

FIRST PROJECT PARTNERS MEETING

Florence (IT), 20 – 21 January 2017

AGENDA OF THE MEETING

1	Welcome of Participants	Sistema Practices and Pixel
2	Adoption of the agenda	Pixel
3	Presentation of each partner of the project	All partners
4	Introduction to the project context and background	Sistema Practices and Pixel
5	Preparatory Activities: <ul style="list-style-type: none"> o <i>Involvement of project participants</i> 	Sistema Practices and Pixel
6	Presentation of the Intellectual Output of the WBL 2.0 Project	
	6.1 Intellectual output 1: Repository of E-learning Video Lessons and Interviews <ul style="list-style-type: none"> o <i>Presentation of the templates for carrying out the activities (IO1.A – B – C – D)</i> 	Sistema Practices and Pixel
7	Presentation of project results	
	7.1 Platform for organizing transnational internship <ul style="list-style-type: none"> o <i>Presentation of the planned activities and expected results</i> 	Sistema Practices and Pixel
	7.2 Guidelines for the organisation of International internships <ul style="list-style-type: none"> o <i>Presentation of the planned activities and expected results</i> 	Sistema Practices and Pixel
8	Presentation of the project's events	
	8.1 Multiplayer events (ME) <ul style="list-style-type: none"> o <i>Focus group at national level</i> 	Pixel
9	Presentation of the Project Management Activities	
	9.1 Presentation and analysis of PM1: Coordination of Activities <ul style="list-style-type: none"> o Presentation of the Form for the production of in progress activities reports available online on the project web site (PM1.D) 	Pixel
	9.2 Presentation the financial reporting of the project <ul style="list-style-type: none"> o <i>Presentation of the financial manual (PM1.E)</i> 	Pixel
	9.3 Presentation and analysis of PM2: Dissemination <ul style="list-style-type: none"> o Presentation of the form to report the dissemination events (PM2.A) o Presentation of the Guidelines for writing the Best Practice Dissemination Report (PM2.B) 	Pixel
	9.4 Presentation and analysis of PM3: Exploitation <ul style="list-style-type: none"> o Presentation and discussion of the Forms for the involvement of associated partners (PM3.A-B) o Presentation and discussion of the Forms for the collection of the exploitation links (PM3.C) 	Pixel
	9.5 Presentation and analysis of PM4: Evaluation <ul style="list-style-type: none"> o <i>Presentation of the activities to be carried out</i> o <i>Presentation of the evaluation report on the testing activities</i> 	Pixel
11	Contractual Issues and definition of partners' role	Sistema Practices and Pixel
12	Calendar of Activities and Reminder on Project Deadlines	Sistema Practices and Pixel
13	Schedule of Future Meetings	All partners
14	Any Other Business	All partners
15	Meeting Evaluation	All partners

List of Participants

Name and Surname	Institution
Angelo D'Andrea	Esmovia - Sistema Practices (Spain)
Maria Angeles Ruiz Gamez	Esmovia - Sistema Practices (Spain)
M. Sonsoles Jimenez Gonzalez	Esmovia - Sistema Practices (Spain)
Marina Redondi	Confartigianato Imprese Bergamo (Italy)
Lol Scragg	Dundee and Angus College (UK)
Vida Drąsutė	eMundus (Lithuania)
Neringa Kelpšaitė	eMundus (Lithuania)
Nikolaos Georgiadis	Epimorfitiki Kilkis (Greece)
Elisabetta Delle Donne	Pixel (Italy)
Andrea Peraldo	Pixel (Italy)

AGENDA ITEM	Action
<p>1. Welcome to Participants</p> <p>Elisabetta Delle Donne from Pixel (IT) welcomes all the project partners' representatives to Florence, and thanks them for coming at the meeting.</p> <p>Elisabetta describes briefly the origin of the project and how the partners have been selected and involved during the project planning phase.</p> <p>Angelo D'Andrea and Sonsoles Jimenez Gonzalez on behalf of the project applicant, Esmovia – Sistema Practices (ES), deliver an introductory welcome to the project to all partners wishing a fruitful meeting and expressing the hope work fruitfully for the two years of life of the project. Also reference to the capacity of the project to answer to real needs of the target groups and to contribute to the achievement of key national and European priorities.</p> <p>Andrea Peraldo from Pixel (IT) starts with some practical information about facilities of the meeting room, social events accompanying the partners meeting and suggestions to enjoy partners' stay in Florence.</p>	

