

## PAST-TIMES – Stories, Tales and Customs to Raise Intercultural Awareness

### *Minutes of the kick-off meeting*

Virginia, Ireland – 11<sup>th</sup>/12<sup>th</sup> of September 2018

GOALS	ACHIEVEMENT
Facilitate partner introductions and all partners will present a concise report that profiles migrant integration, active ageing and intergenerational learning in their country	✓
Allow a detailed project examination clarifying roles, responsibilities and the scheduling of all project activities	✓
Facilitate project administrative and financial management, quality assurance and quality planning guidelines	✓
Discuss the function and make-up of the stakeholders forums to be established in each partner country;	✓
Agree an effective dissemination strategy and a project branding concept	✓
Discuss the value propositions for each of the 2 proposed curriculum resources	✓
Discuss and agree the social media strategy	✓
Agree the format for the project website	✓

#### Attendees:

- Future in Perspective: Mike, Philip, Noeleen
- MEDITER: Eileen
- INNOVENTUM: Janne & Elsa
- SVEB: Annika
- AEVA: Isabel
- Inneo: Maria
- JKPeV: Stefan & Myrto
- E-Seniors: Patrizia & Ariane

#### Overview of the mobilities per partner:

Partner	FIP	MEDITER	INNOV	AEVA	INNEO	JKPeV	UoS	E-SEN
Total of mobilities	7	7	7	7	7	7	7	10
Mobilities remaining	7	6	6	6	6	6	7	8

*INNOV and JKPeV sent 2 representatives to the KoM but are only claiming for one mobility.*

- *Introduction of partners*

- **E-Seniors**



French NGO based in Paris working to empower seniors thanks to ICT courses. Three area of activities: ICT classes, local projects (English conversation, intergenerational workshops etc.) and European projects (Erasmus +, Horizon 2020, EIT Health, Europe for Citizens, COSME). Coordinator of the project.

- **Future in Perspective**



Private company established in 2009. Activities in strategic planning, education, media production, evaluation and funding (expertise in writing proposals), community & voluntary sector, business community. FIP's mission is to "promote sustainable development".

- **INNEO**



Association founded in 2011 in Rzeszow. Its main objective is to provide trainings. The organization stated by providing training to unemployed young people. Area of training: Computer services, labor market, entrepreneurship & leadership + Research.

- **INNOVENTUM**



Company founded in 2001 in Joensuu. IT developers specialized in developing web-based applications with emphasis in usability, interactivity, constant development and integration. Focus on web-based applications with emphasis on usability, interactivity, content development and integration.

- **AEVA**



Association for the education and valorization of Aveiro region: non-profit organization created in 1998. Its missions are to meet the needs of local businesses in tackling skills mismatch by bringing education and labour market. 160 staff members. Involved in around 15 KA2 projects.



- **JKPeV**

Youth and Culture organization funded in 2004 in Dresden. 5 employees. Main aim is to promote transversal and pro skills of young people and adults through youth work, intergenerational learning, project management, entrepreneurship... Main part of the work is community engagement.



- **MEDITER**

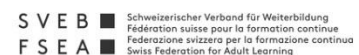
Founded in January 2011. It is a foundation fighting gender gap. The overall aim is to strengthen the leadership and decision-making potential of women working within local authorities and NGOs by creating a network to encourage communication between women. MEDITER is gradually moving from Belgium to Sicily due to the migrants' crisis (Sicily becoming the center of this challenged area).



- **University of Sevilla**

(the Spanish partner sent its presentation that was presented by Patrizia, E-Seniors). 27 centers belong to the university with around 80 000 students and around 4 500 teaching staffs.

- **SVEB**



Silent partner financed by the Swiss government (to be formally confirmed).

Swiss federation for adult learning was founded in 1951. More than 700 members. Its main tasks is working in adult learning policy. Main area of expertise: basic skills learning, adult learning in SMEs, developing and promoting lifelong training approaches for specific target groups, development of quality in adult education and professionalization.

We have to integrate the Movetia logo in our tools.

- **PAST-TIMES project presentation**

Presentation of the project by E-Seniors: overall concept.

A workshop about web quest will be provided by FIP in PM2 in order to be familiar with the structured content that is expected.

Every partner will send 2 adult educators in the LTTA in Germany and send we will implement the training in our countries. The E activities are only about general dissemination.

- **Quality management**

MEDITER is responsible for this task.

