



Open IT up

Project No. 2017-1-ES01-KA204-038085

4th Transnational Meeting

Szczecin (Poland) 17 – 18

June 2019

MEETING NOTES

Attendees names: Mariana Petrova (Nikanor); Carola Dierich (Wisamar); Victor Markov (edEUcation); Nefeli Dimopoulou (Idec); Ibrahim Uz (Usak University); Andrea Panizza (Les Cultures); Maria Bitel (Collegium Balticum); Júlia Vilafranca Molero (DomSpain); Olena Korzhukova (DomSpain); Alfred Blasi (DomSpain)

LIST OF DECISIONS MADE DURING THE MEETING

MANAGEMENT and IMPLEMENTATION

General expectations and opinion of projects

Partners have expressed that over the last months they had been carrying out too many different activities at the same time. It is suggested that we should finish one activity before the next one starts.

Partners think that there has been too much content to develop in the working days they have for the project, mainly due to the reduced working days.

The budget for the platform was also cut, but partners still developed it.

The evaluation of the interim report mentioned that we had already done more than two thirds of the project activities and that even the cut activities were also developed. It was also suggested in the evaluation that more information about the TM should be added. DomSpain added a 'timeline' section including a programme, notes and photos of each meeting.

EAEA Grundtvig Award 2019 for Adult Learning: Life Skills

The OpenITup project has won an award: EAEA Grundtvig Award 2019 for Adult Learning: Life Skills

DomSpain and Nikanor will participate in the award ceremony on behalf of the whole partnership, they will be in Copenhagen (Denmark) on 25th - 27th June.



Information about the award will be added to the platform (DomSpain)

What does the award mean for the consortium?

- "It is a recognition to partners and collaborators efforts."
- "The project is called Open IT up and this award represents opening our ideas... to Europe."
- "The project team is working well and we have good combination of partners from different countries. It means that the project is meaningful to all partners."
- "It is important to meet the needs of all partner and their audiences."
- "Widespread project results and outputs to countries we weren't able to reach by our own dissemination channels. In this way, the course and other materials can reach out more people, learners, educators..."
- "We deliberately chose a large consortium (8 partners) in order to be able to produce the outputs in more languages (some of them are widely used, like English, and the others are less used, like Bulgarian). This award is a recognition to the choice we made and all efforts it has required."
- "It is a great added value: it proves that the course is worth it and that it is a quality product to learners."
- "It shows the strength of the partnership."
- "It is an important recognition for the staff, teachers working in development and implementation of the project development. It is good for them to get feedback and have their good job recognised."
- "It emphasises that teaching practical and soft skills to students is important. It shows that professional competences are also recognised if acquired through non-formal and informal education."
- "For partners, it is important to show that the UK is an important country in the EU and that we all should have the opportunity of working together and enrich our knowledge from one another."

Partners suggest to have a video call at 6pm on the 26th June when the project is given the award.

Shared folder in Google Drive

Partners have unintentionally been sharing files and folders of the project by sending links in emails and by carrying out online tasks while logged in the *openitup Gmail*.

Solutions proposed are:

- Always enter the Drive folder from your own Gmail account by going to the section "Shared with me".
- Not signing in the *openitup Gmail* account if it is not strictly necessary.
- The password will be changed to prevent similar issues to happen.

Summary of implemented Activities

Videos: DomSpain will upload all videos to the Youtube Channel and create a playlist for each language.

Meet your characters: all partners sent their files and they are already in the platform. This activity was very well evaluated in the interim report.

Downloadable version of the course: partners who haven't sent it yet, should do it before by the end of June.



Business Idea cards: All partners should read them if they haven't and send comments by Thursday 20 June night directly to the partner or to DomSpain (who will forward it to the corresponding partner otherwise). All partners will modify and improve their cards until Tuesday 25 June night.

By end of June, edEUcation will proofread all business idea cards. And other partners will upload them using the template created by DomSpain.