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<p>2. Adoption of the agenda</p> <p>Andrea Peraldo from Pixel (IT) shows and briefly describes the meeting folder, one copy is distributed to each of the project partner institution.</p> <p>The meeting agenda is introduced, briefly discussed and as there are no proposals for integration or amendment it is adopted by all partners.</p> <p>3. Presentation of Partners</p> <p>Angelo D’Andrea and Sonsoles Jimenez Gonzalez present the project applicant, Esmovia Sistema Practices (ES), experiences and expertise. ESMOVIA is a Spanish training company located in Valencia and dedicated to the management of European mobility projects. Specialized in providing traineeships and work placements for VET students and job shadowing for VET staff, school education staff and adult education staff.</p> <p>Thanks to a large network of around 400 collaborating host companies and institutions, provides qualified internships, training experiences and job-shadowing able to enhance the professional competences of the participants. Moreover, organises visits to companies/organisations, specialised seminars, language courses and cultural programmes.</p> <p>Elisabetta Delle Donne from Pixel (IT) made a presentation of Pixel: Created in 1999, it is an education and training institution based in Florence (Italy). Pixel’s mission is to promote an innovative approach to education, training and culture; this is done mostly by trying to exploit the best potential of ICT for education and training. Pixel training offer focuses on selected main areas: information and communication technologies, quality business management, language learning and European cooperation. The target groups of such activities are: schools, university, tourism organizations and public bodies.</p> <p>Pixel has significant experience in the field of European cooperation and transnational collaboration. Pixel has been involved in about 90 projects financed by the European Commission in the framework of the following programmes: Socrates ODL; Socrates Minerva; Socrates Grundtvig; Socrates Lingua; Socrates Comenius; Leonardo da Vinci; eLearning; Lifelong Learning; Erasmus +.</p> <p>Vida Drašutė (LT) introduces “eMundus”. Established in 2009 in order to streamline research and implementation activities in the area of education and concerning with the use and adaptation of information and communication technologies in different spheres.</p> <p>The mission of eMundus is to actively promote the knowledge society, while creating and developing services mainly related to ICT, innovations, as well cultural aspects, healthy lifestyle, practical adaptation of them in education and community activities, seeking to ensure the quality of cooperation and unity between different generations and different social groups..</p> <p>Lol Scragg from Dundee and Angus College (UK) introduces the institution he represents.</p> <p>Dundee and Angus College are a vocational Higher and Further Education establishment providing delivery to over 18,000 learners in the region of the city of Dundee and county of Angus. With 18 academic departments, they provide a wide breadth of delivery from digital, arts, engineering, construction, care, sport, science, business and many more. Supplementary teams also provide employability and pre-employability programmes and training across the region. They have numerous areas of synergy with the project aims. The Business Advisor team and Employer Engagement group work closely with hundreds of local businesses as well as local business groups such as the Chamber of Commerce and Federation of Small Business. This gives us a large pool of business and entrepreneurs to speak to gather the project outcome materials. In addition, as a training organisation they have the experience and expertise of creating and delivering training to young people. As holders of a 5 Year Erasmus+ VET Mobility Charter and having carried out many mobilities in the past, they have experience in sourcing</p>	

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<p>transnational placements for our students via our extensive networking of EU partners as well as sourcing local placement opportunities for student mobility for the same partner network.</p> <p>Marina Redondi introduces Confartigianato Imprese Bergamo (IT). The Confartigianato Imprese Bergamo (former Associazione Artigiani Bergamo – AAB) founded in 1945, is a self-governing organisation under private law and represents 14.000 small and medium companies situated in the district of Bergamo, Northern Italy. Its task is to promote a strong and competitive small business by supporting the member enterprises in providing services.</p> <p>Since the '90s Confartigianato Imprese Bergamo has taken part into mobility projects involving companies, professional schools and public institutions. Since 2004 it has been applicant of n. 8 VETPRO projects in the contexts of LLP programme and Leonardo da Vinci programme. As a hosting partner, it has a long experience in the initiatives concerning EU apprentices. As a member of EuroApprenticeship network, it has built a working group of experts in Italy thus promoting mobility of apprentices in Europe.</p> <p>Confartigianato Bergamo has established connections with almost 40 European partners in the last 10 years. More than 250 companies and 150 apprentices and learners were involved in the last 10 years of mobility projects.</p> <p>Nikolaos Georgiadis presents Epimorfotiki Kilkis (EL). Vocational Training Center (VTC) “Epimorfotiki Kilkis SM Ilc” was founded in 1995 and specializes on modern Vocational Training and Lifelong Learning (LLL), as well as advanced Consultative & Supportive Services, which aim at continually promoting sustainable development of Kilkis Prefecture, the business activity and the development of local human resources. VTC’s has a long experience and profound knowledge in the field of Vocational Training, LLL and Consultancy. The firm bases the effectiveness of its operation on the following strategic keystones: Innovation: introduction of innovative tools and means in administration-management as well as education. The firm provides Lifelong Learning services to all adults’ groups, with every available educational tool and in regards to every learning subject.</p> <p>4. Introduction to the project context and background</p> <p>Andrea Peraldo (IT) presents WBL 2.0 Project background. Early school leaving rate is very high trough out Europe, especially for VET (Vocational Education and Training) students. One of the causes of early school leaving is the lack of relation between education and the labour market as perceived by the students.</p> <p>The main target groups of the project are:</p> <ul style="list-style-type: none"> • Vocational students interested in ICT, Web development and Social media marketing • Vocational trainers in ICT, Web development and Social media marketing • Company managers and Human resources recruiters <p>The main project tangible is the intellectual output approved by the Spanish National Agency:</p> <ul style="list-style-type: none"> • Repository of e-learning video lessons and interviews <p>The project also foresees the production of 2 supplementary results</p> <ul style="list-style-type: none"> • Guidelines for the Organization of International internships • Platform for international/virtual Internship <p>The objectives of the project are:</p> <ul style="list-style-type: none"> • Motivate post-secondary VET students through Work Base Learning approaches and teaching/learning products • Enhance the participation of company managers in the training of the future human resources • Improve the internationalization of the training offer of the post-secondary VET providers 	

