

FOURTH PROJECT PARTNERS MEETING

Valencia (ES), 4 – 5 October 2018

AGENDA OF THE MEETING

1	Welcome of Participants	Esmovia Sistema Practices
2	Adoption of the agenda	Pixel
3	Presentation of the Intellectual Output of the WBL 2.0 Project	
3.1	Intellectual output 1: Repository of E-learning Video Lessons and Interviews <ul style="list-style-type: none"> o <i>Current situation</i> o <i>Finalisation of the Output contents</i> 	All partners
4	Presentation of project results	
4.	Project Portal <ul style="list-style-type: none"> o <i>Presentation of WBL 2.0 Portal and collection of improvement proposals</i> 	Pixel
4.2	Platform for organizing transnational internship <ul style="list-style-type: none"> o <i>Discussion on the Platform and of its finalisation</i> 	Sistema Practices and Pixel
4	Presentation of project results	
4.3	Guidelines for the organisation of International internships <ul style="list-style-type: none"> o <i>Presentation of the Portal Section and finalization of the result</i> 	Sistema Practices and Pixel
5	Presentation of the project's events	
5.1	Multiplayer events (ME) <ul style="list-style-type: none"> o <i>Focus group at national level</i> 	Pixel
6	Presentation of the Project Management Activities	
6.1	Presentation and analysis of PM1: Coordination of Activities <ul style="list-style-type: none"> o <i>Finalisation and reporting issues</i> 	Pixel
6.2	Presentation the financial reporting of the project <ul style="list-style-type: none"> o <i>Presentation of the financial rules and administrative management</i> o <i>Final report preparation</i> 	Pixel
6	Presentation of the Project Management Activities	
6.3	Dissemination <ul style="list-style-type: none"> o <i>Finalisation and reporting issues</i> 	<i>All partners</i>
6.4	Presentation and analysis of : Exploitation <ul style="list-style-type: none"> o <i>Presentation of exploitation links and associated partners</i> 	<i>All partners</i>
7	Any Other Business	<i>All partners</i>
8	Meeting and project Evaluation	<i>All partners</i>

List of Participants

Name and Surname	Institution
Sonsoles Jmenez Gonzales	Esmovia - Sistema Practices (Spain)
Maria Angeles Ruiz Gamez	Esmovia - Sistema Practices (Spain)
Andreea Craciun	Esmovia - Sistema Practices (Spain)
Andrea Dolci	Confartigianato Imprese Bergamo (Italy)
Dragana Kladarin	Confartigianato Imprese Bergamo (Italy)
Lol Scragg	Dundee and Angus College (UK)
Vida Drasute	eMundus (Lithuania)
Nikolaos Georgiadis	Epimorfotiki Kilkis (Greece)
Andrea Peraldo	Pixel (Italy)

AGENDA ITEM

1. Welcome to Participants

Maria Angeles Ruiz Gamez from Esmovia (ES) welcomes all the project partners’ representatives to Valencia, thanks them for coming at the meeting and provides them with practical information about facilities of the meeting room, social events accompanying the partners meeting and suggestions to enjoy partners’ stay in Valencia.

2. Adoption of the agenda

Andrea Peraldo from Pixel (IT) shows and briefly describes the meeting folder, one copy is distributed to each of the project partner institution.

The meeting agenda is introduced, briefly discussed and as there are no proposals for integration or amendment it is adopted by all partners.

3. Presentation of the Intellectual Outputs of the WBL 2.0 Project

3.1. Intellectual Output 1: Repository of E-learning Video Lessons and Interviews

Actions to be Carried Out

IO1.1) Creation of all templates needed for carrying out the activities
IO1.2) Production of video interviews with companies’ managers
IO1.3) Production of company managers’ testimonials
IO1.4) Creation of real life case scenarios learning objects
IO1.5) Translation of Videos subtitles in national language

IO 1.2 and 1.3 Andrea Peraldo summarises the process for the production of the Video interviews.:

Production of:

12 video interviews to entrepreneurs/company managers/marketing experts on their expectations/needs with reference to:

- The company web site
- The social media marketing strategies
- The visual identity

The video interviews will be in national language with subtitles in English.

12 Video testimonials of entrepreneurs/company managers/marketing experts/companies’ staff presenting their success stories and highlighting the importance of VET studies and qualifications to enter/have success in the job market.

The project partners discuss on the matter and it is underlined that not necessarily the interviewed people should be entrepreneurs and not necessarily they should have completed the VET path. The important issue is that the testimonials are reporting on real life success stories and focused on motivating VET learners to continue their studies.

Templates and Tools



AGENDA ITEM

Andrea Peraldo briefly go through the templates, that were already discussed in the previous meetings.

