



**Project Title: Reducing Occupational Stress in Employment**

**Project acronym: ROSE**

**Grant Agreement: 2008-1911/001-001**

Product Appendix 2 Agenda and Minutes of ROSE Project Partner Meetings

**This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.**



## AGENDA

### ROSE PROJECT PARTNER INAUGURAL MEETING – DAY 1

#### LONDON

11<sup>TH</sup> DECEMBER 2008

**Venue:** King's College London

- 10.00**      **Welcome and outline of day** – Dr John Wells (Waterford Institute of Technology, Ireland) and Professor Trudie Chalder (King's College London, UK)
- 10.10**      **Introduction of partners (each partner to introduce themselves and their service to the team)** – Chaired by Mr David Heffernan (RD Consult Ireland)
- 10.30**      **Introducing the ROSE project – a description of the project, its aim and its milestones** – Dr John Wells (Waterford Institute of Technology, Ireland)
- 11.00**      **Questions**
- 11.10**      **Coffee**
- 11.30**      **Implementing the project** – Chaired by Dr John Wells (Waterford Institute of Technology, Ireland)
- 11.35**      **Overview of the individualised cognitive behaviour therapy component** – Professor Trudie Chalder (King's College London)
- 11.50**      **Questions**
- 11.55**      **Overview of the environmental management component** – Dr Margaret Denny (Waterford Institute of Technology, Ireland)
- 12.10**      **Questions**

- 12.15**      **Overview of the online web page design** – Mr John Sheppard (Waterford Institute of Technology, Ireland)
- 12.30**      **Questions**
- 12.35**      **The role of the service delivery partners in implementing the project** – Dr John Wells (Waterford Institute of Technology, Ireland)
- 12.45**      **Questions and discussion**
- 13.00**      **LUNCH**
- 13.30**      **Introducing the management of the project** –Chaired by Dr John Wells (Waterford Institute of Technology, Ireland)
- 13.35**      **The role of Waterford Institute of Technology** - Dr John Wells (Waterford Institute of Technology, Ireland)
- 13.45**      **Work package 1** – Mr David Heffernan (RD Consult)
- 14.00**      **Communicating – the role of EASPD** - Goedele Avau (EASPD)
- 14.10**      **Work package 2** - Mr Ronnie Corbett (RD Consult)
- 14.25**      **Planning meetings** – Mr David Heffernan (RD Consult)
- 15.00**      **Coffee**
- 15.15**      **Financial Management** – Mr Ronnie Corbett (RD Consult)
- 16.15**      **Questions and discussion**
- 16.30**      **Reflecting on the day** – Chaired by Dr John Wells (Waterford Institute of Technology, Ireland)
- 17.00**      **Social meeting** – The Phoenix and Firkin Pub



## AGENDA

### ROSE PROJECT PARTNER INAUGURAL MEETING – DAY 1

#### LONDON

11<sup>TH</sup> DECEMBER 2008

Venue: King's College London

- 10.00**      **Welcome and introduction** – Dr John Wells (Waterford Institute of Technology, Ireland)
- 10.10**      **Work package 3 – Introducing context data gathering** - Dr John Wells (Waterford Institute of Technology, Ireland)
- 10.40**      **Questions and discussion**
- 11.00**      **Coffee**
- 11.15**      **Work package 3 – Planning the focus groups – discussion with partners** - Dr Margaret Denny (Waterford Institute of Technology, Ireland)
- 12.15**      **Work package 9 – Publicity and dissemination** Mr David Heffernan (RD Consult Ireland)
- 12.30**      **Reflections on the inaugural meeting** - Chaired by Dr John Wells (Waterford Institute of Technology, Ireland)
- 13.00**      **Meeting close**

## **ROSE: PROJECT MEETING 1**

### **London, 12-13 December 2008**

**Attending:** John Wells (WIT, IE), Trudie Chalder (IoP, Kings College, UK), Ronny Corbett (RD Consult, IE), Marion Habersack (Pro Mente Steiermark, AT), Margaret Denny (WIT, IE), Jennifer Cunningham (WIT, IE), Fabrizio Fea (Scuola Viva, IT), Jillian Sexton (National Federation of Voluntary bodies, IE), John Sheppard (WIT, IE), Fergus Heffernan (RD Consult, IE), Paul Twynam (Home Farm Trust, UK), David Heffernan (RD Consult, IE), Iringo Vargancsik (Fundatia Alpha Transilvana, RO), Eva Gyorki (Fundatia Alpha Transilvana, RO) and Goedele Avau (EASPD, BE).

**Friday 12 December 2008**

#### **Introduction of the partners**

Each partner introduced himself and his service to the team.

#### **Introducing the ROSE project (Dr. John Wells)**

*(See PowerPoint presentation)*

- Target group: support workers in disability services, working for people with mental health problems, intellectual disabilities or both. (Also, for example, technicians!)
- Challenge: Keep the language of the anti-stress programmes simple!
- Base line national profile:
  - ➔ Must be filled in by the partners and handed back in by the end of February.

#### **Overview of the individualised management component (Prof. Trudie Chalder)**

*(See PowerPoint presentation)*

- Important question: What do we want to change?

Work satisfaction? Perception of stress?

- Marion will send a model concerning 'stress'/'burn-outs' to Trudie.

## **Overview of the environmental management component (Dr. Margaret Denny)**

*(See PowerPoint presentation)*

## **Overview of the online web page design (Mr. John Sheppard)**

*(See PowerPoint presentation)*

## **The role of EASPD (Ms. Goedele Avau)**

*(See PowerPoint presentation)*

- EASPD will mainly be responsible for the valorisation of the project. A discussion paper is made. Feedback is welcome.
- Partner meetings: the partners should organise the partner meetings in their country themselves. The budget for that should go directly to them, and not to EASPD. EASPD, however, stays responsible for the communication.
- Travel and subsistence: WIT will be responsible for the finances in general (also with regard to 'travel and subsistence'). Copies should be sent directly to them, not to EASPD.

## **Work Package 2: Evaluation and quality management (Mr. Ronny Corbett)**

*(See PowerPoint presentation)*

## **Planning meetings (Mr. David Heffernan)**

Meeting 1	All partners	12-13 December 2008	London (UK)
Meeting 2	Steering group	8 May 2009	Waterford (Ireland)
Meeting 3	All partners	10-11 December 2009	Rome (Italy)
Meeting 4	Steering group	16 April 2010	Graz (Austria)
Meeting 5	All partners	13-15 October 2010	Brussels (Belgium)

Site visits will take place in February or March 2009.

Jenny will go to the partners in Ireland, the UK, Austria, Romania and Italy and will have a meeting there with all focus groups.

## **Financial Management (Mr. Ronny Corbett)**

*(See PowerPoint presentation)*

- Staff costs: Timesheets should be filled in every 3 months + pay slip of the staff working at the project.
- Travel costs: keep all tickets + boarding passes.
- Subsistence costs: keep all receipts.

<b>Saturday 13 December 2008</b>
----------------------------------

## **The role of the service delivery partners in implementing the project (Dr. John Wells)**

- Translation:  
Material will be produced by English speaking partners. Translation in other partners languages will be necessary. (budget= available)
- Promoting the programme at national level: beyond the services.
- Data-collection.

## **Mapping the needs analysis**

Short summary of the PowerPoint presentation on the 'Environmental Management Component':

- Sector profile questionnaire = first part of the data collection.  
Professional view of the sector. Filled in by the partners.
- Organisational and human resource questionnaire: return by email or post.  
(flexible)  
→ If translation if necessary: task of the partners.

- Comment: Are newly recruited staff required to be specifically trained?: Make an open question of it.
- Focus groups in 5 central centres in partner countries: Bring 6 support workers and 6 managers together. (not essential that they come from the same organisation. Would be good, though)
- Job content questionnaire: how much control have people over their work activities? Physical demands?
  - Translated in 23 languages.
  - This questionnaire should be filled in by the same 12 people (6 managers, 6 support workers).
  - Should be available on line.

#### Discussion with partners: the sector profile questionnaire:

- Change the title: mental health *and/or* intellectual disability service users.
- The focus should be on 'occupational and rehabilitation services'. We won't use the word 'vocational'.
- Comment on Section 1: some data are not available.
- Section 2: What sort of qualification do people, coming into the sector, have?
  - Again: some data are not available in some countries.
  - Numbers working in the sector: who exactly do we mean? No agreement. WIT will circulate a definite answer.
  - Pay scales won't be used in the questionnaire.
- Section 3: ok.

#### Discussion with partners: The organisational and human resource questionnaire.

- Glossary of terminologies:
  - Supported employment: add 'in the open labour market'.
  - Review all definitions: shorter.
- In the beginning of the questionnaire: add a short description of the ROSE project. (David will do that)
- Add page numbers.
- Under instructions:
  - leave 'of the organisation out'.
  - Add 'gender'.
- Description of the centre:
  - Clarify 'location': address of the centre.
- Physical resources: How people feel about it.
  - Make a scale: not just 'good' or 'bad'.
- Organisation of the staff.
  - Add 'other, please specify'.

- Use the Bologna structure.
- Salary scale: leave this question out.
- Leave the term Vocational training out.

## Valorisation

(See PowerPoint presentation)

= really important!

- EASPD is responsible for the dissemination of the ROSE project: a discussion paper is made. Feedback is welcome.
- The ROSE website will exist beyond the lifetime of the project. It will be linked to the EASPD website and will be updated continually by EASPD.
- Development of a CD-rom with the programme on it: EASPD.
- EASPD will produce a start up leaflet and will distribute it on European Level + Belgium.
- Every partner needs to distribute this leaflet at national level: introducing the ROSE project.

Get the message out there!!  
= responsibility of all partners.

## Any other business

- The 'Green Paper' of the European Commission on 'Mental health' will be distributed.
- All presentations shown on the project meeting will be circulated.
- Contact details of all partners will be distributed.
- To keep in touch: every month a conversation via internet. Some suggestions will be circulated.



**AGENDA**  
**ROSE PROJECT PARTNER MEETING**  
**WATERFORD INSTITUTE OF TECHNOLOGY**  
**MAY 22<sup>ND</sup> 2009**

**Venue:** Boardroom, School of Health Sciences, Waterford Institute of Technology

10am	<b>Welcome</b> Dr. John Wells
10.10am	<b>Quality Control Report</b> RD Consult
11am	Tea Break
11.15am	<b>Profile and Needs Analysis- The Vocational Sector</b>

Dr. John Wells

11.35am            **Mapping and Needs Analysis- Job Content Questionnaire**

Dr. Margaret Denny

11.55am            **The Nature of Stressors in the Vocational Sector**

Jennifer Cunningham

12.15am            **Website Design**

John Sheppard/Ross Edwards

1pm                 Lunch

2pm                 **The Person Directed Intervention Programme**

Prof. Trudie Chalder/Dr. Mary Ridge

3pm                 Tea Break

3.30pm **Next Stage of the Project**

Dr. John Wells

4pm **Reflections on the Day**

4.30pm **Close Meeting**

7pm **Drinks in Tower Hotel Bar**

7.30pm **Dinner in L'atmosphere Restaurant**



## ROSE: PROJECT MEETING 2

### Waterford, 22 May 2009

**Attending:** John Wells (WIT, IE), Margaret Denny (WIT, IE), Jenny Cunningham (WIT, IE), Ross Edwards (WIT, IE), John Sheppard (WIT, IE), Ronnie Corbett (RD Consult, IE), David Heffernan (RD Consult, IE), Jillian Sexton (NFVB, IE), Trudie Chalder (IoP, King's College, UK), Mary Ridge (IoP, King's College, UK), Paul Twynam (HFT, UK) and Goedele Avau (EASPD, BE).