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<ul style="list-style-type: none"> Develop a ICT platform for the internationalization of apprenticeships <p>5. Preparatory Activities: Target Groups Involvement (PM 1.3)</p> <p>Involvement of project participants Actions to be Carried Out: Involvement of target groups:</p> <ul style="list-style-type: none"> 20 companies (virtual internships) 12 companies' managers (IO1) 10 VET Trainers 100 VET students <p>Templates and Tools Andrea Peraldo from Pixel (IT) presents the template to be used:</p> <ul style="list-style-type: none"> PM1.A - Company Information PM1.B - Company Participation Letter PM1.C - Role of the Company PM1.D – VET Trainer Information <p>In order to facilitate the schools involvement, it is up to the partners to translate the forms.</p> <p>Expected Results In each country must be selected and uploaded on the project portal at least:</p> <ul style="list-style-type: none"> 20 companies 12 companies' managers (IO1) 10 VET Trainers 100 VET students <p>Deadlines:</p> <p>31 May 2017 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteiki (EL) Upload on the project portal the companies information Send to Pixel scanned version of companies' letters</p> <p>30 June 2017 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteiki (EL) Upload on the project portal the VET trainers information</p>	<p>31 May 2017 <u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteiki (EL)</u> Upload on the project portal the companies information Send to Pixel scanned version of companies' letters</p> <p>30 June 2017 <u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteiki (EL)</u> Upload on the project portal the VET trainers information</p>

