Project title: "STEAME GOES HYBRID: Blueprint Guidelines and Policy Recommendations"

Reference number: 2020-1-CY01-KA226-SCH-082675

Implementation period: May 2021 – April 2023

Kick-off Meeting (TPM1)

26th – 27th of June 2021

Venue of meeting: **Ionian A meeting room- Aliathon Ionian Building** (Theas Afroditis Avenue 8201 Geroskipou, Paphos, Cyprus) *or* Online

Emergency Contact numbers: Gregoris Makrides, +357-99641843

Version 1 date: 01 June 2021

Topic: STEAME GOES HYBRID KICK-OFF MEETING (Hybrid)
June 26, 2021& June 27, 2021

Agenda

Friday, 25 June 2021		
Time (EET)	**Action**	**Presenter – Comments**
All day	Arrivals	Transfer information from the airport has been sent to all
20:00	Meeting at Aliathon Hotel reception and share a dinner in the area	Partnership – meeting each other
Saturday, 26 June 2021		
Time (EET)	**Action**	**Presenter – Comments**
15:00 – 15:15	**Meeting Starts** **P0**. Cyprus Mathematical Society, Cyprus (Gregoris Makrides, Andreas Skotinos, Andri Charalambous, Monika Tsartsali) **P1**. Leafnet LTD, Cyprus (Nikolas Stylianides) **P2**. Doukas SC, Greece (Thomas Economou, Yannis Kotsanis) **P3**. University of Aegean, Greece (Alivisos Sofos, Apostolos Kostas, Bassilis Paraschou, Filippos Tzortzoglou) **P4**. Pedagogical University of Krakow, Poland (Tomasz Szemberg, Justyna Szpond) **P5**. ITC PACLE MORANTE, Italy (Antonella Corrado, Bernini Alesandra) **P6**. Dlearn, Italy (Roberto Zanon) **P7**. IDEA, Romania (Florence Mihaela Singer, Boris Singer)	Welcome by the project Coordinator and host of the Kick-off Meeting. Gregoris Makrides
15:15 – 17:00	**Discussion of Outputs** - Progress of IO1 - Plan of Action for IO2 & IO3 (presentation of plan by Output leaders for O1, O2 and O3) timetables, activities Discussion / Decisions	**O1 Leader:** P2-Doukas School, GR **O1 Co-leader:** P7-IDEA, RO **O2 Leader:** P4-Pedagogical University of Krakow, PL **O2 Co-Leader:** P2-LEAFNET, CY **O3 Leader:** P6-DLEARN, IT

		O3 Co-Leader: P5-Elsa Morante School, IT
17:00– 17:15	**Break**	(Bring sweets from home)
17:15 – 19:00	**Presentation and Discussion of Outputs Plan of Action** (Presentation of plan by Output leaders, O1, O2, O3), timetables, activities Some discussion for O3 in conjunction with O1 and O2 **Discussion / Decisions Planning the work for Sunday**	

Sunday, 27 June 2021

Time (EET)	Action	Presenter – Comments
9:30 – 12:00	**FINILAZATION OF DOCUMENTS & PLANNING:** 1. Management and Reporting 2. Quality assurance statement (Signed by all partners) 3. Risk & Contingency plan 4. Indicators and monitoring 5. Dissemination plan, web site 6. Promotion activities and tools (creation of 4 newsletters, Press Releases etc.) 7. Publication of results, IPR Issues 8. Database of stakeholders (template) 9. Planning meeting 2 in Poland (November 2021) 10. Partnership Agreements to be signed. 11. Review Management plan/ Workflow 12. TO DO LIST	
12:00 - 12:15	**Questions, concerns, clarifications**	All
11:00	Coffee during work	
12:30 – 14:00	Optional joint lunch	
	Departures	

Monday, 28 June 2021

Time (EET)	Action	Presenter – Comments
All day	Departures	

STEAME GOES HYBRID Project Timeline

ACTIVITY	2021								2022												2023			
	M1 5	M2 6	M3 7	M4 8	M5 9	M6 10	M7 11	M8 12	M9 1	M10 2	M11 3	M12 4	M13 5	M14 6	M15 7	M16 8	M17 9	M18 10	M19 11	M20 12	M21 1	M22 2	M23 3	M24 4
Project activity*																								
A1: **Project Management**																								
A2: **Quality Assurance and project Evaluation**																								
A3: **Dissemination of project results**																								
O1. Blueprint Guidelines for Hybrid STEAME activities (online and distance blended project-based learning)																								
O1-A1: Investigation of existing competence frameworks																								
O1-A2: Investigation of cloud tools to empower a STEAME hybrid activity																								
O1-A3: STEAME activity guidelines and Hybrid L&C plan template																								
O1-A4: Development of the Blueprint Guidelines																								

ACTIVITY	2021								2022												2023			
	M1 5	M2 6	M3 7	M4 8	M5 9	M6 10	M7 11	M8 12	M9 1	M10 2	M11 3	M12 4	M13 5	M14 6	M15 7	M16 8	M17 9	M18 10	M19 11	M20 12	M21 1	M22 2	M23 3	M24 4
O2. Training Programme for facilitating the implementation of STEAME L&C Plans by SE teachers and Piloting the Blueprint Guidelines			�	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮				
O2-A1: HYBRID STEAME ENVIRONMENT: The development of an online environment for training and updating teaching skills for teachers to integrate online and/or blended technologies in **SE**			▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮										
O2-A2: EXAMPLES FOR HYBRID GROUP WORK with guidelines for teachers							▮	▮	▮	▮	▮	▮	▮	▮	▮									
O2-A3: PILOTING AND EVALUATION													▮	▮	▮	▮	▮	▮	▮	▮				

ACTIVITY	2021								2022												2023			
	M1 5	M2 6	M3 7	M4 8	M5 9	M6 10	M7 11	M8 12	M9 1	M10 2	M11 3	M12 4	M13 5	M14 6	M15 7	M16 8	M17 9	M18 10	M19 11	M20 12	M21 1	M22 2	M23 3	M24 4
O3. STEAME HYBRID Blueprint at a glance : Policy Recommendations and School Label Development										■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
O3-A1: Terms of Reference										■														
O3-A2: First draft of the policy recommendations											■	■	■	■	■	■	■							
O3-A2.1: Design of the Label														■	■	■	■							
O3-A3: Stakeholders consultation																		■	■	■				
O3-A4: Final release																					■	■	■	■

ACTIVITY	2021								2022												2023			
	M1 5	M2 6	M3 7	M4 8	M5 9	M6 10	M7 11	M8 12	M9 1	M10 2	M11 3	M12 4	M13 5	M14 6	M15 7	M16 8	M17 9	M18 10	M19 11	M20 12	M21 1	M22 2	M23 3	M24 4
M1: Kick off meeting		CY																						
M2: 2nd partners meeting							PL																	
M3: 3rd partners meeting															GR									
M4: 4th partners meeting																						RO		
E1: STEAME Mini Conference –Cyprus																			CY					
E2: STEAME Mini Conference – Greece															GR									
E3: STEAME Mini Conference – Poland																			PL					
E4: STEAME Mini Conference – Italy																			IT					
E5: STEAME Mini Conference – Romania																						RO		
C1. Training Activity															GR									