

# UNITEL Kick-off Meeting

## MINUTES & ACTION POINTS

1<sup>st</sup> and 2<sup>nd</sup> February 2021

Online

**Venue:** Online via zoom

### **KUTEL Project Partners**

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# KUTEL Kick-off Meeting

Monday, 1<sup>st</sup> February 2021

09:30 - 13:30 (CET time)

**Venue: Zoom**

<https://us02web.zoom.us/j/85961788224?pwd=eEozUE9rdDBOWFRwMHJOWkd2RzVIZz09>

**Recording Video – DRIVE FOLDER**

<https://drive.google.com/drive/folders/1RcDNaEzTVrZ8VOC8bvroFZqwstR6ZlJy?usp=sharing>

**Presentations – DRIVE FOLDER**

[https://drive.google.com/drive/folders/1L2y\\_7euO4slmRuF\\_XY-5\\_K0rCfGC5ukD?usp=sharing](https://drive.google.com/drive/folders/1L2y_7euO4slmRuF_XY-5_K0rCfGC5ukD?usp=sharing)

MINUTES
<p><b>Opening and welcome</b></p> <p>Arturo Lavallo (USGM) welcomed the participants and introduced USGM as an institution in its objectives and activities. USGM staff presented themselves – Monica Fasciani, Ilaria Reggiani and Matteo Martini</p>
<p><b>Introduction of Iran and its Higher Education System</b></p> <p>Prof. Cyrus Zamani from the University of Tehran made an introduction to Iran and Higher Education System: latest developments and trends, tackling future challenges and how to fit by EU programs. He also presented the University of Tehran as national coordinator of the UNITEL project.</p>
<p><b>Introduction of the partners' organisations (P2 – P12)</b></p> <p>Each partner presented its staff and organization. The presentations took longer than foreseen, however the coordinator considered important that each partner could present itself in detail since this is the first project meeting and the consortium could not meet in presence. Therefore, a re-scheduling was foreseen for the whole meeting.</p>
<p><b>WP7 Project management presentation</b></p> <p>WP5 Management (USGM)</p> <p>Monica Fasciani gave a presentation of the Management Working Package, going through the main aspects and activities related to this WP. Firstly, she introduced the aim and the main activities to be performed within project management. Then she went through the different kinds of Regulations that rule an Erasmus Plus project partnership (the Erasmus + CBHE regulations, the national legislations, the institutional practice and the internal working arrangements). Therefore, she outlined the official documents (Grant Agreement + Annexes, UNITEL Partnership Agreement between Coordinator and Partners), detailing the Coordinator and the partners' responsibilities. The Steering Committee role and functions has been presented and afterwards Monica introduced the WPs and the leaders of each of them. Then Monica focussed on communication:</p>

- 1) communication flow between the Agency, the Project Coordinator and the Partners - highlighting that only the project Coordinator directly communicates with the EACEA Agency for the project.
- 2) Internal communication (Hangout, Skype, Google Drive)
- 3) External Communication and the requirement to display always the EC logo and disclaimer

The reporting procedures and deadlines have been detailed:

Two formal Periodic Reports must be submitted to the European Commission including Technical Implementation Report and Financial Statements. This will be done in M21 and at the concluding stage of the project M36; documents to be submitted 2 months after UNITEL ends.

Internal reporting is scheduled according the following deadlines:

- M10 – (M1-M10) – November 2021
- M21 – (M1-M21 -corresponding to the progress report) – September 2021
- M28 – (M18 - M28) – April 2023
- M36 – (M1- M36 - corresponding to the final report)

Each partner must fill the documents and the templates will be provided by Mid March via Google Drive.

Speaking about meetings the consortium will decide which meeting will be held online and which in presence if possible at a later stage.

The coordinator proposed to stop and continue the presentations the day after since there was a delay in the meeting programme implementation. The consortium agreed.

