

SNHW – Progress Meeting 21-22 March 2011

Venue: IDEC Headquarters, Iron Politechniou, 96, Piraeus, Athens, Greece.

Participants: Luis Alberto Gonzalez (UPTACYL), Olga Anagnostaki (IDEC), Martina Pilarova (TEMPO), Martin Hagemann (LINK), Marta Mañas (ITURBROK), Alina Costache (FIATEST), Aristides Hatzisarridis and Giorgia Farri (OBES), Mario Garcia(CIFESAL).

MINUTES

1. WP5. Review of Project Status.

The representative of the coordinating organisation presented the updated version of the project roadmap, with the progress of the project deliverables up to date. It is presented as annex to these minutes.

The coordinator also presented financial figures up to date. Following the agreement of the kick-off, by the end of March the 3rd internal evaluation is due, and therefore, prior to the meeting, the coordinator requested the partners a financial update of expenditures. All in all, the financial expenditure figures are around 55% of the total budget, which is considered reasonable taking into consideration that the final part of the development, the testing and the dissemination phase has to be completed yet, according to the workplan. The data of March is also still only a projection.

The partners provided originals of the financial supporting documents. Only IDEC reported that they preferred waiting until the end of March to produce all the supporting evidences.

The coordinator reminded the partners of the cost reporting rules for this project and mentioned the comments of the National Agency to the interim report, aggregating them by typology in particular:

- a) Travel costs. Travel costs relate to the transnational meetings of the consortium. Any person incurring travel costs must provide the relevant timesheet and be part of the staff of the partner appointing him/ her for the meeting. No travel costs will be accepted for a participant who is not reported as part of staff costs as well.

- b) Other costs. Must be related to the project and justified with a brief comment on the nature and purpose thereof. The coordinator will circulate the updated task planner to all partners before the summer 2011, so that they link any cost directly to a particular contractual task, to simplify the tracing of these costs.
- c) Subcontracting costs. Must be according to the legislation of the country of each particular partner. Provided that the amount is reduced (all the subcontracting costs are for small amounts), the partner must at least provide a bid from the subcontractor with specification of the goods/ services and the acceptance thereof (simply signing the bid).

The promoter, UPTACYL, reported about future payments. At the moment they have provided a second bank guarantee to the National Agency to access the second prefinancing, and they are waiting for the reception thereof.

Since the Spanish National Agency informed that it is only UPTACYL the organisation that must provide the bank guarantee on behalf of the whole consortium, as the only contractor with the National Agency, the consortium could not access the second prefinancing with joint bank guarantees issued by each partner on its prefinancing part, as discussed in the kick-off and the previous progress meeting.

In a resolution by the Board of Directors of UPTACYL, the risk currently held by organisation in this project was appraised as very high. The promoter considered to present the partners with the similar formula imposed by the National Agency for this contract, i.e. accessing the second payment against a bank guarantee for the amount to be received as second prefinancing by each partner. This proposal was circulated by the Coordinator to the partners previously to the meeting upon request of the Promoter.

During the meeting only CIFESAL and FIATEST stated their interest in providing such a bank guarantee for their respective prefinancing part, once they will be shown the model of bank guarantee and study the conditions with their banks.

The rest of the partners did not consider this possibility at the time being and the partner LINK suggested a similar approach to the one for the first prefinancing, i.e. advanced payment against delivery of results for the second contractual year.

As the conclusion of the discussion on this topic, the following agreements were taken:

a) The Promoter will inform the partners of the second payment by the National Agency, and will send a draft model for the bank guarantee giving access to the second payment to the partners, who want to accept this formula.

b) Those partners interested in accessing the second payment via bank guarantee, once the promoter receives the payment from the National Agency, will have the opportunity to do so.

c) For those partners who do not want to present a bank guarantee to access the second payment, the Promoter will discuss again within its Board of Directors, if a partial payment can be released based on a new risk assessment before the final meeting to be held in Valladolid in the final month of the project. If so, the amount of that partial payment to the partners will be decided in the final meeting. If otherwise the risk is deemed to be very high still, other alternatives will be studied on that last meeting, being the one initially proposed in this meeting from the promoter, releasing the payment against the acceptance of the final report by the National Agency. Any common decision will be made in written and attached to the dossier of the project to provide evidence to the National Agency.

The promoter insisted that the bank guarantee is holding on UPTACYL not on the project, meaning that the risk assessed by the Board on Directors is not only related to the products of the project, which they find successful so far, but to any other external factor as well, which may influence the contract with the National Agency. In any case, UPTACYL will try to find a satisfactory solution for the whole partnership.

d) Link requested the coordinator to provide a summary of the costs to be incurred in the bank guarantees contracted with the bank so far to have a better source of appraisal for the last meeting.

2. WP2. Preliminary results (Presented by Iturbrok)

A prototype of the game has been already developed. It was presented in the meeting, with 5 scenes and the functional logic. The session consisted of an explanation by Iturbrok's representative, followed by comments from the participants. These are the main agreements:

1.- Based on the fact that this workpackage is co-led by two organisations (Link and Iturbrok) and that two approaches were presented in the production of Deliverable 2 ("needs analysis"), in

order to optimise resources and take the best advantage of the work already put in place, the following distribution of tasks was agreed:

- a) Introduction to the game. Led by Iturbrok using the same characters appearing in the game. Audiovisual presentation with a dialogue in all partnership languages.
- b) Game. Led by Iturbrok based on the prototype, including 8 scenes structured in 4 scenarios accessible independently with three different inter-active approaches: i) identification of safe/unsafe situations, ii) risk assessment, iii) equipment selection.
- c) Guide accompanying the game and providing relevant aspects of Occupational Safety and Health. Led by Link. It will include materials from deliverable 1, materials from the products that are transferred and relevant information to be used when playing the game.
- d) Game User's Manual. Led by Link, once the game is fully developed, providing technical instructions on how to play with the game.

