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MINUTES 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. Ece Ciftci
P3	Center for information and vocational guidance "ZGURA-M", Bulgaria	1. Vasilka Sabeva 2. Petya Grudeva 3. Slaveyko Slavkov
P4	STEFICON AE, Greece	1. Panayiotis Tsoris 2. Nikos Prodromidis
P5	Baltic Countries International Education Foundation Academy, Latvia	1. Hanifi Ath
P6	Istituto Comprensivo "Japigia1- Verga", Italy	1.
P7	Regional Directorate For Primary & Secondary Education Of Thessaly, Greece	1. ????? Via Skype on day 2 2. ????? Via Skype on day 2
P8	Inspectoratul Scolar Judetean Dolj, Romania	1. Daniel Leotescu 2. Traian Dobrobanu
AIP	External evaluator	1. Karel Van Isacker





8th March (Thursday) - First meeting day

Venue of the meeting: Wow Airport Hotel Istanbul

Participants' introductions – see ppts

Timul Tugral started the session with a welcome speech to the partners. All participants briefly introduced themselves (their background and their experience in the organisation).

The session continued with the presentations of the partner's organisation-ppts prepared by each partner and to be made available in the project Dropbox.

The project concept and work plan – see ppt

Figen continued with a presentation of the project concept and the work plan.

WP1 Management – see ppt

Figen presented the main activities and outputs of the work package: project management handbook, reporting forms, report on factual findings - Type I.
A Separate dropbox will be prepared and all documents will be uploaded by the partners in it.

Administrative and financial rules and reporting – see ppt

Vasilka presented a detailed PPT on financial and administrative rules of the programme.

WP3 Evaluation – see ppt

Zgura-M introduced the external evaluator of the project, Mr. Karel Van Isacker (AIP). The predefined indicators will be used for measurement. Zgura-M will develop an internal evaluation plan and tools - lead by P3 and to be agreed by all partners. Karel will prepare 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. Additional tasks are given to facilitate the evaluation of partner meetings and analyse results for feedback to partners. At a further stage the External Evaluator will evaluate the piloting, including setting of outcome measurement tools for assessing social and educational impact of the project results. At the end Karel will provide a final external evaluation report. So the main outputs for this WP are: internal evaluation plan and tools, external evaluation reports – progress and final stage

WP2 Quality assurance – see doc file

Daniel Leotescu presented the understanding of their organisation, connected with the quality assurance plan and measures. They will try to assure that the quality assurance measures the predefined indicators with regards to: project outputs, iterative testing, pilot implementation, dissemination, mainstreaming, exploitation and sustainability. It will be changed according to the requirement of the partners, and will be complementary to WP3. The tasks of the external evaluator should not be overlapping with the tasks of the Inspectoratul Scolar Judetean Dolj, Romania.



WP9 Dissemination – see ppts

Petya from Zgura-M continued with the presentation of the dissemination plan and strategy. IMEM will produce the planned dissemination materials. The project website features were presented by Steficon.

Partners were then invited by P1 for a common diner.

9th March 2018 (Friday) - Second meeting day

Participant introductions – see ppts

Due to her late arrival on day 2, Livia presented the Baltic Countries International Education Foundation Academy, their aims and achievements.

Then, the Regional Directorate For Primary & Secondary Education Of Thessaly, Greece presented themselves by Skype connection. They stayed online for the entire 2nd day.

