

### Ground Rules

#### Meetings:

- **Before the meeting:** Host Partner will provide useful information to other partners, will check email more often to respond timely to questions partners. Partners will give information to the host partner (like the number of participants in a meeting).
- **During the meeting:** punctuality, active participation, opinions, respect for the views of others.
- **After the meeting:** Host Partner with project coordinator will prepare and post to the project workspace the meeting documents (minutes, newsletter, report project evaluation meeting). Draft minutes should be circulated shortly after the meeting, with a time span explicitly allocated (e.g. one week) for comments and modifications by all partners and after which they become officially agreed.

#### Virtual communication between meetings:

- Expression of opinions on the issues discussed.
- Regular checking of emails to respond timely! (at most one week)
- **Netiquette for virtual communication:** Mail should have a subject heading which reflects the content of the message. If the message was a personal message to you and you are re-posting to a group, you should ask permission first. Don't use ALL CAPITAL LETTERS-it's equal to shouting or screaming.



#### Decision making and conflicts resolution:

- Active involvement of all partners in decision-making! Do not let your partner wait for your point of view!
- At least one key person per institution will be constantly involved in the project.
- Be clear about your expectations, especially towards the coordinator! Do not expect the project coordinator and other partners to guess your needs and expectations! Let them know!
- Be flexible! Compromise! Be empathetic! Put yourself in the place of another partner to understand his point of view!
- Decisions will normally be taken by seeking consensus. However, after a reasonable amount of time has been allowed to illustration and defense 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.

#### Partner contributions/responsibilities:

- All partners need to fulfill the responsibilities assumed!
- All partners must meet the deadlines!
- All partners must deliver quality contributions!

### Responsibilities of a host partner

- 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.)
- The hosting partner institution (together with the project coordinator) will prepare a draft agenda, which circulates among the team members in advance of the meeting for comments and suggestions. Reflecting on the agenda will help participants to prepare for the meeting.
- Before the meeting, the host will check email more often to respond timely to partners questions.
- Provide a **list of participants** (Name, staff/learner, name of organization, country, signatures). Host partner will make a copy of that list for all partner organizations or he will scan the list and put in the project workspace (dropbox). Some partners may require additional papers to be signed – so if they need it, the host partner will sign.
- Provide a **mobility certificate for each participant** of the meeting. The certificate should include:
  - project name;
  - participant full name;
  - participant institution;
  - duration of mobility;
  - place and host institution name;
  - signature of the director of host partner;
  - stamp.
- Do meeting evaluation.
- Write, after the meeting, together with project coordinator, **the minutes (meeting report) and the newsletter about the meeting**. Draft minutes should be circulated shortly after the meeting, with a time span explicitly allocated (e.g. one or two weeks) for comments and modifications by all