

**1<sup>st</sup> Transnational (Kick-Off) Meeting,  
13<sup>th</sup>- 14<sup>th</sup> June 2023 / Adana, TÜRKİYE,  
Minutes Report**

**Meeting Attendees:**

<b>Nr.</b>	<b>Name and Surname</b>	<b>Organization</b>
1	Rezzan GİZİR	Çukurova Kaymakamlığı / TÜRKİYE
2	Ayşe KARAKILIÇ	Çukurova Kaymakamlığı / TÜRKİYE
3	Zeynep İŞİGÜZEL	Çukurova Kaymakamlığı / TÜRKİYE
4	José Carlos BRONZE	Apload Lda. / PORTUGAL
5	Şükrü Çetin İLİN	Cukurova University - TÜRKİYE
6	Gülden İLİN	Cukurova University - TÜRKİYE
7	Javier MARTINEZ	Growthcoop / SPAIN
8	Emiliano GUIOTE	Growthcoop / SPAIN
9	Georgia BALANTINA	Innoved / GREECE
10	Athanasia ZAGKOTI	Innoved / GREECE

**On Monday, 12<sup>th</sup> June 2023**

Partners arrived at the hotels in Adana and welcomed by the host organisation, Çukurova Kaymakamlığı.

**On Tuesday, 13<sup>th</sup> June 2023**

The participants to the Kick-off Meeting were registered and delivered the dossiers, fliers, notebooks and meeting documents. The meeting started at 9:30 after all attendees arrived.

Mustafa KAYA, the district governor of CK, welcomed all partners present at the meeting and added that she is so glad to work together in a new project. He gave some information about the earthquake on 6<sup>th</sup> Feb,2023 that struck southern and central Turkey. The earthquake caused damage and hundreds of fatalities in Cukurova District. There were more than 10.000 aftershocks in the following three weeks. In Adana, 12 buildings collapsed in the city centre, 23 were badly damaged and 120 were moderately damaged. Three apartments were among the buildings that collapsed in the city. Across Adana Province,



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damage assessments revealed 59 buildings and 1274 apartments were destroyed or required demolition.

As in the Agenda of the meeting; in the morning session;

Ms. GIZIR, who hosts the kick-off meeting of the project, made a welcome speech and explained the previous and on-going projects at Cukurova Kaymakamlığı. She provided useful information about the meeting. The agenda for the meeting was reviewed and approved.

Jose BRONZE, presented an overview of the project, highlighting its goals and objectives. He told that the target group of the project is 30+ and elder people. He presented the structure of GEMS project including WP1 (project management) and plan to have 4 face-to-face transnational partnership meetings (TPMS) and 4 online meetings. The second TPM in Spain, the third in Portugal and closure meeting in Adana. The WP2 (Adults Literacy Tools & Learning Development) and WP3 (Adults Literacy Showcase Based Learning). WP1 will be project management and implementation, WP2 the activities and WP3 the output (training activity). The coordinator will be the leader of WP1, Growthcoop will be responsible for WP2 (publication) and ÇU will be responsible for the curriculum and presenting a distance learning in WP3. There will be learning, teaching and training activity organised by Innoved.

Ms. GIZIR from CK presented 'Project Management' Package and the requirements.

A short coffee break was taken and partners visited Mustafa KAYA, the district governor in his office, coffees were served and taken information about Cukurova District and Adana.

After the coffee break, partners were informed about the project management package and requirements...

Jose Carlos BRONZE, made an overview of the budget to each partner organisation from an excel chart and explained in details how the distribution was made. All partners now are aware of e.g. what budgets to spend on the application form and the detailed budget approved by National Agency at most and what declarations they had to fill in and collect. They asked some questions about these issues and the coordinator explained them. At the end, the project partners learnt the financial rules and had information about the budget indicated in the contract.

Project partners all went to have lunch and just after the lunch, they continued working on WP2 – A1: "Step by step Guide". The delegates of Growthcoop made a presentation of the state-of-the-art of WP2- A1 Desk Research Report including TR, GR, ES and PO (background situation in each country) + comparing with questionnaires. Partners agreed on upcoming tasks and deadlines for the next step to be sent by Growthcoop.



