



Transnational Meeting

Lisbon
6 Dec 2021

<p>6 December 2021 Lisbon</p> <p><u>Sede da ANIMAR</u> Avenida Santos Dumont, 57, 1º Esq.</p> <p>https://goo.gl/maps/G45oyjaWWKft2SG96</p> <p>Zoom platform</p> <p>https://zoom.us/j/94885748173?pwd=d3h2TOVFU2FRWHB1UmZBcjVKblhBdz09</p>		
09:30 (PT time)	Opening of the V SPECHALE Transnational Meeting. Welcome to Consortium members	P5
10:00	General overview of the project (state of the art) and final tasks	P1
10:15	- Intellectual Outputs – finalisation Overview on scheduled activities, tasks and timeline I.O3: Curriculum + Competences + certification proposal I.O3: SPECHALE Platform - test and definition of final steps I.O.3: Video of presentation of the platform	P1 P6+P7 P1 P3
11:15	SPECHALE Network - model and tools; Implementation and sustainability	P1
11:45	Multiplier events: Program and dates	P3+P1
12:15	Lunch at nearby restaurant	All
14:00	Administrative and Financial Issues. Scheduled reporting and budgeting	P1
15:00	Communication and Evaluation: Final Reports	P3 + P4
15:30	Steering Committee Meeting Summary of discussions and decisions; Plan for the completion of the project	P1+All
16:30	Closing comments for TM	P1
17:00	Guided tour in Lisbon, led by <u>ADCMoura</u> & Dinner for delegates at a restaurant of <u>Alentejo</u> regional food (in Lisbon)	

general overview

Project Activity	COORD	2021																
		A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Management, Communication, Evaluation - P1		[Green bar]																
A0 Project Coordination	P1																	
A1 Coordination Unit	P1 + P4																	
A2 Budgeting management	P1			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					
Transnational Meetings (TM)		[Brown bar]																
TM1 CROATIA	P6																	
TM2 FRANCE	P7																	
TM3 ITALY	P3+P4																	
TM4 CROATIA/ LATVIA	P6																	
TM5 PORTUGAL	P1+P2																	
IO1 Mapping of existing initiatives, survey, training needs analysis - P5		[Dark Blue bar]																
Intellectual Output 1		[Dark Blue bar]																
1,1 Mapping of knowledge and initiatives	P5																	
Surveying of existing training paths, educational resources and teaching methodologies		[Dark Blue bar]																
1,2 educational resources and teaching methodologies	P5																	
1,3 Training-needs analysis	P5																	
IO2 Training modules, Pilot Course, resources - P7		[Dark Red bar]																
Intellectual Output 2		[Dark Red bar]																
2,1 Creation of training/ learning modules	P7																	
2,2 Development of educational resources	P7																	
2,3 Pilot course (at each country)	P7																	
IO2 Learning Transnational Mobilities - P5 + P6		[Dark Blue bar]																
2,3 Pilot course		[Dark Blue bar]																
2,3 Staff training LTV	P5																	
2,3 Pilot course blended mobility HR		[Dark Blue bar]																
2,3 blended mobility HR	P6																	
IO3 Creation of Curriculum, validation, recognition - P6		[Dark Purple bar]																
Intellectual Output 3		[Dark Purple bar]																
3,1 IO3 - 3.1. curriculum and educational path	P6																	
3,2 IO3 - 3.2. policy recommendations and SPECHALE Network	P6 + P1																	
Multiplier Event (ME)		[Dark Brown bar]																
E1 ITALIA	P3+P4																	
E2 FRANCE	P7																	
E3 PORTUGAL	P1+P2																	

Submission of Final report – deadline:
Final Feb 2022

- Timesheets
- Contracts or other proofs
- Documents

Finalization of IO and launch of network

ME in France, Italy and Portugal

I.O.1.
Country report –
translated
(or global report)

https://drive.google.com/drive/folders/1fgEHUhAxpqibzA4Gvxf04rF0CggjVf_Y

Toolkit
Complete? - translate

https://drive.google.com/drive/folders/18x6S1qRfrp7GxHMTKSBcWAIHBTUee_

IO3.
documents

https://drive.google.com/drive/folders/1fgEHUhAxpqibzA4Gvxf04rF0CggjVf_Y

IO3.
Platform

https://www.spechaleerasmus.eu/index_01/

The decision on IO3 by the NA
https://docs.google.com/document/d/1p1OCZv5ebwfFkqzIbJjGxTLk9tg5Pqxi_vtH3Xmc_E/edit

Translate contents of the website:
https://drive.google.com/drive/folders/1_r9I9xBMxi_iIOEZP60kL6_1QFXoPc3d

Note on the future homepage. All docs should refer to <https://spechaleerasmus.eu>

