

EU PROGRAMME “LIFELONG LEARNING” 2007-2013
Sub-Programme L. DA VINCI TOI
ALLWELL Project

Kick-Off Meeting Report

Florence (IT) 2013 November 18th - 19th

Participants

Giuseppina Falsini	Centro Machiavelli	(IT)	Managing Direction
Rossella Bianchi	Centro Machiavelli	(IT)	Managing Direction
Mario Paiano	Centro Machiavelli	(IT)	Transnational Co-ordination
Gino Tozzetti	Centro Machiavelli	(IT)	Didactic Co-ordination
Cristiano Sanna	Centro Machiavelli	(IT)	Teacher
Antonio Quatraro	UICI FI	(IT)	President
Lisa Bucciolini	UICI FI	(IT)	Assistant
Henning Prüss	TANDEM Hamburg	(DE)	Managing Direction
Beate Ströhlein	BFW Würzburg	(DE)	Project Manager
Sylvia Schindler	BSVÖ Vienna	(AT)	Teacher
Virgil Lazar	ANB Brásov	(RO)	President
Radu Vasile	ANB Brásov	(RO)	Project Manager
Corina Mazilu	ANB Brásov	(RO)	Assistant
Roxana Florescu	CCGBV Brásov	(RO)	Managing Direction
Dana Dudu	CCGBV Brásov	(RO)	Teacher – Assistant
Detlef Bischur	agens Berlin (external)	(DE)	Managing Direction ¹
Thomas Deharde	agens Berlin (external)	(DE)	Project Manager ²

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The meeting was opened with a welcome from the staff of the Centro Machiavelli and UICI FI.

The representatives of each partner then introduced themselves and the activities of their organisations, in particular to introduce the whole partnership to the new Austrian partner BSVÖ, since the other members of the consortium were already partners of previous projects ELLVIS and VET4VIP (see below).

After this short introduction, the rationale that led to the application of this new project was presented, starting from the previous projects on which it was based: *ALLVIP, Accessible Language Learning for Visually Impaired People*, *ELLVIS, English Language Learning Programme for Visually Impaired Students* and *VET4VIP (Vocational English Training for Visually Impaired People)*.

The meeting continued with a round table in which the contents of the project were discussed, its implementation and the joint pathway to be followed for sharing the methods to adapt and to improve the ELLVIS course to the needs of the Italian, German and Romanian target groups.

¹ External expert invited by UICIFI

² External expert invited by UICIFI

The meeting proceeded with a moment of elaboration of the purely technical administrative aspects of the project and with the analysis of administrative issues related to the bank guarantee, the accession of a new partner (*agens Berlin*) and the necessity to apply for an amendment request. This was one of the most critical aspects of the two days of work.

First item of discussions was the request of bank guarantees issued by the Italian National Agency, not initially planned in the budget breakdown of the project since UICI is an association of public interest and usually does not have to supply bank guarantees.

To reduce the effect of this cost and to share it among all partners, the following solutions were proposed:

- Reducing of funds allocated to equipment (some equipment has been already bought in previous projects).
- Reducing of travel costs verifying if it is possible to combine some meetings of ALL4WELL and MOLLVIS projects (MOLLVIS is a new project approved by EACEA on topics strictly linked with the topics of language learning for blind and visually impaired people. This project involve also all partners of ALL4WELL, except BSVÖ). It is necessary to verify especially if is possible to claim the travel and subsistence costs on both projects by splitting it at 50% or by reporting all costs in another way (i.e. travel costs on a project and subsistence costs on the second one).

Although it may be better to avoid the cutting of staff costs (estimated to the extent of 5-6%), in order to ensure the quality of project activities, taking into account the amount required for bank guarantees, it will be very difficult.

In any case, in order to find the best solution Mr. Mario Paiano for Centro Machiavelli, Coordinator, and Mr. Antonio Quatraro for UICI FI, Project Leader, have already fixed a meeting with the NA in Rome on 26th November 2013, to discuss with the Project Officer how to proceed for applying the amendment request.

Another issue that was discussed is related to the opportunity to propose in the amendment request the accession of *agens Berlin* as additional partner. The project proposal included a relevant budget for subcontracting the realisation of some specific technical tasks related to WP3, Compilation of ALL4WELL course and WP4, Implementation and Evaluation (of the course software). A programmer and scripting author was planned to take part in these WPs realising the adapted software features required for the course, transferring the paper-based script into a computer-based course, fixing bugs and software and scripting problems found in the implementation and evaluation phase.

After the project approval UICI FI, Project Leader, and Centro Machiavelli, Coordinator, launched a call for tender on their own official websites in order to try to find organisations at a European level interested in carrying out the task to be subcontracted. The only answer to the call for tender was *agens Berlin*. Since *agens Berlin* has shown in the submitted bid their ability to adequately perform both roles covered by subcontracting related to WP3 and WP4, it was decided to evaluate the possibility of involving this organisation as an additional partner, by submitting an amendment request, avoiding an allocation procedure through a call for tenders and ensuring its full and continuous participation to the project activities. This option was considered both by UICI FI, leader and by Centro Machiavelli, Coordinator. It was introduced to the NA that might agree with this solution, but everything should be clearly explained in the amendment request for the access of the new partner.

Before proceeding with the further points, we carefully analysed the guidelines of NA for TOI projects, taking into account each single instruction for applying an amendment request.

