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Diversity and inclusion in non-formal education DIVINEF

**Minutes of the kick-off meeting
on 11 and 12 March 2024 in Pessac**

**Key action 2 "Small-scale partnership project".
2023-2-FR01-KA210-ADU-000176516**





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- **Presentation of the project**, its objectives, its means of implementation (field survey and MOOC) and its timetable.

A power point presentation (in English and French) was given to present the project.

Access link: [support kom divinef ok 1.pptx - Google Slides](#)

A project management plan will be drawn up by USSAP with the support of the consortium partners.

This plan will make it possible to monitor each activity to ensure that they are carried out correctly and on time.

To ensure that all activities are of a high standard, **a project quality control plan** will be drawn up, including an evaluation based on qualitative and quantitative criteria. Activities will be evaluated by the partners every 3 months on the basis of specific questionnaires.

Deadline for drawing up the management plan and quality control plan:

15 April 2024

It is agreed that all productions will be written in the following languages: English, Greek and English.

An excel file will be created to facilitate the sharing of content to be translated (a column will be dedicated to each language).

Similarly, to be in line with our project dedicated to inclusion, all our productions will respect the international rules of digital accessibility ([WCAG](#)).





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- **Presentation of the project's communication strategy**

The communication plan will be an adaptation of the one developed in another current Erasmus + project. The reasons for this are that the strategy envisaged is virtually identical and that two of the consortium's partners were involved in drawing it up.

Evaluation criteria and indicators will be included in this plan.

The framework and content envisaged for the website have been drawn up. We have chosen to use a free platform: WIX.com

USSAP Boxe is in charge of **building the website, the project's Facebook page and the logo.**

Deadline for the production of this content (website, logo and communication plan): 15 April 2024.

Newsletters will also be produced throughout the project. The timetable and content envisaged are as follows:

n°1: publication end of April 2024

- presentation of the project
- expected results (the MOOC)
- Summary of the launch meeting
- talk about the questionnaires and attach the google forms link to complete them
- information on how to follow us: face book link, website link
- In our next newsletter, we will present the results of the questionnaires carried out.





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n°2: publication 15 September 2024

- presentation of questionnaire results (graphs + text)
- information about erasmus days 2024
- information about the MOOC (e.g. content . The stage we are at. Links to one or two videos that have already been completed: 1 professional, 1 young person)
- information on how to follow us: face book link, website link
- In our next newsletter, we'll be presenting :
 - ↳ the results of our Erasmus 2024 event (summary of the event, photo, press article.....°in France and Cyprus)
 - ↳ the MOOC

n°3: publication February 2025

- presentation of the results of our event (summary, photo, press article.....°°°)
- presentation of the mooc/explain the test phase and provide the link
- information on how to follow us: face book link, website link
- In our next newsletter, we'll be presenting :
 - ↳ the results of our MOOC test (presentation of the final mooc)
 - ↳ The results of our online meetings

n°4: publication September 2025

- presentation of the results of the mooc test
- presentation of the final mooc
- presentation of the Erasmus Days 2025 event in France and Cyprus
- information on how to follow us: face book link, website link
- In our next newsletter, we will present the results of our erasmus Days 2025 event.





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n°5: publication January 2026

- presentation of project results
- presentation of the completed event erasmus days 2025
- presentation of the project's closing meeting in Cyprus
- information on how to follow us: face book link, website link, MOOC link

Articles will be produced and published on European platforms:

As far as the Erasmus+ platforms are concerned, we will mainly be using EPALE, SALTO YOUTH (its website and e-learning platform: HOP) and the project results platform.

For [EPALE](#), we will :

- an article presenting the project in the first quarter (M3)
- An article presenting the results of the field surveys and a report analysing the results.
(M8/M9)
- an invitation to try out our MOOC (M17/M18)
- an article disseminating the results of the project (M22)

For [Salto Youth](#) we'll be doing :

- an article presenting the results of the field surveys and a report analysing the results (M8/M9)
- an article disseminating the results of the project and the link to the website and the MOOC (M22)

For [the Erasmus Plus project results platform](#), we will :





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-an article presenting the results of the field surveys and a report analysing the results (M8/M9)

-an article disseminating the results of the project and the link to the website and the MOOC (M22)

It has been agreed to -create a monitoring table for communications based on the following content:

- Name of activity
- Description of the activity / Objective
- Where (location of the activity presented in the communication)?
- When?
- To whom (target groups)?
- Proof of communication (web link to access the proof)

Construction of field surveys

As envisaged in the application form, we will be carrying out field surveys to develop the content of the MOOC.

The objectives of the surveys are as follows:

- find out what professionals would like to know and learn about inclusion
- understand the difficulties they face in their work
- find out what the target audiences (NEETS, people with disabilities, etc.) would like us to know about their needs and expectations
- recognise the difficulties they have in carrying out activities





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The partners have agreed to carry out two different surveys: one for each of the target audiences listed above.

It was also agreed that the following fundamental elements should be taken into account when designing surveys:

1. Being anonymous
2. Be quick to complete (10 min maximum)
3. Easy to understand
4. Can be done face-to-face or online
5. Translated into partner languages and English
6. Include as many questions as possible with tick boxes
7. Addresses the needs of professionals or target audiences (NEETs, migrants.)
8. Include one or two sentences introducing the project and the purpose of the questionnaire (what it will be used for)
9. Include at least EU logos
10. Include a phrase "your tips for improving this questionnaire".
11. Include a sentence of thanks
12. Include a link to the results (available on the website in M8)
13. Include a link to the project website

The surveys developed during the meeting can be accessed at the following link: [WP 3 Field surveys - Google Drive](#)

They will be created in digital format (frama form or google form) by STANDO LTD .

We will test the questionnaires with a panel to ensure that they meet the objectives and fundamental elements we are aiming for.





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The breakdown of testing among professionals is as follows:

- STANDO LTD: A vocational training centre (3-5 people)
- USSAP BOXE: Sports club (3-5 people)
- DEBA 33: social centre and youth association (3-5 people)

At the end of the test, and after it has been corrected collectively, each partner will conduct surveys of the professional profiles listed. In total, **90/100 surveys will be carried out for all the professional profiles** in our respective countries.

The partners will do the same for the test with the same target group:

- STANDO LTD: 3-5 migrants-refugees
- USSAP BOXING: 3-5 NEETS
- DEBA 33: 3-5 people with disabilities

Once the test has been corrected, a total of 60 surveys will be carried out for all profiles of young people.





Building the MOOC

- **The objectives of the MOOC :**

- providing content to enhance the knowledge and skills of professionals
- comply with international digital accessibility standards (WCAG)

- **The essential content of the MOOC**

1. Practical knowledge

To include target groups (NEETS, people with disabilities, migrants and refugees) in activities

To help people develop key skills

To achieve these sub-objectives, the MOOC must enable you to :

- Leading activities that are suitable for everyone and linked to key skills.
- Feedback from professionals and target audiences
- Methods, tools, examples of activities and practical advice
- Resources to help you improve: bibliography, webography, directory of players, etc.

2. Formal knowledge

Definitions of inclusion and non-formal education, diversity

- Defining target audiences and their characteristics/needs in learning situations
- The fundamentals of key skills

To achieve these sub-objectives, the MOOC must provide :

- As defined by scientists, institutions and professionals...
- Knowledge of target audiences and key skills

