EU PROGRAMME ERASMUS+ KA2 Strategic Partnerships Project READ-COM"-
Reading Communities from paper books to digital era
Code: 2019-1-ES01-KA201-063967

MEETING
July 19th 2022

CENTRO MACHIAVELLI (CM)
Palazzo Canigiani, Via de Bardi 28, 50125 Florence (IT)

Participants

Spanish Partners (ES)
- Dolores Madrid Vivar (UMA-Project's Scientific Leader and Coordinator)
- Rocio Pascual Lacal (UMA-Project's Scientific Leader and Coordinator)
- Maria Moya Garcia (UGR)
- Maria José Molina Garcia (UGR)
- Isabel Cerezo Rodríguez (CEIP Rosa de Gálvez)
- Sonia Bonilla Cebriàn (CEIP Rosa de Gálvez)

Italian Partners (IT)
- Mario Paiano
- Giulia Moretti
- Vittorio Lanni Cappelli

Greek Partners (GR)
- George Birbilis (online, only for around 1 hour in the morning session)

English Partners (UK)
- Archana Hinduja (MMU)
- Michelle Noble (MMU)

Portuguese Partners (PT)
- Antonio Ponces de Carvalho (ESE)
- Filomena Silva (ESE)
- Isabel Ruivo (ESE)

DAY 1: Tuesday 19th of July 2022

Welcome addresses and Opening

Dr Mario Paiano from CM welcomed partners and then, he opened the technical session.

IO3- READ-COM App – Finalization of the Output

Introduced by Mario Paiano together with Prof. Dolores Madrid, the current state of the art of the App have been analyzed by all partners, highlighting the lacks to be improved and the aspects to be refined. The necessity to accomplish all these commitments respecting last deadlines was strongly underlined by the Coordinator UMA and all partners agreed to make their most to finalize in the best way the App in time.

To date a lot of the activities prepared and sent in the first half of May 2022- for example – by Spanish and Portuguese partners had not yet been received by the Greek technical expert due to technical problems. So, a new schedule to close the work for the App was approved by all partners and accepted by UMA as Project Coordinator.

The following operational issues have been discussed and shared among all participants, including the technical expert from Greece:

- App's refinement;
- Recovering and re-sending of the activities already prepared by UGR, Rosa De Galvez and AJEJD to the Greek technical expert George Birbilis, to be uploaded on the App;
- Sending of the activities prepared by MMU and Ist. GIovanni XXIII (ICTB) to the Greek technical expert George Birbilis, to be uploaded on the App;
- Total number of activities to be included in the App;
- Specific age range for the activities proposed by partners;
- Updated work schedule to finalize the App.

These aspects as well as the tasks assigned to each organization as defined during the technical session are all summarized in table here below.

TO DO:

1. Send the activities again to Mr. Birbilis (Birbilis' email address: g.birbilis@hotmail.com; birbilis@zoomicon.com)
2. One delivery per partner including all the proposed activities for the App (**AJEJD, CEIP ROSA DE GALVEZ, UGR, MMU, ICTB – Istituto Giovanni XXIII, CTI)**
3. Attach to the activity the description of the educational functions to be performed, explaining what it is imagined the users do, playing the activity ("what it is imagined for the activity? the children reads the story, looks at several images showing different story's steps and puts in the right order the sequences of the story).
4. Deadline for the delivery of the activities to George Birbilis: **between 25th and 30th July 2022.**

NATIONALITY	NUMBER OF ACTIVITIES	WHO	AGE RANGE FOR THE APP ACTIVITY
Portugal	3	AJEJD	3 x 3-6
Italy	3	ICTB	2 x 9-12 and 1x 6-9
UK	3	MMU	3 x 9-12
Spain (CEIP Rosa de Gálvez)	4	CEIP Rosa de Gálvez	1 x 3-6 and 3 x 6-9
Spain (UGR)	3	UGR	2 x 6-9 and 1x 9-12
Greece	3	CTI	???
TOTAL	**19**		

MANAGEMENT ISSUES - Analysis of the Final Report draft´s project

Prof. Dolores Madrid and Prof. Rocio Pasqual introduced all partners to the final commitments for the project's closing. In particular, they showed the road map with tasks and schedule for the final financial management and accounting as well as the final assignments for each partner for the final report to be submitted to the Spanish National Agency. Here below there are the key points related to the closing actions:

A. Contributions to be provided by each partner for final Financial/Administrative Report BY ALL PARTNERS

DOCS to be delivered:

- Certificates of participation of all attendees for all training activities and meetings.
- Boarding passes for round-trip flights for all project trips.
- Employment of all persons who have travelled to meetings or activities or have presented Timesheets.
- Multiplier Events: list of attendees in scan copy.
- Timesheets for the staff who worked for implementing the Intellectual Outputs:
  - The working days spent on IO2 TOOLKIT to be reported on timesheets have to be accounted **FROM OCTOBER 2019 TO JULY 2021**
  - The working days spent on IO3 APP to be reported on timesheets have to be accounted **FROM SEPTEMBER 2021 – JULY 2022**

DEADLINE: 15th September 2022

TO BE SENT TO:
E-MAIL: intprojects@uma.es (Laura Rodríguez) with copy to read_com@uma.es

For further details:
Please, consult the file PPT presentation named "Analysis of the Final Report drafts project" prepared by UMA as summary of all the closing commitments uploaded on Microsoft TEAMS.

