**TRAECE - Training, Networking and Mobility in Early Childhood Education and Care**
**ERASMUS+- Projectnr: 2018-1-DE02-KA202-005019**

**Agenda**
**Details for partners**
**Details for guests (guests are (new) members of the participating institutions)**
**Details for MODERATOR**

**Learning/Teaching/Training/Activity - LTTA Virtual Alternative – Host CPV, Italy**

| TRAECE Application NA | Time | Topic | Information | Remarks | Responsible |
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| Monday, 17th May 2021 | | Zoom Instructions and Info in chat, Colleague as Co-Host (before start of conference) Info about screenshots of participant tool in Zoom over the day, Please add name and institution in chat | | | |
| | 9 – 9:15 | Welcome Thorsten (project coordinator) and Enrico (host) Presentation of program and content | - Welcome ECEC LTTA - partner and guests welcome - interactive shape - for the future (using tools, networking, using LTTA as a pattern) - screenshots as proof - step by step approach (explaining every step) - using chat! | | Thorsten Noelle (project coordinator) and Enrico Bressan (host) |

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| | | | - brief overview for the day – for the rest (brief)<br>- presentations of partners (full overview of partners)<br><br>- Always remain in zoom!! | | |
| | 9:15- 10:45 (6 x 10 and 6 x 5 minutes) | Presentation of partners<br>Presentation of guests<br><br><br><br><br><br><br><br>- Always remain in zoom!!<br><br>EU-GES starts<br><br>See you again after break in Zoom | - Partners: 10 minutes per partner:<br>Short introduction of institution, the persons that attend the meeting and a short introduction of the educational system of the training as an early childhood teacher in your country.<br>- Guests: Brief presentation with name, institution and interest to participate Info guests | Explanation:<br>- Partners share their screen in ZOOM and use PowerPoint or equivalent.<br>- DE Schools´ content will be presented by BK Viersen (otherwise we would repeat; other DE teachers: name, institution and interest to participate in seminar)<br>- Please follow the items Marlies (partner) sent you | All partners and guests |
| Break | 10:45-11:00 | Install Breakout rooms | | | |
| | 11:00 – 11:50 | Info to all Breakout Rooms:<br>Content:<br>1. Questions concerning partners, deepen the mutual understanding (target groups, aims of institution, location, | 4 groups a 5 persons, mixed partners and guests, moderators from TRAECE consortium, participants will get the group participants in advance<br>Content: | - please check the groups attached<br>- moderators:<br>- - Green group: Eni and Debbie<br>- - Blue group Enrico (and Maurice) | Thorsten Noelle and moderators |

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| | | interest in exchange and networking, etc) 2. Needs, interests and expectations of participants concerning the Learning Activity Info guests<br><br>Info in Booklet and I will put in chat! Till 11:45 | 1. Questions concerning partners of the breakout group (moderators will organize and stimulate the exchange) 2. Needs, interests, etc. (moderators will organize and stimulate the exchange and report the several items and forward it to project coordinator) | - - Yellow group: Anne - - Red group: Marlies (and Ank) - task of the moderators: 1. moderate the group exchange 2. Report the results Please use colloborative tools | |
| | 11:50 - 12:00 | Feedback from the moderators<br><br><br><br>Info Videos in Break (Chat and in real): Malaga | Short feedback what happened, forwarding the needs and interests in written form (overview will be given by project coordinator) | | moderators |
| Break | 12:00 – 13:00 | | | | |
| | 13:00 – 13:30 | Overview Presentation of project results 1. Background project (2017 start, finish, ECEC very important, request from teachers, we run it alone) 2. ECEC Matrix 3. Database History of TSMT - Doc 4. Website – How to use and 5. Mutual recognition | PPP - Short overview | 1. Background project 2. ECEC Matrix (later on detailed) 3. Database (short input, tomorrow – training)) 4. Website – How to use 5. Mutual recognition 6. This event as pattern for local events 4-6 end of day | Thorsten Noelle, Enrico and partners |

| | | 6. This event as pattern for local events | | | |
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| | 13:30 – 14:15 | - Matrix (1) 45 min<br><br>Marlies and Thorsten<br>- competence based VQTS approach<br>- beginner to expert<br>- curricula behind<br>- extreme intensive process<br>- not everything must be covered<br><br>Marlies: How we organized the presentation | | - Nine competence areas.<br>- We agreed to present the left column with the content of the competence area and maybe show one example of the increase/steps of one competence.<br>- We agreed on the following responsibilities on the competence areas. Maybe one or two persons of each country can present the competence areas.<br>- Introduction/structure of the matrix: Thorsten and Marlies<br>- Area 1+2: Debbie + Ank + Maurice<br>- Area 3+4: Eni + Maria<br>- Area 5+6: Triin + Anne + Pille + Maie<br>- Area 7+8+9: Elke + Marlies + Kathrin<br>- Focused Matrix: https://www.traece-eu.net/gallery/traece_ecec | Project partners |

