



TIME2ACTSD
TIME TO ACT THROUGH SUSTAINABLE EXPERIENCES
FOR HIGHER EDUCATION STUDENTS

Transnational Project Meeting Report

On-site Meeting in Rome, Italy [TPM03]



Co-funded by
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ROSTO SOLIDÁRIO
Organização Não Governamental para o Desenvolvimento





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 Rome, Italy [TPM03]

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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:	A5.8 - Onsite Transnational Project Meeting #03 [TPM03] (Galileo.it - Italy)
Product owner:	Tito Livio Mongelli
Collaboration:	Pierangelo Verbicaro, Elisabetta Focaracci, Susana Leal, João Nascimento, Sandra Oliveira, Andriani Piki, Lorenz Teunen, Naomi Palmer, Julia Heubuch, Veronica Gelfgren, Akanksha Maurya, Paulo Costa, Catarina Gonçalves, Diana Azevedo, Alper Güzel, Adem Tekerek

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REPORT

This report summarises the most important achievements of the third Transnational Project Meeting (TPM; the second in a face-2-face mode) of the Time2Act@SD project. The meeting took place at the **Casa per Ferie Cardinal G. Guarino** (Via degli Urali, 30 - 00144 Rome) and was organised by the partner Galileo.it, srl.

Considering the planned work packages of the project and the Gantt chart, this TPM is held at a very important moment. The decisions to be made at this point in the project are crucial to its success. It is therefore important to get everyone together face to face. The project is now entering a phase where some of the educational resources will be built and the effect of having everyone face to face will be very positive for all partners and for the progress of the work in the project.

Participants joined the meeting on the morning of 25 September 2023, with the welcome period running until 10.05 (local time). The proposed agenda for the two days of the meeting is contained in **Appendix 1**. This includes a period on the second day (26 September), during the morning, for a meeting of the Quality Board/Steering Committee to assess the products/deliverables achieved and to (re)plan the following steps.

The list of participants can be found in **Appendix 2** and the proof of attendance is in the **Appendix 3**.

After the acknowledgements of the host – Tito Livio Mongelli – and the coordinator – Susana Leal –, the meeting was chaired by Susana Leal (IPSantarém) and the secretary was João Nascimento (IPSantarém).

In relation to **A3.7 – Development of web/mobile (APP) based SDG games**, Akanksha Maurya presented a video¹ with an example of the web games that could be developed, and Naomi shared a link² to a website where the game can be downloaded.

Related to **translations of resources**: The partners decided that in WP2 the only product/result to be translated into the languages of the HEI partners (Portuguese, English, Dutch and Turkish) is the questionnaire (which is already done). In WP3, the MOOCs will also be translated into 6 languages (videos will have subtitles in different idioms), but not the web games, nor the VR immersive games. However, the instructions on how to use the resources will be translated. The partners agreed to translate the written pedagogical materials and the online platform.

In the topic **WP2 – Transnational studies with HE students and teachers**, the partners decided to submit the scientific article to the **Journal of Cleaner Production**, with an impact factor of 11.1 and a citescore of 18.5. This is a Scopus and JCR indexed journal, which is an objective of the project. The teacher's study article will be submitted to the

¹ <https://www.youtube.com/watch?v=-3VUunUt8-c>

² <https://play.google.com/store/apps/details?id=com.stemlabyrinth>



International Journal of Sustainability in Higher Education. This journal has an impact factor of 3.1 and a citescore of 6.1 and is indexed in Scopus and JCR. The choice of journal is important because of the style to be adopted.

With regard of **WP3 – Development of interactive content and digital/innovative tools**, the main aspects to be considered are:

(1) The MOOCs will provide open badges when students complete tasks (with a positive grade of more than 70%) in the pathway of the course;

(2) Structure consisting of: (i) Presentation (video or text summarising the MOOC: learning outcomes, description, prerequisites, assessment and certification, and course plan); (ii) Introduction (icebreaker activity; e.g. choose an emotionally appealing image); (iii) Modules (videos using H5P technology of 3-5 minutes duration, supplementary texts, learning materials and other resources, e.g. some parts of webinars), and an assessment component - e.g. quizzes); (iv) End of the course;

