

## KICK OFF MEETING IN SPAIN

(IT TOOK PLACE VIRTUALLY DUE TO THE COVID-19)

**PROJECT: INCLUding: INCLUusive Digital capacities for youNGsters**

Agreement number: 2020-1-PT02-KA105-006545



**Venue of the meeting:** Cantabria (Spain)

**Date:** April 14th, 2021

**Participants:**

Jaime Araujo and João Vargas from AENIE (Portugal)

Sarah Keegan and Philip Land from FIPL (Ireland)

Óscar Argumosa and Silvia González Calera from PERMACULTURA CANTABRIA  
(Spain)



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## AGENDA

**Wednesday 14.04.2021 (9.00-17.00)**

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**09.00-9.15**

### **Welcome speech**

Oscar Argumosa Sainz (PERMACULTURA CANTABRIA)

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**09.15-9.45**

### **Participants' introduction**

Jaime Araujo from AENIE (Portugal)  
João Vargas from AENIE (Portugal)  
Sarah Keegan from FIPL (Ireland)  
Philip Land from FIPL (Ireland)  
Óscar Argumosa from PERMACULTURA CANTABRIA (Spain)  
Silvia González Calera from PERMACULTURA CANTABRIA (Spain)

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**09.45-10.15**

### **Project Overview and goals**

Jaime Araujo from AENIE (Portugal)  
Q&A from other partners

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**10.15-10.30**

### **Coffee Break**

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**10.30-13.00**

### **Main activities**

Óscar Argumosa from PERMACULTURA CANTABRIA

### **Work team, task distribution and deadlines**

All partners

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**13.00-14.30**

### **Lunch Break**

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**14.30 -15.30**

### **Payment plan**

Jaime Araujo from AENIE (Portugal)  
Q&A from other partners

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**15.30-17.00**

### **Financial control**

Jaime Araujo from AENIE (Portugal)  
Q&A from other partners

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**Thursday 15.04.2021 (9.00-13.00)**

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**09.00-9.45 Reporting**

Jaime Araujo from AENIE (Portugal)  
Q&A from other partners

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**09.45-10.15 Potential problems and solutions**

Jaime Araujo from AENIE (Portugal)  
Q&A from other partners

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**10.15-10.30 Coffee Break**

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**10.30-12.00 Review of the working plan, timeline and commitments**

All partners

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**12.00-13.00 Evaluation and closing (certificates delivery)**

Óscar Argumosa from PERMACULTURA CANTABRIA

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**13.00-14.00 Lunch**

Return trip

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## **DETAILED AGENDA**

(FOR THE MEETING PREPARATION AND INTERIM REPORT)

### **PROJECTSUMMARY**

**The Project runs for 21 months**

**Starting date: 2021-04-05**

**End date: 2023-01-04**

We are immersed in an Era in which the development of ICTs has been growing too fast. Unfortunately, the provision of digital literacy in schools and other education centres has not been developed at the same speed.

As a result of this, youngsters do not have solid tools for their professional life that allow them to fully participate in the society. Youngsters have basic skills and are in touch with the most popular tools, although in some cases, these are not the most appropriate for their professional paths.

This specially occurs with youngsters who are at risk of marginalisation or have fewer opportunities. They face obstacles to access to high quality education and digital sources/devices. They are not aware of the benefits the Digital Era brings and do not have access to advanced and professional applications.

The report Being young in Europe Today- Digital World, from Eurostat (2016) shows alarming statistics from young people. Only half of youngsters have created presentations or documents that integrate text, pictures, tables or charts (59%) and used a spreadsheet (52 %).

The lack of skills in youngsters is addressing a big challenge in Europe. With the introduction of ever more sophisticated digital technologies, having sufficiently skilled people to develop and use these technologies is essential, as now-a-days it has delivered negative consequences such as:

- Unemployment
- Social exclusion in youngsters
- Inappropriate use of technologies (cyberbullying, fake news, etc.)
- No fully exploitation of new digital technologies, etc.

Our strategic partnership, composed by AENIE, Permacultura Cantabria and Future in Perspective, carried out a Context Analysis, Focus Groups and Gap Analysis that demonstrate an urgent need to tackle this situation.

We will carry out the project INCLUdiNG (INCLUsive Digital capacities for youNGsters), composed by the following main objectives and activities:

Objective 1: To exchange ICT knowledge and tools focused on Political, Economic (Efficiency), Social and Technological perspectives.

Activities:

**\*Participatory Visits in Portugal and Ireland** to share all the knowledge and tools each partner apply within their organisations linked with the 4 perspectives.

Objective 2: To create a new methodology for the development of lifelong digital capacities.

Activities:

**\*Creation of an Intellectual Output:** We will create a new methodology which will be based on the knowledge acquired in Ireland and Portugal. The methodology will be documented in an interactive book that will be used by youth workers, young learners and organisations. The final versions of the book will be in English, Portuguese, Spanish and Irish.

**\*Course in Spain:** We will carry out a course in Spain to transfer the new methodology to youth workers and youngsters and to evaluate the interactive book.

Objective 3: To empower youth with lifelong learning digital capacities.

**\*Dissemination campaign:** Through a strong dissemination campaign, youth communities will have access to the interactive book and will be able to acquire lifelong learning ICTs capacities. The dissemination campaign includes different activities, such as:

**-Multiplier Events:** We will carry out one conference in Portugal, Ireland and Spain to disseminate the intellectual output.

**-Internal workshops:** The participants who attended the course in Spain will organize internal workshops to transfer the methodology to their communities.

In addition, we will carry out 3 transnational meetings for the efficient project management:

- Kick of Meeting in Spain.
- Intermediate Meeting in Ireland
- Final Meeting in Portugal

All learning activities (Participatory visits, Course in Spain, internal workshops, etc.), as well as the interactive book, will be based in non-formal learning.

As a summary of the impact of the project, young people and youth workers acquire lifelong capacities that compose the new methodology: Digital skills in Political, Economic- Efficiency, Social and Technological perspectives.

We also expect that our strategic partnership contributes to foster inclusion in young people in our countries. The development of high quality digital skills will empower youngsters in their professional life.

## **MAIN ACTIVITIES**

**The main activities in the Project include:**

**3 transnational meetings:** 1 kick-off meeting in Spain, 1 intermediate meeting in Ireland and 1 final evaluation meeting in Portugal.

**3-Day participatory visits in Portugal and Ireland:** where partners will transfer their best practices and tools related to their experience in the 4 perspectives of the INCLUDiNG Methodology.

**Course in Spain:** We will carry out a course in Spain to transfer the new methodology created to youth workers and youngsters and to evaluate the interactive book. 3-Day participatory visits in Portugal and Ireland: where partners will transfer their best practices and tools related to their experience in the 4 perspectives of the INCLUDiNG Methodology.

