV aggiornato all'attenzione del prof. **Giovanni Spinelli, Presidente Rete Ambito 6**, sempre scrivendo all'indirizzo*

mediaeducation@liceogambar.edu.it

2.

Individuazione staff di progettazione

Dalla ricognizione effettuata si dichiarano disponibili ad entrare nello staff di progettazione

1. Arrighi Monica (IC Calcinato, formatrice e docente prevalente scuola primaria - ha dichiarato per iscritto la sua disponibilità)
2. Bontacchio Moira Jennifer (IIS Beretta, docente di Inglese e referente Internazionalizzazione)
3. Giuffredi Laura (docente di Lettere e referente RAV - opererà senza poter andare in mobilità in quanto pensionata nell'a.s. 2020/21)
4. Manzanares Herradón Maria Isabel (Liceo Leonardo, docente di Spagnolo - ha dichiarato per iscritto la sua disponibilità)
5. Enrico Montagnoli (Liceo Gambara, docente di Fisica)
6. Giulietta Muiesan (IC Borgosatollo, docente di Inglese - ha dichiarato per iscritto la sua disponibilità)
7. Vacchelli Marzia (Liceo Gambara, docente di Tedesco, formatrice Ambito 6, referente ERASMUS PLUS e coordinatrice di questo progetto)

3.

Individuazione scuole appartenenti al consorzio

Candidature delle scuole già pervenute:

Liceo Gambara (scuola coordinatrice, referente Marzia Vacchelli)

IIS Abba Ballini (referente Elena Rocca)

IC Borgosatollo (Referente Giulietta Muiesan

Liceo Leonardo (Referente Isabel Manzanares Herradón)

IIS Beretta (referente Jennifer Bottacchio)

IC Calvisano (referente Monica Arrighi)

(IC Centro 3? (ricevuta mail da Ivano Giordano - in attesa di conferma)

4.

Step di lavoro

La prof.ssa Vacchelli indica le parti del modulo di candidatura da compilare:

Di seguito gli step da seguire nella progettazione:

- **Context**

Project Title

Mediazione per l'accoglienza

Project Acronym MpA

Project Title in English

Mediation to welcome

MtW

Project Start Date

2020-09-01

Project Total Duration (Months)

12 months 13 months 14 months 15 months 16 months 17 months 18 months
19 months 20 months 21 months 22 months 23 months 24 months

Project End Date (yyyy-mm-dd)

2022-08-31

<https://ec.europa.eu/programmes/erasmus-plus/contact>

- **Participating Organisations**

Are you applying on behalf of a mobility consortium?

No qua

Are you also involved in other consortia?

No Yes

Please note that the Organisation ID has replaced the PIC as the unique identifier for the organisation to apply for Erasmus+ and European Solidarity Corps actions managed by National Agencies. Organisations that have a PIC and have previously applied for funding in these programmes through the National Agencies have been assigned an Organisation ID automatically. Please use the Erasmus+ and European Solidarity Corps platform to check an Organisation ID, update information linked to it or register a new organisation:

<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>

- [Applicant Organisation](#)

Organisation ID

Legal Name

Country

- [Consortium Members](#)

ID

Organisation ID

Legal Name

Country

ADD CONSORTIUM MEMBER

- [Hosting Partner Organisations](#)

The hosting partner organisations are organisations who will host the participants in your activities or will assist you with organising the hosting. To edit the details of a hosting partner organisation use the options button on the right side of the table or click on the organisation's name. You will be able to use an Organisation ID, or to provide the needed information manually.

ID

Organisation ID

Name of the Organisation

Country of the Organisation

ADD HOSTING PARTNER

- [European Development Plan](#)

In this section you are asked to formulate your consortium's European Development Plan. The Plan should describe the longer-term goals of the consortium and its member organisations, and explain how these goals relate to the needs of the involved organisations and the context in which they operate. The Plan is meant to provide the background for your application and therefore it should cover a longer period than the duration of the project. The scope of your European Development Plan should be proportional to the size, capacity, and existing experience in European and

international cooperation of your organisation and the other organisations that form a part of your consortium. You should aim to define goals and objectives that are realistic, and you should explain their relevance for the consortium. The European Development Plan is an important part of the application because it forms the basis on which you will build your project proposal. The rest of the application form is designed following that logic. At the end of this section you will be asked to define specific objectives of this project and to explicitly link them with the broader goals of your European Development Plan. In all other parts of the application, and in particular when explaining the expected impact of the project, you should make sure to remain consistent with the answers you have given in this section about the project's objectives and their relevance in the context of the European Development Plan.