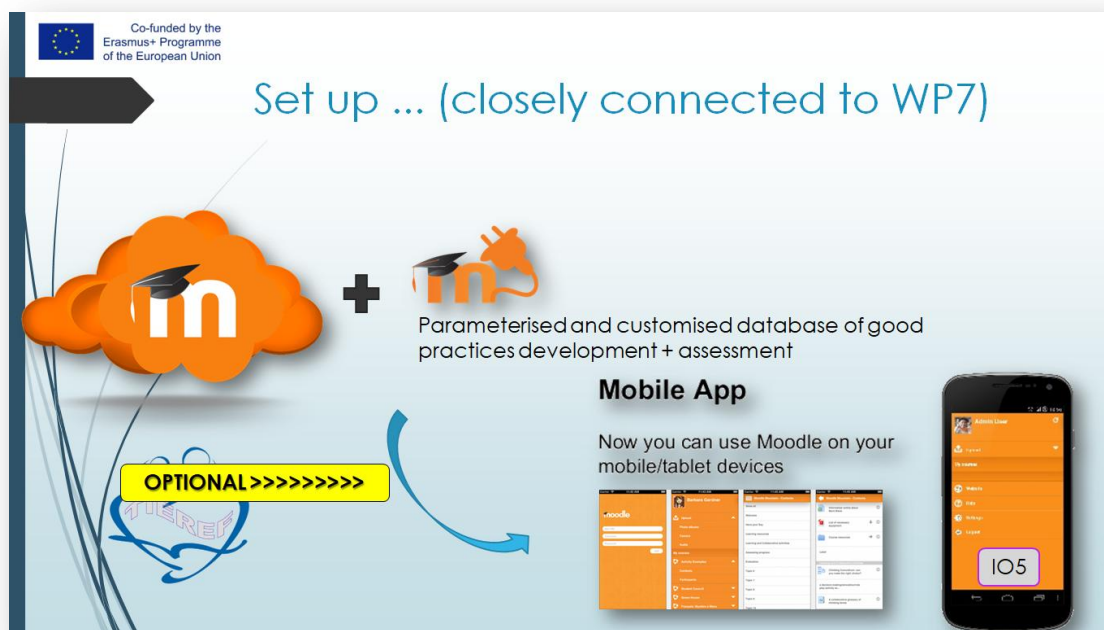
WP5 Database of good practices development & assessment methodology for refugees students' prior knowledge – see ppt

Involvement of the partnership is as follows:

- 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. First draft to be delivered by **Plovdiv meeting**.
- 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 – P3+all partners. From **October 2018 to February 2019** collection of resources (good practices) on inclusive education for refugees.
- WP5/A3 Customisation by each partner of the content based on the national requirements, circumstances and cultural differences – P3+all partners
- WP5/A4 Development of the assessment methodology for refugee prior knowledge and online tool for assessment methodology for refugee students' prior knowledge & recognition and validation of the learning outcomes gained during the learning process – lead by P6 + contribution by all partners. End of March 2018 P6 to provide strategy for implementation of A4. To be defined by end of June 2018
- WP5/A5 Uploading of the good practice resources onto the TIREF portal – lead by P2. National content – BG ZgM, P2 for TR, P7 for GR, P5 for LT, P8 for RO
- WP5/A6 Iterative testing of the good practice resources and the assessment methodology – all partners, ZgM to develop the testing plan.

- WP5/A7 On-going collection of other approbated refugee teaching and learning resources, methods, tools, practice – all partners to P2
- WP5/A8 Organisation of the second transnational partners meeting in Plovdiv, Bulgaria – lead by P3 + contribution/input by all partners

The outputs of WP5 are: 5.1 Framework for collection and categorization of inclusive refugee's teaching and learning resources, methods, tools and mechanisms: M12, 24, 36; 5.2 Online tool for assessment methodology for refugee students' prior knowledge & recognition and validation of the learning outcomes gained during the learning process: M17, 24, 36.



WP6 Peer supported learning intervention method – see ppt

The representative of the Regional Directorate For Primary & Secondary Education Of Thessaly continued with a presentation on WP6. Skype connection was used. Figen asked for the deadlines of the activities, structure of the guide to be presented till the meeting in Plovdiv. Peer supported learning was explained as well.

WP7 Online collaborative exchange portal and resource repository concept towards inclusive education – see ppt

Panagiotis from STEFICON presented the work package. The partners must assure that it is possible to store data in servers, situated in different countries. This should be checked by each partner. It was agreed that every partner must create/collect the needed documents and resources and upload it to the national version of the portal. Till the meeting in Plovdiv, the platform should be available, including the plugin that is developed in the context of WP5.

Meeting certificates

P1 needs to provide meeting attendance certificates for the kick-off meeting to all attendees at the next project meeting.

Next meeting

The partnership consortium agreed that the next meeting will be on 9-10.07.2018 in Plovdiv, BG.

Finally, the action plan was presented.





