



## **AGENDA for 1<sup>st</sup> 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, 3<sup>rd</sup> 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**

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#### **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 1<sup>st</sup> instalment paid
  - P3. InforElea – in progress
  - P4. URAK – signed and 1<sup>st</sup> instalment paid
  - P5. ULO – in progress
  - P6. BUT – in progress
- Project Budget and distribution of money among partners.



### 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**

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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.



*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 EPAL platform to ensure networking and public awareness.*

**IMPLEMENTATION ACTIVITIES, according to LFM\_KA203\_63059:**

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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