**Multiplier Events:** we will carry out 1 multiplier event (conferences) in each country: Spain, Ireland and Portugal for the dissemination of the intellectual product.

**Internal Workshops:** After the development of the intellectual outputs and the multiplier events, each organisation will carry out 4 internal workshops provided by the persons who went to the course in Spain, to transfer the skills and knowledge acquired to other young people and youth workers from their communities.

**Creation of Intellectual Output:** After the participatory visits, we will create a new methodology which will be based on the knowledge acquired in Ireland and Portugal. The methodology will be documented in an interactive book that will be used by youth workers, young learners and organizations.

**Dissemination Campaign:** During the different phases of the project, the organisations involved will carry out a campaign to disseminate the project activities, methodology, outcomes and success stories, involving the participation of main stakeholders to maximize the exploitation of the results.

## **PARTICIPANT'S SELECTION, PREPARATION AND RECOGNITION**

### **Participants Selection**

**We will carry out a Participants Selection Plan composed by these tasks:**

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1. Preparation of a Call of Participants: We will have conference calls through Skype to prepare a call to select the participants. The selection criteria is:

Age: Young people-18 to 30 years old; youth worker-older than 18

Be part of our organisation

Availability to travel

Need and interest to broaden new activities in our organisations

Need and interest to learn, apply and transfer the INCLUDiNG methodology

Interest and commitment to carry out internal workshops and develop future projects with our organisation

Interest and commitment to facilitate social inclusion

Being a positive influencer within the organisation and youth communities.

Show strong motivation to participate in the project

Capacity to communicate in English

People with an open character: friendly, motivated to have an exchange experience abroad, meet people with other visions and cultures and establish a good relationship.

Willing to collaborate actively, with their interventions and their engagement in the project activities. Commitment to participate in some tasks from the dissemination campaign.

We will evaluate positively and give preference to disadvantaged young people and youth workers, specially facing the obstacles described in the next question. More than half of all the participants selected will face disadvantaged situations.

We will also pay special attention to gender balance, selecting the same number of men and women participants and we will make them participate as equal, so all the voices and ideas can be heard.

2. Call of Participants Dissemination: Each organisation will disseminate the open call within their staff and communities through our websites, social networks, etc.

3. Call of Participants Assistance: The coordinator in each organisation will provide all the necessary assistance in submitting their application as well as answering all the further questions regarding the project. He will also provide special assistance to disadvantaged youngsters in filling their application, gathering their documentation, etc., if needed.



4. Selection of Participants: This task is divided into 2 filters. The organisations will check the documentation of all the participants and separate the ones who fully comply with the documentation needed.

This first group of participants will be analysed and evaluated individually according to the selection criteria and profiles needed in order to select the final participants. The organisations involved will evaluate to have different kind of profiles, as we know that a diverse group with cultural differences, gender and perspective leads to critical thinking and promotes non-discrimination between the team.

Also, we will facilitate the access and participation in the project to people in disadvantaged situations.

5. Results Notification: The coordinator in each entity will notify the results to all the young people and youth workers who applied to the call of participants, even if they were not selected. We will open an appeal period of 15 days.

We will have a meeting with the participants selected to provide information regarding the project, responsibilities, requirements, dates, learning activities, etc.

**The project participants are separated into 3 main groups:**

**\*Group 1: Coordinators**

The group 1 is formed by 2 project coordinators (project coordinator and dissemination campaign coordinator) from each organisation.

**\*Group 2: Intellectual output developers.**

These 2 people have been selected before submitting the project, as we need their inputs and comments as experts, to correctly plan the tasks to be done to create the interactive book. For this, we carried out the selection process and the criteria mentioned above, adding this specific criteria:

- Research capacity, analysis and definition of new methodologies.
- Commitment and motivation to elaborate intellectual output.
- Experience in ICTs
- Experience in the development of interactive books
- Writing capacity
- Ability to innovate
- Ability to travel to the transnational learning activities

**\*Group 3:** The group 3 are 2 young participants and 2 youth workers from our organisations from Portugal, Spain and Ireland who will attend the course in Spain. The selection process will start once the project is approved.

Note: The people facing disadvantaged situations should be specified in the Mobility Tool for all learning activities. We'll need this data for the reporting, so we will collect it in the activity memory. However, no sensitive information is required, just informing about general obstacles each person is facing (economic, geographical, cultural obstacles... or health problems).

### Participants Preparation

The following activities have been planned according to the "EUROPEAN QUALITY CHARTER FOR MOBILITY" developed by the European Parliament and recommended by the National Agencies:

#### Each organisation will be in charge of the following tasks:

**-Transportation tickets:** Each organisation will book all the participants tickets to arrive to the destination.

**-Insurance:** Each organisation will issue a travel insurance for each participant and will ask the participants to issue the EU Health Insurance Cards.

**-Linguistic Preparation:** As speaking English is one of the requirements the participants must comply, each organisation will support them to issue the Europass Language Passport. In this way, we will be able to analyse their English level, to see if someone needs additional English assistance, before the course.

Each organisation will be responsible to provide English Classes or/and tools for those who require to increase their level before their travel. It is mandatory the intellectual output' developers have a good English level. As, in Ireland, foreigners residents at risk of exclusion could be selected, they will issue this certificate for everybody, to avoid discriminatory practices.

**-Pedagogical Preparation:** We will carry out the following activities:

**\*Preparation regarding the project:** We will send an info pack that includes a project summary and programme to each organisation. A meeting in person will be held, so the project coordinator from each organisation can explain the participants all the details regarding the project, intellectual output, learning activities, etc.

**\*Preparatory Meetings:** The project coordinator in each organisation will arrange all the necessary meetings with the participants, to prepare all the tasks of the project.

The entity where the activity is taking place, as the hosting organisation, will be responsible of the following tasks:

**\*Supporting:** The hosting organisation will provide the participants infopacks (Transportation, Country's Information, etc.) as well as the main information of the activity. This person will

answer all the participants' questions and will support them in everything they might need, for their trip (Portugal, Ireland, Spain).

**\*Arrange participants' accommodation:** The hosting organisation will look and book the accommodation. This place must have installations that facilitate the mobility of people with special needs, etc.

**\*Kitchen Service:** The hosting organisation will be in charge of organizing breakfast, lunch and dinner according to their needs. Before the participants' arrival, they will ask their special needs (vegans, etc.) and food allergies.

