



# Minutes

Grandis Kick-off Meeting

11-12 October 2016

Budapest



Prompt-H Ltd.

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## Document Info

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## MINUTES

### GRANDIS KICK-OFF MEETING

**To:** All partners  
**From:** Maria Hartyanyi, Anna Kajor, P1- Prompt  
**Version:** v1  
**Subject:** 1<sup>st</sup> (Kick-off) Meeting in Hungary

**Date:** 13/10/2016  
**Document type:** Agenda  
**File:** Grandis\_Minutes\_11-12\_October\_2016\_  
**Reviewer:**

**Date of the event:** 11–12<sup>th</sup> October 2016

**Place of the event:** SZÁMALK-Szalézi Post-Secondary Vocational School, Budapest/Hungary, Fejér Lipót utca 70.

**Participating partners:** all partners

### Aim of the meeting

1. The partners should know each-other (fields, activities, interest in **Grandis**)
2. Project aims, objectives, work plan, outcomes (general overview by the Coordinator)
3. Introduction to the projects theoretical background
4. Discussions, decisions on the management and financial issues
5. Start the first activities related to O1
6. Start accompanying activities (Quality Management, Evaluation and Dissemination. Reports)

#### 1<sup>st</sup> day – 11<sup>th</sup> of October, 2016

##### The aim of the first day:

1. Welcome, introduction of the partners to each other
2. General Overview of **Grandis** project to make clear the aims, activities and responsibilities
3. Detailed Overview of **Grandis** Outcomes
4. Accompanying activities: quality management, dissemination, evaluation

The **aim of the first day** was to make clear the aims, activities, responsibilities and Outcomes of the Grandis project. Discuss the partnership, project start, timing, administration details and all added value by partners.

After the welcome by Ildikó Balassa and Andrea Kupovits – the headmaster of the hosting institute (SZAMALK) – the partners introduces themselves: all partners talked about their institute, main profile, activities, interests in the project and situation of ageing people care system in the partner countries supported by Power Point & Prezi presentations.

Maria Hartyanyi as project leader gave an overview of the project: the theoretical background, arisen questions and aims of the project. The emphasised details:

Project aim: **GRANDIS XXI. project aims to develop a practice oriented, competence based and modular syllabus and further training program for the vocational education** ("Networked Elderly Caregiver") delivered through attractive, motivating digital learning content **for social carers**. The course will develop the advanced digital skills of formal and informal social caregivers, to prepare them for effective use of the ICT-based telecare systems, like smart devices, and prepare them to apply web-based tools for communication, keeping contact through the Internet for supporting independent living of elderly people.

Target groups: - students of vocational education,

- formal carers, care workers,
- informal carers (relatives, family carers, colleagues)
- „young” ageing people in pension from related professions (e.g. teachers), who are open and active enough to work as informal carers in online communities.

Partnership changing: P4 – BSZK left the partnership because of structural changing in social sector in Hungary so Partnership needs a new partner. Partners discussed potential partners.

*News: UEM - Universidad Europea de Madrid SL accepted the invitation so Partnership have a new partner with experiences in Gerontology.*

Partners' presentations: Partners talked about their works, projects and programs related to the Grandis to use these good practices, useful results in the project.

- Agnes Szigeti (P8) presented the results of survey about ageing population situation and mental health needs changing over the last 30 years of city Salgótarján.
- Prof. Christopher D. Buckingham (P5) talked about the **GRiST (Galatean Risk and Safety Tool)** web-based decision support system for mental-health risk assessment and management.
- Anna Kajor (P1) presented the results of the preliminary needs analysis – “**Behind Grandis' vision**”, talked about that improving the digital competences of carers who work in e-health, e-care and social care not only helps elderly people to connect into the online and social world but indirectly also contributes to the preservation of their physical and mental health. However, knowledge related to modern ICT-based telecare systems (EIP-AHA) is missing from health and social care VET programs, certified students' digital competency are deficient. (CEDEFOP studies).  
From all partner countries (UK, IE, FR) partners need to do make needs analysis related to O1.
- François Adoue (P7) talked about **AAL Role Profiles at European level** – with special focus on the profile of AAL Community Manager – EU Role profiles. E-CF was emphasized as the necessary basis of the syllabus development.
- Mary Cleary (P6) gave a presentation about **Health Informatics Training System** in Ireland which is a different training program but good example for good practices for concept and idea.

