

# NECTAR

## 1st Steering Committee Meeting

Thursday 26th November 2pm – 3 pm

### Participants

- Marjolein Winters (Odisee)
- Willem vanden Berg (Odisee)
- Serena Alvino (SI4LIFE)
- Sandra Pais (University of Algarve)
- Inês Rodrigues (University of Algarve)
- Valentina Wagner (MUG)
- Seema Akbar (WIAB)
- Heidi Müller-Riedlhuber (WIAB)
- John Farrell (RSCN)
- Maddalena Illario (RSCN)

### Agenda

1. General Assembly
2. Notification Letter EU
3. External Reviewer
4. WP1 – T1.3 Risk Management
5. WP2 Occupational Profile CGE
6. WP7 – T7.1 Dissemination & Communication / T7.2 Visual Identity
7. WP8 – T8.1 Quality Assurance
8. Other Issues

### General Assembly

Partners have been asked to assign one person per organization to attend the General Assembly.

### Notification Letter to the EU

**“However, the partners of the EIP on AHA have developed a structured concept of how food and nutrition can be provided over the entire lifespan, with a special focus on older population groups, which limits the added value of this new initiative.”**

Answer is approved by SCM.

**“A risk management system is outlined, though at application stage specific risks and mitigating actions have not been identified.”**

A Risk Management Plan will be developed in T1.3 and delivered in M3. A complete plan for the risk management system and specific risks will be outlined at the beginning of the project with mitigating actions.

After the SCM, partners will be asked to identify the most relevant risk for the NECTAR project. A draft RMP will be produced by Odisee, and circulated within the consortium. The RMP will be regularly updated.

Possible risks suggested during the SCM are 1) Misalignment with ESCO and 2) Non-agreement of personas on the current pilot sites.

**“The consortium will be supported by several associated partners. However, their active commitment is not adequately presented and therefore the added value is not clearly recognisable.”**

A great number of the Associated Partners have a very high interest in the NECTAR project. Some are CGE themselves and others are ‘the founding fathers’ of Primary Food Care themselves. Especially the partners in Belgium and the Netherlands (namely Zorgwaard, Primary Foodcare vzw, Center for Gastrology and ILVO) have highly necessary experience for the development of an EU curriculum for the CGE. Together, they will form a key role in the Advisory Board, to ensure high quality of the main outcomes of NECTAR. Odisee will set up a document together with these partners, and this will be checked by WP8 Leader WIAB.

**“The proposal has no specific information about financial resources that could be used to support sustainability.”**

A final conference will be organized that could establish twinning possibilities to ensure the sustainability of the project. Throughout the project, other relevant calls and collaboration opportunities will be identified. For example, a series of webinars will be organized together with the EIP AHA in which the pilots can present the project. Regions that are interested in NECTAR will also be reached with the key outcomes of the pilots in the five regions.

#### External Reviewer

The Common cost will be at maximum €9000,00, including travel costs and attending meetings. The ER will get a contract with Odisee, and the General Assembly will vote for the ER. Currently, one suggestion of the Center for Gastrology is pending, and one suggestion from SI4LIFE (Miren Iturburu), with whom they’ve collaborated in the past, is also pending. However, a confirmation from both participants is still needed. Therefore, before voting can take place, we need a confirmation from at least one of the suggested ERs.

#### WP1 – T1.3 Risk Management

A **Risk Management Plan** (RMP) will be developed by **M3** considering the main project objectives and expected results, the main risks identified at the proposal stage and the kick-off of activities. The main tool for the risk management will be the **Risk Register** (RR). It will be updated throughout the lifespan of the project and discussed by the **Steering Committee** at each meeting. Odisee will make a draft version, and circulate it with the consortium.

#### WP2 Occupational Profile CGE

MUG has organised a meeting for T2.1 on 7<sup>th</sup> December 2020. This meeting will be the first starting point and the glossary also created by MUG will be discussed. During this meeting, partners will be warmed up for T2.2, so the first Milestone in M6 can be reached,

#### WP7 – T7.1 Dissemination & Communication / T7.2 Visual Identity

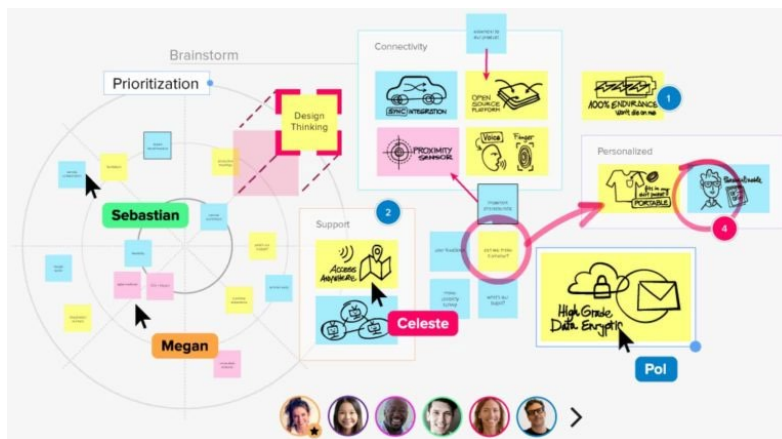
A NECTAR Dissemination and Communication Plan (D7.1.1) will be delivered at M3. The dissemination plan will include:

- A **stakeholder map** → all partners are asked to provide input for stakeholders categories and partners

- Strategy for dissemination of project summary, guidelines publication and results exploitation
- A schedule of dissemination activities
- The medium that will be used to reach the stakeholders
- Schedule for producing internal newsletters (e.g. how many?)
- Schedule of dissemination meetings including high level project end results presentation

Regarding the stakeholder map, RSCN will set up two workshops with different participants to gain input for the map. According to this map, messages and channels will be created for the dissemination.

**Visual Identity.** SI4LIFE will identify three different approaches for the logo. Question: what are the keywords you think about when talking about NECTAR? Partners did several suggestions in the chat of Microsoft Teams that makes them think of NECTAR, such as healthy food, health, chefs, and interdisciplinary.



For further innovation collaboration, Odisee has proposed to use Mural. The partners were interested in using this, so Odisee will have a further look what the possibilities are, and what the corresponding costs would be.

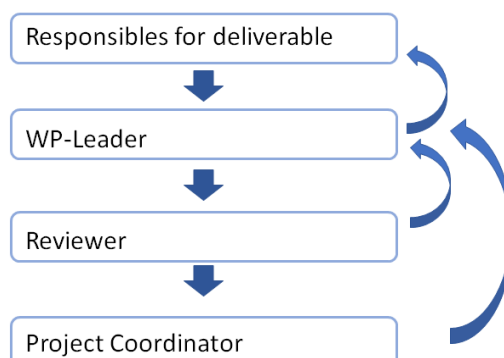
## WP8 – T8.1 Quality Assurance

The Internal Quality Control will work following these principles:

### Internal Quality Control I

#### QA-Process for deliverables (e.g. written documents):

- 1) Responsible partner for deliverable develop first version = Internal 4-eyes-principle
- 2) WP-Leader = Quality Control Check and Feedback
- 3) Reviewer = One partner who reviews the document and gives feedback
- 4) Project Coordinator = Feedback on final version and discussion



For all the Deliverables, the following check list needs to be checked:

