

# TIMELESS

## *Cultural Interpretation as a Non-Formal and Informal Learning Method in Adult Education*

Erasmus+ project no. 2019-1-TR01-KA204-073839

Location: DomSpain office, Raval Sant Pere, no. 1, principal, 43201, Reus, Spain

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### MEETING NOTES

#### Attendees names:

- Karl Donert (Eurogeo)
- Maya Danova (Nikanor Ltd.)
- İbrahim Uz (Usak University)
- Betül Mutaf (Usak University)
- Juris Pabērzs (Foundation ZINI)
- Dušana Findeisen (Slovenian U3A)
- Urška Majaron (Slovenian U3A)
- Júlia Vilafranca Molero (DomSpain)
- Olena Korzhkykova (DomSpain)

### LIST OF DECISIONS MADE DURING THE MEETING

TYPE OF TASK	DESCRIPTION	WHEN	WHO
<b>Ground norms of the partnership</b>			
Conflict Resolution	<ul style="list-style-type: none"><li>- Key problems include deadlines, quality of outputs and communications</li><li>- Consider that we all have good intentions, key principles are being flexible, understanding and being supportive of one another. We need to act as a partnership and part of a team.</li><li>- Must make sure we talk about any problems, be open about issues, list options available and agree how to resolve any issues between the partnership.</li><li>- Avoid misunderstandings by regular communications, make all partners aware of any challenges. If necessary, agree on mediation strategies.</li></ul>		All Partners
Intellectual outputs and project activities	<p>All partners aim to:</p> <ul style="list-style-type: none"><li>- Be on time, respecting deadlines – help one another (reminders etc.)</li><li>- Agree clear vision and goals and how to realistically achieve them</li><li>- Try to ensure continuity – recognizing implications for others</li><li>- Create the team – together</li><li>- Be creative – do not stifle innovation</li></ul>		

<b>Agreement and definition of terms and concepts</b>			
<p>-What do we understand by an educator? Any person can be an educator: a teacher, a social worker, parents, professors...</p> <p>Project target group: educator and adults 40 plus</p> <p>The end target groups will be not from local context but from the context of partner organizations (i.e. if it is an international association target groups can be international)</p> <p>-Blended course: the face-to-face plus the online course make a blended course.</p>			
<b>MANAGEMENT/COMMUNICATION</b>			
Contact persons	<ul style="list-style-type: none"> <li>- There should be 2 contact people per partner. They should be included in the Excel document on Drive (including their email, Skype contact..)</li> <li>- Important to add partners' communication means (FB page, Twitter, website...)</li> </ul>	asap	All partners
Emails	<ul style="list-style-type: none"> <li>- <b>User:</b> <a href="mailto:eutimeless@gmail.com">eutimeless@gmail.com</a></li> <li>- <b>Google Drive:</b> shared with all partners using their email.</li> <li>- The partners agreed to answer emails within 3 working days.</li> </ul>	Throughout project	All partners
Online meetings	<ul style="list-style-type: none"> <li>- Skype conference will be used regularly though flexible intervals, and meetings will be scheduled starting from 10 am CET.</li> <li>- Each partner will be responsible for organizing at least one Skype meeting (in country alphabetical order): they will be responsible for the agenda (together with coordinator, to be sent one week before at least) and writing the notes (to be uploaded within 3 working days).</li> <li>- First SKYPE will be scheduled in February organized by NIKANOR.</li> </ul>	Throughout project (February)	All partners (NIKANOR)
Deadlines	<ul style="list-style-type: none"> <li>- Respect the sequence of activities.</li> <li>- Deadlines should be logical and realistic and we all should have a list of each Activity and IO deadline.</li> <li>- Coordinator is required to send reminders a fortnight before the deadline.</li> </ul>	Throughout project	All partners

	<ul style="list-style-type: none"> <li>- If a deadline is not going to be met by partner, the partner should inform the coordinator who will search for a solution.</li> </ul>		
<b>INTELLECTUAL OUTPUTS</b>			
IO1	<p>Although it is an intellectual output cut off budget, all partners agree to develop it. DomSpain is the leading partner and will develop an online platform, which will be translated to all languages. There will be two sections of a database and each partner will contribute 3 to 5 resources in each section following the guidelines prepared by DomSpain and modified according to all partners' contributions.</p> <p>Partners have agreed to filter only by Main topic or subject of the resource (foreign languages, ICT, both or other) There will not be more filters as such, but all partners will provide the same information about each resource:</p> <ul style="list-style-type: none"> <li>- Title in English and partner languages</li> <li>- Topics/areas within culture</li> <li>- Location (local, national or international)</li> <li>- Author</li> <li>- Other information</li> <li>- Short description: maximum 250 words</li> <li>- Language</li> </ul> <p>Materials will be prepared in the foreign language of the students, but it would also be good to prepare them in other languages. Each partner will choose an additional language and prepare a module in that language.</p> <p>Glossary... "how do we select the items to be described " will be discussed during the first Skype meeting</p> <p>Participants who will participate in the training in Sofia will prepare the online course, and they will fine-tune it in Sofia.</p>	December 2019- May 2020	All partners
IO2	<p>Each partner will prepare a module (5 in total) and one partner will be responsible for the course outline. Usak will create an excel file to divide the modules among partners according to their preferences. Partners will vote and then the partner responsible of the outline will prepare together with Usak and ZINI an outline and template.</p> <p>The Digital competences framework will be</p>	December 2019 – February 2021	Usak University – ZINI