Presentations about administrative information:

- Zsolt Lengyel (P1) showed the structure of **Grandis portal**, especially the using forum engine, evaluation forms and documents storage (<http://grandis.prompt.hu>) User Guide will be uploaded to the site under the Forum topic “QM templates”: 28/10/2016
- Anna Kajor (P1) talked about the **QMS** (Quality Management System) and evaluation strategy.
  - Ensure the quality of project, IOs, meetings, multiplier events and partner contribution.
  - For documentation templates will be prepared and uploaded to Grandis portal
  - For partner communication Grandis portal Forum is suggested. All partner got access. For further access ask the project coordinator: Anna Kajor (P1)

Decisions made: - QM Handbook: 4<sup>th</sup> November

- Guide for portal by Prompt 28<sup>th</sup> October

- Templates HU, EN: 28<sup>th</sup> October; reviewed: 25<sup>th</sup> November; FR: 25<sup>th</sup> November

- Responsible for evaluation reports: David Cleary

- About the **dissemination strategy**: Templates, Deadlines, Responsibilities, Database – QMS;
  - Each leader is responsible for dissemination of their own Outputs and Multiplier events: newsletters, news, documentation (report, photos, register etc.).
  - We have to disseminate IOs, meetings, multiplier events and the project to stakeholders, end users, policy makers etc.
  - In every activity photos, participants, target group, aims, date, place of activities must be a part of it. All documentation must be collected in dissemination report (find the template on Grandis portal) and send it to project management and upload it to Grandis portal.

Decisions made: - Translation French: in the middle of November; English: 30<sup>th</sup> October;

- Publishing Grandis information on the websites: **30 November**
- Flyer: Design provided by SZÁMALK **10th November** in EN, HU
- Template for recording dissemination activities: **16 October**
- Facebook page: **16 October**
- One dissemination action/partner/month
- Newsletter: 2 weeks after the end of IOs HU, EN, FR
- First news (short, 5-sentence-news) about kick-off meeting: Mary; 2. news: Christopher, 3. news: Francois, 4. news: Péter, 5. news: Gabor, 6. news: Andrea

- Maria talked about the **Intellectual Outputs** of the project.  
Partners got the detailed description of tasks and activities (*GRANDIS\_Tasks&Activities.docx*) related to the Outputs of the project.  
The Final Outcome of the project is an accredited course which is needed to be accredited separately in all partner countries.  
Question: Is it possible to get the course accredited in all EU country by any kind of EU Organisation? Francois suggested to develop the course in the frame of an EU ICT Frame – (e-CF).

**O1 - Training Needs for 21<sup>st</sup> Century Caregivers**: The survey is based on needs of ICT Competence. Christopher (P5) should provide a research plan to highlight the roles and tasks of the partners with deadlines.

All partners intensively take part in organising national survey.

Core partners: P1-Prompt, P2-Szamalk, P6-ICS, P7-GUIMEL

Related multiplier events:

- O1-E1 – Consultation with stakeholders in Hungary by P2 Szamalk in January 2017, Budapest
- O1-E2 – Consultation with stakeholders in England by P5 Aston in February 2017, Birmingham

**O2 – Syllabus for Networked Elderly Caregiver**: Change the name of the course: Mary. Syllabus will be developed based on the results of O1 in the frame of e-CF. Leader: P6 – ICS

All partners take part, core partners: P1-Prompt, P2-Szamalk, P5-Aston, P6-ICS and P7-GUIMEL

Related multiplier events:

- O2-E3 – Dissemination event for stakeholders on “Networked Elderly Caregiver” syllabus in France by P7 GUIMEL changed the date: After online course opened to let the participants check it.

