



Grundtvig Learning Partnership “Learning Positive Discipline” (LPD)

Hosting partners High School „Stefan Procopiu” – Vaslui, Romania
Club Kiwanis Vaslui, Romania

Meeting dates 6th-10th November 2013

Minutes (Meeting report)

I. Participants

Name of partner organization	Country, Town	Name of participants
Foreign Language Secondary School	Bulgaria Pleven	Mariyana Krachunova Greta Dimova
Agentur Kultur e.V.	Munchen Vaslui	Juergen Halberstadt Klaus Mueller
ESTONIAN SURVIVAL SOCIETY	Estonia Võru	Kaidi-Mari Liping
C.P.F.P.A. MISLATA	Spain Mislata	Leonor Isach Sebastià Salvador E. Gimeno Sanchis José Fernández Cantón
Bauska Secondary School no.2	Latvia Bauska	Anita Avotiņa Juta Gaiķe
Kecskeméti Főiskola	Ungary Kecskemét	István Zsigmond
Amici del centro socio-culturale san Francesco	Italy Umbertide	Simone Petrucci Sergio Bargelli Carlo Romeggini
DC Center Dariusz Cegliński	Poland Rzeszow	The members of Poland team could not arrive at the project meeting as a result of discontinuity between the transportation established and the reality in Ukraine (discontinuity resulted also from the lack of information in due time regarding certain train links)
Usak University Women Studies Research and Implementation Center	Turkey Uşak	Meral Ozcinar Esli Aslıhan Şahin Yilmaz Akyuz

Liceul "Stefan Procopiu"	Romania Vaslui	Staff: Luca Daniela, Hobjilă Daniela, Munteanu Gelu, Mandrea Teodora, Donosă Teodora, Muntianu Adriana, Mititelu Isabela, Munteanu Mariana, Bacoșcă Mariana, Soroceanu Mihaela, Vlad Ina Clara, Amancei Nicoleta, Diaconu Areta, Ciulei Maria, Trifan Diana, Loghin Diana Learners: Coșaru Georgiana, Luca Diana, Ciulei Cristi, Loghin Tudora, Istrate Ioana Silvia, Crăescu Dragoș, Dicu Diana, Băetu Simona, Zailic Alina, Nacu Octavia, Slabu Marta, Smău Mihai, Capșa Anastasia, Balan Claudia, Verman Cristina, Pintilie Mihaela, Manolache Loredana, Baban Dorina, Ciovcicu Dora,
Club Kiwanis Vaslui	Romania Vaslui	Staff: Gabriela Popa Tolontan, Mazga Doina, Giurcea Maria, Radu Lia, Eșanu Corina, Mazga Cristi, Chiron Florentina Learners: Crăciun Ștefan, Verman Cristina Daniela, Botezatu Silvia, Sava Valerica, Frățiman Daniela, Moisei Mihaela, Moraru Cerasela, Tunaru Liliana, Frentescu Cristina, Moraru Alexandru,

II. Objectives of the meeting:

- Team building/knowning each other
- Agreement on work plan and deadlines (according to the application form)
- Reconfirmation/negotiation of responsibilities/tasks
- Development of evaluation strategy
- Development of dissemination strategy

III. Plan of activities

Date	Activity
November 6, 2013	Partners arrival Knowing each other exercise
November 7, 2013	Knowing each other exercise Team building Cultural and social activities
November 8, 2013	Press conference at City Hall Work session at Kiwanis Club –Vaslui - "Who is who" Work session at High School „Stefan Procopiu” Vaslui Intercultural evening
November 9, 2013	Work session at High School „Stefan Procopiu”: Example of good practice: Emotions- behaviour-positive discipline Meeting evaluation Cultural and social activities Handing out certificates of participation
November 10, 2013	Partners departure

4. Project meeting activities, discussions/results and decision taken

- The discussions were based on the document "LPD Project Management Manual" elaborated on account of the approved application form. The document "LPD Project Management Manual" was sent to all the partners on September 10th 2013 in order to be studied and to allow the participants to make proposals, suggestions within the first project meeting.
- The LPD Project Management Manual serves two important functions: Information (Everybody can look up the documents whenever needed) and Transparency (Everybody has access to essential management information). To maintain the value of the "LPD Project Management Manual" constant updating is necessary.
- We underlined the importance of the first project meeting for the good implementation of such partnership. Firstly, the first meeting is very important as it establishes administrative aspects, the group rules, deadlines, the responsibilities are renegotiated. Secondly, the first project meeting is important as it creates the spirit of the group, a certain complicity. To enable the understanding of the information presented to all the participants, we used a Power Point presentation. Also, each partner received a folder containing some of the information discussed, such as "Ground Rules", "Responsibilities of host partners", "Work Plan".

