

Count me in

PROJECT NO. 2017-1-ES01-KA204-037924

4TH TRANSNATIONAL MEETING, RIGA (LATVIA) 1-2 OCTOBER 2019

MEETING NOTES

Attendees names: Ana Zubcic, AGRRA; Andrea Erceg, AGRRA; Paolo Modica, Dlearn; Daina Podzina, Apeirons; Lonija Kazlauska, Apeirons; Evzi Hani, Iliria College; Alfred Blasi, OpeneEurope; Olena Korzhykova, DomSpain; Júlia Vilafranca, DomSpain; Carolina Carota, Istituto dei Sordi.

MANAGEMENT/COMMUNICATION

Partners have discussed the expectations, concerns and suggestions they had for the meeting and agreed that all are foreseen in the agenda.

Their main concern was that IO2 next steps were not clear enough and that more efforts should be put on dissemination.

After the meeting, all doubts/concerns were solved.

LEARNING MATERIALS

Some indications for easy read materials: add bullet points, use short sentences, avoid passive voice, keep the same pronouns, use a lot of images, each sentence should contain no more than one idea, use high frequency words, etc. (see presentations by IST and Apeirons in GDrive)

Partners discuss the concept "special education": any person who has difficulties reading and understanding written information (different first language, learning disability, low literacy levels...), people with emotional and communication difficulties or with sensorial disabilities, etc.

Partners agree to evaluate the learning materials developed by the partner they have been assigned by 9th October. Then, they will have a week to modify their own modules according to the feedback sent by their evaluator and will upload the final version in English by 16th October. Dlearn will carry out a grammar and spelling check using the platform "Grammarly"; Dlearn will also unify all files in style and format. Finally, DomSpain will carry out a second check with this same platform and will upload all learning materials in English to the platform and make them available to all users by 6th November.

Partners will have until the end of November to upload to GDrive all learning materials adapted and localized to their partner languages.

ACTION PLAN

A new section has been opened in the platform with SMART actions that people can do at a personal, professional or community level.

Partners will use this section during the piloting, and learners will fill in this survey.

Each partner should fill in around 50 of these surveys.

DomSpain will create an excel file and all partners will translate the action plans before 15th November.

By end of November DomSpain will make it available online.

PILOTING OF LEARNING MATERIALS

CONSIDERATIONS:

- 1) Accessibility: in regards to the information and the venue. Partners should ask participants in advance if they have any special needs.
- 2) Human rights: all participants should be informed about their rights during the piloting
- 3) Realistic timing: partners should plan a realistic timeframe for their pilotings, adapted to all types of participants
- 4) Technical support: partners should take into account participants' access to computers, internet...
- 5) Participants should be informed about the programme beforehand.
- 6) Participants should also be informed about the evaluation process.
- 7) DomSpain+ OpenEurope, 15 participants together and liria, AGRRA, Apeirons, IST, CB, Dlearn, 10 participants.
- 8) Apeirons will upload the guidelines for the piloting to GDrive.
- 9) In December partners will recruit participants and form the focus groups. In January and February partners will run the piloting. At the end of February, partners will provide Dlearn with the National Pilot Report.

MODULES COVERED

Partners can choose the modules that are more relevant/interesting/appropriate for their target groups, but not limited to only one.

TARGET GROUPS (all participants should have a minimum language level of A2)

- Young people with disabilities
- Culturally or socially disadvantaged groups
- People with low levels of education

EVALUATION:

- There will be an evaluation form for participants and another for the mentor
- Apeiron will prepare a template for a piloting report for each country and DomSpain will upload a template for the certificates.
- Each partner will provide information about their piloting (dates, format...) before 15th December.
- Dlearn will send the evaluation to coordinator before 7th December and share it with partners by 15th December. Partners will translate it by beginning January.
- Before the end of February, all partners will send the pilot report to Dlearn. It will detail when the piloting took place, what format it had, how many sessions, the results... and annexing the signatures scanned, certificates scanned, some photos, programme of the pilot and materials used.
- From the evaluation process, Dlearn will draft a document analysing all feedback collected and drafting **recommendations** document. It will be done in English (max. 5 pages) and then all partners will translate it.

DOCUMENTS:

- Participants list with signatures (or email and name if online)
- Programme
- Certificates
- Materials used
- Photos (if it is online, screenshots or images...)

DISSEMINATION

By 15th November Dlearn will create a post card to disseminate the Action Plans, which partners will translate before the end of November if needed.

Dlearn will create a new leaflet, only in English.

Newsletter will be prepared for the end of December for all partners to translate and issued in January.

Facebook: there haven't been enough dissemination actions in this social media for the last months. Partners think they need other channels than only Facebook.

Reminder to all partners: report always using our shared excel file any dissemination action we do.

OpenEurope will publish an article in EPAL about learning materials developed in December.

CB should inform about the next responsible person of dissemination .

Dlearn will create a new FB schedule from October 2019 to May 2020.

All partners will update the dissemination excel file before 15th November 2019.

Dlearn will try to send more reminders, but all partners should be aware of their tasks and organise more dissemination activities.

REPORTING PERIOD

Partners will upload to GDrive all supporting documents before 30th November. Mandatory documents:

- Prove of labour relation of all participants to TMs or Training Activity.
- Travel documents
- Timesheets
- IOs done on time

NEXT ONLINE MEETING

Wednesday 8th at 10am CET. Organised by ILIRIA. In December, they will send the agenda and a reminder to all partners. They will be in charge of taking notes.

TRANSNATIONAL MEETING + MULTIPLIER EVENT

Next Transnational Meeting will take place in Zadar (Croatia) on 6 and 7 May 2020 and it will be hosted by AGRRA.

There will be 2 participants from each organisation (16 in total)

The Multiplier Event will count with a minimum of 20 local participants and will be organised together by all partners, who will contribute leading a working session or delivering a presentation.