**O3 – Learning content development, translation and review**: Lead by P1-Prompt who has experiences in networked based solutions, e-learning systems and network. Maria (P1), Ildikó (P2) and Mary (P6) will discuss the exact content. P5 – Aston can help to involve companies who could offer tools for review of the existing and used telecare systems; P6-ICS can help to get some application and observing system. To O3-A3 – *Collecting relevant and reliable open educational content* partners check open education resources. Also 2 shorts videos will need to be provided to the 5 chapters.



All partners take part. Core partners: P2 – Szamalk, P5-Aston, P6-ICS, P7-GUIMEL

**O4 – Online platforms, pilots:** Lead by P1-Prompt. All partners take part. Core partners: P2 – Szamalk, P3-ÖJSZIGK, P4-UEM – *New partner!*; P8-Corvus

**O5 – National and EU-level accreditation, business model:** Lead by P2- Szamalk. To O5-A3 – Development of marketing package for “Networked Elderly Caregiver” certificate in the partner countries: Francoise (P7) will try to record the course and get label from an EU organisation.

All partners take part. Core partners: P1-Prompt, P3-ÖJSZIGK, P6-ICS, P7-GUIMEL

Related multiplier event:

- **O5-E6 – Grandis closing conference by inviting stakeholders** in Hungary by P1- Prompt with P2 – Szamalk.

## 2nd day – 12th of October, 2016

### The aim of the second day:

1. Planning the activities, tasks of O1, discussing all tasks related to the planned outcome
2. Financial issues, planning the next partner meeting

Ilona Baján representative of the Hungarian National Agency, Tempus Foundation gave a general overview of ERASMUS+, talked about basic rules, suggestions, supported by a presentation. Ms. Baján answered some financial questions too. The main points:

- This is the first time that the Erasmus+ project will be evaluated at the final. We will get the assessment criteria, it will be uploaded to the QMS. It will be checked, if the consortium achieved what it wanted.
- Very important in Erasmus+: focus to the **impact and dissemination (!)** because the results of the project have to be used during and after the project.
- There will be 3 type monitoring:
  - Normal reporting: progress report focused only on the project results.
  - Interim report and final report have financial parts too. Financial monitoring unit can ask: concrete costs based on exceptional costs and disadvantaged person cost, transnational project meeting cost with project management and implementation costs.
  - Audit: can check costs related to different items.
    - For this all partners need time sheets to persons with details on what kind of categories they work in: researcher or teacher – these 2 categories can be counted only for tasks of Intellectual Outputs. Meeting preparing, event organising and other activities cannot be counted. These activities can be counted only for project management costs. If a person is working on IO contract (casual employee contract or external working contract) needed between the organisation and the person. Partners have to send a copy of the contract to the person who was named in the project.
    - For multiplier events at least one invoice is needed to prove it really happened.
    - For Transnational training, learning and events salary is not, but the term of the contract is needed.
    - Different kinds of meetings and events cannot be mixed – they must be counted separately.
    - Person's actual amount is not important because there is unit for all kind of costs.
    - In the timesheets should be indicated that the person in which IO and tasks worked on for salary.
    - The timesheets must be signed by the working person and the manager of the Partner Institution.

- Cost of multiplier event is calculated by unit cost according to participants, staff cost cannot be counted for multiplier events. For prove there will be needed: Agenda, Minutes, feedback from participants, attendance list with email address.
  - Meetings need for prove: Agenda, Minutes, attendance list, declarations and stipend contract for unit cost for schools.
  - Project management is unit cost, any documents do not needed to prove.
- Question: Would Auditor go to the partners? – The audit is central, it could happen but usually only the leader partner's bookkeeping is checked. However, all partners have to prove bookkeeping for which foreign mission statement is needed but boarding pass is not for instant.

Prof. Christopher D. Buckingham (P5-Aston) drew a draft of most important details of survey of training needs.

