COACH BOT FINAL MEETING

Aarhus

14th October 2010

AGENDA

14th October 2010
10.00 – 13,30

10.00 – 10.10 **Welcoming Remarks and presentation of the meeting agenda**
Bodil Mygind, SOSUaarhus

10.10 – 10.30 **COACH BOT project: Final Report for EACEA (Technical report)**
Barbara Quarta, FOR.COM.

10.30 – 11.30 **COACH BOT project: Final Report for EACEA (Financial report)**[1]
Michela Ornis, FOR.COM.

11.10 – 11.40 **Coffee Break**

11.40 – 12.00 **Q & A**

12.00 – 12.30 **Update Exploitation activities and finalize the project commercialisation/exploitation agreement**
Mikail Feituri and Luca Angelo Galassi, FOR.COM.

12.30 – 13.00 **Final Conference organization**
Ms Bodil Mygind, SOSUaarhus

13.00 – 13.30 **Conclusion and Closing Remarks**
Barbara Quarta, FOR.COM.; Ms Bodil Mygind, SOSUaarhus

[1] We strongly recommend that the financial manager or administrator attends this presentation because there will be crucial information about the final report instructions.

COACH BOT FINAL MEETING

Aarhus, Denmark, 14th October 2010

10.00 -13.30

Minutes

The final European meeting of the COACH BOT project was held in Aarhus, Denmark on 14th of October 2010 in the Aarhus Social and Health Care College Conference Room.

The following participants attended the meeting:

Mikail Feituri, FOR.COM. (IT)
Barbara Quarta, FOR.COM. (IT)
Luca Galassi, FOR.COM. (IT)
Michela Ornis, FOR.COM. (IT)
Bodil Mygind, Aarhus Social and Health Care College (DK)
Brigitte Solhøj Nielsen, Aarhus Social and Health Care College (DK)
Sabrina Mogliè, GRUPPO PRAGMA (IT)
Dejan Rudolf, Secondary School of Nursing Ljubljana (SI)
Maja Klančič, Secondary School of Nursing Ljubljana (SI)
Luca Botturi, Seed (CH)

Apologies received from Marny Thompson (NRC) who was unable to attend the final meeting. She was attending the EfVET conference in Lisbon, as it was felt this was a very important project dissemination (207 participants from 16 countries).

Material delivered to the partners during the meeting:

- Meeting Agenda
- Draft of the COACH BOT Exploitation Agreement

The PPTs presentations were sent to the partners by e-mail and will be uploaded on the project website.

Agenda Items:

1. WP1-Welcoming Remarks
2. WP1-Final Report for EACEA (Technical report)
3. WP1-Final Report for EACEA (Financial report)
4. WP7- Exploitation activities and commercialization agreement
5. WP8- Presentation on the COACH BOT Final Conference in Aarhus

Date 14th of October 2010	
Activities/ Tasks	**Deadlines, partner in charge, outcomes**
1. Welcoming Remarks	Aarhus Social and Health Care College
Bodil Mygind (Aarhus Social and Health Care College) welcomed the participants, introduced the meeting agenda and presented the projects' documents collected in the folder.	
2. WP1-Final Report for EACEA (Technical report)	WP Leader: FOR.COM.
Barbara Quarta (FOR.COM.) presented the procedures for completing the technical part of COACH BOT Final Report for EACEA. Please see PPT: Quarta PPT She presented the public Part and the Confidential part of the Final Report (FR). Forms are available at http://eacea.ec.europa.eu/llp/beneficiaries/2008/reporting_lifelong_learning_2008_en.php FOR.COM will send all partners the forms. Final report needs to be submitted by the 31° December 2010. The **Public Part** of the FR includes: • Executive summary (1 page-aims, results, participants, plans for future, etc) • Main body 15-20 pages including project Objectives, project Approach, projects Outcomes & Results, Partnership, Plans for the future and Contribution to EU policies FOR.COM. is in charge to write the public part. FOR.COM. will send the first draft of the public part to the partners. All the partners are invited to send their feedback to FOR.COM. by 19/11/2010. The final version of the public part will be delivered to the partners by 26/11/2010. The **Confidential Part** of the FR includes: 1. Declaration by the Beneficiary 2. Outcomes/results/products 3. Implementation of the workplan/tasks 4. Impacts 5. Involvement of Partners 6. Involvement of Staff	**12/11/2010**: 1st release Public Part (FOR.COM.). **19/11/2010**: Partners are invited to send their comments on the Public Part. **26/11/2010**: final version of Public Part. (FOR.COM.).

