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Erasmus+ Project PLANT:
Professional Learning and Agrifood Network for Training.
Nº 101242853

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Nº 101242853
WP1

D1.1: Kick-off meeting report

Author: Inercia Digital V.1 Septiembre 2026

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1. Introduction

The Erasmus+ PLANT project: *Professional Learning and Agrifood Network for Training*, Erasmus+ CB-VET / No. 101242853) is a strategic international initiative designed to modernize Vocational Education and Training (VET) systems across four participating nations: Kenya, Uganda, Italy, and Spain. Aimed at bridging the gap between educational outputs and labor market requirements in the agricultural and food sectors, the project focuses on curriculum innovation, digital capacity building among educators, and strengthening public-private cooperation.

Over its 3-year implementation period, PLANT targets high-impact results :

- Engaging 40 agrifood enterprises in direct industry co-design.
- Training and upskilling 120 VET educators in digital farming and modern pedagogical techniques.
- Directly benefiting 2,000+ VET students and reaching approximately 25,000 long-term learners.

To officially launch the project, align operational procedures, establish governance protocols, and detail work package strategies, consortium partners convened for a two-day Kickoff Meeting on September 3 and 4, 2026.

This unified report synthesizes the discussions, decisions, and administrative framework established during both sessions. It serves as an official reference document covering project governance, financial procedures, work package breakdowns (WP1–WP5), communication guidelines, and the key action items required to ensure project success.

2. Agenda of the Kick off meeting

The Online Kick-off Meeting for the Erasmus+ project PLANT (Professional Learning and Agrifood Network for Training, No. 101242853) took place on September 3rd and 4th, 2026, via Google Meet to convene the members of its Steering Committee. Two representatives from each partner organization were summoned to the meeting, with active participation from Inercia Digital, Science Horizons Kenya, Uganda Youth Skills Training Organization, Kipepeo Community Empowerment Program, and Twende Kazi Limited, while partner CISS did not connect to the sessions.

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The Agenda was delivered by the New Coordinator of the Project since the amendment process has been started, Inercia Digital. It was proposed and sent by email to all partners involved, based on the consolidation of the Steering Committee registration and formalisation.

2.1 The following table presents the actual Agenda used for the KoM:

AGENDA: Day 1-3rd September 2026			
Time		Specifications	Partners
10:00		Welcome and Introduction of the AGENDA	Inercia Digital
10:15		Partners Introductions	All partners
10:30	WP1 The WP1 deliverables and milestones are due on 15 September.	WP1 update - Task 1.1: Steering Committee and Governance - Task 1.2: Action Plans and Management Toolkit - Review. - Task 1.3: Kick-off Meeting and Administration - Task 1.4: Communication and EU Visibility	Inercia Digital
11:20			Inercia Digital
12:20		Break	
12:30	Feedback and Shared final decisions	Feedback comments review	All partners
12:55		Action Points Open discussion, task assignment, and next steps T1.1 T1.2 T.3 1.4	Inercia Digital
13:00		End of the session	

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AGENDA: Day 2 -4th September 2026

Time		Specifications	Partners
10:00	WP presentations: WP Leaders WP2: T.o.T and Capacity building for operators working for VET providers WP3: Establishing Synergic Networks Between VET Providers and Labour Market WP4: Development and updating of agrifood and entrepreneurship VET curricula WP5: Advocacy, Policy Engagement, and Dissemination		● Inercia Digital ● Science Horizons Kenya ● Uganda Youth Skills Training ● Organization KIIPEPO Community Empowerment Program ● Twende Kazi Limited ● CISS
11:30	Coffee break		
12:00	Feedback session		All partners
12:30	Tasks distribution and decisions		All partners
13:00	End of the session		



2.2. Detailed Meeting Agenda

DAY 1: SEPTEMBER 3, 2026

Focus: Project Welcome, Partner Introductions, Administrative Procedures, and Work Package 1 (Project Management and Governance)

10:00 – 10:15 | Welcome and Agenda Overview

Lead Partner: Inercia Digital

Session Details:

- Opening remarks
- Presentation of the overall goals for the two-day Kickoff Meeting.
- Operational alignment on recording protocols and note-taking supported by Gemini.

10:15 – 10:30 | Partners Introductions

Session Details: Partner organizational presentations.

- Introduction of key staff from Inercia Digital, Science Horizons Kenya, Uganda Youth Skills Training Organization, Kipepeo Community Empowerment Program, and Twende Kazi Limited. CISS organisation did not connect due to last minute issues concerning availability for the scheduled times of the KoM.
- Brief review of each partner's field expertise, institutional roles, and previous experience in EU/international cooperation projects.

10:30 – 11:20 | WP1 Update and Governance Framework

Lead Partner: Inercia Digital

Session Details:

- Task 1.1 (Steering Committee and Governance): Establishing the structure of the 12-member committee, appointment register, twice a month meeting schedule, and coordination responsibilities.
- Task 1.2 (Action Plans and Management Toolkit): Review of the 36-month Monitoring and Evaluation plan led by Nephit, quality control checklists, risk management logs, and time-tracking instruments.



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- Task 1.3 (Kickoff and Administration): Centralized communication protocols, optimization of the mailing list, guidelines for emergency WhatsApp usage, and status of financial identification forms.
- Task 1.4 (Communication and EU Visibility): Approval of the official PLANT logo, compliance with EU branding (flag and Erasmus+ CB-VET references), dissemination registers, and social media tagging procedures.

11:20 – 12:20 | WP1 Deliverables and Timeline Corrections

Lead Partner: Inercia Digital

Session Details:

- Clarification of the official project timeline
- Proposed milestone adjustments: Deliverables 1.1 and 1.2 and Milestones MS3 set for September 15th , and Milestone set for October 30th.
- Strategy to request a 1-month extension from Project Officer EACEA Project Officer for WP2 deliverables.

12:20 – 12:30 | Break

Session Details: Short technical break.

12:30 – 12:55 | Feedback Comments Review

Session Details:

- Open discussion addressing partner concerns regarding administrative backlogs and email management.
- Consortium agreement on centralizing all official communications with the European Commission through Inercia Digital.

12:55 – 13:00 | Action Points and Next Steps

Lead Partner: Inercia Digital

Session Details:

- Agreement on the dates for the first two Steering Committee meetings (September 14 and September 24).

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- Assignment of immediate tasks: signing governance establishment documents, filling out the KPI table, populating social media channels, and uploading toolkit templates to Google Drive.

DAY 2: SEPTEMBER 4, 2026

Focus: Technical Implementation of Work Packages 2 to 5, EC Project Officer Guidance, Financial Transfers, and Restructuring

10:00 – 11:30 | Work Package Presentations and Technical Roadmaps

Lead Partner: WP Leaders (Inercia Digital, Science Horizons Kenya, Twende Kazi / UYSTO, CISS)

Session Details:

- WP2 (Capacity Building for VET Providers): Led by Inercia Digital. Detailed presentation of T2.1 Virtual Training of Trainers (20 hours, 30 participants), T2.3 Capacity Building Program (60 hours, 120 teachers), mandatory 50% female participation KPI, gender logging in attendance sheets, and official translation rules (EN, ES, IT).
- WP3 (Establishing Synergistic Networks): Led by Science Horizons Kenya. Review of T3.1 National VET Meetings (4 per country), T3.2 Public Call for Agrifood Enterprises (March 2027), T3.3 Field Mobility in Kampala (Uganda), and T3.4 Industry-VET Meetings (August 2027).
- WP4 (Curriculum Development and Internships): Led by Twende Kazi / UYSTO. Strategy for updating agrifood and entrepreneurship VET curricula, T4.3 Internship Program targeting 48–120 students with a mandatory 70% female quota, and addressing Task 4.2 deliverable alignment.
- WP5 (Advocacy, Policy and Dissemination): Presented on behalf of CISS. Setting targets to engage 60+ public authority officials across 12 policy roundtables, signing 4 institutional Action Plans, holding 4 national dissemination events, and hosting the Final International Conference in Palermo.

