



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

1st transnational Project Meeting Minutes

Meeting title

ALCMAEON

2018-1-ES01-KA203-050606

Date: 11 – 12 February 2019

Venue: Pixel, Via Luigi Lanzi 12 – Firenze - Italy

Participating partners:

- Universidad Complutense de Madrid (ES)
- Università La Sapienza (IT)
- University of Medicine and Pharmacy Grigore T. Popa (RO)
- EuroEd (RO)
- Aristotle University of Thessaloniki (EL) – Via Skype
- Pixel (IT)
- University of Bristol (UK)

Head of meeting: Emanuele Valenti, University of Bristol (UK)

Minutes' taker: Andrea Anzanello, Pixel (IT)



Co-funded by the
Erasmus+ Programme
of the European Union

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Agenda of the 1st Transnational Project Meeting

ALCMAEON

2018-1-ES01-KA203-050606

Date: 11 – 12 February 2019

Venue: Pixel, Via Luigi Lanzi 12 – Firenze - Italy

Work programme

1		Welcome of Participants
2		Adoption of the agenda
3		Presentation of each partner of the project
4		Introduction to the project context and background
5		Target Group Involvement: <ul style="list-style-type: none"> ○ <i>Presentation of the templates for carrying out the activities</i>
6		Presentation of the 3 Intellectual Outputs
	6.1	Intellectual output 1: Training Package in Medical History for Medical Humanities Lecturers <ul style="list-style-type: none"> ○ <i>Presentation of the templates for carrying out the activities</i>
	6.2	Intellectual output 2: Collection for Digital Medical Museum <ul style="list-style-type: none"> ○ <i>Presentation of the planned activities and expected results</i>
	6.3	Intellectual output 3: Virtual Video Library with Testimonials from Role-model Doctors <ul style="list-style-type: none"> ○ <i>Presentation of the planned activities and expected results</i>
7		Presentation of the project's events
	7.1	Multiplayer events (ME) <ul style="list-style-type: none"> ○ <i>Presentation of the templates for carrying out the activities</i>
	7.2	Training Activity in Madrid (TA) <ul style="list-style-type: none"> ○ <i>Presentation of the planned activities and expected results</i>
8		Presentation of the Project Management Activities (PM)
	8.1	Presentation and analysis of PM1: Coordination of Activities <ul style="list-style-type: none"> ○ <i>Presentation of the Form for the production of in progress activities reports available online on the project web site</i>
	8.2	Presentation of the financial reporting of the project <ul style="list-style-type: none"> ○ <i>Presentation of the financial manual</i>
	8.3	Presentation and analysis of PM2: Dissemination <ul style="list-style-type: none"> ○ <i>Presentation of the form to report the dissemination events</i> ○ <i>Presentation of the Guidelines for writing the Best Practice Dissemination Report</i>
	8.4	Presentation and analysis of PM3: Exploitation <ul style="list-style-type: none"> ○ <i>Presentation and discussion of the Forms for the involvement of associated partners</i> ○ <i>Presentation and discussion of the Forms for the collection of the exploitation links</i>
	8.5	Presentation and analysis of PM4: Evaluation <ul style="list-style-type: none"> ○ <i>Presentation of the activities to be carried out</i> ○ <i>Presentation of the evaluation report on the testing activities</i>
9		Contractual Issues and definition of partners' role
10		Calendar of Activities and Reminder on Project Deadlines
11		Schedule of Future Meetings

12	Any Other Business
13	Meeting Evaluation

List of Participants

Name and Surname	Sending Organisation
Anca Colibaba	EuroEd (RO)
Andrea Anzanello	Pixel (IT)
Benjamin Herreros Ruiz Valdepenas	Unversidad Complutense de Madrid (ES)
Eleni Kalokairinou (via Skype)	Aristotle University of Thessaloniki (EL)
Elisabetta Delle Donne	Pixel (IT)
Emanuele Valenti	University of Bristol (UK)
Irina Croitoru	University of Medicine and Pharmacy Grigore T. Popa (RO)
Lorenzo Martellini	Pixel (IT)
Maria Caporale	Università La Sapienza (IT)
Richard Constantinescu	University of Medicine and Pharmacy Grigore T. Popa (RO)

Minutes

1. Welcome to Participants

Elisabetta Delle Donne from Pixel (IT) welcomes all the project partners to Florence and thanks them for coming at the meeting. She reminds the partners the origin of the project and how the partners have been involved during the project planning phase.

