

Minutes of THESEIS Final Coordination Meeting

Venue: Porto Palace Hotel
65, 26th Octovriou Avenue, Port, 546 28, Thessaloniki
20th June, 2012

THESEIS



TRAINING ON HEALTH AND SAFETY FOR WORKERS IN THE ENVIRONMENT INDUSTRIAL SECTOR

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Minutes of Final Coordination Meeting

Thessaloniki, September 20th, 2013

Participants:

P1	SIGMA Consultants Ltd (SIGMA)	Thanasis K. Manoloudis
P1	SIGMA Consultants Ltd (SIGMA)	Metaxenia Delaki
P1	SIGMA Consultants Ltd (SIGMA)	Dr. Lefteris Karagiannidis
P1	SIGMA Consultants Ltd (SIGMA)	Vaso Papadopoulou
P2	Federation of Industries of Northern Greece (FING)	Monica Nagy
P2	Federation of Industries of Northern Greece (FING)	Katerina Tzitzinou
P3	Hellenic Institute of Occupational Health and Safety (HIOHS)	Christos Chatziioannou
P4	PREVENT (PREVENT)	Bram Schittecatte
P6	Occupational Safety Research Institute (VUBP)	Alena Horackova
P7	Finish Institute of Occupational Health (FIOH)	Pirjo Irmeli Korhonen
P7	Finish Institute of Occupational Health (FIOH)	Eero Priha
P8	Swedish TelePedagogic Knowledge Center (STPKC)	Sofia Tsiortou
P9	Instytut Ochrony Srodowiska – Panstwowy Instytut Badawczy (IOS PIB) / IEP-NRI	Wanda Kacprzyk
P9	Instytut Ochrony Srodowiska – Panstwowy Instytut Badawczy (IOS PIB) / IEP-NRI	Katarzyna Mickiewicz
P12	Regional Development Foundation (RDF)	Viktoria Slavkova
P12	Regional Development Foundation (RDF)	Simeon Rachev

Friday, September 20th, 2013

1 Opening - Welcome

Thanasis Manoloudis welcomes the participants and made a short introduction about the aims of the Final Coordination Meeting and the potential outputs. The agenda was accepted by all participating partners.

Monica Nagy as a representative of the Federation of Industries of Northern Greece, thanked all the participants for their contributions and participation in the THESEIS Final Conference that took place on the 19th of September and was hosted by FING.

2 THESEIS project overview

Thanasis Manoloudis made an overall presentation of the project's objectives, targets and main milestones of the last three months as agreed at the 4th Coordination Meeting that took place in Helsinki. An overview of the project's Work Plan was made as well presenting the work performed during the last 3 months by each partner.

3 WP4 – Specification of the Vocational Training Model

Thanasis Manoloudis made an overview of the WP – 4.

The Categorization of Learning Outcomes and the elaboration of the matrix was completed according the initial plan at 31/05/2013 as it was described in detail during the 4th Coordination Meeting in Helsinki.

The translations of the translations of the training material and their upload at the THESEIS training platform were completed by most of the partners until the 15th of July 2013. The translations of the Bulgarian and the German version of the VET model are still pending. Each partner reported the progress related to the translation of the VET model and difficulties raised. The deviation of the initial plan for the completion of the VET model in all participating languages was justified due to the delay in the completion of the translations (technical training material that required detailed proof reading and corrections).

Sofia Tsiortou made an instruction presentation about how to adjust the Introduction of the Vocational Training Model to the level of the trainees, simplifying the guidelines and providing more explanations with less technicalities. It was agreed that in collaboration with Xenia Delaki they will simplify the introduction section and distribute it to the rest of the partners for further transkation.

4 WP5 – Pilot implementation – Validation of VET model

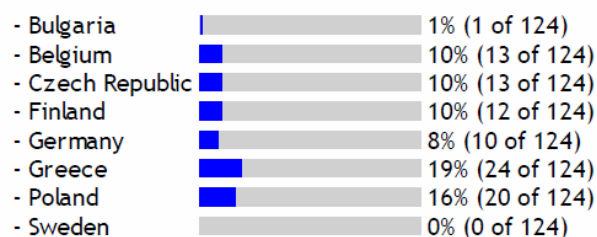
Presentation from Xenia Delaki.

