

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

ALCMAEON Fourth Project Partners Meeting Online 29 October 2020





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ONLINE PROJECT PARTNERS MEETING

29 October 2020

AGENDA OF THE MEETING

Timetable of 29 Octber 2020

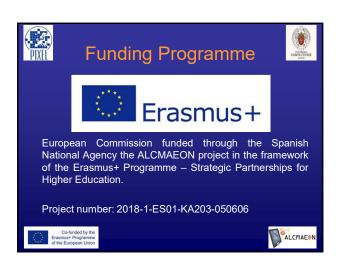
09:00 Start of the Meeting (08:00 UK, 10:00 EL and RO)

1		Welcome of Participants	UCM and Pixel
2		Adoption of the agenda	Pixel
3		Target Group Involvement:	Pixel
		- Current situation	
4		Intellectual Output 1: Training Package in Medical History for Medical Humanities Lecturers	
	4.1	Current situation: - Methdology and Mapping report - Translation of the Educational Material - Qualitative Assessment	Pixel
5		Intellectual Output 2: Digital Museum	
	5.1	List of objectsNext activities	All partners
6		Intellectual Output 3: Virtual Video Library with Testimonials from Role-model Doctors	
	6.1	Current situation: - Doctors to be involved in the video interviews - Production of the video interviews	All partners
7		Presentation of the Project Management Activities (PM)	
	7.1	Presentation and analysis of PM1: Coordination of Activities Schedule of future meetings Presentation of the current situation	Pixel
	7.2	Presentation and analysis of PM2: Dissemination o Presentation of the current situation	Pixel
	7.3	Presentation and analysis of PM3: Exploitation o Presentation of the associated partners o Presentation of the exploitation links	All partners
7		Intellectual Output 2: Collection for Digital Medical Museum	
	7.1	Presentation of the planned activities and expected results	UCM, Pixel
8		Reminder on Project Deadlines	All partners
9		Any Other Business	All partners
10		Meeting and project evaluation	

13:30 End of 1st Meeting Day (12:30 UK, 14:30 EL and RO)













