KICK-OFF MEETING AGENDA

Place:	iTStudy Hungary Ltd. 2100 Gödöllő, Testvérvárosok útja 28. Hungary	Date:	11-12 September, 2017
Participating partners:	all partners	Facilitator:	Aranka Köblös – GJMSZI Zoltán Horváth – GJMSZI Mária Hartyányi - ITS

Meeting Objectives:

1. The partners should know each-other (fields, activities, interest in Agriteach 4.0 project)
2. Project aims, objectives, general overview
3. Introducing the planned Intellectual Outputs (IO) by the responsible partners
4. Overview of ICT tools used in agriculture
5. Discussions, decisions on the management and financial issues
6. Start the first activities related to O1-O2
7. Start accompanying activities (Quality Management, Evaluation, Dissemination., Reports)

Meeting Agenda - 1st day 11ᵗʰ September 2017

The aim of the first day:

1. Welcome, introduction of the partners to each other
2. General Overview of **Agriteach 4.0** project to make clear the aims, activities and responsibilities
3. Detailed Overview of **Agriteach 4.0** Outcomes
4. Overview of ICT tools used in agriculture, digital systems of Agriculture 4.0
5. Accompanying activities: Online project management, quality management, dissemination, evaluation

Start time — End time	Agenda item description	minutes
9:30-9:35	Welcome – Aranka Köblös, Zoltán Horváth (GJMSZI)	'5
9:35-11:00	Short introduction of all partners (main profile, activities, interests in the project) 8-10 minutes/partner, max. 7 x 10 minutes).	'75
11:00-11:30	Agriteach 4.0 – 24 months, 6 outcomes General overview of the project - Maria Hartyányi (iTStudy)	'30
11:30-11:45	Questions and answers (GJMSZI)	'15
11:45-12:00	Coffee break	'15

	What we will have after 24 months? Intellectual Outputs from O1 to O6		
12:00-13.30	**Description of the Outcomes** Presentations by the Leaders (6 x 15 minutes) • Description of Outputs • Activities, scheduling, tasks of participating partners • Related results (Who? What? When? Evaluation?) • Suggested working methods • Possible risks & solutions		'90

O1	e-Competence Map of Agricultural workers for Agriculture 4.0	WRLS
O2	Training needs of Teachers preparing students for Agriculture 4.0	FACE
O3	Syllabus and learning content for AgriTeach 4.0	AGFT
O4	AgriTeach 4.0 Learning Management System	ITS
O5	AgriTeach 4.0 further training program for VET teachers	GJMSZI
O6	Planning for valorization and sustainability	GAK

See the *extracted* descriptions of the Outputs in Annex 1 and the *whole* ones in the Dropbox>Agriteach4.0>WorkProgram folder.

13:30-14:30	Lunch	'60
14:30-14:50	Overview of ICT tools used in agriculture, digital systems of Agriculture 4.0 – (WRLS)	'20
14:50-15:20	Online Project Management & Communication Platform, Dissemination plan – (GJMSZI)	'30
15:20-15:45	Quality Management, evaluation strategy (iTStudy)	'25
15:45-16:00	Coffee break	'15
16:00-16:45	Discussion, questions & answers, closing the first day programme (GJMSZI)	'45
17:00-18:30	Cultural program, sightseeing	
19:00-	Common dinner	

Meeting Agenda - 2nd day 12th September 2017

The aim of the second day:

1. Planning the activities, tasks of O1 and O2, discussing all tasks related to the planned outcomes
2. Basic rules, financial issues, planning the next partner meeting

