

# Count me in

Project No. 2017-1-ES01-KA204-037924

2nd Transnational Meeting

Szczecin (Poland)

24th – 25th July

2018

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## MEETING NOTES

### Attendees names:

- Ana Zubcic, AGRRA
- Andrea Knezevic, AGRRA
- Paolo Modica, Dlearn
- Daina Podzina, Apeirons
- Genc Hani, Iliria College
- Enrico Dolza, Ist. dei Sordi
- Maria Bitel, Collegium Balticum
- Alfred Blasi, OpenEurope
- Olena Korzhukova, DomSpain
- Júlia Vilafranca, DomSpain

### LIST OF DECISIONS MADE DURING THE MEETING

TYPE OF TASK	DESCRIPTION	WHEN	WHO
<b>MANAGEMENT/COMMUNICATION</b>			
Project management and implementation	<p><b>Strengths:</b></p> <ul style="list-style-type: none"> <li>- Topic is very interesting and the ideas and projects we are presenting in the cards are very interesting and enriching.</li> <li>- Quality of processes and working procedures</li> </ul> <p><b>Weak points:</b></p> <ul style="list-style-type: none"> <li>- Delays: many deadlines postponed.</li> <li>- Some communications problems: such as partners didn't answer emails, due to changes in partners staff team / partner coordinators joining the team late (Dlearn and Apeirons)</li> <li>- The quality of the cards is not equal for all partners:</li> </ul>	Up to now	All partners

	<p>some have a very well-developed content, the others are too short or not detailed or consistent enough.</p> <p><b>Solutions:</b> in case of delays connected with project stakeholders - when contacting a project stakeholder, we should use various means of communication (emails, calls, face-to-face meeting...). If we need to develop 3 cards, we shouldn't only contact 3 project stakeholders... but more.</p> <ul style="list-style-type: none"> <li>- Partners should make a bigger effort to meet deadlines as a matter of respect to other partners.</li> <li>- Partners should inform all of us if another person is joining the team, in order to include them in the contact list.</li> <li>- If we get an email we must answer it, so that partners know that the email was received. All emails should be answered within three working days.</li> <li>- Partners should have in mind the end purpose of developing the cards (for the e-course and learning materials)</li> <li>- Evaluators will include comments and suggestions for improvement, not only ticks.</li> </ul>		
<p>Meeting Expectations</p>	<p>Summary of partners' expectations:</p> <ul style="list-style-type: none"> <li>- Check the work done so far and get feedback.</li> <li>- Organize better the Drive folders</li> <li>- More clear explanation of some project general ideas</li> <li>- How to engage end users and participants</li> </ul>	-	<p>All partners</p>
<b>REPORTING &amp; FINANCES</b>			
	<p>Before the payment we need from all partners:</p> <ul style="list-style-type: none"> <li>·worksheets of researchers</li> <li>·proof of labour relation of all people developing outputs and/or participating in meetings.</li> </ul> <p>- The 2<sup>nd</sup> transnational meeting will be reported in the 3<sup>rd</sup> reporting period. The supporting documents should be sent</p>		

<p>Documents needed</p>	<p>by the end of January 2019.</p> <ul style="list-style-type: none"> <li>- If a document is uploaded onto Google Drive, partners should send an email to inform about it, even if it is a document that was expected.</li> <li>- Partners have asked the coordinator for feedback on the worksheets, as they are not sure if worksheets are correct.</li> <li>- There was a mistake in the template sent to partners to fill in, already corrected. If partners used the template with a mistake, the worksheets should be modified.</li> <li>- Partners will upload all boarding passes to the Google Drive.</li> <li>- Partners who are travelling back to a country different from a country of a partner organisation (Dlearn and Iliria) will provide a letter to OpenEurope giving detailed explanation of the reason why they are not travelling back to the same country.</li> <li>- APEIRONs have already uploaded all documents needed, they will receive the payment as soon as possible.</li> </ul>	<p>-</p>	<p>OpenEurope  All partners</p>
<p><b>INTELLECTUAL OUTPUT 1</b></p>			
<p>Implemented activities (IO1 SMART projects and ideas)</p>	<p>Partners will check all project cards already uploaded on the platform and, if they detect any mistakes, they will send an email to DomSpain.</p> <p>AGRRA and APEIRONs will upload the missing translation of the cards before Friday 3<sup>rd</sup> August.</p> <p>The colour contrast of some sections of the cards is not properly adapted for people with visual impairments. IST will send DomSpain some comments and suggestions for improvements (including colour codes to change in the platform)</p> <p>One project (Be My Eyes) has been used twice. IST will develop another card (under the category of SMART Ideas in English and Italian), all partners will translate it.</p> <p>DomSpain will prepare a document asking partners to translate the title of some sections of the cards.</p>	<p>(See document 'Deadlines')</p>	<p>(See document 'Deadlines')</p>

