

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 1ST TRANSNATIONAL PROJECT MEETING

Meeting in Panevezys, Lithuania. October 24-25, 2018

Wednesday, October 24th 2018

1. The project partners introduce themselves

- The meeting began with an opening and welcome speech from the Director of Host Partner: PRSC Panevezio rajono svietimo centras.
- Then, the project partners' introduce themselves, their institutions, and their work on Adult Education.

2. Summary of the ERASMUS+ partnership project

- The coordinating institution, CFPIMM, summarized the project as specified in the application form, regarding the project objectives, general aims, chronogram, contents, tasks, budget plan, Transnational Meetings (TM), Learning, Teaching and Training Activities (LTTA), strategies and results.
- About the chronogram dates, partners suggested that the TM in Estonia should occur on the 2nd week of September 2019 and the TM in Hungary on the 4th week of July 2020. The LTTA in Poland shouldn't be in February because of the rigorous winter.

3. Working on Partnership Agreement

- The coordinating partner asked the group if there was any doubt about the description of each partners tasks and remembered that, in the end of the project, all partners must do a report about their tasks and responsibilities. All partners are aware and know exactly what must be done by each one.
- The coordinator also remembered that needs evidences that show the formal link of the participants with partners' organization, as follows: a copy of the contract (between partner organization and worker); a document in English declaring this formal link, a copy of the boarding passes, when travel by plain.
- CFPIMM also referred that 40% of the budget will be transferred to partners Institutions accounts in, more or less, 15 days after the contracts are signed.
- The Quality Plan, Risk Management Plan, Indicators of Achievement and Dissemination and Exploitation Plan were approved for all partners, so, the Partnership Agreement was signed by all partners.



4. Partners' presentation about the baseline Survey on Women aged over 50, low-qualified, unemployed and Adult Educators

- Partners presented their work about the baseline Survey on Women as follows:

CFPIMM team:

- The Portuguese partner presented the Individuals Interviews Results considering the personal profile; academic qualifications; professional experience; the leisure activities mentioned by the

women; their future expectations, concerning their personal and professional expectations; and the women's dreams for the future.

Portuguese partner has great expectations in the added value that MOVE-ON! project will have in those women: They want to... "learn more"... "be active"... "develop the creativity and imagination"... CFPIMM's believe those women will shine!

Civic Enterprises team:

- The Hungarian partner considered the survey a great tool. It was not easy to form the group considering the low-qualified request. However, they uploaded the surveys on-line and found out that the results can be accurate in different geographic areas. In this moment they are collecting results from Budapest.

Kuressaare Gümnaasium team:

- The Estonia partner had some difficulties in forming a group of women unemployed, concerning the actual governmental politics. However, they made a detailed characterization of the 3 women in the group. They found out that those women don't want to work several hours a day and don't want to work on weekends.

"English Unlimited" Sp.z o.o team:

- The Polish partner had some doubts about the survey and the target group of the project. The coordinator explained the main objectives and procedures, in able to the Polish partner can send the results until the end of November.
Some issues were remembered, such us: unemployed people can be people who never worked; the meaning of "low- qualified" depends of the country, but each partner must explain it on the report; Surveys must not be modified, considering the results of the project.

PRSC team:

- The Lithuanian partner still don't have all group of women, but will apply the survey and send the results to the coordinator in the beginning of November.

5. Partners' presentation about the baseline Survey on Adult Educators

- Partners presented their work about the baseline Survey on Adult Educators as follows:

CFPIMM team:

- As the answer to the question made to the Educators: "What does it mean to be an adult educator", the Portuguese partner presented the results of the baseline survey on adult Educators as a "key word" – More!

The educators presented answers as: (more) optimistic, (more) collaborative, (more) flexible, (more) innovator, (more) ...

CFPIMM's educators have great expectation about adult education: they want to learn and to grow with them... they want to be an inspiration and help them to shine!