Start time — End time	Agenda item description	minutes
9:00-10:00	Starting activities related to **O1 – e-Competence Map of Agricultural workers for Agriculture 4.0** Planning the work program, working methods, outcomes - **WRLS** The aim of the activities within this Outcome is to elaborate a Competence Map (a set of knowledge and digital skills) for agricultural workers. <u>Activities</u> • O1-A1 Design and implementation of online collaboration platform for the project partners - **ITS** • O1-A2 ICT skill demands of the agricultural labour market - **WRLS** • O1-A3 e-Competence Map of middle level agricultural professionals for Agriculture 4.0 - **CAPDM** The final result will be a detailed Competence Map of the middle-level agricultural workers, described in terms of the EQF (European Qualification Framework) descriptors and aligned with the e-Competence Framework. See the *extracted* descriptions of the Outputs in Annex 1 and the *whole* ones in the Dropbox>Agriteach4.0>WorkProgram folder.	'60
10:00-11:00	Starting activities related to **O2 - Training needs of Teachers preparing students for Agriculture 4.0** Planning the work program, working methods, outcomes - **FACE** O1 is about collecting information from the 'demand' side; O2 will provide information about the supply side, i.e. how vocational education must meet the needs of demands for existing and future Agriculture 4.0 skills. <u>Activities</u> • O2-A1 Design, elaborate, and translate the questionnaire - **ITS** • O2-A2 Carry out survey (online) in Hungary and Macedonia with the involvement of VET teachers - **GAK** • O2-A3 Analysis and Conclusions - **FACE** The data collection, and responsibilities for identifying and inviting responses from representatives of the target group, will be the task of **GAK**, **ITS** and **GJMSZI** in Hungary, and of **FACE** and **AGFT** in Macedonia. See the *extracted* descriptions of the Outputs in Annex 1 and the *whole* ones in the Dropbox>Agriteach4.0>WorkProgram folder.	'60

11:00-11:15	Coffee break	'15
11:15-11:30	ERASMUS+ Strategic Partnership (basic rules, advices for the consortium) Ilona Baján Jakabné representative of the Hungarian National Agency, Tempus Foundation	'15
11:30-12:30	**Decisions**: task distribution, fixing responsibilities, deadlines Discussions, decisions in accompanying tasks Financial issues, agreement on the date of the next meeting (GJMSZI)	'60
12:30-13:00	Closing the meeting (GJMSZI)	'30
13:00-14:00	Lunch (university canteen)	'60
14:00 – 15:00	Visit to Szent István University	'60

ANNEXES

Annex 1 – Intellectual Outputs

Outcome	Medium/Language/Size	Leader	Deadline
O1 – e-Competence Map of Agricultural workers for Agriculture 4.0		**P7-WRLS**	**31 December 2017**
O1-A1 - **ITS** Design and implementation of online collaboration platform for the partners	• 1 Graphical design components (logo, wire frame) • 4 standard document template for QM (report, study, agenda) • 1 Drupal based multilingual collaboration platform (CMS) • Further components: forum, diary, evaluation and dissemination database, entry forms		31 Oct 2017
O1-A2 – WRLS ICT-skill-demands of the agricultural labour market Collaborating partners: FACE, AGFT, GAK, GJMSZI	• at least 10-12 companies in Macedonia and 15-20 companies in Hungary. • A final summary will be produced based on the state-of-art reports and on the results of the survey, with suggestions for the competence framework. Language: English, size: 10-15 p.		31 Oct 2017
O1-A3 - CAPDM e-Competence Map of middle level agricultural professionals for Agriculture 4.0	Research report (30 pages) in 3 languages (HU, EN, FR)		31 Dec 2017

Collaborating partners: all partners intensively take part **Core partners: P2-ITS, P6-CAPDM, P7-WRLS**		
Decisions, remarks:		
O2 -Training needs of Teachers for preparing students for Agriculture 4.0	**P3-FACE**	**31 March 2018**
O2-A1 – ITS Designing, elaborating, translating questionnaire	Questionnaire (EN, HU, MK) – 3 x 10-12 p.	31 Jan 2018
O2-A2 - GAK Carry out survey (online) in Hungary and Macedonia by involving VET teachers	Target group: teachers and advisors Macedonia: 40 samples Hungary: 80 -100 samples	28 Febr 2018
O1-A3 - FACE Analysis and Conclusions	• Results of the national surveys (EN): 2x20 p. with charts. • Summary of the results (EN): 10 p.	31 March 2018
Collaborating partners: all partners take part **Core partners: P3-FACE, P2-ITS, P5-GAK**		
Decisions, remarks:		
O3 – Syllabus and learning content for AgriTeach 4.0	**P4-AGFT**	**30 July 2018**
O3-A1 - CAPDM Development of the AgriTeach 4.0 module syllabi	The development of the syllabi for each of the three proposed modules	30 April 2018
O3-A2 – ITS Module 1: Reinventing agricultural education Collaborators: CAPDM, GJMGSZI, GAK	The project will produce the modules in at least three member state languages, so the following partners will be responsible for one of the languages: ● EN: /ITS/CAPDM ● HU: GJMSZI/ITS/GAK ● MK: FACE/AGFT **Indicative content per module:** ● Digital text: 10-12 topics, 3-5 p./topics ● 1 motivating video (max 3 min.) ● Video lectures (max 10 min.) ● Language versions with subtitles or voice overs ● Question databank (20-30 questions) Planned topics: 1.1 Assessment, learning and digital education 1.2 Digital education: strategies and policies. 1.3 Understanding learning in an online environment: options and models	30 July 2018