2. Regarding the Prototype of the game, the following requests were made by the partners and accepted by the consortium.

- a) Each scene should include a first element of assessment to define whether a related situation is safe or unsafe. These situations should be taken from the description of the scenes by the partners in the preparation of the prototype. The project coordinator will select them and contact the partners when the situations are not clearly defined, until the end of March.
- b) The grid used to assess the risks is considered too complex for the users of the game. A different approach (sequential) must be followed in order to narrow the options step by step. Iturbrok will be working on it until the first week of April and present the partners another option to be accessed through the hyperlink: <http://shnw2.contenidosbinarios.com/>.
- c) The system of score must be rethought. It is suggested to start with the maximum possible score, this being reduced with any wrong decision. The coordinator will work with Iturbork on a new score system to be put in place in parallel to the game development.
- d) The equipment selection part is accepted as it is currently in place.
- e) 3 exit screens must be created: a) successful game with a high score; b) acceptable game with a medium score; and c) poor game with a low score.

These screens will be used after each scenario that can be accessed to play independently, which includes: a) working with ladders, b) working as a machine operator, c) working as a gas welder, d) working at heights.

- f) The game will be accessed through the webpage of the project. It will only require to register a nickname to play. The maximum score for each of the 4 scenarios will be remembered for each nickname. When exiting the game the player will be requested the email, in case s/he wants to be contacted for the validation section and a questionnaire will be offered to fill in.

2. WP3. Testing and Validation Phase (Presented by CIFESAL)

The partner CIFESAL introduced the methodology for the testing and validation phase of the main product of the project. It is structured in two phases:

- 1) The first phase will consist on the organisation of 1 national focus group in each participant country (2 in Spain). They will be organised until the 15th May. A number between 4 and 7 experts must be approached to get qualified opinions on the final version of the game prototype. The intended target groups are public institutions, implementation experts, trainers in companies, working in the field of Occupational Safety and Health.

The workpackage leader will provide the partners with the draft model of report along the last week of March.

- 2) The second phase will be joined to the dissemination strategy to maximise the impact. In this second phase the final group of beneficiaries is intended: vocational education trainees, young workers and coaches directly working with them in prevention of work accidents. If possible, this phase should be concluded by the 30th June. Based on the fact reported by TEMPO and LINK that May- June are difficult months for trainees in schools, the period for the second part of testing is extended until 25th September for those cases, where it proves impossible to do it before.

The aim of this second phase is to collect direct testimonies of final users and the higher number of tests of the final version of the game.

In this workpackage the quality of the results will be 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 are updated every six months. Once the main product of the project is produced and with the help of an external evaluator, the results of the project will be validated with a quality assurance report.

2. WP4. Dissemination Strategy (Presented by UPTACYL, facilitated by CIFESAL)

The promoter indicated that before the end of the project two main dissemination activities are to be implemented:

1st. National Dissemination events. They can be attached to other broader events and organised together with the second validation phase with final users. Ideally between 20 and 50 people should be reached from the different stakeholders concerned by the project: Trainers, Business Employers, Trainees, Public institutions.

Any setting is acceptable to reach the impact sought, including several smaller events to specific target groups.

2nd. Final Dissemination Event (Valladolid, Spain). The final dissemination event will be organised by the promoter. Different settings are being considered to maximise the impact, including the possibility of a Congress on the topic. Institutional bodies related with Occupational Safety and Health will be approached, as well as those connected with the fields of employment and education. The National Agency will be also invited to participate.

The partners will provide an input on the project in their countries. Tentative date is planned for the 27th September.

The promoter informs that he will try to produce a logo for the dissemination events. The coordinator informs the partners that they have an amount in their budget for the production of dissemination materials. These funds can be aggregated to produce the materials jointly among the partners, or to personalise them to the language and purposes of each national event: single subcontracts per partner. The promoter will inform until mid April of the progress on the logo.

Other issues.

- The next progress meeting is scheduled for 26th September at Valladolid (Spain) and is planned to start early in the afternoon (around 14.00 h).
- The final dissemination event is scheduled for 27th September at Valladolid. It will finish early in the afternoon.

- The session initially planned for recording sounds for the game in the different languages was replaced to define and discuss jointly about the script for the audiovisual part, since this was deemed more appropriate and useful. A draft of the script was produced during the meeting.

Next Steps

1. To adapt the new appearance of the risk assessment template in the prototype of the game, and to define the scenes related with the assessment of situations (safe/ unsafe). Until the 8/04/2011. Iturbrok, CIFESAL to organise it. IDEC, FIATEST and TEMPO will contribute.
2. To complete the audiovisual texts in English for the game based on the work performed during the meeting. Until 8/04/2011. All will contribute on a revised draft to be sent by the Coordinator.
3. Iturbrok to complete the game until 15/05/2011. Apart from the adaptations in point 1 above, the intro presentation has to be developed and the three exit screens for each scenario. CIFESAL to contribute with the score system until end of April. Updates to be presented in the link: <http://shnw2.contenidosbinarios.com/>. Three updates envisaged until final delivery.
4. Link to start working on the conception "Guide accompanying the game". New name to be found. Technology to be decided. CIFESAL to provide Link with a planned structure based on the materials collected for Deliverable 1, materials from the products to be transferred and elements from the game prototype until 15/04/2011.
5. UPTACYL to report until 8/04/2011 suggestions about the logo of the project.
6. Any dissemination event or publicity to the project should be delivered to the coordinator, who in contact with the promoter will create a press dossier.