- There will be involved stakeholders for survey: trainees, older adults, students. By survey we want to prove the hypothesis of the project: For fighting with demographic dividend is highly important to develop ICT and ICT-based telecare systems to improve elderly people's lifestyle, active and healthy ageing, life supporting ICT-based solutions. Until number of ICT-based solutions is increasing, the necessary knowledge to using them is missing.
- We have to ask the involved people where, how often and how do they use ICT?
- Results of stakeholder consultation will be shared on Grandis website.
- **Christopher will write a plan of research with highlighting tasks, deadlines and responsibilities of all partners.**
- **Christopher starts a Forum topic conversation about those questions arisen related to survey and questionnaire of O1.**
- **Christopher will upload the mind map of survey details to the Grandis portal.**

**Decision: Starting date delay: 1<sup>st</sup> October 2016**

**Next partner meeting: 1-2<sup>nd</sup> June 2017 in Birmingham**



## Annexes

### Annex 1 – Accepted Deadlines

Task	Deadline	Responsible partner	Plus info	Action
<b>Project Start Date</b>	<b>1 October 2016</b>			
Template for recording dissemination activities	<b>16 October 2016</b>	Anna - P1-Prompt		Diss.
Facebook page	<b>16 October 2016</b>	Anna - P1-Prompt		Diss.
Fill out the evaluation survey	<b>20 October 2016</b>	All partners	<a href="http://grandis.prompt.hu/en/content/evaluation-kick-meeting-11-12-october-2016-budapest">http://grandis.prompt.hu/en/content/evaluation-kick-meeting-11-12-october-2016-budapest</a>	QM
First news about kick-off meeting	<b>21 October 2016</b>	Mary - P6-ICS		Diss.
User Guide for Grandis portal	<b>2 November 2016</b>	Janos - P1-Prompt		QM.
Evaluation report of Kick-off meeting	<b>2 November 2016</b>	David - P6-ICS		QM.
Upload Mind Map of O1 Research to Grandis portal	<b>4 November 2016</b>	Christopher – P5-Aston		<b>O1</b>
Start Forum topic with questions related to survey of O1	<b>4 November 2016</b>	Christopher – P5-Aston		<b>O1</b>
Research Plan to O1 with partners' tasks and responsibilities	<b>7 November 2016</b>	Christopher – P5-Aston		<b>O1</b>
Create project logo and Grandis portal design	<b>10 November 2016</b>	P2- Szamalk		Diss.
Flyer: Design provided in HU, EN	<b>10 November 2016</b>	P2 - Szamalk		Diss.
Grandis Abstract: translation English	<b>30 October 2016</b>	P5-Aston & P6 - ICS		Diss.
Grandis Abstract: translation French	<b>15 November 2016</b>	Francois - P7 - GUIMEL		Diss.
Publishing Grandis Abstract on the websites	<b>30 November 2016</b>	all partners		Diss.
First newsletter	<b>15 April 2017</b>	Christopher - P5-Aston	2 weeks after the end of O1 by Aston	Diss.
News in every month:	<b>November 2016</b>	P5 - Aston		Diss.

	<b>December 2016</b>	P7 - GUIMEL		Diss.
	<b>January 2017</b>	P3 - ÖJSZIGK		Diss.
	<b>February 2017</b>	P8 - Corvus		Diss.
	<b>March 2017</b>	P2 - Szamalk		Diss.
O1-E1 Multiplier event in Hungary	<b>January 2017</b>	P2 - Szamalk		Diss.
O1-E2 Multiplier event in England	<b>February 2017</b>	P5 - Aston		Diss.
Next international partner meeting in Birmingham	<b>June 2017</b>	All partners	<a href="https://hu.wikipedia.org/wiki/Birmingham">https://hu.wikipedia.org/wiki/Birmingham</a>	PM
One dissemination action	<b>In every month</b>	All partners		Diss.