**Tuesday, 2<sup>nd</sup> February 2021**

09:30 - 13:30 (CET time)

**Venue: Zoom**

<https://us02web.zoom.us/j/81162135120?pwd=N3JodlhmSWpaQXZTemRDMFdzQTFiQT09>

**Recording Video – Drive Folder**

<https://drive.google.com/drive/folders/1RcdNaEzTVrZ8VOC8bvroFzqwstR6ZlJy?usp=sharing>

**Presentations – DRIVE FOLDER**

[https://drive.google.com/drive/folders/1L2y\\_7euO4slmRuF\\_XY-5\\_K0rCfGC5ukD?usp=sharing](https://drive.google.com/drive/folders/1L2y_7euO4slmRuF_XY-5_K0rCfGC5ukD?usp=sharing)

## MINUTES

### **WP7 Project management presentation**

Monica Fasciani (USGM) made a recap on WP7 since some of the partners could not participate in the last part of the previous day meeting.

### **Administrative and Financial arrangements (USGM)**

Ilaria Reggiani went through the main administrative and financial arrangement of the

project detailing the following points:

- 1) Key Documents
- 2) Financial basic statements and terms
- 3) Unit costs (Staff, Travel & Cost of stay)
- 4) Actual costs (Equipment & Subcontracting)
- 5) Reporting and scheduling of payments
- 6) Amendments
- 7) Financial reporting by EC
- 8) Checks & Audits

She also highlighted the financial reporting periods :

- M10 – (M1-M10) – November 2021
- M21 – (M1-M21 -corresponding to the progress report) – September 2021
- M28 – (M18 - M28) – April 2023
- M36 – (M1- M36 - corresponding to the final report)

Furthermore, she showed the templates of all the documents to be filled and sent for the financial accounting (see PPT and financial documents in Google Drive).

As concerns the Equipment, She stressed that:

- partners should send the revised list of equipment (at least the hardware, and then software) within 6 months by the beginning of the project (June 2021) according to the recommendations of the EU Commission;
- the purchase needs to be done not later than 12 months before the end of the project
- regardless of the amount to spend, the coordinator asked that each partner would collect at least 3 quotations to choose the best value for money.

As concerns the bank transfers of the grant's shares from USGM to the partner organisations, the coordinator specified that they will be transferred in Euro currency.

As concerns the exchange rate, she reminded that Requests for payment and financial statements must be done in euros and. In order to calculate the exchange rate:

- Beneficiaries with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the Official Journal of the European Union, determined over the corresponding reporting period, available at:  
<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>
- Beneficiaries with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

In order to See the “financial statement” excel file, the sheet related to the calculation of the exchange rate.

The most important point in this respect is the issue of the restrictions on payments to Iranian institutions. Ilaria Reggiani explained that after talk to the EACEA 2 options are on the table:

1. Austrian Organization Exchange Payments' Service – to be confirmed by EACEA
2. Iranian Embassy in Italy as Intermediary - To be confirmed by Embassy - Head of

#### Financial Office

The coordinator would prefer a method of payment via bank transfers however the EACEA in the particular case of Iran exceptionally allows cash payments.

Payments to personal staff accounts will not be accepted instead.

The coordinator will keep the partners informed on the further communication with EACEA.

Antonio P3 asked if money not spent for cancelled in presence meetings could be used to increase the number of participants to other meetings. USGM had already talked to the PO about this point and the position of the EACEA is that we will have to justify this decision however it can be requested. No money can be moved from T&S to STAFF though for meetings not held in presence (unless we stay within the 10% limit).

In order to optimize the timing of the second day meeting, The consortium decided to organize bilateral meetings and/or a specific financial session to deepen the administrative issues and to analyse how to fill the financial documents.

#### **WP1: Baseline analysis**

Arafeh Bigdeli presented in details the whole WP1 focusing on the different steps to be taken and on the deliverables to be produced. She provided the work plan, and a timeline for the activities as follows:

M1 – M6 Analysis and Synthesis of Data – May 2021

M4 – M6 Addendum for skills and competencies – May 2021

M6 – M7 Comparative Analysis – June 2021

M8 – M9 Guideline Preparation – August 2021

M8 – M9 Roadmap – August 2021

SUT detailed also Task 1: Drawing up the State of the Art of HEIs (PC Institutional level) highlighting Target groups involved:

- Professors/Lecturers, Technical Staff, Instructional Designers: 13 per each PC HEI;
- Students: 10 per each PC HEI; and
- Business actors: 4 per each PC HEI.

