



## Minutes of WP1 Kick-off Meeting

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Project "EU partnership to protect agricultural land in the face of climate and environmental challenges. Caring for future generations" (ProLand)

Project KA220-HED - Cooperation partnerships in higher education  
Reference number: 2024-1-PL01-KA220-HED-000252809

**Date:** December 4<sup>th</sup> 2024.

**Venue:** MsTeams.

**Participating partners:**

1. Slovak University of Agriculture in Nitra,
2. Università Degli Studi Roma Tre,
3. Universidad de Almeria,
4. Taras Shevchenko National University of Kyiv,
5. Poznan University of Life Sciences.

**Moderator of the meeting:** Izabela Lipińska, project coordinator

**Minute taker:** Izabela Lipińska, project coordinator

**Photos:** Alina Nowotarska

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## 1. Agenda

Project "EU partnership to protect agricultural land in the face of climate and environmental challenges. Caring for future generations" (ProLand)

Program Erasmus+, project KA220-HED - Cooperation partnerships in higher education (2024-1-PL01-KA220-HED-000252809)

## Agenda

### Kick-off meeting (online) December 4<sup>th</sup>, 2024

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Wednesday, 04.12.2024

10.00 - 10.10	Welcome speech and short introduction
10.10 - 10.20	Partner's presentation
10.20 - 11.10	Project scope, workplan presentation & discussion / Todos (e.g. comments on the workplan)
11.10 - 11.20	Quality assurance
11.20 - 11.30	Dissemination + graphical templates, questionnaires (meeting evaluation)
11.30 - 12.00	Q&A. Closing of the meeting

It would be fine if minimum 2 people from each institution will participate in the meeting (1 researcher and 1 administrative staff).

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## 2. Minutes

The project coordinator greeted the participants, Izabela Lipińska (Poznań University of Life Sciences) and then presented the agenda of the meeting. She introduced the partners and scope of the project. After short introduction the Partners coordinators/representative introduced themselves and their teams.

Project Coordinator step by step explained the content of all work packages (1-4) and the role of all partners. She proposed some board and academic council members and invited partners to nominate their representatives. Later, the roadmap and action plan were presented and explained month by month for 2024 and the upcoming 2025. Explanations also included activities related to the upcoming World Soil Day on December 5.

In the second PPT coordinator clarified the administration aspects related to the project, such as budget and its categories, the concept of the lump sum, project management and implementation. The documents for reporting budget expenditures were discussed too. The presentation showed sample templates of documents related to the employment of people involved in the project, Timesheets, quantity and quality protocols and various documents related to the event organizations. On one of the slides coordinator explained costs related to the implementation of eligible activities falling within the scope of Partnerships.

For Ukrainian and Polish partners the issue of the exchange rate was explained.

At the end of the slide show, the coordinator presented projects' visual identity (logos, included EU logo for co-funding the activities). At the end the mandatory disclaimers were presented. The presentation concluded with a list of contacts and information on where to publish dissemination and quality management plans.

During the discussion there was one question. Prof. Volodymyr Nosik asked about the teachers' participation in summer schools. Which was confirmed after the meeting.

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### 3. Decisions

<b>No.</b>	<b>Decisions / Tasks</b>	<b>Deadline</b>	<b>Responsible person, institution</b>
1.	Preparation of management and administration documents	End of December 2024	PULS, Izabela Lipińska, Adrianna Czernicka
2.	Activities related to the summer school preparation	End of May	UAL, Maria Jose Cazorla Gonzales – leading organization; participation of all Partners
3.	Final work on ProLand website work	By the end of December 2024	PULS, Izabela Lipińska, Adrianna Czernicka
4.	Work on setting up the Project's social media accounts: FB, X and Instagram	By the end of December 2024	PULS, Alina Nowotarska, Paulina Wiza-Augustyniak
5.	Begining of LiLAC work	June 2025	PULS, Krzysztof Różański
6.	Desiging the Management Board and Scientific Board	After meeting	PULS, SUA, UAL, Roma3, KNU

