



LOVE.DIST@NCE

## Kick Off Meeting

23<sup>RD</sup> -27<sup>TH</sup> FEBRUARY 2020



Co-funded by the  
Erasmus+ Programme  
of the European Union

**Kick-Off  
Meeting**

**Q&A  
Workshop**

**P.PORTO  
2020**

# Love.Distance

## Kick Off Meeting and Q&A Workshop

In the framework of our successful application of the Erasmus+ CBHE LOVE.Distance project coordinated by PORTO POLYTECHNIC, it is our pleasure to invite all partners of the consortium for the project opening KICK-OFF MEETING AND QA WORKSHOP to take place between 23-27 February 2020 in Porto, Portugal. Our objectives will be the detailed planning of the activities for our project lifetime. The meeting is to ensure that all aspects of project are agreed (including dates for activities and deliverables and administration of all activities) and that all contractual documentation is signed.

The program below will give you the detailed information regarding our activities in Porto. The program schedule **includes some tasks to be fulfilled by the** participant universities before the meeting starts. You **can find the** information about the venue, accommodation as well attached to this program.

We are looking forward to welcoming you in Porto, Portugal.



**Program**  
**February 23<sup>rd</sup>**  
Arrival day  
Welcoming of participants

**February 24<sup>th</sup>**

| Time                | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Partner      |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 9:00<br>–<br>9:30   | Registration of the Participants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |
| 9:30<br>–<br>10:00  | Welcoming Remarks – IPP - Instituto Politécnico do Porto,                                                                                                                                                                                                                                                                                                                                                                                                                                                              | IPP          |
| 10:00<br>–<br>11:00 | <p><b>Equity, Access and Democratization of Higher Education: What is it and how to measure it?</b><br/>Project Presentation -</p> <p>Overview of the LOVEDISTANCE project: rationale, goals and objectives, activities and expected deliverables with special focus on the activities of the 1st project year, Q&amp;A<br/>Special Focus on the LFM</p> <p><i>Please: Review the project detailed description and line out your questions on the objectives and working packages to be discussed in the group</i></p> | IPP          |
| 11:00<br>–<br>11:30 | COFFEE BREAK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |
| 11:30<br>–<br>13:00 | <p>Session: PARTNER PRESENTATIONS: 8-10 minutes for each institution, 9 presentations. Each partner should focus on their expertise with Erasmus Projects; technology based learning initiatives and/or actions for equity/democratization of Higher Education. Each partner should also consider which courses already available by his or her institution, could be adapted to fit in the project frame.</p> <p><i>Task: please prepare in advance the presentation to be delivered during this session</i></p>      | All partners |



|                     |                                                                                                                                                                |                   |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 13:00<br>–<br>14:00 | LUNCH BREAK                                                                                                                                                    |                   |
|                     | <b>Organization of project work packages (WP)</b><br>WP 1 – Preparation<br>Overview of WP 1                                                                    | IPP               |
| 14:00<br>–<br>16:30 | <b>Results from the Partner HEI meetings</b><br>Main results, Methods for retrieving information, authorizations and consent;<br>Operational plan for each HEI | Partner Countries |
|                     | <b>Reports and Publications - Group work</b><br>Preparation on Reports and Publications<br>Surveys<br>Focus Groups                                             | All Partners      |
| 16:30<br>–<br>17:00 | COFFEE BREAK                                                                                                                                                   |                   |
| 17:00<br>–<br>17:45 | <b>WP 2 – Development</b><br>Major Tasks and Milestones; Operational plan;<br>Preparation/Scheduling of ToT Workshop                                           | FUNIBER           |

## February 25<sup>th</sup>

| Time                | Topic                                                                                                                                                                                                                           | Partner    |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 09:00<br>–<br>09:30 | Registration of participants                                                                                                                                                                                                    |            |
|                     | <b>EU guidelines for project administration</b>                                                                                                                                                                                 |            |
| 09:30<br>–<br>11:00 | Guidelines of BCHE projects selected under the call for proposals<br>Addressing details of practical issues related to the implementation of the project, the grant agreement management rules applicable to CBHE grants<br>Q&A | IPP<br>ISU |

|       |                                                                                    |              |
|-------|------------------------------------------------------------------------------------|--------------|
| 11:00 |                                                                                    |              |
| -     | COFFEE - BREAK                                                                     |              |
| 11:30 |                                                                                    |              |
| 11:30 | <b>Financial Management &amp; Reporting</b>                                        |              |
| -     | Payments & transfers                                                               |              |
|       | Pre-financing forms                                                                |              |
|       | Currency & Exchange Rates                                                          | IPP          |
| 12:45 | Partner Co-financing (where applicable)                                            | ISU          |
|       | Travel, Cost of Stay, Staff Payment Rates                                          |              |
|       | Unit Costs vs. Real Costs                                                          |              |
|       | Q&A                                                                                |              |
| 12:45 |                                                                                    |              |
| -     | LUNCH BREAK                                                                        |              |
| 14:15 |                                                                                    |              |
| 14:30 | Presentation of Common Online Workspace (Basecamp)                                 |              |
| -     | QA                                                                                 | All Partners |
| 16:30 | Brainstorming and Individual meeting per Workpackage                               |              |
| 17:00 |                                                                                    |              |
| -     | FREE TIME/SIGHTSEEING                                                              |              |
| 19:00 |                                                                                    |              |
| 20:00 | All Partner Welcome Dinner (Optional, organized by IPP & paid by each participant) | All Partners |
| -     |                                                                                    |              |
| 22:00 |                                                                                    |              |