Results Achieved:

- 12 video interviews (per country) with company managers, concerning their expectations regarding company website, visual identity and social media marketing
- 12 testimonials (per country), with company managers presenting their successful stories
- 12 real life case scenarios/learning objects (per country)
- Translation of the subtitles in national language

Current Situation

The activity is in line with expectations all the expected deliverables were produced and only Dundee & Angus is slightly below the number of Videos that were to be produced.

Andrea Peraldo shows to the project partners that the Videos are already available on the Youtube Channel of the Project

<https://www.youtube.com/channel/UChcKGLnssJ4jfGJbaig2M3g> and on the Project Portal Interviews: <https://wbl.pixel-online.org/video-lessons.php>

Testimonials: <https://wbl.pixel-online.org/video-testimonials.php>

The Project Portal Section has been developed in order to ensure the most user friendly access to the interviews and testimonials. Each Video is duly presented through a presentation form that describes the main contents of the Video (both for Interviews and for Testimonials) and provide to the trainers useful hints on how to use them with the trainees.

Each project partner presents 1 / 2 examples of the Video produced so far.

Each Video is discussed and compared with the others.

IO 1.5 Andrea Peraldo reminds that all subtitles will have to be translated in national languages.

Almost all the Videos have now the necessary subtitles in all languages.

Andrea Peraldo shows to the project partner the grid summarising the situation for each Video with relation to:

- Availability on Youtube
- Availability on the Portal (description)
- Availability of the subtitles in English
- Availability of the Subtitles in each language

IO 1.4 Project partners discuss and further define through the available examples the real life case scenarios learning objects, as practical activities/exercises/ learning objects, that starting from the contents of the interviews, can be used by trainers to further consolidate students skills and understanding of work based learning situations.

It is also agreed that the Learning objects can be produced either for the Interviews and for the testimonials. Project partners are free to decide on the matter.

DECISIONS:

Project partner jointly discuss how to improve the user friendliness of the Portal Section hosting the Videos.

The following improvements are adopted:

- Within the Interview and Testimonials collection, the project partners will identify a number of Best practices that will be highlighted on the Portal
- A collection of all the Learning Objects will be produced and made available on the Portal Section so to enhance their accessibility

AGENDA ITEM

4. Supplementary Results

Andrea Peraldo reminds to the project partners that according to the National Agency decisions two supplementary results were to be produced, even if they were not recognised as Intellectual outputs and therefore the related budgeted resources were cut.

4.1. Presentation of the Project Portal

Andrea Peraldo shows the WBL 2.0 Project Portal and its main functionalities that are designed to allow project partners to manage the uploading of the main project’s expected results.

4.2. Supplementary result 1: Platform for Virtual Internship

Actions to be Carried Out

SR1.1) Creation of all templates needed for carrying out the activities
SR1.2) Creation of the Platform for Internship
SR1.3) Identification of assessment and monitoring tools
SR1.4) Development of the monitoring tool according to the suggestions from companies and students
SR1.5) Involvement of companies interested in hosting internships
SR1..6) Involvement of students interested in being involved in internships

Andrea Peraldo presents the Platform and asks to the project partners to their best to use it, uploading information about companies and Students.

The platform is available at: https://wbl.pixel-online.org/virtual_platform/

The Portal also already makes available the set of tools to be used to organize and assess Internships and WBL initiatives: https://wbl.pixel-online.org/assessment_tool.php

Templates and Tools

Template: IO3.B – Company Profile

Template: IO3.C – Student Profile

Template: IO3.D – Review of Assessment Tool

Results achieved

- Creation of a platform for internships
- Involvement of 20 companies per country interested in hosting internships
- Involvement of 20 students per country interested in participating in internships
- Identification of 2 assessment tools per partner

Deadlines:

31 October 2018

Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL)

Upload on the platform of companies and students profiles

4.3 Supplementary Result 2: Guidelines for the Organisation of International Internships

Actions to be Carried Out

AGENDA ITEM

SR2.1) Creation of all templates needed for carrying out the activities
SR2.2) Proposal of the syllabus of the guidelines
SR2.3) Development of the guidelines contents

Andrea Peraldo presents the Guidelines produced by the project partners and the way they are presented on the Portal: <https://wbl.pixel-online.org/-guidelines.php> .

Templates and Tools

SR2 – Guidelines to create the chapter contents

Results achieved

Development of 1 guideline for each target group:

- VET directors and administrative staff: Sistema practices (ES)
- VET trainers: Dundee & Angus College (UK):
- Guidelines for students: eMundus (LT)
- Guidelines for policy makers: Epimorfotiki Kilkis (EL)
- Guidelines for companies: Confartigianato (IT)

5. Presentation of the Multiplier events (ME)

Andrea Peraldo from Pixel (IT) presents the multiplier events.