## Internal Quality Control II

### Quality Control Check List

Quality Control Check	
<b>Generic Minimum Quality Standards</b>	
Document Summary provided (with adequate synopsis of contents)	<input type="checkbox"/>
Compliant with NECTAR format standards (including all relevant Logos and EU-disclaimer)	<input type="checkbox"/>
Language, grammar and spelling acceptable	<input type="checkbox"/>
Objectives of the application form covered	<input type="checkbox"/>
Work deliverable relates to adequately covered	<input type="checkbox"/>
Quality of text is acceptable (organisation and structure, diagrams, readability)	<input type="checkbox"/>
Comprehensiveness is acceptable (no missing sections, missing references, unexplained arguments)	<input type="checkbox"/>
Usability is acceptable (deliverable provides clear information in a form that is useful to the reader)	<input type="checkbox"/>
<b>Deliverable specific quality criteria</b>	
Deliverable meets the 'acceptance Criteria' set out in the Quality Register:	<input type="checkbox"/>
<b>Checklist completed and deliverable approved by</b>	
Name:	Signature: Date:



## To Do's

### WIAB

- Virtual Meeting with UALG to discuss the Cooperation of WP6 and WP8
- Provide a Quality Control Plan
- Develop a Quality Register + User Guide
- Provide Templates (Quality Control Check List & Document Review History)

### Partners

- Register as reviewer in the Quality Control Plan
- Use the QA-Templates for their deliverables (written documents)



### Other Issues

Templates for tracking the hours we work on the project and could somebody explain them?

*Willem has prepared the template. A meeting / workshop (+/-30 min) will be organised with your administration contact in December*

Team at MUG still has trouble with Microsoft Teams → other platform needed?

A meeting will be organised by Odisee with MUG. The EU also uses MT, so we should try to integrate the platforms.

aN Eu Curriculum  
for chef gasTro-engineering  
in primAry food caRe



## Steering Committee Meeting 2

*Thursday 11<sup>th</sup> of March*

*13pm – 15.30pm CET*



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Contents of this document are entirely produced by Nectar project, therefore EACEA and European Commission have no responsibilities on them.

AGREEMENT NUMBER – 621707-EPP-1-2020-1-BE-EPPKA2-SSA



## Agenda

- WP 1 Management
  - Consortium Meeting
  - Response of the Project Officer (PO)
- WP 2 OP of the CGE
  - Results and conclusion of T2.1
  - The Occupational Profile of the CGE
- WP 3 Design and Localization of the EU CGE Curriculum
- WP 6 Evaluation
- WP 7 Dissemination
  - Year 1 Objectives
  - Updates on Tasks
- WP 8 Quality Assurance
  - Step-by-Step Guide: Internal Quality Control for written deliverables
  - Changes of the Quality Control Plan
  - Open Questions
- Evaluation of the Project

## 1 Participants

PERSON	ORGANIZATION
Marjolein Winters	Odisee
Willem vanden Berg	Odisee
Serena Alvino	SI4LIFE
Valentina Wagner	MUG
Regina Röller-Wirnsberger	MUG
Seema Akbar	WIAB
Heidemarie Müller-Riedlhuber	WIAB
Gerardo de Paola	Campania Regione
John Farrell	RSCN
Maddalena Illario	RSCN



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## 3 Notes

**Important considerations** before reading this document:

- The **powerpoint** of this meeting entails information that will not be duplicated in this report. This report only functions to describe the most important discussions.
- In **NECTAR BLUE**, you can find the **TO DO's** in text. They will be listed after in the final chapter.

### 3.1 WP 1 Management

#### 3.1.1 Consortium Meeting

- Next **Consortium Meeting**:
  - Tuesday **15<sup>th</sup> of June** – full day (half a day if online)
  - Wednesday **16<sup>th</sup> of June** – half a day
- Sceptical about meeting physically in Brussels, but we'll make the final decision **beginning of May**, so partners have time to make travel arrangements if possible.

#### 3.1.2 Response of the Project Officer (PO)

**Reponse** of our **Project Officer** – answer before 11 April

Most important consideration for all partners:

**1. Links to the sector come from a range of organisations and one EU level network and cover health, hospitality and gastrology. However, the involvement of industry partners is underdeveloped, sector related companies or industry are not involved.**

It will be useful to have a database of industry stakeholders from all project partner countries and even beyond. All project partners should be aware when and how industry organisations will be involved. It is recommended to involve them heavily in all phases of your project: needs analysis, development of training materials, testing, dissemination and exploitation. At is equally important to involve industry representatives from all project partners. Please, from what countries are the 25 industry representatives you mentioned? It is useful to involve more sector related companies. Please, what you mean by "reference sites"?

*"Campania can contribute together – they work together with industry partners. What do we refer to as an industry in NECTAR? Food process, hospitality industry? We first have to identify industry partners in our stakeholders, what are the parameters? Who are possible employers for CGE, are these health and care suppliers? It's not just care professionals, but those working in the short food chain, such as processing food for hospitals, facility management company, catering in a hospital.. We also have to look at suppliers, based on the key activities of the profile (e.g. the skills of a Head Chef according to Occupation Group 3434 ESCO are to identify suppliers). A meeting shall be planned with at least Maddalena, John and Marjolein to clarify the thoughts. Gerardo (and Camilla?) could also join, and we also have a Chamber of Commerce in the project who could contribute. We'll make a list of these industry partners which will be an iterative process. John will provide a paragraph to explain about Reference Sites to the PO."*

**2. Other partners demonstrate links and/or experience of working with relevant regional or national regulatory bodies for qualification accreditation.**

It is recommended that all partners (not only from Italy) will be in contact with regulatory bodies (mainly for qualifications). Once ready, please could you send me a list of organisations with regulatory functions your project will cooperate with?





*We need regulatory bodies in training and education, bodies who have the possibility and authority to award certifications, that can integrate our results in curricula on regional or national level. [Who has to power in each country?](#)*

**3. The Portuguese partnership does not include sector representatives. This means that it has not been sufficiently demonstrated that tasks can be adequately distributed in Portugal, especially for the pilot activities and in implementing the national roll-out.**

Please, once you know Portuguese sector representative and key players for the roll-out send me the list.

*As no Portuguese partners were present, this will be discussed during [another meeting](#).*

**4. However, the consortium does not include any European umbrella organisations or industry representatives that would support adequate multiplication and mainstreaming. In addition, the impact is partially limited by the fact that a number of similar projects are already underway, which restricts the impact of this new initiative.**

Please, how concretely will you cooperate with European umbrella organisation AEMH and other European umbrella organisations? What are the other European umbrella organisations you will involve in some way in the project?

Please, mention in the progress report difference between your project and some similar running projects/initiative you are aware of and thus you will underline specificity and innovation of your project.

*Regina could open doors to HOPE, ESPEN, EPHAD. We could also draw a memorandum of understanding (MoU) with [ENNA](#), as [ENNA](#) is supported by all these organisations. Also the Society for European Geriatrics could be highly interested. We need a [dissemination letter](#) presenting our project asset and sustainability of results, how this impacts future care for people and the importance of this. This will function as our entrance to talk to people, to send this letter to the consortium's different societies and platform. We have to informal way to contact them, which will be done by does who know them, but we also need a code of conduct. [Marjolein](#) will create a list where partners can put all the relevant stakeholders.*

**Comentado [MW1]:** Can you double check? I don't think I got all the abbreviations right

**Short questions that should be considered now:**

- Do you have/need a contact to ESCO secretariat/contact person?

