



3<sup>rd</sup>  
Transnational  
Meeting

Steering  
Committee

Turin  
11-12 Feb 2020



Partner	Names (SC underlined)
ADCMoura (P1)	<u>Clara Lourenço</u> , Filipe Sousa, Sónia Pinto
TdS (P3)	<u>Elena Cerutti</u> , Francesco Cozzolino, Silvia Rainero
eConsulenza (P4)	<u>Gabriela Bigatti</u> , Elisa Lenhard
VPR (P5)	<u>Lienite Priedaja-Klepere</u> , Ilze Grinfelde
IZTZG (P6)	<u>Sanda Covak</u> , Ive Vodanovic Lukic
UESS (P7)	<u>Christelle Aunac</u> , Olivier Bagarri

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2018-1-PT01-KA204-047393  
Erasmus + KA2 - Strategic Partnership for Adult Education

**SPECIALISTS IN CULTURAL HERITAGE AND ATTRACTIVE LIVING ENVIRONMENT –  
SPE.C.H.A.L.E. PROJECT**

**Transnational Meeting n. 3-11/12 February 2020  
Torino & Savigliano - ITALY**

## AGENDA

TIME	ITEM	PRESENTER**
<b>10 February 2020   ARRIVAL OF DELEGATIONS</b>		
afternoon	Arrival of the foreign delegations in Torino (Piedmont, Italy) <i>Freetime for delegates</i>	--
<b>11 February 2020   Torino</b> *SPAZIO 19*- Via Cesare Balbo n. 19 SALA FULL//FULL ROOM		
09:30	Opening of the III <sup>rd</sup> SPECHALE Transnational Meeting. Welcome to Consortium members.	P4 + P3
09:45	General overview of the project (state of the art).	P1
10:00	I.O2: focus on on-going activities and the pilot training course. Overview on scheduled activities, tasks and timeline(part 1)	P7
10:30	I.O2: Module 1 presentation and its contents.	P1 + P2
10:50	Coffee break	
11:10	I.O2: Module 2 presentation and its contents.	P6 + P5
11:30	I.O2: Module 3 presentation and its contents.	P3 + P4
11:50	I.O2: Module 4 presentation and its contents.	P7 + P4
12:20	I.O2: beneficiaries of the pilot training course. Results by selection per Country. Calendar and tasks to perform (part 2)	P7 + P1
13:00	I.O2 and next Transnational Meeting in LV: official dates and organisation of the C1 mobility. Organisation of C2 mobility in HR.	P7+P5+P6
13:55	Light lunch at <b>LOCANDA LEGGERA</b> (Via Giovanni Napione 32 – Torino)	All

15:00	Administrative and Financial Issues. Scheduled reporting and budgeting.	P1
15:20	Monitoring and Evaluation. ER2.	P4 + P1
15:35	Communication Plan and Dissemination Activities: outputs, impact and scheduled activities. The project website and social.	P3
15:50	<b>Steering Committee Meeting</b> (debate about on-going results, mitigation measures, deviations, ...)	P1 + All
16:20	Closing comments for Day 1	P1+ P4 + P3
19:50/20:00	Pizza for delegates in Torino: at LUNA ROSSA Pizzeria Via Pietro Micca 9/a -Torino (not far from Piazza Castello)	

<b>12 February 2020   Savigliano</b> MUSEES Accademia Europea delle Essenze(at Palazzo Taffini) Via Sant'Andrea n.53		
09:25	Train from Torino to Savigliano (at 09:25) <i>departure at Torino Porta Nuova Station. Free transfer for delegates.</i>	All
10:20	Arrival at Palazzo Taffini- Muses (15m by foot from the local railway station of Savigliano). Registration of participants.	All
10:30	WELCOME COFFEE at Essica Laboratory	
10:45	Opening of the second day - III <sup>rd</sup> SPECHALE Transnational Meeting.	P3 + P4
11:00	Visit to MUSES (www.musesaccademia.it)	P3 + P4
12:30	Closing comments for Day 2.	P3 + P4
12:45	LIGHT LUNCH in Savigliano	
--	<i>Returning back to Torino by train</i>	--

“In December 2019, the project is **at the planned stage** and activities continue to be carried out mostly according to the initial plan.

The **occasional reviews of this plan**, decided by the Steering Committee, refer in most cases to changes in the schedule, **considered non-structural**, since they do not interfere with the nature of the actions and products approved in the application.

