

Key Action 2: Capacity Building in Higher Education

Digital competence framework for Ukrainian teachers and other citizens / dComFra 598236-EPP-1-2018-1-LT-EPPKA2-CBHE-SP

Management meeting in Prague, Czech Republic 16/10/2019– 18/10/2019

Place of the project meeting:

Czech University of Life Sciences Prague
Faculty of Economics and Management
Department of Information Technologies
Kamýcká 959
165 00 Praha-Suchbátov
Czech Republic



1st day of the project meeting: 16/10/2019, room E339		
14.00 – 14.15	REGISTRATION	P3 - Czech University of Life Sciences (CULS)
14.15 – 15.15	CONSULTANCY ON THE ISSUES OF THE WP1, WP2	P1 - Vytautas Magnus University (VMU)
15.15 - 15.30	CONSULTANCY ON THE ISSUES OF THE WP5, WP6.	P1 - Vytautas Magnus University (VMU)
15.30 - 16.00	<i>Coffee break</i>	
16.00 - 17.00	CONSULTANCY ON THE ISSUES OF THE WP7 (administrative and financial documents of 1 st internal report; institutional budget monitoring)	P1 - Vytautas Magnus University (VMU)

2nd day of the project meeting: 17/10/2019, room D207		
9.00 – 9.15	REGISTRATION	P3 - Czech University of Life Sciences (CULS)
9.15 – 9.30	WELCOME PRESENTATION OF THE AGENDA AND AIMS OF THE TRANSNATIONAL MEETING Aims: to present how the meeting will be organised, which questions will be discussed, what are expected outcomes of the meeting	P4 - Czech University of Life Sciences (CULS) P1 - Vytautas Magnus University (VMU)
9.30 – 11.00	OVERVIEW of the implemented activities and outcomes of WP1: A.1.1. Report on analysis of existing DC programs and curricula at Program Countries' Universities	P11 - Kharkiv National University of Radioelectronics (KNURE) P14 - Information Technologies Institute (ISI) P6 – P12 All Ukraine partners.



	A.1.2. Report on analysis of existing DC trainings for teachers A.1.3. Report on analysis of EU Digital competence framework for citizens and for educators; UNDC report	
11.00 – 11.30	<i>Coffee break</i>	
11.30 – 13.00	OVERVIEW of the implemented activities and outcomes of WP1: A.1.4. Report on task analysis; developed competence profiles A.1.5. Report on developed didactical approach in training; Report on chosen DC certification program A.1.7. Elaborated techno-pedagogical requirements on DC offices	P11 - Kharkiv National University of Radioelectronics (KNURE); P14 - Information Technologies Institute (ISI) P6 – P12 All Ukraine partners
13.00 – 14.00	<i>Lunch</i>	
14.00 – 15.15	OVERVIEW of the implemented activities and outcomes of WP6: A.6.1. DES Plan & DC offices certification opportunities (The exploitation and sustainability strategy & promotion and dissemination plan) A.6.2. Developed promotion tools A.6.3. Six info-days and public appearances organized A.6.4. e-Weeks organized A.6.5. Annual workshops organized A.6.6. Special workshops organized A.6.7. Special event organized	P8 - National Technical University “Kharkiv Polytechnic Institute” (NTU “KhPI”) P15 - Ministry of Education and Science of Ukraine (MESU) P4 - Pedagogical University of Cracow (UP) P6 – P13 All Ukraine partners
15.15-15.45	<i>Coffee break</i>	
15.45-16.45	OVERVIEW of the implemented activities and outcomes of WP5: A.5.2. Seven Final QCM internal reports A.5.4. CBHE coaching minutes	P2 - Carinthia University of Applied Sciences (CUAS) P14 - Information Technologies Institute (ISI) P10 - Yuriy Fedkovych Chernivtsi National University (ChNU)
16.45-17.00	SUMMING UP	P1 - Vytautas Magnus University (VMU)
18:00-20:30	<i>Dinner</i>	



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3rd day of the project meeting: 18/10/2019, room D207		
9.00 – 9.45	WP2 implementation (current situation): A.2.1. Installed infrastructure of the DC offices in UA HEIs; A.2.2. Authorized DC test offices; A.2.3. Settling DC office in each UA HEI	P7 - Taras Shevchenko National University of Kyiv (TSNUK) All partners
9.45 – 10.30	WP7 implementation: Presentation of e-Handbook Overview of 1 st internal report Presentation of interim report guidelines	P1 - Vytautas Magnus University (VMU)
10.30 – 11.00	<i>Coffee break</i>	
11.00 – 11.45	SCHEDULE OF ACTIVITIES AND OUTPUTS FOR THE THIRD HALF of PROJECT LIFE CYCLE (tasks, responsibilities, deadlines, other issues)	P1 - Vytautas Magnus University (VMU) All WP leaders and co-leaders
11.45 – 12.00	MISCELLANEOUS (replacing Steering Committee member Milos Ulman with Pavel Simek) END OF THE MEETING	P1 - Vytautas Magnus University (VMU)
12.00 – 13.00	<i>Lunch</i>	