In order to evaluate and further improve the model an online Evaluation Questionnaire has been created. In the time frame June to July 2013, in seven countries Evaluation Workshops have taken place. The participants have tested the E-Learning training modules and given their feedback as well as valuable suggestions for improvement.

Experts from the partner institutions who were engaged in the development of the model were responsible for the coordination of the whole process. This included contact with the pilot testers, set up of the infrastructure, installation of the online modules and configuration of the system according to the operating requirements. The

involved training specialists will review the data, conduct follow-up interviews (if necessary) and summarize the results.

At the end of the training session, the learners were asked to fill out a survey using an agreed standard evaluation questionnaire. The assessment addressed the learner's perception of the course as well as the extent to which participants, improved their knowledge, and increased their skill as a result of participating in the learning process. The evaluation will be conducted on – line using the project's Virtual Community Platform. The questionnaires were available in all participating countries' languages. All countries questionnaires except of the Swedish partner were available on the project's on-line evaluation platform.



- Total number of trainees: **124**
- Total number evaluators: **92**

The Informative Workshops were elaborated until the 15th of August 2013.

F-BB prepared the evaluation report taking into consideration inputs from each partner. The conclusions have been used for adaptations and modifications of the learning materials. Additionally F-BB examined the fulfillment of the learning outcomes of the training model with respect to the descriptors knowledge, skills and competences in accordance with ECVET and EQF. The Final Evaluation Report was submitted and uploaded on the THESEIS website on **31/08/2013**. The main results that derived from the evaluation of the training model are the following:

- The majority of the participants of the Evaluation Workshops were interested in upgrading their knowledge levels regarding health & safety aspects in the Environment Industrial Sector. For nearly 80% of the participants, the relation between the duration of the training and the content was good. Around one fifth of the participants thought that it was partly almost too much text or the text was repeated in between individual modules. They would like more interaction or scenario tools in between the text modules.
- Almost all participants shared the opinion that the modules had a clear structure and that it was easy to follow the instructions of how to use the training module.
- More than 70% of the participants are convinced that the training enables one to track and evaluate his or her own progress (e.g. with tests, tutorials). It might be worth considering if in future the E-Learning training modules include even more “practice scenarios” in between the sessions.
- Close to 90% of the evaluators are convinced that the training modules helped them to improve their theoretical and factual knowledge regarding safety & health aspects at work and that they could apply what they learned with the training modules in their job.
- Moreover, around 75% of the participants assume that they have the knowledge and skills to generate solutions to specific problems regarding safety and health aspects at work.
- All in all, the aggregated results of the countries in which the evaluation workshops took place are very positive and indicate that the goals of the E-Learning training are achieved and that important Learning Outcomes have been fulfilled.

STKPC will improve and issue the final version of the VET model based on the proposals of the validation process and the F-BB report. All refinements and modifications to training material and VET model must be completed until 10/10/2013.

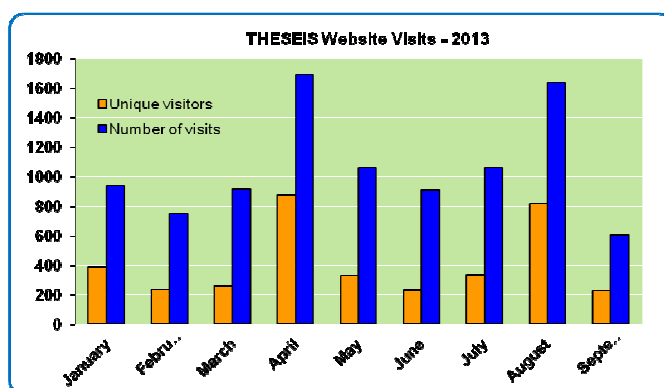
5 WP6 – Dissemination activities

The dissemination objectives and activities were presented in detail with presentations from Thanasis Manoloudis and Bram Schittecatte.

6.1 THESEIS Website: Development and launch of an informative interactive, user-friendly website. Link to the VCP platform since 31/01/2012. Website languages are: EN, GR, FR, DE, CZ, SI, SE, PL, BG More than 1000 visits per month.

