

Middle Management Meeting

Lisbon, April 2nd 2019

The Kick Off Meeting of the T@sk Project has taken place the 2nd of April 2019 in Lisbon at the Instituto Universitario de Lisboa (ISCTE-IUL).

Participants:

Giorgia Bulli, Erika Cellini (University of Florence)
David Alonso (UCM)
Jorge Ferreira, Rita Gusmao, Maria Joao Pena, Maria Ines Amaro (ISCTE)
Visar Dizdari, Erard Curcija (University of Shkoder)
Elisabeta Osmanaj, Eda Cela (University of Elbasan)
Rudina Rama, Monika Cenameri (University of Tirana)
Laura Bini (Ordine Assistenti Sociali Regione Toscana).

At 9,30 the meeting is opened.

Prof. Giorgia Bulli presents a PowerPoint (included as attachment) illustrating all the points in agenda for the morning session:

Mid-reporting of April 2019

- ▶ Financial documents required by Ilaria Cavaciocchi for the middle financial reporting.
- ▶ Scientific report draft
- ▶ Annex C: Implemented actions and actions to be implemented. Indicators of achievement
- ▶ Equipment: what arrived and what did not? Which equipment was installed where? How about the VAT? How about Tirana equipment?
- ▶ Request for second financing
- ▶ Bank accounts for Albania after the second financing
- ▶ Distribution of money after the second financing will depend on the first evaluation by the European Commission

Assessment of the first 18 months and suggestion for the future.

- ▶ Management
- ▶ Communication
- ▶ Coordination

Mid-reporting of April 2019

Giorgia Bulli asks if everything is clear with respect to the reporting of the expenses made up to that moment. She clarifies all doubts regarding the reporting of expenses made by the partners regarding the KOM.

Regarding the expenses for the equipment, Erard Curcija announces that the University of Shkodra has already spent about 20,000 euros and everything is fine. Rudina Rama says the equipment has been purchased and has already arrived. Eda Cela reports that the University of Elbasan has already spent about 29,000 through the tender procedure. Giorgia Bulli reminds everyone that to make the tender procedure it is necessary to follow the EACEA rules.

Bulli asks about the VAT. All the partners say that the VAT is covered by their own University.

Cela announces that the University of Elbasan must open a new bank account for the upcoming funding. P4 and P5 instead communicate that they will continue to use the same bank account for the whole project. Bulli reminds that the distribution of money after the second financing will depend on the first evaluation by the European Commission.

Bulli announces that the scientific report is nearly completed. She will send everyone to read and complete and asks to send circumstanced points within Friday April 5th 12:00 o'clock.

At 10,30 coffee break

At 10,45 the second part of the morning session begins.

Assessment of the first 18 months and suggestion for the future.

Bulli says that, given the organization of the activities of the following months, there will be no other occasions in which we will all meet together, if not at the final meeting and the final conference (or the online steering and scientific committees meetings). This is why this meeting is very important. We have the opportunity to review, all together, the managerial and scientific lines to follow to reach the goals of the project.

In order to adequately discuss how the first 18 months of the project were and how to continue in the next months, Bulli argues, it is necessary to read the results of the surveys made with the data relating to the answers given by each participant to the various activities. Bulli shows the main results of the surveys.

Regarding the management aspects, Bulli says that the risks for the next 18 months are related to the fact that the communication might be less regular than during the first 18 months, due to the fact that there will be no other activities to be done in presence all together. For this reason, the assumption for the next 18 months is an increased level of shared responsibilities and communication.

Regarding the internal communication (Consortium), it is necessary a regular communication via e-mail and fast replies. All the partners agree about the use of e-mail, but also of basecamp for replies, reminders and upload of the deliverables.

Bulli reminds the importance of the website of the project which is always updated. Everybody should always be in touch with the development of the project.

Bulli also reminds that major or minor changes should always be communicated before they are implemented.

Regarding the internal communication (within each partner), Bulli reminds the use of e-mail and basecamp.

Regarding the communication with the Stakeholders of the project, Rudina Rama proposes an idea to strengthen it. In addition to the familiar ways of communication of each Albanian partner with their stakeholders, Rama proposes that after each training session a workshop with social workers and students

should be organized in each of the three cities to update them on the theoretical aspects dealt with and on the characteristics of the social services visited in Europe.

Bulli shows the Website analytics and invites all partners to spread the link to the project website, especially among the stakeholders.

The partners agree on the need to set the dates for the next steering and scientific committees. The dates are set and P1 undertakes to send reminders. Bulli reminds that the dates for the ICT training session are also to be fixed and that they must be coordinated with the dates of the Conference in Elbasan.

Bulli recalls the responsibilities of each partner for each WP, regarding both the organization of activities and outputs, and the delivery of deliverables.

