

LearnersMot

2017-1-ES01-KA204-038414 - ERASMUS Plus KA2 – Strategic Partnership
Second Transnational Meeting Milan
25th - 26th June 2018

Meeting Notes

Topic	Decisions
<p>Project Progress and Implemented activities</p>	<p>Review of the project activities made so far, emphasizing the strong points and the points that need to be improved.</p> <p>The questionnaire</p> <p>To improve time management in the future, partner agree to prepare clear guidelines and outline clarifying what is expected from the partners in each activity. To achieve this, an output, stages of its development and work distribution should be agreed on beforehand the development of each output.</p> <p>Cooperation and communication</p> <p>Partners agree that the online meetings are very useful to discuss project progress. If some of the partners feel that an additional online meeting is needed, they can contact the coordinator and the partners and organize it.</p> <p>For the online meetings we will use "Gotomeeting". Eurosuccess agrees to be the host, so that other partners don't have to subscribe to this programme. Eurosuccess will make the Online meeting organizer "presenter" so that they can lead the meeting.</p> <p>NOTE that the partner will have to install the program before the meeting.</p> <p>Some partners had problems with the GoogleDrive.</p> <p>As a reminder:</p> <p>Name of the account: learnersmot@gmail.com</p> <p>Password: europe2017.</p> <p>NOTE that you will have to log out from any other Google account to log in the project account.</p> <p>Deadlines</p> <p>Edensol has provided a document with the deadlines for IO2, that has been discussed, modified and approved by the partners. The final document is on the GoogleDrive:</p> <p>https://drive.google.com/open?id=1ZjGR64uJMdyOrfdSxfwv7drlujfIZDE5</p>

