

Minutes COLISEE, Kick-off meeting Montpellier, 5th – 7th November 2014

Purpose of the meeting:

1. Enable the participants to know each other
2. Enable all the participants to have the same level of information on the objectives of the project, the activities and budgetary and administrative constraints
3. To exchange on collaborative working methodologies

Thursday 6 November

Meeting place: Faculté d'Education, 2 place Marcel Godechot, Montpellier

09:30-09:45	<p style="text-align: center;">Opening addresses</p> <p>Jean-Paul Udave, le Directeur de la Faculté d'Education welcomes all the participants to the meeting on behalf of Michel Robert, the President of the Université Montpellier 2, and François Henn, Vice-President for International relations of the Université Montpellier 2 and congratulates the consortium with the approval of COLISEE project. JPU underlines the quality of the partnership and the importance of COLISEE partners' presence at the Université Montpellier 2.</p> <p>Alain Carlo, the academic coordinator of the project, welcomes the participants and thanks for the effort made to travel to France. The programme of the meeting was reviewed and the location of the meetings and the transport between various locations is explained.</p>
09:45-10:15	<p style="text-align: center;">Presentation of the COLISEE project, objectives, activities and deliverables</p> <p>AC reminds the general and specific aims of the project</p> <ul style="list-style-type: none"> - To enhance the employability of Masters' graduates - To improve courses in line with business needs - To develop a Joint Master's degree <p>AC presents 5 working groups in line with the application form.</p> <ol style="list-style-type: none"> 1. Digital infrastructures (resp. Southampton University) 2. Elaboration and adaptation of digital resources (resp UNED) 3. Training of the trainers (resp University of Perugia) 4. Development of a Joint Master's Degree "Multilingualism and Corporate Culture". (resp UM2) 5. Distribution and exploitation of results (resp Linkoping University) <p>Every partner university has to appoint contact persons to work in different working groups and send the names of the contact persons to AC. The content of the Masters' course can be used not only in the Joint Master's course developed in the frame of the project but also in other courses to widen the impact.</p> <p>AC says that three competences are targeted in the project: language skills, intercultural skills and IT skills. AC points out that the partners have to agree on the definitions of the project to be able to link the activities to one of the objectives of the project which is the Joint Masters' degree.</p>
10:15-11:30	<p style="text-align: center;">Presentations of the partner institutions</p> <p>The partners present their institutions. 15-minutes presentations focus on the Universities' capacities to contribute to the project development. The presentations will be sent to the consortium members via e-mail after the meeting. The order of the presentation is following :</p> <ul style="list-style-type: none"> - <i>The University of Southampton, UK</i> - <i>Universidad Nacional de Educacion Adistancia, Spain</i> - <i>Universitat de les Illes Balears, Spain</i> - <i>Hellenic Open University, Greece</i> - <i>E.Omed, France</i>
11:30-11:45	<i>Coffee Break</i>
11:45-13:00	<p style="text-align: center;">Presentations of the partner institutions (continuation)</p> <ul style="list-style-type: none"> - <i>Universités Montpellier 1, France</i> - <i>Université Montpellier 2, France</i> - <i>Université Montpellier 3, Linkopings Universitet, Sweden</i> - <i>Universita per Stranieri di Perugia, Italy</i>
13:00-14:00	<i>Lunch</i>
14:00-14:30	Financial management of COLISEE project

Partenariats Stratégiques de l'Enseignement Supérieur
COLISEE Compétences Linguistiques et Interculturelles au Service des Entreprises en Europe
2014-1-FR01-K203-008505