Emanuele Valenti from the Complutense University of Madrid (ES) wishes all partners a fruitful meeting and expresses the hope to keep working fruitfully the two years of life of the project. He makes also reference to the favourable circumstances at national and European level where policymakers have demonstrated to be sensitive to the main topics the project is based on. Indeed the Spanish National Agency confirms a great commitment in order to promote innovative methodologies for teaching of history of medical humanities at the university level.

Lorenzo Martellini from Pixel (IT) starts with some practical information about facilities of the meeting room, social events accompanying the partners meeting and suggestions to enjoy partners' stay in Florence.

2. Adoption of the agenda

Lorenzo Martellini from Pixel (IT) explains the meeting folder.
The meeting agenda is introduced and adopted by all partners.

3. Presentation of Partners

Elisabetta Delle Donne from Pixel (IT) presents **Pixel**. Pixel was created in 1999, it is an education and training institution based in Florence (Italy). Pixel's mission is to promote an innovative approach to education, training and culture; this is done mostly by trying to exploit the best potential of ICT for education and training. Pixel training offer focuses on selected main areas: information and communication technologies, quality business management, language learning and European cooperation. The target groups of such activities are: schools, university, tourism organizations and public bodies.

Pixel has significant experience in the field of European cooperation and transnational collaboration. Pixel has been involved in about 100 projects financed by the European Commission in the framework of the following programmes: Socrates ODL; Socrates Minerva; Socrates Grundtvig; Socrates Lingua; Socrates Comenius; Leonardo da Vinci; eLearning; Lifelong Learning; Erasmus +.

Anca Colibaba from **EuroEd (RO)** presents the institution he represents. EuroEd Foundation came into being as an organisation in 1992, with the support of the Soros Foundation and the British Council Romania. EuroEd Foundation is a non-profit organisation located in Iasi, Romania. EuroEd it delivers educational services to all age categories and developed a series of programmes, including language courses and international training courses for language teachers and professional trainings in field of tourism, IT, mentoring, communication, etc.

Irina Croitoru from **University T. Popa (RO)**. The University was created as Faculty of Medicine – 1879. Later associated with the Faculty of Pharmacy and Faculty of Dentistry – 1935. It was named after one of the most representative professors of comparative anatomy, G.T. Popa – 1991. It comprises also the Faculty of Bioengineering – 1994.

The University assumes long-term objectives, focusing on recognition by the international community at large of its position as a world-class Advanced Research University:

- To train and improve the graduates and specialists in medicine, dental medicine, pharmacy, medical bioengineering and medical assistance

- to create, develop and spread the values of the bio-medical sciences and their visibility in the European and global area

To continuously improve the activities and performances of the national public health system.

Maria Caporale from **Università La Sapienza (IT)** presents the institution she represents. Sapienza University of Rome, founded in 1303 by Pope Boniface VIII, is one of the oldest universities in the world and the second largest University in Europe, greatly able to manage its outstanding numbers: 111.000 enrolled students, 8.000 of them coming from outside Italy and 1.000 incoming and outgoing exchange students each year, 11 faculties which cover any kind of scientific and social area with their 63 departments, more than 4.700 professors and researchers and 4.300 administrative and technical staff.

Benjamin Herreros from **Complutense University of Madrid (ES)** presents the institution he is from. Universidad Complutense de Madrid (UCM) is one of the largest Universities in Spain and all around Europe. With a tradition beyond 5 centuries, UCM has become a very important institution in terms of higher education and research activities. UCM is home of research groups which are in the cutting edge of research in many areas. UCM technological scientific infrastructure (with an annual budget almost reaching 600M€), together with the quality of its researchers (more than 6000), has established some of its laboratories among the best all around Europe.

Emanuele Valenti from **University of Bristol (UK)** presents the institution he is from. The University of Bristol (UoB) is one of the most popular and successful universities in the UK and was ranked within the top 5% of universities in the world in the QS World University Rankings 2019. UoB was formally constituted in 1909, though the history of the institution can be traced back to its precursor, University College Bristol, which existed from 1876 – 1909.

