

Work for Adults 2.0

Kick-off meeting in Espoo, Finland 15.-16.10.2015

Thursday 15.10.2015 at 9.00-16.00 at Finns "Rosa rummet"

Participants

Omnia, **Finland:** *Mika Heino, Briitta Hiitola, Mirle Koivisto, Satu Tuori*
SA Tartu Rahvaülikool, **Estonia:** *Ingrid Leinus*
Ikaslan, **Spain:** *Eduardo Aginako, Sergio Fidalgo, Iker Orueta, Lourdes de la Rica*
Finska folkhögskolan, **Sweden:** *Marjatta Heinua, Saad Muhialdin*
Derby College, UK: *absent*
CIMO, **Finnish NA:** *Outi Lindroos (15.10.2015)*
Municipality of Kirkkokummi, **Finland:** *Jani Kuosmanen*

Minutes

1. Welcome and introduction of the participants

Mika opened the meeting at 9:00.

2. General subjects

Each partner received a task. All partner organizations need to find their own field of expertise that they would like to bring to the project. It is not necessary to name any companies or silent partners, but it is necessary to find ones' focus points. The answers should be given by the 15th November, 2015.

Obligations of the silent partners – they need to be available to help in the production and once we start testing our product. It is recommended to make a written agreement with the silent partner so that they will help us once we need to test our products in practice.

Whenever pictures are taken, each participant has to give their permission to upload pictures e.g. to our work platform. The forms can later be found uploaded on our work platform.

3. Work plan

Mika opened a discussion regarding deadlines for reporting and meetings. It was agreed that the deadline for the interim report will be on the 30th of September, 2016 and for the final report on the 30th of September, 2017.

The face to face meeting places were agreed to be as followed:

Sweden – March, 2016
Spain – October, 2016
United Kingdom – March 2017
Tartu – June 2017

Each hosting organization will give two alternative dates for the meeting – 2 days for meetings and two traveling days. On-line meetings will be held one month prior to the face to face meeting. The hosting organization for the face to face meeting will give two alternative dates for the on-line

meeting taking place one month prior. It was agreed that the on-line meetings will be held at 10:00 CET

4. Omnia in brief

Sirkka Wiman, the principle of Omnia adult education center, gave a brief overview of Omnia and its students.

5. Financial administration

A brief overview of the general financial conditions, eligibility of the expenses, budget changes, budget categories and necessary documentations. The financial presentation will be uploaded to our work platform where every partner can check the conditions when necessary.

6. Introduction by the National Agency CIMO

A brief overview of what the Finnish National Agency is expecting from us and what criteria's need to be met. Also a brief reminder of the financial conditions and budget lines, as well as the documentations need to be sent in with the reports. All of the necessary invoices and receipts, as well as signed forms, will be submitted with the final report. The interim report will give the NA a clue on how the project has started and if the work promised in the application, has been done. Even though the contract was signed at the end of September, the costs can be reported already from the beginning of September. Quantitative and qualitative indicators will be agreed upon later (questions to the students, workplace and teachers etc.).

Output of the project has to be a concrete product that can be shared and will be available for wider audience and users.

Multiplier events have to be events connected with the relevant intellectual outputs. E.g. newspaper articles or attending a round table discussion at a conference will not be classified under multiplier events. It needs to be an event organized to disseminate the project outcomes.

7. Summary of the day

We talked about the strengths of each partner, their fields of expertise and the deadline for that. Also discussed about face to face meetings and agreed to set the dates later. Reporting dates were set. We looked into the financial rules and heard briefly about Omnia.

Meeting ended at 16.00.

8. Cultural programme in Helsinki

Tourism students of Omnia Vocational College arranged a cultural e-walk in Helsinki for the project participants. The walk was constructed of visiting different statues and sights in Helsinki city centre with the help of a mobile app. During the walk the students also gave information about the city and its history.

Friday 16.10.2015 at 9.00-10.45 at Vanttila day care centre and 11.00-16.00 at Finns "Rosa rummet"

9. WBL visit to Vanttila day care centre

Briitta organized a visit to one of the WBL venues of Omnia Adult Education Centre. Vanttila day care centre is also piloting the use of ICT and mobile devices in their everyday activities (learning to read, practicing math etc.) The group were given a presentation about the activities and approaches of the centre and also had the opportunity to see the premises. The presentation (after translation) will be uploaded to project's Google Drive folder.

10. Project ICT Tools and social media in WBL process

Mika will create a Google Drive folder for the project. All the meetings' materials (minutes, presentations, etc.) should be uploaded there.

There is also a need for a communication platform, so that it is always possible to revise previous discussions if needed.

Discussion about different communication platform options:

- Moodle: discarded because everyone needs to register before using it.
- Wordpress blog:
Swedish partner suggested Wordpress blog: basic functions are free of charge, widely used, compatible with many social media applications, can be used to store materials, Mika will ask if it is possible to get the web hosting from Omnia's service provider, Swedish partner will find out about the requirements of Wordpress.

