

## Summary KICK OFF MEETING

Place: Raval de Sant Pere,1. Reus, SPAIN

Dates: 10<sup>th</sup>-11<sup>th</sup> December 2019

Participants:

Name	Surname	Organisation	Adress and City	Country
Carola	Dierich	Wisamar Bildungsgesellschaft gemeinnuetzige GmbH	Heinrichstr. 5-7 - 04317, Leipzig -	Germany
Anthi	Gavriel	C.F.C.D.C. Centre for Competence Development Cyprus	Agiou Theodotou 4A, Arxaggelos - 2055, Nicosia	Chipre
Charitini Maria	Skoulidi	C.M. SKOULIDI & SIA E.E.	92 Iroon Politechniou - 264 42, PATRAS	Greece
Enrico	Dolza	Instituto Dei Sordi di Torino	VIALE SAN PANCRAZIO 65 - 10044, PIANEZZA	Italy
Ana	Herranz Zentarski	Associacio Programes Educatius Open Europe	Raval Sant Pere, 1 Entresol - 43201 REUS	Spain
Olena	Korzhykova	Associacio Programes Educatius Open Europe	Raval Sant Pere, 1 Entresol - 43201 REUS	Spain
Belén	González	Federació Mestral Cocemfe Tarragona	C/ Doctor Ferràn, 33-35 1º REUS	Spain
Juan José	Siles	Federació Mestral Cocemfe Tarragona	C/ Doctor Ferràn, 33-35 1º REUS	Spain

### Tuesday 10<sup>th</sup> December 2019

First meeting started at 09:30h, according to the planned agenda, with the official welcome of Federació Mestral, coordinator, to all the project partners.

#### Presentation of Partners

All project partners briefly introduced themselves, their organizations and main activities, programs they work on. The order of presentations was as follows:

Federación Mestral Cocemfe Tarragona  
 Wisamar  
 Istituto dei Sordi  
 C.F.C.D.C.  
 C.M. Skoulidi  
 Open Europe



## 2.- Project Management issues (budget and reporting, financial and administrative rules):

### .- Main project information:

- Project number → 2019-1-ES01-KA204-064096
- Project duration → Total of 26 months. Starting on November 1, 2019 and ending on December 31, 2021
- The Project total maximum cost is 154.510,00 Euro

### .- Budget details:

- ✓ Project management and execution
- ✓ Transnational project meetings
- ✓ Results or intellectual products
- ✓ Multiplier events
- ✓ Exceptional costs

### .- Obligations and roles of each partner:

- ✓ Relationships and communications between the NA and the Coordinator. Between Coordinator and partners. Among partners.
- ✓ Inform the coordinator immediately of any events which are likely to affect or cause delay. Inform of any change
- ✓ Submit in due time to the coordinator:
  - The data needed to build up the reports, financial statements and other documents.
  - All the necessary documents required for audits, checks or evaluations.
  - Any other information to be provided to the Commission
- ✓ Visibility of EU funding
- ✓ Impact and Quality of the project

### .- Costs eligibility and key concepts:

- ✓ Execution period: Between project start & completion date. All funded activities must be carried out within this period.
- ✓ Formal link with the institution: all participants must demonstrate their formal link with the institution in the activities financed for transnational meetings and intellectual products.
- ✓ Certificates of attendance: for any activity resulted from participant's mobility.
- ✓ Signatures of assistants: for supporting documentation of transnational meetings and multiplier events.
- ✓ Transfers between categories: Allowed under rules of the European commission (not exceeding 20% in both budget items)

### .- Budgetary revision and details for each party:

#### 1- Project Management:

- ✓ The triggering fact to be worthy of the grant is the completion of the activities and achieving the results for this budgetary category.
- ✓ The grant amount depends on total project duration and the unitary contribution of each beneficiary (Annex IV).
- ✓ The amount distribution among the beneficiaries depends on their workload and their contributions to the project activities and results.
- ✓ Supporting documents to be provided as a proof of the activities completed and the results achieved, in the form of description of these activities and results into the final report.
- ✓ The coordinator will transfer the results obtained to the Erasmus+ Project Results Platform (E+PRP), which shall be available for the controls and audits.
- ✓ The coordinator will present one global report about the funds global distribution, activities done and results obtained.



