Minutes from CABIS-IDA meeting

Date: January 26th, 2011

Place: Trnava university, Trnava, Slovakia

Participants:

- Adriana Ondrušová (Trnava university)
- Barbara Hauser (Horizont 3000)
- Barend Gerretsen (Royal Tropical Institute)
- Daniela Kállayová (Trnava university)
- Daniela Naništová (Trnava university)
- Gabriele Tebbich (Horizont 3000)
- Ján Rusňák (SAAIC - National Agency of the Lifelong Learning Programme)
- Juraj Jančovič (Trnava university)
- Lenka Fabianová (Trnava university)
- Marek Majdan (Trnava university)
- Martin Rusnák (Trnava university)
- Miroslava Targošová (Trnava university)
- Ondrej Botek (Trnava university)

Content of the meeting:

Opening and welcome

(Professor Martin Rusnák)

- Introduction of the participants

Introduction to Leonardo Da Vinci Lifelong Learning Progamme guidelines and principles

(Ján Rusňák - SAAIC - National Agency of the Lifelong Learning Programme)

Information for the Partners:

- Regulation of each country needs to be followed
- Necessary to keep the records of the project for 5 years (audit)
- Expenditures can be used only for personal and travel costs
- Necessary to read the Project handbook
- If any problem – communicate to the Contractor (mediator) and Contractor will communicate with National Agency
- 2 assessments will be done by external experts (midterm, final). Financial part will be done by external audit company or National Agency. May be also audit from European Commission
- Changes in the project are possible, but it is necessary first to ask National agency (but it is not possible to change the origin of the project). Give the reasons why the changes will be beneficiary

Discussion:

- Changes in the budget are possible, but latest 2 months before ending the project
- There is possibility to add the new Partner

Summary of the project
(Marek Majdan)

PPT presentation was given to all the participants.

Discussion:

- Dissemination was not indicated in the work packages
- Proposed changes in work packages
  - ✓ WP1 – Activity 7 – press information of kick-off meeting, reports on website
  - ✓ WP2 – Activity 6 – novel methods development
  - ✓ WP3 – Activity 5 – marketing for the products, professionalization, increase of quality
  - ✓ WP4 – Activity 5 – results of the pilot leaflets, etc.
  - ✓ WP5 – Activity 4 – monitoring, conference, communication strategy

Introduction of participating partners

a. Royal Tropical Institute (Barend Gerretsen)
b. Horizont 3000 (Gabriele Tebbich)
c. Trnava University (Professor Martin Rusnák)

Brainstorming about the possibilities, target group and domains of the project

Discussion:

- Possible levels of education (type of curriculum) which should be developed by CABIS-IDA Project:
  - ✓ short term education - modules, courses, blocks … (certificate) or
  - ✓ long term education - BA, MA, MPH… (degree)
- Possible field of study available at the faculty in case of degree education:
  - ✓ laboratory methods,
  - ✓ nursing,
  - ✓ public health,
  - ✓ social work,

  as a possibility to develop a specialization – accreditation as a new field of study would be difficult.
- Proposed target groups – from Slovakia (Slovak NGDO, government, corporates), from abroad – Czech republic…
- Possible domains of the project – Social work, Public Health, Gender, Economic sustainability, Project management…???

Contracts

PPT presentation (modified after discussion and clarification) is attached and questions, which raised will be discussed by financial departments of each organization.

Discussion:

- Starting date of the project
- % quotient for the 1st payment
- Subcontracting

Deadline for signing contract with CABIS-IDA partners was agreed on 10th of March 2011.

Specification of program timeline and activities

Activities:

- Organize needs assessment workshop - participatory approach – include stakeholders (Slovak NGDOs, government, tropical medicine institute, WHO, people dealing with migration issues) and use external facilitator (RTI). It should last 2 days and consist of:

  - ✓ Day 1: Focal discussion on the needs (include stakeholders)
  - ✓ Day 2: Summarizing overall general objectives (project team)

  By then Trnava university will:

  - ✓ organize the date of the needs assessment workshop with Partners (till 6th of February)
  - ✓ provide to the Partners information concerning the situation in Slovakia in the field of development assistance (strategic papers, programme countries, sectorial priorities, Slovak NGDOs and Official Slovak development websites…)

- Partner organizations will provide outlines of their educational and training activities to Trnava university to have better vision of possibilities.
- Add dissemination activities to budget.

Attachments:

- CABIS-IDA project Mailing list
- PPT presentation: Leonardo – The main points on financing