*WIAB is the contact for that, they had some in the past but not anymore. They have to make an official contact. They will [contact them](#) if we have more information about the project's purpose, as to say the dissemination letter mentioned above. They will do a [small draft](#) on how occupations and qualifications can be integrated into ESCO (See D2.2 OP of the CGE), how it is accepted on national level, how this is linked to ESCO, and then directly contact the ESCO secretariat. This should take place if we already have the Occupational Profile (OP), then we can differentiate the profile from ESCO. We should aim for May.*

- To what activities external stakeholders will be involved and via what channels will you communicate with them from the beginning of the project?

*Looking at D7.1, Section 8 states directly how we're going to do that (Table 1), with the different of grouping the communication and dissemination plan will be shared when reviewed.*

- The content will be accessible for free through an open access web environment. All educational materials will be released under a Creative Commons – are all developed Deliverables freely accessible via the platform?

*Considerations should be placed about the sensitivity of freely giving away information about other partners' curriculum – both MUG and Odisee experienced that external stakeholders are not too keen on this. This should be reconsidered during WP3.*



Nevertheless, the proposal clearly states which Deliverables will be Public (placed on website), restricted or confidential. Those who are public, are freely accessible. The platform of Erasmus + will receive all the deliverables at mid term and final term, as stated in the coordinators guidelines.

- The proposal has no specific information about financial resources that could be used to support sustainability. It is more useful to define potential financial sources for continuation for the project earlier than during the final conference. It is recommended to mention potential financial sources in the progress report.

*It is already very early in the process to start thinking about this. However, we have some ideas to promote future Twinning opportunities after the project ends, but it is quite difficult to say so now. What could be possible, is that de pilot sites, in terms of sustainability, are committed to internally fund the Twinning opportunities in the future. Any opportunities will be later identified. Pilot sites will contribute with internal costs, but this will not be real costs to do so. After the project ends, RSCN will facilitate a webinar to promote the project and build in a cost, but the contribution of €5000,- will bare that cost. We have to mainstream with the thematically working group (e.g. Center for Gastrology, ILVO, Zorgwaard) to further exploit developments.*

*In the first paper about the needs of NECTAR, led by PC Odisee, we'll exploit the opportunity to have the paper of the working group of the RSCN, thematically streaming content wise. We can use this paper to engage another community, other interested audiences. Considerations about this approach, as this only works for the first papers, not for the others where partners have worked in. For this, we've to involve the working group. There could be a rule in case of publications, if a test is written by another partners, there should be a general rule which is able to define what is the better way to involve people. Should Task Leaders do this? If this topic is concerning the content of a specific workpackage, the taskleader should be involved. They should be part of the publications. SI4LIFE also needs one name listed in the publications. **We agree on the fact that one person of each partner will at least be included in every NECTAR publication to support each other.** A first group of authors, a second group more contributing directly and be as inclusive as possible. **A template has been created, and a partner cannot submit a NECTAR paper without filling in this template and sending it to the Steering Committee.***

*We have different rules of weighing the publications, so to distribute equally amongst professor, but also to focus on the younger partners working on these publications to put them first – they need the papers. Also consider that the nation of the publication is considered (e.g. not in Greece, so it is not relevant anymore for other partners). This shall be further discussed in the meeting of NECTAR's first publication on Monday 15<sup>th</sup> of March (9.00 – 10.00)*

## 3.2 WP 2 OP of the CGE

### 3.2.1 Results and conclusion of T2.1

#### Search

- Search for best practice models in education and training for chefs
- In best practice databases (e.g. CORDIS, CHAFAEA, Erasmus +)
- Limitations: English, German, Dutch

#### Survey

- 2 documents: fill-in help/instruction document & evaluation document
- E-Mail to partners and RSCN network with survey instruction document

Limitations	Solutions
Few results in the search	Searching with other key words but no additional results found
Low response rate to RSCN survey → probably of 3 <sup>rd</sup> wave of COVID19	<ul style="list-style-type: none"> <li>• RSCN continue to liaise with Reference Sites for more examples,</li> <li>• support meeting for explanations and questions,</li> <li>• reminders every 3 days after meeting,</li> <li>• contacting northern countries</li> </ul>
Language barrier in curricula analysis	Translation via internet

### Conclusions

- Only few best practices in European countries for educations and trainings for chefs in healthcare
- Almost none best practices for chefs who specialize in nutrition for older citizens in need for personalized food care
- NECTAR 1) helps closing this gap; 2) facilitates development of skills and professional profile; 3) harmonizes educations for chefs in health care;

*We have to upload all our Deliverables on the website but also Erasmus+ platform. This should be precisely coherent to the titles in the proposal, and the tasks illustrated in the corresponding proposal text. We cannot change the titles of our deliverables, everything should be integrated. MUG will also corporate Serena comments in the mail exchange and further discuss this in the WP2 and WP3 meeting that is held on 18<sup>th</sup> of March (10.30 – 11.30).*

### 3.2.2 The Occupational Profile of the CGE

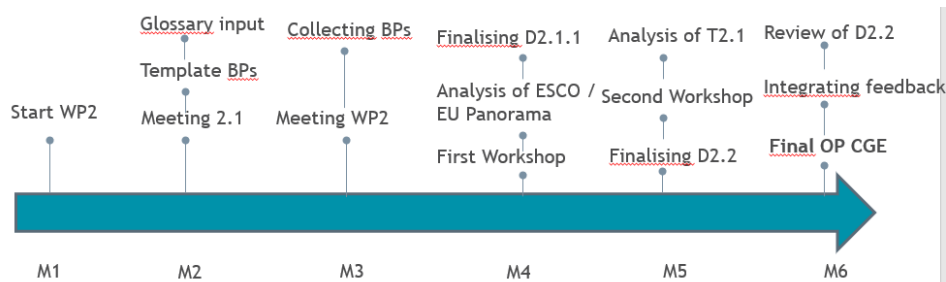
What has been done so far?

- Current different profiles for cooks and chefs included in ESCO were summarised, analysed and compared → group 3434 Chefs
- After this analysis, the EU Skills Panorama was also analysed, but no cooks / chefs occupations were found
- Additional information about already existing qualifications and certifications were collected referring both the NQFs (National Qualification Frameworks) and to EQF (European Qualification Framework) → [please provide input for your country!](#)
- Results of D2.2.1 Report on cooks' skills and needs in the PFC and pre-existing training initiatives and curricula were studied, but no real best practices were found (except CfG)
- Draft of the OP for the CGE on EQF5 level was analysed → draft was created ten years ago together with Odisee and the Center for Gastrology.
- A first workshop was held together with the Center for Gastrology, ILVO, Odisee and CGEs who have completed the current education for CGE. The first draft version of the profile was discussed, and feedback was provided.



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- Partners can provide input in the Living Document or D2.2 in Teams (under T2.2)
- A second workshop will be organised end of March with all partners involved in T2.2!**  
A doodle will be send after this meeting by Marjolein.



### WP2 TIMELINE AND PROGRESS

M1 30 November  
M2 31 December  
M3 31 January  
M4 28 February  
M5 31 March  
M6 30 April

M = Month  
BP = Best Practice  
PFC = Primary Food Care  
D = Deliverable  
MS = Milestone  
CGE = Chef Gastro Engineering  
OP = Occupational Profile

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Regione Campania also commented on the profile with the following notes:

In the draft for deliverable 2.1.1 relating to "Occupation Profile" there are **basic knowledge and skills** of the C.G.E 's profile.

At this time it's essential to clarify if:

1. the professional standard of qualification must also include the basic competence (knowledge and skills) of chef

and/or

2 the basic competence of chef must already be acquired (in this case there are entry requirements).

