

LearnersMot

Kick off Meeting

30th Nov – 1st Dec – Zalec, Slovenia

(project n. 2017 -1-ES01-1-KA204 –038414)

MEETING NOTES

Participants:

- Eurosuccess Consulting: EuroSC
- Eurocrea Merchant: EM
- Slovenian University of the Third Age: U3A
- Ijudska Univerza Žalec: UPI
- Edensol Denmark: Edensol

List of decisions made

TYPE OF TASK	DESCRIPTION	WHEN	WHO
MANAGEMENT/COMMUNICATION			
Contact persons	There should be 2 contact people per partner. They should be included in the Excel document on Drive (including their email, Skype contact...) Important to add partners' communication means! (FB page, Twitter, website...)	asap	All partners
'To do list'	EM proposes to upload onto Google Drive a document to use as a 'To do list' which will include all deadlines.	Not specified	EM
Emails	All emails should be sent with a clear 'topic'. When answering emails, partners won't create a new email, but 'reply' the one received. Every time something important is uploaded onto Drive, partners will send an email to the common	Throughout project	All partners

	email learnermot@gmail.com as a reminder, including the link of the document/folder uploaded.		
Online meetings	<ul style="list-style-type: none"> · “Go to meeting” programme will be used. · Each partner will be responsible for organising one online Meeting (in alphabetical order): they will be responsible to: <ul style="list-style-type: none"> - Create a doodle (agreed time for the meetings: around 11/12 CET) - Prepare the agenda and send it to the partners 2 weeks before - Take the meeting notes and upload them onto Drive. 	Throughout project	All partner
Other online meetings	There will be more online meetings organised than the ones stated in the document ‘Project Activities’. Online conferences will be organised when partners consider it necessary.	Throughout project	All partners
Next online meeting	Eurocrea is responsible for the next online meeting, To take place during the first week of February.	February	EM
STAKEHOLDERS AND ASSOCIATED PARTNERS			
Stakeholders	<p>Evaluators suggested involved such stakeholders as ‘higher educational centers’ and “public bodies”.</p> <p>Partners` proposals have been:</p> <ul style="list-style-type: none"> · Universities (involve educators and students who are interested in the topic or are studying to be educators. · Public Bodies (Older People Department of Public institutions) · Network of higher educational centers/ adult education centers/ NGOs dealing with vulnerable groups of people... (UPI) · Welfare departments of Public institutions, social cooperatives, organisations and businesses, vocational schools... (EM) · Labour offices and unemployment departments/ human resources departments (U3A) <ul style="list-style-type: none"> - U3A proposes to prepare a document/comment explaining why the education proposed by the partnership is 	by next Thursday 7 th check the parts in the Excel “LearnersMot” marked in yellow (GoogleDrive, “Working materials” folder)	All partners

	different from the one in traditional higher education.		
INTELLECTUAL OUTPUTS			
IO1	<p>As IO1 has been cut off but all partners agree that something needs to be done we agree on carrying some research. We will prepare a questionnaire to be answered by educators. The questionnaire will have no open questions and it will be specific. It will be address to all adult educators, but it will have a section specific for educators working with low-skilled and low-educated learners.</p> <p>U3A will prepare a draft before 20th December. All partners send comments. Final version by 30th January.</p>	<p>Draft: 20th Dec</p> <p>Partners comments: 15th Jan</p> <p>Final version: 30th Jan</p>	U3A
Webinars	<p>Check if we can use EPAL for the webinars, as we think it has more impact.</p> <p>The application contemplates 3 webinars, but partners agree to develop 4 (UPI, Edensol, U3A and EuroSC)</p> <p>·For people with hearing impairments the webinar script or some visual support (such as a presentation) will be also uploaded onto the platform together with the video /link to Youtube.</p>	According to timetable	All partners
Other issues	<ul style="list-style-type: none"> • To bear in mind: involve participants with fewer opportunities • Translation to Slovenian: UPI translates and U3A helps if needed. • Andragogy: included as a topic of the project (along with pedagogy, as it's more specific) • Target group: adult educators (not limited to those who work with low-educated and low-qualified adult learners). It also includes educators who are going/studying to work or who are interested in the field. 	Throughout project	All partners
Blended Course	The blended course will include a first initial face-to-face session (or webinar for those who have participants unable to attend) + the online course on the platform + a final evaluation face-to-face session (or webinar for those unable to attend). It will be in partner languages.	According to timetable	All partners