11:30 – 12:00 | Coffee Break

Session Details: Technical break.

12:00 – 12:30 | EC Project Officer Intervention and Feedback Session

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Session Details:

Amendment and Financial Rules: EACEA Project Officer confirmed that project funding remains frozen until the formal contractual amendment is signed in September. Upon signature, CISS will transfer pre-financing to Inercia Digital, which will then distribute funds to the consortium.

Consortium Restructuring: Clarification regarding CISS's organizational restructuring, confirming their commitment to the project and avoiding cancellation.

Implementation Autonomy: Confirmation of consortium autonomy regarding virtual vs. face-to-face meeting formats and hybrid execution for the Kampala mobility event.

12:30 – 13:00 | Tasks Distribution and Final Decisions

Session Details:

Resolution on mandatory gender tracking in attendance sheets.

Agreement to email WP3 and WP4 presentation slides to the coordinator.

Technical task assignment: CISS to contact the Help Desk regarding system issues, CISS to finalize amendment platform requirements, and Inercia Digital to distribute meeting minutes and Drive access.

Official conclusion of the Kickoff Meeting.

3. Minutes of the Kick off meeting

3.1 First Day of the meeting: 3th September.

This kickoff meeting reviewed the project roadmap, established governance structures, and aligned administrative procedures for international cooperation. The consortium established a project timeline starting in January to modernize vocational education. Capacity building and public-private synergies were identified as primary pillars for the 3-year initiative. Steering Committee meetings were officially set for September 14 and September 24 to manage progress. Monitoring systems will utilize qualitative and quantitative metrics to ensure adherence to 80 percent satisfaction targets. Internal communication will prioritize email, while external dissemination focuses on existing partner websites rather than new. Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

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platforms. All partners submitted necessary financial identification documents to ensure proper funding distribution.

Decisions

- Steering committee meeting schedule established The steering committee meeting dates are established for September 14th and September 24th to align with revised project deadlines.
- Primary communication channel set to email The project team established that official communication will occur via email and Google Drive, restricting the WhatsApp group to non-discussion notifications and reminders only.
- Communication with project officer centralized Project communication with the European Commission and the Project Officer will be centralized through the lead applicant, with all 12 project members copied on all correspondence.
- Streamlined project communication mailing list established The project will implement a new, streamlined communication mailing list for the steering committee, excluding extraneous external authorities to ensure focused and efficient interactions.

Next steps

- The second day of the kickoff meeting will focus on activities for work packages 2 through 5, with participation from the project officer.
- Inercia Digital: Tuesday 8th September: Send Establishment Documents: Distribute steering committee establishment documents to project partners for signature on Thursday.
- [Project Partners] Sign Documents: Sign the steering committee establishment documents on Tuesday or Wednesday.
- Inercia Digital: Request Deadline Extension: Request a 1 month extension from EACEA Project Officer regarding the submission of work package deliverables.
- Inercia Digital: Share Templates: Distribute project management templates and evaluation documents to all partners.
- Inercia Digital: Share project folder: Provide access to the shared Google Drive folder for all project members.
- Inercia Digital: Create kickoff post: Publish content about the meeting on social media using official project templates.



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- [All partners] Report dissemination reach: Review and update audience metrics every 4 months for project reports.
- [All partners] Execute social dissemination: Post project content to institutional social media channels at a minimum frequency of twice per month.
- [All partners] Update Social Media: Input social media channels into the provided shared Excel document. Tag the project in posts following the kickoff meeting.
- Inercia Digital: Distribute Coordinator Update: Prepare a document explaining the change in project coordination. Distribute this document to all project partners.
- [All partners] Update Presentation Slides: Review the shared presentation slides for the upcoming meeting. Add specific information if you are leading a work package.
- Inercia Digital Share Email List: Distribute the updated steering committee mailing list to all partners.
- All Partners: Provide Additional Emails: Notify the coordinator if additional email addresses from your organization need to be included in the mailing list.

Details

- **Kickoff Meeting Initiation:** The Representative from Inercia Digital welcomed the participants to the kickoff meeting, noting that although the EACEA Project Officer was not present, the meeting would proceed as planned, with recordings and notes facilitated by Gemini Participants acknowledged the challenges and difficulties faced since November 20, 2025, and expressed a commitment to resolving these issues.
- **Project Leadership Transition:** The Representative from Inercia Digital clarified that IL from Inercia Digital would serve as the project coordinator representing Inercia Digital, expressing full confidence in their professional capabilities. It was mentioned that a follow-up meeting with EACEA Project Officer would occur later to address and finalize amendment issues.
- **Project Participant Introductions:** The Representative from Inercia Digital introduced themselves. The partners then introduced themselves: The Representatives from Science Horizons Kenya, The Representatives from Uganda Youth Skills Training Organization, The Representatives from KIPPEO Community Employment Program, The Representatives from Uganda Youth Skills Training Organization, and The Representatives Twende kazi..
- **Kick off Agenda and Coordination:** The Representative from Inercia Digital outlined the two-day kickoff schedule, noting that the first day would focus on Work Package 1, with other work packages scheduled for tomorrow. They acknowledged the tight

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timeframe for reviewing materials and emphasized the importance of utilizing established communication channels for coordination.



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12:20	Break		
12:30	Feedback and	Feedback comments review	All partners
12:55	Shared final decisions	Action Points Open discussion, task assignment, and next steps T1.1 T1.2 T1.3 T1.4	Inercia Digital

Picture 1: Agenda day 1

- Project Overview and Objectives:** The Representatives from Inercia Digital reviewed the project goals, which involve modernizing vocational education and training in Kenya, Uganda, Italy, and Spain. The project targets the involvement of 40 agri-food enterprises, the training of 120 educators, and the engagement of 2,000 students and 25,000 long-term learners. The three core pillars of the project are capacity building, public-private synergies, and policy advocacy.



Project Overview and Context

PLANT transforms Vocational Education and Training (VET) systems across Kenya, Uganda, Italy, and Spain by modernizing curricula, integrating digital technologies, and driving public-private partnerships.

-  **Industry Co-Design:** Involves 40 agrifood enterprises to directly link vocational education with market demands.
-  **Teacher Upskilling:** Equips 120 VET educators with digital farming & pedagogical skills.
-  **Student Impact:** Directly reaches 2,000+ students and impacts ~25,000 long-term learners.

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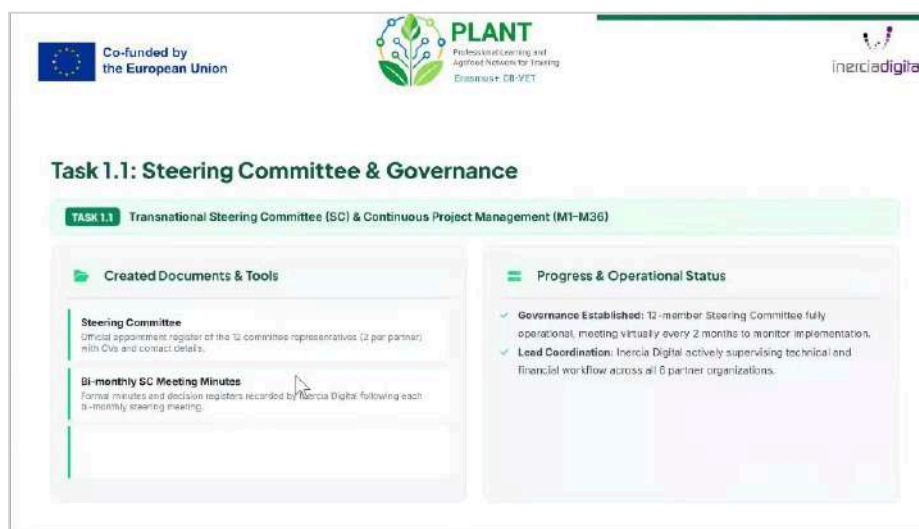
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Picture 2: Shared presentation used by all partners to follow the sessions and present during their turn of intervention. Project Context.

