

MaecVET - Kick-off meeting November 14th-17th 2012 / Graz (AT) MINUTES

List of participants:

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November 14th

Arrival of all partners and informal dinner

November 15th

09.15 Welcome and opening of conference (Josef/AZB; Ingo/BBW)

09.20 Discussion of agenda and agreement on work plan for the next two days (Michael/BBW)
Ana Sofia/GHD will arrive later because of the general strikes in PT and other EU countries on Nov 14th

09.30 Short introduction of all partners

- Kari/Karier Oy/FI ([maecvet_m1_at_min.annex1](#))
- Josef/AZB/AT
- Alex/Vedaro/DE ([maecvet_m1_at_min.annex2](#))
- Shyam/CLC/UK ([maecvet_m1_at_min.annex3](#))
- Ingo/BBW/DE ([maecvet_m1_at_min.annex4](#))
- Tatiana/Diasport/BG ([maecvet_m1_at_min.annex5](#))
- Ildikó/Gyemszi/HU ([maecvet_m1_at_min.annex6](#))
- Roberto/AOR/IT ([maecvet_m1_at_min.annex7](#))

10.45 coffee break

11.00 MaecVET in a nutshell (Ingo/BBW; [maecvet_m1_at_min.annex8](#))

- Ingo introduces the basic content, aims, objectives and outputs of the project in detail according to the proposal, which are:
 - Step I: State of the Art Report
 - Step II: Recognition Map of Massage Professions in Europe
 - Step III: MaecVET E-portal
 - Step IV: Implementation and sustainable usage of MaecVET E-portal
 - Step V: Project Management (Month 1-24)
 - Step VI: Dissemination (Month 1-24)
 - Step VII: Quality Management (Month 1-24)

11.30 Detailed overview over ECVET, NQF, ECTS, Europass (Linnéa/BBW; [maecvet_m1_at_min.annex9](#))

12.00 Country Reports I (Massage Professions, ECVET, NQF, ECTS, Europass etc.)

- **FI (Karier):** There is an authority in FI which controls all education and vocational training activities; there are two massage professions “trained masseur” and “specialised trained masseur”; the qualification is competence based - one can make a qualification test where competences and experience get accredited; one can also make a kind of practicum before the training test. There are four (basic) modules which will be tested:
 - 1 Basis of masseur professions
 - 2 Methods of masseur professions
 - 3 Massage as part of treatment in social and healthcare
 - 4 Masseur as entrepreneurFor the “specialised trained masseur” some more modules are compulsory; however, massage always stays on vocational level (level 4). The situation is the same all over Finland. Accreditation without undergoing a training programme is possible. NQF are fully developed and linked to EQF, ECVET is fully applied. Massage professions do not pay VAT as all other health professions in Finland for making those jobs more attractive.
- **AT (Josef):** In Austria, ECTS is fully developed but ECVET is still in a very basic pilot phase. NQF in AT is based on three criteria: formal requirements and qualifications; EQF descriptors and the description of qualification; generally, NQF is not really used in AT.

In AT there are three massage professions: the “professional masseur” who is only allowed to work on healthy persons (employed or self-employed); the next level is the “medical masseur” who works already in the curative area but only as employee; the highest level is the “therapeutic masseur” who is already very close to the physiotherapist but he is only allowed to work with a “passive patient”; the physiotherapist (academic level) is allowed to work with an “active patient”

In AT, the legislation is valid nationwide; for the “medical masseur” there is a one year lasting training with 1.900 learning hours; for the “therapeutic masseur” one has additionally to do a five months training (800 hours) plus a half year practicum. (maecvet_m1_at_min.annex10)

- **UK (Shyam):** In the UK NQF and ECVET are fully developed and applied. There are some differences between Wales and the UK on some areas (from level 5-7) but below that all training programmes, units, outcomes etc. are linked with the same NQF. There is a special board which takes care of the overall qualification, accreditation and validation processes. However, within the UK England, Scotland, North Ireland and Wales are still busy synchronising their own education and VET systems and therefore they are not so much focusing on EU developments. Concerning massage professions in the UK there is also a distinction between “leisure purposes” and “medical purposes”; the following massage profession exist in UK: Level 3 Diploma in Massage Therapy (VET) and BSc (Hons) Complementary Therapies for Health Care. Massage professions is thus not only based on VET level but can also go on academic level. (maecvet_m1_at_min.annex11)

