

OUTSIDE

Open commUnitiEs for SustalnabE DevelopmEnt

Kick-off Meeting Minutes

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Abstract: The document summarizes the work done during the Kick-off meeting of the OUTSIDE project held online on the 2nd and 3rd of November 2020. The KoM was organized online due to the covid-19 pandemic and it covered the topics as described in the agenda.

Authors: IIS Fermi Catanzaro

OUTSIDE KoM - Day 1 - 02.11.2020 (online)

Time: 3 pm – 6 pm CET

Venue: online (ZOOM platform)

Attendees:

- Teresa Agosto, Marinella Prospero, Irene Morici, Rosella Mancuso, **IIS E.Fermi (IT)**
- Luca Pagliaricci, Gaia Terenzi, **ASD Trekkify (IT)**
- Martina Paone, Kristine Rioja, **Brussels Outdoor School (BE)**
- Kevin Deryver, **Don Bosco Technisch Instituut (BE)**
- Mile Drača, **O.A.Z.A. (HR)**
- Antonija Lujanac, Sanja Skreblin, **Osnovna skola Dobrise Cesarica (HR)**
- Raminta Rusovičiūtė, Gill Gurkeerat, **Inovatyvi Karta (LT)**
- Audronė Streikuvienė, **Varėnos r. Merkinės Vinco Krėvės gimnazija (LT)**
- Francis Babayemi, **Ezratech (UK)**

At 4pm, the Coordinator kicked off the meeting by welcoming the project partners in the ZOOM's room. Irene Morici (IM), project coordinator provided a brief overview of the [agenda](#). ISS E. Fermi's Headmistress experience some technical problems and let Marinella Prospero, the Erasmus's responsible for the school, welcome the participants and wished a good kick-off of the project.

Following the agenda, each partner presented the organization introducing their role in the OUTSIDE project.

Marinella Prospero, IIS E. Fermi ([presentation support](#))

Luca Pagliaricci, Trekkify ([presentation support](#))

Martina Paone, BOS ([presentation support](#))

Mile, OAZA ([presentation support](#))

Antonija Lujanac, Osnovna skola Dobrise Cesarica ([presentation support](#))

Raminta Rusovičiūtė, Inovatyvi Karta ([presentation support](#))

Audrone Streikuvienė, Varėnos r. Merkinės Vinco Krėvės gimnazija ([presentation support](#))

Francis Babayemi, Ezratech ([presentation support](#))

Kevin Deryver (Don Bosco Technisch Instituut) experienced some technical problems and was not able to present his school.

IM gave the overview of the OUTSIDE project touching on the main topics addressed:

- Agenda 2030 and Sustainable development
- Entrepreneurship
- Target groups
- Workplan and Methodology
- Phases
- Role and responsibilities
- Preparatory activities
- Intellectual outputs (IOs)
- Mobilities.

No major remarks were made by the partners who agreed on the general objectives and work plan presented.

The last part of the meeting was devoted to the presentation and discussion on IO1. Martina Paone project manager at BOS, gave a presentation on the general objectives of IO1, the actions to be undertaken by partners, the division of the work and the first tasks. BOS proposed to deliver the research framework by the end of November in accordance with the project timeline. The elaboration of the research framework will be led by BOS in collaboration with all partners.

In particular, EzraTech, considering the academic background, and Trekkify staff will collaborate with BOS in defining the framework and the tools needed for carrying out the research.

Partners' desk and field research will be implemented from December 2020 to March 2021. OUTSIDE phase 1 'OUTSIDE the Classroom – mapping the environmental needs, interests and opportunities of the community' will involve directly schools' staff and students from December 2020 to June 2021.

At 6pm, the first day of the meeting was concluded. The recording of the session will be uploaded in the YouTube channel of the project created by the coordinator. The video recording can be accessed on YouTube (private mode) by using the following credentials:

Account: outsideprojecteu@gmail.com

Password: Erasmusplus2020!

OUTSIDE KoM - Day 2 - 03.11.2020 (online)

Time: 4 pm – 6 pm CET

Venue: online (ZOOM platform)

Attendees:

- Marinella Prospero, Irene Morici, Rosella Mancuso, **IIS E.Fermi (IT)**
- Luca Pagliaricci, Gaia Terenzi, **ASD Trekkify (IT)**
- Martina Paone, Kristine Rioja, **Brussels Outdoor School (BE)**
- Mile Drača, **O.A.Z.A. (HR)**
- Antonija Lujanac, Sanja Kremblin, **Osnovna skola Dobrise Cesarica (HR)**
- Raminta Rusovičiūtė, Gill Gurkeerat, **Vsl "Inovatyvi karta" (LT)**
- Audronė Streikuvienė, **Varėnos r. Merkinės Vinco Krėvės gimnazija (LT)**
- Francis Babayemi, **Ezratech (UK)**

Apologies: **Don Bosco Technisch Instituut (BE)**

At 4pm, the coordinator kicked off the second day of meeting by welcoming the project partners in the ZOOM's room. IM, project coordinator provided a brief overview of the agenda.