Jorge Ferreira says that we should try to do continuous activities between one training session and the next and to better link the formation of the three consolidation trainings to the target groups.

At 12,45 Dinner

At 14,15 the afternoon session begins.

Bulli says that, as scheduled, this second part of the meeting must focus on Scientific development, Impact and Dissemination.

Scientific development.

Bulli introduces the issues to be dealt with regarding the scientific development (see the ppt attached). In particular, Bulli urges participants to reflect on the topics to be included in the Consolidation Trainings (Florence, Lisbon, Madrid). The debate on the issues of consolidation trainings begins.

After an intense discussion, conducted in particular by Rudina Rama, Jorge Ferreira, Laura Bini and Giorgia Bulli, it is agreed that each training session should begin with a regulatory framework and on the organization of social service in each country (Italy, Portugal and Spain).

Bulli then says that after this part on the organization of social work, it would be appropriate and useful for the training session to focus on the target groups (women and fragile minors). Rama and Ferreira agree that there must also be a relationship between the theoretical plane and the empirical plane, that is, of the practices of social work.

All participants agree to organize the three training sessions according to these points:

- norms and organization of social work in the country of the training session;
- focus on target groups;
- visits to some social services that deal with these target groups and that are considered best practices;
- each training session must then have a specific topic of study.

Bulli and Bini agree that Florence training session which will be held in June might be on the transversal issue of access to the Social Services. The other participants agree. The specific themes of the other two training sessions in Lisbon and Madrid will be decided in the scientific committees.

Bulli announces that the training sessions programs must circulate among all the members of the T @ sk project and that they must be ready at least 10 days before the start of the training sessions.

Bulli announces that before the consolidation training in Florence, a survey on scientific development and quality must be carried out. P3 has to draft a questionnaire and once the questionnaire is final P2 has to structure the survey on limesurvey. Each partner must compose the list of people (with their e-mail address) who must complete the questionnaire.

At 16,00 coffee break

At 16,15 the afternoon session continues.

Impact.

Bulli introduces the issues to be dealt with regarding the impact of the project activities (see the ppt attached).

Bulli says that in order to have an impact on the higher education system, it is necessary to first improve and change the syllabi of existing courses and create new ones based on increased theoretical and practical skills. The Albanian partners agree to improve their university training offer after each consolidation training session.

On the topic of internationalization, Ferreira recalls that internationalization is fundamental for the dissemination of the project results, but also for creating relationships and networks between Albanian partners and other European or world countries.

David Alonso argues that it is important to participate in international conferences and in particular proposes to send some abstracts to upcoming international conferences, such as the European Conference for Social Work and the conferences organized by IASSW, ICSW and ISWED.

Ferreira says it would also be important to get the students and administrative staff moving. This is why it is important to also look at the European exchange programs for students and academic staff. Alonso also proposes to look for European calls for these purposes and try to participate together as a consortium or between members of the consortium. All the participants agree.

Dissemination.

Bulli introduces the issues to be dealt with regarding dissemination activities in Albania (see the ppt attached).

Bulli asks about the release times of the Book on Social Services and about the publisher. The Albanian partners have not yet contacted the publishing house, but are committed to doing so as soon as possible. The participants in the meeting agree in identifying mid-July 2019 as the period for organizing the presentation of the book in Tirana.

Bulli recalls the importance of giving visibility to the results of the T @ sk project at all levels: Department and faculty, institutions, local, regional, national and international level.

About academic dissemination at international and national level, Bulli invites partners and in particular P3 to propose presentations at conferences and publications in international and Albanian journals. Bulli recalls that funds for open access publications are foreseen in the budget.

Ferreira proposes to organize a special issue in an international journal.

Elisabeta Osmanaj recalls the Third International Conference on Social Work to be held in Elbasan in November 2019. On that occasion there will be the opportunity to present the results of the T@sk project.

Bulli asks if there was the possibility of organizing a panel of the T @ sk project. P6 undertakes to organize adequate space for the T@sk project.

Regarding local visibility, the Albanian partners are invited to organize internal workshops in the three Albanian Universities with students and social workers. Bulli argues for the need for a dissemination plan for Albanian Activities.

The meeting is closed at 18,00.

ANNEX 1

PROGRAMM - Lisbon meeting, agenda:

April, 2nd 2019

ISCTE – INSTITUTO UNIVERSITÁRIO DE LISBOA

(Av^a Forças Armadas. Metro station – ENTRE CAMPOS (10m Walk))

09H30 – *Reception (Building Hall Ala Autònoma. Entrance by the Av. Armed Forces Next to the building INDEG)*

09H45 – Coffee (Room meeting (Sala de Atos. Building Sedas Nunes 2º floor).

