

Scientific + Steering Committee May 14th 2020

Participants:

- P1 - Giorgia Bulli, Giulia Mascagni, Sheyla Moroni (University of Florence)
- P2 - David Alonso (UCM)
- P3 - Jorge Ferreira, Pablo Alvarez Perez (ISCTE)
- P4 - Rudina Rama (University of Tirana)
- P5 - Visar Dizdari, Galsvinda Biba (University of Shkoder)
- P6 - Elisabeta Osmanaj, Eda Cela (University of Elbasan)
- P7 - Laura Bini (OAS)

At 11:00 the meeting is opened.

The discussion develops following the agenda.

1. Possible delay of the deadline of the project, consequential reorganization of the agenda of activities and new deadlines for sending documentation

Giorgia: proposes to the partners a **2-month extension**, explaining in detail that 1 month would not be enough, 3 months would shift the closing date immediately after the Christmas holidays, therefore without greatly improving the actual working days available.

First round of partners' evaluations

David for P2 and Jorge for P3 welcome the proposal

Rudina for P4: suspends her evaluation and makes explicit the need for have a reconnaissance with her colleagues of what is still necessary to do, to understand if the new deadline is sustainable.

Visar for P5: the delay is reasonable.

Elisabeta for P6: welcomes the proposal

Laura for P7 agrees

Giorgia also points out that, according to the **New Calendar** of the **Activities**:

- The **Third Consolidation Training (online)** in Madrid: could be recovered in last days of September (see below)

- **Final Management Meeting** scheduled in Madrid, June 2020: Partners have to define as soon as possible on what date and whether (online or face to face) reschedule this appointment.

The proposal is to structure the meeting in two half days of **virtual meeting**, to be programmed ASAP in the second half of October 2020.

- **The Final Conference** in Tirana: second half of November.

- The **Deadline of the activities** it will be December 2020, the 14th

With regard to the administrative documentation to be sent to P1, Ilaria Cavaciocchi (Unifi administrative contact) will send detailed instructions on the new deadlines

Rudina points out that internal bureaucratic times - due to the Covid-19 - have slowed down, therefore she asks to have a detailed list of the documents to be transmitted.

Giorgia agrees, remembering that the documentation must be 1. Complete 2. Translated into English, at least with regards the main parts of the procedures for the purchase of the equipment 3. Conforms to the required formats 4. Delivered on time.

Giorgia briefly updates the partners on the meeting with Ilaria Cavaciocchi (Unifi administrative contact) held just the day before.

Rudina asks for clarifications regarding the tickets already purchased and unusable. Giorgia reports the indications received from Ilaria Cavaciocchi.

2. Reprogramming in terms of dates and modalities of WP activities 2.4 Internship Training in Shkoder, scheduled for March 2020

Jorge: asks the Albanian partners for clarifications on their willingness to conclude the wp positively and asks to understand if carrying out online activities will have an impact on the budget in terms of eligible expenses and other items.

Giorgia proposes to replace the face-to-face activity with a structured webinar: P3 would monitor the scientific content and P5 would be responsible for the organization of the participants.

Jorge agrees, but proposes to split the activity into three distinct meetings: presentation, discussion and consolidation. Three 90/120-minute webinars would each be more effective, rather than a single longer one.

Laura Bini agrees.

Visar: asks to point out if the 3 appointments differ in a diversity of topics covered, and / or to the public to whom they address

Jorge summarizes that, in order to be effective, the appointment dedicated to guidelines, in his opinion, had to be organized following three distinct phases: as already mentioned, dedicated to presentation, methodological aspect, and - third - overview, discussion and consolidation without forgetting dissemination.

Visar poses the problem of involving students as well.

Giorgia summarizes that therefore the audience will be composed of a selected audience that will follow all 3 meetings and that will represent a target mix of colleagues (2-3), stakeholders including professional social workers - better if tutors directly involved - (4-5), some students (3), and at least 1 Representative of the municipality (1). A minimum of 10 users per Albanian university must attend each webinar. Moderators will be P3 and P7 together

The partners still discuss the period in which to organize this activity:

Jorge proposes to start the activity in the second half of July, and - considering the holiday break in August – to conclude the activity in early September, possibly.

Albanian partners raise concerns about the possibility of involving the participants.

Giorgia proposes to resolve the question of the actual possibility of gathering participants by and not later than the beginning of June.

