



TIME2ACTSD
TIME TO ACT THROUGH SUSTAINABLE EXPERIENCES
FOR HIGHER EDUCATION STUDENTS

Transnational Project Meeting Report

On-site Meeting in Santarém, Portugal [TPM02]



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

On-site Meeting in Santarém, Portugal [TPM02]

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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 1st 2022

Project total Duration: 36 months

Project End Date: November 30th 2025

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

Project lump sum: 250.000€

Work package	WP5 - Strengthening the cooperation partnership & dissemination and exploitation of the project's results
Activity:	A5.7 - Onsite Transnational Project Meeting #02 [TPM02] (IPSantarém - Portugal)
Product owner:	Susana Leal
Collaboration:	João Nascimento, Sandra Oliveira, Ana Loureiro, Cláudio Barradas, Inês Messias, Andriani Piki, Louis Nisiotis, Nicos Kasenides, Katerina Flouraki, Naomi Palmer, Veronica Gelfgren, Tito Livio Mongelli, Paulo Costa, Catarina Gonçalves, Alper Güzel, Adem Tekerek

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REPORT

The second Transnational Project Meeting (the first face-2-face) of the Time2Act@SD project was held in the Multimedia Meeting Room at the School of Management and Technology (ESGT) of Polytechnic Institute of Santarém (IPSantarém). The decision to make this meeting (originally planned to be online) an onsite meeting was made because the 1st TPM was online when it should have been onsite, and also because this was considered the appropriate time to bring everyone together face-to-face. The project is now running at a steady pace and the effect of meeting everyone face-to-face will be very positive for all the partners. This was confirmed at the end of the meeting.

The team joined the meeting early in the morning of 4 May 2023, with the welcome period running from 9:00 until 9:30 (local time). The proposed agenda for the two days of the meeting is presented in **Appendix 1**. This includes a period on the second day (5 May), during the morning, for a meeting of the Quality Board/Steering Committee to assess the progress of the work done so far and to anticipate/plan the work to come.

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

Susanne Ehn (Learnmera) didn't attend the meeting due to a sudden illness and Veronica Gelfgren (Learnmera) participated remotely as she was unable to travel to Santarém. Inês Messias (IPSantarem) was recovering from a CoViD-19 infection, participated remotely on the first day and joined the team in person at the end of the morning of the second day (5 May). Louis Nisiotis, Nicos Kasenides (both from UCLan) and Adem Tekerek (Gazi University) also joined the meeting remotely.

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

The topics on the agenda were all discussed after the welcome messages from the Project Coordinator – Susana Leal (IPSantarém) – and the Dean of the School of Management and Technology – Sérgio Cardoso.

In the first topic of the agenda, although the project participants had already made their individual presentations at the online kick-off meeting in February, the on-site participants introduced themselves in person to let the other colleagues know a little about each other, namely their area(s) of expertise.

Then, Susana Leal (IPSantarém) briefly described the main topic about the characterisation of the project, the general objectives, the framework, the Gantt chart with the most important dates related to the reporting to the National Agency and the Transnational Project Meetings. Some dates are already fixed for a specific day, while others are only fixed for the month in which they will take place.



During the 4th topic, João Nascimento (IPSantarém), as Project Manager, presented the first version of the Project Management Plan. This will be the main guidance document, regulating the management activities during the project implementation. The main topics of the document were presented (project organisation, project management framework, quality, risk, communication, and budget management).

Naomi Palmer (Learnmera Oy) informed that she will be the local coordinator for the next months and therefore she will be part of the Steering Committee and the Quality Board for this period.

João (IPSantarém) informed about the team members who had signed the agreement on the use of personal data and confidentiality.

The responsibilities and obligations of each member, as set out in the Project Management Plan, were reviewed, and presented to the participants.

The calendar of monthly meetings was reviewed. The October meeting (PMM09) will coincide with the TPM03 in Italy, on 26th September.

A new version of the budget was discussed and approved by all. The summary can be found in **Appendix 4**.

Susana Leal (IPSantarém) presented the objectives of the WP2: responses to questionnaires from students (500 from different countries) and teachers (100 from different countries), 1 report and 2 articles (ideally, the 2 articles should be published in indexed journals).

