

**EYDP**  
EARLY YEARS DIGITAL PORTFOLIO

## Second Project Partners Meeting

### Minutes

**Date:** 6 – 7 March 2023

**Venue:** Florence, Italy

Participating partners:

- Agrupamento de Escolas Miguel Torga, Portugal
- Universal Learning Systems LTD, Ireland
- Istituto Comprensivo Bartolomeo Sestini, Italy
- Pixel – Associazione Culturale, Italy
- Centro Social Santa Clara, Portugal
- Instituto Politecnico de Braganca, Portugal
- Scoala Primara EuroEd, Romania



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# Agenda

## SECOND MEETING

Florence, 6 – 7 March 2023

### AGENDA OF THE MEETING

**MEETING VENUE: PIXEL HEADQUARTER – VIA LUIGI LANZI 12, 50127 FLORENCE**

1	Welcome of Participants	Miguel Torga, IPB, Pixel
2	Adoption of the Agenda	Pixel
3	Presentation of Work Packages	
	3.1 WP2 - Handbook for Children Documentation and Assessment <ul style="list-style-type: none"> <li>▪ <i>Presentation of national reports for each country</i></li> </ul>	All partners
	3.1 WP2 - Handbook for Children Documentation and Assessment: <ul style="list-style-type: none"> <li>▪ <i>Presentation of Table of contents for the Handbook</i></li> <li>▪ <i>Next Actions and Deadlines</i></li> </ul>	IPB, ULS, Pixel
	3.2 WP3 - Online Training Package: <ul style="list-style-type: none"> <li>▪ <i>Presentation of the objectives and activities</i></li> <li>▪ <i>Definition of dates for the Training Activity in Iasi (RO)</i></li> <li>▪ <i>Scheduling of the next partners' meeting</i></li> </ul>	IPB, Pixel, EuroEd
	3.3 WP4 - Digital Portfolio Management System <ul style="list-style-type: none"> <li>▪ <i>Presentation of the objectives and activities</i></li> </ul>	IPB, Pixel
	3.4 WP5 – Valorisation: <ul style="list-style-type: none"> <li>▪ <i>Presentation of the Valorization Plan</i></li> <li>▪ <i>Presentation of the dissemination activities and sustainability of the project</i></li> <li>▪ <i>Presentation of the events</i></li> <li>▪ <i>Actions and Deadlines</i></li> </ul>	Pixel
	3.5 WP1 – Management: <ul style="list-style-type: none"> <li>• <i>Financial Presentation</i></li> </ul>	Pixel (IT)
	3.5 WP1 – Management: <ul style="list-style-type: none"> <li>• <i>Narrative report</i></li> <li>• <i>Actions and Deadlines</i></li> </ul>	Pixel (IT)
4	Any Other Business	All partners
5	Meeting Evaluation	All partners
6	Delivery of Certificates	Pixel (IT)

## List of Participants

Name and Surname	Sending Organisation
Margarida Marques	AEMT (PT)
Filomena Almeida	AEMT (PT)
Gisela Teixeira	Centro Social Santa Clara (PT)
Doina Voicu	EuroEd (RO)
Andrei Bordeianu	EuroEd (RO)
Angela Desideri	IC Bartolomo Sestini (IT)
Martina Lunardi	IC Bartolomo Sestini (IT)
Cristina Mesquita	IPB (PT)
Maria Luisa Azevedo (online)	IPB (PT)
Ana Lucia Pinto	IPB (PT)
Rui Pedro Lopes	IPB (PT)
Lorenzo Martellini	Pixel (IT)
Carlo Rais	Pixel (IT)
Alan Bruce (online)	ULS (IE)
Steve Goode	ULS (IE)



# Minutes

## Welcome to Participants

Lorenzo Martellini from Pixel (IT) welcomes all the project partners Florence and to Pixel. Margarida Marques (AEMT) and Crisitna Mesquita (IPB), wish a fruitful meeting to all partners.

## Adoption of the agenda

Lorenzo Martellini from Pixel (IT) explains the meeting folder.  
The meeting agenda is introduced and adopted by all partners.

## Introduction to the project context and background

### Background

The motivation that backs up the “Early Years Digital Portfolio” EYDP project is related to the challenge felt by early childhood educators and kindergarten teachers in performing appropriate documentation and evaluation of the learning progresses in early childhood education and in cooperating with the families on the matter.

Early childhood educators and kindergarten teachers (see needs analysis) do not feel sufficiently prepared and motivated to provide appropriate visibility of the children's learning process to be shared with their families.

