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**Extended report  
Kick-off Meeting - ONLINE**

**FITeens - Promoting physical activity and healthy habits in  
sedentary teenagers**

2021-1-ES01-KA220-SCH-000027761

17<sup>th</sup> February, 2022



Co-funded by  
the European Union



## MINUTES of

Kick-off Meeting - ONLINE

17<sup>th</sup> February, 2022

# FITeens - Promoting physical activity and healthy habits in sedentary teenagers

2021-1-ES01-KA220-SCH-000027761

### Project partners

- P1. Universidad de Zaragoza
- P2. Stichting Kenniscentrum Pro Work
- P3. Instituto Politecnico de Santarem
- P4. Tartu Ulikool
- P5. Innoventum OY
- P6. Jaitek Tecnología y Formación S.L.

### Minutes of meeting

The meeting was held online. For that reason, this meeting was followed by these partners through a Google Meet video call. The meeting started with the welcome of the University of Zaragoza and all the partners were introduced themselves.

Then, an introduction of the project was developed by Unizar and Jaitek through a power point presentation as following (see below).



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Pictures of the meeting:

### R3. FITeens Digital In-service training for PE teachers

JAITEK  
2023-04 | 2023-10

	RESPONSIBLE	MONTHS																									
		M0	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	
<b>R3. FITeens In-service program</b>	JAITEK																										
R3/A1 In-Service training platform development	JAITEK																										
R3/A2 Content creation	UNIZAR																										
R3/A3 Content review	IPS																										
R3/A4 Content translation	JAITEK																										

R3 will consist on the creation of Learning Management System containing some useful knowledge about teaching Physical Education using digital tools and fostering healthy habits among their students

Presentation of the topics and the work developed:

# FI Teens Project Kick off Meeting

17th February 2022

2021-1-ES01-KA220-SCH-000027761



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# FI Teens Project Kick off Meeting



## Agenda

**START 13:00h**

Welcome!

Overview

RESULTS

- R1/R2/R3

Other results

- Impact
- Dissemination

Project Management

Final Overview

**END 15:00h**



**Universidad**  
Zaragoza



jaitok

innoventum

**POLITÉCNICO**  
**DE SANTARÉM**



# Welcome

▶ 1' pitch 



Who/what is your organisation? 

1. Universidad de Zaragoza - ES
2. Tartu Ilikook - IR
3. Instituto Politecnico de Santarem - PT
4. Stichting Kenninscentrum Pro Work - NL
5. Innoventum Oy - FI
6. Jaitek Tecnología y Formación - ES



What do you bring into the Project? 

What do you seek to get out of this Project? 



# Overview

Main objectives of the meeting

# Overview

## Project Objectives



- ▶ Raising awareness on the importance of physical activity and healthy habits.
- ▶ Supporting Physical Education teachers to acquire a wide knowledge on how to develop online lessons and engage their students on physical activity, providing them with useful examples.
- ▶ Promoting the habit of doing physical activity daily and raise teenagers' awareness on the importance of physical activity and healthy habits.
- ▶ Developing an amusing and engaging mobile phone application to motivate teenagers to do physical activity.



# Participants



## Staff Training

12 staff members from organizations participating

2 per partner

When: February 2023

Where: Portugal



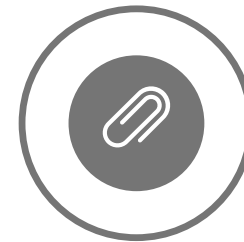
72 Primary and Secondary PE Teachers

12 per partner



500 Secondary Education Students

100 University students



## Multiplier Events

When:  
August/September 2023  
Total Participants: 120

Unizar: 40  
PROWORK: 20  
IPS: 20  
TARTU: 20  
INNOVENTUM: 20  
JAITEK: 20



# Project Results

# Project Results



**R1. FITeens  
Toolkit**  
UNIZAR  
2021-12 | 2022-08

**R2. FITeens App**  
INNOVENTUM  
2022-02 | 2023-03

**R3. FITeens  
Digital In-service  
training for PE  
teachers**  
JAITEK  
2023-04 | 2023-10

# R1. FITeens Toolkit

UNIZAR

2021-12 | 2022-08



	RESPONSIBLE	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
R1. FITeens toolkit	UNIZAR																									
R1/A1 Structure and content development	IPS																									
R1/A2 Content review	TARTU																									
R1/A3 Visual aspect development	PROWORK																									

The first result is the creation of a **toolkit** in a **flipbook** format that will involve the **Big 6** (physical activity, sufficient sleep, low screen time, consumption of alcohol and tobacco, and intake of healthy food).

