



Co-funded by the Erasmus+  
Programme of the European Union



**ERASMUS+ KA2 Strategic Partnership**  
**Adult Self-Learning: Supporting Learning Autonomy in a Technology-Mediated**  
**Environment / ASL**

**Project No 2019-1-TR01 –KA204-076875**

---

**KICK-OFF PROJECT MEETING**

**MINUTES REPORT**

**Date:** 16-17 January 2020

**Host Institution:** Sarıçam HEM

**Venue:** Adana, Turkey

Evliya Çelebi MTAL Uygulama Oteli  
Dr. Mithat Özsan Blv.64/5 01250

**PARTICIPANTS OF THE PROJECT MEETING**

**Sarıçam Halk Eğitimi Merkezi Müdürlüğü, Turkey – Coordinating Institution**

- Mrs. Yeliz Nur Akarçay
- Mr. Alpaslan Akıllı
- Mr. Kerem Yücel Güvel
- Mr. Mehmet Hüseyin Yüksel

**Adana Alparslan Türkeş Science and Technology University, Turkey – Partner**

- Mrs. Duygu İşpınar Akçayoğlu
- Mrs. Nermin Bilger
- Mr. Ömer Özer
- Mr. Necmi Turgut

**Fundacja Instytut Badan i Innowacji w Edukacji, Poland - Partner**

- Ms. Gabriela Ochoa Daderska
- Mr. Luis Ochoa Siguencia

**Three Thirds Society, Greece - Partner**

- Mr. Nick Dimitriadis

**Ecoistituto Del Friuli Venezia Giulia, Italy - Partner**

- Mr. Gilberto Marzano
- Mr. Luca Marzano

**Rezeknes Tehnologiju Akademija, Latvia - Partner**

- Mrs. Velta Lubkina
- Mr. Gatis Stafeck

**On Wednesday, 15<sup>th</sup> January 2020**

Partners arrived in Adana.

## **On Thursday, 16<sup>th</sup> January 2020**

The Kick-off Meeting of the Erasmus+ ASL Project was organized at Evliya Çelebi Practice Hotel, Adana, Turkey on January 16-17, 2020. The purpose of the meeting was to get acquainted with the partners and project plan; select project management team, Project Steering Committee; to develop a common understanding of the objectives, tasks and results, to discuss activities proposed in the project in detail, to plan activities and exact dates of the meetings foreseen within the project, to clarify project management, administrative and financial issues.

The Kick-off Meeting started at 10:00 after registration of the participants and the participants to the Kick-off Meeting were delivered the dossiers, fliers, notebooks and meeting documents. The Kick-off Meeting was organized according to the initially announced programme.

The meeting launched with official welcome speeches chaired by Yeliz Nur Akarçay, project coordinator of SHEM who welcomed the participants and passed the floor to the following persons for welcome speeches:

- ✓ Alparslan Akıllı , Director of Sarıçam Halk Eğitimi Merkezi Müdürlüğü
- ✓ Seyhan Çelik, District Director of National Education

Short presentation of all partners, their institution/organization took place in the following order:

- Velta Lubkina, Rezeknes Tehnologiju Akademija
- Necmi Turgut, Adana Alparslan Türkeş Science and Technology University
- Gilberto Marzano, Ecoistituto Del Friuli Venezia Giulia
- Luis Ochoa Siguencia, Fundacja Instytut Badan i Innowacji w Edukacji
- Nick Dimitriadis, Three Third Society
- Yeliz Nur Akarçay, Sarıçam Halk Eğitimi Merkezi Müdürlüğü

Yeliz Nur Akarçay the Coordinator of the ASL Project continued on the overview of the Project:

- ✓ Rationale, goals and objectives,
- ✓ Expected results,
- ✓ Consortium,
- ✓ Intellectual Outputs
- ✓ Management,
- ✓ Transnational Meetings
- ✓ Short Staff Training Event,
- ✓ Multiplier Events,
- ✓ Timetables
- ✓ Budget

The first part presentations were followed by discussions and comments about the project.

After lunch break the participants continued the meeting chaired by Yeliz Nur Akarçay. The focus of the second part of the meeting was the project IOs, tasks, activities, responsibilities and deadlines foreseen in the framework of the project.

The Intellectual Outputs of the project were presented by leading partners. IOs were discussed in detail.

- Gilberto Marzano from Ecoistituto presented IO1.  
'An operative model for teaching learning low-qualified adults in an online environment' - Months 1-6
  
- Velta Lubkina from RTA presented IO2.  
'Intelligent learning environment for participatory adult learning' - Months 6-24
  - List of the main function of the ICT environment as well as the functional design of the learning analytics model
  
- Yeliz Nur Akarçay from SHEM presented IO3.  
'Joint curriculum for adult learners' - Months 5-21
  
- Luis Ochoa Siguencia from INBIE presented IO4  
'Recommendations & Handbook' - Months 21-24

Each project IO has been assigned to one leading and supporting partners. The project coordinator and leading organization take the responsibility that the IO is of high quality and delivered on time according to the project schedule.

