

MINUTES OF PROJECT BOARD MEETING (29 MAY 2020, ONLINE)

AGENDA

1. amendments of the activities due to coronavirus outbreak
2. amendments of the budget due to the amendment of the activities
3. online material - preparation and deadlines
4. next meeting (with the focus on the edited volume)
5. A.O.B

PARTICIPANTS

The following Project Board members participated via ZOOM application (9.00-10.00):
Hanne Skaaden, Antonio Chiarenza, Simos Grammenidis, Juš Škraban, Maurizio Viezzi, Sara Pistotnik and Nike K. Pokorn.

POINT 1 – AMENDMENTS OF THE ACTIVITIES DUE TO CORONAVIRUS OUTBREAK – KEY POINTS

Amendments are a result of lockdown restrictions due to Covid-19 pandemic, which forced the partnership to cancel two planned workshops:

- in February 2020 in Reggio Emilia and
- in June 2020 in Thessaloniki.

Since we plan to finish all TRAMIG activities in January 2021, the following amendments of the work programme should be made: joining of both workshops and carrying them out in September 2020 in Thessaloniki, after which the stakeholder forum and local seminars would be organized. Thus, the changes of work programme relate only to later dates of activities and not to changes regarding the content. The outputs will also remain the same as defined in the original proposal.

Depending on the future possibilities to travel, we envisage two scenarios: the first one, where the project partners could meet in person, and the second one, where project

partners would carry out online workshop with each team remaining in its own region at a conference facility.

VERSION 1 - TRAVEL IS POSSIBLE FOR ALL PARTNERS:

Amended Activity (version 1)	New Due date
Workshop led by Reggio Emilia in Thessaloniki	30 Sept 2020
Stakeholder forum in Reggio Emilia	24, 25 or 26 June 2020
Local seminars in Ljubljana, Thessaloniki, Trieste, Reggio Emilia, Oslo	October 2020
Editing and publication of online teaching material for the workshop led by Reggio Emilia (Ljubljana)	By the end of July 2020
Workshop led by Thessaloniki in Thessaloniki	1 October 2020
Stakeholder forum in Thessaloniki	2 October 2020
Local seminars in Ljubljana, Thessaloniki, Trieste, Reggio Emilia, Oslo	October 2020
Editing and publication of online teaching material created at the workshop led by Thessaloniki in Thessaloniki	October 2020
Ljubljana consortium meeting	5 November 2020
Ljubljana stakeholder forum (organized by NIJZ)	6 November 2020
Submission of articles for the edited volume	1 September 2020

Edited volume with teaching material (coordinated by Ljubljana)	November 2020
Audit	December 2020
Final report	December 2020

VERSION 2 – TRAVEL IS NOT POSSIBLE, EACH TEAM GOES TO A CONFERENCE FACILITY:

Amended Activity	New Due date
Workshop led by Reggio Emilia online	30 Sept 2020
Stakeholder forum in Reggio Emilia online	24, 25 or 26 June 2020
Local seminars in Ljubljana, Thessaloniki, Trieste, Reggio Emilia, Oslo	Sept to October 2020
Editing and publication of online teaching material created at the workshop led by Reggio Emilia	By the end of July 2020
Workshop led by Thessaloniki in Thessaloniki online	1 Oct 2020
Stakeholder forum in Thessaloniki online	2 Oct 2020
Local seminars in Ljubljana, Thessaloniki, Trieste, Reggio Emilia, Oslo	Sept to October 2020

Editing and publication of online teaching material created at the workshop led by Thessaloniki in Thessaloniki	Sept to October 2020
Ljubljana consortium meeting	5 November 2020
Ljubljana stakeholder forum (organized by NIJZ)	6 November 2020
Submission of articles for the edited volume	1 Sept 2020
Edited volume with teaching material (coordinated by Ljubljana)	November 2020
Audit	December 2020
Final report	December 2020

TRAMIG project board unanimously accepted the two versions of the amendment of the work program: the first one envisaging carrying out the workshops and a stakeholder forum in Thessaloniki, and the second one envisaging transferring the workshops online.

POINT 2 - AMENDMENTS OF THE BUDGET DUE TO THE AMENDMENT OF THE ACTIVITIES – KEY POINTS

- After obtaining three quotes, the costs for the audit proved to be higher than estimated: the funds (427 eur) reserved to open-access publication of articles will be used to cover these additional expenses.
- After obtaining the quote for copy-editing and printing of TRAMIG edited volume, it was established that the estimated funds will not suffice: the funds (1500 eur) reserved to open-access publication of articles will be used to cover these additional expenses.

Due to Covid-19 outbreak we had to postpone and join two workshops, which we plan to carry out in September 2020. Since it is impossible to predict, if travel is going to be possible in autumn 2020, we designed two potential versions (Version 1 – travel is possible, Version 2 – travel is not possible).

- If Version 1 – no other changes to the budget than those indicated above.
- If Version 2 – the funds earmarked for travel will be used for the accommodation costs, travel and rent of conference facilities in the local environment of each partner groups, covering the expenses of project partners and volunteers with immigrant background participating at the online workshops. These expenses are necessary because volunteers come from different parts of the country and tend not to have the facilities to join the workshop from their homes.
- If Version 2 – funds for the stakeholders’ forum will be used for inviting selected stakeholders from Reggio Emilia and Thessaloniki to Ljubljana final conference / stakeholders’ meeting. If travel is not possible also in November, we return the surplus of funds earmarked for the stakeholders’ forums in Reggio Emilia and Thessaloniki.

TRAMIG project board members unanimously accepted the proposed amendments of the TRAMIG budget.

POINT 3 – ONLINE MATERIAL – PREPARATION AND DEADLINES

Reggio Emilia team will create power point show presentations (ppsx) of their workshop by recording their slide shows with narration and slide timings by the end of July 2020. And since such ppsx are usually very large files, the files will be sent to Ljubljana by using WeTransfer.

POINT 4 – NEXT MEETING (WITH THE FOCUS ON THE EDITED VOLUME)

In order to plan the creation of the TRAMIG edited volume in the summer months, next project board meeting will be dedicated to this topic only. The date of the next meeting will be defined with the help of Doodle poll.

POINT 5 – ANY OTHER BUSINESS

All partners should book the accommodation and the flight to Thessaloniki as soon as



possible. All tickets should be refundable and accommodation could be cancelled a day before the meeting.

Project board members were informed that the University of Ljubljana will issue the certificates with the indication of ECTS points to those volunteers who will participate at all the workshops.

The Europass certificates issued for Reggio Emilia workshop should be discarded.

Minutes prepared by NKP, and proposed to the participants on 11 June 2020. Approved by all participants on 15 June 2020.