



Fostering diGitalisation and bIonic transformation of SMEs through  
the development of a novel and innovative Training material for  
overcoming COVID-19 crisis

**Minutes Transnational Project Meeting 21<sup>st</sup> 22<sup>nd</sup> September 2022**

**2020-1-DE02-KA226-VET-008154  
01.06.2021 - 31.05.2023**



**Attendants:**

KIT - María Victoria Gómez Gómez  
CETEM – Almudena Muñoz Puche  
CETEM – Juan Carlos Bañón Guillén  
IRMO - Andrea Ruk  
IRMO - Sanja Tisma  
STP - Borut Jurišić  
STP – Spela Elegar  
GLOBALNET - Monika Nowakowska-Twaróg  
GLOBALNET - Mikołaj Nowakowski  
INNOVAWOOD – Radmila Ustych - ONLINE

**Welcome  
CETEM**

Welcome of the partners to the CETEM facilities.

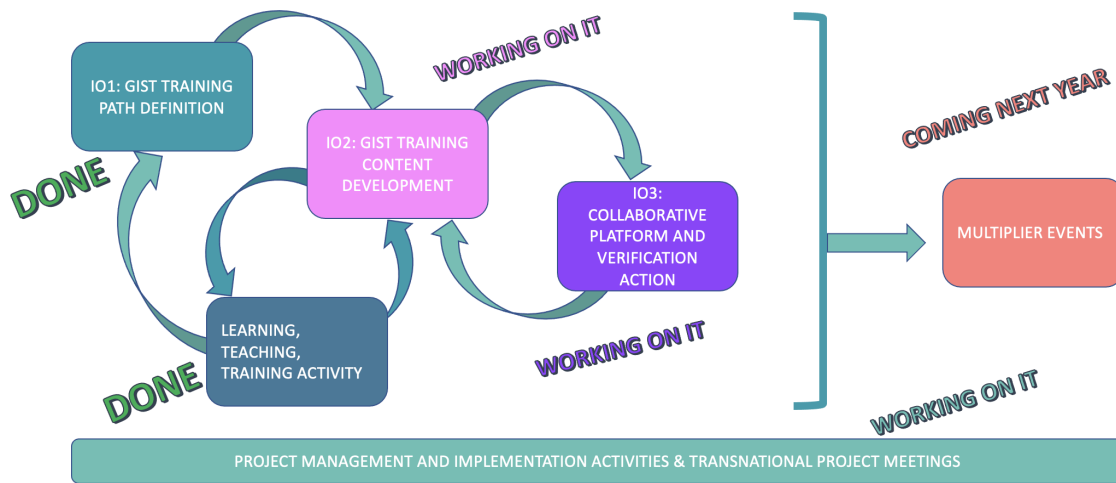
**General project overview and Financial Issues.  
KIT**

Victoria KIT presented the project overview and financial status. The main objectives of this transnational meeting were:

- Have a clear vision of the state of development of the project as a whole.
- Analyse the contents developed so far and establish the actions to carry out the final versions of all the necessary materials in the appropriate format.
- Clarify what extra resources we are going to develop to justify the budget transfer from TPM to IO2.
- Analyse the development of the e-Learning platform.
- Start shaping the verification actions.



## PROJECT OVERVIEW



## Budget & Next justification periods - Timesheets

Budget – Until May 2022

## PROJECT MANAGEMENT & FINANCIAL ISSUES



PROJECT TIMETABLE		MONTHS																							
		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
<b>PROJECT ACTIVITIES</b>																									
A1- Project Management																									
A1-1 Information, promotion and dissemination																									
A1-2 Quality Assurance and Risk Management																									
M1 Kick-off Meeting (KIT)																									
IO1 - GIST Training Path Definition																									
IO1-A1 Key study on current skills, knowledge and qualifications regarding digitalisation																									
IO1-A2 Learning outcomes definition																									
IO1-A3 Definition of training path and methodologies																									
IO1-A4 Joint Curriculum validation																									
M2 Consortium Meeting (KIT)																									
IO2 - GIST Training Content Development																									
IO2-A1 Structuring of the training content																									
IO2-A2 Ensure OER Protection for training materials																									
IO2-A3 Training content development																									
IO2-A4 Development of the final assessment tool for knowledge verification																									
M3 Consortium Meeting (CETEM)																									
IO3 - Collaborative Platform and Verification Action																									
IO3-A1 Platform specifications and platform development																									
IO3-A2 Training content integration																									
IO3-A3 Development of the e-learning platform guidelines																									
IO3-A4 Verification Action																									
IO3-A5 Learning Evaluation																									

RESEARCHER	IO2	IO3	RESEARCHER	IO2	IO3	TECHNICIAN	IO2	IO3	TECHNICIAN	IO2	IO3
IRMO	12	4	IRMO	48	76	IRMO	11	1	IRMO	34	39
GLOBALNET	41	2	GLOBALNET	19	88	GLOBALNET	13	3	GLOBALNET	32	117
KIT	25	0	KIT	65	30	KIT	20	5	KIT	35	15
INNOVAWOOD	17	0	INNOVAWOOD	3	25	INNOVAWOOD	0	0	INNOVAWOOD	20	20
CETEM	55	11	CETEM	90	39	CETEM	37	3	CETEM	53	17
STP	20	0	STP	40	30	STP	0	0	STP	45	20

Be consistent in the timesheets with the Activities of the period being justified, and the number of days to be justified in each period.