### Aims

The “Early Years Digital Portfolio” EYDP project has the aim to create a more effective and transparent communication pattern among childhood education and care systems and families with the purpose to document, evaluate and assess the progress of each child according to a holistic view of the child's development and learning.

The project, therefore, intends to innovate and support the transformation of early childhood education institutions and the qualification of their professionals, towards a more digital future of education.

### Target Groups

The target groups of the project are identified as:

- Early childhood educators
- Kindergarten teachers
- Early childhood education institutions (kindergartens and nursery schools) through their managerial staff.

### Activities and Results

The following activities will be implemented:

- Development of a digital handbook addressed to kindergarten educators providing them with the pedagogical basis and framework for the construction of documentation processes of children's learning and performance.
- Creation of an online training package that will provide practical training on pedagogical documentation

- n and assessment
- Production of a Digital Portfolio Management System (DPMS) for uploading digital documents related to children documentation and assessment

## Work Package 2 – Handbook for Children Documentation and Assessment

Lorenzo Martellini and Cristina Mesquita present the contents of the WP2 according to the organization indicated in the application form. The WP is structured into activities and, for each activity, specific results are indicated.

Activities	Results
1 – Planning of the activities	Availability of: <ul style="list-style-type: none"> <li>• Calendar of activities</li> <li>• Templates and tools</li> <li>• Questionnaire in English and in national languages</li> </ul>
2 – Needs analysis	<ul style="list-style-type: none"> <li>• 1 participant per partner in the transnational meeting</li> <li>• Collection of 50 questionnaires per country (100 in Portugal)</li> <li>• Availability of 4 national needs analysis reports</li> <li>• Availability of 1 transnational needs analysis report</li> <li>• 6 dimensions analysed</li> </ul>
3 – Creation of Handbook syllabus and structure	Availability of the syllabus of the handbook
4 – Creation of Chapters contents	Production of the draft contents for 5 chapters
5 – Revision, finalization and translation of Handbook contents	<ul style="list-style-type: none"> <li>• Peer Review of the contents of the handbook</li> <li>• Final version of the contents of the handbook</li> <li>• Availability of the handbook in the 4 partner languages</li> </ul>
6 – Testing activities and evaluation and validation of the consistency of the contents	<ul style="list-style-type: none"> <li>• Testing of the handbook with 20 childhood educators and kindergarten teachers per country (40 for Portugal)</li> <li>• Availability of 4 national evaluation reports</li> <li>• Availability of 1 transnational evaluation report</li> </ul>

- Each partner performed a **preliminary needs analysis** in the partner countries assessing how kindergarten teachers document and evaluate the children and what knowledge they have about pedagogical documentation.
- Each partner collected at least 50 questionnaires from kindergarten teachers and early childhood educators.
- Each partner produced a **national needs analysis report**
- IPB will produce a **transnational needs analysis report**
- IPB and ULS proposed to partners the table of contents for the Handbook. The document was discussed and approved

*Template: WP2.D – Table of contents*

**Current situation:**

Partner	Needs Analysis National Report
Italy	OK
Ireland	OK
Portugal	
Romania	OK

All the partners agreed on the following actions and deadlines:

### Actions and Deadlines

Action	Deadline	Status
<b>IC Sestini (IT), EuroEd (RO), ULS (IE)</b> Production of the national needs analysis reports	28 February 2023	Completed
<b>IPB (PT), ULS (IE)</b> Definition of the proposal of the table of contents for the handbook	28 February 2023	Completed
<b>IPB (PT)</b> Production of the national needs analysis reports	16 March 2023	
<b>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)</b> Provide IPB and ULS with examples of National policy requirements and suggestions for participatory pedagogies	16 March 2023	
<b>IPB (PT)</b> Send 4 needs analysis reports with the final layout	20 March 2023	
<b>IPB (PT)</b> Production of the transnational needs analysis reports	14 April 2023	
Action	Deadline	Status
<b>IPB (PT), ULS (IE)</b> Definition of the final version of the table of contents for the handbook	31 March 2023	
<b>IPB (PT), ULS (IE)</b> Definition of the draft version of the contents for the handbook	15 June 2023	
<b>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)</b> Send feedback related to the contents of the handbook	30 June 2023	
<b>IPB (PT), ULS (IE)</b> Definition of the final version of the contents for the handbook	31 July 2023	
<b>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)</b> Translation of the handbook in the national languages	30 September 2023	





Action	Deadline	Status
<b>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)</b> • Collect 20 evaluation questionnaires from the representatives of the target groups • Sending of the National Testing Report	31 December 2023	
<b>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)</b> Send the declaration of the target groups involvement	31 December 2023	
<b>Pixel (IT)</b> Production of Transnational Testing Reports	31 January 2024	

## Work Package 3 – Online Training Package

Lorenzo Martellini and Cristina Mesquita present the contents of the WP3 according to the organization indicated in the application form. The WP is structured into activities and, for each activity, specific results are indicated.

