



**TIME2ACTSD**  
TIME TO ACT THROUGH SUSTAINABLE EXPERIENCES  
FOR HIGHER EDUCATION STUDENTS

# Transnational Project Meeting Report

## Online Kick-off Meeting [TPM01]



Co-funded by  
the European Union





**TIME2ACT@SD**

**TIME TO ACT THROUGH SUSTAINABLE EXPERIENCES FOR  
HIGHER EDUCATION STUDENTS**

Grant Number: **2022-1-PT01-KA220-HED-000087984**

ERASMUS+ PROGRAMME KEY ACTION 2 (KA220)

# **Transnational Project Meeting Report**

## **Online Kick-off Meeting [TPM01]**

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**PROJECT RESUME / DOCUMENT CONTEXT & VERSIONING**

**Programme:** ERASMUS+ Programme

**Action Type:** KEY ACTION2 - Cooperation partnerships in higher education - KA220-HED

**Field:** Higher Education

**Call:** 2022

**Project Title:** Time to Act through Sustainable Experiences for Higher Education Students

**Project Acronym:** TIME2ACT@SD

**Grant Number:** 2022-1-PT01-KA220-HED-000087984

**Applicant Organisation:** Polytechnic Institute of Santarém

**Project Start Date:** December 1<sup>st</sup> 2022

**Project total Duration:** 36 months

**Project End Date:** November 30<sup>th</sup> 2025

**National Agency of the Applicant Organisation:** PT01 – Portuguese National Agency

**Project lump sum:** 250.000€

<b>Work package</b>	WP5 - Strengthening the cooperation partnership & dissemination and exploitation of the project's results
<b>Activity:</b>	A5.6 - Virtual Transnational Project Meeting #01 [TPM01] (Online IPSantarém - Portugal - KoM)
<b>Product owner:</b>	Susana Leal
<b>Collaboration:</b>	João Nascimento, Sandra Oliveira, Ana Loureiro, Cláudio Barradas, Andriani Piki, Nearchos Paspallis, Fanos Tekelas, Katerina Flouraki, Susanne Ehn, Veronica Gelfgren, Naomi Palmer, Tito Livio Mongelli, Catarina Gonçalves, Alper Güzel, Adem Tekerek

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## REPORT

The first Transnational Project Meeting of the Time2Act@SD project was held online. The decision to make this meeting (which was initially planned to take place onsite) online was due to the delay in receiving the first payment from the Erasmus Agency.

The team joined the Zoom meeting address<sup>1</sup> created for this purpose (and which will remain for the entire online meetings of the project) on 3 February 2023 at 10:00 CET, as agreed by all the local coordinators of the partners. The proposed Agenda is presented in **Appendix 1**.

The list of invited participants is presented in the **Appendix 2** and the evidence of actual attendance at the meeting is presented in **Appendix 3**.

The meeting was hosted by Susana Leal (IPSantarém) and Secretary was João Nascimento (IPSantarém).

After the welcome and the introductory information presented by Project Coordinator - Susana Leal (IPSantarém) – the topics included in the agenda were all addressed.

Ana Loureiro chaired the second topic of the meeting, where all the partners had the opportunity to present themselves and get to know each other. Following the order of the application, each partner presented the institutions, the main activities developed, the projects involved, and the team members. This topic was very important for the first effective overall contact of the project's participants.

Susana Leal led the 3<sup>rd</sup> topic of the Agenda, about the project concepts and framework. This was a very important moment as each participant was given a summary of what the project will be and what is expected from each partner.

During the 4<sup>th</sup> topic, João Nascimento (IPSantarém), as Project Manager, presented the first draft of the Project Management Plan. This will be the main guidance document regulating the management activities during the project implementation. The final version of the document was expected to be presented during the following meetings. The main topics of the document were presented (project organisation, project management framework, quality, risk, communication, and budget). Susana Leal presented the financial rules as they were known at that moment. Some clarifications from the National Agency are expected and will be presented as soon as they are available.

As expected, the meeting was adjourned for lunch at 12:30 CET.

After the resumption of the meeting, Susana Leal presented the proposed calendar for Monthly Meetings, which was approved by the partners.

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<sup>1</sup> <https://videoconf-colibri.zoom.us/j/85376235539?pwd=SExrY21RaFFyckJVZnhNZ2YvRIY1QT09>



Susana Leal presented the summary of the work to be carried out during the Work Package 2, explaining the objectives, expected results, activities, product owners, and timeframe.

