

# Project Title: Coping with NO mobility during Corona Virus times: Learning from each other

Reference Number: 2020 -1-CY01-KA204-066035

Duration: 01.10.2020 – 31.05.2022

## Minutes of 1<sup>st</sup> CONOCO Online Meeting

5 October 2020, 11:00 – 13:00 EET

Participants:

P0 – CY-**European Association of Erasmus Coordinators (EAEC)**: *Gregory Makrides, Diamando Zisimopoulou, Monica Tsartsali*

P1 – GE-**VHS**: *Jana Gerstmair*

P2 – GR-**University of Aegean**: *Apostolos Kostas, Vasilis Paraschos*

P3 – RO-**Liceul Teoretic “Tudor Arghezi”**: *Cristina Radu, Daniela Florescu , Simona Roșu*

P4 – IT-**ASSOCIAZIONE ADA**: *Caterina Runfola,*

P5 – IT-**ITIS PALEOCAPA**: *Claudia Caccia, Mariarossa, Attilio Galimberti, Flora Ravelli, Antonella Gualteroni , Maria Rosa Savoldi*

P6 – RO-**UPGP**: *Irina Gabriela Radulescu*

Prof. Makrides, co-ordinator of the project, started the kick off meeting by welcoming the partners-participants and every partner introduced themselves and the organization they represented.

The meeting continued with the presentation of the Gantt Chart/Timeline and the coordinator shared/explained in detail the project Objectives and Deliverables. Afterwards, the coordinator continued with the Work Plan/Flow where he listed all the activities/deliverable planning for the 20 months of the project duration.

The responsibilities of each partner and who leads each deliverable as it was specified in the proposal was discussed. The table below shows who leads each deliverable/result.

It was made clear that all partners contribute to all deliverables.

<b>Deliverables</b>	D1: Online Survey implementation and result D2: National Reports - Interviews and Testimonials Recording D3(C1: Learning Teaching Activity) D5: Interviews Analysis, Reporting , Translations, Upload of testimonials in the website D6: Finalization of the e-Book, and Video Testimonials D7: Dissemination of project results, Strategy and Plan D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	D1: University of Aegean D2: VHS  D3: Uni of Aegean+EAEC D5: Liceul Teoretic "Tudor Arghezi" D6: EAEC D7: ADA + Paleocapa D8: EAEC + UPG
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Some discussion and decisions were taken as follows:

- **Partnership Agreement** will be prepared and sent as soon as EAEC receives the signed agreement from the Cyprus National Agency. The 1<sup>st</sup> Payment Instalment to each partner will be made according to the partnership agreement and after the first payment is received from the National Agency.
- **Quality Assurance Strategy, Implementation and Indicators.** Each partner shall appoint a member to the QA Committee by sending a name by the 12<sup>th</sup> of October 2020.
- **Dissemination Strategy.** It is decided to register an available project URL such as [www.co-no-co.eu](http://www.co-no-co.eu) . The coordinator will ask a designer to propose 3 logos for the project and partners will be asked to vote for choosing the project logo.
- **Online Survey.** Some ideas were exchanged in relation to D1 survey and target groups. Partners agreed to carefully read the proposal, especially each deliverable leader should read all that is related to the deliverable they are leading.
- **National Reports.** Partners discussed about the Interviews and Testimonial participant's General Characteristics. Further analysis and planning will be proposed by the partner leading this activity.

It was mentioned by the coordinator that, according to the proposal, the partners had to indicate at least 20 Associate partners for this project and that the partners have to start contacting organizations which will be interested in becoming Associate Partners, as soon as possible.

The coordinator will send to all partners a Press Release in English, which can be used to attract the interest of Associate Partners. Associate partners do not receive funding from this project, but they may be invited to its events. An Associate Partner needs only to send an email confirming its interest in being an Associate Partners and it can be done in any language. This email could be sent to a partner and then the partner should forward this email to [zisimopoulou.d@eacg.eu](mailto:zisimopoulou.d@eacg.eu) or [tsartsali.m@eacg.eu](mailto:tsartsali.m@eacg.eu)

The coordinator showed the approved budget, the Financial Reporting Forms that partners need to use to report activities for CONOCO project and explained how they would fill those forms. Lastly, the coordinator committed to create within October 2020 a Google-Drive dedicated to the CONOCO and share all the necessary documents with the partners in a convenient structure. All partners will have to complete and sign the Bank Identification form.

The Transnational Project Meeting 1 (TPM1) is planned in November 2020 or later. Due to the pandemic, it is agreed to decide on the date in November or later considering the possibility for traveling without problems. In the meantime, it is agreed that the project will be using Online Virtual Meetings for securing the progress of the project.