- **Timeline Corrections and Milestone Updates:** The Representative from Inercia Digital clarified the official project timeline, from January 2026 to December 2028. The representative from Inercia Digital explained that the amendment request to start on September 1 was refused, resulting in an official start date of 1st January 2026. To address overdue items, the team proposed new dates for milestones: 15 September for Deliverables D1.1 and D1.2 including MS3 and 30 October for D2.1.
- **Deliverable Submission and Administrative Procedures:** The Representatives from Inercia Digital highlighted the urgency of submitting deliverables given the official project start dates. Inercia Digital plans to circulate documents for the establishment of the Steering Committee for partner signature by Tuesday 8th September. Additionally, the team discussed the need to request a one-month extension for Work Package 2 deliverables.
- **Steering Committee Governance:** The representative from Inercia Digital detailed the role and structure of the Transnational Steering Committee (Task 1.1). The committee will operate with members from each partner organization and is scheduled to meet twice a month online for approximately one hour to manage project progress. Inercia Digital will lead the coordination, including maintaining the meeting calendar, managing agendas, and collecting supporting documents.



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Picture 3: Shared presentation used by all partners to follow the sessions and present during their turn of intervention. Task 1.1

- **Steering Committee Schedule Agreement:** The group reviewed a proposed schedule for future Steering Committee meetings. After discussion, the partners agreed to set the first two meetings for September 14th (a Monday) and September 24th (a Thursday)
- **Work Package Breakdown and KPIs:** The Representatives from Inercia Digital presented the project roadmap, noting the following structure: Work Package 1 (Project Management), Work Package 2 (Capacity Building, months 4-9), Work Package 3 (Science Horizons, months 10-29), Work Package 4 (Uganda Youth Skills), and Work Package 5 (Policy Engagement, months 29-36). These packages align with the application form, and Key Performance Indicators were briefly referenced
- **Steering Committee Operational Procedures:** The Representatives from Inercia Digital outlined the standard operating procedures for Steering Committee meetings. Before meetings, Inercia Digital will request progress updates via email and shared templates. During meetings, the focus will be on reviewing implementation and coordination. After meetings, The Representatives from Inercia Digital will prepare minutes, track action items, and ensure responsibilities are assigned. Communication regarding official meeting documents will occur via email, while the WhatsApp group will serve for informal or urgent communication
- **Task 1.2 Evaluation and Monitoring Plan:** The Representatives from Inercia Digital discussed the framework for Task 1.2, which focuses on establishing a 36-month monitoring and evaluation system. This plan, led by Nephit and the Steering Committee, will utilize a gender-positive approach and a mix of quantitative and qualitative methods, including interviews, baseline surveys, and focus groups, to ensure the quality and sustainability of project activities
- **Performance Monitoring Framework:** The Representatives from Inercia Digital described the project's monitoring system, which includes a logical framework composed of inputs, activities, outputs, outcomes, and impacts. They provided a structured guidance document containing key performance indicators (KPIs) for the project lifecycle, which will be updated with specific months and targets
- **Data Collection and Evaluation Metrics:** The team reviewed data collection methods, which utilize quantitative tools like pre- and post-training assessment surveys, attendance registers, and satisfaction questionnaires. The Representatives from

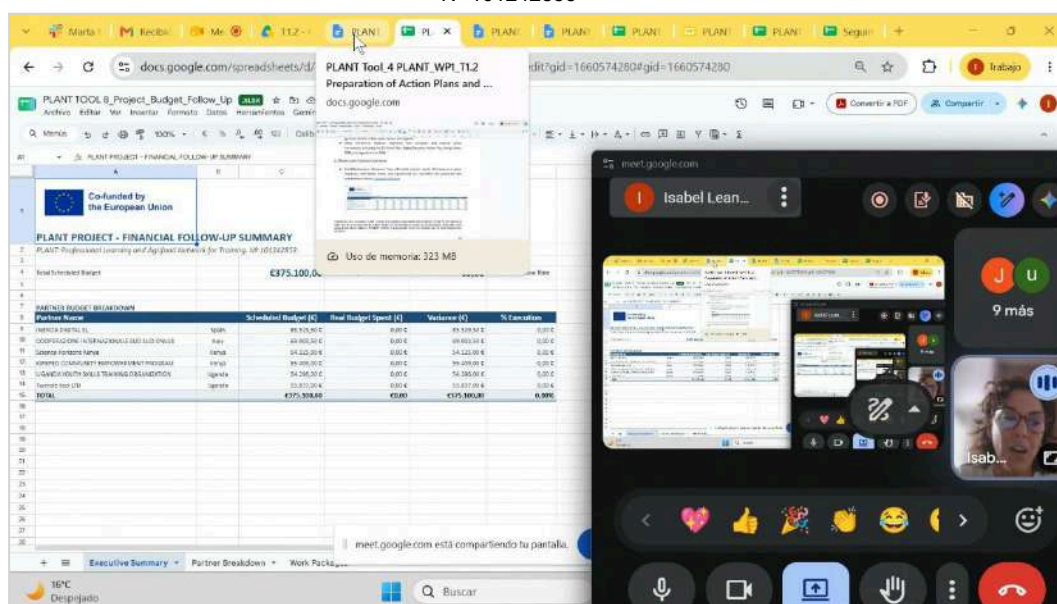


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Inercia Digital highlighted specific KPIs, such as an 80% trainer satisfaction target regarding new pedagogies, to be measured by month nine. Qualitative evaluation mechanisms include stakeholder interviews, focus groups, and on-site observation templates

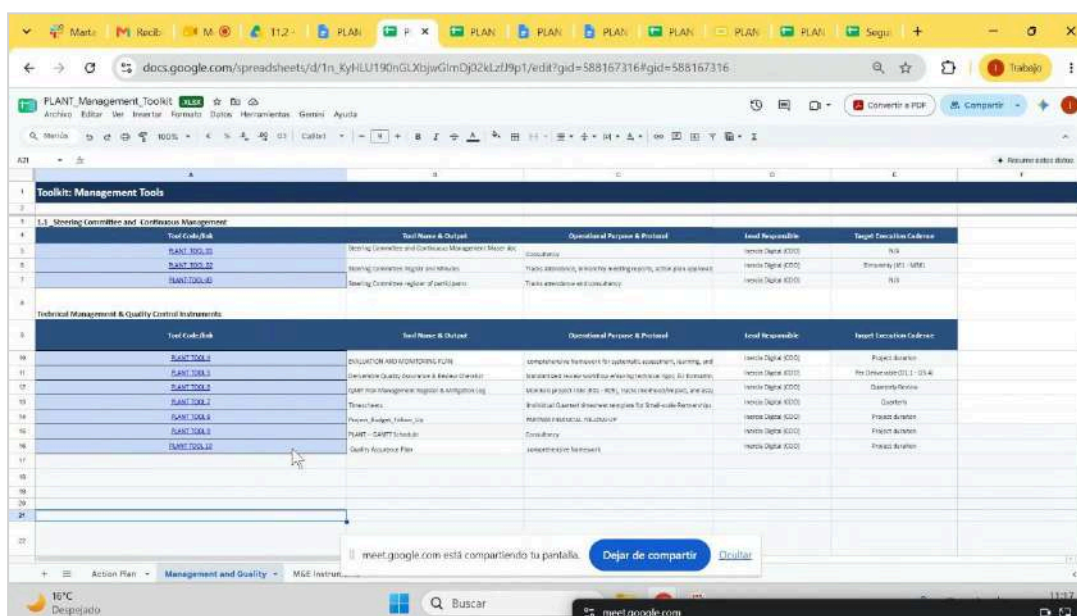
- **Formative Evaluation and Project Phases:** The formative evaluation framework is implemented through specific mechanisms, including training of trainers for Work Package 2, curriculum testing for Work Package 3, and project governance for Work Package 1. The project is structured in five phases, with Phase 1 focusing on consortium governance and setup, and Phase 2 concentrating on capacity building through months four to nine. Phase 3 and 4 involve network co-creation and curriculum modernization, with the team noting that adjustments to the schedule may be necessary due to early project delays.
- **Financial Governance and Budget:** The team discussed the financial management structure, including a 40-40-20 payment scheme and the handling of budget allocations. The Representatives from Inercia Digital noted that the consortium is in the process of submitting an amendment to the project coordination, which necessitates coordination with the project officer. Financial tracking, including partner breakdowns and time sheets, is integrated into the broader project toolkit.