Budget presented – Nov 2021*

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		18 000,00	9 000,00	9 000,00	9 000,00	9 000,00	9 000,00	9 000,00	72 000,00	72 000,00	100,0%
Management + Communication	P1 + P4 + P3	18 000,00	9 000,00	9 000,00	9 000,00	9 000,00	9 000,00	9 000,00	72 000,00	72 000,00	100,0%
TM/SC (Steering Committee)		4 637,00	1 725,00	1 725,00	1 150,00	2 875,00	2 875,00	1 725,00	16 712,00	33 310,00	50,2%
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	612,00							612,00	7 640,00	8,0%
SC4 ITALY	P3	1 725,00				1 150,00	1 150,00	1 150,00	5 175,00	5 750,00	90,0%
SC5 PORTUGAL	P1								0,00	6 120,00	0,0%
Intellectual Outputs		37 098,50	3 674,00	30 081,00	32 156,00	10 149,00	12 215,50	31 178,00	156 552,00	164 192,00	95,3%
IO1	P5	7 443,00	3 674,00	7 465,00	6 351,00	2 854,00	2 690,00	6 426,00	36 903,00	40 713,00	90,6%
IO2	P7	25 633,50	0,00	22 616,00	25 805,00	7 295,00	8 341,50	20 772,00	110 463,00	90 270,00	122,4%
IO3	P6	4 022,00	0,00	0,00	0,00	0,00	1 184,00	3 980,00	9 186,00	33 209,00	27,7%
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		456,00	0,00	543,00	471,00	1 072,50	985,50	79,50	3 607,50	20 631,00	17,5%
C1 LATVIA	P5	238,50	0,00	238,50	79,50	159,00	159,00	79,50	954,00	12 459,00	7,7%
Travel									0,00	3 555,00	0,0%
Individual Support		238,50		238,50	79,50	159,00	159,00	79,50	954,00	8 904,00	10,7%
C2 CROATIA	P6	217,50	0,00	304,50	391,50	913,50	826,50	0,00	2 653,50	8 172,00	32,5%
Travel									0,00	3 300,00	0,0%
Individual Support		217,50		304,50	391,50	913,50	826,50		2 653,50	4 872,00	54,5%
TOTAL		60 191,50	14 399,00	41 349,00	42 777,00	23 096,50	25 076,00	41 982,50	248 871,50	313 733,00	79,3%

For some partners, until Aug or Sep 2021*

It would be possible to transfer to IO (if justifiable)
 up to 60% of approved budget for
 TM – max. 19.986€
 ME – max. 14.160€
 LTT Mobilities – max. 12.378€

Communication and dissemination activities



Communication reports

By TdS

Evaluation reports

By eConsulenza

Project Activity	Coord	Expected Results	Results at the moment	Reflections and decisions by the SC on 6/12/2021
Management, Communication, Evaluation - P1				
A0	Project Coordination	<ul style="list-style-type: none"> - 3 interim reports - 1 final report - management tools (mobility tool and others) - 1 shared Monitoring Template - 1 shared platform for documents 	<ul style="list-style-type: none"> _3 interim reports _1 shared Monitoring Dashboard + Monitoring docs _1 shared platform for documents on G-DRIVE 	—
A1	Coordination Unit	<ul style="list-style-type: none"> P1 - 12 skype meetings (every 3 + months) P4 - 12 internal reports 	<ul style="list-style-type: none"> _9 skype meetings P1 + P4 _9 internal reports: accumulated results dec18; apr19; aug19; dec19; mar20; aug20; dec20; mar21; aug21; _5 meetings P1 + P3 (communication issues) 	— _schedule one meeting for budget issues – January 2022
A2	Budgeting management	<ul style="list-style-type: none"> - 3 interim reports/ per partner - 1 final report/ per partner - 8 payments of 9% - 1 final payment of 28% 	<ul style="list-style-type: none"> _3 interim reports submitted (timesheets sent by partners) _4 pre-payments received: 18% x 4; 7 transfers to partners of 9% (+9% end of project) 	—
A3	Communication Plan Management	<ul style="list-style-type: none"> - 1 Communication Plan - 1 Logo - 1 website: P3 + P1 - 1 facebook page 	<ul style="list-style-type: none"> _1 Communication Plan / xx communication reports _1 Logo _1 facebook page _1 website 	— _complete everything by the beginning of January – final communication report _check the data protection rules on the new pages of the website
A4	Local participatory events	<ul style="list-style-type: none"> - 5 participatory events P3 - 40 Participants - Reports of events 	<ul style="list-style-type: none"> _4 participatory events (P1 (2); P3; P5) _19 + 23 + 24 + 17= 83 participants 	— _add the results of 1 additional PE in Latvia (March 2020 – 109 parts)
A5	Evaluation	<ul style="list-style-type: none"> - 1 Project Management Plan - 1 Evaluation Plan P4 - 4 Evaluation reports - 1 External evaluation process/ report: P1 	<ul style="list-style-type: none"> _1 PMP _1 evaluation Plan _1 risk management plan _3 evaluation reports (interim reports) 	— _complete report by beginning of January 2022 _collect comment/ evaluation from experts (PT / IT)
A6	Steering Committee	<ul style="list-style-type: none"> - 6 Steering Committee meetings - Steering Committee minutes 	<ul style="list-style-type: none"> _10 SC skype meetings _4 in place SC meetings _10 SC meeting minutes _1 asynchronous meeting 	— _schedule one meeting for budget issues – January 2022 - DOODLE