**\*Safety and Protection Measures:** The hosting organisation will establish safety measures to avoid any accidents:

Forbid the consumption of substances that alter behavior

Open space for smokers

First aid box and 24 hours day vehicle in case of emergency

Personnel experienced in first aid

Evacuation program, provided it to the participants, upon their arrival

Mark areas or elements that could be dangerous (if any), and the exits of the facilities

**Avoid high-risk activities or environments that may affect participants' health;**

Ask participants before their arrival, their healthy issues details, and the phone number of a contact person, in case of emergency. This information will be given to all the trainers and hostel staff.

**Regarding COVID-19, we have prepared the following preventive measures, which will be reviewed and adapted to the updated government recommendations:**

- Recommending a previous PCR test;
- Mandatory masks;
- Sanitizing gel available;
- Daily disinfection of facilities;
- Daily temperature measurements;
- Reduce contact with external people.

**\*Transportation Management:** Before arriving to the country, the hosting organisation will provide the organisations an Info Pack that includes the best options to arrive to the venue place.

**\* Preparatory meetings:** Project coordinators will organize relevant meetings with participants to prepare the tasks planned for the project.

**Participants involvement and recognition:**

The certificates we will use for our project are:

- Youthpass
- Europass Language Passport
- Certificate issued by the entity where the transnational activity will take place

## **TRAINING MOBILITIES**

### **C1: Participatory Visit to Portugal**

**Date: August 2021 (According to the Application)**

Activity Coordinator: Jaime Araujo

Host organisation: AENIE

#### **Participants**

AENIE

IO developers:

1. Jaime Araújo
2. João Vargas

PERMACULTURA CANTABRIA

IO developers:

1. Óscar Argumosa
2. Silvia González Calera

FIPL

IO developers:

1. Sarah Keegan
2. Philip Land

Future in Perspective and Permacultura Cantabria will have a 3-day participatory visit to AENIE in Portugal.

**The objective of this activity** is to transfer the best practices and tools regarding the politics and social ICTs perspectives in which AENIE has experience.

#### **Detailed schedule:**

Day 1

8.30 Breakfast

9.30 - 11.00 Welcome of the participants, introducing hosting organisation and all participants / introductory round/

11:00 - 11:30 Coffee Break

11.30 - 13.00 Presentation of AENIE: Main Activities and initiatives in ICTs

13:00 - 15:00 Lunch

15.00 - 16.30 Main challenges for the Digitalisation in the EU

16:30 -17:00 Coffee Break

17:00 - 18.30 EU policies and strategies for the Digital Era.

18:30 - 19:00 Evaluation

19:30 -21:30 Dinner

22:00 Tour around Cuba

Day 2

8.30 Breakfast

9.30 - 11.00 Workshop Bridging the Gender Gap (Part 1): ICTs for: Detect and report gender violence.

Guide with tips, literacy and information about gender violence.

Support power abuse situations.

Measure the progress of gender equality in the EU

11:00 - 11:30 Coffee Break

11.30 - 13.00 Workshop Bridging the Gender Gap (Part 2): ICTs for:

Support policy makers to design more effective gender equality measures.

Provide intersectional feminist quotes from all around the world.

Incorporate feminist principles in ethics, theory, and technology

13:00 - 15:00 Lunch

15.00 - 16.30 Workshop Bridging the Gender Gap (Part 3): ICTs to:

Data collection of women worldwide situation.

Provide Information about progress of women around the world.

Situation of women's rights.

Statistic and visual graphs.

Compare women's situation in different countries.

16:30 -17:00 Coffee Break

17:00 - 18.30 Round table with Beja City Hall and University of Évora: The challenges for the learning environments of the future.

18:30 - 19:00 Evaluation

19:30 -21:30 Networking dinner with associated partners

Day 3

8.30 Breakfast

9.30 - 11.00 ICTs Workshop: ICTs to promote safety in Women: ICTs to:

Create your personal security network and take care of each other

Send SOS signal to your guardians by pressing a button or saying a key phrase

Stream and automatically record emergency video

Ask friends to follow you on the map when you feel insecure

Tell where to pick you up by sending your exact location

Get an excuse to leave an unpleasant companion by receiving a fake phone

call View friend's location on the map when they need you to walk them safely home

11:00 - 11:30 Coffee Break

11.30 - 13.00 Round table with Dotesfera, Buinho Fablab and João Marreiros

Design: Fostering equal participation: The inclusion of youngsters with fewer opportunities in the digital world.

13:00 - 15:00 Lunch

15.00 - 16.30 Workshop: Women's empowerment through ICTs. ICTs to:

Focus on being an all-women hackathon and a platform to showcase their true talents Build ideas in innovative sectors

Promote women developers around the globe

Support women innovators, developers, creators, designers and hackathon enthusiasts to showcase their projects to the world and take them to the next level

16:30 -17:00 Coffee Break

17:00 - 18.30 Final Evaluation and closing

18:30 - 20:30 Dinner

21.00 Portuguese Cultural Night

In this participatory visit, we will carry out daily evaluations and a final evaluation, with the aim the activity reaches a high quality level. The activity will comply with all the project

indicators. The evaluations and forms used for this activity are attached in the Quality Control Manual. With this, we will comply with the conditions from the "EUROPEAN QUALITY CHARTER FOR MOBILITY" developed by the European Parliament and recommended by the National Agencies.

- The participants in this participatory visit are the intellectual output developers (profiles stated in section "participating organisations"):

AENIE

Tiago Conceição, Alan Parkinson

Permacultura Cantabria

Inma Martínez, Begoña Cueli

FUTURE IN PERSPECTIVE

Dylan Hayles , Mike Keegan

Budget: We will add 1 travel day for participants from Ireland and Spain.

## **C2: Participatory Visit to Ireland**

**Date: December 2021 (according to the application)**

Activity Coordinator: Philip Land

Host organisation: FIPL

### **Participants:**

AENIE

IO developers:

1. Jaime Araújo

2. João Vargas

PERMACULTURA CANTABRIA

IO developers:

1. Óscar Argumosa

2. Silvia González Calera

FIPL

IO developers:

1. Sarah Keegan

2. Philip Land

**The objective of this activity** is to transfer the best practices and tools regarding Economic-efficiency ICTs perspectives in which Future in Perspective has experience.

During this visit Future in Perspective will involve the participation of different organisations that carry out initiatives in the youth field:

-The Cavan Centre

-Youthwork Ireland Monaghan

-Macra Na feirme

-Louth Meath Education and Training Board (LMETB)

-Meath Community Rural & Local Development Partnership

**Special Note:** these persons will be invited to participate in the round tables, however they will use their own resources and will not be beneficiary of the funds of the project's budget. They will contribute as experts, but not as participants.