As concerns the tools, Structured Interviews and Semi-structured Interviews will be applied in order to acquire qualitative & quantitative data.

Then She described the Task 2: Drawing up the State of the Art of HEIs (PC National level) which will involve the Iranian partner Universities.

She described the Task 3: Defining a State of the Art of HEIs at EU level, which will involve the European Partners and it will have the aim to identify the Expertise and Best Practices in EU Universities. The EU partners will then perform their own state of the art analysis with a desk research on best practices in the EU area.

All the gathered data will have the Aim to describe how to improve, develop and implement the accreditation standards, guidelines and procedures for quality of TEL training and study programs at national level.

As concerns the Task 4: Compiling the addendum for Skills and competencies of e-course beneficiaries, She explained what kind of competencies could be included:



Distance learning - E- competencies:

- Pedagogical (Subject expertise, coaching and assessing)
- Social (Interpersonal, communication and facilitation skills)
- Managerial (Administrative and leadership skills)
- Technical (Technological literacy)

She further detailed proposals on How to use technology in a virtual classroom, and what could be included into “Technology Enhanced Learning (TEL)”

- TEL application according to PC HEI’s needs
- Qualified e-content
- Qualified e-instructors
- Quality of TEL training and study programs

As concerns the Task 5: Collecting a Comparative Analysis of State of the Art of HEIs, she pointed out all the most important key-elements will be taken into account on Engineering and STEM curricula.

She then, presented the scheduling of the task’s activities, in particular:

2nd partner meeting in Turku, Finland (M7):

- Partner Country institutions
- Programme Country institutions

As concerns the Task 6: Designing Recommendations in PC Curricula Modernization, she reminded the core objective of the task, that is “Expanded access to education and improvement in the quality of teaching and training”. It will be achieved through the Use TEL practices (ICT-based learning & virtual labs) → then Innovative pedagogical approaches and tools → Effective modernisation of Engineering and STEM curricula → then Pedagogical Administrative Technical Management

As concerns the “Task 7: Drawing a Roadmap on industry-relevant skills and competences” the core aim will be to build an industry-relevant and working life oriented pedagogy.

Two Industrial Partners (P4 & P12) will support the identification of the Needs nowadays in the labour market, and the Requirements of the digital era education.

She concluded the presentation with a brief overview of Iranian HEIs Experience in Distance Learning.

Finally she pointed out the assumption and risks and then a synthesis of the next action plan to bear in mind:

Work Package 1: Action Plan				
Tasks	Status	Details	IR Partners	EU Partners
T1.1 Constitution of Executive and Administrative Team	On going	Providing an online form and distributing the tasks	15 Feb (M3)	Data provided
T1.2 State of the Art of HEIs (Institutional Level) – Guideline	On going	Providing the guidelines and questionnaires	25 Feb (M3)	30 Feb (M3)
T1.2 State of the Art of HEIs (Institutional Level) – Survey	Scheduled	Interviews	31 Mar (M4)	-
T1.3 State of the Art of HEIs (National level) – Guideline	Scheduled	Providing the guidelines and questionnaires	10 Mar (M4)	15 Mar (M4)
T1.3 State of the Art of HEIs (National level) – Survey	Scheduled	Interviews	30 Apr (M5)	-
T1.4 State of the Art of HEIs (EU level)	On going	Collecting data of EU best practices	-	31 May (M6)
T1.5 Comparative Analysis T1.6 Preparation of Guidelines T1.7 Roadmap	Scheduled	To be conducted by 15 Jun (M7) To be provided by 15 Aug (M9) To be defined by 15 Aug (M9)		

To conclude the Presentation of the Workpackage 1, UTU representative Matti Lappalainen co-leader of the activities, presented in detail the EU partners' role in the research.

He presented the scheduling of the “WP1 Task. 1.3. & 1.5 EU universities role in collecting and analysing data for State of the Art”.

He described in detail the role of EU partner organisations

- EU partner universities will collect data on the status of Engineering and STEM programmes in Europe. This activity will be coordinated by P2 UTU, the University of Turku, during months 5-6.
- The data collection will feed information to other actions in the project:
  - Collecting the Comparative Analysis Report (WP1 Dev. 1.5)
  - Development of the e-Course, UNI-TEL training path development (WP2)

The main Aim will be to describe how to improve, develop and implement the accreditation standards, guidelines and procedures for quality of TEL training and study programs at national level.