13.10 coffee break

14.00 Country Reports II (Massage Professions, ECVET, NQF, ECTS, Europass etc.)

- **DE (Linnéa):** In Germany ECTS is implemented to a large extent. The NQF is fully developed and referencing to the EQF is about to be finished. ECVET has so far only been tested in national pilot projects and transnational mobility projects. The massage professions in DE are the “masseur and medical hydrotherapist” (2.5 years/2230 hours theory and 800 hours practice in school, plus 6 months practice in medical facility) on VET level and the “physiotherapist” on VET level (3 years) as well as on academic level (3-4 years for bachelor plus 2 years for master). The academic level is currently in a testing phase until 2015. (maecvet_m1_at_min.annex12)
- **BG (Tatiana):** In Bulgaria, there is a national agency called NAVET (National Agency for VET) which is in charge of the accreditation of professional training programmes. ECTS is applied in BG. “Massage professions” as such is not existing in BG; there are trainings but they last only 2 weeks up to 2 months, then they can work as so called “masseurs” outside the medical area; on medical level, physiotherapists (with academic levels) or graduates of three years lasting “medical schools” are working.
- **HU (Ildikó):** On VET level there are following professions existing: “masseur” (2 years/2000 hours/50 credits), “sport masseur” (2 years/2000 hours/50 credits); “physiotherapist assistant” (2 years/2000 hours plus 1200 hours specialisation); on academic level there is the “physiotherapist” (4 years for bachelor plus 1,5 years for master) (maecvet_m1_at_min.annex13)
- **IT (Roberto):** There is no problem in Italy when speaking about profession regulations on academic level because they are based on national and/or EU law. However, it gets very complex, once moving to the VET level because this is regulated on regional level; so there are many regulations and certificates existing in the province of Marche however they are have little importance outside this region. In IT ECVET is also not well developed because there are too many different bodies with partly contrary interests. (maecvet_m1_at_min.annex14)
- **PT (Ana Sofia):** PT will change its VET system beginning with 2013 and it will adapt the German system on VET level as well as on educational level. How this will look in detail, nobody can say at the moment and only future can bring. However, ECVET is already promoted on national level.

Concerning the massage professions situation is similar as in BG; there is only one course on VET level (entering with level 2 and finishes with level 3); all higher qualifications are on academic level and purely for medical purposes. Massages for leisure purposes are rather new on the market and not regulated - there is a professional association of masseurs offering training but does not stand in line with any requirement of the NQF or the EQF.

15.45 coffee break

16.00 Definition of massage professions (BBW, all partners; maecvet_m1_at_min.annex15)

According to the research work and discussions done, following professions will be considered in the MaecVET project:

Partner	Level 3 (Leisure/Wellness)	Level 4-5 Medical level	Level 5-6 Physiotherapist
P1/DE	▪ NA	▪ Masseur and medical hydrotherapist	▪ Physiotherapist
P2/AT	▪ NA	▪ Medical masseur ▪ Therapeutic masseur	▪ Physiotherapist
P3/FI	▪ NA	▪ Trained masseur ▪ Specialised trained masseur	▪ Physiotherapist
P5/HU	▪ NA	▪ Masseur ▪ Sport masseur	▪ Physiotherapist
P6/IT	▪ Masseur	▪ Massofisioterapista	▪ Physiotherapist
P7/PT	▪ Beauty masseur	▪ NA	▪ Physiotherapist
P8/BG	▪ Beauty masseur	▪ NA	▪ Physiotherapist
P9/UK	▪ Massage therapy	▪ Complementary therapies for health care	▪ Physiotherapist

16.00 Next project steps (BBW, all partners)

- P1 and P7 will send out a template for data collection before **Dec 17th**
- Partners will evaluate the template and give feedback until **Jan 14th**
- Data collection by all partners involved will last until **April 30th**

November 16th

09.30 Meeting at the hotel's seminar room (day 2)

10.05 Contractual, financial and administrative issues (Michael/BBW) (please see maecvet_m1_at_min.annex16 attached)

- Michael explains in detail the contractual processes in the project, including duties, obligations and rights of all parties involved (promoter, partners, the EACEA etc.)
- Michael also introduces the most important regulations of the *LLP Financial and Administrative Handbook* (Version 2012.1), the recommendations made by the EACEA during the coordinators' meeting in Brussels (01/13) and the additional project-internal administrative regulations as settled between the promoter, the operative co-ordinator and the partners.
- The exchange rate that has to be used by all partners is fixed with the data published by the EC for 10/2012; this rate has to be used for all 24 months of the project, losses caused by this regulation are not accepted as eligible expenditures of the project; please see relevant list attached maecvet_m1_at_min.annex17.

