

Introduction meeting  
Monday, September 14, 2020

# ERMIScom – Common curricula for diversity: education in media and integration of vulnerable groups

**Coordinator of the project: NKUA**

KA203 - STRATEGIC  
PARTNERSHIPS FOR HIGHER  
EDUCATION

HELLENIC REPUBLIC  
**National and Kapodistrian  
University of Athens**  
EST. 1837

ΕΚΟ

BAU  
Bahçeşehir University

UNIVERSITY OF NATIONAL AND WORLD ECONOMICS  
1920  
• SOFIA •

VUB  
VRIJE  
UNIVERSITEIT  
BRUSSEL

Metropolia

## ERMIScom

Common curricula for  
diversity: education in  
media and integration of  
vulnerable groups

Erasmus+

ΕΡΜΗΣ  
ΚΡΑΤΙΚΟΝ  
ΥΠΟΤΡΟΦΙΟΝ  
IKY

## Target Groups:

Media students  
&  
Professionals

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HE teaching  
staff, trainers,  
youth workers

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HEIs &  
academia

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NGOs & civil  
society

# Project Objectives

## ► Main aim:

'ERMIScom' project aspires to design, develop & test an **interdisciplinary common master programme** on education in media & integration of vulnerable groups, completely in English, characterized by an innovative teaching methodology

## ► Objectives:

- tackle skills gaps in the field of journalism and new media, while combating stereotypes and xenophobic sentiments
- instil social integration values and pro-active integration attitudes in media students & professionals, educators in formal and non-formal frameworks, and by extension to society
- modernising the teaching methods applied in Media education (internationalization, interdisciplinarity, innovation)
- promote & contribute to recognition of the complementarity of formal & non-formal education



# Working Packages



Management

Quality  
Control &  
Evaluation

Dissemination

Intellectual  
Outputs  
(IOs)

Learning, Teaching,  
Training  
Activities (LTTs)

Multiplier  
Events (MEs)

# Intellectual Outputs (IOs)

No IO	Title	Lead Partner	Participating Partners	Dates of Implementation
IO1	STEREOTYPES and PREJUDICES: Xenophobia & Racism	<b>BAU</b>	Metropolia, NKUA, UNWE, EKO	01.10.2020 – 30.09.2021
IO2	FAKE NEWS & HATE SPEECH: Representation of vulnerable groups in the Media	<b>UNWE</b>	Metropolia, NKUA, BAU, EKO	01.10.2020 – 30.09.2021
IO3	SOCIAL ENTREPRENEURSHIP AND VULNERABLE SOCIAL GROUPS	<b>VUB</b>	Metropolia, NKUA,BAU, UNWE, EKO	01.10.2020 – 30.09.2021
IO4	VULNERABLE GROUPS AND CULTURAL TRAUMA	<b>NKUA</b>	Metropolia, VUB, BAU, UNWE, EKO	01.10.2020 – 30.09.2021
IO5	INTEGRATION POLICIES FOR VULNERABLE SOCIAL GROUPS	<b>NKUA</b>	Metropolia, BAU, UNWE	01.04.2021-31.03.2022
IO6	FUNDS & GRANTS: Social Integration and Rights Related Projects	<b>UNWE</b>	BAU, NKUA, VUB	01.04.2021-31.03.2022
IO7	TRANSFORMATIVE METHODOLOGICAL APPROACH: Teaching, Training, Learning	<b>Metropolia</b>	NKUA, VUB, BAU, UNWE, EKO	01.04.2021-31.03.2022
IO8	COMMON CURRICULA: Education in Media and Integration of Vulnerable Groups	<b>NKUA</b>	Metropolia, VUB, BAU, UNWE, EKO	01.10.2020-31.03.2022



## IOs Development - TASK

- The **coordinator** for each IO (for **IOs 1-4**) should prepare a detailed presentation of the different **chapters/sub-sections of their IO** (*suggestion: for consistency purposes each IO should have 13 sub-sections, corresponding to the 13 teaching weeks per semester*)
- The **coordinator** for each IO should confirm the composition of the working group (members from all partners) for this IO

Deadline: 18.10.2020

# IOs – Piloting Phases

No IO	Development	Piloting period
IO1 – IO4	01.10.2020 – 30.09.2021	01.10.2021-30.09.2022
IO5 – IO7	01.04.2021-31.03.2022	01.04.2022-31.03.2023