DOCUMENTS			
Templates	There is a document template in Google Drive to be used by all partners when doing any activity within the project.	Throughout project	All partners
Contract	To be signed, stamped and sent (2 copies) by regular mail to the coordinator.	Before the 15 th December	All partners
Travelling Documents	Partners agree that, although it might not be specifically required by the NA, they will upload onto Drive all boarding passes or travelling documents (if travelling by car, a justifying letter will also be needed).	Throughout project	All partners
Certification and recognition of the face-to-face training	Europass: EM, Edensol and U3A will prepare the learning outcomes according to the adult competences for the Europass.	One month prior to the training	All partners
Budget	<p>Be ready to submit all documents we need before each payment, if you need help, ask. See file "Reporting Periods and Supporting Documents" uploaded onto GoogleDrive ("Working Materials" folder)</p> <p>Agreements among partners: all the information concerning the payments (including bank guarantee) is included in the contract between the coordinator and the partner.</p> <p>All the contracts - between the Spanish National Agency and a coordinator and between a coordinator and partners – will be uploaded onto GoogleDrive ("Contracts" folder)</p>	Throughout project	Edensol all partners
Project participants labour contracts	<p>All people that take part in the project should confirm "labour relations"/"link" between a partner organisation and an IO developer or a participant of a project activity. All partners will send the labour link/relation, which can be:</p> <ul style="list-style-type: none"> - A labour contract - A volunteering contract - A letter stating that ____ (X person) ____ has been working for the organisation since ____ (including all the project period and starting before the start of the project) 	<p>By 15 December 2017</p> <p>Throughout project</p>	All partners

	<ul style="list-style-type: none"> - It is important that the job position is no lower than teacher or researcher - Subcontracts or freelance contracts are not allowed. 		
TRANSNATIONAL MEETINGS			
Organising TM	<p>Use templates for all working materials produced within the project. Coordinator will help a host organisation to prepare all documents concerning a transnational meeting.</p> <p>Google forms: for the activities developed in partner languages EuroSC will prepare the English version of the expectation and evaluation questionnaires. EuroSc will be in charge of summarising the results of both questionnaires.</p>	Throughout project	All partners
TM Supporting Documents	Partners scan and upload on Google Drive flights (boarding passes) (folder "Transnational Meeting->"Travels"->"Country Name")	After TMs	All partners
TM Certificates	Certificates will be done by the hosting organisation using the template on Drive.	After each TM	Hosting partners
Next TM	TM2 will be hosted by Eurocrea Merchant and will take place in Milano (Italy)	25th and 26th June 2018	Eurocrea
MULTIPLIER EVENTS			
Participants list for Multiplier events	<p>The information needed about participants of a multiplier event is 1) a name of the person, 2) name of the organisation (they cannot be from any partner organisation), 3) address of the organisation and 4) email. Signatures of the participants. Date and place of the multiplier event.</p> <p>Logos of the Erasmus+, project, host organisation</p>	December 2019	Hosting partners
Attendance Certificates	Attendance certificates will be issued by the host organisation (can be sent to the participants in digital format)	After each Multiplier Event	Hosting partners
Leaflet	<p>Leaflets with information about the project in partner languages will be provided in each multiplier events.</p> <p>EM will prepare a word document as a template.</p>	In each Multiplier Event	Hosting partners and EM

