

**1st Transnational Project Meeting Minutes**

MathE

2018-1-PT01-KA203-047361

**Date:** 29 – 30 October 2018

**Venue:** Pixel, Via Luigi Lanzi 12 – Firenze - Italy

**Participating partners:**

* EuroED (RO)
* Instituto Politécnico de Bragança (PT)
* Kaunas University of Technology (LT)
* Limerick Institute of Technology (IE)
* Pixel (IT)
* Technical University of Iaşi (RO)
* University of Genova (IT)

**Head of meeting:** Ana I. Pereira, Instituto Politécnico de Bragança (PT)

**Minutes taker:** Lorenzo Martellini, Pixel (IT)

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1. Agenda

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**Work programme**

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| 1 |  | | Welcome of Participants | |
| 2 |  | | Adoption of the agenda | |
| 3 |  | | Presentation of each partner of the project | |
| 4 |  | | Introduction to the project context and background | |
| 5 |  | | Preparatory Activities:   * *Presentation of the templates for carrying out the activities (PM1.A – B – C)* | |
| 6 |  | | Presentation of the 3 Intellectual Outputs | |
|  | 6.1 | | Intellectual output 1: Student's Assessment Toolkit   * *Presentation of the templates for carrying out the activities (1.A)* | |
|  | 6.2 | | Intellectual output 2: Online MathE Library of Video Lessons and Teaching Materials   * *Presentation of the planned activities and expected results* | |
|  | 6.3 | | Intellectual output 3: Community of Practice   * *Presentation of the planned activities and expected results* | |
| 7 |  | | Presentation of the project’s events | |
|  | 7.1 | | Multiplayer events (ME)   * *Presentation of the templates for carrying out the activities (ME1 – 2 – 3 – 4)* | |
|  | 7.2 | | Training Activity in Braganca (TA)   * *Presentation of the planned activities and expected results* | |
| 8 |  | | Presentation of the Project Management Activities (PM) | |
|  | 8.1 | | Presentation and analysis of PM1: Coordination of Activities   * *Presentation of the Form for the production of in progress activities reports available online on the project web site (PM1.D)* | |
|  | 8.2 | | Presentation the financial reporting of the project   * *Presentation of the financial manual (PM1.E)* | |
|  | | 8.3 | | Presentation and analysis of PM2: Dissemination   * *Presentation of the form to report the dissemination events (PM2.A)* * *Presentation of the Guidelines for writing the Best Practice Dissemination Report (PM2.B)* |
|  | | 8.4 | | Presentation and analysis of PM3: Exploitation   * *Presentation and discussion of the Forms for the involvement of associated partners (PM3.A-B)* * *Presentation and discussion of the Forms for the collection of the exploitation links (PM3.C)* |
|  | | 8.5 | | Presentation and analysis of PM4: Evaluation   * *Presentation of the activities to be carried out* * *Presentation of the evaluation report on the testing activities* |
| 9 | |  | | Contractual Issues and definition of partners’ role |
| 10 | |  | | Calendar of Activities and Reminder on Project Deadlines |
| 11 | |  | | Schedule of Future Meetings |
| 12 | |  | | Any Other Business |
| 13 | |  | | Meeting Evaluation |

1. List of Participants

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| --- | --- |
| **Name and Surname** | **Sending Organisation** |
| Agnė Švirinė | Kaunas University of Technology (LT) |
| Ana I. Pereira | Instituto Politécnico de Bragança (PT) |
| Ana Raquel Rodrigues | Instituto Politécnico de Bragança (PT) |
| Anna Siri | University of Genova (IT) |
| Carmen Antonita | EuroED (RO) |
| Elisabetta Delle Donne | Pixel (IT) |
| Emanuela De Negri | University of Genova (IT) |
| Florbela Fernandes | Instituto Politécnico de Bragança (PT) |
| Lorenzo Martellini | Pixel (IT) |
| Marie Walsh | Limerick Institute of Technology (IE) |
| Roman Marcel Romică | Technical University of Iaşi (RO) |
| Vida Drąsutė | Kaunas University of Technology (LT) |

