



**Project title: STEAME TEACHER FACILITATORS ACADEMY**

**Reference number:** 101102619

Project Acronym: STEAME-ACADEMY

Implementation period: 1 June 2023 to 31 May 2026

**MEETING 2 (MS 3)  
PHYSICAL KICK-OFF MEETING  
Krakow, Poland  
19 – 20 October 2023**

**Host: University of the National Education Commission, Krakow, Poland  
(former Pedagogical University of Krakow (PUK))**

**Venue of meeting: Hotel Mercure Krakow Stare Miasto**

**Address: Pawia 18 B, 31154 Krakow, Poland**

# AGENDA

| Thursday, 19 October 2023                |   |  |
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| Time (CET)                               | Action  | Presenter – Comments                                     |
| <p><b>Arrivals</b><br/>09:30 – 09:45</p> | <p><b>Meeting starts</b></p> <p><b>Partners Participating:</b><br/>           P1 University of the National Education Commission, Krakow (UKEN), PL<br/>           P2 Cyprus Mathematical Society, CY<br/>           P3 University of Algarve, PT<br/>           P4 University of Aegean, GR<br/>           P5 European Association of Career Guidance, CY<br/>           P6 SPIRU HARET University, RO<br/>           P7 IDEA, RO<br/>           P8 University of Plovdiv, BG<br/>           P9 University of Barcelona, ES<br/>           P10 Pedagogical Institute of Cyprus, CY<br/>           P11 Prof. Ivan Apostolov School, BG<br/>           P12 ISEP (IPP), Porto, PT<br/>           P13 EUROGEO, BE<br/>           P14 DOUKAS School, GR</p> |  |
| <p><b>Starting</b><br/>09:45 – 10:00</p> | <p><b>Welcoming by the project coordinator</b></p> <p><b>Welcoming by the Host University</b></p>   |  |
| <p>10:00 – 10:40</p>                     | <p><b>Discussion of progress of WP1: Project Management</b><br/> <b>(Leader: PUK, Co-Leaders: EACG)</b></p>   | <p>M1-M36<br/>           Gr. Makrides and Co-leaders</p> |

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|               | <ol style="list-style-type: none"> <li>1. <b>D1.1. Management Manual</b> – Uploaded in EU platform (29 September 2023)</li> <li>2. <b>Physical meeting in Porto, Portugal (M5)</b> and European Workshop and Round table: <b>Finalize Dates:</b><br/>4-5 April 2024 or<br/>11-12 April 2024<br/>1 day meeting (29 participants)<br/>1 day workshop (29 partner participants + 21 external like Associate partners or local. Some of the budget may be used to support 1 night accommodation for external participants like associate partners)<br/>4900 euro budget already credited to local partners</li> <li>3. First Financial reporting period - 6 months (June – November 2023)</li> </ol>  |   |
| 10:40 – 11:40 | <p><b>Discussion of progress of WP2: STEAME Teacher Facilitators Competence Framework for student and serving teachers</b><br/>(<b>Leader:</b> UBarcelona, <b>Co-Leaders:</b> IDEA &amp; DOUKAS)</p> <p>WP2 – T2.1. Previous Projects Analysis – Analysis of data collected by all partners – Report Development – <b>D2.1. Comparative Report Analysis of the 16+projects</b> – Uploaded in EU platform (29 September 2023)</p> <p>WP2 – T2.2 Determination of the Learning Outcomes</p> <p>WP2 – T2.3 Development of the Competence Framework Guidelines (Languages: EN, PL, GR, PT, RO, BG, ES, FR)</p> <p><b>D2.2 STEAME Teacher Facilitators Learning Outcomes set</b> – 30 November 2023</p> <p><b>D2.3. Focus Group Validation Consolidated Report</b> – 31 January 2024</p> | <p>M1-M10<br/>Núria Molas-Castells, UB, ES<br/>Sílvia Alcaraz-Dominguez,<br/>UB, ES</p> |
| 11:40 – 12:00 | <b>Coffee Break</b>   |   |
| 12:00 – 13:00 | <p><b>Action plan for WP3: STEAME Teacher Facilitators Learning Modules/Workshops</b><br/>(<b>Leader:</b> Ivan Apostolov, <b>Co-Leaders:</b> IDEA &amp; UPlovdiv &amp; CPI)</p>   | <p>M6-M28<br/>Milena Koleva, IVAN<br/>Apostolov, BG</p>                                 |