ACTION PLAN

Action	Leading Partner	Start date	End date	Status
WP1 Management				
WP1/A1 Creation and completion grant agreement with the EACEA	lead by P1	15.1.2018	31.3.2018	to be done
WP1/A2 Creation and completion of bilateral agreement between P1 and the rest of the partners	lead by P1	15.1.2018	31.3.2018	to be done
WP1/A3 Creation and completion of the IPR agreement	lead by P1 with contribution by all partners	15.1.2018	31.3.2018	to be done
WP1/A4 Development of project management manual	lead by P1	15.1.2018	30.4.2018	to be done
WP1/A5 Development of financial and monitoring reporting forms	lead by P1 with contribution by P3	15.1.2018	30.4.2018	to be done
WP1/A6 Regular six months reporting by all partners to P1	lead by P1 + contribution by all partners	15.1.2018	14.1.2021	15/01-30/6/18 - Plovdiv meeting to be checked
WP1/A7 Regular review meetings of the National expert advisory committees in partners' countries	all partners	15.1.2018	14.1.2021	NEAC- to be defined the members and to report in Plovdiv
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	15.1.2018	14.1.2021	First Skype meeting to be in 19/04/2018, 10:00 CET
WP1/A9 Organisation of the kick-off transnational partners meeting in Turkey	lead by P1 + participation of all partners	15.1.2018	14.1.2021	DONE
WP1/A10 Completion and submission of	lead by P1 + participation of all partners	15.1.2018	14.1.2021	to be done month 17 of the project



Action	Leading Partner	Start date	End date	Status
progress and final reports to the EACEA				
Setting up of Dropbox folder and Google mailinggroup	lead by P1	15.1.2018	14.1.2021	to be done ASAP
Project management handbook		15.1.2018	14.1.2021	
Reporting forms		15.1.2018	14.1.2021	
Report on factual findings - Type I		15.1.2018	14.1.2021	
WP2 Quality assurance				
WP2/A1 Production and implementation of quality assurance plan and measures	lead by P1 + contribution by all partners.	15.1.2018	30.4.2018	to be done
WP2/A2 Monthly reviews of progress against the work programme	lead by P1 + contribution by all partners	15.1.2018	14.1.2021	described in the plan, delivered in April 2018
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	15.1.2018	14.1.2021	on going tasks
WP2/A4 Regular reviews of progress and gathering structured and concise feedback by the members of the NEAC	all partners	15.1.2018	14.1.2021	on going tasks
WP2/A5 Gathering of impact based on logical framework indicators	lead by P8 + contribution by all partners.	15.1.2018	14.1.2021	on going tasks; key indicators to be used
Quality plan		15.1.2018	14.1.2021	

Action	Leading Partner	Start date	End date	Status
Internal quality assurance reports		15.1.2018	14.1.2021	
WP3 Evaluation				
WP3/A1 Creation of internal evaluation plan and tools	lead by P3 and to be agreed by all partners.	15.1.2018	30.4.2018	to be done
WP3/A2 Selection by tender procedure of external evaluator	lead by P3	15.1.2018	14.1.2021	Done
WP3/A3 Development and provision of on-going external evaluation	lead by the selected external evaluator	15.1.2018	14.1.2021	on going
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.	15.1.2018	14.1.2021	on going
WP3/A6 Facilitate evaluation of partner meetings and analyse results for feedback to partners	lead by P3	15.1.2018	14.1.2021	on going
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.	15.1.2018	14.1.2021	year 2 to be defined
WP3/A8 Provision of progress and final external evaluation reports	lead by the selected external evaluator.	15.1.2018	14.1.2021	to be done
WP3/A9 Organisation of the sixth transnational partners meeting in Latvia	lead by P5 + participation by all partners	15.1.2018	14.1.2021	to be done during next meeting
Internal evaluation plan and tools		15.1.2018	14.1.2021	
External evaluation reports – progress and final stage		15.1.2018	14.1.2021	



Action	Leading Partner	Start date	End date	Status
WP4 Exploitation of results				
WP4/A1: Development and implementation of an Exploitation strategy – a document which is describing a rigorous model of promotion and mainstreaming of the project's results, including the identification of key exploitation targets (media, tools, and channels), stakeholders mapping and mainstreaming of final products	lead by P6 + contribution by all partners	15.1.2020	14.1.2021	N/A
WP4/A2: Wider-exploitation campaign that is promoting the exploitability of the project results which will be offering free resources to the project target groups and relevant beneficiaries	all partners	15.1.2020	14.1.2021	N/A
WP4/A3: Organisation of round tables and focus group presentations to convince the pedagogical staff by presenting the benefits and strengths of each of the above mentioned refugee good practice teaching resources	all partners	15.1.2020	14.1.2021	N/A



