MaecVET - project meeting IV
May 15th - 16th 2014 / Staffolo (IT)

MINUTES

Organisation:	Participants:
P1/BBW (DE)	Ingo Matthäus Suse Topp Michael Schwaiger
P2/MSB (AT)	Josef Bergler Robert Kircher Lieselotte Luttenberger
P4/Karier Oy (FI)	Kari Löytökorpi
P5/Gyemszi (HU)	Dóra Horvát Éva Nagy
P6/AOR (IT)	Penna Roberto Ricci Maurizio Enrica Giansanti
P7/GHD (PT)	(excused)
P8/Diasport (BG)	Tatiana Velitchkova Elena Maslenkova
P9/GLLM (UK)	Rhiannon Thew Shyam Patiar
P10/MANDARIN (DE)	Niklas Jorden

May 14th

Arrival of all partners

May 15th

09.00 Welcome opening speeches by Lord Major of City of Staffolo and Ingo BBW in der DAA/P1; meeting takes place in the town hall of Staffolo, Italy

09.15 Agreement on agenda and short introduction of each project meeting delegate BBW in der DAA /P1

09.25 Presentation of status quo of project development / BBW in der DAA /P1 (snap shot analysis 05/2014) (maecvet_m4_pt_annex1_snap_shot_05_2014)

- Ingo informs all partners that the promoting organization (BBW) was sold to another company (DAA) in spring 2014. After the project meeting, an official amendment will be submitted to the EACEA in which it will be informed about this change.
- Michael goes through the work plan in detail and explains all developments from last meeting in PT
- Michael underlines that meanwhile the project is quite strongly delayed in some issues: the main products should have been finished long ago (09-10/2013) but they still aren't. Other parts of the project look fine but without the main products (recognition map, portal and green paper) the project cannot go into its mainstreaming and promotion phase. We expect that the portal will be ready to use at the beginning of June but after that there is the summer break and therefore not a convenient time for promoting the e-portal. Generally, with the official remaining project life time there is little chance to implement the project successfully. As consequence, in the amendment mentioned above, we also will ask for extending the project's lifetime for six months.

09.45 Overall presentation of portal developments feedback on internal evaluation of portal in EN and deductions of short-term and long-term improvements / BBW in der DAA /P1

- One of the main thinks we need to do is the evaluation of the portal; at the moment, there are 27 feedbacks in total but we need 20 per country (=140) in total.
- Therefore, the evaluation form should be found easier of which P10 will take care until **May 31st**.
- Evaluation should be finished until **June 30th** for all partners!
- Suse sends out a monthly overview how many evaluation forms were done by each partner country!
- All partners agree to answer the questionnaire in EN, only P7 prefers to translate it into BG; in this case, P7 is also responsible for translating comments back into EN and send it to P1. The BG version of the questionnaire will be sent to P1 by **May 31st** and directly uploaded to the website.
- Suse introduces first outcomes of the evaluation which are not very representative due to the small sample. (for details please see **maecvet_m4_pt_annex2_eval_portal)**
- One of the main outcomes is that additional help and contact persons from each country might be needed: all partners agree putting their contact data on the portal.

11.15 *Coffee Break*

11.45 Introduction and exercise on content management system usage for uploading national language versions / Mandarin/P10 (maecvet_m4_pt_annex3_guideline_portal_upload)

- Niklas introduces EUCAPO's CMS to all partners; partners get individual consulting and mentoring.
- All partners confirm that they are now able to upload text themselves
- Anyway, Niklas assures he will always be available for any support concerning this issue

12.30 Discussion on finalisation, translation and publication of Recognition Map / BBW-DAA/P1

Suse presents below table and explains the following:

- The EN version is uploaded in all professions
- From DE are professions are translated
- From HU 18 of 19 professions are translated
- From IT all professions are translated
- From PT and FI the professions have to be translated and uploaded to **May 31st**

Overview Massage Professions

	EQF Level 3* (Leisure/Wellness)	EQF Level 4-5* (Medical level)	EQF Level 5-6* (Physiotherapist)	Finished translation of 19	Calculation ECVET	Upload rm's on the e-portal Done	not done
DE	n/a	1 Masseur and medical hydrotherapist	2 Physiotherapist	19 of 19		17/19	2
AT	n/a	3 Medical masseur Therapeutic masseur	4 Physiotherapist				
FI	n/a	Trained masseur Specialised trained masseur	Physiotherapist	0 of 19		0	19
HU	n/a	5 Masseur 6 Sport masseur	7 Physiotherapist	8 of 19		0	19
IT	8 Masseur (Massaggiatore)	9 Masseur (Massofisioterapista) Masseur and medical hydrotherapist	10 Physiotherapist	13of 19		0	19
PT	11 Beauty masseur	12 Sports Masseur	13 Physiotherapist			0	19
BG	14 Beauty masseur	15 Sports Masseur	16 Physiotherapist	13 of 19		0	19
UK	17 Massage Therapist	18 Sports Massage Practitioner	19 Physiotherapist			19/19	0

