Minutes of the of the Kick-off meeting (Transnational project meeting)
EINFOSE (European Information Science Education: encouraging mobility and
learning outcomes harmonization) project team

4 and 5 November, 2016
Osijek, Croatia, Faculty of Humanities and Social Sciences

Present: Tatjana Aparac Jelušić, Kornelija Petr Balog, Sanjica Faletar Tanacković, Maja Krtalić, Boris Bosančić, Boris Badurina (Croatia), Thomas Mandl (Germany), Christian Schlögl (Austria), Serap Kurbanoglu (Turkey), Maja Žumer (Slovenia), Salvatore Ruggieri (Italy), Miquel Centelles (Spain), Alen Doračić (Sweden)

Friday, 4. November 2016

1. **Opening and greetings**

The meeting started at 9:15 and was opened by the project leader, Tatjana Aparac Jelušić who welcomed the participants. Vice-Dean for Research and International Cooperation, Tanja Gradečak-Erdeljić briefly presented the Faculty of Humanities and Social Sciences with a slant to Research and EU Projects, pointing out the importance of the EINFOSE project for the Faculty. After that, participants introduced themselves and their interest in the project. Since there might be potential changes regarding individual participation in the project, Tatjana Aparac Jelušić asked representatives from each university to talk to their colleagues that were planned to be included in the project so a final list with project members from all partnering institutions could be prepared. She pointed out that every change needed to be approved by the Agency (AMPEU).

2. **Adoption of the agenda**

The agenda for the 1st meeting was adopted. See Annex 1.

3. **Reports on previous activities**

Kornelija Petr Balog reported on the 1st workshop organized by the AMPEU she participated in Zagreb and pointed out the importance of transparency and keeping detailed documentation on project work. Tatjana Aparac Jelušić reported on the second workshop on project management and pointed out the need for dissemination plan, risk plan and marketing plan. She also informed that EINFOSE project was presented at ASIST/ALISE workshop on LIS accreditation program that she and Maja Žumer attended, at the meeting of the ASIST Committee on Education and ASIST European Chapter meeting during the ASIST Conference in Copenhagen (attended by over 600 participants).

Boris Badurina gave an overview of the project website (available at http://sokrat.ffos.hr/einfose/). There will be internal part (intranet) where all project members can have access to internal documents as well as communication channels such as wikis or similar. He will prepare log-in data for each participant. Current content of the website is drawn from the project submission and needs to be updated if there will be any changes after this meeting.

4. **Project plan, time table and other plans (sustainability, risk management, dissemination and use of the project results) – discussion and approval**

Participants went through the project plan, activities (especially open educational resources, multiplier events), dates and assigned working hours, clarifying potential uncertainties. For

example, organizers of the multiplier events have to invite stakeholders from abroad and representatives of other institutions from the country, not from project's own institutions. In order to cut expenses, which are very high in some countries (for example, accommodation and in-country transfer costs are much higher in Sweden, Spain, Austria, Germany and Italy than in Croatia, Turkey and Slovenia) and to adjust to different timing of the semesters, it is concluded that transnational meetings could be connected with multiplier events/workshops. Thus, all PMT members agreed to seek the most feasible period of time for both, transnational meetings and multiplier events, having in mind the teaching tasks of all project members in their institutions. All decisions about the allocation of project money to each partner institution have to be done according to tasks and it will be upon them to decide how to proceed in order to fulfil their obligations. Tatjana Aparac Jelušić as the project leader needs to be informed about all projects' team decisions and eventual changes to be able to report to AMPEU.

There was a discussion on where to put the project platform. Boris Bosančić suggested to use infrastructure provided by SRCE (The University Computing Centre in Croatia). Tatjana Aparac Jelušić and Boris Bosančić will meet with the director of SRCE next week to discuss further procedures. Since all of the participants work with Moodle system, except Boras, Moodle was suggested as a good choice for the learning platform. Miquel Centelles pointed out that Moodle has problems with accessibility for disabled people and that this issue should be taken into account when deciding on the system for the learning platform and developing new features.

Tatjana Aparac Jelušić prepared several project plans (Project's Risk Plan, Financial Plan, Marketing and Dissemination Plan) that she will send via e-mail for all participants to comment and correct by the end of the week. Revised version of the Project plan will be distributed and discussed as well and it will include all suggestions that were approved during the Kick-off meeting.