10h00 - Opening of the meeting

- Assessment of the first 18 months (*Positive and negative aspects regarding communication, management, cooperation, coordination (WP 3 and Wp 5). Results of the internal evaluation survey).

- *Scientific development (WP 2 and Wp 4)

12h30 - Lunch

14h00 – Continuation of the meeting

- Planning of the activities in the next 18 months

- * Main issues for the consolidation trainings

- *How to focus on the target groups (women and children)

- * How to have the highest impact on the Albanian Universities (quality, amendments to the curricula etc.)

16h00 - Coffee

16h30 - * Dissemination activities in Albania

- * Research products

- * Organization of an internal survey about the scientific impact of the project

- news about reporting in April (documents and deadlines).

20h00 – *Dinner Casa do Alentejo (typical restaurant) – Rua Portas Santo Antão – Rossio Centre Lisbon*

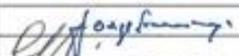
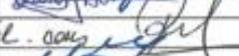
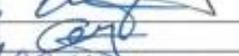
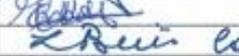
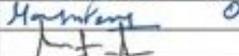
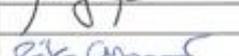
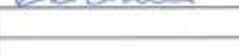
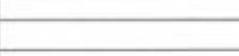
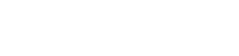


Transnational Meeting in Lisbon, ISCTE-IUL



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Tuesday April 2nd 2019

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Laura Bini
OAS
-Bini

MIDDLE MANAGEMENT MEETING LISBON

April 2nd 2019



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Mid reporting April

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Assessment of the first 18 months and suggestion for the future. MANAGEMENT

- Aspects to underline so far (results of the survey)
- Assumption for the next 18 months
 - Increased level of shared responsibilities and communication
- Risks for the next 18 months
 - Communication might be less regular than during the first 18 months.
- General needs for the management
 - Need for a regular involvement of partners that are not directly engaged in the developing of a WP
- Quality Plan



Assessment of the first 18 months and suggestion for the future. COMMUNICATION

- ▶ Internal Communication (Consortium)
 - ▶ Regular communication and fast replies. Everybody should always be in touch with the development of the project
 - ▶ Use of Basecamp (replies, reminders, etc.)
 - ▶ Major or minor changes should always be communicated before they are implemented
- ▶ Internal Communication (Within each partner)
- ▶ Communication with the Stakeholders
- ▶ Communication with similar CBHE projects
- ▶ Communication and use of the website
 - ▶ Website analytics

Use of the Website January March 2019

Lingua	Utenti	% Utenti
1. en-us	121	48,02%
2. it-it	71	28,17%
3. en-gb	20	7,94%
4. it	11	4,37%
5. "en-us"	5	1,98%
6. pt-pt	3	1,19%
7. c	2	0,79%
8. de-de	2	0,79%
9. en-au	2	0,79%
10. es-es	2	0,79%



Assessment of the first 18 months and suggestion for the future COORDINATION

- Suggestions
- Critical points
- Things to keep, things to get rid of

END OF THE MORNING SESSION



Scientific Development

- ▶ Decision on the **topics to be included** in the Consolidation Trainings (Florence, Lisbon, Madrid)
 - ▶ Florence: Might be the transversal issue of **ACCESS** to the Social Services
- ▶ Scientific development and impact on **HEI and Society** as a whole
- ▶ Inclusion of **Social Workers**
- ▶ Inclusion of **Students**
- ▶ Participation of **Local Government** and local/central Managers of the Social Services
- ▶ Realistic **indicators** of impact for the future
- ▶ Organisation of a **survey** for the scientific development



Scientific Development Target groups

- ▶ Target groups are T@sk's indirect beneficiaries
 - ▶ Direct or indirect involvement?
 - ▶ How to prove that the T@sk project is active and that it will have an impact on children and women?
- 



Future impact on Higher Education Institutions

- Improved quality of HEIs
- Revision of some curricula
- Use of the ICT: how to prove it?
 - Use of the LMS (how to cite it for the Middle Report?)
- Internationalisation
 - Inclusion of international literature in the future syllabi
- Modernisation
- Improved relationship with Albanian and international Social Workers



Dissemination activities in Albania

- ▶ Presentation of the Book in July 2019
- ▶ Elbasan Conference on Social Work
- ▶ Visibility of the project at all levels: Department and faculty, institutions, local, regional, national and international level
 - ▶ Internal workshops in the three Albanian Universities?
 - ▶ A series of articles published on the Albanian Journal?
 - ▶ An attempt to publish on 1 international Journal?
- ▶ Need of a dissemination plan for Albanian Activities
- ▶ Products realized so far?
- ▶ Sustainability of the project outcomes after the conclusion of the project