### 1. Quality Control report

(See PowerPoint Presentation 1)

The progress of the project at this stage was discussed amongst the partners as a preparation of the interim quality report.

Conclusion: in general, we are behind on schedule. This isn't necessarily a problem, as long as we can provide all deliverables by the end of the project's lifetime.

#### Deliverables target at month 6:

- Delivered:
  - Management Action plan: presented at project meeting 1.
  - Project meetings 1 & 2: (delay of 1 month)  
An evaluation of project meeting 1 is made. (See PowerPoint Presentation)  
An evaluation of project meeting 2 will be made within the following months.
  - Quality Management plan: presented at project meeting 1.
  - Database on key project personnel/contacts: delivered after the first project meeting. Goedele will send an updated version to all partners.
- Still in progress:
  - Project website with section for the partners: in progress. Will be ready soon.

- Interim evaluation and Quality Management Report: will be ready in month 7 (delay of 1 month)
- Profile and needs data – vocational sector: the preliminary results were presented on the meeting. A final version should be ready as soon as possible.
- The nature of stressors in the vocational sector: the preliminary results were presented on the meeting. A final version should be ready as soon as possible.
- Profile and needs data on the web design: the results were presented on the meeting. A final version should be ready as soon as possible.
- A report on the progress of WP3: not delivered yet. Should be done as soon as possible.
- Start-up leaflet in the partner languages: in progress.

#### **Confusion between the 2 websites delivered during the course of the project:**

- Deliverable 3: Project partner website with an overview of the minutes and other relevant partner documents.
- Deliverable 30: Project website in order to promote the ROSE project to the wider public.
  - ➔ Both websites will be merged into 1 project website, with a 'log-in' section for the partners.

Apart from this, 2 web pages will be developed with the person directed and the work directed SMI programme. A link to these pages will be available on the project website from month 12 on.

#### **Evaluation of the project process:**

RD consult will send a questionnaire to all partners in order to evaluate the project process. Each partner should fill in the sections relevant for his/her organisation and send it back to RD consult within 4 weeks.

#### **Communication:**

When discussing a significant issue by email with someone of the partnership, all other partners should be put in cc.

## **2. Profile and Needs Analysis- The Vocational Sector**

(See PowerPoint presentation 2 & 3)

#### **Sector profile Questionnaire:**

An overview is given by John Wells on:

- the occupational support services available in the partner countries.
- the average number of service users in the partner countries.
- the nature of occupational activities available in the partner countries.
- the training, qualification requirements and number of staff working in the sector.
- principle external relationships.

For more detailed information, see PowerPoint Presentation 2.

There are still some gaps in the data received by the Profile and Needs analysis. WIT will go back to the partners in order to fill these gaps.

As national data are often hard to access (for example, on the number of service users), it could be a good opportunity for the EC to develop projects in this field.

### **Organisational and Human Resource Questionnaire:**

In this questionnaire, data was collected from managers of centres across each of the 5 partner countries, in order to look at the sector at a more local level.

An overview of the preliminary results was given by Jennifer Cunningham.

For more detailed information, see PowerPoint Presentation 3.

Not all questionnaires are back yet. So, no final analysis can be made yet.

## **3. Mapping and Needs Analysis- Job Content Questionnaire**

(See PowerPoint Presentation 4)

An overview of the preliminary results of the Job Content Questionnaire was given by Margaret Denny. This questionnaire is based on the existing psycho-social job analysis and gathered data on different organisations, the work activities within these organisations and how people perceive these activities.

For more detailed information, see PowerPoint Presentation 4.

### **State of play:**

- A response rate of 90% was received and we are still waiting for some questionnaires. More statistics need to be done once all questionnaires are in.
- With regard to the reliability of the scales, some of the subscales have a quite low score. Therefore, a lot should be changed in the questionnaire, with permission. (some questions need to be left out)
- At this stage, the figures are not big enough to say something meaningful about the country differences. As the Leonardo Da Vinci Programme of the EC focuses

on training and education, however, we don't need to focus too much on the research aspect of our project. So, no country differences are needed.

#### 4. The Nature of Stressors in the Vocational Sector

(See PowerPoint presentation 5)

In order to identify the particular stressors in the vocational sector, 2 focus groups were held in 5 central locations across the partner countries (with managers and support workers). An overview of the preliminary data was given by Jennifer Cunningham. For more detailed information, see PowerPoint Presentation.

#### 5. Website Design

(See PowerPoint Presentation 6 & 7)

An overview was given by Ross Edwards on the design of the web-based tool. The design of the website will be based on the user's opinion. Some examples were presented to a number of potential users. They were advised about following issues:

- the user interface.
- the button layout.
- the colour.
- the website preferences.

Also technical issues and the users' computer skills were discussed. For more detailed information, see PowerPoint Presentation 6 & 7.

#### **The most important conclusions:**

- Users prefer a clean, minimalistic approach that Google uses.
- The fewer items on the page the better.
- Symbols should be used, rather than text.
- Participants preferred the buttons to be on the top rather than on the bottom and on the left rather than on the right.
- Loading speeds are most important feature to the target users
- The website will be a e-learning tool and must be simple to use: not too much customisation.

## 6. The Person Directed Intervention Programme

(See PowerPoint Presentation 8)

The proposed structure of the Person Directed Intervention Programme is demonstrated by Mary Ridge. For more detailed information, see PowerPoint Presentation 8.

### Following feedback is given by the partners:

- Introduction to stress: Although it is difficult to find a definition of stress shared by everyone, it would be good to formulate what stress is anyway, without giving any value judgement.
- Introduction to stress: In order to keep the translation costs low, we should keep the descriptions as short as possible.
- Introduction to stress: Add also the physiological components of stress. BUT: keep it simple. For example, use links to inform people on certain subjects.
- Do not use the word 'patients', but 'service users', 'people you work with' or 'clients'.
- A section on 'Delegating work' might be useful.
- A section will be made on 'listening' and on 'feedback'.
- Keep in mind: the programme needs to be translated. Is this feasible? The opinion of the non-native partners will be asked.
- Slide 30: find a different word for 'content'.
- Logo's and symbols should be used and not too much text.
- The content itself should be grounded, logical and simple.
- Users shouldn't be obliged to fill in questionnaires, etc. Instead, add a link 'Do you want to give feedback?'. Keep it optional.
- The programme should be kept focused. We don't need to cover a wide range of issues.

### Conclusion:

The programme will be a powerful tool.

## 7. Start-up Leaflet/website

The draft leaflet and the design of the project website was discussed.

### Website:

- The ROSE logo should be on the page itself: top left above the menu. The yellow band should be kept.
- The Leonardo logo should go to the right side of the page.
- The picture of the partnership should go under the section 'news'.
- Under the partner page, a picture should be added of each partner.
- As soon as the web-based tool is ready, an extra page will be added with a link to this tool.

### **Leaflet:**

- The design of the leaflet looks ok.
- 'Home Farm Trust' should be replaced by 'HFT'.
- King's College has a new website. Trudie will send it to Goedele.
- Goedele will send the leaflet to the partners for a final check. If EASPD has enough budget to design the Italian, German and Romanian leaflet as well, Goedele will send the English leaflet to the partners for translation. They have to send it back as soon as possible.
- The printing will be done in each partner country separately.

## **8. Next Stage of the Project**

- By July, the midterm report should be ready. This report will be sent to all partners.
- WP 3 (delay of 4 months) and WP 4 should be ready as soon as possible.
- WP 5: should be ready by the end of October.

## **9. Reflections on the Day**

### **Suggestions for future meetings:**

- All presentations should be sent 1 week in advance to the partners.
- A full day meeting is exhausting. What about 1 ½ day, instead of 1 full day?
- In Rome: 1 travel day, 1 meeting day, 1 social event.

### **Budget for the project meetings:**

- The money allocated for the project meetings will stay with EASPD. So, when organising a project meeting, the organising partner should send an invoice to EASPD (i.e. for the venue).



## **AGENDA**

### **ROSE PROJECT PARTNER MEETING - DAY 1**

**ROME, ITALY**

**DECEMBER 10<sup>th</sup> 2009**

**Venue:** Grand Hotel Palazzo Carpegna, Via Aurelia, 481 – 00165, Roma.

10am

**Welcome**

Dr. Fabrizio Fea

Dr. John Wells

10.15am

**Progress to Date/Presentation on the Report**

Ms. Jennifer Cunningham

10.45am

**Finances**

Group Discussion

11.15am

Coffee Break

11.45am

**Interim Evaluation and Quality Management Report**

Mr. Ronnie Corbett/Mr. David Heffernan/Mr. Fergus Heffernan

12.30pm

**Future Milestones of the Project**

Dr. John Wells

1pm

Lunch

2.30pm

**Prototype Development & Questions**

Mr. Ross Edwards

3.30pm

**Discussion about Prototype**

Group Discussion

4.30pm

**Summation of the Day**

Dr. John Wells

5pm

**Close Meeting**

8pm

Dinner- Meet at Piazza Navona at 8pm



## **AGENDA**

### **ROSE PROJECT PARTNER MEETING - DAY 2**

**ROME, ITALY**

**DECEMBER 11<sup>TH</sup> 2009**

**Venue:** Grand Hotel Palazzo Carpegna, Via Aurelia, 481 – 00165, Roma.

10am

**Welcome**

Dr. John Wells

10.10am

**Dissemination and Exploitation – all partners to bring  
copies of their ‘start-up’ leaflets**

Group Discussion

11am Coffee Break

11.30am **Any Other Business (A.O.B)**

11.45am **Summation of the Morning**  
Dr. John Wells

12pm **Close Meeting**

12.15pm Lunch

1.30pm **Meeting of the Steering Group**  
WIT  
EASPD  
IoP, King's College London  
RD Consult



## ROSE: PROJECT MEETING 3 Rome, 9<sup>th</sup> – 10<sup>th</sup> December 2009

**Attending:** John Wells (WIT, IE), Jenny Cunningham (WIT, IE), John Sheppard (WIT, IE), Margaret Denny (WIT, IE), Ronnie Corbett (RD Consult, IE), Fergus Heffernan (RD Consult, IE), David Heffernan (RD Consult, IE), Jillian Sexton (NFVB, IE), Mary Ridge (IoP, King's College, UK), Trudy Chalder (IoP, King's College, UK), Hanne Leicht (Pro Mente Steiermark, AT), Paul Twynam (HFT, UK), Fabrizio Fea (Scuola Viva, IT), Iringo Vargancsik (Fundatia Alpha Transilvana, RO), Goedele Avau (EASPD, BE).

### 1. Minutes of the meeting in Waterford

The minutes were approved.

### 2. Introduction and next steps (John Wells)

*(See PP presentation 1)*

#### **WP 1: Management**

Ongoing process.

#### **WP 2: Evaluation**

Ongoing process.

#### **WP 3 & 4:**

The translation still needs to be done.

#### **WP 5:**

The pilot is ready to go, once the translation is sorted out.

#### **WP 8 & 9: Dissemination & Exploitation**

Ongoing process.

### Interim report:

The interim report is almost ready. We are waiting for one financial report. This report needs to be submitted as soon as possible!

Submission to the EC: 31<sup>st</sup> December.

## 3. Progress to Date/Presentation on the Report (Jennifer Cunningham)

(See PP presentation 2)

### Structure

The interim report, which needs to be submitted at the 31<sup>st</sup> December 2009, has a public and a confidential part.

- The public part will be published on the EC website and presents the content of the project and its achievements.
- The confidential part is aimed at the EC only and presents information on the management of the project, the contract and the finances.

