

# M\_APP – additional partnership meeting

## June 29<sup>th</sup> - July 1<sup>st</sup> 2015 / Varberg, Sweden

### MINUTES

#### List of Participants

<b>Organisation:</b>	<b>Name:</b>
P1; Auxilium (AT)	Georg Müllner Veronika Rechberger
P2; rapidrabbit (DE)	David Wulff Sarah Langheinrich
P3; FFE (ES)	Marta Palacio
P4; Meath Partnership (IE)	Jennifer Land
P5; SEC (RO)	Zsófia Pál Eva Siko
P6; Campus Varberg (SE)	Ulric Björck Ida Boström Tony Christensen
P7; Karabağlar MEM (TR)	Uğur Çelik Şahin Özyürek

#### Tuesday, June 30th – meeting day 1

##### **09.30 Official welcome and opening of the meeting** (Campus Varberg / Auxilium)

§ Ulric welcomes everyone and introduces Campus Varberg and its work.

##### **09.45 Short report about the past project months – actual status quo of the M\_APP project** (Veronika, Auxilium)

*Presentation attached (Annex 1)*

§ Veronika gives an overview of activities done within the work packages so far and a short outlook to what is coming up. No questions arise. Because of an unlucky incident, German partners were not able to arrive in Varberg on time. Therefore some topics on the meeting agenda got rescheduled.

##### **10.15 Exploitation and sustainability** (Marta, FFE)

*Presentation (Annex 2), round table overview (Annex 3) and draft of Sustainability Strategy (Annex 4) attached*

§ Marta sums up the work done within work package 4. Concerning the second round tables, two have already been organised in partner countries, two will take place in July and another one in September which leaves one open only.

§ Concerning the sustainability strategy, Marta presents a draft document including the information already received from partners with some missing. It will be sent to all partner organisations in order to be revised and further information will be added. The deadline foreseen and set is the end of July. No comments are made by partners.

##### **11.00 Coffee break**

### 11.30 Contractual, financial and administrative issues (Georg, Auxilium)

- § Giving an overview of the financial situation of the M\_APP project, Georg passed on remarks made by the Agency after the progress report to take care of the staff days per category. Individualized partner feedback followed. Justification for switching staff days or exceeding staff days from agreed budget is needed. The recommendation is to stay within the budget and not to exceed more than 10 %. It is important to report all work.
- § The factual financial audit is huge effort which means that as soon as possible we need all documentations right after the end of the project. The auditor needs to check and probably asks for additional documents. If audit budget will be exceeded, the money will be split in the partnership in relation to budget percentages.
- § The deadline for the next financial report is July 15<sup>th</sup>. Partners are asked to keep the deadline and send the documents by this day the latest. Partners do not have any remarks.

### 12.00 M\_APP conference and last project meeting (Auxilium)

- § The dates of the M\_APP conference and final partner meeting are discussed. It is agreed on that partners will arrive on Wednesday, 9<sup>th</sup> of December followed by the partner meeting on Thursday, 10<sup>th</sup> of December. The final conference will take place in Graz on Friday, 11<sup>th</sup> of December in English language. Per partner institution costs of three people are covered in the subsistence costs. Auxilium has a location in mind already and will check on the availability of the agreed date.
- § Also some further thoughts were put in the conference programme:
  - Keynote on non-formal and informal learning
  - Keynote of travel journalist reporting on travel broadens the mind
  - Keynote of HR manager looking for that kind of experience
  - Break
  - Round table sessions with people having gained experiences through different kind of mobility actions also differing in the time spent abroad
  - M\_APP presentation – M\_APP goes life
  - Networking lunch
- § Partners are asked for their contribution of speakers as well as people participating in the round table session as the international character and mixture of active people involved is important in this context.

### 12.30 Common lunch

As German partners arrive during lunch time, a short summary of the morning is given by Veronika for information and clarification.

### 14.00 Work package 6 – M\_APP development (David, rapidrabbit)

- § With David leading through the pilot version of the mobile app and web app practically with everyone joining on their own phones, partners are getting the chance for any open questions left as well as focusing again on the main M\_APP products as the basis for the recognition procedure, its' realisation and implementation.
- § Also the current pilot phase is a topic. The versions that are tested will not be updated until the end of the pilot test. Feedback is gathered though and used for the improvement of the final version of the M\_APP mobile apps and web app. Partners are again asked to send the e-mail addresses of their testers together with the information of which operating system is used to David who will then send out the invitations with the download link and information.

### 15.30 Coffee break

## 16.00 Work package 7 – M\_APP Recognition procedure for informal learning experiences

*Screenshots of the implementation of the recognition procedure (Annex 5A-5T) attached*

- § The recognition procedure as worked on during the past months is gone through. Visualising via screen shots of the implemented workflow for the different users (original one using the app, admin and external validator), the consortium takes all steps of the self evaluation procedure, the role and tasks of the admin as well as the process the external validator is confronted with through a concrete example. Every step is discussed and given feedback on by partners. The rating for external validation as well as the written qualitative analysis and all information taken into account in the process is given a focus on.

## 17.00 Summary and end of day 1 (Auxilium)

**18.00 Meeting at the hotel lobby for social programme**

**20.00 Common dinner**

## Wednesday, July 1st – meeting day 2

### 09.15 Dissemination, valorisation and impact (Zsófia, SEC)

*Presentation attached (Annex 6)*

- § Zsófia presents the dissemination issues and asks for further engine search optimisation. P2 is asked to work on the webpage and also put the link to the web app on the M\_APP project website starting page. Facebook will be used for advertisement of the pilot as well.
- § All partners are asked for their contribution concerning the M\_APP dissemination as well as reaching the targeted download numbers. In order to keep track on the app downloads, P2 will send a screen shot with numbers each month.
- § It is reminded that at least one dissemination workshop have to take place in each partner country until November 2015.