General questionnaire about the project to be submitted to LSF (max 6 questions)

MEDITER has to develop a quality plan: a draft will be presented and the final version should be adopted by M2.

MEDITER has to develop the survey to be submitted after the pilots session.

Risk assessment will be managed by ESE. The KoM risk assessment has been presented by ESE.

- **Impact**

AEVA will create the impact plan at M6 and its assessment. Impact assessment will be conducted with 4 people per partner:

- 1 person from the organization
- 1 member of the LSF
- 1 adult educator
- 1 migrant support worker

AEVA will propose a draft of the work to be performed: the same questionnaire should be submitted several times in order to measure the evolution of the impact.

- **Dissemination**

INNEO will present a draft of dissemination plan. Then its final version should be adopted at M2.

A general presentation of the project should be created by INNEO by the 28<sup>th</sup> of September.

Facebook page and schedule for posting by JKPeV. Full access should be given to all members of the consortium.

INNEO presented the draft of dissemination plan. The branding concept should appear somewhere.

- Multiplier events:

20 participants per partners. Will be organized at M19. E-Seniors will provide to the partners the proofs needed from the NA for these events. It is important to keep all invoices.

- **Website:** [www.pasttimes.eu](http://www.pasttimes.eu)

All participants will be in charge of translating its content.

Organization's description: no more than 100 words presenting the organization's activities.

INNOV presented how to translate the content directly on the website.

The dissemination log has been implemented, allowing all partners to report their dissemination activities directly on the website.

- ***Branding Concept***

FIPL presented the branding concept of the PAST TIMES project. The banner and the icons can be used differently. The logo was adopted.

- ***Migrants' situation and intergenerational dimension in the partners countries***

All partners presented the situations in their countries. The Spanish partner sent its presentation. All presentations will be uploaded on the project platform. MEDITER will send its Powerpoint to the whole consortium

- ***Decision about the Management Committee***

One representative per partner will be responsible for the management of the project:

- Juan-Carlos Suarez (UoS)
- Janne (INNOV)
- Annika (SVEB)
- Myrto (JKPeV)
- Isabel (AEVA)
- Eileen (MEDITER)
- Philip (FIP)
- Michal (INNEO)
- Ariane (ESE)

- ***IO1: Digital & social media production and management curriculum (JKPeV)***

60 hours: 30h F2F and 30h online learning.

Value proposition = description of the process to elaborate the output's content including deadlines and work repartition.

- ***About the local stakeholders forums***

The Spanish partner sent the contact and profile of 4 persons to be involved in it; they are still looking for 2 more stakeholders to be involved.

Better to have the same people involved in the whole project duration. Since their involvement will start in M7, ESE will be back to the consortium to remind the creation of the LSF.

- ***LTTA***

4 hours workshop for presenting the project before going to Germany. Then, 3 full-days training in Germany. Will happen at M18.

- ***Next meeting***

15th and 16th of April in Paris

## TO DO LIST: Next deadlines

When	What	Who
<b>ASAP</b>		
After the meeting	Quality assessment survey of the meeting	MEDITER
After the meeting	Send the PPT about migration and intergenerational dimension	MEDITER SVEB
After the meeting	Press release	ESE
After the meeting	Minutes	ESE
After the meeting	To Do	ESE
After the meeting	Newsletter	INNEO
After the meeting	General PPT presentation	INNEO
After the meeting	Send to INNOV 100 word description of your organization	ALL
After the meeting	Facebook page creation	JKPeV
	Give access to all members on the Fb page	JKPeV
After the meeting	Schedule for posting on Fb	JKPeV
After the meeting	Send logo and word template	FIPL
After the meeting	Branding concept explanation to send to INNEO to be included in the dissemination plan	FIPL
After the meeting	Checking the project description on the website and shorten it	FIPL
<b>31<sup>st</sup> October</b>		
31 <sup>st</sup> October	Quality plan final version	MEDITER
31 <sup>st</sup> October	Value proposition IO1	JKPeV
31 <sup>st</sup> October	Value proposition IO2	ESE
31 <sup>st</sup> October	Send reminder about the LSF	ESE
31 <sup>st</sup> October	Dissemination plan final version	INNEO
31 <sup>st</sup> October	Translation of the newsletter	ALL
31 <sup>st</sup> October	Translation of the general PPT	ALL
31 <sup>st</sup> October	Implementation of the local translation of the website	ALL
<b>15<sup>th</sup> November</b>		
15 <sup>th</sup> of November	Provide feedback about Value Proposition of IO1 and IO2	ALL