The **1st IO** (coordinated by P5), which resulted in a report with two parts (main text and annexes) **was completed and published on the project website**, <https://www.spechaleerasmus.eu/>, which has been online since August 2019.

The production of the **2nd IO** (coordinated by P7), which includes the creation of a curriculum, the preparation of educational materials and the realisation of an experimental course, **is being implemented. The course is planned to start in March 2020.**

The first two **transnational meetings** were held in Croatia (November 2018; org: P6) and France (June 2019; org: P7), the third is currently being organised for

Turin by P3 and P4 (the order of the meetings in Italy and Latvia has been changed) for February 2020.

The second and third meetings have been anticipated slightly, to take place at crucial moments in the development of intellectual products 1 and 2 respectively.

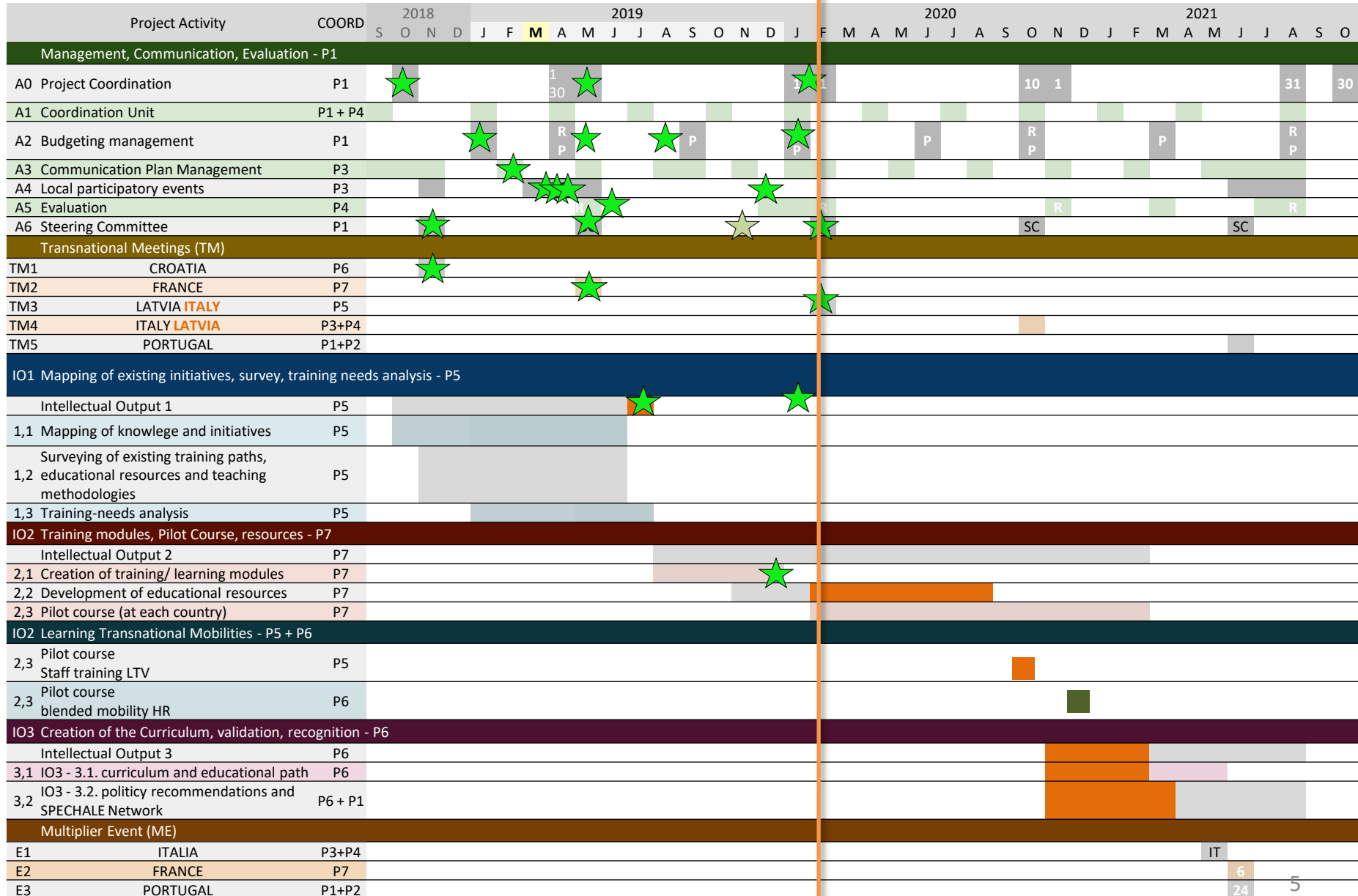
Project **monitoring and decision making documents, tools and processes** within the partnership, prepared for the project (by P1 and P4), are proving to be **adequate and effective**, serving as a basis for ongoing assessment and review of the plan.

