

## M\_APP- Kick-off meeting Jan 13<sup>th</sup>-14<sup>th</sup> 2014 / TRIM, IRELAND MINUTES

### List of participants:

Organisation:	Participant(s):
Auxilium (AT)	Mr. Michael Schwaiger Mr. Georg Müllner Ms. Karen Schreiner
Rapid Rabbit (DE)	Mr. David Wulff
FFE (ES)	Ms. Lorena Corral
Meath Partnership (IE)	Ms. Jennifer Land
SEC (RO)	Zsofia Pal Andrea Butyka
Campus Varberg (SE)	Ida Bostrom
Karabaglar MEM (TR)	Mr Ugur Celik

### January 13th

#### 14:00 Official welcome and opening of the meeting, Meath partnership/Auxilium

#### 14.15 Short introduction of all partners

- P8: Ida/ Campus Varberg (SE)
- P5: Zsofia/ SEC (RO)
- P4: Jennifer/ Meath Partnership (IE)
- P2: David/ Rapid Rabbit
- P7: Ugur/ Karabaglar MEM (TR)
- P1: Michael, Georg, Karen/ Auxilium (AT)

#### 14.30 M\_APP in a nutshell, Georg, Auxilium

#### **PowerPoint presentation attached (Annex1)**

- Georg introduces the basic content, aims, objectives and outputs of the project. No questions arise from the presentation. Georg asks if everyone is clear on their work package and all partners confirm in the affirmative.

#### **15.00 Coffee**

#### 15.30 WP 5, Meath Partnership

#### **PowerPoint presentation attached (Annex2)**

- Meath Partnership have compiled a state of the art report as a result of their research on key competences. Jennifer provides the group with a hardcopy of this report and asks for feedback by 20<sup>th</sup> Janu-

ary at the latest. Jennifer presents the main findings of this report along with an overview on WP 5 in a PowerPoint presentation.

- Jennifer suggests that we review mobility reports which are being produced by the national agencies. Michael suggests that we contact all national agencies as soon as possible in order to have their input from the start. It is decided that the agencies will be divided up between the partners at a later stage in the meeting.

### **16.30 WP 5 Exploration study- Brainstorming session**

#### **Photos of results attached (Annex3)**

- The group is divided into two in order to discuss the concepts “learning to learn” and “social and civic competences”. What these concepts mean as well as situations where these competencies may arise within the framework of a two month mobility stay are discussed.
- The groups present and discuss their findings with both groups agreeing that “self awareness” is key to both themes.
- Jennifer feels that she has now enough input to allow her to begin compiling a matrix. She believes that it is important to cover a broad area allowing it to be reduced if necessary in line with feedback from testers.

### **17.30 Date for next meeting is discussed**

- The next meeting will be held in Izmir, Turkey. The best date for holding this meeting is discussed. The 15<sup>th</sup>-18<sup>th</sup> Sept seem to be the most suitable dates. This will be confirmed tomorrow.

### **18.00 End of first meeting day**

20:00 Common Dinner

## **Minutes 14<sup>h</sup> Jan**

### **9.30 Meeting day 2 begins**

- Jennifer asks if we should define the people testing the app during mobility stays in terms of age, gender etc. It is decided to leave it as open as possible.

### **09.35 Outlook WP 6, David, Rapid Rabbit**

#### **Photo of written presentation attached (Annex4)**

- David shares his ideas on how the app will work. He suggests that it should be largely photo/ video based with a note field not bigger than 240 characters. Location and time will be taken automatically with questions appearing afterwards. Possible dropdown list with boxes to check.
- Ida suggests that it would be interesting to integrate the app with Linked In. David says that as he doesn't know what Linked In's API is he can not say if this is possible.

- The partners various ideas on the app are discussed: What is the user's motivation for using the app? Michael feels that the app should be as entertaining as possible and shouldn't feel like work. David suggests that it would be useful to introduce a level of competition e.g. a point or ranking system in order to provide motivation. Ida feels that a useful app would be more motivating than a "fun" app e.g. something that she can use on her C.V. David suggests a PDF cert in this context. A portfolio presentation or diary page with web links would also be possibilities. A user could choose whether their diary is made public or not. Georg is concerned that the app will become nothing more than a photo/video gallery. He emphasises that it is key that the app gives a structure to illustrating competences and suggests a tree system with a report as an end result. Jennifer adds that a drop down menu where you can add your own situations would be important with a personal diary perhaps used as a prompt. She adds that evidence of learning happening will be extremely important. Georg reiterates that he feels that situations should be recorded as they happen and that it should not just be photo based. David stresses that an app must be lean in content. In his experience too much function means that it won't be used. He believes that just having a questionnaire is too boring.
- The introduction of some sort of a recognition procedure is discussed by the group. Georg suggests that once you have finished logging that you should receive validation from your organisation. Criteria for this needs to be defined. Jennifer believes that validation will be difficult in terms of the 50 people testing the app. Michael states that it is of utmost importance that the National Agencies are involved from the start in order to utilise their criteria for validation. Georg believes that a recognition system needs to be described and that the learning effort needed should be defined. David suggests some type of peer evaluation e.g. points awarded for evaluating. Michael reiterates that it is important that we provide a feature that the National Agencies need. He states that the app doesn't necessarily have to limit itself to "mobility".

