

**Transnational Project Meeting  
20<sup>th</sup> & 21<sup>st</sup> of January 2022**

Venue: **The Address Connolly Hotel** - Dublin, Ireland  
and Online (via Zoom)

**ATTENDEES**

Maria Potes Barbas (IPSantarém) – In Person  
Feliciana Cardoso (IPSantarém) – In Person  
David Torrezão (IPSantarém) – In Person and Online (Covid Situation)  
Suzana Leonardi (Viatecla) – In Person  
Pedro Seabra (Viatecla) – In Person  
Jennifer Smith (Meath Partnership) – In Person  
Irena Kovacs Andriskin (Meath Partnership) – In Person  
Maria Evgeniou (Center for Social Innovation) – Online

**AGENDA**

**DAY 1, 20<sup>th</sup> January 2022**

**20:00:** Official Opening Meeting & Welcoming Words to Participants “**FrontWinners – (re)skilling for mentors with immersive experiences**”

**20:15 – 21:30:** Social Dinner

**DAY 2, 21<sup>st</sup> January 2022**

**09:30 – 10:00:** Presentation and Discussion of Results (IO1, IO2)

**10:00 – 10:30:** Platform Overview Presentation

**10:30 – 11:00:** Coffee Break

**11:00 – 11:15:** Timesheets Overview

**11:15 – 12:00:** Next Steps and Tasks

**12:00 – 13:30:** Lunch

## MINUTES

### DAY 1, 20<sup>th</sup> January 2022

#### OFFICIAL OPENING OF THE MEETING AND SOCIAL DINNER

Irena Kovacs Andriskin and Jennifer Smith from Meath Partnership welcomed all the partners attending the meeting in person followed by an introduction of all the participants and short overview of the partners' current projects and main specific areas of their professional involvement, adapted work environments as a result of the COVID-19 pandemic, impacts of the pandemic, challenges and solutions to these challenges in each partner institution.

As part of the Social Dinner partners discussed their vision and plans for future projects as a continuation of the FrontWinners project as well ideas to collaborate on different projects on various other topics in the future.

### DAY 2, 21<sup>st</sup> January 2022

#### PRESENTATION AND DISCUSSION OF RESULTS (IO1 AND IO2)

Maria Potes Barbas from IP Santarem started the meeting by presenting a general overview about the project and sharing the main idea behind the project, it's aims and priorities as well as main intellectual outputs and other activities supporting the successful implementation of the project including the project's website and learning platform.

Following this Maria presented to partners the current state of play of IO1 and IO2 in order to ensure all the resources have been developed and uploaded to the platform. During the review of the resources partners identified very few missing items and agreed to develop and share these resources with the partners by 26th January 2022. Following this Viatecla will upload these resources to the platform.

The missing items were highlighted in the presentation shared with all the partners and this presentation will be used as a source of information in order to complete and share any content to be developed and uploaded to the platform after the partner meeting.

## PLATFORM OVERVIEW PRESENTATION

Suzana Leonardi from Viatecla in cooperation with Maria Potes Barbas from IP Santarem presented to all the partners the platform and different contents. The partners revised the platform and agreed on having all the resources completed, uploaded and milestones achieved before submitting the upcoming reports to the National Agency.

All partners agreed that the platform is very user-friendly and easy to navigate.

During the review of the resources partners identified very few missing items and agreed to develop and share these resources with the partners by 26th January 2022.

The missing items were highlighted in the presentation shared with all the partners and this presentation will be used as a source of information in order to complete and share any content to be developed and uploaded to the platform after the partner meeting.

## COFFEE BREAK

The Coffee Break involved further networking and discussions among the partners in relation to the project and future plans.

## TIMESHEETS OVERVIEW

Maria Potes Barbas from IP Santarem reviewed the partners' timesheets in order to ensure that all the timesheets were completed according to the rules of the Programme and were stamped and signed by relevant representatives of the organisation and experts involved in the project directly.

