Minutes Kick Off Meeting

T@sk

Towards increased Awareness, Responsibility and shared Quality in Social Work

February 7th -9th 2018

The Kick Off Meeting of the T@sk Project has taken place in the days 7th, 8th and 9th February 2018 in Florence. Participants of all partners included in the project have actively participated during the 3-days activities described in the attached scheme. The programme of the project's public presentation has been circulated among the institutional partners of T@sk, the associated partners of the University of Florence and the possible stakeholders in the territory of the Municipality of Florence and the Tuscany Region during the two weeks preceding the beginning of the KOM.

Below the description day by day of the Kick Off Meeting activities.

February 7th, 2018 Istituto Degli Innocenti – Salone Poccetti

On February 7th, 2018, the KOM has taken place at the Istituto degli Innocenti, Firenze. The availability of the Istituto degli Innocenti to host the first two days' activities of the meeting was received with pleasure by the University of Florence. The Istituto degli Innocenti represents an historical institution with regards to the birth of the concept and practice of the Social Services in Italy and worldwide. The Istituto degli Innocenti, the related Office of Research – Innocenti (the dedicated research centre for UNICEF) and the Museum represent at the international level a best practice in the field of Social Service delivery and documentation gathering. The public presentation of the T@sk project at the Istituto degli Innocenti was therefore coherent with the necessities of diffusion of the existence of the project among the broadest environment of the possible institutional, social and cultural stakeholders.

The registration opens at 14:00. At 15:00 the presentation of the T@sk project starts. The public is composed of the participants of the consortium, the invited representatives of the stakeholders, as well as students of the Faculty of Political Science and of the BA and MA courses of Social Work.

The Director of the Department of Social Sciences, Prof. *Luca Mannori*, brings the institutional greetings both at the Department and at the Rectorate level. Prof. Luca Mannori underlines the relevance of the international cooperation among the project's partners and felicitates for the success of the application. The beginning of the project marks the accomplishment of the University of Florence efforts in the field of internationalization and emphasises the effects of the long lasting cooperation in the field of research and capacity building activities.

Prof*. Giorgia Bulli* – project coordinator- thanks all participants, with a particular attention to the Associated partners and the representatives of the stakeholders present at the meeting and highlights the main aims of

the T@sk project. She also asks for an active involvement of all institutional and associated partners for the realization of the short term and long term goals of T@sk Project.

Laura Bini President of the the Ordine degli Assitenti Sociali explains the relevance for the Professional Order of Social Workers of being part of a capacity building project devoted to the development of efficient Social Service in Albania through teaching and updating initiatives devoted to the Albanian Academics. The next intervention by the Director of the Social Services of the Municipality of Florence (Center District) presents the interest of the stakeholders in the project and evidences the availability of the Social Services to be integrated in the activities to be held in Florence with regards to the visits to the Social Services and the involvement in dissemination actions.

The Rector of the University of Elbasan, Prof. *Skender Topi*, the Rector of the University of Scutari, Prof. *Adem Bekteshi*, and the Dean of the Faculty of Social Sciences of the University of Tirana, Prof. *Edmond Rapti*, underline the relevance of the cooperation traditions between Italy and Albania and welcome the opening up of new relations with the Universities of Madrid, Lisbon, and the Professional Order of the Social Workers of the Tuscany Region. The cooperation occasion represented by T@sk shall be the starting point of a common path in the direction of a mutual extended knowledge, implementation of skills and reciprocal exchange of best practices.

Professor Jorge Ferreira from the University Institute of Lisbon (Iscte) describes the wide academic offer and the long tradition in the study of Social Work of the ISCTE, and expresses his expectation for the next 3 years work.

Professor David Alonso from the Complutense University of Madrid brings the greetings of the Spanish University, underlines the added value of international cooperation and greets the opening of new cooperation with the Albanian Universities.