B. Contributions to be provided by each partner for final Narrative Report BY ALL PARTNERS

DOCS to be delivered:
Project management and implementation (CTI and CM)

- **IO3 Detailed description of actions for the development of the App.**
  - Achievements made.
  - Activities and objectives achieved.

- **Contribution and adjustments tasks (ALL PARTNERS)**
  - Word document (maximum 1 page)

- **Organizations and schools (ALL PARTNERS)**
  - Word document listing of involved organizations and schools not formally involved in the project.

- **Multiplier events (ALL PARTNERS)**
  - See: https://www.read-com-eu.uma.es/multiplier-events-news/
    Missing information CM and IC Giovanni XXIII; MMU
  - Word document: Date, location, number of participants (interest groups) and evaluation results.

- **Difusion (ALL PARTNERS)**
  - Dissemination activities report by quarter from March 2021 to August 2022.

For further details:
Please, consult the file PPT presentation named "Analysis of the Final Report drafts project" prepared by UMA as summary of all the closing commitments uploaded on Microsoft TEAMS.

DEADLINE: 15th September 2022

TO BE SENT TO:
E-MAIL: read_com@uma.es

PROJECT ASSESSMENT - Final Project Evaluation

Mr. Paiano showed the main features of the whole project assessment: progress evaluation and final evaluation, including the impact assessment.

The evaluation of project's progress has been done using **quantitative** and qualitative indicators that focused on:

- the **accomplishment** of the project's **outputs**
- the **accomplishment** of specific coordination actions such as the **transnational project meetings**
- the **accomplishment** of the project's **training events (LTTA)**
- the **dynamic of collaboration among partners.**

The *monitoring* and *evaluation* process guaranteed to pursue within the READ-COM project:

- the *assessment* of the whole management process and of the results gradually achieved by the project
- the *compliance* of the realized actions with project's general and specific aims
- the *esteem of impacts* on project's direct and indirect target groups

Then, Mr. Paiano gave a general overview on the assessment tools applied during the project life-cycle to perform:

A. Progress Assessment
Specific online questionnaires, available as google form to evaluate both transnational project meetings and the LTTA. The online form allowed a quick and easy filling of the assessment tools.

The evaluation results were elaborated in proper evaluation reports, drafted for each activity and share with partners.

This meeting's session was closed by the sharing with all partners of the link to evaluate the last technical meeting in Florence, as final action for the progress assessment (available from this link: https://forms.gle/93NJf4MDrTwvAFwQ9)

B. Final Assessment

To evaluate the pedagogical relevance and the whole quality of the intellectual outputs in their final version as well as the effectiveness of partners' collaboration and cooperation to achieve the project's goals, a tailored final assessment will be done by all partners.

So, Mr. Paiano showed the general features of this last assessment phase, explaining that it will be performed by partners (under UMA supervision) through a tailored qualitative questionnaire aimed to explore such dimensions as:

1. time management and respect of the planned deadlines
2. implementation strategy
3. partners' contributions
4. the results achieved in implementing the output (scientific, educational, technical, organizational)
5. overall quality of the final version of the output (eg, completeness, quality, usability, effectiveness, functionality, etc.).

Then, Prof. Dolores Madrid and Prof Rocio Pasqual showed the tasks and the tools to be used by all partners to make the final impact evaluation of the whole READ-COM project experience:

WHO	WHAT	HOW
All partners: • UMA • UGR • CEIP ROSA DE GALVEZ • AJEJD • CM • GIOVANNI XXIII (ICTB) • MMU • CTI	Fill the online Evaluation Questionnaire on IMPACT	Questionnaire available at this link: https://forms.gle/9TmS38amrjSr1dPZA
Responsible Partner for **Output 2 - Phase 1: Comparative Curriculum Narratives and Summary** • UMA • MMU • CM	Fill the Evaluation Questionnaire on INTELLECTUAL OUTPUTS (Word Doc), available on TEAMS	Questionnaire available on TEAMS and UMA will e-mail.
Responsible Partner for **Output 2 - Phase 2: The Reading Education Toolkit** • UMA • UGR • CM	Fill the Evaluation Questionnaire on INTELLECTUAL OUTPUTS (Word Doc), available on TEAMS	Questionnaire available on TEAMS and UMA will e-mail.
Responsible Partner for **Output 3: The READ-COM Animation APP** • CTI • UMA • CM	Fill the Evaluation Questionnaire on INTELLECTUAL OUTPUTS (Word Doc), available on TEAMS	Questionnaire available on TEAMS and UMA will e-mail.

DEADLINE: 15th September 2022

For further details:
Please, consult the file PPT presentation named " Final project evaluation: use of evaluation strategies and tools" prepared by UMA as summary of all the final assessment commitments uploaded on Microsoft TEAMS.

MEETING CLOSING – End of the session

The common session was closed at 6.00 PM.