7. Management aspects 8. Dissemination and Exploitation Annex 1 Financial reporting table The Confidential Part will includes FOR.COM. + Partners' contribution. FOR.COM. will send partners the confidential part form indicating the parts to be completed by each partner. All project partners need to deliver their contribution to FOR.COM. by 10/11/2010. FOR.COM. will deliver to the partners the 1st confidential part release by 19/11/2010 and will collect partners' feedback by 26/11/2010. Partners were asked to submit all final versions of outputs to FOR.COM ASAP using the correct templates and containing: LLP logo; LLP funding disclaimer text; Project title; acronym and grant agreement number. Barbara Quarta (FOR.COM.) highlighted the next project activities related to WP1, WP6, WP7 and WP8. Partners are invited to strictly respect what it has been written within the Progress Report as related to the second project year. **All project outputs need to be completed by the end of October 2010.** **<u>Management next project activities:</u>** - Contribution to FR (all partners) - "Report about Mid-Term Results" (from each WP leader) - Questionnaire for the evaluation of the final meeting **<u>Quality and Evaluation next project activities:</u>** All partners are requested to fill out the project monitoring tools: - Evaluation grid 6.1.1 - Evaluation grid 6.1.2 FORCOM is in charge to draft the "Project Outputs Evaluation Report" . SREP is in charge to draft the Report of the Evaluation of the final project meeting and the "COACH BOT Follow up Report". The "COACH BOT External evaluation Report" will be delivered by the project external evaluator subcontracted by FORCOM. **<u>Dissemination and Exploitation next activities:</u>** - <u>6th project e-newsletter</u>: The last project e-newsletter is an important tool	**21/10/2010**: FOR.COM. will send the sections of the Confidential Part FORM to be completed by each partner. **10/11/2010**: all partners have to send their contribution (Confidential part) to FOR.COM. **19/11/2010**: 1st draft Confidential part (FOR.COM.). **26/11/2010**: partners are invited to send their comments on the Confidential Part to FOR.COM. **31/10/2010**: each WP Leader deliver the Report about Mid-Term Results. **26/10/2010**: partners are invited to sent to SREP and FOR.COM. the questionnaire for the evaluation of the final meeting. **22/10/2010**: all partners have to complete the two evaluation grids and send them to FORCOM **31/10/2010**: Project Outputs Evaluation Report (FOR.COM.) **31/10/2010**: COACH BOT Follow up Report (SREP) **31/10/2010**: Report of

for spreading information on project results both at national and EU level. All partners need to send FORCOM their contribution (short description and pictures of the national seminar or a specific dissemination/exploitation activity). - II National Exploitation Seminar Report in English and National language (all partners). The II national Exploitation seminar will be held in Slovenia the 20th of October 2010. - Updating project database of contacts: all partners should send NRC (WP7 Leader) an additional list of stakeholders' contacts in order to update the project database. As related to the dissemination and exploitation activities it has been reminded partners the importance to draft a report of the conferences (by using the project conference template) they took part and also to draft a report or provide evidence of any other kind of event/dissemination or exploitation activities. A complete list of each partner Dissemination and Exploitation Activities will be required in the specific section of the Confidential part of the final Report.	the Evaluation of the final project meeting (SREP) **31/10/2010**: COACH BOT External evaluation Report (FOR.COM.) **26/10/2010**: partners' contribution to 6th newsletter **28/10/2010**: FOR.COM. will deliver the final e-newsletter **31/10/2010**: partners are invited to send to FOR.COM. the National events report in National language and in English. Missing reports: - SI - DK (+1st seminar) - CH (exploitation activities). **31/10/2010**: Updating project database of contacts (NRC). **31/10/2010**: all partners have to send conference report, articles published etc. to FOR.COM.
3. WP1-Final Report for EACEA (Financial report)	WP Leader: FOR.COM.
Michela Ornis (FOR.COM.) presented the procedure for completing the financial part of the COACH BOT final report for EACEA. Please see PPT: Ornis PPT Michela invited partners to check the total number of working days accounted for each profile from each partner. This number should be similar to the number of working days foreseen in the approved application form. The discrepancy between the number of working days declared and the ones foreseen in the project proposal has to be well justified in the Financial Report technical part. She remembered also some rules to be followed in the compilation of the financial part and concluded her presentation showing the project financial summary to partners. Different questions were asked from partners.	**10/11/2010**: partners have to send the financial information to FORCOM
4. WP7- Exploitation activities and commercialization agreement	
A draft of the Exploitation Agreement was handed out and presented by Mikail Feituri (FOR.COM).	