Project Activity	Coord	Expected Results	Results at the moment	Reflections and decisions by the SC on 6/12/2021
Management, Communication, Evaluation - P1				
Transnational Meetings (TM)				
T M 1	CROATIA	P6 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation	_10 participants (7 partners + PT NA representative) _6 mobilities _all docs	—
T M 2	FRANCE	P7 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation	_14 participants from 7 partners _13 mobilities _all docs	—
T M 4	LATVIA?	P3 +P 4 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation	_replaced by online meeting _10 participants (6 partners)	—
T M 3	ITALY	P6 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation	_15 participants from 6 partners (P2 was absent) _9 mobilities _all docs	—
T M 5	PORTUGAL	P1 +P 2 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation	_xx participants _3 mobilities (2 FR, 1 LTV)	_5 participants on site; 5 online _3 mobilities (2 FR, 1 LTV)

Project Activity	Coord	Expected Results	Results at the moment	Reflections and decisions by the SC on 6/12/2021
IO Mapping of existing initiatives, survey, training needs 1 analysis - P5				
Intellectual Output 1	P5	- 1 final I.O.1 in English (P5) - 5 summary reports in partner's languages: all	_1 final IO in English; published on Spechale's website _reports in partners languages being prepared	—
1,1 knowledge and initiatives	P5	- 1 template for collection of information (P5) - 20 initiatives collected: all	_1 template for collection of informal learning opportunities _127 entries	—
1,2 existing training paths, educational resources and teaching methodologies	P5	- 1 template for collection of information (P5) - 20 entries to inventory of training opportunities: all	_1 template for collection of non-formal learning opportunities _160 entries	—
1,3 Training-needs analysis	P5	- 1 template for interviews/questionnaires: P5 - 1 template for participatory events: P5 + P1 - 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 _xx interviews/ questionnaires _1 methodological proposal _3 participatory events (see above); 66 part _5 reports (1 per country)	—

Project Activity	Coord	Expected Results	Results at the moment	Reflections and decisions by the SC on 6/12/2021
IO 2 Training modules, Pilot Course, resources - P7				
Intellectual Output 2	P7	- 1 final report/ collection of materials (I.O.2) in English: P7 - collection of materials in 5 languages	_educational materials for pilot course complete (in Engl) _collection of materials in 5 languages	
Creation of 2,1 training/ learning modules	P7	- 1 training path defined - ? modules developed	_1 training path defined for the pilot course _4 Modules developed: MOD 1 Cultural and natural heritage; MOD 2 Marketing; MOD 3 Communication; MOD 4 Business	—
Development of 2,2 educational resources	P7	- 1 set of Educational resources (min 1 per module)	_1 set of educational resources x 6 languages (Eng + 5 languages of the partnership)	—
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	_Pilot course (in all 5 countries) _xxx learners (IT 68, FR xx, HR 46, LV 149, PT 25+6)	_collect information on how many registered and completed what

Project Activity	Coord	Expected Results	Results at the moment	Reflections and decisions by the SC on 6/12/2021
IO 2		Learning Transnational Mobilities - P5 + P6		
2,3	P5	Pilot course Staff training LTV - 40 hours staff training - 15 participants (3 per country) - G-DRIVE: program, presences list; certificates, reports (learners), proof of relation with organisation)	_planned for September 2020 – didn't happen because of covid-19 pandemic _Virtual event on 26-30 April 2021 _12 participants _program; presence list, certificates, report	
2,3	P6	Pilot course blended mobility HR - 40 hours blended mobility - 15 participants (3 per country) - G-DRIVE: program, presences list; certificates, reports (learners), proof of relation with organisation)	_planned for November 2020 – did not take place in Croatia, due to Covid-19 pandemic _Virtual event on 18-22 Jan 21; _61 participants _program, presences, certificates, reports	

Project Activity	Coord	Expected Results	Results at the moment	Reflections and decisions by the SC on 6/12/2021
IO3 Creation of the Curriculum, validation, recognition - P6				
Intellectual Output 3		- 1 final I.O.3 in English: P6 P6 - 5 summary reports in partner's languages: all")		_translate IO3 (decided to consider as part of IO3) in all languages _complete the other documents to include in IO3 and translate them: namely the EXCEL file on available courses offering similar skills in all countries
IO3 - 3.1. curriculum and educational path	P6	- Path, Modules and Resources: 5 Languages + 1 English	_1 learning path (definitive) and respective learning materials and developed competences in each Module _1 learning (open source) platform in progress	_translate the contents of the platform (word doc on the GDRIVE) _complete the tasks for the video in all languages
IO3 - 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	_1 network format proposal	_improve and translate form _data protection rules checked
Multiplier Event (ME)				
E1	ITALIA	P3 - 70 Participants +P - G-DRIVE: program, presence list, 4 certificates, minutes		_ME on 11/12 in Italy _short greetings video form Clara
E2	FRANCE	- 60 Participants P7 - G-DRIVE: program, presence list, certificates, minutes")		_ME on 19 or 20 Dec in France
E3	PORTUGAL	P1 - 100 Participants +P - G-DRIVE: program, presence list, 2 certificates, minutes")		_ME on 17/12 in PT

Thank you!

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