


PROJECT “Money & Life Skills – Financial Capability Made Easy”

project number: 2018-1-PL01-KA204-050804

THE MINUTES
OF THE 2ND TRANSNATIONAL PROJECT MEETING
Dates: 25-26.06.2019

Venue: Granada, Spain

Host organisation: Asociación andaluza de apoyo a la infancia – ALDAIMA

ATTENDEES

Asociación andaluza de apoyo a la infancia - ALDAIMA
Ente Bilaterale Veneto
Greek Academic Network - GUnet
INTEGRA INSTITUT, Institut za razvoj clovekovih potencialov
QUALED občianske združenie pre kvalifikáciu a vzdelávanie
Stowarzyszenie “EBI Association”
Wissenschaftsinitiative Niederösterreich (WIN)

AGENDA

25.06.2019	
9.00 – 17.00	Welcome by hosting organisation
	Review of action items from the previous meeting
	<i>Coffee break</i>
	Workshops: output (O2) – stories
	<i>Lunch break (costs are borne by each partner)</i>
	Workshops: output (O2) – stories
	<i>Coffee break</i>
	Discussion: outputs (O1, O2, O3)
17.30	<i>Walk through the city, social dinner (costs are borne by each partner)</i>
26.06.2019	
9.00-13.00	Dissemination activities Project issues - administrative, financial
	<i>Coffee break</i>
	Next steps Feedback Certificates

MEETING

The meeting, in general, followed the agenda.

25/06/2019

All participants of the 2nd Transnational Partners Meeting were welcomed by Karima El Harchi Biro from ALDAIMA.

Each Partner was asked to summarize actions which took place since the previous project meeting.

O2 (Training Modules)

After a short break, Partners were asked to present their stories (drafts) according to the division of subjects done during the previous meeting. After each presentation, there was a possibility to discuss about it, to give feedback and hints for Partner.

WIN presented stories about:

- My first car / new car
- Buying a house
- Avoid blacklist
- Seek for help / life planning

EBV presented stories about:

- Losing a job
- Pension savings / life insurance
- Pet
- How to organize my expenses / household

INTEGRA presented stories about:

- Getting divorced
- Making use of consumer rights
- Health plan

ALDAIMA presented stories about:

- Renting a flat
- funeral
- Mobile phone
- Help for-older relatives

Within the partnership it was disused to replace the subject “funeral” with something else (e.g. losing the flat) or remove it from the modules.

QUALED presented stories about:

- Expecting a baby
- Accident / illness
- Study / support your children
- Carrier change, new competences

EBI presented stories about:

- Getting married
- Holidays
- Wardrobe
- Investments / savings

Preparing (and later on translating) stories we should take into account the following issues:

- the age of heroes in the story (according to the application form the project is addressed to low income and unemployed young adults in the age 18-35)
- the issue of different pension system, healthcare systems, etc. in partners countries, different political, social and economic background
- stories should be adapted to the local context e.g. names of heroes, name of cities, places, prices should be adjusted to the countries. The English version should have general indications which are not connected with a specific country.

Then Austrian and Greek partners presented examples of training modules, which were developed within another UE-project (<https://smart-patients.eu/main/toolbox.php>).

Partners discussed about a form and structure of training materials.

Structure of a **MODULE** (O2):

- 1) "Overview" - short sentence
- 2) "Learning objectives" – what the reader will learn/get know upon completion of the module (briefly, write it in a list)
- 3) Respective story with learning contents and social context
- 4) "Module's glossary", if relevant
- 5) Summary, if relevant
- 6) "Check you knowledge" – quiz (e.g. false/true, matching, single/multiple choice test, put into a proper order)
- 7) "Further reading", if relevant
- 8) Additional issues (calculator, excel files), if relevant
- 9) "References", if relevant

Volume of a **MODUL**: aprox. 20 slides

The arrangements for **output O2 (Training Modules)** are as follows:

- to prepare in excel sheet a list of stories in which the calculator is needed and what kind of functions are needed
- to include on-line calculator and excel sheet with calculator
- to put an exchange rate (PLN, EUR) in excel sheet if necessary
- to include a possibility to attach leaflets, other materials to modules
- to give possibility to put questions and answers in modules
- to give an explanation / definition of some vocabulary in modules
- to prepare a glossary
- to use flags of partners countries with a link to additional explanations if the assumption / situation is/might be different in other countries
- to give a link between some subjects/modules (e.g. customer rights and holidays) if there is a connection between it, because the user might want to get know additional information which is described in other modules
- to give tips / instructions to users, to draw users' attention to all risks (e.g. pay insurance installments regularly so you don't lose it)
- to take into account different pension system, healthcare systems, law, etc.



