Count me in

MEETING NOTES

Attendees names:

- Ana Zubcic, AGRRA
- Andrea Knezevic, AGRRA
- Ivana Andronaco, Dlearn
- Gianluca Coppola, Dlearn
- Juris Paberzs, Apeirons
- Evzi Hani, Iliria College
- Atdhe Lena, Iliria College

- Carolina Carotta, Ist. dei Sordi
- Enrico Dolza, Ist. dei Sordi
- Maria Bitel, Collegium Balticum
- Alfred Blasi, OpenEurope
- Marc Blasi, OpenEurope
- Olena Korzhykova, DomSpain
- Júlia Vilafranca, DomSpain

LIST OF DECISIONS MADE DURING THE MEETING

TYPE OF TASK	DESCRIPTION	WHEN	WHO
MANAGEMENT/COMMUNICATION			
Contact persons	· Appoint 2 contact people per partner and include them in the Excel document on Drive (email, Skype contact…) · Check the section about associated partners and stakeholders in the excel file (change the colour from yellow to green)	Before 20th December	All partners
Email	· The common project email is countmeineu@gmail.com · Password: Europe-2017 · If the email is to all partners, send it to the common email. · If the email is to the coordinator, send it to international@openeurope.es and info@openeurope.es · When sending an email, the subject matter is 'Count me in: topic of the email'	Throughout project	All partners

	· Important to reply/answer or send feedback only to the person who sends the email, or to whom it's relevant. · Always answer all emails, even if it's just saying OK, to make sure it was received, within 3 working days.		
Online meetings	·Regular online meetings using Go to meeting (easier and better working for many participants, for sharing documents…); if it's a quick meeting, Skype might be used. · Each partner is responsible for organising one online Meeting, namely: - create a Doodle Poll to find a date suitable for all the partners (at least, 2 weeks before an online meeting) - send a link of Go to Webinar to all partners. - prepare the meeting agenda (together with coordinator) and send to the partners at least one week before a meeting - write the notes and upload them onto Drive within 3 working days · First online meeting is scheduled for January: organised by Dlearn	Throught project (January)	All partners (Dlearn)
Deadlines	· If partners are aware that they cannot meet deadlines, they communicate it in advance (two weeks before if possible, never on the same day of the deadline!!). All partners will try to be flexible and find a solution together.	Throughout project	All partners
Conflict management	At the kick off meeting, the steering committee was created. It consists of one representative from each partner and is in charge of solving problems if any arise.	Throughout project	One person per organisation
INTELLECTUAL OUTPUTS			
Definition of educator	Partners develop a common definition of 'educator' used within a project. A draft of the definition created through the brainstorming at the meeting is available in the "Project activities" power point document in Drive (Transnational meetings->Kick off meeting). Partners will read it and send their comments and suggestions.	By 20th December	All partners
Project cards (IO1)	There will be no limit in the number of project cards per partner. Projects should be in one of the fields/areas described in the project activities power point discussed in the meeting.	EU Project Card in English - by March 15th	All partners

	The international projects chosen can be of local, regional, national and international scope. The international ones should be preferably from the countries other than the countries of the partnership, in order to broaden the scope/impact of project. **A project card will include:** - Objectives - Area Targeted (from the ones defined) - Kind of solutions proposed - Suggestions for our course (adaptable for partner organisations) - Additional links - The CONTACT of project organisation is important. To be discussed: 1) information/"smart solutions" that can be included in the e-course for educators; 2) dissemination/exploitation of results of "Count me in". - Benefits: if possible, money/resources saved (figures and percentages) or if no figures are available, just benefits. It is suggested that partners look for a variety of projects (governmental funding, social funds, EU programmes…not only Erasmus+) and pay a special attention to "smart" solutions that can be applied by target groups of the "Count Me In" project. The partners look for European projects (local, regional, national or international…) developed during last 3 or 4 years. Solutions that can be used to improve the community but are not necessarily to be "highly technological". The main requirements to "smart" solutions/initiatives: - To be replicable and easily adaptable - To be user- friendly - To provide/improve access - To deal with efficiency (time/money/resource saving)		
TRAINING		
Face-to-face training for educators	· There is no budget for trainers: each organisation will contribute to preparation and organisation of one workshop. · Organisations who have no educators in their staff will provide a declaration stating the "link" between a partner organisaton and an educator - participant of the training.	May 2019	All partners (OpenEurope)