Sandra Oliveira (IPSantarém) presented the literature review and gave a summary of the work carried out. On the basis of this work, it was possible to identify an already structured questionnaire that was very appropriate to the needs of the project student's study.

Susana Leal (IPSantarém) presented the process of creating the electronic questionnaire that will be used to collect the data. The approval of the questionnaire by the Ethics Committee of the Politécnico of Santarém has to be considered and the process should start with the submission of the request for approval. This procedure, which was not initially foreseen in the activity, is likely to delay its completion.

Katerina Flouraki (Thomas More) presented the work done in activity 2.2, on the literature review on innovative pedagogical tools used by teachers in higher education to integrate SDGs in their practice. Katerina Flouraki proposed to do the pre-test of the developed questionnaire. All the participants agreed, and the pre-test process started with Katerina Flouraki (Thomas More) presenting the structure to explain the basic principles of the way it was organised. The questionnaire was opened in the Survey Monkey platform and shown to the participants, and a collective pre-test was carried out to gather input on how to improve it. The process was productive with a large group of suggestions.



The questionnaire will be used in all the countries on higher education institutions. Translations will be provided for 4 different countries: English, Dutch, Turkish and Portuguese.

The meeting was recessed for lunch break at 12:30 and resumed at 14:00 (local time).

Sandra Oliveira (IPSantarém) presented the objectives of WP3, the quantitative indicators mentioned in the application are 3 (three) MOOCs, 3 (three) webinars, and 9 (nine) short videos. The use of all these resources is aimed at 60 (sixty) students completing each MOOC and each webinar, and at least 25 students and 25 teachers testing the app (mobile/web) and the immersive games. Finally, 60 students will be awarded with badges at the end of the course and the satisfaction level should be at least 60%. These objectives of WP3 were considered ambitious and will require some additional effort to achieve.

Tito Livio Mongelli (Galileo.it) presented some concepts about MOOCs and Webinars, related technologies (Moodle for MOOCs and Youtube for Webinars), the typical framework of MOOCs and the duration of Webinars (60 minutes). It should have pathways that students choose and follow, with a final assessment to allow the awarding of badges.

The SCORM standard was explained as a model for reusable components of learning modules. Tito Livio Mongelli (Galileo.it) presented some examples of the concepts presented earlier and the expertise of Galileo.it in this area.

Katerina Flouraki (Thomas More) suggested creating of environments that encourage interaction between students in communities where they can share some achievements.

Tito Livio Mongelli (Galileo.it) suggested identifying the structure of the MOOCs, common to all three MOOCs being developed (i.e, it must have per modules, each of which has some types of content), and then to compile the index of the courses.

Louis Nisiotis (UCLan) presented the main ideas for the production of VR Games and showed some examples of equipment used in the development and consumption of VR products. He proposed that the games should consist of a VR Educational space where players take quizzes, discover, and collect objects that will allow them to progress through the levels of the game (unlocking doors), ranking their performance by accounting points. These techniques were applied to the areas of Sustainability (Social, Environmental and Economic).

Partners choose to use the dedicated Oculus rather than the smartphone-based solution.

The games must be available for everyone to use in the future (guaranteed eligibility and security conditions). The idea is to be able to download them from the project's website and install them on the devices.



Catarina Gonçalves and Paulo Costa (Rosto Solidário) presented some examples of projects that Rosto Solidário has been involved in, and is still involved in, related to the SDGs. Some questions were discussed:

- (1) What is the role/perspective of the student that we want to address? As citizens? As activists? As professionals? Or as a political actors?
- (2) What about the content? Should it be specific to one SDG or transversal?
- (3) Are there resources in each partner that can be leveraged?
- (4) How can it be innovative? Accessible? Interactive?

Everyone agreed that the results of the studies will make it possible to decide what to do.

Andriani Piki (UCLan) suggested that in the construction of the paths, the student can choose which perspective he/she wants to experience (personal life, professional activities, other). The games could have different options for different professions.

Tito Livio Mongelli suggested the idea of having different roles in the same educational resources at the same time, allowing different students to play specific roles.

The meeting was suspended at 18:00 on 4 May and resumed at 11:00 local time on 5 May.

Naomi Palmer and Veronica Gelfgren (Learnmera) presented examples of educational games developed by Learnmera, to show participants what can be done. Naomi (Learnmera) presented a summary of the technologies and environments used during the project.