1. Minutes

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| 1. **Welcome to Participants**   Elisabetta Delle Donne from Pixel (IT) welcomes all the project partners to Florence and thanks them for coming at the meeting. She reminds the partners the origin of the project and how the partners have been involved during the project planning phase.  Ana Isabel Pereira from Instituto Politécnico de Bragança (PT) wishes all partners a fruitful meeting and expresses the hope to keep working fruitfully the two years of life of the project. She makes also reference to the favourable circumstances at national and European level where policymakers have demonstrated to be sensitive to the main topics the project is based on.  Lorenzo Martellini from Pixel (IT) starts with some practical information about facilities of the meeting room, social events accompanying the partners meeting and suggestions to enjoy partners’ stay in Florence.   1. **Adoption of the agenda**   Lorenzo Martellini from Pixel (IT) explains the meeting folder.  The meeting agenda is introduced and adopted by all partners.   1. **Presentation of Partners**   Elisabetta Delle Donne from Pixel (IT) made a presentation of Pixel: Created in 1999, it is an education and training institution based in Florence (Italy). Pixel’s mission is to promote an innovative approach to education, training and culture; this is done mostly by trying to exploit the best potential of ICT for education and training. Pixel training offer focuses on selected main areas: information and communication technologies, quality business management, language learning and European cooperation. The target groups of such activities are: schools, university, tourism organizations and public bodies.  Pixel has significant experience in the field of European cooperation and transnational collaboration. Pixel has been involved in about 100 projects financed by the European Commission in the framework of the following programmes: Socrates ODL; Socrates Minerva; Socrates Grundtvig; Socrates Lingua; Socrates Comenius; Leonardo da Vinci; eLearning; Lifelong Learning; Erasmus +.  Carmen Antoniță from **EUROED** (RO) presents the institution she comes from. EuroEd Foundation came into being as an organisation in 1992, with the support of the Soros Foundation and the British Council Romania. EuroEd Foundation is a non-profit organisation located in Iasi, Romania. EuroEd it delivers educational services to all age categories and developed a series of programmes, including language courses and international training courses for language teachers and professional trainings in field of tourism, IT, mentoring, communication, etc.  Ana I. Pereira from **Instituto Politécnico de Bragança** (PT) presents the institution she comes from. The Polytechnic Institute of Bragança (IPB) is a higher education public institution with a defined mission in creating, transmitting and diffusing technical-scientific and professional knowledge through the articulation of study, teaching, applied research and experimental development. IPB belongs to the European Network for Universities of Applied Sciences (UASNET), which main objectives include the transferability of professional skills and the integration of applied research in their professional and technological education mission.  Carmen Antonita from **EuroED** (RO) presents the institution she comes from. EuroEd Foundation came into being as an organisation in 1992, with the support of the Soros Foundation and the British Council Romania. EuroEd Foundation is a non-profit organisation located in Iasi, Romania. EuroEd it delivers educational services to all age categories and developed a series of programmes, including language courses and international training courses for language teachers and professional trainings in field of tourism, IT, mentoring, communication, etc.  Marie Walsh from **Limerick Institute of Technology** (IE) presents the institution she comes from. Limerick Institute of Technology (LIT) is an institution of higher education in Limerick, Ireland and is one of 14 member institutions of the Technological Higher Education Association (THEA). The Institute has campuses in Limerick city, one in both Thurles and Clonmel in County Tipperary and a regional learning centre in Ennis, County Clare. The main campus is located at Moylish Park adjacent to Thomond Park and houses the Faculty of Applied Science, Engineering and Technology and the School of Business and Humanities. The School of Art & Design is located at the Clare Street and Clonmel campuses.  Roman Marcel Romică from **Technical University of Iaşi** (RO) presents the institution he comes from. “Gheorghe Asachi” Technical University of Iasi (TUIASI) is an university of advanced research and education, classified in the first 12 top Romanian universities, and committed to academic excellence in teaching and research.  