### Public part:

- Executive summary
- Project objectives
- Outcomes and results
- Partnerships
- Plans for the future
- Contribution to EU policies

### Confidential part:

- All products delivered so far will be included in the report.
  - Start-up leaflet
  - Database of relevant personal/contacts
  - Evaluation and quality management interim report
  - Spreadsheet: dissemination at European level
  - Report on WP 1-4
- Other subheadings:
  - Implementation of the work plan/ tasks
  - ➔ Problems encountered should be explained (e.g.: why did the kick-off meeting take place in month 2 instead of month 1?)

- Impact
- Involvement of partners: roles and responsibilities
- Involvement of staff
- Management aspects: Management action plan, Quality management plan, meetings, etc.
- Transferability

### Conclusion:

- Interim report (public and confidential parts) will be completed before the end of December and submitted to the agency for assessment and second allocation of funding
- This report will be circulated amongst the partners. Feedback is welcome until the 21<sup>st</sup> December.

## 4. Finances (Ronnie Corbett)

### State of play:

- Some budget for travel and translation won't be spent.
- 10% of the total budget can be moved across partners and across headings.
- So, we can use this money for translation of the intervention programme or dissemination:
  - EASPD conference in Helsinki, 3<sup>rd</sup>-5<sup>th</sup> June 2010 (*"What about me? – Including the most excluded- Improving the quality of life of people with profound disabilities"*): a ROSE delegation will take part in a workshop
  - EU Conference *"Mental Health in Workplace Settings"* in Berlin, 8<sup>th</sup> – 9<sup>th</sup> November 2010.

### Reporting:

- Also the financial report needs to be completed by the end of December.
- Waiting for 1 financial report: this should be sent to WIT ASAP!
- In order to receive our second pre-payment from the EC, we need to show that we spent 70%. This won't be a problem.

## 5. Interim Evaluation and Quality Management Report (Ronnie Corbett)

(See PP presentation 3)

### Conclusion:

- Most outcomes are delivered in time.

- For meetings, we are 2 months behind.
- For certain deliverables more time was given in order get a better outcome (e.g. questionnaire).
- WP 4: translation work to be done.
- WP 5: in relation to getting the best tool, some general issues need to be worked on.
- Translation work: costs & quality? (*further discussed later on*)
- ROSE partner website:  
So far, no hit count statistics are available on the website. If we would like to have this option, the price would be 14,40 € per year, excluding VAT.
- Web based intervention programme: some workers reviewed the English version of the website. More feedback will be asked before Christmas.
- No generalization is possible of the data collated through the questionnaires. The sample was too small for that.

## 6. Future Milestones of the Project (John Wells)

### WP3: some conclusions

WP 3 is fully completed in terms of data profile:

- All partner countries have differences in terms of data access and data availability.
- Little uniformity of personnel profile can be seen in the different partner countries, resulting from a lack of common competency / training requirements.
  - ⇒ Therefore, Europe has to come up with a framework/agreement about philosophy and competences in the mental health sector.
  - ⇒ This is a significant finding, which could have a significant impact on the sector.
- No common approach in terms of staff support: differences between partner countries. Gaps in one country are filled in other countries (e.g. bullying).
  - ⇒ Important from a European perspective.
- Potential for the future: we may need to develop new measures to assess individual stress and environmental stress. A simple measuring tool is needed.

Each partner will receive the findings from the focus groups in his/her country. Also, in the interim report the differences are mentioned.

### WP 4 and 5:

Delivery system:

- Moodle: a free delivery system comparable with blackboard. (*More information further down*)

Translation:

- Problem: translation costs prohibitive in relation to the content needed for an effective programme.
- Proposal: utilize an online translation programme. Members of the project team should review the material (or hire someone) to ensure that translation is accurate.
  - ➔ This would cut down the costs.
  - ➔ If we want to hire people for the review, we need 3 quotes.
- Deadline: January 2010 (month and half behind on deadlines).

(Further discussion later on)

## Agenda for 2010

- WP 6: should be ready by the end of February (probably March).
  - ➔ We will try to find 2 potential users to ask for their feedback before the Christmas.
- WP 7: by the end of September
- WP 8: Dissemination  
Events to come:
  - RSCI international conference
  - WHO conference in Manchester (a paper will be disseminated)
  - EASPD conference in Helsinki, 3<sup>rd</sup>-5<sup>th</sup> June 2010 (*“What about me? – Including the most excluded- Improving the quality of life of people with profound disabilities”*): a ROSE delegation will take part in a workshop
  - EU Conference *“Mental Health in Workplace Settings”* in Berlin, 8<sup>th</sup> – 9<sup>th</sup> November 2010.
    - ➔ We will try to attend this conference, using the ROSE budget.
  - Final conference ROSE:  
In order to attract a large audience, the final conference of ROSE will take place in Rome during the IASSID conference instead of Brussels (22<sup>nd</sup> October 2010)  
An abstract should be submitted to Fabrizio before the 15<sup>th</sup> March 2010.

## 7. Prototype Development & Questions (Ross Edwards)

(See PP presentation 4)

### E-learning tool

We will use the e-learning tool ‘Moodle’: Modular object-oriented Dynamic Learning environment.

- ➔ This tool is designed to provide educators the opportunity to develop highly interactive online courses.

## Why?

- Open Source (free to license, free to improve, free to distribute)
- Built in (Personal Home Page: code that makes the webpage work) and MySQL (My Structures Query Language: one of highest used databases)
- Active development and support community
- SCORM (*Sharable Content Object Reference Model*) compliant
- Safe and reliable
- Why reinvent the wheel?

## How does it work?

- Create user types and their privileges (forum, messages, personalization etc)
- Develop courses and set which types of user can use login to which course
- Develop quizzes surveys or any general questions for the users.
- Moodle automatically stores results of users viewing lessons and the results of quizzes.

## ROSE application run through:

- Users will register using email but for prototype registration only allowed through site administrator (me)
- User first logs in and is redirected to their home page which can be personalized to display what ever is most important to them
- From here can view available courses and lessons, forum, messages, application news etc.
- Hit count statistics will be available: How many users, how many hits on the homepage?
- Ratings per lesson and per prototype.

## Courses and lessons:

- Users only allowed access to course set to them by administrator (front line workers blocked from management only course)
- Each lesson followed by question relating to the users satisfaction with the content of the lesson and it's delivery (for informing further iterations of the application and content)
- ROSE stores data such as times viewed and which lesson types the users choose to view the most

## Activities

- Forum
- Messages
- Site news: latest news

### Privacy and data storage:

- User data stored in a password protected database.
  - ➔ 1 account per email address: each user needs a unique email address.
- All personal information withheld from other users (email, etc.)
- Regular Moodle updates

### Further development:

1. Prototype phase 1: launched early January 2010
2. Gathering of user feedback
3. Prototype phase 2: launched February 2010

### Discussion: some suggestions

- A link for creating a free email address should be available on the home page.
- More interaction, less text: movies, colour, links, etc.
- It should be possible to save the scores of the users to see the changes over time.
- The stress questionnaire will include an assessment of the user.

!! This is only a prototype. We will learn along the way.

## 8. Translation of the content

### Problem:

The translation costs of the intervention programme will be too high.

### Different solutions:

- Online translation:
  - Text from the ROSE website was translated in other languages and back.
  - All tools produced mistakes
  - Yahoo Babel Fish and Frengly: translations are bad.
  - Google translate: translations are a bit better.
  - Review of partners is needed!
- Language students:  
Students might be willing to do some translations for a lower price.
- Professional translator:  
We could let the task done by a professional translator, paid with part of the 'travel and subsistence' budget or the budget of the final conference.

⇒ WIT will further discuss this issue. Decision will be reported to the partnership.

## 9. Discussion on Interim report

Based on the assessment criteria in the project handbook (p.15-16), an overview was given of the draft version of the interim report.

### Public part:

- Executive summary: the rationale was explained, as well as the envisaged outcomes and impact of the project.
- Project objectives: the aim and the objectives of the project were explained in detail.
- Project approach: key activities and milestones (in terms of start-up leaflet, the website, the pilot test package)
- Project outcomes and results: outputs and products.
- Partnerships: overview of the partner organisations and their role in the project.
- Plans for the future: in terms of the pilot and the full test package. The website will be maintained on the web server of EASPD and disseminated to all its members.
- Contribution to EU policies: the EU Pact on mental health being.

⇒ Each partner should review this part of the report in detail by the 21<sup>st</sup> December, as it will be published on the EC website.

### Some suggestions:

- Burnout is not the same as stress. ROSE mainly focuses on stress, which may lead to burnout in some cases. The difference between these 2 words should be made clear in the interim report.
- We should mention in the report why we choose 'Moodle':
  - The tool was used before, in an educational context.
  - User friendly
  - For free.

## 7. Dissemination and Exploitation

### Final conference

The final conference will take place in Rome, together with the IASSID conference (20<sup>th</sup>-22<sup>nd</sup> October).

### **Start-up leaflet:**

- Send the number of leaflets printed in your country and an example of the leaflet in each language to Jenny.
- It would be useful for all partners to have the English version of the leaflet as well.

### **Conferences:**

ROSE was introduced on different national and international conferences.

### **Academia EU:**

WIT will explore the possibilities to be member of Academia EU.

### **Partner websites:**

There should be a link on each of the partner websites to the ROSE website.

### **Exploitation:**

We should think about the exploitation of the project as well.

## **4. Any Other Business (AOB)**

### **Pilot**

- The piloting will be launched in January 2010.
- Timeframe: 3 months (until April).
- The pilot will be conducted in 5 centres in each partner country, to see whether the programme is user friendly.
  - ➔ Questionnaire with quantitative and qualitative questions.
- Number of users to involve: depends on the centre. However, we should try to reach a minimum of 30 users per centre (ideally, the same people who participated in the focus groups).
- It is the partners decision to decide which centres to involve. We are looking for the typical type of centre.

## ROSE: STEERING GROUP MEETING

### Rome, 10<sup>th</sup> December 2009

**Attending:** John Wells (WIT, IE), Jenny Cunningham (WIT, IE), John Sheppard (WIT, IE), Margaret Denny (WIT, IE), Ronnie Corbett (RD Consult, IE), Fergus Heffernan (RD Consult, IE), David Heffernan (RD Consult, IE), Mary Ridge (IoP, King's College, UK), Trudy Chalder (IoP, King's College, UK), Goedele Avau (EASPD, BE).

### 1. Transfer of innovation

#### Grant:

Maximum 300.000€ for 2 years (= smaller than 'Development of Innovation').

#### Deadline:

26<sup>th</sup> February 2010.

#### Partnership:

Steering group of ROSE: WIT, RD Consult, King's College and EASPD.

#### Ideas:

- Risk assessment tool in relation to working environment: risk of violence.
- Stress measurement tool: simple, quick tool.
- Exploitation to other countries and cultures (entire membership of EASPD?).
- Exploitation to other target groups, e.g. ABI, teachers.

#### To do :

- A paragraph will be written by Tuesday 15<sup>th</sup> December on each of the products.
- A 2 page summary will be made for the EC in order to get an idea of their opinion.
- A further briefing on 'Transfer of Innovation' will take place on Wednesday 16<sup>th</sup> December and a meeting with the EC is scheduled in the first week of January.
- Once we know whether we proceed with the application, we will further discuss the content in detail.