	<p>Irina Kozhina, administrative and financial manager of the COLISEE project, presents the overall budget of the project and breakdown by partners. IK draws attention of the partners to the project management heading. IK reminds that at the moment of the submission of the project proposal the partners were asked about the modifications in this budget heading if the project is approved. The partners agreed that 3000€ of the project management heading from each partner will be transferred to the University Montpellier 2 that will allow the coordinator to hire a 40%-time project manager and operate the full administrative and financial management of the project at the Université Montpellier 2.</p> <p>IK reminds the amount of travel and subsistence costs for the transnational meetings and asks the partners to keep carefully the originals of the supporting documents in order to get reimbursed.</p> <p>IK points out the rules of the eligibility of staff members and the fact that no pre-installment can be made in the frame of the project to the partners. All the costs will be reimbursed on the basis of the supporting documents sent to the coordinator. IK made clear that the co-financing is 10% of the intellectual production costs and is mandatory for all the partners.</p> <p>The general remark of the consortium is that the travel costs and costs of stay for the meetings and dissemination events are very low. The consortium members will have to think about the optimization of the costs.</p> <p>IK transfers to the partners the message of the National Agency that the mobility tool is still under development and will be available only in July 2015.</p>
14:30-15:30	<p>Proposal of a collaborative working methodology and discussion</p> <p>The partners have a discussion on the e-learning tools. Stefano Cerri from UM2 shows an example of an e-learning session. Then the discussion deals with the definition of entrepreneurial skills.</p> <p>The partners study the work plan of the project for Year 1 and Year 2. They propose to define the learning materials to be developed and agree that such materials have to be useful both for Life Long Learning and Masters' course.</p>
15:30-15:45	<i>Coffee Break</i>
15:45-17:00	<p>Discussion on collaborative working arrangements</p> <p>AC proposes to the partners to read the European reference document on the entrepreneurial competences and says that the project does not focus on the research of the market needs. The partners have the opportunity to express their views on the development of the three main competences in the frame of the project and use of new technologies in the learning process. AC specifies that it is up to the work groups to identify the definition of the entrepreneurial skills. These are transversal skills, the group working on the master degree will have to make this issue clear as soon as possible because this group will pilot the concept and the limits of the skills to be developed.</p>

Friday 7 November

Meeting place: Faculté d'Education, 2 place Marcel Godechot, Montpellier

09:00-10:30	<p>Communication methodologies</p> <p>Janerik Lundquist from Linkopings Universitet proposes to install internal and external communication tools for the project.</p> <p>The partners agree that they need a cheap solution as the budget is very small. E-mails are the most convenient way of communication for the whole group. A proposal of a platform is raised. Such tool is not very convenient because a platform requires additional connection manipulation.</p> <p>For synchronized communication the partners propose "skype" or "flash meeting" channels. Flash meeting is an open resource and is of better quality. Stefano Cerri shows the Flash Meeting tool and the partners agree that this channel is easy to use. J. L., responsible for the communication within the project will send to the partners a list of tools. The partners will check what is available at their institutions and respond to Janerik to make a final choice for the consortium meetings.</p> <p>The partners decide that they will need one 2-hours meeting per month apart from the meeting of the working groups.</p> <p>For the external communication the partner decide that a simple blogpage will be sufficient at least for the beginning of the project. The development of a blogpage or/and a webpage will depend on the proposals made by Linkopings University. Information to be published on the blogpage/webpage will be approved by Alain Carlo. All the universities of the consortium will add a link to the blogpage/webpage of COLISEE project to their institutions' webpages.</p> <p>A logo will be designed by a professional on the webpage proposed by Vicky Wright. The design will be free of charge or a small amount will be donated by the partners to the designer.</p> <p>The partners agree that they will need to create a promotional flyer (plaquette) for dissemination purposes. The flyer will be designed at the Faculté de l'Education of the Université Montpellier. A digital version of the flyer will be distributed to the partners; the partners will print the promotional materials on their own. 2.</p>
-------------	---

10.30-10.45	<i>Coffee-break</i>
10:45-13:00	<p>Planning and first steps</p> <p>The partners have a look at the planning of the project activities. 2 months delay is explained by the delay in funds transfer from the National Agency. The partners think that this delay will not be crucial for the project deliverables.</p> <p>The partners from UNED, Madrid, will collect resources from the partners. The problem of availability of the resources can be an obstacle from the point of view of Vassilia Hatzinikita from Greece as most of the resources at the Hellenic open university are payable. The partners have to try to make them available for the needs of the project.</p> <p>Each working group will develop a road map for the group activities taking into account the general planning of the project.</p> <p>The partners will have to think over the organization of the training in Perugia as the budget is very small to organize a 5-days training as proposed in the project application.</p> <p>The next consortium meeting will take place in October 2015. This meeting will be combined with a dissemination event to reduce costs.</p>
13:00-14:00	<i>Lunch</i>
14:00-16:00	<p>Free discussion</p> <p>AC reminds the deadline for the sending of the first working materials :</p> <ul style="list-style-type: none"> - University of Linkoping will send to the partners a proposal of internal communication by November 30th - The partners will let know the University of Linkoping their technical possibilities to use proposed tools for internal communication by December 15th - The partners will send to the coordinator the list of the contact persons for each work group in their University by November 30th - The members of the Steering Committee will be appointed by December 15th. The coordinator will organ is a first meeting of the steering committee via video conference. <p>AC thanks the partners for coming. End of the meeting.</p>