## Annex 2 – Intellectual outcomes – activities, responsibilities deadlines, indicators

Outcome	Medium/Language/Size	Leader	Deadline
<b>O1 – Training Needs for 21<sup>st</sup> Century Caregivers</b>		<b>P5-Aston</b>	<b>March 2017</b>
<b>O1-A1</b> Research design, construction, implementation and testing the measurement tools	Collaborative research design		January 2017
<b>O1-A2</b> Data collection, processing, analysis and evaluation	3 different online questionnaires (for teachers, for VET students, for formal/informal caregivers), minimum size of samples: 50-100 person/country; Working documents: digital contents (docx, xlsx), set of at least 200 pages		February 2017
<b>O1-A3</b> Requirement analysis for Learning Design	Research report (30 pages) in 3 languages (HU, EN, FR)		March 2017
<b>Collaborating partners: all partners intensively take part in organising national survey</b> <b>Core partners: P1-Prompt, P2-SZÁMALK, P8-Corvus</b>			
<b>Decisions, remarks: We delay the start of the project and step back one month. Start: 1th of October 2016. The ending date of the project will be a month later</b>			
Events related to O1	Responsible partner	Date	Local part. no.
<b>O1-E1 – Consultation with stakeholders in Hungary</b> - The aim of the event is to involve Hungarian stakeholders into the needs-analysis, in order to identify their special requirements and problems they are facing due to the demographic changes.	<b>P2-Számalk</b>	15-01-2017	15

<b>O1-E2 – Consultation with stakeholders in England</b> - The aim of the event is to involve stakeholders from the UK into the needs-analysis, in order to identify their special requirements and problems they are facing due to the demographic changes.	<b>P5-Aston</b>	<b>15-02-2017</b>	<b>15</b>
<b>O2 – Curriculum for Networked Elderly Caregiver</b>		<b>P6-ICS</b>	<b>August 2017</b>
<b>O2-A1</b> Common terminology and unified curriculum design template	3 languages, electronic documents, min. 30 pages		May 2017
<b>O2-A2</b> NEC Core Curriculum and localized versions of the partner countries	electronic documents at least 4x15 pages = 60 pages		August 2017
<b>Collaborating partners: all partners take part</b>			
<b>Core partners: P1-Prompt, P2-SZÁMALK, P5-Aston, P6-ICS, P7-Guimel</b>			
<b>Decisions, remarks:</b>			
<b>Events related to O2</b>	<b>Responsible partner</b>	<b>Date</b>	<b>Local part. no.</b>
<b>O2-E3 – Dissemination event for stakeholders on "Networked Elderly Caregiver" curriculum</b> - This will be the first dissemination event of the project in France, where the curriculum can be presented for wider audience of the stakeholders.	<b>P7-Guimel</b>	<b>15-05-2017</b>	<b>25</b>
<b>O3 – Learning Content development, translation, review</b>		<b>P1-Prompt</b>	<b>30 October 2017</b>
<b>O3-A1</b> Review of the telecare systems existing and used in Europe	A research study and a collection of max. 5-10 electronic tools by partner country		September 2017
<b>O3-A2</b> Authoring and review basic content of the five chapters	200 A4/pages, topics: 1. Basic ICT skills for beginners (optional) 2. Overview of the demographic trend and its social and economic impacts (optional) 3. Active and healthy ageing in the information society, fundamental human needs of elderly people living alone at risk of loneliness (mandatory) 4. ICT-based telecare systems; using technical devices and assistive technology to assist, monitor and care elderly people from a distance (mandatory) 5. ICT tools for implementing virtual communities, establishing and running virtual communities in closed social networks (mandatory)		September 2017
<b>O3-A3</b> Collecting relevant and reliable open educational contents	A collection of educational contents		September 2017
<b>O3-A4</b> Translation and localization of the core content	Translated and localized core content, 200 A4/pages		November 2017
<b>O3-A5</b> Designing storyboards for videos and presentations	10 videos		September 2017

