

ERASMUS+

KA2 - COOPERATION FOR INNOVATION
AND THE EXCHANGE OF GOOD PRACTICES

KA204 - STRATEGIC PARTNERSHIPS FOR
ADULT EDUCATION

MOVE-ON!

PROMOTING SOCIAL INCLUSION OF WOMEN, AGED
OVER 50, LOW-QUALIFIED, UNEMPLOYED, AND
DEVELOPING EDUCATORS' PROFILE THROUGH
EDUCATION BY ART
2018-1-PT01-KA204-047314

MINUTES FOR THE 2nd TRANSNATIONAL PROJECT MEETING

Meeting in Kuressaare, Estonia.

6th - 7th September 2019

Between 6th and 7th september partners met for the 2nd Transnational Meeting of the MOVE-ON! Project.



According the Application Form, the proposes of the second transnational project meeting were discussed as follows:

1) **Evaluate the progress of the project in all its aspects:**

Budget/time/implementation

There are no news concerning the budget, but coordinating institution, CFPIMM, summarized and clarify the payments made so far and the next one, after the portuguese agency evaluates the intermedial report.

Also was explained to the Poland partner there own payments, because of the change of institution partner.

The partnership analysed the gantt-chart and check if it is being accomplished on time.

The Hungarian partner will send the Report on Women aged over 50 and Adult Educators-needs and expectations, activity A4, until the end of september.

Quality

All evaluations made so far must be part of the Quality Plan: Meetings, 1st LTTA, activities, etc.

Partners evaluated the 12 months Project on a questionnaire (anexe).

As expected, the partners have a clear understanding of the division of tasks and responsibilities, the timing and the procedures; the procedures described in the quality plan are put into practice; there is a good communication and exchange of information between partners; there is an interesting exchange of skills and ideas among the Partners; the team has a clear and shared understanding of the project rationale, short and long-term objectives; partners are involved of skills with the activities and have good adherence to the work plan.

Whith all project evaluations, partners can define some indicators or other instruments to follow the progress of the Project.

Partnership are aware that Monitorizing System must be done until the end of november.

Risks and/or drawbacks and progress against the expected results and outcomes

Partners checked *Risk Management Plan*. There is no need to make changes on it.

Dissemination and Exploitation Plan

The coordinating institution, CFPIMM, warned to the importance of all partners disseminate the Project in all partners' countries and save evidences to attach to the project report.

Partners will send all the dissemination's activities made in each country to all partners.

Also, all partners will send to Lituanian partner their evidences until the end of september.

- **Project WebSite:** <http://www.moveonproject.eu/>

The Project Website is already on- line. The coordinator partner will update all data until the end of october.

- **e-Portefolio:** eportfoliomoveon.blogspot.com

The Project e-portfolio is also on-line. Partners will send to the coordinator partner 2/3 pictures of each activity with a brief explanation. On the e-portfolio, each picture will have a description and a question. Partners were invited to coment so partnership can be a legacy to inspire others.

- **Brochure and poster:**

Each partner must disseminate the Project in their language.

All partners must send the brochure and poster textes translated to the Estonian partner, so that they can send this products to each partner in their languages.

- **Facebook:**

The Project facebook page must be updated with photos, postes, Project data, required information from Erasmus+, etc.

Partners suggested that should have one administrator by country.

2) Sharing all the experiences and good practices undertaken (Leaners and Educators) since the LTTA in Portugal.

Partners presented the activities made in each country since the LTTA in Portugal.

Partners shared the experiences and good practices undertaken, presented their difficulties and exchanged ideas to develop activities concerning the 2 target groups: Learners and Educators.

- **Presenting the Creative Book**

The formal delivery of the Creative Book by Estonian partner to Poland partner was a very special and solemn moment in the 2nd TM.



The Creative Book is overcoming the expectations. There is no doubt that we are changing women's lives.

brainstorming to identify some activities that can be performed in the LTTA.