	taken into account.  The course will be no more than 40 hours online		
<b>DOCUMENTS</b>			
Templates	<ul style="list-style-type: none"> <li>- Consistent approach: use the template on Google Drive and common design.</li> <li>- Always include logos and disclaimers.</li> <li>- Project logo and “Visual Identity File” are uploaded onto Drive (Dissemination Folder).</li> </ul>	Throughout project	All partners
Budget	<ul style="list-style-type: none"> <li>- Be ready to submit all documents we need for each payment.</li> <li>- File “Reporting Periods and Supporting Documents” uploaded onto Drive (Budget File).</li> <li>- Agreements among partners: all the information concerning the payments (including bank guarantee) will be included in the contract between the coordinator and the partner.</li> <li>- All the contracts – between the Turkish National Agency and the coordinator with partners- will be uploaded onto Google Drive (Contracts Folder).</li> </ul>	Throughout project	USAK UNIVERSITY
Project participants labour contracts	<ul style="list-style-type: none"> <li>- All people that take part in the project should confirm “labour relations” between a partner organization and a IO developer/meeting participant. This can be a working/labour contract, volunteering contract, or a letter from the president or the organization stating that the person has been working for this organization for some time and will be involved in the project activities as a teacher/researcher/project manager.</li> </ul>	Throughout project	All partners
<b>TRANSNATIONAL MEETINGS AND MULTIPLIER EVENTS</b>			
Organizing TM	<ul style="list-style-type: none"> <li>- Use templates for all working materials produced within the Project.</li> <li>- Coordinator will help a host organization to prepare all documents concerning a transnational meeting.</li> <li>- There should be a clear agenda and time necessary for each activity should be adjusted well.</li> </ul>	Throughout project	All partners

	<ul style="list-style-type: none"> <li>- Info-pack including the recommendations for transportation and accommodation should be sent to the partners at least one month before the date of TPM.</li> <li>- Each session of the activity should be led by one of the partner organization in accord with the distribution of the tasks and duties in the project.</li> <li>- Besides project activities, cultural events should be included to the agenda because one of the focuses of the project is “Cultural Heritage”.</li> <li>- If partners haven’t attended the first meeting with two participants, it can be transferred to another meeting, ideally one TM within the same distance range.</li> </ul>		
TM supporting documents	<ul style="list-style-type: none"> <li>- Partners scan and upload on Google Drive flights (boarding passes) and hotel invoices.</li> <li>- They should be timely submitted.</li> <li>- Pieces of justification like boarding passes, hotel bills, certificates, photos should be kept.</li> </ul>	After TMs	All partners
TM Certificates	<ul style="list-style-type: none"> <li>- 2 original certificates will be done by hosting organization using the template to be found on Google Drive.</li> </ul>	After each TM	Hosting partners
Multiplier events	<ul style="list-style-type: none"> <li>- In multiplier events in Turkey, Spain, Latvia and Bulgaria, 30 local participants will take place.</li> <li>- In the 5th multiplier event in Belgium, there will be 25 local and 5 foreign participants.</li> <li>- The structure and the agenda should be planned collaboratively by the partnership by sharing the program and get their feedback.</li> <li>- The message must be delivered clearly to the representatives of the target groups.</li> <li>- Feedbacks should not only be taken quantitatively but also qualitatively.</li> </ul>	Throughout project	All partners
Participants list for	<ul style="list-style-type: none"> <li>- The information needed about participants of a multiplier event is a</li> </ul>		USAK UNIVERSITY DOMSPAIN