Action	Leading Partner	Start date	End date	Status
WP4/A4: Organisation of meetings with representatives by the regional municipalities, educational directorates and relevant departments at the Ministry of education as well as the representatives by the educational committees at the national Parliaments responsible for the decision-making to convince them to support the participation of as much as possible representatives of the pedagogical staff (at all educational levels in the country) in the testing phase and to increase the number of the users of the portal	all partners	15.1.2020	14.1.2021	N/A
WP4/A5: Negotiated exploitation agreements with relevant stakeholders	all partners	15.1.2020	14.1.2021	N/A
WP4/A6: Organisation of the exploitation multiplier event in Istanbul, Turkey	lead by P1 + contribution by all partners	15.1.2020	14.1.2021	N/A
WP4/A7: Organisation of the final transnational partners' meeting in Turkey	lead by P1 + participation/input by all partners.	15.1.2020	14.1.2021	N/A
Exploitation strategy		15.1.2020	14.1.2021	
Exploitation agreements		15.1.2020	14.1.2021	
Exploitation		15.1.2020	14.1.2021	

Action	Leading Partner	Start date	End date	Status
multiplier event – Istanbul, Turkey				
WP5 Database of good practices development and assessment methodology for refugees students' prior knowledge				
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	15.2.2018	30.6.2018	to be shared with Partners in Plovdiv
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	1.10.2018	28.2.2019	to be done
WP5/A3 Customisation by each partner of the content based on the national requirements, circumstances and cultural differences	all partners	15.2.2018	14.1.2021	on going; when the collections have started
WP5/A4 Development of the assessment methodology for refugee prior knowledge and online tool for	lead by P6 + contribution by all partners	15.2.2018	14.6.2019	to be define the methodology till end of June 2018 after that implementation

Action	Leading Partner	Start date	End date	Status
assessment methodology for refugee students' prior knowledge & recognition and validation of the learning outcomes gained during the learning process				
WP5/A5 Uploading of the good practice resources onto the TIEREF portal	lead by P6 + contribution by all partners	15.2.2018	14.1.2021	After WP7 good practices plug in has been developed; by Plovdiv meeting to be developed
WP5/A6 Iterative testing of the good practice resources and the assessment methodology	all partners	15.2.2018	14.1.2021	on going after Plovdiv meeting
WP5/A7 On-going collection of other approbated refugee teaching and learning resources, methods, tools, practice	all partners to P2	15.2.2018	14.1.2021	on going
WP5/A8 Organisation of the second transnational partners meeting in Plovdiv, Bulgaria	lead by P3 + contribution/input by all partners	15.2.2018	14.1.2021	9-10.07.2018
Framework for collection and categorisation of inclusive refugee's teaching and learning resources, methods, tools and mechanisms		15.2.2018	14.1.2021	
Online tool for assessment methodology for refugee students' prior knowledge & recognition and validation of the learning outcomes gained during the learning process		15.2.2018	14.1.2021	
WP6 Peer supported learning				



Action	Leading Partner	Start date	End date	Status
intervention method				
WP6/A1 Finalisation of the structure of the guide	lead by P7 + contribution by all partners	15.2.2018	30.6.2018	to be confirmed by P7 and commented in Plovdiv
WP6/A2 Creation of the content of the guide	lead by P6 + contribution by all partners	15.2.2018	31.10.2018	to be done first draft; the final version to be provided by end of December 2018
WP6/A3 Production of EN version and translation onto partners' languages	all partners	15.2.2018	14.5.2019	final version till end of December 2018 and translated version to be provided by partners till end of March 2019
WP6/A4 Pilot try-outs with beneficiaries – pedagogical staff, psychologists	all partners	15.2.2018	14.5.2019	to be done
WP6/A5 Optimisation of the output based on the gathered feedback	lead by P7	15.2.2018	14.5.2019	to be done
WP6/A6 Organisation of the 3rd transnational partners meeting in Craiova, Romania	lead by P8 + contribution/input by all partners	15.2.2018	14.5.2019	12-13 December 2018
Peer supported learning intervention method		15.2.2018	14.5.2019	
WP7 Online collaborative exchange portal and resource repository concept towards inclusive education				
WP7/A1: Development of alpha/beta and final versions of the portal	lead by P4 + contribution by all partners on validation of the version	15.2.2018	14.1.2021	alpha version to be ready till meeting in Plovdiv
WP7/A2: Collection, systematisation and categorisation of the good practices results – each partner will provide	each partner will provide the above mentioned resources – lead by P4 + contribution by all partners	15.2.2018	14.1.2021	to be done see WP4



