



Leonardo da Vinci

SNHW – Progress Meeting 27-28 May 2010

Venue: Warnemünde (Germany) (27th – 28th May, 2010).

Partners: Armando López (UPTACYL), Martin Hagemann and Editha Tegler (LINK), Martin Koval and Martina Pilarova (TEMPO), Olga Anagnostaki (IDEC), Aristidis Chatzisavvidis and Mary Erreyezoglou (OBES) and Mario Garcia (CIFESAL).

ITURBROK due to last minute sickness of her representative, Marta Mañas, and FIATEST apologised the participation.

MINUTES

1. Review of Project Status

Prior to entering the presentation of the review, the coordinator explained the rest of participants the reasons for the absence of Iturbrok and Fiatest in the meeting.

The coordinator informed the participants that the project is progressing adequately as expected. Despite of the delay of three months in the signature of the contract between the promoter (UPTACYL) and the National Agency, due to the condition of establishing a bank guarantee associated to the payments and the delays this entailed, the partners have managed to complete most of the work foreseen in WP1, WP4 and WP5 for the first semester. Therefore no time extension is foreseen to be asked to the National Agency.

2. Presentation or results of WP1 (Presented by IDEC)

IDEC made a presentation of the conclusions of the first deliverable of the project: the comparative analysis of the three experiences that are planned to serve as a basis for the transfer. IDEC's representative pointed out what were the main features of the last version of the document.

The consortium concluded that up to point number 7th in the index of the document, the contents are approved, and only minor modifications will be made, in particular any graphic element that may serve the purpose of more attracting reading.

The document should collect the conclusions of the analysis in particular common elements, which can determine the specifications of the game.



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In particular, these conclusions should justify the choice of the following elements of the game:

- a) Contents.
- b) Learning Objectives.
- c) Pedagogical methodology.
- d) Duration of the game session.
- e) Resources to be deployed.

The different aspects were discussed in a brainstorming session in day 2 of the meeting and are presented in a separate section below.

The deliverable of WP1, including the conclusions, should be finished by 30th June, 2010.

3. Dissemination strategy and events (presented by the Promoter, facilitated by the Coordinator).

The promoter explained that the webpage of the project is already designed waiting for the start of contents upload. The webpage domain is www.shnw.eu and will be linked to the promoter webpage www.uptacyl.org

The coordinator explained the logic of the intranet of the project: a file exchanger to allow an easier management of the project.

The following agreements were taken in this session to be implemented on the 15th June as a target:

1. To keep the website as it is, including the logo of the project to be designed as a part of the design of the webpage, and to suppress the user and password functionality or redirect it to the intranet. The access to the public documents will be totally free with no need of previous registration.
2. To include the following tabs in the webpage, but make them visible only when something has been uploaded in them:
 - a) **Project profile** (already in place in English. It will be translated to all the language of the consortium. It can be summarised).
 - b) **Partners profile** in three paragraphs maximum. Presented only in English, including logo and contact details (preferably through a website link).
 - c) **News**. To be uploaded only in English.
 - d) **Results**. Non restricted public access to the deliverables.
 - e) **Contact us**. Only the address of the coordination of the project.



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3. To enable a new tree in the intranet for the partners, the final structure being defined as follows:
 - a) Results: will collect all the deliverables in their final version structured by workpackage. All partners will have "read only" access. The promoter will upload the final versions after validation.
 - b) Drafts: will collect all the working documents for the deliverables structure by workpackage. All partners will have "read and write" access. No confidential data will be uploaded in these folders.
 - c) Admin (currently named work): will collect only those documents to share between the promoter and a particular partner. It is structured per partner. The partner can see only his/ her own folder and will have "read and write" access to it. Once the files have been properly exchanged between partner and promoter they will be deleted.

This should be done quickly, targeting 10 days from the date of the meeting, and verifying the access rights of all partners, which currently are not well established.

4. All the partners will create a link in their webpage to the webpage of the project, as soon as possible.
5. All the documents will be created following this mask: name of parter_WPx_name of document_year_month_day (x can be 1 to 5 according to the relevant WP, name of document is free sensible choice of 1 word and year includes only the last 2 figures). Example: cifesal_wp5_minutes_rostock_10_06_11

Apart from the website other dissemination aspects were decided:

1. To keep a press dossier with all the publications or references in our own or external media as from now. They will be converted into pdf format and joined in a sequential way. They will be placed in the webpage of the project. When the webpage is finally validated in its design the promotion of the project will be also conducted by that mean in particular linking it to other links like "elearning.info" or pages related to "OSHAS".
2. To produce a series of promotional materials, in the way of flyers, bookmarks and/ or pen drives based on the budget of the project. The promoter will study the best option based on the comments during the meeting.

