

TOURBiNE Kick Off Minutes of the Meeting & Project Committees Selection

Meeting Information

Topic: TOURBiNE Kick – Off Meeting

Objective: Sharing the recent urgent deliverables and the issues about the Project, & discuss the further steps in the project

Date: Jan 27, 2023

Time: 03:00 PM Istanbul

Attendees:

Ayşenur KELEŞ – Konya Metropolitan Municipality-KMM

Nesibe HEKİMOĞLU – Konya Metropolitan Municipality-KMM

Emre AVCI – Konya Metropolitan Municipality-KMM

Dorothea PAPATHANASIOU – ARTIFACTORY-ARF

Kevser ÇINAR – Stichting For Education On Agility Liberating Structures-SEALS

Daniel WEISS– Stichting For Education On Agility Liberating Structures-SEALS

Ibrahim ELREFAI – MI HI For Training and Development LLC-MI HI

Ali HADDAD – Jordan Youth Innovation Forum Society-JYIF

Sahim JAAFAR – Promotion Et Appui Aux Developpement D'initiatives Locales Padil - PADIL

Sahar Jaafar- Promotion Et Appui Aux Developpement D'initiatives Locales Padil - PADIL

Ines MANSOURI – Promotion Et Appui Aux Developpement D'initiatives Locales Padil - PADIL

Belmin Debelać – Udruzenje Mladi Volonteri-MLV

Ena Sahinovic – Udruzenje Mladi Volonteri-MLV

Agenda	Context	Presenter	Allocated Time
Greeting, Opening Speech, and Background of the Project	After greeting the partners and opening speech, the TOURBiNE Project brief details were shared with the partners.	KBB	3 min
Introduction	The project partners introduced themselves and their organizations.	Every partner	15 min
Contractual Procedures & Partnership Agreement	Conclusion of the GRANT and Partnership Agreement: Partnership Agreement needs to be uploaded to the Sygma system before the end of January.	KBB	1 min
General Framework of the Project	Upcoming deliverables and milestones with the deadlines were shared with the project partners.	KBB	2 min

Project Committees	Information about the Project Committees was explained in detail. How to elect Project Committees was discussed.	KBB, ARTIFACTORY	4 min
Work Packages, Deliverables	The timeline of the work packages was shared with the partners through the updated timetable of the Project.	KBB	3 min
Project Coordination Meetings	<p>The dates of the project coordination meetings were discussed.</p> <ul style="list-style-type: none"> • The first meeting of the project will take place in Konya, Türkiye at the end of April, 2023. • The second meeting will take place online in July 2023. (Depending on the situation, the date can be changed by negotiating with the partners. • The third meeting will take place in October 2023 in Chios, Greece. • The ITB will be in March 2024 at Berlin. • The fourth meeting will take place in Alexandria, Egypt, in October 2024. • The fifth meeting will take place online in December 2024. 	Every partner	10 min

Work Package 2,3,4,5	The things to be done in the other work package were explained.	KBB	2 min
Project Management Committee Elections	<p>The responsibilities of the three committees of the project (Steering Committee, Technical Committee, and Quality Control Committee) were explained and then the committee members were elected by the confirmation of every partner organization.</p> <p>Transnational project management structure and decision-making procedure is like that. TOURBiNE builds of 3 Project Committees and 7 Partner Project Teams. The role of these committees are:</p> <ul style="list-style-type: none"> • The Steering Group Committee (SGC) with 7 members, where the Applicant holds the majority vote in all procedures. • The Technical Committee (TC) consists of the Technical Coordinator, the Communication Coordinator and the Web Administrator. • The Quality Control Committee responsible for all project outputs will be elected by the Transnational Partnership. A Quality Control Committee sets up the standards and the procedures for the quality of outputs delivered and the guidelines for the quality of Project 	Every partner	30 min

	implementation procedures, according to the time schedule, the skills of human resources, the deliverables, the communication needs, the ERASMUS+ framework/rules and the estimated risks.		
Brief Information About Project	Information was given about the general framework, aims, and objectives of the project. The points to be considered in the implementation of the project were shared.	ARTIFACTORY, KBB	12 min
Q & A, Project Logo, and Commemorative Photograph	It was also decided that MI HI will prepare the project logo drafts to be voted by the partners till the 12th of February. Project partners forwarded their questions to the coordinator.	Every partner	8 min

PROJECT MANAGEMENT COMMITTEES

STEERING COMMITTEE		
Partner	Legal Representative	Replacement
KONYA BUYUKSEHIR BELEDIYE BASKANLIGI - KONYA METROPOLITAN MUNICIPALITY	Ercan USLU	Ayşenur KELEŞ
STICHTING FOR EDUCATION ON AGILITY LIBERATING STRUCTURES	Daniel WEISS	Laura WEISS
ARTIFACTORY	Markella CHOULI	Dorothea Papatahanasiou
JORDAN YOUTH INNOVATION FORUM SOCIETY - JYIF	Ali HADDAD	Reem HADDAD
UDRUZENJE MLADI VOLONTERI - ASSOCIATION YOUTH VOLUNTEERS	Belmin Debelac	Ena Sahinovic
MI HI FOR TRAINING AND DEVELOPMENT LLC	Ibrahim ELREFAEI	Nada MADY
PROMOTION ET APPUI AUX DEVELOPPEMENT D'INITIATIVES LOCALES PADIL - PADIL	Sahim JAAFAR	Ines MANSOURI

TECHNICAL COMMITTEE	
Partner	Responsible
STICHTING FOR EDUCATION ON AGILITY LIBERATING STRUCTURES	Daniel WEISS
MI HI FOR TRAINING AND DEVELOPMENT LLC	Ibrahim ELREFAEI

JORDAN YOUTH INNOVATION FORUM SOCIETY	Ali HADDAD
---------------------------------------	------------

QUALITY CONTROL COMMITTEE	
Partner	Responsible
KONYA METROPOLITAN MUNICIPALITY	Ayşenur KELEŞ
STICHTING FOR EDUCATION ON AGILITY LIBERATING STRUCTURES	Daniel WEISS
ARTIFACTORY	Dorothea PAPATAHANASIOU

Online Meeting Video Links	Online Meeting Photograph Links
https://youtu.be/I66PHkkj9-8	https://prnt.sc/ze tLVbzyFkq
https://youtu.be/y zEE9pN8Xg	https://prnt.sc/YG3uwEH2KBd7
https://youtu.be/KjY9ZFftbA	https://prnt.sc/PULZi8efyQOk
https://youtu.be/yizoCbGKS28	https://prnt.sc/npBgggu3Q3Rg2