

EYDP

EARLY YEARS DIGITAL PORTFOLIO

Third Project Partners Meeting

Minutes

Date: 4 – 5 September 2023 Venue: Braganca, Portugal

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

THIRD MEETING

Braganca, 4 – 5 September 2023

AGENDA OF THE MEETING

1	Welco	me of Participants	Miguel Torga, IPB
2	Adopt	ion of the Agenda	Pixel
3	Preser	ntation of Work Packages	
	3.1	 WP2 - Handbook for Children Documentation and Assessment Presentation of the current situation (Pixel) Presentation of the handbook (IPB and ULS) Round table related to the handbook contents (All partners) Planning of future activities (All partners) 	All partners
	3.2	 WP3 - Online Training Package: Presentation of the current situation (Pixel) Presentation of the results of the training activity (IPB) 	IPB, Pixel
	3.2	 WP3 - Online Training Package: Presentation of the: Table of Contents (WP3.F) Guidelines to develop the Training Package contents (WP3.G) 	IPB, ULS, Pixel
	3.3	 WP4 - Digital Portfolio Management System Definition of the dates for the meeting in Dublin (IE) 	All partners
	3.4	 WP1 - Management: Analysis of the online narrative reports Q&A on administrative reporting 	Pixel (IT)
	3.5	 WP5 – Valorisation: Current situation on the dissemination activities carried out Current situation on the activities for sustainability (associated partners and exchange links) Round table on the partners' activities for sustainability Actions and Deadlines 	All partners
4	Any O	ther Business	All partners
5		ng Evaluation	All partners
6	Delive	ry of Certificates	IPB (PT)





List of Participants

Name and Surname	Sending Organisation
Margarida Marques	AEMT (PT)
Fátima Fernandes	AEMT (PT)
Filomena Almeida	AEMT (PT)
Matilde Sampaio	AEMT (PT)
Gisela Teixeira	Centro Social Santa Clara (PT)
Maria Teresa Matos	Centro Social Santa Clara (PT)
Andrei Bordeianu	EuroEd (RO)
Angela Desideri	IC Bartolomo Sestini (IT)
Martina Lunardi	IC Bartolomo Sestini (IT)
Cristina Mesquita	IPB (PT)
Cristiana Ribeiro	IPB (PT)
Rui Pedro Lopes	IPB (PT)
Luis Lobo	IPB (PT)
Lorenzo Martellini	Pixel (IT)
Steve Goode	ULS (IE)
Yvonne Galvin	ULS (IE)





Minutes

Welcome to Participants

Cristina Mesquita from IPB (PT) welcomes all the project partners to Braganca and IPB. Margarida Marques (AEMT) thanks all partners for the work carried out during the first months of the project and wishes a fruitful meeting.

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 progress 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 and assessment





• Production of a Digital Portfolio Management System (DPMS) for uploading digital documents related to children's 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:
, , , , , , , , , , , , , , , , , , ,	Calendar of activities
	Templates and tools
	Questionnaire in English and in national languages
2 – Needs analysis	1 participant per partner in the transnational meeting
	Collection of 50 questionnaires per country (100 in Portugal)
	 Availability of 4 national needs analysis reports
	Availability of 1 transnational needs analysis report
	6 dimensions analysed
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	Peer Review of the contents of the handbook
translation of Handbook contents	Final version of the contents of the handbook
and solution of Handbook contents	Availability of the handbook in the 4 partner languages
6 - Testing activities and evaluation and validation of	• Testing of the handbook with 20 childhood educators and
the consistency of the contents	kindergarten teachers per country (40 for Portugal)
	Availability of 4 national evaluation reports
	 Availability of 1 transnational evaluation report

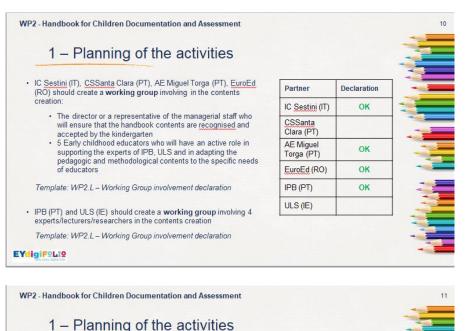
During the meeting all the activities have been presented and discussed.

Decisions have been agreed according to the current situation described below an related deadlines to complete dthe activities. Cristina Mesquita from IPB and Steve Goode from ULS present the proposed contents of the handbook. All the schools provide the authors with their feedback related to the draft version of the handbool. All the feedback will be taken into account to produce the final version of the handbook.





Current situation



 Each partner should perform 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 should collect at least 50 questionnaires from kindergarten teachers and earlychildhood educators.

