

30th August - 1st September 2021 - BOLOGNA, ITALY

TEAM MEETING 1

European Handmakers Network project

2020-1-IT02-KA204-079128



Erasmus+



UNIVERSIDADE
LUSÓFONA

ECM LOGO

GENERAL INFORMATION

This is the report regard the kick-off meeting for the Erasmus Plus project European Handmakers Network

(EU code: 2020-1-IT02-KA204-079128; PUC: F33G20000530005)

PARTICIPANTS AND DAY SCHEDULE

Every partner involved in the project was represented with at least one participant and their attendance at the meeting were registered through a signing sheet. The participants were:

- The European Youth Centre (ECM) from Poland: Adam Kazimierczak;
- SAFE Projects from The Netherlands: Justina Navikaitė and Živilė Navikaitė;
- Creativi108 from Italy: Miriam Trolese and Michele Maistrelli;
- Universidade Lusófona (COFAC) from Portugal: Anabela Mateus and Carolina Godinho;
- Instytut Badań i Innowacji w Edukacji (INBIE) from Poland: Luis Ochoa Siguencia and Ochoa Daderska;

The meeting was held on the 30th and the 31st of September 2021.

On the 30th of September:

- meeting from 5:30 PM to 7:00 PM;

On the 31st of september:

- meeting from 9:30 AM to 1:00 PM;
- lunch-break from 1:00 PM to 2:00 PM;
- meeting from 2:00PM to 5:30 PM;

LOCATION AND MEALS

The meeting was held in a wide and spacious room in Nazario Sauro street n°4, rented from Crea System (Galleria Ugo Bassi 1, Bologna, Italy).

On the 31st of September, all partners arranged the lunch-break by themselves.

MEETING ON THE 30th OF SEPTEMBER 2021

SHORT MEETING AFTER THE ARRIVALS OF ALL PARTNERS TO GREET AND INTRODUCE EACH OTHER

The 30th September 2021 was dedicated for the arrivals of every partner. In the first hours of the afternoon, all partners had already reached their accommodation. So, it was decided to meet briefly and have the opportunity to present themselves to each other.

All participants meet each other in the meeting room located in Nazario Sauro street, n°4 in Bologna, Italy.

To introduce themselves, all partners went through a presentation of their own organisation, some with the support of a slide presentation.

- **Creativi108** (Italy) started off with a short explanation of the mission, approach, methodologies and previous projects promoted by the association itself;
- **Universidade Lusófona** (Portugal) made it clear that they represent a high degree university born from the original funding cooperative which is Cooperativa de Formação e Animação Cultural (COFAC). Also, the team and projects from the past were discussed inside the presentation;

- **Instytut Badań i Innowacji w Edukacji (INBIE)** (Poland) described itself as an institution involved in a wide range of activities that mix together research and education. They offer innovative solutions regards digital and multimedia tools, job shadowing, language courses, trainings and much more into topics related to ICT, social inclusion, culture and environment;
- **The European Youth Centre (ECM)** (Poland) has great and international experiences in the field of young and adult education, moving thousands of students and teachers for trainings;
- **SAFE Projects** (the Netherlands) is focused on projects where they offer consulting, research and mentoring regarding non-formal education for small enterprises, youth, adults and communities.

At around 7:00 PM the meeting ended.

MEETING ON THE 31st OF SEPTEMBER 2021

THE MAIN MEETING WHERE THE PROJECT WERE DISASSEMBLED IN ITS DIFFERENT COMPONENTS AND DISCUSSED BETWEEN THE PARTNERS

On the 31st of September 2021, the main meeting of the European Handmakers Network project was held, where all partners had the opportunity to understand, discuss and agree on different topics related to the project itself.

The meeting had followed this schedule:

1. Focus on key aspects of the project (problems, previous projects related, strategy);
2. Important accounting notes;
3. Roadmap: decision on meetings and events' dates;
4. Bruno Lino's intervention: presentation of an example of the platform;
5. Communication and dissemination plan
6. Declaration of duties
7. Extra

1. KEY ASPECTS OF THE PROJECT

Thanks to a slide presentation, Miriam Trolese (Creativi108) started off by presenting the main social/economic problems that the EHN project wants to tackle:

- A. Women that make homemade products are not aware about the new income opportunities offered by ICT and e-commerce to sell their products
- B. Artifacts often require updated design and research for being competitive in the online market

It was explained that EHN project is the next step in a much longer path composed by previous projects promoted by Creativi108, such as:

- Career pathway
- Florà
- Temporary hub in Albania

Also, the main focus was presented:

offer the opportunity of online mentoring with experts, face-to-face trainings and specific discussion events to women that want to upgrade their hand-making hobbies into a proper online micro-business.

2. IMPORTANT ACCOUNTING NOTES

This point was brought up by the group to solve some misunderstanding about the accounting of the costs.

WE doesn't allow the management of the budget through the "Lump Sum" modality. The refund of the expenses is provided by reporting eligible costs that have actually happened and are carried out with the related invoices.

Miriam Trolese made it clear that:

- Her constant requests for invoices are connected to her willingness to prevent problems in case of an audit.
- The Italian rules about the no-profit associations set that there is no separation between the capital of the organisation and the private capital.

So, if an audit will find some irregularity, the Italian National Agency is allowed to take money back even from the private capital.

3. ROADMAP: DECISION ON MEETINGS AND EVENTS' DATES

At this point, the meeting focused on debating and declaring all the next dates for the transnational partner meetings (labeled with "TPM"), short-term joint staff training events and blended mobility for adult learners (both of them labeled "C") of the EHN project.