# R1. FITeens Toolkit

UNIZAR

2021-12 | 2022-08



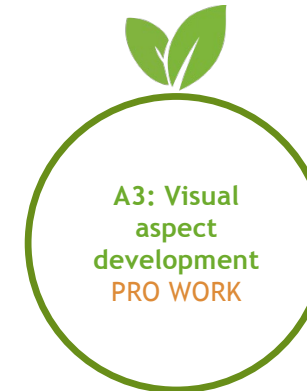
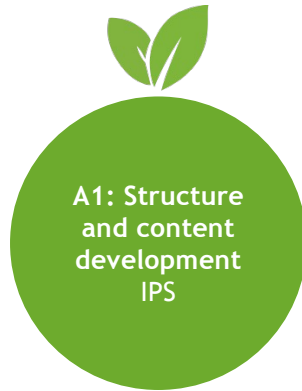
**A1:**  
Structure  
and content  
development  
IPS



**A2: Content  
review**  
TARTU



**A3: Visual  
aspect  
development**  
PRO WORK



IPS will create the guidelines for content creation. The toolkit will contain different explanations, introductory videos (IPS, Tartu, UNIZAR), exercises/activities and expert testimonies for each of the 6 elements.

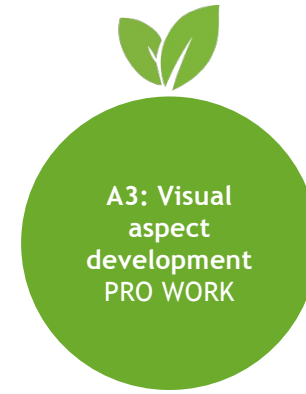
- ✓ Guidelines for content creation
- ✓ Research of the content
- ✓ Creation of different explanations, introductory videos, exercises/activities and expert testimonies for each of the 6 elements



Partners will review the content created.

5 Secondary Physical Education teachers will review the content created.

TARTU will create the final version



**PROWORK** will work on the visual aspect of the document.

**Partners** will translate the document.

**PROWORK** will create one flipbook for each partner's version.

All flipbooks will be **uploaded** on the **Project's website**.



# Project Results



**R1. FITeens  
Toolkit**  
UNIZAR  
2021-12 | 2022-08

**R2. FITeens App**  
INNOVENTUM  
2022-02 | 2023-03

**R3. FITeens  
Digital In-service  
training for PE  
teachers**  
JAITEK  
2023-04 | 2023-10

# R2. FITeens App

INNOVENTUM

2022-02 | 2023-03



	RESPONSIBLE	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
<b>R2. FITeens app</b>	<b>INNOVENTUM</b>																									
R2/A1: Development of the platform	INNOVENTUM																									
R2/A2: Creation of the content	UNIZAR																									
R2/A3: Translation phase	INNOVENTUM																									
R2/A4: Handbook creation	PROWORK																									

The second result will consist on the creation of a web application for promoting and improving healthy lifestyles