## **AGENDA**

### **ROSE PROJECT PARTNER MEETING**

**London, UK**

**MAY 7<sup>th</sup> 2010**

**Venue:** Room 4.176, Franklin Wilkins Building, King's College, London (near Waterloo station)

- |         |   |
|---------|---|
| 10am    | <b>Welcome and outline of the day</b><br>Dr. John Wells<br>Herr Wolfgang Ruf                    |
| 10.15am | <b>Review of project progress to date and response to commission comments</b><br>Dr. John Wells |
| 11.00am | <b>ROSE online</b><br>Dr. Margaret Denny<br>Mr. John Sheppard                                   |

Ms. Laura Widger

Mr. Ross Edwards

12.30pm

**Lunch**

2.00pm

**Dissemination**

Mr. David Heffernan

Mr. Ronnie Corbett

3.15pm

**Coffee**

3.30pm

**Dissemination**

Mr. David Heffernan

Mr. Ronnie Corbett

4.15pm

**Implementation of test package**

Prof. Trudie Chalder

Ms. Mary Ridge

5pm

**Closing Comments**

Dr. John Wells

5.15pm

**End**



## **ROSE: PROJECT MEETING 4**

### **London, 07<sup>th</sup> May 2010**

**Attending:** John Wells (WIT, IE), Jenny Cunningham (WIT, IE), John Sheppard (WIT, IE), Ross Edwards (WIT, IE), Margaret Denny (WIT, IE), Laura Widger (WIT, IE), Ronnie Corbett (RD Consult, IE), David Heffernan (RD Consult, IE), Jillian Sexton (NFVB, IE), Mary Ridge (IoP, King's College, UK), Trudy Chalder (IoP, King's College, UK), Wolfgang Ruf (Pro Mente Steiermark, AT), Goedele Avau (EASPD, BE).

### **1. Minutes of the meeting in Rome**

The minutes were approved.

### **2. Review of project progress to date and response to commission comments (Dr. John Wells)**

The project is on the right track. However, we are 8 weeks behind in terms of the deadlines. Everything should be up and running by the end of June the latest!

#### **WP3: Mapping and needs analysis**

Complete.

#### **WP 4: The Person Directed Intervention Programme**

The Person directed content is with the translators.  
This WP will be finished by next week.

#### **WP5: The Work Directed Intervention Programme**

One presentation on challenging behaviour is still to be finished. This will be done by Monday.

The rest of the content is with the translators and will be finished by next week.

### **WP6: Pilot package**

Complete.  
Adjustments have been made.

### **WP7: Full test package**

For this WP, we are behind on schedule.

### **WP 8, 9: Dissemination and exploitation**

We started the dissemination of the project from the start, but not aggressively enough and without a clear action plan. Therefore, some urgent work should be done in this regard: based on the partners' input, RD Consult will create a dissemination and exploitation action plan, within the next couple of weeks.

A sustainability element (what will happen beyond the funding period?) will be added in this plan.

### **Finances**

(see PP presentation – ROSE Progress)

Basing themselves on the interim report submitted in December, the EC is happy with our project and how it is managed.

They gave, however, a number of comments on the financial part of our report. Based on a discussion with the partnership, John Wells will give them a response, within the following week.

Some issues to keep in mind:

- The LLP logo and the EACEA logo, together with the funding disclaimer, should be used in all deliverables!
- All partner involvement should be mentioned in the timesheets.
- A more explicit dissemination plan is needed.

## **3. Dissemination (Mr. David Heffernan, Mr. Ronnie Corbett)**

(See PP presentation - Dissemination)

We need to re-visit our Dissemination and Exploitation strategy in a way which is both retrospective and forward thinking and, re-define our strategy relative to the deficits outlined in the interim evaluation from Brussels.

In other words, we need to:

- Say what we are doing
- Do what we are saying
- Prove it.

### What now?

- We need an action plan
- We need dissemination tools
- We need an Exploitation strategy

### Results of the Brainstorming session:

#### 1. Target Groups

- Mental Health and Intellectual Disability Occupational Support Sector
- The wider Health and Social Care Sector
- Suggested professional groups to target:  
Doctors/Nurses/Dentists/Occupational Therapists/HR  
Managers/Carers/Social Care Workers/Teachers/Police Force
- Suggested organisations/professional bodies/agencies to target:
  - Department of Health
  - National Clinical Assessment Service (NCAS)
  - Health Research Board (HRB)
  - Nursing Agencies
  - An Bord Altranais (ABA)
  - Irish Nurses Organisation (INO)
  - The National Council for the Professional Development of Nursing and Midwifery (NCNM)
  - Carers Association
  - Irish Association for Social Care Workers
  - RCN
  - Royal Colleges, e.g. Royal College of Physicians
  - Trade Unions
  - Health and Safety Authority
  - CIPD
  - Insurance companies
  - Employer bodies e.g. IBEC, Small Firms Ass, Vintners Federation, etc
  - Employee Assistance Programme providers e.g. VHI, QUINN Healthcare, Aviva

## **2. Publications**

- Publications in peer reviewed academic journals- aim to get at least 3 publications (Review/Needs Analysis/Qualitative Results/JCQ) - submitted by end of July
  - International Journal of Public Service Management
  - Journal of Mental Health
  - The Psychologist
- Editorials - aim to get 2 editorials by end of July
- Non-peer reviewed publications
  - European Parliament Magazine - we already have a publication here
- Specialist publications
  - Trade Union Magazines/Newsletters
  - Woman's Magazines

We can also contact medical journalists

## **3. Public Relations**

We will contact the relevant PR officer in each of our institutions, e.g. Olive O'Connor in W.I.T and equivalent in King's College.

- National and local newspapers
- Free newspapers, e.g. Metro
- Local radio
- Community diaries, etc.
- PR materials, e.g. pens, post-its, banners, stress balls, etc.
- Newsletters – partners / relevant organisations e.g. HSE, HSA, etc in Ireland
- Relevant quarterly magazines e.g. Front Line, Health Matters, etc
- Community TV adverts / Bill-boards with ROSE website details

## **4. Social Networking**

We will use the social networking site 'Facebook' to disseminate information about ROSE. We may also need to consider using 'Twitter' and 'LinkedIn'.

## **5. Websites**

- Websites – partners / relevant national bodies e.g. in Ireland DFI / MHC, etc
- Research Repository in W.I.T- include information on ROSE
- A clear link should exist between the 2 ROSE websites ([www.roseproject.eu](http://www.roseproject.eu) and [www.leonardorose.eu](http://www.leonardorose.eu)).
- Add telephone numbers of national suicide-lines

## **6. Political Agencies**

Contact local politicians - fact sheet with key points.  
Policy makers in key positions of relevance of ROSE.

#### 4. ROSE online (Dr. Margaret Denny, Mr. John Sheppard, Ms. Laura Widger, Mr. Ross Edwards)

(See PP presentation – IT Perspective, WIT)

We would like to express our thanks to Cathel and Viatrim for their hard work on the tool.

During the piloting, a lot of useful feedback was collected, which resulted in a number of enhancements of the web based tool.

#### **ROSE enhancements:**

- The number of learning sessions is reduced
  - All staff 5 sessions
  - Managers 7 sessions
  - Redeveloped using Articulate
- Website design
  - Far more appealing in terms of colours
  - Home page redeveloped to embed HELP video
  - Info on how to use the player will be added on each page.
  - The disclaimer of the EC is visible on each webpage.
  - A more prominent link to the learning sessions is available.
- Languages
  - Site reworked so now available in all 5 languages
- Website help section
  - Content structure in place, populated with Q & A shortly
  - Access - user now creates Accounts

#### **Discussion:**

- A stressed person might have difficulties to fill in the questionnaire.  
→ The questionnaire only needs to be filled in during the testing phase (until November).
- A written version of the introduction video is needed.
- The work put in, in the development of the web tool, should be mentioned in the report, as it might be underestimated.

## 6. Implementation of test package (Prof. Trudie Chalder, Ms. Mary Ridge)

(See PP presentation – Implementation of the Test Package)

After the pilot testing in WP 6, a full test will be done in WP 7, implementing and evaluating the programme.

- ➔ A Likert scale questionnaire, supplemented by open ended questions to assess relevance, effectiveness of procedures and processes will be designed and distributed.

### Data collection:

- Overall 500 participants are needed.
- Split evenly between the partner countries: a response of at least 100 participants per partner country is needed.
  - ➔ Each partner needs to start identifying organisations, including 200 managers and staff (assumption: response rate = more or less 50%).
  - ➔ Mary will draft a letter by Tuesday (11<sup>th</sup> May). This letter will be translated in the different partner languages.
- By the end of May: the email, together with link to the website, should be sent to the participants.
- In July: questionnaire should be sent to the same organisations, a second time.
- In August: data analyses.

### Outputs:

- We will be able to see which sections of the website were most frequently used;
- We will see whether use of the website reduced stress and fatigue in users;
- We will be able to judge the tools used in the website for cultural sensitivity and psychometric properties (e.g. reliability and validity);
- We will know whether users across the different countries found the website easy to use.

## 9. Any Other Business (AOB)

### Final events:

- Closing conference in Dublin: 7<sup>th</sup> or 14<sup>th</sup> October.
  - ➔ This will be a one day conference on Stress in the workplace, including an introduction to ROSE.
  - ➔ The definite date will be confirmed later.
  - ➔ IASSID conference in Rome: 20<sup>th</sup> – 21<sup>st</sup> October.



## AGENDA

### ROSE PROJECT PARTNER MEETING DUBLIN, IRELAND

OCTOBER 13<sup>TH</sup>, 2010

**Venue:** Beckett Room, Gresham Hotel, Upper O'Connell Street, Dublin 1

2pm	<b>Welcome</b> Dr. John Wells
2.15pm	<b>ROSE Launch-Roll out of afternoon session</b> Group Discussion
4pm	<b>Final Report</b> Group Discussion
5pm	<b>Meeting Close</b>
8pm	<b>Dinner</b> (meet at 7.15pm for drinks in Gresham hotel bar)



## ROSE: PROJECT MEETING 5 Dublin, 14<sup>th</sup> October 2010

Venue: Gresham Hotel (Beckett Room), Upper O'Connell Street, Dublin 1

**Attending:** Dr John Wells (WIT, IE), Jennifer Cunningham (WIT, IE), John Sheppard (WIT, IE), Ross Edwards (WIT, IE), Dr Margaret Denny (WIT, IE), Ronnie Corbett (RD Consult, IE), David Heffernan (RD Consult, IE), Jillian Sexton (NFVB, IE), Mary Ridge (IoP King's College, UK), Trudy Chalder (IoP, King's College, UK), Wolfgang Ruf (Pro Mente Steiermark, AT), Sabrina Ferraina (EASPD, BE), Jillian Sexton (NFVB, IE), Ms Iringo Vargancsik (Alpha Transilvana, RO), Ms Csilla Oltyan (Alpha Transilvana, RO).

**Apologies:** Dr Fabrizio Fea (Scuola Viva, IT)

### 1. Minutes of the meeting in London

The minutes are approved.

### 2. ROSE launch-Roll out of afternoon session (Dr. John Wells)

Before opening the discussion Dr John Wells would like to pay tribute to the efforts put by all partners in the project.

#### **Launch in Dublin**

The launch in Dublin will be the main event of the project.

The minister from Mental Health and Disability will open the event.

The expected attendance is of ca 70 people; the invitation has been done towards high level managers in services, trade unions and service providers representatives.

#### **IASSID conference in Rome**

Fabrizio will be doing the summing up of the project while WIT will present the project as it will be done in Dublin on Oct 14<sup>th</sup>.

#### **Practicalities**

- Usability of the website: lots of hits by the USA and very little from Europe, so we would need to push people to go on it in the two months preceding the final report to the EC (so far most of the users are from the UK and IE).

If we can demonstrate that the US are very interested in the project we may come up with a follow up project.

- All should put a link of the Rose programme on their own website to promote the project.
- All people who haven't submitted the budget returns should do so asap (send it to Susan Green, WIT).
- Non EN speaking countries will receive 50 cds.
- The registration requirement on the Rose programme website will be removed but this has to be done carefully in order to avoid losing important data. It will be done soon in the proper way also because it seemed to be an obstacle for people using the Rose programme.
- The pictures taken in Dublin need to be used for dissemination purposes.
- If there have been changes in the organization please provide Jenny with dates and names.
- Sabrina will check with Luk and liaise with Jenny for the launch of the project in EASPD's newsletter and newsflash.