Intensive dissemination efforts will be started only when the first prototype of the game is in place.



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4. WP5. Administration and Financial issues (presented by the Promoter, facilitated by the Coordinator)

a) 1st Prefinancing. The promoter explains that the 1st prefinancing took place on the 18/03/2010, again with a delay regarding the contractual due date. He reports that a new official letter had to be sent to the Head of the OAPEE to ask for information on the payment as other contacts via telephone or email were not working.

b) The promoter informs that immediately after the reception of the first prefinancing contacts started with the bank, and that there is an agreement to start using the funds received from the NA. This will not involve an extra charge from the bank on top of the payment conditions for the bank guarantee, provided that the payments are produced in a sequential way during the whole life of the project.

c) After a debate among the partners, the consortium decided to link payments to evidence of performance according to the bilateral agreements signed between the promoter and each partner, and to the extent allowed by the bank. The promoter is entrusted to see what is the maximum accepted by the bank in year 1.

d) Regarding the second year, the consortium discussed the convenience, or not, of asking for a second prefinancing after the interim report, since it would entail a second bank guarantee. The promoter indicates the huge problems he encountered to face 4 months of fees from the bank guarantee with no payment from the National Agency and that he would not be able to face it again without an effective order of payment in written, moreover when the assessment of the interim evaluation could last longer than contractually expected based on the experience observed so far. Therefore he indicates the condition of receiving confirmation of a clear date of payment of the second prefinancing for him to be able to establish the bank guarantee and both dates to be close in time.

e) Partnership Agreements. Partnerships agreements were countersigned by the legal representative of the promoter in-situ.

f) Templates for reporting. The partners agreed with the models sent by the Coordinator ahead of the meeting; however modifications were needed in the document of guidance, in the sense that evidence of payment should be included in all the items, with the usual means of justification (updated versions are attached to the minutes).

g) The coordinator will aggregate all the data in the appropriate official reporting template for the interim report. IDEC and OBES need to send the cost declarations as soon as possible. The aggregated financial data of the



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consortium for the first semester will be circulated together with the final version of the minutes, and will be used for calculating the first payments from promoter to partners. Target date for the aggregated template 19th June. Target date to instruct payments end of June.

5. WP2. Strategy and Planning (Led by LINK)

As a method to start defining the elements needed for WP2, LINK presented a template of the planning of a typical game, including: table of contents, learning objectives, pedagogical methodology, resources, and definition of the different storyboards to be created and interconnected in the game.

The partners agreed to follow a similar template to define the needs of the game and planned the following steps:

1. Link to circulate to the consortium the template (no problem is some contents parts are in German) in electronic way as soon as possible.
2. IDEC to provide the initial frame of the game: "the plot", which will be recreated by the game.
3. The plot will include at least three scenarios to tackle specific hazards on "mechanical manipulation of machines", "work at heights" and "working with ladders". TEMPO, IDEC, FIATEST and CIFESAL will share the work of creating the three scenarios once the general plot is agreed. The foreseen distribution is TEMPO: work at heights, IDEC: mechanical manipulation of machines, CIFESAL: work with ladders. FIATEST can chose working on one of the three scenarios together with another partner or to chose a new hazard to tackle in the game.
4. Once the conception of the framework is created, LINK and Iturbrok will follow two approaches of design, whether focusing on technical aspects, different target groups, or any other aspect of the game. These approaches should be then put in place either by merging them both in a single game, discarding one of them and focusing on a single approach with the justification for it, or developing two different games. This will depend of the situation that best fit the final goal.

The game should allow one hour session of training for new workers, including playing it in full duration and having the debriefing session (whether autonomously with the game guide or with the help of a trainer).

The timing agreed is as follows:

- Plot to be defined until 11th June.
- Storyboard with at least 3 scenarios until 25th June
- Exchange of opinions among partners until 2nd July.



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Other issues.

- The next meeting of the consortium is scheduled in Greece for 10th-11th March, 2011.
- If other meetings are needed during the development phase, they will be held at distance by electronic means, and the two developers Iturbrok and LINK may join together the promoter if deemed necessary.

**Draft Minutes elaborated by Mario Garcia
on 10/06/2010**