## R2. FITeens App

INNOVENTUM

2022-02 | 2023-03



**A1:**  
Developmet  
of the  
platform  
INNOVENTUM



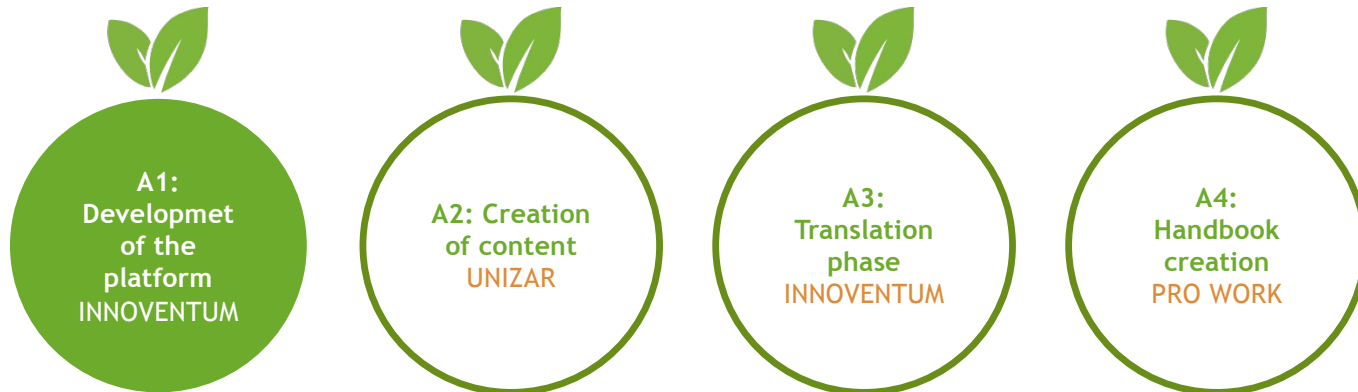
**A2:** Creation  
of content  
UNIZAR



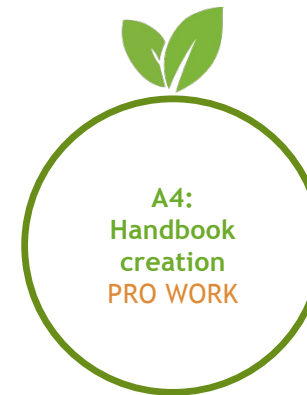
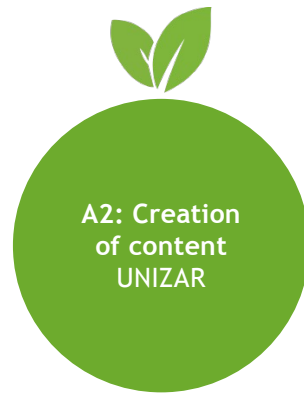
**A3:**  
Translation  
phase  
INNOVENTUM



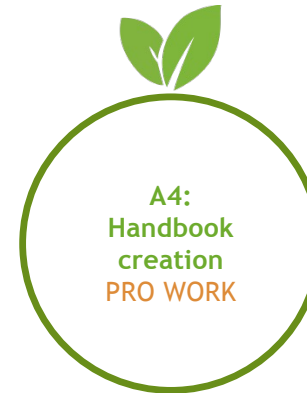
**A4:**  
Handbook  
creation  
PRO WORK



- ▶ **INNOVENTUM** will create the structure of the app and will incorporate the different elements that will be created.
- ▶ **Partners** will translate the different options and menus contained in the app.
- ▶ **PROWORK** will develop the different badges and avatars.
- ▶ **IPS** and **TARTU** will create the questionnaire (Hexagonal graphic representation of the students' lifestyles).

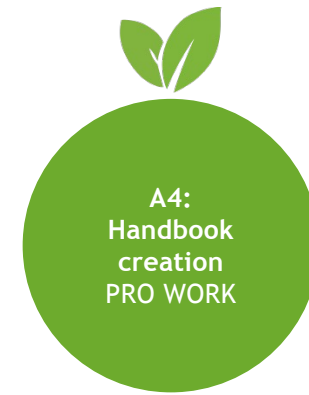


- ▶ **Physical activity:** 30 activities.
- ▶ 10 resources for each of the following elements: **sufficient sleep, low screen time, consumption of alcohol and tobacco.**
- ▶ **20 healthy recipees** that students could prepare themselves.
- ▶ All resources will be evaluated by **2 experts** per country.
- ▶ **IPS, UNIZAR** and **Tartu** will evaluate the resources.



All partners will translate the content in their language





Innoventum and Prowork will work together on the creation of a **handbook** that will explain the application functioning.