*At this stage, it is very important to define what we will be the focus of our professional profile and the curriculum. We have to define the preliminary knowledge, and what is specifically concerning and specialisation of the CGE? The professional profile should be upper level, key activities of the profile, so e.g. how do you teach your patients to cook at home? How do you understand take? How do you personalise meals? It depends on the context of work to find the core competences that are needed the perform the specific competences mentioned above. If we are going to identify it as a specialisation course for the chefs, there must be a defined entry level. This is based on the Occupation Group 3434 Chefs (e.g. cutting techniques, reheating skills). After then we define our curriculum as a specialisation, learning outcomes will be defined at both levels.*

The main references of CHEF's qualification, already enclosed by RRTQ, are:

- ☐ Professional Economic Sector of reference;
- ☐ EQF levels;
- ☐ Name of Competence Units (knowledge and skills);



- ❑ The number of hours of minimal training.

Campania Region proposal is to contribute for specific competences focusing on “**Food hygiene and safety**”. Specifically:

- Legislation on Food hygiene and safety;
- Food safety and chemical and physical hazards;
- Microbiological hazard;
- Main treatments of food conservation and processing production hygiene and prerequisites;
- The principles and application of HACCP;
- Examples of HACCP and food safety management in the field of food preparation and administration.

### 3.3 WP 3 Design and Localization of the EU CGE Curriculum

Will start in April, next week collaboration meeting WP2 and WP3.

### 3.4 WP 6 Evaluation

SI4LIFE has a three Evaluation Plans from other Erasmus + projects that can guide as an example and [will be send to Odisee](#). However, they might not be the best for NECTAR. It is very necessary to plan a meeting to elaborate on D6.1 Evaluation and Monitoring Plan (led by University of Algarve). As this document has many connections with WP8, WIAB shall also participate in this meeting. This will be end of the first week of April or the second week. [A doodle shall be send out for this](#).

### 3.5 WP 7 Dissemination

#### 3.5.1 Year 1 Objectives

- To define the dissemination plan establishing the partners involved and responsibilities in each task.
- To set up all channels and tools that will support and guarantee the proper implementation of the Dissemination and Communication plan, both at European and local level.
- To achieve visibility of the project among target audiences defined regarding the scope, objectives, activities and results that NECTAR is going to address and achieve.

#### 3.5.2 Updates on Tasks

##### T7.1 Dissemination

- Dissemination and Communication Plan Submitted for Peer Review
- RSCN in the process of establishing Expert Board and D&C Working Group
- First News Content Published – Centre of Gastrology Video, and Salt Awareness Week
- NECTAR supporter and Promoter of Salt Awareness Week

*Stakeholder map industry partners are identified, go forward and start to populate the map better after PO comments. European Umbrella organisations are now under influencers, other can also be added now.*



## T7.2 Dissemination Tools

- Visual identity and branding in place
- Web site launched
- Twitter and Linked In Social Media Accounts are active
- Templates developed for PPT Slides, News Content, Leaflets, etc

### Outstanding issues:

- Peer Review of Dissemination and Communication Plan has not been completed, however, Regione Campania has finished this, but they just have to upload it on Teams. However they have difficulties with Teams. If this is an issue, you can always send it to any relevant partners (e.g. WIAB, Odisee, RSCN for this Deliverable) to guide you in this.
- Stakeholder Mapping exercise not completed. Plan is to have it available within the next 2 weeks
- Collection and Publication of News Content

## 3.6 WP 8 Quality Assurance

### 3.6.1 Step-by-Step Guide: Internal Quality Control for written deliverables

*As we were short on time, we had to go through this quite quickly. However, WIAB refers to the Step-by-Step Guide that they created. If you have any issues understanding this, please ask them for help. You can also find the guide below.*

#### (A) Procedure 4-eyes-principle:

- 1) Person A of the NECTAR-Partner organization X develops a first version of the document (=author)
- 2) Another member (person B) of the organization X reviews the document, proposes changes, etc. (= 4-eyes-principle)
- 3) Person A adapts the document according to the propositions of his/her colleague (person B)
- 4) Both, person A and B, fill in their names and summarize their contributions to the document in the table "Version History and Authors", which is included in the beginning of the template provided by SI4LIFE ("Template for Deliverables") on Microsoft Teams: WP7 Dissemination/ T7.2 Development of dissemination and communication tools.

#### (B) Procedure internal peer-review:

- 5) This process should be completed until the date of the "Start of the Review Process" as stated within the **Quality Control Plan** (see on Microsoft Teams: WP8 Quality Assurance/ T8.1 Project quality assurance/ NECTAR\_WP8\_Quality Control Plan).

Within the Quality Control Plan, one reviewer (= NECTAR-Partner Organization) is assigned for each deliverable. The partner responsible for the deliverable (organization X) needs to inform the partner responsible for the review (organization Y) as stated in the Quality Control Plan. They therefore provide the link to this document within Column F.

The Quality Control Plan must always indicate the link to the latest version of the document and give insight to the review status.

- 6) Now, the reviewer has **one week** to review the document. The reviewer provides feedback using comments and the "track function". He/she also needs to check, if all quality criteria, listed within the




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**Quality Control Checklist** (see red circle) are being met. The Quality Control Checklist is also provided in the Annex within the “template for deliverables” provided by SI4LIFE. When the review is finished and all quality criteria have been met, the reviewer fills in his/her name and the date of approval in the Quality Control Checklist (see green circle).

Quality Control Check	
Generic Minimum Quality Standards	
Document Summary provided (with adequate synopsis of contents)	XX
Compliant with NECTAR format standards (including all relevant Logos and EU-disclaimer)	XX
Language, grammar and spelling acceptable	XX
Objectives of the application form covered	XX
Work deliverable relates to adequately covered	XX
Quality of text is acceptable (organisation and structure, diagrams, readability)	XX
Comprehensiveness is acceptable (no missing sections, missing references, unexplained arguments)	XX
Usability is acceptable (deliverable provides clear information in a form that is useful to the reader)	XX
Deliverable specific quality criteria	
Deliverable meets the 'acceptance Criteria' set out in the Quality Register:	XX
<b>Checklist completed and deliverable approved by</b>	
Name:	Date:

7) In addition, the reviewer needs to check, if the quality and acceptance criteria defined within the **Quality Register**, have been met. The Quality Register can be found on Microsoft Teams: WP8 Quality Assurance/ T8.1 Project quality assurance/ NECTAR\_WP8 Quality Register. If all acceptance criteria are fulfilled it needs to be indicated (“yes”) within Column F “Acceptance Criteria Fulfilled”.

NECTAR - Quality Register		 WIAB Wissenschaftszentrum für Information und Bibliotheksmanagement		Short-term Results (see NECTAR-Proposal (p.55ff.))			
WP/Deliverable	Description of Deliverable	WP/D Lead	Quality Expectation	Acceptance Criteria	Acceptance Criteria fulfilled	Comments	
WP1: Management							
D1.1 (Progress/Final) Activity Report	The document will summarize the progress of all the work packages, including, if necessary, any issue that may arise along with the proposed corrective actions taken.	ODISEE					
D1.2 (Progress/Final) Costs Report	The deliverable will report the financial aspects of the project, verifying that the project operates within its budget and that administrative and financial reporting obligations are respected.	ODISEE					
D1.3.1 Risk Management Plan	The Risk Management Plan (RMP), starting from the already identified project risks, will define procedures and tools for analysing and managing possible risks affecting the project by defining risk categories, risk probability, risk impacts, roles and responsibilities in Risk Management and a plan of activities. A Risk Register (RR), i.e. the main tool for the risk management will be drafted as well as procedures to manage it.	ODISEE					

8) When the reviewer has finished the review, he/she writes the date of the review in the **Quality Control Plan** and describes in short, the result of the review (see red circle). The document will then be sent back to the responsible of the deliverable (organization X) for adaptations and finalizing the document. Then the document is sent back again to the reviewer (organization Y), if needed. If now all adaptations are in line with the quality criteria, the reviewer fills in the “Date of Approval” and the responsible for a deliverable (organization X) provides the link to the final version within Column L (see green circle).

