

**Erasmus + KA2 - Strategic Partnership for Adult Education
SPECIALISTS in Cultural Heritage and Attractive Living Environment –
S.P.E.C.H.A.L.E. PROJECT**

**KoM - Transnational Meeting n. 1
20-21 November 2018 - Zagreb, Croatia
MINUTES**

Author P4, eConsulenza**

Date November 20-21, 2018

Venue Zagreb - Croatia



**The Minutes of the first Transnational Meeting have been made by P4, as exceptional case, because the task is in charge of the Coordinator and still remains.

List of Participants

Entity/body	Organization	Person/s Attending
P1	ADC MOURA	Clara Lourenco
P2	ASSOCIACAO MUNICIPIOS ALQUEVA	Vera Zambujo
P3	TERRE DEI SAVOIA	Francesco Cozzolino
P4	eCONSULENZA	Gabriella Bigatti
P5	VIDZEME REGION	Lienite Priedaja-Klepere
P6	INSTITUTE FOR TOURISM	Sanda Corak Renata Tomljenović Hrvoje Matakovic
P7	UESS	Christelle Aunac
EXT	ERASMUS+ NATIONAL AGENCY OF PORTUGAL	Eugénia Inacio

AGENDA

TIME	ITEM	PRESENTER
20 November 2018 ARRIVAL OF DELEGATIONS		
morning	Arrival of the foreign delegations in Croatia. <i>Free lunch for delegates</i>	--
20 November 2018 Institute for tourism - Vrhovec 5, Zagreb		
14:15	Opening of the 1° SPECHALE Transnational Meeting - KoM	P6
14:30	Welcome to Consortium members and general overview of the project: reminder of objectives, expected results, planned activities, partnership	P1
14:45	Partners Presentation (All Partners)	All: P6, P2, P3, P4, P5, P7, P1
15:30	Administrative and Financial Issues – Program: Erasmus+ rules, procedures and tools	E+ Portuguese National Agency
16:15	Coffee break	
16:30	Administrative and Financial Issues – Project: Grant Agreement; Approved budget/ amendments; Scheduled activities, administrative and management procedures and tools	P1
17:00	Questions and Debate	All
17:30	Closing comments for Day 1 End of the 1° day of CM	P1
18:30	Common early dinner for delegates at K-PIVOVARI Restaurant	--
21 November 2018 Institute for tourism - Vrhovec 5, Zagreb		
09:00	Opening of the second day - 1° SPECHALE Transnational Meeting	P6
09:10	ERASMUS + Program: a note on Best Practices and Impact	PT E+ National Agency
09:30	Detailed Description on the Programme of Activities to be held during the 36 M – Presentation of I.O1, I.O2, I.O3 Discussion	P1 + All
10:30	Focus on project Phase 1: the I.O1 and its tasks (= responsibilities and actions to be taken by partners)	P1 + P4 + All
11:00	Coffee break	
11:15	Evaluation processes and the Quality and Evaluation Plan	P4
11:45	Dissemination Activities and the Communication Plan. Outputs to be delivered during I.O1. <i>Methodology to be shared.</i>	P3
12:30	Closing comments for Day 2. <i>Minutes to be shared.</i>	P1/PT +P6
13.00	Light Lunch	
14:00	Steering Committee Meeting: (debate about the Consortium agreement) <i>Official documents to be signed</i>	All
15:00	End of the 2° day of CM. <i>Return home for the foreign delegates.</i>	

The Kick-off meeting was held at the Institute for Tourism in Zagreb.

November 20, 2018

Welcome and Introduction

Sanda Corak (P6) welcomed the participants to Zagreb and introduced the activities of the meeting. She briefly introduced the Institute staff (Renata and Hrvoje assigned to the project, with her) and the General Director of IZTZG.

Welcome to Consortium members and general overview of the project: reminder of objectives, expected results, planned activities, partnership

Clara Lourenco (P1), Project Coordinator, presented the Agenda of the meeting and introduced the general overview of the Erasmus+ KA2 project and the expected results.

SPECIALISTS IN CULTURAL HERITAGE AND ATTRACTIVE LIVING ENVIRONMENT Project will last three years: from M1 (September 1, 2018) to M36 (August 31, 2021). The project wants to develop 3 Intellectual Outputs with an inventory of innovative training opportunities in adult education for Specialists in Cultural Heritage and Attractive Living Environment, accessible by project beneficiaries and key actors in tourism sector.

