



R(AE)L INCLUSION - Training adult educators for working with adults
with learning and behavioural difficulties and disabilities

Project no. **2022-1-HR01-KA220-ADU-000085871**

MEETING MINUTES

Meeting Title:	Transnational project meeting 1
Date:	23 November 2022
Location:	Rijeka, Croatia

1. Participants		
Name	Surname	Institution
Marta	Berčić	Društvo za istraživanje i potporu
Bernard	Šešo	Društvo za istraživanje i potporu
Karmen	Vučetić	Društvo za istraživanje i potporu
Antonela	Marjanušić	Ustanova za obrazovanje odraslih Dante
Ivone	Mataija	Ustanova za obrazovanje odraslih Dante
Tana	Haidar	Zewepepe Consultants Limited
Ana Isabel	Herranz Zentarski	DomSpain
Slavina	Georgieva	Euni Partners
Ilina	Yakova	Euni Partners
Viktor	Mason	edEUcation SAS
John	Mason	edEUcation SAS



2. Notes, decisions, issues, and comments

WP2: How to achieve R(AE)L INCLUSION: In-service Training Programme for Adult Educators

- partners agree that a common understanding of the WP2 topics outlined in the project proposal is necessary in order to ensure a coherent and cohesive approach to material development – DIP will provide a more detailed description of each topic, and partners will provide feedback
- partners agree to separate face-to-face (F2F) and online content so there is no major overlap between the two
- Deadlines:
 - o **7 December 2022** – DIP will send a description of each topic
 - o **16 December 2022** – partners provide feedback and vote on which topics will be developed for F2F or online learning
 - o **23 December 2022** – Euni Partners will provide an outcome template
 - o **15 February 2023** – DIP, Dante, and Euni Partners deliver the outcome framework
 - o **24 February 2023** – all partners give feedback on the framework
 - o **28 February 2023** – partners allocate tasks and agree on which partner is doing which subtopics and modules
 - o **30 April 2023** – first draft of F2F and online content ready to be evaluated by stakeholders
- evaluation by 3 stakeholders per partner organisation done in May 2023
- translations to HR, BG, GR, FR, and SP done in the period June-September 2023
- the LTTA will be held in October 2023
- the pilot is scheduled for the period November 2023 – January 2024

WP3: The Virtual Mirror Toolkit

- partners suggest that a portion of the e-Diary should not be automatically shared with the mentors, i.e. – there should be a section that is visible only to the users and a summary portion/reflective section that is shared with the mentor
- partners agree that guidelines on how to use/fill out the e-Diary should be developed and provided to users as an introductory step
- partners suggest to (in addition to other forums/discussion boards) introduce a space where users can share resources with others

WP4: Open-Source Online Platform for Self-Directed Learning and Networking of Adult Educators

- Zewepe will provide partners with a report on what the virtual learning environment will look like and why it was selected
- a navigation session will be arranged to present the platform to the partners

Project logo

- Zewepe presented 10 logo suggestions, partners selected option 10 and provided feedback on how it should be improved (regarding the layout, spacing and colour of the elements)
- Zewepe will send out a variation of option 10 for partners to give feedback on
- partners should upload their logos to Google Drive (to the WP5 folder)



WP5: Dissemination and Exploitation

- Facebook selected as the main social media channel for the project
- Euni Partners will provide a Facebook posting schedule – each partner should post 4 times a month to the page

Quality assurance

- edEUcation presented the Quality Assurance Plan – all partners should provide at least 2 contact persons
- edEUcation will send out the evaluation form for the TPM

Impact

- based on the feedback provided by partners during the Impact+ exercise, DomSpain will revise the Impact Plan by end of November
- partners agree to include both quality and impact questions into 1 questionnaire for the target group so as to not inundate them with too many forms

Project Management

- signed Partner Agreements should be uploaded to the relevant Google Drive folder
- a detailed timeline for the whole project should be uploaded to the Drive
- an online update meeting is scheduled for 27 February 2023, 10.00-11.00 CET
- TPM2 will be held in Reus, Spain on 3 and 4 May 2023 (2 and 5 May suggested travel days)