



Report#5

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

Project number 2014-I-PTI-KA200-001084

5th Project Meeting

Venue: Digizen Srl, corso Italia 38a, Rome

Dates: 04th of May 2017

Participants:

Maria Potes Barbas (ESES, PT – Project Coordinator)
Joana Plantier (ESES, PT)
Pedro Matos (ESES, PT)
Ricardo Matias (ESES, PT)
Elsa Casimiro (ESES, PT)
Ida Cortoni (Università La Sapienza, IT)
Pierpaolo De Luca (Digizen SRL, IT)

Day 1 – Afternoon

14:00 The meeting began at 14h05, at the headquarters of Digizen SRL in Rome, Italy. The hosts, Ida Cortoni and Pierpaolo De Luca, welcomed the project team from ESE of Santarem (Portugal) that presented the following aims of this meeting and further outcomes. Before the meeting starts, the present teams of the project agreed to held a skype conference with the remaining partners in order to gather all of the colleagues. The follow-up was made with an introduction to the workplan and the remaining activities that still need to be achieved by the project partners (Digizen SRL and La Sapienza di Roma). After this, the project coordinator, Maria Barbas (ESES, PT), pinpointed several aspects that must be considered for the closure of the Uptake ICT project, such as:



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- Intellectual Outputs that still need to be covered and finished (1 Paper to be submitted either to a conference or a peer review program);
- Other tangible results that the project team of ESE Santarem and Universidade Aberta achieved through a close collaboration (MOOC in digital employability with the outcome of 2 paper's);
- Information about the last Multiplier Event in Portugal, Lisbon;

The Meeting, followed with Maria Barbas's summary of the 4 Transnational Meetings and described the essential information about the last Meeting in Strathclyde, Scotland. She then offered more information about the present phase of the project, including the final multiplier event (June 2017) and what is needed to be finished and presented at this conference. Finally, she presented the whole schedule, invited guest and lecturers, which all the partners agreed.

Pierpaolo De Luca, referred the importance of submitting a high-quality paper to a relevant peer review or conference in the areas that are grouped in this project (ICT's, social inclusion, innovative training methodologies).

Ida Cortoni, also complemented this initial commentary, by saying that the involvement of students and other external participants is also very important to the quality of the paper and the produced materials.

Elsa Casimiro presented an administrative and financial status of the project, reviewing existent deviations, procedures and highlight the next steps to follow in order to overcome those deviations and clarifying financial aspects and budget resolutions.

Elsa, also advanced with the support to Digizen SRL and La Sapienza in what concerns the administrative and financial execution review and the supporting documents of the budget lines:

- Project Management;
- Project Meetings (Confirmation about the number of participants that will attend the final meeting in Lisbon, Portugal on 5th of June 2017);
- Intellectual Outputs (Review of timesheets and clarification of some doubts from Digizen SRL and La Sapienza);



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During the meeting, Elsa Casimiro highlighted the importance of the supporting documents and their relationship with the budget components, being clear that these aspects must be respected in order to accomplish each partner's commitment and responsibilities.

She then, started by summarizing the expected final achievements of the project UptakeICT and the deadline for the final reports, where the coordinator will be responsible to submit all the information regarding the main aspects (activities, budget and other financial resources) of **#Uptake ICT2life-cycle: digital literacy and inclusion to learners with disadvantaged background#**.

Ida Cortoni, took the opportunity to clarify some doubts concerning project's organisation and was asked to provide the coordination the necessary supporting documents, some of them signed, namely the timesheets.

The following procedures, were followed by the explanation of other budget aspects about the intellectual outputs, number of days and other related aspects that are important to consider within the project teams, ESE Santarem, Digizen SRL and La Sapienza di Roma.

Maria Barbas, referred that it would be very important to have a skype meeting with the remaining project partners, since this information must be clear to all of the consortium.

Elsa Casimiro concluded the project meeting by saying the procedures for the last instalment of the Uptake ICT, showing to the meeting participants which tasks must be achieved until the end of the project lifespan.

Maria Potes Barbas, ended the meeting with no further questions, thanking the hosts Digizen SRL and La Sapienza di Roma.

At **18h00** the meeting was over.