Sandra Oliveira (IPSantarém) presented the Work Package 3, describing the main objectives, expected results, activities, product owners, and timeframe. The concept of MOOC was clarified, as it will assign 1 ECTS to the participants (students), so there will be at least 25 hours of work to be done by the participating students. The webinars will be an online seminar/class, less interactive. The proposed structure of the MOOCs will be based on short videos and tasks to be completed by the participants.

Sandra presented a summary of the Work Package 4, explaining the objectives, expected results, activities, product owners, timeframe in which the activities will take place, and the last Work Package (WP5) was presented by Cláudio Barradas. He went through the activities within this WP and showed the project website, presenting all the work already done in this important channel of dissemination channel of the project.

Almost all of the information presented is a clarifying summary of the submitted Application.

The meeting ended at the scheduled time of 14:30 CET.

It was a fruitful meeting, producing the following results:

- a) High cohesion of the team, by knowing a little bit more about the institutions and each person involved in the project, the skills and competences available within the team;
- b) A better understanding of the project objectives, work packages, outputs, concepts, frameworks, and the rules;
- c) List of monthly meetings for the first semester of the project;
- d) Project management plan drafted.



## Appendices

### Appendix 1. Proposed Agenda to the meeting

Time	Topic	Lead by
<b>10:00 CET</b> (10 min)	<b>Welcome and a brief introduction by project coordinator</b>	IPSantarem (Susana Leal)
<b>10:10 CET</b> (60 min)	<b>Introduction of the institutions and participants</b> (maximum 7 min per partner)	All partners, lead by IPSantarem (Ana Loureiro)
<b>11:10 CET</b> (15 min)	<b>Presentation of the project concept and project framework</b>	IPSantarem (Susana Leal)
<b>11:25 CET</b> (60 min)	<b>WP1: Project Management</b>	IPSantarem (João Nascimento)
<b>12:30 CET</b> (90 min)	<b>Lunch break</b>	
<b>14:00 CET</b> (15 min)	<b>WP2: Transnational studies with HE students and teachers</b>	IPSantarem (Susana Leal)
<b>14:15 CET</b> (15 min)	<b>WP3: Development of interactive content and digital/innovative tools</b>	IPSantarem (Sandra Oliveira)
<b>14:30 CET</b> (15 min)	<b>WP4: SD/SDG training Workshops and Bootcamps</b>	IPSantarem (Sandra Oliveira)
<b>14:45 CET</b> (15 min)	<b>WP5: Strengthening the cooperation partnership &amp; dissemination and exploitation of the project's results</b>	IPSantarem (Cláudio Barradas)
<b>15:00 CET</b> (30 min)	<b>Other topics</b> (questions and answers, summary of the day, etc.)	IPSantarem (Susana Leal)

### Appendix 2. List of team members invited

Partner Organisation	Members
<b>IPSantarém</b>	Susana Leal (Global coordinator) Sandra Oliveira Ana Loureiro Cláudio Barradas João Nascimento Carla Vivas
<b>UCLan Cyprus</b>	Andriani Piki (Local coordinator) Irene Polycarpou Nearchos Paspallis Louis Nisiotis Josephina Antoniou Fanos Tekelas Nicos Kasenides
<b>Thomas More</b>	Katerina Flouraki (Local coordinator) Esther Laureys
<b>Learnmera oy</b>	Susanne Ehn (Local coordinator) Veronica Gelfgren Naomi Palmer Akanksha Maurya Julia Heubuch Marja-Liisa Helenius Sofia Nunes Mexia Eveliina Kauhanen



	Eric Gelfgren
<b>Galileo.it</b>	Tito Livio Mongelli (Local coordinator) Pierangelo Verbicaro
<b>Rosto Solidário</b>	Paulo Costa (Local coordinator) Catarina Gonçalves
<b>Gazi University</b>	Alper Güzel (Local coordinator) Gökçen Çetinkaya Adem Tekerek

Appendix 3. Evidence of team members participating in meeting



Partner Organisation	Members
<b>IPSantarém</b>	Susana Leal (Global coordinator) Sandra Oliveira Ana Loureiro Cláudio Barradas João Nascimento
<b>UCLan Cyprus</b>	Andriani Piki (Local coordinator) Nearchos Paspallis Fanos Tekelas
<b>Thomas More</b>	Katerina Flouraki (Local coordinator)
<b>Learnmera oy</b>	Susanne Ehn (Local coordinator) Veronica Gelfgren Naomi Palmer
<b>Galileo.it</b>	Tito Livio Mongelli (Local coordinator)
<b>Rosto Solidário</b>	Catarina Gonçalves (delegated Local coordinator)
<b>Gazi University</b>	Alper Güzel (Local coordinator) Adem Tekerek