Project title: L-Cloud: Developing Tomorrow's Cloud Education Leaders

Reference number: **2018-1-CY01-KA201-046859**

Implementation period: October 2018 – September 2020

Kick off Meeting

21-22 November 2018, Nicosia, Cyprus
Venue of meeting: 36 Stasinou street, Office 102-104, Strovolos 2003, Nicosia, Cyprus
Venue Telephone: +357-22283600

Emergency Contact numbers: Gregory Makrides +357 99641843

Version date:10 November 2018

Agenda

Tuesday, 20 November 2018

Time	Action	Presenter – Comments
All day	Arrivals	Transfer information from the airport has been sent to all
20:45	Meeting at Hotel Hilton reception Welcome Dinner @ Evohia (offered by EACG)	Partnership – meeting each other All together

Wednesday, 21 November 2018

Time	Action	Presenter – Comments
9.15	Meeting starts (walk to the meeting ,use directions sent to you)	Arranged by the coordinator
9:15 – 11:00	Introduction by each partner institution (about 4 min each) (who you are, what do you offer, location, size, why you joined the project?) **Task for all: Prepare a short PPP of your institution/organization. It will be published on the project website.** P1 - EACG, CY (Gregory Makrides, Andreas Skotinos, Yiannis Kalaitzis, Lambri Makrides, Yiannis Alexandrou) P2 – Colegiul National Pedagogic (Eliza Sotirescu,Gabriela Mita) P3 - DOUKAS Schools (Thomas Economou, Yiannis Kotsanis) P4 – EUROGEO (Karl Donert, Harry Rogge) P5 - European Digital Learning Network (Carlotta Figini) P6 - University of Barcelona (Mario Barajas)	Each presentation will be done by one representative from the partner organization.
11.00 – 11.30	Coffee break	(bring sweets from home)
11.30 – 12.00	Presentation of School on the Cloud (SoC) related project results	Karl Donert, EUROGEO
12.00 – 13.00	**Presentation and Discussion of Outputs Plan of Action** **(presentation of plan by each Output leader, O1, O2, O3, O4)** **time tables, activities** **Discussion / Decisions**	All Output 1: P5 – DLearn Output 2: P6 – Uni of Barcelona Output 3: P3- Doukas School
13:00 – 14:30	Lunch Break	All

14:30 – 17:30	**Presentation and Discussion of Outputs Plan of Action** **(presentation of plan by each Output leader, O1, O2, O3, O4)** **time tables, activities** **Discussion / Decisions** **Planning the work for Thursday**	All Output 1: P5 – DLearn Output 2: P6 – Uni of Barcelona Output 3: P3 – Doukas School
16:00	Coffee during work	
20:30	Dinner @ a tavern (price per person maximum 25 euro) Transfers to be arranged in taxi groups	

Thursday, 22 November 2018

Time	Action	Presenter – Comments
9:30 – 10:30	Finalization of the plan for O1	All partners involved, O1 Leader
10:30 – 13:00	**Quality assurance statement** **Contingency plan** **Indicators and monitoring** **Dissemination plan, web site** **Promotion activities and tools (newsletter etc)** **What is uploaded in the L-Cloud Slack** **Publication of results**	All partners involved
11:00	Coffee during work	
13:00 – 14:30	Lunch Break	
14:30 – 16:00	Pending issues for discussion Planning meeting 2; Option 1: 22-23 February, 2019 Option 2: 1-2 April, 2019	
21:00	Dinner free	All

Friday, 23 November 2018

Time	Action	Presenter – Comments
All day	Departures	Transfer information to the airport has been sent to all

P.S. OPTIONAL: bring any traditional sweets for the meeting

L-Cloud Project Timeline

	2018			2019												2020								
	M1 10	M2 11	M3 12	M4 1	M5 2	M6 3	M7 4	M8 5	M9 6	M10 7	M11 8	M12 9	M13 10	M14 11	M15 12	M16 1	M17 2	M18 3	M19 4	M20 5	M21 6	M22 7	M23 8	M24 9
Project activity*																								
A1: **Project Management**																								
A2: **Quality Assurance and project Evaluation**																								
A3: **Dissemination of project results**																								
O1.Guidelines for Skills and Competences for Adaptive Education Cloud Leaders																								
O1/A1: Preparation - Clarifications and Definitions																								
O1/A2: Development of Chapter1																								
O1/A3: Development of Chapter2																								
O1/A4: Development of Chapter 3																								

	M1 10	M2 11	M3 12	M4 1	M5 2	M6 3	M7 4	M8 5	M9 6	M10 7	M11 8	M12 9	M13 10	M14 11	M15 12	M16 1	M17 2	M18 3	M19 4	M20 5	M21 6	M22 7	M23 8	M24 9
O2. Qualification Framework for Education Cloud Leaders based on Skills and Competence						██	██	██	██	██	██	██	██	██	██	██	██	██	██	██	██			
O2/A1: Definition of the competence framework						██	██	██																
O2/A2: Competence framework consultation and validation								██	██	██	██	██	██											
O2/A3: Definition of an International Professional Certification Programme													██	██	██									
02/A4: Adjustments of the certification programme, after testing																				██	██			
O3. A course design for developing adaptive education cloud leaders									██	██	██	██	██	██	██	██	██	██	██					
O3/A1: Course Design (face-to-face and Cloud based webinar).									██	██	██													
O3/A2: Course Resources Development.												██	██	██	██	██								
O3/A3: Course Implementation (piloting)																██	██							
O3/A4: Course Evaluation and finalization																	██	██	██					

	M1 10	M2 11	M3 12	M4 1	M5 2	M6 3	M7 4	M8 5	M9 6	M10 7	M11 8	M12 9	M13 10	M14 11	M15 12	M16 1	M17 2	M18 3	M19 4	M20 5	M21 6	M22 7	M23 8	M24 9
M1: Kick off meeting		CY																						
M2: 2nd partners meeting						RO																		
M3: 3rd partners meeting												ES												
M4: 4th partners meeting																GR								
M5: 5th partners meeting																						CY		
E1: Local dissemination and round-table event																					CY			
E2: Local dissemination and round-table event																					BE			
E3: Local dissemination and round-table event																					ES			
E4: Local dissemination and round-table event																					GR			
E5: Local dissemination and round-table event																					IT			
E6: Local dissemination and round-table event																					RO			
C1. Learning Teaching Activity																GR								