Eleni Kalokairinou from **Aristotelio University (EL)** presents the institution she represents. The Aristotle University of Thessaloniki or, in Greek, the Arisoteleio Panepstimio Thessalonikis, is the largest university in Greece. The main campus is located in the centre of the city of Thessaloniki, and covers an area of about 33.4 hectares. It comprises 10 faculties which consist of 40 schools and 1 single-School Faculty. Some educational and administrative facilities are located off campus for practical and operational reasons. A number of these facilities are located outside the city of Thessaloniki or even in other cities.

4. Introduction to the project context and background

Lorenzo Martellini from Pixel (IT) presents the ALCMAEON Project which has been funded by the European Commission through the Spanish National Agency in the framework of the Erasmus+ Programme – Strategic Partnerships for Higher Education.

Context

The role of medical humanities in medical education responds to the need of connecting medical practice with the human dimension of doctor-patient relationship and extra-scientific values involved in clinical decision-making processes.

Objectives

The objectives of the ALCMAEON project are:

- Innovate the teaching of medical history with a new educational approach: the object-based learning
- Work in a better integration of historical, ethical and psychosocial components of medical humanities
- Overcome the gap between clinical practice and historical perspective of medical humanities

The Target Group

- Doctor and universities lectures from in humanities in medicine
- Undergraduate medical student
- Policy Makers in the Field of Education

Expected Results

The main project tangible results are:

- Training package in medical history for medical humanities lecturers
- Collection for digital medical museum
- Virtual video library with testimonials from role-model doctors

The Project at a Glance

Involvement of target groups	February 2019 – September 2019
Training package in medical history for medical humanities lecturers	February 2019 – May 2020
Collection for digital medical museum	December 2019 – September 2020
Virtual video library with testimonials from role-model doctors	July 2019 – July 2020
Training Activity	September 2020
Multiplier Events	September 2020

5. Target Group Involvement:

Activity to be carried out

Involvement of target groups:

- 50 among lecturers, doctors and practitioners
- 200 undergraduate medical students

Template and Tools

- PM1.A – Lecturers Information
- PM1.B – Students letter
- PM1.C – Role of the school

Expected Results

Each HEI must select and upload on the project portal at least:

- 10 among lecturers, doctors and practitioners
- 40 undergraduate medical students

Deadlines

30 September 2019

All partners

Upload on the project portal the target group information

6. Presentation of the Intellectual Outputs of the ALCMAEON Project

6.1 Intellectual output 1: Training Package in Medical History for Medical Humanities Lecturers

Actions to be Carried Out

IO1.1) Creation of all templates needed for carrying out the activities	1 January 2019 31 January 2019
IO1.2) Mapping curricula and Identification of a common format	1 February 2019 15 March 2019
IO1.3) Focus group	1 March 15 March
IO1.4) Topic proposal	1 February 2019 31 March 2019
IO1.5) Production of the questionnaire for students	15 March 2019 15 April 2019
IO1.6) Questionnaire for undergraduate medical students	15 April 2019 15 May 2019
IO1.7) Development of contents of the first unit of the educational material	1 May 2019 31 July 2019
IO1.8) Development of contents of the second unit of the educational material	1 August 2019 31 October 2019
IO1.9) Translation of the Educational Material	1 November 2019 31 January 2020
IO1.10) Piloting phase	1 December 2018 31 March 2020
IO1.11) National Piloting report	1 April 2020 30 April 2020
IO1.12) Piloting report	1 May 2020 31 May 2020

Templates and Tools

Lorenzo Martellini from Pixel (IT) introduces the templates to be used for the production of the intellectual

output:

- IO1.A – Mapping curricula
- IO1.B – Focus Group
- IO1.C – Questionnaire for students
- IO1.D – Table of contents of the Educational Material
- IO1.E – Guidelines for the development of the Educational Material
- IO1.F – Piloting Report Guidelines

The templates are presented, discussed, changed and approved. The final version is attached to the minutes.