**Detailed schedule:**

Day 1

8.30 Breakfast

9.30 - 11.00 Welcome of the participants, introducing Future in Perspective organisation, project overview

11:00 - 11:30 Coffee Break

11.30 - 13.00 Workshop: eResponsibility – Who do you think you are?

13:00 - 15:00 Lunch

15.00 - 16.30 Workshop E-learning part 1: Online Learning Platforms, Communication and Collaboration.

16:30 -17:00 Coffee Break

17:00 - 18.30 Workshop E-learning part 2: Creation of engaging content, design lessons and assess learners understanding

18:30 - 19:00 Evaluation

19:30 -21:30 Dinner

22:00 Tour around Virginia

Day 2

8.30 Breakfast

9.30 - 11.00 Online life and me – What is your personal Brand? From Tik Tok to SnapChat. Social apps and network management including video calls and conference tools.

11:00 - 11:30 Coffee Break

11.30 - 13.00 Workshop Power in you Part 1: Useful tools to develop innovative materials- comic strips, storyboards, design illustrated stories, graphic models.

13:00 - 15:00 Lunch

15.00 - 16.30 Workshop Power in you Part 2: Useful tools to develop innovative materials- webquests, interactive quiz, digital breakout challenges, escape rooms, integrated evaluation tools.

16:30 -17:00 Coffee Break

17:00 - 18.30 Round table with Meath Community Rural & Local Development Partnership and

The Cavan Centre: The challenges youngsters face to prevent digital social exclusion

18:30 - 19:00 Evaluation

19:30 -21:30 Networking dinner with Associated Partners

Day 3

8.30 Breakfast

9.30 - 11.00 Workshop: Interactive Presentations tools.

11:00 - 11:30 Coffee Break

11.30 - 13.00 Round table with Youthwork Ireland Monaghan, Macra Na feirme and LMETB: ICT Revolution, Productivity, and Growth  
13:00 - 15:00 Lunch  
15.00 - 16.30 Challenge time – Develop an Online Escape Room and develop your own ICT skills.  
16:30 -17:00 Coffee Break  
17:00 - 18.30 Presentation of Escape Rooms, Final Evaluation and closing  
18:30 - 20:30 Dinner  
21.00 Cultural night party

In this participatory visit, we will carry out daily evaluations and a final evaluation with the aim the activity reaches a high quality level. The activity will comply with all the project indicators. The evaluations and forms used for this activity are attached in the Quality Control Manual. With this, we will comply with the conditions from the "EUROPEAN QUALITY CHARTER FOR MOBILITY" developed by the European Parliament and recommended by the National Agencies.

**- The participants in this participatory visit are the intellectual output developers (profiles stated in section "participating organisations"):**

AENIE  
Tiago Conceição, Alan Parkinson  
Permacultura Cantabria  
Inma Martínez, Begoña Cueli  
FUTURE IN PERSPECTIVE  
Dylan Hayles , Mike Keegan

### **C3: Course in SPAIN**

**Date: Abril 2022 (According to the application)**

-Host organisation: PERMACULTURA CANTABRIA

-Coordinator: Oscar Argumosa

**-Participants:**

AENIE  
IO developers:  
1. Jaime Araújo  
2. João Vargas

PERMACULTURA CANTABRIA  
IO developers:  
1.Óscar Argumosa  
2. Silvia González Calera

FIPL  
IO developers:  
1. Sarah Keegan  
2. Philip Land



**The main objective is** to carry out a course in Spain to transfer the new methodology to youth workers and youngsters and to evaluate the interactive book.

**- Programme:**

DAY 1

Organisations' and Participants presentation

Project Overview

Interactive Book Presentation

Youthpass Presentation

POLITICS

Main risks of the Digitalisation in the EU context

Great Opportunities in the development of ICT in the EU

Application to Erasmus+project

Daily Evaluation

DAY 2

EFFICIENCY

E-LEARNING

Development of e-learning materials

Online Learning Platforms

Integration of personalised e-learning environments

Creation of engaging content, design lessons and assess students understanding

Communication and Collaboration

Assessment Management

Data and Analytics to personalised learning

Learning Management System (LMS)

Platform to share and sell online courses

Specific tool to create webinars

Tools for creating video, online courses, chat, communication, etc.

WORDPRESS PLUGGING AND TEMPLATES

Daily Evaluation

DAY 3

USEFUL TOOLS TO DEVELOP INNOVATIVE MATERIALS

Comic strips

Storyboards

Design illustrated stories

Designing Graphic Novels

Webquests

Create interactive Quiz, test, pre-test and post-test, Google Map activity and more

Integrated evaluation tools

Digital Breakout challenges

Design digital 'scape-rooms' for education

Assign games and track student results

SOCIAL MEDIA AND NETWORKS MANAGEMENT

Daily Evaluation

DAY 4

INTERACTIVE PRESENTATIONS

Interactive and video presentations

Video templates for presentations

Presentations' Management

Movement effects on items and texts

Slides transitions

Slides presentations on the cloud

VIDEO CALLS AND CONFERENCES TOOLS

ERASMUS + IN-DEPTH VIEW: KEY ACTIONS 1, 2 AND 3

Daily Evaluation

DAY 5

SOCIAL:

BRIDGING THE GENDER GAP WITH ICTs PART 1

Detect and report gender violence

Guide with tips, literacy and information about gender violence

Support power abuse situations

Measure the progress of gender equality in the EU

Give visibility to areas that need improvement. Support policy makers to design more effective gender equality measures

Provide intersectional feminist quotes from all around the world

Incorporate feminist principles in ethics, theory, and technology

Data collection of women worldwide situation

Provide Information about progress of women around the world.

Situation of women's rights

Statistic and visual graphs

Compare women's situation in different countries

Round table with New Life, CTL, PECCA: Towards a gender equality in the Digital World

Daily Evaluation

DAY 6

BRIDGING THE GENDER GAP WITH ICTs PART 2

-Safety

Create your personal security network and take care of each other

Send SOS signal to your guardians by pressing a button or saying a key phrase

Stream and automatically record emergency video

Get an excuse to leave an unpleasant companion by receiving a fake phone call

View friend's location on the map for safety reasons

-Empowerment

Focus on being an all-women hackathon and a platform to showcase their true talents

Build ideas in innovative sectors

Promotes women developers around the globe

Support women innovators, developers, creators, designers and hackathon enthusiasts to showcase their projects to the world and take them to the next level

TECHNOLOGY

CYBER-SECURITY

Set in a cybersecurity roadmap

Make your organisation Cyber resilient

Implement easy access control: Password Manager and Two step verification (2FA)

Remote attack protection

Professional Security Management: Cybersecurity insurance for business

Personal Education and awareness

Daily Evaluation

DAY 7

Graphic Expert Tools

Imaging, Photo editing and Graphic design software

Layout and page design software for print and digital media: books, guides, editorial, brochures.

