

**Empowering youth to critically analyse fake news**  
**2019-2-RO01-KA205-064070**

## **Transnational Project Meeting 1. Agenda**

### **17 – 18 October 2019, Constanta, Romania**

#### **Day 1: 17.10.2016**

<b>Start</b>	<b>Item</b>	<b>Partner</b>
13.45 – 14.00	Reception of participants	T4E
14.00 – 14.10	Welcome speech	T4E
14.10 – 15.15	Getting to know each other. Presentation of partner institutions	Partner leaders: T4E, CEMEA, INBIE, SSF, Petit Pas
15.15 – 15.45	Project overview. Adjust the activities timeline. Implementation Plan	T4E
15.45 – 16.00	Coffee break	
16.00 – 17.00	Discussing roles and responsibilities for preparation of the first LTTA (course 1)	All partners
17.00 – 19.00	Monitoring and Evaluation. Tools and techniques to assess the quality of deliverables and of the processes	T4E

#### **Day 2: 18.10.2016**

<b>Start</b>	<b>Item</b>	<b>Resp</b>
09.00 – 10.30	Communication strategy. Dissemination and exploitation of results	Work reunion moderated by T4E. Inputs from partners
10.30 – 10.45	Coffee break	
10.45 – 12.00	Project budget and Financial rules. Project reports.	T4E

**Meeting location: Constanta Maritime University**

<https://goo.gl/maps/Q2xwVCtCN6WDhiPM6>

104, Mircea cel Batran Str

Assoc Prof Dr Nicoleta ACOMI

Tel: +40 721 287 877

**Host institution: Asociatia TEAM 4 Excellence**

<https://trainingclub.eu/>

Contact person: Ovidiu ACOMI

Email: ovidiu.acomi@gmail.com

Tel: +40 723 194 474

The coordinator institution T4E overviewed the timeline of activities for reducing the length of the project from 24 months to 18 and together agreed the adjustments. The **second version of the timeline** of activities will be uploaded in the Google Drive by T4E. Nicoleta mentioned that it will be possible the change the period for some of the courses/meetings only after informing the Romanian National Agency about this.

	2019			2020												2021		
	o	n	d	i	f	m	a	m	i	i	a	s	o	n	d	i	f	m
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
TP	R								IT									
M	0																	SP
Cou			IT				SP					FR			PL			
rses																		
A1																		
A2																		
A3																		
A4																		
A5																		
A6																		

1<sup>st</sup> training activity (C1) After the coffee break, participants discussed roles and responsibilities for preparation of the first course. The 3-day course will be organized in Italy in December. Petit Pas will propose the **period and location for C1**. It was agreed that the dates of all courses and meetings as well as the location to be proposed and confirmed with at least one month in advance. For facilitating the exchange of good practices, Nicoleta proposed that during each 3-day course, **each partner have to organize one of the six morning/afternoon sessions**. Partners agreed. She also mentioned that the names of the sessions were included in the submitted project proposal and the participants agreed to prepare the sessions in accordance with the plan.



The last session of the day was dedicated to monitoring and evaluation tools. This activity will be conducted by T4E. Nicoleta presented the implementation plan and **workflow of activities with expected periods** for each task. She highlighted that detailed requirements for each activity/result will be created in advance, for the implementation team to be aware of expectations. She also mentioned the necessity of reporting the activities and presented the

template that will be used for this purpose. Each partner will fill in the **quarterly report and upload it in Google Drive** until the 15<sup>th</sup> of the following month of each project quarter.

Within this following month, a **30-40 minutes Skype meeting** will be scheduled. The date will be agreed with the help of doodle form. The first Skype meeting will be in January 2020. **T4E will carry out quality assurance** of project activities every 3 months and elaborate feedback reports, which will be discussed during the Skype meetings.



Project visibility and dissemination was the first subject discussed during the second day of the meeting. Nicoleta presented a draft for the communication and dissemination plan and partners agreed to use it. In order to be aware of how to report their dissemination actions, partners started to fill in one visibility activity. **CEMEA in the leader of the A5 – Project visibility**. From this position, they will maintain the project website and will prepare quarterly newsletters in English. The project page will be on the T4E website and Ovidiu will give access for the CEMEA to manage the page. Each partner delegates a person for communication: translate the press releases/newsletters and transfer the results to TGs. All dissemination activities will be reported to CEMEA. Each partner will include on the own organization website a **link to the project webpage**. The link will be provided by T4E.

