

SECOND PROJECT PARTNERS MEETING

Dundee (UK), 17 – 18 July 2017

AGENDA OF THE MEETING

1		Welcome of Participants	Dundee and Angus
2		Adoption of the agenda	Pixel
3		Preparatory Activities: <i>Current situation on the Involvement of project participants</i>	All partners
4		Presentation of the Intellectual Output of the WBL 2.0 Project	
	4.1	Intellectual output 1: Repository of E-learning Video Lessons and Interviews <ul style="list-style-type: none"> ○ <i>Current situation</i> ○ <i>Presentation of success stories and video interviews</i> ○ <i>Youtube Channel and Subtitles translations</i> 	All partners
5		Presentation of project results	
	5.1	Project Portal <ul style="list-style-type: none"> ○ <i>Presentation of WBL 2.0</i> 	Pixel
	5.2	Platform for organizing transnational internship <ul style="list-style-type: none"> ○ <i>Presentation of the planned activities and expected results</i> 	Sistema Practices and Pixel
	5.3	Guidelines for the organisation of International internships <ul style="list-style-type: none"> ○ <i>Presentation of the planned activities and expected results</i> 	Sistema Practices and Pixel
6		Presentation of the project's events	
	6.1	Multiplayer events (ME) <ul style="list-style-type: none"> ○ <i>Focus group at national level</i> 	Pixel
7		Presentation of the Project Management Activities	
	7.1	Presentation and analysis of PM1: Coordination of Activities <ul style="list-style-type: none"> ○ <i>Current situation</i> 	Pixel
	7.2	Presentation the financial reporting of the project <ul style="list-style-type: none"> ○ <i>Presentation of the financial rules and administrative management</i> ○ <i>Progress report preparation</i> 	Pixel
	7.3	Presentation and analysis of : Dissemination <ul style="list-style-type: none"> ○ Presentation of the best dissemination event carried out 	All partners
	7.4	Presentation and analysis of : Exploitation <ul style="list-style-type: none"> ○ Presentation of exploitation links and associated partners involved so far 	All partners
8		Schedule of Future Meetings	<i>All partners</i>
9		Any Other Business	<i>All partners</i>
10		Meeting and project Evaluation	<i>All partners</i>

List of Participants

Name and Surname	Institution
Maria Angeles Ruiz Gamez	Esmovia - Sistema Practices (Spain)
M. Sonsoles Jimenez Gonzalez	Esmovia - Sistema Practices (Spain)
Angelo Vito D'Andrea	Esmovia - Sistema Practices (Spain)
Marina Redondi	Confartigianato Imprese Bergamo (Italy)
Laura Miller	Dundee and Angus College (UK)
Atif Ashraf	Dundee and Angus College (UK)
Lol Scragg	Dundee and Angus College (UK)
Tomas Valatkevičius	eMundus (Lithuania)
Nikolaos Georgiadis	Epimorfitiki Kilkis (Greece)
Andrea Peraldo	Pixel (Italy)

AGENDA ITEM	Action
<p>1. Welcome to Participants Lol Scragg from Dundee and Angus College (UK) welcomes all the project partners' representatives to Dundee, 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 Dundee.</p> <p>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.</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. Preparatory Activities: Target Groups Involvement (PM 1.3)</p>	<p>30 September 2017 Esmovia (ES), eMundus (LT), Confartigianato</p>

