

## Erasmus+ KA2 project Inventory For Care À La Carte (IFCALC)

2017-1-NL01-KA202-035257

### MINUTES OF PROJECT KICK-OFF MEETING

Apeldoorn (NL), 4 & 5 October 2017

#### Location:

Aventus  
Musschenbroekstraat 20  
7316 JD APELDOORN (NL)  
Room Q220

### WEDNESDAY, 4 OCTOBER 2017

Time	Item	Preparation/Presentation
09:00	Welcome Goal of the project Goal of the kick-off meeting Agenda	Durk van Wieren
10:00	Presentation (introduction of each partner organization): <ul style="list-style-type: none"><li>- P0: Aventus (Stichting Regionaal Opleidingen Centrum Aventus)</li><li>- P1: AFK (Alb Fils Kliniken GmbH)</li><li>- P2: Su International (Stichting Su International Zorg)</li><li>- P3: OACMVTAL (Ozel Avclar Cizgi Mesleki Ve Teknik Anadolu Lisesiatec)</li><li>- P4: SOSU-Fyn (Social- og Sundhedsskolen Fyn)</li></ul>	Presentation by each partner. If possible, please bring a short presentation, some pictures or a short movie about your organization with you.  <i>Max. 15 minutes per partner</i>
	Break in between	
12:00	Lunch	
13:00	Presentation of Dutch national health care education	Murat Aksoy
14:00	Presentation of the 'À la carte methodology'	Jan Gerritsen
15:00	Presentation of the Dutch refugee situation	Vluchtelingenwerk Nederland
16:00	Template for the analysis	Durk van Wieren

16:45	Agenda for the next day	Durk van Wieren
17:00	End of 1 <sup>st</sup> project day	
19:30	Dinner	

#### THURSDAY, 5 OCTOBER 2017

Time	Item	Preparation/Presentation
09:00	Welcome and agenda for the day	Durk van Wieren
09:15	Project management <ul style="list-style-type: none"> <li>- Grant agreement</li> <li>- Contract per partner + payments</li> <li>- Budget for Project management and implementation</li> <li>- Budget for Transnational project meetings</li> <li>- Progress &amp; final report</li> <li>- Project evaluation and monitoring (only project meetings)/quality plan</li> <li>- To do list</li> <li>- Others</li> </ul>	Durk van Wieren
10:00	Dissemination (incl. project logo and website)	Murat Aksoy
11:00	Press release and presentation to management	Jan Buijserd
12:00	End of Kick-off meeting	
12:30	Lunch at Aventus Brasserie (Laan van de Mensenrechten 500, Apeldoorn)	
13:30	Possibility for tour at Aventus building (optional)	

#### PARTICIPANT'S LIST:

ORGANIZATION	NAME	4 <sup>th</sup> October 2013	5 <sup>th</sup> October 2013
Aventus Apeldoorn	Durk van Wieren	√	√
Aventus Apeldoorn	Jan Buijserd	√	√

ORGANIZATION	NAME	4 <sup>th</sup> October 2013	5 <sup>th</sup> October 2013
Alb Fils Kliniken GmbH	Günter Bühlmaier	√	√
Stichting Su International Zorg	Murat Aksoy	√	√
Stichting Su International Zorg	Sukran Aksoy	√	√
Ozel Avcilar Cizgi Mesleki Ve Teknik Anadolu Lisesiatec	Ulaş Velioglu	√	√
Ozel Avcilar Cizgi Mesleki Ve Teknik Anadolu Lisesiatec	Ali Ihsan Ozeroglu	√	√
Social- og Sundhedsskolen Fyn	Henrik Gräs	√	√
Social- og Sundhedsskolen Fyn	Lene Munk Larsen	√	√
Jetske Tuinstra	Nationaal Agentschap Erasmus+	√	√

## **MINUTES OF THE MEETING:**

### **WEDNESDAY, 4 OCTOBER 2017:**

#### **Welcome, Goals of the project, Goal of the kick-off meeting & Agenda:**

All participants were welcomed by Durk van Wieren and the goals of both the project and kick-off meeting and the content of the agenda were discussed (no changes/additions required). The used PowerPoint presentation can be found in the annexes to these minutes.