16:15: Coffe Break

17:00– 19.00: **Participants round table**

At 17:00 the second afternoon session begins. After the salutations of *Sara Funaro*, Municipal Assessor for Health Services, who presents her availability to actively take part in the project, all members of the consortium are invited to present themselves, and to talk about their expectations with regards to the aims, values, and pre-requisites of the T@sk project. Several members of the invited stakeholders remain during this part of the meeting in order to understand more in detail the expected outcomes of the project and to take contacts with the participants. Among the most cited expectations, the **belief in a reciprocal knowledge development, the rise in awareness in the developing of Social Services, the creation of intellectual, professional and cultural bridges among different countries** prevail. At the level of the capacity building activities, a shared necessity to **compare different systems and to develop best practices** emerges. All participants underline their personal hopes with regards to the relative field of professional action.

At 18:15 Prof. Giorgia Bulli presents a PowerPoint (included as attachment) illustrating the main objectives of the T@sk project, as illustrated in the official Application. The presentation includes several aspects – the centrality of the Beneficiary Countries in the Capacity Building Projects, the crucial aspect of dissemination in Albania, the need for a real sharing of tasks and responsibilities among the partners – that have been underlined during the KoM in Bruxelles.

February 8th, 2018 Morning session: Istituto Degli Innocenti – Salone Poccetti

At 9:30, Mrs Ilaria Cavaciocchi of the International Office of the University of Florence presents the Project's Guidelines and the financial aspects of the T@sk Project. The main contents were explained through a PowerPoint presentation which has been shared with all participants with particular attention to the following aspects: Duration of the project; Budget; Co-financing principle; Pre-fincing ; Reporting; Budget headings; Actual costs; Unit costs; Eligible and Ineligible costs; Staff Costs and Time Sheets, Travel Sheets, Equipment, Subcontracting, Partnership Agreement.
After and during Cavachiocchi's presentation many questions are addressed by the Albanian partners, with regards to the unitary costs, the financing of the staff costs, and the documentation needed for the reporting. Internal deadlines for reporting are agreed upon:

Deadlines	Reporting Period
15/10/2018	15/10/2017-30/09/2018
15/03/2019*	01/10/2018-28/2/2019
15/03/2020	01/03/2019-28/02/2020
31/10/2020*	01/03/2020-14/10/2020

* report due to the EU Commission

Prof. Bulli and Mrs Cavaciocchi explain that the official starting date of the project is October 15th 2017. Costs are eligible since that date. The starting date in the Application of T@sk Project is however January 1st 2018. **It is therefore necessary to anticipate some activities in order to be in line with the official ending of the project, which is October 2020**.

Mrs Ilaria Cavaciocchi extensively answers the questions with regards to the staff costs by underlining that **staff categories (Manager, Teacher/Researcher/Technician/Administrative) are linked to the nature of the work performed by the staff member for the project, but they are not related to the status of individual**. The documents Time Sheet and Travel Sheet are presented. Mrs Cavaciocchi explains that Time Sheet and Travel Sheet are individual references to the activities performed during the lifespan of the project. Mrs Cavaciocchi also adds information with regards to the rules of the co-financing.
The presentation of Mrs Cavaciocchi lasts until 12:00. The participants therefore decide to postpone the visit of the Museum of Istituto degli Innocenti to the early afternoon, so to permit the continuation of the discussion after a short break for lunch.

12:15 Lunch

13:15 The discussion is conducted by Prof. Bulli on the issues related to the budget use, the money transfer to all partners in the phase of pre-financing and the partnership agreement (P.A.). The signing of the P.A. represents for 2 out of 3 Albanian partners the pre-requisite for the opening of a bank account to receive the money dedicated to T@sk activities. **All partners decide therefore to agree on the P.A. already circulated per e-mail in the previous weeks by Mrs. Cavaciocchi**. The P.A. is presented, read and commented and eventually voted by all partners. Prof. Bulli underlines the necessity to proceed as soon as possible to the filling of the FINANCIAL IDENTIFICATION FORM (circulated by Mrs Cavaciocchi together with the P.A. draft) by all partners.

After receiving the correctly filled Financial Identification Form, the University of Florence will proceed with the money transfer (50% of the budget indicated for each partner in the official budget of the T@sk Project. **Prof. Bulli underlines the fact that 70% of the first 50% of the pre-financing costs must have been spent by**

the time of the first reporting. The responsibility with respect to this rule is collective, since 70% is referred to the whole budget, and not to the differentiated budget of each institution participating. Each institution shares therefore the commitment to responsibly make use of the budget, to communicate variations in the budget use, and to respect the 70% threshold. **Prof. Bulli highlights the fact that the budget can be slightly changed (with respect to the ceilings explained by Mrs. Cavaciocchi) but always in the highest respect of the aims and of the activities planned in the Application.** The general rule of the widest confrontation among the partners is agreed by all participants. Variations to the activities described in the application form will be discussed in the Steering Committee and in the Scientific Committee, communicated to the partners. Decisions will respect the needs of all partners. In case of problems, the partners will communicate the difficulties to the Project Coordinator, who will present the issue to the relative Committee for discussion.