Veronica Gelfgren (Learnmera) informed that it is necessary to define in advance the features that are needed. This will be discussed later, after the studies have been completed and in coordination with the other resources to be developed. For now, the option is a web application and not a mobile application.

Susana Leal (IPStantarém) presented the general objectives of WP5. Information about the project will be disseminated through several channels.

Cláudio Barradas (IPSantarém) presented the structure of the project's website and clarified the importance of the online platform (as stated in the Application) as one of the multiple channels for dissemination of information (events) and the results (outputs) of the project. The model of the online platform (project website) was discussed and it was decided that it would store some of the outputs (MOOCs in Moodle, provided by IPSantarém) and the other outputs that can be installed; some of the outputs will be hosted on different servers/systems/platforms, according to the best solution in terms of security/performance.



The results should be fully accessible to all audiences without any conditions or restrictions. Users will have access to the outputs of the project, although the MOOCs will require user authentication. Depending on the solution defined for the web/app games, authentication may also be required.

The work of the meeting ended at the scheduled time of 13:30 local time, to allow for a lunch break and for some participants to go on a socio-cultural tour of Santarém and the surrounding towns.

Before the end of the meeting, a satisfaction questionnaire was given to the participants. The results are presented in the **Appendix 5**.

It was a very productive meeting, with the following results:

- Greater cohesion of the team by meeting in person and knowing a little bit more about the institutions and each person involved in the project, the skills and competences available within the team;
- Sharing the knowledge of each partner in the form of clarifying concepts (with live examples), namely what is a MOOC (SCORM) and Webinar, and what is a VR game, web/app games and online platform;
- Better understanding of the project objectives, work packages, outputs, namely what is expect from MOOCs and Webinar, and which areas are not clear enough (and need to be discussed later).
- Revision of the monthly meetings list (some meetings changed);
- First version of the Project Management Plan approved, but still to be updated and formally signed at the next TPM in Rome;
- Active pre-testing of the teachers questionnaire;
- Final decision on Oculus solution;
- A large group of new ideas were generated and will be incorporated into various outputs of the project;
- Some interesting and important questions were identified but will remain unanswered until the research report is ready;
- Decision about web/app games – it will only be in web platform and not in mobile app. The amount of work required is not compatible with the project's budget.
- Decision on the model of the online platform as a mix of content storage and linking to some outputs.

In total, each participant spent approximately 8 hours attending this meeting, but some team members spent more time preparing for and following up on the meeting.



Although this was a partially funded event (no budget for staff time was included in the application for this event), the partner organisations did incur costs in making their staff available to attend the meeting.



Appendices

Appendix 1. Proposed agenda for the meeting

Activity 5.7 - On-site transnational project meeting #02 [TPM02]

Date: 4th May 2023

Time: 9:30 AM Local Time (10:30 AM CET)

Time	Topic	Lead by
09:00 09:30	Reception of attendees	IPSantarém
09:30 09:35	Welcome and introduction message	Susana Leal
09:35 10:00	Participants' presentation (Brief introduction to share the experience in the field of the project)	Susana Leal (with each participant)
10:00 10:15	Presentation of the Time2act@sd project concept, expected results and work plan	Susana Leal
10:15 11:00	Presenting the Project Management Plan (PMP) - Scope (Results) - Organisation (Team, SC & Quality Board members) - Responsibilities and Obligations - Project Management Framework - Time Management (meetings until the end of 2023) - Quality Management - Risk Management - Cost Management (internal budget review) - Communication management - Presenting all the templates being used in the Time2act@SD project	IPSantarém João Nascimento
Coffee Break		
11:30 12:00	Debate and approving the PMP (Signature from Steering Committee members)	IPSantarém Susana Leal
12:00 12:05	Brief presentation about the objectives of the activities of the WP2 - Transnational studies with HE students and teachers	IPSantarém Susana Leal
12:05 12:15	Results produced so far in the activity 2.1 - Develop a transnational study with HE students - Knowledge, attitudes, and behaviours of higher education students on Sustainable Development: Literature review - Questionnaire for transnational study with HE students	IPSantarém Sandra Oliveira Ana Loureiro Inês Messias
12:15 12:30	Results produced so far in the activity 2.2 - Develop a transnational study with HE teachers - Innovative educational tools to bridge the gap of knowledge, attitudes, and behaviours in students of higher education on Sustainable Development: Literature review	Thomas More Katerina Flouraki
Lunch Break <i>Lunch in the cafeteria</i>		
14:00 14:10	Brief presentation about the objectives of the activities of the WP3 - Development of interactive content and digital/innovative tools	IPSantarém Sandra Oliveira
14:10 14:35	Presentation on MOOC: Sharing best practices, examples and experiences from previous projects (e.g., Erasmus+) related to MOOC, technological requirements, suggestions for WP3 activities.	Galileo, Thomas More, Gazi University Tito Lívio Mongelli Katerina Flouraki Alper Gúzel



