

Project number: 2018-1-ES01-KA203-050606

ALCMAEON Third Project Partners Meeting Online 27 - 28 April 2020





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WEB PROJECT PARTNERS MEETING

27 – 28 April 2020

AGENDA OF THE MEETING

Timetable of 27 April 2020

10:00 Start of the Meeting

1		Welcome of Participants	UCM and Pixel
2		Adoption of the agenda	Pixel
3		Target Group Involvement:	All partners
		Presentation of the representatives of the target groups involved or planned to be involved	
4		Intellectual Output 1: Training Package in Medical History for Medical Humanities Lecturers	
	4.1	Current situation:	All partners
		- mapping curricula	
		- focus group	
		- 1 st unit of the educational material	
		- ^{2nd} unit of the educational material	
		- Questionnaires for students	
		- Delphi analysis	
5		Intellectual Output 3: Virtual Video Library with Testimonials from Role-model Doctors	
	5.1	Current situation:	EuroED, UCM, Pixel
		- Doctors to be involved in the video interviews	
		- Production of the video interviews	
6		Presentation of the Project Management Activities (PM)	
	6.1	Presentation and analysis of PM1: Coordination of Activities	Pixel
		 Presentation of the current situation 	
	6.2	Presentation and analysis of PM2: Dissemination	Pixel
		 Presentation of the current situation 	
	6.3	Presentation and analysis of PM3: Exploitation	All partners
		 Presentation of the associated partners 	
		 Presentation of the exploitation links 	

13:30 End of 1st Meeting Day



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Timetable of 28 April 2020

10:00 Start of the Meeting

7		Intellectual Output 2: Collection for Digital Medical Museum	
	7.1	 Presentation of the planned activities and expected results 	UCM, Pixel
8		Possibility of extension of the project	All partners
9		Schedule of Future Meetings	Pixel
10		Reminder on Project Deadlines	All partners
11		Any Other Business	All partners

13:30 End of the meeting











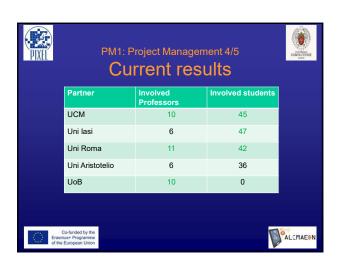




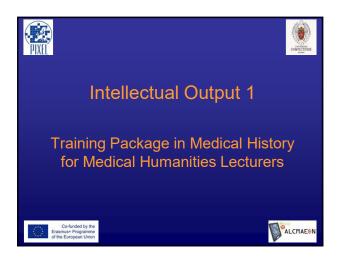


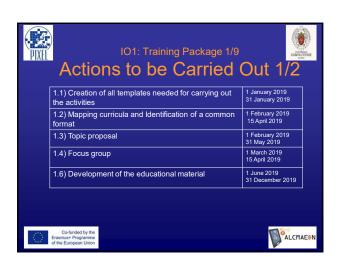


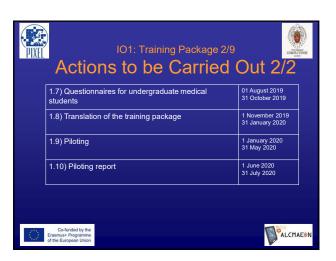




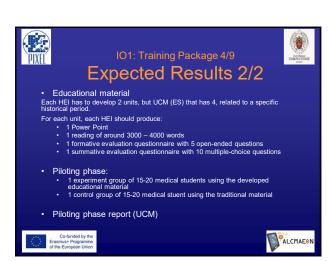


















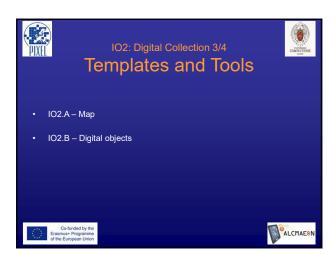




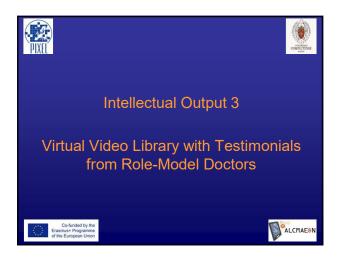


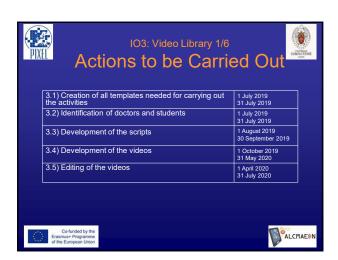




















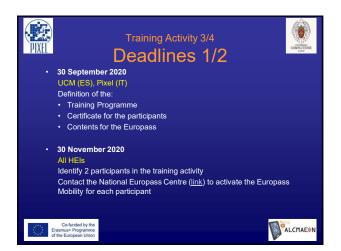










































































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CALENDAR OF DEADLINES

IO1 – Training Package in Medical History for Medical Humanities Lecturers

Deadline	Results	Partner	Template and Tools
15 May 2020	Development of contents of the second unit of the educational material	UniAristotelio (EL)	IO1.D – Table of contents of the Educational Material IO1.E – Guidelines for the development of the Educational Material
15 May 2020	Development of contents of the 2 units of the educational material	UCM (ES), UoB (UK)	IO1.D – Table of contents of the Educational Material IO1.E – Guidelines for the development of the Educational Material
31 May 2020	Focus group and file.xls on the results of the questionnaires for students	UoB (UK)	IO1.B – Focus Group IO.G - Tool for questionnaire analysis
31 May 2020	Review of 2 Educational Material per partner	All HEIs	
15 June 2020	Put comments on all 12 units and send back to the authors (if needed)	UCM (ES)	
30 June 2020	Mapping curricula	UoB (UK)	IO1.A – Mapping curricula
30 June 2020	Proposal of final version of the educational material in accord to the comments received	All HEIs	
15 July 2020	Final version	UCM (ES)	
30 September 2020	Proofreading	UoB (UK)	
30 September 2020	Translation of the of the Power Point Presentation of the training material	All HEIs	
30 September 2020	Provide list of 10 students with good level of English with email addresses to carry out a qualitative assessment of the training package	All HEIs	
30 December 2020	Send a report related to the qualitative assessment	UoB (UK)	