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mania	51	-
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Template: WP2.A - Questionnaire

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2 - Needs analysis

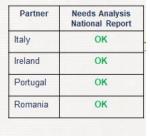
 Each partner should produce a national needs analysis report covering 6 dimensions:

- Sociodemographic characterization of the respondents
 Conceptions about documentation and assessment
- Conceptions about documentation and assessment
 Documentation and assessment practices
- Knowledge about pedagogical documentation and Portfolios;
- Difficulties in the child documentation and assessment process
- · Needs in the child documentation and assessment process.

Templates: WP2.B - Table of Contents for national reports WP2.C - Guidelines for the national report production

Each partner should participate in the Partners' Meeting in Florence
 on:
 Or 2 March 2000

6 - 7 March 2023





Missing

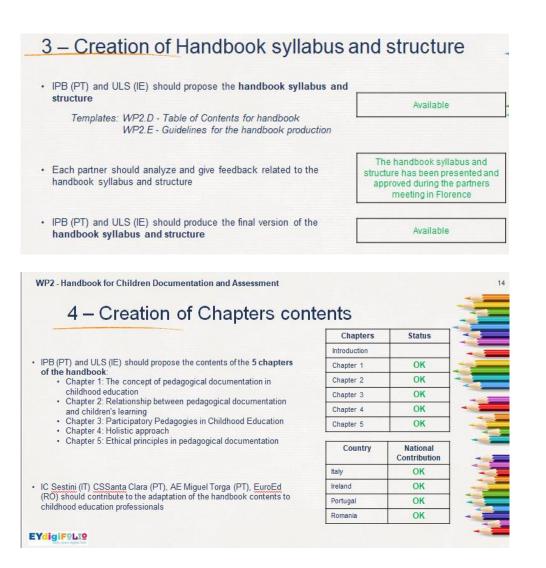
 IPB (PT) and ULS (IE) should produce a transnational needs analysis report

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Actions and Deadlines

Action	Deadline	Status
IPB (PT), Pixel (IT) Creation of the templates needed for carrying out the activities	30 November 2022	Completed
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Provide IPB with feedback on the questionnaire	19 December 2022	Completed
IPB (PT) Provide Pixel with the final version of the questionnaire	22 December 2022	Completed
Pixel Creation of the English online version of the questionnaire	22 December 2022	Completed
IPB (PT) Produce the template for the national report	16 January 2023	Completed
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Translation of the questionnare in national language and collection of 50 filled-in questionnaires	31 January 2023	Completed

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Action	Deadline	Status
IC Sestini (IT), EuroEd (RO), ULS (IE) Production of the national needs analysis reports	28 February 2023	Completed
IPB (PT), ULS (IE) Definition of the proposal of the table of contents for the handbook	28 February 2023	Completed
IPB (PT) Production of the national needs analysis report	16 March 2023	Completed
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Provide IPB and ULS with examples of National policy requirements and suggestions for participatory pedagogies	16 March 2023	Completed
IPB (PT) Send 4 needs analysis reports with the final layout	20 March 2023	Completed
IPB (PT), ULS (IE) Definition of the final version of the table of contents for the handbook	31 March 2023	Completed
IPB (PT), ULS (IE) Definition of the draft version of the contents for the handbook	15 June 2023	Completed
CSSanta Clara (PT), ULS (IE) Send the working group declaration	8 September 2023	
CSSanta Clara (PT), AE Miguel Torga (PT) Send the feedback related to the handbook	8 September 2023	
IPB (PT), ULS (IE) Definition of the final version of the contents for the handbook	22 September 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Translation of the handbook in the national languages	15 October 2023	
IPB (PT) Production of the transnational needs analysis reports	30 October 2023	
IPB (PT) Production of the national versions of the handbook	15 November 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) • Collect 20 evaluation questionnaires from the representatives of the target groups • Sending of the National Testing Report	31 December 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Send the declaration of the target groups involvement	31 December 2023	
Pixel (IT) 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.



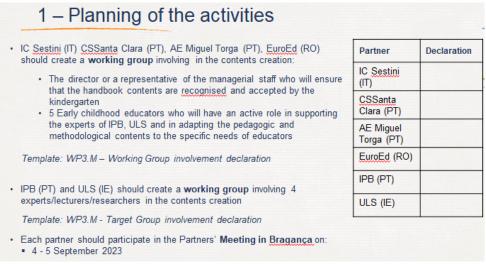
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Activities	Results
1 - Planning the activities	Availability of:
	Calendar of activities
	Templates and tools
	1 participant per partner in the transnational meeting
2 – Organization of the Training activity	 Logistic organization of the training activity in Romania
, , , , , , , , , , , , , , , , , , ,	Participation of at least 5 teachers per partner, but Pixel and IPB
	 Involvement of 3 experts by IPB in the training
	Availability of:
	List of Participants
	Reports on the training activity
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	Peer review of the 5 modules and availability of in English, Italian,
contents	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)
	Availability of 4 national evaluation reports
	Availability of 1 transnational evaluation report
	Availability of 1 target group involvement declaration per country

Crsitna Mesquita from IPB presents the general idea behind the online training package. She also presents the draft version of the table of contents that was distributed to all partners before the meeting. All partners contributes to the discussion about the table of contents and provide their feedback that will be taken into account for the production of the finalversion.

