

M_APP – 3rd partnership meeting

February 23rd-25th 2015 / Bilbao, Spain

MINUTES

List of Participants

Organisation:	Name:
P1; Auxilium (AT)	Georg Müllner Veronika Rechberger
P2; rapidrabbit (DE)	David Wulff
P3; FFE (ES)	Marta Palacio
P4; Meath Partnership (IE)	Jennifer Land Emma Symes
P5; SEC (RO)	Zsófia Pál Katalin Ferencz Salamon
P6; Campus Varberg (SE)	Ulric Björck Ida Boström
P7; Karabağlar MEM (TR)	Uğur Çelik Şahin Özyürek

Tuesday, February 24th – meeting day 1

09:00 Official welcome and opening of the meeting (FFE / Auxilium)

09:15 Short report about the past project months – actual status quo of the M_APP project (Veronika, Auxilium)

Presentation attached (Annex 1)

- § Veronika provides an overview of activities done within the work packages so far and deductions drawn by Auxilium. No questions arise.

10:35 Work package 6 – M_APP development (David, rapidrabbit)

Presentation (Annex 2) and flip chart pictures (Annex 3A, 3B, 3C, 3D) attached

- § David presents the development steps done so far, including the bilateral meeting that took place in Schwerin in October 2014. Explaining the technical connection of the M_APP applications (Annex3A), he gives an indication how far the development is until now, indicating percentages to the components Android app, iOS app and web app.
- § The icon of M_APP on the devices is up for discussion. The general agreement concerning the new suggestion is to put Europe more the focus and finding a way to express that it's a European project. It is decided to try to put the new blue colour as background to the current M_APP logo and maybe also deliver an additional draft. It should go in line with the cooperate design that is used for promotion material and the webpage. Draft version(s) of the new possible icon will be sent out to partners. Turkish partners volunteer to deliver drafts of the icon for the app.
- § Including the features of the app, David presents the user interface that has been agreed on during the meeting in Schwerin. Concerning the personal profile, it is decided to delete the entry asking for 'ethnicity'. The logic to the logbook is explained as well (Annex3B). When closing the app the user starts again at that point he left it.
- § In respect to pilot testing, David explains the requirements for users of the app in the pilot phase (Annex3C) and asks partners to please take care of that.
- § As well an overview of upcoming tasks and topics to handle is given in the presentation.

11:00 Coffee break

11:30 Testing of M_APP products

- § The mobile app at its current stage is tested by the partnership. In addition to what still needs to be worked on, the structure of a new entry will be worked on. First, the user needs to define a learning situation and in the next step add pictures, videos, the geo location and own text. When an entry is finished the user needs to get some kind of response that the situation was successfully stored.

13:00 Lunch

14:30 Conclusions and next steps for M_APP development

- § The implementation of the recognition procedure is discussed. The web app should allow to display each of the two European Key Competences, showing their categories (areas of qualities). For the validation all learning situations that are connected to each of the categories should be displayed together with concrete skills/knowledge/attitudes (Annex3D).
- § As all versions of the app need some further work to it in order to properly test them, it is agreed to set new deadlines. David is asked until when it is feasible to have the mobile app for Android and iOS and the web app for the user as well as the backend for the administrator. With March 16 this new deadline is defined. Afterwards partners will have one week for internal testing of the app. Auxilium provides a feedback form, gathers all feedback from partners and hands it over to P2. A revised version of M_APP will then be available at the end of April in order to start pilot testing at the 1st of May 2015. Afterwards the recognition procedure will completely be implemented until the end of May.
- § Partners acknowledge the fact that the project has currently a slight delay of about 2 months because of a very complex app development process and rapitrabbit is asked to put full emphasis on the finalisation of the mobile and web app until the 16/03/2015 since no further delays could be afforded in the project otherwise its completion date is endangered. Rapidrabit is aware of this situation and will commit full emphasis to the open development steps.