<p>IO1 SMART Change cards</p>	<ul style="list-style-type: none"> <li>- When developing the cards, partners will highlight important words/sentences and separate text in clear paragraphs.</li> <li>- Partners will use photos instead of icons or logos for the cards.</li> <li>- Each partner has to develop at least 3 cards</li> <li>- In order to have cards in all target areas, target areas with fewer projects will be assigned and divided in a balanced manner by CB (see document with deadlines).</li> <li>- The template will be modified according to the discussion of partners and shared with partners by AGRRA.</li> <li>- CB will deliver the procedure of the evaluation. The cards will be uploaded in Drive and sent to the cards evaluator appointed by CB.</li> <li>-Partners will work in smaller teams (card developer-evaluator) so that as soon as cards are developed, an evaluator will check them.</li> <li>- All cards will be developed in English by 7<sup>th</sup> September and in partner languages by 1<sup>st</sup> October.</li> <li>-DomSpain will upload them onto the platform.</li> <li>- Partners agree to be in constant communication while developing this output.</li> </ul> <p>ALL THE PARTNERS ARE COMMITTED TO MEET THE AGREED DEADLINES.</p>	<p>-</p>	<p>AGRRA All partners</p>
<b>QUALITY</b>			
<p>Problems and solutions</p>	<ul style="list-style-type: none"> <li>- Once a card is changed according to the evaluation provided, the old version is deleted/removed from Drive and only the revised/final version is kept.</li> <li>- Partners will Inform on time if they are not able to meet a deadline, so that the next steps are foreseen and organised accordingly in advance.</li> <li>- Partners will prioritise their work / tasks so that others' work is not stop/blocked because of the delay.</li> </ul>	<p>-</p>	<p>Collegium Balticum</p>

Evaluation of IO2	<p>CB will define and detail the criteria and evaluation procedure to assess the quality of:</p> <ul style="list-style-type: none"> <li>- training in Reus in May 2019</li> <li>- e-course for educators</li> <li>- learning materials for learners</li> </ul>	-	Collegium Balticum
Quality report	<p>CB will send a quality monitoring questionnaire to all partners by December 2018 – January 2019</p> <p>CB will prepare a quality assurance report based on the feedback collected so far and send it to OpenEurope at the end of the third reporting period for the interim report.</p>	10 <sup>th</sup> February	Collegium Balticum
<b>DISSEMINATION</b>			
Personal data protection	<p>It is partners' responsibility to have confirmation of their contacts' data protection preferences.</p> <p>Dlearn suggests that we send another issue of the newsletter to see if our subscribers still want to be in the projects' contact list.</p>	-	<p>Dlearn</p> <p>All partners</p>
Count me in Facebook Page	<p>Partners agree to create a FB page. Dlearn will be in charge of creating it and organising, scheduling and monitoring the activity there. Dlearn will also send reminders to partners about their tasks.</p> <p>There will be one person per partner appointed as an administrator of the FB page.</p> <p>By 30<sup>th</sup> July: Dlearn will send a template for partners to fill in with the FB user names of the responsible person from each organisation.</p> <p>By the end of July: Dlearn will create the FB page and post a short description about the project (overall goal, general info...).</p> <p>At the beginning of August: Dlearn will make a post about both the kick off meeting in Turin and the 2TM in Szczecin.</p> <p>By the end of the first week of September: Dlearn will create a draft of the schedule of posts per partner (September 2018-January 2019). Partners will send comments within 3 working days.</p> <p>By 15<sup>th</sup> September: the final version will be sent and Count me in's FB activity will start from mid-September.</p> <p>There will be static posts (introducing partners, sharing some of the cards developed....) and dynamic posts (latest</p>	-	<p>Dlearn</p> <p>All partners</p>