The project coordinator and leading partner assure that the content of IO is consistent with the work performed and that the overall goals of the project are met.

Any issues endangering the success of the IO of the project has to be reported immediately to the project management and discussed within the consortium.

The meeting continued with administrative management of the ASL project. The following tasks were presented and discussed among the participants:

- ✓ Establishment of Project Steering Committee
- ✓ Project Management Plan- SHEM
- ✓ Risk Management Plan - SHEM
- ✓ Communication Plan - INBIE
- ✓ Quality Assessment Plan - Ecoistituto
- ✓ Dissemination Plan – 3TS
- ✓ Webpage of the Project – ATU

Each partner determined a person for the steering committee. The selected people chosen for the committee will represent the partner countries. The steering committee consists of :

- ✓ Yeliz, SHEM – Turkey
- ✓ Velta, RTA – Latvia
- ✓ Gilberto, Ecoistituto – Italy
- ✓ Necmi, ATU – Turkey
- ✓ Luis, INBIE - Poland

✓ Nick, 3TS – Greece

The Steering Committee will ensure the smooth running of the project, successful completion of all its objectives, conflict resolution, and high quality of outcomes.

- Virtual Project Coordination Meetings will be held by Skype every 3 months.
- Transnational Project Meetings:
  1. Kick-off Meeting: SHEM, Turkey, 16-17 January 2019 - 2 persons, 2 days
  2. Intermediate Consortium Meeting: Ecoistituto, Italy, 25-26 June 2020 - 2 persons, 2 days
  3. Intermediate Consortium Meeting: 3TS, Greece, March 2021 - 2 persons, 2 days
  4. Final Meeting (Final Conference) : RTA - Latvia, October 2021 - 2 persons, 2 days

Meetings will be organized and scheduled by contacting all team members. Meeting dates should be agreed upon and pre-announced at least three weeks beforehand. The host institution is responsible for initiating meeting organization.

A pre-determined number of team members from each partnering organization is required to attend meetings, as prescribed by the project proposal and project plan. All meeting participants are required to participate in cooperative manner. If a planned participant is unable to attend a meeting, they must inform the meeting organizer beforehand, and/or provide a substitute member to take their place.

Each meeting should be attended by preferably the same team of project participants in order to assure smooth project execution.

The host of the meeting and the coordinator are jointly responsible for preparation of agenda for each transnational meeting. Meeting Agenda will be distributed 5-10 business days in advance of the meeting. The Agenda should identify the presenter for each topic along with a time limit for that topic.

Action Items are recorded in both the meeting agenda and minutes. Action items will include both the action item along with the owner of the action item and the deadline. Meetings will start with a review of the status of all action items from previous meetings and end with a review of all new action items resulting from the meeting.

All resources for meetings will be available on the meeting. The host institution is obliged to issue a certificate of participation to each participant.

During the meeting a list of the project participants has to be signed. Meeting minutes will be sent to all partners no later than two weeks after the meeting. Meeting minutes will include the status of all items from the agenda. Minutes should be approved by all partners and the coordinator will upload and store them at the relevant folder on the Dropbox / Google Drive.

After project meetings all the partners who participated, will fill in an evaluation questionnaire regarding the development of the transnational meeting, which will be very useful for the evaluation and improvement of the organisation strategy of the organizing entity.

All partner meetings will be working meetings where specific deliverables will be designed or finalised. Skype teleconferences, email exchange using the Dropbox, phone calls and four face-to-face meetings will facilitate coordination and information exchange among partners.

Particularly the Skype teleconferences and the face to face meetings will be the main forums for partner interaction, exchange of best practice and to facilitate reflection on activities and results at each key stages of development.

- Short Staff Training Event:

The short staff training event will be held in Italy by Ecoistituto in July 2020. The exact dates of the event will be determined later. The profile of participants will be educators working in the field of adult education, and each partner will send 3 trainers for 7 days, including travel days.

Ecoistituto is responsible for preparing the content and agenda of the training and sharing it with all partners and presenting it on the project platform. Each partner is responsible for involving educators who are staff of the institution and providing the participants with the insurance and must sign a contract with them regarding participation of the training.

- Multiplier Events:

The multiplier events will be organized in November, 2021 by partners. The details of the multiplier event will be discussed at a later time as they are planned to occur in 2021.

- Budget of the project:

- Project Management and Implementation: 42.000.00
- Transnational Project meetings: 25.180.00
- Intellectual Outputs: 60.292.00
- Multiplier events: 11.800.00
- Learning, Teaching, Training Activities: 15.765.00
- Total Grant: 155.037.00

It was stated that the IO1 budget was cut by the Turkish National Agency. Although no budget was allocated for IO1, all partners have to work actively to perform the output as specified in the application form.