Later will be decided about creating a Facebook page for the project.

Mika suggested that the partners would choose 2-3 applications to be used in the project.
Suggestions: Facebook, Twitter and YouTube.

- Twitter: not very popular in Sweden, many partners do not use it, the challenge is how to build up a professional account, in Twitter one has to be very active
- YouTube: video tutorials, presentations can be uploaded there.

The partners will have to decide who will use the social media (the partners or others?).

Briitta presented a picture of digital platforms and another one about learning, knowledge and technology concepts. These will be uploaded in Google Drive.

Mr. Saad Muhiadin gave a presentation about social media in WBL process (WP 4).

The participants prepared a suggestion about target groups (students, teachers and workplaces), channels and purpose. File with the suggestions will be uploaded in Google Drive.

11. Dissemination

The dissemination of a project is about how to share the information of the outcomes to the public. Also the exploitation of the results in all EU funded projects is part of the dissemination. The dissemination plan of the project application (annex 2) has four levels (own organizations, regional, national and international) and different target groups (general public, students, workplace, teachers).

During the first half of the project, the dissemination consists of spreading information participating in seminars and looking for silent partners. In the budget, there is no money allocated to dissemination, but disseminating is mandatory. Cost-effective ways to do that should be found.

The participants discussed about the possibility of using the media/audiovisual students in the dissemination.

The group also discussed about the image of the project. The Erasmus+ programme logo as well as the disclaimer have to be in all the dissemination materials. Also the use of the logos of the partners is recommended.

The partners decided to use the dissemination plan of the project application as the basis for the dissemination. All partners should take a look at the annual dissemination cycle of the project. The project needs to have: webpage, brochure, interim report, final seminar, dissemination seminar and final report. Mika will find out if the “exceptional cost category” can be used in printing brochures if printing is not possible in the partner organizations. **NB. The exceptional costs category includes both translation and printing costs if they are done outside own organization (a contract is needed between the partner and the supplier).** The language of the brochure is English, but some parts can also be translated into the partner countries’ languages. There is money allocated to that in the project’s budget.

12. Quality management

In every EU project there has to be a plan of how to deal with the quality issues.

- a) **Monitoring the dynamics & process of partnership (including meeting of deadlines):**
Attending the project meetings and observing, also possible to make a biannual survey. Mika has examples of that.
- b) **Evaluation of all submitted material by project partners:** the quality manager revises if all the partners have submitted all required materials on time. The Estonian partner consults Mika if needed. The quality manager contacts the partner who has not submitted the materials on time.
For the project meetings the quality manager makes a summary of the products produced so far in the project. The quality of the products is then verified. The Finnish National Agency decides whether the products are accepted or not, the project managers task is to monitor that the activities are carried out.
- c) **Evaluation of each project meeting:** online survey to evaluate each project meeting Based on the previous surveys the partners will prepare a survey for this project as well. Each partner fills out a survey concerning each project meeting.
- d) **Responsibility for writing the minutes:** Every partner will have someone from their organization to write the minutes in each partner meeting.

13. Summary of the day

Every WP leader should concretize the tasks that form part of his WP.

Starting from the next project meeting, each participant will fill out a survey about the meeting. Deadline for answering is one week after the meeting. Mika forwards the summary of the results to the quality manager for further analysis.

As regards the outcomes of the project and the evaluation of the increased skills and competence of the involved students, the same questions will be used for all, but they can be modified and translated, so that they are suitable for each country. The questions should be so general that they

are also suitable for the other target groups (work places and teachers). The questions will be decided later as well as the partner responsible for making the survey.

Next steps for the partners:

- a) Determine the vocational field: it is possible to choose 1-3 fields. Deadline 31.10.15
- b) Find the working life partners: name the partners, min. 3 partners. Deadline 30.11.15
- c) Concretize your responsibilities in your WP: give as concrete examples as possible. Deadline 30.11.15
- d) Meeting assessment: Tartu 23.10.15, Omnia 27.10.15, all partners 3.11.15
- e) File sharing service: access to Google Drive. Deadline 19.10.15
- f) Ideas for WBL cooperation: Omnia starting by 15.11.15, all partners will contribute by the end of December.

The next meeting: Social Media workshop in **Sweden 9.3.-10.3.2016** (traveling days Tuesday 8.3. and Friday 11.3.). Marjatta can book the rooms when she has the number of people from each organization, deadline 15.1.2016. Mika is not able to attend the workshop in Sweden, but is available for online meeting during the workshop.

Next online meeting to prepare the workshop on Tuesday **2.2.2016 at 10.00 CET**.

Wishes for the organizer by Friday 5.2.2016.

Agenda for the meeting in Sweden by Wednesday 10.2.2016.

At the beginning of December the situation of Derby College and the ICT Tools WP should be clear.

14. End of meeting

Meeting ended at 16.00.