



## 1<sup>st</sup> Steering Group Meeting

**Project 2015-1-RO01-KA203-015029  
VOXearlyMUS,**

**17<sup>th</sup> – 18<sup>th</sup> December 2015, Bucharest**

**Participants:** Angela Sindeli (UNMB), Regina Himmelbauer (JHK), Martin Prchal (Den Haag Royal Conservatoire), Monica Damen (Den Haag Royal Conservatoire), Riccardo Ceni (“Arrigo Boito” Music Conservatory Parma), Terrell Stone (“Arrigo Pedrollo” Music Conservatory Vicenza), Stefan Gies (AEC), Andrea Damiani (FIMA), Voicu Enachescu (ANCR).

The Steering group followed the schedule stipulated in the Meeting Agenda (please see it attached).

### **1. Planning, coordinating & management discussions:**

Angela Sindeli presented the overview of the project, in terms of objectives, activities, dissemination and project management. (please find the presentation attached).

#### **a. The structure of the Steering Group and Project Management Team**

During the meeting has been decided that the project Steering Group will consist of one member from each project partner institution.

#### **The project Steering Group**

<b>Member of the Steering Group</b>	<b>Institution</b>
Angela Sindeli	National University of Music Bucharest
Martin Prchal	Koninklijk Conservatorium
Regina Himmelbauer	“Joseph Haydn” Konservatorium Eisenstadt
Riccardo Ceni	“Arrigo Boito” Music Conservatory Parma
Terrell Stone	“Arrigo Pedrollo” Music Conservatory Vicenza
Stefan Gies	AEC
Andrea Damiani	FIMA

Voicu Enachescu	ANCR
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The roles of the Steering Group:

- Validation of the project management team consisting of a project coordinator, a financial administrator in the contracting institution.
- Agreeing on clear financial and managerial protocols regarding the project and the implementation of these.
- Assessment of the progress of each activity against the objectives and deadlines set and the resources allocated based on the agreed project work plan and project results.
- Preparation and participation in the evaluation activities of the project and drawing of conclusions from their results.
- Preparation of coherent and detailed interim and final (content and financial) reports to the ERASMUS+ National Agency.
- Further refinement and implementation of the dissemination and exploitation plan.

The Project Management:

<b>Function</b>	<b>Name</b>
Project Coordinator	Angela Sindeli (UNMB)
Project Accountant	Carmen Tudor (UNMB)

The role of the Project Management Team: Daily management of the project activities and budget during the entire project.

**b. Setting up the dates for the 1<sup>st</sup> year project activities:**

<b>Activity</b>	<b>Time</b>	<b>Venue</b>	<b>Structure</b>
Transnational Thematic Meeting on Curriculum development	17 <sup>th</sup> – 18 <sup>th</sup> of March 2016	Den Haag	2 persons from each HEI;  1 person from AEC, FIMA, ANCR
Transnational Thematic Meeting on Teaching, Training and Assessing Early music small vocal	26 <sup>th</sup> – 27 <sup>th</sup> of May 2016	Bucharest	1 person from each HEI

ensembles			
The 1 <sup>st</sup> IP for Teachers&Higher education Learners  “Getting into the spirit”	23 <sup>rd</sup> – 30 <sup>th</sup> of June 2016	Bucharest	2 teachers & 6 students from each HEI  1 expert from FIMA & ANCR  1 external evaluator from the AEC

The next Steering Group Meeting will take place in September 2017 (host institution: UNMB)

**c. Tasks and deadlines for the 1<sup>st</sup> year project activities:**

<b>Activity</b>	<b>Tasks</b>	<b>Deadline</b>
Names, CVs & proof of the employment for the teachers/experts involved in the 1 <sup>st</sup> year project activities	Each partner institution has to provide the names of the teachers/experts taking part in the Transnational Thematic Meetings and in the Intensive Program	15 <sup>th</sup> of January 2016
Students’ selection for the 1 <sup>st</sup> IP	Each HEI will have <b>to select a number of 6 students</b> (both singers – mainly - and instrumentalists). Selection criteria: 1. Individual & ensemble vocal/instrumental skills 2. Language skills & international commitment	15 <sup>th</sup> of February 2016
Repertoire suggestions for the 1 <sup>st</sup> IP	In accordance to the selected students, each institution has <b>to make reportorial proposals</b> from which are going to be chosen the pieces to be studied and worked on during the 1 <sup>st</sup> IP	15 <sup>th</sup> of March 2016
Research activity for	In order to draw the common frame of prerequisites, admission and assessment	1 <sup>st</sup> of March 2016