Action	Leading Partner	Start date	End date	Status
the above mentioned resources				
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	15.2.2018	14.1.2021	to be done
WP7/A4: Uploading of resources onto the portal (three testing cycles: alpha, beta and optimised versions)	lead by P4	15.2.2018	14.1.2021	to be done
WP7/A5: On-going collection of other approved resources, methods, tools, practice	all partners	15.2.2018	14.1.2021	to be done
Online collaborative exchange portal and resource repository concept towards inclusive education		15.2.2018	14.1.2021	
WP8 Pilot implementation and impact gathering				
WP8/A1 Development of pilot plan	lead by P5 + contribution by all partners	14.4.2019	14.1.2021	to be done
WP8/A2 Development and implementation of the impact gathering tool	lead by P5 + contribution by all partners	14.4.2019	14.1.2021	to be done
WP8/A3 Development and implementation of white papers towards inclusive education for migrant children	lead by P5 + contribution by all partners	14.4.2019	14.1.2021	to be done



Action	Leading Partner	Start date	End date	Status
WP8/A4 Collection of case studies from implementers – pedagogical staff who used the inclusive learning resources	lead by P5 + contribution by all partners	14.4.2019	14.1.2021	to be done
WP8/A5 On-going collection of other approbated inclusive learning resources, methods, tools, practice	all partners	14.4.2019	14.1.2021	to be done
WP8/A6 Production of optimised versions of the portal	– lead by P4	14.4.2019	14.1.2021	to be done
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	14.4.2019	14.1.2021	to be done
WP8/A8 Organisation of the Fourth transnational partners meeting in Bari, Italy	lead by P6 + contribution/input from all partners	14.4.2019	14.1.2021	to be done
Pilot plan and impact gathering tool		14.4.2019	14.1.2021	
White papers towards inclusive education for refugee/migrant children, based on the project's outcomes and results		14.4.2019	14.1.2021	
Case studies from implementers – pedagogical staff who used the inclusive learning resources		14.4.2019	14.1.2021	
WP9 Dissemination				

Action	Leading Partner	Start date	End date	Status
WP9/A1 Finalisation and implementation of the dissemination strategy	P1 with contribution from all partners.	15.1.2018	14.1.2021	end of March 2018 the dissemination strategy will be prepared
WP9/A2 Stakeholder identification	all partners.	15.1.2018	14.1.2021	end of April 2018
WP9/A3 Production of project brand and promotional materials - leaflets, roll-up banners, logo, PPT template etc.	lead by P1 + contribution by all partners.	15.1.2018	14.1.2021	on going - flyer to be ready till Plovdiv meeting by P3
WP9/A4 Development and maintenance of the project website	P4 with contribution from all partners.	15.1.2018	14.1.2021	www.teachref.eu by end of March 2018 English version to be ready; change will be done upon request
WP9/A5 Reaching key European level dissemination targets and media	P4 with contribution from all partners.	15.1.2018	14.1.2021	on going
WP9/A6 Publications and press releases – at least 4 per partner country	at least 4 per partner country - all partners	15.1.2018	14.1.2021	on going
WP9/A7 Organisation of informative sessions (minimum 10 per partner)	all partners	15.1.2018	14.1.2021	to be done
WP9/A8 Organisation of thematic workshops (minimum 10 per partner)	all partners	15.1.2018	14.1.2021	to be done
Dissemination strategy and awareness-raising campaign		15.1.2018	14.1.2021	
Dissemination promotional materials		15.1.2018	14.1.2021	
Project website		15.1.2018	14.1.2021	