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AGENDA of the FOURTH PARTNER MEETING
12-13 September 2019, Craiova, Romania

**“Towards Inclusive Education For Refugee Children”
(TIEREF)**

Erasmus+ programme
Key Action 3: Support for policy reform - Social inclusion
through education, training and youth

Project number: 592142-EPP-1-2017-1-TR-EPPKA3-IPI-SOC-IN



Participants:

P1	Istanbul Milli Egitim Mudurlugu, Turkey (Project Coordinator)	1. Figen Sekin 2. Omer Faruk Metin
P2	Ogretmen Akademisi Vakfi, Turkey	1. Dincer Denir 2. TO BE PROVIDED
P3	Center for information and vocational guidance "ZGURA-M", Bulgaria	1. Andrean Lazarov
P4	STEFICON AE, Greece	1. TO BE PROVIDED 2. TO BE PROVIDED
P5	Baltic Countries International Education Foundation Academy, Latvia	WITHDREW FROM THE PROJECT
P6	University of Catania	1. Augusto Gamuzza 2. Anna Maria Leonora
P7	Directorate of secondary education of Thessaly, Greece	1. Xesfigkouli Dimitra 2. Georgia Konstantia Karagianni 3. Papazefkou Ourania
P8	Inspectoratul Scolar Judetean Dolj, Romania	1. Leotescu Daniel 2. Draghici Ani
	External evaluator	1. Karel Van Isacker



12 September 2019 (Thursday) - First meeting day

Time	Activity	Lead by
09:30 – 09:35	Welcome and a brief introduction by host partner	Inspectoratul Scolar Judetean Dolj, Romania
09:35 – 10:30	WP1 Management Review of the action plan 3 by P1 <i>Review of the activities by the leader and discussion on tasks:</i> WP1/A1 Creation and completion grant agreement with the EACEA – lead by P1 – DONE WP1/A2 Creation and completion of bilateral agreement between P1 and the rest of the partners – lead by P1 – DONE WP1/A3 Creation and completion of the IPR agreement – lead by P1 with contribution by all partners – NOT YET DUE WP1/A4 Development of project management manual – lead by P1 – DONE WP1/A5 Development of financial and monitoring reporting forms – lead by P1 with contribution by P3 – DONE WP1/A6 Regular six months reporting by all partners to P1 – lead by P1 + contribution by all partners – TO BE REPORTED BY EACH PARTNER VIA EXCEL SHEET AND WITH SUPPORTING DOCUMENTS ONTO DROPBOX FOLDER UNDER WP1. WP1/A7 Regular review meetings of the National expert advisory committees in partners' countries – all partners – TO BE REPORTED BY EACH PARTNER VIA PPT WP1/A8 Monthly review via Skype meetings to report on project progress by each partner and to agree on the next steps – lead by P1 + contribution by all partners – ONGOING WP1/A9 Organisation of the kick-off transnational partners meeting in Turkey – lead by P1 + participation of all partners – DONE WP1/A10 Completion and submission of progress and final reports to the EACEA – DONE FOR THE PROGRESS REPORT <i>Deliverables:</i> 1.1 Project management handbook 1.2 Reporting forms 1.3 Report on factual findings - Type I	IMEM All partners
10:30 – 11:00	WP2 Quality assurance <i>Review of the activities by the leader and discussion on tasks:</i> WP2/A1 Production and implementation of quality	Inspectoratul Scolar Judetean Dolj, Romania