<p>IO2 / A2</p> <p>Database of resources</p>	<p>Presentation of IO2 / A2: creation of a database of national and European resources about literacy, motivation and learning and teaching strategies in English and in partner languages.</p> <p>This database will be available free to anyone who want to use it. However, the target group is adult educators, especially those who work with low-skilled and low qualified adult learners.</p> <p>The partners have discussed the resource library structure prepared by Edensol and agreed on rewording the categories of the database as follows:</p> <ol style="list-style-type: none"> 1. Literacy and basic skills 2. Motivational strategies targeting adults 3. Learning and teaching methods <p>In the introduction to the resource library, we'll reflect on our approach: digital/not digital, formal/non-formal/informal. But this will not be part of the categorisation.</p> <p>Partners agree on the content of the database and kind of resources to be used. The ideas of FREE resources are added to the presentation.</p> <p>To make sure that the items are not duplicated:</p> <ul style="list-style-type: none"> ✓ Eurosuccess and Edensol will check the English resources ✓ UPI and U3A will check the Slovenian resources ✓ Edensol will check the Italian resources ✓ Eurocrea will check the Spanish resources <p>The template is uploaded to the GoogleDrive:</p> <p>https://drive.google.com/open?id=I17PZR9vTYgqcKQXcFRyZrIJErTgYBnN_</p> <p>The modified presentation is here:</p> <p>https://drive.google.com/open?id=I0QyedISjWWInjHp6gkfsVFwp0o7nIjJal</p> <p>Main deadlines:</p> <ul style="list-style-type: none"> ✓ Partners upload entries in English and partner languages to GoogleDrive by 20 July ✓ Edensol upload templates to the project website by 15 September
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<p>IO 2 / A3 Database of Best Practices</p>	<p>Presentation of IO2 / A3: Creation of database of best practices in the field of teaching of basic skills to different groups of low educated learners.</p> <p>U3A presents this topic and explains the theory of what can be considered a good practice and the target group of this database, that are adult educators.</p> <p>All the partners agree on the length of the best practices (1 page per practice) and the amount of practices per partner (3). In total, there will be 15 best practices in English, that later will be translated in partner languages.</p> <p>It is advisable (but not obligatory) that each partner looks for best practices in their own country. For world best practices, the following websites can be checked:</p> <ul style="list-style-type: none"> ✓ NIACE ✓ NALA ✓ VOX <p>Partners create a template for this activity. It is uploaded to the GoogleDrive:</p> <p>https://drive.google.com/open?id=IkKsuZwrFvhE4E-4SB0Yr3VIWlytnb36u</p> <p>U3A has provided an excel file where partners have to write their best practices ideas, before developing them. In this way we avoid duplicates. Link to the excel file:</p> <p>https://drive.google.com/open?id=IGqzec-9JLYS7BdNINPKECugGWN4gmRICs28hY9h-lwU</p> <p>Main deadlines:</p> <ul style="list-style-type: none"> ✓ Partners upload entries in English to GoogleDrive by 30 July ✓ Edensol upload templates to the project website by 15 October
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<p>IO 2 / A4 Interactive Handbook</p>	<p>Presentation of IO2 / A4: Interactive handbook of existing motivational strategies used by adult educators working with low-educated learners.</p> <p>Partners agree on the structure of the handbook and distribute the units as follows:</p> <ul style="list-style-type: none"> ✓ Units 1 to 4: U3A ✓ Units 5 & 9: Edensol ✓ Unit 6: Eurocrea ✓ Unit 7: UPI ✓ Unit 8: Eurosuccess <p>The units will have a reading text and four comprehension questions. The questions in the exercises can be of 3 types:</p> <ol style="list-style-type: none"> 1. Yes/No questions 2. Multiple choice 3. Fill in the gap <p>When learners have answered at least 70% of the questions in each section correctly, they receive a badge. At the end of the handbook, learners will be able to answer the questions of the units again.</p> <p>Partners agree on the structure of the interactive handbook and the distribution of the tasks presented in the Power Point.</p> <p>https://drive.google.com/open?id=I-XdZEVVziB5eT5Q8ac8UF5syE4op8u9E</p> <p>Template for this activity</p> <p>https://drive.google.com/open?id=IB5TFEXspoEs8jsOx-EF0H6Vl ezLQahc6</p> <p>Main deadlines:</p> <ul style="list-style-type: none"> ✓ U3A and Edensol develop chapter 1 and 5 as an example for the other partners to follows by 31 August. ✓ Partners prepare their chapters in English by 20 October. ✓ Edensol upload handbook to the project website by 30 January
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<p>Second Payment</p>	<p>All the partners have to submit the supporting documents for the second payment period by 30 of June.</p> <p>The documents needed are following:</p> <ol style="list-style-type: none"> 1. Worksheet of researchers signed/stamped by a researcher and a legal representative. 2. The contracts of the people that work for the project, scanned and upload to the GoogleDrive. Add the certificate, letter or contract for the workers that are new. 3. Agenda, list of participants with the signatures and certificates. 4. The boarding passes of all the partners. <p>https://drive.google.com/open?id=ISieoImdTm6dQi4EjQI3QY6beAviQqwcP</p>
<p>Quality assessment and Monitoring</p>	<p>All the partners have to upload the quality assessment to the GoogleDrive</p> <p>https://drive.google.com/open?id=0B7A4Wiplw07rWVJETkFI NzdfdIE</p> <p>Eurosuccess will prepare the quality assessment report for the period from November 2017 till June 2018 by 10 July.</p> <p>Partners will have one week to make comments until 17 July.</p>
<p>Dissemination</p>	<p>The leading partner of this activity, Eurocrea, will prepare a template and a folder to upload the evidences in an organized way. There should be a at least one monthly dissemination activity.</p> <p>Each partner has to upload a table of disseminations activities and files with evidences (photos, screenshots, agenda) in the dissemination folder on the GoogleDrive by 30 of June.</p> <p>Newsletter</p> <p>Eurocrea has created the template of the 2° Newsletter.</p> <p>U3A will provide a summary of main findings (1.000 characters) and the link to the article “Adult students feed guilty for being low educated” published by Dušana Findeisen (U3A) in Epale.</p> <p>Partners' contribution (optional) by 10 July</p> <p>Translation into partner languages by 16 July</p> <p>Send to the contacts by 30 July</p>

<p>Next steps</p>	<ul style="list-style-type: none">• Check the texts about partner organizations on the Websites and update if necessary - By 1 July• Prepare and send supporting documents (2nd Reporting Period) to Edensol - By 1 July• Partner send their comments concerning the International report - By 1 July• Edensol uploads final version of the report to the website - By 10 July• Eurosuccess prepare a quality assessment report - By 10 July• Eurocrea prepare a dissemination report - By 10 July• Translate terms and conditions for the website - By 10 September• Additional Online meeting - Responsible Edensol - 10 September at 10 a.m. CET• Third Transnational Meeting will take place in Cyprus on 7 & 8 February
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