O3-A6 Implementation of videos and presentations		October 2017	
<b>Collaborating partners: all partners take part</b> <b>Core partners: P2-SZÁMALK, P5-Aston, P6-ICS, P7-Guimel</b>			
Decisions, remarks:			
Events related to O3	Responsible partner	Date	Local part. no.
O3-E4 – 21 <sup>st</sup> Century Care – Quality and Choice - The event will invite stakeholders for a consultation on " What about "21 <sup>st</sup> Century Care – Quality and Choice", (focusing on how technology can help people requiring care to stay at home, live in sheltered accommodation or in nursing homes).	P6-ICS	15-11-2017	30
O4 – Online platform, pilots		P1-Prompt	July 2018
O4-A1 Graphical design and implementation of the e-learning platform	E-learning platform, three platforms (HU, EN, FR)		December 2017
O4-A2 Designing and implementation of course components aligned with the pedagogical aims	Blogs, assessment tools, forums, glossary, games etc.		December 2017
O4-A3 Implementation of the core contents in the selected (SCORM/XML) format	SCORM/XML based content, 30 lessons, based on the core content from O2		March 2018
O4-A4 Developing the guide for tutors			March 2018
O4-A5 Testing by three-level pilots	150 involved participants		
__O4-A5-S1 pilot for tutors	1-2 tutor/country (8), 1 month		April 2018
__O4-A5-S2 pilot for social caregivers	2-3 participants from UK, IE, FR, 16 from HU=24 care giver/students will participate 2-3 months		April 2018
__O4-A5-S3 pilot for elderly	Each participant from S2 will involve 4-5 elderly, min 24x4 elderly will be involved 2-3 months		June 2018
<b>Collaborating all partners take part in the pilots</b> <b>Core partners: P2-SZÁMALK, P3-ÓJSZIGK, P4-BSZK, P8-Corvus</b>			
Decisions, remarks:			
Events related to O4	Responsible partner	Date	Local part. no.
O4-E5 – Presenting Networked Elderly Carer online course for wide audience of target groups - The second event in France focusing on the presentation and demonstration of "Networked Elderly Caregiver" platform and course	P7-GUIMEL	15-05-2018	25
O5 – National and EU-level accreditation, business model		P2-SZÁMALK	March 2019

<b>O5-A1</b> Overview of the rules of the accreditation trainings in the partner countries	Study (20 pages/EN)	September 2018
<b>O5-A2</b> Preparing the documents for national level accreditation	The documentation of the Hungarian accreditation (20-30 pages/HU)	December 2018
<b>O5-A3</b> Development of marketing package for “Networked Elderly Caregiver” certificate in the partner countries	The documentation of the European level accreditation according to the selected system (20-30 pages/EN) Valorization plan of the results in the partner countries (20 pages/EN).	March 2019
<b>Collaborating partners: all partners take part</b>		
<b>Core partners: P1-Prompt, P3-Öveges</b>		
<b>Decisions, remarks</b>		
<b>Events related to O5</b>	<b>Responsible partner</b>	<b>Date</b>
<b>O5-E6 – Grandis closing conference by inviting stakeholders</b> - Project closing conference for wide audience of the Hungarian stakeholders.	<b>P1-Prompt</b>	<b>15-02-2019</b>
		<b>50</b>

## Annex 3 – Agenda

### 1<sup>st</sup> day – 11<sup>th</sup> of October, 2016

#### The aim of the first day:

5. Welcome, introduction of the partners to each other
6. General Overview of **Grandis** project to make clear the aims, activities and responsibilities
7. Detailed Overview of **Grandis** Outcomes
8. Accompanying activities: quality management, dissemination, evaluation

#### Program of the 1<sup>st</sup> Day

9:30	9:35	5' – Welcome words by Ildikó Balassa (P2-SZÁMALK)
9:35	11:15	100' – <b>Introduction of all partners</b> (main profile, activities, interests in the project, max. 4 x 15 minutes) – <b>see Annex 1</b>
11:15	11:45	30' – <b>Grandis – 30 months, 5 outcomes</b> Maria Hartyányi (P1-Prompt)
11:45	11:55	10' – Questions & Answers
11:55	12:10	15' – Coffee break (free)
<b>What we have now ...</b>		
12:10	12:25	15' – <b>Behind Grandis' vision – results of the preliminary needs analysis</b> Anna Kajor (P1-Prompt)
12:25	12:45	25' – <b>Galatean Risk and Safety Tool (GRiST) web-based decision support system for mental-health risk assessment and management.</b> Prof. Christopher D. Buckingham (P5-Aston)
12:45	13:05	20' – <b>AAL Role Profiles at European level – with special focus on the profile of AAL Community Manager</b> François Adoue (P7-Guimel)

