

Meeting Minutes – Report

Date: 19th of November 2018

Venue: Department of Physics, University of Warsaw

Url: https://crete2020.chania.teicrete.gr/?page_id=133

Participants:

1. Mrs Phaedra Degreef – TMMA, Belgium
2. Dr. Katerina Zourou – W2L, Greece
3. Dr. Evangelia Triantafyllou – AAU, Denmark
4. Dr. Nuno Escudeiro – IPP, Portugal
5. Mr. Ricardo Tavio – EVM, Spain
6. Dr. Andrzej Twardowski – CRETE Coordinator in UW, Poland
7. Dr. Andrzej Wysmolek, UW, Poland
8. Dr. Konstantinos Petridis – CRETE Coordinator HMU, Greece

Agenda of the Meeting: <http://bit.ly/2rRKgHb>

Abstract

The main objectives of the kick - off Meeting of the CRETE project were: (a) partners introduction and get informed of the available expertise within the consortium; (b) what are the project's objectives and deliverables; (c) presentation and analysis of the approved budget; (d) the allocated funds and assigned tasks per partner; (e) presentation of the management rules of the project; and (f) the forthcoming meeting & LLT in Aalborg University in Copenhagen

Topics Discussed

1. Administration issues: The grant agreement / The Consortium Agreement / Bilateral Agreements between the partners of the consortium / Modifications between the approved project and the submitted one (T1)

2. Management issues: Allocated Funds / Eligible Costs: Staff, Travel, Individual Support, Multiplier Events / Support Documents / Costs Statements & Financial Management Manual / Working Groups / The Management Sharing Files Tool (T2)
3. Project's Deliverables & Timeline (T3)
4. Dissemination Actions (T4)
5. Planning our Next Meeting & Intensive Course in AAU, Copenhagen (T5)

Decision Taken

1. Regarding (T1):

- a. All the consortium agreements have been send to the partners. The latter should review them, ask their rector to sign them and post them back to the coordinator not later than the end of December 2018
- b. The coordinator has backed up a lot the idea all the partners to sign bilateral agreements for staff and student mobilities between them using the Erasmus KA1 funding each Institution receives. This will facilitate the participation of more lecturers during the LLT activities of the project and beyond the available CRETE's budget. Moreover partners participation during Erasmus Weeks during which the multiplier events take place will be supported. The partners will contribute with a lecture on their assigned topic on the frame of the Crete Project and also will disseminate the project to partners beyond the consortium
- c. The approved budget & activities differ from these ones of the submitted proposal. The main modifications are the following: (a) 76% of the submitted budget has been approved; (2) Two instead of four LLT activities have funded

2. Regarding (T2):

- a. The coordinator presented the allocated funds per eligible costs categories per partner: staff costs per categories (Manager, Teacher, Technician and Administrator), travel costs, multiplier events
- b. The coordinator explained which are the supporting documents that should accompany each of the eligible costs: (1) Staff costs: project's timesheets (signed by the employee & the employer); contract with the partner that shows the previous to the project employment

relation with the partner; (2) Travel Costs: Flight Routing Report, Flight Invoice, Boarding passes, Hotel Invoice; (3) Multiplier Events: Attendance Lists (Name, Affiliation, Contact Information, Institution, Country), Photos & Dissemination material, Presentations; and (4) General Management Costs: These costs are for the handling of the project in the partners' Institutions. These expenses are not audited but the coordinator requested that if these funds are used for the payment of a personnel, his or her timesheets to be submitted to the coordinator (in similar way as these ones of the staff costs)