5. **Second session: Coordinator's agreements with all partners – discussion and modifications of the draft (sent earlier to all partners)**

Tatjana Aparac Jelušić pointed out that the Contract between AMPEU and University of Osijek was prepared in Croatian language and signed by the Director of the AMPEU and rector of the University of Osijek (this Contract won't be translated and will be sent to all partners for their own documentation.)

Project participants went through the content of the draft of the partnership agreements that will be signed with each partner. She also pointed out that the form and phrases used in the agreement are usually used in EU documents, and suggested not to go in language editing but only in relation of clearer expressions that are content related. Following issues have been discussed:

- How to distribute the money to individual partners over 3 fiscal years (FY) since some universities make their financial plans according to FY and recommend the distribution in 2016, 2017 and 2018. Everybody needs to say how they want the money to be sent, once or every year. We now have only 80% of the budget. After the agreement is signed, the money will be forwarded to bank accounts of partner institutions.
- Also, it was concluded that reports on how the working hours were distributed should be supported by exact numbers and description of work done.
- It was agreed to delete from Agreement draft 8, d) which says " d) informing the Agency and the European Commission on the Partner not fulfilling the obligations resulting from the present contract along with suggestion of not respecting the Partner's candidature in future projects based on similar or identical budget lines.

- It was agreed to delete 1 from section 9 in Agreement draft - Alen Doračić should rephrase this whole section on intellectual properties.
- It was agreed that section 8, part 3, "Coordinator has the right to take the following steps" should be modified to include upon the decision/suggestion of project management board
- Partnership agreements will be signed by the Rector of the University of Osijek as a coordinating institution and by the responsible official from the side of the respective partner's institution.

6. Press Conference (local and national media)

Tatjana Aparac Jelušić, Kornelija Petr Balog, Maja Žumer, Thomas Mandl and Serap Kurbanoglu presented project aims and their particular positions/responsibilities and experience at the press conference on the first day from 12:30 to 13:00. Local television, radio and newspapers (Osječka TV, Gradski radio and Glas Slavonije) attended the Press conference which was facilitated by the journalist Saša Drinić. All newspaper articles and interviews will be collected in scanned version for the documentation purposes.

7. Third session: Tasks and responsibilities – discussion and approval

There was a discussion on project task and responsibilities regarding following issues:
- Translation - it was decided that only summary of each activity will be translated to all included languages.
- Money can be distributed differently (if needed) between intellectual outputs but not between for example IO and project management.
- Summer schools: basics of LIS field will be offered to non-information science undergraduate students who are either in their final year of study or have finished the undergraduate level. The OER content will be divided into 4 courses with an emphasis on what students need to know before they start the graduate program. There was a discussion on practice of enrolling non-LIS undergraduates to LIS graduate programs in different countries. Summer schools are meant for non-LIS undergraduates! Students attending summer schools will be asked to give a statement of intent of enrollment into LIS graduate program after the SS.
- Platform – Boris Bosančić should determine what would be acceptable for interface to be translated and decide what changes we want to do with the Moodle. This should result in written document which needs to be put up on the web. By April we need to have some content ready.
- Summary of the project should be translated on the website. Tatjana Aparac Jelušić will send the text which needs to be translated into languages of all partner institutions.
- Courses – leaders have to think about the structure of the course and suggest others. Participants agreed on bottom-up approach to sketch the framework. Boris Bosančić will set document on Google docs where we can collaborate in creating course content (subtopics). Tatjana Aparac Jelušić will prepare document on learning outcomes for all four courses. Each course has a leader (agreed later) and coordinator of the summer school will coordinate all courses within. Content of two schools is the same but modified according to the experiences from the first school.
- Workload distribution – as stated in the budget summary (except for 20 days for teachers Osijek, 10 for technicians and changing the responsibilities for IO 2 from Graz to Hildesheim).

8. **Fourth session: Preparations for the Multiplier events – first (April, 2017 in Osijek) and second (June 2017 in Barcelona)**

There was a discussion on following issues related to multiplier events:

- Who to invite – events are organized for others, not for project partners; therefore we have to invite other stakeholders (libraries, IT companies, other universities, relevant local, national and international agencies and professional bodies, etc.).
- Project management money could be used, if needed, to cover travelling costs for project partners to come to Osijek.
- Osijek organizes the first event and decides whom to invite, how the structure it.
- Dates for all events: Osijek, 21 and 22 April 2017.; Barcelona 30 June and 1 July 2017. Move Ankara to Boras and have the transnational meeting and workshop in Boras, date: 20-21 October 2017; Hildesheim, 27 August – 1 September 2017 summer school and meeting before that; combine Ljubljana workshop and Graz transnational meeting and have the project meeting and a workshop in Graz in April 2018; Pisa conference to be held on 10-11 September 2018.
- Second summer school in Graz will be held first week in July, 2018.
- Speakers from ASIST, ALA, CILIP etc. should be invited to present at Pisa final conference

Saturday, 5th November 2016.