	1.4 Teaching resources and the digital student experience	
O3-A3 Module 2 – GAK European Strategies and initiatives of e-Agriculture Collaborators: AGFT, FACE, WRLS	**Indicative content per module:** ● Digital text: 3-4 topics, 3-5 pages/topics ● 1 motivating video (max 3 min.) ● Video lectures (max 10 min.) ● (Language versions with subtitles or voice) ● Question databank 20-30 questions Planned topics: 2.1 Roles and tasks of Directorate for Agriculture and Rural Development 2.2 post-2020 EU Common Agriculture Policy 2.3 European Innovation Partnership for Agricultural Productivity and Sustainability 2.4 AKIS, Agriculture Knowledge and Information Systems 2.5 The European Commission's Digital Single Market strategy 2.6 EU 2020 strategy for smart, sustainable and inclusive growth	30 July 2018
O3-A4 Module 3 – AGFT Collaborators: GAK, FACE, WRLS Digital systems of Agriculture 4.0	**Indicative content per module:** ● 15-20 topics, 3-5 p./topics ● 1 motivating video (max 3 min.) ● Video lectures (max 10 min.) ● (Language versions with subtitles or voice) ● Quiz: question database 30-40 questions **Planned Topics:** 3.1 Connected Agriculture: learning analytics, big data management, IoT. 3.2 Precision farming, integrated ICT and automation 3.3 Services & applications for Smart Agriculture, 3.4 Smart farm management, inventory and traceability systems, 3.5. GIS applications, Risk management, forecasts, decision support 3.6 e-Government services, knowledge sharing networks 3.7 Closing the "digital divide" between rural and urban areas	30 July 2018
Collaborating partners: all partners take part **Core partners: P2-ITS, P3-FACE, P5-GAK, P6-CAPDM, P7-WRLS**		
Decisions, remarks:		
O4 – Agriteach 4.0 Learning Management Syste	**P2-ITS**	**31 Oct 2018**
O4-A1 - ITS Graphical Design and implementation e-Learning	Moodle platform (HU, EN, MK)	31 Oct 2018

platform		
O4-A2 – ITS, GAK Implementation of course, language versions, testing (ALFA test)	Number of courses: 3 (EN/HU/MK) Number of modules: 9 (3/course) Number of topics: 28-36 Guides, navigation tools: learners' guide, tutoring guide, video tutorial, authoring guide (3) Information components: course and module descriptions (learning objectives, learning outcomes) (3x3) Learning content components: Moodle book, SCORM package, videos, presentations, glossary Assessment components: self-assessment questionnaires, quizzes, assignments, feedbacks Communication and collaboration tools: forum, messages, inside e-mail, webinar Authoring tools: Blogs, e-portfolio. Alpha testing will be carried out over one week to eliminate any errors and operational issues, before piloting.	31 Aug 2018
O4-A3 - All partners Selecting and integration Open Educational Resources	openly available OER resources freely available learning objects in different digital forms in English and in national languages.	31 Oct 2018
O4-A4 - ITS, GAK, GJMSZI, AGFT, FACE Developing training and tutoring guide	ITS will develop learning guides (text-based and videos) in English, while the other partners will distribute the tasks of translation among each other as appropriate.	31 Oct 2018
O4-A5 **ITS, FACE** Training for tutors (BETA test)	online training will be led by tutors. In this activity the project will involve 2 persons from Macedonia and 3 from Hungary in online tutor training	31 Oct 2018
Collaborating all partners take part in the pilots **Core partners: P2-ITS, P3-FACE, P4-AGFT, P5-GAK**		
Decisions, remarks:		