### 3. Final report – Group discussion

The final report will be submitted by the end of December 2010; it will basically follow the same structure of the Progress report.

It would be helpful if all partners could provide WIT with a synopsis with what has been done during the project (i.e. update of the document already sent).

As one of the purposes of the LLL partnerships is the sustainability of the project the dissemination and exploitation parts are very important and they form 2 WP of the application. Although many partners have carried out many dissemination activities, many of these haven't been recorded properly, therefore not self-prizing themselves and their work in the partnership. Everything that has been done has to be reported as it could be important to bring added value to the project. (i.e. do mention Skype calls and partnership meetings, as well as figures on the accesses to the website etc).

### 4. Any Other Business (AOB)

All partners will be contacted for a potential follow up project depending on the grade obtained for the final evaluation.

# **ROSE**

## **REDUCING OCCUPATIONAL STRESS IN EMPLOYMENT**

### **Agenda**

#### **1<sup>st</sup> Online Conference-All Partners**

**Date:** January 30<sup>th</sup> 2009

**Time: 1pm** (Ireland/UK) 0 GMT

**2pm** (Austria/Italy/Belgium) +1GMT

**3pm** (Romania) +2 GMT

**Location:** Online (Dimdim conferencing tool)

#### **Items**

1. Welcome
2. Proposed dates for site visits
3. Any issues with the questionnaires

4. Confirm dimdim timetable
5. Start-up leaflet and logo
6. Confirm date of next meeting in Ireland
7. Any other business (AOB)
8. Close meeting

## ROSE: DIM DIM MEETING 1

### 30 January 2009

**Attending:** John Wells (WIT, IE), Ronny Corbett (RD Consult, IE), Margaret Denny (WIT, IE), Jennifer Cunningham (WIT, IE), Paul Twynam (Home Farm Trust, UK), David Heffernan (RD Consult, IE) Iringo Vargancsik (Fundatia Alpha Transilvana, RO) and Goedele Avau (EASPD, BE).

### 1. Proposed dates for site visits

Confirmation is still needed from Romania, Austria and Italy.

### 2. Any issues with the questionnaires

Margeret, Jenny and Ross gave an overview of the questionnaires.

### 3. Confirm dimdim timetable

<b>Meeting 1</b>	Friday	30/01/2009 @ 1:00 pm (IE, UK), 2:00 pm (AT, IT, BE), 3:00 pm (RO)
<b>Meeting 2</b>	Friday	27/02/2009 @ 1:00 pm (IE, UK), 2:00 pm (AT, IT, BE), 3:00 pm (RO)
<b>Meeting 3</b>	Friday	27/03/2009 @ 1:00 pm (IE, UK), 2:00 pm (AT, IT, BE), 3:00 pm (RO)
<b>Meeting 4</b>	Friday	24/04/2009 @ 1:00 pm (IE, UK), 2:00 pm (AT, IT, BE), 3:00 pm (RO)
<b>Meeting 5</b>	Friday	29/05/2009 @ 1:00 pm (IE, UK), 2:00 pm (AT, IT, BE), 3:00 pm (RO)
<b>Meeting 6</b>	Friday	26/06/2009 @ 1:00 pm (IE, UK), 2:00 pm (AT, IT, BE), 3:00 pm (RO)
<b>Meeting 7</b>	Friday	31/07/2009 @ 1:00 pm (IE, UK), 2:00 pm (AT, IT, BE), 3:00 pm (RO)
<b>Meeting 8</b>	Friday	28/08/2009 @ 1:00 pm (IE, UK), 2:00 pm (AT, IT, BE), 3:00 pm (RO)
<b>Meeting 9</b>	Friday	25/09/2009 @ 1:00 pm (IE, UK), 2:00 pm (AT, IT, BE), 3:00 pm (RO)
<b>Meeting 10</b>	Friday	30/10/2009 @ 1:00 pm (IE, UK), 2:00 pm (AT, IT, BE), 3:00 pm (RO)
<b>Meeting 11</b>	Friday	27/11/2009 @ 1:00 pm (IE, UK), 2:00 pm (AT, IT, BE), 3:00 pm (RO)

#### 4. Start-up leaflet and logo

##### Start-up Leaflet

- A first draft is made.
- With regard to the pictures: we need more positive images.
  - Goedele will look for that in the foto symbols database of EASPD.
- With regard to the text: start with a definition of the ROSE project + funded by the Leonardo da Vinci agency.

##### Logo

- The logo will be sent to all partners by next Monday (02/02/2009).

#### 5. Confirm date of next meeting in Ireland

Next project meeting of the steering group: 08/05/2009 in Waterford.

#### 6. Any other business (AOB)

- By early next week, every partner should have received the commission money on his account.
  - if not, please, contact WIT.
- To join a dim dim meeting, Adobe 9 is needed on your computer.
- Website:
  - no interactional part is needed on the website.
  - We want a multilingual website.
    - Ronnie will advise Goedele with regard to the budget.

# **ROSE**

## **REDUCING OCCUPATIONAL STRESS IN EMPLOYMENT**

### **Agenda**

#### **2<sup>nd</sup> Online Conference-All Partners**

**Date:** March 6<sup>th</sup> 2009

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

#### **Items**

1. Welcome
2. Update on data collection to date
3. Start-up leaflet

- **Number of leaflets to print in English/French/German**
- **Any other design issues**

4. The Parliament magazine

- **Future of EU Funding and Policy on Education and Lifelong Learning until 2020 (March 16<sup>th</sup>)**

5. Discussion of workpackage 4

6. Website

7. Any other business (AOB)

8. Close meeting

## ROSE: ONLINE MEETING 2

### 06 March 2009

**Attending:** John Wells (WIT, IE), Ronny Corbett (RD Consult, IE), Margaret Denny (WIT, IE), Jennifer Cunningham (WIT, IE), Paul Twynam (Home Farm Trust, UK), Iringo Vargancsik (Fundatia Alpha Transilvana, RO), Jillian Sexton (NFVB, IE) and Goedele Avau (EASPD, BE).

#### 1. Update on data collection to date

- The focus groups in the UK and in Ireland went well.
- The baseline information sheets should be filled in and returned by March 12th.
- The job content questionnaires need to be filled in by 6 managers and 6 workers in each partner country, even if they can't come to the focus groups. The partners should follow that up and send the questionnaires back to Jenny.
- As the focus groups are a qualitative aspect of the data collection, we are not looking for a representation of the population, but for a sufficient range of people (are they typical)?

#### 2. Start-up leaflet

- Number of leaflets: 2000 in total (200 for each language, 1200 in English?)
- Format: A5
- Front = EU logo, ROSE logo, 250 words.  
Back = information on the partner organisations + their logo.
- EASPD will design the leaflet.
- Printing: All partners will print the leaflet in their own language. EASPD will print the French version.
- All English speaking partners will ask for prices in their country (printing + sending costs) and give it to Goedele. These prices will be compared before a decision is made on the printing of the English version of the leaflet.
- HFT will have a new logo soon. Paul will send it to Goedele.

### **3. The Parliament magazine**

Future of EU Funding and Policy on Education and Lifelong Learning until 2020 (March 16<sup>th</sup>).

### **4. Discussion of workpackage 4**

Stress assessment tools.

We need to start working on this WP.

### **5. Website**

- WIT will send information to put on the website to Goedele.
- No pictures: first the basics. Afterwards we will look at the attractiveness of the website.

### **6. Any other business (AOB)**

- During the initial meeting some changes were made with regard to the budget. The 5200 €, foreseen for the venues of the project meetings will go to WIT instead of EASPD. This needs to be formalised. Goedele will ask Luk to send a formal approval.
- The online meetings are not always easy to follow for everyone, but Skype is the best solution so far.

# **ROSE**

## **REDUCING OCCUPATIONAL STRESS IN EMPLOYMENT**

### **Agenda**

#### **3<sup>rd</sup> Online Conference-All Partners**

**Date:** March 27<sup>th</sup> 2009

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

#### **Items**

1. Welcome
2. New budget
3. Website content
4. Feedback on visits to Romania/Austria/Italy

5. Any other business (AOB)

6. Close meeting

## ROSE: ONLINE MEETING 3

### 27 March 2009

**Attending:** John Wells (WIT, IE), Ronny Corbett (RD Consult, IE), Paul Twynam (Home Farm Trust, UK), Jillian Sexton (NFVB, IE) and Goedele Avau (EASPD, BE).

#### 1. New budget

The budget of 5200€ for the project meetings will go to WIT instead of EASPD.

This means: more match-funding for WIT. John will talk to the budget officer about that first, before a final decision will be made with regard to the budget.

Afterwards, Ronny will provide a new budget for Goedele.

Jillian enquired about when she would receive monies to draw down upon. Ronnie said that NFVB should have received funding in January. Jillian will check with her finance office.

#### 2. Website content

Agreed that further discussion is needed on this. We also need to liaise with Ross and John as they have overall responsibility for co-ordinating this aspect of the project with EASPD

#### 3. Feedback on visits to Romania/Austria/Italy

John fed back that visits to Romania and Austria went well and all the questionnaires were completed. Margaret, Jenny and Ross were currently in Italy collecting data. There are still outstanding questionnaires to be received from the UK. Paul said he would follow this up.

#### 6. Any other business (AOB)

##### **Flyer:**

We have too many characters to fit on a A5 paper.

⇒ Increase the pages *or* reduce the text?

We will keep the leaflet as short as possible and direct to the website (and the websites of the partners) for more information.

The picture of the globe in the bottom of the leaflet was felt to be inappropriate and should be replaced. It was agreed that a photo of members attending the Waterford meeting in May would be used to replace it.

# **ROSE**

## **REDUCING OCCUPATIONAL STRESS IN EMPLOYMENT**

### **Agenda**

#### **4th Online Conference-All Partners**

**Date:** April 24<sup>th</sup> 2009

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

#### **Items**

1. Welcome
2. Up-date on data collection and analysis to date
3. Further discussion of website
4. Any other business (AOB)
5. Close meeting

## ROSE: ONLINE MEETING 4

### 24 April 2009

**Attending:** Jenny Cunningham (WIT, IE), Ross Edwards (WIT, IE), Ronnie Corbett (RD Consult, IE), Paul Twynam (Home Farm Trust, UK), Jillian Sexton (NFVB, IE), Mary Ridge (King's College, UK), Iringo Vargancsik (Fundatia Alpha Transilvana, RO) and Goedele Avau (EASPD, BE).

We would like to welcome Mary Ridge. She is occupational psychologist and a new researcher at King's College.

#### 1. Up-date on data collection and analysis to date

- All questionnaires are back and are being analysed with SPSS.
- Also the focus groups are completed and are being analysed.
- A report will be made on the progress and the outcomes of the work.

#### 2. Further discussion of website

- Pictures: a picture of the partners will be used, taken at the project meeting in Waterford.
- The production of the website and the leaflet is on hold now, until after the project meeting in Waterford.
- On the right side of the website a section 'News' will be available to inform stakeholders on the progress of the project: is it possible to automatically send a email to stakeholders if this section is updated? (RSS)
  - Goedele will ask the lay-out company.

#### 3. Timesheets

- All partners should fill in a timesheet each month. Every 3 months, these timesheets should be sent to WIT.

- Goedele designed a format for the timesheets. Jenny will make some adjustments and send it back to Goedele. Goedele will send it then to all partners.
- Every partner should use this format.
- By the end of April, the first 6 timesheets should be sent to WIT. After that, it should be sent every 3 months.