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Picture 4: Shared presentation used by all partners to follow the sessions and present during their turn of intervention. Financial Follow up.

- **Project Toolkit and Reporting:** The Representative from Inercia Digital introduced the project toolkit, a centralized resource containing templates for project management, evaluation instruments, and the reporting schedule. The toolkit includes specific registers for the steering committee, attendance, and quality assurance, ensuring all partners have access to consistent documentation and reporting requirements.





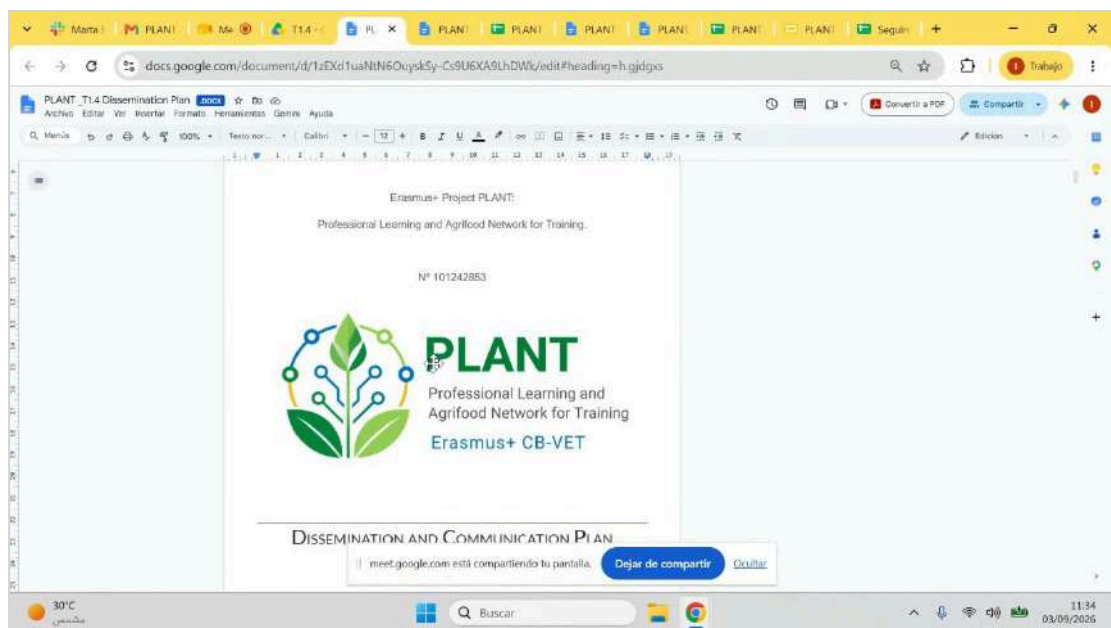
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Picture 5: Shared presentation used by all partners to follow the sessions and present during their turn of intervention. Toolkit

- **Project Officer Communication Update:** the EACEA Project Officer was unable to attend the kickoff meeting due to an issue regarding a mistake in Part B of the amendment document. They mentioned that the project officer was actively working on the amendment and intended to connect with the team the following day.
- **Dissemination and Logo Adoption:** The team confirmed the adoption of the project logo, incorporating minor adjustments to the Erasmus Plus text for readability. Inercia Digital emphasized that all dissemination activities must adhere to European Commission guidelines, including the correct usage of project logos and the European Union flag.



Picture 6: Shared presentation used by all partners to follow the sessions and present during their turn of intervention. Dissemination Plan.

- **Communication Protocol:** The team established an internal communication protocol, designating email as the primary channel for project-related discussions to ensure transparency and proper documentation. Participants agreed to use WhatsApp only for emergencies or as a notification tool to remind partners to check emails. Regarding external outreach, the team decided to centralize all communications with

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the European Commission and the project officer through the coordinator, Inercia Digital

- **External Communication Strategy:** The dissemination strategy for external stakeholders includes utilizing partner websites, social media channels, and press releases, as there is no requirement to build a dedicated project website. Inercia Digital provided a dissemination register, which requires partners to log all communication activities—such as social media posts and events—at least twice per month. Partners are tasked with tracking engagement metrics, such as reach, every three to four months to align with project KPI.
- **Dissemination Guidelines and Toolkits:** The Representative from Inercia Digital provided guidance on dissemination, noting that proposals for topics are provided as suggestions and partners may add their own ideas. Templates for social media, press releases, and web articles are available in the shared folder. The project toolkit includes guidelines, attendance lists for events, event certificates, letterheads, and presentation templates in PowerPoint and Canva formats. The representative from Inercia Digital emphasized a specific rule regarding templates: partners must create a copy of the template before editing to ensure the original versions remain unchanged.
- **Digital Tool Familiarity:** Partners are comfortable using the project's digital tools, including Google Drive, PowerPoint, Excel, and Canva. Partners indicated they are familiar with these platforms.
- **Social Media Channel Coordination:** The project strategy relies on using partner social media channels and websites for dissemination, as opposed to creating separate project-specific platforms. To facilitate tagging, Inercia Digital shared an Excel document for partners to input their communication channels. While some partners initially experienced technical difficulties accessing or editing the shared document, the representative from Inercia Digital resolved these access issues. Partners are requested to complete this list to ensure proper coordination for future project communications.
- **Project Feedback and Collaborative Sentiment:** JS expressed appreciation for Inercia Digital's role as the project coordinator, noting that their efforts helped rescue the project and instill a sense of confidence in future success. Inercia Digital team noted that while the project team has faced significant stress and workload, they remain dedicated, professional, and committed to maintaining open, lighthearted communication to foster a positive atmosphere.

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- **Work Package 1 and Financial Identification:** The team conducted a general review of Work Packages 1.1 through 1.4, with the understanding that detailed documentation and Google Drive access will be shared shortly. The representative from Inercia Digital noted that financial identification forms are required to facilitate money transfers following the project amendment process. While there was initial confusion regarding missing forms, The representative from Inercia Digital later confirmed that all necessary financial identification forms have been received from all partners.
- **Bilateral Agreements and Coordination Changes:** Inercia Digital explained that a new document will be distributed to explain the transition of the project coordination to Inercia Digital, as the previous entity is no longer the coordinator. This document will clarify the status of the bilateral agreements that have been signed by the partners.
- **Communication and Mailing List Management:** Representatives from UgandaYouth and TwendeKazi raised a concern regarding the current email list, suggesting that a more streamlined list be created to avoid unnecessary correspondence with large offices. The representative from Inercia Digital clarified that a steering committee mailing list already exists, which includes two people from each of the 12 partner organizations. Inercia Digital offered to include additional email addresses if partners identify a need for further coverage within their organizations.
- **Kick off Meeting Day Two Planning:** The project team plans to reconvene at the same time the following day to focus on Work Packages 2, 3, 4, and 5. EACEA Project Officer is expected to participate in this session. Inercia Digital team requested that partners leading specific work packages review the shared presentation slides and incorporate any necessary updates before the meeting.