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| | | | | [matrix_2019_11_6_tops_cds_lo.pdf](matrix_2019_11_6_tops_cds_lo.pdf) | |
| Break | 14:15 – 14:30 | | | | |
| | 14:30 – 15:00 | - Matrix (2) 30 min | | see above | Project partners |
| | 15:00 – 15:40 (16:00) | 4. Website – How to use<br>5. Mutual recognition<br>6. This event as pattern for local events<br><br>Please check the booklet for access to database. Without no training. 3 Emails are needed. | 4. Website – How to use Tour on Website<br>5. Mutual recognition – Present the General Idea (Fulfillment of National conditions to run an ECEC institution by EU ECEC institution; list to be extended). One national approach as example<br>6. This event as pattern for local events – Documentation of LTTA and provision on website to download and multiply it in other settings and countries.<br>- Rest of time: Use the time to check the website and How to use tool | 4. Website – Thorsten<br>5. Mutual recognition – Enrico<br>6. This event as pattern for local events - Thorsten each 20 minutes | Thorsten Noelle, Enrico Bressan, Thorsten Noelle |

| Tuesday, 18th May 2021 | | Zoom Instructions and Info in chat, Colleague as Co-Host (before start of conference) Info about screenshots of participant tool in Zoom over the day, Please add name and institution in chat | | | |
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| | 9:00 – 9:15 | Welcome Report of the last day Presentation of program of the day - new topic/need planning concrete exchanges | Additional Person: *Stefania Fabbro*, Montessoriano | | Thorsten Noelle |
| | 9:15 – 10:15 | Introduction: Process, constant development Presentation of the database THEME Smart Mobilty Tool | | | Franco Andrao, Gruppo4 (programmer) |
| | 10:15 – 10:45 | Questions concerning the database THEME Smart Mobilty Tool | Leon from EU-GES will report (aim: FAQ-list) | | Open plenum/ Franco Andrao, Gruppo4 |
| Break | 10:45 – 11:00 | | | | |
| | 11:00 – 12:00 | Individual Training based on tasks  Preparation of Breakout Rooms Input colloborative tools: Yopad, Cryptpad (support working) Till 12:40 | Franco is in backoff and can be asked | | Franco Andrao, Gruppo4 |
| | 12:00 – 12:45 | Breakout Rooms | Franco is in backoff via Email | | Moderators, Franco |

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| | | Discussions in the 4 groups (problems, individual solutions from topic before, options, first feedback to the database) Info guests<br>Info in Booklet and I will put in chat! | Moderators organize exchange and report on questions (aim: FAQ-list with solutions) | | Andrao, Gruppo4 |
| | 12:45 – 13:15 | Report of moderators of Breakout Rooms<br><br>Info about Montessori<br>Info Videos in Break (Chat and in real): Estonia | Moderators present results and send issues to project coordinator (FAQ list) | | moderators |
| Break | 13:00 – 14:00 | | | | |
| | 14:00 – 16:00<br><br>With break 15 minutes | Welcome Montessori<br>(- Stefania Fabbro, Montessoriano Fondazione Pirani Cremona di Bassano del Grappa, Montessori, Presentation of approach and institution)<br><br>Montessori<br>Presentation of approach and institution<br>Stefania Fabbro<br>Montessoriano Fondazione Pirani Cremona di Bassano del Grappa<br><br>Mutual exchange based on questions and input<br><br>Be aware: New Zoom link!!! | Presentation<br>Info no screenshots<br><br><br><br>Exchange and discussion<br>Moderator Enrico Bressan<br>CPV | | Stefania Fabbro<br><br><br><br>Enrico Bressan |

| Wednesday, 19th May 2021 | | Zoom Instructions and Info in chat, Colleague as Co-Host (before start of conference) Info about screenshots of participant tool in Zoom over the day, Please add name and institution in chat | | | |
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| | 9:00 – 9:15 | Welcome Report of the last day Presentation of program of the day – Leon will organize Breakout Rooms till 10:10!!! | - Feedback for TSMT database - FAQ list ready for sending - Transformation of content with regard to feedback - Tool Yopad | | Thorsten Noelle |
| | 9:15 – 10:15 | Info in Booklet and I will put in chat! Breakout Rooms Topic Database - Feedback concerning database - Exchange about concrete implementation of the database in your institution - Discuss challenges and obstacles. Think about solutions - Define needs in terms of supporting you | Moderators organizing the discussions and report the issues mentioned | | moderators |
| | 10:15 – 10:45 | Presentation of results of groups Database  See you in Zoom | Moderators or group members present and send reports to project coordinator | | moderators |
| Break | 10:45 – 11:00 | | | | |
| | 11:00 | Intro in Zoom following step  Show WonderMe | Instructions content and technical (reduce Zoom sound) | | Thorsten Noelle |

