ERASMUS + STRATEGIC PARTNERSHIP PROJECT

"DIGITALISE ME: Upgrading Older Adults' Digital Competences to improve their social inclusion/development"- 2019-1-PT01-KA204-060701

Kick-off meeting

16th-17th January 2020

Participants in the meeting

P1	Associação Rede de Universidades da Terceira Idade	Giselle Janeiro Luís Jacob	Portugal
P2	Domspain Consulting Sl	Julia Vilafranca Molero	Spain
P3	Consorzio Brianteo Villa Greppi	Ilaria Farina	Italy
P4	Agentia pentru Dezvoltare Regionala Nord-Est	Chirtes Madalina Andra Parfeni Mihai-Madalin	Romania
P5	A&A Emphasys Interactive Solutions Ltd	Chrystalla Thrasyvoulou Katerina Constantinou	Cyprus
P6	Fundacja Instytut Re-Integracji Spolecznej	Magdalena Bednarek Adam Kaminski	Poland

Thursday, 16th January 2020

10:00 – Presentation of partners. We begun our kick-off meeting with the presentations of the partners in order to be acquaintance with their area of expertise and work experience.

- *Associação Rede de Universidades da Terceira Idade:* Luís Jacob, president of RUTIS presented RUTIS and its experience. RUTIS (Association of Third Age Universities Network) is a Private Institution of Social Solidarity (IPSS) and Public Utility that supports the community and the senior population in a national and international level.
- *Domspain Consulting Sl:* Julia Molero was the representative of the institution in the meeting. DomSpain is an adult education centre specialised in the field of education and training, vocational studies, occupational, social and intercultural skills, languages and new technologies. It is located in Reus, Spain.
- *Consorzio Brianteo Villa Greppi*: It was presented by Ilaria Farina. It is an Italian Public Body with 14 local municipalities (based in Lombardy Region, north of Italy). Its mission is to promote continuing vocational training, organize and manage cultural activities together with associations, institutions and schools, preserve and enhance cultural heritage, organize supporting services for educational initiatives.
- *Agentia pentru Dezvoltare Regionala Nord-Est:* The North-East Regional Development Agency (ADR Nord-Est) is a public utility NGO, and it was presented by Madalina Andra

Chirtes. Their goal is to generate economic and social development in the North-East Region of Romania. They promote strategies, attract resources, identify and implement financing programmes and offer services for stimulating sustainable economic development, partnerships and entrepreneurial spirit.

- *A&A Emphasys Interactive Solutions Ltd*: It is a company specialized in consultancy, software and support services in the field of ICT. The «Emphasys Centre» is approved by the Cyprus Ministry of Education and Culture as an Educational and Vocational Centre speciating in the field of ICT and by the Cyprus Human Resource Authority. It was presented by Chrystalla Thrasyvoulou and Katerina Constantinou.
- *Fundacja Instytut Re-Integracji Spolecznej*: Is a Polish non-profit organization that work on a local, regional, national and international level. Their main objective is education, culture, art, promotion of health and sports. It was presented by Magdalena Bednarek.

10:30 – Project budget. Giselle Janeiro, RUTIS' project coordinator showed partners the reviewed budget for Digitalise me project. She when through all categories and explained each topic.

- Partners have fixed values for <u>management</u>:
    - 250 Eur per month per partner;
    - 500 Eur per month for coordinator.
- Partners have fixed values for <u>transnational meetings</u>:
    - For travel distances between 100 and 1999 km: 575 EUR per participant per meeting;
    - For travel distances of 2000 km or more: 760 EUR per participant per meeting.
- PM4 (Romania) was eliminated by NA. There will be more <u>3 PM</u> with budget for 1 person per partner and 2 for coordinator.
- IO3 was eliminated from the project. So, we will have budget to perform IO1 and IO2.
- There will be 6 multiplier events, one per each country.
- There will be a <u>C1 Short-term joint staff training events</u> with fixed values for individual support:
    - Up to the 14th day of activity: 106 EUR per day per participant;
- There will be a <u>C1 Short-term joint staff training events</u> with fixed values for travel costs:
    - Between 10 and 99 km: 20 EUR per participant;
    - Between 100 and 499 km: 180 EUR per participant;
    - Between 500 and 1999 km: 275 EUR per participant;
    - Between 2000 and 2999 km: 360 Eur per participant.

