

Count me in

Third Transnational Meeting

(Project n. 2017-1-ES01-KA204-037924)

Prishtina (Kosovo) / 29 – 30 January 2019

Participants:

- Olena Korzykova, DomSpain
- Júlia Vilafranca Molero, DomSpain
- Alfred Blasi Escudé, OpenEurope
- Maria Bitel, Collegium Balticum
- Anna Kowalik-Conder, Collegium Balticum
- Carolina Carotta, IST
- Paolo Modica, Dlearn
- Daina Podzina, Apeirons
- Lonija Kazlauska, Apeirons
- Ana Zubčić, AGRRA
- Andrea Knežević, AGRRA
- Evzi Hani, ILIRIA College

Decisions made at the meeting:

TYPE OF TASK	DESCRIPTION	WHEN	WHO
PARTNERS EVALUATION OF PROJECT MANAGEMENT AND DEVELOPMENT			
Partners meeting expectations	Quality Assessment manager summarises partners' expectations. Most partners' expectations concerned communication issues and deadlines.		
Communication	<p>Partners decide to implement an "always reply" rule: in order to improve communication, partners will always confirm they have received the message within 3 working days and if the task requires some work, they have two more days to reply.</p> <p>To try to solve problems, partners will communicate to others their disagreements or concerns in order to solve them together.</p> <p>When partners upload something into Drive, they will send an email to the rest of the partners.</p> <p>It is important to participate in online meetings. If impossible, communicate in advance or appoint another responsible person from the organisation. Partners will decide when necessary to change the date. If a partner hasn't participated in the meeting, it is mandatory to read the meeting notes and if needed ask for more detailed feedback.</p>		

	<p>Common Gmail account, if a partner experiences problems accessing it, they will contact DomSpain.</p> <p>Partners agree that the partnership norms at the KOM are very effective.</p> <p>Partners will provide feedback and comments when required in order to improve the quality of products, activities and processes.</p>
Deadlines	<p>When deadlines are not respected, all upcoming tasks are also delayed and leads to postponing other activities. Partners agree to put more efforts in respecting deadlines by:</p> <ol style="list-style-type: none"> 1. Creating a shared excel file only for deadlines, each leading partner will add there all tasks and deadlines and inform the partners by email. The excel will provide details on: deadlines / type of activity / task to do / responsible person to contact (stored in "Working Documents" folder in Drive) 2. Each leading partner will send reminders more often and with clear short instructions. 3. Deadlines for dissemination will be included in a separate sheet of the excel file. 4. Reminders will be sent including the link to excel file with deadlines.
Project management	<ul style="list-style-type: none"> · Leading partners and project coordinators do not monitor closely enough in some cases and should be stricter with other partners when not meeting deadlines. · Partners express that Google Drive is well organised and very useful, apart from the dissemination folder: it will be reorganised (see Dissemination section).
Intellectual Outputs	<ul style="list-style-type: none"> · Distribution of cards per target area is not balanced; this should have been planned in advance. · Partners should develop the content taking into consideration that it needs to be translated afterwards.
Quality	<ul style="list-style-type: none"> · Though all partners are very satisfied with the monitoring of the project quality, the result of IO is not as good quality as it could be. Partners think that it is due to the fact that the quality assessment process was not clear enough and that partners were not objective enough when evaluating and assessing the cards.
Dissemination	<ul style="list-style-type: none"> · Partners will use other online platforms (Eurodesk, Epale, Dlearn Newsletter...) to disseminate the project. · Dlearn will continue with the plan they used, all partners are happy with it and it works well. · Partners will use more regularly the project hashtag (#countmeineu) and will use channels of dissemination other than FB (Twitter, ...) · Dlearn will send more reminders.
Cooperation	<p>Conclusions of the discussion: the scope of the partnership is also about transnational cooperation, which means that maybe we all should push and seek for a bit more cooperation with all partners and not only with those we already have close relation with.</p> <ul style="list-style-type: none"> · Partners will, from now on, ask more questions, and ask for help when something is not clear.
INTELLECTUAL OUTPUTS	
IO2: Online Course	<p>Structure of the course</p> <ul style="list-style-type: none"> · Short introduction of the whole course · 8 modules. In each module <ul style="list-style-type: none"> - Motivational questions to grab attention