15:00 Workpackage 7 – M_APP Recognition procedure for informal learning experiences (Ida, Campus Varberg)

Presentation attached (Annex 4)

- § Ida introduces the work done for the recognition procedure, including the basis and a first suggestion on the step by step guidelines. This contains the individual validation, peer-to-peer validation and external validation/recognition. Suggestions for validation grids are presented and discussed. It is agreed on that it is adapted to the categories from the app, level declaration is deleted and text is shortened.

15:30 Coffee break

16:00 Continuation on work package 7 – discussions (Campus Varberg)

- § The discussion around work package 7 is continued, focusing on the implementation of the external validation. Pre-defined sentences/statements should be composed, the validator can then choose from and these are automatically fed into the validation certificate. The external validator chooses those sentences from an Excel file and drag and drops them into the box of the validation tool provided on the web.
- § In order to have an appropriate and high quality validation procedure a prior calibration and common briefing of the validators is necessary for a common level of understanding concerning the validation of competences in this project. Also it must be ensured that all pilot countries do have validators available not only Sweden would be able to validate more than 50 mobility stays. The solution proposed is the implementation of an additional project meeting since it would not easily be possible to calibrate the experts in the distance. In this way, a mobility stay which is already completed by one of the testers can be taken as an example and practically worked and discussed on together. Campus Varberg offers to host the additional meeting. Partners can agree on 30th of June until the 1st of July. Auxilium will clarify this issue with the Executive Agency.
- § A common agreement among partners could be reached concerning the establishment of the validation procedure. Within the next months there will be an ongoing communication to adopt and implement the validation procedure, especially between P8, P2 and P1.

17:30 Summary and end of day 1 (Georg, Auxilium)

20:00 Common dinner

Wednesday, February 25th – meeting day 2

09:00 Dissemination, valorisation and impact (Zsófia, SEC)

Presentation attached (Annex 5)

- § Zsófia gives an overview of the past dissemination, presenting the dissemination report sent along with the progress report.
- § As well the search optimisation will be worked on. Zsófia will provide David with keywords in order to have the M_APP website displayed sooner when searching on the internet.
- § All partners should contribute to the Facebook dissemination, having the minimum of one post per week according to a plan that will be developed. Those who didn't do yet will provide Zsófia with the e-mail address registered with on Facebook in order to be an in the administrator role. This enables the person to post/like/share as M_APP without their own name showing up. At least one person per partner organisation will do Facebook dissemination.
- § Dissemination workshops will take place in each partner country with the minimum of 1 until November 2015.

09:45 Exploitation and sustainability (Marta, FFE)

Report of first Round Table (Annex 6) and draft of questionnaire for Sustainability Strategy (Annex 7) attached

- § Marta introduces the report of the first round table that was sent along with the progress report. For the upcoming round tables it is reminded that a signature list of participants needs to be delivered along with the reporting.
- § Concerning the sustainability strategy, Marta presents a draft of the questionnaire that will be sent to all partner organisations in order to develop the national exploitation strategy. It is agreed on that all partners will go back to the National Agencies they contacted in the beginning of the M_APP project.

10:30 Work package 8 – Pilot implementation (Şahin, Karabağlar MEM)

Draft of Pilot Evaluation Form attached (Annex 8)

- § An advertising video for M_APP is shown in the beginning, produced by P7. A further one that is possible to be used by all partners.
- § Şahin introduces the draft of the evaluation form. Two adoptions will be made, concerning deleting Windows as answer to operating system and adding a question to ask pilot testers to indicate the country they are from.
- § Several tools for pilot implementation were inspected by P7, introducing two different possibilities at the meeting, Survey Planet and Zoho Survey. Because Zoho Survey offers the possibility to add own answer categories, the entire partnership agrees on the use of this tool.
- § Within the next weeks, a few questions will be developed for the recognition procedure of M_APP.

