

## CrAL – Creative Audiovisual Lab for the promotion of critical thinking and media literacy

2<sup>nd</sup> Transnational partners meeting

10-11th June 2021

Online via Zoom

# Meeting minutes

**10<sup>th</sup> June 2021 (09:30 – 13:00)**

## CrAL project partners:

- P1 [ALL DIGITAL](#), Belgium (coordinator)
- P2 [Istituto Centrale per I Beni Sonori e Audiovisivi](#) (ICBSA), Italy
- P3 [European Grants International Academy \(EGInA\)](#), Italy
- P4 [Universitat Autònoma de Barcelona](#) (UAB), Spain
- P5 [Hellenic Open University](#) (HOU), Greece
- P6 [Centre of Technical Culture Rijeka](#) (CTC Rijeka), Croatia
- P7 [Association Langas j ateitj](#) (LIA), Lithuania

## Participants:

### 10 June 2021

1. Algimantas Merkys, Langas j ateitj (AM)
2. Anasthasis Papadopoulos, HOU (AP)
3. Annio Gioacchino Stasi, EGInA (AGS)
4. Antonia Stefani, HOU (AS)
5. Barbara Quarta, ALL DIGITAL (BQ)
6. Bianca Bisiach, EGInA (BB)
7. Chiara Borsini, EGInA (CB)
8. Eleni Georgakakou, HOU (EG)
9. Gabriela Ruseva, ALL DIGITAL (GR)
10. Hana Galogaža Lanča, CTC Rijeka (HGL)
11. Isabella Virili, EGInA (IV)
12. Laura Cervi, UAB (LC)
13. Linn Rasimelli, EGInA (LR)
14. Loreta Krizinauskiene, Langas j ateitj (LK)
15. Luciano D'Aleo, ICBSA (LD)
16. Peter Palvolgyi, ALL DIGITAL (PP)
17. Rita Šukytė, Langas j ateitj (RŠ)
18. Rosario Adiego, ALL DIGITAL (SP)

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Creative Audiovisual Lab  
for the promotion of  
critical thinking and  
media literacy

19. Zagorka Price Veseli, CTC Rijeka (ZPV)

### 11 June 2021

1. Algimantas Merkys, Langas j ateitj (AM)
2. Annio Gioacchino Stasi, EGINA (AGS)
3. Katerina Nikolakopoulou, HOU (KN)
4. Barbara Quarta, ALL DIGITAL (BQ)
5. Bianca Bisiach, EGINA (BB)
6. Chiara Borsini, EGINA (CB)
7. Eleni Georgakakou, HOU (EG)
8. Gabriela Ruseva, ALL DIGITAL (GR)
9. Isabella Virili, EGINA (IV)
10. Laura Cervi, UAB (LC)
11. Linn Rasimelli, EGINA (LR)
12. Luciano D'Aleo, ICBSA (LD)
13. Rita Šukytė, Langas j ateitj (RŠ)
14. Rosario Adiego, ALL DIGITAL (SP)
15. Zagorka Price Veseli, CTC Rijeka (ZPV)

## Agenda

### 10 June 2021 (09:30 – 13:00) + 20'

Welcome message (Peter Palvolgyi, CEO, ALL DIGITAL)

Introduction to the agenda & small icebreaker (Gabriela Ruseva, ALL DIGITAL)

WP1 Project management and quality assurance (ALL DIGITAL & HOU)

- Reviewing and update of Gantt chart (ALL DIGITAL) 15'
- Reporting guidelines for 1<sup>st</sup> internal report – technical (ALL DIGITAL) 15'
- Financial issues and reporting guidelines for 1<sup>st</sup> internal financial report (ALL DIGITAL – Peter Palvolgyi) 15'
- Quality assurance updates (HOU) 15'

WP2 Best practice adaptation (EGINA)

- Instructional document
- Production of video lessons
- Q&A
- Action points for next 6 months

Coffee break

WP3. Platform development and maintenance (HOU)

- Technical development of the platform
- Q&A
- Action points for next 6 months

### 11<sup>th</sup> June 2021 (09:30 – 12:00)

WP4. Transfer and experimentation-pilot (UAB)

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- Preparatory activities
- Synergies with WP2
- Q&A

#### WP5. Dissemination & Exploitation (ALL DIGITAL)

- WP status overview
- Project website (EGInA)
- Project leaflet – brainstorming
- Dissemination activities
- Dissemination reporting
- Q&A
- Action points for next 6 months

Coffee break

#### WP1 Management (ALL DIGITAL)

- Action points next 6 months (ALL DIGITAL)