11:00 – **Reporting for project.** After going through all topics regarding the budget, Giselle explained about all the reporting that will be done during the project lifetime.

- After signing the agreement between partners and coordinators, RUTIS transferred the 1st installment regarding 30% of total budget.
- **By 31st July 2020:** If 70% of first payment is spent, the report will be used as a request for a further pre –financing of 30% of total budget.
- **By 31st March 2021:** If 70% of second payment is spent, the report will be used as a request for a further pre –financing of 20% of total budget.

- **By 31st December 2021:** The final report is considered as a request for payment of the balance of the grant.
- All partners should keep the following documents in order: Timesheets, salary payments and supporting documents, copies of labor agreement or any other supporting document stating that staff is working for the project, travel costs, travel boarding passes and certificates of activities

12:00 – Intellectual Outputs. Leading partners for each IO together with all partners discussed the work to be done for the respective IO.

- **IO1 - Elaborating of a Digital Living Basics Pack: an online tool for educators with resources to address the lack of digital skills and digital literacy of older adults.** Domspain is the partner leader for this IO. They gave an overview of what will be done as well as dates for work to be done:
  - Beginning January 2020 and end July 2020 (dates can change according to NA response).
  - RUTIS will send all information regarding projects as well as project logo by the <u>end of January 2020.</u>
    - o **A1:** Mapping of Basic Digital Competences of older adults for a higher and better social and civic participation:
  - Domspain will send templates, questionnaires, guidelines and table of resources to be translated be all partners by the <u>end of February 2020</u>.
  - Each partner must apply the questionnaires to 20 seniors by the <u>end of March 2020</u>.
  - Each partner must conduct 3 interviews to seniors by the <u>end of April 2020</u>.
  - Partners must write reports with the results of questionnaires and interviews by the <u>15th of May 2020.</u>
    - o **A2:** Creation of an interactive 'Digital Living Basics Pack' including recommendations and solutions to show how to address the real needs of older adults in the field of Digital and ICT competences.
  - Partners will conduct work for A2 by the <u>end of May 2020</u>.
    - o **A3:** Design of an open education platform including a database of resources related to education and training of digital and ICT competences of seniors.
  - Partners will conduct work A3 in parallel with A2 by the <u>end of May 2020</u>.

14:00 – Intellectual outputs. After lunch break, we continued the discussion regarding IO.

- **IO2 – Development of the programme and learning materials of the blended training course "Basic Skills of social and civic active participation".** The leader for this IO is Emphasys Center. Chrystalla and Katerina gave a presentation of the activities that have to be done as well as dates to achieve them.
  - Beginning July 2020 and end March 2021;
    - o **A1:** A template will be provided to the partners based on the results of IO1 for the framework and will include Objectives/Aims, Methodology, Syllabus and Teaching methodologies. This will be sent by the <u>end of March 2020</u>.
    - o **A2:** P5 will provide the guidelines for the design and production of teaching and learning material and then will be transformed into the e-Learning platform (IO1/A3). There will be a module for each partner and they will be

based on Digcomp framework. All partners agreed that we will use <u>slide presentations</u>. A draft will be sent by the <u>end of June</u>.

- o **A3:** P1 and P5 will create the 'Trainer's Guide' including a set of guidelines on how to run the blended course.
- o **A4:** After the C1 short-term joint-staff training activity, each partner will organise the piloting of the blended course. Each partner needs to invite at least <u>10 older adults</u> for the pilot tests. The in-house training will take approximately <u>10 hours</u> and the online part around <u>30 hours.</u> P5 will send partners all templates regarding the pilot testing.