3.2 Second Day of the meeting: 4th September.

Project kickoff meeting covered work packages and addressed partner restructuring and amendment timelines. The meeting covered work packages two through five, detailing capacity building and curriculum updates. Partners discussed translation policies and digital training requirements. Discussions addressed funding delays and timeline statuses tied to the amendment process. Project officers clarified budget transfer rules and upcoming milestone extensions. Consortium members addressed partner restructuring and communication challenges. The team confirmed future meeting plans in Uganda and upcoming steering committee sessions.

Decisions

- **Resolution of Task 4.2 deliverable alignment** Task 4.2 requires further assessment to determine its ongoing relevance and potential connection to project deliverables.
- **WP1 and WP2 extensions authorized** Work Package 1 and 2 deliverable deadlines are approved for extension by Project offices as discussed the day before in a bilateral meeting with her and CISS for amendments discussion., As soon as the amendment process is finished all these changes would be automatically updated.
- **Official project deliverable language requirements set** Official project deliverables are mandated in English, Spanish, and Italian, with additional translations permitted at the discretion of individual partners to increase value of the project.
- **Mandatory gender reporting in attendance records** Attendance records are required to include a mandatory gender column to support the 50% female participation KPI.
- **Flexibility for meeting format and delivery** Meeting formats are set to allow flexibility between online and in-person attendance, pending formal guidelines from the Work Package 3 leader. Project Officer clarify that in the application form is written in the WP3 table called “events” we can see that WP3 requires an on-site presence in Kampala, though hybrid event structures are permissible.
- **Budget transfer process centralized** Project pre-financing transfers from the outgoing coordinator (CISS are blocked until the amendment is signed, at which point funds will be transferred to the incoming coordinator (Inercia Digital) to ensure proper accountability and traceability before being dispatched to the consortium.
- **Work Package 4: Curriculum Development:** Uganda Youth Skills Training Organization (UYSTO) leads efforts to innovate agri-food and entrepreneurship curricula to align with labor market needs. The internship program targets 48 students with a 50% female participation requirement. Partners are reviewing the linkage between Task 4.2 and project deliverables.
- **Work Package 5: Policy Engagement:** CISS leads the advocacy and dissemination work package. Objectives include engaging 60 public authorities and hosting 12 policy roundtables.

Final discussions

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- Inercia Digital assumed the project coordination role following significant organizational restructuring at CISS.
- CISS will continue as a supporting project partner, although the organization is exiting its leadership role and departing the consortium.
- EACEA Project Officer blocked all pre-financing budget transfers pending the formal signing of the amendment to ensure financial traceability.
- EACEA Project Officer targeted September for the potential finalization of the project amendment.
- The project timeline incurred a 6-month delay relative to the initial plan.
- Inercia Digital proposed a 1-month schedule adjustment for WP1 and WP2 activities, pending official amendment approval.
- First Steering committee meeting is confirmed for 14 September 2026,
- The consortium intends to host an on-site meeting in Uganda in March 2026
- Work Package 3 and Event Management: WP3 requires an on-site presence in Kampala though hybrid event structures are permissible.
- The approved application includes specific budget allocations for the Campala event, including participant travel and accommodation.

Next steps

- CISS Contact Help Desk: Reach out to the help desk to resolve the existing technical issues regarding the project platform.
- Science Horizon, Send WP3 Presentation: Provide the presentation file for work package 3 via email to be included in the project report.
- UYSTO, Send WP4 Presentation: Provide the presentation file for work package 4 via email to be included in the project report.
- CISS Finalize Amendment Requirements: Complete the outstanding amendment requirements to update the project platform and enable fund transfers.
- ALL: -Inercia Digital as COO Notify Event: Inform the EACEA Project Officer once an on-site event is scheduled. Provide necessary details to enable potential attendance.
- Inercia Digital: Send Materials: Distribute documentation for review and signature on Tuesday. As Minutes of KoM and Next steps and meetings.

Details

- **Kickoff Meeting Opening and Agenda:** Inercia Digital initiated the second day of the project kickoff meeting on September 4th, confirming that the session would cover work packages two through five. The agenda for the day included capacity building



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for VET providers, establishing synergies and networks, updating agri-food and entrepreneurship curricula, and advocacy and policy engagement.



AGENDA: Day 2 - 4th September 2026		
Time	Specifications	Partners
10:00	WP presentations: WP Leaders [Presentation shared link] WP2: To.T & Capacity building for operators working for VET providers WP3: Establishing Synergic Networks Between VET Providers & Labour Market WP4: Development and updating of agrifood and entrepreneurship VET curricula WP5: Advocacy, Policy Engagement, and Dissemination	- Inercia Digital - Science Horizons Kenya - Upward Youth Skills Training - Organization KIPEPO Community Empowerment Program - Twende Kazi Limited - CISS
11:30	Coffee break	
12:00	Feedback session	All partners
12:30	Tasks distribution and decisions	All partners
13:00	End of the session	

Picture 7: Shared presentation. Agenda day 2

- Project Amendment and Timeline Status:** Inercia Digital reported on a recent meeting with the EACEA Project Officer the day before, 3th September regarding the amendment process. EACEA Project Officer confirmed that funding cannot be moved until the amendment is finalized. The CISS team aims to resolve technical issues via the “help desk” of the platform and update Part B of the amendment documentation next week. Due to these delays, the project officer indicated that extensions of approximately one month are possible for the deliverables and milestones within work package one and work package two.
- Work Package 2 Overview (Training of Trainers and Capacity Building):** Inercia Digital introduced work package two. The objectives include building capacities for VET providers in innovative educational methodologies and digital skills, enhancing the quality of VET training, and aligning it with labor market needs. The work package contributes to general project goals of strengthening public-private cooperation and fostering continuous dialogue among VET providers, agri-food enterprises, and national authorities.



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This slide is titled 'WP2 objectives' in green. It features logos for the European Union, PLANT, and inerciadigital at the top. The main content consists of two bullet points describing the goals for building capacities of VET providers and updating agrifood training.

- To build the **capacities of VET providers** in the field of both innovative **educational methodologies** and **digital and technology skills** aiming at improving the quality of TVET;
- to update labor market-aligned **agrifood training**; to facilitate the **exchange of knowledge, good practices and tools** among different organizations/VET providers.

Picture 7: Shared presentation. WP2

- **Work Package 2 Task Implementation and Requirements:** IL from Inercia Digital detailed task 2.1, which involves virtual training of trainers and capacity building. The program requires at least five representatives from each organization, totaling 30 participants, and will consist of 20 hours of training. While specific dates are pending finalization of the amendment, the team will push to start work immediately. Participants will receive training materials, and the activity will support inclusive and adaptive learning methodologies.

This slide is titled 'WP2 Tasks' in green. It features logos for the European Union, PLANT, and inerciadigital at the top. The main content describes the 'T2.1 Virtual Training of Trainers and preparation of Capacity Building and training programme' and details the 'Training Programme' with specific hours, participant requirements, and materials.