What are the key needs and goals of the organisations forming your national mobility consortium in the area of European mobility and cooperation?

0/5000

Define the key areas of your consortium's activity that you would like to improve and explain how. For example, reflect on your plans to improve staff and management competences; teaching and training content, methods and tools; development of key competences and skills of staff and learners; development of sustainable cross-border cooperation; etc.

0/5000

Please define the objectives of this specific project: which of the identified needs, goals and key areas for improvement do you plan to target through activities described in this project proposal?

0/3000

If relevant, please briefly present your consortium's other activities in the area of European and international mobility and cooperation, apart from this application.

0/3000

What are the most relevant topics addressed by your project?

● Project Management

How will you ensure good project management and quality of activities? Provide a general overview of your plans, including:

What kind of cooperation and communication arrangements do you plan to set up with your hosting partners (for example, cooperation agreements or memoranda of understanding) and within your consortium?

How do you plan to address practical and logistical matters related to the project activities (e.g. travel, accommodation, insurance, safety of participants, visa, social security, etc.)?

0/5000

Erasmus+ provides a number of online platforms with useful information and tools for organisations active in education and training, including eTwinning, School Education Gateway, EPAL (Electronic Platform for Adult Learning in Europe), and the Erasmus+ Project Results Platform. If relevant for your organisation's field of activity, have you used or do you plan to use any of these platforms for preparation, implementation or follow-up of your project? If yes, please describe how.

0/3000

- [Activities](#)

- [List of Activities](#)

Please choose the types of activities you would like to implement in your project. Once you have selected the activities you want, please fill in the table below. To submit a valid application, you need to request at least one activity from this list.

ID

Activity

Total number of Participants

Average duration per Participant (days)

Total number of Accompanying Persons

Requested Grant

Please note that the average duration is based on the duration requested for individual support in the details of particular activity

- [Organisational Support](#)

Organisational support grant covers costs directly linked to the implementation of mobility activities that are not covered through specific grants for travel, individual support, course fees and special costs. For example, organisational support grant can be used to cover expenses for preparation, monitoring and support of participants, for setting up and administering mechanisms for recognition of participants' learning outcomes, for organising dissemination activities, etc. The grant for organisational support is calculated based on the number of participants in the project: 350 EUR per participant up to the 100th participant, and 200 EUR for each additional participant beyond that. Organisational support is not provided for accompanying persons.

Number of Participants

Estimated Grant

- [Activities Description](#)

When answering the following questions, please make sure to include information about each type of activities you plan to organise. The available types of activities are: structured courses or training events abroad, teaching assignments, and job shadowing.

Please provide a summary of staff mobility activities you plan to organise, including the content these activities should cover and an estimated timing when the different activities will take place.

0/5000

How are the proposed activities going to help address the needs and achieve the goals described in your European Development Plan? In particular, please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

0/5000

Please describe your plans in terms of potential destination countries and hosting partners.

Describe what will be the contribution of the hosting partners you have already identified and why they are a suitable choice to be the hosting organisations.

If you have not yet identified all of your hosting partners, explain how you plan to find suitable host organisations for the mobilities you propose to organise.

Please refer to any existing contacts or partnerships that will enable you to successfully find hosts in other countries.

0/5000

ID

Activity

Total number of Participants

Average duration per Participant (days)

Total number of Accompanying Persons

Requested Grant

Please note that the average duration is based on the duration requested for individual support in the details of particular activity.

● **Organisational Support**

Organisational support grant covers costs directly linked to the implementation of mobility activities that are not covered through specific grants for travel, individual support, course fees and special costs. For example, organisational support grant can be used to cover expenses for preparation, monitoring and support of participants, for setting up and administering mechanisms for recognition of participants' learning

outcomes, for organising dissemination activities, etc. The grant for organisational support is calculated based on the number of participants in the project: 350 EUR per participant up to the 100th participant, and 200 EUR for each additional participant beyond that. Organisational support is not provided for accompanying persons.

