

MINUTES

Minutes of TPM-1: Kick-Off Meeting

Date: June 8-13, 2024

Location: Malta

Attendees:

- **Proutist Universal Malta** (Coordinator)
- **Creative Youth Academy** (Hungary)
- **Düzce İl Milli Eğitim Müdürlüğü** (Turkey)

Agenda:

1. Project Overview and Partner Introductions

- A comprehensive overview of the Erasmus+ KA210-YOU project, focusing on promoting ecological literacy and sustainable behaviors among youth.
- Each partner organization introduced their main areas of expertise and contributions to the project:
 - **Proutist Universal Malta:** Responsible for overall project coordination and management.
 - **Creative Youth Academy:** Development of interdisciplinary educational content on ecological literacy.
 - **Düzce İl Milli Eğitim Müdürlüğü:** Leading experiential learning activities and outdoor education.

2. Work Plan and Timeline

- The project timeline and key milestones were agreed upon:
 - **Creative Youth Academy:** Responsible for creating ecological literacy materials.
 - **Düzce İl Milli Eğitim Müdürlüğü:** Focus on planning experiential learning and field trips.
 - **Proutist Universal Malta:** Managing the overall project timeline and ensuring deliverables are met.
- The Gantt chart was reviewed, setting clear deadlines for each activity.

3. Communication Channels

- A **Google Drive** folder was established for sharing project documents and monitoring progress.
- A **WhatsApp group** was set up for quick communication between partners.
- Regular **Zoom meetings** were scheduled to ensure continuous collaboration.

4. Budget Allocation

- Partners reviewed the Erasmus+ project budget and agreed on allocations for mobility, subsistence, and organizational support.

5. Next Steps and Planning for TPM-2

- It was agreed that the next TPM would be held in Turkey from July 9-14, 2024, focusing on developing ecological literacy materials and planning experiential learning activities.

Key Decisions:

- **Roles Assigned:**
 - **Proutist Universal Malta:** Project coordination and overall management.
 - **Creative Youth Academy:** Development of educational content on ecological literacy.
 - **Düzce İl Milli Eğitim Müdürlüğü:** Lead experiential learning activities and fieldwork.
- **Communication Tools:** Google Drive and WhatsApp groups set up; Zoom meetings to be held regularly.
- **Next TPM:** Scheduled for July 9-14, 2024, in Turkey.

Minutes of TPM-2: Educational Material Development and Experiential Learning

Date: July 9-14, 2024

Location: Turkey

Attendees:

- **Proutist Universal Malta**
- **Creative Youth Academy** (Hungary)
- **Düzce İl Milli Eğitim Müdürlüğü** (Turkey)

Agenda:

1. Review of Progress Since TPM-1

- Each partner provided an update on their progress since the first meeting:
 - **Proutist Universal Malta:** Managed the coordination and ensured all tasks were on track.
 - **Creative Youth Academy:** Presented initial drafts of ecological literacy materials.
 - **Düzce İl Milli Eğitim Müdürlüğü:** Shared plans for upcoming experiential learning activities.

2. Finalization of Educational Materials

- Detailed discussions on the content, format, and structure of the ecological literacy materials.
- **Creative Youth Academy** proposed modules focused on sustainability, ecological systems, and human-environment interaction.
- The materials were agreed to be translated into the local languages of each partner.

3. Experiential Learning Activities

- **Düzce İl Milli Eğitim Müdürlüğü** presented detailed plans for experiential learning opportunities, including field trips and practical activities for students.
- Partners agreed to pilot the field trips in Turkey first, followed by similar activities in Malta and Hungary.

4. Initial Planning for Public Awareness Campaigns (Activity-3)

- Partners began brainstorming ideas for public awareness campaigns that would focus on local ecological issues in each country.
- Each partner agreed to start developing materials for these campaigns.

5. Logistics for TPM-3

- The final TPM was scheduled for August 26-31, 2024, in Budapest, Hungary, with a focus on launching the public awareness campaigns and preparing for project dissemination.

Key Decisions:

- **Educational Materials:** **Creative Youth Academy** to finalize and share completed materials by the end of July 2024.

- **Pilot Testing:** **Düzce İl Milli Eğitim Müdürlüğü** to pilot experiential learning activities in Turkey.
- **Campaign Development:** Initial plans for public awareness campaigns to be refined in TPM-3.
- **Next TPM:** Scheduled for August 26-31, 2024, in Budapest, Hungary.

Minutes of TPM-3: Final Meeting and Public Awareness Campaigns

Date: August 26-31, 2024

Location: Budapest, Hungary

Attendees:

- **Proutist Universal Malta**
- **Creative Youth Academy** (Hungary)
- **Düzce İl Milli Eğitim Müdürlüğü** (Turkey)

Agenda:

1. Review of Overall Project Progress

- **Proutist Universal Malta** confirmed that all project deliverables were on schedule.
- **Creative Youth Academy** reported that all educational materials were finalized and distributed to partners.
- **Düzce İl Milli Eğitim Müdürlüğü** provided feedback from the pilot experiential learning activities, which were well received by students.

2. Finalization of Public Awareness Campaigns (Activity-3)

- Partners finalized the design and content of the **public awareness campaign materials**, including brochures, posters, and social media content.
- Each partner agreed to localize and tailor the campaign content to their specific country's ecological issues and cultural context.

3. Campaign Implementation Strategy

- The public awareness campaigns are set to launch in all partner countries in **September 2024**.
- Each partner will host local events, including workshops and community engagements, to promote ecological literacy and sustainable behaviors.

- **Proutist Universal Malta** proposed media partnerships to expand the reach of the campaigns.

4. **Monitoring and Evaluation Tools**

- Partners agreed to use **surveys, focus group discussions, and media tracking** to evaluate the effectiveness of the campaigns.
- Social media engagement and traditional media coverage will also be monitored to assess the overall impact.

5. **Final Project Dissemination Event**

- The final project event was scheduled for early 2025, where the outcomes of the public awareness campaigns and overall project results will be presented.
- Partners agreed to submit reports and evaluations for this event.

Key Decisions:

- **Campaign Finalization:** All public awareness materials were completed. Campaign launch set for September 2024.
- **Monitoring and Evaluation:** Surveys, focus groups, and media tracking will be used to evaluate campaign success.
- **Final Event:** The final project dissemination event is scheduled for early 2025 to present the project outcomes.

Action Points for Each Partner

- **Proutist Universal Malta:** Ensure smooth coordination for the public awareness campaign rollout and prepare for the final dissemination event.
- **Creative Youth Academy:** Lead the localization of campaign materials for Hungary and assist in organizing local campaign activities.
- **Düzce İl Milli Eğitim Müdürlüğü:** Lead experiential learning activities and oversee campaign events in Turkey.