Concerning the ECVET formula for transferring the learning content and outcomes into credit points there was a long discussion within the partnership. Finally, following conclusions were made:

- Since there is no ECVET system existing useful for our project it is necessary to introduce an own ECVET calculation formula for the MaecVET project, however in this formula all national standards and requirements of each partner need to be respected.
- Therefore, the project group decided to have a range from **a minimum and a maximum value** and to add a way of explanation and calculation for each partner; Suse will send out a mail to each partner for checking its national standards. Basically, each partner will be in charge of defining own national standards. The answers has to be returned by **May 31st.**

14.00 *Lunch*

15.30 Presentation and discussion of Green Paper / GYEMSZY/P5

- Dora said that she and her colleague took over the project from Ildiko but so far they were not able to develop much of it; therefore support from the project group will be needed.
- It was discussed that Shyam will provide Dora with a template within the next days; Dora will revise it and will send it out all partners for their feedback. Finally, each partner will feedback to Dora approx. one page of their national perspective etc. P5 will summarise the partners' feedback and comments and will writing own suggestions and recommendations based on own experience and/or research.
- Finally, P5 will produce an overall document of approx. 20 pages; however, the main content and information should be summarised in approx. 4-6 pages.
- This product will be translated in all partner languages and printed/published in each partner language.

- P9 sends out a draft version of another green paper for giving P5 and idea of basic conception and content of such a document.
- A draft version of a structure and also tasks for all partners will be distributed by P5 to all partners by **May 31st.**

16.30 Presentation and discussion of general promotion strategy / BBW in der DAA /P1

- Suse underlines that mainly more documentation of dissemination activities will be needed; she gives a clear overview over all activities implemented so far and also what is mainly pending from each individual partner. (maecvet_m4_pt_annex4_diss_activities_all)
- After that Suse introduces what BBW in der DAA defined as corner stones of the MaecVET promotion strategy **(see maecvet_m4_pt_annex5_promotion_strategy)**
- One of the most important aims of this strategy is to fill the EUCAPO portal with real users, until the end of the project, at least 500 users representing different target groups and/or stakeholder should be registered. Partners seem confident to reach this aim however this will not be possible until the official end of the project's lifetime. Therefore, an extension of the project's lifetime is urgently necessary.
- For reporting the project's dissemination activities from 04/2014 to the end of the project's life time a new format will be used. Suse explains the format which can be found under **maecvet_m4_pt_annex6_dissemination_template_new)**

17.00 Social programme / AOR P6/ all partners

20.00 Common dinner

May 16th

09.00 Financial and administrative issues (maecvet_m4_pt_annex7_admin_finances)

Michael gives a clear overview over the status quo of reporting of each partner, of all transfer of instalments to partner and of all expenditures! Following are the main issues:

- **Reporting:** all financial, content and dissemination reports 1 and 2 were received from all partners; concerning the financial reports there are some minor issues pending with P3/FI and P10/DE but they should be settled soon. From report 3 there are still some partners pending but all of them are aware of this and assure to sending in their reports and document as soon as possible.
- **Transfer of instalment:** all partners have now received their 1st, 2nd and 3rd instalment; only P3/FI and P10/DE have only received the 1st payment; once final issues are settled, they will immediately receive their pending payments. Generally, the next payment will not be issued for the all documents for the final report are collected and approved. So all partners should be aware of this issue.
- **Expenditures:** The overall expenditures of the project seem to be fine at the moment and no over-spending of the budget can be identified. However, when looking to individual heading and/or individual partners there is some misbalance between the budget foreseen and real expenditures. Following seem to be the most serious at the moment:
  - P6/IT and P8/BG are in severe danger to overspent their staff budget (on both levels, in expenditures as well as in working days); both partners say they are aware of this situation however the project work made so far simply needed more resources. They also said that they will take care of this issues and that they know that it is their own responsibility to finish the project decently in quantity and in quality with the staff costs budget foreseen.
  - In this context, Michael underlined that each partner might be allowed raising its staff costs for 10% provided this money stays left in "operational costs" and it can be reasonably explained why this was necessary.
  - P5/HU already spend more than EUR 2200 for translating from/into HU however this was so far not foreseen by the work plan and the budget; P5/HU need to explain which documents were translated, why it was necessary and it also has to assure that still all other translations foreseen in the project have to be implemented.
  - Generally, it seems we have too little money foreseen for translation costs. The main reason is that it was necessary to produce much more than the number of pages foreseen in the application to implement this project successfully. On the other side, it seems that printing the Rec-