Actions to be Carried Out

- Organisation of a focus group at national level on:
- Promotion of work based learning methodology
- Presentation of the intellectual outputs
- Organisation of the Final Conference

Templates and Tool

- ME.1 – Multiplier Event Description
- ME.2 – Multiplier Event Program
- ME.3 – Multiplier Event List of Participants
- ME.4 – Multiplier Event Minutes

Expected Results

- 1 dissemination event per Country
- involvement of 20 VET trainers and company managers (only participants from organizations other than the beneficiaries)

Deadlines:

31 October 2018

Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL)
Sending of material related to the multiplier events

6. Presentation of the Project Management Activities (PM)

The project Management includes 4 different activities:

- Coordination of activities
- Dissemination
- Exploitation
- Quality and monitoring Plan

AGENDA ITEM**5.1. Presentation and analysis of PM1: Coordination of Activities****Activity to be carried out**

- Attendance to the partners meeting
 - 1st Meeting: Florence (IT) – January 2017
 - 2nd Meeting: Dundee (UK) – June 2017
 - 3rd Meeting: Kilkis (EL) – March 2018
 - 4th Meeting: Valencia (ES) – October 2018
- Production of project reports

Template and Tools

- PM1.G – In progress activities reports
- PM1.H – Financial Manual (*external annex*)

Results Achieved Production of:

- Three months period online Activities Reports
- Yearly Financial Report

15 November 2018

All Partners

Financial Report

5.2. Presentation of the financial reporting of the project

Andrea Peraldo from Pixel (IT) presents financial issues related to the project.

As far as the accountancy is concerned, Andrea Peraldo reminds the partners that all costs must be registered in the internal accountancy system of the institution and all transactions must be recorded systematically in the beneficiary accounts.

With regard to the payments, all transactions must be carried out by bank transfer because all payments in cash are subject to a possible cut from assessors as they are considered as not fully identifiable and verifiable.

The Financial report must be accompanied by the necessary documents for assessing the project expenditures. The documents to be produced are defined below according to the different cost categories.

All original documents must be kept by the coordinator or co-beneficiaries during five years from the date of final payment and only copies of supporting documents should be enclosed to the Financial report.

Andrea Peraldo points out the news of Erasmus+ Programme financial provisions. In particular, in Erasmus+ key action 2 Strategic Partnership expenditures planning and managing is based on unit costs (fixed amounts determined by the programme/call rules) and real costs are not to be used anymore, with the exception of Exceptional Costs (former Subcontracts and Equipment).

5.3. Project Management: PM2 – Dissemination

Andrea Peraldo describes the dissemination activities carried out by the project partners, inviting them to carry on further in order to improve an already very positive situation.

All the Dissemination events are listed and described at: <https://wbl.pixel-online.org/dissemination.php>

Almost 270 events were organized and reported, which is indeed a great success.

Actions to be carried out

AGENDA ITEM

- Development and translation of project brochures
- Organization of at least 1 dissemination event on the project every month
- Production of the best practice dissemination report

Template and Tools

- PM2.A – In progress dissemination reports
- PM2.B – How to write the Best Practice Dissemination Report

Results Achieved

- Production of Project Brochure in all partners languages
- Database of dissemination events on the portal
- Creation of a Facebook Page
- Production of National Best Practice Dissemination Report

Deadlines**30 October 2018**

All partners

Final Best Practice Dissemination Report

5.4. Project Management: PM3 - Exploitation

Andrea Peraldo explains the aim of the exploitation which is to ensure that the project will continue after the funding period and that the intellectual outputs will be used by the end users in the future.

In order to achieve this objective the partners will promote the portal and the intellectual outputs through link on educational web sites. Partners will also involve associate partners that will give their support in the dissemination of the project intellectual outputs with their network of contacts.

Actions to be Carried Out

- Involvement in the project of associated partners
- Collection of exploitation links

Template and Tools

- PM3.A - Associated Partner Letter
- PM3.B - Associated Partner Information
- PM3.C - Exploitation links

Andrea Peraldo presents the Template and Tools and the partners approve them.

Expected Results

- Involvement of associated partners
- Collection of Press reviews

6. Any Other Business

Since there are no further matters for discussion, Maria (Esmovia) and Andrea Peraldo from Pixel thanks all participants for attending the meeting and he then declares the end of the meeting.

7. Meeting Evaluation

Andrea Peraldo from Pixel (IT) distributes to all partners an evaluation form that will be used to report their impressions on the meeting.



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