Partners suggested as follows: - Luca Botturi proposed to release course contents under a Creative Commons license. This means that the 15 Modules and Learning Objects (audio lessons, lecture notes, slides, quizzes, and case studies) developed within the COACH BOT project will be free to use and adapt (open source). All the present partners agreed with this proposal. The proposal will be submitted to the attention of the other project partners. Whether the Romanian and UK partners agree with this proposal, the "product 3" will be released under a common license (open source) and will be part of a new "annex B". in this case all the e-course contents will be visible and downloadable from the public project website. The annex A of the Commercialization Agreement will be changed as follow: - The "product 1" consists in the e-course web platform + the Virtual Assistant software. In the description of this product will be specified that the source codes of the web platform and the Virtual assistant belong to the COACH BOT Consortium. - The "product 2" consists in the e-course web platform without the virtual assistant software embedded. FOR.COM. will deliver a final version of the Exploitation Agreement as soon as the project partners SREP and NRC will agree with the above mentioned suggestions. The final agreement needs to be signed from all the project partners before of the end of the project.	**22/10/2010:** SREP and NRC are invited to communicate their comments on the exploitation agreement presented by FORCOM and discussed with the other partners during the project meeting. **25/10/2010**: final version of the exploitation agreement. **31/10/2010:** sign the exploitation agreement.
5. WP8- Presentation on the COACH BOT Final Conference in Aarhus	
Bodil Mygind (Aarhus Social and Health Care College) presented the final Conference Agenda describing each key note speakers, and final arrangements. The audience of the final COACH BOT Conference will be national and international. The key note speakers' presentations will include both healthcare and ICT topics: basic competences of staff in the care sector; virtual learning, applied use of multimedia in class rooms in the care sector, comparison between e-learning and learning etc. The COACH BOT project results will be showed in detail during the conference, since each main project result will be presented by a participant partner. The expected audience is about 30 people. During the meeting, partners arranged the links between their presentations foreseen for the final conference, in order to better disseminate the COACH BOT project results. Bodil Mygind (Aarhus Social and Health Care College) and Luca Galassi (FOR.COM.) arranged together a final conference presentation to stress the link between the project Training Needs Analysis and the COACH BOT Methodology (developed within the WP2). This work will be summarized into an additional document (WP2) developed by the WP leader, in order to clarify the above mentioned link to the European Commission (as suggested in the Project progress	**31/10/2010:** Aarhus Social and Health Care College will produce an additional document on WP2.

Report Evaluation).	

DEADLINES FOR FINAL REPORT (TECHNICAL)

WP	PUBLIC PART (Technical)	Partner in Charge	Partners Involved	Deadline
1	Prepare Public Part (1° release)	FOR.COM		12/11/2010
1	Send draft to partners via e-mail			12/11/2010
1	Collect feedback from PARTNERS via e-mail		ALL PARTNERS	19/11/2010
1	Define final version			26/11/2010
1	Submit to EACEA			13/12/2010
WP	**CONFIDENTIAL PART (Technical)**	Partner in Charge	Partners Involved	Deadline
1	Partners contribution	ALL PARTNERS		10/11/2010
1	Prepare Confidential Part (1° release)	FOR.COM		19/11/2010
1	Send draft to partners via e-mail			19/11/2010
1	Send feedback to FOR.COM via e-mail	ALL PARTNERS		26/11/2010
1	Define final version	FOR.COM		03/12/2010
1	Submit to EACEA			13/12/2010

DEADLINES FOR FINAL REPORT (FINANCIAL)

