

## Meeting Minutes

### 3<sup>rd</sup> Partners Online Meeting 03<sup>rd</sup> February 2021 at 1 p.m.

#### Present Partners

LP	Bernd Kruczek Theodor Grassos	BK Consult GbR
PP1	Georgios Triantafyllou Maria Efthimiou	SYMPLEXIS
PP2	Chryssa Kopra	KOINOFELIS EPICHEIRISI IPIRESION DIMOY NEAPOLISSYKEON (K.E.Y.N.S)
PP3	Harry Rogge	EUROGEO VZW
PP4	Ioanna Athinodorou	SYNTHESIS CENTER FOR RESEARCH AND EDUCATION LIMITED
PP5	Kyriakos Pierides Rema Beshtawy Demetra Nikandrou	Opinion & Action Services Ltd

Karl Donert and Greg Donert were not present due to other important video conferences.

The meeting time was 1 p.m. because of the Lead Partner has at the normal meeting time 10 a.m. another important conference with his tax office.



## Item 1 Minutes Control

**To-do 1:** Dissemination Plan - K.E.Y.N.S. will upload the respective Dissemination Plan of K.E.Y.N.S. up to Monday the 8<sup>th</sup> of February in the OneDrive

**To-do 2:** K.E.Y.N.S. will upload the respective Logo of K.E.Y.N.S. up to Monday the 8<sup>th</sup> of February in the OneDrive

Karl Donert is invited to finalise the Dissemination Plan, when all remaining data are available.

To avoid troubles and misunderstanding in meeting and communication co-ordination the partners agreed that one person of each partner will be the main contact person to reach by the Lead Partner. He or she will provide, which person from your side should be involved in the respective meeting or activity. Therefore, the partners are asked to check, correct, or add the contact persons in the following table up to the **10<sup>th</sup> of February**:

Name	Organization
Mr. Giorgios Triantafyllou	Symplexis (GR)
Chryssa Kopra	KOINOFELIS EPICHEIRISI IPIRESION DIMOY NEAPOLISSYKEON (K.E.Y.N.S) (CY)
Mr. Karl Donert	EUROGEO VZW (BE)
Ms. Ioanna Athinodorou	SYNTHESIS CENTER FOR RESEARCH AND EDUCATION LIMITED (GR)
Mr. Pierides Kyriakos	OPINION & ACTIVITY SERVICE LTD (CY)
Mr. Bernd Kruczek, Mr. Theodor Grassos	BK Consult GbR (DE)

## Item 2 Realisation/Implementation of IO 1

The project partners were informed that all needed documents to realise **Task 1.1** are uploaded in the One-Drive.

Opinion & Actions Services Ltd gave a short overview about the first involvement of Cyprus stakeholders, raising awareness to regional Administrations about the Digi-Path project.

The Lead Partner stated that actually 20 questionnaires are sent out to TCNs.

Theodor Grassos from the Lead Partner presented the on-line version of the questionnaire, which will be available at the internet for project purposes at the beginning of the week starting with the 8<sup>th</sup> of February.

**To-do 1:** Launch of the online questionnaire survey in English and German at least from the **10<sup>th</sup> of February 2021**. Responsible: **BK Consult GbR**

**To-do 2:** Translation of the online questionnaire survey into Greek and distribution to the Greek speaking partners up the **12<sup>th</sup> of February 2021**. Responsible: **K.E.Y.N.S.**

All partners are invited to start with the **Task 1.2:** Research of local online accessible services for the social inclusion of TCN, i.e., desk-based and online review on available information, giving particular importance to existing online educational platforms to identify common areas and services / information available and eventually accessible by TCNs. This survey should be finished on the **28<sup>th</sup> of February 2021** accordingly to the IO1 Work Plan.

Concerning the question about a questionnaire to contact/address administration please use the **Digi\_Path\_IO1\_Template\_Interview\_Guide\_Admin.doc**, up-loaded in the OneDrive.

The respective xlsx-file template to summarise the finding is up-loaded on the OneDrive.

Accordingly, to the remark, which are the figures to achieve implementing the different project activities the Application states the following:

### **NUMBER AND PROFILE OF PARTICIPANTS**

- At least 20 National, Regional and Local Public Administration Professionals
- At least 50 Third Country Nationals (TCNs) are going to be included in the Digi-Path activities
- At least 250 local / hosting society members are going to participate in the Multiplier Activities
- At least 100 stakeholders reached out and be informed about the outcomes of the Digi-Path Project

### **QUANTITATIVE INDICATORS**

- Number of municipal employees, educators and professionals working with TCNs that participated to focus groups and interviews in all countries.
- Number of TCNs that participated to pilot testing of the outcomes (at least 15/country).
- Number of TCNs having expressed interest about the project (at least 100).
- Number of Municipal Professionals and other stakeholders having expressed interest about the project (at least 100).
- Number of persons having visited the online platform (at least 1.000).
- Number of persons having downloaded the mobile game (at least 300).
- Number of participants in dissemination/multiplier events (at least 280).
- Number of national and EU stakeholders having received information about project outputs via project dissemination activities and partners networks (at least 10.000).
- Number of visits to the project website (at least 2.000).
- Number of social media users/friends/followers (at least 2.000).
- Number of leaflets distributed (at least 4.000).
- Number of recipients of newsletters (at least 4.000).
- Number of articles and publications to the media referring to the project (at least 8).

### **Item 3 Dissemination**

Thanks to Greg Donnert the first draft of the web site is available under the address:

<https://www.digipathproject.eu>

**To-do 3:** Please make acquaintance with this draft and make Your comments, suggestions about this draft up to the **12<sup>th</sup> of February 2021** directly to Greg Donnert:

[greg@phoenixstudios.co.uk](mailto:greg@phoenixstudios.co.uk).

Please also check the info about Your institution now inside of the partner's page. Accept it or adjust or correct (50 to 100 words at least) it up to the **12<sup>th</sup> of February 2021** directly to Greg Donnert: [greg@phoenixstudios.co.uk](mailto:greg@phoenixstudios.co.uk).

### **Item 4 Quality Assurance Plan**

Bernd Kruczek explained, what Quality Assurance means and what will be the main issues of the Quality Assurance Plan. The respective PowerPoint is uploaded on the OneDrive under the Quality Assurance folder.

**To-do 4:** The **Lead Partner** will prepare/design the Quality Assurance Plan up to the **12<sup>th</sup> of February 2021** and put the draft in OneDrive for comments.

### **Item 5 AOB**

The partners can use this Minutes as a template how to full-fill the dissemination requirements preparing papers, documents, etc.:

**Header:** EU ERASMUS+ Logo

Partner's Logo

Project Logo

**Text:** ERASMUS+ 2020-1-DE02-KA204-007682

'Digi-Path - Promoting the integration of migrants at local level through digital skills'

**Footer:** Only on the first page the Disclaimer in English or in the national language should appear as following:

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Next meeting date: **24th March 2021, 10 to 12 a.m. CET, Zoom**

Kolkwitz, 05.02.2021

Bernd Kruczek  
BK Consult GbR