AGENDA ITEM	Action																														
<p>Involvement of project participants</p> <p>Actions to be Carried Out:</p> <p>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</p> <p>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</p> <p>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 <table border="1" data-bbox="209 1104 1190 1395"> <thead> <tr> <th></th> <th>Trainers contacted</th> <th>Trainers Involved</th> <th>Companies Contacted</th> <th>Companies Involved</th> </tr> </thead> <tbody> <tr> <td><u>ES Esmovia</u></td> <td>12</td> <td>12</td> <td>5</td> <td>5</td> </tr> <tr> <td>EL_Epimorfiteiki</td> <td>5</td> <td>5</td> <td>8</td> <td>2</td> </tr> <tr> <td><u>IT ConfBergamo</u></td> <td>10</td> <td>0</td> <td>3</td> <td>3</td> </tr> <tr> <td>LT_eMundus</td> <td>12</td> <td>11</td> <td>14</td> <td>11</td> </tr> <tr> <td><u>UK DundeeAngus</u></td> <td>10+</td> <td>12</td> <td>10+</td> <td>2*</td> </tr> </tbody> </table> <p>The task is not finalised yet the activity is going on without affecting the project success and all the project partners will be able to achieve the expected results. The following deadline are agreed upon.</p> <p>Deadlines:</p> <p>30 September 2017</p> <p>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiteiki (EL)</p> <p>Upload on the project portal the companies information</p> <p>Upload on the project portal the VET trainers information</p>		Trainers contacted	Trainers Involved	Companies Contacted	Companies Involved	<u>ES Esmovia</u>	12	12	5	5	EL_Epimorfiteiki	5	5	8	2	<u>IT ConfBergamo</u>	10	0	3	3	LT_eMundus	12	11	14	11	<u>UK DundeeAngus</u>	10+	12	10+	2*	<p>Bergamo (IT), D&A (UK), Epimorfiteiki (EL)</p> <p>Upload on the project portal the companies information</p> <p>Upload on the project portal the VET trainers information</p>
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<p>4. Presentation of the Intellectual Outputs of the WBL 2.0 Project</p> <p>4.1. 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 and 1.3 Andrea Peraldo summarises the 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. 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>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>	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 October 2017 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL) Production of: - 3 Video interviews - 3 Video testimonials - 3 learning objects</p> <p>Translation of Video Subtitles</p> <p>28 February 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL) Production of: - 3 Video interviews - 3 Video testimonials - 3 learning objects</p> <p>Translation of Video Subtitles</p> <p>30 May 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL) Production of: - 3 Video interviews - 3 Video testimonials - 3 learning objects</p> <p>Translation of Video Subtitles</p> <p>31 July 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL) Translation of Video Subtitles</p>
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<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>Current Situation</p> <table border="1"> <thead> <tr> <th>Partner</th> <th>Interviews</th> <th>Testimonials</th> <th>Learning Object/Scenario</th> </tr> </thead> <tbody> <tr> <td><u>ES Esmovia</u></td> <td>2/3</td> <td>2/3</td> <td>2</td> </tr> <tr> <td><u>EL Epimorfitekti</u></td> <td>1/3</td> <td>1/3</td> <td>1</td> </tr> <tr> <td><u>IT ConfBergamo</u></td> <td>2/3</td> <td>2/3</td> <td>1</td> </tr> <tr> <td><u>LT_eMundus</u></td> <td>4</td> <td>6</td> <td>4 *</td> </tr> <tr> <td><u>UK DundeeAngus</u></td> <td>2</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The activity is in line with expectations.</p> <p>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 provides them with the instructions on how to upload them directly.</p> <p>Each project partner presents 1 / 2 examples of the Video produced so far. Each Video is discussed and compared with the others. The Videos are rich in representing different sectors, different approaches and different styles. The project partners agree that this is a strong point, and decide that there is no need to try and make the Videos more homogenous or similar.</p> <p>The following suggestions for further improvements of the Videos are discussed and shared:</p> <ul style="list-style-type: none"> - Insert within the Video images of the products, websites, logo etc. of the company to give a concrete idea and example of what is said by the interviewed - Select the questions among the script that are more suitable to the company and the interviewed person. - Send the questions before to the interviewed person - Leave some time between one question and the other and between the question and the answer to allow a more effective Video editing improvement of the interview - When asking about more sensible questions such as the amount of money the company is keen in investing on the website/the staff resources they assign to social media campaigns, suggest to use percentages/reference to time rather than money 		Partner	Interviews	Testimonials	Learning Object/Scenario	<u>ES Esmovia</u>	2/3	2/3	2	<u>EL Epimorfitekti</u>	1/3	1/3	1	<u>IT ConfBergamo</u>	2/3	2/3	1	<u>LT_eMundus</u>	4	6	4 *	<u>UK DundeeAngus</u>	2	0	0	
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<p>IO 1.5 Andrea Peraldo reminds that the interviews should be in national language with subtitles in English (or in English directly). Then all subtitles will have to be translated in national languages. For the purpose Andrea Peraldo shows how to use the tool available directly on YouTube.</p> <p>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</p> <p>Deadlines:</p> <p>The Deadlines initially planned are confirmed. Project partners agree on the feasibility of producing 6 Videos every 4 Months.</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), Epimorfitektiki (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> <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), Epimorfitektiki (EL) Translation of Videos subtitles in national language</p> <p>5. Supplementary Results</p> <p>Andrea Peraldo reminds 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>Due to the effort required by the Video production and editing the related activities are postponed.</p> <p>5.1. Presentation of the Project Portal</p> <p>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.</p> <p>5.2. Supplementary result 1: Platform for Virtual Internship</p> <p>Actions to be Carried Out</p> <table border="1" data-bbox="188 1843 1217 2016"> <tr> <td data-bbox="188 1843 815 1928">SR1.1) Creation of all templates needed for carrying out the activities</td> <td data-bbox="815 1843 1217 1928">1 June 2017 15 November 2017</td> </tr> <tr> <td data-bbox="188 1928 815 2016">SR1.2) Creation of the Platform for Internship</td> <td data-bbox="815 1928 1217 2016">15 November 2017 31 December 2017</td> </tr> </table>	SR1.1) Creation of all templates needed for carrying out the activities	1 June 2017 15 November 2017	SR1.2) Creation of the Platform for Internship	15 November 2017 31 December 2017	<p>15 November 2017 <u>Pixel (IT), Esmovia Sistema Practices (ES)</u> Creation of the Templates</p> <p>31 December 2017 <u>Esmovia Sistema Practices (ES), Pixel (IT)</u> Creation of the platform</p>
SR1.1) Creation of all templates needed for carrying out the activities	1 June 2017 15 November 2017				
SR1.2) Creation of the Platform for Internship	15 November 2017 31 December 2017				

