



Co-funded by the
Erasmus+ Programme
of the European Union

SPECIAL INTIMACY NEEDS EDUCATOR

Project No 2018 -1-LV01-KA204 – 046973

Kick off meeting

Riga, (Latvia) 20th – 21st November 2018

MEETING NOTES

I Attendees names (List of participants - Annex 1):

- Alfred Blasi Escude, OpenEurope
- Olena Korzhykova, OpenEurope
- Daniel Muranyi, ATFCT
- Oana Dau-Gaspar, ATFCT
- Daina Podziņa, Apeirons
- Ivars Balodis, Apeirons
- Andre Karl Ebouaney, Ist.dei Sordi
- Marianna Luca, Ist. dei Sordi
- Anthi Gavriel, COMCY
- Elisa Chiesa, Eurocrea
- Lonija Kazlauska, Apeirons

II The procedure of the meeting

1. The meeting takes place according to the agreed work agenda (Annex 2).
2. According to the Agenda, during the working sessions of the first day, the project partners introduced their partner organisations and discussed the project objectives, its target groups, activities, distribution of the tasks and responsibilities between partners, planned deadlines.
3. The second day of the meeting was dedicated to the IO1 discussion. The project partners discussed the Methodological Framework and planned tasks, activities, methodology and tools, analysis and reporting of the first six months' for developing of this output.
4. During the session "Budget, reporting periods and supporting documents", the partners got acquainted with the project general budget, deadlines for reporting and documents to be submitted to the coordinator within each reporting period. The partners also discussed the partner agreements.
5. During the working session dedicated to dissemination, the project partners discussed the dissemination strategy of the partnership developed by Istituto dei Sordi, activities and deadlines as well as the design of the project website.
6. The Quality Assurance strategy, action plan, activities and deadlines were presented by Eurocrea and followed by the general discussion between the partners.
7. The partners agreed on the common goals of the partnership:
 - promotion of themes regarding special needs intimacy;
 - raising a discussion on people with special needs considered to be individuals with necessity for emotional contact, having children;
 - training special needs intimacy educators.
8. The project partners agreed on the following documents:
 - Reporting periods and documents: check-up list (Annex 3);



- Project activities (Annex 4);
 - Partnership Norms (Annex 5).
- g. Certificates of attendance are issued at the end of the meeting.

III. LIST OF DECISIONS MADE DURING THE MEETING

TYPE OF TASK	DESCRIPTION	WHEN	WHO
MANAGEMENT/COMMUNICATION			
Email	<ul style="list-style-type: none"> · The common project email is specialintimacy@gmail.com · Password: November2018 · When sending an email, the subject matter is 'SIN' (Special Intimacy Needs) · Always answer all emails, even if it's just saying OK, to confirm it's been received, within 3 working days. 	Throughout project	All partners
Online meetings	<ul style="list-style-type: none"> · Regular online meetings · Each partner is responsible for organising one online Meeting, namely: <ul style="list-style-type: none"> - create a Doodle Poll to find a date suitable for all the partners (at least, 2 weeks before an online meeting) - book a time slot and send a GotoMeeting link to all partners (Eurocrea) - prepare a meeting agenda (together with the coordinator) and send to the partners, at least, one week before a meeting · <u>First online meeting is scheduled for February</u>: organised by Eurocrea 	Throught project (February)	All partners
INTELLECTUAL OUTPUTS			
Intellectual Output 1	Eurocrea and COMCY will prepare a template for data compilation and collecting the partners' feedback. Each partner will report 5 practices per country.	Template: by 31 January 2019	Eurocrea, COMCY, all partners
Database	Agreed upon creating a database in English and description in National languages of all partners.	October2018 – October 2020	OpenEurope, all partners
DOCUMENTS			
Supporting Documents	The partners agreed to submit the documents stated in the file "Reporting Periods and Supporting Documents" discussed at the meeting and uploaded onto GoogleDrive ("Budget" file). The partners will upload the contracts to the project GoogleDrive ("Contracts" folder)	Throughout project December 2018	All partners