ognition Map in hard copy might not be so important than originally thought. Therefore, we will suggest the EACEA to shift money from "printing" to "translation" – this will also be made in an amendment.

- Michael underlines once again that all pending documents need to be send in as soon as possible and that all further issues will be dealt with on bilateral level. Until now, this was a very successful and effective procedure in this project.

10.00 Dissemination and exploitation:

All partner report about their dissemination activities:

- AT: Josef said that they made many contacts with all AT massage schools and also to public authorities such as the Austrian Health Ministry; they wanted to also print a special promotion brochure for AT however they didn't lacking form costs foreseen in the budget. Generally, AT was very much engaged in many different dissemination activities which can be see at **maecvet_m4_pt_annex8_diss_activities_at).**
- HU: Dora will contact the heath schools and learners; they will also try to involve public authorities for convincing them of the benefits of linking their national standards and programmes with EQF and ECVET.
- IT: Roberto reports that they do a lot of dissemination to public decision makers, to VET providers, to universities, to associations of sports medicine, to the trade unions; however, not always feedback was not very positive since in Italy many experts, organisations and public bodies are still not interested in changes on the recognition and profile level. However, once the portal is finished they will restart the promotion tours (for details please see **maecvet_m4_pt_annex9_diss_activities_it).**
- BG: Tatiana reports that there is a mistake in the BG flyer and therefore it might be printed again; she also stresses that there are several contacts made to the massage centres, ministries and other public authorities. However, also in BG it is not easy to foster EQF and ECVET in a bottom-up process because public authorities feel responsible for initiating them.
- UK: In the UK there are several promotion activities done to stakeholders, students and other training centres; they also will focus on disseminating the project to other EU projects and transnational cooperation activities. Once the portal is published they will contact the recognition bodies and other authorities in charge of recognition.
- FI: Kari will focus on the massage level of the project and will get in contact with regional training centres and stakeholders; he also will inform the local recognition body for their feedback; last but not least he will publish an article in a professional magazine for masseurs.
- Suse underlines once again that will be most important to promote the portal so that at least 500 users are registered until the end of the project. Each partner will be in charge to bring around 70 users. All DE dissemination activities can be found under **maecvet_m4_pt_annex10_diss_activities_de**

10.45 Final Conference:

The final dissemination conference will be held in connection with the final meeting in Schwerin. Depending on the approval of the extension of the project's lifetime following three dates were agreed as possible.

September 23th (meeting on the 24th)
December 2nd (meeting on the 3rd)
March 3rd (meeting on the 4th)

Following rough agenda was discussed and agreed:

09.00 Registration
09.30 Conference start / opening word and greetings
09.40 Presentation of MaecVET project (incl. methodology, recognition map, problems etc.)
10.15 Recognition map and portal – Features and potential
11.00 Coffee break
11.30 VET development and recognition of standards and levels – Europe, quo vadis?
12.00 Green Paper – what we learnt and what others can learn from MaecVET
12.30 Podium discussion (topic to be defined)
13.30 Networking lunch

Alternative: issues – presentation of national education standards from any of the countries; everything will once again be discussed with all partners before the final agenda will be distributed.

- Each partner should bring at least two or three internal and/or external guests to the conference, travel and subsistence should be covered by the budget (either from travel/subsistence costs or from other costs)