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|                      | <p>T3.1. Development of Initial Training Horizontal HE Curricula and STEAME Modules for student future teachers with blended character to allow future mentoring systems</p> <p>T3.2. Development of Training Workshops for service teachers to be available for delivery in all means of communication, virtual, augmented, physical presence, blended and hybrid</p> <p>T3.3. Piloting and Evaluation of Modules and Workshops</p>  |  |
| <b>13:00 – 14:30</b> | <b>Lunch</b>  |  |
| 14:30 – 15:30        | <b>Continue with WP3</b>  |  |
| 15:30 – 16:00        | <p><b>Discussion of progress of WP7: Quality Assurance &amp; Evaluation (Leader: UAegean, Co-Leaders: EACG &amp; IPP)</b></p> <ul style="list-style-type: none"> <li>- <b>D7.1 Quality Assurance Plan</b> – Uploaded in EU platform (29 September 2023)</li> <li>- Evaluation Report for Online meeting 20 July 2023</li> <li>- Evaluation Report for Online meeting 12 September 2023??</li> <li>- Quality Assurance Committee Formation – One partner from each Organization</li> <li>- Quality Assurance Statement to be signed</li> <li>- Evaluation Questionnaire for Physical meeting in Krakow</li> </ul> <p>T7.2 QA Plan Implementation</p> | <p>M1-M36<br/>Vasilis Paraschou, UAegean, GR</p> |
| <b>16:00 – 16:20</b> | <b>Coffee Break</b>   |  |
| 16:20 – 17:00        | <p><b>Discussion of progress of WP8: Impact and Dissemination (Leader: IPP, Co-Leaders: PUK &amp; CYMS)</b></p>   | <p>M1-M36<br/>Nuno Escudeiro, IPP, PT</p>        |

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|   | <ul style="list-style-type: none"> <li>- <b>D8.1 Impact &amp; Dissemination Plan</b> – Uploaded in EU platform (29 September 2023)</li> <li>- Reporting tools (excel file)</li> <li>- Dissemination activities by all partners</li> <li>- Newsletter 1 development (EACG)</li> </ul>   | P5 EACG, CY<br>D. Kampani, M. Mavromoustakou  |
| 17:00 – 17:15   | Reflection closing of Day 1 and preparation for Day 2  |   |
| <b>19:00 – 22:30</b><br><br>(bus leaves the Hotel at 18:30) | <b>OFFICIAL DINNER</b><br>Bus transfer to the restaurant. The bus leaves at <b>18:30</b> from “Hotel Mercure Krakow Stare Miasto”.<br>The return bus departures from the restaurant at 22:30.<br>The restaurant is “Karczma pod wielką Solą”<br>(Address: ul. Grunwaldzka 46, Wieliczka, <a href="https://www.karczma-wieliczka.pl/">https://www.karczma-wieliczka.pl/</a> ) |   |
| <b>Friday, 20 October 2023</b>                              |  |   |
| <b>Two parallel working groups</b>                          |  |   |
| 10:00 – 11:40   | <u><b>Meeting room 1</b></u><br><br><b>Coordination by WP8 Leader (IPP)</b><br>Working group for European Workshop and Round table in Porto (April 2024)<br><ul style="list-style-type: none"> <li>- Content and structure</li> <li>- Trainers</li> </ul>  | <u><b>Meeting room 2</b></u><br><br><b>Coordination by WP4 Leader (CYMS)</b><br>Design structure of the European Observatory platform of STEAME Teacher Academy |
| 11:40 – 12:00   | <b>Coffee break</b>  |   |

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| 12:00 – 13:00        | <u>Meeting room 1</u><br><b>Coordination by WP8 Leader (IPP)</b><br>Working group for European Workshop and Round table in Porto (April 2024)<br>- Content and structure   | <u>Meeting room 2</u><br><b>Coordination by WP4 Leader (CYMS)</b><br>Design structure of the European Observatory platform of STEAME Teacher Academy |  |
| <b>13:00 – 14:30</b> | <b>Lunch</b>   |  |  |
| 14:30 – 15:30        | <b>Presentation of Working group 1</b> - Content and structure for European Workshop and Round table in Porto (April 2024)<br>Discussion   |  |  |
| <b>15:30 – 16:00</b> | <b>Coffee break</b>  |  |  |
| 16:00 – 17:00        | <b>Presentation of Working group 2</b> - Design structure of the European Observatory platform of STEAME Teacher Academy<br>Discussion   |  |  |
| 17:00 – 18:00        | Reflection closing of Day 2<br>Update To DO List<br>Online 4 <sup>th</sup> meeting-M4 in January 2024  |  |  |
|                      | <b>TO-DO-LIST July 2023 – January 2024</b><br><b>Will be edited during the meeting.</b><br><b>SEE TO-DO-LIST BELOW</b>   |  |  |
|                      | <b>STEAME EDUCATION COMMUNICATIONS</b><br><a href="https://steame-academy.eu/steame-video/">https://steame-academy.eu/steame-video/</a><br>STEAME related presentations via zoom sessions with invitation to all partners, associate partners and subscribers. |  |  |

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|  | 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.   |  |
|  | <b>European STEAME Teacher Academies Symposium 2024</b><br>12-16 March 2024, at Tor Vergata University of Rome, Italy<br>The main project conference in the 3 <sup>rd</sup> year (project budget based) will be organized in March 2026 in Cyprus. |  |