

## 2<sup>nd</sup> Transnational Project Meeting Minutes

### Meeting title

ALCMAEON

2018-1-ES01-KA203-050606

**Date:** 12 – 13 September 2019

**Venue:** Aristotle University of Thessaloniki, Thessaloniki, Greece

#### 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:** Lorenzo Martellini, Pixel (IT)



## Agenda of the 2<sup>nd</sup> Transnational Project Meeting

ALCMAEON

2018-1-ES01-KA203-050606

---

**Date:** 12 – 13 September 2019

---

**Venue:** Aristotle University of Thessaloniki, Thessaloniki, Greece

---

### Work programme

1		Welcome of Participants
2		Adoption of the agenda
3		Target Group Involvement: <i>Presentation of the representatives of the target groups involved or planned to be involved</i>
4		Presentation of the 3 Intellectual Outputs
	4.1	Intellectual Output 1: Training Package in Medical History for Medical Humanities Lecturers <i>Discussion for the definition of the topics of the educational material</i> <i>Presentation of the:</i> <ul style="list-style-type: none"> <li>○ <i>Mapping curricula</i></li> <li>○ <i>Focus group</i></li> <li>○ <i>1st unit of the educational material</i></li> </ul>
	4.2	<i>Students' questionnaires and piloting</i>
	4.3	Intellectual Output 2: Collection for Digital Medical Museum <ul style="list-style-type: none"> <li>○ <i>Presentation of the planned activities and expected results</i></li> </ul>
	4.4	Intellectual Output 3: Virtual Video Library with Testimonials from Role-model Doctors <ul style="list-style-type: none"> <li>○ <i>Presentation of the planned activities and expected results</i></li> </ul>
5		Presentation of the project's events
	5.1	Multiplayer events (ME) <ul style="list-style-type: none"> <li>○ <i>Presentation of the templates for carrying out the activities</i></li> </ul>
	5.2	Training Activity in Madrid (TA) <ul style="list-style-type: none"> <li>○ <i>Presentation of the planned activities and expected results</i></li> </ul>
6		Presentation of the Project Management Activities (PM)
	6.1	Presentation and analysis of PM1: Coordination of Activities <ul style="list-style-type: none"> <li>○ <i>Presentation of the current situation</i></li> </ul>
	6.2	Financial reporting of the project <ul style="list-style-type: none"> <li>○ <i>Questions and answers session</i></li> </ul>
	6.3	Presentation and analysis of PM2: Dissemination <ul style="list-style-type: none"> <li>○ <i>Presentation of the current situation</i></li> </ul>
	6.4	Presentation and analysis of PM3: Exploitation <ul style="list-style-type: none"> <li>○ <i>Presentation of the associated partners</i></li> <li>○ <i>Presentation of the exploitation links</i></li> </ul>
	6.5	Presentation and analysis of PM4: Evaluation <ul style="list-style-type: none"> <li>○ <i>Presentation of the current situation</i></li> </ul>
9		Calendar of Activities and Reminder on Project Deadlines
10		Schedule of Future Meetings
11		Any Other Business
12		Meeting Evaluation



## List of Participants

Name and Surname	Sending Organisation
Anca Colibaba	EuroEd (RO)
Benjamin Herreros Ruiz Valdepenas	Unversidad Complutense de Madrid (ES)
Eleni Kalokairinou	Aristotle University of Thessaloniki (EL)
Emanuele Valenti	University of Bristol (UK)
Ioan Juncu	EuroEd (RO)
Irina Croitoru	University of Medicine and Pharmacy Grigore T. Popa (RO)
Jonathan Ives	University of Bristol (UK)
Lorenzo Martellini	Pixel (IT)
Maria Caporale	Università La Sapienza (IT)
Richard Constantinescu	University of Medicine and Pharmacy Grigore T. Popa (RO)
Stefano Eleuteri	Università La Sapienza (IT)



## Minutes

### 1. Welcome to Participants

Eleni Kalokairinou from University of Thessaloniki (EL) welcomes all the project partners to Thessaloniki and thanks them for coming at the meeting. She starts with some practical information about facilities of the meeting room, social events accompanying the partners meeting and suggestions to enjoy partners' stay in Thessaloniki.