Date: 5th May 2023

Time: 9:30 AM Local Time (10:30 AM CET)

Time	Topic	Lead by	
09:30	Project management meeting #4 [PMM04]	IPSantarém	
11:00	Monthly Report of WP2 – Activity 2.1	Susana Leal	
	Monthly Report of WP2 – Activity 2.2	Katerina Flouraki	
	Monthly Report of WP5 – Activity 5.1	Cláudio Barradas	
	Plan Activity WP 2 – Activity 2.3	Susana Leal	
	Other topics	Susana Leal	
Coffee Break			
11:30	WP5 - Strengthening the cooperation partnership & dissemination and exploitation of the project's results - Online platform - Presentation the project results on international conferences - On-site transnational project meetings (Italy & Cyprus) - Social Media and dissemination of the project's results	IPSantarém	
12:30			
12:30			Conclusions of the meeting and closure of the deliberations
13:00			
Lunch Break <i>Lunch in a local restaurant</i>			
14:30	Cultural Event Cultural visit to the city of Santarém. Note: Please make sure you wear suitable walking shoes.	IPSantarém	
18:00			

Appendix 2. List of invited team members

Partner Organisation	Participants	
	Onsite	Online (*)
IPSantarém	Susana Leal; Sandra Oliveira; Ana Loureiro; Inês Messias; Cláudio Barradas; João Nascimento	
UCLan Cyprus	Andriani Piki	Louis Nisiotis
Thomas More	Katerina Flouraki	
Learnmera	Susanne Ehn; Naomi Palmer	
Galileo	Tito Livio Mongelli	
Rosto Solidário	Paulo Costa; Catarina Gonçalves	
Gazi University	Alper Güzel; Adem Tekerek	



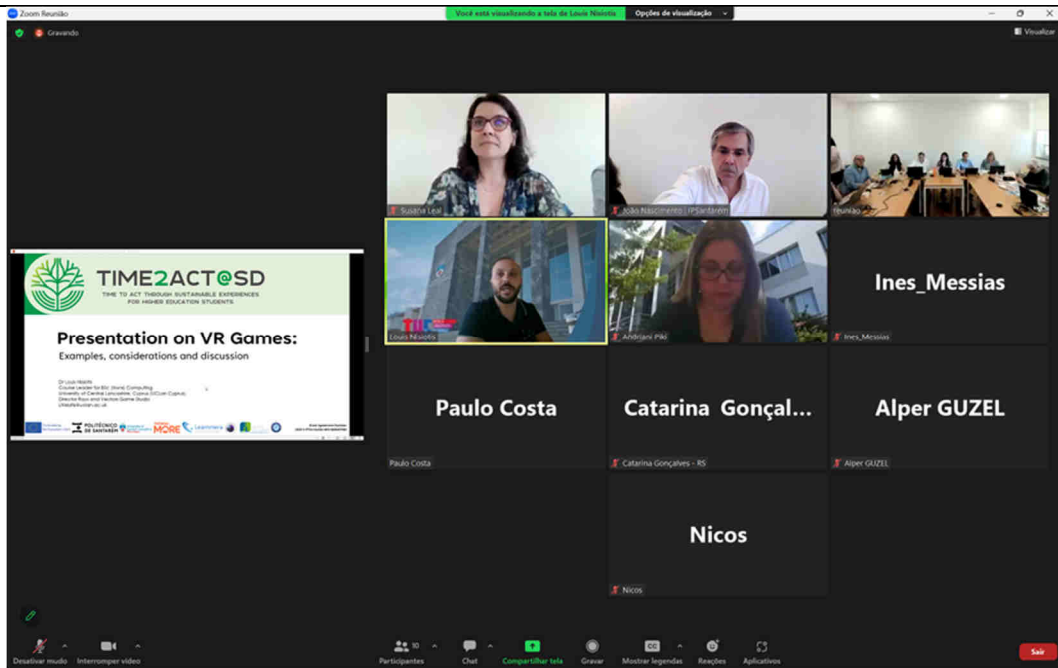
Appendix 3. Evidence of team members attending the meeting