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<p>6. Presentation of the Intellectual Outputs of the WBL 2.0 Project</p> <p>6.1. Intellectual Output 1: Repository of E-learning Video Lessons and Interviews</p> <p>Actions to be Carried Out</p> <table border="1"> <tr> <td>IO1.1) Creation of all templates needed for carrying out the activities</td> <td>1 November 2016 31 January 2017</td> </tr> <tr> <td>IO1.2) Production of video interviews with companies' managers</td> <td>1 February 2017 30 May 2018</td> </tr> <tr> <td>IO1.3) Production of company managers' testimonials</td> <td>1 February 2017 30 May 2018</td> </tr> <tr> <td>IO1.4) Creation of real life case scenarios learning objects</td> <td>1 February 2017 30 May 2018</td> </tr> <tr> <td>IO1.5) Translation of Videos subtitles in national language</td> <td>30 June 2017 31 July 2018</td> </tr> </table> <p>IO 1.2 Andrea Peraldo proposes the following process for the production of the Video interviews.:</p> <p>Production of: 12 video interviews to entrepreneurs/company managers/marketing experts on their expectations/needs with reference to:</p> <ul style="list-style-type: none"> - The company web site - The social media marketing strategies - The visual identity <p>The video interviews will be in national language with subtitles in English.</p> <p>The main aim of the video interview is to provide the trainers with material to enrich their classroom activities and to provide students VET students, that are studying to become web designers and/or social media managers, with Work based learning materials to better understand what the expectations of companies are and with specific knowledge, competences and skills coming directly from the market.</p> <p>During the interviews entrepreneurs/company managers/marketing experts, will be guided in describing in a real life business scenario how they foresee the company website and/or how they imagine the impact of a social media marketing plan for their enterprise. This will challenge the VET students to face an innovative learning environment in which they experience, without filters, what happens in real job contexts.</p> <p>The project partners discuss the proposal and the following decisions are undertaken:</p> <ul style="list-style-type: none"> - Interviews can focus on website development/update, visual identity development and/or social Media marketing campaigns. Video interviews will be organized accordingly. - Interviews can address both experts in the field, providing concrete examples and best practices of what should be done in order to reach effective results. And/or non experts focusing more on what are the expectations of normal companies that students could 	IO1.1) Creation of all templates needed for carrying out the activities	1 November 2016 31 January 2017	IO1.2) Production of video interviews with companies' managers	1 February 2017 30 May 2018	IO1.3) Production of company managers' testimonials	1 February 2017 30 May 2018	IO1.4) Creation of real life case scenarios learning objects	1 February 2017 30 May 2018	IO1.5) Translation of Videos subtitles in national language	30 June 2017 31 July 2018	<p>30 June 2017 <u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteki (EL)</u> Production of: - 3 Video interviews - 3 Video testimonials - 3 learning objects</p> <p>30 October 2017 <u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteki (EL)</u> Production of: - 3 Video interviews - 3 Video testimonials - 3 learning objects Translation of Video Subtitles</p> <p>28 February 2018 <u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteki (EL)</u> Production of: - 3 Video interviews - 3 Video testimonials - 3 learning objects Translation of Video Subtitles</p> <p>30 May 2018 <u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteki (EL)</u> Production of: - 3 Video interviews - 3 Video testimonials - 3 learning objects Translation of Video Subtitles</p> <p>31 July 2018 <u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteki (EL)</u> Translation of Video Subtitles</p>
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<p>have to answer to in their future job (e.g. interview with the owner of a Restaurant that is interested in developing a new website with no specific experience on the matter).</p> <p>IO1.3 Production of 12 testimonials by company owners/managers presenting their successful stories. The interviews with successful Entrepreneurs will address the following themes:</p> <ul style="list-style-type: none"> - Their personal and professional history - Their educational and training path underlining the importance of VET education - The specific profiles that they need within their business and the skills/competences there are mostly interested in - The personal characteristics and the transversal competences they take into account when selecting their staff resources <p>The interviews will be in national language with subtitles in English.</p> <p>Activities are oriented to collect testimonials of successful entrepreneurs/managers to provide students with exemplary cases to refer to. The testimonials should focus on the:</p> <ul style="list-style-type: none"> - Career of the entrepreneur/manager either underlining the importance of the skills acquired in the educational/training path and/or the difficulties encountered as a result of a decision not to finish school - The competences and transversal skills required when selecting employees <p>IO 1.4 Project partners discuss and define 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</p> <p>Templates and Tools Andrea Peraldo introduces the templates to be used for the production of the intellectual output:</p> <ul style="list-style-type: none"> • IO1.A - Video Interviews script • IO1.B – Case scenario / Learning Object • IO1.C – Video Testimonials script <p>Forms IO1.A, IO1.B and IO1.C are discussed, revised and then approved by the partners. The forms are available as annexes.</p> <p>Expected Results:</p> <ul style="list-style-type: none"> • 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 <p>Deadlines:</p> <p>30 June 2017, 30 October 2017, 28 February 2018 and 30 May 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL) Production of 3 Video interviews (for each deadline). Production of 3 Video testimonials (for each deadline). Production of 3 learning objects (for each deadline).</p>	

