

## Extraordinary Meeting P1, P2, P3

Lisbon, Monday 2<sup>nd</sup> July 2018

### Minutes meeting

Participants:

Giorgia Bulli University of Florence

David Alonso UCM

Jorge Ferreira ISCTE-IUL

Meeting main issues addressed by the three coordinator of the University of Florence, UCM and ISCTE-IUL partners.

- Overview and feedback on the preparatory session in Tirana, Shkoder and Elbasan and on the first training session in Tirana.
- Planning of the training session in Shkoder
- Research on Social Services in Albania
- ICT planning and instructions for equipment purchase
- WPs responsibility and planning of the deliverables and scheduling/modifications of the activities planning for the 3 years
- Communication modalities
- Quality plan

The meeting starts in the morning of Monday, July 2<sup>nd</sup> at 9:30 and ends at 19:00 pm, ISCTE-IUL, Lisbon.

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### Lisbon Extraordinary Meeting Agenda

Monday, July 2<sup>nd</sup> 2018

#### 9:30 – 11:00:

**Main topic:**

***Amendments to the duration of the training sessions.***

Sub-topics:

- Effects of the reduction of number of days worked per training session
- Scientific impact of the shortening of the training sessions
- Use of the budget in the first 18 months (70% of the 50% received calculated at the consortium base)
- Planning of equipment purchase: PC (see ICT point); software; books and textbooks; e-journals.

The discussion develops on the changes decided by the Consortium on the duration of the training sessions. The reduction in terms of days was agreed due to the impossibility of the Albanian Academic staff to leave their Departments for longer than 5 days. Bulli, Alonso and Ferreira discuss on the scientific impact of this reduction and agree that no major problem should arise, as long as the Albanian partners are committed to reaching the aims of the project through a more intensive pre-session preparatory work.

#### 11:00- 12:30:

**Main topic:**

## ***Planning of the training session in Shkoder***

Sub-topics:

- WP responsibility
- Rules of attendance, signatures (Albanian partners) and welcoming
- Methodology adopted, general and specific aims of the planned activities
- Follow up and satisfaction surveys
- Rules and deadlines of material delivery
- Rules and deadline for outputs delivery
- WEBINAR
- Social Service Conference (in Shkoder yes/no within the training session)

The discussion includes both organization and scientific aspects. Emphasis is given to the preparation of the technical facilities, to the methodology and to the necessity of a regular attendance. The purchase of the equipment is a necessary condition to make use of the knowledge acquired in the training session.

### **12:30- 13:30:**

#### **Main topic: *Research on Social Services in Albania***

Sub-topics:

- Scientific significance of the Research for the Project Purposes
- Linkage of the Scientific Research with the other WPs
- Modalities of supervision
- Deadline for the outputs

Bulli, Alonso and Ferreira discuss on the nature of the Social Services visited, on the rate of response that the Albanian partners will receive in the field of their research. They decide to triangulate the tutoring of the work of the three universities by means of a constant exchange of information through the LMS System.

### **14:00- 15:00**

#### **Main topic: *ICT planning and instructions for equipment purchase***

Sub-topics:

- Plan for ICT realization (state of the art)
- Evaluation of the needs in the 3 Albanian Universities
- Deadline for the circulation of a document containing the instructions for the purchase of the equipment (PCs, textbooks, software, E-journals)
- Share on Basecamp the results of the preliminary research on the ICT in Albania
- Online questionnaire for the staff state of the art. Who answered?
- Online questionnaire for students: sent? State of the art
- To do: online test to check the awareness of the Albanian staff

The discussion develops on the digitalization plan for the three years. The starting conditions of the three universities are very heterogeneous and the needs for equipment diversified. The surveys will help understand the needs of the academic team with reference to the students needs.

### **15:30 - 16:30**

#### **Main topic: *WPs responsibility and planning of the deliverables and scheduling/modifications of the activities planning for the 3 years***

Sub-topics:

- Examination of the document containing the WPs responsibilities and outputs discussed during the KOM (Coordinator E-mail 8/2/2018)

- Potential changes in the WP's responsibilities, if needed
- Deadlines for WPs outputs and modalities of deadline communications
- Modalities of arrangement in case of missing the deadlines
- Proposals of an official amendment to the GANT considered the early start (October 2017) and the Middle and Final Reports (April 2019; End of the project)

The participants discuss the need to some amendments to the output plan and the relative deadlines. They agree to maintain the general plan of the outputs, and elaborate a plan of internal communication in order to respect the deadlines plan. The general agreement is found on the necessity to a broad involvement of all partners, in particular regarding the effects of the project on the Albanian society and its main stakeholders in the Social Services.

## 16:30- 17:30

### **Main topic: *Communication modalities***

#### Sub-topics:

- Use and reliability of Basecamp
- Use of the Website (with particular attention to the dissemination function and to the hosting of the outputs)
- Centralization and decentralization of the communication modalities inter and infra partners/consortium
- Scheduling of the Meetings of the Steering Committee, Scientific Committee and ICT Committee.
- Modalities of the Committees meetings (Skype, other online platforms)
- Follow up of the meetings

The participants agree in keep on using BC for internal communication and respect of the to do's. The website will show all deliverables, the minutes and it will give visibility to the aims achieved by the project. The participants also agree to organize joint Steering and Scientific committees, when needed, due to intersectional issue that might emerge

## 17:30 -19:00

### **Main topic: *Quality plan***

#### Sub-topics:

- Materials for quality plan (surveys, reports, etc.)
- Responsibilities and deadlines for quality check (per WP and transversal)
- Communication and evaluation of the quality check

Big emphasis is given to a cross-check of the quality of the training sessions. In this respect, the surveys of satisfaction have strategic importance, and they will be elaborated after each meeting. Quality also refers to the intra-consortium relationship, in terms of modalities of decision-making in the respect of mutual needs. In case of disagreement or special necessities that might emerge, extra-ordinary meetings will be organized and the unanimity principle pursued.

The meeting closes at 19:00 pm

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July 2<sup>nd</sup> 2018, Lisbon  
Management meeting

NAME AND SURNAME	ORGANIZATION	M@IL	SIGNATURE
Jorge Ferreira	ISCIE		
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