AOB, discussion among the partnership

## MINUTES

### 18 February 2021

- Welcome message (Peter Palvolgyi, CEO, ALL DIGITAL)**
- Introduction to the agenda & small icebreaker (Gabriela Ruseva, ALL DIGITAL)**
  - GR (AD) presented the meeting agenda and continued with an ice breaker about recent films or books.
- WP1 Project management and quality assurance (ALL DIGITAL & HOU)**
  - **Reviewing and update of Gantt chart (ALL DIGITAL)**  
GR reviewed the Gantt chart and commented on the project which phase is in.
    - WP1 Management & Quality Assurance deviations:
      - Kick-off meeting Feb 2021 (planned: Jan 2021)
      - 2ndTPM June 2021 (planned: July 2021)
      - 3rdTPM March 2022 (planned: Feb 2022)
      - Project management handbook Apr 2021 (planned: Feb 2021)
    - WP2 Best practice adaptation:
      - No deviation
      - Instructional document Apr 2021
      - Production of video lessons has started May 2021-Nov 2021
    - WP3 Platform development and maintenance:
      - No deviation
      - Technical development of the platform starts June 2021-Nov 2021
      - Preparatory actions have taken place since May 2021 for input in the WP2 Instructional document, as requested by the WP2 Leader
    - WP4 Transfer and experimentation pilot:

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No deviation

Production of piloting guidelines starts Jan 2022-Feb2022

Training of tutors March 2022 in Barcelona (+3rd TPM)

WP5 Dissemination & Exploitation:

Project website design June 2021 (planned: Apr 2021)

Project website maintenance June 2021 (planned May: 2021)

Design of project leaflet by August 2021

- **Reporting guidelines for 1<sup>st</sup> internal report – technical (ALL DIGITAL)**

- Technical report template (narrative) (month 1 to 9) 15<sup>th</sup> of November: GR presented the Internal reporting template, in which will provide their narrative report. LK asked what is meant by “brief description” of the activities for each task. GR clarified that the description should be narrative with full sentences giving as much as possible full details of the activities. E.g. instead of “Participation in 3 meetings” -> XY from [partner organisation] participated in the kick-off meeting of the project, the 2<sup>nd</sup> transnational meeting and XY monthly online meetings. Or instead of “Meetings with trainers” -> [partner organisation] has organised XY internal meetings within the organisation with trainers [name, surname], who will be directly involved in the implementation of the piloting.
- Dissemination reporting (every six months): The dissemination report should be every six months.

- **Financial issues and reporting guidelines for 1<sup>st</sup> internal financial report (ALL DIGITAL – Peter Palvolgyi)**

Financial reporting:

PP presented the report templates for the financial report. He discussed budget overview and eligible costs. All costs must be reasonable and justified. We already have some savings from travel (kick-off and 2<sup>nd</sup> TPM), which can be reallocated to other headings. Partners should identify their needs of reallocation and inform the coordinator in a timely manner.

There should be 4 financial reports: 1. Internal interim report in November 2021. 2. Progress report in August 2022 3. Internal interim report in April 2023 4. Final report in January 2024.

There will be 3 pre-financing payments and a final payment.

PP reminded that each partner’s financial report should be audited by a certified external auditor at the end of the project for those partners who report more than 60k grant.

- **Quality assurance updates (HOU)**

The two completed deliverables have been accepted as it is or with minor changes. Evaluation of the 2<sup>nd</sup> TPM will be performed when the minutes are sent and the link to the evaluation questionnaire is going to be posted on Basecamp.

#### 4. WP2 Best practice adaptation (EGInA)

- **Instructional document**

- CB presented the quality review overview and the issues that were identified by the reviewers, as well as the challenges faced when creating the instructional document.
  - She emphasised on the need of assessing the way the training will be evaluated, the assignments and assessment tools.
  - In the quality review partners also pointed out the need to elaborate on the face-to-face workshops description and the methods and technologies that will be used during the face-to-face part of the blended training.
  - There were also suggestions to reduce parts of the text of the instructional document, for example the chapter on the history of the methodology. Partners expressed two points of view: 1. not to reduce the instructional document because information may be missed that could be useful for tutors and teachers. 2. to reduce it because it may be too long for teachers, so a shorter version in each language is more likely to be read and useful.  
Partners agreed to leaving the deliverable the way it is and translate the full document to partners' languages, since this is our contractual obligation. Then, it is at the discretion of each partner to decide if a shorter version for teachers is necessary.
  - The tutors/educational experts of the partner organisations were not present at the meeting; therefore, it was decided to continue and finalise the discussion of the instructional document on Basecamp with one last round of comments. CB will initiate the discussion based on the mentimeter questions she had prepared for the meeting. After this final discussion CB will provide the final version of the document.
- **Production of video lessons**
    - AGS presented the main training material that will be as video lessons. Those are being produced and edited and will be finalised in November. The lessons produced and the scripts will be shared continuously in English to be translated in partners' languages in an ongoing manner.
    - CB presented the idea of including in the platform an index with additional resources to broaden the knowledge on the topics presented on the video lessons, and a glossary with definitions of the technical terms.
    - The instructional document should be translated before the meeting in Barcelona. There will be approximately 3 month for completing the task.
  - **Action points for next 6 months**
    - The next monthly partners' meeting is scheduled for 19<sup>th</sup> of July.
    - EGIInA will share mentimeter questions on Basecamp and tutors answer on Basecamp before WP3 meeting
    - Share final version of the instructional document by mid of July (EGIInA)
    - Share video lessons produced on an ongoing basis (EGIInA) (to be finished in November)
    - Translate video lessons on an ongoing basis (all partners)

