ASIDE
Adult Social Inclusion in a Digital Environment

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Project code:

2019-1-PL01-KA204-065689

4th Transnational Project Meeting
'Digital Social Inclusion'

Venue: Sarıçam HEM

Date: 30th September and 1st October 2021

Esentepe Mah. Atatürk Cad. No: 107 Sarıçam,Adana
Turkey

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Adult Social Inclusion in a Digital Environment

FOURTH TRANSNATIONAL MEETING IN TURKEY
MINUTES

Place: Adana, 30th September - 1st October 2021.

Summary: Fourth Transnational Project Meeting, Sarıçam HEM, Adana, 30th September-01st October 2021, 2 participants for each partner institution arrive to Adana. In this meeting, the partners discussed and presented the activities/results of the project. It was discussed the final project management and administrative issues for the Final Report. A Final Conference was organized to promote the project and share its activities/results on the second day.

Participants

Yeliz Nur Akarçay - Sarıçam Halk Eğitimi Merkezi Müdürlüğü (Turkey)
Alpaslan Akıllı - Sarıçam Halk Eğitimi Merkezi Müdürlüğü (Turkey)
Kerem Yücel Güvel - Sarıçam Halk Eğitimi Merkezi Müdürlüğü (Turkey)
Mehmet Hüseyin Yüksel - Sarıçam Halk Eğitimi Merkezi Müdürlüğü (Turkey)
Esra Yazar - Sarıçam Halk Eğitimi Merkezi Müdürlüğü (Turkey)
Nesrin Çabuk Demir - Sarıçam Halk Eğitimi Merkezi Müdürlüğü (Turkey)
Emine Anlar - Sarıçam Halk Eğitimi Merkezi Müdürlüğü (Turkey)
Renata Ochoa-Daderska - Instytut Badań i Innowacji w Edukacji (Poland)
Luis Ochoa Siguencia - Instytut Badań i Innowacji w Edukacji (Poland)
Emil Velinov - ITC International TEFL Certificate s.r.o (Czech Republic)
Angelina Milikina - ITC International TEFL Certificate s.r.o (Czech Republic)
Nela Gomez - Fundación Universitat Jaume I-Empresa (FUE-UJI), Spain
Maria Ventura - Fundación Universitat Jaume I-Empresa (FUE-UJI), Spain
Javier Sanchez Garcia - Fundación Universitat Jaume I-Empresa (FUE-UJI), Spain (Online)

DAY 1 - 30 September 2021

The participants arrived at Sarıçam HEM venue at 11.30 and at 12:00 started the meeting with the welcome by the host institution and continued with the Reviewing of the Agenda; General presentation about the project and activities implemented; Analyzing the meeting minutes of 3rd TPM in Czech Republic [ITC International] and Presentation of the progress of the project in each country.

From 15:00 to 16:00 ASIDE Research Result Presentation: Digital Social Inclusion
The 4th Research Reports on 'Adult Social Inclusion' were presented by the partners.
   •Adult Social Inclusion in a Digital Environment: Digital Social Inclusion [Introduction – SHEM]
   •Digital Social Inclusion: The Turkish Case [SHEM]
   •Digital Social Inclusion: The Polish Case [INBIE]
   •Digital Social Inclusion: The Spanish Case [EuroFUE-UJI]
   •Digital Social Inclusion: The Czech Republic case [ITC International]
SHEM presented the publication of all reports on 'Adult Social Inclusion in a Digital Environment: Exchange of Good Practices.

From 16:00 to 17:00

The partners raised a discussion on the Manual of Best Practices: Digital competences necessary for developing ICT-based social inclusion initiatives/services. SHEM presented the publication of ASIDE Manual.