Video editing software

Infographic: data visualising

Easy Motion Graphics

Round table with the European Affairs Office and the Agency for the promotion and development of the Pasiegan and Ason Valleys: The role of Erasmus in a Digital Era

FUTURE STEPS 1: WORK ON FUTURE KA2 INITIATIVES

Daily Evaluation

DAY 8

PRACTICING DESIGN

Useful tips to create graphic resources while working with groups

Basic steps in graphic design:

Size and format.

Composition.

Choose typography.

Typography hierarchy.

Hierarchy of main elements.

Color and secondary elements.

Adding details.

Final adjustments.

Save and export.

Where to find free and open source resources

Images

Typefaces

Colour Palettes

Working with others: compatibility and sharing

Awareness when creating pictures: Inclusive design

FUTURE STEPS 2: INITIATIVES PRESENTATION

Final Evaluation

**PARTICIPANTS:**

8 persons from each organisation will participate:

Project Coordinator

Dissemination Coordinator

2 IO developers

2 youth workers & 2 youngsters to be selected

**INTELLECTUAL OUTPUT**

**O1: "Get empowered with new digital skills with the INCLUDiNG Methodology"**

**Start date: 2021-05-01**

**End date: 2022-08-30**

**O1: Interactive Book:** The 3 partners will create an interactive book regarding the INCLUDiNG Methodology and its tools. AENIE will be the leading organisation in the e-book writing, editing and presenting, being the intellectual output developers from AENIE the persons in charge of compiling and checking writing proposals from the rest of participants, to create a definitive text.

**Content:**

\*PERSPECTIVE 1: EFFICIENCY:

1 Useful tools to improve daily work

1.1 Introduction

1.2 Resources and apps for e-Learning

ICTs for:

Development of e-learning materials

Online Learning Platforms

Integration of personalised e-learning environments.

Creation of engaging content, design lessons and assess learners understanding.

Communication and Collaboration

Assessment Management.

Data and Analytics to personalised learning.

Learning Management System (LMS)

Platform to share and sell online courses.

Specific tool to create webinars.

Tools for creating video, online courses, chat, communication, etc.

1.3. Wordpress plugging and Templates

1.4 Useful tools to develop innovative materials

ICTs for:

Comic strips.

Storyboards

Design illustrated stories.

Designing Graphic Novels

Webquests.

Create interactive Quiz, test, pre-test and post-test, Google Map activity and more.

Integrated evaluation tools.

Digital Breakout challenges

Design digital 'scape-rooms' for education.

Assign games and track student results.

1.5 Interactive presentations

ICTs for:

Interactive and video presentations

Video templates for presentations

Presentations Management

Movement effects on items and texts

Slides transitions

Slides presentations on the cloud

1.6 Social apps and networks

1.7 Video calls and conferences tools.

\*PERSPECTIVE 2: SOCIAL:

2 Bridging the Gender Gap with ICTs

2.1 Introduction.

2.2 Useful tools for trainers and NGO's.

ICTs to:

Detect and report gender violence.

Guide with tips, literacy and information about gender violence.

Support power abuse situations.

Measure the progress of gender equality in the EU

Give visibility to areas that need improvement. Support policy makers to design more effective gender equality measures.

Provide intersectional feminist quotes from all around the world.

Incorporate feminist principles in ethics, theory, and technology.

Data collection of women worldwide situation.

Provide Information about progress of women around the world.

Situation of women's rights.

Statistic and visual graphs.

Compare women's situation in different countries.

2.3 Other great apps for women

-Safety

ICTs to:

Create your personal security network and take care of each other

Send SOS signal to your guardians by pressing a button or saying a key phrase

Stream and automatically record emergency video

Ask friends to follow you on the map when you feel insecure

Tell where to pick you up by sending your exact location

Get an excuse to leave an unpleasant companion by receiving a fake phone call

View friend's location on the map when they need you to walk them safely home

-Empowerment

ICTs to:

Focus on being an all-women hackathon and a platform to showcase their true talents

Build ideas in innovative sectors

Promotes women developers around the globe

Support women innovators, developers, creators, designers and hackathon enthusiasts to showcase their projects to the world and take them to the next level

**\*PERSPECTIVE 3: TECHNOLOGY**

3 Cyber-security and privacy policies when working with ICTs

3.1 Introduction: Build-up an strategy for your organisation

3.2 Set in a cybersecurity roadmap

3.3 Make your organisation Cyber resilient

3.4 Implementation:

Implement easy access control: Password Manager and Two step verification (2FA)

Remote attack protection

Professional Security Management: Cybersecurity insurance for business

Personal Education and awareness

4 Graphic expert resources and tools

4.1 Introduction

4.2 Graphic Expert Tools

ICTs for:

Imaging, Photo editing and Graphic design software

Layout and page design software for print and digital media: books, guides, editorial, brochures

Video editing software

Infographic: data visualising

Easy Motion Graphics.

4.3 Practicing design

Useful tips to create graphic resources while working with groups

Basic steps in graphic design:

-Size and format

-Composition

-Choose typography

-Typography hierarchy

-Hierarchy of main elements

-Color and secondary elements

-Adding details

-Final adjustments

-Save and export

Where to find free and open source resources.

-Images

-Typefaces

-Colour Palettes

Working with others: compatibility and sharing

Awareness when creating pictures: Inclusive design

**\*PERSPECTIVE 4: POLITICS**

5 EU policies and priorities in Europe.

5.1 Introduction

5.2 Digitalisation in the EU context: Main challenges

Are ICTs a risk or an opportunity?

The Digital Division  
Inequality among EU members  
The Digital Transformation of work  
The Gender Gap  
The Education field  
5.3 Opportunities in the development of ICT in the EU:  
EU priorities  
Strengthen European identity  
Digital for growth, entrepreneurship and job creation  
Women's digital empowerment  
Education ICT as the key cross-cutting action  
5.4 Erasmus + Programme in the Digital World  
Digital Education Action Plan  
European priorities for present and developed ICT's projects  
Examples of Erasmus+ implementation of ICTs.

The Interactive book include words, pictures, and graphics, this interactive book will include multimodal features such as sounds, animations, videos, etc.

After having the final version of the book, AENIE, Permacultura Cantabria and Future in Perspective will translate it into its native language (Portuguese, Spanish and Irish).

### **Testing**

During the Course in Spain, the book will be evaluated and tested. This evaluation will involve project coordinators, IO developers, youth workers and young participants.

The evaluation of the book will be carried out through the contrast of the documented information with the informative sessions. In this way, the participants will evaluate the coherence of the book with the course.