Columns in this color should be filled in by the Reviewer								
Columns in this color should be filled in by the WP-Leader/Responsible of the Deliverable								
Contributing Partners	Peer-reviewer	Start of the Review Process	Link of the document for reviewer	Date of Review	Result	Date of Approval	Link of the final version	Due Date
	Please fill in the name of your organisation or expert who is responsible for the review.	Within this date, the reviewer should receive the document by the Coordinating Partner (author of the document).	Please provide here the link of the written document, when it's ready for the reviewer.	Should be filled in by the reviewer, when finishing the review. The review should be done within 2 weeks. (day:month:year)	Here, the reviewer should fill in the result of the review, e.g.: "Document needs to be adapted/ revised" or "Report meets all Quality Criteria".	Please state here when the written document is finalized after revision/ adaptation of the feedback and the Quality Control Check List is signed by the Reviewer. In terms of the external review, state here when it has been approved by the external expert. (day:month:year)	Please provide here the Link of the final version of the document.	Of the deliverable to be submitted to the Project Coordinator (ODISEE).
SI4LIFE, MP, RL, A, UALG, WIAB, IG, STYCC, RC, S-BACT, RSCN	MUG	M18 = 3. May 2022						M18 = 3. May 2022
SI4LIFE, MP, RL, A, UALG, WIAB, IG, STYCC, RC, S-BACT, RSCN	MUG	M36 = 2. November 2023						M36 = 30. November 2023
		M18 = 3. May 2022						M18 = 31. May 2022





Finally, the reviewer needs to fill in the same date of approval, as well as his/her name and organization within the table **"Internal Reviewer"**, which is also provided by SI4LIFE in the beginning of the "Template for deliverables".

### 3.6.4 Changes of the Quality Control Plan

- All Due Dates one month earlier (M1 = November 2020)
- 1 week for review, 1 week for adaptations (in sum about 2 weeks for the whole peer-review process, considering e.g. week-ends)
- Except of WP5 (3 weeks) and deliverables for public (2-3 weeks)
- No second internal peer-review after external peer-review
- Reviews of several versions of documents were reduced to a first and final version review + no peer-review of D1.1 and D1.2

=> Now 17 reviews less than before

### 3.6.5 Open Questions

- What happens, if the partner in charge of a review does not answer or cannot complete the review?

*After reminding twice, the PC will be consulted. It is a Task that is allocated (T8.1) to a partner, so if they cannot succeed in a Task, they will be handled equally to other task that are not fulfilled according to the Consortium Agreement.*

- Who will be part of the Advisory Board?

*Heidi is currently writing the Deliverable for Collecting Feedback of the Advisory Board. The AB is an evaluation tool of the project. If the Associated Partners want to contribute in writing, they cannot be part of the evaluation process. We need some kind of agreement with the Associated Partners, allowing them to declare or commit for a specific level of involvement. This could be 1) Do you want to be involved in the Advisory Board? 2) Do you want to be an author of specific Deliverables or 3) Just want to be informed about the project? We'll draw a template together with Odisee, WIAB and involve SI4LIFE. This template shall be send to the AP, and with Serena in cc with the Ligurian partners.*

*We can also involve the European Umbrella organisations mentioned in the first chapter, can they be part of the AB? They are not paid, it costs them time, but it could be very relevant for them.*

- Is it possible to add lists of contact details of the Steering Committee and the Advisory Board on Teams?

*Marjolein will do so.*

- Who is in charge of the (internal) evaluation of the NECTAR-Project as a whole?

*This has not been described in the proposal, but we assume this will be the PC.*

## 3.7 Overall Evaluation

*After every SCM, this will be asked directly to the partners. Also, other partners are also directly contacted to understand if there are any issues in our project.*

What is your overall feeling?

Is the workload ok?

*Better now the reviewing is less.*

What could we improve?





## 4 To Do's

These are the To Do's on short term, before the Consortium Meeting on 15<sup>th</sup> and 16<sup>th</sup> June.

What?	Who?	When:
List the involvement of the relevant industry partners (iterative process)	RSCN, Regione Campania, Odisee	Third week April
Provide a paragraph explaining Reference Sites to the PO	RSCN	Last week March
Define regulatory bodies in training and education in each country	Odisee (BE), MUG (AU), UALG (PRT), Italy?	Last week March
Plan meeting to list Portuguese sector representatives and key players for roll out	UALG, Odisee	Third week April
Dissemination letter presenting our project asset and sustainability of results	RSCN, Odisee	Third week April
Create a list in which everyone can put relevant stakeholders that should be targeted	Odisee, but all contribute	Second week March
Contact ESCO secretariat	WIAB	May
Additional information about already existing NQFS in D2.2	ALL	Third week March
Second workshop for D2.2	Send by Odisee, attend by all in T2.2	Last week March
Send examples Evaluation Plans	SI4LIFE send to Odisee	Third week March
Meeting WP6 and WP8	WIAB, UALG	1 <sup>st</sup> /2 <sup>nd</sup> week April
Collection of relevant project news	ALL	Always
Template for Advisory Board	Odisee, WIAB	Third week March
Add list of contact details SC and AB	Odisee	Third week March

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## Minutes of Steering Committee No3

<b>Meeting Type:</b>	Teams Meeting
<b>Date:</b>	23/09/21
<b>Time</b>	13.00 – 14.30 CET
<b>Organized by:</b>	Odisee



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AGREEMENT NUMBER – 621707-EPP-1-2020-1-BE-EPPKA2-SSA

## PARTICIPANT LIST

PARTNER NAME	ATTENDANT NAME
Odisee	Marjolein Winters
Odisee	Willem vanden Berg
SI4LIFE	Serena Alvino
MUG	Regina Roller-Wirnsberger
MUG	Valentina Wagner
UALG	Sandra Pais
UALG	Inês Rodrigues
UALG	Nidia Braz
WIAB	Heidemarie Müller-Riedlhuber
WIAB	Seema Akbar
RSCN	John Farrell

## INTRODUCTION

The meeting started in time.

The agreed agenda has been changed has been respected.

## 1 Updates

Presenter: Marjolein

- 1 November 2021 new project coordinator. Odisee will look for a replacement as soon as possible to take over the work.
- Scientific publications
  - Submission of first paper. We're now waiting for the review.
  - MUG is writing a second,
- Consortium Meeting Genua: Wednesday 24 Nov full day and Thursday 25 Nov half day. The SCM has agreed on this date, but **SI4LIFE has to double check with the other Ligurian partners.**
- European Week of Active Ageing → presentation of the CGE and NECTAR 19th of October 15.00 – 15.55 CET. Please send out the partners or watch yourself!
  - <https://ageing-well-week.eu/wp-content/uploads/2021/08/Draft-Programme-EWAHA-July-2021.pdf>.
- Finances. If you have any problems reporting, always contact Willem.
- Interim Report M18. We'll have to write an Interim Report. As Marjolein will quite 1st Nov 2021 after Y1, she will already start drafting this report. You might be asked for some input.

