



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



## **AGENDA of the KICK-OFF MEETING**

8-9 March 2018, Istanbul, Turkey

### **“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 Fraku Metin
P2	Ogretmen Akademisi Vakfi, Turkey	1. Arzu Atasoy 2.
P3	Center for information and vocational guidance "ZGURA-M", Bulgaria	1. Vaska Sabeva 2. Petya Grudeva 3. Slaveyko Slavkov
P4	STEFICON AE, Greece	1. Dr Michael Sarantinos 2. Mr Panayiotis Tsoris 3. Mr Nikos Prodromidis
P5	Baltic Countries International Education Foundation Academy, Latvia	1. Livia Yankovska 2. Hanifi Atlı
P6	Istituto Comprensivo "Japigia1- Verga", Italy	1. Ani Draghici 2. Ana Serban
P7	Regional Directorate For Primary & Secondary Education Of Thessaly, Greece	1. 2.
P8	Inspectoratul Scolar Judetean Dolj, Romania	1. Daniela Flaccomio 2. Patrizia Rossini



**7<sup>th</sup> March (Wednesday) 2018 - Arrival date**

---

**Free time**

**8<sup>th</sup> March (Thursday) - First meeting day**

---

**Venue of the meeting: Wow Airprt Hotel Istanbul**

### **Agenda**

<b><u>Time</u></b>	<b><u>Activity</u></b>	<b><u>Lead by</u></b>
09:30-10:00	<b>Welcome</b> and a brief introduction by project coordinator	IMEM
10:00- 11:30	<b>Participants' introductions</b> (please share your organisational experience related to the topic and expected impact of the project– each partner to prepare <b>PPT</b> max. 10 minutes)	<b>All partners</b>
11:30 – 12:00	<i>Coffee break</i>	
12:00 - 13:00	Presentation of ; <ul style="list-style-type: none"><li>• the project concept</li><li>• the work plan</li></ul>	IMEM
13:00 – 14:30	<i>Lunch</i>	
14:30 – 14:50	<b>WP1 Management</b> <b>Activities – leader to prepare a detailed PPT</b> WP1/A1 Creation and completion grant agreement with the EACEA – lead by P1 WP1/A2 Creation and completion of bilateral agreement between P1 and the rest of the partners – lead by P1 WP1/A3 Creation and completion of the IPR agreement – lead by P1 with contribution by all partners WP1/A4 Development of project management manual – lead by P1 <b>WP1/A5 Development of financial and monitoring reporting forms – lead by P1 with contribution by P3</b> WP1/A6 Regular six months reporting by all partners to P1 – lead by P1 + contribution by all partners WP1/A7 Regular review meetings of the National expert advisory committees in partners' countries –	IMEM  IMEM IMEM IMEM IMEM IMEM + ZGURA-M IMEM ALL PARTNERS



<b>Time</b>	<b>Activity</b>	<b>Lead by</b>
	<p>all partners</p> <p>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</p> <p>WP1/A9 Organisation of the kick-off transnational partners meeting in Turkey – lead by P1 + participation of all partners</p> <p><b>WP1/A10 Completion and submission of progress and final reports to the EACEA</b></p> <p><b>Outputs:</b></p> <p>1.1 Project management handbook</p> <p>1.2 Reporting forms</p> <p>1.3 Report on factual findings - Type I</p>	<p>ALL PARTNERS</p> <p>IMEM</p> <p>IMEM + ALL PARTNERS</p>
<b>14:50 – 15:10</b>	<p><b>Administrative and financial rules and reporting – see detailed PPT</b></p> <ul style="list-style-type: none"> <li>• General rules</li> <li>• Reporting forms</li> </ul>	<p>IMEM</p> <p>ZGURA-M</p>
<b>15:10 – 15:30</b>	<p><b>WP2 Quality assurance</b></p> <p><b>Activities – leader to prepare a detailed PPT:</b></p> <p>WP2/A1 Production and implementation of quality assurance plan and measures – lead by P8 + contribution by all partners.</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</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</p> <p>WP2/A4 Regular reviews of progress and gathering structured and concise feedback by the members of the NEAC – all partners</p> <p>WP2/A5 Gathering of impact based on logical framework indicators – lead by P8 + contribution by all partners.</p> <p><b>Outputs:</b></p> <p>2.1 Quality plan</p> <p>2.2 Internal quality assurance reports</p>	<p>Inspectoratul Scolar Judetean Dolj</p> <p>Inspectoratul Scolar Judetean Dolj</p> <p>IMEM</p> <p>ALL PARTNERS</p> <p>ALL PARTNERS</p> <p>Inspectoratul Scolar Judetean Dolj</p>
<b>15:30 – 16:15</b>	<p><b>WP3 Evaluation</b></p> <p><b>Activities – leader to prepare a detailed PPT</b></p> <p>WP3/A1 Creation of internal evaluation plan and tools - lead by P3 and to be agreed by all partners.</p> <p>WP3/A2 Selection by tender procedure of external evaluator – lead by P3</p>	<p>ZGURA-M</p> <p>ZGURA-M</p> <p>External evaluator</p>



