



PEACEMAKERS KICK-OFF MEETING REPORT

Istanbul, January 18 - 19, 2018

The Transnational Project Meeting 1 / Kickoff Meeting was held on January 18-19, 2018, at the premises of Koç University in Istanbul, Turkey. The purpose of this meeting was to formally start the project and make sure that all partners have a common understanding of the details of the project, their roles, and the budget.

Main agenda items:

- Project summary, roles and responsibilities
- BUDGET: Explanation of the budget categories, principles of how to use the budget, documentation, reporting method and calendar
- TIMESHEETS: How and when to fill in the timesheets
- Partnership agreements, employment letters
- COMMUNICATION PLAN: Internal communication among partners, dissemination of the project
- Agreeing on deadlines and commitments
- Discussion on the intellectual outputs
- Detailed planning of O1 – Need Analysis
- Discussion on the training activities (C1, C2, C3, C4)
- Content and format of C1
- Risk Management Plan
- Quality Management Plan
- Project Road Map: Activity Calendar

PARTICIPANTS:

- Nilüfer Akpınar Şahin, KU
- Şebnem Köşer Akçapar, KU
- Burcu Sarsılmaz, KU
- Monica Rubini, UNIBO
- Phyllis K. Livaha, EUR
- Simge Akbaş, GAUN
- Mario Filipe, UAB
- Gökçe Yurdakul, HU

KU, UNIBO, EUR, GAUN and UAB participated in the meeting physically. HU joined the sessions via video conference.

Following the kickoff meeting, efforts were underway for the Need Analysis, the first intellectual output of the project. Three sets of survey questions for three different target audiences (migrant students, native students and migrants who do not have access to universities) were drafted in English, and then translated into six languages including Turkish, Dutch, Italian, Portuguese, German and Arabic. Online survey tools and face-to-face interviews have been used to conduct the survey.

The project's logo and visual identity have been created.

The project website has gone online.

Humboldt University published on their Youtube channel a short video interview with Prof. Gökçe Yurdakul about the Peacemakers project.