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

Table of contents

Agenda

THIRD MEETING

Braganca, 4 – 5 September 2023

AGENDA OF THE MEETING

1		Welcome of Participants	Miguel Torga, IPB
2		Adoption of the Agenda	Pixel
3		Presentation 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 Other Business	All partners
5		Meeting Evaluation	All partners
6		Delivery 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 translation of Handbook contents	• Peer Review of the contents of the handbook • Final version of the contents of the handbook • Availability of the handbook in the 4 partner languages
6 – Testing activities and evaluation and validation of the consistency of the contents	• 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

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

WP2 - Handbook for Children Documentation and Assessment   10

1 – Planning of the activities

- IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) should create a **working group** involving in the contents creation:
  - The director or a representative of the managerial staff who will ensure that the handbook contents are recognised and accepted by the kindergarten
  - 5 Early childhood educators who will have an active role in supporting the experts of IPB, ULS and in adapting the pedagogic and methodological contents to the specific needs of educators

Template: WP2.L – Working Group involvement declaration

- IPB (PT) and ULS (IE) should create a **working group** involving 4 experts/lecturers/researchers in the contents creation

Template: WP2.L – Working Group involvement declaration

Partner	Declaration
IC Sestini (IT)	OK
CSSanta Clara (PT)	
AE Miguel Torga (PT)	OK
EuroEd (RO)	OK
IPB (PT)	OK
ULS (IE)	

WP2 - Handbook for Children Documentation and Assessment   11

1 – Planning of the activities

- 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.

Template: WP2.A - Questionnaire

Partner	Questionnaires
Italy	49
Ireland	86
Portugal	210
Romania	51

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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
  - 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

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

- Each partner should participate in the Partners' **Meeting in Florence** on:
6 – 7 March 2023

All Partners Participated

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

Missing

3 – Creation of Handbook syllabus and structure

- IPB (PT) and ULS (IE) should propose the **handbook syllabus and structure**

  Templates: WP2.D - Table of Contents for handbook
  WP2.E - Guidelines for the handbook production

  | Available |

- Each partner should analyze and give feedback related to the handbook syllabus and structure

  | The handbook syllabus and structure has been presented and approved during the partners meeting in Florence |

- IPB (PT) and ULS (IE) should produce the final version of the **handbook syllabus and structure**

  | Available |

WP2 - Handbook for Children Documentation and Assessment   14

4 – Creation of Chapters contents

- IPB (PT) and ULS (IE) should propose the contents of the **5 chapters of the handbook**:
  - Chapter 1: The concept of pedagogical documentation in childhood education
  - Chapter 2: Relationship between pedagogical documentation and children's learning
  - Chapter 3: Participatory Pedagogies in Childhood Education
  - Chapter 4: Holistic approach
  - Chapter 5: Ethical principles in pedagogical documentation

- IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) should contribute to the adaptation of the handbook contents to childhood education professionals

Chapters	Status
Introduction	
Chapter 1	OK
Chapter 2	OK
Chapter 3	OK
Chapter 4	OK
Chapter 5	OK

Country	National Contribution
Italy	OK
Ireland	OK
Portugal	OK
Romania	OK

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

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) CS Santa 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
CS Santa Clara (PT), ULS (IE) Send the working group declaration	8 September 2023	
CS Santa 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) CS Santa 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) CS Santa 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) CS Santa 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.

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 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) • 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

1 – Planning of the activities

- IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) should create a **working group** involving in the contents creation:
  - The director or a representative of the managerial staff who will ensure that the handbook contents are recognised and accepted by the kindergarten
  - 5 Early childhood educators who will have an active role in supporting the experts of IPB, ULS and in adapting the pedagogic and methodological contents to the specific needs of educators

  Template: WP3.M – Working Group involvement declaration

- IPB (PT) and ULS (IE) should create a **working group** involving 4 experts/lecturers/researchers in the contents creation

  Template: WP3.M - Target Group involvement declaration

- Each partner should participate in the Partners' **Meeting in Bragança** on:
  ▪ 4 - 5 September 2023

Partner	Declaration
IC Sestini (IT)	
CSSanta Clara (PT)	
AE Miguel Torga (PT)	
EuroEd (RO)	
IPB (PT)	
ULS (IE)	

WP3 - Online Training Package 24

2 – Organisation of the Training activity

- Organisation in Iasi (RO) of a training event:
  Title: Pedagogical Documentation on Children's Learning: Creating Digital Portfolios
  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

  Templates: WP3.A – TA Programme
  WP3.B – TA List of Participants
  WP3.C – TA Certificates
  WP3.D – Europass Contents
  WP3.E – TA Report
  WP3.E2 – Description of the participants (5 lines each)

Documents	
Register	OK
Certificates	OK
Programme	OK
Report	OK

Partner	Participants' Description	Europass
IC Sestini (IT)	OK	OK
CSSanta Clara (PT)	OK	
AE Miguel Torga (PT)	OK	
EuroEd (RO)		NA
IPB (PT)	OK	
ULS (IE)	OK	

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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

  Draft version available

- Each partner should analyze and give feedback related to the online training package syllabus and structure

  Feedback given during the meeting in Braganca

- 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

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) CS Santa 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), CS Santa Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Send declaration of working group	8 September 2023	
CS Santa 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 group declaration	30 September 2023	
IC Sestini (IT) CS Santa 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) CS Santa 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) CS Santa 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 February 2024	
IC Sestini (IT) CS Santa 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) CS Santa Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Translation of the first 2 modules into the national languages	15 April 2024	
IC Sestini (IT) CS Santa Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Translation of the last 3 modules into the national languages	30 June 2024	
IC Sestini (IT) CS Santa Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Test of the online training package	30 October 2024	
IC Sestini (IT) CS Santa 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.

Co-funded by the European Union

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

Current Situation

Actions and Deadlines

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.

Current Situation

1 – Definition of the Valorization Plan

- The **Valorization plan** refers to internal communication, the dissemination and exploitation activities and defines:
  - Objectives
  - Target Groups
  - Subjects in charge
  - Contents
  - Strategies
  - Activities

- Communication and Valorization Plan available

2 - Dissemination package

- The **dissemination package** includes:
  - Project logo
  - Project brochure
  - Templates for associated partners
  - Dissemination and sustainability sections on the website
  - Project summary

- Dissemination package available

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Project Number: 2022-1-PT01-KA220-SCH-000086979

WP5 – Valorization

3 – Dissemination and exploitation activities

- Each partner should carry out at least **36 dissemination events** (an average of 1 event per month. The events include:
  - *Training seminars*
  - *Transnational Meetings*
  - *National Meetings*
  - *Article in newspapers*
  - *Articles in magazines*
  - *Conferences or Fairs*
  - *Newsletters*
  - *Articles on websites*
  - *Informative Mailings*

  Template: Activity to be carried out directly on the project website
  (*https://eydigifolio.ipb.pt/dissemination.php*)

Partner	Dissemination events
ULS (IE)	0
IC Sestini (IT)	14
Pixel (IT)	43
CSSanta Clara (PT)	9
AE Miguel Torga (PT)	9
IPB (PT)	12
EuroEd (RO)	12

WP5 – Valorization

3 – Dissemination and exploitation activities

- Each partner should involve in the project at least 6 **associated partners**.
  Templates:
  - *WP5.B – Associated Partner Letter*
  - *WP5.C – Associated Partner Form*

- 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*

Partner	Assoc Partners	Links
ULS (IE)		
IC Sestini (IT)		1
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	

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 least 7 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