AW & HJV

30.09.2020

**WP 02: Virtual kick-off meeting, 1st – 2nd of October 2020**

***Agenda, version 2a***

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## Time & form

* Thursday, 1st of Oct: 10 –12:30 and 14 ‐16:30
* Friday, 2nd of Oct: 10 –12:30).

We use zoom for the virtual meeting, and the meeting room opens 10 min before start at 9:50 Thursday, so you have the opportunity to meet others for a more social talk before start at 10:00.

There is no waiting room and you do not need a password to enter the meeting room.

The link to the meeting room for all sessions both days are:

<https://us02web.zoom.us/j/88116350749?pwd=cU1yWnlBYTdIcDRnQ1ZJTVZ1cnZqZz09>

The meeting ID and password is only needed if you use a Zoom Client to access the meeting:

Meeting-ID: *881 1635 0749* / Code: *boost2020*

## Expected participants:

Aron Weigl, EDUCULT (AT)

Angela Wieser, EDUCULT (AT)

Oliver Löscher, EDUCULT (AT)

Kevin Murphy, VAN (IE)

Robin Simpson, VAN (UK)

Agnieszka Dadak, FAIE (PL)

Rafał Dadak, FAIE (PL)

Marjeta Turk, JSKD (SI)

David Krasevec, JSKD (SI)

Bente von Schindel, KSD (DK)

Hans Jørgen Vodsgaard, Interfolk (DK)

In all 11 (can be divided in 3 groups of 3-4 persons)

## Guidelines for the agenda

It is a short meeting for a kick-off, only with 7,5 hours including breaks.

We do not need to use much time:

* on presentation of organisations and persons because we have all worked together before (except that we must present us to Kevin and vice versa).
* on basic management questions, such as approving partner agreement, rules of procedure, financial guidelines, internal communication guidelines because we can to some extent reuse the similar documents from the BRIDGING project.

But we need time

* to be introduced to, discuss, and clarify the rationale and the key outputs, especially the relations between the part-outputs with more lead partners for the same main output.
* to be introduced to, discuss, and clarify our form of cooperation, so it may be more lean, effective, less time‐consuming and budget conscious without unnecessary internal communication overload.

NB1: The ambition is not to clarify all issues at the kick-off, but rather to gain a better understanding of the project rationale and the possible challenges and possibilities for the project work, so we afterwards can have some focused follow-up virtual sessions with detail planning.

NB2: I hope we can decide to have during October

* first 4 zoom meetings of 1.5 hour for minor groups to detail plan each of the 4 key intellectual outputs, where the participants for the sessions can be the project designer Aron, the project coordinator, Hans and the 1-3 lead partner(s) for the specific output.
* then 2 common zoom meetings to clarify and adopt a) the dissemination and evaluation plans, and 2) the two first Outputs that will be started before our next partner meeting in Vienna, March 2021.

Hereby, the appointed lead partners can be better prepared to take the lead of their output, because they from the start have a clear understanding of 1) what content they shall deliver, and 2) what form of cooperation they can use.

NB3: Even if we use this extra time on a series of short follow-up sessions, we will not use more than the typical 2-3 days, we could use on the physical kick-off including travel stime. I suppose the extra time used here at the start can qualify our succeeding project work, so we all can be more efficient and save a lot of time later.

## Agenda of the meeting (version 2 – 29.09.2020)

### THURSDAY, 1ST OF OCTOBER: 10 –12:30 (150 MIN)

**1. Formalities (5 min)**

 a) Welcome

b) Present EDUCULT as host of the meeting room

 c) Appoint a moderator and a reporter

 d) Approval of the agenda

**2. Presentations of organisations and persons in plenary / 10:05 – 10:20 (15 min)**

 Moderator: Hans

 a) Short presentation of organisations and persons

 c) Short presentation of expectations to the project, personal and organisational benefits

**3. Present and discuss the project’s rationale and key outputs (O1 – O4) / 10:20 – 11:20 (60 min)**

a) Introduction to the project rationale and key outputs, by Aron (15 min)

 b) Group discussion of topic / with lead questions –3 groups of 3-4 persons (25 min)

 Group A: Aron, Robin, Agnieszka,

 Group B: Angela, Bente, Rafal, Jan

 Group C: Oliver, Hans, Kevin, Marjeta

 c) Plenary summaries to clarify the essential objectives and challenges with the outputs (20 min)

 Moderator: Oliver

**Coffee Break 11.20 – 11:30 (10 min)**

 **4. How can we work more lean, efficient, and budget conscious / 11: 30 – 12:30 (60 min)**

 a) Introduction to improved lead partner work, by Bente (10 min)

 b) Introduction to a more lean and efficient form of project work, by Hans (10 min)

 c) Group discussion of topic / with lead questions –3 groups of 3-4 persons (20 min)