### **Interactive layout's design.**

Permacultura Cantabria will develop the interactive book layout.

The first layout of the book will be in English so it can be tested at the Course in Spain. Once the final corrections and translations are done, we will make the interactive layouts for the Portuguese, Spanish and Irish versions.

## **DISSEMINATION CAMPAIGN**

Each organisation will have one dissemination campaign coordinator. They will be in charge of coordinating the team and activities to fulfil what is planned in section "Dissemination", during the 3 stages of the campaign:

- Dissemination before the creation of intellectual output
- Dissemination after the creation of intellectual output
- Dissemination of the project results

Each organisation will be in charge of carrying out internal workshops in which the youth workers and young participants who attended the course in Spain can apply and transfer the knowledge acquired.

Branding: Future in Perspective, as experts in branding, will be in charge of the project branding, so the dissemination material can go in line with the same colors, fonts, etc.

#### DISSEMINATION BEFORE THE CREATION OF THE INTELLECTUAL OUTPUT

Dissemination Material:

\*Information pills (information messages accompanied by pictures)

\*Newsletters

\*Articles

\*Special Facebook site for the project, which will be used in all phases of the project

#### \*DISSEMINATION AFTER THE CREATION OF THE INTELLECTUAL OUTPUT

-Dissemination Material:

\*Information pills

\*Newsletters

The material will disseminate the book, referring to its importance, the results, the benefits they bring, etc.

-Multiplier events: Each partner will organize 1 conference in their country to disseminate the interactive book. We will invite important stakeholders and media.

-Dissemination of experiences and knowledge highlights: The dissemination campaign coordinators will encourage participants to have an active participation in social media by posting pictures, important things learned, etc. These coordinators will also be constantly posting information in their social networks, including LinkedIn groups.

#### \*DISSEMINATION OF THE PROJECT'S RESULTS

-Dissemination Material:

\*Success Stories: Participants will share their success stories regarding their experience after using the new tools and methodology and how the project has changed their own lives.

\*Newsletters

\*Information Pills

We will create this material regarding the workshops, project results, etc.

-Meetings with Stakeholders and Board of Directors



-Internal Workshops: After the multiplier events, each organisation will carry out internal workshops to transfer the learning acquired to other young people and youth workers from their communities.

For the dissemination campaign management, we will use the dissemination monitoring system shared in the Drive folder of the project:

<https://docs.google.com/spreadsheets/d/1MJBS2Z04pEsw5nw3i22Q5WGvClTW2jtN05IL-rr3yFI/edit?usp=sharing>

## **WORK TEAM, TASK DISTRIBUTION AND DEADLINES**

### **AENIE:**

Project leader: Jaime Araujo  
Dissemination Manager: João Vargas

### **PERMACULTURA CANTABRIA:**

Project Leader: Óscar Argumosa  
Dissemination Manager: Silvia González Calera

### **FIPL:**

Project Leader: Sarah Keegan  
Dissemination Manager: Philip Land

Please, review the names of your team. So they can be updated in the kick off minutes. The project timetable can be checked on Annex II and the working plan will be agreed during the meeting.

## **FINANCIAL CONTROL**

\*AENIE will be responsible for financial control. Permacultura Cantabria will support AENIE in some of these tasks.

\*Each partner must report their expenses at the end of each month with supporting documents (scanned invoices issued to their organisation) to Permacultura Cantabria. Thus, we can plan possible revisions between budget items.

\*Original documents may be requested during the audits, the Partner is liable to submit original copies of the documents and to keep accounting reports. The Commission may initiate such checks, audits or evaluations during the implementation of the Agreement and during a period of five years starting from the date of payment of the balance, as it is a project which grant is more than EUR 60 000.

\*Partners are allowed to adjust the estimated budget by transfers between the different budget categories. The Coordinator and the Partners are allowed to

transfer up to 20% of the funds allocated for project management and transnational project meetings, intellectual outputs, multiplier events, learning/teaching/training activities and exceptional costs to any budget category except project management and implementation costs and exceptional costs.

Transfers may result with 20% increase at most on the amount set out in the following table. Approval of the Coordinator is required for each budget transfer.

Additional unit costs for virtual activities are not eligible. The resources available under the budget for the management and execution of the project cover the costs related to these meetings.

### Budget Summary

*Budget allocation per budget heading as indicated in this section can be modified by the beneficiary, except in the cases requiring an amendment approved by the National Agency, as specified in the article I.3.3 of the Special Conditions of this Grant Agreement.*

Budget Items	Total Grant
Project Management and Implementation	21 000,00
Transnational Project Meetings	3 450,00
Intellectual Outputs	41 825,00
Multiplier Events	9 000,00
Learning/Teaching/Training Activities	32 200,00
<b>Total Grant</b>	<b>107 475,00</b>

### \*Budget details per Participating Organisations (AnnexII)

Budget allocation per organisation as indicated in this section is not obligatory and may be modified by the beneficiary under the condition that the activities and outputs of the project are realised and delivered in accordance with this Grant Agreement and the work plan presented in the corresponding application form.

\*If any deduction is made in the budget due to a failure by the partner to fulfill its obligations and/ or of negligence, this amount shall be deducted from the budget of the partner. In case the next payment to be made does not suffice for the deduction, the Partner hereby accepts and undertakes to make this payment in cash.

### PAYMENT PLAN AND REPORTING

AENIE will centralize payments and distribute them among partners as follows:

1. AENIE will transfer a 1st pre-financing payment once the partners sign the Internal Agreements.
2. AENIE will distribute the 2nd payment after they receive the National Agency's approval of the interim report.

3. AENIE will make a final payment to all partners after the approval of the project final financial and administrative report by the NA.

The payments will go in line with the Internal Agreements and the payments from the NA.

## PAYMENT PLAN

### \*First pre-financing payment

The purpose of advance payments is to provide initial funding to beneficiaries. These the funds shall remain the property of the Agency until the payment of the surcharge. In order to reduce the risk of misuse of European Union funds in connection with the identified low financial capacity of the coordinator will be pre-financing of up to 80% divided into multiple backups.

The Agency shall pay the coordinator, within 30 days of the entry into force of the agreement, the first advance in an amount of **EUR 85.980,00** corresponding to 80% of the maximum amount of the grant referred to in Article I.3.1.

### \* Final report and request for payment of the balance

Within 60 days after the end date of the Project specified in Article I.2.2, the coordinator must complete a final report on the implementation of the Project, and, when applicable, upload all project results in the Erasmus+ Project Results Platform as specified in article I.9.2. The report must contain the information needed to justify the contribution requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contribution or the eligible costs actually incurred in accordance with Annex III.

The final report is considered as the coordinator's request for payment of the balance of the grant.

