

# **Minutes of the Final Project Meeting and Final Event**

Yow – Youth of the World, the transformative Power of Global Education N<sup>o</sup>  
2017-1-IT03-KA205-010978

**Thessaloniki, Greece**  
13rd and 14th of December 2018

## Agenda

### THURSDAY 13/12/2018

Time	Topic	Partner
9:30	Arrival	All Partners
9:30 - 10:00	Welcome, introduction of the agenda for the transnational meeting	All Partners
10:00 - 10:30	Resume and follow up from the Blended mobility and the last meetings from Sofia	All Partners
10:30 - 11:00	Check the website	ICSE and all partners
11:00 - 11:30	Coffee Break	
11:30 - 12:00	Program the final parts for the dissemination	Epralima and USB
12:00 - 12:30	Press articles about Global Education and the Project	DP, Epralima and all partners
12:30 - 13:00	Local Events	All partners
13:00 - 14:30	Lunch Break	
14:30 - 15:00	Final financial report	ICSE
15:00 - 15:30	Results on monitoring and evaluation	FWC
15:30 - 16:00	Coffee Break	
16:00 - 17:00	Preparation for the Infoday	
17:00 - 19:00	Infoday and workshop	USB and all partners
	End of the day, free time	

### FRIDAY 14/12/2018

Time	Topic	Partner
9:30	Arrival	
9:30 - 10:00	Final report from the content and project results	All partners
10:00 - 10:30	Check risk register on Project Delivery, Finance, Communications, Staff	All partners
10:30 - 11:00	Sustainability and the exploitation of the project outcomes and outputs	All partners
	End of the Meeting, free time	

## Participants

Participant	Organisation
Ioannis Tsilsou	USB
Dora Heracleous	FWC
Daniel Dias	EPRALIMA
Aferdite Shani	ICSE & CO
Eva Yoneva	ICDET

## Discussions/Decisions

-**USB** and **ICSE & CO** opened the meeting and welcomed the participants.

-**Newsletter**: first issue we discussed about the newsletters that we need the proofs/screenshots, so that we can demonstrate that we have sent them. Please put them in the designated drive folder. The newsletters produced so far were 3. And we will need to do a 4<sup>th</sup> one after the M4.

AS- some need to check if all newsletter were sent, as were programmed:

1. starting the project
2. Toolkit and web content
3. Training resumé and tutorials
4. Final event activities.

-**Workshops on GE**: we discussed that what was written in the application did not happen in the reality and that partners did the workshops with local stakeholders/young people. However, since these workshops were intended to be delivered to the partnership, it would be good that all partners present through a presentation (20' max) at a Skype meeting on the *7<sup>th</sup> of January 2019 at 11:00 CET*. The subject of each workshop is mentioned in the application. Therefore partners should be prepared.

- **Tutorial**: Only 2 videos have been created. This is due to the fact that participants of C1 did not do a very professional work so that they should be uploaded after. Therefore, partners should create new ones. It should be 1 video (can use video scribe or other videos).

AS- one to be prepared by ICSE &co- interculturality; one by USB- minorities and human rights; one by ICDET on Development education (help by DP)

## Dissemination

-**Website**: a lot of discussions took place about the website and how it could be more updated. We discussed that is impossible all the content to be translated into the partner's languages. However it is important that the toolkit is and should be partly in national languages. Therefore, at least the 1<sup>st</sup> part should be translated. GR and CY can share the content as their official language is Greek. IE can do proof reading in the English version, unless they have already done.

AS- translate the toolkit in national language and send to Epralime by 10<sup>th</sup> of January.

- **Reports**: It is important that all activities took place during the lifespan of the project, so reports should be uploaded also in the website.

- ICDET should send a description to EPRALIMA about the M3 so that it is uploaded. - The same applies for ICSE & CO for the Blended Mobility as well as

- USB for the M4.

- FWC should check which report from the monitoring can be uploaded.

- DP should check from the workshops idea what can be part of the website

- **Website sections-** Moreover, there will be some changes in the tabs that EPRALIMA will take care.

- Videos will be embedded in a new list,
- Results from activities such as report of the project /documents ,
- the toolkit in PDF in different languages that partners will translate etc.
- goals ect.

- SECTIONS for the project in the website: 1) local events, 2) training course, 3) Blended mobility, 4) reports

- SECTION – *GLOBAL EDUCATION HUB (all info, materials and articles to share)*

- **website GE national information-** In addition all partners should search for content to be uploaded to designated areas of the website. Content can be laws regarding GE, projects, events, manuals or anything that is in line with the scope of the project. Please send them to EPRALIMA until the 27<sup>th</sup> of January 2019.

Generally it would be great that the website becomes a portal for everyone who needs to find information about GB and this is why, we discussed about the sustainability of it after the project ends.

**General dissemination tasks:** it is important that every partner send to press as well as to stakeholders, articles about the project and get them published. One of the subjects addressed is the absence of GE as a concept in national laws or curriculums.

AS- ICSE to put the news from AICS Italy

We should all partners upload to our own website content about the project if not done yet. Deadline is next week.