Project participants labour contracts	<p>All people that take part in the project activities should confirm "link" between a partner organisation and a IO developer/meeting participant.</p> <p>"Link" can be a working/labour contract; volunteering contract or a letter from the president or the organisation stating that the person has been working for this organisation for some time before the project started and will be involved in the project activities as a teacher/researcher/project manager.</p> <p>It is important that if it's in partner language, the important parts of the "link" are translated into English.</p>	Throughout project	All partners
TRANSNATIONAL MEETINGS AND MULTIPLIER EVENTS			
Organising TM	Use templates for all working materials produced within the project. The coordinator will help a host organisation to prepare all documents concerning a transnational meeting.	Throughout the project	All partners
TM Supporting Documents	All partners scan and upload on Google Drive travel documents (boarding passes) and invoices or letters/declarations.	After TMs	All partners
Certificates and list of participants	Certificates and a list of participants will be prepared by the host organisation using the templates uploaded on Drive (Folder "Kick Off Meeting)	After each TM	Hosting partners
Participants list for Multiplier events	<p>The information needed about participants of a multiplier events is a name of the person, name of the organisation (they cannot be from any partner organisation) and address of the organisation (important). The list should include the signatures of the participants and indication of the date and place of the multiplier event.</p> <p>Logos of the Erasmus+, project, host organisation.</p> <p>Working documents: agenda, leaflets, evaluation forms, etc</p>	Throughout the project	All partners
Next TM	<p>The 2nd TM will be hosted by Eurocrea in Milan, Italy. The proposed dates are:</p> <p>16-17 May</p> <p>23-24 May</p> <p>30-31 May</p>	May 2019	Eurocrea, Milan, Italy
QUALITY & EVALUATION			
Quality Assessment Draft	A draft of the quality assessment plan will be prepared by Eurocrea and sent to the partners.	Before 25th Dec	Eurocrea
Quality Assessment Plan (Final)	The working version of the quality assessment plan will be uploaded onto Google Drive after the leading partner has included all the comments of the partners.	Before 30th January	Eurocrea



Evaluation and Monitoring	Before and after every project stage/activity there will be an evaluation (questionnaires, check lists) Some activities will be assessed quantitatively and qualitatively. A monitoring questionnaire will be sent to all partners at the end of each reporting period.	Throughout project	DLearn
Quality assessment group	One person per partner organisation will be included in the Quality Assessment Group.	Throughout project	Dlearn, all partners
Evaluation of project activities	After each transnational meeting, an evaluation questionnaire will be sent to the partners. It will be filled in by one person per partner organisation.	Before / After each TM	DLearn
DISSEMINATION			
Project logo	IST/ATFCT will prepared suggestions for a project logo. All partners will vote for one of the options.	December 2018	IST/ATFCT All partners
Dissemination Plan Draft	A draft of the Dissemination Plan will be prepared by IST and sent to the partners.	Before 25th Dec	IST
Dissemination Plan (Final)	The working version of the Dissemination Plan will be uploaded onto GoogleDrive after the leading partner has included all the comments of the partners.	Before 30th January	IST
Diss. Activities report	- All partners update regularly the evidences: dissemination activities description (and indicate the evidence file name). - IST/ATFCT creates a dissemination report at the end of each reporting period.	Throughout project (unified document every 6 months)	All partners (IST/ATFCT)
Materials: leaflet, newsletters	IST/ATFCT will prepare a leaflet including relevant information about the project (aims, target groups, partners contact information...)	Throughout project	IST/ATFCT
Social media	Proposed: at least once a month partners should disseminate the project in their own social media channels. We should mention Erasmus+ programme. A project hashtag should be used regularly.	Throughout project	All partners
TO DO IN THE NEXT DAYS			
Contracts	Send contracts signed and stamped (those who haven't done this yet).	Before 1 st December	All partners
"Labour link" contracts	Upload "labour link" documents: contracts, declarations, etc of participants of the kick off meeting onto Drive.	Before 1 st December	All partners
Project description	IST will write a project description in English and send it to all partners to be included on each organisation's website.	December 2018	IST



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About organisation	Each partner will write a short description of their organisation to be uploaded on the project website: info + logo + a photo + contact information (telephone, address, email, website...)	Asap after the kick off meeting	All partners
Dissemination Plan	IST will upload a draft version of dissemination plan onto Google Drive and send it to the partners.	Before 25 th December	IST
Project Facebook page	IST will create a Facebook page and each partner organisation will assign one person for the administration of the page	December 2018 – January 2019	IST, all partners
Project Website	OpenEurope will launch the project website	December 2018 – January 2019	DomSpain
Quality Assurance Plan	Eurocrea will upload a draft version of quality assurance plan onto Google Drive and send it to the partners.	Before 25 th December	Eurocrea
Best practice report	Eurocrea and COMCY will prepare a template to collect the feedback of the partners on best practices.	By 31 January	Eurocrea, COMCY
First Online Meeting	5 February 2019, 10:00 – 11:00 CET		Eurocrea, Apeirons, all partners

Meeting notes was taken by:

Lonija Kazlauska