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<p>30 October 2017, 28 February 2018 and 30 May 2018 and 31 July 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL) Translation of Videos subtitles in national language</p> <p>7. Supplementary Results Andrea Peraldo and Sonsoles Jimenez Gonzalez explain to the project partners that according to the National Agency decisions two supplementary results will have to be produced, even if they were not recognised as Intellectual outputs and therefore the related budgeted resources were cut.</p> <p>7.1. Supplementary result 1: Platform for Virtual Internship</p> <p>Actions to be Carried Out</p> <table border="1"> <tr> <td>SR1.1) Creation of all templates needed for carrying out the activities</td> <td>1 June 2017 15 June 2017</td> </tr> <tr> <td>SR1.2) Creation of the Platform for Internship</td> <td>16 July 2017 31 July 2017</td> </tr> <tr> <td>SR1.3) Identification of assessment and monitoring tools</td> <td>1 July 2017 31 October 2017</td> </tr> <tr> <td>SR1.4) Development of the monitoring tool according to the suggestions from companies and students</td> <td>1 November 2017 31 December 2017</td> </tr> <tr> <td>SR1.5) Involvement of companies interested in hosting internships</td> <td>31 July 2017 31 December 2017</td> </tr> <tr> <td>SR1..6) Involvement of students interested in being involved in internships</td> <td>31 July 2017 31 December 2017</td> </tr> </table> <p>Templates and Tools Template: IO3.A – Structure of the Virtual Platform Template: IO3.B – Company Profile Template: IO3.C – Student Profile Template: IO3.D – Review of Assessment Tool</p> <p>Expected Results</p> <ul style="list-style-type: none"> • 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 <p>Deadlines: 15 June 2017 Pixel (IT), Esmovia Sistema Practices (ES) Creation of the Templates</p> <p>31 July 2017 Esmovia Sistema Practices (ES), Pixel (IT) Creation of the platform</p>	SR1.1) Creation of all templates needed for carrying out the activities	1 June 2017 15 June 2017	SR1.2) Creation of the Platform for Internship	16 July 2017 31 July 2017	SR1.3) Identification of assessment and monitoring tools	1 July 2017 31 October 2017	SR1.4) Development of the monitoring tool according to the suggestions from companies and students	1 November 2017 31 December 2017	SR1.5) Involvement of companies interested in hosting internships	31 July 2017 31 December 2017	SR1..6) Involvement of students interested in being involved in internships	31 July 2017 31 December 2017	<p>15 June 2017 <u>Pixel (IT), Esmovia Sistema Practices (ES)</u> Creation of the Templates</p> <p>31 July 2017 <u>Esmovia Sistema Practices (ES), Pixel (IT)</u> Creation of the platform</p> <p>31 October 2017 <u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL)</u> Identification and review of at least 2 assessment and 2 monitoring tools</p> <p>31 December 2017 <u>Esmovia Sistema Practices (ES), Pixel (IT)</u> Creation of the monitoring tool</p> <p><u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL)</u> Upload on the platform of 20 companies and 20 students profiles</p>
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<p>31 May 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteiki (EL) Development of Guidelines contents</p> <p>8. Presentation of the Multiplier events (ME) Andrea Peraldo from Pixel (IT) presents the 2 events typologies which are foreseen in project: multiplier events and training activity.</p> <p>Actions to be Carried Out</p> <ul style="list-style-type: none"> • 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 <p>Templates and Tool</p> <ul style="list-style-type: none"> • ME.1 – Multiplier Event Description • ME.2 – Multiplier Event Program • ME.3 – Multiplier Event List of Participants • ME.4 – Multiplier Event Minutes <p>Expected Results</p> <ul style="list-style-type: none"> • 1 dissemination event per Country • involvement of 20 VET trainers and company managers (<u>only participants from organizations other than the beneficiaries</u>) <p>Deadlines:</p> <p>30 September 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteiki (EL) Sending of material related to the multiplier events</p> <p>10. Presentation of the Project Management Activities (PM) The project Management includes 4 different activities:</p> <ul style="list-style-type: none"> • Coordination of activities • Dissemination • Exploitation • Quality and monitoring Plan <p>10.1. Presentation and analysis of PM1: Coordination of Activities</p> <p>Activity to be carried out</p> <ul style="list-style-type: none"> • Attendance to the partners meeting <ul style="list-style-type: none"> 1st Meeting: Florence (IT) – January 2017 2nd Meeting: Dundee (UK) – June 2017 	<p>30 September 2018 <u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteiki (EL)</u> Sending of material related to the multiplier events</p> <p>Every three months <u>All partners</u> Production of Activities Report Forms</p>

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<p>3rd Meeting: Kilkis (EL) – January 2018 4th Meeting: Valencia (ES) – October 2018</p> <ul style="list-style-type: none"> • Production of project reports <p>Template and Tools</p> <ul style="list-style-type: none"> • PM1.G – In progress activities reports • PM1.H – Financial Manual (<i>external annex</i>) <p>Expected Results Production of:</p> <ul style="list-style-type: none"> - Three months period online Activities Reports - Yearly Financial Report <p>Deadlines</p> <p>Every three months (30 April, July, October 2017 and 30 January, April, July, October 2018) All partners Production of Activities Report Forms</p> <p>31 August 2017, 15 November 2018 All Partners Financial Report</p> <p>10.2. Presentation of the financial reporting of the project</p> <p>Andrea Peraldo from Pixel (IT) presents financial issues related to the project. The main documents to be used as official reference for the Administrative and Financial Management are:</p> <ul style="list-style-type: none"> • The Administrative and Contractual Provisions – Annex III to the Contract signed between the coordinator and the National Agency • The Agreement with the National Agency • The Agreement between the coordinator and the project partner <p>No one of these documents is available yet as the National Agency is still in the process of producing them following the changes introduced by the new Erasmus+ programme.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	<p>31 August 2017, 15 November 2018 <u>All Partners</u> Financial Report</p>