4) Evaluating the meeting

After the formal moment to evaluate the meeting and to delivery the Attendance Certificates, the 2nd TM ended in a very unique event, the street picnic, on the main street of Kuressaare. Thousands of people were gathering to the main streets of Kuressaare to have a picnic with music and entertainment.

Was also a moment were partners share some food and drinks specific to their countries.



Anexe
Questionnaire for 12 months Project evaluation

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Questionnaire for 12 months Project evaluation

Dear Partner,

For the purpose of the evaluation of the Erasmus+ MOVE-ON project, we would appreciate if you could kindly provide with your opinions on the project management and implementation so far. At the same time, you are kindly asked to note your expectations, wishes and concerns in connection with the next phases of the project.

Your opinion is very valuable for the project coordinator and the whole consortium to enable the continuing success of this project. Answering a questionnaire is not always a pure pleasure, nevertheless it is essential to ensure the quality of this project and its products. As such, this evaluation is an integral part of the project work plan.

Please do consider the following instructions when answering the questionnaire:

- Please cast your vote per each question, bearing in mind that:
 - 1 = Not sufficient**
 - 2 = Sufficient**
 - 3 = Good**
 - 4 = Excellent**
- Please provide also some written text in the boxes f, especially in the case of negative opinions and judgments: the explanation is important so that we may understand any issues and room for improvements
- Please complete anyone questionnaire per partner organization. If you wish, you can internally collect opinions from your colleagues and respond to the question on behalf of all staff involved in the project.

QUESTIONS/CRITERIA	1	2	3	4	Observations
Project Management and Coordination					
1. <u>Quality of Project management arrangements</u> : the partners have a clear understanding of the division of tasks and responsibilities, the timing and the procedures					
2. <u>Effectiveness of coordination by the project coordinator</u> as for leadership and professional competences					
3. <u>Effectiveness of the monitoring and evaluation processes</u> : the procedures described in the quality plan are put into practice					
4. <u>Effectiveness of quality arrangements</u> described in the Quality Plan and satisfaction about Quality Manager activity					
5. <u>Good communication/exchange of information with the NA</u> : between coordinator and NA and between the coordinator and the consortium					
Project Consortium and Partnership					
6. <u>Good flow of communication</u> among the partners: it allows confidence, open debate and continuous information of the people involved					
7. <u>Quality of the meetings</u> : the team has enough time/occasions to meet (virtual & face to face) to					

QUESTIONS/CRITERIA	1	2	3	4	Observations
discuss, take decisions and solve problems					
8. <u>Mutual exchange</u> : there is an interesting exchange of skills and ideas among the Partners					
9. <u>Understanding of the project</u> : the team has a clear and shared understanding of the project rationale, short and long-term objectives					
10. <u>Strong commitment to the project</u> by all partners: willingness to solve emerging conflicts in a constructive way and engagement of the people in the implementation					
11. <u>Mutual trust among the partners</u> : development of positive attitude towards to the consortium and the shared responsibilities					
12. <u>Peer Support</u> : effective peer support within each partner organisation and the actors involved					
Project Activities and Results					
13. <u>Quality of the project</u> : clear objectives, realistic timescale, consistency of the involved set of skills with the activities					
14. <u>Implementation of the work plan</u> : adherence to the work plan by all partners					
15. <u>Fulfilment of tasks</u> : the partners respect the division of tasks					

QUESTIONS/CRITERIA	1	2	3	4	Observations
16. <u>Respect for timetable of activities</u> : the deadlines are respected					
17. <u>Quality of the dissemination activities</u> : the activities planned and implemented are able to give visibility to the project and to favour multiplier effect					
18. <u>Quality of the outputs and results</u> : tangible and intangible outcomes are of good quality					
19. <u>Integration into ongoing activities</u> : the extent to which project results/actions will be integrated into the partners activities					

Observations/Comments