# Project Results



**R1. FITeens  
Toolkit**  
UNIZAR  
2021-12 | 2022-08

**R2. FITeens App**  
INNOVENTUM  
2022-02 | 2023-03

**R3. FITeens  
Digital In-service  
training for PE  
teachers**  
JAITEK  
2023-04 | 2023-10



## R3. FITeens Digital In-service training for PE teachers

JAITEK

2023-04 | 2023-10



		RESPONSIBLE	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
<b>R3. FITeens in-service program</b>	<b>JAITEK</b>																										
R3/A1 In-Service training platform development	JAITEK																										
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R3/A3 Content review	IPS																										
R3/A4 Content translation	JAITEK																										

R3 will consist on the creation of Learning Management System containing some useful knowledge about teaching Physical Education using digital tools and fostering healthy habits among their students

## R3. FITeens Digital In-service training for PE teachers

JAITEK

2023-04 | 2023-10



**A1: Development**  
JAITEK



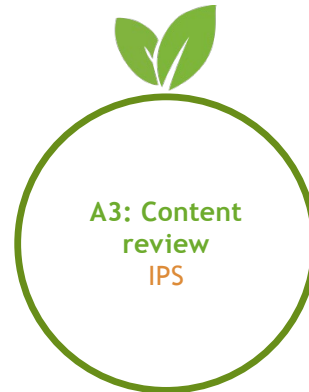
**A2: Creation content**  
UNIZAR



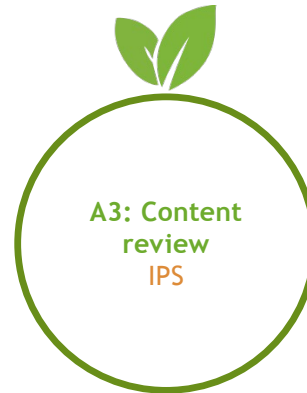
**A3: Content review**  
IPS



**A4: Content Translation**  
JAITEK



► In-service training platform development by Jaitek



## 8 Different Modules



**Module 1:** the importance of motivation in PE



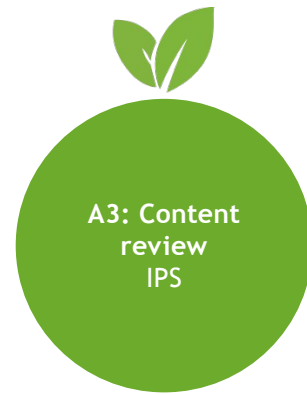
**Module 2:** digital tools and Physical Education



**Module 3-8:** based on one element of the BIG6 and their implementation in the classroom

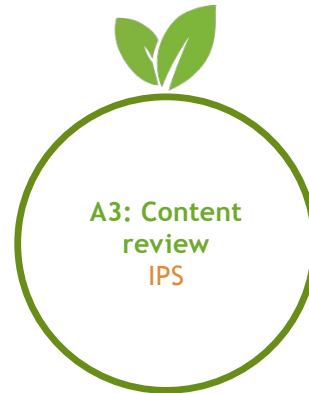


**Module 9:** FITeens mobile phone application



Partners **experts** in the field of **PE** will be in charge of **reviewing** the content created and giving **feedback** and suggestion to improve it.





All partners will translate the content in their language





# Other Issues

Tasks related with the management of the project

# Other Results



General coordination and EU Reporting  
UNIZAR





# Dissemination



05  
Partners' websites

A green diamond-shaped icon containing a white lightbulb icon, representing ideas or websites.

04  
Youtube

A blue diamond-shaped icon containing a white key icon, representing access or a platform like YouTube.

02  
Website

An orange diamond-shaped icon containing a white speech bubble icon, representing communication or a website.

03  
Newsletters

An orange diamond-shaped icon containing a white magnifying glass icon, representing search or newsletters.

01  
Facebook  
Instagram  
Twitter

A green diamond-shaped icon containing a white magnifying glass icon, representing search or social media.

# Dissemination



Project logos,  
branding image of the  
Project and project  
templates.

Website creation.

**INNOVENTUM OY**



Creation of a  
template and  
coordination of  
newsletters'  
writing and  
translations.

**JAITEK**



Coordination of  
web translations.