### 2. Adoption of the agenda

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

Emanuele Valenti from University of Bristol (UK) inform all partners that the amendment presented to Spanish National Agency has been approved. Therefore University of Bristol is the new partner of the project and the project has been extended its lifetime until January 2021.

#### The Project at a Glance

Involvement of target groups	February 2019 – September 2019
Training package in medical history for medical humanities lecturers	January 2019 – July 2020
Collection for digital medical museum	March 2020 – January 2021
Virtual video library with testimonials from role-model doctors	July 2019 – July 2020
Training Activity	January 2021
Multiplier Events	January 2021

### 3. 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

**Current Results**

Partner	Involved Professors	Involved students
UCM	10	
<u>Uni Iasi</u>		
<u>Uni Roma</u>		
<u>Uni Aristotelio</u>		
<u>UoB</u>		

**Deadlines**
**22 October 2019**

All partners

Upload on the project portal the target group information

**15 November 2019**

UoB (UK)

Upload on the project portal the information related to the target groups

#### 4. Presentation of the Intellectual Outputs of the ALCMAEON Project

##### 4.1 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 April 2019
IO1.3) Focus group	1 March 2019 15 April 2019
IO1.4) Topic proposal	1 February 2019 31 May 2019



IO1.6) Questionnaire for undergraduate medical students	01 August 2019 31 October 2019
IO1.7) Development of contents of the first unit of the educational material	1 June 2019 31 December 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 January 2020 31 May 2020
IO1.11) National Piloting report	1 June 2020 30 June 2020
IO1.12) Piloting report	1 July 2020 31 July 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)

**Current Results**

Partner	Mapping	Focus group	1 <sup>st</sup> unit educational material
UCM	OK	OK	PPT OK Doc Missing
Uni Iasi	OK	OK	OK, but intro
Uni Roma	OK	OK	PPT OK Doc Missing
Uni Aristotelio	OK	Missing	PPT OK Doc Missing
UoB			

**Deadlines**

**4 October 2019**

UniAristotelio (EL)  
Focus group

**15 October 2019**

UCM (ES)  
Production of questionnaires for students

**22 October 2019**

UniAristotelio (EL), UCM (ES), UniRoma (IT), UoB (UK)  
Development of contents of the first unit of the educational material

**15 December 2019**

UoB (UK)  
Mapping curricula

**15 December 2019**

UoB (UK)  
Focus group

**15 December 2019**

All HEIs



Collection and sending of the scanned version of 30 questionnaires per country

**15 January 2020**

All HEIs

Development of contents of the second unit of the educational material

**15 March 2020**

All HEIs

Translation of the training package

**15 February 2020**

All HEIs

Provide list of 10 students with good level of English with email addresses to carry out a Delphi analysis

**15 June 2020**

UoB (UK)

Send a report related to the Delphi analysis

**4.2 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	01 March 2020 31 March 2020
IO2.2) Creation of the digital platform	01 March 2020 31 March 2020
IO2.3) Development of the map	1 April 2020 31 May 2020
IO2.4) Selection of the contents for the digital collection	1 June 2020 31 July 2020
IO2.5) Development of the contents	1 July 2020 31 December 2020
IO2.6) Development of the labels	1 December 2020 31 January 2021

**Templates and Tools**

- IO2.A – Table of contents (To be developed)
- IO2.B – Guideline to produce the contents (to be developed)
- IO2.C – Labels (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 March 2020**

Pixel (IT), UCM (ES)

Creation of the Templates

**31 March 2020**

Pixel (IT)