**2- Transnational Meetings**

- a. The triggering fact to be worthy of the grant is the participation in the meetings.
- b. The grant amount will be used to finance the participation in the project meetings and for the project implementation, covering travels, accommodations and subsistence costs.
- c. Supporting documents shall be provided as a meetings attendance proof, such as Travel documents, signed participants list, Meeting minutes...
- d. The coordinator shall provide the meetings reports, including the meeting place, the date and the participants.
- e. The beneficiaries must be able to demonstrate the existence of a formal link with the attendees to the project meetings.

\*\* At this point, it was agreed for each partner to maintain the same person/s to all the project meetings and for all the meetings long.

**3- Intellectual Outputs**

- a. The triggering fact to be worthy of the grant will be the good quality of the product, which will be determined by the evaluation of the NA.
- b. The grant amount will serve to compensate the partner institutions for the specific dedication of their staff in the products development, described in the project and approved by the NA.
- c. The grant amount will depend on the partner's country, the working hours and the functions performed by the staff (not the staff category).
- d. The people working for a beneficiary under a service contract (translators, web designers, etc.) are not considered to be staff of the organization concerned.
- e. Supporting documents
  - i. The Final Product. Which will be uploaded in the Erasmus+ Results Platform.
  - ii. Time control files proving the staff dedication time for the product development (name, professional category, dates, working days).
  - iii. Formal link documentation between the beneficiaries and the workers (work contract, volunteering, ...)

\*\* At this point it was agreed the coordinator to send standard worksheet. As well it is reminded the importance to prove the link between all participants and each partner, as well as their categories.

**4- Multiplier Events:**

- a. The triggering fact to be worthy of the grant will be that the multiplier event has really happened and with an acceptable quality, determined by the evaluation of the NA.
- b. The grant amount will serve to compensate the partner institutions for the organization of events
- c. Which disseminate to other no-partner institutions the potential to use the developed intellectual products.
- d. With targeted audiences in line with the potential use, project objectives and priorities.
- e. The grant amount will depend on the number of participants of organizations not linked to the project development.
- f. Supporting documents
  - i. List of participants as a proof of assistance.
  - ii. Detailed Agenda.
  - iii. Any other document delivered during the event

\*\* At this point it was proposed for each partner to unify the communication message for the dissemination events.



.- Reports and Payments

Estimated dates of payment to partners:

Payment 1		Payment 2		Payment 3		Final Payment	
Amount 20%	Payment Date (dec 2019)	Amount 20%	Estimated Payment Date (july 2020)	Amount 40%	Estimated Payment Date (jun 2021)	Amount 20%	Estimated Payment Date (may 2022)

Reporting Periods:

- a) Data submission: 30/03/2020.                      Period: 01/11/2019 to 28/02/2020  
 b) Data submission: 28/02/2021.                    Period: 01/11/2019 to 28/01/2021  
 c) Data submission: 28/02/2022.                    Period: All the project duration

.- The controls: Technical and financial controls and audits may be carried out for:

- National Agency
- European Commission
- European Court of Auditors
- European Anti-Fraud Office

### **3.- Introduction to the project: official requirements, distribution of tasks and responsibilities, expectations and norms.**

After clarification of the concepts and general rules, specific project characteristics, planning, performance and development of the proposed activities were discussed.

