

Final Steering group meeting CECE Kortrijk, 15/12/2009

Participants

Petra Kampf – E.N.T.E.R., AT
Georg Müllner – E.N.T.E.R., AT
Eva Mickova – RPIC-ViP, CZ
Zdenek Karasek – RPIC-ViP, CZ
Radana Vancurova – RPIC-ViP, CZ
Martin Bugaj – RPIC-ViP, CZ
Maria Teresa Zas – FEMXA Formacion, ES
Michael Schwaiger – INIT Developments, DE
Joanna Szczecinska – Academy of Management, PL
Ian Harper – DCBC, UK
Joeri Vanbiervliet – Syntra West, BE

Results

- At this final meeting, we discussed the status of the project, what to do in the next weeks, info about the final report, the dissemination, evaluation and commercialisation procedures.
- The screening tool is ready in all partner languages and the partners haven been thought to work with it during a train-the-trainer session on 14/12/2009 in Brugge. A manual is provided.
- All training material is ready in Spanish, Polish and Dutch and so are the DVD's. There are some mistakes in the translation of the subtitles, but we can send Eva our comments before 15/01/2010 and she will make sure Polar makes a final and correct version of the DVD's.
- The training material of Syntra West has been put in special boxes. Teresa ordered als 11 copies of the boxes, so that they have 1 version complete, the rest will be put on cd-rom. Joeri needs 3 cd-roms of all training material, Eva needs 1 cd-rom and one printed competence (in a box if possible).
- The project website <http://projects.syntrawest.be/cece> has to be updated with project results, new pictures, agenda and report of the final conference in Kortrijk.
- For the final report, Joeri asks to deliver the requested information on time + to send enough documentation to prove the costs to the Leonardo-agency.
- You can change 10 % to and from a budget section without permission from Leonardo (with a maximum of 5.000 €). If you've spent more in a certain section, include this in the report, but be aware that it can only be reimbursed if another partner has spent less. Therefore, we can't tell beforehand if those extra costs will be refunded, but we will do the moment everybody has send us their report. Deadline to deliver everything is 29/01/2010!
- To make the financial report, you have to take the approved Interim Report as a basis and add the info for 2009.



- Petra made a template in which you can give an overview of the dissemination done in the project (and dissemination foreseen for months after the project) per partner and divided by activity. This template will be uploaded on Sharepoint. Petra asked to collect feedback from our activities (newsletter, website, brochure,...) and to include this in the template. She will also initiate the last newsletter of this project, including info and pictures from the final conference. Joeri asked the partners if can send a press release about CECE in the coming weeks, if they can publish an article in an external or internal magazine, if they can update the info about CECE on their websites,....

The template has to be send to Petra by 29/01/2010 the latest, all proofs of dissemination to Joeri by the same date. Petra will combine everything in the questions for the final report about dissemination by 15/02/2010.

- Syntra did the lay-out of the brochure, the boxes,... and the partners have chosen the green-white-black version. The brochure has been send to the partners and has to be translated into Polish and Spanish. We can do the lay-out if the partners describe where we have to include which text.

- Michael concluded that the evaluation of the project was very positive in general. The details can be found in the respective evaluation reports. After this meeting, Michael will send an evaluation sheet to all partners asking the feedback about the whole project and process. Beside this, he made a questionnaire for the participants at the workshops at the final event.

- Zdenek explained the last version of the IPR and commercialisation agreement. The partners agreed with this version. Zdenek will complete the document and send this to the partners and ask them to send him a signed version back.

TO DO

- The Polish, Spanish and Belgian partners can send Eva our corrections on the DVD before 15/01/2010 and she will make sure Polar TV makes a final and correct version of the DVD's.

- All partners produce 4 cd-roms of all training material: 1 for Eva and 2 for Joeri (final report). The send Eva also one printed competence (in a box if possible).

- The project website <http://projects.syntrawest.be/cece> has to be updated with project results, new pictures, agenda and report of the final conference in Kortrijk.

- For the final report, Joeri asks to deliver the requested information on time (29/01/2010 for content, for financial report and for proof of dissemination material!) + to send enough documentation to prove the costs to the Leonardo-agency.

- Petra will upload a template on Sharepoint to give an overview of the dissemination activities. All partners are asked to include here their dissemination activity and to provide evidence. This template has to be send back to Petra by 29/01, the evidence to Joeri also by 29/01.

- Petra will initiate the last newsletter of this project, including info and pictures from the final conference.

- All partners are asked to send a press release about CECE in the coming weeks, to publish an article in an external or internal magazine and to update the info about CECE on their websites,....



- The partners should translate the brochure into Polish and Spanish and include this in their dissemination activities. Syntra can do the lay-out if necessary.
- Michael will send an evaluation sheet to all partners asking the feedback about the whole project and process.
- Zdenek will complete the IPR and commercialisation agreement and send this to the partners and ask them to send him a signed version back.