Current Situation





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WP3 - Online Training Package

2 - Organisation of the Training activity

Organisation in lasi (RO) of a training event:			Partner	Participants' Description	Europass
Title: Pedagogical Documentation on Children's Creating Digital Portfolios Trainers: 3 experts from IPB (PT)	Learning:		IC <u>Sestini</u> (IT)	ок	ок
Participants: 5 kindergartner teachers from IC S CSSanta Clara (PT), AE Miguel Torga (PT), Eu			CSSanta Clara (PT)	ок	
(IE) Period: 3 – 7 July 2023 (training days) Duration: 7 days (including 2 travelling days)			AE Miguel Torga (PT)	ок	
Certification: Europass Mobility	Documents		EuroEd (RO)		NA
Templates: WP3.A – TA Programme WP3.B – TA List of Participants	Register	OK	IPB (PT)	ОК	
WP3.C – TA Certificates WP3.D – Europass Contents	Certificates	OK	ULS (IE)	ОК	
WP3.E – TA Report WP3.E2 – Description of the	Programme	OK			
participants (5 lines each)	Report	OK			

3 – Definition of the online course syllabus and structure

- IPB (PT) and ULS (IE) should propose the online training package syllabus and structure divided into 5 modules:
 - 1. Actors involved in the Pedagogical Documentation Process
 - 2. Documenting Child Daily Action
 - 3. The observation of children's action: instruments and processes
 - 4. Practical aspects of documentaiton
 - 5. Creating Portfolios in the Digital Portfolio Management System (DPMS)

Templates: WP3.F - Training Package table of contents

- Each partner should analyze and give feedback related to the online training package syllabus and structure
- IPB (PT) and ULS (IE) should produce the final version of the online training package syllabus and structure

Actions and Deadlines

Action	Deadline	Status
IPB (PT) Definition for the training activity of the: Programme Contents for the Mobility Europass	16 April 2023	Completed
EuroEd (RO) Logistic organization of the training activity	3 – 7 July 2023	Completed
IPB (PT) Scientific delivery of the training activity	3 – 7 July 2023	Completed
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Participation in the training activity with 5 kindergartner teachers	3 – 7 July 2023	Completed
IPB (PT) Sending, for the training activity, of the: • Programme • List of Participants • Certificates • Report	4 September 2023	Completed



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Draft version

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Action	Deadline	Status
IPB (PT), Pixel (IT) Creation of the templates needed for carrying out the activities	30 June 2023	Completed
IPB (PT), ULS (IE) Define the draft version of the table of contents of the online training package	30 July 2023	Completed
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Provide IPB and ULS (IE) with feedback on the table of contents	4 September 2023	Completed
IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Send declaration of working group	8 September 2023	
CSSanta Clara (PT), AE Miguel Torga (PT), ULS (IE) Sending of the Europass certificates of the participants	15 September 2023	
IPB (PT), ULS (IE) Define the final version of the table of contents of the online training package	30 September 2023	
All Partners Send the working proup declaration	30 September 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Provide IPB and ULS with examples of case scenarios for modules 1 and 3	15 October 2023	
IPB (PT), ULS (IE) Each partner should produce the contents of the first 2 modules	30 November 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Provide IPB and ULS with feedback on the contents of the first 2 modules	15 December 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Provide IPB and ULS with examples of case scenarios for modules 2 and 4	15 December 2023	
IPB (PT), ULS (IE) IPB produces the contents for 2 modules ULS produces the contents for 1 module	15 February2024	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Provide IPB and ULS with feedback on the contents of the last 3 modules	28 February 2024	
All Partners Online meeting	6 March 2024 16:00 CET	
IPB (PT), ULS (IE) Production of the final version of the first 2 modules	31 March 2024	
IPB (PT), ULS (IE) Production of the final version of the last 3 modules	30 April 2024	
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) Collect 20 evaluation questionnaires from the representatives of the target groups Sending of the National Testing Report Send the declaration of the target groups involvement	30 November 2024	
Pixel (IT) Production of Transnational Testing Reports	30 December 2024	

WP4 - Digital Portfolio Management System

Partners agree to have the fourth meeting in Dublin on 21 – 22 October 2024.

Rui Pedro from IPB (PT) presents the concept behind the DPMS and ask partners some questions related to the structure of the platform and the realted authorisations.

Work Package 1 – Management

Lorenzo Martellini presents the contents of the WP1 according to the organization indicated in the application form.



