



TECRINO

538710-LLP-1-2013-1-CY-LEONARDO-LMP

Kick-Off Meeting

21 January 2014

MEETING REPORT

Introduction

This document summarises the main points that were discussed during the kick off meeting of the TECRINO project in Nicosia as well as the decisions that were taken regarding the work programme. The presentation of these points is organised in Work Packages.

Work Package 1: Management of the project

At the beginning of the meeting all the partners have presented themselves and their organisations in order for each partner to get to know each other since this was the first time they meet. After that, Dr. Antri Theodorou has presented the project (as a whole) together with the work programme for each work package.

At the second half of the meeting Dr. Antri Theodorou has presented the administrative and financial issues of the project, the way of justification of costs etc. Also, the creation of a project's extranet was discussed in order to organize the work documents of the project in the best possible way. Finally, the use of the Task Planning Document was explained to the partners.

Regarding the partnership agreements, it was agreed that the partners, after they receive their agreement from the coordinator, they will send back 2 copies of the agreement. Once the coordinator will receive the hard copy of the agreements, it will proceed to the first installment.

The basic deadlines that have been agreed are the following:

Task	Deadline
The project coordinator to send to the partners the contracts together with the project handbook. As well it will send the list of documents that have to be sent together with the contract (Grant Agreement, Description of the Action, Budget).	23/01/2014
The WP coordinator to send the forms and the presentations to the project coordinator	24/01/2014

The project coordinator to send to the partners the Task Planning Document.	07/02/2014
The project coordinator to send the templates for financial documents, project presentation and monitoring tools to the partners. (It was agreed to create the project's logo and then finalize all the project documents)	21/02/2014

Also they were agreed that the 2nd transnational meeting will take place in Bilbao/ Spain (September 2014) and the 3rd transnational meeting / Final Conference in Croatia (October 2015).

Work Package 2: Research on trends and processes to promote innovation in VET processes

A big part of the discussion between partners was held around the issue of the initial research. The WP coordinator has made a presentation with which she has presented the methods that will have to be used as part of this WP and the methodology for the research. A discussion was held around the issue of the number of questionnaire and to whom (teachers and students). UDJG highlighted that creativity is a process and not skills thus questionnaires might be not very useful.

UNIZg and UDJG suggested that as a part of the research should be the identification of best practices in Germany, Finland, and Switzerland, best practices among other EU funded projects and to identify the state of art in teaching creativity in VET processes. They have also suggested that the research on national level is not going to lead on any results concerning teaching methods for innovation and creativity in Engineering. It has been decided that the National Report will cover all the results on the National System for education and innovation and that best practices will be included in the European Report.

The basic deadlines that have been agreed are the following:

Task	Deadline
EUSKADI to prepare the work methodology and send it to partners	10/02/2014
Partners to provide feedback on the work methodology	12/02/2014
EUSKADI to prepare the final version of the work methodology on the basis of the feedback received	14/02/2014
Partners to prepare and send to EUSKADI their national reports	16/05/2014
EUSKADI to prepare the European report	20/06/2014

Concerning target groups they were agreed to replace decision makers with National Agencies.

Work Package 3: Content definition

A general discussion was held among the project participants regarding the training content and the teaching procedures. A long discussion was held around the issue of how to teach tutors and how to measure creativity. It was agreed that all partners will do some research to identify available tools to measure creativity.

Work Package 4: e-learning platform

Even if WP4 is going to start in September 2014, a general discussion was held among the partners regarding the general characteristics of the e-learning platform.

Work Package 5: Development of the educational content

Even if WP5 is going to start in January 2015 a general issues were discussed during the meeting. The WP coordinator has presented the subject of creativity. The WP coordinator highlighted to partners that the creativity is a process of thinking and not only skills that developed during a course. Partners were agreed that educational content for teachers should be in theoretical format and for students in visual format.