Expected Results

- 1 Map of Medical Humanities
- 1 focus group with 6-8 participants per country
- Availability of 30 questionnaires per country (collected by the HEIs)

Educational material

- Each HEI has to develop 2 units, but UCM (ES) that has 4, related to a specific historical period.
- For each unit, each HEI should produce:
 - 1 Power Point
 - 1 reading of around 3000 – 4000 words
 - 1 formative evaluation questionnaire with 5 open-ended questions
 - 1 summative evaluation questionnaire with 10 multiple-choice questions

Piloting phase:

- 1 experiment group of 15-20 medical students using the developed educational material
- 1 control group of 15-20 medical student using the traditional material
- Piloting phase report (UCM)

Deadlines

15 March 2019

All HEIs

Mapping curricula and Identification of common format

15 March 2019

All HEIs

Focus group

31 March 2019

All HEIs

Proposal of the topics to develop on the Educational Material

15 April 2019

UCM (ES)

Production of questionnaires for students

15 May 2019

All HEIs
Collection of 30 questionnaires per country

31 July 2019

All HEIs
Development of contents of the first unit of the educational material

31 October 2019

All HEIs
Development of contents of the second unit of the educational material

31 January 2020

All HEIs
Translation of the educational material (PPT to be translated in all the partners' languages and video of the case scenario in English or national language with English subtitles).

31 March 2020

All HEIs
Piloting phase

30 April 2020

All HEIs
National piloting report

31 May 2020

UCM (ES)
Piloting report

6.2 Intellectual output 2: Collection for Digital Medical Museum

Lorenzo Martellini from Pixel (IT) presents the overview of the activities to be carried out in the framework of the Intellectual Output 2.

Actions to be Carried Out

IO2.1) Creation of all templates needed for carrying out the activities	1 December 2019 31 December 2019
IO2.2) Creation of the digital platform	1 December 2019 31 December 2019
IO2.3) Development of the map	1 December 2019 31 January 2020

IO2.4) Selection of the contents for the digital collection	1 February 2020 31 March 2020
IO2.5) Development of the contents	1 February 2020 31 July 2020
IO2.6) Development of the labels	1 August 2020 30 September 2020

Templates and Tools

- IO2.A – Table of contents (To be developed)
- IO2.B – Guideline to produce the contents (to be developed)

Expected Results

- An interactive map that connects the developed educational contents with the objects of the digital collection
- Availability of 40-50 objects (8-10 per HEI) selected by the partners that will be upload on the digital platform
- Development of objects' labels to describe their characteristics

Deadlines

- **31 December 2019**

Pixel (IT), UCM (ES)

Creation of the Templates

- **31 December 2019**

Pixel (IT)

Creation of the digital platform

- **31 January 2020**

All partners

Development of the map

- **31 March 2020**

All HEIs

Selection of the contents for the Digital Collection

- **31 July 2020**

All HEIs

Development of the contents of the Digital Collection

- **30 September 2020**

All HEIs

Development of the labels

6.3 Intellectual output 3: Virtual Video Library with Testimonials from Role-Model Doctors

Emanuele Valenti from Pixel (IT) presents the overview of the activities to be carried out in the framework

of the Intellectual Output 3.

Actions to be Carried Out

IO3.1) Creation of all templates needed for carrying out the activities	1 July 2019 31 July 2019
IO3.2) Identification of doctors and students	1 July 2019 31 July 2019
IO3.3) Development of the scripts	1 August 2019 30 September 2019
IO3.4) Development of the videos	1 October 2019 31 May 2020
IO3.5) Editing of the videos	1 April 2020 31 July 2020

Templates and Tools

- IO3.A – Guidelines to shoot a video (TBD by EuroED)
- IO3.B – Guidelines' interview (TBD)

Expected Results

A collection of videos with doctors and medical lecturers showing the role of history linked to the medical profession.

Availability of 4 video interviews (1 per thematic area) per HEI, including:

- The presence of 1 doctor, 1 student and 1 interviewer
- The presentation of archive material
- The description of objects and contents from the digital collection of IO2

Deadlines

- **31 July 2019**

Pixel (IT), UCM (ES)

Creation of the Templates

- **31 July 2019**

All HEIs

Identification of doctors and students

- **30 September 2019**

All HEIs

Development of the scripts

- **31 July 2020**

All HEIs

Development of the scripts

- **31 May 2020**

All HEIs

Development of the videos

- **31 July 2020**

EuroEd

Editing of the videos

7. Presentation of project's events

Lorenzo Martellini from Pixel (IT) presents the events which are foreseen in project.