- **T2.1 Virtual Training of Trainers and preparation of Capacity Building and training programme:**

Training Programme:

The training of **20 hours** will be addressed to at least **5 representatives for each organization (30 in total)** involved and will take place online. In addition to the frontal training, presentations and further training materials will be shared with the participants. The training will also support the adoption of inclusive and adaptive learning methodologies to accommodate diverse student needs, including women and vulnerable people. At the end, a **Manual will be produced and translated in english**. Equipment for improving teaching sustainable methods in line with the training, like pc and projectors, will be bought. This will allow the development of the capacity building programme.

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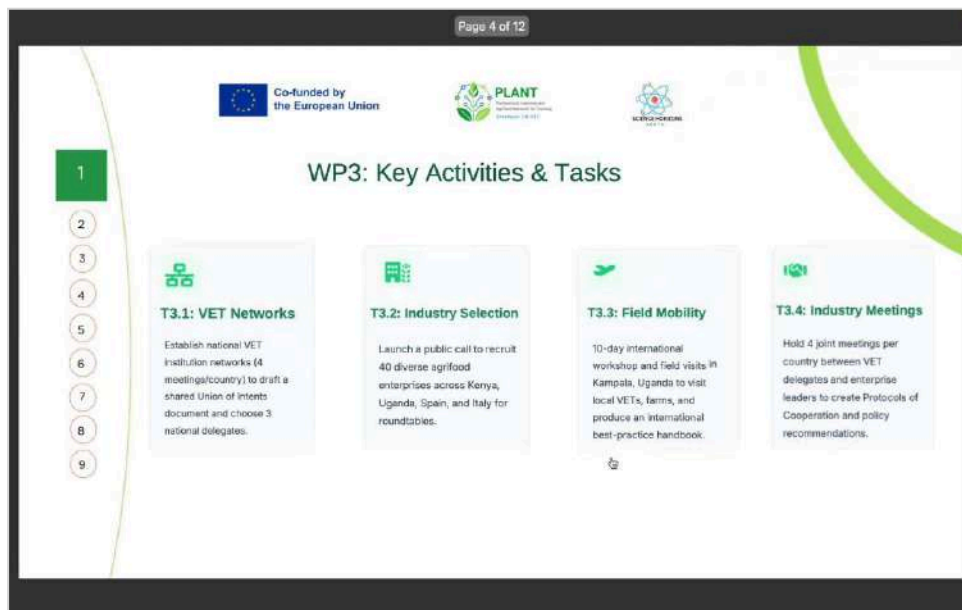
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Picture 8: Shared presentation. WP2 tasks

- **Work Package 2 Public Call and Participation:** The public call for 120 VET teachers is targeting 30 participants per country. Task 3 involves a 60-hour capacity building program composed of three models covering educational approaches, digital skills, and communication strategies. A critical key performance indicator (KPI) for the project is that 50% of the participants must be women. Partners are required to maintain strict attendance records, which must include a column for gender to ensure accurate reporting.
- **Work Package 2 Language and Translation Policy:** During the discussion on deliverables, Inercia Digital clarified that official project translations are required in English, Spanish, and Italian. While BM Maahe raised the possibility of translating documents into Swahili to support local Kenyan stakeholders, The representative from Inercia Digital noted that while extra translations are welcome and add value, the mandatory KPI requirements are limited to the languages specified in the application.
- **Work Package 3 Overview (Establishing Synergistic Networks):** The leader of work package three, Science Horizon, presented the four tasks involved in establishing networks between VET providers and labor markets. Task 3.1 involves four meetings intended to understand the national VET landscape, validate skill needs, build national networks, and formalize the institutions. Expected outputs include stakeholder mapping, institutional profiles, national needs assessments, and signed terms of reference for governance structures.



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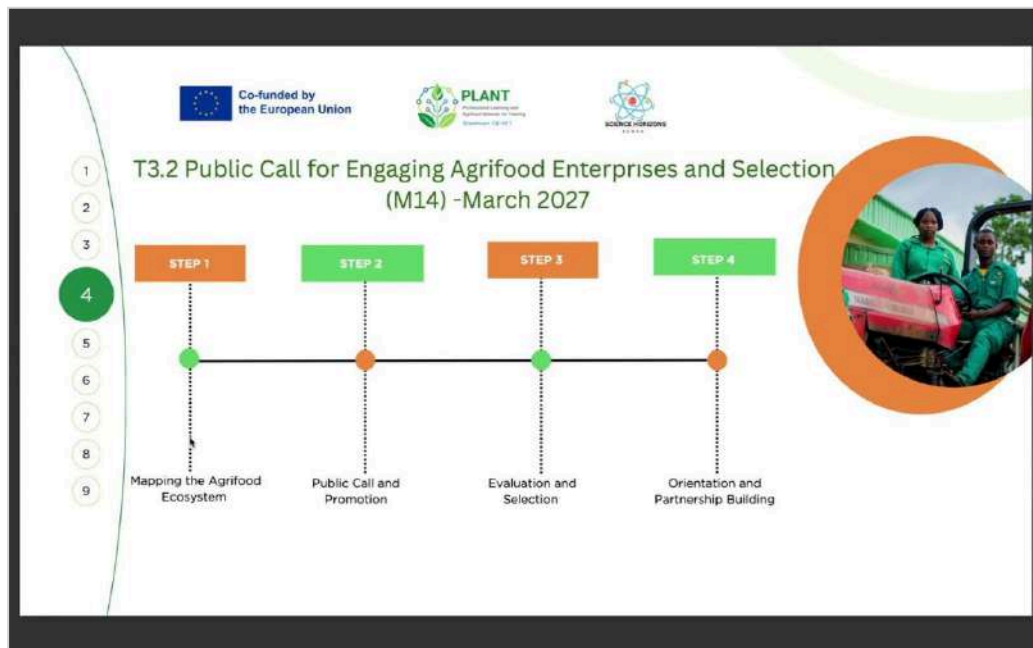


Picture 9: Shared presentation. WP3

- **Work Package 3 Industry Engagement and Selection:** Science Horizon detailed task 3.2, which involves the public call for engaging agri-food enterprises, scheduled for March 2027 (month 14). The process includes four steps: mapping the agri-food ecosystem, launching a public call, evaluating and selecting partners, and conducting orientation and partnership building to formally incorporate 10 agri-food enterprises. Each selected organization will designate one or two focal persons to facilitate direct communication and follow-up.



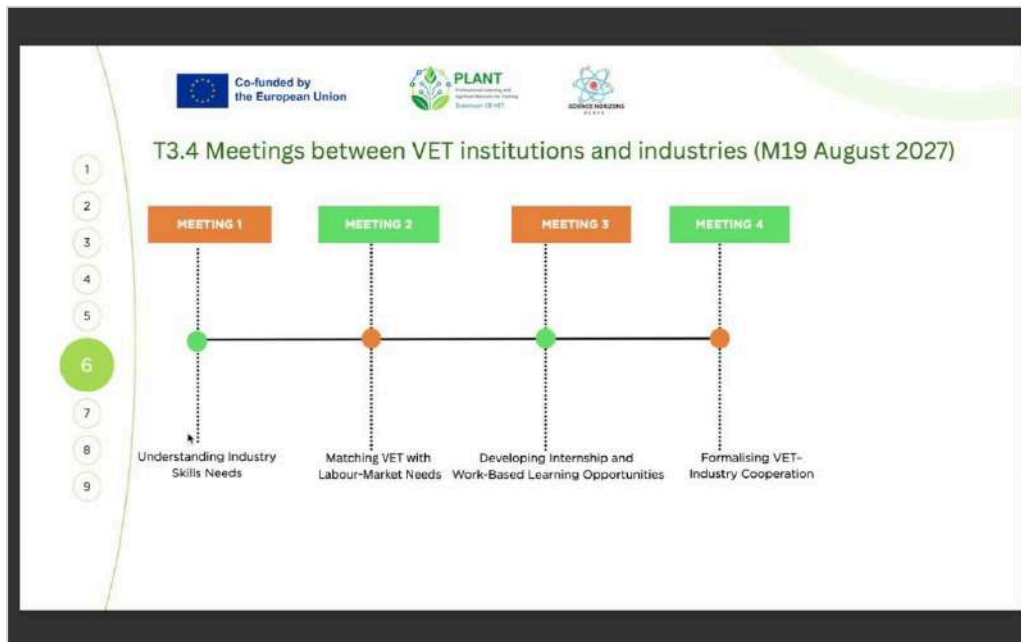
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Picture 10: Shared presentation. T3.2

- **Work Package 3 Industry Meetings and Cooperation:** Science Horizon explained task 3.4, set for August 2027 (month 19), which focuses on meetings between VET institutions and industries. The meetings aim to align VET training with labor market needs, develop internships and work-based learning frameworks, and formalize cooperation through signed protocols.

