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Project Nr. 2016-1-BG01-KA202-023703

## EU-PROTECT

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

#### UNDER THE ERASMUS + PROGRAMME, KA2

#### MEETING REPORT 2nd 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	21-22 November 2017
Venue	BEST Institut GmbH, A-1070 Vienna, Mariahilfer Straße 8
Objectives	<p>The main objectives of the meeting were for all partners to become acquainted to the project progress and discuss potential issues and significant matters at hand concerning the project implementation. We have used this meeting to achieve the following results:</p> <ul style="list-style-type: none"><li>● Review the intellectual output (IO 1 - online trainings) – give feedback concerning the content, synchronize the visualizations and the lessons’ structure, review the training platform and set new deadlines for finishing and uploading of the trainings;</li><li>● Agree on the process of attracting &amp; selecting participants for the piloting phase and the pretests and posttests questionnaires;</li><li>● Review of the external report, intermediate project progress and finance report;</li><li>● Planning the next months of the project regarding the 1-st external evaluation report;</li><li>● Agree on the dissemination plan for the next project year and forward activities;</li></ul>



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Basis for discussion	Excel sheet presentation of the project progress from Assess – Project Coordinator, Budget distribution spreadsheet, Work plan timetable, Templates of reporting documents, Presentation of ZIVAC of piloting questionnaires, Cises presentation of the dissemination process, video and audio recordings of the online trainings.	
Attendance	Evelina Lafchiyska, Tanya Dimitrova and Eli Dinkova	ASSESS LTD
	Karin Kronika	BEST
	Igor Vitale & Alessandro De Carlo	CISES
	Leliana Parvulescu & Merlan Carasela	ZIVAC
		VIP SECURITY
Preparation	Preparations for the 2nd Transnational Meeting of the EU PROTECT, Erasmus+ project took place in October and November 2017: the Host organisation made practical arrangements, such as recommend the hotel, providing information on how to arrive to the meeting point etc. The coordinator prepared the meeting program, all the necessary reports and other materials. Participants from partners organisations have made the travel arrangements: booking hotel, flights, buying insurance, prepared all the necessary information and bring all documents requested for the meeting.	
Organization	The 2nd Transnational Meeting of EU-PROTECT, Erasmus+ project took place over two days, with both days taking 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, online trainings, piloting and the best approach to implement and disseminate them.	

## Matters Discussed and Decisions Reached:

The official opening of the 2nd Transnational Meeting of EU-PROTECT, Erasmus+ project was held in the BEST headquarter office in Vienna. After the introduction 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.



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## **2. Intellectual outputs.**

Mis Tanya Dimitrova and Evelina Lafchiyska moderated the presentations and the discussions concerning online trainings. The first session included trainings presentations and feedback. The second part focused on trainings content, structure and visualisation. Following that, it was discussed the process for taking the course and the obtaining certificate criteria. Online trainings structure was discussed concerning the platform that will be used. The finalizing process was reviewed in terms of what has been done and what is needed to be completed with the new deadlines established.

## **3. Pilot phase**

During the session concerning the piloting action it was discussed the hiring criteria for the security guards. The pre-test and post-test questionnaires were detailed reviewed and discussed. Questionnaires for each module will be developed. The pre-test questionnaire will contain some demographic questions and closed questions concerning each specific module. The post-test questionnaire will contain the same closed questions concerning the modules, including closed and open questions concerning the guards' satisfaction and how friendly to use is the platform.

## **4. Dissemination activity**

Igor Vitale, as a representative of the organisation responsible for this activity, was presenting and moderating the discussions during this session. Mr Vitale presented different opportunities we have to disseminate the trainings. It was discussed if we need to close LinkedIn project group concerning the target group of the training and the most appropriate ways to reach the group which are to promote the website and the training platform, Facebook page and personnel contact.

## **5. Organizational aspects.**

a) 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 agreed on filling the activity report template and new deadlines were settled for filling the timesheets report in terms of Christmas Holidays.

b) The discussion about the translation of all intellectual materials re-emerged and we agreed upon again that all partners should develop the Module selected in their own language and then translate it in English. When all materials are combined the rest of the translation will be done and cross check will be possible between languages to verify if all materials are the same in all languages.



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#### 4. Other aspects.

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

#### 5. To-do list.

To-do list action /WHAT/	Responsible /WHO/	Deadline /WHEN/	Comments
Timesheets for the second six months /June to November 2017/	All	To all partners the deadline is 7 December 2017, only BEST will send their timesheets no later than 12 <sup>th</sup> of December 2017	The template is on Google Drive
To send Activity report	All	Before 7 <sup>th</sup> December 2017	Template uploaded on Google Drive
To develop draft questionnaires for pre-test and post-test for the piloting phase and share it on Google spreadsheet	ZIVAC	Before 31 January 2018	
Six people will test Modul 1	ZIVAC		
Six people will test Modul 2	Assess/BEST	A matter of further discussions	
Six people will test Modul 3	Assess/BEST	A matter of further discussions	
Six people will test Modul 4	CISES		
To add the following sentence at the end of each lesson: "This project (Project Nr. 2016-1-BG01-KA202-02			



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3703) has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."			
To send summaries, quiz (4-5 questions for every lesson), module questions (20 questions per module) and bibliography	All	20 December 2017	
To send all the modules videos and pdf texts	All	20 December 2017	
To upload all the components of each modules on the platform and test how it works	Assess	10 January 2018	<a href="http://training.euprotect.eu/">http://training.euprotect.eu/</a>
To consult the platform opportunities concerning obtaining a certificate from the trainees.	Assess		
Sharing website analytics with the partners	Assess		

## 6. Next meetings

Next meeting will be online during January-February 2018 for discussing the trainings and piloting activities.



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## **7. 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: 100% replied YES, 0% replied Depending on the topic, 0% replied NO

**Q3:** Are you satisfied of the organization of meetings?

Answers: 100% replied YES, 0% replied I am partly satisfied

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

Answers: 95% replied YES, 5% 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



