

MINUTES OF WORKSHOP 2 PROJECT MEETING (3 JULY 2019, OSLO)

AGENDA

1. Presentation of project online tools
2. Question and answers regarding future project activities, dissemination and reporting
3. A.O.B.

PARTICIPANTS

Members of the partner organizations were present at the meeting although only Project Board members (one representative per partner) enjoyed voting rights. Please refer to the duly signed participant list for details.

POINT 1 – PRESENTATION OF PROJECT ONLINE TOOLS – KEY POINTS

1. WEB PAGE:

A **members' section of TRAMIG web page** (<http://tramig.eu>) was created, which contains different documents connected to the project. This includes *Reporting central* with a power point made by our administration office with basic information about the requirements for reporting.

A user name and a password were sent to all partners in the project.

Members' section is not public, so all the documents published there are for internal use only. Public documents – outputs of the project – are published in other sections of the web page, for example in outputs, stakeholders forum, news etc.

2. MOODLE:

To enable a sharing of documents that are not published on the web page and especially to enable sharing of documents also with all the volunteers **the coordinator has created a common classroom on Moodle platform**. All materials from the workshops (for example power points, different teaching material etc.) will be uploaded to Moodle. **This will** – among others - **enable the partners to plan and realize local seminars**. Power-point presentations from the first workshop in Ljubljana and the second workshop in Oslo have already been to the platform.

We have already sent all members of the consortium an invitation for TRAMIG Moodle classroom. Since the registration is valid only for a couple of days, everyone who did not confirm his or her registration on that occasion will be send another invitation to register as a teacher. **All partners are asked to confirm the registration as soon as possible.** At the same time all volunteers will be send an invitation to register on Moodle as students.

POINT 2 - QUESTION AND ANSWERS REGARDING FUTURE PROJECT ACTIVITIES, DISSEMINATION AND REPORTING – KEY POINTS

1. LOCAL SEMINARS:

Each partner has to organize a local seminar before next workshop in Trieste. Local seminar is an event, on which volunteers pass on the knowledge gained at Workshop 2. The organization of the local seminar should be adapted to local needs of each partner, and it has to be an event on which other participants are invited. **For the planning of the content of local seminar the partners are advised to use power points from Oslo workshop that are uploaded to the Moodle platform.**

Local seminars and stakeholders forums are public events. Workshops are events, on which only participants of the project are present.

2. REPORTING:

At the end of this year all partners will have to submit a midterm report. All partners are asked to check with their local offices the requirements regarding time sheets and other documents in partner countries are. Partners are kindly asked to send any possible questions regarding the reporting to the coordinator before the workshop in Trieste in order to allow enough time to clarify any uncertainties before the deadlines.

3. DISSEMINATION:

Dissemination of the project is, of course, highly appreciated. All partners are asked **to use TRAMIG logo and the EU logo on all dissemination occasions and to send the coordinator the information about these events together with the material** (for example power points, programmes etc.) so that they can be included in the project documentation.

POINT 3. – ANY OTHER BUSINESS

None



*Minutes prepared by SP in cooperation with NKP, and proposed to the participants on 28 August 2019.
Tacitly approved by all participants on 4 September 2019.*

Attachments:

Scan of the duly signed participants list (TRAMIG_WP2_Participants_signed.pdf)