

Transnational Partnership Meeting  
1<sup>st</sup> Steering Committee  
and Mutual Learning Session

Granada, Spain  
2-3 November 2017

*2 November 2017*

**Steering Committee**

9.00| **Welcome** and Meeting Agenda (F. Docete Omnes/Capodarco)

9.15| **Partners' Presentation**

10.15| **Overall Project** description (People)

10.45| Considerations and comments

**11.00 - 11.15 | COFFEE BREAK**

11.15| **Project Handbook** presentation - comments (Capodarco)

**Monitoring, Quality and Evaluation Plan** – comments (Capodarco)

12.30| Plenary discussion and useful proposals of Feel Good activities

**13.00 14.30 | LUNCH**

14.30| **Management, Repository and Template documents** (Capodarco)

15.30| Plenary discussion

17.00| End of Steering Committee and 1<sup>st</sup> day Meeting

*3 November 2017*

## Mutual Learning Session

- 9.00| **Welcome** and Meeting Agenda (F. Docete Omnes/Capodarco)
- 9.15| **Output 1:** European report “EMPOWERMENT OF EUROPEAN HEALTHCARE OPERATORS - Lead partner presentation: vision and comments (F. Docete Omnes)
- 9.45| **O1/A1** Competence pattern for Healthcare and socio assistance workers in EU, Presentation (People)
- 10.15| **Team work** to identify useful elements for Feel Good research and model

**11.00 - 11.15 | COFFEE BREAK**

- 11.15| **Considerations** and comments (all partners)
- 11.45| **Output 4: Communication Package, Project Logo choice** – (Capodarco)
- 12.30| **Team work** to identify useful elements for Feel Good communication and dissemination strategy

**13.00 14.30 | LUNCH**

- 14.30| **Team work** to focused specific needs
- 15.30| **WRAP UP. FUTURE TASKS AND DEADLINES**
- 17.00| End of the Meeting

**Feel Good, Project N° 2017-1-IT01-KA202-006076**

**Kick-off Meeting Report**

*Granada, 2<sup>nd</sup> and 3<sup>rd</sup> of November, 2017*

**Main Topics Addressed during the Meeting**

**Management issues**

**Partners' presentation**

**Overall Project description (People)**

**Project Handbook (Capodarco)**

**Monitoring, Quality and Evaluation Plan (Capodarco)**

**Management, Repository and Template documents (Capodarco)**

**FUTURE TASKS AND DEADLINES**

**Next meeting**

**IO1**

**Output 1: European report "EMPOWERMENT OF EUROPEAN HEALTHCARE OPERATORS (F. Docete Omnes)**

**O1/A1 Competence pattern for Healthcare and socio assistance workers in EU (People)**

**IO4**

**Output 4: Communication Package, Project Logo choice – (Capodarco)**

**Meeting Notes:**

*November 2nd, 2017*

- **Welcome and presentation of the Agenda by Fundación Docete Omnes (P1).**
- **Overall project presentation (People)**
- **O1/A1 Competence pattern for Healthcare and socio assistance workers in EU, presentations**
- **Risk management presentation (Capodarco)**
- **Quality monitoring control (Capodarco)**
  - Capodarco present the Quality plan, and they will prepare a contact list so all partners can provide at once all contact details (phone, email, skype address)
  - A Blog has been created, and all partners agree to publish an article **at least once per trimester**
  - A Facebook page will be created. All partner commit to keep the Facebook alive
  - Capodarco provides a tool for a ¿monthly? check
- **Communication Plan**

- Capodarco presented an extended communication plan, partners have agreed in the use of Google drive, facebook, project blog, limesurvey.
- All partners are committed to use SEO and to write the keywords in the first paragraph of the articles written in the blog to keep the project blog and web in the first positions in Google
- Communication will be through email but we will use Skype meetings if needed
  
- **Feel good Tools**
  - Capodarco provided a guide. Partners has agreed to use the platform as an internal tool of communication (we won't use the blog of this platform)
  - We will use Limesurvey for the questionnaires
  - All partner need a GMAIL account
  
- **Next meeting: The next meeting will take place in Linz (or Athens?) from 10<sup>th</sup> (arrival day) to 13<sup>th</sup> (departure day)**
  
- **Logo, all partners agreed in the logo ( the green one with the hand below the project name)**
  
- **Financial: Despite the Italian NA don't request them we will send the invoices of Hotel and flights to Rodolfo**

November 3rd, 2017

- **IO1, FDO presented the draft of IO1**
  - ✓ The National research will have three parts: Desk research, questionnaires and interviews/focus group
  - ✓ Guidelines for desk research: partners will receive from FDO the guidelines on 30<sup>th</sup> of November
  - ✓ Questionnaires: partners will receive from FDO the questionnaire model on 30<sup>th</sup> of November, Partners will have one week to do suggestions and feedback and the definitive version will be ready on 15<sup>th</sup> of December
  - ✓ The target group are NEW professionals (preferable if they are young): nurses, OSS and Others (doctors, social workers, etc)
  - ✓ The questionnaire will be prepared for FDO and will have between 15 and 20 questions following this structure: Motivations, background, competences, training needs
  - ✓ 60 questionnaires per country. Each partner will decide how many questionnaires from each target group.
  - ✓ The Focus group, in depth interviews to stakeholders will have 5-6 questions. Each partner is responsible to summarised the answers and send them to FDO.
  
- **Dissemination**
  - ✓ IASIS will be the responsible of dissemination plan
  - ✓ IASIS will provide a brochure to all partners that will translate it into each partner language.
  
- **Evaluation of the meeting:**

After the meeting, the attendants received an evaluation form about the quality of the meeting.

- **Review of tasks and deadlines**

**Meetings**

September 2017 10<sup>th</sup>-13<sup>th</sup> Linz or Athens

**Tasks and deadlines**

- Guidelines and questionnaire : 30<sup>th</sup> of November (FDO)
  - ✓ One week to give a feedback (all partners)
  - ✓ Definitive version 15<sup>th</sup> of December (FDO)
- Desk research 31<sup>st</sup> of January (all partners)
- Questionnaires: 31<sup>st</sup> of January (60 per country)
- Analysis of questionnaires: 28<sup>th</sup> of February (FDO)
- Summary of Focus group/interviews 9<sup>th</sup> of March (all partners)
- Definitive report 30<sup>th</sup> of April (FDO)
- Storyboard 28<sup>th</sup> of February (People)
- 1<sup>st</sup> Video tool (end of April) (Capodarco)