The justified budget until May 2022 is 34% = 87.537 €

Fifth period corresponding to the months of June, July, and August. Timesheets to be delivered the first week of October.

Sixth period corresponding to the months of September, October, and November. Deliver timesheets in December.

Victoria KIT has given the option to send the justification for both periods during the first half of December.

In the feedback on the interim report, the German agency rated us positively. Some of the points the agency highlighted for consideration are the following:

## PROJECT MANAGEMENT & FINANCIAL ISSUES

**INTERIM REPORT** → Submitted 29 of June → Approved with positive feedback 26 of July

### Reviewer's comments for the following months:

- (This evaluation is not linked to a payment, as this project is funded 80% at the beginning 20% at the end).
- In the report form, the project description is revised to reflect the status of what has been achieved and realised, as this text will be automatically transferred to the dissemination platform later on;
- For the external evaluation of the final report, the possibilities of access to the closed virtual spaces are communicated, if applicable.
- If you have foreseen a budget reallocation, please contact your contacts at the NA in advance.
- Please also inform us when you are planning your final event for possible NA participation.



- Once the project has been completed, the summary provided initially has to be changed and adapted to the project results.
- We will have to provide you with a profile and password to access the e--Learning platform for your review.
- For the reallocation of the budget, it is necessary to communicate it to the agency beforehand (we are working on it).
- Communicate the date of the ME in Germany for the possible assistance of the agency.

**Victoria KIT** showed the idea predefined in previous sessions for the justification of the budget transfer from TPMs to IO2. The discussion was addressed during the IO2 presentation.

## Transfer of days from TMP to IO2



Idea justified through the L/T/T:

Develop an Extra Training Unit on Soft Skills related to digital transformation.



- How many learning units will it consist of? 1 or more?
- Each unit has to be defined (Index/Learning Outcomes...)
- Development of the Power Point.
- Development of the Infographic.
- Write the script and create the video of the unit(s).

PARTNER	Researcher WORKING DAYS
KIT	5
STP	8
CETEM	17
GLOB.	31
INNO.	8
IRMO	23

How should we distribute the work?

Do we take into account the researcher days to be justified for each partner?



## Project communication and dissemination plan InnovaWood

Radmila INNOVAWOOD, showed us the update of communication and dissemination activities. In terms of visits to the website and number of downloads of our results at Month 16 we met the indicators.

All partners have to increase communications on social media. At least 1 post per month through the LinkedIn page and on twitter with the hashtag #GISTprojectEU.

Periodically update the dissemination report. Especially partners: KIT, GLOBALNET and STP.

The second newsletter is available on the web. Please review it and provide feedback to Innovawood. Once validated we will start dissemination.

Every time there is a result that can be published on the web we have to communicate it to Radmila and provide her with the latest version for its integration on the web.

Dissemination event at INNOVAWOOD Online on 11 November:

Radmila will provide us with the necessary information to plan the presentation of the GIST project at the event. Topic: *"How to make the training in the furniture sector more attractive by offering digital tools"*. Presentation of the project about 5 minutes by the coordinator.

**In the next transnational meetings, we have to invite Stakeholders to try to achieve the KPI "Number of stakeholders attending workshops in TPM: 10".**

## Q&A assessment and Risk management STP

Borut (STP) showed us the state of the activity quality assurance and risk management, and the conclusions of the last questionnaires.

IO1 was concluded successfully.

IO2 is in progress – foreseen end date: February 28, 2023.

Meeting in Yecla – first LIVE meeting of the partnership.

Current status: No critical risks of delay.

### **TPM&Dissemination**

An online survey will be set up following the Yecla meeting to collect partnership feedback about the PMI and TPM.

Additionally, a survey will be prepared to collect the partnership feedback about the Dissemination.

**IO2:** The feedback for the work of IO2 will be prepared after the conclusion – scheduled for 28 February 2023.

### **L/T/T**

According to the L/T/T Evaluation sheet there were 15 people present at the LTT event (minimum required: 13).

The overall satisfaction rate was 100% (minimum required: 80%).

There were altogether 12 companies and external stakeholders involved (minimum required: 4).

The L/T/T was therefore successful.