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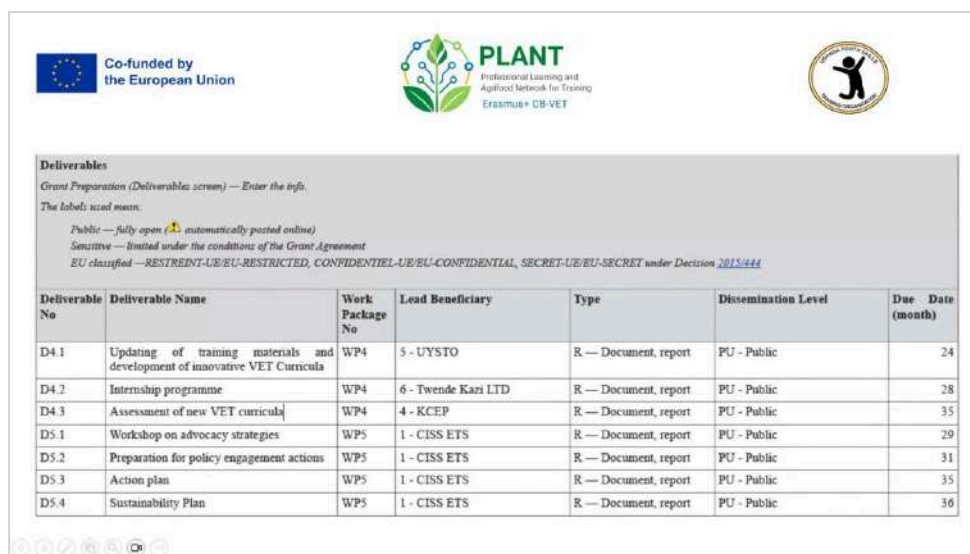
Picture 11: Shared presentation. WP3.4

- **Work Package 3 Meeting Format Clarification:** Regarding a question from Science Horizon about whether meetings for tasks 3.1 and 3.4 should be online or face-to-face, The representative from Inercia Digital clarified that the application does not specify a format The leader of the work package has the authority to develop guidelines, and it is acceptable for individual organizations to decide whether their meetings will be virtual or in-person based on their specific needs and logistical capabilities.
- **Work Package 4 Overview (Curriculum Development):** BM, representing Uganda Youth Skills Training Organization (UYSTO) , introduced work package four, which focuses on developing and updating agri-food and entrepreneurship curricula. The primary objectives include innovating institutions to reflect labor market needs, supporting new certification frameworks, and promoting an inclusive culture that encourages female participation in technical and agricultural education.
- **Work Package 4 Implementation and Internships:** BM explained that work package four will build on insights gained from work packages two and three The internship program will involve 48 students in total across the project. A key focus is to make the program gender-sensitive, with 70% of internship slots dedicated to women,

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supported by tutors or instructors. Deliverables are to be produced in English, Spanish, and Italian.

- **Work Package 4 Task Alignment:** BM noted that there appears to be a disconnect regarding task 4.2, which does not currently link to a specific deliverable. The partners agreed to revisit this task to determine how best to integrate it into the work plan.



Deliverables
Grant Preparation (Deliverables screen) — Enter the info.
The labels used mean:
Public — fully open (P) automatically posted online
Sensitive — limited under the conditions of the Grant Agreement
EU classified — RESTRICTED-UE/EU-RESTRICTED, CONFIDENTIAL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D4.1	Updating of training materials and development of innovative VET Curricula	WP4	5 - UYSTO	R — Document, report	PU - Public	24
D4.2	Internship programme	WP4	6 - Twende Kazi LTD	R — Document, report	PU - Public	28
D4.3	Assessment of new VET curricula	WP4	4 - KCEP	R — Document, report	PU - Public	35
D5.1	Workshop on advocacy strategies	WP5	1 - CISS ETS	R — Document, report	PU - Public	29
D5.2	Preparation for policy engagement actions	WP5	1 - CISS ETS	R — Document, report	PU - Public	31
D5.3	Action plan	WP5	1 - CISS ETS	R — Document, report	PU - Public	35
D5.4	Sustainability Plan	WP5	1 - CISS ETS	R — Document, report	PU - Public	36

Picture 12: Shared presentation. WP4. Task Alignment

- **Work Package 5 Overview (Advocacy and Dissemination):** The representative from Inercia Digital provided an overview of work package five, led by CISS, as no representative from that organization was present. The objective is to engage public authorities in policy dialogue and disseminate resources for long-term sustainability. Key targets include engaging over 60 public authority officials through 12 policy roundtables (three per country), signing four action plans, and conducting five dissemination events, including one final international conference in Palermo.



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- **Addressing Partner Trust and CIS Engagement:** Science Horizon raised concerns about maintaining trust in CISS, noting the partner's absence from recent meetings and limited communication. EACEA Project Officer explained that the absence was due to August holiday periods and significant internal restructuring, where CISS lost resources and staffing. EACEA Project Officer encouraged the consortium to remain positive, emphasizing that CISS is still committed to the project and that replacing them would necessitate finding an equivalent partner to avoid project termination.
- **Future Participation and Communication Plan:** Following the discussion on trust, SR expressed appreciation for the support provided by EACEA Project Officer and the efforts of Inercia Digital to maintain momentum. IL noted that CISS representatives have requested meeting minutes and expressed intent to participate in future sessions. To assist with planning, the project's communication and visibility plan includes proposed dates for all meetings through the end of the project.
- **Budget Transfers and Amendment Timeline:** EACEA Project Officer advised that CISS, as the current legal coordinator, must not perform any budget transfers until the formal amendment is signed. Once the amendment is finalized, which is tentatively expected to occur in September, CISS will be required to transfer pre-financing to Inercia Digital, who will then distribute the funds to the rest of the consortium.
- **Upcoming On-Site Meeting:** The consortium confirmed that the next in-person meeting will take place in Uganda in March 2027 - M15. EACEA Project Officer noted that this physical gathering will be highly beneficial for the consortium to build interpersonal relationships and move past recent difficulties.
- **Kickoff Meeting Summary and Next Steps:** Inercia Digital summarized the conclusion of the kickoff meeting, noting that while the team awaits the finalized amendment, work on Work Package 1 will proceed. Materials for review, including the action plan, communication, and visibility plans, are scheduled to be shared on the following Tuesday. Additionally, two steering committee meetings were announced for September 14 and 24 to manage project deliverables.

