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Erasmus+ Programme  
of the European Union



**P. Paleocapa**  
istituto tecnico industriale statale

**Project title:**

**CONOCO: “COPing with NO mobility during COrona Virus times:  
Learning from each other”**

**Reference number:** 2020-1-CY01-KA204-066035

**Implementation period:** October 2020 – May 2022

# Meeting Two, Physical

**15-16 December 2021, Milano, Italy**

Venue of meeting: Sala Villa, Hotel Ca'Bianca

Address of the meeting: Via Lodovico Il Moro, 117, 20143 Milano MI

# Agenda

Wednesday, 15 December 2021

Time (CET)	Action	Presenter – Comments
Morning	Arrivals	
12:00 - 12:15	<p>Meeting at Sala Villa, Hotel Ca'Bianca</p> <p>P0. <b>EAEC</b>, Cyprus (Gregoris Makrides, Monika Tsartsali)</p> <p>P1. <b>VHS</b>, Germany (Ludwig-Paul Forchhammer, Renate Ament)</p> <p>P2. <b>University of the Aegean</b>, Greece (Vasilis Paraschou - <a href="#">Online</a>)</p> <p>P3. <b>Liceul Teoretic “Tudor Arghezi”</b>, Romania (Christina Radu, Daniela Florescu)</p> <p>P4. <b>ASSOCIAZIONE ADA</b>, Italy (Angela Panzarella, Francesca Mori, Caterina Runfola)</p> <p>P5. <b>ITIS PALEOCAPA</b>, Italy (Claudia Caccia, Valentina Persico)</p> <p>P6. <b>UPG</b>, Romania (Irina Gabriela Radulescu, Catalin Popescu)</p>	<p>Welcome by the host of the meeting and the project coordinator</p> <p>Partnership – meeting each other</p>
12:15- 13:15	<p><b>Discussion of Deliverables</b></p> <p>Partners have uploaded interview analysis <a href="#">HERE</a></p> <p><u>Progress of D2 (Focus groups and interviews to produce the national Reports):</u></p> <p>Dispatch of the translation of the report form to vhs Schrobenuhausen for final evaluation and consolidated report</p> <p><i>National Report structure:</i></p> <ol style="list-style-type: none"> <li>1. Description of Focus Group interview procedure used and target group characteristics</li> <li>2. Thematic analysis of interview replies (positive and negative themes) in two column table listing</li> <li>3. Highlights of interview replies/interesting stories</li> <li>4. Testimonials produced (names and target group characteristic, video code saved in GD)</li> <li>5. ANNEX (collection of answers to questions)</li> </ol>	<p>D1: Online Survey implementation and result</p> <p>D2: Focus groups and interviews to produce the national Reports</p> <p>D3: C1 Short Learning, Teaching Training content</p> <p>D4: NOT APPROVED</p> <p>D5: Preparation, editing and finalization of the video testimonials</p> <p>D6: E-book comprehensive collection of results</p> <p>D7: Dissemination Strategy and Plan</p> <p>D8: Quality Assurance Strategy and Plan</p> <p><b>Deliverable leaders:</b></p> <p>D1: University of Aegean</p> <p>D2: VHS</p> <p>D3: Uni of Aegean+EAEC</p> <p>D5: Liceul Teoretic "Tudor Arghezi"</p> <p>D6: EAEC</p> <p>D7: ADA + Paleocapa</p> <p>D8: EAEC + UPG</p>

## Wednesday, 15 December 2021

Time (CET)	Action	Presenter – Comments
13:15 – 14:30	<b>Lunch Break</b>	
14:30 – 16:30	<p><u>Progress of D5 (Preparation, editing and finalization of the video testimonials):</u>            Partners have uploaded video testimonials and video testimonial text <a href="#">HERE</a>            The consortium agreed to produce 2 testimonials per category (1 woman and 1 man).            Also, it was mentioned that partners try to produce testimonials of people with additional needs. At least 1 testimonial with a person of additional needs.</p> <ul style="list-style-type: none"> <li>- F6 Forms of Exceptional costs to be prepared for the partners who used exceptional cost budget.</li> <li>- Copy of contracts</li> </ul> <p><u>Progress of D6 (E-book comprehensive collection of results):</u></p> <ul style="list-style-type: none"> <li>- Plan of action for D6 (presentation of plan by EAEC)               <ul style="list-style-type: none"> <li>o <b>Preparation of the Pitch video</b> (the pitch video will also be included into D6)</li> <li>o Title of D6: “How Europeans were coping with no mobility during Covid-19 times”</li> </ul> </li> </ul>	
16:30-17:00	Timetables, activities Discussions/ Decisions Planning the work for Thursday	
19:30	Possible joint dinner	

**Thursday, 16 December 2021**

<b>Time (CET)</b>	<b>Action</b>	<b>Presenter – Comments</b>
09:30 –11:30	<p><b>FINILAZATION OF DOCUMENTS &amp; PLANNING:</b></p> <ol style="list-style-type: none"> <li>1. Management and Reporting</li> <li>2. F1 forms, F2 forms (for the meeting in Milan – including evidence of travel) &amp; F6 forms (exceptional costs)</li> <li>3. Indicators for the 14 months</li> <li>4. Promotion activities and tools (4 Newsletters promised in the proposal) – So far, we have 3 Newsletters – Discuss the content for the next newsletter</li> <li>5. Review Management plan/ Workflow</li> <li>6. Produce the To-do list</li> <li>7. Last meeting in Cyprus with the mini conference</li> <li>8. Pitch Video</li> </ol> <p>Produce the updated TO-DO list</p>	
11:30	<b>Coffee During Work</b>	
11:30 – 12:00	<b>Questions, concerns, clarifications</b>	ALL
13:30	Possible joint lunch	
	Departures	
<b>Friday, 17 December 2021</b>		
<b>Time (CET)</b>	<b>Action</b>	<b>Presenter – Comments</b>
All day	Departures	

**PROJECT TIMETABLE**

	MONTHS	M1 10 2020	M2 11 2020	M3 12 2020	M4 01 2021	M5 02 2021	M6 03 2021	M7 04 2021	M8 05 2021	M9 06 2020	M10 07 2021	M11 08 2021	M12 09 2020	M13 10 2021	M14 11 2021	M15 12 2021	M16 01 2022	M17 02 2022	M18 03 2022	M19 04 2022	M20 05 2022
<b>Project activity*</b>																					
<b>A1: Project Management</b>																					
<b>D8:Quality Assurance and project Evaluation - Strategy and Plan</b>																					
<b>D7: Dissemination of project results, Strategy and Plan</b>																					
<b>D1 : Survey Preparation and Implementation</b>																					
<b>D2: National Reports - Focus groups, Interviews and Testimonials Recording</b>													EX	EX							
<b>D5: Interviews/ Focus Group Analysis, Reporting , Translations, Upload of testimonial in the website</b>																					
<b>D6: Finalization of the e-Book, and Video Testimonials</b>																					
<b>A5: Mini Conference</b>																					CY
<b>M1: Kick off Meeting</b>			CY	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	CY	
<b>M2: 2nd Partners Meeting</b>									GR	EX	EX	GR									
<b>M3: 3rd Partners Meeting</b>															IT						
<b>D3(C1: Learning Teaching Activity)</b>									GR	EX	EX	GR									
<b>D4 not approved</b>																					