



Education and Culture DG

Lifelong Learning Programme

LIFELONG LEARNING PROGRAMME – GRUNDTVIG –  
LEARNING PARTNERSHIPS

# **NTVIS: New Transgenerational Visual Literacy**

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DURATION: 01. 08. 2012 – 31. 07. 2014

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## **D7. – 1<sup>st</sup> PARTNER MEETING – KICK-OFF**

**[Deliverable 7: PROJECT MANAGEMENT]**

**Prepared by: Pro-Eco Ltd.**

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**Rhodes, November 6<sup>th</sup> - 7<sup>th</sup>, 2012**

### Minute of the NTVIS kick-off (1<sup>st</sup>) partner meeting

**Dates:** November 6<sup>th</sup> – 7<sup>th</sup>, 2012

**Venue:** 8 Grigoriou Lampreki Street, 85100, Rhodes, Greece

#### Participants:

- LP UNIVERSITY OF THE AEGEAN (GR): Dorothea Papathanasiou-Zuhrt, Aristeidis Gkoumas
- PP2 CIBERESPACIO (ES): Daniel Weiss
- PP3 PRO-ECO (SI): Sabina Žakelj, Suzana Krmelj
- PP4 MUDURNU İLÇE MİLLİ EĞİTİM MÜDÜRLÜĞÜ (TR): Derya GÜDEN, Emine ÇÖLAŞAN, Fuat GÜRLEYEN
- PP5 DANMAR COMPUTERS (PL): Maciej Markowicz
- PP6 REGIONALNA BIBLIOTEKA "PENCHO SLAVEYKOV" (BG): Radka Kalcheva, Emilia Milkova

#### Agenda:

##### TUESDAY 06.11.2012

**09.00 – 10.00:** *Partner Presentation and their Role in the Project*

**10.00 – 11.00:** *NTVIS outcomes: "what do they mean and how to implement them"*

**11.00 – 11.30:** *Coffee Break*

**11.30 – 13.00:** *Reporting and Administratives Issues*

**13.00 – 15.00:** *Study Visit in the Medieval City of Rhodes. Creating a Prototype*

**19.00 - 21.00:** *Dinner. Mid Term Synergies with the SEE TCP SAGITTARIUS*

##### WEDNESDAY 07.11.2012

**09.00 – 10.00:** *Dissemination Strategy*

**10.00 – 11.00:** *Partnership Agreement*

**11.00 – 11.30:** *Coffee Break*

**11.30 – 12.00:** *Scheduling the next meeting*

**12.00 – 13.00:** *Questions and Answers*

#### **1. Official welcome and introduction**

The Meeting took place on an agenda. Dorothea Papathanasiou-Zuhrt, Daniel Weiss and Aristeidis Gkoumas welcomed all participants in Rhodes.

#### **2. Partner presentation and their role in the project**

Short presentation of partners, their company profiles and the role in the partnership.

Aegean University (P1) ensures deadlines are kept and reports written, supports partners in their respective outcomes, prepares and runs meetings along with hosting partner. Support P3 in developing the Pedagogical Framework.

Partnership divides outcomes ensuring all partners are involved and informed, all partners contribute to all outcomes and each partner takes the responsibility of leading one outcome being as follows:

- P1 (GR): Coordination and Responsible -D1- Management, Dissemination & Evaluation plan focused on Google, Facebook and Gmail including SEO
- P2 (ES): Implementing Trans-generational NTVIS Authoring & Repository Tool e-Senior learning platform web 2.0 based, hosting & interfacing with the cases study content
- P3 (SI): Development of a pedagogic framework with guidelines incl. video-instructions introducing the new literacy in cooperating social networking activities for Seniors and Youth that drives to avoid risk of exclusion and improve learning in later life.



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- P4 (TR): Multilingual Video educational channel of "How to" guides to show for trans generational education/learning/content creation can be implemented. Seniors and Youth, giving insights in first person to motivate peers. One per partners country.
- P5 (PL): Multilingual Workshop training model for NGO, Training centres, Day Centres, Associations, Libraries, to learn how to implement these Trans-generational activities, downloadable from the Network.
- P6 (BG): Partners (each) to develop 5 Cases Activities on transgenerational learning cooperation total 30 study cases, results of activities will enable to develop the "How To Guide", hosted in NTVIS platform.

All partners are responsible for Management and Dissemination. The social networks provide real time visibility of the work done and delivered making easy to monitor results. Permanent evaluation will be carried out by the Partnership Coordinator.

### **3. NTVIS outcomes: "what do they mean and how to implement them"**

NTVIS outcomes are as follows:

- D1. Implementing Transgenerational NTVIS Authoring & Repository Tool e-Senior learning platform web 2.0 based, hosting & interfacing with the cases study content, approx. date: 01/2013
- D2. 6 Consortium Workshop training on NTVIS, approx. date: 04/2013
- D3. Pedagogic framework incl. video-instructions introducing the New Literacy in trans-learning incl. networking activities for Seniors and Youth to avoid risk of exclusion and improve longlife learning, approx. date: 09/2013
- D4. Delivery of 5 Case Study on Transgenerational Learning Per Partner (30 total), while results develop the "How To Guide" hosted in NTVIS platform, approx. date: 03/2014
- D5.6 Multilingual Video educational channel with Trans-Generational Education/Learning. Youth and seniors give insights in first person to motivate peers and cooperate with each other, approx. date: 05/2014
- D6. 1 Multilingual Workshop per Country to train NGOs, Training Centres, Day Centres, Libraries etc on Trans-generational activities, approx. date: 09/2014 >> it has to be provided before 31.07.2014 when the project ends!
- D7. Management & Dissemination, approx. date: 01/2013-09/2014