.- Priorities addressed:

- ✓ Extending and developing the competences of educators and other personnel who support adult learners
- ✓ Social inclusion

Topics addressed: Inclusion - equity / Disabilities – special needs / Migrants’ issues

.- Target project:

- ✓ Adults involved in non-formal and informal education of immigrants with disabilities: social workers, teachers, mentors, professors, etc.
- ✓ Adults dealing with immigrants with disabilities: family members, staff/volunteers of disability organisations, etc.
- ✓ Other stakeholders:
  - Educational centres and NGOs dealing with immigrants
  - Public bodies dealing with migrant integration policies
  - Policy makers in the field of migrant integration

.- Participants with fewer opportunities: Total: 60

- ✓ Participants with cultural differences
- ✓ Participants with disabilities
- ✓ Participants with social obstacles

Partners will ensure their participation by:

- Creating a protocol against discrimination on the grounds of sex, age, ethnicity, religion, sexual orientation or disability
- Ensuring cultural mediation



- Using accessible buildings or spaces for their activities
- Using simple language for all communications
- Translating content and materials upon request, as well as providing language interpretation for meetings and events

\*\* It was agreed that Istituto Dei Sordi would send by 10 of January 2020 the communication protocol rules for people with special needs, including deaf people.

.- Partner’s Roles:

- ✓ Project coordination: Mestral COCEMFE Tarragona
- ✓ Coordinator of dissemination activities: OpenEurope
- ✓ Coordinator of Quality Assurance and Evaluation: Wisamar and with the support of FEDERACIÓ MESTRAL and p-consulting
- ✓ Technical partner: OpenEurope
- ✓ Risk Management Plan: COMCY
- ✓ Exploitation of the Results Plan: p-consulting
- ✓ Sustainability plan: IST

.- Project Objectives:

- Build the capacity of educators to recognize cases of double discrimination.
- Promote social inclusion of immigrants with disabilities and long-term health conditions through non-formal/informal learning.
- Strengthen professional competences of educators to handle cases of double discrimination in an educational context.
- Strengthen the capacity and ability of organizations providing learning opportunities to immigrants with disabilities.

.- Project Results:

- Interactive database “ACCESS” with information about legislation, rights, support services and organisations in each partner country.
- Online training course for adult educators in English and partner languages tested with 10 educators in each partner country.
- Tool Bank with case studies and good practices of inclusive education in English and partner languages.
- Online platform with the project results.

.- Main Outcomes:

- Increased capacity of educators (adult educators, social workers, staff and volunteers of civil organisations working with/for disadvantaged groups of adults) to recognize cases of double discrimination through a more holistic and integrated approach to anti-discrimination
- Strengthened professional competences of educators of how to handle cases of double discrimination in an educational context.
- Strengthened ability of organisations providing learning opportunities to immigrants with disabilities to reflect anti-discrimination dimension in adult education

.- Transnational Meetings → See Meeting dates proposal.

.- Multiplier Events → Dates proposal. Definition of the total number of participants.

- December 2021 with an objective of 120 participants in total.
  - Reus, Spain – 40 local participants
  - Nicosia, Cyprus – 20 local participants
  - Leipzig, Germany – 20 local participants
  - Turin, Italy – 20 local participants
  - Patras, Greece – 20 local participants



#### 4.- Project Activities: description and planning of IO2 “Interactive Database Access”

First draft is foreseen between December 2019 and August 2020. COMCY is the lead entity. The process development includes 3 activities:

**Activity 1: Methodology of the database** development and a template/ database entry.

##### Activity 2: Data collection

- Each partner prepares 5 items per section (total: 150 items at the launch of the database)
- In each section there are two distinct categories, one on issues that affect immigrants and another one on disability
- Each partner collects the information about their country while the leading partner also collects EU guidance and directives for the same categories. As there are two partners from Spain, Mestral Cocemfe will be responsible for collecting the information from Spain and OpenEurope will be responsible for collection information about the EU. The leading partner of this activity, COMCY, will do a summary with all the relevant information concerning European legislation and policies.

