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KOM MINUTES
9th December 2020
Sustainable Financial Literacy - SFinLit
2020-1-ES01-KA201-082997

The meeting starts at 10:30, using webex. The partners followed the agenda sent before the meeting (Agenda KOM online SFinLit 2020 12.pdf) included as annex at the end of this minutes. The list of partner's people (27) is included as annex at the end of this minutes (from the document Signature_transnacional-EN SFinLit KOM online 2020 12.pdf). Finally, as annex at the end of this minutes is included a picture of the videoconference meeting (webex) (SFinLit picture kickoff meeting webex 2020 12.jpg).

Manuel Castro welcome the partners to the online kick-off meeting. After this, Belén Moriñigo makes a short presentation of International activities of the UNED.

All partners make a short presentation of their institutions.

After this, Manuel Castro introduces the first topic of the Agenda:

Evaluation of the proposal

There's a list of eight points that are mentioned in the evaluation report of the NA (Spanish National Agency), that should be addressed, selecting the partner responsible for the updating of each of those issues:

- Risk Management Plan: It has to see with the management of the project's risks, that is a principal competence of the Coordinator. UNED will develop a new plan of risk management, to develop some kind of actions regarding this issue.
- Evaluation and Quality plan: Effebi will develop a plan to address this evaluation issue.
- EU Tools to be use: The NA asks for a more detailed description of the use that will be done of the EU tools. The project form mentioned EPALE and e-Twinning platforms, but in a very vague reference. It has to be developed some kind of document about the way in that European Tools are going to be use, in a more specific way.
- Target groups: Target Groups doesn't appear well defined in the proposal. It has to be done a better definition of the target groups of the project.

- Language Results: The proposal sometimes mention that results will be translated into English, but sometimes it mentions that the results will be translated to all the project languages. It has to be defined which part of the results is going to be issued in English and which part will be translated to all the projects languages.
- Sustainability plan and future actions: It has to be improved.
- Association entities roles, the plan must develop roles for the Associated Entities we already have or future Associated Entities.
- Innovation remarks: Develop some more deep comments about the Innovative character of the project.

The idea is to develop some activity in line with those, such a couple of pages regarding those issues. This is the first thing to do into the project. Each partner, not alone, but with the other partners, can take one of this topics and work on it. Not now but the beginning of next year (January or February 2021)

Inma Miralles (IEF) makes an intervention regarding the mentioned evaluation topics. She makes some suggestions:

- Regarding risk management, it could be good to explain to the NA our partners agreement, as a tool for risk management. This is a very important issue for the NA, specially what refers to financial management.
- Regarding target groups, the consortium should explain that, of course the target group are young students, specifying ages and conditions, but most of all, our target groups are disadvantaged young students. The best way of explaining this is showing the lists of the participants in the project's activities.
- Regarding languages use: it is not possible to ask the NA specific staff cost to translate project results, then should eb assumed by the management and/or own partners investments.
- Regarding the use of EU Tools: Is very important that all the partners use the EU Tools for dissemination activities.

Manuel Castro states that is necessary to start doing now what the NA recommended us so, whenever they ask for it, we are ready to present the work done about these topics.

The second topic of the Agenda is

New Time Plan and Budget

There will be an online Steering Committee meeting every three months, starting in January 2021 and a full online project meeting every six months, starting with this kick-off meeting today, and with the next one on June 2021. The last full online project meeting will be on June 2022

Face to face meeting will be all done in the second part of the project, when the Covid issue is eventually settled.

- 1st face to face meeting will be in Madrid in November 2021. It will be celebrated together with a great educational activity, in which the project

can be presented, using the hybrid conference WEEF/GEDC 2021 that will be celebrated in Madrid (15-18 of November 2021).

- 2nd face to face project meeting, will be in Rome, in January 2022.
- 3rd project meeting in Brussels, in March 2022 and
- 4th project meeting, will be in Barcelona, in June 2022

All the travel funds that are not invested would be loose, unless you set them in another budget heading, but just a 20% budget can be reallocated to another heading.