Vida Drąsutė from **Kaunas University of Technology** (LT) presents the institution she comes from. Kaunas University of Technology (KTU) – the largest technical university in Lithuania, known for its linkages with business, leadership in scientific research, flexible interdisciplinary study programs. KTU is situated in Kaunas, the second largest city of Lithuania, which is a significant centre of industry, transport, science and culture.  Partners’ presentations are available as annexes to the minutes.   1. **Introduction to the project context and background**   Ana Isabel Pereira from Instituto Politécnico de Bragança (PT) presents MathE Project background. Students of scientific and economics subjects at higher education level often lack the basic maths skills to effectively follow their lectures.  The target groups are:   * Math Lecturers * Math Students at university level * Policy Makers in the Field of Education   The main project tangible results are 3 intellectual outputs:   * Students’ Assessment Toolkit * Online Math Library of Video Lessons and Educational Material * Teachers’ and Students’ Community of Practices   Enhance the quality of teaching and improve pedagogies and assessment methods by:   * Facilitating the identification of students’ gaps in Math * Providing Math teachers with appropriate digital sources * Enhancing transnational sharing of innovative teaching sources  1. **Preparatory Activities: Target Groups Involvement**   **Actions to be Carried Out**  Involvement of target groups:   * 1. 25 lecturers   2. 100 students   **Templates and Tools**  PM1.A – Lecturer Information  PM1.B – Student Information  PM1.C – Role of the Target Groups  Lorenzo Martellini presents the templates to the partners. The templates are analyzed, discussed, modified and approved asking to add a sentence related to the General Data Protection Regulation.  The final version of the templates is attached to the minutes.  **Expected Results**  Each country should select and upload on the project portal at least:   * + 5 Lecturers   + 20 Students   **Deadlines**  31 December 2018  All Partners  Upload on the project portal the target group information   1. **Presentation of the Intellectual Outputs of the MathE Project**    1. **Intellectual Output 1: Student's Assessment Toolkit**   **Actions to be Carried Out**   |  |  | | --- | --- | | IO1.1) Creation of all templates needed for carrying out the activities | 1 October 2018  15 October 2018 | | IO1.2) Development of the dedicated project portal section | 1 October 2018  30 November 2018 | | IO1.3) Definition of the questions for the Assessment Tools | 1 October 2018  30 June 2019 | | IO1.4) Review of the questions for the Assessment Tools | 1 April 2019  31 December 2019 |   **Templates and Tools**  Ana I. Pereira from Instituto Politécnico de Bragança (PT) and Lorenzo Martellini from Pixel (IT) introduces the templates to be used for the production of the intellectual output:   * IO1.A – Assessment Tools * IO1.B – Review Tool (To be Developed)   Ten Math topics are identified and assigned to each partner as follows:   1. Manipulation of algebraic expressions (LIT) 2. Real Functions of a single variable (UniGenova) 3. Integration (IPB) 4. Matrix and determinats (KTU) 5. Linear systems (UniGenova) 6. Graphs (LIT) 7. Optimization (IPB) 8. Statistics (KTU) 9. Real Functions of several variables (TUIasi) 10. Differential equations (TUIasi)   It is agreed that that:   * Each partner will use Latex to write the questions and answers for the assessment tools. For the purpose MathJax editor (<https://www.mathjax.org/>) will be incorporated in the project portal. Partners will also have the possibility to make use of Guppy (<https://guppy.js.org/site>) in order to create the Latex code * In case of wrong answer, the assessment tools will not provide the students with the correct answer, but only with a link to go study the related contents * The self-assessment tool will propose 7 questions to the student * The questions will have 2 levels: basic and advanced * When registering on the platform, the name of the institution to which the student or the lecturer belong to, will be pre-defined * In order to take the assessment tests, it will be necessary to be registered * For the final assessment: * Teachers should be able to choose the questions they want to use in the final assessment   + Teacher should define the title of the final assessment, the date, the time and the duration of the test. This information will be visible on the portal for registered students.   + Interested registered students should ask to participate in the final assessment   + Teachers can accept the students for the final assessment.   + At the end the teachers will see the results of all students * Therefore there are 3 user levels:   + IPB   + Partners and Teachers   + Students * IPB can create exercises and validate them. * Partners and teachers can:   + create exercises for the need assessment (but they need to be validated by IPB before being visible)   + create exercises for the final assessment; these are immediately usable by teachers that created them, but IPB can change them   + create a final assessment test grouping specific questions   + see the results of the final assessment they created * Students can:   + carry out the self-assessment   + see the results of the self-assessment   + participate in a final assessment they are invited to   + see the results of the final assessment   **Expected Results**   * Identification of 10 Math topics * Distribution of 2 Math topics per partner * Each HEI partner for each of the 2 Math topics should define: * 40 questions/answer for the Student Need Assessment Tool * 20 questions/answer for the Student Assessment Tool * EuroED will give technical support to TUIasi   Each HEI partner should review questions/answers for at least 3 Math topics.  **Deadlines**  **30 November 2018**  Pixel  Development of the section of the portal  **31 March 2019**  HEIs + EuroED  Definition for each of the 2 Math topics:   * + 20 questions/answer for the Student Need Assessment Tool   + 10 questions/answer for the Student l Assessment Tool   **30 May 2019**  HEIs  Revision for 3 Math topics of the questions/answers produced  **30 June 2019**  HEI + EuroED  Definition for each of the 2 Math topics of further:   * + 20 questions/answer for the Student Need Assessment Tool   + 10 questions/answer for the Student l Assessment Tool   **31 December 2019**  HEI  Revision, for 3 Math topics, of the new questions/answers produced   * 1. **Intellectual output 2: Online MathE Library of Video Lessons and Teaching Materials**   Ana I. Pereira from Instituto Politécnico de Bragança (PT) presents the overview of the activities to be carried out in the framework of the Intellectual Output 2.  **Actions to be Carried Out**   |  |  |  | | --- | --- | --- | | IO2.1) Creation of all templates needed for carrying out the activities | 1 April 2019  30 April 2019 | | | IO2.2) Identification and review of existing videos | 1 May 2019  31 August 2019 | | | IO2.3) Production/adaptation of video lessons | 1 September 2019  31 January 2020 | | | IO2.4) Production/adaptation of teaching material | 1 July 2017  30 July 2017 | | IO2.5) Review the proposed materials | 1 February 2020  30 May 2020 | | IO2.6) Preparation of the guide for the online version | 1 June 2020  30 September 2020 |   **Templates and Tools**  IO2.A – Existing Video Review  IO2.B – Video Lessons  IO2.C – Teaching Material  IO2.D – Teaching material review  **Expected Results**   * Identification and review, by HEIs, of 5 existing videos for each of the 2 assigned topics * Production/adaptation, by HEIs\*, of 5 video lessons for each of the 2 assigned topics * Production/adaptation, by each partner, of 10 Teaching material (podcast, pdf, …) for each of the 2 assigned topics   \* EuroED will take care of the video editing of the Romanian video lessons  **Deadlines**  **30 April 2019**  Pixel (IT), IPB (PT)  Creation of the Templates  **31 August 2019**  HEIs  Identification and review of 10 existing videos (5 per assigned topic)  **31 January 2020**  HEIs and EuroED (RO)  Production/adaptation of 10 video lessons (5 per assigned topic)  **30 May 2020**  HEIs  Production/ adaptation of 10 Teaching material (podcast, pdf, …) for each assigned topic  **30 September 2020**  HEIs  Review all material of 3 Math topics   * 1. **Intellectual output 3:** Community of Practice   Ana I. Pereira from Instituto Politécnico de Bragança (PT) presents the overview of the activities to be carried out in the framework of the Intellectual Output 3.  **Actions to be Carried Out**   |  |  |  | | --- | --- | --- | | IO3.1) Creation of all templates needed for carrying out the activities | 1 May 2020  30 May 2020 | | | IO3.2) Contribution to the community of practice from target groups | 1 June 2020  30 August 2020 | | | IO3.3) Contribution to the community of practice from target groups related to good practice | 1 September 2020  30 October 2020 | | | IO3.4) Production of the online guidebook of good practices | 1 November 2020  31 December 2020 | | IO3.5) Review the online guidebook of good practices | 1 January 2020  31 January 2020 | | IO3.1) Creation of all templates needed for carrying out the activities | 1 May 2020  30 May 2020 |   **Templates and Tools**  IO3.A – Structure of the Community  IO3.B – Contribution Form  IO3.C – Good Practice Form  **Expected Results**   * Active Community of Practice * Identification of good practices * Online guidebook of good practices   **Deadlines**  **30 April 2019**  Pixel (IT), IPB (PT)  Creation of the Templates  **30 May 2020**  Pixel (IT), EuroEd (RO), IPB (PT)  Creation of the Templates  **30 August 2020**  HEIs  Contribution to the community of practice from target groups  **30 October 2020**  HEIs  Contribution to the community of practice from target groups related to good practice  **31 December 2020**  EuroED (RO)  Production of the online guidebook of good practices  **31 January 2021**  HEIs  Review the online guidebook of good practices   1. **Presentation of the project’s events**   Lorenzo Martellini from Pixel (IT) presents the multiplier events which are foreseen in project.   * 1. **Multiplayer events (ME)**   **Actions to be Carried Out**  Organisation of a 5 dissemination events at national level on the:   * + Student's Assessment Toolkit   + Online Math Library of Video Lessons and Teaching Materials   + Community of Practice     **Templates and Tools**  ME.1 - Multiplier Event Form  ME.2 - Programme Template  ME.3 - List of Participants Template  ME.4 - Minutes form  **Expected Results**  4 dissemination events  LIT (IE), UniGenova (IT), KTU (LT), TUIasi (RO)   * + involvement of 20 lecturers/researchers/teachers/policy makers (only participants from organisations other than the beneficiaries)   Project Final Conference:  IPB (PT)   * + involvement of 40 participants lecturers/researchers/teachers/policy makers (only participants from organisations other than the beneficiaries)   **Deadlines**  **31 January 2021**  HEIs  Sending of documents related to the multiplier events   * 1. **Training Activity (TA)**   **Actions to be Carried Out**   * Organisation in Braganca of a training event:   + Topics: efficient use of the IOs during the lesson and for self learning   + Participants: **2 members of the staff per each HEIs**   + Period: November 2020   + Duration: 7 days (including 2 travelling days)   + Certification: ECTS credits according to the duration of the training course     **Templates and Tools**   * TA.1 – Register * TA.2 – Programme * TA.3 – Certificate * TA.4 – Contents for the Mobility Europass * TA.5 – Participants Profile * TA.6 – Report     **Deadlines:**  **30 March 2018**  IPB (PT), Pixel (IT)  Definition of the:  Training Programme  Certificate for the participants  Contents for the Europass  **30 September 2020**  HEIs  Identify 2 participants in the training activity  Contact the National Europass Centre ([link](https://europass.cedefop.europa.eu/about/national-europass-centres)) to activate the Europass Mobility for each participant  **November 2020**  IPB (PT)  Delivery of the training activity and sending to Pixel of the related material (register and report on the training activity)  **15 December 2020**  IPB (PT)  Sending to Pixel of supporting documents (Report on the training activity, Register of participants, Programme, Certificates)  **15 December 2020**  HEIs  Sending to Pixel of supporting documents: copies of the Europass certificates, description of the participants profiles and selection methodology    The Europass Mobility is document to record knowledge and skills acquired in another European country. It is for any person moving to a European country to learn or acquire a work experience, whatever their age or level of education.   1. **Presentation of the Project Management Activities (PM)**   The project Management includes 4 different activities:   * Coordination of activities * Dissemination * Exploitation * Quality and monitoring Plan   1. **Presentation and analysis of PM1: Coordination of Activities**   **Activity to be carried out**   * Attendance to the partners meeting   + 1st Meeting: Florence (IT), October 2018   + 2nd Meeting: Kaunas (LT), May 2019   + 3rd Meeting: Limerick (IE), December 2019   + 4th Meeting: Iasi (RO), July 2020   + 5th Meeting: Braganca (PT), February 2021 * Production of project reports   **Template and Tools**   * PM1.D – In progress activities reports * PM1.E – Financial Manual (*external annex*) * PM1.F – Financial Forms (*external annex*) * PM1.G - Template of Mobility Declaration     **Expected Results**  Reports  Production of:   * Three months period online Activities Reports * Yearly Financial Report   **Deadlines**  **Every three months** (30 November 2018-2019-2020, 28 February 2019-2020-2021, 30 May 2019-2020, 30 August 2019-2020)  All Partners   * Production of Activities Report Forms   **30 April 2019, 30 September 2019, 15 March 2021**  All Partners  Financial Reports   * 1. **Presentation of the financial reporting of the project**   Andrea Peraldo from Pixel (IT) presents financial issues related to the project. The main documents to be used as official reference for the Administrative and Financial Management are:   * The Administrative and Contractual Provisions – Annex III to the Contract signed between the coordinator and the National Agency * The Agreement with the National Agency * The Agreement between the coordinator and the project partner   No one of these documents is available yet as the National Agency is still in the process of producing them following the changes introduced by the new Erasmus+ programme.  As far as the accountancy is concerned, Andrea Peraldo reminds the partners that all costs must be registered in the internal accountancy system of the institution and all transactions must be recorded systematically in the beneficiary accounts.  With regard to the payments, all transactions must be carried out by bank transfer because all payments in cash are subject to a possible cut from assessors as they are considered as not fully identifiable and verifiable.  