##### Database sections

- Legislation: summary of existing anti-discrimination law in each partner country, as well as at EU level, rights for immigrants in education and employment, including obligations by corresponding providers
- Social services: a list of health, educational and citizen services with information of the type of support they offer, eligibility criteria and necessary procedures to access these services
- Guidance on the national social welfare and protection system, how it works and rights for immigrants
- Accessibility information: guidance and duties of entities in the public and private sector to make their goods and services accessible to disabled people
- List of support and mediating organisations that can provide advice, advocacy and practical support

##### Activity 3: Creation of the database section in English and partner languages

- Online database in English
- For 10 days the partners test the database and provide feedback
- COMCY and Open Europe revise the feedback and suggest modifications, if needed
- When the final version is agreed, the database is adapted to partners’ languages
- An executive summary is translated by IST into International Signs (“Special needs” category of the budget)

#### Calendar

##### IO2 Activity 1:

22/01/2020	Draft
31/01/2020	Feedback of partners
07/02/2020	Final version

##### IO2 Activity 2

01/05/2020	First draft
11/05/2020	Internal evaluation
22/05/2020	Modifications
05/06/2020	Upload Database
15/06/2020	Text Feedback
29/06/2020	Comcy + Openeurope
03/07/2020	Modification if needed English Version



**IO2 Activity 3**

01/09/2020	Adaptations to partner languages
10/09/2020	Upload to database

**Wednesday 11<sup>th</sup> December 2019**

The starting activity was the Calendar activities review of the IO2 "Interactive Database Access".

It was also agreed the calendar of the transnational meetings dates and the Skype meetings.

And finally, it was an open discussion about the results.

Transnational meeting	COUNTRY	CITY	DATES	HOSTED BY	NUMBER OF PERSONS
<b>Kick off meeting</b>	SPAIN	Reus	10-11 December 2019	Federation Mestral	12
<b>2nd</b>	GERMANY	Leipzig	11-12 May 2020 08-09 June 2020	Wisamar	6
<b>3rd</b>	CYPRUS	Nicosia	17-18 September 2020	Comcy	6
<b>4th</b>	GREECE	Patras	17-18 May 2021	P-Consulting	6
<b>5th</b>	ITALY	Pianezza	9-10 December 2021	Istituto dei Sordi	12

Skype meeting N°	Date	Time	Leading partner
1	06/02/2020	10:30	P-Consulting (Greece)
2	03/07/2020	10:30	
3	By January 2021		
4	By July 2021		

**5.- Project Activities: description and planning of IO3 "Online Course for Adult Educators".**

September 2020 – October 2021

Lead partner: Wisamar

Aims of the course:

- a) Capacity building for adult educators who are designing and delivering learning activities to/with immigrants with disabilities;
- b) Organic learning process where users can participate in the development of course content, through feedback and testing.

**Activity 1:** Development of the methodological approach and the course framework. Start in September 2020:

- Wisamar sets out the methodology and processes to create the course
- Partners agree on a framework which will provide guidance on:
  - Specific topics to be covered
  - Professional competences that each module needs to address and respond to



- Format for each component/section of the modules
- Invitation and selection of professionals to participate in the course
- Module evaluation and feedback collection

\*\* It was agreed further discussions to happen at the next Transnational Meeting in Leipzig.

**Activity 2:** Preparation of the training materials for the online course for adult educators. From 2020 till March 2021

- ❖ Each partner develops the content for one module and the accompanying materials and tools
- ❖ Distribution of the module:
  - Legal framework of anti-discrimination
  - A framework for understanding intercultural dialogue in non-formal educational settings
  - Disability awareness with specific focus on Deaf awareness
  - A framework for understanding the social needs of immigrants with disabilities and their families
  - Strategies and practical solutions towards creating an inclusive teaching and learning environment