The project aims at: a) creating an innovative training path in the field of promotion of territories in order to foster the profile of Specialist in Cultural Heritage and Attractive Living Environment (not professional); b) achieving the development of adult people, such as the ones with low skills, unemployed, citizens, .. and their soft skills; c) contributing to raising awareness of the importance of European cultural heritage – tangible and intangible - through education, informal and non-formal learning, in the context of the European Year of Cultural Heritage 2018.

The training path is for adults, in general, especially selected in the involved territories of the project. Besides Clara Lourenco affirmed that individuals and communities usually don't "value" their patrimony enough.(details about the profile of the beneficiary must be added by P1)

The project methodology consists of three phases, supervised through a continuous evaluation activity. Every phase will result in an Intellectual output (I.O.) and will be divided in sub-activities, aiming to address specific tasks.

- *Phases/1st Intellectual Output - Mapping of existing initiatives, survey, training needs analysis - M1/M10*

This phase is the starting point to drive partners in the definition of Pilot course modules. The activities will help gather knowledge for an inventory of existing training opportunities in cultural heritage, tourism, local development, environment, ecotourism. Moreover surveys, questionnaires and interviews/consultations with target groups will be foreseen. A comparative analysis and matching of the results will result in the Intellectual Output O1.

- *Phases/2nd Intellectual Output - Adult Training for Cultural Heritage and Attractive Living Environments Modules and Resources – M11/M30 – Implementation phase*

In this phase, partners will develop the path and the modules for the pilot course along with training material and resources, based on the identified needs, of each territory. The development of the educational resources will be in different formats (eLearning, tutorial, MOOCS, case studies, video lectures, ..), suitable for testing, including mobility.

- *Phases/3rd Intellectual Output – Model and Recommendations for a Support Curriculum included modelling, recognition and validation of Learner profile – M31/M36*

The activities will include the integration and formalization in a curriculum model of the obtained results, to identify the ideal educational path and contribution, in the form of policy recommendations and suggestions for further improvement in view of the validation of the competences acquired during the course, with reference to the ECVET education system.

Partners Presentation

Each partner organisation, through slides and/or videos, presented own experience, competences, realized projects and general mission.

The slides of the 7 organizations are available on the common repository on GDrive, created for the management of the E+ project, in the Folder dedicated to the Transnational Meeting 1.

Administrative and Financial Issues – Program: Erasmus+ rules, procedures and tools

Eugenia Inácio, Officer of the Erasmus+ National Agency of Portugal, announced that 14 projects have been approved and financed by NA and that SPECHALE is that one with the biggest budget.

She underlined the will to collaborate and to be interactive as much as possible with the partnership of the project through the Lead Partner, as direct contact. The presence at the KoM is to underline the N.A. permanent monitoring during the implementation phases.

The NA must communicate to P1 and not with partners, and make payments directly to the coordinator.

She presented detailed aspects of the E+Grant Agreement connected with budget, rules for management and tool to be used (Mobility tool). In particular she focused on the mandatory deadlines connected with payments of the Grant. Here it is the main aspects (*also in line with the artt. of the GRANT AGREEMENT NUMBER 2018-1-PT01-KA204-047393 – as follows*):

I.4.1 Payments to be made - The NA must make the following payments to the coordinator: a first pre-financing payment; three pre-financing payments, on the basis of the request for further pre-financing payment referred to in Article I.4.3; one payment of the balance.

I.4.2 First pre-financing payment -The aim of the pre-financing is to provide the beneficiaries with a float. The pre-financing remains the property of the NA until the payment of the balance. The NA must pay to the coordinator within 30 days following the entry into force of the Agreement a first pre-financing payment of EUR 57 191,94 corresponding to 18% of the maximum grant amount.

I.4.3 Interim reports and further pre-financing payments - By 01/05/2019, the coordinator must complete a first interim report on the implementation of the Project, covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to 01/04/2019. In so far as the interim report demonstrates that the coordinator has used at least 70% of the amount of first pre-financing payment, the interim report must be considered as a request for a further pre-financing payment and must specify the amount requested up to EUR 57 191,94 corresponding to 18% of the total maximum amount specified in Article I.3.1. By 01/02/2020, the coordinator must complete an interim report on the implementation of the Project, covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to 01/01/2020.