- to adjust the training materials to the political, social and economic background of your country (even if the number of slides is higher than it was assumed, it is important to do it)
- to find pictures which will illustrate what a story is about (remember to indicate a source of these pictures, illustrations)
- to group stories if necessary

During the 1st TPM in Austria Partners agreed that information about budget (expenditures, credit / loan calculation) should be placed at the beginning of each module.

O1 (Guidelines)

The Guidelines should include:

- project approach
- background for learning materials
- information about: learning process, the number of training modules, topics, duration of course, etc.
- certification
- stories, etc.

Accreditation

It was reminded that in accordance with the application form the value for the course (study) is **6 ECTS credits**¹ ("the curriculum/online course will be developed based on the European Credit Transfer System (ECTS) with 6 ECTS credits").

After long discussion within Partnership about validation and accreditation and due to the fact that none of the partners is accredited institution to give ECTS credits, we came to the conclusion that in the interim report to the NA, the Coordinator will apply for changing the content in application form related to this issue.

O3 e-Learning Service and Course

GUnet said about the progress of works on the online service platform.

For the various modules, the e-Learning service will contain, apart from all administrative tools, the following features:

- documents
- forum(s)
- working groups
- multimedia contents
- learning paths
- teleconference

In the evening the social event took place.

26/06/2019

During the second working day administrative, financial issues were discussed as well as dissemination activities.

Next project meeting:

The organizational data of the next meeting in Poland had been fixed as follows:

Meeting days: 6-7/11/2019

Venue: Jastrzębie-Zdrój, Poland

Host: EBI

¹ Assumption for 6 ECTS credits:
8 hours / credit, 48 hours / total study
10 slides / hour, 480 slides / total study
Total study: 22 training subjects (modules)
Aprox. 20-21 slides / module

EBI will send information about local transportation.

Outputs deadlines:

Output O2 (training modules): 06/10/2019

Output O1 (Guidelines): 06/10/2019

Dissemination activities

The coordinator recalled the rules of documenting dissemination activities (a list of activities with print screens, scans, etc.).

Each Partner was asked to say about their previous and future dissemination activities within the project.

It was highlighted, by the coordinator, that the promotion of the project and mainly the dissemination of project results is very important and partners should pay special attention to it.

Tools:

- website
- flyer
- newsletter (EBI is supposed to prepare the newsletter in English and forward to partners)
- Instagram

Reporting

	1st progress report	2nd progress report	Final report
Reporting period	from 31.12.2018 till 30.12.2019	from 31.12.2018 till 30.06.2020	from 31.12.2018 till 30.12.2020
Deadline for Partners	10/01/2020	10/07/2020	25/01/2021

Partners will get from the coordinator a template of progress report in advance.

Apart from progress reports Partners were asked to send to the coordinator their working time sheets regularly.

The documents, for the first months of the project realization, Partners were asked to send until 31/07/2019.

Tools for reporting:

- mTool
- Erasmus+ Project Results Platform

It was said about the rules of documenting expenditures:

(a) Unit costs

- actually used or produced during the period of project, in accordance with the financial agreement; necessary for the implementation of the project or produced by it
- it has to be possible to identify and verify expenditure by unit costs, in particular must be supported by adequate records, i.e. entry in the accounting system and source documentation.

Cat. Project management and implementation - confirmation documents:

- a description in the final report of the activities carried out and results.

Cat. Transnational project meetings - confirmation documents:

- a **certificate** from the host organization confirming participation in the meeting, stating the name of the participant, the aim of the mobility abroad and the date of start and end of the meeting;
- evidence of the presence at the meeting - **a list of attendance signed by the participants and the host organization** (name, date and place of the meeting and the name of the participants and the name and address of the sending organization);
- detailed **program** and other documents;
- for travel to / from a place other than the sending / receiving organization which will have an impact on changing the interval distance, **travel tickets** or **invoices / bills confirming the route**.

Cat. Intellectual outputs - confirmation documents:

- **working time sheets** indicating the position in the project - functions in relation to IO, dates and the total number of days allocated for developing intellectual outputs (the working time sheets should be signed by the employee and accepted by his/her supervisor),
- **the existence of a formal contractual relationship between the employee and the organization**, i.e. the form of his/her employment, the type of employment contract, volunteering, based on the official employment records in the organization,
- Confirmation of developed intellectual outputs by downloading it on *Erasmus+ Project Results Platform*

Cat. Multiplier events - confirmation documents:

- a description of the event in the final report, agenda of the event and other documents used or disseminated during the event;
- a **list of attendance signed by participants** (title, date and place of the event, name of the participant, signature of the participant and name and address of the sending organization).

(b) real costs (cat. exceptional costs)

- Confirmation documents: Invoices / bills or other evidence documenting the costs incurred together with a proof of payment

Feedback

Then there was a time for a feedback

Certificates

The participants received certificates of attendance.

Prepared by **Aneta Bagińska**

Host organisation: **Asociación andaluza de apoyo a la infancia – ALDAIMA**