

Project: CIA project-Civic Intergenerational Agents:

Erasmus+ 2019-2-ES02-KA205-013840

1st Transnational Meeting Agenda

Castelló, Spain

Date: 5th and 6th March 2020

Venue: “Universitat Jaume I – Empresa” University



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PRACTICAL INFORMATION FOR PARTICIPANTS

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Note: The grant generally allows for two project participants for two days to each meeting.

Participants

1. Asociación de Innovación Emprendimiento y Tecnologías de la Información y la Comunicación INNETICA, Spain– Elisardo Sanchis, Arturo González, Antonio Horno.
2. Directia Judeteana pentru Sport si Tineret Brasov, Romania– Catalina Tanase, Camelia Vlad.
3. Associação Sójovem das Saibreiras, Portugal– Luís Ramalho, Joana Faria.
4. Tavsanli Kaymakamligi, Turkey– Hakan Yudar, Ibrahim Uslu.
5. Fundacja Instytut Badan i Innowacji w Edukacji, Poland– Luis Ochoa Siguencia, Renata Ochoa Daderska.
6. Fundación Universitat Jaume I-Empresa (FUE-UJI), Spain– Nela Gómez, Anna Tolosa, Maria Ventura.



MEETING OBJECTIVES

1. Getting to know each other, presentations of partner institutions;
2. Presentations of project objectives, activities and expected outcomes, partner responsibilities;
3. Task timetable (tasks, responsible partners and deadlines);
4. Discussions and agreement on the project dissemination strategy, project quality assurance strategy, project risk management;
5. Agreement on the monitoring and evaluation plan;
6. Discussions on most efficient tools to reach local communities and ensure enough feedback from the social entrepreneurs and stakeholders;
7. Meeting with local stakeholders and targets to promote the project and involve them in its implementation.

AGENDA

DAY 1 - Thursday, March 5th

9:30 Meeting at FUE-UJI

The meeting starts at 9.45.

9.45 Nela Gómez and Anna Tolosa presents the FUE-UJI team. They welcome partners and encourage them to introduce themselves individually.

10.06 Anna Tolosa (FUE-UJI) explains the agenda to the partners of the first day of the meeting.

10.12 Nela Gómez (FUE-UJI) presents Jaume I University and plays a short video of the FUE-UJI. She explains the objectives of FUE-UJI, associate entities and the trustees the foundation works with. (Areas of work, mission, team, support, experts in the field, European Programs and Networks, lines of work, European Projects). She emphasizes the internationalization of the office and the relationship it has with the University.



10.25 Luis Ochoa (INBIE) presents their organization, *Fundacja Instytut Badan i Innowacji w Edukacji*, whose main actions include implementing programs and scientific research projects, using digital media as an essential tool to share and promote projects, the innovation and to make use of different online platforms in their projects, for example: Moodle, Skype, Open Journal System, Pb Works, etc. He gives a brief description of the current situation of Poland and underlines that the principal aims include to promote educational opportunities to all social groups and fight against social exclusion.

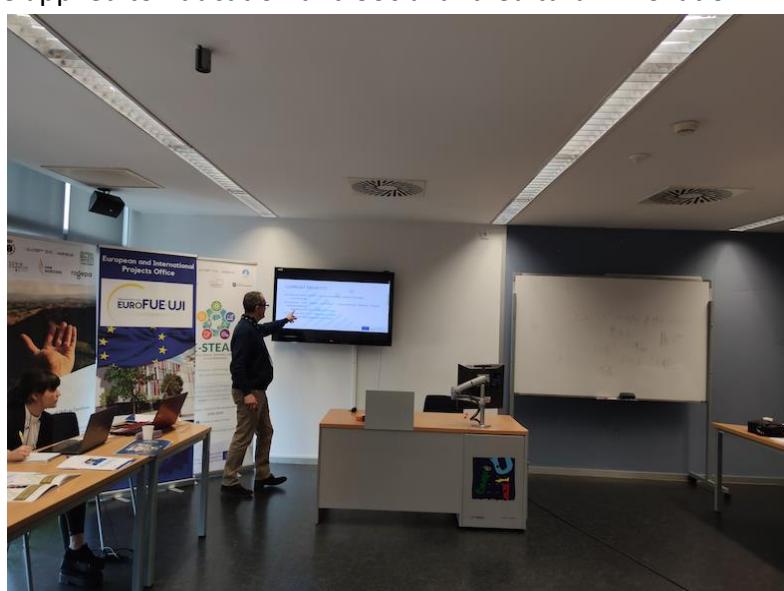


10.38 Joana Faria (Associação Sójovem das Saibreiras) introduces Portugal and gives a brief description of their company, which is composed of 25 employees, it is responsible for after school activities from more than 250 children and the projects of the company are dedicated to youth, they also offer summer camps and youth exchanges. They work in different Erasmus+

projects, for instance, they work with KA1, KA2, Sports, Europe for citizens and Internships.