AGENDA ITEM		Action
SR1.3) Identification of assessment and monitoring tools	1 January 2018 31 May 2018	<p>31 May 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiliki (EL)</p> <p>Identification and review of at least 2 assessment and 2 monitoring tools</p> <p>30 June 2018 Esmovia Sistema Practices (ES), Pixel (IT)</p> <p>Creation of the monitoring tool</p> <p>31 May 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiliki (EL)</p> <p>Upload on the platform of 20 companies and 20 students profiles</p>
SR1.4) Development of the monitoring tool according to the suggestions from companies and students	1 June 2018 30 June 2018	
SR1.5) Involvement of companies interested in hosting internships	1 January 2018 31 May 2018	
SR1.6) Involvement of students interested in being involved in internships	1 January 2018 31 May 2018	
<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 November 2017 Pixel (IT), Esmovia Sistema Practices (ES) Creation of the Templates</p> <p>31 December 2017 Esmovia Sistema Practices (ES), Pixel (IT) Creation of the platform</p> <p>31 May 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiliki (EL) Identification and review of at least 2 assessment and 2 monitoring tools</p> <p>30 June 2018 Esmovia Sistema Practices (ES), Pixel (IT) Creation of the monitoring tool</p> <p>31 May 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfiliki (EL) Upload on the platform of 20 companies and 20 students profiles</p>		