#### 4. List of participants

**Meeting title:** Project Partners Kick-off Meeting

**The purpose of the activity:** to discuss present created models of expertise centres and discuss further activities

**Dates:** December 4th, 2024

**Venue:** MsTeams

No.	Name <sup>1</sup>	Surname	E-mail	Position, Organization	Signature
1	Rafał	Baum	Rafal.baum@up.poznan.pl	Poznań University of Life Sciences	Online
2	Krzysztof	Róžański	Krzysztof.rozanski@up.poznan.pl	Poznań University of Life Sciences	Online
3	Izabela	Lipińska	Izabela.lipinska@up.poznan.pl	Poznań University of Life Sciences	Online
4	Łukasz	Dąbkowski	Lukasz.dabkowski@up.poznan.pl	Poznań University of Life Sciences	Online
5	Adrianna	Czernicka	Adrianna.czernicka@up.poznan.pl	Poznań University of Life Sciences	Online
6	Alina	Nowotarska	Alina.nowotarska@up.poznan.pl	Poznań University of Life Sciences	Online
7	Paulina	Wiza- Augustyniak	Paulina.wiza@up.poznan.pl	Poznań University of Life Sciences	Online
8	Maria Jose	Cazorla Gonzales	mcazorla@ual.es	Universidad da Almeria	Online
9	Fernando	Del Moral Torres	fmoral@ual.es	Universidad da Almeria	Online

<sup>1</sup> All personal data contained in this document is collected during the implementation of the Erasmus + Program (2021-2027), according to the European Commission's regulations. These will be stored and processed by Program Beneficiary Organizations, NA, EC in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and the free movement of these data and repealing Directive 95/46 / EC (General Data Protection Directive - GDPR). The beneficiary organizations of the Program, EC, NA will store and process these data according to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices, and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001). During the event, photographs and / or films will be taken for purposes of promoting and disseminating the results of Erasmus + funded projects. The materials will not affect your personal or institutional image. By signing your presence list you consent to being filmed and / or photographed for the aforementioned reasons.

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10	Myriam Tripina	Munoz	sripro@ual.es	Universidad da Almeria	Online
11	Giuseppe	Spotto	giuseppe.spoto@uniroma3.it	Università degli Studi di Roma Tre	Online
12	Anna	Bandlerova	anna.bandlerova@uniag.sk	The Slovak University of Agriculture in Nitra	Online
13	Zuzana	Bohátová	zuzana.bohatova@uniag.sk	The Slovak University of Agriculture in Nitra	Online
14	Lucia	Palsova	lucia.palsova@gmail.com	The Slovak University of Agriculture in Nitra	Online
15	Volodymyr	Nosik	vnosik@ukr.net	Taras Shevchenko National University of Kyiv	Online

**Representative from the receiving organisation:** name, surname and position

**Signature** \_\_\_\_\_



Co-funded by  
the European Union



## 5. Photos

Screen Shots (4/12/2024).

ProLand kick-off meeting

26:21

Stary Nowe slidy Call Czujki Pomocny rej. Zmniejsz Wzrost Aplikacje Wypnij Kamera Mikrofon Udziałem Opisz

ProLand

EU partnership to protect agricultural land in the face of climate and environmental challenges.  
Caring for future generations.

KA220-HED - Cooperation partnerships in higher education (KA220-HED)  
2024-1-PL01-KA220-HED-000252809

Online kick-off Meeting  
Dec. 4, 2024

Co-funded by  
the European Union

12/14/2024 10:02 AM  
Lipitrika Izabela

30°C Pochmurnie Wyszukaj

30:02 04.12.2024

ProLand kick-off meeting

30:35

Stary Nowe slidy Call Czujki Pomocny rej. Zmniejsz Wzrost Aplikacje Wypnij Kamera Mikrofon Udziałem Opisz

Nagranie zostało rozpoczęte  
Rozpoczęte przez użytkownika Lipitrika Izabela  
Biorąc udział w tym spotkaniu, wyrażasz zgodę na nagrywanie. [Zasady prywatności](#)

Lipitrika Izabela

Plik Narzędzia główne Wstawianie Projektowanie Przyjęcia Animacje Pokaż slajdy Recenzja Widok