## Pilot testing of each IO:

- Piloting by (at least) the lead partner as an **elective course**, in the context of already existing master or undergraduate programs
- 3 months course of around 40 teaching hours
- preparation & administrative procedures
- evaluation before & after (questionnaires to students, classroom observation, final exam)
- utilization of the evaluation results for further improvement of the IO

# Learning, Teaching, Training Activities - LTTs

## **C1 - Media Education for Diversity - ERMIScom Intensive Learning Programme** *LTT type: Intensive Program for Higher Education Learners*

Location: Istanbul, Turkey | Host: BAU

Dates: May 2022 (9 days)

5 participants (4\* students & 1 teaching staff) per partner

- This LTT will be the first opportunity during the project's life-cycle to test all IOs in a joint manner
- Feedback and suggestions by participants will improve outputs "bottom-up"
- During the course of this LTT novel active learning approaches will be tested in practice (e.g. concept mind-mapping, "swapped classroom", facilitated group work, outdoors media production, etc)
- For the detailed timetable see Anx\_2 (ERMIS GANTT, sheet 3)



# Learning, Teaching, Training Activities - LTTs

## **C2 - Applying New Methodologies in Media Education for Diversity** ***LTT type: Blended Mobility for Higher Education Students***

Location: Helsinki, Finland | Host: Metropolia

Dates: December 2022 (7 days)

- 2 students & 1 teacher in the physical mobility per partner
  - 10 remotely-joining students per partner
- The methods applied during the LTT directly stem from the Transformative Teaching Method (IO 7) & the 2 piloting phases incorporating novel elements & digital education tools
  - This LTT will provide participants with fewer opportunities & restrictions in physical mobility equal participation opportunity in the joint testing of the IOs
  - Feedback and suggestions by participants will improve outputs “bottom-up”
  - For the detailed timetable see Anx\_2 (ERMIS GANTT, sheet 3)

# Multiplier Events

## **E1 - Media & Integration of Vulnerable Groups** ***Mid-Term Conference***

Location: Athens, Greece | Host: EKO

Dates: 18-19.04.2022

50 local participants | 25 international participants

- Enhancement of the project results' visibility and promotion of the network's expansion
- Highlighting ERMIScom related topics from a specialists perspective, through the participation of external experts and relevant stakeholders
- Discussion on working methods and Challenges
- Evaluation & proposed adjustments in individual IOs & ERMIScom KPIs
- Assessment of the educational methodologies with a regional Focus
- For the detailed timetable see Anx\_2 (ERMIS GANTT, sheet 4)

# Multiplier Events

## **E2- NEW MEDIA and Social Integration** *Final Conference*

Location: Athens, Greece | Host: NKUA

Dates: 02-03.02.2023

90 local participants | 30 international participants

- Broad & comprehensive dissemination of the project
- Highlighting ERMIScom related topics from a specialists perspective, through partners' keynote speeches and the participation of external experts and relevant stakeholders
- Discussion on education/training possibilities through ERMIScom in particular, IKY & Erasmus+ in general
- Forum for input & networking
- Discussion and announcement of upcoming plans
- For the detailed timetable see Anx\_2 (ERMIS GANTT, sheet 4)

# Multiplier Events

## **E3- Media Responsibility and Education Policies for Zero Discrimination** *Cross-Interaction Event*

Location: Brussels, Belgium | Host: VUB

Dates: 01.03.2023

30 local participants | 10 international participants

- Dialogue-platform between relevant stakeholders in Media Education and the general public with decision-makers
- Advocating and promoting ERMIScom results and education tools
- Investigating the adaptability of the finalized ERMIScom results and ways of their integration into the educational structure of other HEIs and education providers
- For the detailed timetable see Anx\_2 (ERMIS GANTT, sheet 4)