Time	Activity	Lead by
	<p>WP3/A3 Development and provision of on-going external evaluation – lead by the selected external evaluator</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.</p> <p>WP3/A6 Facilitate evaluation of partner meetings and analyse results for feedback to partners – lead 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.</p> <p>WP3/A8 Provision of progress and final external evaluation reports – lead by the selected external evaluator.</p> <p>WP3/A9 Organisation of the sixth transnational partners meeting in Latvia – lead by P5 + participation by all partners</p> <p><b>Outputs:</b></p> <p>3.1 Internal evaluation plan and tools</p> <p>3.2 External evaluation reports – progress and final stage</p>	<p>External evaluator</p> <p>IMEM</p> <p>ZGURA-M</p> <p>ZGURA-M</p> <p>External evaluator</p> <p>Baltic Countries International Education Foundation Academy</p>
16:15 – 16:30	Coffee break	
16:30 – 17:30	<p><b>WP9 Dissemination</b></p> <p><b>Activities – leader to prepare a detailed PPT</b></p> <p>WP9/A1 Finalisation and implementation of the dissemination strategy – P1 with contribution from all partners.</p> <p>WP9/A2 Stakeholder identification - all partners.</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.</p> <p>WP9/A4 Development and maintenance of the project website – P4 with contribution from all partners.</p> <p>WP9/A5 Reaching key European level dissemination targets and media – P1 with contribution from all partners.</p> <p>WP9/A6 Publications and press releases – at least 4 per partner country - all partners</p> <p>WP9/A7 Organisation of informative sessions (minimum 10 per partner) - all partners</p> <p>WP9/A8 Organisation of thematic workshops (minimum 10 per partner) - all partners</p>	<p>IMEM</p> <p>IMEM</p> <p>ALL PARTNERS</p> <p>IMEM</p> <p>STEFICON</p> <p>IMEM</p> <p>ALL PARTNERS</p> <p>ALL PARTNERS</p> <p>ALL PARTNERS</p>



<b><u>Time</u></b>	<b><u>Activity</u></b>	<b><u>Lead by</u></b>
	<b><i>Outputs:</i></b> 9.1 Dissemination strategy and awareness-raising campaign 9.2 Dissemination promotional materials 9.3 Project website <a href="http://www.teachref.eu">www.teachref.eu</a>	
17:30 – 18:00	<b>Recap of the first meeting day</b>	<b>IMEM</b>
19:00 – 21:00	<i>Common Dinner –</i>	IMEM

9<sup>th</sup> March 2018 (Friday) - Second meeting day

<u>Time</u>	<u>Activity</u>	<u>Lead by</u>
09:30 – 11:00	<p><b>WP5 Database of good practices development &amp; assessment methodology for refugees students' prior knowledge</b></p> <p><b>Activities – leader to prepare a detailed PPT</b></p> <p>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</p> <p>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</p> <p>WP5/A3 Customisation by each partner of the content based on the national requirements, circumstances and cultural differences – all partners</p> <p>WP5/A4 Development of the assessment methodology for refugee prior knowledge and online tool for assessment methodology for refugee students' prior knowledge &amp; recognition and validation of the learning outcomes gained during the learning process – lead by P6 + contribution by all partners</p> <p>WP5/A5 Uploading of the good practice resources onto the TIEREF portal – lead by P2</p> <p>WP5/A6 Iterative testing of the good practice resources and the assessment methodology – all partners</p> <p>WP5/A7 On-going collection of other approbated refugee teaching and learning resources, methods, tools, practice – all partners to P2</p> <p>WP5/A8 Organisation of the second transnational partners meeting in Plovdiv, Bulgaria – lead by P3 + contribution/input by all partners</p> <p><b>Outputs:</b></p> <p>5.1 Framework for collection and categorization of inclusive refugee's teaching and learning resources, methods, tools and mechanisms</p> <p>5.2 Online tool for assessment methodology for refugee students' prior knowledge &amp; recognition</p>	<p>ZGURA-M</p> <p>Ogretmen Akademisi Vakfi</p> <p>ALL PARTNERS</p> <p>ALL PARTNERS</p> <p>Istituto Comprensivo "Japigia1- Verga"</p> <p>Ogretmen Akademisi Vakfi</p> <p>ALL PARTNERS</p> <p>Ogretmen Akademisi Vakfi</p> <p>ZGURA-M</p>