Internal **Evaluation** (P4) and **Communication** (P3) reports have been **realised as planned.**

Several **communication actions have been carried out** by the partners, through news in newspapers, posts in social networks, own newsletters, participative events (4, by P1, P3 and P5), among others.

The **financial implementation and transfer procedures for the partners are also going according to plan.** No needs for transfers between headings have yet been identified, although this might be expected in the future. “ 2<sup>nd</sup> IR, 1.02.2020

# General overview | GANTT Timetable



# Topic for discussion



Project Activity	COORD	2020												2021									
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
<b>Management, Communication, Evaluation - P1</b>																							
A0 Project Coordination	P1	1	1							10	1								31	30			
A1 Coordination Unit	P1 + P4																						
A2 Budgeting management	P1	R				P				R	P					P				R	P		
A3 Communication Plan Management	P3																						
A4 Local participatory events	P3																						
A5 Evaluation	P4										R										R		
A6 Steering Committee	P1		SC							SC									SC				
<b>Transnational Meetings (TM)</b>																							
TM1 CROATIA	P6																						
TM2 FRANCE	P7																						
TM3 LATVIA ITALY	P5																						
TM4 ITALY LATVIA	P3+P4																						
TM5 PORTUGAL	P1+P2																						
<b>IO1 Mapping of existing initiatives, survey, training needs analysis - P5</b>																							
Intellectual Output 1																							
1,1 Mapping of knowledge and initiatives	P5																						
Surveying of existing training paths, educational resources and teaching methodologies																							
1,2	P5																						
1,3 Training-needs analysis	P5																						
<b>IO2 Training modules, Pilot Course, resources - P7</b>																							
Intellectual Output 2																							
2,1 Creation of training/ learning modules	P7																						
2,2 Development of educational resources	P7																						
2,3 Pilot course (at each country)	P7																						
<b>IO2 Learning Transnational Mobilities - P5 + P6</b>																							
2,3 Pilot course																							
Staff training LTV	P5																						
2,3 Pilot course blended mobility HR																							
	P6																						
<b>IO3 Creation of the Curriculum, validation, recognition - P6</b>																							
Intellectual Output 3																							
3,1 IO3 - 3.1. curriculum and educational path	P6																						
3,2 IO3 - 3.2. policy recommendations and SPECHALE Network	P6 + P1																						
<b>Multiplier Event (ME)</b>																							
E1 ITALIA	P3+P4																				IT		
E2 FRANCE	P7																				6		
E3 PORTUGAL	P1+P2																				24		

3<sup>rd</sup> interim report

Next SC (Skype on June?)

4<sup>th</sup> TM: Latvia vs Croatia

IO1: translation into partners' languages (a summary?)