(3) The MOOCs must have a minimum of 9 videos in total (i.e., a minimum of 3 videos per MOOC). Rosto Solidário will develop the content of the 3 MOOCs, including the script of the videos;

(4) At the end of all MOOCs, the level of satisfaction of the enrolled students must be greater than (or equal to) 60% (this implies a questionnaire with a maximum of 3 questions to assess the satisfaction of the students at the end of each MOOC);

(5) The MOOCs must be published on several national and international platforms (NAU and School Education Gateway). Adem will be responsible for publishing the MOOCs in the School Education Gateway; IPSantarém will be responsible for publishing the MOOCs in the NAU platform;

(6) The MOOCs must be successfully completed by at least 60 students each (180 assessments in total);

(7) The MOOCs should be published in all the languages of the partners, only on the deploy platform (Time2act@SD platform – Moodle of IPSantarém); on the other platforms, the MOOCs should be published in specific languages (NAU, Portuguese and English; and School Education Gateway, English only). All partners are responsible for the translation of the MOOCs;

(8) The completion of each MOOC will give the student 0.5 ECTS (following the European Credit Transfer and Accumulation System framework), for 10 hours of work. IPSantarém will provide and manage the Moodle platform for the MOOCs; badges; certification;

(9) Susana Leal will prepare the template to present the MOOCs to the Technical-Scientific Council of ESGT-IPSantarém, and the product owners of the MOOCs will provide information to fulfil the template.

All these decisions and others related to MOOCs are summarised in **Appendix 4**.



Regarding webinars, try to start webinars earlier (suggestion: 1 webinar in 2023; 2 in 2024); platform: Zoom; speakers – fluent in English.

For web games, the decisions were related to checking the technological requirements of the online platform (between Learnmera and IPSantarem). In SDG VR games: Andriani presented the work done so far now. UCLan will continue the development of the game.

Regarding the **presentation of project results at international conferences**, Susana Leal mentioned the oral presentation by Ana Loureiro at LE@D (Laboratório de Educação a distância e e-learning, promoted by Universidade Aberta) on 26 and 27 May; the IPSantarém team will present the project at another conference in October: 5ª Conferência Campus Sustentável at the Polytechnic Institute of Viana do Castelo (ESTG – IPVC); Andriani Piki referred to the organisation of the activity Erasmus Days at UCLan Cyprus, during the month of October, where the Time2Act@SD project will be presented. Adem Tekerek also mentioned an activity where the Gazi team will disseminate the project.

During the meeting, the Project Management Plan was signed by almost all the partners. Although the partner Thomas More was represented by Lorenz Teunen, as Katerina Flouraki is the Local Coordinator and the member of the Steering Committee and the Quality Board, it was decided that Katerina Flouraki would sign the document later. The document is attached to this report and is included in the **Appendix 5**.

At the end of the meeting, a satisfaction questionnaire was given to the participants to evaluate the meeting. The results are presented in the **Appendix 6**.

It was a very productive meeting because the list of decisions made is long and the group had experienced a greater cohesion, especially with the new members (from Thomas More and Rosto Solidário, and the staff from Galileo.it, for first time in a meeting).

In total, each participant spent approximately 12 hours attending at this meeting, but some team members spent more time preparing for and following up on the meeting.

Although this was a partially funded event (there was no budget for staff time was included in the application for this event), costs were incurred by the partner organisations in making their staff available to attend the meeting (co-financed costs by each partner).



Appendices

Appendix 1. Proposed agenda for the meeting

Activity 5.8 - On-site transnational project meeting #03 [TPM03]

