

MaecVET - 5<sup>th</sup> project meeting  
March 4 / Schwerin (DE)

# MINUTES

**Organisation:**

**Participants:**

P1/BBW (DE)

Uwe Karbacher  
Suse Topp  
Michael Schwaiger (external evaluator)

P2/MSB (AT)

Josef Bergler  
Robert Kircher  
Lieselotte Luttenberger

P4/Karier Oy (FI)

Kari Löytökorpi (unjustified absence)

P5/Gyemszi (HU)

Dóra Horvát  
Éva Nagy

P6/AOR (IT)

Roberto Penna

P7/GHD (PT)

Ana Maria Manzoni

P8/Diasport (BG)

Tatiana Velitchkova  
Evgueny Manolov  
Metodi Velitchkov

P9/GLLM (UK)

Rhiannon Thew  
Shyam Patiar

P10/MANDARIN (DE)

Niklas Jorden



Time	Activity	Partner(s) involved
09.00	Welcome and opening of the meeting	
09.05	Feedback round on the International Conference from March 3 <sup>rd</sup>	
	<ul style="list-style-type: none"> <li>All partners expressed that they were very surprised how many visitors attended the conference; everything looked fine and was translated perfectly well.</li> <li>However, the translation into ENG did not always work perfectly well but this was a minor problem</li> </ul>	
09.15	EUCAPO platform (see Annex maecvet_m5_de_annex1)	
	<ul style="list-style-type: none"> <li>The platform is finished now and operating perfectly well.</li> <li>However there is a problem with the Finnish users since it seems that Kari disappeared for good! This is a crucial problem and threat to the project however the partners confirmed they tried to motivate Finnish users from own networks to use EUCAPO.</li> <li>It also would be good if it was possible to have more job offers or announcements of training courses/possibilities. All partners agreed to intensify their activity concerning this issue.</li> </ul>	
11.00	IPR (see Annex maecvet_m5_de_annex2)	
	<ul style="list-style-type: none"> <li>The period of the duration was agreed for “indefinite period” (5 to 4 votes for this definition)</li> <li>It was suggested and agreed that also all language versions of the products and outcomes are included.</li> <li>Once there will be real income generated by the portal, first operating costs should be covered by this income; any surplus will be divided between the partnership according to the size of each partner’s share on the project budget.</li> <li>Concerning references, following decision was made: <ul style="list-style-type: none"> <li>when references are made in connection to EUCAPO both logos need to be used (EUCAPO &amp; MaecVET)</li> <li>when references are made in connection with all other products only the MaecVET logo needs to be used</li> </ul> </li> <li>Concerning the Finnish partner P1 will provide two paragraphs which settle the following: <ul style="list-style-type: none"> <li>The contract is only valid for project partners which a) sign the contract and b) provide the coordinator for all products, documents and reports needed for implementing a successful final project report.</li> </ul> </li> </ul>	
14.00	promotion tours	
	<ul style="list-style-type: none"> <li><b>DE:</b> In Germany the 10 most important stakeholders and multipliers were reached by the promotion tours. A lot of synergy effects were also reached during this promotion tours, linking the project with other initiatives and activities concerning the project’s issue. (see Annex maecvet_m5_de_annex3)</li> <li><b>AT:</b> Also in Austria, the promotion tours were very successful! MaecVET was not only promoted to individual stakeholders and multipliers (Ministries, associations of physiotherapists and masseurs, the medical association, chamber of commerce) but also at many fairs and international meetings; it was also presented to the authority which is in charge create and validate all massage and physiotherapist curricula in Austria! (see Annex maecvet_m5_de_annex4)</li> <li><b>IT:</b> Also in Italy a lot of promotion tours were implemented. In the center of these activities stand mainly students due to the main target groups of the Ancona university hospital. The promotion tours were accompanied by a wide range of dissemination activities (e.g. posting) and an publication in a professional magazines will follow in March or April (see Annex maecvet_m5_de_annex5)</li> <li><b>UK:</b> Most of the promotion tours were implemented to local/regional spas and VET providers and they were very successful. However, it was difficult to get access to physiotherapists out of different reasons. (see Annex maecvet_m5_de_annex6)</li> <li><b>PT:</b> The promotion tours were implemented mainly to public authorities and professional massage schools; for the future, there are still two promotion tours planned to the NA for Erasmus+ in PT and to university for health studies. (see Annex maecvet_m5_de_annex7)</li> </ul>	

- **BG:** The promotion tours were implemented however they are partly lacking of evidence. Therefore, the further evidence for each promotion activity need to be provided. (see Annex maecvet\_m5\_de\_annex8)
- **HU:** At the moment, there were two promotion tours implemented, one for stakeholders/students and another one for the stakeholders alone; in March another three tours will be implemented, two with decision makers and stakeholders, one with students.

Suse reminds that partners must not mix up the promotion tours and the dissemination reports!! Following dissemination activities need to be implemented by the end of the project:

- Newsletters need to be translated into all partner languages until March 16<sup>th</sup>; Shyam promised to proof-read the newsletter in ENG until Tuesday, March 10<sup>th</sup>, before lunch CET ;-)!

Activity	Date	responsibility
Sending out newsletter III	05.03.2015	BBW in der DAA
Proof reading ENG Version	Till 09.03.2015	GLLM
Sending out newsletter version english final	09.03.2015	BBW in DAA
Translation of newsletter in partner languages	Till 16.03.2015	All partners
Sending translation to coordinator	16.03.2015	All partners
Dissemination to stakeholders	31.03.2015	All partners

- All partners also have to report their dissemination reports until the end of the project (appropriate documents will be sent out together with the final evaluation form as well as with the financial reporting documents).
- When sending your dissemination report please consider the following:
  - Send proof/evidence for each activities (pictures, signature lists etc.)
  - Please send evidence one by one (not collectively in a ppp or another documents)
  - Don't send links of website, please make a screen shot instead!

#### 15.45 Green paper

- The green paper was implemented by all partners in mutual cooperation work. Also after the project's life-time it should be disseminated intensively. Main target groups of this document are political decision makers and stakeholders! (see Annex maecvet\_m5\_de\_annex9)

#### 16.30 Financial reporting (see Annex maecvet\_m5\_de\_annex10)

- Please follow exactly the instructions and guidelines communicated throughout the proeject's life-time, which are summarised once again in Annex 10!
- Most important are that:
  - Payments of all expenditures are proved
  - All documents and papers (each single page) need to be signed and stamped by the legal representative or the head of the accountancy department of the partner organisation
- At the moment, the status quo of expenditures from 03/2014 is valid since there was no interim financial reporting made in 09/2014
- Anyway, all documents and instructions for preparing the final financial report will be distributed until the end of the project's life time

#### 17.30 Official closure of project meeting.