Od Od bieżącego Prezentuj Niestandardowy Przygotuj Ukryj Próba Rejestruj pokaz Otwórz narzędz Odwołaj narzędz Użyj chronometraż Pokaż kontrolki sterowania multimediami Przygotowywanie

Minimally

**PARTNERS**

SUA  
Slovak University  
of Agriculture  
in Nitra

ROMA  
TRE  
UNIVERSITÀ DEGLI STUDI

UNIVERSIDAD  
DE ALMERÍA

POZNAŃ  
UNIVERSITY  
OF LIFE SCIENCES

TARAS SHEVCHENKO  
NATIONAL UNIVERSITY  
OF KYIV

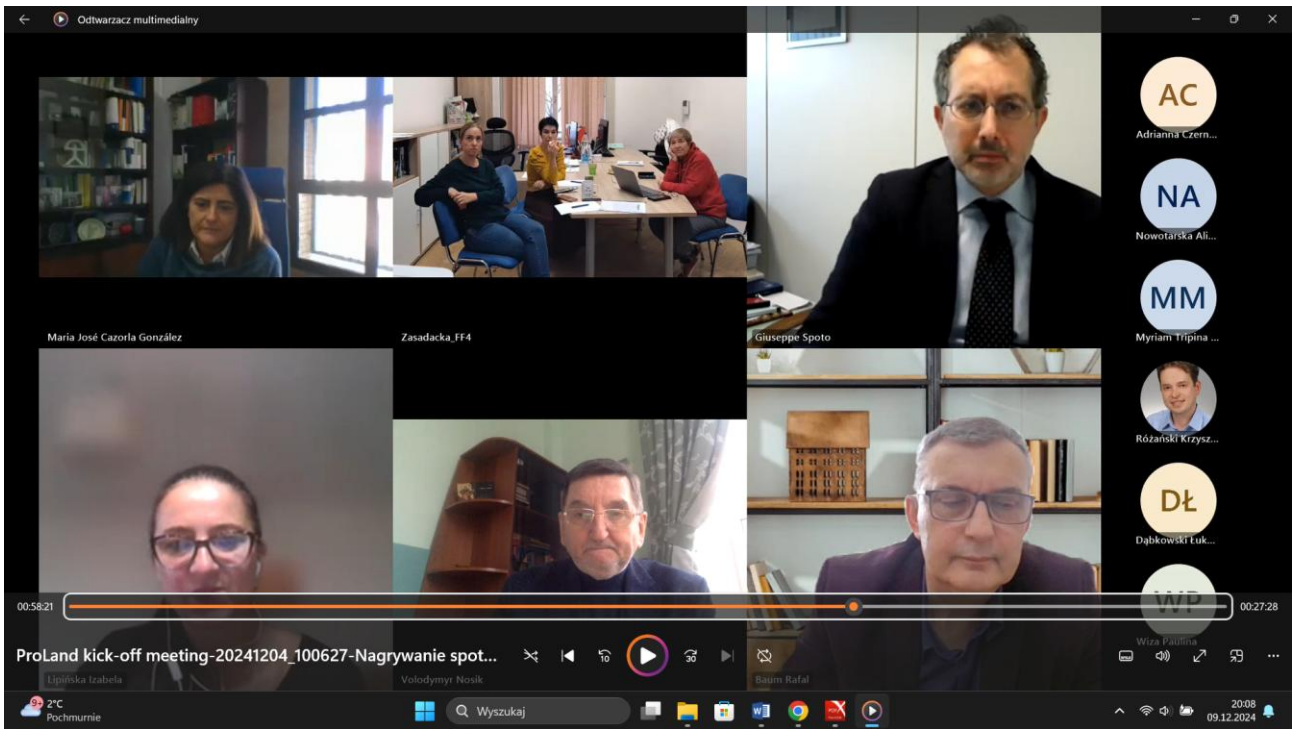
Kliknij, aby dodać notatki

Notatki Komentarze

54%

30°C Pochmurnie Wyszukaj

30:07 04.12.2024



ProLand kick-off meeting

40:20

PULS kickoff [tryb zgodności] - PowerPoint

Lipńska Izabela

Plak Narzędzia główne Witawiane Projektowanie Przejścia Animacje Pokaz slajdów Recenzja Widok Pomoc Powiedz mi, co chcesz zrobić