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The second day of work began with a summary remark done by Mario Paiano on the topics and the issues discussed on the first working day. Thus, Mr. Mario Paiano proceeded with the analysis of the calendar planned for the whole project, giving an overview of timetable and work packages: roles, activities and responsibilities of each partner. After the introduction of all WPs and clarified the tasks and the responsibilities assigned to each partner, the discussion turned to the issues related to the building and management of a platform as an internal communication tool among all partners, the building of an official website of the project and the planning of the dissemination activities.

Mr. Antonio Quatraro, UICI FI, as Project Leader and person responsible for the dissemination activities, agreed to build the above mentioned tools and to coordinate the dissemination activities. Also, UICI FI will manage and update the website and the platform for three years, one year after the closing of the project activities planned on 30th September 2015.

Concerning the use of the platform, the one suggested (i.e. Basecamp), isn't accessible as open sources, so has been declared unusable. The moodle platform on the other hand is affordable and could be a good solution. It will be decided later by all the partners, on the base of the proposal of UICI FI.

Regarding the communication between partners a mailing list was created meanwhile with a single email address "all4well@uicifirenze.it" which includes in "alias" all representatives of each partner. Also, the possibility to work jointly via Skype and to share documents on Google Drive, was proposed until such time as the moodle platform is up and running.

Mrs. Beate Ströhlein, BFW Würzburg, leader for WP1 – Need Analysis and Qualification Framework, concerning the course as a project outcome and transfer of the technology developed within the ELLVIS project, has proposed as a first step to prepare a questionnaire to analyse the training needs of the target group. The results should help the partnership to define the language level of the course and the number of modules to be developed.

The questionnaires can be submitted to potential users in mother tongues in order to reach a wide number of people (there are three target groups: students, masseurs, teachers, trainers interested in learning/teaching languages in the wellness field) and translated and summarised in the "Qualification Framework". The planning also involves making some interviews (at least five) to stakeholders.

By December 1st 2013 it is necessary to have a draft of the questionnaire and the guidelines for the interviews to be circulated within the partnership, both for students/masseurs and teachers/trainers.

By December 15th 2013 all partners shall send back comments and suggestions to WP1 leader.

By February 14th 2014 each partner shall send all questionnaires and interviews to WP1 leader.

The questionnaire must contain the relevant national rules on privacy, in order to permit to WP1 leader to use the data without problems.

It was also proposed to modify the course adapting the contents to a wider target group, to more varied types of classrooms and to check the possibility of modifying the technology, taking into account that the existing ELLVIS course was developed to be used without a mouse.

The meeting proceeded with the introduction of the rules for the financial management of the project and with the analysis of the related rules.

Mr. Mario Paiano then provided the partners with explanatory slides regarding the project's eligible costs illustrating to the partners what costs are admissible and which ones are not admissible. Also, the partners were informed about the procedures to be followed for the interim and final reports, deadline and rules. A package of templates will be supplied to all partners by the Coordinator.

Each partner was also provided with information on the contracts specifying that it is not possible at the moment to define the single contracts due to the necessity to refine the budget and to submit it to the NA by the amendment request.

It was emphasised that it is compulsory to use two codes on the official documents: the EU project code 2013-1-IT-LEO05-04040 and the Italian CUP code G13D13000440006.

Additionally, due to the request of the bank guarantee UICI FI didn't receive at the moment the first instalment from the NA (40% of the total EU funds). Unfortunately, only after accepting the bank guarantee the NA will send this first instalment to UICI. Also, only after the approval of the amendment request, which includes changes to the budget breakdown, UICI will be able to send the first instalment to each partner.

Everyone agreed that the contracts shouldn't be signed until such time as the issues related to the bank guarantee for the NA had been closed and the amendment request approved.

Mr. Mario Paiano proceeds with the monitoring and evaluation processes which will be realised applying the method of cycle-oriented project planning (ZYPP) to set objectives, results, and indicators for all work packages of the project and for which a brief document will be sent to all the partners on the method and the questionnaires for monitoring and evaluation during the process and for the final evaluation of the realisation of the entire ALL4WELL project.

Finally, all partners decided all together the dates related to the next partner's meetings:

The 1st Transnational Technical Meeting will be held in Vienna on 24th, 25th March 2014 and it will be attended by all partners (WP2). Combined with this 1st Meeting, in Vienna the Teacher's Meeting will also be organised on 26th, 27th March 2014.

The Teacher's Meeting will be very important for the development of the project because the course materials and drafted Teacher's Manual for each target country will be elaborated there, based on the outcome of the activity carried out in WP1. The objective of this phase will be to draft the first version of the course for the targeted languages.

Mr. Mario Paiano thanked everyone for the participation and closed the meeting hoping for a quick solution of the problems related to the bank guarantee required by the NA and the amendment approval, in order to be able to better proceed with the realisation of the different phases of the project.

Schedule Overview

ACTION	GROUP RESPONSIBLE	DUE DATE
Meeting with NA in Rome	UICI FI + CM	26 th November 2013
Draft questionnaire + Guidelines for the interviews	BFW	1 st December 2013
Sending of comments and suggestions to BFW	All Partners	15 th December 2013
Sending all questionnaires and interviews to BFW	All Partners	14 th February 2014
1 st Transnational Technical Meeting in Vienna (AT)	BSVÖ	24 th , 25 th March 2014
Teacher's Meeting in Vienna	BSVÖ	26 th , 27 th March 2014

Firenze, 29th November 2013

Centro Machiavelli