

Report meeting Expero4care: Barcelona 28th-29th July 2014.

Participants:

Sara Cervai (University of Trieste)
Federica Polo (Azienda per i servizi sanitari 1 triestina)
Patrizia Buzzai (Azienda per i servizi sanitari 1 triestina)
Elisa Bogatec (Azienda per i servizi sanitari 1 triestina)
Arturo Campanella (Expero APS)
Alicia Berlanga (Expero APS)
Tauno Kekale (VAMK)
Sven Seiwert (School of Medicine, Zagreb)
Ali Rashidi (Folkuniversitetet)
Tania Brown (Folkuniversitetet)
Yevgeniya Averhed (Folkuniversitetet)
Elena Guerrero Martinez (FSYC)
Davide Vigani (ASL2 TO)
Laura Giaccon (ASL2 TO)
Margherita Zito (University of Turin)
Monica Molino (University of Turin)
Jordi Periz (SGS)

Monday 28th July 2014 - afternoon

In the afternoon the meeting took place in the head office of FSYC at 3 pm.

The management of FSYC presented the organizational structure and the activities they are involved in, introducing the organizational vision and mission and the project activities.

After this presentation the Expero4care team introduced to the partners the status of one of the model's dimensions: **the training culture (TC)**. The state of the art introduction highlights that Learning Culture construct is not adequate to monitor the values and meanings of the training in a organization because it strictly refers to Senge's theory of Learning Organization. Training Climate is quite different from values and meanings so that we decided to move to the classic Organizational Culture construct, developing a specific tool to monitor values and meanings associated to the training. The partners had the possibility to view and discuss with the team the questionnaire track proposed, in order to verify if it fits with the organizational structure and to schedule the pre-test of questionnaire in each organizations.

For Cyprus meeting each partner must:

- Translate the questionnaire (if necessary)
- Introduce the questionnaire to a small sample (5-10 persons), asking them to fill in and recording any kind of misunderstanding and/or suggestion
- N.B. persons involved should be different professionals belonging to the organization (representative of the people that will be surveyed after Cyprus meeting)
- Prepare a brief presentation of the pre-test phase to discuss in Cyprus meeting

Alicia exposed to the partners the 'dissemination form' a useful tool to classify and report any kind of dissemination activity has been undertaken by each partner.

The discussion is the opportunity to underline the strategic role that each partner has in dissemination and also to require to each partner to be present at least in one of the social networks where Expero4care is present (Twitter, Facebook, LinkedIn) and also to actively participate in uploading comments and likes and sharing information to enlarge the network.

The meeting ended at 18.30 pm

Tuesday 29th July 2014

The meeting began at 9 am at the SGS head office.

In the first part of the meeting Jordi Periz, SGS' project manager, introduced to the partners the activities and the fields in which SGS works; after this general introduction he explained what means to be certified by a body and the different kinds of quality certifications that SGS provides.

He defined the certification process related to the Expero4care standard, the rules for the conformity and the audit for reaching the certification.

In the second part Alicia presented to the partners the Expero4care standard draft step by step, in order to collect suggestions and advices before drawing up the final version of the standard.

Simultaneously to the Expero4care standard presentation Federica Polo explained for each step of the standard implementation how does the database work, in order to present the tool to the partners and to simplify the data collection.

At the end of the presentation each partner received a username and a password to access at the database and to create the profile of its own organization, starting to familiarize with the tool.

The last part of the meeting concerned the next steps of the projects, in terms of model's implementation and project deadlines to follow.

Sara Cervai defined the next steps to accomplish within the Interim meeting in Cyprus and the documents that will be provided before the interim report.

Summary for Cyprus meeting

A. PHT implementing the model

The following fields of the database must be filled in:

- legal documents uploaded (any formal documents related to training rules inside organization)
- TEB members names and roles with a formal document uploaded.
- training(s) to monitor via Expero4care model

For each training (at least for ONE)

- weight the indicators
- weight stakeholders
- indication about stakeholder sample to be interviewed in QR
- interviews to relevant stakeholders for the QR (Quality of results) phase (should)
- choice of outcomes to monitor and their initial values
- deployment of training aim(s) and competencies (KSAV) (QC)
- indication about the sharing of the deployment of competencies (to trainers, decision maker and learners) QC

and, if the training has been finished, the following fields should be fill in

- survey the QC deployment to trainer(s), learners and decision maker (QC-IS)
- survey the learners' Satisfaction (SR), uploading the form of the questionnaire used and a summary of data collected

Each PHT partner will present in Cyprus the experience about the implementation of the model

B. Dissemination activity for Cyprus (all partners)

The partners **before the Cyprus meeting must fill in the dissemination form**, presented during the meeting with data about: articles and news regarding Expero4care, information about the project in the Institution's Website, conferences in which the project has been presented,

presentation to institutional bodies, local referent, activities in the social network, participation at other EU projects related to Expero4care topic, other EU projects where the partners are participating, networks where the partners are participating.

Before Cyprus, each partner must be present at least in one of the social networks where Expero4care is present (Twitter, Facebook, LinkedIn) and also to actively participate in uploading comments and likes and sharing information to enlarge the network.

The partners received also the draft of the Expero4care flyer to be translated in their own language. Please wait the definitive version we will send you via email in the following days before to translate. The translated version must be sent back to us via email to be formatted and will be sent in pdf for the final print to each partner.

Each partner will present in Cyprus the dissemination activities undertaken.

C. Management Issue (all partners)

For the interim report each partner should spend the 70% of the first tranche

- Direct cost
- Indirect cost
- Personnel cost

During the Cyprus meeting it will be a first check about the expenditures.

The management team will ask to the National Agency the formal form to be filled in by each partner and we will communicate any further information as soon as we receive.

Considering that the Cyprus meeting will be just at the end of the period to be reported in the interim report, we suggest to each partners to bring the sum of the expenditures and copies of the invoices/proofs so to be able to make a brief check.

Remember that the Interim report has to be closed at the end of November by the coordinator so that, following the formal signed agreement, **each partner must send to the coordinator the following docs:**

1. expenditures proofs (budget)
2. data sheet for staff/personnel cost
3. activities undertaken

related to the period (1st October 2013-30th September 2014)
before the 10th November 2014.

Remember that the management team (Sara, Federica, Massimo, Alicia, Patrizia) is available to give you any kind of support and information you need.

Have a good Summer time!