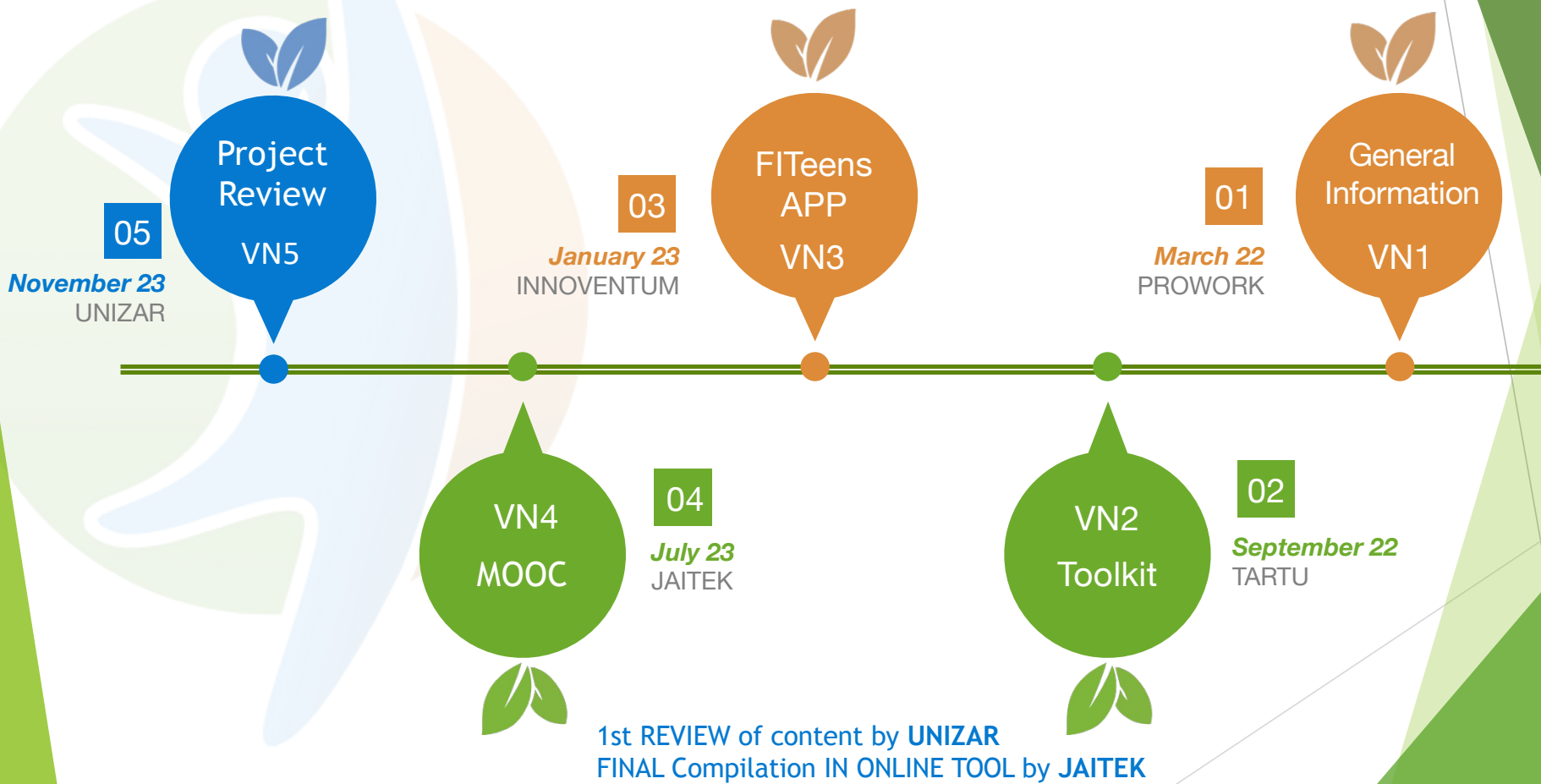
**PROWORK**



Creation of the  
Facebook page  
and a log stating  
when each  
partner will have  
to contribute (at  
least 200  
followers).