Date: 25th September 2023

Time: 9:45 AM Local Time

Time	Topic	Lead by
09:45 10:00	Reception of attendees	Galileo
10:00 10:15	Welcome and introductory message - logistics and approval of meeting agenda	Susana Leal, Tito Livio Mongelli
10:15 10:25	Introduction of participants (brief introduction of the new team members)	Susana Leal (with each participant)
10:25 10:30	Group photo with colleagues in person and online	
10:30 10:45	A3.7 – Development of web/mobile (APP) based SDG Games Description of the activity, brainstorming on the best approach to develop this activity, articulation with other activities of the project.	Learnmera Naomi Palmer and online expert
10:45 11:00	WP1 – Project Management Progress report of the project Framework of the report Approval of the final report of TPM01 Approval of the final report of TPM02 Approval of the final report of A2.3 Balance of the use of the pre-financing budget Other issues	IPSantarém Susana Leal and João Nascimento
11:00 11:15	WP2 – Transnational studies with HE students and teachers A2.1 & A2.2 – Presentation of the work done on the development of a transnational study with HE students and teachers	IPSantarém Susana Leal Thomas More Katerina Flouraki
11:15 11:30	Coffee Break	
11:30 11:40	WP3 – Development of interactive content and digital/innovative tools Presentation of the objectives of WP3, list of activities, qualitative and quantitative indicators, expected number and profile of participants	IPSantarém Susana Leal
11:40 13:15	A3.1 – MOOC – Environmental Sustainability Collective discussion on structure, content, type of content, MOOC template, technological choices.	Galileo Tito Mongelli
	A3.2 – MOOC – Social Sustainability Collective discussion on structure, content, type of content, MOOC template, technological choices.	Thomas More Lorenz Teunen
	A3.3 – MOOC – Economic Sustainability Collective discussion on structure, content, type of content, MOOC template, technological choices.	Gazi University Alper Güzel
13:15 14:30	Quick lunch offered by Galileo.it	
14:30 14:45	A3.4; A3.5; A3.6 – Webinars on environmental, social and economic sustainability Discuss content, speakers and target audience.	Galileo Tito Mongelli
14:45 15:45	A3.8 – Develop Immersive SDG Games Presentation of the work already done in this activity. Presentation of a Demo of the VR SDG Game. Get feedback from each partner on the work done on the VR game. Discuss future steps of the activity.	UCLan Andriani Piki
15:45 16:30	Brainstorming and collective reflection	All partners
20:30	Common Dinner offered by Galileo.it	



Date: 26th September 2023

Time: 10:00 AM Local Time

Time	Topic	Lead by
10:00	Project management meeting #9 [PMM09]	IPSantarém
11:30	Reporting and planning WP2 – Activity 2.1	Susana Leal
	Reporting and planning WP2 – Activity 2.2	Katerina Flouraki
	Planning WP3 – Activity 3.1	Tito Livio Mongelli
	Planning WP3 – Activity 3.2	Thomas More Lorenz Teunen
	Planning WP3 – Activity 3.3	Gazi University Alper Güzel
	Other topics	Susana Leal
11:30	Coffee Break	
11:45		
12:45	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 Cláudio Barradas Susana Leal
	A5.1 – Development of the online platform Status of the online platform.	IPSantarém Cláudio Barradas
	A5.4 – Presentation of project results at international conferences Papers/posters presented at conferences or future participation in conferences.	All partners
	Social Media and dissemination of the project's results	Rosto Solidário Catarina Gonçalves
12:45	WP1 – Project Management	IPSantarém
13:00	Discussion and approval of the final Project Management Plan (PMP) (Signature of Steering Committee members)	João Nascimento
13:15	Conclusions of the meeting and closure of the deliberations	IPSantarém Susana Leal
13:30	Lunch Break	
13:30		
	Cultural Event	

Appendix 2. List of invited team members

Partner Organisation	Members	
	Onsite	Online
IPSantarém	Susana Leal (Project Coordinator); Sandra Oliveira; João Nascimento (Project Manager).	
UCLan Cyprus	Andriani Piki (Local Coordinator).	
Thomas More	Lorenz Teunen.	
Learnmera oy	Naomi Palmer (Local Coordinator); Julia Heubuch.	Veronica Gelfgren; Akanksha Maurya.
Galileo.it	Tito Livio Mongelli (Local Coordinator); Pierangelo Verbicaro; Elisabetta Focaracci.	
Rosto Solidário	Paulo Costa (Local coordinator); Catarina Gonçalves; Diana Azevedo.	
Gazi University	Alper Güzel (Local coordinator); Adem Tekerek.	



