



Erasmus+ Programme – Strategic Partnership  
Project nr **2016-1-RO01-KA204-024799**  
**MINUTES OF KICK OF MEETING HELD IN CLUJ-NAPOCA, ROMANIA**  
**10/11/2016-11/11/2016**

**Participants:**

**Institutul Postliceal “Phoenix” [IPP]:** Mihaela Vonica, Amalia Lazar, Camelia Vonica, Eugenia Pop, Dan Cristea, Socol Lucia

**Asociatia pentru Servicii si Comunicare in Oncologie [APSCO]:** Csaba Degi

**Institut INPRO a.s. [ININ]:** Jakub Skaba, Veronika, Janouchova

**Cay Mesleki ve Teknik Anadolu Lisesi [CVTHS]:** Mine Haciomeroglu, Tolga Akalin

**Universitatea de Medicin si Farmacie “Iuliu Hateganu” [UMF Cluj] - Anca Farcas**

**Fondazione ANT Italia Onlus [ANT]:** Paolo Paodan, Sara Mezzetti

**Thursday, 10.11.2016**

The first day of the meeting began with a short presentation of the partners, their experience in the project field and a short prezaentaion of the participants.

The project coordinator, Mihaela Vonica, made a brief presentation of the project activities and results, pointing the partners responsible for each activity and output.

The partnership agreement, sent by e-mail, by the project coordinator, before the meeting, was agreed and signed by all the partners and each partner received an original copy.

During the afternoon the partners established the next transnational meetings:

**-22-23 June 2017 in Prague, Czech Republic**

**-19-20 December 2017 in Bologna, Italy**

**-28-29 June 2018 in Rize, Turkey**

A discussion, about how to engage the partners in moderating the learning discussions on e-learning platform, part of Output 2 “ Report on Learning trough Social Media/Networks about leaving and working with cancer in partner countries”, took place. According the application form, each partner was responsible to involved 14 stakeholders in 6 learning discussion topics and to moderate one topic, according his experience. Because the stakeholders are from 4 different countries and speak 4 different languages, it is impossible for a partner to moderate discussions in 4 different languages. That the partners from Czech Republic, Italy and Turkey decided to moderate all the learning discussion topics in their language. Each of the Romanian partners will be in charge to moderate 2 learning discussion topics: APSCO will moderate learning discussions on: how cancer affects people's lives and those caring for them: their relationships, employment and lifestyle and about core skills of dealing with people in distress; UMF will moderate learning discussions on: how people learn about cancer using social networks and on active learning experiences through social networks and how to promote the use of social networks among people concerned about cancer; IPP will moderate learning discussions on: how to recognize non-formal and informal skills through social networks to a digital and social inclusion and about identify appropriate ways to respond to an employee who has received a cancer diagnosis, or is caring for someone with cancer; Each partner will design a short report on relevant conclusions in each topic.

**ANT** proposed that each partner to make sugestions about the contain of the learning discutions for the topic that he was responsible in the application form and to prepare questions to help the moderators to have uniform discutions in each country. All the partners have agreed.

Forwards the discussions were related to the financial management of the project; the work and voluntary contracts of the people involved in the project activities, the daily rate used for the outputs, the costs which are included in the cap. „Management and implementation” of the project.



The partners were asked to download on the own National Agency website the Annex III in their own language to understand better the financial conditions of the project.

At this transnational meeting the partners agreed on the actual project time table.

### **Friday, 11.11.2016**

According the Agenda, the discussions focused on Output 1: "Learning platform" and project website. **IPP**, responsible with the Output 1, presented to the partners the structure and the design of the e-learning platform.

**APSCO**: proposed to add, in the menu, a separate page for the project activities; the pictures on the front page to refer to men and professionals to, not only to women; to add a page for News; to add the partner teams ( picture, name and role in the project); to review the text from the front page; to create on line courses ( modules) with great impact to the trainees.

**ANT**: proposed to add on the e-learning platform the Privacy Policy agreed in EU which describes how and when we collect, use and share your information across our websites.

**INPRO**: proposed to reduce the description of the partners organization and to create e-learning modules for maximum 25 min

**CVTHS**: proposed to create the possibility to persons with cancer to enroll in the platform like „anonymous“.

**IPP** presented the draft of the project logo and the draft for the Circles of trust logo. The partners chose one of the options proposed and IPP will work to improve it.

### **Activities for the next period:**

#### **Until 18.11.2016:**

- IPP will finalise the project logo and the Circles of trust logo;
- IPP will send, to the partners, a request with the information needed to log on platform;
- IPP will send, to the partners the project web page, in English language;
- IPP will finalise the minutes of the meeting;

#### **Until 30.11.2016**

- INPRO, as coordinator of the output O2, will send to the partners the draft of the framework, strategy and methods of collecting data

#### **Until 10.12.2016:**

- IPP will realise the on line guide for users of the e-learning platform, in English language and will send to the partners;
- APSCO will send, to the partners, in English language, the draft of the Dissemination strategy;
- UMF Cluj will send to the partners, in English language, the draft of the Quality and Assessment Plan;
- ANT will send to the partners, in English language, the draft of the Exploitation and Valorization strategy ;

#### **Until 15.01.2017:**

- APSCO , as coordinator of the output O3,will design the milestones to reach the output 3;
- CVTHS , as coordinator of the output O4,will design the milestones to reach the output 4;
- UMF Cluj , as coordinator of the output O5,will design the milestones to reach the output 5;
- ANT, as coordinator of EU Network of circles of trust for persons with cancer and their caregivers will design the milestones to reach the EU Network;