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<p>5.3 Supplementary Result 2: Guidelines for the Organisation of International Internships</p> <p>Actions to be Carried Out</p> <table border="1"> <tr> <td>SR2.1) Creation of all templates needed for carrying out the activities</td> <td>1 January 2018 15 January 2018</td> </tr> <tr> <td>SR2.2) Proposal of the syllabus of the guidelines</td> <td>16 January 2018 31 January 2018</td> </tr> <tr> <td>SR2.3) Development of the guidelines contents</td> <td>1 February 2018 31 May 2018</td> </tr> </table> <p>Templates and Tools</p> <p>IO2.A – Table of Contents <i>(To be developed)</i></p> <p>IO2.B – Guidelines to create the chapter contents <i>(To be developed)</i></p> <p>Expected Results</p> <p>Development of 1 guideline for each target group:</p> <ul style="list-style-type: none"> • 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) <p>Deadlines</p> <p>15 January 2018 Pixel (IT), Sistema practices (ES) Creation of the Templates</p> <p>31 January 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL) Proposal of the syllabus of the 5 guidelines</p> <p>31 May 2018 Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL) Development of Guidelines contents</p> <p>6. 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>	SR2.1) Creation of all templates needed for carrying out the activities	1 January 2018 15 January 2018	SR2.2) Proposal of the syllabus of the guidelines	16 January 2018 31 January 2018	SR2.3) Development of the guidelines contents	1 February 2018 31 May 2018	<p>15 January 2018 <u>Pixel (IT), Sistema practices (ES)</u> Creation of the Templates</p> <p>31 January 2018 <u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL)</u> Proposal of the syllabus of the 5 guidelines</p> <p>31 May 2018 <u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT), D&A (UK), Epimorfotiki (EL)</u> Development of Guidelines contents</p> <p>30 September 2018 <u>Esmovia (ES), eMundus (LT), Confartigianato Bergamo (IT),</u></p>
SR2.1) Creation of all templates needed for carrying out the activities	1 January 2018 15 January 2018						
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<p>Production of:</p> <ul style="list-style-type: none"> - Three months period online Activities Reports - Yearly Financial Report <p>Current situation</p> <table border="1" data-bbox="260 528 1145 927"> <thead> <tr> <th>Partner</th> <th>Work in Progress</th> </tr> </thead> <tbody> <tr> <td><u>ES Esmovia</u></td> <td>OK</td> </tr> <tr> <td><u>EL Epimorfiliki</u></td> <td>To be done</td> </tr> <tr> <td><u>IT ConfBergamo</u></td> <td>OK</td> </tr> <tr> <td><u>IT Pixel</u></td> <td>OK</td> </tr> <tr> <td><u>LT_eMundus</u></td> <td>OK</td> </tr> <tr> <td><u>UK DundeeAngus</u></td> <td>OK</td> </tr> </tbody> </table> <p>Epimorfiliki is invited to upload the activity reports</p> <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>7.2. Presentation of the financial reporting of the project</p> <p>Andrea Peraldo from Pixel (IT) presents financial issues related to the project.</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 the Financial report.</p>	Partner	Work in Progress	<u>ES Esmovia</u>	OK	<u>EL Epimorfiliki</u>	To be done	<u>IT ConfBergamo</u>	OK	<u>IT Pixel</u>	OK	<u>LT_eMundus</u>	OK	<u>UK DundeeAngus</u>	OK	
Partner	Work in Progress														
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<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>7.3. 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>Current situation</p> <table border="1" data-bbox="210 1301 1155 1704"> <thead> <tr> <th>Partner</th> <th>Events</th> </tr> </thead> <tbody> <tr> <td><u>ES Esmovia</u></td> <td>5</td> </tr> <tr> <td><u>EL Epimorfitiki</u></td> <td>?</td> </tr> <tr> <td><u>IT ConfBergamo</u></td> <td>3</td> </tr> <tr> <td><u>IT Pixel</u></td> <td>26</td> </tr> <tr> <td><u>LT_eMundus</u></td> <td>32</td> </tr> <tr> <td><u>UK DundeeAngus</u></td> <td>9</td> </tr> </tbody> </table> <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</p>	Partner	Events	<u>ES Esmovia</u>	5	<u>EL Epimorfitiki</u>	?	<u>IT ConfBergamo</u>	3	<u>IT Pixel</u>	26	<u>LT_eMundus</u>	32	<u>UK DundeeAngus</u>	9	<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>30 October 2018 <u>All partners</u> Final Best Practice Dissemination Report</p>
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<u>UK DundeeAngus</u>	9														

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<p>Upload of 1 posts on the Facebook page</p> <p>30 October 2018 All partners Final Best Practice Dissemination Report</p> <p>7.4. 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>Current situation</p> <table border="1"> <thead> <tr> <th></th> <th>Ass. Part. Contacted</th> <th>Ass. Part. Uploaded</th> <th>Links</th> </tr> </thead> <tbody> <tr> <td>ES_Esmovia</td> <td>15</td> <td>1</td> <td>0</td> </tr> <tr> <td>EL_Epimorfiki</td> <td>2</td> <td>0</td> <td>0</td> </tr> <tr> <td>IT_ConfBergamo</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>IT_Pixel</td> <td>5</td> <td>1</td> <td>1</td> </tr> <tr> <td>LT_eMundus</td> <td>6</td> <td>3</td> <td>7</td> </tr> <tr> <td>UK_DundeeAngus</td> <td>2</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Deadlines: 30 September 2017 All Partners</p> <ul style="list-style-type: none"> • Involvement of 3 associated partners • Collection of 3 exploitation links 		Ass. Part. Contacted	Ass. Part. Uploaded	Links	ES_Esmovia	15	1	0	EL_Epimorfiki	2	0	0	IT_ConfBergamo	1	1	1	IT_Pixel	5	1	1	LT_eMundus	6	3	7	UK_DundeeAngus	2	0	0	<p>30 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>
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<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>7.5. 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>8. Schedule of Future Meetings</p> <p>All partners agree to have the second partners’ meeting in Kilkis (EL) in March 2018. Official dates will be agreed upon before the end of March so to allow proper travel arrangements.</p> <p>9. Any Other Business Since there are no further matters for discussion, Lol Scragg (Dundee & Angus), Maria Angeles Ruiz Gamez (Esmovia) and Andrea Peraldo from Pixel thanks all participants for attending the meeting and he then declares the end of the meeting.</p> <p>10. Meeting Evaluation 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>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
Annexes: Annex 01 - Project's presentation Annex 02 - Calendar of deadlines	