- c. The coordinator presented to the partners the financial management tool and also the template of the timesheets to be used during their costs statement (every six months)
- d. The coordinator presented to the partners the various working groups & their tasks along the lifetime of the project: (1) Management (leaded by HMU); (2) Financial (leaded by the HMU); (3) Dissemination (leaded by the EVM); (4) Quality & Assurance (leaded by the W2L); (5) Intellectual Outcomes (leaded by AAU); and (6) Exploitation (headed by UW) working teams. The partners should send to the coordinator the missing information by the end of November 2018
- e. The coordinator also presented the project's timeline where all the progress meetings and suggested dates appeared
- f. All the files regarding the project will be uploaded to the CRETE project's management tool. The coordinator will share everything with the partners using Google Drive. The generation of the various files and sub-files will follow the structure of the submitted proposal
- g. The project's management will be internally assessed in a six months base. The first assessment will occur on April 2019. Responsible partner for this is W2L
- h. All the supporting documents the coordinator receives should be copies of the original ones (that remains within the partners' Institutions). The supporting documents regarding the various occurred expenses should be sent to the coordinator by he financial offices of the partner Institutions or SMEs

3. Regarding (T3):

- a. The primary project's deliverables can be divided into the following categories: (1) **Intellectual Outcomes**: (a) Hard Skill Modules (10-12 lecture sessions, each lecture session

to correspond to 90 minutes within the classroom lecturing time); (b) Soft Skills lecture sessions (5-6 lecture sessions, each lecture session to correspond to 90 minutes within the classroom lecturing time); (c) Modern Teaching Techniques & Tools for teachers & students (5-6 lecture sessions, each lecture session to correspond to 90 minutes within the classroom lecturing time); (d) Teaching guides: (1) how to teach soft skills along various modules; (2) how to apply PBL (Problem Based Learning) along your course. All the targeted modules should be accompanied by the following supporting documents: Lecture Notes, Video or Audiocasting to accompany the submitted lecture notes, Frequent Testing Questions for the students' assessment and progress & final tests – **LLT activities**: two such events for the students have planned. One will be hosted by the Aalborg University in Copenhagen and the second one by the IPP in Porto. In both schools the students will be exposed to an introduction to the soft & hard skills the 4th Industrial Revolution demands and the teachers will apply PBL & blended teaching techniques. All the topics will be linked with the full modules the partners develop. All the partners have received funding to participate with five students & two academics apart of the two SME partners that will participate with one lecturer each. The partners received funds to support students subsistence costs for seven days whereas the participant teachers can be supported for a stay of three days. The students and the lecturers should be enrolled to the partner Institutions. For this case on top of the aforementioned supporting documents ,regarding the participants' travel costs, students & staff IDs will be requested to be submitted along the other documents to the coordinator. All the sessions of the Intensive Courses will be video recorded and be uploaded to the CRETE's Moodle Platform & YouTube Channel. The educational material and the program of each one of the LTTs is linked with ECTS credits that is accredited by the partner's Universities (within the received Diploma Supplement) – **Multiplier Events**: Two such events have planned. One in Crete hosted by the HMU (May 2019) and another one in TMMA (March 2020). The main objective of these events should be the dissemination of the project to its stakeholders beyond the consortium's partners. The consortium during these events will (a) present part of the courses under development; (b) will disseminate the project's objectives to its stakeholders

Action & Responsibility and Deadlines Table

Action	Responsible	Deadline
All the partners to sent to the coordinator the consortium agreements	All the partners	30/11/2018
The formulation of working groups – Missing Information	All the partners	30/11/2018
Assign the planned modules to Academic staff of your Institution	All the partners – Dr. E. Triantafilou	30/12/2018
Templates to be used	Dr. Petridis (HMU)	30/12/2018
Moodle Platform	Dr. Petridis (HMU) & Dr. Escudeiro (IPP)	28/02/2019
Website Launching	Dr. Petridis (HMU) & Dr. Tavio (EVM)	28/02/2019
Management Evaluation	Dr. Zourou (W2L)	30/04/2019
1 st Intensive Course – LLT (C1) / Program & Reservations	Dr. Eva Triantafilou (AAU)	28/02/2019
Evaluation of the 1 st LLT	Dr. Zourou (W2L)	05/04/2019 & 30/09/2019
1 st Multiplier Event	Dr Petridis	23th of May 2019
2 nd Multiplier Event	Phaedra Degreef	March 2020
1 st Progress Meeting	Dr. Petridis	05/04/2019
Modules Completion	All the Partners	30/04/2020
Submission of the 1 st Cost Statement	Konstantinos Petridis & Mrs Tsitou (HMU)	30/04/2019