Creation of the digital platform

**31 May 2020**

All partners

Development of the map

**31 July 2020**

All HEIs

Selection of the contents for the Digital Collection

**31 December 2020**

All HEIs

Development of the contents of the Digital Collection

**30 January 2021**

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**

**30 October 2019**

All HEIs  
Identification of doctors and students

**28 February 2020**

All HEIs  
Development and upload on the YouTube channel of 2 videos

**31 May 2020**

All HEIs  
Development and upload on the YouTube channel of 2 more videos

**31 July 2020**

EuroEd  
Editing of the videos

**5. 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**

##### **31 January 2021**

All HEIs (except UCM)

Sending of documents related to the multiplier events

##### **31 January 2021**

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: January 2021
- 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**

##### **30 September 2020**

UCM (ES), Pixel (IT)

Definition of the:

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

##### **30 November 2020**

HEIs:

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

##### **January 2021**

UCM (ES)

Delivery of the Training Activity

##### **31 January 2021**

UCM (ES)

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

##### **31 January 2021**

HEIs

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

## **6. 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
  - 1<sup>st</sup> Meeting: Florence (IT) 11-12 February 2019
  - 2<sup>nd</sup> Meeting: Thessaloniki (EL), 12-13 September 2019
  - 3<sup>rd</sup> Meeting: Bristol (UK), April 2021
  - 4<sup>th</sup> Meeting: Madrid (ES), January 2021



- 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

#### Current Situation

Partner	Online activities report	Financial Report
UCM (ES)	OK	Missing (figures)
Uni Aristotelio (EL)	Missing	Missing
Pixel (IT)	OK	OK
Uni Roma (IT)	OK, but PM is missing	OK, to be finalised
UoB (UK)		
EuroEd (RO)	OK	OK
Uni Iasi (RO)	OK	OK, to be updated and increased

#### Deadlines

**Every three months** (31 March 2020, 30 June 2020, 30 September 2019-2020, 31 January 2021)

All Partners

Production of Activities Report Forms

#### 11 October 2019

AUTh (EL)

Sending of financial report

#### 25 October 2019

AUTh (EL), UniRoma (IT)

Update online activity reports

**15 February 2021**

All Partners

Financial Reports

### 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

#### Current Situation

Partner	Dissemination events
UCM (ES)	0
<u>Uni Aristotelio</u> (EL)	0
Pixel (IT)	30
<u>Uni Roma</u> (IT)	2
<u>UoB</u> (UK)	
<u>EuroEd</u> (RO)	19
<u>Uni Iasi</u> (RO)	5

#### Deadlines

**Every three months** (31 March 2020, 30 June 2020, 30 September 2019-2020, 31 January 2021)

All partners

Upload of 1 dissemination events per month



**Every month**

All partners

Contribution to the Facebook page

**15 October 2019**

All partners

Upload at least 10 dissemination events

**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 associated 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

**Current Situation**

Partner	Exploitation Links	Associated Partners
UCM (ES)		3
<u>Uni Aristotelio (EL)</u>		
Pixel (IT)		
Uni Roma (IT)		
UoB (UK)		
EuroEd (RO)		3
Uni Iasi (RO)		2

#### Deadlines

##### 15 October 2019

All Partners

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

##### 15 January 2021

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

### **7. 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.

### **8. Schedule of Future Meetings**

All partners agree to have:

- the third partners' meeting in 27 – 28 April 2020 in Bristol (UK)
- the fourth partners' meeting in January 2021 in Madrid (ES)

### **9. 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.

### **10. 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 01 - Project's presentation
- Annex 02 - Calendar of deadlines per area
- Annex 03 - Calendar of deadlines per date
- Annex 04 - IO1.D - Table of contents of the Educational Material
- Annex 05 - ES\_Presentation
- Annex 06 - IT\_Presentation
- Annex 07 - RO\_Dissemination
- Annex 08 - RO\_EuroED
- Annex 09 - RO\_EuroED\_interviews
- Annex 10 - RO\_Focus Group
- Annex 11 - RO\_Mapping
- Annex 12 - RO\_Partnerships