- Translate instructional document (all partners)
- Draft a glossary of the terms in the video lessons by end of November (EGInA)
- Develop a proposal for the assessment by mid of July (EGInA)

## 5. WP3. Platform development and maintenance (HOU)

### • Technical development of the platform

- AP presented the objectives and tasks for the development of the platform. The first version is planned to be finished the end of the 2021 and the uploading of training materials by February 2022 as per the project proposal.

### • Requirement Analysis / Specifications needs to be implemented in June 2021

- HOU will call for a meeting with the objective of discussing the requirement analysis / specifications to be implemented for the partners to commonly agree on. The invitation is open to everyone, and partners are encouraged to invite the tutors in this meeting. At least 1 person per partner is highly recommended to be present. Following the meeting and its discussion points HOU will share the Requirements' Analysis form to be commonly agreed by partners. HOU highlighted that the points in the form will not be subject to change after its set.
- AP showed examples of similar platforms to give an idea of what will be the structure of the platform.

### • Q&A

- Suggestion to use LearnPress because it is more user friendly. In the application it is mentioned moodle, so it needs to be a moodle-like platform. The platform will be agreed upon partners following the WP3 meeting on specifications and thereafter HOU's suggestion based on the needs identified within it.
- Tutors will use the platform in English, while teachers will use it in their national language.
- HOU will share a Doodle to define the date for the meeting on the platform development. The tutors will be invited to participate in this discussion.
- Discussion on assessment and how to implement it on the platform. The possibility of using online quizzes was discussed as per the project proposal. CB pointed that the methodology is based on an innovative method fostering creativity and there is no right or wrong answer which makes the design of closed questions and quizzes challenging. However, quizzes and closed questions contribute to the sustainability and self-sufficiency of the platform because tutors do not need to assess them. EGInA is proposing that the assessment of assignments is done by the tutors during the face-to-face workshops. Partners also discussed the workload comparing automatic grading and grading by teachers and giving personal feedback, and the relevant budget implications. CB stressed that it is difficult to assess critical thinking and creativity, so a peer review and sharing the process could be a better way of assessing. Partners commented that assignments may increase the drop-out rate, so this aspect must be considered, as well. The conclusion was that there must be some theoretical knowledge of the learning outcomes that can be assessed through

closed questions. Partners decided to further discuss this and reach an agreement in the next meeting.

- **Action points for next 6 months**
  - Organise a meeting with partners and tutors on platform specifications within June (HOU)
  - Platform 1<sup>st</sup> version by the end of December (HOU)

**11<sup>th</sup> June 2021 (09:30 – 12:45)**

## **6. WP4. Transfer and experimentation-pilot (UAB)**

- **Preparatory activities**

- LC shared the questions two main questions that have emerged while preparing the synergies with the ongoing work and WP4.
  - UAB proposes to move the ToT in Barcelona (and 3rd TPM) to June. The reason for this is that in March the UAB and the campus are full of students and logistically it will be more difficult to organise, find free meeting rooms and accommodation on campus (UAB is outside of Barcelona and finding accommodation in the city is not the most convenient solution). In June classes are over and there will be free rooms. In addition, in June UAB is organising a summer school on media literacy and it could be interesting to meet and network with the participants, which come not only from Europe, but also from the Middle East and other regions.

EG proposed to vote in the next meeting.

GR pointed that partners need to consider the implications of moving the ToT on the next activities – the piloting of the blended course with teachers, and the activities with the students in each country. Partnerse discussed when is the best moment to train teachers in each country. In Greece July in not a good time because of vacation and reallocation in September (teachers are reallocated to different schools, and some teachers might not even be reallocated to a new school in the next school year), in Spain and Italy June and July are possible options because teachers are freer but must work anyway. August is not possible because of summer holidays. Partners discussed the possibility to start the blended course for teachers in September and end in November. In this scenario, the training of students may continue during the school year from December until the end of the school year. GR reminded that one constraint is that the impact assessment should be done before the final event in October, so this is something to take into account. She asked LC is the impact assessment can be carried out in July-September. The discussion will be followed up on Basecamp.
- Regarding impact assessment, LC proposes to have a pre-survey before the training and post course survey. EG will share some examples of this type of surveys. Partners should decide which will be the ratio between open and closed



questions. It should be considered that translating responses to open questions and processing the data is more time consuming. The main question is whether the surveys can be carried out in English or in national language? LC will open a discussion on Basecamp on this specific aspect.