Discussion:

Serena: There are general issues about financing in the project. Generally, SI4LIFE is in favour of an Alliance Agreement to formalise important decisions that affect the General Assembly in general. It is not necessary in European Projects, but for important decisions, a formalisation of a decision needs to be made. Partners are asked to vote in a General Assembly (one person per organisation) and have a formal document to refer to. For example: How should the distribution of payment occur (how to, how much, when)? And the External Reviewer: what is the price agreed on and when and how much does every partner need to pay for this? This needs to be formalised in an Alliance Agreement. Other issues are, for example, publication fees. Who pays for that? For the first paper, as leading writer, Odisee will pay the publication fee, and MUG probably the second if they are submitting it. However, this needs to be formalised also with the overall agreement of partners.

Partners need to plan payments (especially institutional partners).

Another issue is the "External Evaluator": partners would need a document (one page) where is described and formalized: (a) who is him/her; (b) how he/she has been selected; (c) how much he/she costs; (d) how partners will pay for it: proportionally to financing? Fixed sum?; (e) when the payment will occur; (f) how the payments will be done: invoice? Deduction from payments should be formalized!

Therefore, during the CM in Genua, a GA will be set up. To this end, Serena proposed that the PC will share with partners at least 10 days in advance:

- Rules for General Assembly (who joins, who can vote, which are the roles for voting);
- A GA agenda, that partners can suggest to integrate
- A set of supporting documents about the topics the GA is supposed to vote on (eg. the document about the external evaluator).

Regina pointed out that (but also John, Heidi and Sandra confirmed) we need an Alliance Agreement for good governance, expectations of the project. No transparency about decision-making, there's a feeling decision are taken behind closed doors. Put more effort in the communication and when decisions are taken.

The project coordinator (Odisee) will send a partnership agreement to each partner in October, in order to formalize the following topics: the financial statements, the external reviewer, the publications and the newsletter. Each partner has the opportunity to give feedback on the agreement and during the consortium meeting (November 24th & 25th in Genova) a consensus can be reached.

## 2 WP3

Presenter: Serena

S14LIFE is merging the LOs Description by 5<sup>th</sup> October due to a slight delay of partners. There's a proposal to organise a WP3 meeting on October 8<sup>th</sup> to have a final discussion and set the assessment criteria: a Doodle will be shared about it in a day. Keep in mind: Deadline for Internal review is OCT 15<sup>th</sup>, and deadline for delivery to the Agency is OCT 31<sup>st</sup>.

Regarding T3.2 – Guidelines, they should include:

- FLEXIBILITY MATRIX
- ECVET POINTS
- A Guide about “How to set up modules”
- A Guide about Assessment
- A Guide about “Validation of prior learning”
- A Guide about “Work Based Learning”

SI4LIFE will:

- Set up FLEXIBILITY TABLE template and will ask partners to fill in a shared document
- Define the procedure to include the ECVET POINTS in the FLEXIBILITY TABLE
- Produce the Guide about “How to set up modules”
- Produce the Guide about Assessment
- Coordinate partners work on Guide about “Validation of prior learning” (MP+UALG+SCMP???)
- Coordinate partners work on Guide about “Work Based Learning” (ITS-BACT+UNINA+ODISEE???)

SI4LIFE proposes to have a focused meetings on Sept 28<sup>th</sup> – Oct 1<sup>st</sup> A Doodle will be shared about them in a day

### Proposed schedules for D3.2.1

[illegible]

Deadline for Internal review Nov 16<sup>th</sup> and deadline to agency is Nov 30<sup>th</sup>.

Regina: Regarding the flexibility table, don't let all the partners fill in the table, but only comments, saves much time. SI4LIFE will still adjust the tables, it's just a template.

### 3 Evaluation

Presenter: Sandra

Sandra: could we point out and gain some time, based on this curriculum, to combine the teachers and chefs feedback and bring the loop back to improve the curriculum? Serena: we don't have the time to do this feedback loop, if you want to set up some quick evaluation process, you can report it as an evaluation in the CM in Genua. Maybe we can discuss whether this is doable or not? We cannot hold on to feedback loop due to the short time, we don't have the time to work on the document. You can report it as an evaluation of the curriculum in Genua. Maybe we can discuss is this doable or not? We cannot hold on to feedback loop due to the short time, we don't have the time to work on the document.

Seema: two criteria are set in the evaluation plan and are set for the Advisory Board, we already have two criteria checked for the Advisory Board, they are involved in the internal process. We need to advise them before in the timeframe period. This is already planned for the curriculum, first internal peer review and then external review.

Somewhere around October / November chefs have to answer questions, we need to already make them aware about this! **A e-mail needs to be send to the pilot sites.** Also, we need one VET for each country, we need 50 chefs.

Regina is already in contact with Chamber of Commerce, will probably not be able to reach the number of participants, we need to inform the policy officer. MUG will do an university course of 30 ECTS.

Nidía: In Portugal we will be running a pilot for EQF4 level, final proposition. The name CGE is difficult, we need to address this in the CM. Also, unclear how many students they are to enrol? Issues about the design of the pilots (3.4) and the number of participants. Pilot design in December.

Heidi: during the evaluation of pilots, we always want to be included in information and discussions. For us it would be helpful, how do they recruit the participants and teachers? Also take into account when and how to do the evaluation. **Regina will have a meeting with Seema and Heidi to explain this.** Heidi: We have to coordinate with UALG, here we would be happy with more common communication together. With regards to the tools, there should be a common understanding. In the proposal there's that we should not provide so many questionnaires to the target group.

Serena: in our plans we have a project meeting, these are issues that can receive an added value. Collect possible discussion points, we can collaboratively shape the meeting. Every pilot coordinator could share in a few minutes an idea of what is the context, what is already defined?

Heidi: how do you want to finalise the Evaluation Plan?  
Sandra: we could have suggestions from the pilot sites and ask them questions during the CM. Ask their feedback, first evaluation round. **We need another meeting for this!**

Regina: there's an internal evaluation of first curriculum, please deliver a toolbox what we have to ask, we will deliver a list whom we are asking, and deliver the answers.

Sandra: in the proposal it is not external, chefs and teachers.

### 4 WP7

John: D7.4.1 Scaling-Up Strategy needs peer reviewed as quickly as possible, no answer yet of Regione Campania. Organisation get budget for WP8 to review documents. If they cannot do this, action needs to be taken. **Marjolein will send a reminder to partners if no answer is given.**

A WP7 meeting of D&C group is to be organised. We need to disseminate the event at the EWAHA! Also RSCN wants to organise a NECTAR webinar for the regions.

## 5 Next Steps

- Consortium meeting in 24 - 25 November
- Finalising Deliverables
- WP3
  - Deadline D3.1.1 Oct 31 → meeting 8th October (?)
  - Deadline D3.2.1 Nov 30 →
- WP4 starting M13 (December 2021)
- Pilots preparation starting M18 (April 2022)
- NECTAR dissemination
  - PROMISS (28th September)
  - EWAHA (19th October)
  - Newsletter

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## Minutes of SCM No4

<b>Meeting Type:</b>	Teams
<b>Date:</b>	20/10/2021
<b>Time</b>	9.00 – 11.00 CET
<b>Organized by:</b>	Odisee



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AGREEMENT NUMBER – 621707-EPP-1-2020-1-BE-EPPKA2-SSA



## PARTICIPANT LIST

PARTNER NAME	ATTENDANT NAME
Odisee	Ellen De Cuyper
Odisee	Marjolein Winters
SI4LIFE	Serena Alvino
MUG	Regina Roller-Winrsberger
MUG	Valentina Wagner
RSCN	John Farrell
WIAB	Heidemarie Müller-Riedlhuber
WIAB	Seema Akbar

## INTRODUCTION

The meeting start in time.

