



PEDAGOGICAL
UNIVERSITY
OF KRAKOW



Project title: STEAME TEACHER FACILITATORS ACADEMY

Reference number: 101102619

Project Acronym: STEAME-ACADEMY

Implementation period: 1 June 2023 to 31 May 2026

MEETING 1 (MS 2)

DUAL REPEATED ONLINE MEETING 20 JULY 2023

Morning Session: 9-12 CEST (10-13 EEST)

Afternoon Session: 16-19 CEST (17-20 EEST)

ZOOM LINK FOR BOTH

AGENDA

	TOPIC	OWNERS	NOTES
1	Welcoming and Introductions Overview of the aims and objectives	Gregory Makrides Project Coordinator	
2	Partners Introductions (oral and short without PPP) P1 Pedagogical University of Krakow, PL P2 Cyprus Mathematical Society , CY P3 University of Algarve , PT P4 University of Aegean, GR P5 European Association of Career Guidance , CY P6 SPIRU HARET University, RO P7 IDEA, RO P8 University of Plovidid, BG P9 University of Barcelona, ES P10 Pedagogical Institute of Cyprus, CY P11 Ivan Apostolov School, BG P12 ISEP(IPP), Porto, PT P13 European Geographers Association - EUROGEO, BE P14 DOUKAS School, GR		PPP of each partner to be sent for publication
3	WP1: Project Management (Leader: PUK, Co-Leaders: EACG) WP2: STEAME Teacher Facilitators Competence Framework for student and serving teachers (Leader: UBarcelona, Co-Leaders: IDEA & DOUKAS) WP3: STEAME Teacher Facilitators Learning Modules/Workshops (Leader: Ivan Apostolov, Co-Leaders: IDEA & UPlovidiv & CPI)	WP leaders WP1(PUK) WP2(UB) WP3(IVAN) WP4(CYMS) WP5(EACG) WP6(EUROGEO)	

	<p>WP4: International Sharing Observatory for STEAME Learning Facilitators (Leader: CYMS, Co-Leaders: Spiru Haret & EUROGEO & Ivan Apostolov)</p> <p>WP5: Development of the STEAME Facilitators Community of Practice/Mentoring and Certification Programme (Leader: EACG, Co-Leaders: UAberta & UBarcelona)</p> <p>WP6: Policy Recommendations – European Federation of STEAME Teacher Facilitators Academies – Exploitation and Governance Plan (Leader: EUROGEO, Co-Leaders: CYMS & DOUKAS)</p> <p>WP7: Quality Assurance & Evaluation (Leader: UAegean, Co-Leaders: EACG & IPP)</p> <p>WP8: Impact and Dissemination (Leader: IPP, Co-Leaders: PUK & CYMS)</p> <p>WP2 is a feeder to WP3, WP4, and WP5.</p> <p>WP3 is a feeder to WP4 and WP5.</p> <p>WP4 is a feeder to WP5 and WP6.</p> <p>WP5 is a feeder to WP6.</p> <p>This appears like a development chain that each of the WPs 2,3,4,5,6 as systemic to the general aims and objectives of the project.</p>	<p>WP7(UAEGEAN):</p> <p>WP8(IPP):</p>	
	<p>ACTION PLANS PRESENTED FOR WPs ACTIVE IN THE FIRST 12 MONTHS OF THE PROJECT</p> <p>WP SHARING SPREAD SHEET FOR DEVELOPMENT (SEE EXCEL IN MANAGEMENT GD)</p>		
4	<p>WP1: Project Management (Leader: PUK, Co-Leaders: EACG) Logistics, timeline, reporting, management, bookkeeping, GD folders</p>	<p>M1-M36</p> <p>Gr. Makrides and Co-leaders</p>	