7.1 Multiplayer events (ME)

Actions to be Carried Out

Organisation of a final conference in Madrid

Organisation of a 4 dissemination events at national level in:

- Greece
- Italy
- Romania
- United Kingdom

Templates and Tools

- ME.1 - Multiplier Event Form
- ME.2 - Programme Template
- ME.3 - List of Participants Template
- ME.4 - Minutes form

Expected Results

- **1 Multiplier Event per Country**

involvement of 20 lecturers, doctors, researchers and medical students

- **Project Final Conference:**

involvement of 40 participants among lectures, doctors, researchers, medical students, policy makers and museum staff

Deadlines

30 September 2020

All HEIs (except UCM)

Sending of documents related to the multiplier events

30 September 2020

UCM (ES)

Sending of documents related to the final conference

7.2 Training Activity

Actions to be Carried Out

- Topics: Innovation in Medical Humanities Teaching
- Participants: 2 members of the staff per each school
- Period: September 2020
- Duration: 7 days (including 2 travelling days)
- Certification: ECTS credits according to the duration of the training course

Templates and Tools

- TA.1 – Training Activity Register
- TA.2 – Programme
- TA.3 – Certificate
- TA.4 – Contents for the Mobility Europass
- TA.5 – Training Activity Participants Profile
- TA.6 – Training Activity Report

Deadlines

31 March 2020

UCM (ES), Pixel (IT)

Definition of the:

- Training Programme
- Certificate for the participants
- Contents for the Europass

30 June 2020

HEIs:

- Identify 2 participants in the training activity
- Contact the National Europass Centre to activate the Europass Mobility for each participant

September 2020

UCM (ES)

Delivery of the Training Activity

30 September 2020

UCM (EST)

Sending to Pixel of supporting documents (Report on the training activity, Register of participants, Programme, Certificates)

30 September 2020



HEIs

Sending to Pixel of supporting documents: copies of the Europass certificates, description of the participants' profiles and selection methodology.

8. Presentation of the Project Management Activities (PM)

The project Management includes 4 different activities:

- Coordination of activities
- Dissemination
- Exploitation
- Quality and monitoring Plan

8.1 Presentation and analysis of PM1: Coordination of Activities

Activities to be carried out

- Attendance to the partners meeting
 - 1st Meeting: Florence (IT) 11-12 February 2019
 - 2nd Meeting: Thessaloniki (EL), 12-13 September 2019
 - 3rd Meeting: Bristol (UK), January 2020
 - 4th Meeting: Madrid (ES), September 2020
- Production of project reports

Template and Tools

- PM1.D – In progress activities reports
- PM1.E – Financial Manual
- PM1.F – Financial Forms
- PM1.G - Template of Mobility Declaration

Expected Results

Reports

Production of:

- Three months period online Activities Reports
- Yearly Financial Report

Deadlines

Every three months (31 March 2019-2020, 30 June 2019-2020, 30 September 2019-2020, 31 December 2019)

All Partners

Production of Activities Report Forms

31 May 2019, 30 August 2019, 15 October 2020

All Partners

Financial Reports

8.2 Presentation of the financial reporting of the project

Andrea Peraldo from Pixel (IT) presents financial issues related to the project. The main documents to be used as official reference for the Administrative and Financial Management are:

- The Administrative and Contractual Provisions – Annex III to the Contract signed between the coordinator and the National Agency
- The Agreement with the National Agency
- The Agreement between the coordinator and the project partner

No one of these documents is available yet as the National Agency is still in the process of producing them following the changes introduced by the new Erasmus+ programme.

As far as the accountancy is concerned, Andrea Peraldo reminds the partners that all costs must be registered in the internal accountancy system of the institution and all transactions must be recorded systematically in the beneficiary accounts.

With regard to the payments, all transactions must be carried out by bank transfer because all payments in cash are subject to a possible cut from assessors as they are considered as not fully identifiable and verifiable.

The Financial report must be accompanied by the necessary documents for assessing the project expenditures. The documents to be produced are defined below according to the different cost categories.

All original documents must be kept by the coordinator or co-beneficiaries during five years from the date of final payment and only copies of supporting documents should be enclosed to the Financial report.

