

Project EURODDIP_E 2018-1-ES01-KA201-050300

Fifth online Meeting 25th June 2019

Time 10:00 a.m.



25th June 2019

10:00 – 10:05	Welcome and introduction to the Agenda Responsible: Beatriz Núñez
10:05 – 10:45	O1.A1. Status. Developed Guidelines to detect the capacities of students with special needs (M1-M4): Working plan - <i>Questionnaire to detect teachers' needs' (Deadline: September)</i> <i>Next steps: Questionnaire for students (launch in September)</i> O1.A2. Status. Develop a protocol to personalise educational devices on the basis of the detected students' capacities using the guidelines developed in O1.A1 (M5-M9) Responsible: Beatriz Núñez
10:45 – 11:00	Dissemination & Communication - <i>Translation of the website content</i> - <i>Communication strategy</i> Responsible: Beatriz Núñez
11:00 – 11:15	Ethics & Quality - Ethical issues for the questionnaires Responsible: Marta Balula (Quality and Ethics Manager)
11:15 – 11:30	Administrative and Financial Issues. - <i>Status of Timesheets – First Period</i> - <i>Remarks for proper Interim Report</i> Responsible: Miriam Manrique
11:30– 11:45	Next meetings 1. <i>Kind reminder: II Project meeting in Italy: 7/8 November</i> 2. <i>Sixth Online Meeting (mid September)</i> Responsible: Beatriz Núñez

Attendees:

ENTITY	NAME	COMPETENCE PROFILE
UBU	Beatriz Nuñez	Researcher UBU
	Jose María Cámara	Researcher UBU
	Miriam Manrique	Financial responsible
AEPMI	-	
FACDM	-	
Raríssimas	Maria Joao	Researcher Raríssimas
UCLL	-	
UNICAL	-	
PHOENIXKM	Andrea	Researcher PHOENIXKM
Colegio Buenafuente	Paloma	Researcher Colegio Buenafuente
KVC	Mireia Ferri	Researcher KVC

UNICAL couldn't attend the meeting and excused their participation in advance.

1. WELCOME.

The meeting started as was planned at 10:00 a.m. Beatriz and Jose María welcomed all the partners to the fifth online meeting and explained the agenda to all.

2. O1.A1. STATUS AND O1.A2 DEVELOPMENT.

Beatriz (UBU) and Jose María (UBU) introduced to the partners the second point of the agenda: the questionnaire for teachers. They provided the following information:

- It is available in English and Spanish. Some partners are also translating it to their national language to guarantee wider distribution.
- All data (anonymised) will be available on google drive so partners will be able to use it for analyses, publications...
- The questionnaire is available in google questionnaire, but some partners are using other formats (paper, surveymonkey...) following their normal procedure. Each partner can use the format they wish, but at the end the data should be provided in the excel file template (already available in google drive) in order to facilitate the data analyses.
- Deadline: late September all the data in google drive or excel template.
- Some partners need support to proceed with the questionnaire, so Andrea (PHOENIXKM) suggests sending an email (protocol) with the following information: clear strategy how they approach the beneficiaries, procedure, template, observations, and deadline.
- Andrea (PHOENIXKM) also suggests having preliminary results at the beginning of September and definitive results at the end of September to respond to the deadline.

Then Jose María (UBU) explained that the questionnaires are done to complete O1.A2 task: develop a protocol to personalise educational devices based on the detected students' capacities using the guidelines developed in O1.A1. Jose Maria remind that partners are welcomed to send their own protocols to know how things

are currently working: how the students are being assessed and how the teachers are supported. The goal of the project is to improve current state of the art.

Andrea (PHOENIXKM) explained that this is made at the beginning of the school year (it is called review), and then they prepare an individual plan for the semester (objectives). The teacher is responsible to organise the activities according to the recommendations made in the review. Andrea has sent information about this.

3. DISSEMINATION & COMUNICACION

The website is available in English. Partners are invited to translate it in other languages. UBU is waiting for partners information.

Paloma (Buenafuente) reminds that she has sent some news that are not available in the website. Also, she sent a photo that should be replaced. UBU are aware of both issues and are working on it.

4. ETHICS & QUALITY

No questions at this moment about it. Maria explained that Marta is available to support partners on this issue.