13:05	13:20	15' – <b>Social and mental health needs survey of city</b> Salgótarján (Hungary) population 60+ Ágnes Szigeti (P8-Corvus)															
13:20	13:35	15' – <b>Health Informatics Training System in Ireland</b> Mary Cleary (P6 - ICS)															
13:35	14:30	55' – Lunch on the campus (about 5-10,- €)															
<b>Where to collaborate?</b>																	
14:30	14:50	20' – <b>Online Project Management &amp; Communication Platform</b> Zsolt Lengyel (P1-Prompt)															
<b>Accompanying activities</b>																	
14:50	15:20	30' – Quality Management, evaluation strategy (P1-Prompt)															
	Decision	QM Handbook: Guide for portal by Prompt Templates HU, EN, FR Evaluation report: David Cleary															
15:20	15:50	30' – Dissemination plan by Anna Kajor (P1-Prompt)															
Decision		Translation French: in the middle of November; English: 30 <sup>th</sup> October; Publishing Grandis information on the websites: 30 November Flyer: Design provided by SZÁMALK 10th November in EN, HU Template for recording dissemination activities: 16 October Facebook page: 16 October One dissemination action/partner/month Newsletter: 2 weeks after the end of IOs HU, EN, FR First news about kick-off meeting: Mary 2. news: Christopher, 3. news: Francois, 4. news: Péter, 5. news: Gabor, 6. news: Andi															
<b>What we will have after 30 months? Intellectual outcomes from O1 to O5</b>																	
15:50	16:40	50' – <b>Description of the Outcomes</b> Presentations by the Leaders (5 x 10 minutes):															
		<table border="1"> <tr> <td>O1</td> <td>Training Needs for 21<sup>st</sup> Century Social Caregivers</td> <td>P5-Aston University</td> </tr> <tr> <td>O2</td> <td>Curriculum for Networked Elderly Caregiver</td> <td>P6-ICS</td> </tr> <tr> <td>O3</td> <td>Learning content development, translation, review</td> <td>P1-Prompt</td> </tr> <tr> <td>O4</td> <td>Online platform, pilots</td> <td>P1-Prompt</td> </tr> <tr> <td>O5</td> <td>National and EU-level accreditation, business model</td> <td>P2-SZÁMALK</td> </tr> </table>	O1	Training Needs for 21 <sup>st</sup> Century Social Caregivers	P5-Aston University	O2	Curriculum for Networked Elderly Caregiver	P6-ICS	O3	Learning content development, translation, review	P1-Prompt	O4	Online platform, pilots	P1-Prompt	O5	National and EU-level accreditation, business model	P2-SZÁMALK
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		See the detailed descriptions of the outcomes: Annex 2, Annex 3 - <i>GRANDIS_Tasks&amp;Activities.docx</i>															
16:40	17:00	20' – Coffee break (free)															
17:00	17:30	30' – Discussion, questions & answers, closing the first day programme															
18:30	20:30	Common dinner in Budapest, the place will be agreed on the meeting															

### 2nd day – 12th of October, 2016

**The aim of the second day:**

3. Planning the activities, tasks of O1, discussing all tasks related to the planned outcome
4. Financial issues, planning the next partner meeting

**Program of the 2<sup>nd</sup> Day (practical questions)**

9:00	9:15	15' <b>ERASMUS+ Strategic Partnership (basic rules, advices for the consortium)</b> Ilona Baján representative of the Hungarian National Agency, Tempus Foundation
9:15	9:25	10' – Questions & Answers
9:25	10:00	45' — Starting activities related to O1 – General overview on the aims and outcomes (P5-Aston) (see O1 in Annex 1, Annex 3 – Detailed description of outcomes and activities)
10:00	10:30	30' – <b>Decisions:</b> task distribution, fixing responsibilities, deadlines
10:30	10:45	15' – Coffee break (free)
10:45	12:15	90' – Discussions, decisions in accompanying tasks & financial issues, agreement on the date of the next meeting,
12:15	12:30	15' – Closing the meeting
	Decision	Next meeting: in Birmingham 22-23th June 2017
12:30	13:30	60' – Lunch on the campus (about 5-10,- €)
16:00	18:00	<b>Cultural program</b> We organise common cultural program (sightseeing in Budapest) as you like. Options: <ul style="list-style-type: none"> <li>• The students (Tourism) of SZÁMALK will guide you with pleasure to the most famous place of the capital by taking public transport</li> <li>• You are free to take a guided tour on sightseeing bus (<a href="http://www.citytour.hu/en">http://www.citytour.hu/en</a>) (17-24 €).</li> <li>• We can rent a minibus for group with professional guide (25-30 € / person), depending on the number of participants.</li> </ul>