Andrea Peraldo points out the news of Erasmus+ Programme financial provisions. In particular, in Erasmus+ key action 2 Strategic Partnership expenditures planning and managing is based on unit costs (fixed amounts determined by the programme/call rules) and real costs are not to be used anymore, with the exception of Exceptional Costs (former Subcontracts and Equipment).

As in the current case, for Key Action 2 projects the budget structure is the following:

- Project Management and Implementation
- Transnational Project Meetings
- Intellectual Outputs
- Multiplier events
- Exceptional costs
- Optional funding for training initiatives (travel, accommodation, linguistic preparation)

Andrea Peraldo reminds the partners that to be considered as eligible costs MUST:

- Be made during the project life cycle
- Necessary for implementation of the project and directly connected with the carrying out of the approved activities
- Be Identifiable and verifiable - Justified with appropriate accounting documents, recorded in partner accountancy in line with national legislation and with internal practices on the matter

Conversely, the following costs are not eligible and therefore should not be included in any of the expenses categories:

- Return on capital
- Debt and debt service charges
- Interest owed

- Expenditure that is already funded by other Community sources
- Excessive expenditure
- Cost of buyout option at the end of lease period
- Contributions in kind from third parties
- Cost of opening and operating Bank accounts
- Deductible VAT

Andrea Peraldo explains that beneficiaries are allowed to transfer up to 20% of the funds allocated, from a budget heading to another. With the exception of Project Management and implementation, that CANNOT be increased (but can be reduced). The 20% applies both on the category that is being reduced and the one that is being increased. In all cases the transfer among budget heading must be communicated in advanced to RENASUP and Pixel.

Andrea Peraldo presents the **Project management and implementation** category.

Each partners are assigned with a unit cost of 250 Euro per month of the project, (the Coordinator's unit cost is 500 Euro) per month.

The resulting grant, is therefore calculated by multiplying the number of months of the project by the unit cost contribution.

The budgeted amount is to be used to cover all the transversal activities described in the Application to ensure the correct coordination of the project such as: evaluation, dissemination and exploitation.

the costs resulting from the following project activities:

- Project management (e.g. planning, finances, coordination, communication between partners, etc.)
- Small scale learning/teaching/training materials, Virtual cooperation and local project activities (e.g. class room project work)
- Information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.).

As consequence of the new Erasmus+ results-targeted approach, the event that determines the entitlement to the grant is the implementation of the activities and the production of the outputs as outlined in the project.

Andrea Peraldo introduces the necessary documents to justify project management and implementation grant.

The description of the activities undertaken will be proved through activity reports, dissemination reports, Exploitation reports, brochures, workshops, etc.

On the other hand, the Staff costs should be justified, for each reported staff member using:

- Employment contracts
- Secondment Letter related to the project
- Personal Time card (related to activities for management and implementation)

Non staff costs should be justified using:

- Invoice
- Proof of payment

Andrea Peraldo stresses one more time that all costs must be registered in the internal accountancy system of the institution and systematically associated to the project in the beneficiary accounts.

Andrea Peraldo moves to the second item of budget structure: **transnational project meetings** costs.

This part is the contribution to travel and subsistence costs for the participation in transnational meetings between project beneficiaries for implementation and coordination purposes.

The unit costs are calculated on distance basis. In particular:

- 575 Euro per meeting per person for travel from 100 to 1999 km;
- 760 Euro per meeting per person for travel above 2000 km.

The number of people and distances are pre-calculated and available on each partner's budget. The final grant for each partner is calculated by multiplying the unit cost for the number of meetings participated in.

The event that determines the entitlement to the grant is the participation to the transnational meetings

and the undertaking of the travel.

All the following documents are considered as supporting the costs undertaken:

- Declaration of the hosting institution specifying
 - Name and surname of the participant
 - Purpose of the travel
 - Starting and ending date
- List of signatures
- Meeting minutes with list of participants
- Extra supporting documents per person
 - Flight ticket + Boarding cards
 - Hotel Invoice

As far as the cost related to **intellectual outputs** are concerned, they cover staff resources to produce Intellectual outputs of the project as defined in the calendar of activities.