The agreed agenda has been respected.

## MEETING MINUTES

### 1 Introduction of the new PO

Ellen De Cuyper will be the new PO starting 25th of October 2021, replacing Marjolein Winters. In the SCM, she has introduced herself to the SC and the members of the SC have introduced themselves to her.

### 2 Alliance Agreement

The Alliance Agreement (AA) will be voted for during the General Assembly (GA) 24<sup>th</sup> November. The first draft of the document can be found in the e-mail that has been sent by Willem on 10<sup>th</sup> of October.

The partners were asked to give a general impression about the AA.

Heidi pointed out that the description of the Advisory Board (AB) is not in line with the description of the proposal, therefore refinements need to be made to make it in line with the project (please refer to D8.1.3 Concept for Collecting Feedback from Advisory Board, in here you can find a perfect description). The External Reviewer could be included in the part of the AB, but it is maybe not necessary.

Serena: Barbara is analysing the concept and will give a better overview, but Serena read it very general. We can profit from the occasion to include the experiences of the past year. Also, we need to discuss the copy rights in the AA about the open content and the results of the NECTAR project.

Regina: we also need to get back to the legal department. The Alliance Agreement may help us out.

John: the structure is in general ok, details need to be sent.

Heidi and Valentina: P24 is lacking two attachments.

The GA should last for 1 hour, and we should mainly focus on voting. This should be prepared in advance. At least one week before the GA, the document must be sent to all members of the GA (please see document in Teams – Admin – Contacts – General Assembly). In this meeting, we only vote and potentially discuss it, not sign it already.

The AA includes the distribution of payments, distribution of costs for the External Reviewer (who has been selected, how, which criteria, when and how he is reimbursed). We have to agree officially on the amount that each partner should pay.

Regina: There's a need for a clear overview management structure and governance structure. I can't understand it now, the Project Officer (PO) will not understand either. What happens when partners do not deliver in time, do they have to retain some money? If such problems occur, we can refer to D1.3 Risk and Management Plan that has been delivered in January 2021.

Heidi: I agree. There's also a need for better communication, as there's a lack in clarity in overviewing what is happening where. We can feel a tension within the partnership. In other projects we use an evaluation questionnaire of the internal project → this is highly needed for the moment. This agreement is important to clarify issues. For example, if a partner doesn't give feedback, or does not deliver in time → what are the consequences? Otherwise the project is losing focus and the results will lose quality. Therefore, we need to collect feedback from the partners and understand what is needed from their point of view. A second step is to put this in the agreement. not in time -> What are the consequences. Collecting feedback from the partners: what is needed from their point of view. Second step is to put it in the agreement.

The partners want all these issues in one document (the Alliance Agreement) instead of multiple separate documents.

### 3 Communication Process and Project Realisation

The past weeks there have been some problems with the phrasing of some concepts, such as Gastrology and CGE. We need to find an official solution that could be voted in the GA. If possible, we could talk to the founding group with a small group (maybe Regina, Serena, Ellen?) and find a solution together. This solution needs to be formalised in a document and the GA should vote on this, so they are forced to read the document and the proposed solution. We can extract this from the AA. All votes (e.g. terminology, payment procedure. External evaluator) should be separately!

We could also create a Memorandum of Understanding (MoU) and explain the role of the founding group, so no misunderstanding are to be later in the document. This is not for the GA, but for the governance. There's also a document in Teams – Admin about the level of involvement of the Associated Partners that has been created by Serena, Heidi and Marjolein.

We need to keep in mind that we can also have plan B's or C's if plan A doesn't work out. This is especially important for the pilots in Belgium. To solve the issues, we could have an arbitrator to support the process (= Plan A) so all pilots can continue. Plan B, what is one of us is not able to deliver a pilot?

There's also a similar problem in Austria: there need to be clear rules about this. A solution needs to be doable across the countries. We need to have a plan B and C and discuss this in a small group. Schedule a meeting (maybe John can function as a mediator?)

WP3 has predefined deadlines, so Serena supports the identification of a solution and negotiate. They cannot deliver the results in time if we have to wait much for the approval of the curriculum. The guidelines need to be delivered by half of November and should be based on the approved version of the curriculum. There's a risk we could be late with the curriculum. A delay of 15 days is a delay of one month.

Regina: WP4 is closely related to the curriculum, so we experience the same issues. We have to be able to organise the pilots in time. This is not an issue that can be postponed to November. Proposal of Serena: we have to take the version of 25<sup>th</sup> of October and go on. This version is also a draft, a first release: it can be changed after the pilots as a final release. But it should still be implemented in the pilots: what is defined as mandatory should be in the pilots. Each partner should check and look at potential partners that could appear in their pilot. We have to be able to organise the pilots in time. Not an issue that can be postponed to November. Proposal Serena: to take the version of 25 October to go on.

There was a meeting in the afternoon of 20<sup>th</sup> October with founding group: Serena, Ellen and Marjolein to discuss this, and we need to focus on that this is 'just' a first release. The basics are OK! Impact is on the pilots, we can change things afterwards. We also need to keep in mind that E-learning is not appropriate for every LO. We need a set of materials, a strategy, that is transversal to the pilots. A subset as materials that are open to the project. The curriculum should be flexible and transferable to other context, and the mandatory LO's are used to make the materials. :

Gastrological tools are mandatory, this is what is innovative about the CGE. It is not transferable to all countries. A solution is to address the specific outcome, which is in principle addressed by any VET provider in Europe. If the content is too restricted, it is not transferable. For example, communication skills are easier to transfer, but Taste Steering is a very specific LO (so should we put them as optional?). Possible solution: have a big range of possibilities of credits. Gastrological tool from 0.5 to 3 credits. 0,5 using open content. Additional, we can add gastrological contents that remains private to them. In this way, we are quite flexible.

We want a modular curriculum. We can't have the same CGE in each country.

Regina: we can bring other partners in, focus more on the culinary approach. There's also material open accessed available.

The only thing we did not find was the chef gastro-engineering in the literature. There's not one public publication on it.

There's also space for national profiling in the pilots → we can learn from each other.

Heidi: we need to split up the LO's in mandatory and optional LO's, giving space to attach credits, and different weight to the different content.

Discussion of the naming: we need a general curriculum on whole Europe, but an adaptation should be reasonable. In Austria, they don't understand the name → gastro and engineering sounds odd. It is out of space, nobody would be interested to enroll. We will choose the right name here.

Modules can be composed and LO's can be put in, they do not have to be the same in all countries.

Serena: Considering the naming of the CGE, we also received feedback from Portugal in July - title is not understandable in Portugal, so there's a need for a Portuguese name as well.

We need a meeting pointing out constraints and desires of pilots in each country that are presented by the four pilots → the problem of the name has to be tackled there.

Marjolein has send an e-mail to the pilot leader and a meeting in December needs to be planned. However, it would also be great to have a WP5 Pilot meeting during the CM, in which the pilots can shortly present their pilots. In December, the meeting should still happen, and in here we can discuss a number of questions that are elaborated by Heidi.

There's a need for a meeting between the Associated partners, WP3, WP4, the coordinators and John as a mediator.