Participants	Partners propose that at least one of the participants of the training per partner is involved in the project: in this way we guarantee better quality of the exploitation of results and dissemination activities.	May 2019	All partners

DOCUMENTS			
Budget	Be ready to submit all documents we need for each payment; if you need help, ask. File "Reporting Periods and Supporting Documents" uploaded onto GoogleDrive ("Budget" file). Agreement between a partner and a coordinator: all the information concerning the payments (including bank guarantee) is included in the contract. All the contracts - between the Spanish National Agency and a coordinator and between a coordinator and a partner – will be uploaded onto GoogleDrive ("Contracts" folder) · OpenEurope will specify in the transfer matter that the payment concept is 'Erasmus+ KA2 project in Education'	Throughout project	OpenEurope all partners
Supporting Documents	Although it isn't required by the contract/NA specifically, all partners agree that they upload onto Drive their travelling documents (Boarding passes, tickets...) If they don't have a prove of accommodation, they will provide a written document/letter.	Throughout project; after international meetings and a face-to-face training	All partners
Project participants labour contracts	All people that take part in the project activities should confirm "link" between a partner organisation and a IO developer/meeting participant. "Link" can be a working/labour contract; volunteering contract or a letter from the president or the organisation stating that the person has been working for this organisation for some time before the project started (before 1st December) and will be involved in the project activities as a teacher/researcher/project manager. It is important that if it's in partner language, the important parts are translated into English. It is not allowed to have 'self-employed' or freelance workers.	Throughout project	All partners

BUDGET			
Payment demand letter	OpenEurope will create a template of a 'Payment Demand letter' and upload it onto Drive (Budget folder) by 20 December.	Throughout the project	All partners

	At the end of each reporting period, when all supporting documents are submitted to the coordinator, partners fill it in, sign, stamp it and send it to the coordinator. Then the coordinator makes the payment.		
Mobilities participants	When there should be two participants in a TM but only one attends, it will be possible to move this mobility to another transnational meeting ONLY if the partner writes a letter to the NA (at least 2months before the event) and they approve it	Throughout project	All partners
Payments	It will be stated in the payment topic/subject/matter that it is an educational project (Erasmus+ KA2 on the field of adult education)	Throughout project	OpenEurope
First timesheet	The timesheet of December will be added to the second reporting period or working days of December will be added to other month/s of the second reporting period.	Throughout project	All partners
Bank warranty	All partners agree that they do not need an invoice with the reduced amount. This reduction doesn't need to be mentioned in the payment. OpenEurope will modify a contract annex adding a table with final amounts per each partner and prepare a statement to be signed bilaterally between a coordinator and a partner (project manager) stating that there won't be an invoice. The table in the 'budget' excel document with the real amount of the payments (reduced) is only for internal use between partners.	Throughout project	All partners
TRANSNATIONAL MEETINGS AND MULTIPIER EVENTS			
Organising TM	Use templates for all working materials produced within the project. The coordinator will help a host organisation to prepare all documents concerning a transnational meeting.	Throughout project	All partners
TM Supporting Documents	All partners scan and upload on Google Drive flights (boarding passes) and invoices or letters/declarations.	After TMs	All partners
Certificates and list of participants	Certificates and a list of participants will be prepared by the hosting organisation using the templates uploaded on Drive (Folder "Kick Off Meeting)	After each TM	Hosting partners
Participants list for Multiplier events	The information needed about participants of a multiplier events is a name of the person, name of the organisation (they cannot be from any partner organisation) and address of the organisation (important). Signatures of the participants. Date and place of the multiplier event.	May 2020	AGRRA