Andrea Peraldo shows the table reporting the staff unit costs sorted by category and divided per country. That table is replicated below:

	Manager B1.1	Teacher/Trainer /Researcher/ Youth worker B1.2	Technician B1.3	Administrative staff B1.4
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway, Switzerland	294	241	190	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia former Yugoslav Republic of Macedonia, Turkey	88	74	55	39

The final grant for each partner is calculated by multiplying the number of days of work performed by the staff of the project beneficiary multiplied by the Unit costs (of the related staff category), according to the Call table (see above).

The event that determines the entitlement to the grant is the intellectual outputs being produced, available and evaluated as appropriate according to expectations, in terms of quantity and quality criteria by the National Agency.

The evidence of the intellectual output produced and its related consistency with the planned description outlined in the project proposal are considered as supporting documents for the current budget item.

In order to prove the staff time invested for producing the intellectual output(s), it is necessary to provide a Personal time sheet including the following information:

- Name of the person
- Staff category
- Dates
- Number of days implemented for IO(s) production

The model of the Time Sheet is included in the Financial and Administrative manual and will be available on the project Website.

Moreover, it is necessary to prove the nature of the formal relationship between each staff member, whose cost is reported, with the beneficiary providing:

- Contract OR Registration in the official records of the beneficiary

- Secondment letter

Andrea Peraldo explains that staff costs for managers and administrative staff are expected to be covered mainly under the "Project management and implementation". Working days of staff members invested in producing Intellectual outputs should be thoroughly justified.

The costs must be reported for the appropriate staff category (i.e. Researchers/Teachers/Trainers) according to the foreseen planned amount of days.

Andrea Peraldo explains that Multiplier Event grant has been foreseen in the approved project and related budget.

The grant covers the organisation of national and transnational conferences/seminars/events aimed at sharing and disseminating the intellectual outputs produced by the project.

Support for multiplier events is provided only if in direct relation to the intellectual outputs of the project.

The foreseen grant is 100 Euros for local participants and 200 Euros for foreigner participants.

The number of participants is indicated in the project budget and the forms to be produced are the same for the other cost categories, for the Staff and Non Staff costs.

The list of the documents is also included in the Manual for Administrative and Financial Management.

Andrea Peraldo explains that a grant has been foreseen in the approved project with reference to the participation of staff members of the project partners to the Transnational Joint Staff Training Event.

The related calculation of the grant is available in the project budget.

Documents to be collected to justify the costs are:

- Programme of the training event
- Register of the training event with daily signatures of the participants
- Copy of the attendance certificates of each participant
- Flight tickets + Boarding cards
- Hotel invoices

Andrea Peraldo makes the partners aware of the fact that the approved project and related budget do not foresee grant for Exceptional Costs. So whatever partners' request for contribution to real costs related to subcontracting or purchase of goods and services is not eligible.

Andrea Peraldo highlights that the approved budget does not foresee neither optional funding for training initiatives (travel, accommodation, linguistic preparation). So, partners cannot claim for costs related to:

- Contribution to the travel costs of participants
- Unit cost per day covering the subsistence of participants
- Support offered to participants in order to improve the knowledge of the language of the experience

8.3 Project Management: PM2 – Dissemination

Lorenzo Martellini explains the aim of dissemination events making examples of the main events that can be considered under dissemination purposes.

Activities to be carried out

- Development and translation of project brochures
- Organization of at least 1 dissemination events on the project every month
- Creation of a Facebook page

- Production of the best practice dissemination report
- Production of transnational dissemination report

Template and Tools

- Template: PM2.A – In progress dissemination reports
- Template: PM2.B – How to write the Best Practice Dissemination Report

Lorenzo Martellini from Pixel (IT) shows the 2 templates and explains how to use and fill in them.

Expected Results

- Project Brochure in all partners languages
- Database of dissemination events on the portal
- Facebook Page
- National Best Practice Dissemination Report
- Transnational Dissemination Report

Deadlines

Every three months (31 March 2019-2020, 30 June 2019-2020, 30 September 2019-2020, 31 December 2019)

All partners

Upload of 1 dissemination events per month

Every month

All partners

Contribution to the Facebook page

28 February 2019

HEIs

Translation of project brochure

15 September 2019

All partners

Progress Best Practice Dissemination Report

15 September 2020

All partners

Final Best Practice Dissemination Report

8.4 Project Management: PM3 - Exploitation

Lorenzo Martellini explains the aim of the exploitation which is to ensure that the project will continue after the funding period and that the intellectual outputs will be used by the end users in the future.

