

Achieving and Retrieving Creativity through European fashion Cultural Heritage Inspiration

ART CHERIE

PM Document	Minutes of the Kick Off Meeting
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Action:	Project Management and Coordination
Date:	

15/12/2016

Leopold Hotel, Brussels, Belgium

MINUTES

The Kick Off Meeting of the ERASMUS+ TEXAPP project was held on 15/12/2016 in the Leopold Hotel, 35, Rue du Luxembourg, Brussels, Belgium. The meeting was attended by representatives of the beneficiaries, as listed below.

Attendees: (copy list of participants)

Organisation	Name
Euratex	Francesco Marchi
Euratex	Ana Manuelito
GNOSI NGO	Miltos Staboulis
GNOSI NGO	Despoina Panagiotopoulou
HCIA	Meletis Karabinis
Prato Museum	Filippo Guarini
UAL	Nicola Dorigo Salomon
UAL	Jose Teunissen
UAL	Jerneja Rebernak
UAL, LCF	Darren Gray



The following paragraphs provide a brief summary of the presentations and discussion.

The presentations will be lodged to the ART CHERIE website.

Location: Leopold Hotel, Brussels, Belgium

Hosting Organization: Euratex

AGENDA

ART CHERIE KICK OFF MEETING

Date: 15 December 2016

Meeting Venue
LEOPOLD HOTEL

35 RUE DU LUXEMBOURG

1050 BRUSSELS

Room : Leopold (1st floor)

9:00 Registration & Welcome coffee

9:15 – 9:45 Welcome by the Host Organization – Lead Partner and Introduction of the participants and presentations of partner institutions

(All the partners - 5 minutes per partner)

9:45 – 10:15 Review of the project and aims of the implementation process, presentation **by EURATEX – Lead Partner**

10:15 – 10:45 Presentation of the Standard Contractual procedures - Grant Agreement – Bilateral Agreements and Amendments
by EURATEX – Lead Partner

Discussion and sign of the Bilateral Agreements

Coffee foreseen in the room

10:45 – 12:30 *Meeting for project partners in project management and implementation issues*

10:45 – 11:15 General Project Management Issues **by EURATEX – Lead Partner**

11:15 – 11:30 Discussion and questions on Project Management issues

11:30 – 12:00 Financial Regulations and Procedures, presentation **by EURATEX – Lead Partner**

12:00 – 12:30 Discussion and questions on Financial Management issues

12:30 – 13:30 Lunch on site

13:30 – 14:00 *Meeting for project partners in project management and implementation issues – continue*

- 13:30 – 14:00 Presentation of the 1st semester Timetable and discussion on deliverables and tasks undertaken by each partner **by EURATEX – Lead Partner**
- 14:00 – 16:00 *Quality Assurance, Dissemination and Exploitation*
- 14:00 – 14:30 Presentation of the ART CHERIE Draft Quality Plan **by EURATEX – Lead Partner in Cooperation with GNOSI NGO (P3)**
- 14:30 – 15:00 Discussion on Quality Monitoring Issues and Proposed Templates
- 15:00 – 15:30 Presentation of the ART CHERIE Dissemination and Exploitation Plan **by EURATEX – Lead Partner in Cooperation with GNOSI NGO (P3)**
- 15:30 – 16:00 Open Discussion – Debate

16:00 End of Meeting

The purpose of the meeting was to:

- To get to know each other (people and partner institutions)
- To create sense of ownership and start positive team building process
- Become familiar with the project objectives.
- Establish a detailed plan and revise the work plan and agree on allocation of tasks and responsibilities
- Discuss the procedures, deliverables, steps, and actions to be taken
- Introduce the project management and other tools for internal communication
- To inform participants about contractual and financial regulations

Introduction – Mr. Francesco Marchi (Euratex)

- After an initial welcome to the attendees, and provision of logistical information for the meeting, all attendees introduced themselves and the agenda was outlined.