9. **Fifth session: Financial issues – discussion and necessary adaptations**

Possible uncertainties regarding financial issues have been clarified during the previous day. Project leader summarized once more the most important issues: there are fixed sums for each section; if not spent it can be used for other things (within allowed 20 %); there are some saving possibilities like combining events to cut on travel expenses, or moving events to cheaper locations.

10. **Sixth session: Preparations for the first summers school in Hildesheim and conclusions**

Participants discussed preparation of all events and agreed upon following issues:

- participation in the courses:

Course 1 – Pisa, Ljubljana, Osijek, Hildesheim – Pisa is leading
Course 2 – Ankara, Boras, Barcelona, Pisa – Barcelona is leading
Course 3 – Graz, Hildesheim, Barcelona, Ljubljana – Ljubljana is leading
Course 4 – Osijek, Ankara, Graz, Boras – Osijek is leading

Outline of the course content and brainstorming session should be finished by Christmas 2016. The leaders of the courses will initiate brainstorming for all and Boris Bosančić will establish Google docs. Tatjana Aparac Jelušić will identify learning outcomes.

Several other points have been discussed:

- It is possible to allocate 2 extra ECTS to very active students, those who want to learn and do more according to the extra learning activities
- Each institution is asked to investigate and decide if they could recognize these courses as electives for their regular program
- For each course there should be 4 hours of lectures and one to two workshops. After lectures online test could be offered. Assignments can be given before the summer school starts.
- All languages are included but not all of the content has to be translated; translate only short description of the course, aim, learning outcomes, etc.

Further on, there was a discussion on:
- Evaluation framework – Barcelona will prepare criteria for evaluation including all kinds of evaluation that we will carry out in the program. Maja Žumer suggested we include evaluation of learning outcomes – did the students achieve the goals we set.
- Didactic framework – Ankara can prepare a draft document which can be discussed in the workshop at the 1st summer school and applied in the second summer school.
- Recommendations on harmonization of entry requirements – this could be large topic and shall be tested to see whether the summer school fills individual university's requirements. It would be useful to analyse entry requirements and practices at each of partner universities, in the form of articles. It was also agreed that the specifics of each program should be sent for all to be visible and serve as a base for further discussions.
- Everybody should disseminate information about summer schools at conferences. Tatjana Aparac Jelušić will check about subcontracting or outsourcing graphic design of marketing material.
- Deadline for marketing material is in two weeks. Thomas Mandl will prepare the draft and upload on Google docs for comments.
- Deadline for applications for first summer school is 15th March 2017.
- Promotional video will be provided as well as the certificate for attendants.

There was a detailed discussion on the organisation and the structure of the first summer school in Hildesheim, 27.8.-1.9.2017. Following issues were agreed upon:
- Candidates are potential students from our universities, from disciplines other than Information science. Each partner should nominate 3 (+1 on reserve) students at final undergraduate year or who just graduated. The lists with student names should be prepared for Osijek workshop when the final election of candidates will take place. There is a question on how to attract special needs and immigrant students.
- Students are reimbursed up to the 275E – funds are movable, we have a lump sum for this and we divide it between all students. Accommodation and food is covered. Hannover is the closest airport, from Berlin there is a two-hour train. Teachers who will come to Hildesheim: to be decided later.
- Starts on 27. August 2017. Throughout May-July elected students will be given one article per month to read.
- Formal issues regarding enrolment possibilities should be identified and investigated by each participant. The main question is how to formally manage that students who attended summers schools get accepted to master program/s.

11. Closing session, evaluation issues and general conclusions
It was concluded to establish Erasmus partnerships with all partnering institutions. Kornelija Petr Balog will initiate this (including teacher and student exchange at undergraduate and graduate level) on Osijek side. The meeting was closed by Tatjana Aparac Jelušić at 13:00. This was the first of the four transnational meetings of the EINFOSE project team.

Minutes of the meeting taken by: Sanjica Faletar Tanacković and Maja Krtalić