



EQUAP – FIRST COORDINATION MEETING

Minutes

FORLÍ 19-20 NOVEMBER 2014

Participants: Mojca Pesak, Ksenija Jerman Skrbinek, Jerneja Jager, Bjorn Bertilsson, Linda Pavitola, Katrien Van Laere, Ankie Vandekerckhove, Anne Lambrechts, Paolo Zanelli, Teresa Campidelli, Vesna Balzani, Alessandra Caroli, Miguel Prata Gomes, Vasilis Grammatikoupoulos, Elsa Chlapana, Nicola Catellani, Laura Avanzi, Elena Luciano, Massimo Marcuccio.

19th November 2014

➤ **Session 1 09.30-12.30**

Partner representatives introduced their organization.

Nicola Catellani introduced the project structure, objectives and main outputs.

Discussion about objectives and expected results.

➤ **Session 2 14.00-17.30**

Starting from the elements that the final toolkit has to include the research results, the best practices coming from the pre-schools involved in the project and the quality indicators pertaining participation that partners will define, an analysis of the Activities related to the Outputs has been discussed.

- Output 1 Activity 1

Identification of the practices/methods concerning participation in ECEC

Theory and scholarly work

The first point of discussion is about the **definition of the word “participation”** which is different from “involvement” considering that the two terms are on two different levels. To define levels of participation can be difficult because it depends from each country traditions.

Indeed a number of actors are around the participation in ECEC: family, children, teachers, community and other stakeholders.

DECISION: partners agreed on focusing mainly on the **family participation, understood as an enlarged concept and not only parents**. Links with the community might also be taken into account because the process of participative cooperation between pre-school and families and pre-school and community on the other hand represents an important aspect.

The analysis carried out by the researchers should take into account on a **multiple dimensions** because it is necessary to take into consideration various elements such as socio-economic factors, diversity, local traditions, etc.

DECISION: Academic researchers of the partnership have to prepare a 10 pages document with a structure which includes academic publications, literature, thesis, projects or description of best practices and policies on family participation.

Deadline to send the documents to the coordinator: end of March 2015.

Vasilis Grammatikoupoulos and Elissavet Chlapana will prepare a common template for the academic research in the 7 countries involved in the project. (see annex 1 to the minutes)
Some feedback on the progress of the work should be provided by concerned partners in late January 2015.

Output 3 Activity 1

Identification of existing indicators/tools to collect empirical evidence employed in the partner countries.

The main point of discussion was on the two components of the word “indicators”: criteria and tools and on the differentiation of quantitative and qualitative indicators.

Vasilis Grammatikoupoulos and Jerneja Jager prepare a specific document. (see annex 1 to the minutes)

DECISION: A specific part/paragraph of the paper will be addressing existing quality indicators pertaining participation in the countries of the partnership.

20th November 2014

☐ **Session 3 9.00-12.30**

Output 1 Activity 2

Identification of practices in the participating organizations

Following a wide discussion among the partners on the way in which practices should be documented and collected it was agreed that practices pertaining family participation will be identified, described and analyzed through a **common template**.

DECISION: Each organization has to identify at least 3 practices on family participation. These practices will serve as a basis for the following phase of the project.

The common template will be prepared by the coordinator on the following partners' indications:

■ **Two documents:** the first one with the description of the framework, vision and values and the second one with guidelines to describe the practice based on:

1. Goals of the practice
2. Time and Space

3. Material
4. Methodology
5. Results
6. Participants and their role
7. Conclusion

The document can include photos or other audiovisual material.

The main priority and focus will be on the practices of the partners however if a partner identifies an highly valuable practice outside the partnership that might be also taken into account

The documents with the description of the best practices have to sent to the coordinator by the end of March 2015.

Description of the EQUAP process and definition of dates and venues of the meetings

The length of the project is 3 years and the whole process has to be developed from 1 September 2014 to 30th August 2017. The process foresees for the first year: one coordination meeting, the definition of practices and indicators and a research meeting.

The second year foresees a transnational meeting to prepare the job shadowing activities, the implementation of the job shadowing, the testing of the best practices and a second transnational meeting aimed at assessing the results achieved and preparing the research guidelines.

The third year foresees the development of indicators, a transnational meeting on the preparation of the toolkit, the construction of the kit and a final evaluation and follow-up meeting.