- Total number of visits till 31/12/2012: 5842
- Number of visits in till 18/09/2013: **9.565**
- Total number of unique visitors: **2.039** in 2012 and **3.700** in 2013
- New visitors per month in 2013: **380**

Although in the proposal it was stated that the website will be updated every six months, nevertheless it is continuously updated and all partners can upload relevant information. The website will remain active for 5 years after the project conclusion. All partners to contribute with information and updates even after the project's completion. Important notice to all partners: to include in their websites a short description of the project and direct links to THESEIS website.



5.2 THESEIS Newsletters: Three extensive, comprehensive e-newsletters have already been issued and mailed (Issue dates: 30/03/2012, 30/07/2012, 15/03/2013 and 13/08/2013). The last newsletter will be issued on 15/10/2013. The Newsletters are in the languages of all the participating countries.

- 3rd Newsletter: **1.671** recipients via mail and **657** via the ENTER Network
- 4th Newsletter: **1.814** recipients and **384** via the ENTER Network

5.3 E – Mailing lists: The project partners have successfully exploited existing networks from other relative projects and have identified potential beneficiaries in their countries and in European level. A electronic database has been elaborated containing the contracts of the relevant organizations and respective contact persons. The THESEIS mailing list consists of 2748 members, over passing the target of 1.500.

Country	Number of recipients
Belgium	201
Bulgaria	152
Czech Republic	122
Finland	371
Germany	89
Greece	946
Poland	620
Sweden	247
Total	2748

5.4 Press Articles: SIGMA, F-BB, PREVENT, FIOH, STPKC, IEP-NRI, OSRI, RDF had to prepare and publicize at least two technical articles at national press in each partner country. The articles should concern a general presentation of the project and the main outcomes achieved. Relative entries have to be prepared by PREVENT for EU Commission's Newsletters. From the overall target of **18** publicized articles until the meeting date a target of **16** has been achieved. In detail:

- EL – SIGMA: 2 articles published (available on Theseis website), HIOH: 2 articles published (available on Theseis website), FING: 1 article published (available on Theseis website)
- CZ - VUBP: 4 articles published (available on Theseis website)
- BG – RDF: 2 article published (available on Theseis website)
- FI – FIOH: 1 article published (available on Theseis website)
- PL - IEP-NRI: 2 articles published (available on Theseis website)
- BE – PREVENT: 2 articles published (available on Theseis website in both languages FR - ND)
- SE – STPKC: No articles so far
- DE - F-BB: 1 article published (available on Theseis website).

Remaining press releases from:

- **FBB** (Germany) : 1 Article
- **FIOHS** (Finland): 1 Article
- **STPKC** (Sweden): 2 Articles
- **PREVENT** (Belgium): 1 Article at E.U. Commission Newsletter or relative H&S Institution

5.5 Participation in National Events: Each country member will have to participate to at least 2 presentations at national. Achieved results 12 participations until 15/0/2013 (target of 20):

- EL – SIGMA + FING: 5 events (available on Theseis website)
- EL – FING: 2 events (available on Theseis website)
- EL – HIOHS: 1 events
- BG – RDF: 1 event (available on Theseis website)
- PL – IEP-NRI: 1 event (available on Theseis website)
- DE – FBB: 2 event (available on Theseis website)
- CZ – OSRI, BE – PREVENT, FI – FIOH, SE – STPKC: No declared participations so far.

5.6 Participation in International Events or Conferences: SIGMA has participated in the following relative dissemination events devoted to the promotion of the project's outputs:

- Presentation to the international conference – exhibition related to Pollution Management – ECOTEC at Athens 18 – 21/04/2013
- Participation in the LINQ 2013 (Learning Innovations and Learning Quality) International Conference held at Rome on 16 – 17/05/2013
- Meeting of Greek centralized Lifelong Learning Programme Projects at Athens on 10/06/2013.

5.7 Participation in International Events or Conferences: SIGMA has prepared and distributed the brochure to dissemination events in Athens, Rome and Final Conference at Thessaloniki. The final version of the brochure has been updated and sent to all partners for adopting it to national languages and distributing it

accordingly. Deadline for distributions: 30/10/2013. Distribution lists will be asked by all partners. The list will not refer to the recipients but to the organizations and events and to the respective number of the brochures distributed. The electronic versions will be available on all partners' websites.