Appendix 3. Evidence of team members attending the meeting

TIME2ACT@SD		Erasmus+		Galileo.it	
Time2Act Project – Meeting in Rome					
No.	Country – Company	Partner	e-mail address	25/09/2023 Signature	
1	GALILEO.IT (Italy)	Tito Livio Mongelli	titoliviomongelli@gmail.com		
2	GALILEO.IT (Italy)	Pierangelo Verbicaro	cla@galileo.it		
3	GALILEO.IT (Italy)	Elisabetta Focaracci	internet@galileo.it		
4	INSTITUTO POLITECNICO DE SANTAREM (Portugal)	Susana Leal	susana.leal@esg.ipsantarem.pt		
5	INSTITUTO POLITECNICO DE SANTAREM (Portugal)	Sandra Oliveira	sandra.oliveira@esg.ipsantarem.pt		
6	INSTITUTO POLITECNICO DE SANTAREM (Portugal)	João Nascimento	joao.nascimento@esg.ipsantarem.pt		
7	UCLAN CYPRUS LIMITED (Cyprus)	Andriani Piki	apiki@uclan.ac.uk		
8	THOMAS MORE MECHELENANTWERPEN (Belgium)	Lorenz Teunen	lorenz.teunen@thomasmore.be		
9	LEARNMERA OY FINLAND (Finland)	Julia Heubach	julia@learnmera.com		
10	LEARNMERA OY FINLAND (Finland)	Naomi Palmer	naomi@learnmera.com		
11	ROSTO SOLIDARIO (Portugal)	Paulo Costa	paulo.costa@rostosolidario.pt		
12	ROSTO SOLIDARIO (Portugal)	Catarina Gonçalves	cidadaniaglobal@rostosolidario.pt		
13	ROSTO SOLIDARIO (Portugal)	Diana Azevedo	diana.azevedo@gmail.com		

Date and time: 25th-26th September 2023 – Rome - ITALY

Time2ACT Project - Meeting in Rome 25th-26th September 2023

TIME2ACT@SD		Erasmus+		Galileo.it	
No.	Company - Country	Partner	e-mail address	25/09/2023 Signature	
14	GAZI UNIVERSITESIY (Turkey)	Alper Güzel	alper_guzel@hotmail.com		
15	GAZI UNIVERSITESIY (Turkey)	Adem Tekerek	atekerek@gazi.edu.tr		
16					
17					
18					
19					
connect online					
1	LEARNMERA OY (FIN)	ARANKSHA MARYIA	ARANKSHA.MARYIA90@gmail.com		
2	LEARNMERA OY (FINLAND)	VERONICA OELTNER	VERONICA@LEARNMERA.COM		
3					
4					
5					
6					
7					
8					

Date and time: 25th-26th September 2023 – Rome – ITALY

Time2ACT Project - Meeting in Rome 25th-26th September 2023



No.	Country – Company	Partner	e-mail address	26/09/2023 Signature
1	GALILEO.IT (Italy)	Tito Livio Mongelli	titoliviomongelli@gmail.com	
2	GALILEO.IT (Italy)	Pierangelo Verbicaro	cla@galileo.it	
3	GALILEO.IT (Italy)	Elisabetta Focaracci	internet@galileo.it	
4	INSTITUTO POLITECNICO DE SANTAREM (Portugal)	Susana Leal	susana.leal@esg.ipsantarem.pt	
5	INSTITUTO POLITECNICO DE SANTAREM (Portugal)	Sandra Oliveira	sandra.oliveira@esg.ipsantarem.pt	
6	INSTITUTO POLITECNICO DE SANTAREM (Portugal)	João Nascimento	joao.nascimento@esg.ipsantarem.pt	
7	UCLAN CYPRUS LIMITED (Cyprus)	Andriani Piki	apiki@uclan.ac.uk	
8	THOMAS MORE MECHELENANTWERPEN (Belgium)	Lorenz Teunen	lorenz.teunen@thomasmore.be	
9	LEARNMERA OY FINLAND (Finland)	Julia Heubach	julia@learnmera.com	
10	LEARNMERA OY FINLAND (Finland)	Naomi Palmer	naomi@learnmera.com	
11	ROSTO SOLIDARIO (Portugal)	Paulo Costa	paulo.costa@rostosolidario.pt	
12	ROSTO SOLIDARIO (Portugal)	Catarina Gonçalves	cidadaniaglobal@rostosolidario.pt	
13	ROSTO SOLIDARIO (Portugal)	Diana Azevedo	dianaazevedo@gmail.com	