In trainings the following number of participants involved (persons taking part in partnership activities, both local activities and/or mobility) in the partnership in each of the participating organisations will be included:

No.	Participating organisation	Total number of pupils/ learners/trainees A	Number of teachers/ trainers/staff B	Total of participants A + B
1	UNIVERSITY OF THE AEGEAN - RESEARCH UNIT	120	12	132
2	CIBERESPACIO SL	50	12	62
3	Pro-Eco d.o.o.	55	12	67
4	MUDURNU İLÇE MİLLİ EĞİTİM MÜDÜRLÜĞÜ	60	12	72
5	Danmar Computers LLC Danmar Computers spółka z o.o	70	12	82
6	Regionalna biblioteka "Pencho Slaveykov"	100	12	112

All the content can be implemented in national languages. Common deliverables have to be uploaded in the official database. The learning is visual and informal, so the transfer from youngsters to seniors should be done accordingly. Activities are not defined in the project documentation; each partner shall provide its own NTVIS model, using Facebook, Instagram, Vimeo, Pinterest, Twitter and other social media.



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Target groups shall be included in NTVIS country plans according to the situation and possibilities of each participating country. Plans will be presented and discussed on next partners meeting. The following group and content characteristics were identified:

- **Group ID:** size (5-15 persons), demographics (age, sex, urban/rural ...?), relation among youngsters and seniors (are they related or is it a random group), will the group participants cooperate repeatedly in all 5 workshops or the participants in groups differ from workshop to workshop, will the workshop be held indoors or outdoors, what are country specifics and what differences among participating countries in their habits can be outlined accordingly (on an overall level)
- **Content ID:** workshop topics, shall knowledge be exchanged only one way (technological transfer from youngsters to seniors) or both ways (senior expertise to youngsters as well)

**To do`s:** After establishing common Virtual Desk (Ciberespacio), the ID points will be posted as a template (University of AEGEAN) and each partner country will insert it`s information (all partners) till the next partner meeting.

### **4. Reporting and administrative issues**

Each partner reports about the project to national agency. For the financial report copies of boarding passes are crucial therefore they shall be kept in project documentation as proof for travel. If the flights doesn`t cover the total sum available, other invoices can be shown as a proof of the project expenditure therefore all the invoices, connected to the project, shall be saved as possible proof – they shall be used upon agency`s request. Additional proofs of the project content (articles etc.) shall also be preserved in case the agency demands secondary proofs. Reporting in an official on-line system shall be started by the coordinator and followed by each partner according to the rules and demands of each national agency. Partners, who hold meetings, are obliged to provide meeting certificates for all participating partners which shall be saved as part of the reporting documentation.

**To do`s:** All partners shall inform the partnership if some national strategic priorities shall be emphasized or directly addresses.

### **5. Study Visit in the Medieval City of Rhodes. Creating a Prototype**

Visual proof is available in Dropbox (invitation only) and could be used for publishing.

### **6. Dissemination strategy**

Dissemination strategy will focus on social media and accordingly all published content will serve as dissemination proof. Additionally 4 e-newsletters shall be published in 6-months sequences. The first e-newsletter shall circulate in May 2013 with 2 results: repository tool and workshop training. All partners will ensure dissemination of results in their countries.

### **7. Partnership agreement**

Partnership agreement will be signed for active involvement of all partners.

**To do`s:** Draft agreement will be provided (Danmar Computers provides the draft, Ciberespacio and Pro-Eco polishes it) to circulate among all partners to ensure the final version, agreed by all partners. All partners check by their national agencies if the agency needs a copy and in what form (.pdf / printed copy / originally signed) to ensure enough copies before signing.

### **8. Scheduling the next meeting**

NTVIS project predicts 7 partner meetings, predicted and realized as follows:

No	Title of the meeting	Venue	Predicted date	Realized date
1.	Kick-off (1 <sup>st</sup> ) partner meeting	Rhodes, Greece	09/2012	Travel: 04.,07.11.2012 Meeting: 06.-07.11.2012
2.	2 <sup>nd</sup> partner meeting	A Coruña, Spain	01/2013	Travel: 04., 07.02.2013 Meeting: 05.-06.2.2013
3.	3 <sup>rd</sup> partner meeting	Ljubljana, Slovenia	04/2013	Travel: 08., 11.04.2013



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				Meeting:09.-10.04.2013
4.	4 <sup>th</sup> partner meeting	Bolu, Turkey	09/2013	Travel: 23., 27.09.2013 Meeting: 24.-26.09.2013
5.	5 <sup>th</sup> partner meeting	Poland	03/2014	Travel: TBC Meeting: TBC
6.	6 <sup>th</sup> partner meeting	Bulgaria	06/2014	Travel: TBC Meeting: TBC
7.	7 <sup>th</sup> partner meeting	Poland	09/2014	Travel: TBC Meeting: TBC

**IMPORTANT:** The last meeting was predicted for September 2014 yet it must be implemented within the projects contract deadline, 31.07.2014.

The topics, identified for the 2<sup>nd</sup> partner meeting: partner countries activity plans to be provided by all partners, discussion of the summary of key points for the framework formulation, presentation and discussion of the Virtual Desk use, implementation of workshops.

### **9. Questions and answers**

All questions have been solved during the partner meeting inside designated topics.

Annexes:

1. List of participants

**Minutes prepared by:**

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Pro-Eco Ltd.

**Project coordinator:**

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