QUALITY & EVALUATION			
Quality Assessment Plan	EuroSC will prepare a draft before 20 th December and upload it onto Drive. All partners send comments their comments before 15 th January. A final version will be uploaded by 30 th January.	Draft: 20 th Dec Partners comments: 15 th Jan Final version: 30 th Jan	EuroSC
Periodic monitoring	EuroSC will prepare periodic monitoring questionnaires and send them to partners coinciding with reporting periods but excluding the first one, which means 4 in total).	4 times during the project.	EuroSC
Outputs monitoring	Output leaders will work closely with EuroSC to define what concrete items they want to evaluate and should be mentioned in the questionnaires.	Throughout project	EuroSC
Monitoring	EuroSC will prepare a Quality Assessment Plan. All the project activities, including dissemination activities, will be evaluated under this plan (led by EuroSC) Quantitative indicators are related more to 'Dissemination Plan', so Eurocrea will include them in the dissemination plan. However, EuroSC will also use them to monitor the quality and evaluation. Quality Control Committee: formed by one appointed person from each organisation. Evaluation form for TM and Multiplier Events: a template will be included in the draft.	Throughout project	EuroSC
Risk Management	Edensol will prepare a Risk Management Document and share it with others to send comments and suggestions.	By 20 December	Edensol
Expectations and evaluation	Before each TM: expectations questionnaire After each TM: satisfaction questionnaire.	Before / After TMs	EuroSC
DISSEMINATION			
Diss. Plan	Eurocrea will prepare a draft before 20 th December and upload it onto Drive. All partners send comments their comments before 15 th January. A final version will be uploaded by 30 th January.	Draft: 20 th Dec Partners comments: 15 th Jan Final version: 30 th Jan	Eurocrea

<p>Diss. activities</p>	<p>EM prepares draft and uploads it before 15th Dec</p> <p>EM will provide templates and collect content provided by partners.</p> <p>Last month of the project: exploitation plan (U3A and EM)</p> <p>EM will prepare a document where we have to include the stakeholders (preliminary assessment of type of stakeholders the partners want to involve). This document can be updated during the project). The partners have to involve at least 500 stakeholders all together.</p> <p>Each partner will present the project at least 3 times during the project (any level).</p> <p>Deadline for the leaflet: by 30 January. The leaflet (to be printed for the multiplier event) will be prepared by EM in English and partners will translate it in partner languages.</p> <p>EPALE: partners will post articles on the EPAL platform.</p> <ul style="list-style-type: none"> - Content for the website: Edensol will prepare text / summary for each section. <p>Edensol will prepare information for the website and send partners to translate.</p> <p>Dissemination activities cannot be included in the timesheets</p>	<p>Throughout project</p>	<p>All partners</p>
<p>Newsletters</p>	<p>EM will prepare a template and collect the content that all partners will prepare.</p> <p>There will be 4 newsletters developed (one after each TM or relevant stages of the project).</p> <p>The first one will be issued after the kick off meeting (EM will send it together with the Dissemination Plan.</p>	<p>Throughout project (First draft by 15th Dec)</p>	<p>All partners (Eurocrea)</p>

TO DO IN THE NEXT DAYS

Common email	All partners should check that the contact persons receive the emails sent to learnersmot@gmail.com (password: europe2017)	Asap after the kick off meeting	All partners
Partners' website post	Project description: EM has made a summary of the project (Drive, folder "Dissemination"). All partners will publish it on their websites, the post will include the project logo.	Before 15 th December	All partners
Partners' logos	All partners should upload their organisation logo onto Drive (folder "Dissemination")	Asap after the kick off meeting	All partners
Excel document	Check and update the column 'Associated partners' in the excel file (Google Drive: Working Materials > LearnersMot.xlsx ; tab 'Tasks and responsibilities') on Google Drive. Include the ones we agreed (universities, public bodies, networks...) Remove yellow colour to show it's been revised. So far, no official associated partners document is needed.	Asap after the kick off meeting	All partners
Information about organisation	Each partner will write a short description of their organisation to be uploaded on the project website by Edensol (text max. 5000 characters + contact information + logo + photo)	Before 15 th December	All partners
Dissemination Plan	Upload a draft version of dissemination plan onto Google Drive.	Before 20 th December	Eurocrea
Quality Assurance Plan	Upload a draft version of quality assurance plan onto Google Drive.	Before 20 th December	EuroSC
Questionnaire for Adult Educators	Prepare a draft version of the questionnaire and send it to all partners for feedback/comments.	Before 20 th December	U3A