a) Work packages

- We discussed on the two ways of dividing the project into work sequences: a chronological system and the work packages system, mentioning advantages and disadvantages for each of them. Thus, the chronological system has the disadvantage of dividing the implementation of the project in very small work sequences, thus preventing an on the whole view on the process. On the other hand the work packages system has as main advantage the fact that it offers an on the whole view on the project.
- The document "LPD Project Management Manual" is structured on 6 work packages, but it also contains a working plan in which the activities are mentioned in chronological order, as they are mentioned in the application form. The partners agreed on the application of the work packages system. The six work packages were approved:
 - ✓ WP 1. Management and Coordination
 - ✓ WP 2. Meetings
 - ✓ WP3. Research "Education of children on positive discipline. Highlights and current practice in Europe"
 - ✓ WP4. Guide "Tools for teaching Positive Discipline"
 - ✓ WP5. Dissemination and Exploitation
 - ✓ WP6. Monitoring, Quality and Evaluation

b) Management and coordination

The objective of this work package is: To organise good conditions for the implementation of the project's activities and expected results in line with Application Form.

We discussed Annex 2 of "LPD Project Management Manual" (page 22) entitled "Ground Rules". Creating ground rules for teamwork and collaboration is necessary since it helps to put team members on the same map. It is important that ground rules are developed and agreed on by all partners.

Annex 2 contains some basic rules regarding the following aspects: the project meetings, the communication among partners in between the project meetings, decision making and conflict solving, the partners' responsibilities. For example, regarding the decision making process and the conflict solving, the rule is: Decisions will normally be taken by seeking consensus. However, after a reasonable amount of time has been allowed to illustration and defence of conflicting positions, in order to avoid deadlock in project operational progress, the approval of a majority of Partners will be sufficient. For the purpose of voting, each partner organization will be represented by the Coordinator.

- We underlined that if a partner does not fulfil their responsibilities it may block the implementation of the partnership. For this reason, the following aspects were underlined:
 - All partners need to fulfil the responsibilities assumed!
 - All partners must respect the deadlines!
 - All partners must deliver quality contributions!
- We discussed aspects regarding "Internal Communication Plan" (Annex 6 from "LPD Project Management Manual"). The coordinator proposed the use of the facilities offered by the site www.dropbox.com to create a work space dedicated to the project to be accessed by all the partners. The proposal was accepted. Istvan from Hungary proposed the creation of yahoo group to facilitate the virtual communication among partners. The proposal was accepted. Istvan will create this discussion group..
- To ensure a regular communication flow among all the partners and, implicitly, to ensure a good development of the partnership, the following aspects regarding communication frequency were underlined:
 - continuously throughout the project;
 - more intensive before and after project meetings, in the intermediate and final evaluation periods, in periods of achievement and completion of products etc.

c) Meetings

- With regard to the project meetings, the document "LPD Project Management Manual" contains a table with information on the project meetings objectives, activities to be organized, the partners' responsibilities. This table was made in conformity with the information mentioned in the working plan from the approved application form. According to the application form, on the two years, we have to organize 6 project meetings: Romania (November 2013), Germany (March 2014), Poland (May 2014), Italy (October 2014), Bulgaria (March 2015), Spain (June 2015).
- One of the aspects approached was that of the dates for the next meetings from Germany and Poland. For Germany the periods discussed were 25-29 March 2014 and 18-22 March 2014. For the project meeting in Poland, the periods discussed were 21-25 May 2014 and 28 May-1 June 2014. Next meeting: Germany (25-29 March 2014). Regarding the third meeting, the discussion on this aspect will continue on e-mail.
- We presented the responsibilities of a partner that hosts a project meeting (Page 8 from LPD Project Management Plan). Thus, the host partner will give relevant information about travel and accommodation (recommendations of hotels with reasonable prices, how to get there, location of hotel and places we'll go to, costs for local, transportation, meals, etc.), will prepare a draft agenda (together with the project coordinator), which circulates among the team members in advance of the meeting for comments and suggestions, before the

meeting, the host will check email more often to respond timely to partners questions, provide a mobility certificate for each participant of the meeting, do meeting evaluation, write, after the meeting, together with project coordinator, the minutes (meeting report) and newsletter. Draft minutes should be circulated shortly after the meeting, with a time span explicitly allocated (e.g. one or two weeks) for comments after which become officially agreed. The partners agreed to these responsibilities.

d) Research “Education of children on positive discipline. Highlights and current practice in Europe”

One of the main activities of the partnership is the research “Education of children on positive discipline. Highlights and current practice in Europe”. As it is mentioned in the application form, the method used to undertake the research is the application and analysis of a question referring to positive discipline, and the objectives of the research are to identify benchmarks and current practices regarding the education of children in various European countries, the identification of perceptions on effective methods of disciplining children and to establish similarities and differences.