#### **6. Any other business (AOB)**

- The project meeting will take place on the 22nd May: only 1 day. More detailed information will be sent as soon as possible.
- The next Skype meeting will take place on the 29<sup>th</sup> May.



## **Agenda**

### **5<sup>th</sup> Online Conference-All Partners**

**Date:** May 29<sup>th</sup> 2009

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

### **Items**

9. Welcome

10. Issues Arising from Project Meeting

11. Quality Control Process

- Evaluation and quality control management
  
- Questionnaire to be completed by representative from each partner country

12. Website/Leaflet

13. Any Other Business (AOB)

14. Close Meeting



## ROSE: ONLINE MEETING 5

29 May 2009

**Attending:** Jenny Cunningham (WIT, IE), Ross Edwards (WIT, IE), Ronnie Corbett (RD Consult, IE), Jillian Sexton (NFVB, IE), Paul Twynam (HFT, UK) and Goedele Avau (EASPD, BE).

### 1. Issues Arising from Project Meeting

Some partners haven't received the minutes of last project meeting. Goedele will check it.

### 2. Quality Control Process

#### **Quality control management:**

- The questionnaire should be completed by 1 representative of each partner organisation.
- It should be returned within 4 weeks to Ronnie.
- Ronnie will send some more information to the partners who weren't at the project meeting in Waterford.

#### **Evaluation of the steering group meeting:**

- Ronnie will send the evaluation sheet of the project meeting to each partner. This form needs to be filled in as well.

### 3. Website/Leaflet

#### **Leaflet:**

As the design of the flyer is ours, it won't be a problem for the partners to make the flyer in their own language themselves. Goedele will send the document in 'Adobe Indesign

SC4' to everyone once it is ready. Each partner should find their own lay-out company who has the programme needed to adapt the document.

#### **Website:**

- Goedele sent a number of designs to all partners: number 6 will be used. (with the logo in the frame, as decided on the project meeting in Waterford)
- For the website, a photograph of all partners is made in Waterford. Jenny will send it to Goedele.
- we need also an individual photo of each partner. The partners who didn't give a photo yet should send it to Goedele as soon as possible. (in the highest quality possible!).

### **4. Any Other Business (AOB)**

#### **Finances:**

- On the timesheets, 100% of the staff costs should be shown. The amount of matching contribution could be added in brackets, if necessary.
- On the timesheets only the staff costs are mentioned. How should we claim other costs (travel, subsistence, etc.)? Jenny and Ross will arrange a meeting with Susan Green, the bookkeeper of WIT.
- During the course of the project, 100% of the costs should be shown. Everything spent after the 24 months is not eligible.
- No proof is needed for indirect costs.
- Ronnie will send more information on the staff costs to all partners: it will give an idea on how much each partner should spend monthly/work package on management, research, technical issues and administration.

#### **Questionnaires:**

- Any questionnaires not sent be back yet, should be sent ASAP to WIT.



## **Agenda**

### **6<sup>th</sup> Online Conference-All Partners**

**Date:** June 26<sup>th</sup> 2009

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

#### **Items**

1. Welcome
2. Financial Queries
3. Monthly Update Briefing for All Partners

4. Any Other Business (AOB)

5. Close Meeting



## ROSE: ONLINE MEETING 6 26 June 2009

**Attending:** Jenny Cunningham (WIT, IE), Ross Edwards (WIT, IE), Ronnie Corbett (RD Consult, IE), Jillian Sexton (NFVB, IE), Paul Twynam (HFT, UK), Mary Ridge (IoP, King's College, UK), Fabrizio Fea (Scuola Viva, IT), Iringo Vargancsik (Fundatia Alpha Transilvana, RO) and Goedele Avau (EASPD, BE).

### 1. Financial Queries

A meeting was held with the project accountant of WIT, Susan Green, to discuss the financial queries which were raised at the last Skype meeting. An email was sent to all partners with more detailed information.

WIT will send an example of a staff claim form to all partners.

Important:

- Everyone should keep the copies of all receipts!
- In the timesheets, the actual costs of the organisational staff rates should be used. These rates should not exceed the daily rates stated by the European Commission.

### 2. Monthly Update Briefing for All Partners

From now on, a monthly update briefing will be made each month on the progress of the project. This report will be circulated to all partners.

### 3. Flyer

The design of the start-up leaflet is ready. An email with all necessary information is sent to all partners. The partners should now make a translation of the leaflet, print it and disseminate it amongst their contacts.

#### **How many copies?**

Jenny will check with John how many copies should be printed in each country. EASPD will print 300 to 500 copies of the English leaflet and 300 to 500 copies of the French leaflet (depending on the price).

#### **Translations:**

All translated versions should be sent to WIT and to EASPD, in order to load it up on the website afterwards.

### 3. Any Other Business (AOB)

#### **Interim Evaluation sheet:**

Fabrizio (IT) and Astrid (AT) should fill in the evaluation form and send it back to Ronnie ([rdconsult.ie@gmail.com](mailto:rdconsult.ie@gmail.com)) as soon as possible.

#### **Email address from the Austrian Partner:**

Jenny will try to get the direct email address from Astrid Reinisch (AT) and send it to the project partners.



## **Agenda**

### **7<sup>th</sup> Online Conference-All Partners**

**Date:** August 7<sup>th</sup> 2009

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

### **Items**

1. Welcome
2. Review of Workpackages & Dates for Delivery
3. Update on Person-Directed Programme

4. Update on ROSE Prototype

5. Monthly Update Briefing

6. Any Other Business (AOB)

7. Close Meeting

## ROSE: ONLINE MEETING 7

### 7th August 2009

**Attending:** John Wells (WIT, IE), Jenny Cunningham (WIT, IE), Ross Edwards (WIT, IE), Ronnie Corbett (RD Consult, IE), Jillian Sexton (NFVB, IE).

**Apologies:** Margaret Denny (WIT, IE), John Sheppard (WIT, IE), Trudie Chalder (IoP, UK), Mary Ridge, (IoP, UK), John Sheppard (WIT, IE), Paul Twynam (HFT, UK), Goedele Avau (EASPD, BE), Fabrizio Fea (Associazione Scuola Viva, IT), Iringo Vargancsik (Fundatia Alpha Transilvana, RO), Hanne Leicht (Pro mente, AT).

### 1. Review of workpackages and dates for delivery

- Workpackage 03- Report on workpackage 03 drafted and currently being reviewed.
- Workpackage 04 and 05 running concurrently due to time constraints.
- Workpackage 04- content for person-directed programme completed.
- Workpackage 05- Literature review being conducted to identify effective SMI for the organisational environment. A risk assessment approach and problem solving techniques have been identified as the most effective techniques in the literature.
- Workpackage 06- due to commence in October 2009. Partners may offer comment and feedback on pilot package content prior to launch.

### 2. Update on person-directed programme

- Website content is now finished for person-directed programme.
- Content is ready to go on the prototype website.
- The literature review is completed.

### 3. Update on ROSE Prototype

- Framework of application is currently being developed.

- E-learning management system is currently being developed in accordance to the Sharable Content Object Reference Model (SCORM) (2004, 4<sup>th</sup> Edition).

#### 4. Monthly Update Briefing

- A Monthly Update Briefing will be distributed to all partners outlining progress of the project.
- July's update will be emailed to all partners on Monday 10<sup>th</sup> August.

#### 5. Any Other Business

- Change of Personnel
  - ➔ Pro mente Steiermark GmbH, Austria: Hanne Leicht will do further work on the project instead of Astrid Reinisch.
  - ➔ Fundatia Alpha Transilvana, Romania: Andreia Moraru will do further work on the project instead of Eva Gyorki. Iringo Vargancsik will continue to be our contact in Romania.
- Translation Costs
  - ➔ Budgetary allocation of €2000 for translation costs will remain with W.I.T in the case of partner organisations located in English speaking regions.
  - ➔ May be necessary to obtain costings around translation when person and work-directed packages are complete.
  - ➔ W.I.T will decide if translation funds may be redistributed to a different cost centre.
- Printing and Dissemination
  - ➔ Leaflets should be A5 in size.
  - ➔ Budgetary allocation for printing and dissemination- costs other than printing of leaflets will include dissemination of information about the project (e.g. at conferences/advertisements in the media, etc.).
  - ➔ Details on dissemination are set out in workpackage 08.
- Timesheets

→ Timesheets for May/June/July are due to be sent to the project accountant in W.I.T (Susan Green).



## **Agenda**

### **8<sup>th</sup> Online Conference-All Partners**

**Date:** August 28<sup>th</sup> 2009

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

### **Items**

1. Welcome
2. European Pact on Mental Health & Well-being
3. Date for Meeting in Rome

4. Any Other Business (AOB)

5. Close Meeting



## ROSE: ONLINE MEETING 8 28 August 2009

**Attending:** Jenny Cunningham (WIT, IE), John Sheppard (WIT, IE), Ross Edwards (WIT, IE), Ronnie Corbett (RD Consult, IE), Mary Ridge (IoP, King's College, UK), Goedele Avau (EASPD, BE).

**Apologised:** Hanne Leicht (Pro Mente Steiermark, AT)

### 1. European Pact on Mental Health & Well-Being

In June 2008, the “European Pact on Mental Health and Well-being”, an intersectoral statement on mental health action in Europe, was launched at the High Level Conference “Together for Mental Health and Well-Being” by the European Commissioner for Health.

The Pact will now be implemented through a series of Five Thematic Conferences:

- 29 – 30th Sept 2009. – Mental Health in Youth and Education. – Stockholm, Sweden.
- 10 – 11th Dec 2009. – Prevention of Depression and Suicide – Budapest, Hungary.
- 21 – 22nd April 2010. – Mental Health in Older People – Madrid, Spain.
- 8 – 9th Nov 2010. – Mental Health in Workplace Settings – Berlin, Germany.
- 2nd Semester 2010. – Combating Stigma and Social Exclusion – TBC.

A call for action is launched for people to be involved in the preparation of the background documents for the first conference, held in December. As the ROSE project is mainly focussing on stress in the workplace, we decided not to react on this call. When a call for action will be launched for the conference in November 2010 (Mental Health in Workplace settings), we will, however, respond.

## 2. Date for meeting in Rome

As the midterm report of ROSE needs to be ready by the end of November 2009, the request has been made to reschedule the project meeting in Rome to 19-20 November 2009, instead of 10-11 December 2009.

No final decision is taken yet.

## 3. Any Other Business (AOB)

- Fabrizio Fea (IT) wasn't contacted for the Skype meeting.  
Important to know: he has 2 Skype names:

- Fabrizio\_Fea
- Fabrizio953

Please, add these 2 names in your contact list.



## **Agenda**

### **9<sup>th</sup> Online Conference-All Partners**

**Date:** September 25<sup>th</sup> 2009

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

### **Items**

1. Welcome
2. Arrangements for Meeting in Rome
3. Website Translation & Costs

4. Any Other Business (AOB)

5. Close Meeting



## ROSE: ONLINE MEETING 9 25 September 2009

**Attending:** Margaret Denny (WIT, IE), John Wells (WIT, IE), Jenny Cunningham (WIT, IE), John Sheppard (WIT, IE), Ross Edwards (WIT, IE), Mary Ridge (IoP, King's College, UK), Hanne Leicht (Pro Mente Steiermark, AT), Fabrizio Fea (Scuola Viva, IT), Goedele Avau (EASPD, BE).

