

**Minutes of Meeting in the frame of the Erasmus + project “Planning additional educational support with ICF” (“Plan-ICF”)**

**Erasmus+ Project 2022-1-AT01-KA220-SCH-000085006**

**Kick-off Meeting**

**03.10.2022, Graz, Austria,**

**Participants:**

See list of participants.

**Protocol, 03.10.2022**

**09:30 – 14:00, University College of Teacher Education Styria, Graz, Austria**

**1. Welcome by the project coordinator Manfred Pretis**

The meeting has begun by welcome address by the coordinator who introduced himself, his institution and presented generally the objectives of the project.

**2. Presentation of the Project Partners**

The project partners presented themselves as well as their institutions. The following partners will implement the project jointly:

- Dr. Pretis, Austria
- The Association for Promotion of Education, Culture, and Sport Education for All, North Macedonia
- University College of Teacher Education Styria, Austria
- Association of special educators and rehabilitators of North Macedonia
- Municipality of Centar – Skopje, North Macedonia
- DI Wilhelm Stadler, Austria
- DUDU MELEK SABUNCUOGLU, Turkey

- Corum Rehberlik ve Arastirma Merkezi Mudurlugu, Turkey
- Private Pädagogische Hochschule Augustinum, Austria.

### **3. Presentation of the Work Package “Management”**

The coordinator presented the main goals of the project and the project timeline. In the next steps the different management aspects referring to the project were presented by the coordinator (see presentation “Management issues”). Official communication platform for the project will be Basecamp.

### **4. Presentation of the Work Package “ICF-Support-Plan”**

This work package is the biggest package of the project and was also presented by the coordinator (see presentation “WP2 “ICF-Support-Plan”). The template for the support plan will be available in slightly different versions, which will be adapted for each of the national situations and contexts. Important for the FAQs is that they will be available in the different languages, based on what are the questions in the different countries. The partners reached a consensus, about the structure of the ICF-Support plan.

### **5. Presentation of Work Package “Piloting”**

The work package piloting was also presented by the coordinator (see presentation “WP4 Piloting”). It is possible to perform piloting online, but it is better to perform it as face-to-face. With piloting we have to reach 600 professionals totally in all countries.

### **6. Work Package “Dissemination”**

The different activities within this package can be seen in the presentations “Dissemination. Important is that with the dissemination activities within the project 6000 users should be reached.

### **7. Presentation of Work Package “Mainstreaming”**

The last work package was also presented by the coordinator (see presentation “WP5 Mainstreaming”).

## 8. Webpage of the project

The webpage of the project will be created DI Wilhelm Stadler. The partners need to send to Willi the logos of the institutions and short descriptions (if they are not part in the application). During the project the different activities, and tools will be produced in the different national languages but not everything will be translated in English.

## 9. To-Dos:

What	Who	When
Fill in online evaluation questionnaire	All partners	As soon as possible
Send scan of employment contracts to Manfred	All partners	31.12.2022
Send travel documents to Manfred	All partners	30.11.2022
Nominate QM representatives of each institution	All partners	31.10.2022
Provide information about real salaries	All partner	31.12.2022
Analyse meeting data	Manfred	30.11.2022
Monitor KPIs	Manfred	Continuously
Provide account information	Skopje City Center	As soon as possible
Send the logos and descriptions of the persons and the institutions to Willi for the Webpage	All partners	

**Remark:** for the to-dos related to the specific activities, please see the presentations used during the meeting.

Prepared by:

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