

Scientific + Steering Committee January 31st 2019

Participants:

Giorgia Bulli, Sheyla Moroni and Sandro Landucci (University of Florence);
David Alonso (UCM);
Jorge Ferreira (ISCTE);
Visar Dizdari (University of Shkoder);
Elisabeta Osmanaj, Eda Cela and Sabina Belshaku (University of Elbasan);
Izela Tahsini (University of Tirana);
Laura Bini (Ordine Assistenti Sociali Regione Toscana)

At 13:30 the meeting is opened.

Issues regarding the scientific development of the project and the management and organization for the next months are addressed.

1) Research on the Social Services: state of the art and next developing. 13:30 – 14:00

O - The first point is the supervisions of UNIFI; UCM and ISCTE of the drafts produced by the Universities of Shkoder, Elbasan and Tirana: in particular, i) the Use of the LMS created during the Training Session in Shkoder; ii) A First evaluation of the products; iii) The need for homogenisation

i) The participants discuss on the use of the LMS. The participants agree to keep on using the LMS (upload of the supervised documents, use of the forum, etc.). In order to guarantee the highest level of communication among all partners, comments on the drafts will be also discussed via email.

ii) The reports are mainly intended as “desk reviews” of the state of the art of the Social Services in the three cities. Limited empirical research can be carried out in order to complement the data of the desk review.

iii) Should the 3 Albanian Universities agree to carry out interviews, all participants agree on the necessity of the highest level of homogenisation. The interviewed persons should belong to the same office in all three cases (i.e.: responsible person for the Social Services in the municipality; responsible person for the Finance in the municipality, etc.). Homogenisation is required also with regards to the editing. All participants agree to make use of APA quotation system and to divide the description of the Social Services following the Albanian State criterion.

OO - Deadlines proposal

All participants agree on the following deadlines:

- By mid-February: each supervising institution organizes a skype meeting with the corresponding University
- By mid-March: each Albania University sends to the supervising institutions the document with the required changes
- By End-March: each supervising University proposes VERY LIMITED CHANGES if necessary + UNIFI, UCM and ISCTE write the supervision reports (DUE TO THE COMMISSION)

- March 30th: the 3 reports are combined in a draft book TO BE SENT TO THE EACEA together with the official Report of supervision
- Mid-April: book sent to the publisher

OOO - Organization of the book presentation. All participants agree on the following steps to be undertaken:

- Editor contacts will be taken with publishers by the Albanian Universities
- Costs and voice of the budget to cover the costs of the publishing of the book (possible English proofreading before the publication to be covered by the project?) will be discussed. Giorgia Bulli will check if the publishing costs can be covered within the budget heading "Subcontracting".
- Precise date of the book presentation and invited guests + press Albanian universities will take care of setting the date for the official presentation, inviting the guests (press, persons belonging to the municipalities involved, Social Workers and students).

2) State of the art of the purchases 14:00 – 14:20

Giorgia Bulli reminds all participants, with particular attention to the Albanian partners, that the following documents are needed to prove the purchase of the equipment which is being currently carried out by the 3 Albanian Universities.

- Invoices
- Bank statements
- Tendering procedure for expenses exceeding 25.000 euro
- Proof that the equipment is recorded in the inventory of the institution

All participants agree on the need to receive as soon as possible the hardware foreseen within the first tranche of the financing in order to be able to schedule the next purchase of the equipment.

3) Financial reporting 14:20- 14:40

- **State of the art.** Giorgia Bulli outlines the situation with regards of the gathering of the supporting documents needed for the reporting of the first 18 months of the project.
- **Required documents.** All participants confirm that they have received the list of the required documents from Ilaria Cavaciocchi.

4) Deliverable for scientific reporting (BEGINNING OF APRIL COMPULSORY!) 14:40- 15.20

Giorgia Bulli reminds all participants to always check the table with the deadlines agreed upon in Shkoder and uploaded on Basecamp. She also outlines the following missing documents and she explains that during the next 2 months, reminders of the deadlines will be sent via Basecamp by Giulia Mascagni from the University of Florence) David Alonso, Jorge Ferreira, Sheyla Moroni, Sandro Landucci intervene to describe in detail the nature of the documents to be produced

Still MISSING:

- UNIFI, UCM, ISCTE: list of updated literature for all topics of the training sessions (Training session 1)

- UCM: training material for the session on the ICT in Shkoder+ list of useful literature + guidelines for the use of the ICT+ instruction for the transformation of the research products into ICT material (this could be done on the LMS)
- Evaluation report for the 3 training sessions (contributions of UNIFI, UCM, ISCTE). Comments and descriptive notes on the first three training sessions (Tirana, Shkoder and Elbasan) will be sent to ISCTE by UNIFI and UCM. ISCTE will be responsible for aggregating the material in its final version.
- Surveys: David Alonso reports on the number of surveys collected by the UCM on the state of the art of the ICT in the 3 Albanian Universities and on the awareness of the use of the ICT by Albanian students, Academic Staff and Administrative Staff. By now, more than 400 questionnaires have been collected. UCM will produce a descriptive analysis of the results for the Mid –report. The consortium will later on decide on how to make further use of the data.

5) **Next meetings: 15:20- 15:45**

- **Lisbon Middle Meeting: defining the duration and the agenda.**
All participants agree on the dates of the Middle management meeting in Lisbon. The meeting will start on the 2nd of April and will end on the 3rd of April. Participants will arrive on the 1st and will leave on the 4th of April, with the exception of David Alonso, who will have to leave in the afternoon of April 3rd due to institutional reasons. 2 participants for each institution will participate. Discussion follows on the possibility of broadening the participation to the Rectors of the Albanian Universities. The main issues of the Middle Meeting will be discussed during the next Scientific Committee.
- **First Consolidation Training in FLORENCE, JUNE 2019.**
All participants confirm the dates agreed upon during the training session in Shkoder. The first consolidation meeting in Florence will start on Tuesday 25th and will end on Saturday 29th. Participants will arrive on Monday 24th and will leave on Sunday 30th. The main issues of the training and the visits of the Social Services in Florence will be discussed during the next Scientific Committee.

The meeting is closed at 15:45