TIME2ACT@SD		LIST of PARTICIPANTS		
Transnational Project Meeting				
Meeting title:	Starting date:	End date:	Venue:	
On-site transnational project meeting #02 [TPM02]	4 May 2023	5 May 2023	Instituto Politécnico de Santarém, Santarém, Portugal	
Purpose of the activity: Meet partners face-to-face; Present technologies and content to gain insights to better decide on the next activities of the project; Assess the work done in the last month (PMM04).				
[Day: 04 - May - 2023] Page: 1/2				
No.	Participant name	Sending organisation name	Sending organisation address	Participant signature
1	Alper GÜZEL	Gazi University	Ankara, Türkiye	<i>[Signature]</i>
2	Ana Loureiro	IPSantarém	Santarém, Portugal	<i>[Signature]</i>
3	Andriani Piki	UCLan Cyprus	Larnaka, Cyprus	<i>[Signature]</i>
4	Catarina Gonçalves	Rosto Solidário	Santa Maria da Feira, Portugal	<i>[Signature]</i>
5	Cláudio Barradas	IPSantarém	Santarém, Portugal	<i>[Signature]</i>
6	Inês Messias	IPSantarém	Santarém, Portugal	<i>[Signature]</i>
7	João Nascimento	IPSantarém	Santarém, Portugal	<i>[Signature]</i>
8	Katerina Flouraki	Thomas More	Mechelen, Belgium	<i>[Signature]</i>
9	Naomi Palmer	Learnmera Oy	Espoo, Finland	<i>[Signature]</i>
10	Paulo Costa	Rosto Solidário	Santa Maria da Feira, Portugal	<i>[Signature]</i>
11	Sandra Oliveira	IPSantarém	Santarém, Portugal	<i>[Signature]</i>
12	Susana Leal	IPSantarém	Santarém, Portugal	<i>[Signature]</i>
13	Tito Livio Mongelli	Galileo it	Rome, Italy	<i>[Signature]</i>
14				
15				
16				
<p>All personal data provided to participate this event is collected during the implementation of the Erasmus + Program according to the regulations of the European Commission. They will be stored and processed by IPSantarém, in accordance with the provisions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 22 October 2018 on the protection of individuals regarding the processing of personal data and on the free movement of such data. During the event, photos/ screenshots and/ or video recordings will be taken for use by the IPSantarém and/ the host organisation, for purposes related to the promotion and dissemination of results from projects funded by the Erasmus + Program. The materials will not affect your personal or institutional image. By attending this event, you give your consent to be filmed and/ or photographed for the reasons mentioned above.</p>				
Name of the Project Coordinator			Signature of the Project Coordinator	
Professor Susana Leal, PhD			<i>[Signature]</i>	
Co-funded by the European Union				Grant Number: 2022-1-PT01-KA220-HED-000087984