Partners agreed on taking the 7 transnational project meetings, one in each partnering countries; in this way, participants can have the opportunity to see and better understand different ECEC contexts.

Partners discussed on the venues and dates for the meeting of the first year.

DECISION: The research meeting will take place in Porto on 23rd – 24th of April 2015 with arrival day on 22nd.

The meeting for the preparation of the job shadowing will take place in Crete on 24th -25th of September 2015 with arrival day on 23rd and departure day on 26th.

Job shadowing for practitioners will take place between October 2015 and end of February 2016.

The number of participants per organization is based on the number of mobility stated in the project application.

The discussion has addressed also the possibility of organizing a dedicated meeting for assessing the job shadowing activities. No specific decision has been taken on the issue.

Internal and external Evaluation process

The evaluation of the project and of its impact should be a mix of quantitative and qualitative elements. In order to be coherent to the project expected results and efficient, partners agreed in creating a questionnaire to be submitted to the participants at the beginning and at the end of the process with open questions.

DECISION: The coordinator will ask to Massimo Marcuccio and Elena Luciano to prepare a proposal for a small evaluation questionnaire.

Anne Lambrechts proposed to have transnational focus groups during the transnational meetings in order to have qualitative input from participants.

External evaluation– the project foresees the task for an external evaluator. Two possibilities: ask to evaluate the project process or the project contents. Partners agreed that the evaluator should focus on the process (achievement of the project objectives) and not on the contents on which the evaluation can be too subjective.

DECISION: The coordinator will ask to at least three professionals to submit their CV and offers. An excel file for the collection of result indicators will be sent out by the project coordinator to all partners.

➤ **Session 4 14.00-16.30**

Administrative and financial questions

See powerpoint presentation for reporting – make particular attention to the payment rules set by the Italian Erasmus+ agency.

The coordinators will have to provide two intermediate reports (**a monitoring report in April 2015 and the Intermediate Report February 2016**) and final report. The report in February 2016 will be the basis for the evaluation and the second pre-financing. The reporting of the costs will have to be done through an online tool of the EU commission, currently still under development.

The national agency will issue more detailed guidelines pertaining the reporting procedures in early 2015. The content of the presentation made in Forlì are confirmed. Some small clarifications have been done in relation to the reporting procedures for the job shadowing activities will be circulated by the project coordinator in the following weeks.

TRANSFER FROM NATIONAL AGENCY	TRANSFER FROM SERN TO PARTNERS
1st Pre-financing 40% of total grant January 2015	30% as start off payment in January 2015 to all partners To be fully spent and reported to SERN by the end of 2015
2nd Pre-financing 40% of total grant March-April 2016	Up to 50% (10% left over from 1st pre-financing+40% of the 2nd pre-financing) as intermediate payments on 30 June 2016 and/or 15 January 2017 on the basis of what you have spent and reported at those dates
Final payment 20% of total grant November 2017	Final payment after the end of the project but expenses have to be reported by July 2017

Notes:

1. Send to the coordinator the list of people (staff only) involved in the project (name, staff role and e-mail) per each organization.
2. Send to the coordinator the employment contracts of the people involved in the project with the translation of the role in the organization.
3. The report of the expenses have to be done on line by the report sheets showed by Nicola on the SERN platform.

Dissemination plan and involvement stakeholders

The involvement of stakeholders since the beginning of the project is essential for the achievement of the objectives. According to the application, a total of 490 organizations should be informed about the project and a smaller number should be involved in a valorization process throughout the process aimed at creating the conditions at the end of the project for a use of the toolbox at local level. During the **local valorization seminars**, they have to be invited and ask them if interested in using the project toolkit in their schools. It is essential to have a formal engagement from them.

The dissemination plan foresees a **project logo** that partners have chosen and a **project website** that is now under construction. The web domain has been already registered: www.equap.eu, as well as Facebook project page has been activated.

A **newsletter** about the project activities will be issued through the aggregator www.scoop.it.



The coordinator will circulate draft dissemination/valorization plan to be filled in by partners with contents in relation to the dissemination/valorization activities and stakeholders/actors to be involved locally/nationally.

An intra partner communication platform is foreseen and the Municipality of Linköping presented as a proposal.

The meeting is closed at 16.30