By 1st September, partners translate all cards adapting the glossary and other content if needed.

IO2: Pilot course in partner countries

Partners have found some difficulties during the piloting phase to recruit learners, but they have until the end of July to pilot the course in a blended or online format.

Partners feedback:

IDEC experienced some problems with characters in the platform. It was fixed and now they are carrying out the piloting online. They think the certificate helps raising the interest of people.

For Les Cultures, this was the most difficult part of the project: they collaborated with another education institution to pilot the course and it was difficult to schedule it within their calendar. Also, they are working with migrants, who don't have the possibility to work

For DomSpain, it was also challenging to gather the people. They had 19 participants in total, divided in two groups.

Collegium Balticum believes that doing the piloting online has a lot of communication problems, and it is difficult to be in contact with them.

Pilot National Reports: end of August (all partners)

Common Pilot Report: September (Usak University)

IO3: ICT Toolkit for adult educators

The ICT Tool Kit will consist of a library of resources: articles, tools, webinars... It will be in English and partner languages (see presentation in Drive for more information about this IO).

Partners will collect resources for learners (4 categories) and for educators (4 categories) following a template provided by DomSpain. Each partner will collect 1 resource per category (8 per partner in total)

edEUcation will look for **8 links to each category** using English resources (64 in total). **Other partners** will look for **1 link to each category** (8 in total) using resources in partner language.

By 30th Septembers, all partners fill in the excel file with the links.

By 31st October; add a short description in English to the links chosen

By 31st January, translation in all languages.

By 28th February, DomSpain checks everything and uploads to platform.



IO3: Webinars

DomSpain delivers a short presentation and gives some advice and technical aspects to develop a webinar.

English version is proofread by edEducation and Wisamar does a final quality check.

DomSpain will do the final editing of the webinar in English and will upload it to Youtube channel and to the platform, then all partners will help with the dissemination.

CB will prepare an image/poster to share in the dissemination of the webinar.

Then each partner will elaborate the video in their language and will send it to DomSpain. Each partner is in charge of the dissemination of their webinar.

Schedule:

English version, DomSpain, released in July 2019

Spanish version, DomSpain, released in August 2019

Polish version, Collegium Balticum, released in September 2019

Greek version, IDEC, released in October 2019

German version, Wisamar, released in October 2019

Italian version, Les Cultures, released in November 2019

Bulgarian version, Nikanor, released in December 2019

Turkish version, Usak University, released in January 2020

Quality Assurance

Wisamar presents an update on the quality assurance of the (see presentation in Drive)

Dissemination

Dissemination activities: partners will try to disseminate more often and using other channels and means (newsletters, press releases....)

By 7th July, all partners will update the dissemination monitoring tool.

CB will prepare a press release about the Grundtvig award. CB will send it before the summer holidays and partners will be able to adapt it if they wish.

EPALE article in July about the award, in September/October about the course and the materials in the platform and then in Jan/Feb about the webinars.

European Youth Platform: September/October, DomSpain will publish an article in EuroDesk or other youth platforms.

CB will create an image to do post about the webinars.

Disseminating the **videos**, in partner languages, with the links of the playlists in Youtube channel that DomSpain will create.



Turkey: July
UK: August
Italy: September
Poland: October
Bulgaria: November
Germany: December
Greece: January
Spain: February

3rd Newsletter: in Autumn, CB will prepare a new issue. There will be a total of 5 newsletters issued during the project.

Next partner meetings

Next Online meeting: Wednesday 9th October at 10am CET

Final transnational meeting: Sofia (Bulgaria) hosted by Nikanor with one participant from each partner organisation.

- 2nd April 2020: full day Transnational meeting. 1 participant per partner.
- 3rd April 2020: Multiplier Event in Sofia, partners can attend but don't count as participants.

Multiplier events:

- Greece, 20 local participants (March 2020)
- Bulgaria, 20 local and 15 international participants (on 3rd April 2020)