- 5.8 DVDs:** A DVD will be produced which will contain the final version of the VET model. The training material produced will also be included. More than 300 DVDs have to be issued and distributed in each participating country. The DVDs will be disseminated to certified vocational training institutes involved in environmental and Health and Safety issues at the end of the project and within one year after the project's completion to contribute to the further exploitation and sustainability of the project's outcomes. SIGMA has already prepared a draft version of the DVD. The final version will be distributed to the partners after the completion of the translations from FBB (Germany) and RDF (Bulgaria). For protection against unauthorised reproduction, it was decided that the DVDs should include a notice for copyright protection at all modules of the training model.

6 WP 7 – Exploitation Activities

Thanasis Manoloudis made a detailed presentation of the Exploitation Plan. The second version of the Exploitation Plan was prepared by SIGMA and distributed to the partners and uploaded to the project's website at the 15th of July 2013. The document identifies the exploitable results of the project in terms of products, experiences, policy lessons and European cooperation and describes the strategy to exploit these products at European, national and regional levels. The exploitation addresses both mainstreaming, taking advantage of the participation of the project's partners to networks and links to public authorities and lifelong learning decision makers, and multiplication exploiting the establishment of the THESEIS Network. The monitoring of the exploitation activities has followed an approach similar to the monitoring of the dissemination activities.

The THESEIS consortium will pursue to maintain the established THESEIS Network, supporting and encouraging its spreading through sustainable operations beyond the project's lifetime. It is in the intention of the Consortium that the final project results and especially the THESEIS Vocational Education Training platform will be widely exploited among the partners until the end of the Project. Until the project's end, the partners will identify the parts that could be further exploited under an appropriate Confidentiality, Intellectual and Industrial Property Rights Agreement or Memorandum of Collaboration.

More specifically, the partnership is aiming at continuing the presentation of the THESEIS learning objectives, outcomes and results in respective vocational training and Health & Safety seminars and conferences in its countries and at European level, after the project completion. Additionally, it will be asked from public and private Health & Safety agencies, educational institutions to upgrade the contents of the initial training material that has been created.

The forthcoming actions regarding the preparation of the IPR agreement include:

- Providence of technical information from STPC regarding the platform (Size, Steps involved in the transfer of the platform to the servers of each partner, Moodle characteristics, Technical skills from partner needed, Server characteristics, Costs involved in hosting in servers, Traffic costs User activity – in MB, Moving the diagnostic tests : what is involved etc).
- Feedback from all partners on the exploitation strategy that each one will follow (commercial use or free). All partners, will ask their legal representatives and to see their interests i.e. platform / SCORM packages to be installed
- Copyright issues on partners using their own language versions commercially,
- The Greek partners need to come to an agreement on how they will cooperate,
- IPR agreement needs to be agreed and completed upon by the end of October 2013.

The aforementioned actions will be undertaken and monitored by Thanasis Manoloudis in close collaboration with Kennet Lindquist and Sofia Tsiortou.

7 THESEIS Administration and Quality Management System

Thanasis Manoloudis and Christos Chatziioannou presented the draft version of the Final Quality Report that will be submitted with the project's Final Progress Report. It will contain the reports from all the internal quality audits and the results of the implemented measures for quality management and assurance from the half until the end of the project duration. The evaluation of the Internal Audits undertaken are being analyzed in a continuing basis along with the findings and the non compliances, the corrective and preventive actions. The THESEIS Internal Quality Auditing Programme from January 2013 until the end of the project was presented..

The main milestones from the agreed Work Plan were discussed in order to signify potential deviations and/or non conformities. The programming and elaboration of the Internal Audits are coordinated by HIOHS in collaboration with SIGMA. An experienced external quality auditor has been engaged in the project since March 2013 in order to further monitor the effectiveness of the THESEIS Quality Management System. Until September 14 Internal Quality Audits have taken place and 20 non conformities (significant / non significant) or improvement suggestions have been detected for which respective corrective actions have been issued. All non conformities and corrective actions are being regularly monitored by the project's Quality Manager.

