

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

Programme

Kick-off meeting [virtual meeting]
18/19 February 2021

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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)

Aims of the Meeting

Aims:

- Presentation of every partner organisation
- Presenting and agreeing on plan of specific tasks and responsibilities in general
- Discussion about O1 and O2, division of tasks and agreeing on deadlines
- Presenting budgetary arrangement and documentation (financial transfers, regulations and documentation, etc.) as well as reporting (templates and deadlines)
- Presenting the suggestions for project logo and choosing the final one;
- Discussion on quality and evaluation plan as well as dissemination and exploitation plan;
- Creation of quality assurance and stakeholders committee, project management team, and agreeing on their duties.

Host Organisation

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

Participants

- 10 participants (2*5) from HeurekaNet - Freies Institut für Bildung, Forschung und Innovation e.V. [short: HeurekaNet], DOREA Educational Institute [short: DOREA], Mine Vaganti NGO [short: MVNGO], Center za izobraževanje in kulturo Trebnje [short: CIK TREBNJE] and Instytut Badań i Innowacji w Edukacji [short: .
- Profile: contact persons and TTR who develop the IOs
- Min 2 stakeholders from Germany (if possible)

Registration of Participants

The project contact person of each project partner registers the participants using the registration form.

Online Meeting Software and Access

Zoom will be used. An invitation link will be emailed to each participant two days before the meeting. If you need any technical support, please contact the hosting organisation before.

Timetable

Section 1: Thursday 18 February 2021 9:00 - 11:30 (Central European Time)

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.

Presentation of every partner organisation

Each partner organisation has the opportunity to present itself, the approach to the project and its own swot analysis (with a view to the requirements of the project). The content, media and time requirements as listed in the section "Preparation" must be taken into account.

Presenting and agreeing on a plan of specific tasks and responsibilities in general

HeurekaNet, as the project coordinating organisation, provides an overview of the project and the general and specific tasks of the project partners.

Section 2: Thursday 18 February 2021 13:30 - 16:00 (CET)

Discussion about O1 and O2, division of tasks and agreeing on deadlines

Both IOs are already roughly described in the project proposal in terms of their structure and procedural steps. Now the IO-leading organisations HeurekaNet (IO1) and DOREA (IO2) will concretise their ideas on the content of the products and their expectations of the partners' contributions. The aim of the ensuing discussion is a shared vision of the products and a division of tasks that reflects the available working resources and competences of the project partners. The work unit should end with a binding milestone plan for work on IO1 and with an initial schedule for work on IO2.

Section 3: Friday 19 February 2021 9:00 - 11:30 (CET)

Presenting budgetary arrangement and documentation (financial transfers, regulations and documentation, etc.) as well as reporting (templates and deadlines)

Additionally to the already provided partnership agreement HeurekaNet will present a proposal for structuring the ongoing project documentation on Google Drive and a proposal for reporting.

Creation of quality assurance and stakeholders committees, project management team, and agreeing on their duties

CIK TREBNJE, as the activity leading organisation of quality assurance, will present a proposal on the membership, working methods and duties of the quality assurance committee.

DOREA and MVNGO, the activity leading organisations of dissemination, will present a proposal on the membership, working methods and duties of the stakeholders committees.

HeurekaNet, as the project coordinating organisation, will present a proposal on the membership, working methods and duties of the project management team.

Discussion on Quality and Evaluation Plan (QAEP)

Strategies, procedures and tools for project monitoring will be described in the Quality Assurance and Evaluation Plan (QAEP), an operative document shared among partners which defines partners' roles and responsibilities, quality objectives, quantitative and quality indicators and areas of application, criteria as well as means of assessment of these criteria. CIK TREBNJE, as the activity leading organisation of quality assurance,

will present a first draft for discussion.

Section 4: Friday 19 February 2021

13:30 - 16:00 (CET)

Presenting the suggestions for the project logo and choosing the final one

DOREA and MVNGO, the activity leading organisations of dissemination, will present the proposals for the project logo and moderate the selection process.

Discussion on dissemination and exploitation plan

DOREA and MVNGO, the activity leading organisations of dissemination, will present a proposal for the dissemination and exploitation plan which is subsequently the subject of discussion and decision-making.

Summing up the meeting, closing

HeurekaNet, as the hosting and project coordinating organisation, will moderate the summing up of the meeting.

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

Preparation

Transnational project meetings require good preparation, especially when they take place virtually. 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

It is up to all project partners to take responsibility for the success of the project kick-off. Mutual trust in the solution capacities of the individual project partners is already reflected in the joint application, now it is a matter of concretising the commitments.

Please prepare a presentation of your organisation that goes beyond the description in the application (which should be read by every key person in the project). Give an insight into what drives your organisations and what excites you about this project. And what your SWOT analysis is in relation to this project. Close your presentation with a brief look at the staffing tableau you are planning for this project.

Please use a traditional presentation mode like PowerPoint, Prezi etc. ... that would be fine and easy for documentation purposes. Integrated clips may illustrate atmosphere, but ... please no promotion.

Please limit the presentation to 10 minutes plus 5 minutes for questions.

Specific tasks

In this meeting, specific contributions are to be prepared by four (of the five) project partners.

- Please use a traditional presentation mode like PowerPoint, Prezi etc. and ... that would be fine and easy for documentation purposes.
- Please consider the length of your presentation in relation to the attention span of the participants. Also consider the context and take into account that there may be other contributions in this time slot.
- Please use the possibility of accompanying documents.

DOREA

DOREA, the activity leading organisation of IO2,

- ... will prepare a presentation which concretise the ideas on the content of the IO2 and the expectations of the partners' contributions.

DOREA and MVNGO, the activity leading organisations of dissemination,

- will prepare a proposal on the membership, working methods and duties of the stakeholders committee;
- ... will prepare a proposal on the tasks and functioning of the stakeholder committees in the participating countries;
- ... will initiate an open call for ideas on the project logo, collect them and prepare a proposal;
- ... will prepare a proposal for the dissemination and exploitation plan.

MVNGO

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

- will prepare a proposal on the membership, working methods and duties of the stakeholders committee;
- ... will prepare a proposal on the tasks and functioning of the stakeholder committees in the participating countries;
- ... will initiate an open call for ideas on the project logo, collect them and prepare a proposal;

- ... will prepare a proposal for the dissemination and exploitation plan.

CIK TREBNJE

CIK TREBNJE, as the activity leading organisation of quality assurance,

- ... will prepare a proposal on the membership, working methods and duties of the quality assurance committee;
- ... will prepare a first draft of the Quality and Evaluation Plan (QAEP) for discussion;
- ... will prepare a digital feedback form for all attendees.

HeurekaNet

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

- ... will prepare the opening of the kick-off meeting, the summing up of the kick-off meeting and the moderation.

HeurekaNet, as the project coordinating organisation, ...

- ... will prepare an overview of the project and the general and specific tasks of the project partners;
- ... will prepare a presentation which concretise the ideas on the content of the IO1;
- ... will prepare a proposal for structuring the ongoing project documentation on Google Drive and a proposal for reporting;
- ... will prepare a proposal on the membership, working methods and duties of the project management team.