 Group A: Aron, Rafal, Marjeta

 Group B: Angela, Hans, Robin, Jan

 Group C: Oliver, Bente, Kevin, Agnieszka,

 d) Plenary summaries with proposals for improved work efficiency (20 min)

 Moderator: Robin

### THURSDAY, 1ST OF OCTOBER: 14 –16:30 (150 MIN)

**5. Present and discuss the plans for dissemination / 14 – 14.40 (40 min)**

Moderator: Marjeta

 a) Introduction to the dissemination plans incl. website, by Kevin (10 min)

 c) Group discussion of dissemination/ with lead questions

 3 groups of 3-4 persons (15 min) – automatic division by zoom

 D) Plenary summaries to clarify dissemination activities (15 min)

**6. Present and discuss the plans for evaluations / 14.40 – 15:20 (40 min)**

Moderator: Agnieszka

 b) Introduction to the evaluation plans, by Aron (10 min)

 c) Group discussion of evaluation / with lead questions

 3 groups of 3-4 persons (15 min) – automatic division by zoom

 D) Plenary summaries to clarify evaluation activities (15 min)

**Coffee Break / 15.20 – 15.30 (10 min)**

**5. Legal conditions - present, discuss and adopt / 15.30 15:55 (25 min)**

Moderator: Bente

 a) Present and discuss Contract with Erasmus+

 b) Present, discuss and adopt the partnership’s “Partner Agreement”

 c) Present, discuss and adopt the partnership’s “Rules of procedure”

**6. Financial management - present, discuss and adopt / 15:55 – 16.15 (20 min)**

Moderator: Bente

 a) The general Erasmus+ financial rules and the new Addendum due to COVID-19

 b) The partnership’s own “Financial Guidelines”

 C) Templates and procedure for cost refunding

**7. Internal Communication - present, discuss and adopt / 16:15 – 16:30 (15 min)**

Moderator: Bente

 a) Common use of ICT, web meetings, Netiquette

 b) Common use of Trello / Dropbox for photos /WeTransfer, etc.

### FRIDAY, 2ND OCTOBER: 10 – 12:30 (150 MIN)

**8. Outline, discuss and adopt work programme and budget / 10 – 10:55 (55 min)**

 a) Present the flow of the work programme, by Aron (10 min)

 b) Present the relations between work programme and budget, by Hans (10 min)

 c) Group discussions of the work programme and budget

 with lead questions –3 groups of 3-4 persons (20 min)

 Group A: Aron, Hans, Marjeta, Agnieszka,

 Group B: Angela, Rafal, Kevin, Jan

 group C: Oliver, Bente, Robin,

 d) Plenary summaries with comments to work programme and budget (15 min)

 Moderator: Bente

**Coffee Break (5 min)**

**9. Outline O1: Methodology and schedule of the Baseline Survey / 11 – 11:30 (30 min)**

 Moderator. Aron

a) Outline the objectives, key activities, deliverables, and work form, by Angela (15 min)

 b) Questions and discussions in plenary (10 min)

, c) Plenary summaries of comments and recommendations (5 min)

**10. Outline O2 & C1: Work with Benchmark Tool and Transnational Training / 11:30 – 12 (30 min)**

 Moderator. Aron

a) Outline the objectives, key activities, deliverables, and work form, by Aron (15 min)

 b) Questions and discussions in plenary (10 min)

, c) Plenary summaries of comments and recommendations (5 min)

**11. Discuss and possible schedule next sessions and meetings / 12 – 12:20 (20 min)**

 Moderator: Hans

 **a) Plan possibly time for 4 trilateral 1.5 hours sessions to plan Intellectual Outputs 1-4**

 1st session: Plan O1: Baseline survey (for IF and ECl)

 2nd session: Plan O2: Benchmark Tool and Training (for EC, IF, JSKD)

 3rd session: Plan O3: Practice Methods, 5 language ed. (for VVC, FAIE, KSD, EC and iF)

 4th Session: Plan O4: Manual for BT and PM, 5 language ed. (for EC and IF plus JSKD and KSD)

 **b) Plan possibly time for possible 2 – 3 common 1.5 hours zoom sessions**

 5th session: Adopt the plans for O1 and O2: Baseline Survey & Benchmark tool

 6th session: Adopt the plans for dissemination and evaluation

 **c) Decide time for 2nd partner meeting in Vienna, March 2021**

**12. Evaluation of the previous work / 12:20 – 12:30 (10 min)**

Moderator: Angela

 a) Oral evaluation round regarding WP 01: Start-up planning

 b) Oral evaluation round regarding WP 02: First partner meeting

**13. A.O.B. (any other business)**