10.43 Antonio Hornero (Asociación de Innovación Emprendimiento y Tecnologías de la Información y la Comunicación) introduces INNETICA. He gives a description of the location of Zaragoza, where it is placed INNETICA, as well as its economical and cultural situation. Its purpose is to promote social innovation projects and to develop educational projects and training activities. Its main actions include: the organization of conferences and meetings at national and European level, the creation and development of digital contents, applications and digital services through education and training, research, development, social and cultural innovation and ITC applied to Education and Social and Cultural Innovation.



10.52 Catalina Tanase (Directia Judeteana pentru Sport si Tineret Brasov) gives a brief description of Brasov County as well as the current situation of Romania, especially she exposes

the situation of being young in their country (people between 14-35 years old) and the difficulties youth have in finding work. Its National Youth Policy Strategy has four key areas of intervention: Culture and non formal education, health, sports and leisure, Participation and volunteering, employment and entrepreneurship. All this with the aim of achieving social inclusion of youth through financing NGOs in Brasov County, the cooperation with other public bodies and NGOs, the development of projects, managing the Brasov Youth Center, managing the Camp & Leisure Activities Center in Predeal. She plays a short video of Brasov.



11.05 Hakan Yudar (*Tavsanli Kaymakamligi*) introduces Turkey, the location of Lukatya and Tavsanli as well as their current situation. He explains that their institution is focused on democracy, entrepreneurship, innovation, integration, sustainable development, intercultural dialogue and European citizenship. He describes Tavsanli Government, the structure, the staff and units of their institution, which includes: Social Support Unit For Families and Association of Healthy Generations. He also presents the culture and the society of Tavsanli in addition to its economical status. Finally, they implement Town Twinning Between Turkey and the EU and one of their principal projects is “To provide new opportunities”.



End of presentations at 11.18

Institutional photo at 11.22



11.23 Coffee Break

11.50 Project Overview: Anna Tolosa (**project manager of FUE-UJI**) exposes the Civic Intergenerational Agents concepts of the CIA Project, whose purposes include: the transmission of knowledge between two groups of people, the senior citizens and the young, in order to enable both to get new knowledges, the development of professional and personal skills, support employability, an active participation, the use of emotional intelligence and the increase of employment options among young people, especially those with fewer opportunities. It shows all the intellectual outputs of the CIA Project, they are divided in three parts: the first one is a theoretical part and the others are more practical. All this is addressed to young people, youth employment agents, town halls, elders associations and local development agents. They especially expect to create a Local Civic Intergenerational Council model in each partner country, and a collaborative platform for all participants.



12.03 Anna Tolosa (project manager of FUE-UJI) introduces the Management Plan, Quality Control Plan and Risk Management and Internal Communication Plan. Anna Tolosa proposes to use Google Drive as the main platform for the internal use of the project, the partners agreed to use Google Drive to share all the information of the CIA project. She shows the partners the folders of the CIA Project located in Google Drive, where they also will find all the presentations of the meeting, the photos and the minutes. Anna Tolosa proposes to have a *skype* before each meeting. It is agreed that if communication is not effective, a WhatsApp group will be created to communicate information about the CIA project. She communicates the timeline of the internal and mandatory reports as well as the roles and responsibilities of each partner. She also explains the main activities, deliverables and related task of the Intellectual Outputs of the project. It is agreed that the Operational Manual will be translated into each partner's language within one month of the creation of the manual.

12.51 Arturo González (INNETICA) presents the Corporate Identity Manual, Website, Social Networks Plan and Dissemination Plan. Arturo González proposes some suggestions about the website, the corporate colours, the press releases, the templates and the typography used in the project documents. He also proposes three different logotypes of the CIA Project. All partners vote on which logo and colours they prefer. The partners from Portugal propose to create a logo with CIA's words. Finally, it is decided to use the third logo with different colours. Arturo González agrees to make two models of the third logo with different colours, and the partners will decide between the two options. It is agreed that the typography used in the project documents will be "Helvetica", however, the letters of the logo will have another typography. The website will be in "Arial" and they will find the logotypes in a template of the Drive platform. It is decided to use the domain "ciaerasmus.eu" and the subdomain "platform.ciaerasmus.eu". Arturo González reports that all newsletters will be sent to all partners and stakeholders to keep them informed about the project. It will be 4 newsletters.