Prof. Bulli asks for the availability of the participants to be included in 1) Steering Committee; 2) Scientific Committee. **Prof. Andoni Alonso highlights the necessity of the Complutense University to proceed as soon as possible to sending an online questionnaire regarding the use of the ICT by all participant institutions in order to plan the ICT activities.** The suggestion of creating a "group of contact" for the ICT (1 member for each institution) is accepted. The composition of the 3 groups will be communicated on Friday morning. Prof. David Alonso also suggests the creation of a commission composed of members of the Associated partners both of Member Partners and of Beneficiary Partners. This commission would be responsible for checking the outputs of the project with regards to the effectiveness of the activities of T@sk, and would play a crucial role for the dissemination of the short term and long term results not only in Albania, but also in Italy, Spain and Portugal. On this points all participants declare themselves aware of the fact that dissemination activities are mostly important with regards to the BP and that research activities must be understood as preconditions for the good realization of T@sk project. Nonetheless, big attention will be devoted to the activities implying the highest level of reciprocal knowledge of the Social Services in all the countries involved, so as to facilitate the individuation of the best practices.

15:40: Visit of the Musem of the Istituto degli Innocenti conducted by the Museum Director, who extensively explains the crucial role of the Istituto in the conceptualization of the very idea of modern Social Services and Health Care system.

16:30: At 16:30 the works continue with an open discussion on the **Working packages attribution** and the deadlines for outputs and deliverables gathering. The person responsible for the gathering of outputs by each participant will be Erika Cellini (University of Florence), who will also report to the steering committee delays that might occur. A particular attention is devoted to the respect of the deliverables regarding the communication of the project launching contained in the WP Preparation (WP1.1). The University of Florence explains the strategy pursued to give the highest visibility to the existence of the project (article in the University's online magazine, involvement of the stakeholders in the KoM) and invites all other partners to proceed as soon as possible in the same direction (deadline: March 10th 2018).

The participants start to reflect upon the possible anticipation of some activities requiring staff mobility and on the prerequisites for the organization of the next meeting in Tirana concerning the observation (from a theoretical and empirical point of view) of the Albanian Social Services foreseen for the beginning of March. The discussion on this point is scheduled for next morning /Friday, 9th February). The discussion focusses on the necessary circulation of the teaching Syllabi of all universities (translated in English), so as to facilitate the identification of needs, strengths and weaknesses for the planning of the teaching and updating activities.

February 9th, 2018

Morning session: Campus delle Scienze Sociali,
Building 5, room 112

9:30 -13:00 Before starting with the Planning of the observation activities to be held in the month of March 2018 in Tirana, Scutari and Elbasan, the composition of the Committees is communicated:

STEERING COMMITEE

(skype conferences at least every 2 months. Next scheduled meeting February 26th at 15:00)

1) Giorgia Bulli (Unifi) as Project Coordinator
2) Erika Cellini (Unifi)
3) David Alonso (Ucm)
4) Visar Dizdari (Uni Scutari)
5) Eltona Tila (Oas)
6) Rudina Rama (Uni Tirana)
7) Elisabeta Osmanaj (Uni Elbasan)
8) Jorge Ferreira (Iscte)

SCIENTIFIC COMMITEE

(skype conferences at least every 6 months)

1) Giorgia Bulli (Unifi) as Project Coordinator
2) Sheyla Moroni (Unifi)
3) Andrés Arias Astray (Ucm)
4) Maria Pena (Iscte)
5) Skander Topi (Uni Elbasan)
6) Monika Cenameri (Uni Tirana)
7) Gasvilda Biba (Uni Scutari)
8) Laura Bini (Oas)

CONCTAT GROUP (ICT)

(contacts upon need)

1) Sergio D'Antonio Maceiras (Ucm)
2) Andoni Alonso (Ucm)
3) Sandro Landucci (Unifi)
4) **Klevis (Uni)*****
5) **+++++ (Uni Tirana) to be attributed**
6) Pablo Alvarez-Perez (Iscte)
7) Marilda Jance (Uni Scutari)
8) Alessandra Saltarella (Oas)

In order to facilitate the diffusion of information among the participants and an efficient organization of the work, Professor **David Alonso suggests to make use of a dedicated application for the management of projects. He illustrates "Basecamp"** and everybody agrees of making use of it.