Briefly:

1. TPM2 in Lisbon, Portugal from the 27th to the 30th of October 2021 (travel days included).
2. C1 in Lodz, Poland from the 4th to the 9th of April, 2022 (travel days included).
3. TPM3 in Holland from the 28th to the 30th of August 2022 (travel days included).

4. C2 in Lisbon, Portugal from the 22nd to the 28th of January 2023 (travel days included).
5. C3 (Blended mobility) in Poland from the 19th to the 24th of June 2023 (travel days included).
6. TPM4 in Poland (ECM), Italy from the 24th to the 25th of August 2023.

NOTE REGARD DATES:

- The order of the roadmap was rearranged to allow Portuguese partner Universidade Lusófona to have the time to prepare a draft of the platform indicated in the EHN project.
Specifically, at the C1 mobility the draft of the platform was supposed to be ready to be tested. The Portuguese partner suggested moving the testing on another further date to allow their technicians to have sufficient time. So, C1 will be an event where participants will experience good practice exchange, mentoring and training regarding the project's topic.
For this reason, ECM clarified that every participant should bring their own personal computer.
- About the C3 event, INBIE asked Miriam Trolese how the accommodation for forty participants will be arranged. Miriam suggested to find an all-inclusive solution, such as an Hotel where:
 - all participant will be located
 - there will be training room for the event

- all meals will be served

AT THIS POINT, IT WAS TIME FOR LUNCH BREAK

4. BRUNO LINO'S INTERVENTION: PRESENTATION OF AN EXAMPLE OF THE PLATFORM

After lunch-break, an intervention was planned from Bruno Lino, one of the colleagues of the Portuguese partner Universidade Lusófona specialized in Management and Multimedia Products Development.

He presented an example on how the platform would look and what features could be implemented. The platform used as an example was the one used by the Universidade Lusófona itself.

This intervention brought up different questions from the meeting's group:

- ❖ Adam Adam Kazimierczak (ECM) asked what kind of tools could be supported by the future platform. Bruno Lino responded with: video lessons, exercises, surveys, courses and much more.
- ❖ Miriam Trolese had the following doubts:
 - By taking “Masterclass” website as an example, Miriam presented her vision for the platform:
 - a. Short video presentations for each expert. Each expert would have competence in specific fields and topics related to EHN objectives;
 - b. Handmakers women can subscribe to the experts/topics they are more interested in;

- c. Handmakers and mentors/experts can have live-streamed and one-to-one communication about advice, tips or information;
- d. Ex-participants could post videos or positive evidence about the platform.

Bruno Lino e Portuguese partner explained that giving access to every participant could be difficult and it could be better to use a Facebook page to post the experiences of the participants and link there the platform they have used.

Also, It was decided that the structure of the platform will be discussed when the content of the platform will be decided.

- About the sustainability of the platform even after the end of the EHN project.

Bruno Lino answered positively. The platform will always be available because it will be part of the Universidade Lusófona website itself.

- Also, it was mentioned that every partner (except Universidade Lusófona) has to create a thirty minutes webinar related to the EHN project and those videos need to be done in english with subtitles in the languages of the different partners.

5. COMMUNICATION AND DISSEMINATION PLAN

At this point, the meeting landed its focus on the topic of “communication and dissemination plan” with an open discussion on which tools can be used to

reach a specific target audience. Different opinions and ideas were presented by the partners:

- ❖ Universidade Lusófona made it clear that the platform itself cannot be used as a communication tool but instead as a dissemination tool. They also suggested to go through blog, forum and Facebook as tools to sponsor the platform to potential users;
- ❖ Regarding the Facebook page, Miriam Trolese suggested allowing every partner to post content on it by indicating one email for each partner as an editor.

The following people (and Facebook profile connected) were selected as editor for the Facebook page:

- a. for Universidade Lusófona (Portugal): Carolina Godinho (institutional FB);
 - b. for Instytut Badań i Innowacji w Edukacji (INBIE) (Poland): INBIE (institutional FB);
 - c. for European Youth Centre (ECM) (Poland): Adam Kazimierczak;
 - d. SAFE Projects (The Netherlands): Justina Navikaitė
- ❖ INBIE suggested publishing also Youtube videos about the project as a great tool to reach a large audience.
 - ❖ Miriam Trolese added that it could be useful and efficient to:
 - a. contact stakeholders directly via email
 - b. organise a precise schedule about the communication strategy, so a specific partner would be the responsible of different periods

inside the time project in terms of communication.

For instance, it was shown the communication strategy's matrix for another project coordinated by Creativi108 (YUA project), where every week was assigned to a different partner who would be in charge of communication content for those days.

6. DECLARATION OF DUTIES

At the end of the meeting, it was discussed the division of the duties related to the project. The results were the following:

- **The European Youth Centre (ECM)** (Poland) will be in charge of the Evaluation
- **Instytut Badań i Innowacji w Edukacji (INBIE)** (Poland) will be responsible for the Blended Mobility Event "C3" that will take place in Poland
- **Creativi108** (Italy) will take care about Communication
- **Universidade Lusófona** (Portugal) will be in charge of the Platform
- **SAFE Projects** (The Netherlands) will be responsible of the Dissemination and Final Report

7. EXTRA

Last but not least, all partners agreed to create a WhatsApp group to make informal communications easier. No formal documents or communications will be included in this type of channel.

AT 5:30 PM, THE MEETING ENDED.