- Social Learning in Online Environments [INBIE]
- Social networks to sustain social inclusion intervention as well as the involvement of social educators [FUE-UJI]
- Basic educational portfolio for social educator/ volunteers [SHEM]
- Professional competences for Social Inclusion staff [ITC]

From 17:00 to 17:30
The structure of the Final Conference: Digital Social Inclusion
SHEM presented the Programme for the Final Conference on the second day. The programme is as follows:
- The ASIDE Project Presentation will be realized by SHEM and INBIE.
- All the research reports and Manual of Best Practices will be presented.
- Each partner will present their reports on '**Digital Competences necessary for developing social inclusion initiatives and services'.**
- The ASIDE training course will be organized in a hybrid way. INBIE staff will be responsible for the training course.
- Some stakeholders and educators will be present in the final conference.
- The publications will be delivered to the stakeholders and educators.

From 17:30 to 19:00
INBIE provided partners with detailed information on Management and Administrative Issues.
- Dissemination Activities
- Financial Issues
- Final Report Issues
- General Obligations of the partners

DAY 2 - 01 October 2021

The Final Conference: Digital Social Inclusion

The Final conference started at 09:00 with the welcome speech by the host institution (SHEM) and the coordinating institution (INBIE). The Final Conference Programme was as follows:

From 09:30 to 13:30

ASIDE Project Presentation
- Yeliz Nur Akarçay [SHEM]
- ASIDE Project Implementation & Dissemination [INBIE]

ASIDE Project Publication Presentation [SHEM]
- Adult Social Inclusion in a Digital Environment: Exchange of Good Practices
- Manual of Best Practices: Digital competences necessary for develoing ICT-based social inclusion initiatives/services

Research on 'Digital Competences for Social Inclusion Initiatives and services (All Partners)
- Introduction [Javier Sanchez Garcia – FUE-UJI]
- Teaching and Learning' & 'Assessment [Javier Sanchez Garcia – FUE-UJI]
- Professional Engagement' & 'Digital Resources [Yeliz Nur Akarçay– SHEM]

- Empowering Learners [Emil Velinov – ITC]
- Facilitating Learners' Digital Competence' [Luis Ochoa Siguencia – INBIE]

Discussion and Presentation of the Publications to Authorities and ASIDE Consortium Partners

ASIDE Training Course: PbWorks for Adult Social Inclusion in a Digital Environment [INBIE]

About 14:00

The conference ended with the discussion of dissemination activities and next steps' to follow in the ASIDE project implementation and administrative and financial issues for final report.

The partners discussed about Dissemination Activities. Presentation of Newsletters, Posters, Brochures, Blogs, Online Forums, etc. (ITC International). Discussions on translation of Newsletters, Posters, Brochures, etc. (All partners)

Important conclusions:

- All project partners signed the necessary documents [attendance sheet, list of participants and all partners received certificates of attendance]
- All partners participated actively in the presentations and discussions
- All studies/reports/research were presented by the partners
- The end date of the project is **31st of October,2021.**
- All expenses on the project must be issued before **31st of October ,2021.**
- INBIE will pay the balance of money up to 80% of partners' budget. The partners will receive the rest upon the approval of the final report by the National Agency.
- All Dissemination Activities must be finish before **31 st of October , 2021.**
- A new Folder will be created by ITC for Dissemination Activities.
  (Newsletters -Leaflets will be translated in partners' languages. 2 documents will be uploaded- one in English editable- one PDF to put in the webpage).
    - **15th October 2021** is the deadline for preparing Newsletters-Leaflets
    - SHEM will prepare a Newsletter for the 4th Meeting and ITC will prepare a Newsletter for the Manual and for 4 reports.
- Each partner will share the project website on their social media acoounts and update the info for final report
- INBIE will create the final report on the 1st of November,2021 on Mobility Tool.
- The final reports from all partners must be received **in the first week of November**.
    o All partners must present the documents for showing the relation between institution and staff. INBIE will create a document and share it with the partners.
    o Travel documents, expenses, hotel invoices, any invoices for project management will be presented by the partners.
    o Confirmation information on who is responsible for spending the money will be presented by the partners.

The certificates were delivered to each participant at 15:00 and a common picture was taken.

15:30 End of the ASIDE Meeting