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| | 11:00 – 12:30 | Virtual Meeting Space – WonderMe<br>Discussions about challenges, impact and chances of the tools, needs in this context<br>Tools: Matrix, Website, mutual recognition, How to use Tool<br>Info guests | Instructions for using the Virtual Space above<br>Collecting results:<br>1. Choose an area (e.g. Area Matrix)<br>2. Search for a partner to discuss the topic<br>3. Click on the partner and exchange via camera and microphone<br>4. Report the discussion result<br>5. Forward the result in the chat! | | all |
| | 12:30 – 13:00 | Feedback on Wonder Me tool<br>Feedback on results of exchange<br>Info guests | Zoom Meeting<br>Results in Zoom chat if not done | | Thorsten Noelle |
| Break | 13:00 – 14:00 | Preparation of Breakout Rooms<br><br>Info Videos in Break (Chat and in real): IT Venice | | | |
| | 14:00 – 14:30 | Info in Booklet and I will put in chat!<br><br>Breakout Rooms in country groups<br>1. Short feedback from the country groups about the tools presented: | Country groups organize themselves and send feedback to the project coordinator | | Country groups moderators |

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| | | Matrix, Website, mutual recognition, How to use Tool<br><br>2. Short feedback from the country groups about the project results with regard to:<br>- expectations<br>- experiences<br>- amendments<br>- concrete implementation in practice<br>- wishes and needs<br><br>Please self organize moderators: Please send results via Email to project coordinator<br>Info guests | | | |
| | 14:30 – 15:00 | Input Enrico and Thorsten Noelle ERASMUS+ Financing possibilities | | | Enrico Bressan, Thorsten |
| | 15:00 – 16:00 | Welcome:<br>Outdoor Education<br>Elisabetta Pepe<br>scuola Laghetto Istituto comprensivo 8 di Vicenza | Additional Person: Outdoor Education<br>Elisabetta Pepe | | Elisabetta Pepe, Enrico Bressan |
| | (16:00 – 16:30) | Presentation of results of Breakout Rooms in country groups<br>Info 2nd Zoom Link | Country groups present their results and send report to project coordinator | (In case you need plenum activity) | Country groups moderators |

| Thursday, 20th May 2021 | | Zoom Instructions and Info in chat, Colleague as Co-Host (before start of conference) | | | |
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| | | Info about screenshots of participant tool in Zoom over the day, Please add name and institution in chat | | | |
| | 9:00 – 9:15 | Welcome Report of the last day Feedback on questions Presentation of program of the day | Additional Persons: - Martina Brazzolotto Arianna Teardo – Gifted And Talented Education - Antonella Caretta - City of Vicenza | | Thorsten Noelle |
| | 9:15 – 10:35 (10:45) | Gifted Children Martina Brazzolotto Specialist in teaching for the gifted children Ph.D. Arianna Teardo – Gifted And Talented Education (GATE)- Italy | (plan more time if many questions; virtual versus physical) | | Martina Brazzolotto, Arianna Teardo, Enrico Bressan |
| Break | 10:45 – 11:00 | | | | |
| | 11:00 – 11:30 | Inclusion in Early Childhood Education Antonella Caretta - City of Vicenza 11:30 - 12:00 Discussion - Discussion gifted children and inclusion Moderator Enrico Bressan CPV | | | Enrico Bressan |
| | 11:30 – 11:46 (12:00) | Discussion gifted children and inclusion | (plan more time if many questions; virtual versus physical) | | Enrico Bressan |
| Break | 12:00 – 13:00 | Info Videos in Break (Chat and in real): DE Cologne | | | |

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| | 13:00 – 13:30 | Evaluation of LTTA<br>- Reflection on needs, interests and expectations of participants concerning the Learning Activity from beginning (Project Coordinator)<br><br>Next steps of project<br>- Analysis of LTTA, tools and instruments<br>- Dissemination of project results<br>- Steps for further cooperation<br>- Assessment of internships | | | Thorsten Noelle |
| | 13:30 – 13:50 | Self Reflection by every participant<br><br>Focus: The 4 days in general (LTTA)<br>- Please use 20 minutes time.<br>- Please write in the chat or via Email to project coordinator<br><br>Evaluation of LTTA<br>- Deepen the reflection (tips for changes and amendments concerning the construction of future LTTAs), new needs and wishes | - moderators or members of the group report content and present it afterwards<br>Also report | | moderators |

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| | | - Wishes for support in using the tools<br>- Wishes for further cooperation | | | |
| | 13:50 – 14:20 | Planning of exchanges 1<br>Proposals for exchanges by partners<br>Updated Mobility List + comments | Collect proposals by file | | |
| Break | 14:20 – 14:35 | | | | |
| | 14:35 - 15:15 | Planning of exchanges 2<br>Bilateral planning WonderMe | (skipped) | | |
| | 15:15 – 15:45 | Presentation of results of bilateral planning<br>in plenum | Also report<br><br>(skipped) | | moderators |
| | 15:45 – 15:00 (16:00) | Agreements on next steps<br>Info guests<br><br>Evaluation Mentimeter:<br>Go to www.menti.com and use the code 4647 4426<br>Saying good bye | | | Thorsten Noelle |
| End of LTTA | | | | | |