Date and time: 25th-26th September 2023 – Rome - ITALY

Time2ACT Project - Meeting in Rome 25th-26th September 2023

No.	Company - Country	Partner	e-mail address	26/09/2023 Signature
14	GAZI UNIVERSITESY (Turkey)	Alper Güzel	alper_guzel@hotmail.com	
15	GAZI UNIVERSITESY (Turkey)	Adem Tekerek	atekerek@gazi.edu.tr	
16				
17				
18				
19				
connect online				
1	LEARNMERA OY (FINLAND)	ANKANKSA MAURYA	ANKANKSA.MAURYA@GMAIL.COM	
2	LEARNMERA OY (FINLAND)	VERONICA BELFERRA	VERONICA@LEARNMERA.COM	
3				
4				
5				
6				
7				
8				

Date and time: 25th-26th September 2023 – Rome - ITALY

Time2ACT Project - Meeting in Rome 25th-26th September 2023



Appendix 4. Decisions about MOOCs

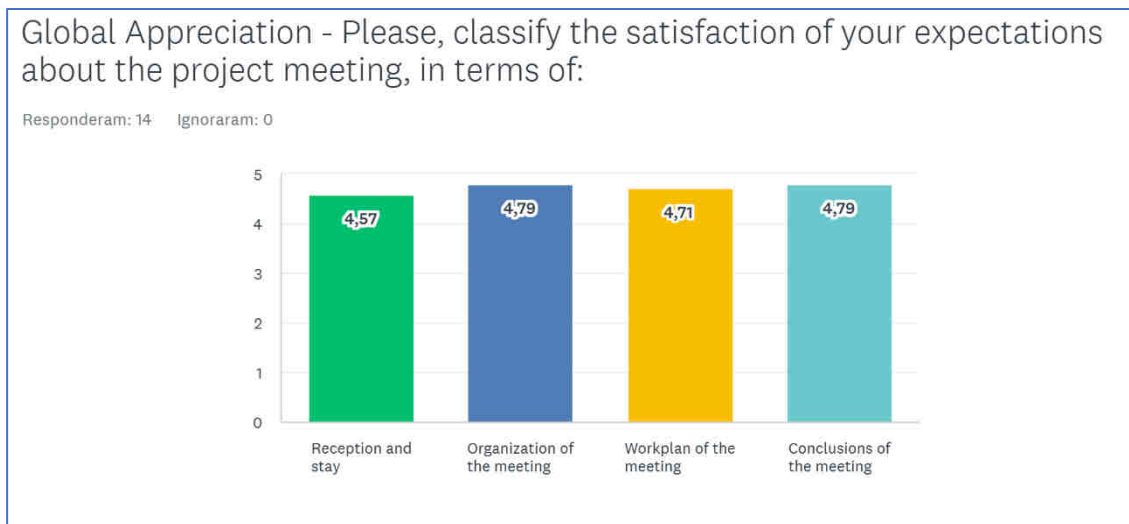
PLANNING OF MOOC AND RESPONSIBILITIES			
	Environmental MOOC	Social MOOC	Economic MOOC
General MOOC guidelines (target group, general goals, learning outcomes, names of modules and characterization, platform)	Galileo and RS proposal All partners' feedback IPSantarem – MOOC platform management	Thomas More and RS proposal All partners' feedback IPSantarem – MOOC platform management	Gazi Univ. and RS proposal All partners' feedback IPSantarem – MOOC platform management
MOOC Presentation (public access texts)	Galileo and Rosto Solidário	ThomasMore / Rosto Solidário	Gazi Univ. / Rosto Solidário
MOOC Introduction (introductory video or text + "ice-break task: emotional introduction – pick up exercise")	Galileo and Rosto Solidário	ThomasMore / Rosto Solidário	Gazi Univ. / Rosto Solidário
Module 1 / Module 2 / Module 3	Galileo and Rosto Solidário	ThomasMore / Rosto Solidário	Gazi Univ. / Rosto Solidário
- Video 1 (optionally, Video 2 and more)	Learnmera – video clips	Learnmera – video clips	Learnmera – video clips
- Texts of learning documentation	All partners give feedback	All partners give feedback	All partners give feedback
- References to more information	IPSantarem – MOOC platform management	IPSantarem – MOOC platform management	IPSantarem – MOOC platform management
- Quizzes	Galileo and Rosto Solidário	ThomasMore / Rosto Solidário	Gazi Univ. / Rosto Solidário
- Badge	Certification: IPSantarem	Certification: IPSantarem	Certification: IPSantarem
End of the course	All partners give feedback	All partners give feedback	All partners give feedback
- Satisfaction questionnaire	All partners	All partners	All partners
- Certification	ECTS approval: IPSantarem	ECTS approval: IPSantarem	ECTS approval: IPSantarem
Contents translated into 6 languages and ECTS approval on Scientific Council	Galileo ??	Thomas More ??	Gazi ??
Final resources assembled in the platform and MOOC tested	IPSantarém (NAU)/Gazi (SEG)	IPSantarém (NAU)/Gazi (SEG)	IPSantarém (NAU)/Gazi
Integration with European platforms			
- NAU			
- School Education Gateway			



