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Changing lives. Opening minds.

Project title: EDIPUS: European Digital Portfolio for University Students

Reference number: 2015-1-CY01-KA203-011856 Implementation period: November 2015 – October 2017

Meeting No 4

6 May 2017

VERSION 1

Agenda

Version date: 25 April 2017

Emergency Contact numbers: Gregory Makrides +357 99641843

	Friday, 5 May 2017	
Time	Action	
All day	Arrivals	
	Saturday, 6 May 2017 Meeting Place: FH Joanneum Room nr. 237, Eggenberger allee 11	
Time	Action	Presenter – Comments
	 Participants P1 - EAEC, CY (Gregory Makrides, Vassiliki Savvopoulou, Loizos Hadjiantonis) P2 - Instituto Superior de Engenharia do Porto, ISEP, PT (Nuno Escudeiro) P3 - Enoros Consulting, CY (Maria-Thalia Christou) P4 - University of Piraeus Research Centre, GR (Christina Kontogoulidou) P5 - Unimed, IT (Emilia Stoduto) P6 - ESN, BE (Rasmus Aberg, Matt Clemo) P7 - University of Vienna, AT (David Zuser) P8 - Eurocrea Merchant, IT (Elisa Chiesa) P9 - Fundacion Universidad Empresa Murcia, ES (Consuelo Garcia Sanchez) 	
9:30 – 10:15	Presentation of the project work plan progress Pending reporting and documents from partners	Gr. Makrides
10:15 – 10:30	Reporting-Feedback from the Piloting Workshops	Partners
10:30 – 11:00	Evaluation of the DPP by all users	Gr. Makrides
11:00 – 11:30	Translations	Gr. Makrides
11:30 – 12:00	Coffee Break	
12:00 – 13:00	Discussion on the Assessment Procedure of the Best Portfolio published by 30 April 2017	Gr. Makrides and partners

13:00 – 14:00	Lunch Break	Place to be arranged
14:00 – 14:30	Newsletter 3 with articles and photos from each partner workshop activities , useful to be promoted to companies	Gr. Makrides and partners
14:30 – 15:30	E2, E4, E6, E8, E10, E12, E14: Plan of the Multiplier Events	Gr. Makrides and partners
	"Local "Brokers events" are due to be organised during M20-M22(June-July-August 2017) in order to bring together university students and employers aiming to better promote the project to this side of the labour market, thus ensuring their participation in the sustainability of the project. The overall aim is to foster communication between the two sides and the uptake of the use of the Digital Portfolio. In particular, the partnership intends to promote these events to all university students attending the Universities involved (partners) and to other universities in the partner countries and to various employers and businesses. The number of participants for each event will be kept to approximately 15 students and 5 employers/ big businesses for the better coordination of the activities in each country. The Leader will propose a structure for the events and the agenda in English to be tailored, if necessary, accordingly to each language and local society needs.	
	These events will act as a form of "Auction", where university students will be invited to present their Digital Portfolios and employers will be asked to comment and select the best ones. Each involved partner will gather the best Digital Portfolios created, which will be forwarded to all partners so as to select and award a prize "Best Digital Portfolio of the Year" to the one that incorporates the best employment features as informally assessed by the employers".	
15:30 – 16:30	Plan for attracting companies to use the EDIPUS Data Base (min 40 companies required to register and use the data base)	Gr. Makrides and partners
16:30 – 17:00	Evaluation questions addressed to companies	Gr. Makrides and partners
17:00 – 17:30	Mgm: Partners Reports , Quality Indicators	Gr. Makrides, V.Savvopoulou
17:30 – 17:45	Mgm: Planning Meeting 5 in Cyprus, October 2017	Gr. Makrides, V.Savvopoulou
17:45 – 18:00	Mgm: Meeting Evaluation	
19:00 – 20:30	Dinner (TBA)	
	Sunday, 7 May 2017	
Time	Action	
All day	Departures	

EDIPUS TIMELINE

	MONTHS	M1	M2	М3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
Project activity*																									
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																									
O2: Digital Portfolio Portal																									
(DPP)												(
O2/A1: Development of																									
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					1						1														

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														1
material needed														
O4/A2: Develop the														
Guidebook content														
O4/A3: Translation of the														
Guidebook in all partner														
languages														<u> </u>
O5: EDIPUS Training														
course for University														
Students														
O5/A1: Design the														
structure for the														1
implementation of the														
course and learning														
outcomes	-					 	 							 <u> </u>
O5/A2: Pilot testing														
M1: Kick off meeting		СҮ												
M2: 2nd partners meeting					IT									
M3: 3rd partners meeting								GR						1
M4: 4th partners meeting											AT			
M5: 5th partners meeting														CY
E1: 1st Local multiplier														-
event to raise awareness,														1
targeting University														ĺ
students and career														1

officers in Cyprus												
E2: 2nd Local "Brockers" 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 E7: 1 st Local multiplier												
event to raise awareness, 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													