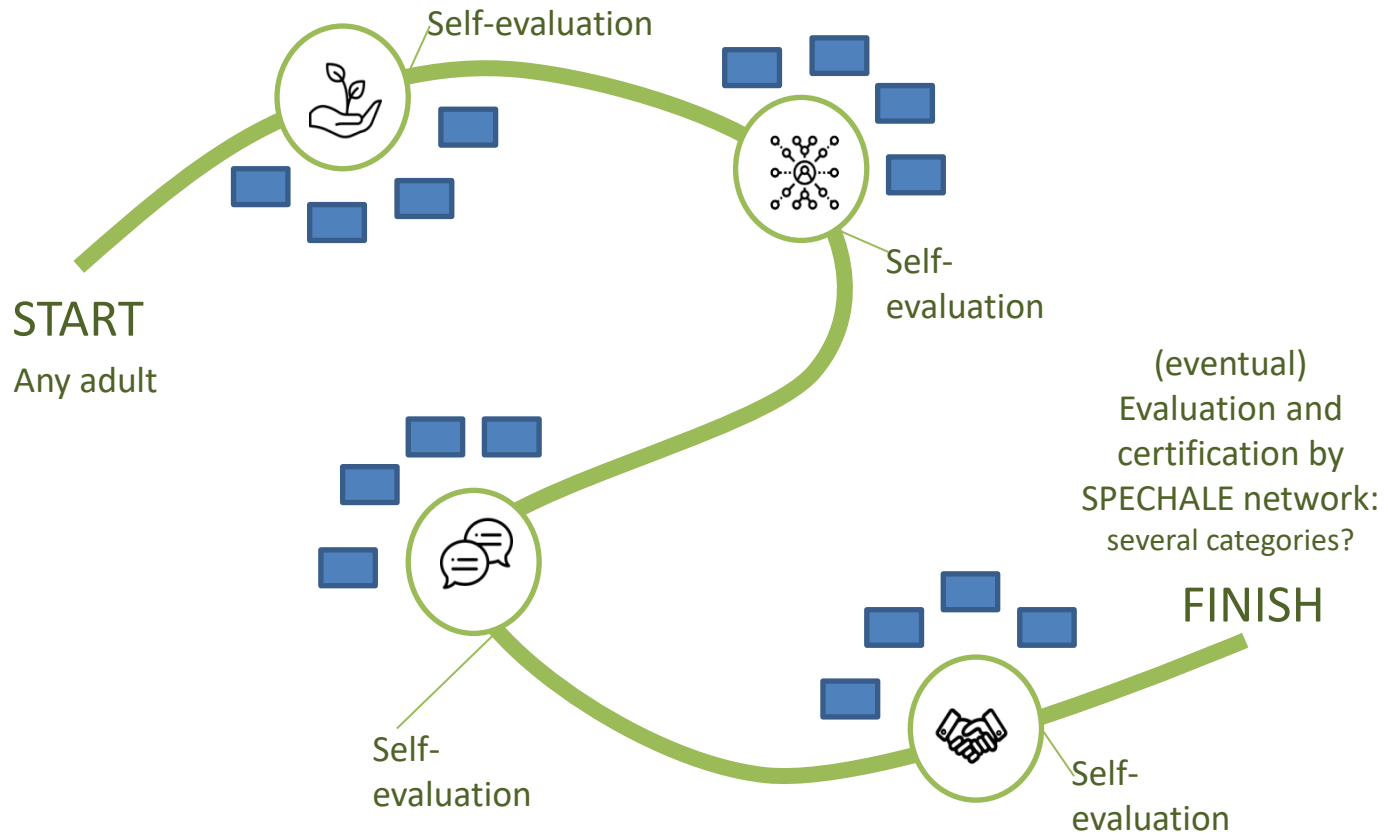
IO2: chronogram; activities; contents; tutoring, evaluation; future (public version; network)

LTT/ staff (Latvia): plan

LTT/ learners (Croatia): plan

IO3: start reflection

## A roadbook for *SPECHALISTS*



December 2019

exec		dec 2019 = 16 months							16	44,4%	
ACTIVITY	COORD	ADC MOURA	ATLA Alqueva	Terre Savoia	eConsulenza	Vidzeme Region	Institut Tourism	Univ UESS	TOTAL	TOTAL	%
		P1	P2	P3	P4	P5	P6	P7			
Project Management		8 000,00	4 000,00	4 000,00	4 000,00	4 000,00	4 000,00	4 000,00	32 000,00	72 000,00	44,4%
Management + Communication	P1 + P4 + P3	8 000,00	4 000,00	4 000,00	4 000,00	4 000,00	4 000,00	4 000,00	32 000,00	72 000,00	44,4%
TM/SC (Steering Committee)		2 300,00	1 725,00	1 725,00	1 150,00	1 725,00	1 725,00	575,00	10 925,00	33 310,00	32,8%
SC1 CROATIA	P6	575,00	575,00	575,00	575,00	575,00		575,00	3 450,00	6 900,00	50,0%
SC2 FRANCE	P7	1 725,00	1 150,00	1 150,00	575,00	1 150,00	1 725,00		7 475,00	6 900,00	108,3%
SC3 LATVIA	P5								0,00	7 640,00	0,0%
SC4 ITALY	P3								0,00	5 750,00	0,0%
SC5 PORTUGAL	P1								0,00	6 120,00	0,0%
Intellectual Outputs		9 412,00	3 725,00	10 696,00	10 938,00	4 424,00	3 060,00	9 990,00	52 245,00	164 192,00	31,8%
IO1	P5	7 494,00	3 725,00	7 572,00	6 432,00	2 817,00	2 394,00	6 426,00	36 860,00	40 713,00	90,5%
IO2	P7	1 918,00		3 124,00	4 506,00	1 607,00	666,00	3 564,00	15 385,00	90 270,00	17,0%
IO3	P6								0,00	33 209,00	0,0%
ME (Multiplier event)		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	23 600,00	0,0%
E1-ME1 ITALIA	P3+P4								0,00	7 000,00	0,0%
E2-ME2 FRANCE	P7								0,00	6 000,00	0,0%
E3-ME3 PORTUGAL	P1+P2								0,00	10 600,00	0,0%
Training Activities		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	20 631,00	0,0%
C1 LATVIA	P5	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	12 459,00	0,0%
Travel									0,00	3 555,00	0,0%
Individual Support									0,00	8 904,00	0,0%
C2 CROATIA	P6	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	8 172,00	0,0%
Travel									0,00	3 300,00	0,0%
Individual Support									0,00	4 872,00	0,0%
<b>TOTAL</b>		<b>19 712,00</b>	<b>9 450,00</b>	<b>16 421,00</b>	<b>16 088,00</b>	<b>10 149,00</b>	<b>8 785,00</b>	<b>14 565,00</b>	<b>95 170,00</b>	<b>313 733,00</b>	<b>30,3%</b>
		30,8%	26,7%	28,8%	36,5%	35,8%	30,4%	26,0%	30,3%		

