



EU-PROTECT

“Security Personnel Online Training in Detecting Risky and Deceptive Behavior”

UNDER THE ERASMUS + PROGRAMME, KA2

MEETING REPORT

3rd Transnational Project Meeting

The 2nd Transnational Meeting of Erasmus+ EU-PROTECT project was an event that brought together representative participants from partners institutions involved in this strategic partnership.

Date	24-25 July 2018	
Venue	CISES Srl., Padova, Italy	
Objectives	<p>The main objectives of the meeting were as follow:</p> <ul style="list-style-type: none"> • Project update – what have been done and the following steps; • Discussion about finishing the training – video translation, platform, content, etc.; • Piloting analysis – ZIVAC presentation to update the partners concerning the piloting process and final results from the activity; • IO2 Development – update about the development of the product, sharing following tasks and deadlines; • Dissemination – updates concerning the dissemination and what need to be done till the end of the project (planning further activities - website updates, Facebook shares, partners roles and activities, etc.); • Workshops events planning and organization – Assess leads the discussion; • Sustainability beyond the project – Assess leads the discussion; • Other topics in case there is necessity to discuss something that is not included in the agenda; 	
Basis for discussion	Excel sheet presentation of the project progress from Assess – Project Coordinator, Work plan timetable, Templates of reporting documents, Presentation of piloting questionnaires analysis, presentation of the dissemination process, flipchart brainstorming concerning the sustainability of the project.	
Attendance	Evelina Lafchiyska, Kristin Drinova	ASSESS LTD



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	Karin Kronika	BEST
	Alessandro De Carlo, Loris Antonaci	CISES
	Leliana Parvulescu, Merlan Carasela & Cristina Stelian	ZIVAC
	Maria Dolzheva-Zaharieva	VIP SECURITY
Preparation	Preparations for the 3rd Transnational Meeting of the EU PROTECT, Erasmus+ project took place in July 2018: the Host organisation made practical arrangements, such as recommend the hotel, providing information on how to arrive to the meeting point, prepared the meeting agenda and the necessary documents. The coordinator prepared materials needed for the agenda implementation. Participants from partner's organisations have made the travel arrangements: booking hotel, flights and buying insurance.	
Organization	The 3rd Transnational Meeting of EU-PROTECT, Erasmus+ project took the form of working sessions. The working sessions included the official opening and closing of the meeting and discussions focusing on all priorities and agenda, such as development of the project, finalizing the online trainings, piloting, the second intellectual output development and the upcoming multiplier events organisation.	

Matters Discussed and Decisions Reached:

The official opening of the 3rd Transnational Meeting of EU-PROTECT, Erasmus+ project was held in the CISES headquarter office in Padova. Then, all of the partners focused on the project implementation. Following that, the main items in the agenda were covered:

1. Project progress report.

ASSESS LTD began with a presentation of the progress of the project, the work done so far and the actions needed for the forward project implementation.

2. Intellectual output 1.

Evelina Lafchiyska moderated the discussion concerning online trainings content, platform and translations. This session included trainings content translations and feedback. The second part focused on trainings content and video making on the other languages. Following that, it was discussed the options to make voiceover or subtitles of the videos. Decisions concerning that were taken and deadlines established.

3. Pilot phase

During the session concerning the piloting action it was discussed the piloting in the partners countries, that has already conducted the testing. Only one partner hasn't passed the piloting yet and we



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discussed options that can help recruiting the testing group. The other partners shared their experience and results from the pre and post test questionnaires. As a result, all the partners that has analysed the results, shared positive progress among the piloting group.

4. Intellectual output 2

As at the last moment Mr. Vitale was unable to attend the meeting, the discussion was held with the other representatives of the CISES and partners presenting at the meeting. The focus was on the structure and the content. All the partners shared concrete tasks concerning the development of the product and deadlines were established.

5. Dissemination activity and multiplier events organisation

In this session the focus was set on one hand on the project website and Facebook page and on the other the multiplier events that has to be conducted. All partners discussed in details website publications and those posted on Facebook page. Following that tasks referring to disseminating activity were set to each partner.

The following multiplier events were also discussed. The main idea and organizational structure were on focus. Decision were made about the common set and what each country should make as an organization, as well. The participants on the workshop, certificates, registration and feedback were discussed in details. Example dates of the workshops were discussed.

6. Sustainability

For the session purposes was used brainstorming method. All partners were asked to think of as much aspects as possible of how the project could be stable and sustainable after its official ending. The focus was set on one hand on the dissemination activities that can support sustainability of the project and on the other on some technical aspects that can support the security guards to connect with each other and share the benefits of the training in their community and wider surrounding.

7. Organizational aspects.

The discussions and presentations of the meeting went through the organizational aspects of the project and the Erasmus+ Programme. The coordinator made an overview of reporting period, documents and activities. All the partners were reminded to use the templates and were given feedback regarding the previous audits.

8. Other aspects.

a) All participants received a signed declaration of participation and put their signature on the participants list. All participants filled out Questionnaire 1.



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9. To-do list.

To-do list action /WHAT/	Responsible /WHO/	Deadline /WHEN/	Comments
Developing and sharing with partners template for IO2.	CISES	27.07.2018	The template has to be uploaded on Google Drive and applied in the email.
Set deadline for partners tasks for IO2 development	CISES	27.07.2018	Template uploaded on Google Drive
Romanian partners send their dissemination events description and pictures.	ZIVAC	3.08.2018	To the coordinator
Two articles per month has to be written and shared concerning the project:	Assess	October	End of each month
	BEST	August and November	
	CISES	September and November	
	VIP	September	
	ZIVAC	August and October	
Translations	ZIVAC	3.08.2018	Feedback for the translations
	VIP	10.08.2018	Take corrections from the agency
	All	15.08.2018	Final edits on the translations (text files, quizzes, summaries)
	All	22.08.2018	Videos translations
IO2 development	CISES leading	Develop the product in June, July and August	
Multiplier events	ZIVAC	3.08.2018	Send example conference feedback
	Assess	08.2018	Second feedback questionnaire
	Assess		Coordination and organisation online feedback form
	Assess		Certificate template
	All		Registration form, agenda, invitations, feedback, participant list



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IO2 and workshops	CISES		Make research if there is any international (European) organisations in relation to the security field.
Sustainability	Assess		To check the options to add Google translate and Fb page connection.

10. Evaluation of the meeting

The objective of the evaluation was to provide feedback to the facilitators about the different aspects of the meeting and to improve future events. The formal evaluation of the meeting was done with the help of a written evaluation form – Questionnaire 1. The participants were given evaluation form and asked to fill it in before departing. The results of the written evaluation of the meeting were the following:

Q1: Is the participation of your organization in international projects useful?

Answers: 100% replied YES, 0% replied NO

Q2: Would you participate in another international project?

Answers: 50% replied YES, 50% replied Depending on the topic, 0% replied NO

Q3: Are you satisfied of the organization of meetings?

Answers: 90% replied YES, 10% replied I am partly satisfied

Q4: Are you satisfied of the organization and carrying out the communication between partners?

Answers: 80% replied YES, 20% replied I am partly satisfied

Q5: Is the information provided by Assess as a leading organization on the project enough?

Answers: 100% replied YES, 0% replied

Q6: Are you satisfied with mutual activities with partnering countries?

Answers: 100% replied YES, 0% replied NO