Activities	Results
1 - Planning the activities	Availability of: <ul style="list-style-type: none"> <li>• Calendar of activities</li> <li>• Templates and tools</li> <li>• 1 participant per partner in the transnational meeting</li> </ul>
2 – Organization of the Training activity	<ul style="list-style-type: none"> <li>• Logistic organization of the training activity in Romania</li> <li>• Participation of at least 5 teachers per partner, but Pixel and IPB</li> <li>• Involvement of 3 experts by IPB in the training</li> </ul> Availability of: <ul style="list-style-type: none"> <li>• List of Participants</li> <li>• Reports on the training activity</li> </ul>
3 – Definition of the online course syllabus and structure	Availability of the online course syllabus
4 – Creation of Module contents	Availability of the draft contents for 5 modules
5 – Revision, finalization and translation of module contents	Peer review of the 5 modules and availability of in English, Italian, Romanian and Portuguese of the online training package
6 – Testing activities	Testing of the handbook with 20 childhood educators and kindergarten teachers per country (40 for Portugal) <ul style="list-style-type: none"> <li>• Availability of 4 national evaluation reports</li> <li>• Availability of 1 transnational evaluation report</li> <li>• Availability of 1 target group involvement declaration per country</li> </ul>

Project partners discussed about the Training Activity to be organized, the consortium decided the following:

Organisation in Iasi (RO) of a training event:

- Title: Pedagogical Documentation on Children's' Learning: Leading towards a Digital Portfolio
- Trainers: 3 experts from IPB (PT)
- Participants: 5 kindergartner teachers from IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)
- Period: 3 – 7 July 2023 (training days)
- Duration: 7 days (including 2 travelling days)
- Certification: Europass Mobility





Moreover they established the date for the next project meeting to be held in Bragança on 4 – 5 September 2023.

## Actions and Deadlines

Action	Deadline	Status
<b>IPB (PT)</b> Definition for the training activity of the: <ul style="list-style-type: none"> <li>• Programme</li> <li>• Contents for the Mobility Europass</li> </ul>	16 April 2023	
<b>EuroEd (RO)</b> Logistic organization of the training activity	3 – 7 July 2023	
<b>IPB (PT)</b> Scientific delivery of the training activity	3 – 7 July 2023	
<b>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)</b> Participation in the training activity with 5 kindergarten teachers	3 – 7 July 2023	
<b>IPB (PT)</b> Sending, for the training activity, of the: <ul style="list-style-type: none"> <li>• Programme</li> <li>• List of Participants</li> <li>• Certificates</li> <li>• Report</li> </ul>	31 July 2023	
Action	Deadline	Status
<b>IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)</b> Sending of the <u>Europass</u> certificates of the participants	31 July 2023	
<b>IPB (PT), Pixel (IT)</b> Creation of the templates needed for carrying out the activities	30 June 2023	
<b>IPB (PT), ULS (IE)</b> Define the draft version of the table of contents of the online training package	30 July 2023	
<b>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)</b> Provide IPB and ULS (IE) with feedback on the table of contents	15 September 2023	
<b>IPB (PT), ULS (IE)</b> Define the final version of the table of contents of the online training package	30 September 2023	
<b>IPB (PT), ULS (IE)</b> Each partner should produce the contents related to 1 module	30 November 2023	
Action	Deadline	Status
<b>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)</b> Provide IPB and ULS with feedback on the contents of the first 2 modules	15 December 2023	
<b>IPB (PT), ULS (IE)</b> IPB produces the contents for 2 modules ULS produces the contents for 1 module	31 January 2024	
<b>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)</b> Provide IPB and ULS with feedback on the contents of the last 3 modules	28 February 2024	
<b>IPB (PT), ULS (IE)</b> Production of the final version of the first 2 modules	31 March 2024	
<b>IPB (PT), ULS (IE)</b> Production of the final version of the last 3 modules	30 April 2024	



Action	Deadline	Status
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Translation of the first 2 modules into the national languages	15 April 2024	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Translation of the last 3 modules into the national languages	30 June 2024	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Test of the online training package	30 October 2024	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) <ul style="list-style-type: none"> <li>Collect 20 evaluation questionnaires from the representatives of the target groups</li> <li>Sending of the National Testing Report</li> <li>Send the declaration of the target groups involvement</li> </ul>	30 November 2024	
Pixel (IT) Production of Transnational Testing Reports	30 December 2024	

## Work Package 1 – Management

Lorenzo Martellini presents the contents of the WP1 according to the organization indicated in the application form. The WP is structured into activities and, for each activity, specific results are indicated.

