**Minutes of the sixth project meeting of “Let’s Go Cooking in Europe” (LEGOCIE) Grundtvig Partnership Project 2012-2014**

**Wednesday 11th – Sunday 15th June 2014**

**ICT Europe, Athens, Greece**

**Present:**

**United Kingdom (Project Co-ordinator)**: Stewart Deas (Chair), Sarah Binns (Minutes)

**Greece**: Alex Despotopoulos, Elena Chatzigiannaki

**Ireland**: Fergal McPartland, John Brennan, Tom Martin

**Lithuania**: Rita Januškaitė, Dalia Dulėbaitė, Audrone Rickuviene, Rimute Pankhauskiene

**Turkey**: Serdar Serhat Salantur, Murat Sukru Bas, Mukkades Tuncer, Yasemin Karabulut

**Portugal**: Cristina Costa, Carlos Costa, Jose Simoes, Alcina Simoes, Julia Teixera, Fernando Ferreira

**Cyprus:** Christos Eliades, Antoniou Kyriakos, Stefani Christou, Elias Lambrou, Kyriakos Evlavi, Andreas Michaeliades, Niki Michailidou

**Slovakia**: Martin Kubis, Ivana Kubisova, Zdenek Rumler, Tatiana Karolcikova

**Italy** : Lucia Veleva, Roberto Rinaldi, Alessandra Bonisoli,

**Wednesday 11th June**

Arrival of delegates to Athens.

**Thursday 12th June.**

All learners and staff were taken to the premises of ICT Europe for the day’s meeting.

Lithuania was not present for this part of the meeting.

1. **The group was welcomed by Alex Despotopoulos (AD)**, and each member of the group was asked by Stewart Deas (SD), on behalf of the project co-ordinating organisation, to introduce themselves personally as there were a great many learners and staff present.

AD outlined the programme for the meeting and answered questions regarding the arrangements.

The learners were then taken to their activity for the morning, a cooking workshop in the training kitchen of ICT Europe while the project leaders and deputies from each organisation continued with the business agenda.

SD thanked AD for all the planning and preparation he had done in advance of the meeting.

1. **The minutes of the previous meeting in Slovakia were considered**

Some amendments were made to the names of those in attendance, but they were agreed as an accurate account of the discussion, and adopted.

It was agreed that the minutes of all the meetings should be posted on the LEGOCIE website.

1. **Project Updates**

Each country was invited to give a brief, verbal update about any further work they had undertaken towards the project objectives since the last meeting in Slovakia:

**Greece** – have been mainly involved in Facebook activity as part of their dissemination strategy.

**Ireland** – have contributed their traditional recipes for uploading to the LEGOCIE website, and are planning to issue a press release as part of their dissemination strategy after the European elections.

**Italy** – have finalised and submitted their three recipes for the website and have been preparing a further European project about healthy eating and movement.

**Portugal** – have continued to build on the success of their healthy eating programme with two further events for parents at the schools.

**Lithuania** – although not present at this part of the meeting, they have been spearheading the ongoing dissemination of the project by populating the LEGOCIE Facebook pages and creating the attractive “Magazine” accounts of each of the meetings.

**Slovakia** – have been working hard on the LEGOCIE website. If there are any funds left they are planning to run another cooking workshop for children as part of the “Children’s University” holiday activities in 2014.

**Cyprus -** have finalised and submitted their recipes, and have also had discussions with a local food producer about the possibility of producing a healthier version of one of the traditional meat (sausage) products from the Troodos region.

**Turkey** – have been working on finalising their recipes for the website and preparing a press release about the previous meeting as part of their dissemination strategy.

**UK** – have been uploading the LEGOCIE recipes to the website and working with the Slovak and Lithuanian partners to create an attractive and engaging “legacy” website. They have also been developing a further food project.

**Romania** – the Romanian delegation reported back on their food event – between February and May 2014 they had held four international workshops:

* Young people and health workers disseminated what had been done
* They then shared a healthy lunch together and this formed the basis for discussions about healthy diet and lifestyles.

They have also been involved in discussion with their national agency about the final report, and have attended a meeting in Belgium regarding a successful health campaign there.

1. **Review of the website**

Martin Kubis (MK) gave a brief update on progress with the website.

Sarah Binns (SB) asked delegates to check that their recipes had been uploaded properly, and that any changes to the text that had been made in order to ensure a common format had not compromised the originals.

It was agreed that the results of the LEGOCIE survey into patterns of eating and cooking across Europe should be presented on the website, and that it would be good to aggregate the results. Christina Chert (CC) agreed to do this **if partners could forward the results of their national survey to her by the end of June.**

There was general discussion about the length of time the LEGOCIE website should be hosted so that it is a true “legacy” of the project. AD suggested that when the hosting arrangement ends, it could become part of the ICT Europe website.

1. **Review of the original LEGOCIE project objectives**

SD took the meeting through the original objectives of the project, as laid out in the submission document, so that partners could check that both the group and individual objectives had been met by all.

* All countries had investigated the cooking skills and eating habits of their country
* All had looked at the impact that cooking skills can have on healthy eating and the fight against obesity
* All had investigated the strategies that were already in place to improve cooking skills and promote a healthy diet.
* All had organised a community food event; the wide range and scope of these was commented on
* All had developed resources, including contributing national recipes in a healthier form for inclusion on the LEGOCIE website.