Session 1 – Review of the Project and Aims of the Implementation Process – Mr. Francesco Marchi (Euratex)

- Mr. Marchi presented the review of the project, highlighting the priorities, aims, expected results and key information, as well as the implementation process, intellectual outputs, multiplier events and the technical meetings. He also presented the activities under the exceptional cost category.
- Mr. Marchi pointed out that the priorities for this project is to train young designers and students in the digital era and to create a curriculum for them by using the collection of the Prato Museum. The fashion industry and designers need to work together. It is also important to mention that not only the designers are a key actor but also the staff around (blue-collar workers).

Session 2 – Presentation of the Standard Contractual Procedures – Grant Agreement – Bilateral Agreements and Amendments – Mr. Francesco Marchi (Euratex)

- Mr. Marchi presented the standard contractual procedures, grant agreement, bilateral agreements and amendments.
- UAL asked for amendments on the Article 11 of the Partnership Agreement. It was agreed by all the participants that each time partners will produce own intellectual output and/or deliverable, they should decide and refer the specific IPR licenses that partners are going to use.
- It is also referred that accordingly to Article 11.9 of the Partnership Agreement, partners have the right to reuse and further exploit the results of the project.
- The revised Partnership Agreement and its Annexes will be send by Euratex before Christmas to all partners for final approval and signature.

Session 3 – General Project Management Issues – Mr. Francesco Marchi (Euratex)

- Mr. Marchi pointed out all the phases and objectives of the project management as well as describing the project steering committee and the operational, strategic and technical management (management structure).
- Mr. Marchi also referred the responsibilities of the coordinator, the responsibilities of the beneficiaries, the budget transfers and amendments.
- Partners agreed that all the technical meetings' costs will be considered and claimed under the project management and implementation heading. The design of the dissemination material and dissemination plan will be also considered under the same heading.

- Mrs. Panagiotopoulou (GNOSI NGO) informed that the partners will have different documents' templates which will be shared by end January 2017 for future use by all partners during the project.
- Mr. Marchi drew attention to the need to receive from members a work contract for each staff member involved in the project. A staff declaration should be enough and must be sent to Euratex by the end of January 2017. Partners should be prepared to give access in case of request from the Agency. Timesheets must be filled-in correctly to claim staff costs under the intellectual outputs headings. Moreover, the attendance list must be signed by all the attendees at each event.
- Concerning the logo's project, Mr. Marchi presented few options. The third logo was selected by partners with the following changes: third logo image with different colours; the typo of the second logo; one of the colours of the fourth logo and highlight the word "ART" with colours.
- Euratex will send in January 2017 the revised logo for evaluation and hopefully acceptance.

Session 4 – Financial Regulations and Procedures – Mr. Francesco Marchi (Euratex)

- Mr. Marchi presented the financial regulations and procedures. It was pointed out that if partners want to change the financing from one heading to another, partners can do so if the change is below of 20% of the initial amount. Nevertheless, for the sake of good management and transparency, partners shall inform and explain it in writing to the coordinator (Euratex).
- Mr. Marchi informed that all the technical meetings costs will be considered and claimed under the project management and implementation heading, as well as the design of dissemination material and the dissemination plan.
- Mrs. Panagiotopoulou confirmed that partners will receive different templates, namely the timesheets for the project management activities with clear costs and divided by actions, work hours, etc. It will take a month to develop such timesheets.
- Mr. Marchi confirmed that EURATEX will pay partners according to the rules set by the agency and drew the attention on the fact that at the moment of the interim report partners will have to show that they have spent at least 70% (showing deliverables and tasks done) of the current amounts to receive the next transfer.

Session 5 – Presentation of the 1st Semester Timetable and Discussion on Deliverables and Tasks undertaken by Each Partner – Mr. Francesco Marchi (Euratex)

- Mr. Marchi presented the timetable, activities and tasks for each partner for the first-year project. An overview of the timetable per activity and per intellectual output was done. Technical meetings' and multiplier events' dates were also discussed.
- As far as the second technical meeting is concerned, partners agreed to switch locations: the second technical meeting should be in Prato (first week of July 2017) and the third technical meeting should be in London. Furthermore, it was also decided that the Prato Museum could already start the digitalization' works after the second meeting in July, working very closely with UAL (University of Arts London).