Number of Participants

Estimated Grant

- **Participants**

When answering the following questions, please make sure to include information about participants in each type of activities you plan to organise. The available types of activities are: structured courses or training events abroad, teaching assignments, and job shadowing.

Participants' Profile

Please describe the profile, background and needs of the participants you plan to involve in mobility activities and explain why you have decided to involve them. If relevant, describe the selection process you plan to use to identify the exact persons who will be supported by the project.

0/5000

- **Staff**

Out of which:

Participant profile

Total number of participants

Non-teaching staff

With special needs

- **Preparation, Monitoring and Support**

What kind of preparation do you plan to offer to participants in mobility activities (e.g. task-related or intercultural training, linguistic support, risk-prevention etc.) and how do you plan to provide it (i.e. who will be delivering the training and in what form, the approximate timing when it will take place etc.)?

0/5000

What kind of monitoring, mentoring or similar arrangements do you plan to put in place to track the participants' progress and support them during the mobility activities?

0/3000

- **Learning Outcomes**

What kind of learning outcomes do you expect participants to acquire? How are these outcomes going to be assessed?

0/3000

The Erasmus+ Programme promotes the use of instruments and certificates like Europass to validate the learning outcomes acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates? If yes, please specify which instruments will be used and how.

In case you are planning to use other forms of validation, such as national validation instruments or certificates, please specify which ones will be used and how.

0/3000

- **Please describe the profile**, background and needs of the participants you plan to involve in mobility activities and explain why you have decided to involve them. If relevant, describe the selection process you plan to use to identify the exact persons who will be supported by the project.

0/5000

- **Special Costs**

In this section, you may request budget for types of expenses that are funded based on their actual cost. For more detailed information on what can be supported, please consult the Programme Guide or request advice from your National Agency.

- **Special Needs Support**

No of Participants

Description and Justification

Requested Grant (EUR)

- **Exceptional Costs**

ID

Description and Justification

Requested Grant (EUR)

- **Follow-Up**

What impact do you expect this project to have on your organisation(s)? Please explain how the proposed activities will help address the objectives you have set for this project in relation to your European Development Plan.

0/5000

What benefits do you expect your project will have for your local community and the wider public?

0/3000

How are you going to evaluate if the project's objectives have been met?

0/3000

How will you make the results of your project known inside and outside your organisation(s)? Who are the main target groups you would like to share your results with?

- **Budget Summary**

Project Budget Summary

Budget Items

Estimated Grant

Budget Summary per Activity Type

Activity Type

Travel

Exceptional Costs for Expensive Travel

Individual Support

Course Fees

Total Grant

- [Project Summary](#)

Summary

Please provide a short summary of your project. This section or part of it may be used by the European Commission, Executive Agency or National Agencies in their publications. In case your project is awarded, the summary will be published in the Erasmus+ Project Results Platform. Please use full sentences, be concise and clear. The summary should reflect key information from the whole application form, including at least the following elements: context of the project; project's objectives; number and profile of participants; description of planned activities; a short description of the expected results, and the potential longer-term benefits.

0/5000

Please provide a translation in English. This summary will be publicly available in case your project is awarded.

0/5000

- [Summary of Participating Organisations](#)

Name of the Organisation (Organisation ID)

Country of the Organisation

Role of Organisation

Type of the Organisation

- [Annexes](#)

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

The maximum number of all attachments is 10.

In case of mandates are required the maximum number of all attachments is 100.

Please download the Declaration on Honour, print it, sign it by the legal representative and attach. [DOWNLOAD DECLARATION ON HONOUR](#)

Declaration on Honour is required.

File Name

File Size (kB)

ADD DECLARATION ON HONOUR

Please download the Mandates, print them, have them signed by the legal representatives and attach them here. [DOWNLOAD MANDATES](#)

Please enter a valid Organisation ID for Applicant organisation and at least one partner organisation/consortium member in order to download a mandate. Please note that mandates are created and can be download only for organisations already encoded in the application.

File Name

File Size (kB)

ADD MANDATES

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details [here](#).

File Name

File Size (kB)

ADD FILE

● **Checklist**

Before submitting your application form to the National Agency, please make sure that

It fulfils the eligibility criteria listed in the Programme Guide.

All relevant fields in the application form have been completed.

