



2018-1-SK01-KA203-046318

Kick-off meeting

Report

Košice, Slovakia

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General information

The 1st coordination meeting (Kick-off meeting) of an Erasmus+ project, entitled “Building Curriculum Infrastructure in Medical Education” with the acronym BCIME and the project registration number “2018-SK01-KA203-046318”, was organized by the Pavol Jozef Šafárik University in Košice (UPJS) from 8th to 9th October 2018. The date of meeting was arranged after prior agreement of all project partners and in accordance with the project time plan specified in the project application. The meeting was held in the Seminar room of UPJS, Faculty of Medicine at Trieda SNP 1, Košice, Slovakia.

Participants

Because of the importance of this coordination meeting all partner institutions involved in the project attended the Kick-off meeting and delegated their contact persons, together with the main project members representing individual universities. The attendance sheet from the meeting is an inseparable part of this report. The individual institutions as project partners were represented by following persons.

P1 - Pavol Jozef Šafárik University in Košice (UPJS) - coordinator

Jaroslav MAJERNÍK - contact person at UPJS, Daniel PELLA - the Dean of UPJS FM, Lenka SZERDIOVÁ, Stanislav BALČÁK, Vladimír MEDVEC, Daniel DRAGÚN and Martina TROCHANOVÁ

P2 - Masaryk University (MU)

Martin KOMENDA - contact person at MU, Jana MAJEROVÁ and Petra RŮŽIČKOVÁ

P3 - Universitaet Augsburg (UAU)

Inga HEGE - contact person at UAU

P4 - Uniwersytet Jagiellonski (UJ)

Andrzej KONONOWICZ - contact person at UJ, Anna KOCUREK and Agata STALMACH-PRZYGODA

P5 - Universitatea de Medicina si Farmacie Grigore T.Popa Iasi (UMF)

Mihaela MOSCALU - contact person at UMF, Adrian CIUREANU, Lucian BOICULESE and Madalina GAVRILESCU

Program, meeting notes and outputs

The agenda of the Kick-off meeting organized at UPJS in Košice followed the program that was sent to all participants in electronic form one week before the meeting took place. Also, the printed version of the program was given to the participants during meeting registration. Program of the meeting is an inseparable part of this report.

The Kick-off meeting was opened by Jaroslav Majerník (UPJS) who welcomed the participants and acquainted them with the details of the program. Then the speech was given to the Daniel Pella, the Dean of UPJS Faculty of Medicine. He warmly welcomed participants at the Faculty of Medicine in Košice and expressed his pleasure in the international cooperation this project brings. After this formal opening ceremony, the individual partners presented their universities and tasks in the project. As first, the Pavol Jozef Šafárik University in Košice (UPJS) was introduced by Jaroslav Majerník. Then, Martin Komenda presented project team and facts about Masaryk University (MU) in Brno, Czech Republic. Universitaet Augsburg (UAA) was introduced to the participants by Inga Hege. Andrzej Kononowicz, Anna Kocurek and Agata Stalmach-Przygoda described the details of Uniwersytet Jagiellonski (UJ) as well as their roles in the project. Adrian Ciureanu introduced the team and milestones of Universitatea de Medicina si Farmacie Grigore T.Popa Iasi.

The project background and the way from the idea to the recent BCIME project was presented by Martin Komenda. Inspired by previously realized activities, including projects MEFANET, OPTIMED and MEDCIN, the project consortium will design methodologies and recommendations for management of curricula in medical education. The participants discussed the details of functional and visual features of curriculum management platform that should be adopted and implemented for individual partner institutions in English and local languages as well, in order to be familiar for their local users. After the principle of the technological solution was drawn, the discussion was aimed on definition of course information letters structure (lectures, practical classes, seminars etc.) and the unambiguous terminology to be used in both communications between partners and in ICT platform itself. The discussion revealed that the learning unit cannot be associated with one lecture or seminar. Also, not all partners have determined 4 sections of study (Internal medicine, Theoretic sciences, Surgical sciences, DIA and neurosciences), but it will be possible to modify it. The curriculum management platform should be used for easy creation, transparent browsing, and reviewing the curriculum, rather than for scheduling and generation of timetables as it was also explained during discussions.