multiplier events	<p>name of the person, name of the organization (there can be or cannot be from any partner organization?), and email.</p> <ul style="list-style-type: none"> <li>- Signatures of the participants, date &amp; place of the multiplier event.</li> <li>- Logos of the Erasmus+, project, host organization.</li> </ul>		ZINI NIKANOR EUROGEO
Next TM	<ul style="list-style-type: none"> <li>- The 2<sup>nd</sup> TM will be hosted in Uşak by Usak University. The partners agreed that 2-3 June, 2020 would be a suitable date.</li> <li>- 1 participant from each organization</li> </ul>	June 2020	USAK UNIVERSITY
<b>TRAINING ACTIVITY</b>			
Short term training activity	<ul style="list-style-type: none"> <li>- 2 adult educators from each organization will participate.</li> <li>- The details of the agenda of the training will be discussed in 2<sup>nd</sup> TM in Turkey.</li> </ul>	7-9 September, 2020 in Sofia, Bulgaria	NIKANOR
<b>QUALITY &amp; EVALUATION</b>			
Quality Assurance Plan	<ul style="list-style-type: none"> <li>- The working version of the quality assurance plan will be uploaded after the leading partner has included all the comments of the partners.</li> <li>- There will be established a quality committee with a representative from each partner organization.</li> <li>- Online meetings' agendas will always include a section to deal with quality.</li> <li>- There must be a leading partner who is responsible for the Q&amp;E and each partner organization must provide the necessary support.</li> <li>- Rules and indicators must be formed and delivered to the partners in advance.</li> </ul>	<p>In January, 2020</p> <p>Throughout project</p>	EUROGEO
Monitoring	<ul style="list-style-type: none"> <li>- Periodic monitoring questionnaires for project activities (TMs, IOs, ME)</li> </ul>	Throughout project	All partners



Social Media	<ul style="list-style-type: none"> <li>- Usak University will create a FB page of the project which they will be responsible from.</li> </ul>	15 January, 2020	USAK UNIVERSITY
Diss. Activities	<ul style="list-style-type: none"> <li>- There is no assigned budget for printed disseminating materials.</li> <li>- All partners should help sharing and tagging other partners.</li> <li>- Each partner will update the shared "Dissemination" excel on Google Drive after carrying out every activity.</li> <li>- It is very important to collect evidences (scans, screenshots, ...)</li> <li>- Each partner will upload a dissemination report for each reporting period following a template prepared by U3A ( where evidences will be included)</li> <li>- Important to include: link to website, logos, disclaimers...</li> <li>- The partners agreed to publish articles on EPAL and other EU platforms.</li> </ul>	Throughout	All partners
Hashtag	<ul style="list-style-type: none"> <li>- All posts and tweets on social networks should include a hashtag determined by U3A.</li> </ul>	Throughout project	All partners
Leaflet and Newsletters	<ul style="list-style-type: none"> <li>- There will be a leaflet and newsletter created with information about the project or related to it.</li> <li>- We will use a pdf file (to avoid it going to spam folder of receivers) and we will create a section on our website and upload them there.</li> <li>- The first newsletter about the kick-off meeting will be prepared by U3A.</li> </ul>	Throughout project  End of February, 2020	U3A (All partners)
<b>NEXT PARTNER MEETINGS</b>			
	<b>Date</b>	<b>Place</b>	<b>Responsible</b>



Next online meeting	28 <sup>th</sup> February 11.00 am CET	SKYPE	NIKANOR
2nd TM	2 -3 June, 2020	Uşak, Turkey	USAK UNIVERSITY
3rd TM	24 - 25 September, 2020	Ljubljana, Slovenia	U3A
4th TM		Belgium (The coordinator will ask the NA to change the location of the meeting in Belgium, from Brussels to Gent or Bruges.)	EUROGEO

#### DEADLINES

Date	Task	Responsible
3 <sup>rd</sup> January	IO2: Send an Excel file "partners' work preferences"	Usak University
10 <sup>th</sup> January	IO2: fill in the preferences	All partners
15 <sup>th</sup> January	IO2: Release the results of the preferences	Usak University
9 <sup>th</sup> January	IO1: Send templates for 2 sections of database	DomSpain
14 <sup>th</sup> January	IO1: Partners send feedback of the template	All partners
15 <sup>th</sup> January	Send logo proposals	U3A
17 <sup>th</sup> January	IO1: Send final templates	DomSpain
End of January	Prepare template to collect partners information for website	DomSpain
17 <sup>th</sup> February	IO1/A2: fill in template of section 1 in English	All partners
End February	Newsletter prepared with partners' contributions	U3A/All partners
16 <sup>th</sup> March	IO1/A3: fill in template of section 2 in English	All partners
31 <sup>st</sup> March	Quality check	DomSpain/Eurogeo
13 <sup>th</sup> April	Make modifications based on quality check	All partners
15 <sup>th</sup> May	All translations done	All partners