The Financial report must be accompanied by the necessary documents for assessing the project expenditures. The documents to be produced are defined below according to the different cost categories.  All original documents must be kept by the coordinator or co-beneficiaries during five years from the date of final payment and only copies of supporting documents should be enclosed to the Financial report.  Andrea Peraldo points out the news of Erasmus+ Programme financial provisions. In particular, in Erasmus+ key action 2 Strategic Partnership expenditures planning and managing is based on unit costs (fixed amounts determined by the programme/call rules) and real costs are not to be used anymore, with the exception of Exceptional Costs (former Subcontracts and Equipment).  As in the current case, for Key Action 2 projects the budget structure is the following:   * Project Management and Implementation * Transnational Project Meetings * Intellectual Outputs * Multiplier events * Exceptional costs * Optional funding for training initiatives (travel, accommodation, linguistic preparation)   Andrea Peraldo reminds the partners that to be considered as eligible costs MUST:   * Be made during the project life cycle * Necessary for implementation of the project and directly connected with the carrying out of the approved activities * Be Identifiable and verifiable - Justified with appropriate accounting documents, recorded in partner accountancy in line with national legislation and with internal practices on the matter   Conversely, the following costs are not eligible and therefore should not be included in any of the expenses categories:   * Return on capital * Debt and debt service charges * Interest owed * Expenditure that is already funded by other Community sources * Excessive expenditure * Cost of buyout option at the end of lease period * Contributions in kind from third parties * Cost of opening and operating Bank accounts * Deductible VAT   Andrea Peraldo explains that beneficiaries are allowed to transfer up to 20% of the funds allocated, from a budget heading to another. With the exception of Project Management and implementation, that CANNOT be increased (but can be reduced). The 20% applies both on the category that is being reduced and the one that is being increased. In all cases the transfer among budget heading must be communicated in advanced to RENASUP and Pixel.  Andrea Peraldo presents the **Project management and implementation** category.  Each partners are assigned with a unit cost of 250 Euro per month of the project, (the Coordinator’s unit cost is 500 Euro) per month.  The resulting grant, is therefore calculated by multiplying the number of months of the project by the unit cost contribution.  The budgeted amount is to be used to cover all the transversal activities described in the Application to ensure the correct coordination of the project such as: evaluation, dissemination and exploitation.  the costs resulting from the following project activities:   * Project management (e.g. planning, finances, coordination, communication between partners, etc.) * Small scale learning/teaching/training materials, Virtual cooperation and local project activities (e.g. class room project work) * Information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.).   As consequence of the new Erasmus+ results-targeted approach, the event that determines the entitlement to the grant is the implementation of the activities and the production of the outputs as outlined in the project.  Andrea Peraldo introduces the necessary documents to justify project management and implementation grant.  The description of the activities undertaken will be proved through activity reports, dissemination reports, Exploitation reports, brochures, workshops, etc.  On the other hand, the Staff costs should be justified, for each reported staff member using:   * Employment contracts * Secondment Letter related to the project * Personal Time card (related to activities for management and implementation)   Non staff costs should be justified using:   * Invoice * Proof of payment   Andrea Peraldo stresses one more time that all costs must be registered in the internal accountancy system of the institution and systematically associated to the project in the beneficiary accounts.  Andrea Peraldo moves to the second item of budget structure: **transnational project meetings** costs.  This part is the contribution to travel and subsistence costs for the participation in transnational meetings between project beneficiaries for implementation and coordination purposes.  The unit costs are calculated on distance basis. In particular:   * 575 Euro per meeting per person for travel from 100 to 1999 km; * 760 Euro per meeting per person for travel above 2000 km.   The number of people and distances are pre-calculated and available on each partner’s budget. The final grant for each partner is calculated by multiplying the unit cost for the number of meetings participated in.  