	<p>1. Time sheets template. We need reporting completion every 6 months.</p> <p>2. Meeting Travel reporting template (include requirement such as, ticket, boarding pass, hotel, where will be saved etc. eligible unit costs). Reporting of travel should be completed within the 6 months reporting.</p> <p>3. spread sheet of WP work days reporting for each partner crossed with timeline</p> <p>4. Work-Flow 36 MONTHS</p> <p>5. Partnership Agreements. Standard PUK format with annexes the GA and the spread sheet of budget instalments considering centralized actions as shared already.</p>	<p>1. Gr. Makrides(PUK) + co-leaders</p> <p>2. Gr. Makrides(PUK) + co-leaders</p> <p>3. A. Charalambous (CyMS)</p> <p>4. Gr. Makrides(PUK) + D. Kampani (EACG)</p> <p>5. T. Szemberg(PUK)</p>	
5	WP2: STEAME Teacher Facilitators Competence Framework for student and serving teachers (Leader: UBarcelona, Co-Leaders: IDEA & DOUKAS)	M1-M10 Núria Molas-Castells, UB, ES	
6	WP3: STEAME Teacher Facilitators Learning Modules/Workshops (Leader: Ivan Apostolov, Co-Leaders: IDEA & UPlovdiv & CPI)	M6-M28 Milena Koleva, IVAN Apostolov, BG	
7	WP7: Quality Assurance & Evaluation (Leader: UAegean, Co-Leaders: EACG & IPP) - External Evaluator Confirmation	M1-M36 Vasilis Paraschou, UAegean, GR	
8	WP8: Impact and Dissemination (Leader: IPP, Co-Leaders: PUK & CYMS) - Tools for reporting	M1-M36 Nuno Escudeiro, IPP, PT	

9	<p>TO-DO-LIST July to October 2023 Will be edited during the meeting.</p> <p><u>IPR ISSUES</u> Project Proposal Text: “IPR agreement will also play an important role into the way each one of the partners and any interested stakeholder will refer to and make use of the project results” No result from this project can be published by any partner participant in journal or conference proceedings or elsewhere under specific name without prior approval of the project coordinator. Results may be edited for publication, provided that the editor partner participant makes full reference to the project and to all contributors to the results/deliverables. Any participant reporting time sheets for any WP deliverable has IPR rights on the deliverable. This will be checked by the project coordinator before any submission to safeguard the IPR rights of all partners. This paragraph will appear as part of the minutes of Project Meeting 1 (MS2) of 20 July 2023.</p>		
10	<p>MEETING 3 (MS5) Online Meeting MO4 September 2023 mainly for WP leaders before the next physical meeting. WP2 may need to invite additional online meeting before physical meeting of 19-20 October 2023.</p> <p>MEETING 2 (MS3) Physical Meeting MO5 : 19 and 20 October 2023, Two day full meeting in Krakow, Poland. Suggested exact venue by PUK and proposed hotel with special rates. Expected arrivals 18 October and departures 21 October.</p>		

In this meeting we will discuss action plans for all WPs, reports of progress and actions of dissemination by all partners.

TRAVELING IS BASED ON UNIT COSTS communicated to you already and shared in the GD. In our budget we made average estimation, likely above the unit costs, (ticket 550, accommodation 300, subsistence varies 150-175, BUT WE CANNOT USE THESE AMOUNTS AS SHOWN AS THEY ARE BUDGET PROPOSAL ESTIMATIONS). See example below for what is eligible.

Unit cost example from Nicosia to Krakow meeting

Distance: 1979 Km ; Unit cost 295 euro

Accommodation in Poland: 103 per night (3 nights X103)= 309 eur

Subsistence(67 euro daily) (3 nights -4 days) = 4X67 = 268 euro

Total for participant from Nicosia to Krakow: 872 euro

This is total Unit cost independent of the actual. The actual could be less or more, we still charge the project 872 provided we have a proof for travel, proof of 3 nights accommodation.

If for any reason someone leaves earlier and stay only two nights in accommodation then the formula changes

$295 + 2 \times 103 + 3 \times 67 = 702$ euro

100% of unit costs should be charged to the project budget,, which includes the 80% from EU funding plus the 20% co-funding via staff costs.

	<p>STEAME EDUCATION COMMUNICATIONS</p> <p>https://steame-academy.eu/steame-video/</p> <p>STEAME related presentations via zoom sessions with invitation to all partners, associate partners and subscribers.</p> <p>All presentations will be hosted in the project YouTube and published in the sharing space of the website. Later on they will migrate to the project platform.</p>		
	<p>European STEAME Teacher Academies conference 2024</p> <p>12-16 March 2024, possibly in Rome, Italy</p> <p>The main project conference in the 3rd year of the conference (project budget based) will be organized in March 2026 in Cyprus.</p>		

PROJECT WEBSITE

www.steame-academy.eu