

Erasmus+ Programme – Strategic Partnership
Project nr **2016-1-RO01-KA204-024799**

**Minutes of the 3rd Transnational meeting in Bologna, Italy
19/12/2017-20/12/2017**

Participants:

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Tuesday, 19.12.2017

ANT introduces the meeting agenda and welcomes all the partners.

The meeting starts with some administrative and general information about the development of the project.

IPP informs all partners that an Interim report was sent in October to the National Agency. The evaluation of the National Agency, uploaded on the SPAC platform, was good. The evaluation, though, underlines that some partners of the Consortium didn't spend the whole budget planned for the first year of the project (UMF Cluj and CVTHS). Consequently, they have to spend the remaining budget for O2 before receiving the second tranche of budget.

IPP also underlines some useful aspects about how to produce the project's intermediary reports: they need to be very specific and to include in the format all the data for management/promotion/dissemination resources. Management resources must be reported separately from output resources. Management resources can be used to sustain the Circle of Trust activities, while Transnational Meetings have a specific budget.

IPP also reminds to send the declaration that specifies the roles and link of the people who attended the Transnational Meeting with their organization. Each partner also has to send the Coordinator the contract of the Staff involved in the activities of each Output or the declaration, signed by the Partner Legal Representative, of the relationship with the staff involved, individual timesheets and one summary timesheets. Also, all partners need to send a VAT declaration to the Coordinator, the format of this declaration is on the project platform.

The reports of multiplier events will consist of a list of participants, signed by them, a sample of flyer/gifts/documents produced and used during the multiplier event and pictures of the event. Expenses can be taken, as 100 euro for each national participant is recognized by the the NA (this budget can be used for people, hiring building, catering...).

On the SPAC platform we can find all the documents needed and the STAFF declaration for each Output (just one for all the staff used up to now will be ok).

IPP also reminds to the partners the following activities concerning the development of the project:

- Output 1: all partners need to translate the documents from O1 (e.g. the e-learning tutorials in ppt) and upload these documents on the project platform.
- Output 2: each partner needs to check the translation of the documents and check if the format used is correct (e.g. it is important to check if the UE disclaimer was put and translated into the national version of the document).

All these documents are also published in the public area of the project platform. Here, documents can be arranged in a different order (ordering them in different sheets with national languages); all the partners agreed to change the name of the Report shortening it into “Report on learning through social media about cancer”.

Intellectual Output 3 is then discussed. **APSCO** (responsible of this Output) introduces the State of the Art of the activities developed: all partners read and revised the List of Skills and Competencies, already translated, as well as the GuideBooks. The curriculum has to be translated into national languages, all partners agree to change the due date for the curriculum translation into **10th of January**.

All partners then discuss how to develop the modules of the Course.

APSCO suggests to upload the modules directly in the SPAC platform in the dashboard, that is already divided into the 4 modules areas. IPP suggests to use a program called *Spark*, accessible and free from sparkprogram.org or a program called *H5P*. **IPP** will consult their IT Technicians to have a professional opinion about these ideas and to check if these programs can be linked and integrated into the SPAC platform. In any case, **all partners agree that as first option all the documents for the Course will be produced in power point, with a narrating voice**. In the ppt format, in fact, there is a space to put notes that will be read for narration.

All partners agree that each module of the course can have subchapters; each module can have a different length, but the maximum length for each chapter is 15/20 minutes.

As described in the project text, Creative Commons documents and OER documents can be used, otherwise all partners can create new documents using CC and OER logo.

Modules will be uploaded in the platform in the restricted area, where all people who are interested can ask for access; it is suggested to let students download a ppt or a version of the modules. About this point, partners agree to check with the National Agency the form of distribution of the materials produced in the course, as the project mentioned an OER production and CC is also an option explored. **IPP** will consult the NA.

The modules will be general, when talking about laws partners will refer only to European Laws, and only in the O4 these parts will be adapted to the National Context (e.g. for the topics “Cancer at workplace” and “Internet and Security”).

Modules will have a final suggestion about “Do and Don’t” to focalize about the content and slide focused about “taking a moment for self-reflection” or slides with questions and A/B/C possible answers, to stimulate the students (the narrating voice will of course tell the correct answer).

The course should focus on the patients point of view and be very userfriendly.

IPP will send all partners a link about a very useful example of an American on line Course.

APSCO will send all partners a ppt template, already filled in with all the logos and style of the text, so all the modules will be produced in a homogeneous way.

To keep people interested, all partners agree to give the students some “reward” as they move into the next level, giving them some “**silver/gold/diamond medal certificate**”.

In the development of the second module, APSCO proposes to interview also a patient, as a “case study”, with the necessary privacy signed.

APSCO illustrates all the rest of the O3 agenda, as planned in the O3 strategy document. The final Report of O3 will be produced in a very concrete and short, useful form.

In the O3, an initial and final assessment will be produced. **IPP** will send an example that we can adapt for our course.