IO2 – Collection for Digital Medical Museum

Deadline	Results	Partners Involved	Template and Tools
31 May 2020	Propose a list of objects to be included in the digital collection: Name of the object Place of the object Didactic unit connected	All HEIS	IO2.B – List of digital objects
31 July 2020	Description of 4-5 objects	All HEIs	IO2.C – Digital objects
30 September 2020	Description of 8-10 objects and provide at least 1 picture for each object	All HEIs	IO2.C – Digital objects



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IO3 – Virtual Video Library with Testimonials from Role-Model Doctors

Deadline	Results	Partners Involved	Template and Tools
15 May 2020	Identification of 1 doctor per each of the 4 videos	UniRoma (IT), UniAristotelio (EL)	
26 October 2020	Sending of raw videos and documents related to 1 video	All HEIs	IO3.A – Guidelines to shoot a video IO3.C - Video Library
30 November 2020	Sending of raw videos and documents related to 1 more video	All HEIs	IO3.A – Guidelines to shoot a video IO3.C - Video Library
31 January 2021	Sending of raw videos and documents related to 2 more videos	All HEIs	IO3.A – Guidelines to shoot a video IO3.C - Video Library
31 March 2021	Editing of the videos and upload of the videos on YouTube and on the portal	EuroEd (RO)	

Training Activity

Deadline	Results	Partner	Template and Tools
30 September 2020	Definition of the: - Training Programme - Certificate for the participants - Contents for the Europass	UCM (ES), Pixel (IT)	
30 November 2020	 Each HEI should: Identify 2 participants in the training activity Contact the National Europass Centre (link) in order to activate the Europass Mobility for each participant. 	All HEIs	TA.4 – Contents for the Mobility Europass
January 2021	Delivery of the training activity	UCM (ES)	TA.1 –Register TA.2 – Programme TA.3 – Certificate
31 January 2021	Sending to Pixel of supporting documents (Report on the training activity, Register of participants, Programme, Certificates)	UCM (ES)	TA.1 – Register TA.2 – Programme TA.3 – Certificate TA.6 – Report
31 January 2021	Sending to Pixel of supporting documents: copies of the Europass certificates, description of the participants profiles and selection methodology	All HEIs (except UCM)	TA.5 – Participants Profile

Multiplier Events

Deadline	Results	Partner	Template and Tools
31 January 2021	Organisation of an event for 20 (Greek/ Italian/ Romanian/ Spanish/ English) doctors/lectures/researchers/policy makers in order to present, discuss the project results and address their sustainability in the national system. Sending of documents related to the multiplier events.	All HEIs	ME.1 - Multiplier Event Form ME.2 - Programme Template ME.3 - List of Participants Template ME.4 - Minutes form



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Project Management

PM1 - Coordination of Activities					
Deadline	Results	Partner	Template and Tools		
31 May 2020	Selection and involvement for the piloting phase, by each of the HEI, of - 40 medical undergraduate students - 10 among lectures, researchers, doctors and practitioners Upload on the project portal of the related information	Uni Iasi (RO), UniAristotelio (EL), UoB (UK)	PM1.A – Lecture Information PM1.B – Student information PM1.C – Role of the target groups		
15 May 2020	Update online activity reports up to 31 March 2020	AUTh (EL), UoB (UK)	https://alcmaeon.pixel- online.org/MNG-wip.php		
30 June 2020, 30 September 2020, 31 January 2021	Production and Uploading of Project Activities Report	All partners	https://alcmaeon.pixel- online.org/MNG-wip.php		
15 February 2021	Production of Financial Reports	All partners	PM1.E – Financial Manual PM1.F – Financial Forms		

PM2 - Dissemination					
Deadline	Results	Partner	Template and Tools		
30 June 2020, 30 September 2020, 31 January 2021	Organization of 1 dissemination events on the project every month and uploading the dissemination events description on the project web site (every three months)	All partners	https://alcmaeon.pixel- online.org/MNG-diss.php		
15 January 2021	Production of the final Best Practice Dissemination Report	All partners	Template: PM2.B – How to write the Best Practice Dissemination Report		

PM3 - Exploitation					
Deadline	Results	Partner	Template and Tools		
15 May 2020	Upload on the project portal of 3 associated partners. Sending to Pixel of 3 exploitation links	HEIS	PM3.A - Associated Partner Letter PM3.B - Associated Partner Information PM3.C – Exploitation links		
15 January 2021	Upload on the project portal a total number of 6 associated partners. Sending to Pixel a total number of 6 exploitation links	All partners	PM3.A - Associated Partner Letter PM3.B - Associated Partner Information PM3.C – Exploitation links		

PM4 - Quality and Monitoring Plan					
Deadline	Results	Partner	Template and Tools		
January 2021	 Collection of 6 testimonials Collection of 20 evaluation questionnaires Sending an evaluation report per country on the IOs 	All partners	PM4.D – Lectures' Evaluation Questionnaires for Intellectual Outputs PM4.E – Tool for questionnaires analysis PM4.F – Guidelines for the evaluation report on Testing Activities		