Required minimum execution (Dec 2019) overcome: 95.170 > 79.060,72€ (70% x 36% of total budget)



December 2019

		Days of work - intellectual outputs																																			
Partner	category	I.O. 1 - Nr of days														I.O. 2 - Nr of days																					
		2018		2019						2019						2020						2021															
		Plan	O	N	D	J	F	M	A	M	J	J	TOT	dif	Plan	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	TOT	dif
P1	ADCMoura	researcher/ trainer	30			3	4	3	5	8	10.5	4.5	10	48	18	65																				13.5	-51.5
	technician	34	0.5	3									5	8.5	-25.5	45																			0	-45	
P2	ATLA	researcher/ trainer	20						3.5	4	4	3.5	4	19	-1	65																			0	-65	
	technician	20							2	2	2.5	2	2	10.5	-9.5	20																		0	-20		
P3	TdS	researcher/ trainer	20				0.5	5.5	6.5	2.5	3	2.5	20.5	0.5	65																			3.5	-61.5		
	technician	20						1	6.5	4.5	5	1.5	0.5	19	-1	26		2																13.5	-12.5		
P4	eConsulenza	researcher/ trainer	0				1	1	4	7	6	5	24	24	0																			14.5	14.5		
	technician	50	0.5	0.5	0.5						3	3	7.5	-42.5	88																			7.5	-80.5		
P5	VPR	researcher/ trainer	20				4	4	3.5	3.5	2.5	17.5	-2.5	85																				18	-67		
	technician	23		4	1	2	4	4	4	4	4	27	4	25	0.5	0.5	1	1	1	1														5	-20		
P6	IZTZG	researcher/ trainer	20				3	9	4			16	-4	85																				8.5	-76.5		
	technician	18					8	10	4			22	4	25																				0	-25		
P7	UESS	researcher/ trainer	20				2	8	13			4	27	7	65																			0	-65		
	technician	20										3	1	4	-16	26																		22	-4		
TOTAL	researcher/ trainer	130	0	0	3	7.5	8	33	51	30.5	18.5	20.5	172	42	430	0	0	6.5	9.5	14.5	27.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	58	-372
	technician	185	1	7.5	1.5	2	5	20.5	20.5	18.5	13.5	8.5	98.5	-86.5	255	0.5	2.5	5	8	17.5	14.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48	-207