- For the online platform, if the Prato Museum want to provide the visualization of their collections, it will be very good step forward. Additionally, the UAL system can link very easily the content of the Prato Museum and the UAL' students can help in the digitalization.
- Concerning the multiplier events, partners must evaluate the events. The evaluation form must be filled by at least 50% of the participants. The final report must collect those evaluation forms.

Session 6 – Presentation of the ART CHERIE Draft Quality Plan – Mr. Francesco Marchi (Euralex) and Mrs. Despoina Panagiotopoulou (GNOSI NGO)

- Mr. Marchi introduced this topic and Mrs. Panagiotopoulou started the presentation by informing the partners about the purposes of a quality plan and what are its dimensions. She also pointed out the main issues concerning the transnational partner meetings, namely the quality indicators. These indicators are related to the management and preparation in the most resource efficient way to make best use of meeting time, the active involvement and contribution of partners, the sufficient meeting documentation, as well as the contribution to team building and project success and the participation of all project partners.
- It was also presented the intellectual outputs, the multiplier events, the project impact & sustainability and the external quality assessment.
- Mrs. Panagiotopoulou informed the partners that is foreseen the quality plan will be delivered before Christmas in order to analyse it, send feedback to GNOSI NGO and have the final version by the end of January 2017.
- Concerning the external quality assessment, it was confirmed that it needs to be implemented by an external evaluator. The profile needs to be defined as soon as possible and by March 2018 the report must be done. GNOSI NGO will propose the content and the Steering Committee will decide about it.

Session 7 – Presentation of the ART CHERIE Dissemination and Exploitation Plan – Mr. Francesco Marchi (Euralex) and Mrs. Despoina Panagiotopoulou (GNOSI NGO)

- Mr. Marchi introduced this topic and invited Mrs. Panagiotopoulou to present the next 3 months' tasks, including the website, the dissemination/production material and the newsletters.
- As far as the website is concerned, Mrs. Panagiotopoulou and Mr. Gray (UAL) exchange views on the website specifications after the meeting. In the call for tender, it is necessary to fix the maximum amount of the tender. The coordinator will start the tender procedure during January and the selection will be done until the end of January 2017.
- Mrs. Panagiotopoulou informed the partners that GNOSI NGO will send a dissemination plan possible before the end of December 2016.
- Concerning the dissemination products and materials, it was decided by partners that 300 flyers will be printed out by May 2017 by each partner and all the materials must

be written in all the partners' national languages, including the banner for the national events.

- Regarding the newsletters, the first will be prepared by Euratex in English. Then UAL will be responsible for the second one in cooperation with Euratex. All the newsletters must be translated in English and in all the national languages. Partners will disseminate the newsletter through their own mailing list. The English version of the newsletter will be made available in the Euratex's website.
- Concerning the social media, the administrators will be Mrs. Manuelito (Euratex) and Mrs. Panagiotopoulou (GNOSI NGO).

General Discussion:

- It was discussed that the target groups for the curricula could be MA levels (involving young and professionals), masters in Design and Companies Marketing Departments and the target groups for VET could be an open and innovation education, training and youth workers.
- Concerning the tool, it was agreed by partners that it needs to be flexible enough to be used elsewhere. This means that partners have to keep in mind that this experience with the Prato Museum could be replicated in others Museums. UAL and the Prato Museum will work closely together in this direction. It is important to have a good understanding of what the Prato Museum has in its archive to help UAL drafting a proposal of curricula's content. It is foreseen a study visit in the Prato Museum during the second technical meeting.
- Script + treatment / outline for the tool will take place in the first week early February after conversations between UAL and the Prato Museum. These two partners will work on this to help GNOSI NGO and UAL E-learning Department to think about the content of the tool.
- Important deadlines to keep in mind: the logo will be send by end of January. Documents' templates will be send by end of February. The flyer's content will be send by end of April and printed by end of May. The first newsletter will be issued by June and the next technical meeting will be in Prato in the beginning of July.

The meeting ended according to the agenda at 16:00.