Regarding Multiplier Events, will be celebrated both in June 2022 in Brussels and in Barcelona.

The Educational Activities will be celebrated in May 2022 in Cork.

Staff costs can be assigned from November 2021 to IO2 till the end of the project in August 2022 (except from February to April, 2022). IO3 starts in July 2021 to August 2022.

This is the new time frame of the project and is related with some pending issues. As IO1 is not going to be financed, we (Coordinator and partners) have to talk about if any part of this IO should be done necessarily to develop the project, reducing the time and the staff costs assigned to this IO1 and coming the staff costs mainly from management of the project.

Next topic of the Agenda is

Financial Aspects

The two more important things are: The labour and contract situation of the participants that are associations must be checked (EBTN and PDETh), having in mind they don't have labour contracts and avoiding issues in the future with the NA. And the management topics and activities to be including there (included as Annex at the end as the To Do pending work (within the To Do Evaluation 2020 12.pdf file).

Next topic is

Partners Agreement

Partners Agreement is read and commented by Manuel Castro.

There will be two payments, a pre-finance of 80% and a Balance Payment of 20% It is agreed that each partner download and fill the template with its own information. After each partner agreement is signed by Coordinator and partner, the 80 % of the funds will be transferred to the partner (after receiving the pre-finance at UNED from the NA).

There will be an intermediate report to be presented by the Coordinator by 31st of October, 2021 at the latest, so partners should send all the necessary

information the 30th of September 2021 at the latest. And the final report, that must be sent by 31st of October, 2022 at the latest, so partners should send all the necessary information the 30th of September 2022.

Next topic is

IO1 Presentation (non refundable)

Regarding the IO1, Manuel Castro, (from UNED), describes the situation. IO1 is said to be not financeable by the NA. Between January and February of 2021, it has to be decided which part of IO1 is going to be done and put into the management of the project or assumed by each partner.

Anne Mari Kuhmonen (from LAUREA) has some questions regarding the IO1, that they were leading. The IO1 was identifying education tools and good practices, and give development ideas for the training modules, for the background and support for the IO2. The question is if something is needed from the IO1 how (as a need analysis at least) how is this work to be financed? Would it be possible to reallocate part of this work to other place?

Manuel Castro answers, that the only of doing any part of the IO1 is allocate some part of the work to management and/or as project partners own staff.

IO2 Presentation

IO2 is Training Material and is leaded by IEF. Inma Miralles makes the presentation of the IO. She suggests making a group with a responsible person from each partner to work on the IO2 tasks.

Next topic

IO3 Presentation

IO3 is Tools and guidelines for training on Sustainable Financial Literacy for secondary school level programme, is leaded by CIT. Gearoid O'Sulleiban makes the presentation. Basically, CIT is going to develop e-learning solutions with the contents.

Quality Plan, is presented by Effebe (Giusy).

Dissemination, impact and sustainability is presented by IEF (Inma Miralles).

Coordination, Steering Committee and Website, meetings, educational activities and multiplier events and final doubts are is presented by UNED, (Manuel Castro).

Manuel Castro presents and explain the structure created in google drive for the management of the project and the website as well as with some other questions regarding this last topic of the meeting.

The project meeting ends online at 13:45. Thanks to all for the participation.