As concerns the WP1 Task. 1.5. “Comparative analysis of state of the art of HEIs in Engineering and STEM studies in PC and EU”. He premised that the Comparative analysis and synthesis will be made based on the state of the arts reports collected. Sharif University of Technology (P11) and University of Turku, (P2) will coordinate this activity and it will take place in months 6-7.

He finally presented the university of Turku in the perspective of the next planned study visit and university's expertise connected with the project goals.

As concerns, the next meeting in Turku he explained that, it will take place before the



WP1 is finalized and it will be fundamental for gathering and agreeing on the contents, structure and methodology of dev.1.1 and define the inputs for dev.1.2 and 1.3. During this meeting, the consortium will lay the foundation for the implementation of WP2.

### **WP2 UNI-TEL Training Path Development**

The meeting schedule proceeded with the presentation of WP2 UNI-TEL Training Path Development (leader: UTU). The development of UNI-TEL training path (e-course) was presented detailing the aim of the Work package, WP organisation, Presentation of the Work packages under WP2, the Workplan, and the timetable.

The WP2 will contribute to enhance skills and competences of professors/lectures, instructional designers on innovative collaborative ICT-based practices as a means to increase curriculum modernisation and internationalisation.

As concerns the WP organisation:

Lead organisation: P2 University of Turku

Co-leader: P11 SUT, P4 PRISMA (Technological co-leader)

Close collaboration: P1 USGM and P12 NPT

Participating organisations: All partners

Pedagogical development team (PDT): Involving one member from each partner

Technological team: Involving one member from each partner

As concerns the tasks, he pointed out the tasks, the role and responsibilities

WP 2.1 Development of educational concept for the UNI-TEL training path

WP 2.2 Development of the virtual learning environment prototype

WP 2.3 Development of UNI-TEL technological infrastructure in each Iranian Partner University

WP 2.4 Development of the UNI-TEL e-course

WP 2.5 Publishing the e-course of the Project platform & internal tests

As concerns the “WP 2.1 Development of educational concept for the UNI-TEL training path”

He defined the General learning objectives of the course:

- **Pedagogy** Industry-relevant, working life oriented pedagogies such as project-based learning and problem-based learning
- **Technology** To learn the principles of digitalization and enabling technologies that lead to innovative pedagogical practices;
- **Process development** To learn technologies, protocols and tools for applying ICT in processes and services;
- **Transformation, change** To be able to implement a project for the digital transformation of a process, area, or department

He then suggested a possible Structure of the training path (e-course) and the Target



audience (participants) of the designed course:

The training is designed for 91 participants at least 13 participants from each Iranian partner institution, 70 % professors/lecturers, 30 % technical staff/instructional designers.

Responsible partners:

P1 USGM, P2 UTU and P11 SUT will be mostly involved in this activity.

All the other partners will cooperate as peer reviewers.

As concerns the “WP 2.2 Development of the virtual learning environment (VLE) prototype”, the UNI-TEL VLE will be an online platform, which will offer the e-course and learning resources freely and openly for use, reuse, adaptation and sharing. The contextual and technical specifications for the UNI-TEL VLE to be developed will be agreed by all partners.

Responsibilities of the partners:

P4 PRISMA will draft the specifications and produce the technological infrastructure guidelines together with WP leaders and P1 USGM with contribution from all partners. After the finalisation of the specifications, P4 will initiate the development the virtual learning environment.

As concerns the “WP 2.3 Development of UNI-TEL technological infrastructure in each Iranian Partner University” P4 PRISMA together with the Iranian partners will update in the technological system of hosting universities in order to ensure a coherent and appropriate infrastructure for UNI-Tel piloting course implementation, testing and delivery.

As concerns the “WP 2.4 Development of the UNI-TEL e-course”, EU HEIs and Iranian HEIs will co-develop the syllabus and learning material according the training path (WP2.1):

- audio/video lessons,
- presentations,
- videos,
- quizzes,
- questionnaires,
- projects,
- additional learning resources and literature.