# STEERING COMMITTEE

## Results | Evaluation | Decisions



Project Activity	Coord	Expected Results	2018	2019	2020	2021	Accumulated Results 11Feb2020	On-going evaluation, replanning and problem- solving propositions.	Decisions by SC 11_12/02/2020	
			SONDJ	FMAMJ J	ASONDJ	FMAMJ J				ASONDJ
<b>Management, Communication, Evaluation - P1</b>										
A0 Project Coordination	P1	- 3 interim reports - 1 final report - management tools (mobility tool and others) - 1 shared Monitoring Template - 1 shared platform for documents						_2 interim reports _1 shared Monitoring Dashboard + Monitoring docs _1 shared platform for documents on G-DRIVE	_it's been possible to ask for the next pre-payment by the deadline of Interim Report nr2. No postponement was needed	_next interim report: period until 30 September 2020/ submission deadline 1st November 2020 _in June, partners will be asked for an update of the work days for IO2 (preview financial execution by Sep 2020/ 3rd IR)
A1 Coordination Unit	P1 P4	P1 - 12 skype meetings (every 3 + months) P4 - 12 internal reports						_5 skype meetings P1 + P4 _4 internal reports: accumulated results sep-dec 2018; jan-apr 2019; may-aug 2019; sep-dec 2019 _4 meetings P1 + P3 (communication issues)		
A2 Budgeting management	P1	- 3 interim reports/ per partner - 1 final report/ per partner - 8 payments of 9% - 1 final payment of 28%						_2interim reports submitted _2 pre-payments received: 18% + 18%; 4 transfers to partners: 9%+9%+9% +9%		
A3 Communication Plan Management	P3	- 1 Communication Plan - 1 Logo - 1 website: P3 + P1 - 1 facebook page						_1 Communication Plan _1 Logo _1 facebook page _1 website	_all objectives were accomplished: _website could be improved	_Website pages in English only; partners should upload their documents (in their own languages) – read manual for website administration
A4 Local participatory events	P3	- 5 participatory events - 40 Participants - Reports of events						_4 participatory events (P1 (2); P3; P5) _19 + 23 + 24 + 17= 83 participants		
A5 Evaluation	P4	- 1 Project Management Plan - 1 Evaluation Plan - 4 Evaluation reports - 1 External evaluation process/ report: P1						_1 PMP _1 evaluation Plan _1 risk management plan _1 evaluation report	_external evaluation not yet started – to be defined	_external evaluation (no budget for this) – suggest to ask official organisations or other partners for Evaluation Work Groups (for example, during Multiplication Events)
A6 Steering Committee	P1	- 6 Steering Committee meetings - Steering Committee minutes						_3 SC skype meetings _2 presential SC meeting - 1st TM/ 2nd TM _5 SC meeting minutes _1 asynchronous meeting proposed		_1 SC on skype in June

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			S O N D J	F M A M J J A S O N D J	F M A M J J A S O N D J	F M A M J J A S O				
Management, Communication, Evaluation - P1										
Transnational Meetings (TM)										
TM 1	CROATIA	P6 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation						<u>10 participants</u> <u>6 mobilities</u> <u>all docs</u>		
TM 2	FRANCE	P7 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation						<u>14 participants</u> <u>13 mobilities</u> <u>all docs</u>		
TM 4	LATVIA	P5 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation							Will be TM4, will take place in Latvia, on September 2020, together with the learning mobility. Precise date and place will be decided in TM3 (proposed week of 7 to 11 sep)	<u>this meeting may be transferred to the same time as C2 in Croatia, instead of C1 in Latvia (to enable partners to travel with the learners involved in C2)</u> <u>decision in June (Skype SC)</u>
TM 3	ITALY	P3 +P4 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation						<u>15 participants</u> <u>9 mobilities</u>	<u>anticipated: now TM3 took place in Italy (Turin and Savigliano) , on 11-12 February 2020 (crucial moment for preparing IO2 course)</u>	<u>docs to present: minutes; link of (new) participants to the organisations; certificates; agenda and list of presences signed by host organisation</u>
TM 5	PORTUGAL	P1 +P2 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation								

# STEERING COMMITTEE

## Results | Evaluation | Decisions



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			SOND J	FMAMJ J A	SOND J	FMAMJ J A			
IO1 Mapping of existing initiatives, survey, training needs analysis - P5									
Intellectual Output 1		- 1 final I.O.1 in English (P5) P5 - 5 summary reports in partner's languages: all					_2 skype meetings P1 + P5 _1 skype meeting with partners (discussion of methodology and tools) _1 methodological proposal for IO1 _376,5 work days for IO1 presented to P1 1 final IO in English; Beta-version published on Spechale's website on August; final version on jan (graph design)	_final report on the end of July (1 month more) _Final public version of IO1: graphic design + separate main part from annexes _summary reports in all languages to do _graphic design of IO1 done	Documents (summary?) in all 5 languages to do: it could be: _translation of just 1 or both the documents (main text and annexes) _or an abstarct of the documents  In all 5 languages of the partnership
1,1 Mapping of knowledge and initiatives		- 1 template for collection of information (P5) P5 - 20 initiatives collected: all					_1 template for collection of informal learning opportunities _127 entries	_all was done	
1,2 Surveying of existing training paths, educational resources and teaching methodologies		- 1 template for collection of information (P5) P5 - 20 entries to inventory of training opportunities: all					_1 template for collection of non-formal learning opportunities _160 entries	_all was done	
1,3 Training-needs analysis		- 1 template for interviews/questionnaires: P5 - 1 template for participatory events: P5 + P1 P5 - 20 people interviewed: all - 100 questionnaires: all - 5 participatory events: all - 200 Partics in part events: all - 5 partial reports (1 per country): all					_1 template for interviews/ questionnaire _1 methodological proposal _3 group assessment moments/ participatory events (2 PT, IT, LTV): xx participants _x interviews/questionnaires _5 reports (1 per country) _1 global report by P5	_all was done	