4. Attendance sheet

The PLANT Project Kick-off Meeting, held on 3 and 4 September, brought together representatives from the partner organisations involved in the project, as well as the Project Officer during the second day. A total of 13 first day and 10 the second, participants were identified across the two meeting days. Attendance was established through a review of the Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

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live transcription generated using the Gemini artificial intelligence tool, complemented by a subsequent review of the recording of the sessions, in order to verify the participants present and their contributions throughout the meeting.

The participating representatives were IL and MM representing Inercia Digital (Spain); SR and EN representing Science Horizons Kenya (Kenya); BM, DU, IB from Uganda Youth Skills Training Organization (Uganda) and EB, representing Twende Kazi Limited; and JK and JS, representing Kipepeo Community Employment Program (Kenya). CISS organisation was not explicitly identified in the introductions or the available participant information and did not connect due to personal issues concerning agenda limitations.

The participation of these representatives ensured the presence of the different partner organisations and provided a basis for joint discussion, coordination and planning of the activities and forthcoming work areas of the PLANT project.

5. Presented materials

In preparation for the effective implementation of the Kick-off Meeting (KoM), Inercia Digital developed a shared presentation and circulated it by email to all project partners prior to the meeting. The purpose was to provide partners with the relevant information and meeting structure in advance, allowing them to review the contents, contribute additional information where appropriate, and ensure that the materials reflected the inputs of the consortium as a whole.

The shared presentation was subsequently used as a common working and coordination tool throughout the KoM, facilitating the structured discussion of the topics addressed and toolkits, links, templates, and actions plans, ensuring a consistent reference framework for all partners during the meeting.

As supporting evidence of this preparatory and coordination activity, this section of the report includes a link to the shared presentation, together with relevant screenshots documenting its preparation, circulation among partners, and use during the KoM.



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Picture 14: Shared presentation. Cover



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Project Overview and Context

PLANT transforms Vocational Education and Training (VET) systems across Kenya, Uganda, Italy, and Spain by modernizing curricula, integrating digital technologies, and driving public-private partnerships.

- ✓ **Industry Co-Design:** Involves 40 agrifood enterprises to directly link vocational education with market demands.
- ✓ **Teacher Upskilling:** Equips 120 VET educators with digital farming & pedagogical skills.
- ✓ **Student Impact:** Directly reaches 2,000+ students and impacts ~25,000 long-term learners.



Picture 15: Shared presentation

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Work Packages Overview

WP	Work Package Title	Lead Beneficiary	Timing	Key Deliverables
WP1	Project Management & Coordination	Inercia Digital (Spain)	M1 - M36	Steering Committee, Action Plan, Toolkit
WP2	ToT and Capacity Building for VET	Inercia Digital (Spain)	M4 - M9	ToT Manual, Public Cells, 120 Teachers Trained
WP3	Establishing Synergic Networks	Science Horizons (Kenya)	M10 - M19	4 National Networks, Field Visit, Protocols
WP4	Curricula Development & Updating	UYSTO (Uganda)	M20 - M36	Updated Curricula, 120 Internships, Evaluation
WP5	Advocacy, Policy & Dissemination	CISS ETS (Italy)	M29 - M36	Policy Roundtables, 4 Action Plans, Final Events

Picture 16: Shared presentation

Target and KPI

Project Duration: 36 Months (1/01/2026 - 30/09/2028)
Total Budget: €375,100.00

120

VET Teachers
Trained in digital & green skills
(50%+ women)

40

Agri Enterprises
Co-designing modules & offering
placements

120

Student Interns
Hands-on internships (70% female
participation)

25k

Indirect Students
Benefiting from updated VET
curricula long-term

4 Protocols of Cooperation Signed

4 Action Plans Signed with Public Authorities

Picture 17: Shared presentation

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Picture 18: Shared presentation

WP1: Next Steps and decisions

Picture 19: Next Steps

WP2: T.o.T & Capacity building for op working for VET providers

Leader: Inercia Digital



Picture 20: WP2

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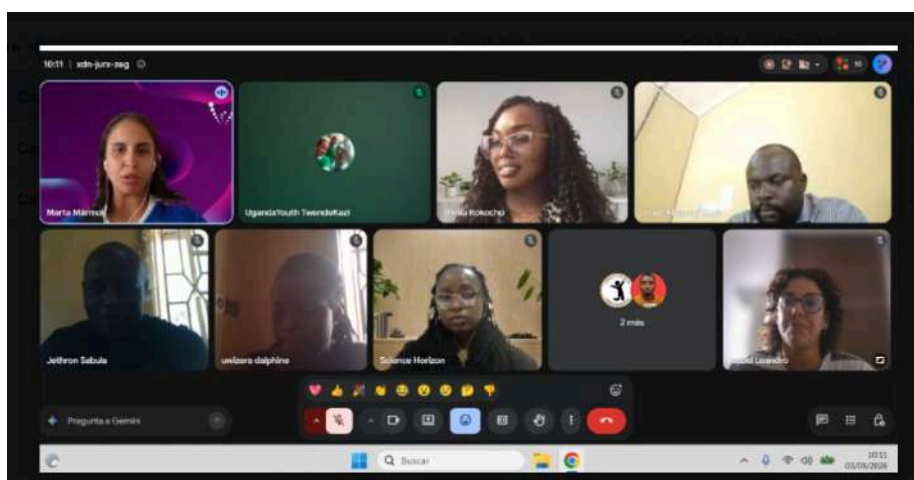
Deliverables

- **D2.1 Manual on innovative educational methodologies**, digital tools for teaching and communication strategies for engaging with enterprises based on a gender sensitive approach. **(30 pages)**
 - Digital version, freely downloadable from the partners and project web channels, EN/ES/IT, approx. 30 pages.
- **D2.2 Public Call -Report-Digital version in EN, ES, IT**
- **D2.3 Assessment of the Capacity building programme (Lead by KIPEPEO)**
 - Interviews, surveys, audio-visual materials, datas, reports, statistics. EN/IT/ES. approx. 20 pages, digital version.

Picture 21: Deliverables

6. Pictures

The visual evidence presented below illustrates the implementation of the online session held across both days.



Picture 22: day 1: 3 september 2026

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Picture 23: Dat 2 4 september 2026

7. Conclusion

The successful execution of this Kick-off Meeting on September 3rd and 4th, 2026, marks a pivotal milestone for the Erasmus+ PLANT project. Over two intense days of collaborative discussion, consortium members successfully aligned operational strategies, finalized governance frameworks, and established concrete roadmaps for Work Packages 1 through 5. By addressing early administrative delays and agreeing on revised timelines, the meeting laid a solid foundation to modernize VET systems, foster public-private synergies, and enhance digital capabilities across Kenya, Uganda, Italy, and Spain.

A major success of this meeting was the establishment of clear governance and communication protocols to ensure seamless long-term coordination. With the activation of the Transnational Steering Committee and bi-monthly scheduled meetings, the consortium is fully prepared to execute project deliverables with high quality and gender-inclusive standards. Furthermore, clear mechanisms for financial management, reporting toolkits, and centralized outreach were agreed upon, providing all partners with the structure and certainty needed to move forward effectively.

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The consortium extends its sincere gratitude to CISS for their valuable work, active collaboration, and unwavering support in bringing the project to this stage. We particularly appreciate their effort and commitment to managing and finalizing the entire contractual amendment process with the European Commission. Their ongoing dedication behind the scenes and willingness to facilitate a smooth coordination transition have been essential to safeguarding the stability, continuity, and overall success of the project.

Looking ahead, the PLANT project transitions from initial planning into active execution with renewed momentum and mutual trust. Backed by strong support from the European Commission Project Officer and the active engagement of all participating institutions, the team is well-equipped to achieve its target outcomes. The consortium looks forward to the upcoming technical milestones, regular steering committee sessions, and the next physical gathering in Uganda in March 2027 to continue driving impact in the agrifood VET sector.