Andrea (PHOENIXKM) explained that they are developing focus groups. With them, they are collecting more qualitative data that will be shared also with partners.

5. ADMINISTRATIVE AND FINANCIAL ISSUES.

Miriam explained that UBU met with the National Agency and collected some good practices. So, she wants to make partners some reminders:

- All partners should contribute homogeneous and complete all the tasks (technical and administrative). If not, the grant can be reduced. It is important to read the grant agreement and guidelines. UBU is available to support partners, but partners should be aware of the normative.
- Regarding the timesheets, it is important that they are updated. The same for logos and disclaimers. The National Agency checks carefully those issues.
- The National Agency checks the application form. So, if there are some changes, partners should explain them in detail and justify that they are for the best performance of the project and improve the results.
- Homogeneous dissemination: all partners should contribute to the project dissemination in the same line.
- Certification for the learning activities

Please check the ppt from Miriam. For any questions please contact Vicky and Miriam.

Andrea (PHOENIXKM) suggests highlighting the main points for the progress report making simple questions to partners with enough time.

6. NEXT MEETINGS

Beatriz and Jose María (UBU) reminded partners that the next project meeting will be held in Italy the 7th and 8th of November 2019. UNICAL should send information to book flights and hotel.

Kveloce will send a doodle for the next meeting mid-September.

Tasks and Next Steps		
Organisation	Task	Deadline
UBU	Protocol for the questionnaire	28 th June
UNICAL	Logistics for the next meeting	10 th July
UBU and KVC	Rewrite the students' questionnaire and share with partners	During summer time
UBU	Launch a Doodle for the next skype meeting in mid-September	ASAP
All partners (but PHOENIXKM and Buenafuente who has already sent information)	Send their protocols (O1.A2)	End of July
All partners	Preliminary results of the questionnaire for teachers	9 th September
Skype Meeting in September		
All partners	Final results of the questionnaire for teachers	End of September
All partners	Complete the excel file with the translated information	Before holidays
All partners	Check the project website and send suggestions/changes to UBU	Before holidays
UBU	To include the information sent by Buenafuente in the website	ASAP
Next Project Meeting in Italy 7th and 8th of November 2019		



FINANCIAL ISSUES

25/06/2019

5th Online Meeting

UBU



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CONTENTS

Year	Month Start	Month Ending	N. Days	Employee Category/Position
2017	January			Manager
				Researcher / Teacher
				Technical
				Administrative
2018				Manager
				Researcher / Teacher / Trainer
				Technical
				Administrative

1. Status of Timesheets – First Period



2. Remarks for proper Interim Report



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1. Status of timesheets

PARTNERS	STATUS
UBU	✓ - in GDRIVE
AEPMI	<i>Pending updated</i>
FACDM	<i>Pending updated</i>
RARÍSSIMAS	<i>Pending updated</i>
UNICAL	✓ - in GDRIVE
UCLL	✓ - in GDRIVE
PHOENIXKM	<i>Pending updated</i>
BUENAFUENTE	✓ - in GDRIVE

*NEXT STEPS: to complete
TS from march 2019 to
August 2019*





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2. Remarks for proper Interim/Final Report

APPLICATION FORM

1. N.A. strict in the content of the application form. It must be executed “to the letter”. HH.RR team should remain identical.
2. Any change must be force majeure and motivated. Reorientations have to be minimal and must derive from an imperative need.
3. **Alleged reason:** the proposal has been evaluated and approved with those characteristics and this is how it was selected and awarded.
4. **Suggestion for intermediate and final reports:** indicate that the changes are minimum, obligatory and the improvements have an impact on the positive performance of the project.



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2. Remarks for proper Interim/Final Report

FINANCIAL-ADMINISTRATIVE DOCUMENTATION

1. Very important: collected and analyzed by each entity, can be requested in audit etc.
2. TS readable, traceable formats ... Partners must be responsible, proactive and compliant with rules and deadlines

PLATFORM OF RESULTS

1. Coordinator is responsible but the partners have to provide everything that applies.
2. It is advisable to upload everything that can help the evaluator to decide that the project has actually been executed and achieved the results. Particularly useful for selecting participants, who, why, process, procedure, dissemination report ...