As concerns the “WP 2.5 Publishing the e-course of the Project platform & internal tests”, the Leader will be P4 in cooperation with P11, P2 and P1 for the internal tests. P4 will publish all the educational materials produced into the developed VLE and make internal tests in order to guarantee the optimal delivery of the e-course during the subsequent phases.

### **WP5 Quality Assurance**

As concerns the WP5 Quality Assurance (Leader: UAB), António M. Teixeira, Maria do Carmo Pinto, João Paz introduced the aims, tasks and responsibilities of the work



package.

WP5 deals with the realization of all tools needed in order to perform effective monitoring and evaluation of project activities and outcomes. QE will be a continuous process, entailing evaluation of project outputs as well.

The Quality and Evaluation plan (Q&EP) will describe the quality and evaluation methodology, as well as define the indicators and explain the monitoring procedures. Internal and external quality assurance processes will be realized based on the Q&EP.

The Quality and Evaluation team (Q&ET) will realize internal QA and will continuously monitor parameters that are vital for project success, using a broad range of tools in order to achieve a complete picture of project status.

External QA will be realized by an expert external consultant.

Quality control and monitoring will aim at identifying quality issues at a stage early enough to allow the partnership to take timely measure for improvement.

The Quality plan drawn up in the initial project stage will streamline quality assurance activities. The following results and processes will be monitored:

- 1) Key project outputs as comparative analysis (WP1), e-course platform and contents (WP2&3), modernised curricula (WP4); project website and dissemination tools (WP6);
- 2) Progress in WPs and achievement of project objectives;
- 3) Partner performance and project ownership.

Later on, He described the Outputs and outcomes, the indicators and how they will be measured.

He remarked that outputs will be benchmarked against the project timeline and quantitative/qualitative indicators defined in the LFM. The Evaluation of the quality of project objectives will be made based on data about the quality assessments collected from the respective WP leaders through the Midterm results reports and Internal Evaluation Reports. The Partner performance (e.g. timely completion of deliverables, quality of deliverables and communication) will be monitored and evaluated.

The Intellectual outputs (e-course contents etc.) will be evaluated by the Q&E team, the Internal Evaluation Reports (covering all preceding elements) will be prepared by the SC and adopted by the consortium. An external evaluator will be procured and hired for the purpose of continuous peer-review and assessment of project quality.

He finally showed the scheduling of the action related to the Quality Assurance.

At the end of the meeting, a satisfaction questionnaire (for the meeting/event assessment) will be delivered to the partners in order to evaluate the satisfaction of the kick-off meeting.

### **WP6 Dissemination and Exploitation**

Dr. Mohammadsaber Khaghaninejad, on behalf of Shiraz University WP6 Dissemination and Exploitation (Shiraz University), introduced the aims of the Dissemination, its tasks, objectives, roles and responsibilities.

In the presentation, he included a proposal for the project logo. All partners should



officially approve it after the meeting.

Partners asked if it would be possible to have a logo version with a transparent background in order to allow an easier use in the dissemination outputs (newsletter, poster, leaflet, website, etc..).

Partners will provide a feedback on the logo proposal after the meeting end.

As concerns the objectives, he clarified that WP6 activities will raise awareness about the main project themes and specific activities have been designed to effectively share solutions and best practices linked to the project's main themes.

The activities will be planned in view of reaching out to as many project target groups' representatives and stakeholders of HEIs as possible, at institutional, national and international levels.

As concerns the objectives , he pointed out them as follows:

- Branding UNITEL project: development of a UNITEL logo that will continue after the end of the project;
- Reaching all stakeholders of the Stakeholder Analysis;
- Reaching at all levels: Results will also be presented in media and leading newspapers at local/regional and national levels.