**Activity 3:** Adaptation of the training materials into partner languages. April-May 2021

- ❖ Each partner adapts the content of the training course and the videos/subtitles of the videos in their national languages
- ❖ IST prepares a summary of the course into International Signs
- ❖ OpenEurope develops the database section in English and partner languages

**Activity 4:** Piloting of the online course

- ❖ Wisamar provides guidance on:
  - Transparency of the selection process
  - Gender balance amongst selected participants
  - Clarity and transparency on the registration process, expectations for and from participants
  - Securing commitment of participants to join the course, use the learning in their work and continue sharing good practice
- ❖ Two-month test phase of the online course with 10 participants per partner

## **.- IO4 Combat double discrimination**

November 2020 – October 2021

Lead Partner: Istituto dei Sordi

**Activity 1:** Methodology for the collection of good practices.

IST provides a template with the structure as follows:

- Title
- Summary: short description of the type of organisations and stakeholders involved, the ways of working and the groups of adult learners
  - Description of the process: the challenges and reasons for a different approach, of the actions taken, the timeframe and key stakeholders involved in this process
  - Outcomes of the different approach and the impact on the organisation, the educators involved and the actual beneficiaries
  - Lessons learnt: a summary of the learning and a list of recommendations of practical solutions

**Activity 2:** Collection of cases studies – in English and partner languages.

- The topics to be used are:
- Using assistive technology in education and life routine
- Motivating adults from marginalised groups to join and engage in learning activities



- Teaching techniques and tools to support adult educators design and deliver inclusive activities
- Organisations and community initiatives that advocate for an actively support the equal participation of immigrants, people with disabilities and immigrants with disabilities in social life
- Each partner prepares 1 case study

**Activity 3:** Recommendations on how to launch awareness campaigns in local communities.

An internal list of recommendations will include the information on:

- Identification of specific objectives of the campaign
- Establishment of a timeline of tasks and activities
- Specification of the target groups
- Invitation of selected stakeholders and individuals to act as “ambassadors”
- Specification the communication and dissemination tools to use
- Monitoring procedures and success indicators

**Activity 4:** Organization of multiplier events/awareness campaigns in partner countries

In December 2021, each partner organizes a multiplier event to present the intellectual outputs

## **.- Quality Assurance Strategy**

Lead partner activity is WISAMAR, which indicates the impossibility to take the whole Quality Assurance part alone due to the big charge of tasks assigned. It was agreed that FEDERACIÓ MESTRAL and p-consulting shall support WISAMAR on this activity.

Quality Assessment Plan:

- The quality assessment plan will be created by Wisamar and revised by all partners.
- All partners agree to use it during the project and meet the deadlines stated.

Monitoring:

- Wisamar will prepare periodic monitoring questionnaires and send it the partners.
- The partner should be honest and give valuable feedback.

Proofreading:

- All the sections of the website and developed materials should be translated into partner languages.
- To proofread texts in English, it is recommended to use a free software Grammar tool: [www.grammarly.com](http://www.grammarly.com)

Quality in all activities:

- The partners agreed to avoid plagiarism. All the developed material should be tested for plagiarism on the existing online platforms
- Always have quality in mind when developing materials.

Evaluation of the course → Internal and external assessment.

Expectations and evaluation:

- Before each TM & ME: expectations questionnaire
- After each TM & ME: satisfaction questionnaire.

## **.- Dissemination**

Dissemination Plan:

- The dissemination plan will be created by OpenEurope and revised by all partners.
- All partners agree to use it during the project and meet the deadlines stated.

Dissemination activities:

- All partners should help to share posts created by other partners regarding the project activities or project topic.



- Each partner will add information about a dissemination event (evidence) to the shared excel on Google Drive after carrying out every activity.
- It is very important to collect evidences (screenshots, scans...)
- Each partner will upload a dissemination report before each payment using a template (where proof will be included).
- Important to include a link to the website, logos, disclaimers...
- Partners will publish articles on EPALE and other EU platforms.

