

FrontWinners

Online Meeting – 11/04/2022, 10am – 11am (GMT)

Attendees: Maria Potes Barbas (ESE), David Torrezão (ESE), Maria Evgeniou (CSI), Suzana Leonardi (Viatecla), Irena Kovacs Andriskin (MP)

Agenda:

- ✎ **Topic 1) Project Activities - Dates Proposals**
 - Project Meeting in Nicosia, Cyprus
 - Project Meeting in Lisbon, Portugal
 - Project Meeting in Santarèm, Portugal
 - C1 – Training Sessions for Mentors and Educators, Ireland

- ✎ **Topic 2) Overview on the “Diversity and Inclusion Methodologies Handbook (IO3)**

- ✎ **Topic 3) Template overview on the handbooks “Based on the experience of the training sessions” and “Regarding best practices beyond the project” (IO4)**

- ✎ **Topic 4) Draft Overview of the C1 Training Schedule**

Minutes:

1. Opening and Welcoming

- Maria Potes Barbas welcomed all the partners and opened the meeting.

2. Presentation and Discussions

Topic 1) Project Activities Dates Proposals

- *Project Meeting in Nicosia, Cyprus*

All partners agreed to have a meeting on the 16th and 17th June 2022 in Nicosia with 2 participants/organisation, 10 persons in total. Maria Potes Barbas shared the proposed agenda and all the partners agreed with the proposal. In relation to the travel arrangements Maria Evgeniou advised the partners, that they should consider the airports in Larnaca & Paphos in order to be entitled to claim their travel expenses from the budget of the project. Maria will send the information pack to all partners by next week with all the information included.

- *Project Meeting in Lisbon, Portugal*

Partners agreed to meet in Lisbon on the 22nd and 23rd September 2022 with 2 participants/organisation, 10 persons in total. Suzana will arrange a meeting with Maria Potes Barbas in order to discuss the exact location, logistics and agenda of the meeting.

- *Project Meeting in Santarèm, Portugal*

Partners agreed to meet in Santarèm on the 28th February 2023 and 1st March 2023. This last partner meeting will be accompanied by the Multiplier Event as well. Maria Potes Barbas will discuss the exact plan and agenda with the partners during the upcoming in person and or/online meetings.

- *C1 – Training Sessions for Mentors and Educators, Ireland*

As a result of the current Ukrainian migrant crisis in Ireland the hotel where partners planned to implement this activity has been book by the government till end of June 2022 and is not available. Considering the option that this could be the situation afterwards, closer to the end of the year, Irena proposed to change the location of the training and implement the training in the premises of Meath Partnership in Kells. Partners agreed on this, Irena will share the partner information pack for Kells with the partners by 14th of April 2022 for further consideration and final confirmation.

Topic 2) Overview on the “Diversity and Inclusion Methodologies Handbook (IO3)

Maria Potes Barbas presented partners the developed guidelines in a PPT presentation and also the existing content that can be useful for the lead partner of this IO – Meath Partnership. Maria Potes Barbas asked Irena to examine and review the existing practical content and add further content reflecting the theoretical aspect of the topics.

Part III of the Guidelines will reflect on projects helping IDD people implemented by IP Santarèm, while CSI, MP and IP Santarèm will also contribute to this content by developing the modules allocated previously. Partners agreed to develop a content on 5-6 power point slides for each topic allocated. Partners agreed to share their contents with Meath partnership by 1st June 2022 the latest in order to complete the final draft document to be presented during the partner meeting in Nicosia mid-June 2022.

The allocation of the topics has been agreed as follows:

PART I - PRACTICAL GUIDELINES ON OPEN EDUCATION - CSI

1.1 WHAT IS OPEN EDUCATION

1.2 GENERAL GUIDELINES

PART II - DIFFICULTIES AFFECTING IDD PEOPLE RESOURCES - IPSantarém

2.1 RESOURCES

2.1.1 FONTS FOR DYSLEXIA

2.1.2 COLOR ORACLE - FOR THE COLOR IMPAIRED

2.1.3 CONTENT ACCESSIBILITY GUIDELINES

2.1.4 ACCESSIBILITY EVALUATION TOOL

PART III - PROJECTS HELPING IDD PEOPLE – Meath Partnership

3.1 COMMUNICATION AND CUSTOMER SERVICE

3.2 DIGITAL LITERACY FOR THE LABOUR MARKET, INFORMATION

TECHNOLOGY LITERACY AND BUSINESS COMMUNICATION

3.3 DIGITAL LITERACY FOR THE LABOUR MARKET, BUSINESS

ORGANIZATION

3.4 TIPS & TRICKS IN MULTIMEDIA PRODUCTION

Topic 3) Template overview on the handbooks “Based on the experience of the training sessions” and “Regarding best practices beyond the project” (IO4)

Partners agreed to collect the content for the handbooks based on the outputs and case studies collected during the C1 Training in Ireland. Maria Potes Barbas will prepare and forward the templates to prepare the presentations for the individual workshops that will be recorded and included in the IO4 Handbooks. Maria will also support the lead partner Viatecla with the Guidelines and Templates for the Handbooks.