AGENDA ITEM	Action
<p>the Financial report.</p> <p>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).</p> <p>As in the current case, for Key Action 2 projects the budget structure is the following:</p> <ul style="list-style-type: none"> - Project Management and Implementation - Transnational Project Meetings - Intellectual Outputs - Multiplier events - Exceptional costs - Optional funding for training initiatives (travel, accommodation, linguistic preparation) <p>Andrea Peraldo reminds the partners that to be considered as eligible costs MUST:</p> <ul style="list-style-type: none"> - Be made during the project life cycle - Necessary for implementation of the project and directly connected with the carrying out of the approved activities - Be Identifiable and verifiable - Justified with appropriate accounting documents, recorded in partner accountancy in line with national legislation and with internal practices on the matter <p>Conversely, the following costs are not eligible and therefore should not be included in any of the expenses categories:</p> <ul style="list-style-type: none"> - Return on capital - Debt and debt service charges - Interest owed - Expenditure that is already funded by other Community sources - Excessive expenditure - Cost of buyout option at the end of lease period - Contributions in kind from third parties - Cost of opening and operating Bank accounts - Deductible VAT <p>Andrea Peraldo explains that beneficiaries are allowed to transfer up to 20% of the funds allocated, from a budget heading to another. With the exception of Project Management and implementation, that CANNOT be increased (but can be reduced). The 20% applies both on the category that is being reduced and the one that is being increased. In all cases the transfer among budget heading must be communicated in advanced to RENASUP and Pixel.</p> <p>Andrea Peraldo presents the Project management and implementation category. Each partners are assigned with a unit cost of 250 Euro per month of the project, (the Coordinator's unit cost is 500 Euro) per month. The resulting grant, is therefore calculated by multiplying the number of months of the project by the unit cost contribution.</p> <p>The budgeted amount is to be used to cover all the transversal activities described in the Application to ensure the correct coordination of the project such as: evaluation, dissemination and exploitation.</p> <p>the costs resulting from the following project activities:</p> <ul style="list-style-type: none"> - Project management (e.g. planning, finances, coordination, communication between partners, etc.) 	

AGENDA ITEM	Action
<ul style="list-style-type: none"> - Small scale learning/teaching/training materials, Virtual cooperation and local project activities (e.g. class room project work) - Information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.). <p>As consequence of the new Erasmus+ results-targeted approach, the event that determines the entitlement to the grant is the implementation of the activities and the production of the outputs as outlined in the project.</p> <p>Andrea Peraldo introduces the necessary documents to justify project management and implementation grant.</p> <p>The description of the activities undertaken will be proved through activity reports, dissemination reports, Exploitation reports, brochures, workshops, etc.</p> <p>On the other hand, the Staff costs should be justified, for each reported staff member using:</p> <ul style="list-style-type: none"> - Employment contracts - Secondment Letter related to the project - Personal Time card (related to activities for management and implementation) <p>Non staff costs should be justified using:</p> <ul style="list-style-type: none"> - Invoice - Proof of payment <p>Andrea Peraldo stresses one more time that all costs must be registered in the internal accountancy system of the institution and systematically associated to the project in the beneficiary accounts.</p> <p>Andrea Peraldo moves to the second item of budget structure: transnational project meetings costs.</p> <p>This part is the contribution to travel and subsistence costs for the participation in transnational meetings between project beneficiaries for implementation and coordination purposes.</p> <p>The unit costs are calculated on distance basis. In particular:</p> <ul style="list-style-type: none"> - 575 Euro per meeting per person for travel from 100 to 1999 km; - 760 Euro per meeting per person for travel above 2000 km. <p>The number of people and distances are pre-calculated and available on each partner's budget. The final grant for each partner is calculated by multiplying the unit cost for the number of meetings participated in.</p> <p>The event that determines the entitlement to the grant is the participation to the transnational meetings and the undertaking of the travel.</p> <p>All the following documents are considered as supporting the costs undertaken:</p> <ul style="list-style-type: none"> - Declaration of the hosting institution specifying <ul style="list-style-type: none"> o Name and surname of the participant o Purpose of the travel o Starting and ending date - List of signatures - Meeting minutes with list of participants - Extra supporting documents per person <ul style="list-style-type: none"> o Flight ticket + Boarding cards o Hotel Invoice <p>As far as the cost related to intellectual outputs are concerned, they cover staff resources to produce Intellectual outputs of the project as defined in the calendar of activities.</p> <p>Andrea Peraldo shows the table reporting the staff unit costs sorted by category and divided per country. That table is replicated below:</p>	