## **.- Other**

Hashtag:

- All posts in social networks should include #InclEUsed #Doublediscrimination

Newsletters:

- There will be five newsletters developed (one after each TM) with information about the project or related to the project topic.
- The responsible partner is OpenEurope; partners are invited to write some articles.

Program Logo: OpenEurope shares with the rest of entities some proposals for the program logo and votes are done. P-Consulting asks for the possibility to present additional logo proposal for the chosen options.

Project WebSite: OpenEurope shares the project WebSite draft, with the goal to complete it by January 2020.

Google Drive tool: It is agreed for all the partners to use google drive account to store all the documents. OpenEurope shares the folders distribution.

- The account is address is: [inclusion.erasmus@gmail.com](mailto:inclusion.erasmus@gmail.com)
- Password: Europe@2019

## **.- Next steps and conclusions:**

Partners discuss and agree on the main project dates.

Meeting notes will be distributed among all the partners, including the calendar of the meetings and activities.

The President of FEDERACIÓ MESTRAL concludes the meeting and proceeds with the delivery of attendance certificates.



## CALENDAR:

10-11/12/2019	Kick off meeting	
10/01/2020	Protocol to follow accessible language for communication	Istituto dei sordi
21/01/2020	Elaborate the flyer and new logo proposals	P-Consulting
22/01/2020	IO2 Activity 1 (Draft)	Comcy
30/01/2020	Creation of project website	OpenEurope
30/01/2020	Elaboration of Quality assessment Plan	Wisamar
30/01/2020	Elaboration of Risk management Plan	Comcy
30/01/2020	Elaboration of Dissemination Plan	OpenEurope
31/01/2020	IO2 Activity 1 (feed back partners)	
06/02/2020	Skype meeting 1	P-Consulting
07/02/2020	IO2 Activity 1 (final version)	Comcy
30/03/2020	Interim report	Mestral → NA
01/05/2020	IO2 Activity 2 (first draft)	Comcy
11/05/2020	IO2 Activity 2 (internal evaluation)	
11-12/05/2020	TM1	Wisamar
22/05/2020	IO2 Activity 2 (modification)	
05/06/2020	IO2 Activity 2 (upload database)	Comcy
15/06/2020	IO2 Activity 2 (text feedback)	
29/06/2020	IO2 Activity 2 (Comcy+OpenEurope)	
03/07/2020	Skype meeting 2	
03/07/2020	IO2 Activity 2 (modification if needed) English version	Comcy
01/09/2020	IO2 Activity 3 (adaptation to languages)	
10/09/2020	IO2 Activity 3 (Upload database)	Comcy
Start 09/2020	IO3 Activity 1	Wisamar
17-18/09/2020	TM3	Comcy
Nov-Dec 2020	IO4 Activity 1	Istituto dei sordi
Nov 2020-March 2021	IO3 Activity 2	Wisamar
January 2021	Skype meeting 3	
28/02/2021	Interim report	Mestral → NA
Jan-March 2021	IO4 Activity 2	OpenEurope
April-May 2021	IO3 Activity 3	OpenEurope
17-18/05/2021	TM 4	P-Consulting
May-Oct 2021	Internal and external testing of the platform	OpenEurope
June-July 2021	IO3 Activity 4.1	Wisamar
June-August 2021	IO4 Activity 3	Mestral
July 2021	Skype meeting 4	
Aug-Sept 2021	IO3 Activity 4.2	Mestral / Wisamar
September 2021	IO4 Activity 3	Open Europe
December 2021	Multiplier Event 1	Mestral / OpenEurope
December 2021	Multiplier Event 2	Wisamar
December 2021	Multiplier Event 3	Istituto dei Sordi
December 2021	Multiplier Event 4	Comcy
December 2021	Multiplier Event 5	P-Consulting



09-10/12/2021	TM 5	Istituto dei Sordi
28/02/2022	Final report	Mestral →NA