As concerns the Activities, he listed the following results:

- Valorisation plan: It will aim at the effective communication of the project results in an audience-friendly manner. For this reason, it will clearly identify the target-group of each dissemination activity.
- UNI-TEL Website: It contains a description of the action, the contact details of the co-ordinator, the list of beneficiaries, mention of the European Union's financial support with the relevant logo and access to the principal results, as and when they become available.
- Paper products (brochure (B), poster (Po), papers): Paper materials in the form of brochures, posters etc. will be produced in order to disseminate the UNI-TEL objectives and results to the widest possible audience. This material will be produced in multilingual version (EN and FA).
- E-newsletter: A yearly e-newsletter will be delivered presenting the project's working progress to the "outside world" and to the partnership.
- Paper products (brochure (B), poster (Po), papers): Paper materials in the form of brochures, posters etc. will be produced in order to disseminate the UNI-TEL objectives and results to the widest possible audience. This material will be produced in multilingual version (EN and FA).
- E-newsletter: A yearly e-newsletter will be delivered presenting the project's working progress to the "outside world" and to the partnership.
- Final International Conference: A Final International Conference will be organized by TU (P9) in Tehran, Iran in order to disseminate the final results and products of the project and to promote the sustainability of the UNI-TEL outputs and main

outcomes.

- First national exploitation event: Each PC HEI involved in the UNI-TEL project will be called to organize a national event in order to promote target group participation into the piloting phase. The event will be organised in presence and web streamed
- Second national exploitation event: Each PC HEI involved in the UNI-TEL project will organize a second national event in order to disseminate the project results to key actors, developing and encouraging the results transferability. The event will be organised in presence and web streamed.
- Exploitation Agreement: It will regulate the relationship among the partners concerning the commercialisation of project products, defining rules and responsibility in relation to intellectual property rights. The agreement will regulate the relationship among the partners concerning: commercialization of the project methodology and course contents; further improvement of the project methodology and course contents after the project ends.

He finally detailed the timing of the WP's activities/deliverable and the roles and responsibilities. In particular, Each partner will specify its own exploitation plans to take advantage of both the knowledge acquired throughout the project and its tangible results. Partners will consider the project's strengths and weaknesses. They will try to match key strengths with opportunities to create capabilities that can be developed into competitive advantages. They will adopt an active approach by identifying the most attractive opportunities for exploitation and then planning to investigate these opportunities. They will take into consideration the experience from project dissemination and will create a targeted plan that will continue the dissemination of UNITEL results after the project's completion.

**As concerns the WP3 UNI-TEL Training Delivery and the WP4 UNI-TEL Curriculum Modernisation, since they will both begin in a second stage of the project, the coordinator decided to skip both presentations in order to avoid an excessive delay of the meeting's end.**

## ACTION POINTS

ID	Action	Responsible	Deadline
<b>WP1. BASELINE ANALYSIS</b>			
1	Providing an online form and distributing the tasks	P11 and P2	15/02/2021
2	Providing the guidelines and questionnaires	P11 and P2	25/02/2021
3	State of the art of HEIs (institutional level)	P5 – P11	15/05/2021
4	State of the art of HEIs (national level)	P11	15/05/2021
5	State of the art of HEIs EU level	P1, P2 and P3	15/05/2021
<b>WP3 UNITEL TRAINING DELIVERY</b>			



6	Send the updated list of equipment (at least the hardware) to the coordinator	Partner countries	30/04/2021
<b>WP5. QUALITY ASSURANCE</b>			
7	Delivery of questionnaire for evaluating the kick off meeting	UAb	17/02/2021
8	Filling the questionnaire	All partners	22/02/2021
9	QA plan definition	UAb	15/03/2021 (M2)
<b>WP6. DISSEMINATION AND EXPLOITATION</b>			
7	Valorisation plan definition	SU	15/03/2021
8	Feedback on project logo proposal	All partners	22/02/2021
9	Pictures of meeting for dissemination materials to upload in the Drive	All partners	22/02/2021
10	UNI-TEL Website (draft) UNI-TEL Website (Final)	SU	01/03/2021 15/03/2021
11	UNI-TEL Social Accounts (facebook, LinkedIn,)	SU	15/03/2021
12	Paper products (brochure (B) (draft)	SU	01/03/2021 15/03/2021
<b>WP7. MANAGEMENT</b>			
13	Minutes of the kick off meeting	USGM	15/02/2021
14	Partnership Agreement	USGM	15/03/2021
15	Project management handbook and reporting tools	USGM	15/03/2021
16	Project teams building	All partners	25/02/2021