You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: IT02 Agenzia Nazionale Erasmus+ - INDIRE

Please also keep in mind the following:

Mandates of each consortium member to the applicant, signed by both parties, should be submitted as an annex to the application form. If the application is approved for funding, signed mandates will be considered as a condition for signature of the grant agreement.

The documents proving the legal status of the applicant and each consortium members must be uploaded in the Erasmus and European Solidarity Corps platform (for more details, see Part C of the Programme Guide - "Information for applicants").

Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the projects' contact persons, an unambiguous consent will be requested.

For the full description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form. http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-efrms-privacy_en.htm

I agree with the Data Protection Notice.

5.

Guidelines

Please have a look at the following information about the application for KA101 School Education Staff Mobility:

Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.

Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: . If a section is marked with this sign: , this means that either there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix the issues.

Multiple sections of the form contain tables. You should notice the button on the right side of the table: This button will allow you to access additional options to work with the table contents.

Throughout the form, you can display more information about particular questions by positioning your mouse pointer over the question mark sign (tooltip).

The form is automatically saved every 2 seconds.

After closing the form, you will be able to access it under the 'My Applications' tab on the homepage.

Once the form is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. You can re-open the form from the 'My Applications' tab on the homepage.

You can find more information in the Guidelines for completing Web applications:

<https://webgate.ec.europa.eu/fpfs/wikis/display/NAITDOC/Web+Application+Forms+Guidelines>

If you have any additional questions or if you encounter a technical problem, please contact your **National Agency and communicate your Form Id** : example KA101-F846EF.

You can find their contact details here: <http://ec.europa.eu/programmes/erasmus-plus/contact>

The application consists of the following main sections:

Context: This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on selection of your proposal.

Participating Organisations: This section asks for information about the applicant organisation and about other organisations involved in the project as partners. All organisations included in the application, whether they act as applicant or partner, need to be registered in order to receive an Organisation id through the Organisation Registration system for Erasmus+ and European Solidarity Corp.

<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>

The Organisation ID is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for an Organisation ID should not register again. If an organisation needs to change some of the information linked to the Organisation ID, this can be done through the Organisation Registration system for Erasmus+ and European Solidarity Corp.

European Development Plan: In this section you need to provide the context for your project and link the project's objectives with the longer-term goals that it should contribute to.

Activities: This section asks for information about the mobility activities you plan to organise and the amount of EU grant you are requesting to implement them.

Project Management: This section asks for information about project management, including organisation of practical and logistical matters, as well as cooperation and communication arrangements between the organisations involved in the project.

Participants: This section asks for information about the participants in the different activities you intend to organise and the planned measures to ensure good quality implementation of their mobilities.

Special Costs: In this section, you may request special categories of expenses, including Exceptional costs and Special Needs Support.

Follow-up: This section focuses on the impact of the project, and the dissemination and evaluation activities you plan to carry out.

Budget Summary: This section will provide an overview of your project's budget.

Project Summary: In this section you will be asked to provide a summary of your project.

Annexes: In this section, you will need to attach relevant documents needed for the completion of your application.

Checklist: This section will help you double-check if your application is ready for submission.

6.

staff di progettazione

prossima riunione in presenza: 30 dicembre ore 9.30 Liceo Gambarà

7.

lavoro in asincrono

Chi non potrà essere presente riceverà istruzioni in posta elettronica

8.

richieste alle scuole consorziate

- **OID** per consentire lo share del modulo di candidatura e quindi inserire i dati e le informazioni delle scuole consorziate
- **conferma adesione entro il 30 dicembre 2019** al consorzio con indicazione del docente o assistente amministrativo componente lo staff di progettazione **in PEC con allegato alla mail l'elenco dei docenti candidati del proprio istituto (da parte del DS)**
- registrazione (se non ancora avvenuta) in piattaforma **eTwinning** sia della scuola che di tutti i docenti candidati
- sollecito invio **CV** aggiornato ai docenti candidati del proprio istituto (**11.01.2020**)
- *mandate (allegato alla domanda)*

La prof.ssa Vacchelli informa la prof.ssa Bontacchio (ingresso 14.15) e la riunione si chiude alle ore 14.30.

Il presente verbale è inviato in allegato in posta elettronica ai docenti che hanno inviato la candidatura entro sabato 21 dicembre 2019.

Brescia, 20 dicembre 2019

*Marzia Vacchelli
(presidente e verbalizzatrice)*