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	Logos of the Erasmus+, project, host organisation Working documents: agenda, leaflets, evaluation forms, etc		
Next TM	The 2nd TM will be hosted in Poland by Collegium Balticum on <mark>24/25 July 2018</mark>.	July 2018	Collegium Balticum
QUALITY & EVALUATION			
Quality Assessment Draft	A draft of the quality assessment plan is prepared by Collegium Balticum and send to the partners.	Before 20th Dec	Collegium Balticum
Quality Assessment Plan (Final)	The working version of the quality assessment plan will be uploaded onto GoogleDrive after the leading partner has included all the comments of the partners.	Before 30th January	Collegium Balticum
Evaluaton and Monitoring	Before and after every project stage/activity there will be an evaluation (questionnaires, check lists) Some activities will be assessed quantitatively and qualitatively. A monitoring questionnaire will be sent to all partners at the end of each reporting period.	Throughout project	Collegium Balticum
Quality assessment group	One person per partner organisation: Ana Zubcic, Juris Paberzs, Alfred Blasi, Evzi Hani, Gianluca Coppola, Olena Korzhykova, Maria Bitel and Enrico Dolza.	Throughout project	Collegium Balticum
Evaluation of the face-to-face training	There will be two evaluation questionnaires: one for trainers and one for participants in the training.	Throughout project	All partners
Expectations and evaluation (TM)	Before each TM: expectations 'questionnaire After each TM: satisfaction questionnaire (one per partner organisation)	Before / After each TM	Collegium Balticum
DISSEMINATION			
Project logo	All partners agree on the logo designed. It is uploaded in different formats and in black and white onto Drive.	During kick off meeting	All partners OpenEurope
Dissemination Plan Draft	A draft of the Dissemination Plan is prepared by DLearn and sent to the partners.	Before 20th Dec	Dlearn
Dissemination Plan (Final)	The working version of the Dissemination Plan will be uploaded onto GoogleDrive after the leading partner has included all the comments of the partners.	Before 30th January	Dlearn

Diss. Activities report	- All partners update regularly the excel file with their dissemination activities description (and indicate the evidence file name). - Evidence: scans ... uploaded onto a folder with the correct name referred to in the excel documents. - Dlearn creates a unified document at the end of each reporting period.	Thoughout project (unified document every 6 months)	All partners (Dlearn)
Materials: leaflet, newsletters	Dlearn will prepare a leaflet including relevant information about the project (aims, target groups, partners contact information…) Dlearn will prepare a newsletter template. A 'master' will be sent to all partners to be translated in partner languages. Partners should save the statistics of the newsletters impact for dissemination reports.	Throughout project	All partners (Dlearn)
Social media	Proposed: at least **once a month** partners should disseminate the project in their own social media channels. We should mention Erasmus+ At the present time, NO Facebook Page dedicated to the project (decision postponed until next TM) A twitter account and a project hashtag (if possible #countmein/countmeineu) will be created and used regularly. (Dlearn)	Throughout project	All partners (Dlearn)
<td colspan="4" align="center">**TO DO IN THE NEXT DAYS**</td>
Expectations and partnership norms	Send feedback, comments or more proposals related to the 'Project Expectations' document.	Before 20th December	All partners
Definition of educator	Send comments on the definition of 'educator'.	Before 20th December	All partners
Contracts	Send contracts signed and stamped (those who haven't done this yet).	Before 20th December	All partners
"Labour link" contracts	Upload "labour link" documents: contracts, declarations, etc of participants of the kick off meeting onto Drive.	Before 20th December	All partners
Excel document	Partners will revise the column 'Associated partners' of the excel file (Working Materials > Counte me in.xlsx; tab 'Tasks and responsibilities) on Google Drive. The parts in yellow are to be checked, revised and changed if necessary. Eliminate a	Before 20th December	All partners

	yellow colour to show it's been revised. So far, no official associated partners document is needed.		
Project description	Dlearn will write a project description in English and send it to all partners to be included on each organisation's website.	Before 20th December	Dlearn
About organisation	Each partner will write a short description of their organisation to be uploaded on the project website by DomSpain: 5000 characters + logo + a photo + contact information (telephone, address, email, website...)	Asap after the kick off meeting	All partners
Dissemination Plan	Dlearn will upload a draft version of dissemination plan onto Google Drive and send it to the partners.	Before 20th December	Dlearn
Quality Assurance Plan	Collegium Balticum will upload a draft version of quality assurance plan onto Google Drive and send it to the patners.	Before 20th December	Collegium Balticum
Project cards template	OpenEurope will send a 'SMART project card' draft template by 22nd December. Partners will send their feedback by 15th January. OpenEurope will prepare and upload the final version of the template by 30th January. Partners will have 1 month and a half to create the cards in English (by 15th march).	Before 22nd December	OpenEurope (all partners)