6 THESEIS Financial Monitoring – Preparation of the Final Report

Xenia Delaki coordinated the discussion on the following issues:

- Analysis of Cost Categories (Eligible Costs, Staff Costs, Travel and Subsistence Costs, Subcontracting Costs, Other Costs, Indirect Costs)
- Analysis of Calculation methods,
- Financial Supporting Document per Cost Category
- Financial Files to be used – Timesheets, Statements Accounts, Expenses done so far – Budget Amendments

- Presentation of Interim Report Results and relative comments from the evaluators
- Final Report analysis of
 - financial reporting forms
 - supporting documents
 - Deliverable table with deviations per partners

All partners agreed to deliver the documents until 24th of November 2013 to Mrs Delaki in order to prepare the Final Report on Time. The eligible cost period: 1/11/2011 – 31/10/2013

Answers to all questions related to mentioned issues were given by Xenia Delaki and Thanasis Manoloudis.

7 Work to be performed until the end of the project – Meeting Summary

The project activities for WP 1 – 2 and 6 – 7 in the perspective of next 1,5 months were described and consulted. Thanasis Manoloudis coordinated the discussion. Emphasis will be given in the following activities and deliverables:

- Elaboration of the final adaptations and improvements of the THESEIS VET platform,
- Dissemination Activities: Publication of the remaining press releases, participation in dissemination events at national events in each partner country, distribution of DVDs and other promotional material,
- Finalization of the Exploitation Plan. Preparation and distribution to the partners of the I.P.R. agreement,
- Issue of 5th Newsletter (deadline 15/10/2013),
- Internal Auditing and Quality Management,
- Preparation of Final Report and on – time submission to EACEA.

Questions and Answers

Closing of the Final Coordinating meeting

ITENERARY OF FINAL COORDINATION MEETING

MORNING SESSION - TECHNICAL ISSUES & DISSEMINATION

TIME	SUBJECT	DURATION
08:30 - 08:45	<p style="text-align: center;">Opening session of THESEIS 4th Coordination Meeting</p> <p style="text-align: center;">Welcome Speech – Meeting Agenda</p> <p style="text-align: center;">Thanasis Manoloudis, SIGMA</p>	15 min
08:45 - 09:45	<p style="text-align: center;">THESEIS project Overview</p> <p style="text-align: center;">Objectives and Targets - Main milestones – Achieved results</p> <p style="text-align: center;">Thanasis Manoloudis, SIGMA</p>	1 hour
08:45 – 09:15	Work performed during the last 3 months of the project	30 min
09:15 – 09:45	Short speech per participating partner	30 min
09:45 – 10:00	Coffee break - Open discussion	15 min
10:00 - 11:00	<p style="text-align: center;">WP 5 - Pilot implementation – Validation of VET model</p> <p style="text-align: center;">Test Reports on the Pilot implementation of the VET model</p>	1 hour
10:00 – 10:30	Final Version of the THESEIS VET model	30min
10:30 – 11:00	Xenia Delaki, SIGMA	30min
11:00 - 12:30	<p style="text-align: center;">WP 6 Dissemination Activities</p> <p style="text-align: center;">Overview of WP - 6</p> <p style="text-align: center;">Thanasis Manoloudis, SIGMA - Bram Schittecatte, PREVENT</p>	1,5 hours
11:00 – 11:30	Dissemination Activities until the end of the project	30 min
11:30 - 12:30	Presentation per partner	1 hour
12:30 - 13:30	<p style="text-align: center;">WP 7 Exploitation Plan – IPR Agreement</p> <p style="text-align: center;">Presentation of THESEIS Exploitation Plan and Intellectual Properties' Rights Agreement</p> <p style="text-align: center;">Thanasis Manoloudis, SIGMA - Sofia Tsiortou, STPKC</p>	1 hour
13:30 – 14:30	LUNCH	1 hour

AFTERNOON SESSION - ADMINISTRATIONAL & FINANCIAL ISSUES

TIME	SUBJECT	DURATION
14:30 – 15:00	THESEIS Administration and Quality Management System Main Milestones. Deviations. Internal Quality Reporting. Thanasis Manoloudis, SIGMA	30 min
15:00 - 15:30	THESEIS Financial Monitoring Financial Files – Timesheets – Expenses – Budget Reviews Xenia Delaki, SIGMA	30 min
15:30 - 16:00	Coffee Break	30 min
16:00 – 17:30	THESEIS Final Report Thanasis Manoloudis & Xenia Delaki, SIGMA	1,5 hours
17:30	Closing of Final Coordination Meeting	