

LearnersMot

Project No. 2017-1-ES01-KA204-038414

MEETING NOTES

Fourth Transnational Meeting

Reus (Spain) – 12th-13th December 2019

PROJECT PROGRESS - INTELLECTUAL OUTPUT 3 – Blended course for educators

Website

The blended course has been already uploaded to the website in English and partner languages. Partners will check materials in their language and give feedback **by the 10th of January**.

Edensol will provide a template for the feedback and upload it to Google drive by the **18th of December**.

Some ideas to improve the online course:

- The webinars and ICT tools are in English, for the rest of the languages we have to add a sentence, such as:
 - For the webinars: *The webinars' working language is English*
 - For the ICT tools: *The description of the ICT tools is in English, although you may find some of the resources in your language.*
- Titles have to be translated into partner languages: Webinars – ICT Tools – Online Course
- Add the number of the chapter
- All the titles have to be in capital letters – Left justification
- Add the mp4 with the PPT presentation in English
- Add the PPT presentation in PDF format in English
- Add the PPT presentation in PDF format in all the languages. Partners agreed to translate the PPT presentations by the **10th of January**.

Issue for the programmer! For the Greek language we have the Greek flag, and the partner is from Cyprus, ask the programmer if we can change the flag.

PDF version of the course:

Edensol will add the colophon (the same colophon as in the handbook)

Edensol will get the CIP for the English and Spanish version of the course. Partner will check how to get the CIP in their own countries (if they think it is necessary)

Add in a place that will be always visible, either at the beginning or at the end of the page:

“To download the full version of the course in PDF, please click here”

“Attribution-NonCommercial - ShareAlike” (CC BY-NC-SA) Creative Commons license will be used to grant copyright permissions. The CC BY-NC-SA symbol will be placed in the website at the footer of a page and in the PDF version of the course.

Online course evaluation

5 participants from each organization will fill in the online course evaluation form and send it to Edensol. **Deadline 10th December.**

Once all the evaluation forms have been received, Edensol will prepare a short report. This report will be sent to Eurosuccess that will include it in the Quality report.

Partners’ information: Eurosuccess has changed address recently and will provide the new address to update the partners’ information section.

QUALITY REPORT

As it is the last evaluation, this time it will be online (Google Forms) and the name of the company will be required.

Edensol will send the questions they need to incorporate to the survey to Eurosuccess by the **18th of December.**

The questionnaire will cover following topics:

- 1) General
- 2) Intellectual outputs
- 3) Dissemination & quality
- 4) Impact: people involved, organisations, target groups, multiplier events
- 5) Sustainability
- 6) Meetings, activities, website

Eurosuccess will provide the questionnaire by the **8th of January.**

Partners will fill it in by the **20th of January**

Eurosuccess will deliver the final report by the **5th of February**

The final report has to be submitted by the **28th of February,** but Edensol plans to have it ready earlier.

DISSEMINATION

In the dissemination report, it has to be specified the quantitative indicators stated in the application form and how much we have achieved to compare. Add also what we have done extra, for example, the published articles.

Partners agreed to fill in the dissemination reports by the **30th of December**, and Eurocrea as dissemination leading partner will provide the final report with the indicators of the achievements by the **8th January**.

Multiplying events reports: all partners will submit the reports by the **15th of December**.

Eurocrea will prepare the **4th Newsletter by the 30th of December**. It should have information about the 4th TM, Multiplier events, Summary of all the IOs and photos.

Eurocrea will update the leaflet using the wording we have in the website and the links to the different sections **by the 30th of December**.

EXPLOITATION & SUSTAINABILITY

U3A has provided the exploitation plan, an example of the exploitation strategy and the declaration support. They have been uploaded to Google Drive.

2 or 3 organisations per partner have to sign the stakeholder declaration form. These organisations can be adult education centres, public authorities, municipalities or policy-makers in general. Partners agreed to check the document by **18th of December** and provide feedback. The deadline to have the documents signed by the stakeholders is **22nd of January**.

Partners have to fill in the exploitation strategy template and send it to U3A by the **22nd of January**.

U3A will provide a document with all the information by the **5th of February**.

FINANCIAL PROCEDURES & FINAL REPORT

For the final report, the partners have mainly provided all the needed documents (working documents, contracts, etc.), they only have to provide the timesheets from October to December (if they still have unjustified working days). **Deadline 22nd of January**.

Edensol will submit the final report during the week of the **11th of February**. From the **29th of February**, the NA has 2 months to evaluate everything and one month more to make a payment. The NA payment is supposed to be effected at the end of June and, once received, Edensol will do the last payments to the partners within one week's time.

In case the NA requires any additional documents after the submission of the final report, needed, Edensol might ask the partners to provide them. The partners should keep all the project documents (invoices, travel and accommodation documents, insurance, etc.) in case there is an audit.

During multiplier events, the partners have to make sure that all needed information is provided, it is important to indicate the name and address of participant's organization/s.

Be aware that in some cases the NAs ask a legal representative of a host organization at to sign and stamp a list of the participants of a meeting or a training event to verify that the information is true.

SUMMARY OF THE MAIN DEADLINES

Deadline	Task	Responsible partner
DECEMBER		
10.12.2019 asap	Evaluation of the online course	All partners
15.12.2019 asap	Multiplier Events' reports	UPI, U3A, Eurosuccess
18.12.2019	Provide template for the online course feedback	Edensol
18.12.2019	Send the questions that need to be included in the survey	Edensol -> Eurosuccess
18.12.2019	Check the exploitation and sustainability declaration form provided by U3A	All partners
30.12.2019	Fill in dissemination report	All partners
30.12.2019	4 th Newsletter	Eurocrea
30.12.2019	Update leaflet with the working of the website	Eurocrea
30.12.2019	Report on the online course evaluation	Edensol
JANUARY		
08.01.2020	Provide the questionnaire for the quality report	Eurosuccess
08.01.2020	Final dissemination report	Eurocrea
10.01.2020	Review the online course in partner's language and send feedback	All partners
10.01.2020	Translation of the PowerPoint from the webinars	All partners
20.01:2020	Fill in the questionnaire for the quality report	All partners
22.01.2020	Stakeholders sign the declaration form	All partners
22.01.2020	Timesheets from October to December	All partners
22.01.2020	Fill in exploitation strategy template	All partners -> U3A
FEBRUARY		
05.02.2020	Final quality report	Eurosuccess
05.02.2020	Provide exploitation document with all the information	U3A
11.02.2020	Submit final report	Edensol
28.02.2020	Deadline for the submission of the Final report	Edensol
JUNE		
1 st week June	Final payment	Edensol