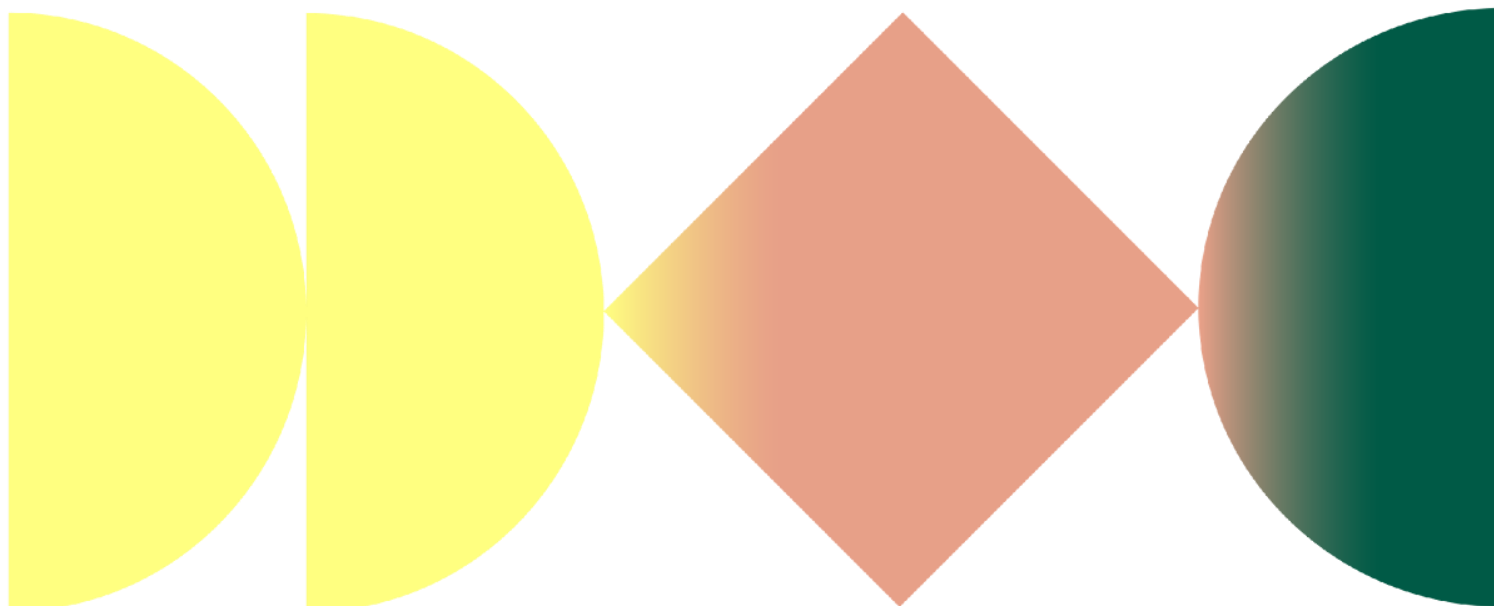


Project meetings and reports, financial and contractual tasks



UnaEuropa for Virtual Exchanges (UnaVEx) project: 2024-2027

Erasmus + UnaVEX Project Number: 101139159

Work Package 02

Deliverable 1.2

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Version 1.

This document is the “Design of Virtual Exchange Framework for Sustainability Education UnaVex project”. The document has been written by the UnaVEx teams of Helsingin Yliopisto (FI, coordinator, *Una Europa partner university*), Alma Mater Studiorum - Università di Bologna (IT, *Una Europa partner university*), Katholieke Universiteit Leuven (BE, *Una Europa partner university*), University of Johannesburg (ZA), University of Nairobi (KE) and Université de Kinshasa (CD).

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Table of Contents


1. Project meetings and reports	3
1.1 Project Monthly meetings	3
1.2 Project kick off and mid-term meetings	6
1.2.1 Kick off meeting in Johannesburg, South Africa, 17-19 April 2024	7
1.2.2 M18 meeting Nairobi, Kenya, M18 meeting 17-18 June 2025	8
2. Financial and contractual tasks	11

1. Project meetings and reports

1.1 Project Monthly meetings

The project team has organized monthly one-hour remote meetings (Zoom) and gone through issues related to the implementation of the exchanges. The meetings have been convened and led by the University of Helsinki. Notes have been made from the meetings (+ ppt file), and a group photo has been taken.

Table 1 1. Project monthly meetings with the meeting evidence by M18.