Time	Activity	Lead by
	<p>assurance plan and measures – lead by P8 + contribution by all partners – DONE</p> <p>WP2/A2 Monthly reviews of progress against the work programme – lead by P1 + contribution by all partners. Peer review on regular base by all partners – ONGOING</p> <p>WP2/A3 Ongoing participation in the quality assurance measures according to predefined indicators with regards to the project outputs during their production, iterative testing, pilot implementation, dissemination, mainstreaming, exploitation and sustainability – all partners – ONGOING</p> <p>WP2/A4 Regular reviews of progress and gathering structured and concise feedback by the members of the NEAC – all partners – TO BE REPORTED TOGETHER WITH WP1/A7</p> <p>WP2/A5 Gathering of impact based on logical framework indicators – lead by P8 + contribution by all partners - THE SECOND REPORT TO BE PRESENTED BY P8</p> <p>Deliverables:</p> <p>2.1 Quality plan</p> <p>2.2 Internal quality assurance reports</p>	
11:00 – 11:30	<p>WP3 Evaluation</p> <p><i>Review of the activities by the leader and discussion on tasks:</i></p> <p>WP3/A1 Creation of internal evaluation plan and tools – lead by P3 and to be agreed by all partners – DONE</p> <p>WP3/A2 Selection by tender procedure of external evaluator – lead by P3 – DONE</p> <p>WP3/A3 Development and provision of on-going external evaluation – lead by the selected external evaluator – DONE</p> <p>WP3/A5 Regular reviews of progress against the work plan and deliverables and of activity against aims and objectives of the project and against the original application – lead by P3 together with P1 + contribution by all partners – ONGOING</p> <p>WP3/A6 Facilitate evaluation of partner meetings and analyse results for feedback to partners – lead by P3 – POST MEETING EVALUATION RESULTS TO BE PRESENTED BY P3</p> <p>WP3/A7 Evaluation of piloting, including setting of outcome measurement tools for assessing social and educational impact of the project results – lead by P3 + contribution by all partners – TO BE PRESENTED</p> <p>WP3/A8 Provision of progress and final external evaluation reports – lead by the selected external</p>	Zgura-M Ltd.



Time	Activity	Lead by
	<p>evaluator – DONE FOR THE PROGRESS REPORT WP3/A9 Organisation of the sixth transnational partners meeting in Latvia Catania – lead by P5 + participation by all partners</p> <p>Deliverables: 3.1 Internal evaluation plan and tools 3.2 External evaluation reports – progress and final stage</p> <p>Observations by the External evaluator</p>	Karel Van Isacker
11:30 – 11:50	<i>Coffee break</i>	
11:50 – 13:00	<p>WP5 Database of good practices development & assessment methodology for refugees students' prior knowledge <i>Review of the activities by the leader and discussion on tasks:</i> WP5/A1 Development and implementation of a logical framework for collection and categorisation of inclusive refugee's teaching and learning resources, methods, tools and mechanisms in the sectors: early childhood, secondary school, Adults education – lead by P2 + contribution by all partners – DONE WP5/A2 Collection, systematisation and categorisation of the good practices results – each partner will provide the above mentioned resources and will categorise them based on predefined wizard style logical framework – all partners to report directly from completed matrixes (ALL MATRIXES SHOULD BE UPLOADED ONTO DROPBOX IN ENGLISH AND LOCAL LANGUAGE, WP5, BEFORE THE MEETING) WP5/A3 Customisation by each partner of the content based on the national requirements, circumstances and cultural differences – ALL PARTNERS TO PROVIDE PLAN WITH CUSTOMISATION BY THE PROVIDED TEMPLATE Deliverables: 5.1 Framework for collection and categorization of inclusive refugee's teaching and learning resources, methods, tools and mechanisms</p>	<p>Ogretmen Akademisi Vakfi</p> <p>Each partner to provide an overview about the selected practices and those that are translated and adopted.</p>
13:00 – 14:30	<i>Lunch</i>	Venue to be provided by host partner
14:30 – 16:00	<p>WP5 Database of good practices development & assessment methodology for refugees students' prior knowledge <i>Continue the session</i></p>	Ogretmen Akademisi Vakfi
16:00 – 16:30	<i>Coffee break</i>	



13 September 2019, (Friday) - Second meeting day

<u>Time</u>	<u>Activity</u>	<u>Lead by</u>
09:00 – 10:00	<p>WP6 Peer supported learning intervention method</p> <p><i>Review of the activities by the leader and discussion on tasks:</i></p> <p>WP6/A1 Finalisation of the structure of the guide – lead by P7 + contribution by all partners – DONE</p> <p>WP6/A2 Creation of the content of the guide – lead by P6 + contribution by all partners – DONE</p> <p>WP6/A3 Production of EN version and translation onto partners' languages – all partners – DONE</p>	DIRECTORATE OF EDUCATION OF THESSALY