<p>the Transnational Thematic Meeting on Curriculum development</p>	<p>criteria for early music small vocal ensembles, each partner has <b>to select the information about the existing master curricula in their home institution</b> (admission, ECTS, assessment, curriculum overview - course list). JHK will present the situation of vocal early music in the universities from Austria.</p>	
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## 2. Setting up the project budget

The Steering group members have agreed that the budget line „Management and implementation“ will not be divided as stated in the budget, but the money from this line will be allocated as follows:

- salaries of the Project Coordinator and Project Accountant
- 3000 euro/partner institution (for local management purposes)
- 7000 euro/for each institution hosting an IP (Bucharest, Parma, Den Haag)
- 1600 euro for 6 students & 2 teachers from Parma (covering subsistence & accommodation costs for 3 days in Urbino).
- the leftover money to be allocated on the organisation of the IP-s, transport, production of necessary materials, intellectual outputs and dissemination. **UNMB will send a more specific suggestion of the allocation of this budget line to all the project partners.**

The money for the salaries of the members of the Working Groups will be divided on the grounds of the actual input of each member (including the working group meetings). The basis for the payments is the time sheets of each member.

The budget will be allocated to the partners as follows:

- 3000 euro from the “Management and implementation”
- 40% from “Transnational project meetings” and “Learning, teaching, training activities” (before the Interim Report)
- 40% from “Transnational project meetings” and “Learning, teaching, training activities” (after the Interim Report)
- 20% “Transnational project meetings” and “Learning, teaching, training activities” (after the Final Report).
- the Intellectual outputs will be paid under reimbursement only. The basis for the payments is the time sheets of each member participating in issuing the Intellectual outputs.

## 3. Setting up the Individual partnership agreement

Following the ECMA’s partnership agreement form (as Martin Prchal suggested), UNMB will adjust and will send it to the partners for confirmation and signatures as soon as possible (as agreed upon).

#### 4. Open discussions:

- ❖ Regarding a better communication among the partners in terms of financial aspects and issuing the interim and the final report, Terrell Stone suggested the possibility of the accountants exchange under the frame of the ERASMUS + STT (during, for instance October – November 2016).
- ❖ Andrea Damiani asked about the specific contribution of the FIMA in issuing the intellectual outputs. His task is to present the situation of small vocal ensembles on the labour market (from the perspective of a potential employer and early music festival organizer). This will be the same task for National Choir Association (represented by Voicu Enachescu).
- ❖ Stefan Gies underlined the existing connection between VOXearlyMUS and the other strategic partnerships going on under the ERASMUS + KA2 and discussed about the benefits these projects bring at the international level.  
He also suggested an Early Music expert from the Early Music Platform to take part at the Intellectual outputs and at the project activities, namely Claire Michon.
- ❖ Martin Prchal gave relevant solutions for the individual partnership form, for the budget distribution and he specifically drafted the tasks each institutions has to take within the Transnational Thematic Meetings, either on curriculum development, or on the small vocal ensemble methodology (teaching/training, assessing/learning).
- ❖ Riccardo Ceni and Regina Himmelbauer suggested ways of promoting the project via Social media (Facebook account, LinkedIn). Regina Himmelbauer has made important suggestions regarding the repertoire to be chosen during the 1<sup>st</sup> IP and she offered an example of an individual student form to be taken as a model for the participants in the IP.
- ❖ A webpage of the project will be made under the frame of the main site of the National University of Music Bucharest.

AEC will link the project website to their webpage and it will be responsible for the dissemination of the results there and in other AEC events (IRC meetings and AEC annual congress). The partners will link the AEC web to their internal website.