

Partner Kick-off Meeting
Wednesday 16 June 2021, [Zoom](#)
Meeting ID: 852 5430 7942 Passcode: 433220

All times are in Central European Time (UK BST is 1 hour earlier)

- 14:00** Welcome from Alison Carminke, participant introductions
- 14:15** **Project key objectives and impact - UoW**
Discussion of the impact indicators document provided before the meeting.
- 14:45** **IO1 – DigiTeaL FRAMEWORK (M1 – M10) - EMPH**
IO1-A1: Desk research – collection and analysis of data (M1-M4)
IO1-A2: National Report (M3-M5)
IO1-A3: Comparative Report (M4-M6)
IO1-A4: Competence Framework (M5-M6)
IO1-A5: Translation in partner languages (M6-M8)
- Discussion of activities and outputs from summary provided before the meeting.
Discussion of survey and agreement of first steps.
- 15:30** **Break**
- 15:45** **IO2 – DigiTeaL OPEN BADGES USER GUIDE (M1 – M15) - Demokritos**
IO2-A1: Choose user guide topics and content (M1-M2)
IO2-A2: Develop draft user guide (M3-M6)
IO2-A3: Review user guide (M7-M9)
IO2-A4: Develop final user guide (M10-M12)
IO2-A5: Translation into partner languages (M13-M15)
- Discussion of suggested topics and content provided before the meeting.
Agreement of partner activities for the first six months.
- 16:30** **DISSEMINATION AND EXPLOITATION - BENNO**
Review of draft transnational communication strategy provided before the meeting.
Agreement of dissemination schedule for the first six months.
- 17:00** **Actions overview and Any Other Business (UoW and ALL)**
Date of next virtual meeting (M3)

Notes

1. Each partner to provide a draft document with suggestions for their session, at least 1 week in advance of the meeting.
2. As most partners are familiar with Erasmus+ and UoW reporting requirements, we are not including a financial section in this meeting. Detailed information about evidence and reporting is available in the project management and monitoring guidelines. We will arrange individual meetings closer to the time of the first finance claim for new partners.
3. IO3 and IO4 start in M4 so will be discussed at the next virtual meeting.