The Romanian team made a questionnaire that was sent to the partners for debate on September 10th 2013. Until now there have been proposals from the Bulgarian team.

We mentioned the fact that this questionnaire had been elaborated to be applied to a target group made of parents, taking into account that it would be very difficult to make a questionnaire to match a target group made up by parents, adults that work with children(teachers, school counsellors, maternal assistants), adults that work in the domain of adult education(trainers), that is the three target groups to which the project’s activities are directed. The Romanian coordinator explained that the option for parents is also explained by the fact that the discipline methods applied in the classroom or in family are similar, and the adults that work with children and those that work in the domain of adult education may be at the same time parents.

In connection with the responsibility for developing the questionnaire, a mistake was found in the application form. At page 63 (section F.1: Distribution of tasks) is written: “Spain, Hungary and Germany will do together the questionnaire”. But, at page 70, is written: “The Romania team will develop a questionnaire entitled "Education of children. Highlights and current practice in Europe". Therefore, the Romanian team made a new distribution of responsibilities in connection with the questionnaire for the research “Education of children on positive discipline. Highlights and current practice in Europe”. The partners may send suggestions for the questionnaire by November 25th, 2013.

Another aspect discussed on this section was the number of persons to answer the questionnaire . Referring to this aspect, the Bulgarian partner proposed that each partner should fill in the same number of questionnaires Taking into account that the human and temporal resources of the partners are extremely different, the Romanian team proposed a minimum number of 50. The partners from Estonia and Germany mentioned that the human resources in their organizations are minimum, as a result it is possible not to reach the limit of 50 questionnaires. The partners from Germany mentioned that the Germans reached a certain level of saturation in what concerns questionnaires filling .But, taking into account that the questionnaire is mentioned in the application form, it cannot be overlooked.

e) Guide “Tools for teaching positive discipline”

- Regarding the guide „Tools for teaching Positive Discipline”, the final product of this partnership, since September 10th 2013 the Romanian team launched for debate a proposal for the structure of the guide: introduction, , the three modules of the program of development of positive disciplinary skills among adults an annex (“50 Positive Discipline Techniques”). We presented and discussed information regarding the objectives of each module, their structure, the partners’ responsibilities and the deadlines.
- As a result of the proposals from the Bulgarian partner, the Romanian team changed the structure of the third module entitled ”Problems solving with Positive Discipline”.
- We presented the work plan for the making of the guide ”Tools for teaching Positive Discipline”, underlining the deadline for sending the contribution for each module , by each partner, that is March 10th, 2014.

f) Dissemination and exploitation

- Pages 11-17 from the document ”LPD Project Management Manual” contain information on dissemination and exploitation (objectives, target groups, instruments, activities, the working plan with responsibilities and deadlines, ways of exploitation for the project results, etc).
- We underlined that each partner is responsible for the dissemination of the partnership in their own language. The main dissemination instruments elaborated at the level of the partnership: the project site, poster, logo, leaflet, 6 newsletters referring to the results of the project meetings. The newsletters will be elaborated by the host partner in collaboration with the coordinator. We distributed the responsibilities regarding the elaboration of the leaflet and of the poster. We presented the site elaborated by the Romanian team for the dissemination of the project in Romanian. Regarding the project site, this is under building. The Romanian team hopes that they will launch the site before the deadline mentioned in the application form.
- At the end of each year of the project, each partner will fill out a short report with the dissemination activities. The document ”LPD Project Management Manual” contains a template for this report (Annex 9, page 39).
- We asked for the partners’ agreement for the use of the photos made during the project meetings within the dissemination activities.

g) Monitoring, Quality and Evaluation

- Pages 11-17 of the document ”LPD Project Management Manual” contain information on the monitoring of the activities and the quality evaluation(objectives, responsibilities, documents evaluated, forms, evaluation stages and instruments, activity plan).
- The following information was underline: the monitoring and evaluation of the partnership is the responsibility of the project’s coordinator, it will select assessment tools in collaboration with other partners; project managers of each partners institution shall carry out monitoring and evaluation at the level their institutions.
- We reminded the partners that the document ”LPD Project Management Manual” contains also some questionnaires proposed by the Romanian team to be used in the evaluation

process(initial evaluation questionnaire s for staff and learners, questionnaire for the evaluation of the project meeting, questionnaire for the interim evaluation).