**IPS**

# Newsletters



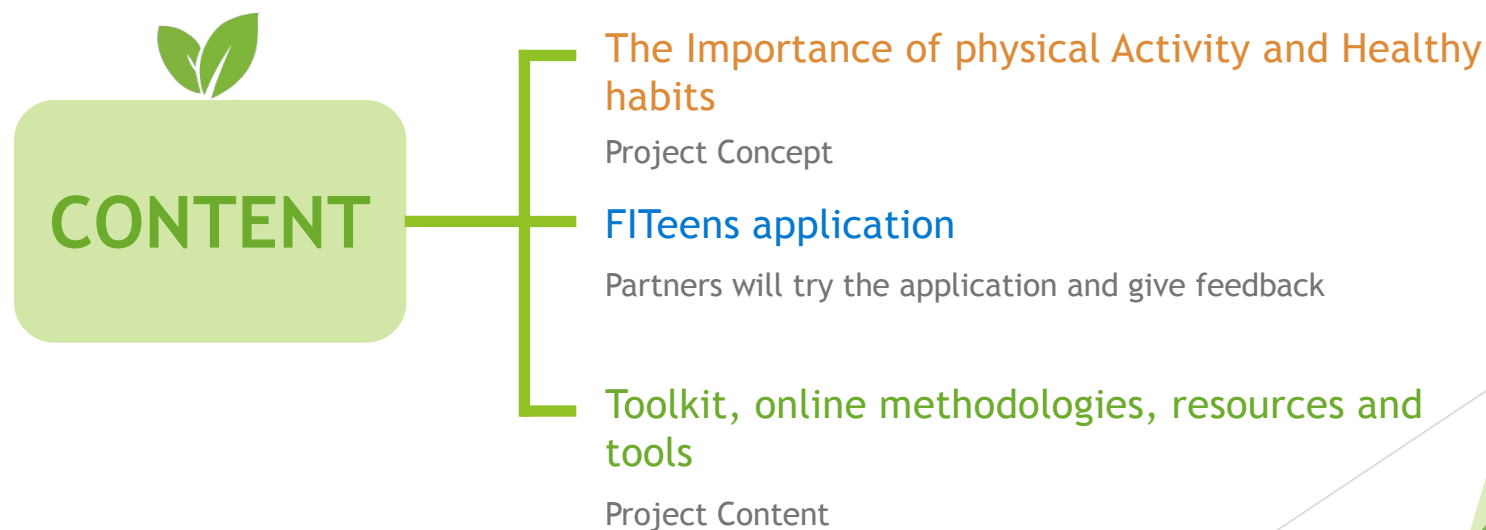
# Short-term joint staff training events



2 people per partner. A minimum total of 16 participants

5 days of training. **February 2023**

**Santarem, Portugal**





# Project Management

Tools & Reporting





# Meetings



2 people traveling per partner to each face to face meeting in application







# Multiplier Events

Between 20 and 40 local participants each - Month 21 and 22



## E1. Spain

08/23 – 09/23

UNIZAR - 40 participants



## E2. The Netherlands

08/23 – 09/23

PRO WORK - 20 participants



## E3. Portugal

08/23 – 09/23

IPS - 20 participants



## E4. Finland

08/23 – 09/23

INNOVENTUM - 20 participants



## E5. Estonia

08/23 – 09/23

TARTU - 20 participants

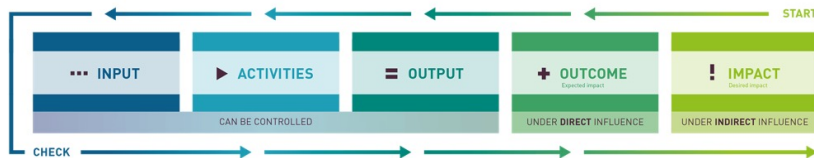


## Impact

The desired impact of the project at the local, regional, national, European and/or international levels?

Responsible partner: **PROWORK**

<http://impacttool.erasmusplus.nl/strat/>



- ▶ 2 high schools or other educational institutions per partner
- ▶ 12 PE teachers per partner will provide feedback
- ▶ 100 University students
- ▶ 500 Secondary Education students
- ▶ 200 followers on Facebook
- ▶ PROWORK will create questionnaires to identify the impact of every result
- ▶ PROWORK will also make impact evaluation reports in the 12 and 24 months of the project to report the impact achieved.