### 1. Arrangements for meeting in Rome

- Project meeting in Rome: 10<sup>th</sup>-11<sup>th</sup> December 2009 (9<sup>th</sup> December = travel day).
  - Fabrizio will host this meeting.
  - Hotel: Grand Hotel Palazzo Carpegna  
Via Aurelia 481 - 00165 Rome - Tel. +39.06660011  
[www.aurelia-expo.com](http://www.aurelia-expo.com)  
Price: 95 € for a single room, 105 € for a double room (bed & breakfast)
  - The meeting will take place in the hotel.
  - Travel airport - hotel:
    - By taxi: fixed price of 40 € (take an official taxi!!)
    - By train/underground: direct train connection to 'Stazione Termini'. There you take the underground, red line A, to 'Cornelia'.  
From metro station 'Cornelia', it is only a 5 minutes walk to the hotel.
- ➔ All partners should inform Fabrizio about their stay in Rome by **Wednesday 30<sup>th</sup> September**, the latest.  
Goedele will send a reminder to all partners.

### 2. Website translation & costs

- The development of the website is progressing well.
- All partners should inform WIT about the standard costs for translation in their country (cost/page).  
Deadline: the next Skype meeting (30/10/2009).

### 3. Any Other Business (AOB)

- Romanian translation: The Romanian partner will send the translation of the partner website to Goedele, as soon as possible.
- Midterm report: 60% of the report is written. WIT asked its contact person in the EC to postpone the deadline from November to December. This will give us the opportunity to go through the report together, during the project meeting in Rome.



## **Agenda**

### **10<sup>th</sup> Online Conference-All Partners**

**Date:** October 30<sup>th</sup> 2009

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

### **Items**

1. Welcome
2. Costs for Translation-Feedback from Partners
3. Update on Prototype

4. Financial Report

5. Any Other Business (AOB)

6. Close Meeting



## ROSE: ONLINE MEETING 10 30 October 2009

**Attending:** John Wells (WIT, IE), Jenny Cunningham (WIT, IE), Ross Edwards (WIT, IE), John Sheppard (WIT, IE), Ronnie Corbett (RD Consult, IE), Jillian Sexton (NFVB, IE), Mary Ridge (IoP, King's College, UK), , Fabrizio Fea (Scuola Viva, IT), Iringo Vargancsik (Fundatia Alpha Transilvana, RO), Goedele Avau (EASPD, BE).

**Apologies:** Margaret Denny (WIT, IE), Trudy Chalder (IoP, King's College, UK), Paul Twynam (HFT, UK), Hanne Leicht (Pro Mente Steiermark, AT)

### 1. Costs for translation – feedback from partners

Standard costs of translation in each partner country:

- EASPD (BE): 2€/line (VAT excluded)
- Scuola Viva (IT): 100€/page
- WIT (IE): 30 cents/word
- NFVB (IE): will check
- King's College (UK): 15p/word
- Pro Mente (AT): 1,55€ - 1,75€ / 55 key strokes
- Fundatia Alpha Transilvana (RO): will forward it to WIT

The translation will be done by the partner with the cheapest translation rates.

### 2. Update on prototype

- A prototype will be launched this weekend, on a temporary server. It will have a standardized e-learning format and will be very basic (text based only).

- All partners will be informed on where to find this prototype and how to use it. This information will be sent together with the monthly update sheet of this month. Feedback and suggestions are welcome.

### 3. Financial report

- Deadline: 11/11/2009
- All information can be found in the project handbook.
- Some supplementary notes will be sent to help partners with completing the report.
- The report refers to the period: 1/10/2008 – 31/10/2009
- Additional information:
  - First page needs to be filled in.
  - Not possible to add things in the grey bits: the figures in these bits will appear automatically.
  - '*agreed budget and actual costs*': probably refers to the total amount agreed by the commission (100%). WIT will check it out.
  - Supporting documentation (pay slips, etc.) need to be added as well. Also keep copies for yourself!

### 4. Any Other Business (AOB)

#### Agenda: Project meeting, Rome

- Will be finalised within the next following days. Feedback can be sent to Jenny.
- The agenda will contain:
  - Midterm report
  - Final analysis of the first WP's
  - Submission of a follow-up of ROSE: 'transfer of innovation'
- All presentations will be sent to the partners beforehand.

#### Event: Info days 2010 (concerning new calls for proposals) of the EC

- 40 copies of the leaflet will be sent by the 11<sup>th</sup> November, in order to promote ROSE.
- Each partner should send the pdf of their translation or 10 spare leaflets in their language to WIT.

### **Midterm report**

- The report will be submitted before the end of November.
- The final version will be sent to the partners for feedback.

### **Leaflet**

- How many leaflets should be printed in each country: more or less 500 (depending on the rates)
- To whom should we send them: to members, to training and development managers, to all services in the mental health sector, to the national departments of health, etc.

### **Picture on Partner website**

- We should use a picture where all partners are on: done.



## **Agenda**

### **11<sup>th</sup> Online Conference-All Partners**

**Date:** November 27<sup>th</sup> 2009

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

#### **Items**

1. Welcome
2. Translation of Website Content
3. Partner Meeting in Rome-Agenda to be finalised

4. Subsistence/Actual Costs for Financial Report

5. Any Other Business (AOB)

6. Close Meeting



## ROSE: ONLINE MEETING 11 27 November 2009

**Attending:** Jenny Cunningham (WIT, IE), Ross Edwards (WIT, IE), John Sheppard (WIT, IE), Margaret Denny (WIT, IE), Ronnie Corbett (RD Consult, IE), Jillian Sexton (NFVB, IE), Mary Ridge (IoP, King's College, UK), Hanne Leicht (Pro Mente Steiermark, AT), Goedele Avau (EASPD, BE).

**Apologies:** Trudy Chalder (IoP, King's College, UK), Paul Twynam (HFT, UK), Fabrizio Fea (Scuola Viva, IT), John Wells (WIT, IE), John Sheppard (WIT, IE), Iringo Vargancsik (Fundatia Alpha Transilvana, RO).

### 1. Translation of website content

**Quotations:**

Romania has the cheapest quotations for translation.

**Other option:**

Online translators (google, babelfish, etc.).

- ➔ These are not as good as paid ones, but it could save us some costs.
- ➔ Further discussion at the project meeting in Rome.

### 2. Partner meeting in Rome - Agenda

The agenda for the project meeting in Rome will be finalised this afternoon. It will be forwarded to all partners on Monday.

### 3. Subsistence / Actual costs for financial report

#### Subsistence: Should we use actual costs or lump sums?

Every partner should use the method used in his/her organisation. The figures in the budget are the ceilings.

#### Hard copies:

Every partner should send his/her financial report in hard copy to WIT **ASAP**.

### 4. Any Other Business (AOB)

#### Pilot website:

Will be discussed at the project meeting in Rome.

#### Project meeting Rome: lunches and coffee breaks

A total of 14 partners will be present at the project meeting.

WIT (IE): 4

RD Consult (IE): 3

Pro Mente (AT): 1

Hft (UK): 1

F. Alpha Transilvana (RO): 1

Scuola Viva (IT): 1

King's College (UK): 2

EASPD (BE): 1

#### Evaluation report:

- The evaluation report will be ready by the project meeting in Rome.
- Partner 1, 2 and 3 will receive a questionnaire in their mailbox, one of the following days. This questionnaire should be filled in as soon as possible.

#### Other:

The mother of Fergus and David passed away some days ago. We send them and their family our condolences.



## **Agenda**

### **12<sup>th</sup> Online Conference-All Partners**

**Date:** February 05<sup>th</sup> 2010

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

#### **Items**

1. Welcome
2. Final conference
3. Finance

4. Partner Meeting in Austria

5. Any Other Business (AOB)

6. Close Meeting



## ROSE: ONLINE MEETING 12 05 February 2010

**Attending:** John Wells (WIT, IE), Jenny Cunningham (WIT, IE), Ross Edwards (WIT, IE), John Sheppard (WIT, IE), Margaret Denny (WIT, IE), Ronnie Corbett (RD Consult, IE), David Heffernan (RD Consult, IE), Jillian Sexton (NFVB, IE), Mary Ridge (IoP, King's College, UK), Paul Twynam (HFT, UK), Fabrizio Fea (Scuola Viva, IT), Hanne Leicht (Pro Mente Steiermark, AT), Iringo Vargancsik (Fundatia Alpha Transilvana, RO), Goedele Avau (EASPD, BE).

### 1. Final conference

- There will be a double launch of ROSE:
  - A one day seminar in Dublin on mental health at the workplace: 1<sup>st</sup> October. (with ministerial presence)
  - A symposium of 2 hours during the IASSID conference in Rome: 20<sup>th</sup>-22<sup>nd</sup> October. (with presence of the client group)
    - ➔ The deadline for submitting abstracts = 15<sup>th</sup> March. Fabrizio will do that.
- The partners should at least attend one of these 2 events.
- The final project meeting will take place during the event where most partners are present.

### 2. Finance

- The interim report was submitted to the EC and is still in assessment: No news yet in relation to the next payment.
- Most partners have not spent their budget in the first year.
  - ➔ The possibility will be explored by Susan Green to reallocate this money to the researchers. Details will be sent out as soon as possible.

- A translation company was identified. Out of 3 quotes the cheapest was chosen.

### 3. Partner meeting in Austria

- Venue for partner meeting changed from Graz to Vienna
- More affordable to travel to Vienna
- Meeting will be held on April 16th
- Travel day April 15th
- All partners should attend if possible
- Partners should check their own budget to see if they can attend
- Each partner should contact Hanne to confirm attendance
- Hanne will identify venue for meeting and hotel for attendees
- Hotel de France was suggested
- Goedele should liaise with Hanne as EASPD has finance for meetings

### 4. Any Other Business (AOB)

#### **Pilot package**

- Package will be ready to be piloted in English language at the end of next week
- The translation agency require 10 days to translate content into German, Italian and Romanian
- Once translation is complete pilot will be launched in Austria, Italy and Romania
- Users will be required to answer a 3-4 questions and provide commentary/feedback after each learning session in both the work and person directed programmes
- They will also be required to provide additional feedback in relation to web design, etc
- Partners can also provide feedback on Moodle and the package

#### **Laura Widger was introduced to ROSE project team**

- Laura spoke about the Moodle platform for the ROSE project
- Laura is the Moodle expert and the contact resource person for Moodle in WIT
- She will provide advice about the use of Moodle for ROSE



## **Agenda**

### **13<sup>th</sup> Online Conference-All Partners**

**Date:** March 01<sup>st</sup> 2010

**Time: 1pm** (Ireland/UK) 0 GMT

**2pm** (Austria/Italy/Belgium) +1GMT

**3pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

#### **Items**

1. Welcome
2. Partner Feedback on ROSE
3. Voice-over
4. Close Meeting



## ROSE: ONLINE MEETING 13

### 01 March 2010

**Attending:** John Wells (WIT, IE), Jenny Cunningham (WIT, IE), Ross Edwards (WIT, IE), John Sheppard (WIT, IE), Margaret Denny (WIT, IE), Jillian Sexton (NFVB, IE), Mary Ridge (IoP, King's College, UK), Paul Twynam (HFT, UK), Fabrizio Fea (Scuola Viva, IT), Hanne Leicht (Pro Mente Steiermark, AT), Goedele Avau (EASPD, BE).

### 1. Partner feedback on ROSE

The online Person and Environmental directed tool is available now at <http://www.leonardorose.eu/>.

All partners received a username and password.

- All partners should take a look at the website, send any feedback to John, Margaret & Jenny, and answer to the questions at the end of the learning sessions.
- On Thursday, the link to an online survey will be sent out to the partners. This form should be filled in by Friday and sent to John, Margaret and Jenny.
- A Skype meeting will be organised with all partners on Friday the 5<sup>th</sup> of March, 12pm/13pm/14pm, to evaluate the tool.
- As Goedele won't be able to join on Friday, another Skype meeting will take place on Monday the 8<sup>th</sup> of march, 12pm/13pm, between EASPD and WIT, to evaluate the tool.
- For general queries, partners should send an email to Jenny.