- LC opened the discussion on how to approach dissemination of articles and conferences. GR explained that the more articles and conferences the project is disseminated at, the better. It is not mandatory to reference all the partners when doing that. If a conference fee is involved, it is up to the partner paying the fee to decide if they want to involve the other partners.
- EG asked for more information about WP4 in general. LC elaborated on the tools and methods that will be used for impact assessment. GR reminded about the plan and indicators (number of tutors per partner=3, number of teachers per partner=10, number of students per partner=50).

- **Action points for next 6 months**

- Discuss moving the training in Barcelona from March to June 2022 (UAB to open discussion on Basecamp)
- Discuss about the languages of surveys and focus groups (UAB to open discussion on Basecamp)

## 7. WP5. Dissemination & Exploitation (ALL DIGITAL)

- **WP status overview**

- GR presented how the dissemination and exploitation is going. The project website is delayed, and the project leaflet should be produced in all languages by the end of August. There is a task to identify at least 1 event per country to present and promote the project, and it should be reported in the dissemination report.

- **Project website (EGInA) June 2021 (planned: Apr 2021)**

- LR presented the progress with the website. Partners had very positive feedback on how the website looks.
- GR proposed to start producing content for the news section in a rotating basis, the same as social media. There will be a schedule on Basecamp for both.
- LR propose to present a summary of the objectives of the project on the home page in the slide show.

- **Project leaflet – brainstorming (planned: August 2021)**

- GR opened the discussion about creating a leaflet designed for electronic use or printing, as well as visuals for social media, which can be printed as postcards for multiplier events. BQ proposed to stick to the leaflet and produce the other content as extra material. ZPV proposed something in between that will be appealing for teachers.
- Social media visuals are a good idea. ALL DIGITAL to contact the designer to get a quote for the price of producing e.g. 5 visuals with key messages.

- **Dissemination activities**

- GR presented the template for the dissemination activities report.

- **Action points for next 6 montns**



- Website to be online by 15<sup>th</sup> June (EGInA)
- Create FB and website schedule on Basecamp (ALL DIGITAL)
- Discuss social media visuals/postcards with designer by 25<sup>th</sup> June (ALL DIGITAL)
- Draft leaflet proposed by 25<sup>th</sup> June (ALL DIGITAL)
- Partners comment on leaflet by 2<sup>nd</sup> July
- ALL DIGITAL finalises leaflet by 9<sup>th</sup> July and sends the text to the designer (ALL DIGITAL)
- Partners translate leaflet by 31<sup>st</sup> July (all partners)
- Leaflet in national languages ready by 31<sup>st</sup> August (ALL DIGITAL)
- Dissemination report by 15<sup>th</sup> August (all partners)

## 8. WP1 Management (ALL DIGITAL)

- Action points next 6 months (ALL DIGITAL)
  - They are included under each WP discussion above and presented in the table below.

ID	Action	Responsible/s	WP	Deadline	Status
1	Share mentimeter questions on Basecamp and tutors answer on Basecamp before WP3 meeting	EGInA	WP2	Before WP3 meeting	
2	Share final version of the instructional document by	EGInA	WP2	Mid of July	
3	Share video lessons produced on an ongoing basis	EGInA	WP2	To be finished in November	
4	Translate video lessons on an ongoing basis	all partners	WP2	Ongoing	
5	Translate instructional document	all partners	WP2		
6	Draft a glossary of the terms in the video lessons	EGInA	WP2	End of November	
7	Develop a proposal for the assessment	EGInA	WP2	Mid of July	
8	Organise a meeting with partners and tutors on platform specifications	HOU	WP3	Within June	
9	Platform 1 <sup>st</sup> version	HOU	WP3	End of December	

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10	Discuss moving the training in Barcelona from March to June 2022	UAB	WP4	Open discussion on Basecamp	
11	Discuss about the languages of surveys and focus groups	UAB	WP4	Open discussion on Basecamp	
12	Website to be online by 15 <sup>th</sup> June	EGInA	WP5	15 <sup>th</sup> June	
13	Create FB and website schedule on Basecamp	ALL DIGITAL	WP5	25 <sup>th</sup> June	
14	Discuss leaflet and postcards with designer and partners	ALL DIGITAL	WP5	25 <sup>th</sup> June	
15	Draft leaflet proposed	ALL DIGITAL	WP5	25 <sup>th</sup> June	
16	Finalise leaflet	ALL DIGITAL	WP5	09 <sup>th</sup> July	
17	Translations	All partners	WP5	31 <sup>st</sup> August	
18	Dissemination report	All partners	WP5	15 <sup>th</sup> August	

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