# Management



Governing  
Bodies

Communication  
& TPMs

Budget &  
Management

Time  
Management

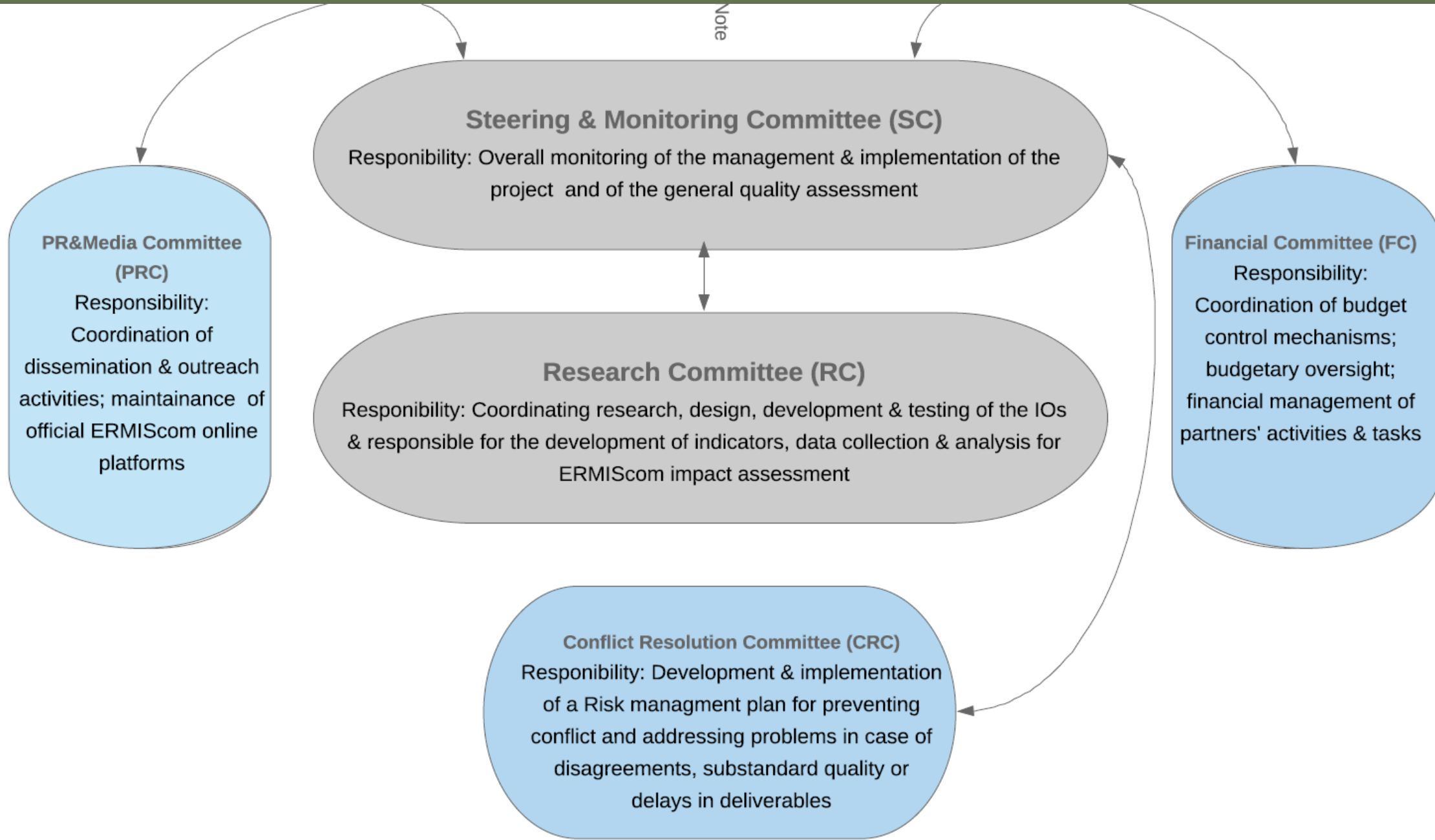
Partnership  
Agreement

# Governing Bodies

## COMMITTEE MEMBERS:

2 per partner for the SC & 2 for the RC

1 per partner for the PRC, 1 for the FC & 1 for the CRC



## Committee's composition - TASK

- **Each partner** should designate the members for each of the 5 committees:
  - 2 members for the Steering Committee (SC)
  - 2 for the Research Committee (RC)
  - 1 for the PR&Media Committee (PRC)
  - 1 for the Conflict Resolution Committee (CRC)
  - 1 for the Financial Committee (FC)
- For the selection criteria of the Committee's members, please check the respective field in the "**Participants Selection Criteria**" document

Deadline: 18.10.2020

# Communication and TPMs

Transnational Partner Meeting No	Host	Date	Participants
TPM1: Kick-Off Meeting	EKO (Athens, Greece)	November 2020	2 per partner: the Contact Person & 1 more member of staff (preferably a member of RC)
TPM2: Mid -Term Evaluation	UNWE (Sofia, Bulgaria)	February 2022	
TPM3: Final Evaluation	NKUA (Athens, Greece)	January 2023	

TPMs are the official **physical meetings** involving all project **partners** with the following aims:

- Discussion and signing of **Agreements (TPM1)**, and if necessary Amendment Agreements
- Monitoring of the project's progress according to planned timeframe and **Outcome Evaluation**
- **Process Evaluation**, including the efficacy of the collaboration, **budget and time management** and defects/facilitators in the procedural design
  - Assessment of the continued **relevance** of the activities mid-way **(TPM2)**
- Discussion and agreements on ERMIScom **sustainability strategy & next-steps** (e.g. planning of new European projects, esp. a Joint Erasmus Mundus Master proposal)



# Communication Plan

## **Communication Agenda -**

Calendar with meetings among all partners

## **Moodle Platform -**

online forum for the exchange of ideas, experiences & expertise in the context of education & skills within the field of journalism & social media

## **Shared Folders -**

Updated documents, reports & notes of each meeting available to the partners at all times (via Google drive & dropbox)

## **IO working teams internal**

**communication** – regular online meetings, shared folder with deliverables, feedback & evaluation

## **Steering Committee**

**meetings** - Coordination and support of the function of all other committees and of all partners

# Budget Management -Mechanisms

## Financial Settlements in Partnership Agreement (PA)

Financial Settlements (instalments & reimbursement procedures, unit costs, tasks & responsibilities to be covered with the budget for the IOs, LTTs, TPMs, MEs, publicity & management, etc)

## Procurement Plan (PP)

- \* general quantity, quality & value of goods/services required for the delivery of the project's activities
- \* eligibility for project expenses (type of expenses, conditions & procedures)

## Quarterly Financial Reports

- \* Submitted by each partner
- \* enlisting the products & services purchased/contracted with a description of quantity & cost for each item
- \* justification of the expenses in line with PP
- \* accompanied by all invoices, receipts or proof of payment

## Instalments

- \* transfer of each partner's budget will be done in instalments
- \* installment transfer to a specific partner will be suspended from the coordinator in case of missing, incomplete and/or irregular evidencing in the Financial Reports from this specific partner

# Timeline

		Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14
<b>Project activity*</b>															
<b>A1 - Management &amp; Monitoring</b>															
<b>M1- Kick off meeting - Athens</b>															
	O1														
	O2														
	O3														
	O4														
<b>A2 - Piloting Phase (O1-O4)</b>															
	O5														
	O6														
	O7														
<b>A3 - Piloting Phase (O5-O7)</b>															
<b>C1 - Intensive Study Programme - Istanbul</b>															
<b>M2 - Midterm Evaluation - Sofia</b>															
<b>E1-Mid-Term Conference -Greece</b>															
<b>C2 - Blended mobility - Helsinki</b>															
<b>M3 - Final Evaluation - Athens</b>															
<b>E2 - Final Conference - Greece</b>															
<b>E3-Sustainability Event - Brussels</b>															
	O8														

➤ For the timeline of ERMIScom activities over its full 31-month duration, please check Anx\_2 (ERMIS GANTT, sheet 1)

# Time Management Mechanisms

## **GANTT chart –**

visual presentation of project activities flow, succession & timing

## **Deadline alerts**

internal warning notifications through Google Calendar & Google Alert to inform all the partners about approaching initiation & deadlines of tasks

## **Risk management plan time-management provisions**

- \* early deadlines, to ensure that there will be make up time for possible delays
- \* the solidarity principle among the partners will be enforced, i.e. other partners will step in to support another in case of delays
- \* tasks (and budget) may be redistributed among partners upon consultation with the National Agency in really problematic cases

## **Time frame of outputs and deliverables in Partnership Agreement (PA) –**

Detailed tasks & responsibilities of each partner, as project milestones (in-depth plan of deliverables), therefore setting an official obligation of timely delivery

# Dissemination

	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13
<b>Project's Events/Activities</b>	Initiation 01-04	KOM (M1)					Initiation 05-07			End 01-04			Initiation A
<b>Dissemination Activity</b>													
<b>ORGANIZATIONAL LEVEL</b>													
1. Creation of Visual Identity Guide													
2. Update of ERMIScom Website & Social Media (PRC&NKUA)													
3. Dissemination Reports per partner													
4. Actions for ensuring CC BY-NC 4.0 licencing													
<b>COMMUNITY LEVEL</b>													
1a. Social media Posts per partner (3-4 monthly)													
1b.Reposts/shares per partner (min 200/partner)													
2. Press Releases in local language by each partner													
3. "Problem identification" & "problem solution" to online questionnaires to locals													
4. Presentation of ERMIScom results in partners activities													
<b>NATIONAL, REGIONAL &amp; EUROPEAN LEVELS</b>													
1. Translation & publication of press releases on project's website & social media													
2a. Newsletters per partner (8 per partner)													
2b. ERMIScom newsletters													
3. Media reports/appearances (min 10/partner)													
4. Presentation of IOs and results in ERMIScom multi-stakeholder Conferences													
5. Advocacy & promotion ERMIScom results in Cross-Interaction event with policy-makers													
6. Policy briefs and recommendations													
7. Publications on Erasmus+ Results Platform													
8. Publication of OER on open-learning platforms (e.g. EPAL)													
9a. Efforts for mutual partnerships with other education providers													
9b. Utilization of ERMIScom results in education offers by other providers													

➤ For the timeline of ERMIScom Dissemination Plan over its full 31-month duration, please check Anx\_2 (ERMIS GANTT, sheet 5)

# Partnership Agreement (PA)

## Partnership Agreement

[Grant Agreement Number]  
[Project Name]

The present Partnership Agreement, hereinafter referred to as “the Agreement”, is made and entered into by and between,

[Name of the coordinating Institution]  
[registered address]

hereinafter referred to as the “coordinator”, represented for the purposes of signature of the Agreement by [Legal representative name], [Legal representative position], the legal representative as defined in the Grant Agreement [Agreement number],

and the following beneficiaries:

1. [full official name of the beneficiary Institution] – established in [country]]
2. [full official name of the beneficiary Institution] – established in [country]]
3. [full official name of the beneficiary Institution] – established in [country]]

[idem for each beneficiary]

hereinafter referred to as the “beneficiaries”, represented for the purposes of signature of this Agreement by their legal representatives, according to the Mandates previously signed and attached to the Grant Agreement (here in Annex IV).

Where a provision applies without distinction to the "coordinator" and the "beneficiaries", for the purpose of this Agreement they will be collectively referred to as the "beneficiaries".

The parties hereby have agreed as follows:

- The PA is the official binding document that dictates the way ERMIScom project will be run and managed, and details the relationship among partners
- Will be sent to all partners after its sending by **IKY, prior to KOM**
- To be discussed, agreed upon and signed **during KOM**
- Items covered in PA:
  - Obligations and responsibilities (incl., deliverables, milestones, communication & cooperation, dissemination, quality assurance, management, etc)
  - Procurement
  - Budgetary and financial management, payment arrangements
  - General administrative provisions
  - Reporting
  - Promotion and Visibility
  - Confidentiality and data protection, Liability, Conflict resolution, Termination of Agreement etc

# Partners' Roles – All Partners

## Management

1. Assignment of 2 members for the SC & RC, & 1 member for the PRC, CRC & FC
2. Management (A1) through participation in the SC:
  - \* ensuring the quality & effectiveness of the implementation of the activities,
  - \* exchange of best practices,
  - \* Ensuring the general quality of the project
3. Ensuring (through participation in the FC) financial oversight, monitoring of expenditures, efforts of co-financing & sponsorship, time & budget management, indicators
4. Preparation, Participation & active contribution in TPMs

## Tasks Related to IOs

Each partner will contribute:

- a. **researchers & experts**, tasked with the design, development & testing/piloting of the IOs, in which they are involved
- b. **managers** for IOs in which they are leading. Managers can be members of the SC and/or of the RC
- c. **administrative staff**, for the final IO, responsible for the coordination & communication with the committees on the IOs & for the bureaucratic procedures of the HEI in the testing phase

## Tasks related to MEs & Dissemination

- a. Each partner will invite experts from the participating countries & beyond, to function as keynote speakers, members of the panel or presenters in the MEs
- b. Contribute equally & actively to all dissemination & sustainability activities, under the guidance of PRC

## Tasks related to LTTs

- a. selection of suitable participants
- b. comprehensive preparation of participants (preparatory meetings, practicalities like tickets, insurance, etc)
- c. debriefing & evaluation session upon return

# Partners' Roles – Distinct roles

## NKUA – Lead partner

-Applicant & Coordinator of the Project, responsible for the delegation of tasks & budget among Partners /committees

-Organization, preparation & hosting of the **3rd TPM** (Final Evaluation)

### **-Leadership of IOs 4,5 & 8;**

Supporting role for IOs 1-3, 6&7. For IO8, NKUA will contribute a technician, who will cooperate with the PRC to ensure an open & free access to all informative material & the final IOs (OER) in the form of an e-Book

-Organizing & hosting **ME2** (Final Conference)

-Communication & Liaisoning with the National Agency

- ERMIScom Reporting

## UNWE (BG)

-Organization, preparation & hosting of the **2nd TPM** (Mid-Evaluation)

### **-Leadership of IOs 2,6;**

- Supporting role for IOs 1,3,4,5,7,8

## BAU (TR)

### **-Leadership of IO 1;**

- Supporting role for IOs 2-8

- Organization, preparation & hosting the **1st LTT (C1)**

## VUB (BE)

-Leadership of IO 3;

- Supporting role for IOs 4,6,7,8

- Organization, preparation & hosting of ME3 (Cross-Interaction Event)

## METROPOLIA (FI)

### **-Leadership of IO 7;**

- Supporting role for IOs 1-5&8

-Organization, Preparation & Hosting of the **2nd LTT (C2)**

## EKO (GR)

- Elaboration of ERMIS proposal

- Organization, preparation & hosting of **KOM**

-Organizing **ME1** (Mid-Term Conference)

- Supporting role for IOs 1-4 & 7 (adaptations to NFE contexts)

-Helpdesk/support to partners in close collaboration with NKUA & SC

-transferring know-how to youth work & NGO/civil society stakeholders



# Kick-Off Meeting - Agenda

TPM No	Host	Date	Participants
TPM1: Kick-Off Meeting	EKO (Athens, Greece)	November 2020	2 per partner: the Contact Person & 1 more member of staff (preferably a member of RC)

- Executive Summary of the Project
  - Presentation of the **5 committees'** and **IO working teams'** composition
- Round-table discussion and signing the official **Partnership Agreement (PA)**, including the **Procurement Plan (PP)**
- Discussion and approval of project's **Quality Plan (QP)**, incl. the evaluation and impact assessment methods
  - Discussion and approval of **Communication Plan**
  - Discussion and approval of official **Dissemination Plan (DP)**
    - Approval of **ERMIS' Visual Identity Guide**
- Setting common criteria & procedures regarding the **call & selection of participants** for the activities of the project (e.g. LTTs)
- Setting common specific **milestones, staff selection criteria and preparation procedures** for the **pilot phase** of the IOs

# Kick-Off Meeting - Arrangements

Exact Date?  
**25-26**  
November?

Physical or  
Virtual?

Budget  
redistribution in  
case of a virtual  
meeting (?)

How much  
time you need  
to receive PA  
prior to KOM?

??

# Initial Tasks

No	Task	Responsible	Deadline
1	Detailed presentation of the different chapters/sub-sections of their IO <i>(suggestion: for consistency purposes each IO should have 13 sub-sections, corresponding to the 13 teaching weeks per semester)</i>	Coordinator for each IO (for IOs 1-4)	<b>18.10.2020</b>
2	Confirm the composition of each working group per IO	Coordinator for each IO (for IOs 1-4)	<b>18.10.2020</b>
3	Appoint Members for each of the 5 committees: 2 members for SC, 2 for RC, 1 for PRC, 1 for CRC, 1 for FC	Each partner	<b>18.10.2020</b>

# Thank you for your attention!

➤ **Next online meeting:**  
**Monday, October 19, 2020**  
**at 11:00 EEST**

- *Ermis (Roman: Mercury), the flying messenger God of Olympus, and mediator between the worlds of the visible and invisible*

