



Report#1

#Uptake ICT2life-cycle: digital literacy and inclusion to learners with disadvantaged background#

Project number 2014-I-PTI-KA200-001084

1st Project Meeting

Venue: [Escola Superior de Educação de Santarém](#), Instituto Politécnico de Santarém

Dates: 26th and 27th January 2015

Program

Partners Participants:

Maria Potes Barbas (ESES, PT – Project Coordinator)
Paulo Duarte (ESES, PT)
Cristina Novo (ESES, PT)
Valter Gouveia (ESES, PT)
Ana Cristina Loureiro (ESES, PT)
Isabel Barros Dias (Universidade Aberta, PT)
Isabel Falé (Universidade Aberta, PT)
Ricardo Raminhos (Viatecla, PT)
Elsa Casimiro (Viatecla, PT)
Cristina Costa (University of Strathclyde, UK)
Ida Cortoni (Università La Sapienza, IT)
Bruno Rosinvalle (Digizen SRL, IT)
Randolph Preisinger-Kleine (Praxis und Wissenschaft, GR)



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Day 1 - Morning

The work began at 9h00, at the venue [Escola Superior de Educação de Santarém](#) (ESES), in Santarém Portugal, which is the head of the project ***#Uptake ICT2life-cycle: digital literacy and inclusion to learners with disadvantaged background#***.

The director of ESES, Nuno Bordalo Pacheco, welcomed the participants and presented the ESES and its action in the region, namely its teaching and learning activities, its research, and its connections with the labour market and with the local enterprises. The presentation delivered can be seen here.

The Meeting followed with Maria Potes Barbas (ESES, PT), head of the project, who presented the project ***#Uptake ICT2life-cycle: digital literacy and inclusion to learners with disadvantaged background#***.

After this, the partners presented themselves and their institutions. The added value and the expertise of each member to the project was enhanced.

- [Universidade Aberta](#) (academic partner) was presented by [Isabel Barros Dias](#) who stressed UAb's expertise in e-learning.
- [Viatecla](#) (enterprise partner, PT) was presented by [Ricardo Raminhos](#) who talked about their experience in content enrichment.
- [Università La Sapienza](#) (academic partner, IT) was presented by [Ida Cortoni](#) who emphasised the work developed in the field of digital education and quality evaluation.
- [Digizen SRL](#) (enterprise partner, IT) was presented by [Bruno Ronsivalle](#) who underlined their experience in the ICT area.
- [Praxis und Wissenschaft](#) (VET partner, GR) was presented by [Randolph Preisinger-Kleine](#) who talked about their experience in lifelong learning and vocational training.
- [University of Strathclyde](#) (academic partner, UK) was presented by [Cristina Costa](#) who stressed the interest in digital literacy.



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After the coffee break the budget meeting took place, conducted by [Rui Gato](#) (Agência Nacional para a Gestão do Programa Aprendizagem ao Longo da Vida, Programa Erasmus+ K2), who explained in detail what had been financed and what had not been financed and the financial adjustments made by the evaluators (mainly in what concerns the intellectual outputs). For instance, tasks 01 and 08 were not approved to funding although they are expected to be done.

According to Rui Gato, training activities were cancelled because they were planned to be developed with the stakeholders and not with external staff. The budget for the intellectual outputs was cut by 50%, although the team is expected to deliver the work.

The team was also informed that the budget could be adjusted among the various budget categories or headings up to 20% without the need for permission, and pointed out some examples.

The *time span of the project* was also made clear:

- **It started on September 1st 2014, and**
- **It will end on August 31st 2017.**

The *interim report* will have to be ready by June 2nd 2016 and the *final report* will have to be delivered by September 30th 2017.

In terms of budget, at least 70% of the 40% already transferred to Instituto Politécnico de Santarém in December 2014 must be executed until the *interim report* by all the partners.

After analysing carefully the budget, the team considered that it was not a good policy that the budget for travelling to project's meetings should be allocated to the hosting institutions but instead it should be allocated to the institutions of the persons who where travelling. For instance, Viatecla and Digizen SRL which had not been considered as host institutions had no budget for project meetings. So, the budget was adjusted in conformity with the changes proposed, after the unanimous agreement of all partners.