### **10.30 Financial Report Presentation, Michael, Auxilium**

#### **PowerPoint Presentation attached (Annex5)**

No questions arise from this presentation. Michael confirms that the details are clear for everyone.

#### **11.00 Coffee**

### **11.30 Dissemination Presentation, Zsofia, SEC**

#### **PowerPoint Presentation attached (Annex6)**

- Jennifer asks how many stakeholders are needed. Michael and Georg believe that 20 per partner are enough. This is agreed by all. It is decided that National Agencies can be included as stakeholders.
- To avoid overlap between partners the National Agencies are divided between the partners as follows:

P1 (AT): AT, CH, SI, CR, SK, CZ, LI, MK

P2 (DE): DE, NL, BE(x3), LU, PL, IS, LT,

P3 (IE) : IE, UK (x4), MT,

P4 (ES): ES, PT, IT, FR

P5 (RO): RO, HU, EE, CY, LV

P7 (TR): TR, BG, EL

P8 (SE): SE, NO, DK, FI

- It is agreed that copies of mobility reports should be requested from all National Agencies. Lists are required by the 3<sup>rd</sup> March.
- Zsofia asks who should be responsible for creating the project logo. It is decided that David, RapidRabbit will do this.
- The question of what sort of promotion is feasible arises. Do we need gadgets? This will be discussed in the future.
- David says that he needs to know what content should be displayed on the website. P5 will compile a content list, send it to P2 for approval and then forward it to P2.
- It is decided that an Event Forum is not necessary and that the end of March is the deadline for completion of the website. It is agreed that the leaflets and posters should be finished by the next meeting in Izmir. It is also agreed that the first newsletter should be sent only after the website is finished.
- It is concluded that each partner needs to organise at least one dissemination workshop and that this must be separate from the round tables. ***They must be documented properly!***

### **12.00 Exploitation and Sustainability presentation, Lorena, FFE**

#### **PowerPoint Presentation attached (Annex7)**

- Jennifer asks about a timetable for dissemination workshops and roundtables and whether they will overlap with the research phase. It is decided that they can start from now on and e.g. focus group meetings could also be used as round tables.
- Michael asks if P3 can organise a template for round tables. This is agreed.

### **12.30 Evaluation and Quality Assurance Strategy presentation, Karen, Auxilium**

#### **PowerPoint Presentation attached (Annex8)**

- No questions arise from this presentation.

### **13.00 TO DO LIST is compiled, Michael, Auxilium**

#### **To Do List as follows:**

#### To do list until Izmir meeting (09/2014)

WP1: Project management		
What?	Who?	Deadline
Distribution of partner contracts	P1	17/01
Distribution of financial and administrative documents etc.	P1	31/01
Half year progress reports (content development and financial report)	All partners	15/07

WP2: Quality management		
What	Who	Deadline
Distribution of peer group evaluation form 1	P1	24/01
Return of at least one evaluation form per organization	All partners	31/01

Peer group evaluation report	P1	31/03
Elaboration of quality management handbook	P1	31/03

WP3: Dissemination		
What?	Who?	Deadline
Development of project logo	P2	15/02
Text/content of website sent to P2	P5, P1	28/02
Website development (beta version)	P2 (P5, P1)	31/03
Sent out dissemination templates	P5	17/01
Sent out stakeholder pool templates	P5	17/01
Returning of stakeholder templates (20/partner + national agencies as agreed during meeting)	All partners	03/03
Dissemination plan	P5	03/03
Stakeholder analysis report	P5	31/03
Dissemination and exploitation strategy	P5	31/03
Newsletter 1	P1 and all partners	30/04
National dissemination reports sent to P5	All partners	15/07
Leaflets and posters (draft version)	P5	If possible presented at TR meeting
Dissemination workshops	All partners	as possible
WP4: Exploitation		
What?	Who?	Deadline
Elaboration of template for round tables	P4	31/01
Round table 1	All partners	In connection with research phase

WP5: Exploration study		
What?	Who?	Deadline
Feedback on state of the art report	All partners	20/01
Draft competence grid and research plan	P3	31/01
Contact email for NA and EACEA	P1	31/01
Feedback on grid and plan	All partners	12/02
Final competence grid and research plan	P3	17/02
Partners complete research tasks (20 learners, 2 experts, reporting results etc.)	All partners	31/03
Collection of mobility documentation reports from NA and EACEA	All partners	31/03
Draft of final research report	P3	15/05
Feedback of partners on draft version of research report	P3	30/05

- It is agreed that Karen, Auxilium will create a template email which all partners can then send to their National Agencies. The 31<sup>st</sup> January will be the deadline for partners having made contact with the agencies. Auxilium agrees to be responsible for contacting the Executive Agency.
- All partners agree that they are clear on time line, responsibilities and deadlines.
- *It is confirmed that the next meeting will take place on the 16<sup>th</sup> and 17<sup>th</sup> Sept in Izmir, Turkey*

### 13.30 Official closing of meeting

20:00 Common dinner