UMF Cluj then present some slides produced to develop the topic “How to live with cancer”. All partners agree that it is important to focus about various aspects of lifestyle (e.g. diet, sport, etc.) that can be told in this module. Documents will be made in very simple, but precise, language, so that everybody will understand it even when medical topics are narrated. **UMF Cluj** shows a FAQ documents, very useful to spread information and fight myths that are commonly spread in citizens. The document will highlight the importance to verify every information people look for on line, and the importance to ask to their doctor/nurse/family doctor/doctor from local organization every kind of question the patient or relative have. The FAQ will be uploaded directly on the SPAC platform, so that it can be googled and (hopefully)

found amongst the google results. All partners can send more myth to discuss in the FAQ, to have a more complete list, with also different national myths about cancer.

A FAQ document could be done for every topic of the 4 modules of the course, in a similar way to the one presented by UFM Cluj.

The topic of the **Circle of Trust** is then discussed.

CVTHS illustrates some meetings they organized with people with cancer and caregivers during the development of SPAC project.

ANT illustrates what was developed in the Italian circle of trust. ANT highlights the patient/caregiver difficult relation, so maybe in the future it would be better to divide the group into two parts to have more specific target groups. ANT reminds all the other partners to create 4 stories/interviews/articles about the Circle of Trust, a brief production (e.g. 2 minutes videos/a paragraph article, to be more readable and enjoyable from our target).

IPP illustrates what was developed in the Romanian Circle of Trust, with the “Amazons” girls and the idea to make the girls join a sport activity like tai-chi.

INPRO says it is in contact with a local patients associations, so they might be able to involve the patients in the Czech Circle of Trust.

The **Intellectual Output 4** is then discussed (responsible **CVTHS**).

For the Strategy of O4, all partners agree on the **following deadlines**:

- By **31/01** CVTHS will present the draft of O4 Strategy
- All partners can give their feedback until **15/02**
- The final version of the strategy will be approved by **28/02**

In developing the O4, each partner will add to the first 3 modules of the course 2 case stories for each module (total: 6 stories for the first 3 modules), to highlight good quality examples and best practices at national level for the topic developed in the module (e.g. best practices when communicating with people with cancers, entrepreneurs that developed good internal policies for people with cancer, etc.). These 6 case studies will be added to the power point course in their referring module. An English version will be provided to spread the good case studies to a greater target, but the translation in national language of all the partners case studies is NOT compulsory.

Wednesday, 20.12.2017

The **Dissemination topic** is discussed within the partners (responsible: **APSCO**).

ANT illustrates the dissemination actions developed during the project. **APSCO** suggests to tag SPAC on every activity developed on social media and emphasizes the use of the SPAC facebook page with more news related to the project, the themes of it and the Circle of Trust. **All partners agree to publish from now on all news on social media in English, with the translation in the national language under the English version.**

The dissemination strategy was followed by all partners, but there is space to **empower the activities done on social media**. The LinkedIn page of the project is underused, **APSCO** suggests to give more emphasis to the page.

Traditional media could also be an interesting target to focus in the following months.

On the SPAC platform, a file is made to collect all the dissemination done within the project. **The dissemination report is a very important document to fill in every time a new dissemination activity is done**, as well as uploading copies of the documents disseminated in the dropbox folder and on the SPAC platform. There is also a space in the 3-months reports to fill in with dissemination activities, with the same data put on the dissemination google doc (link in the dissemination strategy).

The **Intellectual Output 5** is then discussed (responsible **UMF Cluj**).

All partners agree on the following deadlines:

- By **20/02** UMF Cluj will present the draft of strategy of O5
- Feedback from partners until **28/02**
- Final version of the document: **15/03**.

A brainstorming session about how to implement the Reference Guide takes then place.

The **Reference Guide** will have:

- An intro part with the presentation of all the partners of the Consortium
- A presentation of the project
- A theoretical presentation of the skills useful to work and live with cancer or with people who has cancer
- An adaptation of the theoretical part to the modules discussed in the course
- Some questions about the competencies and soft skills
- Some pictures to better explain all the concepts illustrated in the texts

As discussed earlier, a frequency certificate will be given to every student of the course, at the end of each module, while a diploma with different levels of certificate will be given to students based on the competencies acquired and tested at the end of each module:

- Silver diploma 50-60 / Golden diploma 61-80 / Platinum diploma 81-100

Students will have to log in in the platform to complete the modules and get the tests and the personal results and diploma.

A draft of the Reference Guide will be prepared by the 8th of June (APSCO will contribute to define the structure of the Reference Guide). The Reference Guide will be approved by all partners by the **18th of June**.

APSCO, together with **UMF**, will create a questionnaire to test the Reference Guide, **by the end of June** (to discuss it in the Turkey meeting and then delivered by **e-mail to all partners by the 2nd of July**), its final version will be done by the **10th of July**, then by **the end of July** the questionnaires will be applied to 15 people in each country.

Meanwhile, **all activities of Output 4 will be finished and approved by all partners by the end of June**.

More **general useful info** are then shared by the partners, concerning the development of the project:

- The Transnational Meeting in Turkey is confirmed with the dates chosen previously
- Questionnaire about the participation of Transnational Meetings will be provided to evaluate them and the work done by the Consortium.