After the attribution of roles in the different Committees and the decision to make use of Basecamp, the discussion goes on. All participants actively participate in order to decide on the date of the next meeting in Tirana. After a detailed cross checking of the participants' availability in the weeks of March, the decision is taken to **organize the meeting in Tirana (WP 1.2) in the below described scheduling and dates.**

Sunday 4/3/2018	**Monday 5/3/2018**	**Tuesday 6/3/2018**	**Wednesday 7/3/2018**	**Thursday 8/3/2018**	**Friday 9/3/2018**	Saturday/Sunday 10-11/3/2018
Participants arrival in Tirana	Brain Storming/State of the Art on Social Services in Albania + Discussion on the Syllabi	Introduction on Sociological Observation (what and how to observe for the research activities of P4 P5 P6 on the Social Services in Tirana, Scutari and Elbasan	Visit of Social Service in Tirana and follow up	Visit of Social Service in Scutari and Elbasan and follow up	Visit of Social Service in Scutari and Elbasan and follow up	Return to the respective cities

The variation to the scheduling proposed in the application (5 days in Tirana + 2 days in Scutari and Elbasan) will allow to compact the working days and will permit the observation by all MP of the Social Service in the BPs. **All participants agree on circulating the Syllabi in English of the courses taught only at the Bachelor level of the Social Work curriculum with the deadline of February 26th (one week before the starting of the meeting in Tirana)**.

All partners agree on the need to schedule the training activities foreseen for the year 2018 (WP2.1). After a long debate, the 3 sessions are scheduled (small variations still possible) as follows:

1) **Tirana: 21-29 MAY 2018**
2) **Scutari: 15-23 OCTOBER 2018**
3) **Elbasan: 10-18 DECEMBER 2018**

13:00– 14.30 Lunch

14:30– 17.00 Communication strategies and Website implementation.

At 14.30 Prof Silvia Pezzoli from the University of Florence illustrates the dissemination and communication strategies of the project, emphasising the importance of a coherent dissemination strategy to be developed in Albania. Examples of good practices in the field of communication and dissemination contained in the material used by the EACEA during the Bruxelles KoM for Capacity Building Project are illustrated. After the conclusion of this part of the meeting, further discussion is developed concerning the structuring of the project web site, its usages for differentiated categories of users. **The participants agree on the fact that the**

website must represent a useful tool for direct and indirect targets (teachers, academic staff, students, social workers, stakeholders): the website will be the open window to the activities of the project, its achievements and its proceedings. As such, it will not contain dedicated areas for selected users. The prototype of the website is presented and comments follow on its structure and the changes needed. He group agrees on the fact that the web site will not host the online teaching activities which will be developed during the project. In order to guarantee the sustainability of the T@sk achievements even after the official conclusion of the project, the group decides to invest on the creation and implementation of open tools and platforms (like for example the Moodle Platform, already possessed by the University of Florence and the Complutense University) which will guarantee the development of a real online strategy for the Albanian Universities. With regards to the use of social media, the participants agree to make use of Facebook (very much used in Albania) and Twitter. All participants also agree on the necessity to have the project logo developed as soon as possible.

The final decisions of the KOM regard the content of the next Steering Committee Discussion (Planning of the activities in the next meeting in Tirana; check of the Syllabi circulation; check of particular problems in the organization that might have occurred; check of P.A. signing; Financial Form filling and money transfer; assessment of first ideas on quality procedures; decision on the logo; web site evaluation) and the circulation rule for the minutes of the meeting (always within one week from the last day of the meeting).

An anonymous survey prepared by the University of Florence for the evaluation of the activities of the KOM of the project is distributed, collected, and the KOM is declared ended.