In order to achieve this objective the partners will promote the portal and the intellectual outputs through link on educational web sites. Partners will also involve associate partners that will give their support in the dissemination of the project intellectual outputs with their network of contacts.

Actions to be Carried Out

- Involvement in the project of associated partners
- Collection of exploitation links

Template and Tools

- PM3.A - Associated Partner Letter
- PM3.B - Associated Partner Information
- PM3.C – Exploitation links

Lorenzo Martellini presents the Template and Tools and the partners approve them.

Expected Results

- Involvement of 6 associated partners
- Collection of 6 exploitation links

Deadlines

15 September 2019

All Partners

- Involvement of 3 associated partners
- Collection of 3 exploitation links

15 September 2020

All Partners

- Involvement of a total number of 6 associated partners
- Collection of a total number of 6 exploitation links

8.5 Presentation and analysis of PM4: Quality and Monitoring Plan

Lorenzo Martellini from Pixel (IT) presents the idea under the current Activity.

Actions to be carried out

- Collection of testimonials
- Production of testing evaluation report
- Production of transnational evaluation report

Template and Tools

- PM4.A – Quality Plan
- PM4.B – Project Meeting Evaluation Questionnaire (partners)
- PM4.C – Project Evaluation Questionnaire (partners)
- PM4.D – End Users' Evaluation Questionnaires for Intellectual Outputs (end users)
- PM4.E – Tool for questionnaires analysis
- PM4.F – How to write the Evaluation Report on Intellectual Outputs

Expected Results

- 3 issues of the Quality Plan
- 6 testimonials per country
- 20 evaluation questionnaires per country
- 1 Testing Evaluation Report per country

Deadlines

30 September 2020

All Partners (one report per country)

- Collection of 6 testimonials
- Collection of 20 evaluation questionnaires
- Sending of evaluation report on the IOs

9. Contractual Issues and definition of partners' role

Lorenzo Martellini from Pixel (IT) reminds all partners about their role in the project. The reviewed partners' role will be enclosed to the meeting minutes as annexes.

Benjamin Herreros from Universidad Complutense de Madrid (ES) collects the contracts from the other project partners and she will send them back signed by the legal representative of the applicant organisation.

10. Calendar of Activities and Reminder on Project Deadlines

Lorenzo Martellini from Pixel (IT) presents all the deadlines foreseen for the project. It is agreed that all the partners have a week in order to propose changes to deadlines. The reviewed calendar of activities and calendar of deadlines will be enclosed to the meeting minutes as annexes.

11. Schedule of Future Meetings

All partners agree to have:

- the second partners' meeting on 12-13 September 2019 in Thessaloniki (EL)
- the third partners' meeting in January 2020 in Bristol (UK)
- the fourth partners' meeting in September 2020 in Madrid (ES)

12. Any Other Business

Since there are no further matters for discussion, Lorenzo Martellini from Pixel (IT) thanks all participants for attending the meeting and he then declares the end of the meeting.

13. Meeting Evaluation

Lorenzo Martellini from Pixel (IT) distributes to all partners an evaluation form that will be used to report their impressions on the first meeting.

Annexes:

Annex 00 – ALCMAEON Introduction

Annex 01 – Project presentation

Annex 02 - Calendar of activities

Annex 03 - Calendar of deadlines

Annex 04 - IO1.A- Mapping Curricula

Annex 05 - IO1.B – Focus Group

Annex 06 - IO1.E – Guidelines for the Development of the Educational Material

Annex 07 - IT_Pixel Presentation

Annex 08 - IT_La Sapienza Presentation

Annex 09 - ES_UCM Presentation

Annex 10 - UK_UoB presentation

Annex 11 - EL_Aristotle University presentation
Annex 12 - RO_EuroEd presentation
Annex 13 - RO_Uni Iasi presentation
Annex 14 - Partners' Role – Aristotelio University (EL)
Annex 15 - Partners' Role - EuroEd (RO)
Annex 16 - Partners' Role – Pixel (IT)
Annex 17 - Partners' Role – UCM (ES)
Annex 18 - Partners' Role – Uni Iasi (RO)
Annex 19 - Partners' Role – Uni Roma (IT)
Annex 20 - Partners' Role – UoB (UK)