11:30 Coffee break

12:00 Contractual, financial and administrative issues (Georg, Auxilium)

- § Georg gives an overview of the financial situation of the M_APP project that was sent along for progress reporting. The deadline for the next financial report is July 15th. Partners are asked to send the documents they have until the middle of June in order to bring along the stamped and signed versions to the additional meeting.
- § Also the public and confidential part of the M_APP progress report is shown to partners. Auxilium will upload both on the Wiggio platform.

12:30 Evaluation and quality assurance strategy (Auxilium)

Presentation of Peer Evaluation Report and External Evaluation Report (Annex 9) and Snap Shot Analysis (Annex 10) attached

- § Veronika presents the results of the second peer evaluation report and those from the first external evaluation report, finishing with conclusions.
- § The last snap shot analysis done by the end of December 2014 is introduced by Georg. By then, the project was still in time. Georg points out that at the moment we are behind the working plan.

12:50 M_APP conference and last project meeting (Auxilium)

- § For the M_APP conference, a short brainstorming is done within the entire project group. Suggested is a networking lunch. The conference would be arranged in sort of a dissemination and information event. Maybe connections to university are possible. The idea is created to present personal experiences of travelling and mobility, someone who benefited from a mobility stay. It is suggested that from each kind of mobility possibility (work, study, volunteer, leisure time related), one person is sharing the experiences made. Maybe implementing round tables or a podium but no power-point presentation. Also a travel journalist could be reporting, arguing on 'travel broadens the mind'. An HR manager who is looking for that kind of experience could be invited. The conference will be held in English. Therefore it would be good to have contributions from all different partner countries with partners bringing along one person. An information area could be installed as well. Auxilium will prepare a draft for the conference that will be about approximately 4 hours. A session dedicated to the app going live will be implemented. It would be good to have the visible app around with roll ups of screen shots and the QR code for the app store. The conference will be at the end of November/beginning of December. The exact date and the one for the last project meeting will be fixed during the meeting in Sweden.

13:10 Summary and To Do list (Veronika, Auxilium)

To do list until Varberg meeting (06/2015)

WP1: Project management		
What?	Who?	Deadline
Half year progress report III (content development and financial report)	all partners	15/07
Snap Shot Analysis	P1	31/03; 30/06

WP2: Quality management		
What	Who	Deadline
Distribution of peer group evaluation form III	P1	29/02
Return of at least one evaluation form per organization	all partners	13/03
Peer group evaluation report III	P1	15/04

WP3: Dissemination		
What?	Who?	Deadline
National dissemination reports sent to P5	all partners	30/06
Ongoing dissemination activities (incl. M_APP Facebook page)	all partners	continuously
Dissemination workshops	all partners	as possible

WP4: Exploitation and sustainability		
What?	Who?	Deadline
2 round tables	all partners	as possible
Report about round tables sent to P3	all partners	as possible
Distribution of sustainability questionnaire	P3	10/03
Filled in sustainability questionnaire sent to P3	all partners	15/06

WP6: M_APP development		
What	Who	Deadline
Development of mobile and web app versions	P2 (P1)	16/03
Testing and feedback from partners	all partners	23/03
Revised versions of mobile and web app	P2 (P1)	27/04
Implementation of recognition procedure (self, peer-to-peer and external validation)	P2 (P6, P1)	31/05

WP7: Recognition procedure		
What	Who	Deadline
Revised draft of guidelines for recognition procedure and certificate of key competences	P6	15/04
Feedback from partners	all partners	30/04

WP8: Testing, validation and mainstreaming		
What	Who	Deadline
Revised feedback form for pilot phase	P7	13/03
Feedback form pilot phase – questions recognition procedure	P7	30/04
Feedback form available online	P7	15/04
Pilot phase abroad (min. 10 per partner country)	P1, P3, P4, P5, P7	start 01/05

13:30 Official closing of the meeting

14:00 Common lunch