Appendix 5. Project Management Plan

The document will be attached to this report

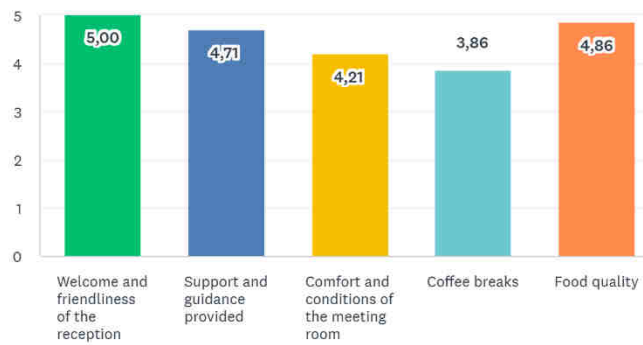
Appendix 6. Summary of Satisfaction Questionnaire Results





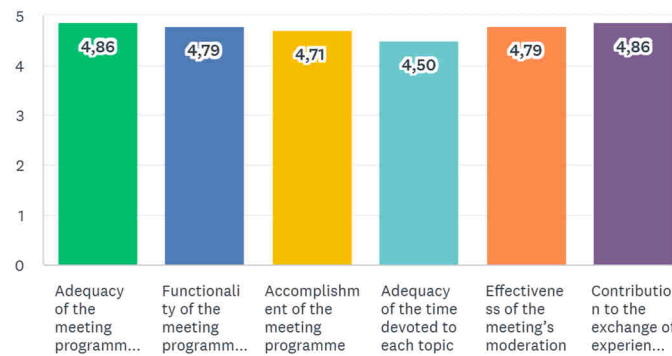
Host Organization - Please, classify your satisfaction with the arrangements provided for the meeting/stay, with respect to:

Responderam: 14 Ignoraram: 0



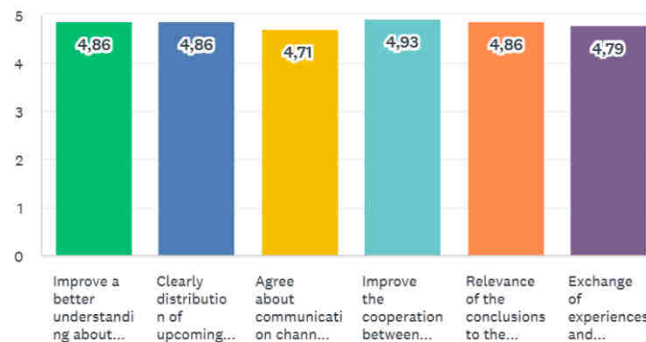
Meeting Work Plan - Please, classify your opinion about the development of the meeting activities:

Responderam: 14 Ignoraram: 0



Project Development - Please, classify the importance of the meeting for the project's development, in terms of:

Responderam: 14 Ignoraram: 0



Additional notes from partners:



#	RESPOSTAS	DATE
1	Congratulations for the organization!	9/26/2023 11:52 AM
2	All perfect	9/26/2023 11:52 AM
3	It may be more understandable if project outcomes are defined with concrete examples during meetings.	9/26/2023 11:52 AM