Topic 4) Draft Overview of the C1 Training Schedule

Maria Potes Barbas presented partners the draft agenda of the training and partners discussed it while making suggestions in relation to its content.

Day 1 – The training will start with the opening and welcoming during a social dinner

Day 2 – Best practices will be presented by the participant from different organisations involving people with special needs in their activities; at the afternoon partners suggested to visit a local Irish organisations involving or employing people with special needs. Irena will follow up with the partners to collect the names and professional profiles of the participants attending the training in order to identify the exact topics of their contributions and to finalise the agenda before the partner meeting in Cyprus in June.

Each training day will start with a summary of the previous day in order to ensure consistency and follow up. Maria Potes Barbas will share with Irena the template and Meath Partnership will be updating this template during the training on a daily basis.

Maria Potes Barbas will also share with all the partners a presentation template that will be used to present the content of the different topics by the participants during the workshops.

Day 3 – The initial plan was to present some of the main resources from the Frontwinners platform and the afternoon dedicated to exploration of the cultural environment. Partners agreed to have the flexibility and possibly bring this theoretical part forward to Day 2, followed by more practical activities the following days.

Day 4 – The day will start with a summary of the previous day and partners agreed on a cultural programme for the afternoon.

Day 5 – Partners agreed on sharing best practices on European Inclusion Projects that are in line with the European Commission's Priorities. All the partners are involved in other projects in this field and this day will be dedicated to exchange of best practices and case studies and conclusions resulting from their experience with different other projects on this topic. Maria Potes Barbas will also share with all the partners a presentation template that will be used to present the content of the different topics by the participants.

Day 6 – After summarising the previous day, Suzana will share with the participants the best practices with immersive and gamification methodologies which are also presented on the platform. This will be followed by a presentation of a case study on developing Assessment guidelines for special needs students as a result of one of the previous projects implemented by (IP Santarèm).

Day 7 – This day will be dedicated to the closing ceremony and farewell.

Suzana suggested to include also a workshop to conduct a needs assessment with participants representing organisation and business involving people with special needs as well with people with special needs themselves to have an opportunity to reflect on the current needs as well. This will be followed by a presentation of the Design Thinking methodology and practical workshop dedicated to practicing the application of design thinking in order to solve the current problems in this field and find solutions to meet the needs of both target groups. All partners found this activity very interesting and beneficial and agreed on including this content in the agenda of the training.

Partners also agreed to implement an interactive session towards the end of the training in order to discuss and generate ideas for further project developed and implemented by the consortium in the future.

Irena will prepare the Final Draft of the C1 Training Agenda in cooperation with all the partners for the partner meeting in Nicosia in June 2022. Maria Potes Barbas will share presentation templates with all the partners before the training.

All the workshops and presentations will be recorded and utilised to create the content for the development of the Handbooks in IO4.

3. Upcoming tasks

- Irena to contact all partners in order to collect the names and profiles of the participants of the C1 Training
- Irena to create a final draft agenda to be available for the partner meeting in Cyprus mid-June
- Irena to review content and add theoretical content to the IO3 Handbooks
- CSI, MP and IP Santarem to develop content for IO3 Handbooks and forward them to Irena by 1st June 2022 in order to finalise IO3 before the partner meeting on the 16th and 17th of June in Cyprus
- All partners continuously contributing to dissemination activities
- Suzanna will contact Maria to finalise the details for the meeting in Lisbon
- Maria Evgeniou will distribute the partner information pack for the meeting in Cyprus
- Irena will distribute the partner information pack for the training in Kells
- Maria Potes Barbas will provide templates for the presentations for the C1 training

4. Dissemination activities

Partners agreed on further implementation of dissemination activities, raising awareness of the target group and wide public about the upcoming events and project developments through their own dissemination channels as well as by posting updates on the Frontwinners Facebook page. Maria Potes Barbas will contact Maria Pintor (currently out of work) to ensure that all the partners will have unlimited access to the Facebook page and will be able to post their articles accordingly.

5. Next meeting:

- The date and time of the next online partner meeting will be discussed via email.

Evidence:



