

Minutes of Meeting

PROJECT DISERA

TUSA, 12 JAN 2023

Participants

Coordinator and Host Partner: New Horizons (Gregorio Sambataro, Trang Dang)

EKE Bitola (Vele Georgiev, Bojan Stojanovsky)

EurAV (Declan Cassidy, Moira Cassidy, Sophia Sowa)

CPM (Izabela Mária Potočárová, Arianna Anna Potočárová)

PROCEEDINGS

1. INTRODUCTION

Partners take turn to do presentations about themselves and their Organization

2. PROJECT ROADMAP

Gregorio showed the Gantt chart of Project Roadmap with major milestones and the division of tasks among partners. The Timeline has already been shared with Partners.

- TPMs: 2 meetings, the Kick-off Here in Tusa in Month 5 and the Final in Slovakia in Month 24 (we may move it on Month 23).
- Online Meeting: twice per month, to be called up by either the Coordinator or the Lead Partner of the ongoing activity.
- Rotation to Lead: each partner will have the opportunity to LEAD one or several project tasks according to their Expertise . Assignments are clearly indicated in the Project Application.

Task	Lead Partners	Responsibilities
Coordination and Administration	New Horizons	Produce Project Manual, Guide partners through all project management and financial management processes Keep in touch with the funding agency and submit Reports as required
Dissemination	CPM	Design the project's Identity Kit and Visibility package (<i>logo, website, letterhead, brochure, banner</i>) Create Social Media channels and coordinate partners' contributions

Radio	EURAV	Lead the activity assigning tasks to partners
Training Course	EKE	Arrange logistics for all partners (room and board, training venue, agenda)
Launch event	SK	To provide guidance and Template for all partners about: <ul style="list-style-type: none"> • Procedure • Questions to ask • Report template As well as prepare the Final Reports after all events are done.
Local Workshops	NHO	Lead the activity assigning tasks to partners

RADIO BROADCAST

The Cornerstone of the project – Need attention and hard work!

Characteristics

Live Radio Broadcast

8 episodes in total (2 each country)

8 topics under Media Literacy theme

Min. 20 minutes

Podcasts then to be uploaded to project website

Target : local commercial Radio stations

Notes

-Copyright issue with the Local radio, make sure to get their OK

Pending questions

-Broadcasting time? When most adults listen to Radio?

→Can ask during Local Launch event

-Web-based Radio as Extra? To make use of the audience that channel already possesses.

8 Digital Skills Workshops

Each partner to hold 8 WSs every 3 weeks over 6 months to train on the topic of Media Literacy and Fake News

Timing and duration can be flexible according to each partners and their participants Availability

Suggested change in term of Timing : to be moved *after* the International Training Course in Macedonia to take advantage of the gained knowledge.

MEDIA LITERACY

All partners to prepare Training materials under the guidance of EKE.

To take into account the profiles and habits of the Target group in each country.

INTERNATIONAL TC IN MACEDONIA

Duration : 4 days of TC plus 1 travel day (5 in total)

*Can include Weekend in-between

Working method: peer training

Timing: **late May or early June 2023**

EKE to make a Doodle Poll and find the agreement among all partners about the Dates asap.

LAUNCH EVENT IN ALL COUNTRIES

Leader: SK

Number of participants: not specified, at least 10.

Timing: **within Feb 2023**

**Dissemination: Important to have the Project Logo and dissemination plan by 05 February and ready before the Event!*