AGENDA ITEM					Action
	Manager B1.1	Teacher/Trainer /Researcher/ Youth worker B1.2	Technician B1.3	Administrative staff B1.4	
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway, Switzerland	294	241	190	157	
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131	
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78	
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia former Yugoslav Republic of Macedonia, Turkey	88	74	55	39	

The final grant for each partner is calculated by multiplying the number of days of work performed by the staff of the project beneficiary multiplied by the Unit costs (of the related staff category), according to the Call table (see above).

The event that determines the entitlement to the grant is the intellectual outputs being produced, available and evaluated as appropriate according to expectations, in terms of quantity and quality criteria by the National Agency.

The evidence of the intellectual output produced and its related consistency with the planned description outlined in the project proposal are considered as supporting documents for the current budget item.

In order to proof the staff time invested for producing the intellectual output(s), it is necessary to provide a Personal time sheet including the following information:

- Name of the person
- Staff category
- Dates
- Number of days implemented for IO(s) production

The model of the Time Sheet is included in the Financial and Administrative manual and will be available on the project Website.

Moreover, it is necessary to prove the nature of the formal relationship between each staff member, whose cost is reported, with the beneficiary providing:

- Contract OR Registration in the official records of the beneficiary
- Secondment letter

Andrea Peraldo explains that staff costs for managers and administrative staff are expected to be covered mainly under the "Project management and implementation". Working days of staff members invested in producing Intellectual outputs should be thoroughly justified. The costs must be reported for the appropriate staff category (i.e. Researchers/Teachers/Trainers) according to the foreseen planned amount of days.

Andrea Peraldo explains that Multiplier Event grant has been foreseen in the approved project and related budget.

The grant covers the organisation of national and transnational conferences/seminars/events aimed at sharing and disseminating the intellectual outputs produced by the project.

Support for multiplier events is provided only if in direct relation to the intellectual outputs of the project.

AGENDA ITEM	Action
<p>The foreseen grant is 100 Euros for local participants and 200 Euros for foreigner participants. The number of participants is indicated in the project budget and the forms to be produced are the same for the other cost categories, for the Staff and Non Staff costs. The list of the documents is also included in the Manual for Administrative and Financial Management.</p> <p>Andrea Peraldo makes the partners aware of the fact that the approved project and related budget do not foresee grant for Exceptional Costs. So whatever partners' request for contribution to real costs related to subcontracting or purchase of goods and services is not eligible.</p> <p>Andrea Peraldo highlights that the approved budget does not foresee neither optional funding for training initiatives (travel, accommodation, linguistic preparation). So, partners cannot claim for costs related to:</p> <ul style="list-style-type: none"> - Contribution to the travel costs of participants - Unit cost per day covering the subsistence of participants - Support offered to participants in order to improve the knowledge of the language of the experience <p>10.3. Project Management: PM2 – Dissemination</p> <p>Andrea Peraldo describes the aim of dissemination events making examples of the main events that can be considered under dissemination purposes.</p> <p>Actions to be carried out</p> <ul style="list-style-type: none"> • Development and translation of project brochures • Organization of at least 1 dissemination event on the project every month • Creation of a Facebook page • Production of the best practice dissemination report <p>Template and Tools</p> <ul style="list-style-type: none"> • PM2.A – In progress dissemination reports • PM2.B – How to write the Best Practice Dissemination Report <p>Expected Results</p> <ul style="list-style-type: none"> • 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 <p>Deadlines:</p> <p>Every three months (30 April, July, October 2017 and 30 January, April, July, October 2018) All partners Upload of 1 dissemination events per month</p> <p>Every month All partners Upload of 1 posts on the Facebook page</p> <p>31 March 2017</p>	<p>Every three months <u>All partners</u> Upload of 1 dissemination events per month</p> <p>Every month <u>All partners</u> Upload of 1 posts on the Facebook page</p> <p>31 March 2017 <u>Esmovia Sistema Practices (ES)</u> Development of project brochure</p> <p>30 April 2017 <u>All partners</u> Translation of project brochure</p> <p>15 September 2017 <u>All partners</u> Progress Best Practice Dissemination Report</p> <p>30 October 2018 <u>All partners</u> Final Best Practice Dissemination Report</p>