Before presenting the dissemination strategy for the OUTSIDE project, Irene Morici proposed to use Google Drive as an internal collaboration tool where to store all relevant project's documents. IM showed how the drive shared folder is organized and explained that each partner is given access to the folder and can start uploading documents there.

After that, by using a [presentation](#), IM briefly explained what does it mean 'dissemination' in the framework of the E+ projects; to whom to disseminate, what are the activities each partner should carry out, how the project can be disseminated (websites, social media, web tv etc.); E+ visual identity; example on how to use the visual identity.

Trekkify will be in charge of drafting an initial dissemination plan by the end of the year and it will provide useful template to be used (dissemination report template, official documents' templates, brochures to be translated etc).

In addition to this, Trekkify will design the project website delivering its first version by the end of 2020. Partners will be requested to review the dissemination plan and provide feedback on what can of activities and channels the partnership should use.

IM opened up the floor for discussion on dissemination inviting partners to share their thought so to start the process. Francis Babayemi suggested to have a calendar of activities to be disseminated and milestones of particular relevance on which partners should focus for dissemination.

Luca Pagliaricci proposed to have a dedicated section on the Dissemination Plan for sharing the work among partners. Raminta Rusovičiūtė proposed to use common hashtags so to increase visibility of the project.

In the last session before the Q&A, IM, with the support of Luca Pagliaricci, presented the [financial rules for Erasmus+](#) focusing on eligible costs, budget headings, supporting documents, reports and payments. Some questions emerged during the presentation in particular with regards to staff eligible costs and working contracts. Partners agreed to send all the doubts queries about their staff to the coordinator that will try to solve each issue on a case-by-case basis and contacting the Italian National Agency if needed.

In the last part of the meeting partners were encouraged to ask all the questions in order to respond to their doubts.

Finally, IM summed up all [the tasks to be completed](#) in the following weeks. The action points tab below recaps the decision taken and the task for all partner. Partners agree to complete the [Doodle](#) for setting the dates of the 2nd transnational project meeting by the 25.11.2020.

In order to monitor the progresses of the project, partners agreed to meet virtually on the first Tuesday of each month at 3pm CET. Details for the online call together with the agenda will be sent some days in advance.

At 6pm, the first day of the meeting was concluded. The recording of the session will be uploaded in the YouTube channel of the project created by the coordinator. The video recording can be accessed on YouTube (private mode) by using the following credentials:

Account: outsideprojecteu@gmail.com
Password: Erasmusplus2020!

ACTION POINTS

#	TASKS	RESPONSIBLE	DEADLINE
1	Fill in the "Project team" Spreadsheet (1 Project manager)	ALL PARTNERS	06.11.2020
2	Upload on the Drive the PPTs used during the KoM	ALL PARTNERS	06.11.2020
3	Complete the online evaluation form of the KoM	ALL PARTNERS	09.11.2020
4	Send to the Coordinator a scanned copy of the Partnership Agreement signed	ASD Trekkify, OAZA, Inovatyvi karta, Varėnos r. Merkinės Vinco Krėvės gimnazija, BOS	ASAP
5	Send by post two original copies of the Partnership Agreement	ALL PARTNERS	ASAP
6	Register to the European Platforms (SALTO , SEG , Scientix)	ALL PARTNERS	09.11.2020
7	Set up TwinSpace	IIS E. Fermi	09.11.2020
8	Prepare brochure for the local organizations	Trekkify	13.11.2020
9	Translation of the brochure into national languages and dissemination to the local network	ALL PARTNERS	30.11.2020
10	Propose project logo ideas	ALL PARTNERS	25.11.2020
11	Set the dates for 2 nd TPM (complete the Doodle)	ALL PARTNERS	25.11.2020
12	Definition of research framework and tools	BOS + All partners	30.11.2020
13	Dissemination and Communication Plan	Trekkify	30.11.2020
14	1 st Monthly online meeting for project managers	ALL PARTNERS	01.12.2020
15	Creation of local networks (5 organizations per country)	ALL PARTNERS	30.12.2020
16	Delivery of the first version of project website	Trekkify	30.12.2020
17	Address all doubts regarding staff eligible costs (formal link)	ALL PARTNERS	30.12.2020
18	Completion of task IO1/A2 (implementation of desk and field research)	ALL PARTNERS	28.02.2020