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			S O N D J	F M A M J J A S O N D J	F M A M J J A S O N D J	F M A M J J A S O			
<b>IO2 Training modules, Pilot Course, resources - P7</b>									
Intellectual Output 2	P7	- 1 final report/ collection of materials (I.O.2) in English: P7 - collection of materials in 5 languages					_first draft proposal presented during 2nd TM in Forcalquier (22/6) _1 skype meeting + 1 presencial meeting P1 + P7	_materials are being prepared	
Creation of 2,1 training/ learning modules	P7	- 1 training path defined - ? modules developed					_curriculum proposal presented by P7; contributions of other partners _3 skype meetings of P7 with partners P6, P5, P3 _pilot course sylabus proposed by P7	_training curriculum defined _modules are being developed: difficult to assure overall coherence	_all modules should be revised by partners before translation
Development of 2,2 educational resources	P7	- 1 set of Educational resources (min 1 per module)					_application form + ppt template proposed by P7 _1 skype meeting about Module 4: P7 + P4 _contents are being prepared: Mod 1: P1 + P2; Mod 2: P5 + P6; Mod 3: P3 + P4; Mod 4: P4 + P7	_elaboration of materials started in dec 2019	_Module 1 will be ready in all 5 languages by 15 <sup>th</sup> March (18/2 deadline for examples sent to P1; 25/2 final version to translate/ adapt prepared by P1) _Module 2 ready - early March _Modules 3 ,4 ready - early May
2,3 Pilot course (at each country)	P7	- 70 hours of pilot course per country - 150 learners (30 per country) - G-DRIVE: program, dissemination, registration, list of learners, reports on all activities					_start of pilot course planned for 2nd March 2020	_The course was planned to start 2/3 _P1 proposes to postpone start to 16/3	_Mod 1 will start on 16th March; _Module 3 and 4 available in May) - specially for learners who just registered for those modules -partners manage their own course: they decide about activities in their countries _250 learners (max nr in platform)
<b>IO2 Learning Transnational Mobilities - P5 + P6</b>									
2,3 Pilot course Staff training LTV	P5	- 40 hours staff training - 15 participants (3 per country) - G-DRIVE: program, presences list; certificates, reports (learners), proof of relation with organisation)						This mobility was postponed to September 2020	-6-12 september _learning activities may address networking processes and tools as main topic (for preparation of IO3
2,3 blended mobility HR	P6	- 40 hours blended mobility - 15 participants (3 per country) - G-DRIVE: program, presences list; certificates, reports (learners), proof of relation with organisation)						This mobility was postponed to November 2020, to avoid being so close to mobility in Latvia.	_learners in the mobility must prove their link with organisation _a TM may be organised simultainestly 13