The coordinator must certify that the information provided in the request for payment of the balance is full, reliable and true. It must also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27.

### \*Payment of the balance

The payment of the balance reimburses or covers the remaining part of the eligible costs incurred by the beneficiaries for the implementation of the project.

The NA determines the amount due as the balance by deducting the total amount of pre-financing already made from the final amount of the grant determined in accordance with Article II.25.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance takes form of a recovery as provided for by Article II.26.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25, the NA must pay the balance within 60 calendar days from when it receives the documents referred to in Article I.4.4, except if Article II.24.1 or II.24.2 apply.

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.

The amount to be paid may, however, be offset, without the coordinator's consent, against any other amount owed by the coordinator to the NA, up to the maximum contribution indicated for that coordinator, in the estimated budget in Annex II.

## **REPORTING**

The Project runs for 21 months starting on insert date **2021-04-05** and finishing on **2023-01-04**.

## **SUPPORTING DOCUMENTS**

### **A. Project management and implementation**

Triggering event: the event that conditions the entitlement to the grant is that the beneficiary implements the activities and produces the outputs

Supporting documents:

Proof of activities undertaken and outputs produced will be provided in the form of a description of these activities and outputs in the final report. In addition, outputs produced will be uploaded by the coordinator in the Erasmus+ Project Results Platform.

Reporting:

On behalf of the Project as a whole, the coordinator must report on the final distribution of funds and on undertaken activities and results.

### **B. Transnational project meetings**

**Supporting documents:**

Travel: Proof of attendance of the activity in the form of an attendance list and

individual attendance certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its starting and end date;

Individual support: Proof of attendance of the transnational project meeting in the form of a participants list signed by the participants and the receiving organisation specifying the name, date and place of the transnational project meeting, and for each participant: name and signature of the person, name and address of the sending organisation of the person;

**Reporting:**

The coordinator must report on the venue of the meeting, the date and the number of participants.

Detailed agenda and any documents used or distributed at the transnational project meeting.

In all cases, the beneficiaries must be able to demonstrate a formal link with the persons participating in transnational project meetings, whether they are involved in the Project as staff (whether on a professional or voluntary basis) or as learners of the beneficiary organisations.

**C. Learning, teaching and training activities**

**Supporting documents:**

Travel: Proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation and specifying the names of the participants, the purpose of the activity, as well as its starting and end date;

Individual support: Proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its start and end date;

The coordinator must report on the venue of all learning, teaching and training activities, the date and the number of participants.

**Reporting:** The coordinator must report on the venue of all learning, teaching and training activities, the date and the number of participants.

**D. Intellectual outputs**

Beneficiaries must not subcontract any activities funded from the budget category Intellectual outputs.

**Supporting documents:**

-Proof of the intellectual output produced, which will be uploaded in the Erasmus+ Project Results Platform.

-Proof of the nature of the relationship between the person and the beneficiary concerned (such as type of employment contract, voluntary work, SME ownership, etc.), as registered in the official records of the beneficiary. In all cases, the beneficiaries must be able to demonstrate the formal link with the person concerned, whether he/she is involved in the Project on a professional or voluntary basis. Persons working for a beneficiary on the basis of service contract (e.g. translators, web designer etc.) are not considered as staff of the organisation concerned.

-Proof of the staff time invested in the production of the intellectual output in the form of a time sheet per person, identifying the name of the person, the category of staff in terms of the 4 categories specified in Annex IV, the dates and the total number of days of work of the person for the production of the intellectual output.

**Reporting:**

On behalf of the Project as a whole, the coordinator must report on the activities undertaken and results produced. The coordinator must include information on the start and end date and on the number of days of work per category of staff for each of the beneficiaries cooperating directly on the development of intellectual outputs.

**E. Multiplier events**

We will carry out one conference in Portugal, Ireland and Spain to disseminate the intellectual output.

**Supporting documents:**

Proof of attendance of the multiplier event in the form of a participants list signed by the participants and the receiving organisation, specifying the name, date and place of the multiplier event, and for each participant: name and signature of the person, name and address of the sending organisation of the person (if applicable);

Detailed agenda and any documents used or distributed at the multiplier event.

**Reporting:**

On behalf of the Project as a whole, the coordinator must report on the description of the multiplier event, the intellectual outputs covered, the leading and participating organisations, the venue of the meeting and the numbers of local and international participants

In the case that the beneficiaries do not develop the intellectual outputs applied for and approved by the NA, the related Multiplier events will not be considered eligible for grant support either.

## **PROBLEMS IN REPORTING OR IMPLEMENTATION**

Conflict resolution and risk during the project implementation were evaluated in the application. We'll comment only the solutions included in the Grant Agreement.

### **Poor, partial or late implementation**

Poor implementation of the Project may be established by the NA on the basis of:

- The final report submitted by the coordinator;
- The products and outputs produced by the project;

A grant reduction based on poor, partial or late implementation may be applied to the total final amount of eligible expenses and may be of:

- 25% if the final report scores at least 40 points and below 50 points;
- 50% if the final report scores at least 25 points and below 40 points;
- 75% if the final report scores below 25 points.

### **Termination of the Agreement**

The Partner notifies the Coordinator immediately in case of appearance of any situation that may affect the performance of the Contract of Partnership.

The Coordinator may cancel the Contract of Partnership on the condition to preserve all rights for damages through a notification to the Partner.

Other reasons for termination are:

- (a) If the Coordinator decides that this Contract shall be affected negatively because of any negligence and/or late notification of the Partner,
- (b) In case of occurrence of the conditions specified under the article of failure to deliver the documents in Article 11 of this Contract or violation of any article of the Contract,
- (c) In case of occurrence of any of the conditions that shall require termination of the Contract which is set out in Article 2 of the Grant Contract in Annex 1, this contract will be terminated.