Date of the meeting	Number of participants	Meeting evidence (snapshot of the minutes / ppt)	Link to Google Drive document
06.Feb.2024	24		https://docs.google.com/document/d/1BXUG5duu47sE5A4qPLtAGXxbQ-ksuQXH

05.Mar.2024	14	<p>Una Europa - Virtual Exchanges for Sustainability – UnaVEx – https://www.atm.helsinki.fi/unavex/ EU Programme Erasmus+ E-meeting 5.March.2024</p>	https://docs.google.com/document/d/1jgPSFhCO_Z526oaY3VI4mO0aJnNn7xFF
26.Mar.2024	15	<p>UnaVEx Meeting - Agenda/Reporting Summary (26.03.2024)</p> <p>Meeting evidence (provide exact link to google-doc)</p> <p>ppt: https://docs.google.com/presentation/d/1u7Z2gvoaXb66_c5m08F10Yv3lPS minutels: https://docs.google.com/document/d/17_vghSMcTvW3erfchSY6WTrZSJ79-3MI</p>	https://docs.google.com/document/d/17_vghSMcTvW3erfchSY6WTrZSJ79-3MI
16.May.2024	13	<p>UnaVEx Meeting - Agenda/Reporting Summary (16.May.2024)</p> <p>Next Meeting</p> <p>Meeting evidence (provide exact link to google-doc)</p> <p>https://docs.google.com/document/d/1BwRHa-orcYc6sFp5brcMS9EY5UhL_4x-/edit</p>	https://docs.google.com/document/d/1BwRHa-orcYc6sFp5brcMS9EY5UhL_4x-/edit
14.Jun.2024	14	<p>UnaVEx Meeting - Agenda/Reporting Summary (14.June.2024)</p> <p>Meeting evidence (provide exact link to google-doc)</p> <p>https://docs.google.com/document/d/1pxMx3HyXANIV5ING9rZaeoAX8BRzV_57</p>	https://docs.google.com/document/d/1pxMx3HyXANIV5ING9rZaeoAX8BRzV_57

5

1.2 Project kick off and mid-term meetings

1.2.1 Kick off meeting in Johannesburg, South Africa, 17-19 April 2024

The kick-off meeting of the UNAVEX project took place in Johannesburg on April 17-19. Aims of the meeting was Aim of the meeting: to get to know each other in person, to ensure that all partners have the same understanding of the project's goals and implementation, to discuss tasks of all working package & drafting first deliverables

Agenda of the meeting:

Una Europa - Virtual Exchanges for Sustainability
– UnaVex –
ERASMUS+ project 101139159
17-19 April 2024
Johannesburg, South-Africa meeting (part of meeting in a hybrid mode)

Time: 17-19 April
Place: Nadine Gordimer Auditorium venue UJ Kingsway Library, Auckland park
Zoom: ZOOM link tbc
Participants: on-site/ face-to-face in Johannesburg: names tbc
 remote: other attendees tbc

AGENDA

16 April arrival to Johannesburg
17 April 09:00-17:00 (local time)

09:00 Welcome & introduction of participants onsite and online (UJ Dean & HoD)
 Lee-Ann-Lee Modley, University of Johannesburg

09:30 UnaVex overview
 Hanna Lappalainen, University of Helsinki

- aims of the meeting
- virtual exchange concept
- project overview
- discussion Q&A

11:30 lunch

12:30 UnaEuropa network, UnaVex collaboration for recruiting moderators and students for virtual exchange and upscaling project results
 Laura Riittanen, Melissa Plathan, University of Helsinki

- UnaEuropa
- role of associated partners
- collaboration with other networks in South Africa, Kenya and Democratic Republic of the Congo
- discussion

13:00 WP1 Management and Quality Assurance (lead – UH-INAR)
 Maria Dominguez, University of Helsinki

- deliverables, reporting to Commission
- budget & financial issues
- discussion Q&A

13:30 WP2: Design of virtual exchange framework for sustainability education, Deliverable 2.1 "Design of Virtual Exchange Framework" (lead –)
 Katrien Pype, Katholieke Universiteit Leuven & Ana Beaven, University of Bologna, Bola Bosongo GodeUniversity of Kinshasa

14:30 coffee break

15:00 WP2 continues...

