

Erasmus+ KA205 „Flip Edu Up“ (FEU)  
2020-1-DE02-KA204-007531

## Programme

Final project meeting  
25-26 May 2023 in Münster (Germany)

Marcus Flachmeyer/ 2023-04-14

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HeurekaNet – Freies Institut für Bildung, Forschung und Innovation e.V.  
[EN: HeurekaNet – Independent Institute for Education, Research and Innovation]  
Windthorststr. 32  
48143 Münster  
Germany

[www.heurekanet.de](http://www.heurekanet.de)

E-mail: [flachmeyer@heurekanet.de](mailto:flachmeyer@heurekanet.de)  
Phone: +49 251 39995942



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## General Information

### Kind of the Meeting

Transnational Project Meeting (TPM) of the Erasmus+ KA2 project partnership “Flip Edu Up” (FEU) (2020-1-DE02-KA204-007531)

### Dates and times

Start: Thursday, 25 May 2023, 11:00 AM

End: Friday, 26 May 2023, 13:00

### Venue

HeurekaNet – Freies Institut für Bildung, Forschung und Innovation e.V.  
Windthorststr. 32  
48143 Münster  
Germany

Google Plus Code: XJ5J+74 Münster

Bus stops and lines:

Raphaelsklinik: 2, 4, 10, 11, 12, 14

### Main topics of the meeting

- Final evaluation of the project
- Sharing results of project dissemination, including multiplier events
- Reflection and planning of follow-up to the cooperation
- Finalisation of sustainability plan.

### Host Organisation

HeurekaNet - Freies Institut für Bildung, Forschung und Innovation e.V.

### Participants: Number and Profile

- 10 + min 2 stakeholders from Germany (if possible)
- Profile: contact persons and TTT who develop the IOs

### Registration of Participants

The project contact person of each project partner has to register the participants by using the registration form.

## Timetable Day 1 – Thursday 25 May 2023

### 10:45 AM – Arrival and coffee/tea

We will meet at the HeurekaNet office where a small conference room is available. Please enter the building and go up two flights of stairs.

### 11:00 AM – Welcome and Opening

After the welcoming by the host organisation, a short “flashlight” will give each participant the opportunity to talk about her/his “state of mind” and expectations. Some rules of discussion and co-working will be defined for this meeting.

### 11:15 AM Presenting, discussing, and agreeing on the agenda

HeurekaNet will present the proposal for the agenda. If necessary, the agenda will be extended or adjusted.

### 11:30 AM Final evaluation of the project: results of the piloting/testing of IOs

Together with the project partners, INBIE presents and discusses the results of the testing of the IOs.

### 13:00 Lunch break

We have the option of having lunch across the street from our meeting place.

### 14:00 Final evaluation of the project: piloting/testing of IOs (continued)

Together with the project partners, INBIE presents and discusses the results of the testing of the IOs.

### 15:00 Final evaluation of the project: dissemination and exploitation

DOREA and MVNGO, the activity leading organisations of dissemination, will provide and discuss an overview of the status quo dissemination activities to date. The focus will be on output and outcome/impact. The status quo will be evaluated by all partners.

DOREA and MVNGO, the activity leading organisations of dissemination, will provide and discuss an updated proposal for the further exploitation of the IOs. The partnership will finalise the exploitation plan.

### 17:00 Summing up day 1

The working day will be concluded with a joint summary (and an outlook on the informal part of the day).

### 18:30 Historic city walk

Münster is not only an important administrative centre in western Germany and a student city, but also a city with a unique history. Münster is particularly well known as the site of the Peace of Westphalia, which ended the 30 Years War in 1648.

The meeting point for the guided walk is the inner courtyard of the historic town hall.

### 20:00 Dinner

We will have the opportunity to have dinner, traditional Westphalian or more contemporary. It depends on your food preferences and the weather 😊.

## Timetable Day 2 – Friday 27<sup>th</sup> January 2023

### 9:00 AM – Welcome and opening the second day

After the welcoming by the host organisation, a short “flashlight” will give each participant the opportunity to talk about her/his “state of mind” and expectations for the second day.

### 9: 15 AM – Final evaluation of the project: overall view on the project

CIK TREBNJE, the leading organisation for quality assurance and evaluation, and HeurekaNet as the project coordinator, will carry out an overall summary evaluation of the project together with the partners. The focus will be on the quantitative and qualitative aspects of the project.

### 11:30 AM – Project Management: final report

HeurekaNet will introduce the administrative and content requirements of the final report and go into detail on the work to be done.

### 12: 30 – Summing up, feedback and outlook

The TPM will be concluded with a joint summary, the opportunity for feedback and an outlook on the next steps.

After closing the meeting, IE LAS, as the activity leading organisation of quality assurance, will provide a digital feedback form for all attendees and prepare the evaluation report.

### 13:00 – End of the meeting, lunch

After the official end of the meeting, we have the option of having lunch across the street from our meeting place.

## Preparation

Transnational project meetings require good preparation. The agenda has already made it clear at which points which partners need to make contributions in order to be able to conduct a well-founded discussion afterwards and, if necessary, also make decisions.

## Common tasks

In general: Please take another look at the tasks assigned to you and check whether and in what quality you have completed all your tasks planned until the final meeting. If gaps become visible, fill them immediately. Pay attention not only to the activities but also to the results and success indicators.

The focus is on tasks that are carried out by all partners, such as reporting on the piloting of the IOs created in the Flip Edu Up project, reporting on the multiplier events or documenting the dissemination activities.

In addition, there are specific tasks that result from the distribution of tasks and roles in Project Flip Edu Up, which are described below.

## DOREA: specific tasks

DOREA and MVNGO, the activity leading organisations of dissemination, ...

- ... will prepare an overview of the status quo of dissemination activities. The focus will be on output and outcome/impact.
- ... will prepare an updated proposal for the further exploitation of the IOs.

## Center za izobraževanje in kulturo Trebnje: specific tasks

CIK TREBNJE, the leading organisation for quality assurance and evaluation ...

- ... will prepare the final meeting in its evaluative aspects in alignment with the coordinator/host.

## Instytut Badań i Innowacji w Edukacji: specific tasks

INBIE, the leading organisation for pilot testing and evaluation of the IOs ...

- ... will prepare a common report.

## Mine Vaganti NGO: specific tasks

DOREA and MVNGO, the activity leading organisations of dissemination, ...

- ... will provide an overview of the status quo of dissemination activities. The focus will be on output and outcome/impact.
- ... will present an updated proposal for the further exploitation of the IOs.

## HeurekaNet: specific tasks

HeurekaNet, as the hosting and project coordinating organisation, ...

- ... will prepare the moderation of the final TPM.

HeurekaNet, as the project coordinating organisation, ...

- ... will prepare an insight into the status of the project documentation.
- ... will record in writing, together with the minute-taker, all outstanding tasks.
- ... will introduce in detail the work to be done in the context of the final report.