To be solved during first half of the project implementation phase:

- platforms available in local languages
- clarification of terminology and development of document with explanations
- national catalogues of learning outcomes (if exist)

Detailed information about the Grant agreement between Slovak Academic Association for International Cooperation, National Agency for Erasmus+ Programme for Education and Training Sectors (National Agency - NA) and Pavol Jozef Šafárik University in Košice (UPJS) was presented by Jaroslav Majerník. Participants were informed about the results of application review process, comments of reviewers, pros and cons of the project application as it was summarized in the review and about the main reasons of activities and budget cuts. The NA specified the multiplier events ME1 (planned in UPJS) and ME6 (planned in UMF) were completely cancelled as, according to the reviewers, they do not take the form of Multiplier Events. Also, the budget for all intellectual outputs was reduced by 50% as to be financially more efficient.

During the next discussions, partners got all the relevant information regarding the financial issues that were stated in the Grant agreement. Jaroslav Majerník and Lenka Szerdiová explained the payment scheme during the project implementation. The first pre-financing (40%) should be realized by NA within 30 days after Grant agreement is valid. Then, after the complete interim report is prepared

(describing implementation of the project till 31.3.2020, with min. 70% money of first pre-financing spent) and send to the NA together with the request for second payment, the second pre-financing (40%) should be realized by NA within 60 days. The final report should be prepared and completed no later than 60 days after the project is finished (31.8.2021), including all eligible costs actually incurred. After the final report is evaluated, the payment of the balance 20% can be realized by NA in the form of reimbursement, the rest of budget, depending of actually incurred eligible costs. The coordinators explained partners that there is no possibility to transfers money (funds) between different budget categories without request for an amendment agreement (with NA). An exception (when realized in accordance to the agreement) is max. 20% changes from categories project management and implementation, transnational project meetings, intellectual outputs, multiplier events, educational / teaching / training activities, and extra costs to any budget category except for categories project management and implementation and extra costs. Also, any transfer in the budget shall not lead to an increase of more than 20% of the amount allocated to the budget category specified in approved project budget as stated in the annex to the Grant agreement. When dealing with financial issues, it is required to keep records of all payments that will be needed in the case of controls and audits. All the payments of coordinator must be realized in EUR. Other currencies have to use exchange rate according to the European Central Bank.

Because of the Information seminar organized by the National agency in Bratislava on 9th October 2018 (second day of the BCIME Kick-off meeting), where the partners' agreements and financial issues should be explained and discussed, the coordinator was not able to responsibly answer to all financial tasks. However, the questions of partners were noted and Lenka Szerdiová, who will represent the project at this meeting will discuss them with the NA members.

To be solved during next days:

- agreements with partners
- ways to realize coordinator payments to other recipients in accordance with NA rules
- forms for travel reports and staff cost reports

Jaroslav Majerník informed partners about the request of NA to present BCIME project at national Information day of Erasmus+ projects that will take place on 23.10.2018 in Košice. This is also good opportunity for dissemination as it is considered to be legitimate activity. He also appealed on partners to use all opportunities to disseminate the project in their countries or via publication activities.

Project implementation details were discussed during second half of the day. The specification of transnational project meetings was clarified. These meetings will take place continuously during project implementation period. The Kick-off meeting in Slovakia, UPJS will take place during 2nd month of the project. The 2nd project meeting will take place in Czech Republic, MU during 15th month of the project. The 3rd project meeting will be in Poland, JU during 21st month of the project and the Closure project meeting will be in Romania, UMF during 32nd month of the project.

Partners of the project discussed the details of multiplier events and their expected outputs. The 1st multiplier event as well as the 6th one was cancelled after review process. Then the second planned multiplier event will be organized as first one in the form of workshop on curriculum innovations during conference MEFANET 2019, the second multiplier event will be organized as joint pre-conference workshop on curriculum mapping and aligned with the conference MCSB 2020 in Poland. The third one

will be organized in Germany as workshop on curriculum innovations and the fourth one as symposium on best practices in medical curriculum management during the conference MEFANET 2020. All the multiplier events will be organized with the aim to reach the maximum number of participants in specified target groups.