### 2. Voice-Over

- A short demonstration video was developed for the pilot in English (2 minutes).
- Also a voice-over is needed in the other partner languages.

- ⇒ Therefore, a script will be provided together with the actual video, in order for the partners to record the text in their language.

#### 4. Any Other Business (AOB)

##### **Project budget:**

We haven't received an answer yet from the EC.  
Especially the budget for dissemination should be reviewed. Therefore, a meeting will be organised between EASPD, WIT and RD Consult.

##### **IASSID conference:**

An abstract need to be submitted by the 15<sup>th</sup> of March.  
John will provide a document by the 10<sup>th</sup> of March.  
Fabrizio will send it to the organising committee.

##### **Meeting in Vienna (16th April, 10.00 – 17.00):**

- Hanna will book a hotel room for all partners. By Friday, she needs to know who will participate.
- Hanna will send out an email with practical information (hotel, transport).
- Agenda:
  - Review of what has been done so far.
  - Planning of the launch.
  - Dissemination
- The meeting will be useful for all partners (not only the steering committee). So, all partners are welcome, if they have travel budget available.



## **Agenda**

### **14<sup>th</sup> Online Conference-All Partners**

**Date:** March 5<sup>th</sup>, 2010

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

#### **Items**

1. Welcome
2. Partner Feedback on the Prototype
3. Project Meeting in Vienna

4. Any Other Business

5. Close Meeting



## ROSE: ONLINE MEETING 14

### 05 March 2010

**Attending:** John Wells (WIT, IE), Jenny Cunningham (WIT, IE), Ross Edwards (WIT, IE), John Sheppard (WIT, IE), Margaret Denny (WIT, IE), Laura Widger (WIT, IE), Jillian Sexton (NFVB, IE), Mary Ridge (IoP, King's College, UK), Fabrizio Fea (Scuola Viva, IT), Hanne Leicht (Pro Mente Steiermark, AT), Ronnie Corbett (RD Consult, IE), Goedele Avau (EASPD, BE).

### 1. Partner feedback on the prototype

In general, all partners are very happy with the prototype.

Some suggestions:

- It would be useful to add a 'print' button and a 'save' button on each session.
- The learning session for managers and the one for staff look very different:
  - The graphics and the looks should be more consistent: color sets, pictures.
  - Also content wise the 2 sessions should be more consistent: simplify the managers session or bring more in, in the staff session?
- It would be good to have the possibility to go back to the learning session while filling in the questionnaires.
- Cookies: a lot of partners could only access the tool after disabling the cookies. This problem should be solved.
- An introduction page to each of the learning sessions would be useful.
- Some sort of guide/overview is needed to help people to go through the website.
- The interactive part of the learning tool is not online yet. This should be done.
- The website looks very UK/IE based: e.g. a lot of UK/IE links. We should also include links from other partner countries.
- Difficulties with navigation should be solved.
- Be careful with jargon.
- A clear distinction must be made between the project (ROSE) and the product (the prototype).
- It should be clear to what we are referring to, avoid ambiguous language.
  - ➔ Mary will take a look at this.
- Also the Survey Monkey questionnaire should be send out to the 10 pilot persons.

## 2. Project meeting in Vienna

Project partners who will attend the meeting in Vienna, should send an email to [hanelore.leicht@promentesteiermark.at](mailto:hanelore.leicht@promentesteiermark.at) with their arrival and departure date, **by next Thursday (11/03/2010) the latest.**

## 4. Any Other Business (AOB)

A next Skype meeting is organised on Monday, the 15<sup>th</sup> of March, 12.00/13.00/14.00.



# **Agenda**

## **15<sup>th</sup> Online Conference-All Partners**

**Date:** May 17<sup>th</sup>, 2010

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

### **Items**

1. Welcome
2. Recruitment of Participants for Full Test
3. Discussion about Dissemination
4. Identification of Relevant Support Groups/Services in Each Partner Country

## 5. Close Meeting



## ROSE: ONLINE MEETING 15

### 17 May 2010

**Attending:** John Wells (WIT, IE), Jenny Cunningham (WIT, IE), Ross Edwards (WIT, IE), John Sheppard (WIT, IE), Margaret Denny (WIT, IE), Laura Widger (WIT, IE), Jillian Sexton (NFVB, IE), Mary Ridge (IoP, King's College, UK), Trudie Chalder (IoP, King's College, UK), Fabrizio Fea (Scuola Viva, IT), Wolfgang Ruf (Pro Mente Steiermark, AT), Goedele Avau (EASPD, BE).

### 1. Recruitment of Participants for Full Test

We need at least 100 participants (25% managers, 75% staff) per country, to create a login on the ROSE web tool and to fill in the questionnaire.

Therefore, each partner needs to send out an email to organisations in their country, within the next 2 weeks.

- ➔ A template email with instructions is created by Mary and will be sent to you after the Skype call.
- ➔ We should all wait to send out this email until the website goes live! (Jenny will inform us on this).
- ➔ All partners should keep a list of contacts to whom they have sent the email with link. (+ add Jenny in CC)

The data collection should be finished by the beginning of August 2010.

### 2. Discussion about Dissemination

We had a brainstorming session on dissemination activities during our project meeting in London (7/05/2010). The results of this session were spread to all of us by Jenny.

It would be very beneficial if all partners could provide additional suggestions for dissemination or identify *equivalent* methods of dissemination in each of their respective countries. This information should be sent to RD Consult as soon as possible.

### 3. Identification of Relevant Support Groups/Services in Each Partner Country

A disclaimer will be added to our website, claiming that we are not responsible for any suicidal acts.

In addition, relevant support groups/services in each partner country will be identified.

- Website addresses and/or phone numbers of organisations should be sent to WIT as soon as possible.

### 4. Any Other Business (AOB)

#### Website:

In progress. Will be Launched in the final week of May.

#### Project funding:

The partners should have received the second instalment of their project money by now.

#### Closing events:

- Closing event in Dublin: no confirmed date yet.
- IASSID event: our abstracts are accepted. We are waiting now for a final reply from the scientific committee. The organising committee will meet on the 20<sup>th</sup>-21<sup>st</sup> of May. So, more information will be available next week.

#### Journal of mental Health, UK:

A special edition on mental health in the work environment will be published in September.

More information to follow.



## **Agenda**

### **16<sup>th</sup> Online Conference-All Partners**

**Date:** May 28<sup>th</sup>, 2010

**Time: 9am** (Ireland/UK) 0 GMT

**10am** (Austria/Italy/Belgium) +1GMT

**11am** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

#### **Items**

1. Welcome
2. Website Launch and Translation progress
3. AOB
4. Close Meeting



## ROSE: ONLINE MEETING 16

28 May 2010

**Attending:** John Wells (WIT, IE), Ross Edwards (WIT, IE), John Sheppard (WIT, IE), Margaret Denny (WIT, IE), Mary Ridge (IoP, King's College, UK), Fabrizio Fea (Scuola Viva, IT), Goedele Avau (EASPD, BE).

### 1. Website launch and Translation progress

#### Website launch

The website will be launched next Monday. Ross will send out an email with an update on Monday.

#### Translation progress

The translation costs seem to be more expensive than foreseen. That means we will have less flexibility for other things within the project. Therefore, John will have a meeting with the financial department on Monday.

#### Recruitment of participants for the full test

The invitation letters (the English version as well as the translation in each partner language) will be sent out today.

- Partners are free to revise the letter if needed (it should be easy understandable!).

To the Romanian partner some extra information will be given on their task, through a phone call or an explanatory email.

### 2. Any Other Business (AOB)

## Dissemination and Exploitation

- Dissemination and Exploitation Strategy:  
No further news yet.
- International conference in Athens:  
Margeret attended this event and promoted ROSE. The possibility of an online accredited education programme in relation to ROSE was explored.
- Conference in Slovenia on Nursing:  
John and Margeret will attend this event. Promotion material on ROSE will be taken.
- Social Integration Conference in Berlin (Mid June):  
A speakers' place in the speakers' corner is offered to us to promote ROSE.
- Journal on Mental Health:  
In September, a special edition on 'Stress in the Work Environment' will be published. 4 papers in this edition should be ROSE related.
- Blackwell:  
Fabrizio is part of the editorial board of this scientific magazine and will be in contact with the editor to explore the possibility to publish an article on ROSE.



## Agenda

### 17<sup>th</sup> Online Conference-All Partners

**Date:** June 25<sup>th</sup>, 2010

**Time: 10am** (Ireland/UK) 0 GMT

**11am** (Austria/Italy/Belgium) +1GMT

**12pm** (Romania) +2 GMT

**Location:** Online (Skype conferencing tool)

### Items

1. Welcome
2. Multilingual site
3. Feedback from conferences
4. Journal of Mental Health

5. A.O.B.

6. Close Meeting



**ROSE: ONLINE MEETING 17**  
**25 June 2010**

**Attending:** John Wells (WIT, IE), Jenny Cunningham (WIT, IE), Ross Edwards (WIT, IE), John Sheppard (WIT, IE), Margaret Denny (WIT, IE), Mary Ridge (IoP, King's College, UK), Trudie Chalder (IoP, King's College, UK), Wolfgang Ruf (Pro Mente Steiermark, AT), Sabrina Ferraina (EASPD, BE).

**Apologies:** Dr. John Wells, Ms. Jillian Sexton, Dr. Fabrizio Fea, Ms. Laura Widger

We would like to welcome Ms. Sabrina Ferraina to the ROSE project team.

**1. Multi-lingual site**

The multilingual site is just about finished. A few minor details such as the home page need to be completed. The multilingual site should be ready to be launched early next week. Jenny will notify all partners once the multilingual site is ready to launch. All partners in Italy, Austria and Romania should then begin to actively recruit participants.

**2. Feedback from conferences**

ROSE dissemination is going very well. Margaret recently presented on the ROSE project at a conference in Athens, Greece. John and Margaret also attended conferences in both Switzerland and Slovenia where they presented papers on ROSE. The ROSE project team in WIT displayed a poster about the ROSE project at the recent WIT Research Day in Waterford, Ireland. Mary and Ross facilitated a workshop on ROSE at the recent EASPD conference in Helsinki, Finland. John, Margaret, Jenny, Mary and Wolfgang presented at the International Conference on Inclusion of People with Disabilities last week in Berlin, Germany. The ROSE project was well received at each of these events and a great deal of interest in the project was generated. A number of hits on the ROSE site were received from German and Dutch users in the last week.

### 3. Journal of Mental Health

The Journal of Mental Health will soon publish a special edition on workplace stress. Margaret and John (WIT) and Trudie Chalder (King's College London) are currently working on publications to submit. All ROSE partners are invited to submit articles (word count-approx 3000 words).

### 4. Any Other Business (AOB)

*ROSE launch in Dublin-* The Dublin ROSE project launch will comprise of two days, the 13th of October will be the final partner meeting on ROSE. The launch will take place on the following day 14th of October. RD Consult are in the process of selecting a suitable hotel for all the attending partners so a confirmation of your attendance would be greatly appreciated.



ROSE Dublin Launch and Final Meeting 13th - 14th October 2010	
Partner Meeting	ROSE Launch
13th October 2010	14th October 2010

*Dissemination-*All partners are requested to respond to the emails that RD Consult sent out regarding dissemination of the ROSE project.

*Recruitment of participants* to engage with ROSE online programme. A number of hits have been received to date from users in Ireland and the UK (there have also been hits from users in Germany and the Netherlands). However we still need to increase the number of users. Partners need to continue to actively recruit participants in interested services/organisations. Partners may need to follow up on services that they have already recruited to remind them to engage with the programme, encourage them to return to the site, etc.