### Priorities

- Inclusion Dimension:
  - o Improving the outreach to people with fewer opportunities (disable people, rural areas, etc)
- Digital Dimension:
  - o Digital technologies in education
- Environmental Dimension:
  - o Memorandum of understanding

### Online Meetings

Project partners will participate in an online meeting in:

- November 2025

### Actions and Deadlines

Deadline	Results	Partner	Template and Tools
First report: together with the 1 <sup>st</sup> progress report  Second Report: 30 November 2025	Carry out the narrative activity report on the web site	All partners	WP1.B - Activity to be carried out directly on the project website



<p>First report: together with the 1<sup>st</sup> progress report</p> <p>Second Report: 30 November 2025</p>	<p>Financial report</p>	<p>All partners</p>	<p>WP1.C - Guidelines for financial management</p> <p>WP1.D - Templates for financial management</p>
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## Work Package 5 – Valorization

Lorenzo Martellini explains the aim of the valorization which refers to the external communication that includes the dissemination and exploitation strategies the partnership will pursue throughout the project. Dissemination and exploitation are two separate activities that share specific connections and are defined as follows:

- Dissemination activities comprehend those activities aiming at making the project’s results accessible to the highest number of potential beneficiaries as possible;
- Exploitation activities include those activities to improve the impact of the project on its identified target groups and to promote the project's sustainability.

### Actions and Deadlines

Action	Deadline	Status
<p><b>IPB (PT)</b> Development of project brochure</p>	10 March 2023	
<p><b>All Partners</b> Post of a link to the project portal on each one of the partners’ organizations websites</p>	31 March 2023	
<p><b>All Partners</b> Translation of project brochure in the national language</p>	15 March 2023	
<p><b>All Partners</b> Upload at least 3 dissemination events</p>	31 March 2023	
<p><b>All Partners</b> Organization of 1 dissemination event on the project every month and uploading the information on the project web site</p>	28 February, 30 May, August, November 2023 28 February, 30 May, August, November 2024 28 February, 30 May, August, November 2025	



Action	Deadline	Status
<b>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)</b> Sending of the document related to the organized Events with 40 participants	15 November 2025	
<b>All Partners</b> Sending of the Sustainability Report Sending of the Best Practice Dissemination Report	15 November 2025	
<b>Pixel (IT)</b> Production of the transnational Valorization report	30 November 2025	

## Presentation of the Project's Financial and Administrative Management

Andrea Peraldo from Pixel (IT) presents financial issues related to the project. The main documents to be used as official reference for the Administrative and Financial Management are:

- The Administrative and Contractual Provisions – Annex III to the Contract signed between the coordinator and the National Agency
- The Agreement with the National Agency
- The Agreement between the coordinator and the project partner

As far as the accountancy is concerned, Andrea Peraldo reminds the partners that all costs must be registered in the internal accountancy system of the institution and all transactions must be recorded systematically in the beneficiary accounts.

The financial presentation is attached to the minutes.

### Final Remarks

Lorenzo Martellini from Pixel (IT) presents all the deadlines foreseen for the project. It is agreed that all the partners have a week in order to propose changes to deadlines. The reviewed calendar of activities and calendar of deadlines will be enclosed to the meeting minutes as annexes.

### Any Other Business

Since there are no further matters for discussion, Lorenzo Martellini from Pixel (IT) thanks all participants for attending the meeting and he then declares the end of the meeting.

### Meeting Evaluation

Carlo Rais from Pixel (IT) sent an online evaluation form to all the partners once the meeting ended.

Annexes:

Annex 01 - Project presentation

Annex 02 - Calendar of Deadlines

Annex 03 - WP2.D Handbook table of contents

Annex 04 – PPT IPB Handbook



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Annex 05 – PPT IPB Portuguese National Report

Annex 06 – EuroEd Romanian National Report

Annex 07 – Financial presentation



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