Maria shared feedback with the partners and asked partners for all the corrections to be complemented and scanned timesheets to be forwarded to her by the 26th January 2022 by email and also to be sent via post immediately.

## NEXT STEPS AND TASKS

The partners discussed the following next steps and tasks:

- *IO3 Guidelines for mentors* – Development of the Handbooks – Meath Partnership in cooperation with IP Santarem (01/02/22 – 30/09/2022)
- *IO4 Best Practices Handbooks* – Viatecla in close cooperation with all the partners based on learnings from the implementation of the project as well as feedback and findings from the training sessions for mentors and educators (01/10/2022 – 30/03/2023)
- *Training session for mentors and educators in Dublin* – planned to be implemented 09/2022 or 10/2022 in Dublin. Partners agreed to arrange the meeting with the same venue as the TPM – The Address Connolly with 12 participants with a duration of 7 days as stated in the application form. 1st Day agreed to be dedicated to the arrival of the participants and social dinner with introductions. Days 2-6 will be dedicated to a wide variety of training workshops related to the resources developed within the project as well as cultural and good practices experience exchange workshop. The last day of the training will be dedicated to sharing feedback about the resources and the training itself as well as summarising the conclusion and closing session. Meath Partnership will draft the Agenda of the meeting and forward it to all the partners in advance for feedback, following this, will book the venues and ensure the successful implementation of the training according to the details agreed among the partners.

Partners also agreed to start identifying potential organisations or experts and create a database of potential participants who could benefit from the resources developed as part of the project to be invited to take part on the training after this partner meeting.

## DISSEMINATION ACTIVITIES

Partners agreed to continue with a wide dissemination of the project through different communication channels and scheduled posts on the project's Facebook page in line with the agreed timetable and order of the partners. In order to ensure an increasing number of page visitors, the partners agreed to identify a partner responsible for wider dissemination of the Facebook page itself for each month. IP Santarem will be responsible for boosting the number of visitors in January 2022 and Meath Partnership in February 2022. The order of the partners responsible for further dissemination of the Facebook page in the upcoming months will be discussed via email communication. Maria Potes Barbas from IP Santarem also informed the partners about a new member of their team available to support the dissemination activities in the future.

## PARTNER MEETINGS

Future partner meetings were discussed to be planned as follows:

- ✓ 3rd Partner Meeting in Cyprus 05/2022 or 06/2022
- ✓ 4th Partner Meeting in Lisbon 09/2022
- ✓ 5th Partner Meeting in Santarem 03/2023

Partners also discussed the potential change to the order of the meetings, with information to be shared with the partners well in advance in order to plan the logistics related to the meetings.

## MULTIPLIER EVENT

The Final Conference in Santarem, Portugal has been planned for 03/2023 with 70 local and 10 foreign participants and will be held in parallel with the last partner meeting. This conference will be aimed at sharing the intellectual outputs developed and presentation of the benefits and results of the project to different stakeholders (e.g. Special Needs Associations, Universities, Enterprises and Policy Makers).

The partners also agreed to organise in line with the application form further Multiplier Events in Ireland and Cyprus with 50 local participants (stakeholders as listed above) attending the event in each identified partner country.

Partners agreed to share the outcomes of the events and feedback from the stakeholder through a Transnational Ebook of the Communication and Feedback compiled after the multiplier events in each country.

Maria Potes Barbas from IP Santarem and Irena Kovacs Andriskin from Meath Partnership thanked all the partners for their participation on the meeting as well as for the great and successful collaboration on the project so far and closed the meeting.

## LUNCH

Social lunch was also dedicated to sharing reflections about the meeting among the partners and networking.

### EVIDENCE

1. Photos
2. Sign-in sheet
3. PPT presentation
4. Certificates of Participation
5. Partner Meeting follow-up Evaluation Questionnaire

### VENUE OF THE MEETING

Our *Transnational Project Meeting* was held in The Address Connolly Hotel, Dublin, Ireland.