3. Madrid Consolidation Training (online)

David: opens the discussion on the point highlighting that there is the possibility of organizing the last Consolidation Training between June and July, in the form of a **multi-day webinars training**

Rudina: says that the University of Tirana, due to an overload of online teachings until the end of August, cannot plan online activities that are not strictly didactic. However, she makes herself (and colleagues) available to participate in the training activities starting from September. September is the best option

Elisabeta: end of September is the best period for P6 Elbasan

Visar: welcomes the end of September proposal

David: welcomes the proposed date - **end of September** - stressing that in any case it will be better to organize the training in online mode, also using the ICT infrastructure that the same T@sk project has made available to Albanian colleagues.

4. Brainstorming about form and contents of the Final Conference in Tirana

Giorgia opens the discussion on this further point and also invites the partners to reflect on 3 different possible scenarios depending on the evolution of the international sanitary crisis:

I. Worst scenario: **online** final scientific and dissemination conference, where all institutions (Program and Partner countries) will participate through Webinars and direct digital networks)

II. Best scenario: **full live** participation to the final scientific and dissemination conference of all program and partner countries representatives.

III. Medium scenario: **mixed** participation to the final scientific and dissemination conference (live participation of the Albanian colleagues of the 3 Universities and of the Albanian stakeholders; online participation of the Program countries institutions)

Giorgia asks to decide on which option to converge no later than June 2020; she also invites all partners, primarily Tirana, to identify a date between 15 and 30 November to schedule the event.

* Details on the structure of the collective book with ISCTE supervision

After extensive discussion (Jorge, Giorgia, Giulia, Rudina, David), the first dates proposed by Jorge are reorganized according to the following timeline, which remains to be officially approved by the whole consortium:

by September 30: Preparation chapters in final version

by 30 October: text revision final version revised

by 10 November: delivery to the publisher and its revisions

December 2020: publication and presentation of the book

In any case, a presentation of the volume draft could be included in the November Final Conference in Tirana.

Regarding the contents, they all agree and approve the index proposed by P3.

Jorge raises the issue of identifying a (good) publisher: Thomson and Reuters may not accept the open access format. we are waiting for answers. He asks for alternatives.

However, Giulia suggests considering Portuguese publishers to have a national call to prevent/avoid bureaucratic complications.

At the end of the meeting Giorgia asks all partners for an express confirmation on:

- Project's extension of 2 months;
- Training in Madrid reorganized online at the end of September;
- New final conference date in Tirana: end of November first days of December;
- Reprogramming in terms of dates and modalities the WP activities 2.4 *Internship Training in Shkoder*: by and not later than the beginning of June.

The meeting closes at 12.39

Rescheduling of the T@sk Project activities as a consequence of COVID 19 (if extension of the deadline is approved by the EACEA)

	<i>Training sessions and Conference</i>	<i>Dissemination activities in Albania</i>	<i>Chapter deadline for the collective book</i>	<i>Administrative /financial reporting deadlines</i>
<i>JUNE 2020</i>		<i>Survey to Albanian Social Workers (P5)</i>		
<i>JULY 2020</i>		First online meeting of the <i>presentation of the Guidelines</i> to the stakeholders (P4-P5-P6; organization P5)		
<i>AUGUST 2020</i>	Each partner will work independently and compatibly with the summer holidays			
<i>SEPTEMBER 2020</i>	Madrid online consolidation training (end of September)	Second and Third* online meeting of the <i>presentation of the Guidelines</i> to the stakeholders (P4-P5-P6, organization P5) *(if possible)	Beginning of the month: sending chapters to the ISCTE	
<i>OCTOBER 2020</i>	Final consortium management meeting (online or live, more likely online)	<i>Dissemination of the Best Practices</i> as follow up of the <u>Madrid Consolidation Training / three consolidation trainings (Madrid in particular, but also Florence and Lisbon)</u> (P4-P5-P6)	Chapter revising, if needed. Chapters must be sent to the publisher by October 30 th .	ALL FINANCIAL DOCUMENTS related to the purchase of the EQUIPMNET to be sent to Ilaria Cavaciocchi
<i>NOVEMBER 2020</i>	Late November: FINAL CONFERENCE TIRANA (1 of the 3 scenarios: all online; mixed online/live; all live)	<i>Dissemination of the Best Practices</i> as follow up of the <u>Madrid Consolidation Training / three consolidation trainings (Madrid in particular, but also Florence and Lisbon)</u> (P4-P5-P6)		
<i>DECEMBER 2020</i>			Early December: publication of the BOOK	ALL FINANCIAL DOCUMENTS (travel sheet,

				Joint declarations, timesheet, etc) to be SENT to ILARIA CAVACIOCCHI (December 10th)
<i>JANUARY</i> <i>2021</i>	REPORTING ACTIVITIES			
<i>FEBRUARY</i> <i>2021</i>				