TIME2ACT@SD		LIST of PARTICIPANTS		
Transnational Project Meeting				
Meeting title:	Starting date:	End date:	Venue:	
On-site transnational project meeting #02 [TPM02]	4 May 2023	5 May 2023	Instituto Politécnico de Santarém, Santarém, Portugal	
Purpose of the activity: Meet partners face-to-face; Present technologies and content to gain insights to better decide on the next activities of the project; Assess the work done in the last month (PMM04).				
[Day: 05 - May - 2023] Page: 2/2				
No.	Participant name	Sending organisation name	Sending organisation address	Participant signature
1	Alper GÜZEL	Gazi University	Ankara, Türkiye	<i>[Signature]</i>
2	Ana Loureiro	IPSantarém	Santarém, Portugal	<i>[Signature]</i>
3	Andriani Piki	UCLan Cyprus	Larnaka, Cyprus	<i>[Signature]</i>
4	Catarina Gonçalves	Rosto Solidário	Santa Maria da Feira, Portugal	<i>[Signature]</i>
5	Cláudio Barradas	IPSantarém	Santarém, Portugal	<i>[Signature]</i>
6	Inês Messias	IPSantarém	Santarém, Portugal	<i>[Signature]</i>
7	João Nascimento	IPSantarém	Santarém, Portugal	<i>[Signature]</i>
8	Katerina Flouraki	Thomas More	Mechelen, Belgium	<i>[Signature]</i>
9	Naomi Palmer	Learnmera Oy	Espoo, Finland	<i>[Signature]</i>
10	Paulo Costa	Rosto Solidário	Santa Maria da Feira, Portugal	<i>[Signature]</i>
11	Sandra Oliveira	IPSantarém	Santarém, Portugal	<i>[Signature]</i>
12	Susana Leal	IPSantarém	Santarém, Portugal	<i>[Signature]</i>
13	Tito Livio Mongelli	Galileo it	Rome, Italy	<i>[Signature]</i>
14				
15				
16				
<p>All personal data provided to participate this event is collected during the implementation of the Erasmus + Program according to the regulations of the European Commission. They will be stored and processed by IPSantarém, in accordance with the provisions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 22 October 2018 on the protection of individuals regarding the processing of personal data and on the free movement of such data. During the event, photos/ screenshots and/ or video recordings will be taken for use by the IPSantarém and/ the host organisation, for purposes related to the promotion and dissemination of results from projects funded by the Erasmus + Program. The materials will not affect your personal or institutional image. By attending this event, you give your consent to be filmed and/ or photographed for the reasons mentioned above.</p>				
Name of the Project Coordinator			Signature of the Project Coordinator	
Professor Susana Leal, PhD			<i>[Signature]</i>	
Co-funded by the European Union				Grant Number: 2022-1-PT01-KA220-HED-000087984



Partner Organisation	Members	
	Onsite	Online
IPSantarém	Susana Leal (Project coordinator); Sandra Oliveira; Ana Loureiro; Cláudio Barradas; João Nascimento; Inês Messias	
UCLan Cyprus	Andriani Piki (Local coordinator)	Louis Nisiotis Nicos Kasenides
Thomas More	Katerina Flouraki (Local coordinator)	
Learnmera oy	Naomi Palmer (Local coordinator)	Veronica Gelfgren
Galileo.it	Tito Livio Mongelli (Local coordinator)	
Rosto Solidário	Paulo Costa (Local coordinator) Catarina Gonçalves	
Gazi University	Alper Güzel (Local coordinator)	Adem Tekerek



Appendix 4. Approved budget

WP	Budget item	IPSantarém	UCLan Cyprus	Thomas More	Learnmera	Galileo	RostoSolidário	Gazi University
WP1	Project Management	12 240 €	6 120 €	6 120 €	6 120 €	6 120 €	6 120 €	6 120 €
WP2	Activities (work days)	3 425 €	274 €	4 280 €	1 926 €	428 €	208 €	148 €
WP3	Activities (work days)	1 507 €	7 261 €	5 350 €	12 412 €	10 097 €	8 012 €	1 628 €
WP3	Equipments	6 000 €	4 000 €	4 000 €	-€	0 €	0 €	4 000 €
WP4	Activities (work days)	617 €	4 932 €	2 889 €	1 712 €	642 €	208 €	259 €
WP4	LTT	12 663 €	6 034 €	6 034 €	2 119 €	2 119 €	2 289 €	11 473 €
WP4	Subcontracting	-€	4 000 €	4 000 €	-€	-€	-€	-€
WP4	Other Services	800 €	800 €	800 €	-€	-€	-€	800 €
WP5	Activities (work days)	5 480 €	1 096 €	856 €	1 284 €	1 284 €	728 €	259 €
WP5	On-site TPM	4 005 €	4 560 €	4 600 €	6 080 €	3 820 €	2 485 €	5 710 €
WP5	Multiplier Event	8 950 €	-€	-€	-€	-€	-€	-€
WP5	Subcontracting	1 000 €	-€	-€	-€	-€	-€	-€
WP5	Other Services	4 698 €	2 000 €	2 000 €	-€	-€	-€	-€



Appendix 5. Summary of Satisfaction Questionnaire Results