In so far as the interim report demonstrates that the coordinator has used at least 70% of the amount of first pre-financing payment, the interim report must be considered as a request for a further pre-financing payment and must specify the amount requested up to EUR 57 191,94 corresponding to

18% of the total maximum amount specified in Article I.3.1. By 01/11/2020, the coordinator must complete an interim report on the implementation of the Project, covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to 01/10/2020. In so far as the interim report demonstrates that the coordinator has used at least 70% of the amount of first pre-financing payment, the interim report must be considered as a request for a further pre-financing payment and must specify the amount requested up to EUR 57 191,94 corresponding to 18% of the total maximum amount specified in Article I.3.1.

Following approval of the report by the NA, the NA must pay to the coordinator the further pre-financing payment within 60 calendar days on receipt of the interim report.

I.4.4 Final report and request for payment of the balance - Within 60 days after the end date of the Project specified in Article I.2.2, the coordinator must complete a final report on the implementation of the Project, and, when applicable, upload all project results in the Erasmus+ Project Results Platform as specified in Article I.9.2. The report must contain the information needed to justify the contribution requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contribution or the eligible costs actually incurred in accordance with Annex III. The final report is considered as the coordinator's request for payment of the balance of the grant.

I.4.5 Payment of the balance - The payment of the balance reimburses or covers the remaining part of the eligible costs incurred by the beneficiaries for the implementation of the project.

Administrative and Financial Issues – Project: Grant Agreement; Approved budget/ amendments; Scheduled activities, administrative and management procedures and tools

Clara Lourenco (P1), Project Coordinator, in charge for administrative and financial management of the project recalled the main provisions contained in the Agreement signed with the N.A. She presented the financial rules for the Intellectual Outputs and the new eligible costs for them: the new reallocation of the working days for each professional involved (without any cutting to the partners amounts) is available on the common repository on GDrive, created for the management of the E+ project, in the Folder dedicated to Budget. Moreover, a detailed project budget with specific template has been drafted by P1 for each Partner (they are in the specific Folder). Only the exceptional cost, assigned to P1 during the preparation, was cut by N.A.

P4 and the Coordination Unit are also preparing the Project Management Plan.

Sanda Corak (P6), after closing comments, closed the 1st day of the Kick off meeting.

November 21, 2018

Sanda Corak (P6) introduced the activities of the second day.

ERASMUS + Program: a note on Best Practices and Impact

Eugenia Inácio, Officer of the Erasmus+ National Agency of Portugal, opened the second day focusing on the main aspects of the Erasmus+ project: sustainability, correct management, innovation and working method, impact, communication.

Participants were invited to pay attention to these fundamental aspects and parts of the project, surely checked and monitored by N.A.

Detailed description on the Programme of activities to be held during the 36 M – Presentation of I.O1, I.O2, I.O3 - Discussion

Clara Lourenco (P1), presented best practices and past projects held by ADC MOURA with their implemented methodologies in educational sector. For instance, the project Epam (<https://epam.pt/>) and E+ Herbartis (<https://herbartis.wordpress.com/>) utilized training modules and tools that could be assigned also to SPECHALE.

Moreover, the Moodle platform is a good solution, already tested, also for this new E+ project. The Participants discussed about the I.O2: the training phase and the learners, above all the profile of the adults to involve in each Country. The profile of the SPECHALE learner has to be better designed yet.

The discussion was then addressed to the I.O3 about Validation and creation of the official Curriculum of the *Specialist professional*, core of the project. Some Partners affirmed that even if the process of validation will be done in the best way, it could not possible to reach the approval and the official validation by HEIs.

The partners agreed that even though it may be difficult to achieve the formal validation of the curriculum, the process of the validation itself, by some institution, will be put in place anyway, being obliged to implement also the 3rd I.O.

Focus on project Phase 1: the I.O1 and its tasks

Gabriella Bigatti (P4), member of the Coordination Unit (composed by P1 and P4) presented the I.O1. and the first phase.

She overviewed the activities of this phase lasting 10 months (M1-M10). Phase Leader is P5.

Each partner (excluded P4) is in charge of the following activities: to map and to survey the existing training paths, educational resources and most applied teaching methodologies for cultural heritage and sustainable tourism; to do a training needs investigation through questionnaires and interviews or consultations; to realize a comparative analysis and matching of the results obtained. All of these activities are necessary in order to develop the Intellectual Output 1, participated by the seven partners. Participants proposed to create and share a common template/form which will be useful for collecting the data and training paths offered at Country or regional level (by higher education institutions, research institutions, sector enterprises or public organizations). Indicators and qualitative and quantitative levels are available into the slides of the presentation by P4 - in the GDrive repository. These aspects will be duly detailed in the Project Management Plan.

