Co-funded by the Erasmus+ Programme of the European Union

GOSTEAM Kick-off Meeting

2020-09-28, 12:30 – 17:00, via Zoom

Participants

Rosella, Luigi, Flora, Raija, Nicole, Manfred, Eugenia, Maria, Eleni, Margarita, Marinos, Irma, Abdulghani, Micael, Nick, Petter, Ali

- Ali opened the meeting.
- Participants introduced themselves and gave an overview of their institutions.
- Margarita presented the project including: aims and objectives, different IOs and activities, different MEs, time frame of the project.
- Eleni presented the new budget of the project. 26% of the budget has been cut by UHR.
- Eleni presented regulations related to the financial management of the project. Some important points:
    - To report Management cost, no prove document is needed. The institutions should only report it.
    - Budget transfer to Management category is not allowed.
    - Transfer between different categories is allowed subject to max 20% change in the budget of the category which has the least number.
    - For travels <100 km, the cost should be taken from the Management category.
- Questions were asked, where Irma, Petter, Eleni and Ali replied. Some points:
    - The budget of the kick-off meeting can be used for another physical meeting.
    - If we do not ravel for a meeting, due to COVID-19, only 50% of the budget of that meeting can be used.
    - Templates for financial reporting will be received from UHR (if any) and will be shared with the partners.
- Organizational Management of the project
    - Steering Committee is responsible for the steering of the project in a democratic way. The members are:
        - Project Coordinator: Ali (Chair)
        - LU: Petter
        - NTUA: Margarita
        - EA: Eugenia
        - BGS: Manfred

        - Ystad Gymnasium: Raija
        - IDIS: Email will be sent
    - Quality Control Group (QCG):
        - Project Coordinator: Ali
        - LU: Nick (Leader)
        - NTUA: Eleni
        - EA: Eugenia
        - IDIS: Rosella
- Dissemination/website
    - EA is responsible for creating the website and the logo of project. It will be ready within one months
        - The logo will be shared between partners for commenting
        - Project information will be published on the website
    - IO outputs will be published in Open Discovery Space platform (https://portal.opendiscoveryspace.eu/en/osos);
    - EA will present two platforms in the next meeting, in Nov 2020:
        - Open Discovery Space
        - E-twinning
- Marinos presented plan for the implementation of IO1
- Next meeting will be held over Zoom:
    - Link to the Zoom Meeting: https://lu-se.zoom.us/j/67696598110
    - Time: Monday, Nov 9, at 14:00 (Swedish time).
    - Agenda of the meeting
        - Progress of IO1, A1; activities to be done (NTUA)
        - Presenting Open Discovery Space and e-twinning platforms (EA)
        - Plan for Quality Control (QCG, Nick)
        - Forms for reporting (LU, Irma)
        - Project contract and Partnership Agreements (LU, Irma)
        - Templates for reports and presentations (NTUA, Margarita)
        - Logo and Website (EA, Eugenia)