**Annex 4 – Detailed description of outcomes and activities**

See in attached document: **GRANDIS\_Tasks&Activities.docx!** It includes detailed information on the planned outcomes and activities helping the **leaders** of IOs to elaborate their preliminary concept for their presentations, and provide information for all partners.

**Annex 5 – Partners**

P #	Partners Name	Contact person(s)
P1	<b>Prompt</b> – PROMPT-H Information Technology Educational, Trade and Service Ltd.	Maria Hartyányi – <a href="mailto:hm@prompt.hu">hm@prompt.hu</a> , Dr. József Lengyel, <a href="mailto:jozsef.lengyel@prompt.hu">jozsef.lengyel@prompt.hu</a> , Anna Kajor – <a href="mailto:kajoranna@prompt.hu">kajoranna@prompt.hu</a> , Janos Szabo – <a href="mailto:szabo.janos@prompt.hu">szabo.janos@prompt.hu</a> Zsolt Lengyel – <a href="mailto:zsolt.lengyel@prompt.hu">zsolt.lengyel@prompt.hu</a>
P2	<b>SZÁMALK</b> – SZÁMALK-Szalézi Post-Secondary Vocational School	Ildiko Balassa – <a href="mailto:balassa@szamalk.hu">balassa@szamalk.hu</a> , Krisztina Juhász – <a href="mailto:juhaszk@szamalk.hu">juhaszk@szamalk.hu</a> , Szarka Adrienn – <a href="mailto:szarka@szamalk.hu">szarka@szamalk.hu</a> Kupovits Andrea – <a href="mailto:kupovits@szamalk.hu">kupovits@szamalk.hu</a> , Szabóné Hábel Timea – <a href="mailto:habel@szamalk.hu">habel@szamalk.hu</a>



P3	ÖJSZIGK – Öveges József Szakképző Iskolája és Kollégiuma	Lajos Peter Toth – <a href="mailto:toth.lajos.peter@oveges-szi.hu">toth.lajos.peter@oveges-szi.hu</a>
P4	UEM - Universidad Europea de Madrid SL	Maria Teresa Villalba de Benito <a href="mailto:maite.villalba@universidadeuropea.es">maite.villalba@universidadeuropea.es</a>
P5	Aston – Aston University	Christopher Buckingham – <a href="mailto:C.D.Buckingham@aston.ac.uk">C.D.Buckingham@aston.ac.uk</a>
P6	ICS – The Irish Computer Society	Mary Cleary – <a href="mailto:mary@ics.ie">mary@ics.ie</a> David Cleary – <a href="mailto:davidc@ics.ie">davidc@ics.ie</a>
P7	Guimel – Guimel Society	Martine Gaury – <a href="mailto:martine.gaury@guimel.eu">martine.gaury@guimel.eu</a> .Francoise Adoue – <a href="mailto:fadouse@multimedia-jobs.org">fadouse@multimedia-jobs.org</a> , Sigrid Terwolbeck - <a href="mailto:terwolbecks@gmail.com">terwolbecks@gmail.com</a>
P8	Corvus – Corvus Oktatási Központ	Gábor Simon – <a href="mailto:gabor@simongabor.hu">gabor@simongabor.hu</a> . Dr. István Bessenyei - <a href="mailto:istvanbess@gmail.com">istvanbess@gmail.com</a> Ágnes Szigeti - <a href="mailto:szigetiaagnes1@gmail.com">szigetiaagnes1@gmail.com</a>

## Annex 6 – Project management team of P1 - Prompt-H

If you have any question, please do not hesitate to ask us!

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Ili Tóth, financial issues - [ili@prompt.hu](mailto:ili@prompt.hu)

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