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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

<b>Friday, 5 May 2017</b>		
<b>Time</b>	<b>Action</b>	
All day	Arrivals	
<b>Saturday, 6 May 2017</b> <b>Meeting Place: FH Joanneum</b> <b>Room nr. 237, Eggenberger allee 11</b>		
<b>Time</b>	<b>Action</b>	<b>Presenter – Comments</b>
	<b>Participants</b> <ul style="list-style-type: none"> <li>• P1 - EAEC, CY (Gregory Makrides, Vassiliki Savvopoulou, Loizos Hadjiantonis)</li> <li>• P2 - Instituto Superior de Engenharia do Porto, ISEP, PT (Nuno Escudeiro)</li> <li>• P3 - Enoros Consulting, CY (Maria-Thalia Christou)</li> <li>• P4 - University of Piraeus Research Centre, GR (Christina Kontogoulidou)</li> <li>• P5 - Unimed, IT (Emilia Stoduto)</li> <li>• P6 - ESN, BE (Rasmus Aberg, Matt Clemo)</li> <li>• P7 - University of Vienna, AT (David Zuser)</li> <li>• P8 - Eurocrea Merchant, IT (Elisa Chiesa)</li> <li>• P9 - Fundacion Universidad Empresa Murcia, ES (Consuelo Garcia Sanchez)</li> </ul>	
9:30 – 10:15	<b>Presentation of the project work plan progress</b> <b>Pending reporting and documents from partners</b>	Gr. Makrides
10:15 – 10:30	<b>Reporting-Feedback from the Piloting Workshops</b>	Partners
10:30 – 11:00	<b>Evaluation of the DPP by all users</b>	Gr. Makrides
11:00 – 11:30	<b>Translations</b>	Gr. Makrides
11:30 – 12:00	Coffee Break	
12:00 – 13:00	<b>Discussion on the Assessment Procedure of the Best Portfolio published by 30 April 2017</b>	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	<p><b>E2, E4, E6, E8, E10, E12, E14: Plan of the Multiplier Events</b></p> <p>“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 <b>15 students</b> and <b>5 employers/ big businesses</b> 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.</p> <p>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”.</p>	Gr. Makrides and partners
15:30 – 16:30	<b>Plan for attracting companies to use the EDIPUS Data Base (min 40 companies required to register and use the data base)</b>	Gr. Makrides and partners
16:30 – 17:00	Evaluation questions addressed to companies	Gr. Makrides and partners
17:00 – 17:30	<b>Mgm:</b> Partners Reports , Quality Indicators	Gr. Makrides, V.Savvopoulou
17:30 – 17:45	<b>Mgm:</b> Planning Meeting 5 in Cyprus, October 2017	Gr. Makrides, V.Savvopoulou
17:45 – 18:00	<b>Mgm:</b> Meeting Evaluation	
19:00 – 20:30	Dinner (TBA)	
<b>Sunday, 7 May 2017</b>		
<b>Time</b>	<b>Action</b>	
All day	Departures	

# EDIPUS TIMELINE

	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
<b>Project activity*</b>																									
<b>A1: Project Management</b>																									
<b>A2: Quality Assurance and project Evaluation</b>																									
<b>A3: Dissemination of project results</b>																									
<b>A4: Follow up/exploitation</b>																									
<b>O1: Needs Analysis Report for the Digital Portfolio and Portal</b>																									
<b>O1/A1: Analysis of the structure and technical specifications of the Digital Portfolio Portal</b>																									
<b>O1/A2: Survey and Needs Analysis on the needs of university students, career officers and employers</b>																									
<b>O2: Digital Portfolio Portal (DPP)</b>																									
<b>O2/A1: Development of the Digital Portfolio Portal (DPP) tool</b>																									
<b>O2/A2: Testing and technical adjustment of the DPP</b>																									
<b>O2/A3: Translation of the main operation content of the portal in all partner languages</b>																									