After short break the details of intellectual outputs were explained. These will be realized according to the timeline of the project implementation including IO1: Needs analysis lead by Jaroslav Majerník (UPJS), O2: Methodological and technical step-by-step manual on curriculum innovations in medical and healthcare study fields lead by Andrzej Kononowicz (JU), IO3: Implementation of standard-compliant curriculum management system lead by Martin Komenda (MU), IO4: Metadata description of outcome-based curriculum lead by M. Moscalu / A. Ciureanu (UMF), IO5: Outcome-based curriculum evaluation lead by Inga Hege (UAU), IO6: Testing of curriculum management system implementation lead by Jaroslav Majerník (UPJS), IO7: Formulation of research and exploratory questions lead by Andrzej Kononowicz (JU), IO8: Curriculum mapping (problem solving in accordance with CRISP-DM methodology) lead by Martin Komenda (MU) and IO9: Promotion endeavour lead by Jaroslav Majerník (UPJS).

The second day of the Kick-off meeting started with the presentation of details related to the needs analysis performed in pre-application stage. Now, the general requirements obtained in these surveys should be specified in more details and therefore the more detailed needs analysis with the aim on features and functionalities of the web/based platform will be conducted. All partners will be involved in order to collect the recent and the most responsible data.

Then the discussion about the details of the project implementation schedule and continuous monitoring were discussed. Based on requirements for the EU grant, the Publicity issues were discussed and solved. Jaroslav Majerník informed partners that in the case that we create educational materials within a project, these materials are made available on the Internet, free of charge and under free licenses. Further, he informed the access to the MobilityTool+ was created on 8.10.2018. The partners agreed to make names and emails visible and thus public available at Erasmus+ Project Results Platform. The requirement to state that the project is implemented with the support of Erasmus+ in all communication and promotional materials, including the project website and social media was pointed out as well.

During the next sections of the meeting the authors agreed to use official logo of the project the logo designed by UPJS, but with blue colour changed to the colour of EU flag. The preferred PPT and DOC templates are the templates that were prepared for the kick-off meeting by UPJS. The publicity and the visual identity issues of the project lead to the discussion about the project web site. The consortium agreed to develop one main project web site by UPJS and local webpages with basic information about project at each partner institution. The partners recommended to use also a section related to the gallery of all project members instead of contact persons only. The regular communication will be organized via e-mails as it was in the project preparation phase. The members are asked to send their e-mail addresses to the coordinator if they want to be added to the communication. For the monitoring activities as well as for the project management of the partners the regular videoconferences will be organized. Consortium decided to use Skype technology for that meeting and depending on the purpose of the meetings and the amount of participants, the bigger events will be organized via Polycom and similar videoconferencing units. The Project Steering Group as well as Project Quality Board consisting of all local contact persons will organize the videoconference meetings on a regular basis. They decided to

organize the videoconference meeting on month basis, where the meeting will be organized always during the first week of the month. The Fridays at 2pm were proposed, however depending on the recent situation the partners agreed to have them also on Thursdays, with the time that will be agreed several days before the meeting will take place. Partners decided to use Google Drive as a platform (project cloud) for sharing and cooperation on project's documentation.

To be solved during next days:

- sharing of project logo
- sharing of EU logos
- preparation and sharing of project PPT template
- preparation and sharing of project DOC template
- preparation of main project web site
- preparation of local project web sites
- organization of steering committee videoconference meeting

During the last section of the meeting the partners discussed individual parts of project description, including specified priorities in relation to the project goals, target groups to be addressed by the project, individual outputs to be produced, responsibilities of the partners, management and implementation details. After all the discussions were finished and the tasks clarified, the Kick-off meeting was closed. The project coordinator, Jaroslav Majerník thanked all the partners for their attendance and wished them good atmosphere and fruitful cooperation during project implementation.

Attachments and Annexes

1. Attendance sheet
2. Program of the Kick-off meeting
3. All presentations from the meeting shared in project's cloud
4. Project logo shared in project's cloud
5. EU logo shared in project's cloud
6. PPT template shared in project's cloud
7. DOC template shared in project's cloud



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