All the plans were discussed in detail and they will be shared with partners. Lead organizations of the dissemination activities will be 3TS and INBIE. Communication strategy was discussed and it was decided to use Dropbox and Google Drive tools to share, edit and follow the changes in the materials uploaded. All documentation relating to the partners will be stored under the corresponding shared folder on Dropbox.

The visual identity of the project was created by INBIE and it was decided to use it with the approval of the partners.

All project documents must carry the ASL Project Logo and requisite EU logos. Instructions for the use of logos will be found on the shared drive. These instructions will comply with regulations for the use of the Erasmus+ logo set out on the EC website. All templates will be developed/ updated to include the appropriate project and EU logos.

Each partner will provide information on members of their project team: name, role and responsibilities with the project and within the partner organisation, and contact details. This information will be stored on the Dropbox and Google Drive. Any changes relating to contact details

will be notified to the project team as soon as possible.

Partners need to submit a questionnaire when they organize a meeting with the target groups. The activity sheet should include the short description of the activity as well as the date of the activity and signature, email addresses of the participants. Adding email addresses of the participants is very important as International Agency may decide to check participants directly if they really participated in the activities or not. It is very important to involve real participants in the activities.

ATU will be responsible for the implementation and management of the project website. The issues regarding the project website will be checked by ATU. The project webpage will be updated, guidelines and training materials will be published.

First day presentations were finished with discussions and comments about the project. The Chair Yeliz Nur Akarçay expressed her gratitude to all the partners for their active contribution to the meeting and closed the meeting at 17:30 according to the initially announced programme.

### **Day 2: 17.01.2020**

The second day of the meeting started at 09:00 according to the initially announced programme, chaired by Yeliz Nur Akarçay. The partners made presentations on the following topics.

- ‘The topical social innovation strategies’ - SHEM
- ‘The principal issues encountered in developing learning innovative initiatives for adult low-qualified people’ - INBIE
- ‘Adult self-employment issues in the third sector’ – 3TS
- ‘Teaching-learning methodologies based on an experiential learning approach’ - ATU
- ‘Adult involvement in environmental issues’ - Ecoistituto
- ‘The laboratory activities validation and evaluation’ – RTA

The last presentation of the second day of the meeting was delivered by Yeliz Nur Akarçay, regarding the financial issues of the project and the submission of the reports and timesheets.

All financial issues must be coordinated with Turkish NA. For all projects, the project grant is distributed to the partners as 40% for the 1st year, 40% for the 2nd year and 20% after submitting final report. The grant was transferred to all partners for the 1st year before the kick-off meeting. The 2nd and final payments will be made based on the positive evaluation of the progress and final reports by the national agency.

All partners have to follow EU regulations and all of them are responsible for quality implementation of the project. The partners should be active and precise for preparing the intermediate report. The partners will provide project coordinator with any information and documents required for the preparation of progress report and, where appropriate, with certified copies of all the necessary supporting documents completed and signed by the legal representative, every 3 months, as set by the deadlines and for the periods specified below:

## **Progress Report:**

The progress report is due **June 30, 2020**. The report will cover the activities carried out during the period of **01/12/2019** and **31/05/2020**. The partners should submit all the necessary documents by **15/06/2020**. Project coordinator ensures to hand in the progress report the latest on 30/06/2020

## **Financial Report**

The Financial report includes the following information:

### **1. Timesheets:**

Each partner should record days regularly based on the defined reporting periods so Project Coordinator monitors consumption of days. Partners will be asked to print the timesheets and upload them signed to the DropBox tool before Project coordinator submits reports.

Timesheets will be completed by all team members for each month that they work on the project; timesheets give a description of activities undertaken and the number of hours worked and the category of the staff.

### **2. Travel reports:**

Each partner should record its travelling costs (transnational meetings, multiplier events, learning teaching and training activities) based on the distance band.

Evidences should be uploaded and linked at Travel reports file (tickets boarding passes, receipts for accommodation, transfers, daily expenses etc. )

### **3. Dissemination Report:**

For dissemination all partners should use the Dissemination document where they can describe the dissemination activities and upload the evidence.

Partners will be asked to print their recorded dissemination activities with all the evidence before project coordinator submits a progress report.

The evaluation of the quality of the dissemination and exploitation activities of the project and its results will be monitored regularly through reports to be provided by the partners approximately each 6 months. First report due May 2020.

The Meetings Evaluation Questionnaire will be included in Dropbox. The questionnaire template can be modified according to the needs of the meeting and has to be filled in and delivered to the partner responsible for evaluation who will share the results with all partners.

After discussing the financial issues, signed partner agreements were handed over to the partners and kick-off meeting evaluation questionnaire was distributed to partner institutions.

In conclusion of the day Alpaslan Akilli, director of the coordinating institution thanked the participants for their contribution, involvement and commitment. He expressed his great hope for successful implementation of the project and thanked his team for the support.