WP	CONFIDENTIAL PART (Annex 1: FINANCIAL REPORTING TABLE)	Partner in Charge (FOR.COM.)	Partners Involved	Deadline
1	Send tables to FOR.COM. via e-mail	ALL PARTNERS		10/11/2010
1	Send invoices/receipts via e-mail (scanned version and paper version + English translation) to FOR.COM			10/11/2010

DEADLINES FOR FINAL OUTPUTS AND ACTIVITIES

WP	Task	Partner in Charge (WP LEADER)	Partners Involved	Deadline
1	Report about Mid-Term Results WP1	FOR.COM.	FOR.COM.	31/10/2010

2	Report about Mid-Term Results WP2 (Updating)	SOSUAarhus	SOSUAarhus	31/10/2010
3	Report about Mid-Term Results WP3 (Updating)	GRUPPO PRAGMA	GRUPPO PRAGMA	31/10/2010
4	Report about Mid-Term Results WP4	FOR.COM.	FOR.COM.	31/10/2010
5	Report about Mid-Term Results WP5	SZS LJUBLJANA	SZS LJUBLJANA	31/10/2010
6	Report about Mid-Term Results WP6	SREP	SREP	31/10/2010
7	Report about Mid-Term Results WP7	NRC	NRC	31/10/2010
8	Report about Mid-Term Results WP8	FOR.COM.	FOR.COM.	31/10/2010
2	Additional document on WP2	SOSUAarhus	SOSUAarhus FOR.COM.	31/10/2010
6	Fill out the questionnaire for the evaluation of the final meeting and send it to SREP and FOR.COM.	SREP	FOR.COM. SEED SOSUAarhus GRUPPO PRAGMA SZS LJUBLJANA	26/10/2010
6	Fill out the Evaluation grid 6.1.1 and send it to FOR.COM.	SREP	ALL PARTNERS	22/10/2010
6	Fill out the Evaluation grid 6.1.2 and send it to FOR.COM.	SREP	ALL PARTNERS	22/10/2010
6	Project Outputs Evaluation Report	SREP	FOR.COM.	31/10/2010
6	COACH BOT Follow up Report	SREP	SREP	31/10/2010
6	Report of the Evaluation of the final project meeting	SREP	SREP	31/10/2010
6	COACH BOT External evaluation Report	SREP	FOR.COM.	31/10/2010
7	Communicate approval or any comments on the draft of the exploitation agreement and the above mentioned improvements	NRC	SREP NRC	22/10/2010
7	final version of the exploitation agreement	NRC	FOR.COM	25/10/2010

7	sign the COACH BOT exploitation agreement	NRC	ALL PARTNERS	31/10/2010
7	National Exploitation Seminar Report (National language and English)	NRC	ALL PARTNERS	31/10/2010
7	Updating project database of contacts	NRC	ALL PARTNERS	31/10/2010
8	Contribution to 6th project newsletter	FOR.COM.	ALL PARTNERS	26/10/2010
8	Deliver of the 6th project newsletter	FOR.COM.	FOR.COM.	28/10/2010
8	Send evidence of the dissemination activities carried out during the project (conference reports, articles published etc.) to FOR.COM.	FOR.COM.	ALL PARTNERS	31/10/2010
8	Final Conference report + upload pictures and PPts on the final conference website	FOR.COM.	FOR.COM. SOSUAarhus	31/10/2010
8	Update the project website (public and private areas) with all project deliverables	FOR.COM.	FOR.COM.	31/10/2010
8	Update the ADAM portal	FOR.COM.	FOR.COM.	31/10/2010

Education and Culture DG
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COACH BOT

Partner meeting in Aarhus Denmark 14th October 2010

NAME	ORGANISATION	Signature
RUDOLF Dejan	Secondary School of Nursing Ljubljana	
KLANCIC Maja	Secondary School of Nursing Ljubljana	
Mikail Feituri	FOR.COM.	
Barbara Quarta	FOR.COM	
Luca Galassi	FOR.COM	
Michela Ornis	For.com	
Sabrina Monglie'	Gruppo Pragma	
Luca Botturi	Seed	

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Bodil Mygind Madsen	**Sosu skolen Aarhus**	
Birgitte Solhøj Nielsen	**Sosu skolen Aarhus**	

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