CFPIMM's educators identified some needs to work with them. Adult Education brings some challenges, such us: share more good experiences, acquire new skills as an educator, be more affectionate, tolerant and patient, know how to manage conflicts with assertiveness, etc.

Kuressaare Gümnaasium team:

- The Estonia partner presented to the group some sentences mentioned by their educators: "Before we see the flower we must sow the field and water enough"; "Policy- maker"; "Medicine for stress",...

Concerning the qualifications educators should have, Estonia Partner is going to compile a report and send it by the 1st week of December.

Civic Enterprises; Kuressaare Gümnaasium; "English Unlimited" Sp.z o.o and PRSC team's:

- Partners from Hungary, Estonia, Lithuania and Poland still haven't results of the baseline Survey on Adult Educators but will sent it until the end of November.

Thursday, October 25th 2018

6. Working on Communication and Dissemination of the project:

Dissemination and Exploitation Plan

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

For the dissemination and exploitation plan, some issues were discussed, as follows: Lithuanian partner must always have the dissemination table updated; CFPIIMM will create a Google Drive for all partners can upload the documents produced, meetings presentations, photos, etc..

Logo

- Portuguese partner presented a proposal for the project's logo. All partners approved it:



Web page design

- Portuguese Partner presented a structure for the Web page design inspired in other partnership project: <http://cfpimm.pt/aept2020/>

All partners agreed with that structure, with some requests: pictures mustn't be covered by letters and photos must change automatically over the time.

CFPIIMM is going to present a proposal in 3 weeks.

Facebook page

- Hungarian partner is going to prepare a Facebook project page until the beginning of November.

Brochure and poster

- Estonian partner will send a proposal in November.

Presenting the Creative Book

- Coordinating partner presented the guidelines to the Creative Book, explaining the main objective of this project product. The final structure will be concluded in the LTTA in Portugal, but partners already agreed in kept a 3 cm page margin in a landscape format, considering the final structure.

All partners are aware about the importance of the Creative Book.

The formal delivery of the Creative Book by Portuguese partner to Estonian partner was a very special and solemn moment in the 1st TM.



Presenting the e-Portfolio

- There are still some concerns about the e-Portfolio to be discussed: which structure should it have? Which platform should we choose? Can it be sold out? If the chosen platform has costs, the project grant can be used for that?

Partners agreed to discuss this issue in March but, in the middle while, CFPIMM will prepare a proposal of structure to present in the LTTA in Portugal.

Preparing the first LTTA in Portugal – “Self-awareness – who am I”:

- Coordinating partner presented the information concerning the arrangements for the first LTTA in Portugal:
 - The participants (Women and Educators) must have a formal link with partner organization (contract + declaration from partner organization);

- Partners' group agreed that the 1st LTTA in Portugal should be between 24th and 30th of March 2019.

The working days will be from 25th to 29th March 2019 and 24th and 30th of March will be the travel days;

- Program, topics and work sessions: all the activities will be oriented for the identification level – **who am I**, following the guidelines defined in the application form;
- Budget and local arrangements: CFPIMM needs as soon as possible the information of the LTTA participants so they can suggest the accommodation in Porto city and do the reservations.

The Portuguese partner also informed that there will be a bus to pick the participants to CFPIMM and to take them back to Porto, supported by CFPIMM, as well as the lunch from Monday to Friday (in CFPIMM's Canteen) and the coffee-breaks.

CFPIMM reminded the partners that, after the LTTA, they have to disseminate the activities close to other adult learners (creating evidences).

Presenting administrative and financial issues:

- CFPIMM presented the financial and contractual rules, project commitments for TM and LTTA, general rules of eligibility of costs for project management, implementation, TM and LTTA. CFPIMM also mentioned that need the evidences that show the formal link of the participants with partners' organization, a copy of the boarding passes, in case of partners use flights to arrive to the hosted country in the mobilities and did an approach to all reporting documentation needed.

Evaluating the meeting

- The 1st TM ended in a very beautiful and emblematic house, Bistrampolis Manor, with a formal moment to evaluate the meeting and to delivery the Attendance Certificates.

