

## **SNHW – Progress Meeting 26-27 September 2011**

Venue: Centro de Negocios Tenerías, Valladolid.

Participants: Luis Alberto Gonzalez y Armando Gómez (UPTACYL), Martina Pilarova (TEMPO), Martin Hagemann (LINK), Marta Mañas (ITURBROK), Alina Costache (FIATEST), Olga Anasagosti (IDEC), Zisis Trakaniaris (OBES), Mario Garcia y Natalia Jarillo(CIFESAL).

### **MINUTES**

#### **1. WP5. Review of Project Status.**

The Coordinating organisation, CIFESAL, presented the updated version of the project roadmap, part of the deliverable 8, with the progress of the project up to date. It is presented as annex to these minutes, including the update of the work produced during the meeting.

Most of the deliverables have been completed as planned. Only those ones concerning the quality assurance and dissemination are left and will be completed in the present week for the closure of the project. During the meeting, the exploitation plan was outlined with the feedback of the partners, which was prepared beforehand on the basis of the information retrieved in the dissemination stage.

The coordinator also presented financial figures up to date. Previously to the meeting the partners sent the financial projections until the end of the project, which were aggregated in the presentation. The only exception was OBES, which major contribution was in the first year.

Even when the last figures from September are not definitive yet, the projection shows a financial performance very close to the planned budget. The figures are also consistent with a previous projection in May, which was submitted to the National Agency in the format of an amendment. This amendment was rejected as it was not needed, because the deviations did not exceed the allowed threshold of 10%. The final figures will not exceed this threshold either, according to the aggregated figures presented in the meeting.

The coordinator reminded the partners of the cost reporting rules for this project and mentioned the ones purely internal based on the quality control measures, and the external ones according to the Guide of the Applicant and the clauses of the contract.

## **2. WP2. Final results**

The educational game has been already finalised and incorporates all the minor technical aspects. Final adaptations regarded the compatibility of characters in all languages of the consortium. Difficulties were found in the representation of different characters in different browsers and different operating systems. Big effort has been put by all the partners involved in solving this issue before the meeting, with the support of the technicians subcontracted for the design and programming.

In addition, the Guide of Lessons Learnt has been integrated in electronic format within the game navigator to provide further insight to the pedagogical method in a straight way.

The finalised educative game was presented and explained in the public conference of the 27<sup>th</sup> September.

## **3. WP3. Testing and Validation Phase**

The testing and validation phase was implemented as planned. Testing took place in all the countries and different target groups were approached depending on the profile of each partner organisation. In some countries the testing was extended until the very end of the project joining it to dissemination events (see comments on WP4 below). Validation reports varied significantly regarding the opinions of the different target groups, which gives a more complete and richer picture of how final users see the products and whom would be the more interested parties in exploiting and using the results.

Overall, a higher number of people than initially expected took place in the validation phase. The partners submitted a summary to the coordinator on the testing carried out in their countries and included the results of the dissemination phase in the presentations that were presented in the international conference following to the progress meeting.

Validation took place mainly on the different versions of the prototype, with the purpose to improve the final version of the game.

Since the very last version of the game was finished just before the Conference, some partners wanted still to use the last dissemination events also to test it. They required a few days to prepare their definitive reports.

In this workpackage, the quality of the results has been also appraised. The internal quality assurance method was already presented in the kick-off meeting, including three instruments: project roadmap, task planner and financial template. They have been updated every six months. The results of the quality control are being validated with an external evaluating tool, assisted by an external evaluator. A quality assurance report draft based on the internal method was circulated to the partners before the meeting and the last questionnaires have been distributed and completed during the meeting. They will be integrated in the final version of the quality report to be integrated in the final report.

## **2. WP4. Dissemination Strategy**

The two main milestones of the dissemination strategy have been accomplished.

1<sup>st</sup>. National Dissemination events. More than 200 people have been directly reached in dissemination events from the different stakeholders concerned by the project: Trainers, Business Employers, Trainees and public institutions.

The partners proposed to submit additional information until the final draft of the final report, since many of the dissemination events are taking place during the last days of the project. Some of them are also linked to final validation, once the main deliverables are now definitive.

Finally, the coordinator indicated that the dynamic approach of the web have proved to be extremely useful, since almost 70 posts have been left by the users. The coordinator is selecting those ones that would be more relevant for publication online.

2<sup>nd</sup>. Final Dissemination Event (Valladolid, Spain). The final dissemination event has been organised by the promoter. The setting was that of a Conference in which stakeholders, project promoter and project partners intervened with different presentations. The external registered audience was some 35 people. There was the presence of different media including newspapers, radio and TV, the National TV channel among them.

The National Agency was invited to participate, although they did not attend the meeting.

National stakeholders were represented by the General Director of Social Economy and the General Director of Labour and Occupational Safety at Castilla y León.

International partners provided an input on the project experience in each of their countries. Interpretation English-Spanish was facilitated during the conference.

The guide of recommendations was distributed during the conference. Some 50 issues were taken by the different attendants. The partners also took copies of the English version for distribution in their countries.

The exploitation plan was discussed in a common session at the end of the meeting. Minutes with the key points of the discussion were taken by the partner Link. It included different ideas of sustainability, which will be collected in a report. During the conference the Director of Labour and Occupational Safety at Castilla y León committed to integrate the game in a virtual learning area, with other online training resources. The promoter will study with the representative of the Junta de Castilla y León the transfer of the game to the Junta.

### **Other issues.**

### **Next Steps**

1. To complete the validation report with new inputs collecting the last information from the partners. Partners to send new info until the 15/10/2011 to the coordinator. If some additional information is expected to be retrieved after that date, they should inform in advance to the coordinator.
2. To complete the dissemination report with new inputs collecting the last information from the partners. Partners to send new info until the 15/10/2011 to the coordinator. Project promoter to prepare a press dossier to be attached to the report.
3. To produce a software compilation of the educational game to be burnable onto USB/ CD format immediately after the meeting, in case the partners want to distribute physical copies.
4. To submit all the financial data via email to the coordinator until the 15/10/2011. The information should include the supporting

evidence of the costs. For 10 days counting from the 15/10/2011 will check the financial documentation and report to the different partners any eventual discrepancy. Once the costs are consolidated and agreed, the partners will need to submit the originals by post according to the regulations of the Leonardo da Vinci and the clauses of the contract. The coordinator will provide the partners with the official templates used by the Spanish National Agency as an example. (These models were submitted already shortly after the kick-off meeting).

5. The technical part of the final report is already being completed by the promoter with the assistance of the coordinator. The partners will be asked for specific information once the first draft is produced. In particular, for the dissemination, the promoter will need specific details to fill the final report form. A model is enclosed as attachment of this meeting for the partners' reference when reporting.
6. The first comprehensive draft of the final report is planned for the 31<sup>st</sup> October. The submission is planned between the 7<sup>th</sup> and the 10<sup>th</sup> of October, well ahead of the contractual deadline. The purpose of this decision is to try and obtain an earlier assessment by the National Agency to remove the bank guarantee associated to the project.