- We presented in short the results of the initial evaluation of the Romanian staff.
- **h) Work-shop "Emotions- behaviour-positive discipline. Examples of good practice.**

Activity stages:

- organizing the participants in 5 mixed groups, made up by 5 or 6 persons: the red group, the blue group, the brown group, the green group, the black group;
- who's who exercise;
- presentation of the resource materials on each table
- selection by each group of a card on which there is the name of an emotion (according to R. Plutchick theory):fear, anger, sadness, loneliness, anticipation, surprise.
- Presentation of a Power Point material with information on positive discipline(what positive discipline is, communication within positive discipline, reflexive listening)
- Explaining the work task;
- Solving the work task in each group;
- Presentation of each group's results by one of the members;
- Activity evaluation;

i)Expectations

Within the activity "Who is who" ,some of the partners expressed their expectations from this partnership:

Raising awareness of need for teaching knowledge regarding proper children education

- Maybe the most important life-activity
- Long-term investment
- Teaching materials to be used in future training sessions
- good practice experience, share used methodologies at everyday work,
- shared collaboration patterns with public institutions, NGOs and other organisations,
- improved quality of adult education in dealing with discipline problems,
- promoted cultural openness of partners and the developed intercultural communication,
- developed European partnerships, knowledge and intercultural communication.
- Experience in international teamwork
- Harmonious cooperation between all partners.
- Fruitful exchange of ideas, experiences and best practices regarding adult education, positive discipline, management of European projects, etc..
- New European friends,
- New collaborations.
- New ideas for new projects.
- Development of knowledge about the partners civilization.
- Beautiful memories.
- By taking part in this project, the adults, as well as the members of the Kiwanis Club, will be able to learn about the learning discipline positive and they will be able to develop skills regarding life in an intercultural society (tolerance, respect for cultural diversity and the rejection of cultural stereotypes).

j) Meeting evaluation

- The instruments used for the evaluation of the project meeting: discussions and questionnaires. We elaborated a report that centralises the answers from the evaluation questionnaires.

5. To do list (Work-plan and distribution of tasks until the next meeting)

Task	Responsibility	Deadline
Making the follow-up meeting documents: minutes, newsletter, project meeting evaluation report	Romania	20 November 2013
Suggestions, feedback from partners regarding the questionnaire "Education of children on positive discipline. Highlights and current practice in Europe"	All partners	25 November 2013
Completion of the questionnaire.	Romania	10 December 2013
Application of the questionnaire by each partner.	All partners	15 December 2013 to 15 February 2014
Making a report on the results of the questionnaire by each partner.	All partners	Between 15 to 30 February 2014
Developing activities with learners on positive discipline to realize the first module of the guide "Tools for teaching positive discipline" (Module I: Positive discipline as a form of behavioural learning)	All partners	January-March 2014 Deadline for sending the first module contributions: March 10, 2014
Main dissemination products to be produced: a) Project web-site b) Poster c) Flyer d) Logo e) Newsletter no. 1	a)Romania, Estonia, Turkey b)Spain, Latvia c)Italy d)Italy, Poland, Bulgaria e)Romania	15 February 2014

Module I: Positive discipline as a form of behavioural learning		
Subjects/topics/Chapters	Responsibilities	Deadline
What is positive discipline?	Romania	10 March 2014
The benefits of positive discipline (Key elements of Positive Discipline)	Bulgaria	
What is punishment?	Germany	
Kinds of punishment	Estonia	
Comparing punishment and Positive Discipline. What is the difference between Positive Discipline and Punishment?	Spain and Latvia	
Why do adults use punishment?	Hungary	
Is punishment effective? The Effects of punishment (immediate effects, long-term effects)	Italy and Poland	
Corporal (Physical) Punishment. Myths and Realities	Turkey	
Suggestion: The material may contain both theoretical, and practical activities (learning activities for adults), case studies.		

6. Next meeting (Germany: 25-29 March 2014)

Information taken from Application Form regarding the second project meeting:

- presentation by each partner of the research results "Education of children on positive discipline. Highlights and current practice in Europe", identifying similarities and differences regarding the methods of discipline used in various European countries;
- discussion on the development of workshops to develop the first module of the program of positive discipline skills development for adults;
- setting materials and activities that must be completed before the next project meeting;
- discussion on the project web-site;
- workshops and thematic visits;
- evaluation of the second meeting of the project by using the following tools: discussion, questionnaire.

Therefore, the main objectives of the second project meeting are:

- the analysis of the results elaborated (the results of the questionnaire "Education of children on positive discipline. Highlights and current practice in Europe", the first module of the guide" Tools for teaching Positive Discipline", dissemination instruments);
- monitoring the project's progress and the achievement of the partners' tasks
- revising the working plan according to the monitoring results.
- team building.