AGENDA ITEM	Action
<p>Esmovia Sistema Practices (ES) Development of project brochure</p> <p>30 April 2017 All partners Translation of project brochure</p> <p>15 September 2017 All partners Progress Best Practice Dissemination Report</p> <p>30 October 2018 All partners Final Best Practice Dissemination Report</p> <p>10.4. 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.</p> <p>Actions to be Carried Out</p> <ul style="list-style-type: none"> • Involvement in the project of associated partners • Collection of exploitation links <p>Template and Tools</p> <ul style="list-style-type: none"> • PM3.A - Associated Partner Letter • PM3.B - Associated Partner Information • PM3.C - Exploitation links <p>Andrea Peraldo presents the Template and Tools and the partners approve them.</p> <p>Expected Results</p> <ul style="list-style-type: none"> • Involvement of 6 associated partners • Collection of 6 exploitation links <p>Deadlines: 15 September 2017 All Partners</p> <ul style="list-style-type: none"> • Involvement of 3 associated partners • Collection of 3 exploitation links <p>30 September 2018 All Partners</p> <ul style="list-style-type: none"> • Involvement of a total number of 6 associated partners • Collection of a total number of 6 exploitation links 	<p>15 September 2017 <u>All Partners</u> Involvement of 3 associated partners Collection of 3 exploitation links</p> <p>30 September 2018 <u>All Partners</u> Involvement of a total number of 6 associated partners Collection of a total number of 6 exploitation links</p>

AGENDA ITEM	Action
<p>10.5. Presentation and analysis of PM4: Quality and Monitoring Plan Andrea Peraldo from Pixel (IT) presents the idea under the current Activity.</p> <p>Actions to be carried out</p> <ul style="list-style-type: none"> • Collection of evaluation questionnaires • Collection of testimonials • Production of testing evaluation report <p>Template and Tools</p> <ul style="list-style-type: none"> • PM4.A – Quality Plan • PM4.B – Project Meeting Evaluation Questionnaire • PM4.C – End Users’ Evaluation Questionnaires for Intellectual Outputs PM4.D -- How to write the Evaluation Report on Intellectual Outputs <p>Expected Results</p> <ul style="list-style-type: none"> • 3 issues of the Quality Plan • Collection of 4 testimonials • Collection of 20 evaluation questionnaires • Evaluation Report on IOs <p>Deadlines</p> <p>30 September 2018 All Partners Collection of 4 testimonials Collection of 20 evaluation questionnaires Sending of evaluation report on the IOs</p> <p>11. Contractual Issues and definition of partners’ role Andrea Peraldo from Pixel (IT) reminds all partners about their role in the project. The reviewed partners’ role will be enclosed to the meeting minutes as annexes.</p> <p>Maria Angeles Ruiz Gamez (Esmovia) collects all the partners’ contract.</p> <p>12. Calendar of Activities and Reminder on Project Deadlines</p> <p>Andrea Peraldo from Pixel (IT) presents all the deadlines foreseen for the project. It is agreed that all the partners have a week in order to propose changes to deadlines. The reviewed calendar of activities and calendar of deadlines will be enclosed to the meeting minutes as annexes.</p> <p>13. Schedule of Future Meetings</p> <p>All partners agree to have the second partners’ meeting in Dundee (UK) in July 2017. Official dates will be agreed upon before the end of March so to allow proper travel arrangements.</p> <p>14. Any Other Business Since there are no further matters for discussion, Maria Angeles Ruiz Gamez (Esmovia) and Andrea Peraldo from Pixel (IT) thanks all participants for attending the meeting and he then declares the end of the meeting.</p>	<p>30 September 2018 <u>All Partners</u> Collection of 4 testimonials Collection of 20 evaluation questionnaires Sending of evaluation report on the IOs</p>

AGENDA ITEM	Action
<p>15. Meeting Evaluation</p> <p>Andrea Peraldo from Pixel (IT) distributes to all partners an evaluation form that will be used to report their impressions on the first meeting.</p> <p>Annexes: Annex 01 - Project's presentation Annex 02 – Calendar of activities Annex 03 - Calendar of deadlines Annex 04 - IO1.A - Video Interviews script Annex 05 - IO1.BA – Case scenario / Learning Object Annex 06 - IO1.BB – Case scenario / Learning Object Example Annex 07 - IO1.C – Video Testimonials script Annex 08 - PM3A Associated Partner Letter Annex 09 - PM3B Associated Partner Information Annex 10 - PM3C Exploitation links Annex 11 - Financial Reporting Templates</p>	