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Çetin İlin, from Cukurova University presented WP2 – A2: Multigenerational Digital Learning: young adults digitally ‘literating’ seniors (course curricula/publication). Prospects, possibilities, and upcoming tasks and deadlines were discussed.

Jose Carlos BRONZE, presented WP3- A3: ‘European Digital Literacy of Adults’ – a good practices showcase for adult education providers’ – (publication).

Another short coffee break was taken.

The meeting’s session for the day concluded.

Attendees had free time until the evening social dinner.

### **On Wednesday, 14<sup>th</sup> June 2022**

On the second day, the partners went on working and discussions on the WPs as represented in the agenda.

Georgia BALANTINA, from Innoved presented WP3: A4: Trainers course on GEMS’ products use and improvement.

Ayşe KARAKILIÇ from CK made a presentation of the ‘Dissemination and Visibility Plan’.

Another coffee break was taken.

Jose Carlos BRONZE presented the ‘Monitoring and Evaluation Plan’ emphasizing it will assess and register indicators related to each WP. He gave information about the methodology, monitoring in details. He also explained that evaluation will be based on monitoring results, internal critical look and results retrieved from external experts’ assessment and the target groups.

Ms. GIZIR summarized the meeting and reviewed upcoming tasks.

Booking for the next TPM was discussed. Certificates delivery was addressed. Meeting evaluation was conducted by CK and APLOAD.

The meeting’s session for the day concluded.

Lunch was taken.

Social and cultural activities were planned for the participants to explore Adana.



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A social dinner was arranged for all attendees in a fish restaurant.

Agreed on the following actions:

- The project logo was designed by CK and everybody agreed.
- Mr. ILIN kindly asked the partners to check the draft project website (<http://gemsproject.name.tr>) which is ready to be used and send more detailed information for themselves to be added in the “partners” section. The partners agreed that they would check and send feedback and some detailed institutional information.
- Each partner will add information about the project on their websites (redirecting to the project's website).
- The project budget chart was presented by Apload, all partners had a discussion about the work packages distribution and agreed to take the suggestions of NA as soon as possible.
- Ms. GIZIR will be the leader of Monitoring and Evaluation of the project and the contact person of each partner will be the member of monitoring and evaluation team of the project. The meeting evaluation questionnaire will be sent by Ms. GIZIR after the meeting to be evaluated by each partner organisation.
- The Dissemination Plan of the project was presented by Mrs. ISIGUZEL and the Dissemination Timeline of the project will be revised and all partners will check and send their proposals accordingly.
- Social media accounts (twitter, Instagram, Facebook, LinkedIn etc.) will prepare by coordinator and send passwords and account name to all partners.
- Partners need to have their personal e-mail addresses for a better and an easier communication via “G Drive”.
- All documents will be shared and uploaded to the project’s G drive account regularly.
- Each partner will be responsible to meet, divide & share tasks according to each member's expertise, check the calendar and all the tasks and responsibilities written in the project.
- Each partner feed the social media accounts regularly with project posts.
- Each partner who organises the TPM, will be responsible for meeting minutes and publish a newsletter after each TPMs.
- All activities and achievements will be carried out in the time schedule indicated in the WPs by sharing with all the partners in consortium.
- Public activities and project meetings will be communicated in our virtual platforms.



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- The partner responsible for WP2 will prepare the template of the guide according to the decisions that;
  - The handbook chart will be prepared,
  - The chart will include 6 different areas for digitalism steps
  - Each area including 3-4 different apps
  - Each app will consist very basic and simple instructions
  - Growthcoop will send the template proposal for the Step-by-Step Guide to Digitally Include Adults.
  - The deadline of the guide was determined as 15 October 2023.

The date of “the Second Transnational Meeting as online” which was determined as 18 July 2023, by taking all the partners’ opinions. The partners all agreed on the date of the on-line meeting.

The date for the next transnational meeting was agreed as: Porto, PORTUGAL 26-27 October 2023

The meeting ended with the delivery of the certificates by Mustafa KAYA, District Governor of CK. Photos were taken and shared.

**On Thursday, 15<sup>th</sup> June 2023**

The partners all went back to their countries safe and sound.