

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

26th of January 2022: Meeting Via Zoom (10am UK Time)

Minutes of Meeting and Actions

Attendees:

Mike Tan (MT): CCW Training Academy
 Harri Shuffley (HS): 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

Description	To be action by:	Comment
Welcome Mike/CCW - welcomed the progress meeting, went through the actions and comments from the previous meeting.	All	No action required
All partners gave an update on current COVID-19 restrictions or lockdown in their relevant countries.	None	No action required (On-going)
IO1 – Gap analysis Deadline for surveys, interviews and focus groups pushed back to the 11/02/2022 because numerous requests to accommodate interviewees. A few partners required more surveys based around LGBT people. It was recorded that majority of the partners are finding it challenging to receive feed-back and undertake the recorded interviews. CCW congratulated GALE for completing all the required numbers for the questionnaires and interviews. CCW and a few other partners needed more surveys based around providers/organisations. CCW suggested that we target some LGBTIQ pubs leisure places. A suggestion on inviting professionals and LGBTIQ individuals to attend a pan European Zoom meeting as another avenue to obtain more response. There was no decision to progress further. It was clarified that the interviews/Focus Groups do not need to be formal, and not a requirement to video record or audio record can be informal , (i.e. see if you can contact organisations who speak to LGBTIQ+ to see if you can get focus groups through them). A	All AKMI/Symplexis/CCW CCW All	TBC 10/02/2022 TBC 10/02/2022 TBC 10/02/2022 TBC 10/02/2022

suggestion to send e-mail out with the attached questionnaires to professionals and LGBTIQ personal to increase the respond rate of return. All partners to action.		
IO2 – Training Tool kit IO2 was discussed briefly. It was decided that AKMI should create a draft or a rough outline of learning outcomes etc based on the preliminary results of the IO1 Needs Assessment. This could then be shown in the next meeting, commented on etc.	AKMI	TBC 10/03/2022
Evaluation Mike/CCW informed all partners that the UK National Agency has now approved the initial report and we should be receiving payment in the next 60 days. The UK National Agency report also raised a few comments relating to increasing our project dissemination (i.e. by all parties, please share all our social medias and link, share to all stakeholders and in particular to NA. CCW will create evaluation questions for the IO-1 for all partners to complete. This will be done through Google Forms. A draft will be created first, then sent to all partners for comment. If accepted it will be used as final copy.	All and CCW CCW	TBC 10/02/2022 ASAP
Social Media / Dissemination: CCW – A dissemination plan should be created by CCW and shared with the partnership to follow for the duration of the project. All – All organisation should look to disseminate at least once every 2 weeks on either social media or their websites. Current progress of the project, activities that people may be able to get involved with etc, should be uploaded.	CCW All	ASAP ASAP/continuous
Any other business: None	CCW/Harri	All Deadlines listed
Next meeting date will be on: Wednesday 10/03/2022 10:00AM UK Time.	All	None

Prepared by: *Harri Shuffley*

Harri Shuffley: 26th of January 2022

Checked by: *M. Tan*

Mike Tan: 27/01/22