## February 26<sup>th</sup> Quality Assurance Workshop

| Time  | Topic                                                                    | Partners     |
|-------|--------------------------------------------------------------------------|--------------|
| 09:00 |                                                                          |              |
| -     | Registration of participants                                             | All Partners |
| 09:30 |                                                                          |              |
| 09:30 | Assessment CBHE Projects by EACEA and the importance of the Quality Plan | IPP          |
| -     |                                                                          |              |
| 10:30 | What Is a Quality Plan?                                                  | OAC          |
| 10:30 |                                                                          |              |
| -     | Coffee Break                                                             | All Partners |
| 11:00 |                                                                          |              |

|                         |                                                                 |                         |
|-------------------------|-----------------------------------------------------------------|-------------------------|
| <b>Quality Measures</b> |                                                                 | OAC                     |
| 11:00<br>-              | Presentation of Templates                                       |                         |
| 13:00                   | LFM: Teams to work on various parts of the LFM                  | All partners led by OAC |
| 13:00<br>-              | Lunch Break                                                     |                         |
| 14:15                   | <b>Preparation of Quality Indicators per WP</b>                 |                         |
| 14:15<br>-              | WP 1 (IPP + OAC + members from Program & Partner Countries)     | All Partners            |
|                         | WP 2 (FUNIBER + OAC + members from Program & Partner Countries) |                         |
| 16:30                   | WP 4 (ISU + OAC + members from Program & Partner Countries)     |                         |
|                         | WP5 (IPP + OAC + members from Program & Partner Countries)      |                         |
| 16:30<br>-              | Coffee Break                                                    |                         |
| 17:00                   | Presentation of proposals for Quality indicators for each WP    |                         |
| 17:00<br>-              |                                                                 | All partners            |
| 17:45                   |                                                                 |                         |

## February 27<sup>th</sup>

| Time                                     | Topic                                               | Partners     |
|------------------------------------------|-----------------------------------------------------|--------------|
| 09:30<br>-                               | Registration of Participants                        | All Partners |
| 09:45                                    |                                                     |              |
| <b>WP 4 -Dissemination</b>               |                                                     |              |
| 09:45<br>-                               | Major Tasks and Milestones; Dissemination Plan      | ISU          |
| 10:30                                    | Launch of the Social Media Page                     | IPP          |
|                                          | Presentation of the logo and LOVE.Distance branding |              |
| <b>Review of LoveDistance time-frame</b> |                                                     |              |
| 10:30                                    | Integration in IPP anniversary commemorations       | All Partners |
|                                          | Signature of the Partnership Agreements             |              |
| 11:30                                    | Press Conference                                    |              |
|                                          | Group Photo                                         |              |

# PRACTICAL INFORMATION

## Venue

The meeting will take place at Pestana Vintage Porto Hotel in Praça Ribeira

To get the venue, participants can take the yellow subway line to São Bento Station and walk down Mouzinho da Silveira Street.

<https://goo.gl/maps/GvhxradZsDPvTMca8>



Porto Polytechnic Central Services are located at R. Dr. Roberto Frias, Porto.

To get there participants can take the yellow subway line to Hospital de São João.

<https://goo.gl/maps/pbHcFDk8afLuZgDP6>

Airport:

[www.aeroportoporto.pt/en/opo/home](http://www.aeroportoporto.pt/en/opo/home)

Public Transportation :

<https://en.metrodoporto.pt/>

Entertainment:

[www.lonelyplanet.com/portugal/porto/entertainment/a/poi-ent/360380](http://www.lonelyplanet.com/portugal/porto/entertainment/a/poi-ent/360380)

### Sightseings:

<https://porto-north-portugal.com/>

### Hotel Recommendations

<https://www.pestanacollection.com/pt/hotel/pestana-porto>  
[www.accorhotels.com/pt/hotel-3227-ibis-porto-sao-joao/index.shtml](http://www.accorhotels.com/pt/hotel-3227-ibis-porto-sao-joao/index.shtml) [www.eurostarsoport.com/](http://www.eurostarsoport.com/)  
<https://www.belverhotels.com/hotel-beta-porto.html>  
[www.axishoteis.com/pt/Axis-Hoteis/Hoteis/Axis-Porto/O-Hotel.aspx](http://www.axishoteis.com/pt/Axis-Hoteis/Hoteis/Axis-Porto/O-Hotel.aspx)

### Transfer to Hotel

The International Airport of Porto, located 15km from the city, is a modern infrastructure, holder of **several international awards, equipped with high quality to meet the flow of air traffic. It serves 60** destinations operating with the main regular airlines.

The connections to the Metropolitan Area of Porto are done by a good public transport network (bus, **subway and taxi**). **A taxi ride to the center costs approximately 20/25€.**

### Climate

Temperate maritime climate. Nevertheless, in the interior of the country and away from the sea, temperatures are lower in the winter, but moderate compared to the rest of Europe. Seasons are marked, having pleasant temperatures in the spring and in the summer. Summers are warmer and drier especially in the interior and moderate by the sea.

Time | GMT (0) Winter | (+1) Summer

Electrical power | 220V

National emergency number | 112

### Transfer to Meeting Venue

#### METRO

Line D (Yellow Line) - STOP – Hospital de São João/ São Bento

Frequency: 6/8 minutes