- Rutis has suggested an example for timesheets that each partner should fill in regarding the working ours per IO. The timesheet was approved by all partners with some minor changes.

15:00 - Learning, Teaching and Training activities. C1 Short term joint staff training events. The partner responsible for this activity is Emphasys Center. The main goal of this activity is to upgrade the professional competences of educators working with the elder in informal and non-formal teaching/learning environments in order to be able to organize themselves blended courses in partner communities.

- All participants will be given a Europass Mobility Certificate and a Professional certificate;
- It is planned to be in January 2021 (can suffer changes);
- The duration is 3 days.

15:30 - Multiplier events. These events have the purpose to disseminate and show projects outputs to the community. Partners must organize events in their community for a minimum of 20 people.

- Partners can choose from seminars/ conferences, workshops, discussion /round table discussions, presentations, etc.
- All activities should be documented with videos and photos.

After the discussing multiplier event, we gave the meeting as finished for the day. There were some questions that RUTIS was responsible to get the answers from the NA:

- *How will the time frame of the project stay, since IO3 was eliminated?*
- *What type of proof will the NA ask regarding the pilot testing?*
- *Is a contract of Consultant accepted by the NA?*

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10:00 – Dissemination and impact.

In accordance with the application form, partners agreed that the dissemination of the project will be done by:

- The project website, that will contain all information regarding the project. The link for this webpage should be visible in each partners' website.
- Through dissemination materials like logo, leaflets and other materials.
  - The logo for the project approved by the partners was as follows:

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- Social networks: Facebook. P4 is responsible for this task.
- Newsletters. RUTIS will create newsletters for the project and partners should make them visible in their webpage as well as send them to a list of local and national partners.
- Press release. These will be done before multiplier event when all outputs are complete.
- International platforms like EPALE, EU project dissemination platform, Open Education Europa, DLearn website.

10:30 – Impact of the project. P6 with cooperation with all partners will create and Quality assurance plan that will describe the strategies to support the quality related to all management activities and include a description of the quality assurance model, activities for process and progress evaluation and evaluation deadline.

- The evaluation of the project will be a quantitative and qualitative evaluation. All data will be given by the indicators of each IO.
- RUTIS will develop a template regarding the 10 stakeholders each partner should join to Digitalise me project.

11:00 – Management. RUTIS as coordinator is responsible for the good management of the project.

- Preparing contracts between the applicant/project coordinator and the partners;

- Preparing internal implementation and financial reports, reports to the NA;

- Management of the project activities and project teams;

- On-going and final evaluation of the intellectual output's quality;

- Internal evaluation processes;

- Preparing national and EU stakeholder lists.

11:30 – Communication. RUTIS as coordinator is responsible for the good communication throughout the project lifetime.

- Organize skype meetings throughout the project lifetime; Next Skype meeting is scheduled for 30th of March 2020 at 11 am CET time (10h Portuguese time);
- Create Whatsup group for quick communication between coordinators;

- Create minutes for each meeting (face-to-face or skype);
- Create News letters;
- Create a Goodle Drive where all documentations related to the project will be uploaded. RUTIS will foresee that everything is updated.
- RUTIS suggested a dissemination template which was approved by all partners as will be uploaded to the Goodle Drive. Partners should keep this document up to date.

12:00 - Evaluation of the meeting. After all topics had been discussed it was distributed to all partner an evaluation sheet to evaluate the kick-off meeting. This evaluation was approved by all and will be done in all project meetings, as well as included in the quality plan.

- Certificates were given to all participants.
- Attendance list was signed.
- All documents presented during Kick-off meeting will be uploaded in Google Drive.
- Next project meeting will be held in Italy in July. Partner P3 will give final dates by the end of January 2020.
- C1 will be held in the second week of January of 2021. Dates will be confirmed by P5.
- Meeting in Spain will be held on the 25-26 February 2021.
- Meeting in Poland will be held in Poland in November 2021. Dates will be confirmed by P6.

12:30 – End of kick-off meeting.