	<p>WP6/A4 Pilot try-outs with beneficiaries – pedagogical staff, psychologists – all partners – EACH PARTNER TO PRESENT PLAN VIA PPT (IN COINCIDENCE WITH WP5/A6)</p> <p>WP6/A5 Optimisation of the output based on the gathered feedback – lead by P7 – NOT YET DUE</p> <p>WP6/A6 Organisation of the 3rd transnational partners meeting in Craiova, Romania – lead by P8 + contribution/input by all partners – DONE</p> <p><i>Deliverable:</i></p> <p>6.1 Peer supported learning intervention method</p>	
10:00 – 10:30	<p>WP7 Online collaborative exchange portal and resource repository concept towards inclusive education</p> <p><i>Review of the activities by the leader and discussion on tasks:</i></p> <p>WP7/A1: Development of alpha/beta and final versions of the portal – lead by P4 + contribution by all partners on validation of the version – ALPHA VERSION DONE, ISSUES TO BE REPORTED BY ALL PARTNERS</p> <p>WP7/A2: Collection, systematisation and categorisation of the good practices results – each partner will provide the above mentioned resources – lead by P4 + contribution by all partners – SEE WP5/A2</p> <p>WP7/A3: Gathering feedback from the NEAC and customisation by each partner of the content based on the national requirements, circumstances and cultural differences – all partners – ONGOING</p> <p>WP7/A4: Uploading of resources onto the portal (three testing cycles: alpha, beta and optimised versions) – lead by P4 – STATUS TO BE REPORTED</p> <p>WP7/A5: On-going collection of other approbated resources, methods, tools, practice – all partners – ONGOING</p> <p><i>Deliverable:</i></p> <p>7.1 Online collaborative exchange portal and resource repository concept towards inclusive education</p>	STEFICON
10:30 – 11:00	<p>WP8 Pilot implementation and impact gathering</p> <p><i>Review of the activities by the leader and discussion on tasks:</i></p> <p>WP8/A1 Development of pilot plan – lead by P5 now P3 + contribution by all partners – DRAFT VERSION TO BE PRESENTED</p> <p>WP8/A2 Development and implementation of the impact gathering tool – lead by P6 + contribution by all partners – DRAFT VERSION TO BE PRESENTED</p>	<p>ZGURA-M (replacing the formal Latvian partner)</p> <p>Inspectoratul Scolar Judetean Dolj, Romania</p>



	<p>WP8/A3 Development and implementation of white papers towards inclusive education for migrant children – lead by P1 + contribution by all partners – FRAMEWORK FOR CREATION TO BE PROVIDED BY P1</p> <p>WP8/A4 Collection of case studies from implementers – pedagogical staff who used the inclusive learning resources – all partners – FRAMEWORK FOR CREATION TO BE PROVIDED BY P3</p> <p>WP8/A5 On-going collection of other approbated inclusive learning resources, methods, tools, practice – all partners – ONGOING</p> <p>WP8/A6 Production of optimised versions of the portal – lead by P4 – ONGOING</p> <p>WP8/A7 Policy liaison on governmental level aiming to include the inclusive refugee learning as a priority of the leading political party in their mandate agenda (at all partners countries) – all partners – ONGOING</p> <p>WP8/A8 Organisation of the Fourth transnational partners meeting in Bari, Catania, Italy – lead by P6 + contribution/input from all partners – NOT YET DUE</p> <p>Deliverables:</p> <p>8.1 Pilot plan and impact gathering tool</p> <p>8.2 White papers towards inclusive education for refugee/migrant children, based on the project's outcomes and results</p> <p>8.3 Case studies from implementers – pedagogical staff who used the inclusive learning resources</p>	<p>IMEM</p> <p>Zgura-M Ltd.</p>
11:00 – 11:30	<p>WP9 Dissemination</p> <p><i>Review of the activities by the leader and discussion on tasks:</i></p> <p>WP9/A1 Finalisation and implementation of the dissemination strategy – P1 with contribution from all partners – DONE</p> <p>WP9/A2 Stakeholder identification - all partners – ALL PARTNERS TO UPLOAD THE STAKEHOLDER IDENTIFICATION DOCUMENTS ONTO DROPBOX</p> <p>WP9/A3 Production of project brand and promotional materials - leaflets, roll-up banners, logo, PPT template etc. – lead by P1 + contribution by all partners – DESIGN OF THE MATERIALS TO BE PROVIDED</p> <p>WP9/A4 Development and maintenance of the project website – P4 with contribution from all partners – EACH PARTNER TO PROVIDE THE MSWORD DOCUMENT WITH THE NEWS IN EN AND IN THEIR LANGUAGE BEFORE THE</p>	<p>IMEM</p> <p>ALL PARTNERS</p> <p>IMEM</p> <p>STEFICON</p> <p>ALL PARTNERS</p>



Important information:

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Currency: ROMANIAN LEI (RON)



1 Euro = 1 RON = 0,21 EURO

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