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**HE and VET alliance establishment
according to Bologna Principals
implementation via VET teachers'
capacity building
ALLVET**

**Planning Meeting:
WP1-WP2 Activities**

MINUTES

Online, 28 April 2020

Venue

Online via Google Meet

Participants

N	Family name	Given name	Country	Institution
1.	ALLAN	David	United Kingdom	Edge Hill University
2.	CULLEN	Gerard	Germany	Dresden University of Technology
3.	DYUKAREV	Ivan	Spain	University of Deusto
4.	MILOŠEVIĆ	Danijela	Serbia	University of Kragujevac
5.	MILOŠEVIĆ	Marjan	Serbia	University of Kragujevac
6.	PAPACHRISTOU	Vicky	Greece	South East European Research Centre
7.	PASMATZI	Kelly	Greece	South East European Research Centre
8.	SAFONKINA	Olga	Russia	Ogarev Mordovia State University
9.	SÁNCHEZ	Paula	Spain	University of Deusto

1. Opening of the Meeting

Speaker:

Ivan DYUKAREV, University of Deusto

Ivan DYUKAREV welcomed participants and opened the Planning Meeting for WP1-WP2 Activities of ALLVET project. Speaker provided short overview of need to partly organise the activities of WP1 And WP2 in online mode due to the restrictions of travels.

Meeting opened.

2. WP1 Activities

Speakers:

Gerard CULLEN, Dresden University of Technology

Olga SAFONKINA, Ogarev Mordovia State University

Gerard CULLEN and Olga SAFONKINA provided participants with resume on the activities and progress for WP1:

1.1 Kick-off Meeting

Done

1.2 Initiation development of ALLVET web-space after needs analysis in Month 2 of project for uploading of all academic and administrative documentation.

Questions for needs analysis are collected from EU partners, questionnaire is ready to be distributed among PC partners.

1.3 Preparation of Quality Assurance (QA) training for all participants at Kick-Off meeting to ensure full implementation of project goals and to ensure understanding of Quality Plan and Contingency Plan.

Done

1.4 Preparation of Curricula materials using ECTS/ Tuning modular system and division of modules among PCs

Ongoing, in connection with activities of WP2

Information on WP1 progress discussed and confirmed.

3. WP2 Activities

Speakers:

Ivan DYUKAREV, University of Deusto

Vicky PAPACHRISTOU and Kelly PASMATZI, South East European Research Centre

Ivan DYUKAREV provided participants with the progress on preparation of the activity 2.1 EU Training of QA English for Specific Purposes Training (1 week) and Pedagogical ECTS/ Tuning modular system Training (1 weeks) for PC partners.

In accordance with current restrictions for the travels and incapability to organise training in presence, there is possibility to organise training-prework in online mode. The proposal for both online-prework and face-to-face training as well as general overview of WP2 activities has been presented and discussed.

The proposal will be modified and updated after receiving feedback on needs analysis.

Dates of the online sessions will be discussed and agreed with PC partners.

Kelly PASMATZI reported that the South East European Research Centre is also considering to organise part of the training in online form before the event in Thessaloniki scheduled in the Fall of 2020. Whether the entire training is organized online will be reassessed in September 2020.

Reference – “Ivan DYUKAREV – 28 April 2020 - WP2 ALLVET Proposal.pdf”

Proposal for WP2 preparation discussed and confirmed.

4. Project Management

Speakers:

Danijela MILOŠEVIĆ, University of Kragujevac

Marjan MILOŠEVIĆ, University of Kragujevac

Project management issues related to the organisation of online sessions and possible delay in delivering of face-to-face activities have been presented and discussed. In case of significant delay due to the travel restrictions it may be considered to request the project extension for at least 6 months.

Ongoing project management discussed and confirmed.

5. Closing the Meeting

Speaker:

Ivan DYUKAREV, University of Deusto

Ivan DYUKAREV summarized the results of the meeting.

The next steps, activities and dates are the following:

- To finalize the questionnaire for needs analysis before 8 May 2020 (Dresden University of Technology)
- To organise the survey on needs analysis in the period of 11 – 25 May 2020 (Dresden University of Technology)
- To analyse the data and present the results of the survey before 01 June 2020 (Dresden University of Technology)
- To modify/update the proposal for the activities of WP2 before 15 June 2020 (University of Deusto)
- To organise online session of pre-work related to the “Pedagogical ECTS/ Tuning modular system” Training in the period of 15 June – 15 July 2020 (dates to be confirmed with PC partners)
- To confirm the online session for the QA “English for Specific Purposes” Training before 15 September 2020 (South East European Research Centre).

Ivan DYUKAREV congratulated participants on the success of their work.

Meeting closed.