	news about the project topics/areas). It is agreed that there will be one static post per week and one dynamic per month.		
Other dissemination actions	<p>Before the multiplier event in Croatia, partners will prepare a press release to invite stakeholders.</p> <p>Instagram will be mentioned as an additional social media means of dissemination.</p> <p>Partners should use the project hashtag: #countmeineu</p> <p>Dissemination list: it's important to instantly record any dissemination activity on the shared excel file and always include a link or photo as evidence.</p> <p>ILIRIA will send tips on how to increase our social media audience.</p> <p>Dlearn will place information about the project in Dlearn's newsletter.</p> <p>EU portals: later on, there will be article placed in various EU portals.</p> <p>Partners suggest having a look at <a href="http://upzeurope.eu">upzeurope.eu</a></p> <p>It's important to share information on Twitter and LinkedIn as well.</p> <p>DomSpain will send a summary of the 2TM to Dlearn and also add documents to the Timeline section of the website.</p>	-	Dlearn All partners
Newsletter	<p>When writing the text, we should make it attractive: bullet points, division in paragraphs... not too much text.</p> <p>We will continue using Mailchimp.</p> <p>Dlearn will ask for translation in all partner languages.</p>	-	Dlearn All partners
<b>INTELLECTUAL OUTPUT 2</b>			
	There will be an online course for educators and learning materials for adult learners.		

IO2	<p><b><u>Online course:</u></b> There will be an initial- self assessment The theory will be divided in 8 modules (one per target area) There will be general course learning outcomes but each module will also have specific learning outcomes. The cards will be used as examples/illustration of the theory. There will be a 'validation' section with hands-on or more practical exercises or activities. The last part will be self-assessment.</p> <p><b><u>Training for educators</u></b> It will take place in Reus in May 2019 with two participants per partner organisation, one trainer from DomSpain and one from Iliria and no participants from Dlearn.</p> <p><b><u>Learning materials for adult learners</u></b> The educators who participate in the training will prepare the learning materials for adult learners.</p> <p><b><u>Pilot courses</u></b> Pilot courses will take place in partner countries in partner languages using the learning materials developed.</p>	-	Collegium Balticum
Structure and outline of IO2 introductory course	<p>Iliria will prepare an outline / structure of the course (divided in 8 modules) and share it with partners.</p> <p>Iliria will prepare a SAMPLE module and then partners will develop their topic.</p> <p>Individual online meeting with CB and Iliria to discuss it (September 2018.)</p>	September 2018	Iliria
<b>TRAINING</b>			
Training	<p>The participants should have minimum/general knowledge about the 8 target areas dealt with in the project. No very specific / technical knowledge will be needed.</p> <p>First day: inspiring speakers who have already created projects, made inventions or who have already implemented their ideas into practice.</p> <p>Second day: work in teams of specialists in different areas. Each team will draft a project and will start outlining it. It will be presented to the other participants at the end of the day.</p>	May 2019	OpenEurope

	<p>Third day: The best solution will be finished as a whole group and it will be prepared as project ready to be implemented.</p> <p>OpenEurope will create a template for partners to fill in (during the meeting in Pristina) with the information needed about the training participants: background, experience, competences...</p>		
<b>ONLINE MEETINGS</b>			
Go to meeting	<p>-Apeirons will create a doodle poll to find a date and time all partners are available for an online meeting and prepare together with OpenEurope an agenda, ask for comments and send a final version.</p> <p>- Dlearn will allocate a slot in Gotomeeting</p>	Before September 2018	Apeirons
<b>TRANSNATIONAL MEETING</b>			
Next TM	<p>The 3<sup>rd</sup> TM will be hosted by Iliria in Pristina, Kosovo:</p> <ul style="list-style-type: none"> <li>- Tuesday 29<sup>th</sup> January 2019: full day</li> <li>- Wednesday 30<sup>th</sup> January 2019: half day (morning session)</li> </ul>	January 2019	ILIRIA