## Dissemination

Plans for the dissemination of the project results | What will be the target groups of the dissemination activities inside and outside your partnership?

Target audience(s) at **local/regional/national/EU level.**

- ▶ Use your **own** website and social media accounts
- ▶ FITEens **Facebook**
- ▶ **Instagram:** fiteens\_eu
- ▶ **Website** FITEens
- ▶ **Brochure** FITEens
- ▶ **Newsletter** (5) | all partners compile a mailing list for sending flyers + dissemination on social media

Dissemination Plan  
**IPS**

Dissemination matrix  
incl. list of associated  
partners



# Dissemination

Visibility of the project by **ALL** partners

Instructions and logos EU:

[http://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](http://eacea.ec.europa.eu/about-eacea/visual-identity_en)

In **ALL** communication and promotion:

- “Co-funded by the European Union” and disclaimer
- *“The project "(name of the project)" is co-funded by the Erasmus+ programme of the European Union. The content of (this press release/publication/etc.) is the sole responsibility of the (name of the educational establishment or education and training organisation) and neither the European Commission nor the Spanish Service for the Internationalisation of Education (SEPIE) is responsible for any use that may be made of the information contained therein.”*

Use **FITEens Logo** on official reports, dissemination and publications.



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# Project Management

## Reporting



- Interim Report I (deadline NA 01/01/2023) **Period 1-1-2022/31-12-2022**
- Final Report (deadline NA 29/02/2024) **Period 1-1-2023/31-12-2023**

## Budget



- **Project management:** lump sum 250 euro/month
- **Travel costs:** lump sum of 575 euro per traveler when between 99-1999 km
- **Results:** lump sum per role/per day/per country
- **Exceptional costs:** invoice + proof of payment (75%)
- **Multiplier Events:** 100 euro/national participant, 200 euro/international p. (staff from the partner organisations NOT included ☹)
- **Learning/Teaching/Training activities:** Travel depends on the distance band. Individual support overstay hotel 530 euro (only staff link with the organization)







## Project Management



**Payments** - see Budget per partner in Drive

- 1<sup>st</sup> payment 20% | **APR 2022**
- 2<sup>nd</sup> payment 20% | **NOV 2022**
- 3<sup>rd</sup> payment 20% | **APR 2023** (1<sup>st</sup> interim report) 
- 4<sup>th</sup> payment 20% | **NOV 2023**
- 5<sup>th</sup> payment | Max. 60 days after **01-05-2024** (final report) 

# Project Management



**What to keep** - until 2029 😊

Everything to be included in the Drive

What about	What to keep	Keep organisation for desk checks until 31/08/2025	Upload DRIVE
<b>Project meetings</b>	List of participants	Yes	Yes
	Agenda/meeting report	Yes	Yes
	Certificates of attendance	Yes	Yes
<b>Travel</b>	Boarding passes, train tickets, etc.	No*	Yes
<b>Results</b>	TimeSheets	Yes	Yes
	Contracts	Yes	Yes
<b>Exceptional costs</b>	Invoices, proof of payment	Yes	Yes
<b>Multiplier Events</b>	List of participants	Yes	Yes
	Agenda/event report	Yes	Yes
<b>Training C1</b>	Attendance list	Yes	Yes
	Certificate of attendance	Yes	Yes
	Agenda	Yes	Yes



# Project Management

**Timesheets** - First period 01-11-2021 up and including 31-10-2022 | (uploaded on DRIVE)

## Timesheets Required fields

- ☺ Name and reference of the project
- ☺ Name Staff
- ☺ Role: teacher/trainer, technician, administrative)
- ☺ Dates
- ☺ Amount of time spent per month/project reporting period
- ☺ Intellectual Output incl. description
- ☺ Signature employee and supervisor

**NOTE! Staff needs labor contract/volluntary contract - uploaded DB!**





## Final Overview



Next meeting

Minutes of Meeting/Survey



TO DO's

Questions



The End

# Thank you!

Let's get things done!

FITeens project



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