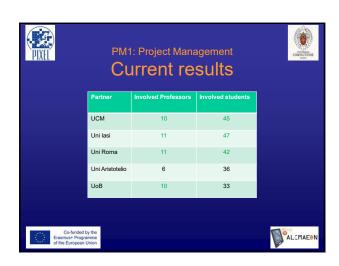




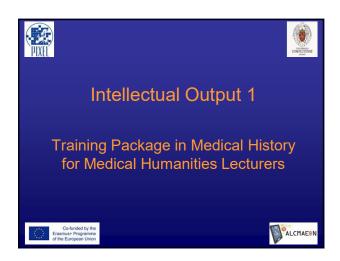


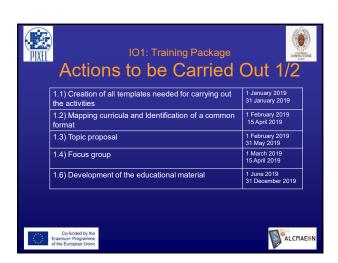


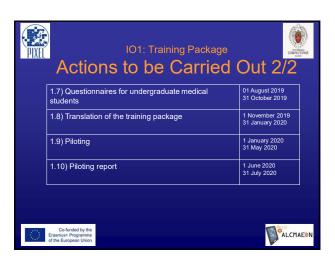




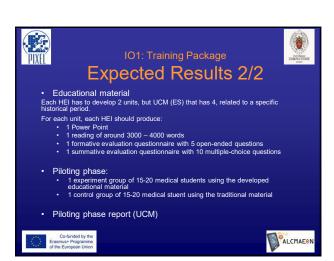


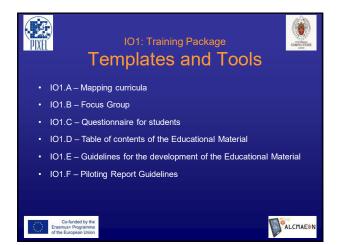


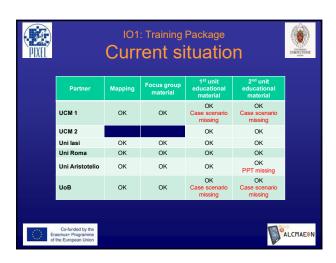






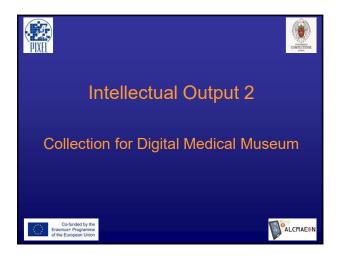


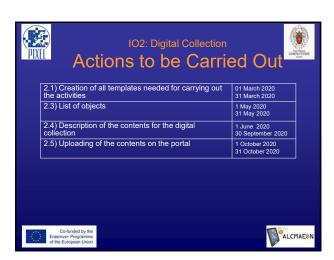










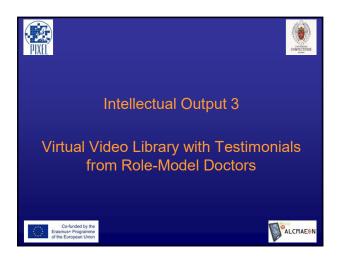


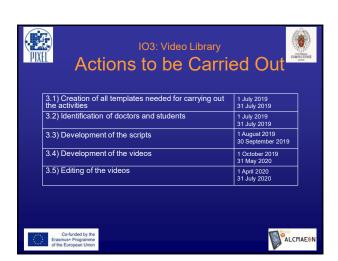




















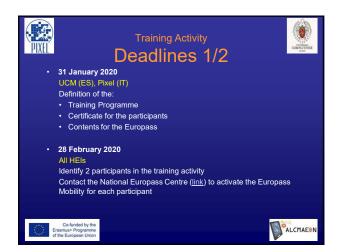










































































CALENDAR OF DEADLINES

IO1 – Training Package in Medical History for Medical Humanities Lecturers

Deadline	Results	Partner	Template and Tools
10 October 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 October 2020	Final version	UCM (ES)	
15 October 2020	Translation of the of the Power Point Presentation of the training material	All HEIs	
15 October 2020	Report on mapping and Methodology of the Educational Material	UCM (ES)	
31 October 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	
31 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
20 October 2020	Propose a list of objects to be included in the digital collection: Name of the object Place of the object Didactic unit connected		IO2.B – List of digital objects
10 November 2020	Description of 4-5 objects	All HEIs	IO2.C – Digital objects
31 December 2020	Description of 8-10 objects and provide at least 1 picture for each object	All HEIs	IO2.C – Digital objects

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

Deadline	Results	Partners Involved	Template and Tools
		UniRoma (IT),	
31 October 2020	Identification of 1 doctor per each of the 4 videos	UniAristotelio	
		(EL)	
			IO3.A – Guidelines to shoot a video
15 November 2020	Sending of raw videos and documents related to 1 video	All HEIs	IO3.B - Video Library
31 December 2020	Sending of raw videos and documents related to 1 more video	All HEIs	IO3.A – Guidelines to shoot a video IO3.B - Video Library



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28 February 2021	Sending of raw videos and documents related to 2 more videos	All HEIs	IO3.A – Guidelines to shoot a video IO3.B - 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 (<u>link</u>) 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 May 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.	ΔII HFIς	ME.1 - Multiplier Event Form ME.2 - Programme Template ME.3 - List of Participants Template ME.4 - Minutes form

Project Management

PM1 - Coordination of Activities				
Deadline	Results	Partner	Template and Tools	
15 October 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	



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26 October 2020	Update online activity reports up to 30 June 2020	AUTh (EL), UoB (UK)	https://alcmaeon.pixel- online.org/MNG-wip.php
30 September 2020, 31 January 2021, 31 May 2020	Production and Uploading of Project Activities Report	All partners	https://alcmaeon.pixel- online.org/MNG-wip.php
15 June 2021	Production of Financial Reports	All partners	PM1.E – Financial Manual PM1.F – Financial Forms

PM2 - Dissemination				
Deadline	Results	Partner	Template and Tools	
30 September 2020, 31 January 2021, 31 May 2020	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 nartners	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			
20 October 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 May 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		
May 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		