Evaluation processes and the Quality and Evaluation Plan

Gabriella Bigatti (P4), due to the lack of time, announced that a detailed presentation of the Quality and Evaluation Plan and the Risk Plan of the project have been already prepared, but will be discussed in future occasions. The Plans are inserted into the general Project Management Plan, that is under construction. The slides of the presentation by P4 are available in the GDrive repository.

Dissemination Activities and the Communication Plan. Outputs to be delivered during I.O1.

Francesco Cozzolino (P3) presented the Communication Plan that covers all the activities of the project which have to be implemented by the consortium. The partner responsible for the plan is P3, however all partners must contribute to its implementation and make one person available throughout the project as the communication referent. The plan defines and identifies the main areas of intervention for communication

and dissemination, details the strategy to be followed and the channels to be used as well as the indicators which will be utilized to keep the activities monitored throughout the whole project. The communication plan is an integrated part of the Project Management Plan and will serve as a reference for the 3 years of the project. A template will be drafted in collaboration with P1 and will be available in the GDrive repository for all partners to insert data, monitor and keep track of the scheduled communication activities.

The project logo has to be designed soon: the partners agreed on sending to P3 one identified image most likely to represent their territory in order for P3 to start drafting the logo. The partners also agreed on sharing the access of the official FB page of the project (to be created by the end of December by P3) in order to use it for dissemination purposes. Moreover, P3 will take care of the implementation of all folders dedicated to the dissemination/communication activities to be put in the GDrive.

Sanda Corak (P6), after closing comments, closed the 2nd day of the Kick off meeting, inviting the members of the Steering Committee of the project to be present at the following Meeting, after lunch.

1st Steering Committee Meeting (November 21, 2018)

After lunch, the SPECHALE Steering Committee Meeting was held.

The Meeting was chaired by Clara Lourenco (P1). She overviewed about the governance bodies described by the project: the Coordination Unit and the Steering Committee. The SC is the decision-making body of the project and consists of one representative for Partner and has been set up as a joint Executive Board, to achieve a common view of the generated foreground and as a unique decision-making body capable of ensuring a balanced management of the project implementation. The Coordinator chairs it.

Key responsibilities of SC include:

- detailed planning of all tasks and optimizing cross-interactions among activities and information flows;
- taking responsibility for completion and quality assurance of all tasks foreseen in the project;
- monitoring technical progress against the deliverable deadlines;
- arranging technical meetings, according to the project needs;
- preparing internal reports and all the outputs/deliverables planned;
- alerting the Coordination Unit of possible risks related to the deliverables and task development or delay, engaging in contingency planning, reporting about deviations of activities or reallocations of budget;
- ensuring adherence to the scheduled project timetable and guarantee that quality control and assurance procedures.

Each partner indicates its representative in the Steering Committee:

P1	ADC MOURA	Clara Lourenco
P2	ASS.MUNICIPIOS ALQUEVA	Vera Zambujo
P3	TERRE DEI SAVOIA	Elena Cerutti
P4	eCONSULENZA	Gabriella Bigatti
P5	VIDZEME REGION	Lienite Priedaja-Klepere
P6	INSTITUTE FOR TOURISM	Renata Tomljenović
P7	UESS	Christelle Aunac

The meeting was participated by the above-mentioned delegates. Only P3 was represented by another person (Francesco Cozzolino) that was there on behalf of Elena Cerutti , with official mandate.

During each Transnational Meeting also the Steering Committee meetings will be held. Participants agreed that next plenary Transnational Meeting will be planned on May 2019 in France, anticipated as the scheduled one. P7 will propose soon possible dates of the second T.M.

P1 presented the draft version of the Consortium Agreement. After the approval of it by all the partners the Coordinator will start the Pre-financing distribution (in the % indicated in the Grant Agreement); in the meanwhile, P1 will start the collection the bank data of each organization. The participants agreed on analyzing it next weeks (also proposing possible amendments or adjustments) and sign the official and definitive copy before Christmas period, in case.

Moreover, the Meeting is the occasion to formalize the deviations and changes already made and happened to the project in comparison with the Application Form. The participants agreed on:

- To adopt the general costs for I.Os: the new reallocation of the working days for each professional involved (without any cutting to the partners amounts)
- To anticipate the second Transnational Meeting at M9

- To adopt the general draft version of the Consortium Agreement, with possible amendments or adjustments to be sent until the end of M4
- To recognise as lead Partner of the I.O2 the French organisation P7, strictly supported by P1.

Clara Lourenco (P1), after closing comments, closed the Meeting and thanked the colleagues for the great collaboration.