We will discuss, how to organize the call-for-students, pre-material for virtual exchange (on-line interactive workshop) credits & certificates

15:30 WP3: Training international facilitators for sustainability education, (lead –)
 Annelien Cosseans/Julie Metz-Versmissen? Katholieke Universiteit Leuven, Laura Riittanen, University of Helsinki

we discuss the online tutorial on soft-skills development and digital didactics for VE learning

16:30 Wrap up of the 1st day, WPs 1-3, Hanna Lappalainen, All
17:00 End of Day 1
18:00 Dinner (location, place, address tbc)
18 April 09:00-16:00

09:00 WP4: Sustainability education for the next generation via virtual exchanges
 (lead –)
 Lee-Ahn Sade Modley/Anisa Khan/Isaac Rampedi/Kowiyou Yessoufou, University of Johannesburg & Margaret Jesang Hutchinson/Solomon Derese? University of Nairobi

we discuss the practical implementation of the VE weeks, scheduling virtual exchange 5 x workshops in 2025-2026

11:30 lunch

12:30 WP4 continues...

13:00 WP5: Communication, Dissemination and Sustainability (lead –)
 Deliverable 5.1 "UnaVex Communication and Dissemination Strategy", dl 31.June
 Justus Munyoki, University of Nairobi & Francesco Spampinato University of Bologna

we discuss the tools and methods, how to maximize our visibility and outreach during the project

14:30 Excursion & dinner

19th April 09:00-16:00

09:00 1-5 WPs working in in groups – deliverables & other plans – how to work together

11:30 lunch

12:30 WGs / WPs – presentations & summing up

- WP-1 Management
- WP-2 Design of virtual exchange framework for sustainability education
- WP-3 Training international facilitators for sustainability education
- WP-4 Sustainability education for the next generation via virtual exchanges
- WP-5 Communication, Dissemination and Sustainability
- Next steps
- Concluding remarks

14:30 end of the day (some of us are already going to airport / departure)
20th April departure, back home



List of Attendees

onsite	online
Maria Dominguez (UH)	Gode Bola (UNIKIN)
Lee-Ann Modley (UJ)	Alla Borisova (UH)
Isaak Rampedi (UJ)	Alessia Marchi (UNIBO)
Hanna Lappalainen (UH)	Katrien Pype (KUL)
Laura Riuttanen (UH)	Cush Ngongo Luwesi (UNIKIN)
Ana Beaven (UNIBO)	
Julie Metta (KUL)	
Anneleen Cosemans (KUL)	
Melissa Plath (UH)	
Jesang Hutchinson (UoN)	
Malebo Matshaba (UJ)	
Anne Kamau (UoN)	
Justus M. Munyoki (UoN)	
Solomon Derese (UoN)	

Link to Google Drive meeting minutes:

https://docs.google.com/document/d/1trZsJH4rRI0Bxl_s4fEi_TifqoPTjZso/edit

1.2.2 M18 meeting Nairobi, Kenya, M18 meeting 17-18 June 2025



The mid-term meeting was originally planned to be held in Kinshasa, Congo. However, due to the unrest in the region, the meeting was moved to Nairobi. The change was approved by the ERASMUS+ project officer at UNAVEX.

The UNAVEX mid-term meeting took place on 17–18 June 2025 in Nairobi, Kenya. The event was hosted by the University of Nairobi and brought together key partners of the ERASMUS+ initiative in a hybrid format, with 28 participants in total—five of whom joined online. The meeting was officially opened by Mrs. Margareth Hutchinson, Vice Rector of the University of Nairobi, who warmly welcomed the UnaVEx team. The local organizing committee was chaired by Professor Solomon Derense, also from the University of Nairobi. As a gesture of partnership and shared values, the University of Helsinki—coordinator of the UnaVEx project—presented the University of Nairobi with copies of “The Avenues to Sustainability – Gaudeamus”, a book co-edited by former President of Finland Tarja Halonen and her colleagues. The core focus of the meeting was a reflection on the first UnaVEx Virtual Exchange (VE) Week, which was successfully piloted in February–March 2025. Discussions centered on lessons learned and strategies for reducing no-shows and drop-outs in the upcoming second edition. The group shared several practical ideas for enhancing participation and engagement.



