**Minutes from Warsaw**

**11 of March – Warsaw**

Opening meeting in KIK

1. *Witnesses of Peace* project coordinator and the Main Board Assistant **Jan Murawski** welcomed all Grundtvig Partners in KIK Headquarter. He introduced the program of the meeting and made the short presentation of host organization and the history of Poland.

2. Partners briefly summed up improvements and changes in their projects.

3. After lunch break **Dorothee Saint-Maxent** made a presentation of the *Towards Peace* website, stressing that it is just the proposition. During the presentation partners freely added notes and suggestions:

* **Luis Prada** stressed the importance of updating the European Shared Treasure platform. It is crucial to add all products of the projects to the EST.
* The logo of the Lifelearning program at the bottom of the start site should be linked to the program’s website.
* All partners shall send 10 to 20 lines of a description of their projects for website purposes **to the end of March**. (Hint: use your application form to meet all expectations of National Agencies in descriptions)
* The name of ended project should be “*Towards Europe”*.
* Name of the website should be followed by dates *2014 – 2015*, instead of *2014*.
* Partners appreciated website and work done by Fabrice. It was stated, that all expenses made in process of making the website will be cover by partners.
* Breandán will clarify all details with Fabrice.

4. After discussion all guests participated in walk to the Powiśle, where meeting with expert took place (subject: rebuilding Warsaw after the II WW).

**12 of March – Warsaw**

1. The group of guests was divided: part of them (trainers and coordinators) participated in the formal, technical discussion, the rest of the group visited the Warsaw Royal Castle.

2. **Luis Prada** described all the formalities:

* Project ends at 30 of June. After that date any expenses cannot be made. Luis advised to do as much as possible before the meeting in Germany.
* In Germany, we will spend one day to finish the project and prepare the final report. Internal part of formalities depends on given National Agency, however the mobilities are the most important part of formalities in all of them.
* It is crucial to fill the European Shared Treasure **before** the final report will be send. The access to the EST will be provided by National Agencies.

3. **Methodology.** Within the outputs of our work should be the description of the methodology used by every partner locally. It should be complex and detailed for 5 to 10 pages. It should contain pictures, graphics. It should be clear that we shared the ideas and good practices. As a result we will create a document with descriptions from all the Partners. The introduction will be prepared during the meeting in Germany.

4. **Common message.** As it was decided, the common message will be filmed. **Koen** will find an editor, who will make the one movie. After a long discussion partners found the idea for the movie: it will be the story about the physical and intellectual journey of the participants of the project. We will show what we’ve learned about peace and conflicts. The movie will be composed from the answers of learners to different questions. The plan of the movie is as follows:

1. [Nürnberg] – description of the project and it’s context
2. [Kolding] – Question: *What is peace? What does it mean for you?*
3. [Belfast] – Question: *What is so difficult in living in peace?* (Message: Peace is not easy)
4. [Leuven] – Question: *How is it possible to make peace work?*
5. [Fr. - brake with puppet]
6. [Hungary] – Q: *What do you need to live in peace?* (Message: Peace is not only a state without a war).
7. [Vilnius] – Q: *How to secure peace?* (M: Peace is a very fragile thing).
8. [Warsaw] – Q: *How do we take responsibility for pace?* (M: That’s our job: to take the responsibility for peace, to work for it.)
9. [Nürnberg] – M: *Peace begins and ends with each of us.*

The video will start with a European map and zoom in to every city. After every city a bus will be shown taken everybody to the next city (Breandán will take care of the graphics). At the end of the video we all will speak a common message (peace begins and ends with each of us for instance).

**Justina** will send us the Lithuanian movie – it will be our frame. Videos should be 10 to 15 seconds long. They should be brought to Nürnberg for the final conference.

5. Editing will cost 500 EUR in total.

6. **Dorothee and Fabrice** will invent a way to add puppets to the movie (not to long from 20 to 30 seconds).

7. After a lunch partners participated in meeting with expert (subject: Communism Period in Poland) followed by official ending and evaluation.