## 4 Preparing the SCM in November

Serena: we want to present WP3, perhaps some results and the delivery of internal guidelines. If all of that is ready, we want to share the guidelines with partners. One on prior learning, which is important for the recruitment of potential students. A draft needs to be tested in the pilots and the flexibility tools are to be shared to design your own plot. Put the baseline for the design, share ideas and constraints on the pilots. Regina: also select subset of e-learning materials, the number and the type.

## 5 WP6 Evaluation

WP6 Evaluation has some problems. D6.1 Evaluation Plan is heavily delayed and is causing issues for the evaluation part of the curriculum. As a WP Leader, it is obligatory to join all SCM (there's budget foreseen in WP1) and if it is not possible to join, a substitute needs to join. Heidi, Seema, Marjolein and Ellen have proposed to UALG that WIAB could take over the role as WP6 Evaluation Leader, if a shift of budget could occur. WIAB has supported a lot and has already given (unpaid) resources for this.

The latter is a serious threat for the project. Also regarding the sustainability of the project (WP7) and the evidence based good practices, there's no evaluation model of the curriculum. This is necessary to scale up in later stages. What tool are we using, if the MAFEIP cannot be use? This issue needs to be solved before the CM and GA in November.

An amount of money has to be defined for taking over the coordination of WP6. However, this is not easy and Barbara can support in this. Nevertheless, this does not solve the whole problem. Marjolein will send a reminder mail to UALG about this matter. A mail has also been send the project management of UALG that resources should be given to Sandra and Inês or otherwise, budget cannot be paid if tasks are not done. A new SCM will be planned before the CM in Genua to discuss this.

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## Minutes of Steering Committee Meeting

<b>Meeting Type:</b>	<b>virtual</b>
<b>Date:</b>	<b>16-11-2021</b>
<b>Time</b>	<b>11.00-12.30 CET</b>
<b>Organized by:</b>	<b>Odisee</b>



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AGREEMENT NUMBER – 621707-EPP-1-2020-1-BE-EPPKA2-SSA

## PARTICIPANT LIST

PARTNER NAME	ATTENDANT NAME
MUG	Regina Roller-Winrsberger
MUG	Valentina Wagner
Odisee	Willem vanden Berg
Odisee	Ellen De Cuyper
RSCN	John Farrell
SI4LIFE	Serena Alvino
UALG	Sandra Pais
WIAB	Heidemarie Müller-Riedlhuber
WIAB	Seema Akbar

## INTRODUCTION

The meeting start in time and ended at 12:40 CET

The agreed agenda has been respected

### Agenda:

- Update on the Alliance agreement after feedback of the partners.
- Handling of appointment of associated / affiliated partners - decision making process
- Update on WP6 responsibilities.
- Clarification of time schedule issues:
  - o release of the first version of the GCE Curriculum - D3.1.1
  - o necessary postponing of pending/upcoming deadline.
  - o the overall time schedule of the project
- Reflection on the first year of the project

## MEETING MINUTES

### 1. Update on the Alliance agreement after feedback of the partners.

10/10: first draft of alliance agreement was sent to the partners. Feedback was given.

15/11: Last meeting with legal department of Odisee

As it is a voluminous document, different topics will be taken out of it. Separate topics will be voted during the General Assembly on 25/11. Jo Praet will be the chairman, Odisee will provide the minutes.

Signatures will be collected afterwards.

To do: Read new version in the week to come + give feedback to Willem

Serena: Copy rights, possible results in foreground and background → The rules in the grant agreement and the alliance agreement have to be filled in with contents of the partners. For instance we have to declare if a partner has to put at disposal to other partners, results from previous projects, it can declare what they want to protect. Partners should be aware of it and should be encouraged to think about this.

We have to clarify how to manage common costs, such as external reviewer - costs for audits:

In the current version common costs of external reviewer are 1500 equal share. Proposition of pro rata cost, to take in to account the budget of each partner. Willem: This can be decided on next week in de GA.

Publication fee: Willem added a paragraph

### 2. Handling of appointment of associated / affiliated partners - decision making process

Difference:

Associated partner: Not full partner coming into the project, not paid by the project

Affiliated partner: Partners connected with a full partner, with respect to their affiliation.

The question of Regina is what the procedure is to appoint an associated partner.

This is also a topic in the alliance agreement.

### 3. Update on WP6 responsibilities.

SCM of 20/10 proposition from WIAB to take over the coordination of WP6. However they reconsidered.

9/11 in Portugal we discussed with the Portuguese partners to keep the responsibilities.

They agreed to keep the coordination and the lead of the deliverables they are assigned to.

Update by Sandra:

- Questionnaire to evaluate the curriculum (course evaluation - WP3) is ready. Ask for feedback to the all partners. In order to have questionnaire that suites all countries.
- The evaluation plan will be uploaded on 17/11, after adding Serenas suggestions

### 4. Clarification of time schedule issues:

- o release of the first version of the GCE Curriculum - D3.1.1
- o necessary postponing of pending/upcoming deadline.



- the overall time schedule of the project

Delivery professional profile was ready in April 21.

The curriculum is based on core competencies defined in the professional profile. We cannot modify in the names of the core competences anymore.

SI4Life mapped the LO's against the core competencies. Some competencies have more LO's, are more important.

SI4Life asked for feedback. In June and July online meeting were set up. The Founders were always invited and were always put in copy. So SI4Life thought that they were in line with the process. SI4Life was ready at the due date on Oct 15. The internal review as done by one of the founders with detailed comment on the document. SI4Life integrated this feedback. The Advisory Board normally gives feedback more in general. Here however Lobke Wijngaert gave detailed feedback. Overall she does not agree with the core competencies. There are too little practical modules in the curriculum.

The deliverable is 2 weeks late. We cannot afford a further delay. It will compromise the timing of the NECTAR project.

Decision taken:

- SI4Life integrates all feedback from Lobke on the definition of LO's
- The EU curriculum CGE first release will be delivered tomorrow.

## 5. Risk: associated partner Center of Gastrology / Founding group

The first release of the curriculum is not the final release. Adaptations can be made. The main idea is having a very good curriculum at the end:

- We will learn from the evaluation of pilots
- Flexibility into the curriculum is important
- Many of the LO's are not approved by the Founders group. Mainly concentrated on 4 core competences.

The collaboration with the Founders group creates a lot of frustration in this project. There is a lot of pressure of this partner. We can not allow ourselves to go on like this. We have to come in calm waters.

Edwig Goossens from Center of Gastrology has a good expertise, good experience. Students appreciate him as a teacher. Odisee put a lot of effort the first 6 months to keep him on board as an associated partner. We will continue this. Hellen from Odisee Advanced Education gets along very well with Edwig. She is involved in organising the pilot in Brussels.

TO DO: Keeping frictions as low as possible. Odisee will continue involving the partner. For organising the pilot in Brussels. To capture propositions to improve the curriculum.

## 6. Reflection on the first year of the project

A link to a questionnaire will be distributed at the end of the consortium meeting on 25/11

## 7. Varia

Proposal John: Asking to the commission for postponement of the project in order to have more time to achieve at a jointly supported curriculum.





## Meeting Minutes

Postponement will give more time, but the budget will stay the same.

Willem: It is too soon to ask a postponement. Our deliverables are on time. It will not be allowed at this time.

We will re-evaluate this in 3 months time.

Announcement of WIAB:

They will organize a Pilot Partner meeting to gather information from the different countries. What is already done in the countries to evaluate and what can be used in the evaluation.