Una Europa - Virtual Exchanges for Sustainability
 – UnaVEx –
 ERASMUS+ project 101139159
 17-18 June 2025
 Nairobi, Kenya meeting (part of meeting in a hybrid mode)

Time: 17-18 June
Place: University of Nairobi Towers, VIP Room, University of Nairobi
 street address: Harry Thuku Road
Zoom: [ZOOM link tbc](#)

AGENDA

16 June arrival to Nairobi
 17 June 09:00-17:00 (local time)
 09:00 Welcome and opening by Vice-Chancellor, Prof. Margaret Hutchinson & Prof. Solomon Derese, University of Nairobi
 Introduction of participants
 09:30 Aims of the meeting
 Hanna Lappalainen, University of Helsinki
 UnaVEx overview
 09:45 **WP-1 Management**
 Hanna Lappalainen, University of Helsinki

- M18 – project mid-term report, to EU Commission
- Project budget - Financial reports – partners' 2nd payments
- ECAS portal reporting
 - outreach and dissemination activities
 - deliverables and milestones
- Quality assurance of the project e.g. Google Drive for shared documents and filing
- Changes versus project plan
- Role of UNAVEX Associated partners, UnaEuropa Collaboration, Melissa Plath, University of Helsinki (on-line) TBC

 12:30 lunch
 13:30 **WP2: Design of virtual exchange framework for sustainability education**
 Ana Beaven University of Bologna & Gode Bola University of Kinshasa

- Organization & distribution of the Call-for-students at the UnaVEx partner universities & university networks, NN
- Selection of the students for VE Week
- how to find the most motivated students, avoid high no-show and drop-out of the students? English skills?

 14:30 coffee break
 15:00 WP2 continues...

- DigiCampus platform, Laura Riittanen, University of Helsinki

- Sustainable Climate Action Exercise, Laura Riittanen, University of Helsinki
- VE Week program & Invited Plenary speakers, All
- Credits & Certificates (students' reports), Aleks Vauhkonen

15:30 **WP3: Training international facilitators for sustainability education**, Laure Venhoeze, Katholieke Universiteit Leuven & Laura Riittanen, University of Helsinki, Juse Metta, Katholieke Universiteit Leuven (on-line)

- current pool of potential moderators
- Moderators training events
- Moderators training materials at the DigiCampus
- Moderators' credits & certificates (moderators' reports)

 16:30 Wrap up of the 1st day, WPs 1-3, Hanna Lappalainen, All
 17:00 End of Day 1
 18:00 Dinner (location, place, address tbc)

18 June 07:00-16:00
 08:30 Bus from the hotel to national park
 07:00 EXCURSION – Tour at the National Park of Nairobi
 12:00 lunch
 Meeting continues at the University of Nairobi
 13:00 **WP4: Sustainability education for the next generation via virtual exchanges**, Lee-Ann Sade Modi, University of Johannesburg & Solomon Derese, University of Nairobi

- introduction of questionnaires and student / moderators' feedback collected during the VE Week for peer-reviewed papers, Aleks Vauhkonen, University of Helsinki (remote presentation)
- Data related IPR & GDPR
- List of papers. Note the core team members will as co-authors in joint papers !
 - Riittanen et al. UnaVEX overview paper (TBC)
 - other scientific papers

 12:30 WP4 continues...

- Detailed schedule for autumn 2025
 - opening the Call for autumn 2025
 - other preparatory work, updating materials
 - inviting plenary speakers & pre-recordings
- Scheduling upcoming 18 months e.g. virtual exchange 5 x workshops in 2025-2026

 14:15 coffee break
 14:30 **WP5: Communication, Dissemination and Sustainability**
 Francesco Spampinato University of Bologna

- UNAVEX LinkedIN community
- Communication Plan re-visited

2



APPENDIX Participant list

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Link to Google Drive meeting minutes:

https://docs.google.com/document/d/1UU_5W09KSleOrYhTIDMH4p0cwKK9XWE_/edit

2. Financial and contractual tasks

Grant agreement was signed and entered in to force 17 January 2024. The UnaVex Consortium Agreement was signed in March 2024. The University of Helsinki has distributed the project funding to the partners in accordance with the agreement in March 2024.

Partnerit

Partnerit	Partnerin Kokonaisbudjetti (Partners' total budget)	Ennakkomaksu / Prepayment
1.UH Helsingn yliopisto	131 784,00	52 713,60
2.ALMA MATER STUDIORUM - UNIVERSITA DI BOLOGNA IT	94 810,00	37 924,00
3.KATHOLIEKE UNIVERSITEIT LEUVEN BE	129 197,00	51 678,80
4.UNIVERSITY OF JOHANNESBURG ZA	45 572,00	18 228,80
5.UNIVERSITY OF NAIROBI KE	46 400,00	18 560,00
6.UNIVERSITE DE KINSHASA CD	42 115,00	16 846,00
		0,00
Total	489 878,00	195 951,20