11.15 Next steps and deadlines:
Following steps and deadlines were agreed:

When to hand in?	Action	Who has to do the task?
May 2014	*Hand in admittment* *Content:* ➢ *New company name of project coordinator* ➢ *Extended time of 6 month* ➢ *Change of project partner responsible person for Hungarian*	*BBW/DE*
??	*BBW/DE will inform partner about admittment results*	*BBW/DE*
19/05/2014	*BBW/DE is in charge to send out the digital version of the hand-outs, which are presented and handed arounded in the meeting.* ➢ *Handout access datas for the e-portal* ➢ *Handout Rm enter in the e-portal* ➢ *New template dissemination acitivities* ➢ *written dissemination strategy* ➢ *Presentation dissemination strategy of 3rd meeting/Power Point presentation* ➢ *Deadline schedule incl. new dates of dissemination report and conference date* ➢ *E-Mail to each partner regarding the EC VET points*	*BBW/DE*
Workplan – Version A: Project ends in September 2014		
19 May till 02/2015	**Promotion tour by each partner in their country** • minimum of 5 visits, expected are more to promote the project	**DE, FI, HU,AT, IT, PT, BG, UK**
22/05/2014 **30/05/2014** **31/05/2014**	**Green Paper** • Shyam send example of Green Paper draft to HU / DE • HU create a 2nd draft and send to DE • Send out the tasks for each partner to support Hu with the Green Paper, cooperation of Hu and De • Hu create with 2nd draft structure the main body of Green Paper	**HU, DE, UK** **HU, DE** **DE, FI, HU, AT, IT, PT, BG, UK**
30/05/2014	**EC VET points** • Send answer to the E-Mail of the 29th of May with EC Vet point range	**DE, FI, HU, AT, IT, PT, BG, UK**
Up to end of May 2014	**Peer group evaluation of all partners** ➢ **Send by Mr. Schwaiger /DE**	**DE – Schwaiger** **DE, FI, HU,AT, IT, PT, BG, UK**
31/05/2014	**Update e-portal with recognition maps** ➢ enter the translated recognition maps of in the e-portal system for your language ➢ access explanation and passwords where given in the meeting though Mandarin partner DE ➢ send the final version of the translated recognition maps in the recognition matrix to BBW /DE ➢ send E-mail to BBW/DE when recognition maps are completely entered in the e-portal ➢ excl. Mandarin and UK	**DE, FI, HU,AT, IT, PT, BG**
1 st June 2014	**MaecVET ONLINE Portal available in** ➢ German ➢ Finnish ➢ Italian ➢ Hungarian ➢ Bulgarian ➢ Portuguese	**DE, FI, HU,AT, IT, PT, BG**
Up to end of May 2014	**Press release III** ➢ publication at a magazine, newspaper in Portugal	**PT**

	➢ send article/copy magazine/screenshot to BBW and update dissemination activity	
Middle of June 2014	**Press release IV** ➢ publication at a magazine, newspaper in Italy ➢ send article/copy magazine/screenshot to BBW and update dissemination activity	**IT**
26/06/2014	**Green Paper task to send Hu and DE** ➢ each partner has to send their fullfiles tasks to Hu and DE ➢ Hu put information of each partner in final Green Paper together in cooperation with DE	**DE, FI, AT, IT, PT, BG, HU, UK**
End of June 1014	**Green Paper** ➢ responsible Hungarian ➢ support by each partner (key note) ➢ content discussed and agreed at the 4th meeting in Italy ➢ approximately 20 pages ➢ printing by each partner	**HU** **+** **DE, FI, AT, IT, PT, BG, UK**
End of June 1014	**Evaluation MaecVET – Portal** ➢ getting 20 Feedback by each project partner through the questionnaire on the e-portal side	**DE, FI, HU, AT, IT, PT, BG, UK**
June reminder	*Promotion tour by each partner in their country* ➢ *minimum of 5 visits, expected are more to promote the project*	*DE, FI, HU,AT, IT, PT, BG, UK*
13/06/2014	**Dissemination evaluation** ➢ update the dissemination activities from the 14th of May to the 13th of June in the new dissemination sheet	**DE, FI, HU,AT, IT, PT, BG, UK**
July reminder	*Promotion tour by each partner in their country* ➢ *minimum of 5 visits, expected are more to promote the project*	*DE, FI, HU,AT, IT, PT, BG, UK*
13/07/2014	**Dissemination evaluation** ➢ update the dissemination activities from the 14th of June to the 13th of July in the new dissemination sheet	**DE, FI, HU,AT, IT, PT, BG, UK**
August reminder	*Promotion tour by each partner in their country* ➢ *minimum of 5 visits, expected are more to promote the project*	*DE, FI, HU,AT, IT, PT, BG, UK*
August	**Each partner agree to IPR** ➢ ideas presented by BBW/DE on the 4th meeting in Italy ➢ during meeting agreed to one idea ➢ BBW/DE created a contract ➢ Sign of each partner is necessary for the contract	**DE, FI, HU,AT, IT, PT, BG, UK**
13/08/2014	**Dissemination evaluation** ➢ update the dissemination activities from the 14th of July to the 13th of August in the new dissemination sheet	**DE, FI, HU,AT, IT, PT, BG, UK**
September reminder	*Promotion tour by each partner in their country* ➢ *minimum of 5 visits, expected are more to promote the project*	*DE, FI, HU,AT, IT, PT, BG, UK*
September	**Newsletter III** ➢ text will be written and translated into English by BBW/DE ➢ each partner has to translate the text ➢ send a copy to BBW/DE ➢ disseminate the newsletter to stakeholder, homepage, Facebook etc.	**DE, FI, HU,AT, IT, PT, BG, UK**
13/09/2014	*Dissemination evaluation* ➢ *update the dissemination activities from the 14th of August to the 13th of September in the new dissemination sheet*	*DE, FI, HU,AT, IT, PT, BG, UK*
23/09/2014	**International Conference** ➢ Attendance of each partner ➢ Content ➢ Responsibilities	**DE, FI, HU,AT, IT, PT, BG, UK**
24/09/2014	**5th meeting, Schwerin, Germany** ➢ Attendance of each partner	**DE, FI, HU,AT, IT, PT, BG, UK**
End of September	**Publication of article at least one** ➢ Missing partners are Portugal, Finland, Italy	**FI, IT, PT**

