

### KICK OFF MEETING NO. 3

05.09.2017 – Limassol, Cyprus

#### Status of the project activities:

- The Coordinator presented the status of the project: monitoring reports and incurred costs have been sent by all partners and checked by the coordinator, all mandate letters in original, time sheets and declarations to the present moment are in the possession of the coordinator.

#### Project monitoring and reporting

- A schedule of the interim report has been discussed by partners:

-until 20th September all partners will send the report for June- August and the xls with incurred costs since the beginning of the project;

-until 20th September all partners will update the dissemination activities in the xls (1 September 2016 - 31<sup>st</sup> August 2017)

-until the 6<sup>th</sup> of October ANS will send the first year dissemination report;

-until the 31<sup>st</sup> October OAMGMAMR Iasi will upload the Interim report.

#### Project budget and finances

- A situation of the budget spent and reported by each partner until May 2017 has been presented on ppt by the coordinator, respectively 20% of the total budget of the project, as well as a situation of the 2<sup>nd</sup> instalment to be transferred to partners.
- The 2<sup>nd</sup> instalment of 40% will be transferred to partners after they will send the interim report and only if they have spent 40% of the entire budget.
- Coordinator underlined again that partner budget planning is important so that all money to be spent in a correct and efficient way.
- Budget modifications need to be announced by the coordinator to the NA before being enforced.

### **Project dissemination**

- ANS manager presented the status of the dissemination activities and insisted to make efforts to enlarge the target group informed and stakeholders.
- All partner organisations should remember to send advertising e-mails in September. CUT team will prepare the next e-mail post in November. ANS will remember about it.
- KVK: to post intellectual outputs, meetings, not only events on facebook and website.
- The coordinator asked the NA if publishing 2 scientific articles could be replaced with other dissemination means, she proposed articles in professional magazines. For multiplier events, USB sticks could be used to replace CDs.
- ANS urged participants regularly fill in the dissemination table that should be uploaded by the coordinator in Mobility tool with links from the activities for the intermediate report. The folder with proves (photos, posters, ppts, presence lists, agendas) should be also updated before 20<sup>th</sup> September.

### **Intellectual outputs**

- All partners have disseminated IO2.
- The quality of IO3 has been discussed. Daria, the AHE representative made comments to the face to face materials received, partners made comments concerning some repetitions of topics in the online and face to face modules. Materials have been agreed by partners on the condition KVK bring their module in the same format as the other partners. They will send it until 15<sup>th</sup> September. Modules will be revised and brought to final form by AHE until 2<sup>th</sup> September. Partners will provide feedback by 25<sup>th</sup> September. Translation in national language will be provided until end of October.
- IO4 – online modules will be provided by CUT until **mid October**. ANS module is already delivered and was presented to partners during the meeting. All online modules will be ready by end of October and translated by end of November. ANS will be in charge for their validation by partners. Afterwards, they will be uploaded on the platform in collaboration with OAMGMAMR lasi.
- In February the platform will be pretested.

- Admission of candidates for the pilot trainings: ongoing. Condition: to be from the target group as described in the project application for each partner. Period of selection: May – June 2018.

### **Blended mobility of staff**

- It will be organised by the Lithuanian partner, in the period 23 – 27 April 2018.
- KVK will confirm dates, January the latest and will send directions and accommodation infos.
- Criteria for participants selection are:
  - to have academic degree in health, psychology, pedagogy, social sciences;
  - to be certified as trainer (according to each country training system);
  - to have good proficiency in English language;
  - to commit to give training on burnout prevention topic for the sending organisation;
  - to be experienced as a trainer (optional).

### **Multiplier events organisation**

- Due to academic vacation they should be organised earlier than foreseen, but not earlier than the accomplishment of the intellectual products to be disseminated, that is from May on.
- AHE will organise it in June, KVK in May.
- A financial planning should be sent to the coordinator some weeks before the event.
- Erasmus+ guide for visual identity needs to be observed, as well as indications of NA.
- Brochures and USB sticks will be distributed according to the project proposal.

### **Further planning**

- Next meeting in Iasi, Romania: one full day on the 3rd July 2018
- Planning of skype conferences:
  - **3rd October 2017**, 12 hrs CET.
  - **5th December**, 12 hrs CET.

### **Evaluation of the meeting by questionnaires:**

### **Internal monitoring by Richter's scale**

➤ First Focus Group notes: Current

	Motivation	Coherence	Sustainability
<b>OAMGMAMR Iasi</b>	9	7	9
	Constant problem of Romanian nurses	Not all partners observe the deadlines required	Need to fulfill objectives and intellectual products in time and with good quality
<b>AHE</b>	8	8	9
	Clear, realistic planning	We follow the plan according to the approach in all project outputs	Collaboration with nurses
<b>CUT</b>	8	8	8
	Most in stressful environment and focus more in burnout	Different backgrounds	-
<b>KVK</b>	8	8	8
	Vacation time and beginning of the new study year reduces motivation in some level	We don't have final documents (products of intellectual outputs) yet and need to improve almost all of them	Our projects intellectual outputs don't match each other yet.
<b>ANS</b>	8	8	8
	Fits professional interest useful for our target group	Slight delays but everything is going smoothly	Training easily transferable

Average present state of motivation is: 8,2

Average present state of coherence is: 7,8

Average present state of sustainability is: 8,4

➤ Second stage: Desired

	Motivation	Coherence	Sustainability
<b>OAMGMAMR Iasi</b>	10	9	10
	The need to support and correct this problem	To meet the project objectives and deadlines.	Huge target group to train.
<b>AHE</b>	9	9	9
	Motivated after holiday	Involvement of our partners approach in all	Implementation of some of the content
<b>CUT</b>	8	9	9
			-
<b>KVK</b>	10	10	10
	Clear schedule and		Difficulty in getting in

	description of the deadlines		contact with nurses due to bureaucracy in hospitals
<b>ANS</b>	-	9	-
		Better distribution of upcoming tasks (Many deadlines across may)	

Average desired motivation is: 9,25

Average desired coherence is: 9,2

Average desired sustainability is: 9,5

Conclusions of the internal monitoring:

- As a conclusion the partners are more motivated, and we plan to keep up the good work. We would like to involve as many nurses as possible to raise awareness and make campaigns to support that. Based on those results we would like to monitor more and offer coaching regarding the subject. Our plan is to continue the training even after it ends.
- We will plan in advance as much as possible to avoid overlapping
- Be wise and assure coherence between all documents produced after implementation of intellectual outputs.

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