	<ul style="list-style-type: none"> - What is the module about (short paragraph) Max 3 sentences - Module in a nutshell (sections of the module) Max 4/5 sections - Learning outcomes (max 4) - Sections developed (following instructions indicated in the PWP in Drive) - Quiz – check yourself test: 3-5 assessment questions (following instructions indicated in the PWP in Drive) <p>· Conclusion: final self-evaluation questions (relating to all motivational questions of each module)</p> <p>Content:</p> <ul style="list-style-type: none"> - Examples, good practices, and practical approach of the module - Include: images (with no text or with editable format) and videos (links) - Examples and reference collected in IO1 (cards) at least 3 - Content/information: addressed to educators who don't need to be experts on the topic or learn very deep and technical issues about the topic. They only need to be provided with tools, examples and some guidelines on how to address the topics covered by the target areas when dealing with the project target groups. 		
<p>Internal Quality assessment</p>	<p>One person from each organisation (quality board) will evaluate the course (all modules)</p>	<p>25 February</p>	<p>Quality committee (one responsible per partner, see Project Quality Assessment Plan)</p>
REPORTING			
<p>Documents for interim report</p>	<p>All information needed related to the submission of documents for the interim report is in the document (stored in Drive) "Reporting periods"</p> <p>Before 10th February partners will send:</p> <ul style="list-style-type: none"> · Labour relation proof (contract, letter, ...) if people different from the 1st reporting period have been involved. · Travelling documents (boarding passes are mandatory) · Timesheets (from beginning of the project until 31st January). Partners can follow the excel file with the budget in Drive to prepare the timesheets. <p>· NOTE: the template for the timesheets has been changed, partners should be careful they are using the correct one.</p>	<p>10 February</p>	<p>All prtners</p>

	In mid February OpenEurope will submit the interim report, it is expected that the third payment will be in June-July 2019.		
TRAINING ACTIVITY			
Participants and trainers	<p>Participants:</p> <ul style="list-style-type: none"> - 14 participants: 2 from each organisation apart from Dlearn - Profile: educators who will later participate in the development of materials for adult learners. <p>Trainers:</p> <ul style="list-style-type: none"> - 2 trainers (one from ILIRIA, one from DomSpain) - other experts with experience in development and implementation of smart projects on local, regional and international level (invited by Spanish partners) 	Selected by the time the course in English is available online -so that they can complete it and evaluate it before the training.	All partners
Content	<ul style="list-style-type: none"> - All participants will complete the online module for educators before coming to the Training - They will fill in a feedback/evaluation form - Each partner will prepare a 5-7 minutes presentation on their target area with good cases, good practices examples... (based on their modules) - Each partner will deliver a presentation of a learning activity about their target areas using digital tools for adult learners. - DomSpain will prepare a presentation about general digital tools that can be used in adult education. - ILIRIA will prepare a presentation on how to design content for e-learning courses. 	By 24 April	All partners
SMART IDEAS	Each partner will develop 2 more cards (SMART IDEAS) in each target area developed	24 May	All partners
QUALITY & EVALUATION			
Activities since 2TM	Partners have already evaluated TM2, IO1 and the expectations of TM3.		
Quality of IOs	<ul style="list-style-type: none"> · The quality of cards is very different; they all should meet the criteria stated in the Quality Check List. · Partners should be more objective when evaluating other partners' work. · Partners should use a more practical approach in the modules 		
Upcoming activities	<ul style="list-style-type: none"> · 3TM satisfaction questionnaire · project monitoring questionnaire · Quality Assurance Monitoring for the interim report (CB by 10th Feb) 	6 Feb	CB All partners

Evaluation of modules	CB will prepare the tools for the internal evaluation of the modules.	25 Feb	CB All partners
DISSEMINATION			
General comments about project dissemination	<ul style="list-style-type: none"> · Partners agree to follow the same schedule for the project FB page for the next 6 months. Dlearn will create a calendar and upload it on Drive. · Partners want to reorganise the shared Drive folder so that it is easier to navigate and to find important documents. Dlearn will prepare some guidelines explaining how the Dissemination folder is structured. · Newsletters: missing translation in Albanian for the 2nd issue. 3rd newsletter will be issued in May. · Press releases: we will prepare one for the training activity in Spain and one for the multiplier event in Croatia. · Partners are encouraged to disseminate more in their own webpages, social media accounts... · NOTE: all partners should use more the dissemination table. Please update it by the 6th of February · IMPORTANT REMINDER: all partners will pay a special attention in February and March. 		
NEXT PARTNER MEETINGS			
Next Online meeting	<p>Dlearn will book a slot in GotoMeeting for the next online meeting at 10am CET on 9th April.</p> <p>Foreseen agenda:</p> <ul style="list-style-type: none"> · Feedback and evaluation of the modules · Preparation for training in Reus 	9 April	Dlearn
Next Transnational Meeting	<p>October 2019, Riga (Latvia)</p> <p>1st 2nd October: full day on 1st / half day on 2nd</p>	October 2019	Apeirons
Proofreading	Proof reading of the English course	25 March	DomSpain
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Upload course	DomSpain will upload the course in the platform	31 March	DomSpain