Events related to O4	Responsible partner	Date	Local part. no.
E1: Multiplier events: training for teachers, Hungary – starting pilot	**P2-ITS**	**15-09-2018**	**30**
E2: Multiplier events: training for teacher, Macedonia - starting pilot	**P4-AGFT**	**15-11-2018**	**15**

O5 – Agriteach 4.0 Further Training Program for VET teachers	P1-GJMSZI	30 April 2019
O5-A1 - GJMSZI Piloting the course in Hungary	HU: ITS/GJMSZI, GAK: 30 participants	30 April 2019
O5-A2 - FACE	MK: FACE/AGFT, 15 participants	31 Jan 2019

Piloting the course in Macedonia		
O5-A3 ITS, FACE Analysing the feedback of the testing phase		31 March 2019
O5-A4 - CAPDM Improvement of the course according to the feedback		30 April 2019
Collaborating partners: all partners intensively take part **Core partners: P1-GJMSZI, P3-FACE, P6-CAPDM**		

Events related to O5	**Responsible partner**	**Date**	**Local part. no.**
E3: Multiplier events: training for teachers Hungary - closing pilot	**P5-GAK**	**15-01-2019**	**30**
E4: Multiplier events: training for teachers, Macedonia: closing pilot	**P3-FACE**	**15-03-2019**	**15**

O6 – Planning for valorization and sustainability	**P5-GAK**	**31 Aug 2019**	
O6-A1 – CAPDM Authoring, review and publish AgriTeach 4.0 digital textbook (EN/HU/MK)	Indicators: 150 A4 p. EN/HU/MK The digital book is different from that in the e-learning environment. It will be a professional typeset publication, though without the interaction that is possible in the online version.	30 July 2019	
O6-A2 - AGFT Agreement: Intellectual Property Rights		30 July 2019	
O6-A3 - GAK Planning sustainability and valorization		31 Aug 2019	
Collaborating partners: all partners intensively take part **Core partners: P4-AGFT, P5-GAK, P6-CAPDM**			

Events related to O6	**Responsible partner**	**Date**	**Local part. no.**
E5: Multiplier events: dissemination Macedonia	**P3-FACE**	**15-08-2019**	**20**
E6: Multiplier events: dissemination Hungary	**P1-GJMSZI**	**15-08-2019**	**30**

Annex 2 – Partners

Number	Full Legal Name	Acronym	Country		Contact
P1	Galamb József Mezögazdasági Szakképzö Iskola	GJMSZI	Hungary	HU	Horváth Zoltán
P2	iTStudy Hungary Számítástechnikai Oktató- és Kutatóközpont Kft.	ITS	Hungary	HU	Hartyányi Mária János Szabó Judit Mezei
P3	Foundation Agro-Centre for Education	FACE	Macedonia	MK	Ljupcho Toshev Natasha Ognenoska
P4	AG Futura Technologies	AGFT	Macedonia	MK	Blagoja Mukanov
P5	GAK Oktató, Kutató és Innovációs Nonprofit Közhasznú Kft.	GAK	Hungary	HU	Dr Papócsi László
P6	CAPDM Limited	CAPDM	United Kingdom	UK	Ken Currie Martin S Smith
P7	WirelessInfo	WINFO	Czech Republic	CZ	Karel Charvat Zbynek Krivanek Sarka Horakova

Annex 3 – Meetings

M1 Kick-off meeting in Hungary – 11-12 Sept. 2017 - ITS

M2 2nd meeting in Czech Republic – May 2018 - WRLS

M3 3rd meeting in Macedonia – Oct. 2018 - FACE

M4 Project closing meeting in Hungary – Aug. 2019 - GJMSZI

Annex 4 - Meeting venue, accommodation

Meeting venue: iTStudy Hungary Educational and Research Centre for Information Technology Ltd

Hotel information: Erzsébet Királyné (Queen Elizabeth) Hotel