2<sup>nd</sup> Dissemination report should be send by the partners to EPRALIMA and USB to do a wrap up of the dissemination with indicators. So far the indicators have been reached. However, ICSE & CO mentioned that we cannot measure whether the final target group has been reached and benefited by the project.

EPRALIMA should also take the *Google analytics* of the website in case they can do it.

- **PR articles:** professional articles are need, to check with DP; Epralima and ICSE if it is possible by January to publish at least 2 articles in professional or local press dealing with global education or the project in general.

- **Blended Mobility:** ICSE & CO presented how the Blended Mobility was organized and a general feedback about what could have been better or what was very good. FWC said that the feedback from the evaluation was generally OK except for some specific issues to which was not expressed a general appreciation. So the other partners as well. It was very nice that there was also virtual part of it that helped the process.

- **Local events:** So far all partners have done it (ICSE & CO will finish a new one this week). Yet, not all of them had signature lists or received feedback by the participants. Partners should at least upload a list of participants (if they do not have signatures), report of what happened, photos and evaluation.

AS. Check it from all partners by 27<sup>th</sup> December, photos, present list and articles on the web.

- **Monitoring & Evaluation:** FWC presented what so far has been done and the first results. However, not all partners have send evaluation forms of the activities, neither have they written the evaluation form online. They should do that as soon as possible in order FWC to create a final evaluation report.

As\_ add link and finish (DP did not yet finish, icse for the BM),

**Final report:** ICSE & CO will have to submit the report to the NA by the end of February 2019. However, parts of the report or what each partner has done will be requested, in order the beneficiary to be facilitated and finish on time.

**Financial report: ICSE & CO** mentioned what is needed by the NA. All partners should upload the excel file provided on the drive. For meetings it is important to scan boarding passes and hotel bills which demonstrate that the person took part in the activity. Italian NA suggested that we also scan all receipts in case of audit or further inspection. However in most of the budget lines, the amounts are lump sums. USB suggested that partners can take a look on the Annex III of the Grant Agreement where what is needed by the Erasmus+ is stated as reporting documents in order every partner to be secure.

ICSE & CO also needs the receipt of the facilitator payment and to send them the excel file by the end of January (25/12/2019).

**Final payment** might be in 8-12 months after the project report submission. ICSE & CO is sorry for that but the NA is usually slow in that part.

**Risk Register:** There was a discussion about the risks that the project had and what have been done for that. The template is in the Google drive

**Sustainability:** A big discussion took place in the last part of the first day as well as the second day.

Generally it would be good that a memorandum of understanding will be signed by partners so that we secure the sustainability of the project in the future. ICSE & CO will prepare a document with what was discussed so that partners should sign it.

Upscaling of the results is an important element of the project. As a result, it would be great that the partners further use the toolkit or other materials produced in their work and projects and mention YoW.

Partners agreed that there is an interest in the continuation of the project through other funding opportunities. USB and partners agreed that it is a subject which is not addressed by name in

projects or in general. As a result it is not recognized in different countries of the consortium. FWC proposed a KA3 project and USB agreed that this would be the best option. But this time should be applied in the EACEA, where different actions can be included such as research, structured dialogue meetings, salaries for the production of materials and policy making which of great interest for the partnership and of course one of the main goals.

Website and social media should be updated regularly after the end of the project on a rotation. Each month one post can be made by one partner. So by the end of each year each partner to post 2 articles for example in the website and social networks.

## Decisions

Nr.	Decisions, tasks	Responsible	Deadline
1.	Newsletter	All partners	December
2.	Workshops on GE- share content via Skype	All partners	January 7, 2019 At 12:00
3.	Tutorial to be finished ICSE & co-interculturality; USB- minorities and human rights; ICDET on Development education	ICSE, USB, ICDET, DP check	January 10th
4.	Translate online the Toolkit in their own language and make it as a pdf file	All partners and send to Dani	by 10 <sup>th</sup> of January.
5.	Reports to be uploaded to the website	ICDET, ICSE, USB, FWC, DP	By 28 of december.
6.	website GE national information	All partners	27th of january
7.	Partners website article and project basic information	All partners	21st of december
8.	PR articles press Ppp- prees the press publication	All partners/DP, iCSE, Epralima	January
9.	Monitoring & Evaluation to finish	All partners	27th of december
10.	Sustainability MoU	ICSE	17st/12, to sign by 21st of December
11.	RISk register and Monitoring Framework to fill	all	27st of December








## Attendance sheet



### Transnational Partners Meeting Attendance List



Name	Surname	Email	Organization	Signature
Ioannis	Tsillos	Projectseash ng@gmail.com	USB	
A Penite	SHANI	INFO@ISE-co.org	ISE-co	
Daniel	DIAS	daniel@epalim.org	EPALIM	
Eva	Yoneva	euchity19@ gmail.com	ICDET	
Dava	Heraclous	dava.heraclous@ futurew/discov.org	FWC	

Project Title: Youth of the World: transformative power of global education  
 Reference Number: 2017-1-IT03-KA205-010978  
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## Pictures