Contact person:

Ms. Věra Motyčková – motyckova@pef.czu.cz, +420 728 039 990 (office E329, 2nd floor in blue colour)

Additional information:

Participants book accommodation on their own. Recommended hotels near the campus:

Hotel Carl Inn: <http://carl-inn.com/>

Hotel Galaxie: <http://www.hotelgalaxie.cz>

Hotel Elio Garni: <https://g.co/kgs/Nk8eBc>

Other options via [booking.com](https://www.booking.com)

Please check this page for information about how to get to the venue from the airport or the city centre:
<https://www.pef.czu.cz/en/r-9396-study/r-9486-information-for-students/r-11437-how-to-get-to-culs>



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Map (entrance is marked with a red arrow and ATMs are written in red):

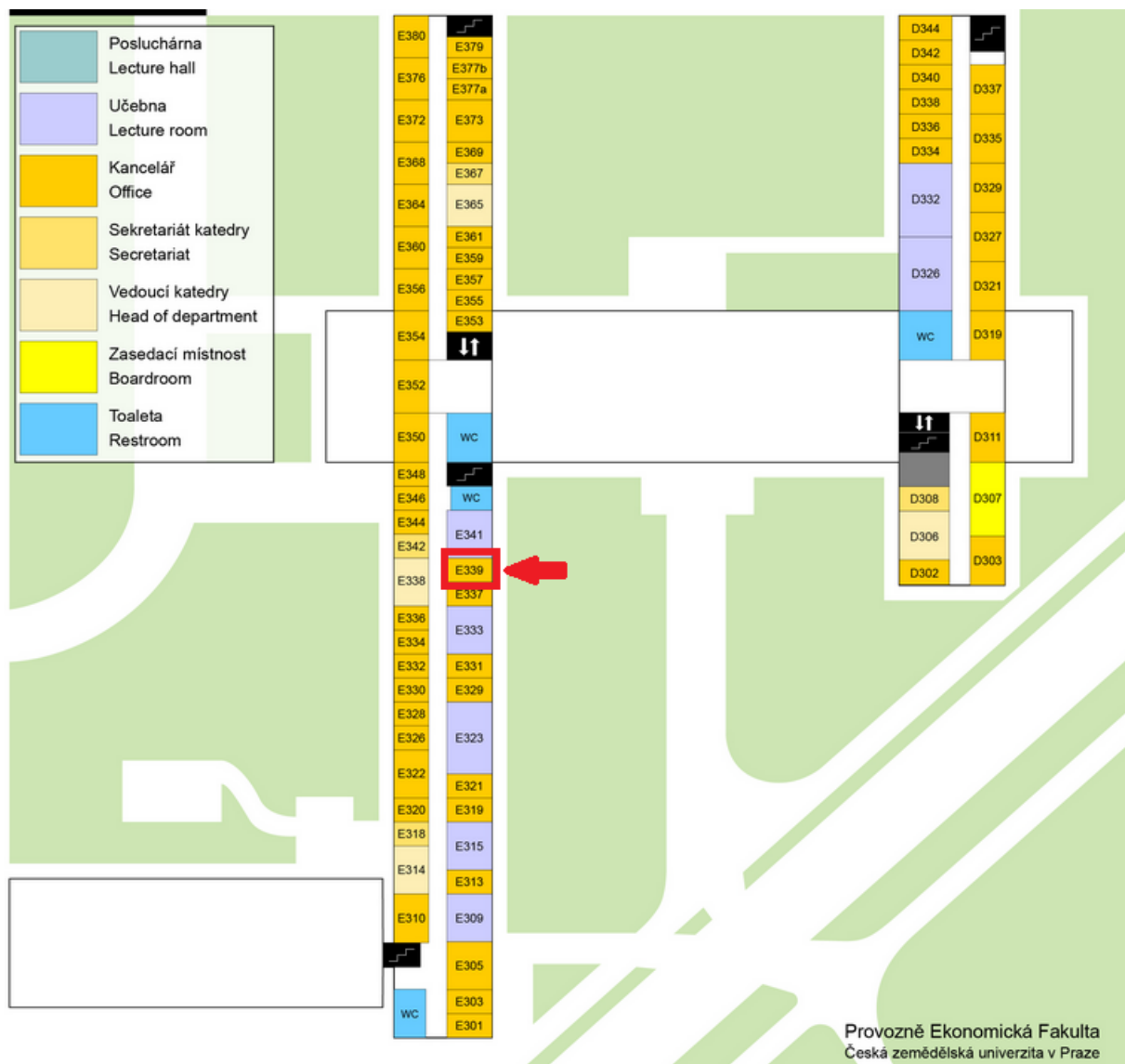




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Room E339 on the blue floor (2nd floor) on Wednesday 16 October





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Room D207 on the orange floor (1st floor) on Thursday 17 and Friday 18 October