**IO2: GIST Training Content Development** **CETEM**

Almudena CETEM showed us the state of development of the IO2 and how we have achieved the different activities. The first two activities have been completed (IO2-A1. Structuring of the training content & IO2-A2. Ensure OER Protection for training material). We are working on the third one “IO2-A3. Training content development” and during the meeting (IO3) we gave shape to activity 4 “IO2-A4. Development of the final assessment tool for knowledge verification”. The partners presented in a summarised form both the por points and the infographics of all learning units.

We are finishing M16 (September 2022), and this IO has to be finished in M21 (February 2023). We have 5 months for its completion.

**IO2-A3. Training content development:**

For 14 of the 15 learning units defined, it was established to develop a power point, an infographic, and a video, and for the Best BT practices unit only the power point.

So far, all power points, infographics and video scripts have been finalised. Moreover, 3 videos are already available (corresponding to LU3, 6 and 9).

To continue with the videos, all scripts have to be checked. The deadline for the peer-review has been set for **7 October**, the final version of the scripts has to be completed by **14 October**, and the videos have to be finished by **31 October**. The Intro and Outro of all the videos have to be the ones provided by CETEM. The template can be different in each video if the partner doesn't have the Pro+ Version.

**IO2-A3**

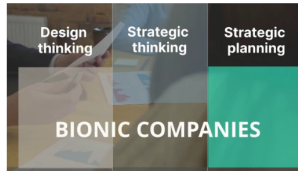


CETEM tried to homogenise the videos providing to the Consortium the introduction and the end, the music to be used and the name of the template used.

**Issues:** Template used by CETEM is only available with License Pro +. No problem to change the template if partners use the same structure predefined.

Up to now, there are already three videos in Drive: LU3 (CETEM), LU6 (CETEM) and LU9 (IRMO).

**Deadline of videos: 31st October.**



As well as the scripts, the infographics of the 14 learning units have to be checked by **7 October** and the final version has to be completed by **14 October**.

Translation agreement:

**After several discussions and proposals (discarded on the second day of the meeting). It was decided to translate the power points and videos of all the Learning Units.**

**For the videos, the scripts will be translated, and subtitles will be provided through the Youtube platform.**

**Budget transfer from TPMs to IO2.**

As extra resources to be used for the budget transfer, it has been decided to realise an extra training unit, which will contain 3 learning units.

I propose two options, to increase the course to 5 ECVET points, for which we would have to increase the course by 12 hours and the numbers would be as follows:

TU5. Company Culture	Leader	Duration	Study Hours	Self-Study	Self-Assessment	Slides	Infographic	Video	Peer review	-
LU16. Innovation Uptake.	CETEM	4	2,4	1,2	0,4	20	1	1	KIT	
LU17. Leadership.	IRMO	4	2,4	1,2	0,4	20	1	1	STP	
LU18. Intercultural Mediation.	GLOB.	4	2,4	1,2	0,4	20	1	1	INNOW.	

Or, develop 15 slides per learning unit and the course would remain at 4.88 credits. And with the following numbers:

TU5. Company Culture	Leader	Duration	Study Hours	Self-Study	Self-Assessment	Slides	Infographic	Video	Peer review	-
LU16. Innovation Uptake.	CETEM	3	1,8	0,9	0,3	15	1	1	KIT	
LU17. Leadership.	IRMO	3	1,8	0,9	0,3	15	1	1	STP	
LU18. Intercultural Mediation.	GLOB.	3	1,8	0,9	0,3	15	1	1	INNOW.	

The difference is 5 slides per unit. We will discuss and decide once we have the agency's reply.

### IO2-A4. Development of the final assessment tool for knowledge verification

After seeing the possibilities of the e-Learning platform that GLOBALNET is developing, it was decided that the assessment of knowledge through the platform will be carried out in the following way:

There will be two types of questions: true and false, and multiple choice with only one correct answer.

Each partner will prepare **5 True or False** questions for each of their learning units. These questions will be used for the assessment of the learning unit and will be asked at the end of each learning unit.

Each partner will prepare **3 multiple-choice** questions (with only one correct answer and 4 options) for each of their learning units. These questions will be used for the evaluation of the training unit and will be asked at the end of each of them.

The questions shall be prepared in word format, indicating the correct answer in the case of multiple-choice questions, and indicating whether it is true or false for the other question.

These questions will be prepared in English and will also be translated into the other languages of the consortium.

The deadline for all questions is 31 October.

The deadline for the translations of the power points and scripts will be set at the next monthly meeting with the response from the German agency. As the development of the new learning units may change the timing. All contents have to be finalised by the end of January in order to be integrated in the platform and to be ready for the verification actions. But January seems a reasonable date for it.