Workplan – Version B: Project ends in December 2014		
13/10/2014	*Dissemination evaluation* ➢ *update the dissemination activities from the 14th of September to the 13th of October in the new dissemination sheet*	*DE, FI, HU,AT, IT, PT, BG, UK*
October reminder	*Promotion tour by each partner in their country* ➢ *minimum of 5 visits, expected are more to promote the project*	*DE, FI, HU,AT, IT, PT, BG, UK*
End of October	**Press release V** ➢ publication at a magazine, newspaper in Germany	**DE/BBW**
November reminder	*Promotion tour by each partner in their country* ➢ *minimum of 5 visits, expected are more to promote the project*	*DE, FI, HU,AT, IT, PT, BG, UK*
13/11/2014	*Dissemination evaluation* ➢ *update the dissemination activities from the 14th of October to the 13th of November in the new dissemination sheet*	*DE, FI, HU,AT, IT, PT, BG, UK*
December reminder	*Promotion tour by each partner in their country* ➢ *minimum of 5 visits, expected are more to promote the project*	*DE, FI, HU,AT, IT, PT, BG, UK*
2/12/2014	*International Conference* ➢ *Attendance of each partner* ➢ *Content* ➢ *Responsibilities*	*DE, FI, HU,AT, IT, PT, BG, UK*
3/12/2014	*5th meeting, Schwerin, Germany* ➢ *Attendance of each partner*	*DE, FI, HU,AT, IT, PT, BG, UK*
13/12/2014	*Dissemination evaluation* ➢ *update the dissemination activities from the 14th of November to the 13th of December in the new dissemination sheet*	*DE, FI, HU,AT, IT, PT, BG, UK*
Workplan – Version C: Project ends in March 2015		
January reminder	*Promotion tour by each partner in their country* ➢ *minimum of 5 visits, expected are more to promote the project*	*DE, FI, HU,AT, IT, PT, BG, UK*
13/01/2015	*Dissemination evaluation* ➢ *update the dissemination activities from the 14th of December to the 13th of January 2015 in the new dissemination sheet*	*DE, FI, HU,AT, IT, PT, BG, UK*
February reminder	*Promotion tour by each partner in their country* ➢ *minimum of 5 visits, expected are more to promote the project*	*DE, FI, HU,AT, IT, PT, BG, UK*
13/02/2015	*Dissemination evaluation* • *update the dissemination activities from the 14th of January to the 13th of February in the new dissemination sheet*	*DE, FI, HU,AT, IT, PT, BG, UK*
03/03/2015	*International Conference* ➢ *Attendance of each partner* ➢ *Content* ➢ *Responsibilities*	*DE, FI, HU,AT, IT, PT, BG, UK*
4/03/2015	*5th meeting, Schwerin, Germany* ➢ *Attendance of each partner*	*DE, FI, HU,AT, IT, PT, BG, UK*
31/03/2015	*Dissemination evaluation* • *update the dissemination activities from the 14th of February to the 31th of March in the new dissemination sheet*	*DE, FI, HU,AT, IT, PT, BG, UK*

11.30 Final evaluation round and official ending of the project meeting

12.00 Lunch and social activities