### 09.45 Training for M\_APP external validation (Ida, Campus Varberg)

*Presentation attached (Annex 7)*

- § Ida gives an overview on the background of the recognition procedure and the work done since the meeting in Bilbao. In close cooperation with P2 and P1 the recognition procedure implementation presented the other day was developed. In order to receive partner feedback for final adoptions, the group is split into three. The work assignment is to critically go through the recognition procedure and comment on anything unclear or with improving potential. A grid and USB stick with all materials is provided to each group. Each group is joined by one person having been involved in the implementation of the recognition procedure. Also single validation steps are discussed between partners and so experts acting as external validators during the pilot phase have exchanged views and have been calibrated.

## 11.00 Coffee break

### 11.30 Continuation on training for M\_APP external validation (Ida, Campus Varberg)

*Summary of group work and plenum discussion attached (Annex 8)*

- § With an additional input, encouraging possible solutions for detected problems, discussions in groups continue before gathering all issues discussed in plenum. Adoptions will be worked on before the external validation will go in the pilot phase.

## 13.00 Common lunch

### 14.30 Work package 8 – Pilot implementation (Şahin, Karabağlar MEM)

- § The pilot evaluation is discussed concerning the implemented recognition procedure. It is decided that the questions will be available online again. The online evaluation form will be finished until the end of August so that test users have sufficient time to fill it in and provide feedback for final adoptions of the recognition procedure.
- § Also the formal framework of the pilot evaluation report is discussed. Even before the report is ready, feedback will be transferred to work package leading partners in order to give them more time to work on the final M\_APP product versions. The deadline for the pilot evaluation report then is by the end of November then.

### 15.00 Evaluation and quality assurance strategy (Auxilium)

Peer Evaluation Report attached (Annex 9)

- § Georg gives an insight into the snap shot analysis done by the end of March as well as the one just before the meeting. It is visible that during the last project months important steps concerning the products development were done.
- § Veronika sums up the outcomes of the last peer evaluation report which followed the meeting in Bilbao, Spain in February.

### 15.30 Summary and To Do list (Veronika, Auxilium)

- § Summarising the upcoming tasks, Veronika is pointing out the relations of tasks and the therefore high importance of keeping the deadlines without any delays. No questions arise.

#### To do list until Graz meeting (12/2015)

WP1: Project management		
What?	Who?	Deadline
Half year progress report III (content development and financial report)	all partners	15/07
Snap Shot Analysis	P1	30/09

WP2: Quality management		
What	Who	Deadline
Distribution of peer group evaluation form	P1	03/07
Return of at least one evaluation form per organization	all partners	17/07
Peer group evaluation report	P1	20/08

WP3: Dissemination		
What?	Who?	Deadline
National dissemination reports sent to P5	all partners	04/07
Ongoing dissemination activities (incl. M_APP Facebook page)	all partners	continuously
Dissemination workshops	all partners	30/11
Project newsletter III	P1 and all partners	31/08
Project newsletter IV	P1 and all partners	30/11
Dissemination article	P1	30/11

WP4: Exploitation and sustainability		
What?	Who?	Deadline
Sustainability strategy sent out for correction	P3	03/07
Review and complete sustainability strategy	all partners	31/07
Round tables 2-3	all partners	20/11
Report about round tables 2-3 sent to P3	all partners	30/11
Final version of sustainability report	P3	30/09
Final round table report	P3	31/12
Draft of IPR agreement	P1	30/11

WP6: M_APP development		
What	Who	Deadline
Draft of implemented recognition procedure	P2	10/08
Feedback to recognition procedure	all partners	20/08
Implementation of recognition procedure ready for pilot	P2 (P8, P1)	31/08
Revision of mobile and web app versions including recognition procedure after pilot	P2 (P1, P8)	10/11
Guidelines	P1 (P2)	10/11
Testing and feedback from partners to apps and guidelines	all partners	20/11
Final versions of mobile, web app and guidelines	P2 (P1)	30/11
Template for translation	P2	30/11
Translation of technical texts, guidelines, introductions, content text into partner languages	all partners	15/12
Implementation of all partner languages	P2 (P1, P8)	31/12

WP7: Recognition procedure		
What	Who	Deadline
Recognition procedure and certificates of key competences	P8	10/07
Feedback from partners	all partners	17/07
Revision of recognition procedure and certificates of key competences	P8	15/08
Implementation of external validation	all partners	30/09
Final recognition procedure guidelines (appr. 40 pages) and certificates of key competences	P8	31/10
Translation of guideline and certificate texts into partner languages	all partners	15/12

WP8: Testing, validation and mainstreaming		
What	Who	Deadline
Feedback form for pilot phase available online – questions recognition procedure	P7	30/08
Pilot phase abroad (min. 10 per partner country)	all partners	30/09
Feedback from testers for mobile and web app	all partners	10/10
Transfer of feedback to P2 and P1	P7	15/10
Pilot recognition procedure and certificates of key competences	all partners	10/10
Feedback from testers for recognition procedure	all partners	20/10
Transfer of feedback to P8, P2 and P1	P7	23/10
Pilot evaluation report (appr. 30 pages)	P7	30/11

### 16.30 Official closing of the meeting