AGENDA KOM, 9th December 2020

Sustainable Financial Literacy - SFinLit

2020-1-ES01-KA201-082997



<http://www.ieectgai.uned.es/sfinlit-project/index.html?lng=en>

Erasmus + KA2 - Cooperation for innovation and the exchange of good practices

Strategic Partnerships for school education

LOCATION: online (webex)

9th December, 2020

10:30 Meeting online using webex

10:35 Welcome to SFinLit project and Logistics – Manuel Castro – UNED

10:40 Intro to International Activities UNED – Belen Moriñigo – Officer of International Activities – UNED

10:45 Partner Institution short presentation (2 slides) and main people participant (1 slide with pictures and roles) (UNED / LAUREA / IEF / Thessali / Effebi / EBTN / AGORA / CIT) – 5 minutes each partner

11:25 Evaluation of the proposal – improvements and pending actions – all partners

11:35 New time plan and budget – all partners

11:45 Financial aspects of SFinLit project – Belen Moriñigo – Officer of Research & International Activities UNED

11:55 IO1 Compendium of the Good Practices and existing material on sustainable financial literacy (nonrefundable) – LAUREA and all partners

12:05 IO2 Training material – IEF and all partners

12:20 IO3 Tools and guidelines for training on Sustainable Financial Literacy for secondary school level programme - CIT and all partners

12:35 Management, financial reports, staff and travels reports – UNED

12:45 Evaluation and Quality Plan – Effebi

12:55 Dissemination, impact and sustainability – IEF

13:05 Coordination and Steering Committee – Website – UNED

13:15 Meetings – New dates – all partners

13:20 Virtual Meetings – new dates – all partners

13:25 Educational Activity – new dates – all partners

13:30 Multiplier Events – new dates – all partners

13:35 Financial doubts and questions – all partners

13:40 To Do list / Final comments– UNED / all partners

13:45 End of the meeting – Starting of the SFinLit project

SIGNATURE FORM - TRANSNATIONAL PROJECT MEETING
SUSTAINABLE FINANCIAL LITERACY – SFINLIT – 2020-1-ES01-KA201-082997
ERASMUS + KA2 - COOPERATION FOR INNOVATION AND THE EXCHANGE OF GOOD PRACTICES
STRATEGIC PARTNERSHIPS FOR SCHOOL EDUCATION
ONLINE (WEBEX), 9TH DECEMBER 2020

Name	Last Name	Partner	Signature
Manuel	Castro	UNED	
Felix	Garcia-Loro	UNED	
Pablo	Losada	UNED	
Belén	Moriñigo	UNED	
Blanca	Quintana	UNED	
Elena	Ruiz	UNED	
Elio	SanCristobal	UNED	
Marta	Garcia	IEF	
Jordi	Martinez	IEF	
Imma	Miralles	IEF	
Benedetta	Orlandi	Effebi	(effebi connection)
Mario	Spatafora	Effebi	
Giusy	Zollerano	Effebi	
Annemari	Kuhmonen	LAUREA	
Hannu	Nyqvist	LAUREA	
Sini	Seppä-Kortelainen	LAUREA	
Jaakko	Tyni	LAUREA	
Fatma	Dirkes	EBTN	
Aggelos	Perifanos	EBTN	(first connection as Thasanis Perifanos)
Sofia	Ziakou	EBTN	
Felix	Henkys	EBTN	(EBTN office)
Guido	Van Dijk	Agora	
Ioanna	Chatzopoulou	PDETh	
Dimitra	Xesfigouli	PDETh	
Niall	Fahy	CIT	
Christelle	Manley	CIT	
Gearóid	Ó Súilleabháin	CIT	

Layout

Participants (23)

Search

- MG Manuel Castro Gil Cohost, me
- MG Manuel Castro Gil Host
- AP Aggelos Perifanos
- AK Annemari Kuhmonen
- BM belen morinigo
- BQ Blanca Quintana
- DX Dimitra Xesfigouli
- EO EBTN office
- E Effebe
- EL elena ruiz larrocha
- E elio
- FE Fatma Dirkes - EBTN
- FG Felix Garcia
- G Gearoid
- H Hannu
- IM imma miralles
- IC ioanna chatzopoulou

Mute all Unmute all

Chat

money there
from Manuel Castro Gil to everyone: 1:10 PM
NOT all parteners must start to justify costs at the same time

To: Everyone

Enter chat message here