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20% of project meetings budget (9470 euros) were changed to intellectual outputs budget, specifically to Output 2 (activities 1,2 and 3) and Output 7 (activity 1), that had not been considered for funding.

These changes caused partners budget variations that will be adjusted in the second delivery of money by the agency.

Day 1 - Afternoon

After lunch the students involved in some of the project's activities presented their work:

- The Events' group, composed by Ana Sousa, Tânia Rosa, Vanessa Oliveira and Vitor Ramalhete, presented the [program of the meeting](#), organised by them, namely: Travel information; Survey; Merchandising; Certificates; ID_cards.
- The group responsible for creating the Logo and the [Webpage of the project](#) was composed by João Baeta, Pedro Simões and Rodolfo Franco, and they also presented their work. Team members made some comments and suggestions for webpage and approved both the webpage design and the logo.
- Finally, Inês Miranda and Joana Nascimento presented their research for e-books formats and presented the template for the e-books.

All team members received an ID_Card, a certificate and merchandising from Instituto Politécnico de Santarém.

By the middle of the afternoon took place a meeting for the (re)scheduling of the project. During this time, the project members reflected on the project's tasks, aims and budget, this last item with the help of Rui Gato and Rodrigo Manzoni (ESES). Activities were discussed in detail: who will do what in the next months, until august.

It was accorded to design a specific time sheet for each person, containing the number of workdays, tasks involved and results achieved.



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The team also agreed on the schedule of the next meetings that will be as follow:

Project Meetings schedule

- 1st meeting – January 2015 – Portugal - Santarém
- 2nd meeting – June 2015 – Germany - Munich
- 3rd meeting – March 2016 – Italy - Roma
- 4th meeting – October 2016 – United Kingdom - Strathclyde
- 5th meeting – August 2017 – Portugal - Lisboa

A [photo report from the first day of work](#) is available.

After a long working day, the team met for dinner in a typical restaurant in Santarém, [Taberna Mercearia Sebastião](#), where [Célia Barroca](#) presented a selection of fados.

Day 2 - Morning

The second day of the project meeting was predominantly open to the outside of the project.

The work sessions begun at 9:30h with a conference by Ana Cristina Neves (DSI Director - FCT), the external evaluator of #Uptake ICT2life-cycle# who underlined the good perspectives brought by this project that aims to develop tools to make a difference in the area of digital literacy.

She presented the [Rede TiC e Sociedade](#) site, which is devoted to put together and promote the best practices for digital literacy inclusion in Portugal.

Afterwards, the sharing of good practices was a reality thanks to the presentation of other two winner projects on similar calls.

The first one was the [Trans e-Facilitator](#) project that was presented by Fábio Mortari (DSI-FCT). This project has already ended and aimed to provide formation for the animators / facilitators of Internet spots so that they could better fulfil their mission as e-facilitators.



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The second one was the [eFinLit](#) project (Developing Financial Competencies for EU Citizens Utilizing Online Learning and Digital Literacy) that was presented by [Anabela Mesquita](#) (ISCAP, Instituto Politécnico do Porto). This project aims at developing financial literacy thanks to e-modules, mobile apps, videos and social media.

Finally, Bruno Martins and Filipe Henriques presented “Freguesias Online – Santarém”, a project that is giving significant steps in order to develop a portal with all the parishes of Santarém and to bring the citizens more close to their parish.

After these presentations, the team met again and Elsa Casimiro (Viatecla) presented a new budget proposal where the institutions whose staff would attend project meetings received the money destined to their staff's travels. This budget also included a budget transfer to be allocated to the heading intellectual outputs in order to lessen the evaluator's cuts in this area. This proposal was voted and unanimously approved.

The next steps for the project development were discussed and it was decided to have some online meetings before June in order to analyse the work being done by all the partners involved in the outputs that must be finished by august 2015.

A [photo report from the second day of work](#) is available.

After lunch the social part of the meeting took place: there was a [guided tour of Santarém](#) providing an overview of the town, its history and architectural highlights.

The afternoon ended with a welcome meeting at Santarém's City Council. The mayor was represented by Maria Inês Ferreira Lopes who expressed her enthusiasm for the project and offered the good services of the municipality.

The project meeting was promoted through the local online newspaper [O Ribatejo](#).