## **ANNEX I: BUDGET DISTRIBUTION**

**Project Title:** INCLUdiNG: INCLUsive Digital capacities for youNGsters (2020-1-PT02-KA105-006545)

Summary	Economic Distribution (eur)
AENIE, Portugal (Applicant)	<b>39725</b>
Permacultura Cantabria, Spain	<b>32985</b>
Future in Perspective, Ireland	<b>34765</b>
	<b>107475</b>

Item 1	Organisation	Eur	Months	Application total	
Project Management and Implementation: planning, finances, coordination and communication, dissemination	AENIE (Applicant)	500		21	10500
	Permacultura Cantabria	250		21	5250
	Future in perspective	250		21	5250
					<b>21000</b>

Note: PC will support the applicant with the coordination



Item 2	Organisation	Eur*	N° pax	Application total
Transnational Project Meetings for implementation and coordination purposes. There are 3 project meetings: the kick-off will be in Spain	(Permacultura, Spain) to Spain Kick off	0	1	<b>0</b>
	(Future, Ireland) to Spain	575	1	<b>575</b>
	(AENIE, Portugal) to Spain	575	1	<b>575</b>
	(Permacultura, Spain) to Portugal Final Meeting	575	1	<b>575</b>
	(Future Ireland) to Portugal	575	1	<b>575</b>
	(AENIE, Portugal) to Portugal	0	1	<b>0</b>
	(Permacultura, Spain) to Ireland Intermediate	575	1	<b>575</b>
	(Future Ireland) to Ireland	0	1	<b>0</b>
	(AENIE, Portugal) to Ireland	575	1	<b>575</b>
				<b>3450</b>
Item 2	Organisation	Eur*	N° pax	Application total
Transnational Project Meetings for implementation and coordination purposes. There are 3 project meetings: the kick-off will be in Spain	(Permacultura, Spain) to Spain Kick off	0	1	<b>0</b>
	(Future, Ireland) to Spain	575	1	<b>575</b>
	(AENIE, Portugal) to Spain	575	1	<b>575</b>
	(Permacultura, Spain) to Portugal Final Meeting	575	1	<b>575</b>

	(Future Ireland) to Portugal	575	1	<b>575</b>
	(AENIE, Portugal) to Portugal	0	1	<b>0</b>
	(Permacultura, Spain) to Ireland Intermediate	575	1	<b>575</b>
	(Future Ireland) to Ireland	0	1	<b>0</b>
	(AENIE, Portugal) to Ireland	575	1	<b>575</b>
				<b>3450</b>

Item 3	Output	Activities	Organisation		Eur day**	per Working days	Application total	Total
Intellectual Outputs: ICTS book (IO1);	IO1 Book Interactive	Information Analysis	2 Trainers	Spain	137	25	<b>3425</b>	<b>13845</b>
		Writing		Spain	137	35	<b>4795</b>	
		Content Review and Corrections		Spain	137	15	<b>2055</b>	
		Interactive Layout	Technician	Spain	102	15	<b>1530</b>	<b>14135</b>
		Translation	Technician	Spain	102	20	<b>2040</b>	
		Information Analysis	2 Trainers	Ireland	241	15	<b>3615</b>	
		Writing		Ireland	241	15	<b>3615</b>	
		Content Review and Corrections		Ireland	241	5	<b>1205</b>	

		Interactive Layout	Technician	Ireland	190	15	<b>2850</b>	<b>13845</b>
		Translation	Technician	Ireland	190	15	<b>2850</b>	
		Information Analysis	2 Trainers	Portugal	137	25	<b>3425</b>	
		Writing		Portugal	137	35	<b>4795</b>	
		Content Review and Corrections		Portugal	137	15	<b>2055</b>	
		Interactive Layout	Technician	Portugal	102	15	<b>1530</b>	
		Translation	Technician	Portugal	102	20	<b>2040</b>	
								<b>41825</b>

Item 4	Organisation	Eur per pax***	Participants	Application total
Multiplier Events: conferences, seminars, events sharing and disseminating the intellectual outputs	Permacultura	100	30	<b>3000</b>
	Future - Ireland	100	30	<b>3000</b>
	AENIE - Portugal (Applicant)	100	30	<b>3000</b>
				<b>9000</b>

Item 5.1.	Organisation	Eur****	Nº pax	Application total
Learning activities (travel). There will be three learning activities: a 3 days participatory visit to Portugal C1, a 3-day participatory visit to Ireland (C2), and 8-days visit to Spain (C3)	(Permacultura, Spain) to Portugal (C1)	275	2	<b>550</b>
	(Future, Ireland) to Portugal (C1)	275	2	<b>550</b>
	(AENIE, Portugal) to Portugal (C1)	0	2	<b>0</b>
	Spain to Ireland (C2)	275	2	<b>550</b>
	Ireland to Ireland (C2)	0	2	<b>0</b>
	Portugal to Ireland (C2)	275	2	<b>550</b>
	Spain - Spain (C3)	20	8	<b>160</b>
	Ireland - Spain (C3)	275	8	<b>2200</b>
	Portugal - Spain (C3)	275	8	<b>2200</b>
				<b>6760</b>

Item 5.2	Organisation PAÍS DE LA ACTIVIDAD	Days	Eur per day..	Participants	Application total
Learning activities (Individual Support). There will be three learning activities: a 3 days participatory visit to Portugal (C1), a 3-day participatory visit to Ireland (C3), and a 8-days visit to Spain (C3)	(Permacultura, Spain) to Portugal (C1)	4	106	2	<b>848</b>
	(Future, Ireland) to Portugal (C1)	4	106	2	<b>848</b>
	(AENIE, Portugal) to Portugal (C1)	0	106	2	<b>0</b>
	Spain to Ireland (C2)	4	106	2	<b>848</b>

	Ireland to Ireland (C2)	0	106	2	<b>0</b>
	Portugal to Ireland (C2)	4	106	2	<b>848</b>
	Spain - Spain (C3)	8	106	8	<b>6784</b>
	Ireland - Spain (C3)	9	106	8	<b>7632</b>
	Portugal - Spain (C3)	9	106	8	<b>7632</b>
					<b>25440</b>

**ANNEX II: Timeline**

Name of the project: INCLUdiNG: INCLUsive Digital capacities for youNGsters (2020-3-PT02-KA205-007461)

Project start: 05/04/2021

Project end: 04/01/2023

**PROJECT TIMETABLE**

Project activity*	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	2023		
	2021										2022											2023			
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dic	Ene	Feb	Mar	
A1 (Project management)																									
A2 (Project publicity)																									
M1 (Kick off meeting in Spain (virtual))																									
A3 (Preparation activities for transnational activities)																									
C1 (Participatory Visit to Portugal)																									
C2 (Participatory Visit to Ireland)																									
O1 (Creation of the Intellectual Outputs pha)																									
C3 (Course in Spain)																									
M2 (Intermediate Meeting in Ireland)																									
A5 (Internal workshops)																									
E1 (Multiplier Events)																									
A7 (Results dissemination: articles, videos)																									
M3 (Final Meeting in Portugal)																									
A8 (Final report writing)																									

NOTE: Some pictures will be taken during the virtual kick off meeting for dissemination. We assume you give your permission for dissemination on social media and project website, but let us know if you prefer not to publish your pictures. Silvia Gonzalez will be taken notes for the kick off minutes. The document will be shared through Google Drive so you can make comments or add missing information.

**THANK YOU FOR YOUR ATTENDANCE  
AND CONTRIBUTION TO THE MEETING!!**