**The curriculum and materials (if required) will be modified after the insertion of the new training unit.**

### **IO3: Collaborative platform and verification action**

**Globalnet**

Monika GLOBALNET presented the IO3 and showed us the possibilities of the platform and how to structure the contents of the different training units.

For a better organisation of the contents on the multilingual platform, it was decided to translate: the power points, the videos, and the evaluation questions.

The platform is already implemented with gamification.

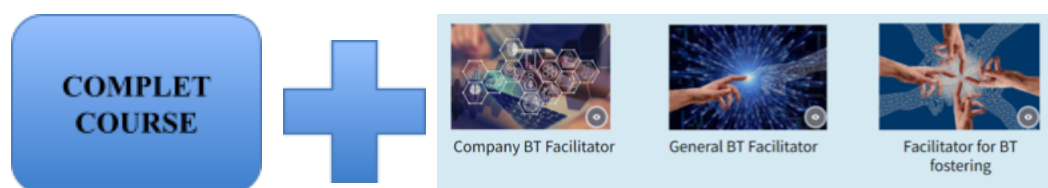
There are two options: select the language of the platform by language (in the flags on the top right) and have the contents in all languages in the drop-down menus.

Or, when selecting the language, only the content developed in the chosen language is displayed.

It has been discussed that the first option is more intuitive for the evaluation of the agency, but that the second option is better for the user. In any case, the English version is the first to appear. The infographics will appear in English in all languages as it is a summary of the Power Point.

The structure of the platform has to host the 4 courses:





The videos of each unit will be used as microlearning (as well as appearing in the different learning units). In this way, see encourages the learner to learn or sign up for units he/she had not contemplated.

During the verification action, the option to receive the microlearning emails can be removed by sending an email to globalnet, in order not to overwhelm the students of the pilot experience.

#### IO<sub>3</sub> – A<sub>4</sub>. Verifiacion Actions. (M<sub>21</sub>-M<sub>23</sub>)

The verification action will be the final step of the learning experience development. Through an external test the correct effectiveness and usability of the digital training course and GIST platform will be checked, ensuring that the final training content has a real utility and interest for the main stakeholders.

IRMO will reach a minimum of 10 users and, on their behalf, the rest of partners will gather at least 5 students, making a minimum of 35 stakeholders to participate in this evaluation activity.

At the end of the verification actions a (short) survey will be passed to the users to receive the necessary feedback.

The pilot experience and the questionnaires will be conducted in English.

#### IO<sub>3</sub>-A<sub>5</sub>. Learning Evaluation (M<sub>23</sub>-M<sub>24</sub>)

Based on the results of IO<sub>3</sub>-A<sub>4</sub>, IRMO will prepare a short report on modifications to be implemented in GIST e-learning platform and training materials.

Each partner will be in charge of introducing the necessary modifications on the materials that were developed by their respective organisations. CETEM will coordinate the changes in the training materials and Globalnet in the platform.

#### To Do List & Monthly meeting & TPM in Poznan

##### KIT

For our next transnational meeting in Poznan, two weeks are proposed:

⇒ Week of 23-27 January.

⇒ Week of 13-17 February.

We will avoid travelling on weekends. On 4 October Borut will confirm which of the two weeks is feasible for STP and we will finalise the date of the meeting.

The next monthly consortium meeting is scheduled for 21 October at 11am.

Topic: GIST Monthly Meeting

Time: Oct 21, 2022 11:00 AM Madrid

Join Zoom Meeting

<https://kit-lecture.zoom.us/j/69085324513?pwd=akZqUUVVVWjdoczZhUoghdczFudStGUTog>

Meeting ID: 690 8532 4513

Passcode: 474605

**List of preference actions:**

Activity	Description	Who	When
PMI	Send timesheets. 5 <sup>th</sup> period (October) 6 <sup>th</sup> period (December) – Or both in December.	ALL	15.10.2022 12.12.2022
PMI	Send to the German agency the agreement for the transfer of money from TOM to IO2	KIT	Asap
PMI	Prepare doodle to set the next TPM in Poland.	STP & Globalnet & ALL	04.10.2022
PMI	Update the dissemination report. Excel file. Post on Social Media.	ALL	Periodically
PMI	Information about the online dissemination event with Innovawood. (11.11.2022)	INNOVAWOOD&KIT	Asap
IO2	Peer-review of scripts and infographics.	CETEM&ALL	07.10.2022
IO2	Final version of the scripts and infographics.	CETEM&ALL	14.10.2022
IO2	Finalisation of the videos	CETEM&ALL	31.10.2022
IO2	Assessment questions of the first 15 units in English (multiple-choice and true/false).	KIT&ALL	31.10.2022
IO3	Finalisation of the platform to feed it with the contents developed.	GLOBALNET	December '22
IO2/IO3	Establish next deadlines for the correct development of the project at the next monthly meeting with the decisions we take.	KIT&ALL	After 21.10.22