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Priorities

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

Online Meetings

Project partners will participate in an online meeting in:

- November 2025

Current Situation

	Partner	WPs
Narrative Report	IC Sestini (IT)	Not updated
- Objectives	CSSanta Clara (PT)	1 (TBR), 5 (TBR)
- Activities carried	AE Miguel Torga (PT)	1, 2 (TBR), 5 (TBR)
 Results achieved 	EuroEd (RO)	1, 2, 5
	IPB (PT)	1, 2, 5
Template: Activity to be carried out directly on the project website	ULS (IE)	Not updated
(https://eydigifolio.ipb.pt/wip.php)	Pixel (IT)	1, 2, 3, 5

Actions and Deadlines

Action	Deadline	Status
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Send feedback on the quality plan Send feedback on the Memorandum of Understanding	22 December 2022	Completed
All partners Carry out the narrative activity report on the web site	Progress report 1 November 2023 Final report 30 November 2025	
All partners Send the financial reports with supporting documents	Progress report 1 November 2023 Final report 30 November 2025	

Work Package 5 – Valorization



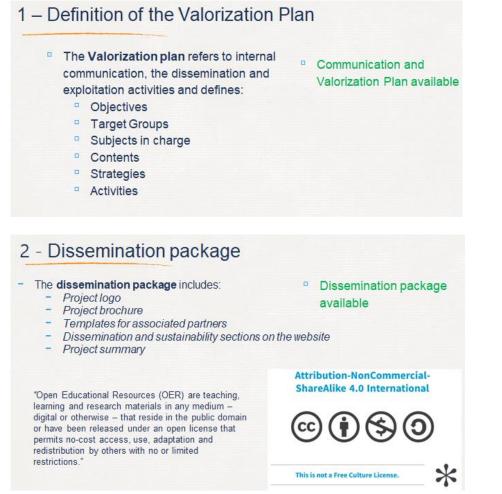
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Lorenzo Martellini explains the aim of the valorization which refers to the external communication that includes the dissemination and exploitation strategies the partnership will pursue throughout the project. Dissemination and exploitation are two 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.

Current Situation





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 Each partner should carry out at least 36 		-
dissemination events (an average of 1 event per month. The events include:	Partner	Dissemination events
 Training seminars Transnational Meetings 	ULS (IE)	0
 National Meetings Article in newspapers 	IC Sestini (IT)	14
 Articles in magazines Conferences or Fairs 	Pixel (IT)	43
 Newsletters Articles on websites 	CSSanta Clara (PT)	9
 Informative Mailings 	AE Miguel Torga (PT)	9
Template: Activity to be carried out directly on	IPB (PT)	12
the project website (https://eydigifolio.ipb.pt/dissemination.php)	EuroEd (RO)	12

WP5 - Valorization

 Each partner should involve in the project at least 6 associated partners. 	Partner	Assoc Partners	Links
Templates:	ULS (IE)		-
 WP5.B – Associated Partner Letter WP5.C – Associated Partner Form 	IC Sestini (IT)		1
 Each partner should produce at least 7 among exchange links, articles or web articles related to the project Templates: WP5.D - Links WP5.E - Articles 	CSSanta Clara (PT)		1
	AE Miguel Torga (PT)		1
	IPB (PT)		3
	EuroEd (RO)		1

Actions and Deadlines

Action	Deadline	Status
IPB (PT) Development of project brochure	10 March 2023	Completed
All Partners Post of a link to the project portal on each one of the partners' organizations websites	31 March 2023	Completed
All Partners Translation of project brochure in the national language	15 March 2023	Completed
ULS (IE) Upload at least 9 dissemination events	15 September 2023	
All Partners Organization of 1 dissemination event on the project every month and uploading the information on the project web site	30 November 2023 28 February, 30 May, August, November 2024 28 February, 30 May, August, November 2025	



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Action	Deadline	Status
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Involvement as associated partners of at least 3 organizations operating in the field of the project.	1 November 2023	-
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Publication of at least 3 among exchange links, articles or web articles	1 November 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Involvement as associated partners of at least 6 organizations operating in the field of the project.	15 November 2025	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Publication of at least7 among exchange links, articles or web articles	15 November 2025	
Action	Deadline	Status
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Sending of the document related to the organized Events with 40 participants	15 November 2025	
All Partners Sending of the Sustainability Report Sending of the Best Practice Dissemination Report	15 November 2025	
Pixel (IT) Production of the transnational Valorization report	30 November 2025	

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 and Project Evaluation

All partners fill out 2 online evaluation forms to assess the meeting in and the project.

Annexes:

- Annex 01 Project presentation
- Annex 02 Calendar of Deadlines
- Annex 03 WP3.G Guidelines to Produce the Contents
- Annex 04 IT_Handbook feedback
- Annex 05 RO_Handbook feedback



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