



Lifelong
Learning
Programme



ICT Project

Innovative Caregivers' Training

EU Lifelong Learning Programme
Sub-programme Leonardo da Vinci
Transfer of Innovation project
Project n. 2013-1-CH1-LEO05-00882

Project ICT – Innovative caregivers' training

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Project meeting 2

Gdansk (PL), 12-13 May 2014

MINUTES AND TASKS

PARTNERS

- N. 0. University of applied sciences southern Switzerland – SUPSI, Health dept. - DSAN (CH). Applicant and coordinator
- N. 1. JEDU - Federation of Education in Jokilaaksot (FI). Partner – transfer
- N. 2. ECAP Foundation - Research & development office (CH). Partner
- N. 3. Artevelde University College (BE). Partner
- N. 4. ForModena (IT). Partner
- N. 5. Solidarnosc Region Gdański NSZZ (PL). Partner

Meeting minutes and common decisions

During the first day, 12 May, has been discussed how to organise and plan the 3 testing sessions (in PL, IT and CH). In particular the PBL methodology has been explained and shared, with the indications of keeping the setting up of problem situations at the same level in the 3 contexts, avoiding to assign problems with too clinical or technical details, which are not useful for the tests' target.

Has been as well faced the platform, since the ICT training model will lean on networking approach, on PBL method and on the platform as crucial communication mean to support the learning process and the ICT "community" to be built up.

As main decisions and general tasks we can call in general:

- Platform ready for 1st September
- Start of testing as operative stage: September 2014
- Preparation of the testing phase (definition of: training needs; learning settings; recruitment of 12 trainees among caregivers, patients' families, social workers, nurses, etc.; 4 problem situations setting up): from June to September
- Will be defined different contents for training in each country in local languages, linked to the specific contexts, and the platform will have some parts as common framework
- In order to coordinate better the project activities, and specifically at this stage the testing activities, has been decided to arrange a short monthly video(or audio) conference via communication tool available on the ICT platform
- Evaluation of the tests: Artevelde will provide the tools in coordination with ECAP as testing coordinator

During the second day, 13 May, the administrative matters have been explained and has been held the Polish Info-day, with involvement of persons operating in the health and care sector as social workers and home assistance coordinators.

In order to prepare properly the testing phase, please keep in mind the time planning:

Work package	Oct. 2013	Nov. 2013	Dec. 2013	Jan. 2014	Feb. 2014	Mar. 2014	Apr. 2014	May 2014	Jun. 2014	Jul. 2014	Aug. 2014	Sep. 2014	Oct. 2014	Nov. 2014	Dec. 2014	Jan. 2015	Feb. 2015	Mar. 2015	Apr. 2015	May 2015	Jun. 2015	Jul. 2015	Aug. 2015	Sep. 2015	Partner responsible	
WP1 Project coordination & management																									SUPSI-DSAN	
WP2 Quality assurance, evaluation and validation of the model																										Artevelde
WP3 Transfer plan and modelisation																										SUPSI-DSAN
WP4 Implementation of technologies/platform contents of the training model																										JEDU
WP5 Testing																										ECAP
WP6 Dissemination																										Solidarnosc
WP7 Exploitation																										ForModena

Next monthly conference call: 13 June, from 13.30 to 14.15 CET

Next project meeting: Italy, Modena, 20-21 November 2014

Please see the following table for detailed tasks.

Tasks for partners

What	Who	Whithin
WP1. each month will be arranged a short video (or audio) conference in order to check all project activities and to ensure a continuous support to all partners to solve problems, pose questions, agree ctivities, etc. The conference will be fixed via doodle and will lean on the communication tool available on the ICT platform.	All partners	Monthly
WP1. First financial and administrative accounting to prepare the interim report: send all necessary documents to SUPSI (in particular to Ms. Moussalli, see the specific indications in ppt presentation sent).	All partners to SUPSI	1.7.2014
WP4. ICT platform ready for 1 st September	Jedu in coordination with SUPSI	1.9.2014
WP5. Start of testing as operative stage in Poland, Italy and Switzerland	SUPSI, ECAP, Solidarnosc, ForModena	30.9.2014
WP5. Preparation of the testing phase (definition of training needs, learning settings, recruitment of 12 trainees and 4 problem situations setting up)	SUPSI, ECAP, Solidarnosc, ForModena	31.8.2014
WP2. In the next times will be implemented and operated the evaluation plan for the whole project prepared by Artevelde	Artevelde in collaboration with all partners	30.6.2014
WP2. The testing phase is important since is the main focus for the results of the project. An evaluation tool will be planned also for this activity	Artevelde in collaboration with ECAP and SUPSI	30.7.2014
WP6. Dissemination will be implemented operatively with planned outcomes and the responsible partner will send out requests and tasks	Solidarnosc in collaboration with all partners	16.6.2014
WP7. Exploitation will be implemented operatively with planned outcomes and the responsible partner will send out requests and tasks	ForModena in collaboration with all partners	16.6.2014