

KA2 PROJECT – Raising the digital literacy of professionals to address inequalities and exclusion of LGBTQI community (RAINBO)

16th of November 2021: Meeting Via Zoom (10am UK Time)

Minutes of Meeting and Actions

Attendees:

- Mike Tan (MT): CCW Training Academy
- Harri Shuffley (HS): CCW Training Academy
- Lloyd Tan (LT): CCW Training Academy
- Joana Silva (JS): SPEL
- Peter Dankmeijer (PD): GALE
- Ester Kalogeroudi (EK): Novel Group
- Thanos Theofilopoulos (TT): Symplexis
- Prabha Dongre (PD): HIP
- Viktoria Topalidi (VT): AKMI
- Viktoria Koutsogiannopoulou (VK): Novel Group

Time of Zoom Meeting: (10:00 am – 11:25 am)

Description	To be action by:	Comment
<p>Welcome CCW welcomed the progress meeting, and updated on project. Went through the actions of previous meeting and comments.</p>	All	No action required
<p>COVID COVID-19 was discussed, how each country was fairing and the likelihood to have face to face meetings, discussions and interviews for the project.</p>	None	No action required (On-going)
<p>IO1 All partners are to continue the interviews (7-10 professionals and 7-10 LGBT individuals) and the surveys (50 surveys total). Expected surveys will be closed end of December.</p> <p>All partners mentioned a slight struggle to gain individuals who were specifically LGBTQI+, and found it easier to connect with professionals.</p> <p>Any Desk Research to be uploaded to Google Drive (Current)</p>	All All All	IO1 Works No Action Upload to Google Drive

<p>CCW to create an email to send to Transaid regarding the questionnaire, GALE may need to edit the questionnaire depending on the response from Transaid (Mike to confirm with Peter).</p> <p>It was agreed that CCW to respond to the 2nd e-mail received from Transaid to make arrangement to accommodate their amendments to the questionnaires to reflect the concerns raised. This will also give us an opportunity to connect with them.</p>	CCW / GALE	IO1 Works
<p>Reporting</p> <p>All Partners should send to CCW a half page – to full page report on progress so far, any possible challenges that have come up or been overcome.</p> <p>All partners should send timesheets to date so that we can record and make the 2nd payment accordingly.</p>	All	Up-date by all partners
<p>Social Media</p> <p>For dissemination purposes, all partners can post on the RAINBO project page as it is open to public. Partners should send posts to CCW for them to upload to Twitter.</p> <p>All partners can also post on their own social media if big events come up in their countries that are specific to RAINBO.</p>	All	Continuous
<p>Any other business: No other business</p>	No	No
<p>Next meeting date will be (Tuesday), 14th of December 10:00AM UK Time.</p>	None	None

Prepared by: Harri Shuffley: 16th of November 2021

Checked by: Mike Tan: 17th of November 2021