	and validation of the learning outcomes gained during the learning process	
11:00 – 11:30	Coffee break	
11:30 – 13:00	<p><b>WP6 Peer supported learning intervention method</b>  <b>Activities – leader to prepare a detailed PPT</b></p> <p>WP6/A1 Finalisation of the structure of the guide – lead by P7 + contribution by all partners</p> <p>WP6/A2 Creation of the content of the guide – lead by P6 + contribution by all partners</p> <p>WP6/A3 Production of EN version and translation onto partners' languages – all partners</p> <p>WP6/A4 Pilot try-outs with beneficiaries – pedagogical staff, psychologists – all partners</p> <p>WP6/A5 Optimisation of the output based on the gathered feedback – lead by P7</p> <p>WP6/A6 Organisation of the 3rd transnational partners meeting in Craiova, Romania – lead by P8 + contribution/input by all partners</p> <p><b>Output:</b>  6.1 Peer supported learning intervention method</p>	<p>Regional Directorate For Primary &amp; Secondary Education Of Thessaly, Greece</p> <p>Regional Directorate For Primary &amp; Secondary Education Of Thessaly, Greece  Istituto Comprensivo "Japigia1- Verga"</p> <p>ALL PARTNERS</p> <p>ALL PARTNERS</p> <p>Regional Directorate For Primary &amp; Secondary Education Of Thessaly, Greece  Inspectoratul Scolar Judetean Dolj</p>
13:00 – 14:30	Lunch	
14:30 – 15:30	<p><b>WP7 Online collaborative exchange portal and resource repository concept towards inclusive education</b>  <b>Activities – leader to prepare a detailed PPT</b></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</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</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</p> <p>WP7/A4: Uploading of resources onto the portal (three testing cycles: alpha, beta and optimised</p>	<p>STEFICON</p> <p>STEFICON</p> <p>STEFICON</p> <p>ALL PARTNERS</p> <p>STEFICON</p>





	versions) – lead by P4 WP7/A5: On-going collection of other approbated resources, methods, tools, practice – all partners  <b>Output:</b> 7.1 Online collaborative exchange portal and resource repository concept towards inclusive education	ALL PARTNERS
15:30 – 16:00	Discussion and plans for the organisation of the next partner meetings: <ul style="list-style-type: none"> <li>• <b>Second transnational partners meeting - Plovdiv, Bulgaria</b></li> <li>• <b>Third transnational partners meeting - Craiova, Romania</b></li> <li>• <b>Fourth transnational partners meeting - Trikala, Greece</b></li> <li>• <b>Fifth transnational partners meeting - Bari, Italy</b></li> <li>• <b>Sixth transnational partners meeting - Dangavpils, Latvia</b></li> <li>• <b>Final transnational partners meeting &amp; multiplier event - Istanbul, Turkey</b></li> </ul>	ZGURA-M  Inspectoratul Scolar Judetean Dolj  Regional Directorate For Primary & Secondary Education Of Thessaly, Greece Istituto Comprensivo "Japigia1- Verga"  Baltic Countries International Education Foundation Academy  IMEM
16:00 – 16:30	Coffee break	
16:30 – 17:00	<b>Action plan</b>	<b>IMEM</b>
17:00	<b>End of the meeting</b>	IMEM



### *Suggested hotels*

---

**Wow Airport Hotel Rooms are reserved for single rooms**

**Transportation:**

**Wow Airport Istanbul Hotel is 5 Minutes from Atatürk Airport**

**By metro:**

**From Atatürk Airport 1 towards CNR Expo Station and 3 minutes walk**