The event that determines the entitlement to the grant is the participation to the transnational meetings and the undertaking of the travel.  All the following documents are considered as supporting the costs undertaken:   * Declaration of the hosting institution specifying   + Name and surname of the participant   + Purpose of the travel   + Starting and ending date * List of signatures * Meeting minutes with list of participants * Extra supporting documents per person   + Flight ticket + Boarding cards   + Hotel Invoice   As far as the cost related to **intellectual outputs** are concerned, they cover staff resources to produce Intellectual outputs of the project as defined in the calendar of activities.  Andrea Peraldo shows the table reporting the staff unit costs sorted by category and divided per country. That table is replicated below:    The final grant for each partner is calculated by multiplying the number of days of work performed by the staff of the project beneficiary multiplied by the Unit costs (of the related staff category), according to the Call table (see above).  The event that determines the entitlement to the grant is the intellectual outputs being produced, available and evaluated as appropriate according to expectations, in terms of quantity and quality criteria by the National Agency.  The evidence of the intellectual output produced and its related consistency with the planned description outlined in the project proposal are considered as supporting documents for the current budget item.  In order to proof the staff time invested for producing the intellectual output(s), it is necessary to provide a Personal time sheet including the following information:   * Name of the person * Staff category * Dates * Number of days implemented for IO(s) production   The model of the Time Sheet is included in the Financial and Administrative manual and will be available on the project Website.  Moreover, it is necessary to prove the nature of the formal relationship between each staff member, whose cost is reported, with the beneficiary providing:   * Contract OR Registration in the official records of the beneficiary * Secondment letter   Andrea Peraldo explains that staff costs for managers and administrative staff are expected to be covered mainly under the "Project management and implementation". Working days of staff members invested in producing Intellectual outputs should be thoroughly justified.  The costs must be reported for the appropriate staff category (i.e. Researchers/Teachers/Trainers) according to the foreseen planned amount of days.  Andrea Peraldo explains that Multiplier Event grant has been foreseen in the approved project and related budget.  The grant covers the organisation of national and transnational conferences/seminars/events aimed at sharing and disseminating the intellectual outputs produced by the project.  Support for multiplier events is provided only if in direct relation to the intellectual outputs of the project.  The foreseen grant is 100 Euros for local participants and 200 Euros for foreigner participants.  The number of participants is indicated in the project budget and the forms to be produced are the same for the other cost categories, for the Staff and Non Staff costs.  The list of the documents is also included in the Manual for Administrative and Financial Management.  Andrea Peraldo explains that a grant has been foreseen in the approved project with reference to the participation of staff members of the project partners to the Transnational Joint Staff Training Event.  The related calculation of the grant is available in the project budget.  Documents to be collected to justify the costs are:   * Programme of the training event * Register of the training event with daily signatures of the participants * Copy of the attendance certificates of each participant * Flight tickets + Boarding cards * Hotel invoices   Andrea Peraldo makes the partners aware of the fact that the approved project and related budget do not foresee grant for Exceptional Costs. So whatever partners’ request for contribution to real costs related to subcontracting or purchase of goods and services is not eligible.  Andrea Peraldo highlights that the approved budget does not foresee neither optional funding for training initiatives (travel, accommodation, linguistic preparation). So, partners cannot claim for costs related to:   * Contribution to the travel costs of participants * Unit cost per day covering the subsistence of participants * Support offered to participants in order to improve the knowledge of the language of the experience   1. **Project Management: PM2 – Dissemination**   Lorenzo Martellini explains the aim of dissemination events making examples of the main events that can be considered under dissemination purposes.  **Activity to be carried out**   * Development and translation of project brochures * Organization of at least 1 dissemination event on the project every month * Creation of a Facebook page * Production of the best practice dissemination report * Production of transnational dissemination report   **Template and Tools**   * Template: PM2.A – In progress dissemination reports * Template: PM2.B – How to write the Best Practice Dissemination Report   Lorenzo Martellini from Pixel (IT) shows the 2 templates and explains how to use and fill in them.  **Expected Results**   * Project Brochure in all partners languages * Database of dissemination events on the portal * Facebook Page * National Best Practice Dissemination Report * Transnational Dissemination Report   **Deadlines**  **Every three months** (30 November 2018-2019-2020, 28 February 2019-2020-2021, 30 May 2019-2020, 30 August 2019-2020)  All partners  Upload of 1 dissemination events per month  **Every month**  All partners  Contribution to the Facebook page    **15 November 2018**  IPB (PT)  Development of project brochure  **30 November 2018**  All partners  Translation of project brochure  **15 September 2019**  All partners  Progress Best Practice Dissemination Report  **28 February 2021**  All partners  Final Best Practice Dissemination Report   * 1. **Project Management: PM3 - Exploitation**   Lorenzo Martellini explains the aim of the exploitation which is to ensure that the project will continue after the funding period and that the intellectual outputs will be used by the end users in the future.  In order to achieve this objective the partners will promote the portal and the intellectual outputs trough link on educational web sites. Partners will also involve associate partners that will give their support in the dissemination of the project intellectual outputs with their network of contacts.  **Actions to be Carried Out**  Involvement in the project of associated partners  Collection of exploitation links  **Template and Tools**  PM3.A - Associated Partner Letter  PM3.B - Associated Partner Information  PM3.C – Exploitation links  Lorenzo Martellini presents the Template and Tools and the partners approve them.  **Expected Results**  Involvement of 6 associated partners  Collection of 6 exploitation links  **Deadlines**  **15 September 2019**  All Partners   * Involvement of 3 associated partners * Collection of 3 exploitation links   **28 February 2021**  All Partners   * Involvement of a total number of 6 associated partners * Collection of a total number of 6 exploitation links   1. **Presentation and analysis of PM4: Quality and Monitoring Plan**   Lorenzo Martellini from Pixel (IT) presents the idea under the current Activity.  **Actions to be carried out**   * Collection of testimonials * Production of testing evaluation report * Production of transnational evaluation report   **Template and Tools**   * PM4.A – Quality Plan * PM4.B – Project Meeting Evaluation Questionnaire *(partners)* * PM4.C – Project Evaluation Questionnaire *(partners)* * PM4.D – Evaluation Questionnaires for Intellectual Outputs *(end users)* * PM4.E – Tool for questionnaires analysis * PM4.F – How to write the Evaluation Report on Intellectual Outputs   **Expected Results**   * 3 issues of the Quality Plan * 6 testimonials per country * 20 evaluation questionnaires per country * 1 Testing Evaluation Report per country     **Deadlines**  **31 January 2021**  All Partners  Collection of 6 testimonials  Collection of 20 evaluation questionnaires  Sending of evaluation report on the IOs   1. **Contractual Issues and definition of partners’ role**   Lorenzo Martellini from Pixel (IT) reminds all partners about their role in the project. The reviewed partners’ role will be enclosed to the meeting minutes as annexes.  The representatives of IPB (PT) collect the contracts with the other project partners who brought the contract to the meeting. The contrasts will be countersigned in Braganca (PT) and sent back to the partners via post..   1. **Calendar of Activities and Reminder on Project Deadlines**   Lorenzo Martellini from Pixel (IT) presents all the deadlines foreseen for the project. It is agreed that all the partners have a week in order to propose changes to deadlines. The reviewed calendar of activities and calendar of deadlines will be enclosed to the meeting minutes as annexes.   1. **Schedule of Future Meetings**   All partners agree to have the second partners’ meeting on 23 – 24 May 2019 in Kaunas (LT)   1. **Any Other Business**   Since there are no further matters for discussion, Lorenzo Martellini from Pixel (IT) thanks all participants for attending the meeting and he then declares the end of the meeting.   1. **Meeting Evaluation**   Lorenzo Martellini from Pixel (IT) distributes to all partners an evaluation form that will be used to report their impressions on the first meeting.  **Annexes:**  Annex 1 - Project presentation  Annex 2 - Calendar of activities  Annex 3 - Calendar of deadlines  Annex 4 - PM1.A – Student Information  Annex 5 - PM1.B – Lecturer Information  Annex 6 - PM1.C - Role of the Target Groups  Annex 7 - IO1.A - Assessment Tools  Annex 8 - IE\_LIT  Annex 9 -PT\_IPB  Annex 10 -RO\_EuroEd  Annex 11 -RO\_TUIASI |

1. Deadlines
2. List of participants