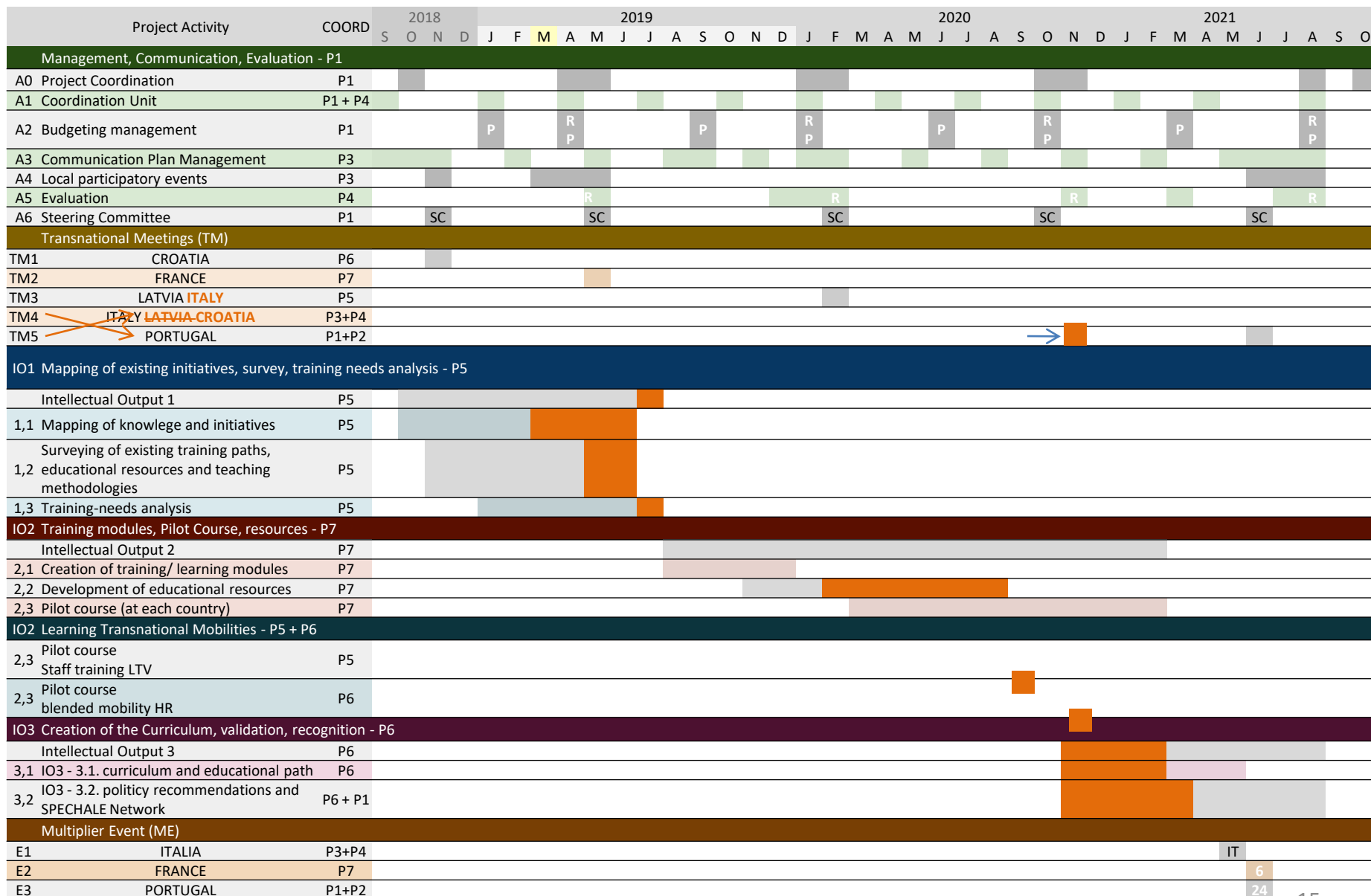
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Project Activity	Coord	Expected Results	2018		2019		2020		2021		Accumulated Results 11Feb2020	On-going evaluation, replanning and problem- solving propositions.	Decisions by SC 11_12/02/2020	
			SOND	J	FMAM	J	J	A	SOND	J				FMAM
<b>IO3 Creation of the Curriculum, validation, recognition - P6</b>														
Intellectual Output 3		- 1 final I.O.3 in English: P6 - 5 summary reports in partner's languages: all")											_IO3 could be the aim of LTT in Latvia	_start reflection on what future for the course/ what aim for IO3 _C1 may be used to start working on IO3
IO3 - 3.1. 3,1 curriculum and educational path	P6	- Path, Modules and Resources: 5 Languages + 1 English												
IO3 - 3.2. 3,2 policy recommendations and SPECHALE Network	P6 + P1	- 1 SPECHALE network created/ launched: all - 3 Institutions approving the learning path: all - 40 Members of SPECHALE Network: all												
<b>Multiplier Event (ME)</b>														
E1	ITALIA	P3 - 70 Participants +P - G-DRIVE: program, presence 4 list, certificates, minutes												
E2	FRANCE	P7 - 60 Participants +P - G-DRIVE: program, presence list, certificates, minutes")												
E3	PORTUGAL	P1 - 100 Participants +P - G-DRIVE: program, presence 2 list, certificates, minutes")												

# GANTT Timetable | decisions vs application



# Thank you!

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