13.41 Lunch

15.37 Catalina Tanase (*Directia Judeteana pentru Sport si Tineret Brasov*) presents the review of the first intellectual Output to be produced (Operational manual for the functioning of the local intergenerational civic councils and writing of a training module based on the development of specific skills for the participants in the CIA). Catalina Tanase explains how the first time of receiving the project proposal was. She informs that the Operational Manual will help them to put into operation the Intergenerational Civil Councils. She establishes the importance of finding out the needs of each partner country, as the situation of young people varies from country to country. She proposes to create an inventory to classify the needs of young people in each country and reaffirms that the mission of the local councils is very important for the success of the project. She proposes to make a classification of the age of people to separate young from senior citizens and to group the participants of the project in groups of 10 people maximum. She also proposes that the project should continue once it is finished, as it is a project that helps people. In the section “working methodology” she suggests finding appropriate methods to establish a close link between the generations. The training model aim at facilitators and interlocutors enabling the development of the necessary skills for the management, development and participation in Intergenerational Cicil Councils. Catalina Talase proposes 5 days for the training course instead of 3 days. It is agreed that all partners will follow the templates for the project to be unified and that the partners from Romania will collect the ideas provided by the partners on the IO1 and thus they will write the Operational Manual. It is agreed that an Operational Manual will be developed for the facilitators. It is agreed that groups of project participants are intended to be open, so that different generations can share knowledge with each other. The participants will meet in different places. Although each project partner has been assigned a different task, the aim is for everyone to contribute and share information so that the project is unified.



16.35 Anna Tolosa (FUE-UJI) presents the review of the second intellectual Output to be produced (Practical guide for facilitators and interlocutors of Intergenerational Civic Agents). She explains how to put in practice all the ideas of the intellectual Outputs and underlines the importance of the relationship between elderly and youth. It is agreed that the coordinator partner should collect all information from all partners of the CIA Project. Anna Tolosa shows all partners the calendar of the practical guide of IO2 which will last 5 months.



The meeting finishes at 16.41.

DAY 2 - Friday, March 6th

The meeting starts at 9.35.

9.36 Anna Tolosa (FUE-UJI) explains the **agenda** to the partners of the second day of the meeting.

9.41 Arturo González INNETICA presents the **IO3** which is a collaborative platform for the promotion of Intergenerational Civic Councils and training of facilitators and interlocutors. He proposes a collaborative platform to be used in the CIA project, he explains the structure of this platform, all its sections, one of them called “reports” which all the partner countries will have to translate into their languages. The other proposed collaborative platform is designed to enable project participants to interact, sharing knowledges and ideas, creating some training activities, etc. Arturo González reports that it is a complete platform, as it adapts to the needs of the participants, is easy to use and is regularly updated to add improvements.

Anna Tolosa asks him how they can register on the platform. shows them an informative table about the registration process and indicates that the people who want to register should send them an email and they register them, he also indicates that all this is indicated in the platform. Luis Ochoa asks if the registration is free and if the platform is secure, since the domain appears as not secure. Arturo González states that only the project's participants will be able to access it and that it is a totally secure platform even though the domain is not “https”.



10.08 Anna Tolosa (FUE-UJI) presents the transnational meetings. The second transnational meeting is agreed to be held in Romania. She emphasizes the importance of this meeting, since

it is in the middle of the project and explains the three day training course, which will be discussed in Romania. Anna Tolosa proposes to choose 3 hard skills and 3 soft skills to Romania partners, because they should add them at the IO1, then these skills will be put in practice in the three day training course. It is discussed about the duration of the course. It is agreed that, initially, the course will last three days: the first day will be theoretical, the second and third day will be practical. However, all this can be modified as the project progresses. The partners in Romania accept the proposal.

Anna Tolosa presents the objectives of the final meeting of the CIA project in Portugal. It is discussed to change the dates of the transnational meetings. The partners of the project agree that:

- The second transnational meeting will be held on 28 and 29 September 2020.
- The three day training course will be held on 4,5 and 6 May 2021.
- The final meeting will be held on 21 and 22 September 2021.

Anna Tolosa proposes a timeline for the Intellectual Outputs, the partners accept the proposed timeline.



10.47 Coffee Break

11.37 María Ventura (FUE-UJI) presents **the Management and Administration, Financial and Communication Issues**. She informs the partners that all travel documents will be available on the Drive, She also shows them the structure of the folders in which the main documents to be completed are located. They agree that the documents will be uploaded in pdf format. Finally, María Ventura shows a meeting evaluation form which they can fill out in order to have a critical view of aspects to be improved in future meetings.



The meeting finishes at 11.53.

