Erasmus+ Programme 2014-2020

KA2 – Cooperation for innovation and the exchange of good practices

KA203 - Strategic Partnership for Higher Education

Project No. 2019-1-RO01-KA203-063059

Project title: Stepping-up and promoting Education & Innovation toward Sustainable Development Goals (SDGs) through Educational Laboratory for Accelerating civic Skills and sustainable Businesses – EduLab4Future

Project durations: 01/10/2019 - 31/08/2022



AGENDA for 1st TPM meeting

Organized and held in: P1. University Politehnica of Bucharest, ROMANIA

Date: 29 November 2019

Address: Splaiul Independentei street, no. 313, district 6, Bucharest,

Library Building, 3rd floor, hall 3.2.

Duration: 10.00 – 14.00

Participants:

P1. UNIVERSITY POLITEHNICA OF BUCHAREST

P2. EUROTRAINING SOLUTION

P3. INFOR ELEA

P4. UNIVERSITY OF RUSE "ANGHEL KANCHEV"

P5. UNIVERITY OF LODZ

P6. BRNO UNIVERSITY OF TECHNOLOGY

Topics to be discuss

PROJECT MANAGEMENT DOCUMENTS

- 1. Team members files for each project partners, scanned and uploaded in each partner own folder:
 - Nomination Letter with the team members name, signed by legal representative
 - Recruiting and hiring documents: CVs and signed hiring conventions for persons employed by the project.
 - Job descriptions for each project position.

Deadline: 13 Dec-19

2. Financial aspects:

- Partnership Agreements between Coordinator UPB and each partner of the project:
 - P2. ETS signed and 1st instalment paid
 - P3. InforElea in progress
 - P4. URAK signed and 1st instalment paid
 - P5. ULO in progress
 - P6. BUT in progress
- Project Budget and distribution of money among partners.

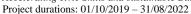
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3. Technical and financial reporting:

- Monthly timesheet for each staff category, in line with template: manager, administrative, teacher/trainer.
- Summary timesheet for all staff category, in line with template.
- Interim report each partner shall provide the Coordinator all the necessary supporting documents completed and signed by the legal representative by 15.03.2021 at the latest.
- Technical Resources plan Decision on technical resources involved in the implementation, signed by legal representative:
 Deadline: 13 Dec-19

PROJECT MANAGEMENT ACTIVITIES, according to LFM_KA203_63059

- A1. Coordination for communication purpose
- A2. Quality assurance of project progress
- A3. Organizing local project activities with learners and virtual cooperation
- A4. Information, promotion and dissemination of project results with following indicators:
- I. Project website with functionalities:
 - objectives& description,
 - team and , and linkage to partners sites
 - e-survey for SDGs practices and civic skills,
 - EduLab sessions with link to e-platform,
 - learning & teaching events,
 - multiplier event,
 - news,
 - Inventory of Good Practices,
 - contacts,
 - disclaimer and EU logo,
 - link to social media;
 - call for application for Educational Laboratory work (IO4) for HE teaching staff, HE students and trainers for learning, teaching or training activities (C1,C2,C3,C4,C5,C6,C7,C8);
 - on-line surveys for measuring stakeholders' knowledge and practices of SDGs (IO1), and for TGs' satisfaction and impact, and lessons learnt analysis (IO5);
- II. *EduLab e-platform with*: e-learning sessions, container with educational materials, layer with learners e-portfolio with the suite of homework and project-based application (50 final projects), practical learning resources, cross-disciplinary e-learning modules, video-lessons.

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III. Promotional package:

- 1 project logo;
- 1 press release/year/partner;
- by-yearly e-newsletters;
- min 2 interviews and testimonials with students, teachers, and stakeholders/partner;
- 1 article present in EU international event/conference/HEI partner;
- 1 project brochure;
- 1 leaflets/partner.
- IV. Social media (Facebook/Twitter/LinkedIn) and EPALE platform to ensure networking and public awareness.

IMPLEMENTATION ACTIVITIES, according to LFM_KA203_63059:

- IO1. Joint Report on Innovation & SDGs (Research study/report) leader is P1. UPB
- IO2. Joint Learning Curricula for SDGs education (curriculum design and development) leader is P4.URAK
- IO3. Learning container with modules for SDGs education (teaching, training material toolkit) leader is P2. ETS
- IO4. EduLab collaborative e-platform (e-learning platform) leader is P3. InforElea
- IO5. Inventory of Good Practices in SDGs education (best practices guidelines/report) leader is P6.BUT