



EDIPUS: European Digital Portfolio for University Students

EDIPUS

Meeting 1 11-12 December 2015, Nicosia, Cyprus

Version date: 20 November 2015

Agenda

Emergency Contact number for Gregory Makrides: +357 99641843

We will send information about transport from Larnaca International Airport to the Altius Hotel, Nicosia

Accommodation: Altius Hotel, Nicosia, Cyprus

Date and Time													
	Thursday 10 December 2015												
All day	Arrivals at Altius Hotel, Nicosia												
	Transfer information from the airport will be communicated.												
19:00-20.00	Meeting at Hotel reception	Partnership	 meeting each other 										
20:00	Dinner near the hotel or at the hotel	All together	ſ										
Date and Time	Action	Presenter-	-Comments										
Friday 11 December 2015													
	(meeting place: Room 140, 1st Floor, University Campus, A. Leventis House	e, Universi	ty of Cyprus)										
8.20 Transfer to the	University of Cyprus Campus by shared taxi or private cars (to be arranged by the local	host)											
9.00-10.00	Introduction by each partner institution (about 4 min each)		Each presentation will be done by										
	(who you are, what do you offer, location, size, why you joined the project?)		one representative from the										
	Task for all: Prepare a short PPP of your institution/organization		partner organization.										
	P1 EAEC, CY (Gregory Makrides, Elpida Christou, Emma Zeniou, Thanasis T	ryfonos,	1										
	Loizos Hadjiantonis)												
	P2 Instituto Superior de Engenharia do Porto, ISEP, PT(Nuno Escudeiro)												
	P3 Enoros Consulting, CY (Konstantinos Kloudas, Maria-Thalia Christou)												
	P4 University of Piraeus Research Centre, GR (Christina Kontogoulidou, Fotin	ni											
	Asderaki)												
	P5 Unimed, IT (Carmen Torres)												
	P6 ESN, BE (meeting in Brussels on 16 December)												
	P7 University of Vienna, AT (David Zuser)												
	P8 Eurocrea Merchant, IT (Antonella Tozzi)												
	P9 Fundacion Universidad Empresa Murcia, ES (Carlos Belmonte)												
10:00-13.00	Presentation by the coordinator of the project work plan, management												

	logistics and budget issues, timeline, requirement, clarifications	
11:30-12:00	Coffee Break (bring sweets from home)	
	continued with questions from the partner participants	
13.00-14.30	LUNCH break at the University	All
14.30-17.30	Discuss:	All
	Outputs Plan of Action	Output 1: P2 - ISP, Porto, Portugal
	(presentation of plan by each Output leader, O1,O2,O3,O4),	Output 2: P1 - EAEC
	time tables, activities, related budget,	Output 3: P1- EAEC/ P9-FUEM
	Discussion	Output 4: P3 - ENOROS
	Planning the work for Saturday	Output 5: P4 – UoP (will be presented in meeting 2)
16.00	Coffee break	
17.30	Transfer to the hotel	
21.00	Dinner at a Cypriot tavern (transfers will be arranged)	

Date and Time	Action	Presenter-Comments											
	Saturday 12 December	er 2015											
(Meeting place : Hotel Altius, room tba)													
9.30-10.00	Finalization of the O1 survey questions	All partners involved, O1 Leader											
10.00 - 13.00	Quality assurance statement												
	Contingency plan												
	Indicators and monitoring												
	Dissemination plan,												
	Promotion activities and tools (newsletter etc)												
11:00	Coffee during work												
13.00-14.30	LUNCH break	At hotel											
14.30-16.00	Planning meeting 2												
	Evaluation												
	Other matters												
21.00	Dinner at a Traditional Music Tavern	All											

Date and Time	Action	Presenter-Comments
	Sunday 25 November 2015	
	Departures	

P.S. OPTIONAL: bring any traditional sweets for the meeting market place

EDIPUS TIME-LINE

	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	М9	M10	M11	M12	M13	M14	M1 5	M 16	M17	M18	M19	M20	M21	M 22	M 23	M24
Project activity*											0			20					0	25	0				
A1: Project Management																									
A2: Quality Assurance and																									
project Evaluation																									
A3: Dissemination of																									
project results																									
A4: Follow up/ exploitation																									
O1: Needs Analysis Report																									
for the Digital Portfolio																									
and Portal																									
O1/A1:Analysis of the																									
structure and technical																									
specifications of the Digital																									
Portfolio Portal																									
O1/A2: Survey and Needs																									
Analysis on the needs of																									
university students, career																									
officers and employers																									ļ
O2: Digital Portfolio Portal																									
(DPP)																									ļ
O2/A1: Development of																									

1		1				i i		ı	 i	ı	1	ı	 _	
the Digital Portfolio Portal														
(DPP) tool														
O2/A2: Testing and														
technical adjustment of the														
DPP														
O2/A3: Translation of the														
main operation content of														
the portal in all partner														
languages														
O3: Digital Portfolio														
Database														
O3/A1:Design and Develop														
the Database/ Platform														
O3/A2: Testing and														
technical adjustments of														
the Database														
O4:Digital Portfolio User														
Guidebook														
O4/A1: Design the														
structure and gather the														
material needed														
O4/A2: Develop the														
Guidebook content														
O4/A3: Translation of the														
Guidebook in all partner														
languages														
O5: EDIPUS Training														
course for University														
Students														
O5/A1: Design the														
structure for the														
implementation of the														

ı	1	1	1	1	1	ı	i	Í	ı	 1		1	<u>,</u>	ı		1	 ı	г	 -	
course and learning outcomes																				
O5/A2: Pilot testing																				
M1: Kick off meeting	C																			
M2: 2nd partners meeting						IT														
M3: 3rd partners meeting											GR									
M4: 4th partners meeting															AT					
M5: 5th partners meeting																				CY
E1: 1st Local multiplier																				
event to raise awareness,																				
targeting University																				
students and career																				
officers in Cyprus E2: 2nd Local "Brockers"												<u> </u>								
multiplier event in Cyprus																				
E3: 1st Local multiplier																				
event to raise awareness,																				
targeting University																				
students and career																				
officers in Portugal																				
E4: 2nd Local "Brockers" multiplier event in Portugal																				
E5: 1st Local multiplier																			-	
event to raise awareness,																				
targeting University																				
students and career																				
officers in Italy																				
E6: 2nd Local "Brockers"																				
multiplier event in Italy					-														\dashv	
E7: 1st Local multiplier																				
event to raise awareness,																				

	 ı	1	ı	i i	ı	ı	1	 ı	1	1		i i		ı	 Ī	г	
targeting University																	
students and career																	
officers in Austria																	
E8: 2nd Local "Brockers"																	
multiplier event in Austria																	
E9: 1st Local multiplier																	
event to raise awareness,																	
targeting University																	
students and career																	
officers in Spain																	
E10: 2nd Local "Brockers"																	
multiplier event in Spain																	
E11: 1st Local multiplier																	
event to raise awareness,																	
targeting University																	
students and career																	
officers in Greece																	
E12: 2nd Local "Brockers"																	
multiplier event in Greece																	
E13: 1st Local multiplier																	
event to raise awareness,																	
targeting University																	
students and career																	
officers in Belgium																	
E14: 2nd Local "Brockers"																	
multiplier event in Belgium																	
C1: Short-term joint staff																	
training event																	
Final Press Conference to																	
present the results of the																	
project to policy makers																	