It was agreed that the evidence for some of these objectives needed to be strengthened, and the following actions were agreed:

* The links between the LEGOCIE website and the social media being used to disseminate the project needed to be strengthened. This could be done on the themes of: cooking, healthy eating guidance, recipes, cooking skills and other healthy eating tips.
* The evidence for media coverage needed to be collected; all partners agreed to email SD with a short record of their media activity on the project
* Evidence is also needed of the success of the food events; all partners need to ensure they have their evaluations as evidence for this.
* It was important to highlight the added European value from the project, particularly the engagement with other countries outside the project, eg. A food event which brought Greece and the UK together, and one which Italy ran bringing Italian and Bulgarian young people together.
1. **Dissemination**

It was agreed that there was still work to be done on disseminating the project’s outcomes and promoting the “Legacy” website.

In order to do this, a Facebook Media Day is planned for Monday 30th June.

All partners will send out press releases to their local media in advance of the day, to alert the press to the successful completion of the project and the resources that have been developed.

On 30th June, all partners will add new content to the Facebook page so that people can “watch this space”.

SD and AD urged partners not to skimp on their dissemination of the project, and to make sure they log all their dissemination activities as evidence.

It was agreed that while the Facebook page would link to the website, it was not possible to have the website fully complete by the end of June, as there is still quite a lot of information to upload to it; the deadline for completion of the website was agreed as the end of August

1. **Completing the final LEGOCIE report**

SD took the meeting through the process for completing the final report:

* Pages 1-10 remain the same for all partners
* SD will complete this section, and will circulate it to partners in Word format for any amendments and adjustments to be made. These need to be returned to SD by August 31st at the latest.

He will then send the common sections of the report to each individual partner, who will then complete the second half of the report, containing the sections particular to them. Reminder: the common section must not be changed in any way.

1. **Deadlines**
2. SD will circulate the common section of the final report in draft form by 31st July
3. Suggestions and amendments can be made, which must be sent to SD by 15th August
4. SD will amend the report in the light of the suggestions, and circulate the FINAL AGREED VERSION to partners by August 31st

The deadline for final submission of the report to your National Agency is 30th September 2014

1. **Unexpected outcomes from the LEGOCIE project**

There was considerable discussion about the unexpected outcomes from the project. Using the list of potential outcomes these additional outcomes were identified:

* A website with much greater scope than simply a collection of recipes
* Comparative studies
* Cross-cultural dialogue and co-operation
* Exchange of ideas and good practise
* Experience gained by the project partners
* Transnational sharing of experience and good practise
* Workshops – all meetings included practical cooking workshops for adult learners and staff. These have been identified as a real strength of the project.

Section E3 : Added Value and the LEGOCIE project

As a result of the review and evaluation discussion of the project, and the identification of a number of unexpected outcomes, the following objectives have also been met:

E5 – Cooking workshops have enabled partners to think about using cooking activities as a tool for learning. They have also fostered a real group identity and enabled a very strong partnership to be created.

F2 – The systems for communication within this project have been exemplary. A Google Group was established and subsequently reviewed, with the decision reached to split the group for project management and learners. This has proven to be an excellent means of communication.

F5 – Evaluation. The project meetings have been used to evaluate the project and the progress towards outcomes. Events have been evaluated, as have the meetings themselves. The website has also been evaluated and modified accordingly. Comments from learners will be included on the website.

1. **European Shared Treasure**

SD explained that this is an online database of significant results from European projects; at least three joint project products should be included, and at least one different product from each individual partner.

All partners will receive a link to the EST database from their National Agency, usually at the same time as receiving their blank Final Report Form.

SD will circulate the proposed joint products along with the draft joint first section of the final report for approval from partners.

AD reminded partners to try to make their upload to the EST site well in advance of the deadline, as it can become difficult to upload if the site is very busy.

It was agreed that partners would not upload anything, either joint or individual, to the EST database until the joint products had been agreed by the Partnership in August.

It was emphasized that the deadline of 30th September for the return of final reports to National Agencies, and uploads to EST, is completely non-negotiable and if not met may result in the National Agency refusing to pay the final 20% of the grant.

1. **Conclusion of Meeting**

SD thanked everyone for their hard work and good company over the 2 years of the project, and said that it had been the most enjoyable project he had ever been involved in.

**Actions agreed at the meeting:**

**Work-plan and distribution of final tasks**

**Most activity focuses now on dissemination, the website and completing the final report.**

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| **Task** | **Responsibility** | **Deadline** |
| **Any outstanding evaluation forms for any of the meetings to be returned to SD ASAP.** | All partners |  |
| **COMPLETION OF THE WEBSITE** |
| **All countries to send the results of their cooking and eating survey to Christina Chert by 30th June** | All partners | 30th June 2014 |
| **All countries to send their presentations to MK to be uploaded to the LEGOCIE website.** | All partners |  |
| **All countries to send a short paragraph of text, describing their best moment from ANY of the meetings to MK to be included in the LEGOCIE blog** | All partners | July 31st 2014 |
| **All countries to check their recipes on the website for any inaccuracies, and contact Sarah Binns if there are any problems** | All partners | July 31st 2014 |
| **DISSEMINATION** |
| **All countries issue a press release for 30th June “Media Day”** | All partners | June 30th |
| **All countries add some content to the LEGOCIE Facebook page on June 30th** | All partners  | June 30th |
| **COMPLETION OF REPORT** |
| 1. **Circulation of common report section**
2. **SD sends suggested common products for EST to partners for comments**
 | SD | July 31st 2014 |
| 1. **All partners return draft to SD with suggestions**
2. **Comments on EST returned to SD**
 | All partners | August 15th 2014 |
| **SD completes the common section of the report and sends it to all partners** | SD | August 31st 2014 |
| **All partners submit their reports to their National Agencies** | All partners | 30th September 2014 |
| **SD uploads agreed common products to EST** | SD | August 31st 2014 |
| **All partners upload at least one individual product to EST** | All partners | 30th September 2014 |