- The budget of each partner is divided as follows: 75 % from the EU, 25% own contribution - the indirect costs (costs that occur in each partners' office, i.e. telephone, office equipment, etc.) are part of the own contribution
- Staff costs include the gross salary of a staff member, i.e. what the staff member costs the company, not only the net salary the staff member receives. Additional payments are not included.
- When providing payrolls, partners can blank out all information that P1 is not allowed to know according to confidential issues. Important to know is the name of the company, the name of the staff member and the salary.
- Travel costs do only apply for staff members. Travel costs for persons that are not staff members cannot be reported as travel costs, but have to be reported as other costs.
- As far as costs for travel expenditure are concerned, Michael points out that for e-tickets for flights a snapshot needs to be taken to prove the costs.
- The proof of payment means that it must be proved that the money spent left the bank account of the company to the account of the person.
- Calculations of subsistence costs have to be based on national regulations and need to be explained upon request.
- Copies need to be certified.
- P1 needs to be informed about additional subcontracting costs that are not included in the budget.
- Other costs include for example local travel costs at the place of project meeting (transfer by taxi or bus from hotel to meeting room).
- Last but not least, Michael introduces in detail the reporting and money flow concept of the project.
- The project will be reported every half year.
- Deadlines of reporting:
 - Report 1: 15.04.2013
 - Report 2: 07.10.2013
 - Report 3: 15.04.2014
 - Report 4: 15.10.2014
- Michael points out that proof of expenditures need to be handed to P1 on time for each report, otherwise it cannot be recognized.
- Once the partner contract is signed, the first instalment (20%) will be transferred.
- 40% of the grant will only be transferred to each partner after the project end (20% after final report (10/14); last 20% by May 2015)
- After detailed discussion, all partners agreed to the contractual, financial and administrative regulations and settings of the project.

11.15 Coffee Break

11.45 Project website (Alex/Vedaro)

The website address will be www.maecvet.eu and development process will last until March 2013; at the moment, there are only a few features on but there will be more.

- Alex will distribute an e-mail in which partner information is requested from each partner until **Nov 23rd**
- Partner should send to Alex by **Dec 15th**:
 - partner descriptions
 - contact data
 - company logo
 - 10 national links to relevant stakeholders, experts, target groups etc.
 - 5 pictures showing professional background situations from each country

12.10 Dissemination, valorisation and impact strategy (Michael/BBW)

(please see [maecvet_m1_at_min.annex18](#) attached)

- Michael explains in detail the dissemination and valorisation plan and the corresponding activities.
- Michael points out the importance of proper dissemination activities in order to achieve the project aims.
- For any dissemination activity, a proof shall be sent to Michael (copies, pictures, screenshots, etc.) in order to be able to report them to the Commission.
- Facebook: a project facebook site shall be established by Alex

- In addition to the communication via e-mail between all partners, communication on a bilateral basis can take place via skype - Alex will collect all contact data and distribute it to all partners by **Dec 15th**
- P1 will provide a format for the collection of data for the E-Mail pool until **Dec 15th**, all partners then should collect 30 contacts/country until **Feb 13**
- After detailed discussion, all partners agreed to the dissemination, valorisation and impact strategy of the project.

12.40 Evaluation and quality assurance strategy (Michael/BBW) (please see [maecvet_m1_at_min.annex19](#) attached)

- Michael explains in detail the evaluation plan including processes, products and impacts that are to be evaluated and the communication strategy.
- The main instrument which will be used as project plan as well as progress monitoring tool will be the so called “snap shot analysis”; by using this tool, the plan will be updated every 3-4 months for assuring a decent project implementation ([maecvet_m1_at_min.annex20](#))
- P1 will send out an evaluation questionnaire regarding the first project meeting in Graz to all partners by **Nov 23rd**, partners are asked to return it within one week
- P1 will develop a detailed quality management handbook by **Feb 13**
- After detailed discussion, all partners agreed to the evaluation and quality assurance strategy of the project.

13.10 Next project steps and discussion of open questions (all partners)

- All partners agreed to the next project steps developed during the project meeting.
- Next project meeting will be from **May 15th-18th** in UK
- Shyam will check hotels (not too expensive) and will also make a suggestion how transport can be organised.

13.30 Final round of question - official closing of the meeting

14.00 Visit to Bergler Massage School