It was agreed that the WP coordinator will send a draft of the educational content to partners

Work Package 6: Quality assurance and certification process

The WP coordinator has explained the role of VCC foundation in the vocational competence certification process. The representative of VCC foundation has presented the rules to accredit the training material and the examination system to assure the highest quality of the project outcomes.

A long discussion was held around the issue of the certification process and how the partners are going to use it in their countries.

The basic deadlines that have been agreed are the following:

Task	Deadline
SYNTEA to prepare the initial quality report	28/02/2014
SYNTEA to prepare the quality assurance plan and evaluation tools	28/02/2014

Work Package 7: Dissemination

The WP coordinator has presented the dissemination strategy and tasks that have to be done by all partners in order to assure better dissemination. A discussion was held around the dissemination activities and the budget allocated to each partner. It was agreed that in every opportunity given in regional or national events (conferences/ fairs) partners will take the opportunity to disseminate the project (newsletter, brochures, and project presentation).

The WP coordinator has mentioned that every 3 months, the partners should send a report on the dissemination activities performed in this period.

The basic deadlines that have been agreed are the following:

Task	Deadline
EPRALIMA to prepare the dissemination plan	28/02/2014
EPRALIMA to prepare the quarterly dissemination report template	28/02/2014
It was agreed to disseminate the projects result in social media after the development of the training content and tools.	End of 2014
It was agreed that the Final Conference is going to be organized in Croatia	October 2015

Skype Conference Minutes

Partners attended: TALOS, INERCIA DIGITAL, EPRALIMA and BICRO

WP7 LEADER: EPRALIMA

- DISSEMINATION STRATEGY/ DISSEMINATION PLAN
- WEBSITE TECHNICAL MAINTENANCE – UPDATES

- COLLECT DISSEMINATION ACTIVITIES FROM PARTNERS EVERY 3 MONTHS-INPUT OF DISSEMINATION FOR INTERIM AND FINAL REPORT

Number	Name	Start Date	End Date	Partners Involved
7.1	Design and Development of the project's website	01/02/2014	30/03/2014	P6
7.1.1	Design Project Logo	01/01/2014	28/02/2014	P8
7.2	Design and publication of promotional material: define the layout, contents and ensure the elaboration, printing and delivery by the partnership	01/01/2014	30/06/2014	P8
7.2.1	Translation of project's promotional material in national languages	01/04/2014	31/01/2016	P1, P2, P3, P4, P5, P6, P7, P8
7.2.2	Update project's website with news and links	01/04/2014	31/01/2016	P5, P6, P8
7.2.3	Sending newsletters to stakeholders IT WAS AGREED TO HAVE A LIVE STAKEHOLDERS DATABASE. P5 WILL CREATE THE TEMPLATE, ALL PARTNERS WILL CREATE THEIR NATIONAL/REGIONAL LIST OF STAKEHOLDERS/ P5 WILL CREATE THE PROJECT'S DATABASE AND WILL SEND IT TO P6 TO UPLOAD IT ON PROJECT'S WEBSITE. THE DATABASE WILL BE UPDATED EVERY 3 MONTHS BY PARTNERS-AND P5, P6	01/07/2014	31/01/2016	P1, P2, P3, P4, P5, P6, P7, P8
7.3	Final Conference in Croatia	01/10/2015	31/10/2015	P2, P8

List of Participants

NAME	ORGANIZATION	COUNTRY
Antri Theodorou	TALOS	Cyprus
Melinda Kuthy	TALOS	Cyprus
Nicolina Markidou	TALOS	Cyprus
Goran Hudec	UNIZg	Croatia
Ioan Susnea	UDJG	Romania
Magda Mankowska	SYNTEA S.A	Poland
Sandra Veloso	EPRALIMA	Portugal
Filipe Galvao	EPRALIMA	Portugal
Borja V. Munoz	INERCIA DIGITAL	Spain
Zaloe Mitxelena	EUSKADI	Spain
Boris Paj	BICRO	Croatia