#### **Presentation (introduction of each partner organization):**

All organisations/persons delivered a brief presentation about their organisation. All used PowerPoint presentations can be found in the annexes to these minutes.

#### **Presentation of the Dutch national health care education system:**

Since the 'Aventus partner introduction presentation' already included the Dutch national healthcare education system, it was decided to skip this subject.

#### **Presentation of the 'À la carte methodology':**

The 'À la carte methodology' was discussed and is included in the 'Hand-out Kick-off meeting presentation' (see annex). It was agreed that each partner will study the possibilities of (partly) implementing the methodology into their health care education system.

#### **Presentation of the Dutch refugee situation:**

Although the Dutch refugee organisation 'Vluchtelingenwerk' was invited and accepted the invitation to present the Dutch refugee situation, they cancelled their attendance. However their presentation was sent to Jan Buijserd who translated it into English and presented it to the attendants. A hand-out of the presentation is included in the annexes to these minutes.

#### **Template for the analysis:**

A proposal for the analysis was discussed, which resulted in a 2<sup>nd</sup> proposal. It was decided to let it rest for a night and to discuss it again on October 5<sup>th</sup>. The result can be seen in the annexes to these minutes. It was decided that each host partner will present at least one 'best practice/pearl' of a 'refugee education project' during the project meeting and that each presented project will be evaluated with help of the developed 'analysis table'.

#### **Cost division during project meetings:**

It was agreed that the host of the meeting pays for the costs made on her/his premises (coffee/thee/lunch/etc.), but all participants pay their own other costs (hotel/transport/dinner/etc.).

### **THURSDAY, 5 OCTOBER 2017:**

#### **Welcome:**

All participants were again welcomed by Durk van Wieren

#### **Project management:**

The following items were discussed and can be found in the annex: Hand-out Kick-off meeting presentation

- Grant agreement
- Contract per partner + payments
- Budget for Project management and implementation
- Budget for Transnational project meetings

All partners are requested to send an evidence of 'a formal link between the partner and the attendants of the project/transnational meetings' (in PDF). For Turkey and Denmark: please add a compact translation in English.

- Progress & final report
- Project evaluation and monitoring (only project meetings)/quality plan
- Others:
  - Next project meetings were discussed and can be found as one of the annexes to these minutes (still a 1<sup>st</sup> proposal since Alb Fils Kliniken GmbH still has to agree).

### **Dissemination:**

The following items of the dissemination of the project have been discussed:

- Dissemination plan (annex 4 application). Each partner should fill this in for his/her own organisation/national approach & save all the dissemination evidence;
- Project logo (will be developed by Aventus students);
- Project web page, with all the information and results of the project (will also be developed by Aventus students);
- Press release after each meeting (will be sent separately);
- Presentation of meeting outcomes to host partner management;
- News/information will be included in partners' communication information (newsletters, institutional information and events). Please save and send evidence.
- Publication of project information in each partners' web page and social network (e. g. facebook, linkedIn). Please save and send evidence;
- eTwinning platform (will be followed up by Durk van Wieren);
- TwinSpace blog (will also be followed up by Durk van Wieren).

### **Press release and presentation to management:**

- An employee of the Aventus PR department has visited the meeting, made a group photo and will develop a press release (to be sent later);
- Since the principal of the 'Health and Welfare' department of Aventus was sick, it was decided that Jan Buijserd (team manager Education & Entrée) was the representative of the management.

### **End of kick-off meeting:**

After a mutual lunch and a tour at the Aventus main building, the kick-off meeting had ended and all participants went home.

### **Annexes:**

- Hand-out Kick-off meeting presentation
- Hand-out Aventus healthcare presentation
- Hand-out AFK presentation
- Hand-out Su International presentation
- Hand-out OACMVTAL presentation
- Hand-out Sosu-Fyn presentation
- Hand-out Vluchtelingenwerk presentation
- Template for analysis
- IFCALC project meetings (1st proposal)