Od Od bieżącego slajdu Początek Prezentuj online - pokaz slajdów - Rozpoczynanie pokazu slajdów Niestandardowy pokaz slajdów Przechodź pokazy slajdów Ukryj slajd Próbuj Rejestruj pokaz slajdów - Przygotowywanie

Od bieżącego slajdu Początek Prezentuj online - pokaz slajdów - Rozpoczynanie pokazu slajdów Niestandardowy pokaz slajdów Przechodź pokazy slajdów Ukryj slajd Próbuj Rejestruj pokaz slajdów - Przygotowywanie

Monitor: Monitor podstawowy

Użyj chronometrażu

Użyj widoku prezentera

Ministry

### Work package 1 - Project management

Kliknij, aby dodać notatki

5°C Pochmurnie

Wyszukaj

19:16 04.12.2024

ProLand kick-off meeting

48:23

PULS kickoff [tryb zgodności] - PowerPoint

Lipńska Izabela

Plak Narzędzia główne Witawiane Projektowanie Przejścia Animacje Pokaz slajdów Recenzja Widok Pomoc Powiedz mi, co chcesz zrobić

Od Od bieżącego slajdu Początek Prezentuj online - pokaz slajdów - Rozpoczynanie pokazu slajdów Niestandardowy pokaz slajdów Przechodź pokazy slajdów Ukryj slajd Próbuj Rejestruj pokaz slajdów - Przygotowywanie

Od bieżącego slajdu Początek Prezentuj online - pokaz slajdów - Rozpoczynanie pokazu slajdów Niestandardowy pokaz slajdów Przechodź pokazy slajdów Ukryj slajd Próbuj Rejestruj pokaz slajdów - Przygotowywanie

Monitor: Monitor podstawowy

Użyj chronometrażu

Użyj widoku prezentera

Ministry

No.	Task	Deadline	Note
I.	Collecting and sending copies of all financial documents related every 3 months starting from February 2025, May 2025, August 2025, to ProLand project expenditures	September 2024	November 2025, February 2026, May 2026, August 2026, November 2026, February 2027, May 2027, August 2027
II.	Keeping originals of all documents related to all project till 2032 expenditures		
III.	Preparation of Progress, Interim and Final reports	May 2025 February 2026 August 2027	Progress report will be submitted to NA in June 2025. Interim report will be submitted to NA in March 2026. Final report will be submitted to NA in October 2027.
IV.	Dissemination activities including organization of dissemination events, dissemination of project results in local/regional/national media, exhibitions, etc. including preparation of dissemination materials		Dissemination activities are based on the ProLand Dissemination strategy, partners are free to develop their own dissemination activities.
V.	Collecting and providing copies of all documents related to Till the end of the project organization of project events (seminars, webinars) including list of participants, agendas to coordinator and minutes (PULS)		
VI.	Communication of all project problems, delays, transfers of budget, staff changes and other issues which can have impact on implementation project results and costs to the coordinator		By e-mail to the project coordinator

Kliknij, aby dodać notatki

5°C Pochmurnie

Wyszukaj

19:24 04.12.2024

ProLand kick-off meeting 01:04:28

PULS\_kickoff [tryb zgodności] - PowerPoint

Work package 3 - Outcomes

ProLand www

- Living Lab for Agricultural Land Conservation (LILAC) – student platform - change every 7 months
- Smart application - Nitra
- Teaching materials for students - Spain
- Handbook of best practices for quantitative and qualitative conservation of agricultural land in the EU - Italy
- Brochure: European model for the protection of agricultural land (information kit) - Ukraine

Kliknij, aby dodać notatkę

04.12.2024 10:14

ProLand kick-off meeting 01:37:50

PULS\_kickoff\_administration [tryb zgodności] - PowerPoint

DOCUMENTS

Documents from Partners which have to be sent to PULS:

- Confirmation of employment for each person involved in the project (January 2025) – template will be delivered
- Timesheets (regularly each 3 months) – template will be delivered
- Quantity and quality protocols – template will be delivered
- Bank account statements (regularly each 4 months)

PULS will send the templates by the end of December 2024

04.12.2024 11:14



