

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



Minutes of General Assembly

25 November 2021

Meeting Type: General Assembly

Date: 25/11/2021

Time

Organized by: Odisee



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

PARTICIPANT LIST

PARTNER NAME	ATTENDANT NAME
Odisee	Jo Praet
Odisee	Willem vanden Berg
Si4Life	Filippo Costa
Si4Life	Serena Alvino
Si4Life	Barbara Mazzarino
Regione Liguria	Francesca Vavassori
Regione Liguria	Lucia Schifano
SCMA	Nidia Figueira
UALG	Sandra Pais
WIAB	Heidemarie Müller-Riedlhuber
MUG	Regina Roller-Wirnsberger
RSCN	John Farrell
Regione Campania	Gerardo De Paola
ITS BACT	Valentina Compania

INTRODUCTION

The meeting start in time.

The agreed agenda has been has been respected.

The General Assembly was held both physically (at Regione Liguria, Genua) and virtually (Microsoft Teams).

MEETING MINUTES

During this meeting, 4 topics are discussed regarding the Alliance Agreement (AA). Before this meeting each partner in the consortium has had the opportunity to add corrections to the agreement. After this meeting the Alliance Agreement can be finalized and signed by all the partners.

TOPIC 1: Responsibilities of the partners

This is section 4 in the AA.

4.1 General principles

- (1) Each Party undertakes to take part in the efficient implementation of the Project, and to cooperate, perform and fulfil, promptly and on time, all of its obligations under the Grant Agreement and this Alliance Agreement as may be reasonably required from it and in a manner of good faith as prescribed by Belgian law.
- (2) Each Party undertakes to notify promptly, in accordance with the governance structure of the Project, any significant information, fact, problem or delay likely to affect the Project.
- (3) Each Party shall provide promptly all information reasonably required by an Alliance Body or by the Coordinator to carry out its tasks.
- (4) Each Party shall take reasonable measures to ensure the accuracy of any information or materials it supplies to the other Parties and shall promptly correct any error therein of which it is notified.
- (5) Each Party undertakes to use reasonable endeavours to notify the appropriate Work Package Leader promptly of any significant problem and delay likely to affect the success of the Work Package. Each Work Package Leader shall be responsible for alerting the Coordinator of such problems. It shall also inform the other Parties in the appropriate Work Package of relevant communications it receives from third parties in relation to the project activities.

4.2 Breach

- (1) In the event that a responsible Consortium Body identifies a breach by a Party of its obligations under this Alliance Agreement or the Grant Agreement (e.g. improper implementation, producing poor quality work, missing deadlines, not attending meetings), the Coordinator or, if the Coordinator is in breach of its obligations, the Party appointed by the General Assembly, will give formal notice to such Party requiring that such breach will be remedied within 30 calendar days from the date of receipt of the written notice by the Party.
- (2) If such breach is substantial and is not remedied within that period or is not capable of remedy, the General Assembly may decide to declare the Party to be a Defaulting Party and to decide on the consequences thereof which may include termination of its participation. The General Assembly may also decide a one-time prolongation of the period for remediation.
- (3) A Party that cannot perform its activity in the Action cannot terminate its formal participation to the Action without guarantee the entry of a new Party of the same category as required by the Sector Skills Alliance call.

4.3 Involvement of third parties

A Party that enters into a subcontract or otherwise involves third parties (including but not limited to Affiliated Entities) in the Project remains responsible for carrying out its relevant part of the Project and for such third party's compliance with the provisions of this Alliance Agreement and of the Grant Agreement. It has to ensure that the involvement of third parties does not affect the rights and obligations of the other Parties under this Alliance Agreement and the Grant Agreement. No financial responsibilities occur for Parties due to involvement of third Parties. Third Parties do not have rights on publications if not stated elsewhere by the Steering Committee.

4.4 Responsibilities towards the Coordinator

- (1) Each Party undertakes to make all reasonable endeavours to supply promptly to the Project Coordinator, via the Leader of the appropriate Work Package or directly to Project Coordinator, with all such information or documents as the Coordinator needs to fulfil obligations pursuant to this Alliance Agreement, the Grant Agreement and upon request of the European Commission.

- (2) For an efficient communication between all Parties and the project Coordinator, each Party shall make reasonable endeavours to ensure that at least one contact person of the Party can be reached via e-mail or telephone within the working schedule of the contact person.
- (3) In particular, all information and documents (reports, Deliverables etc.) required by the Project shall be submitted via the Project Coordinator.

This topic is clear to all partners, no additional adjustments are needed.

TOPIC 2: Financial declarations

This is section 7.3 in the AA.

7.3.1 Payments to Parties are the exclusive task of the Coordinator.

In particular, the Coordinator shall:

- notify promptly the Parties, via email, when it's time to prepare a financial statement. These financial statements will take place every 6 months;
- after the notification of the PC, the Parties have 2 months to deliver the correct documents. Postponement of 1 month is possible only if the GA agrees;
- perform diligently its tasks in the proper administration of any funds and in maintaining financial accounts;
- with reference to Articles II.25.1 and II.25.2 of the Grant Agreement, no Party shall receive more than its allocated share of the maximum grant amount from which the amounts for the final payment have been deducted.

7.3.2 Payment schedule

The payment schedule, which contains the transfer of pre-financing, and interim payment and payment of the saldo to Parties, will be handled according to the following principles:

1. Funding of costs included in the Alliance Plan will be paid to Parties after their reception from the Funding Authority EU-Commission without undue delay and in conformity with the provisions of the Grant Agreement. Costs accepted by the Funding Authority will be paid to the Party concerned.
2. The Coordinator is entitled to withhold any payment due to a Party identified by a responsible Alliance Body to be in breach of its obligations under this Alliance Agreement or the Grant Agreement or to a Beneficiary which has not yet signed this Alliance Agreement.
3. The Coordinator is entitled to recover any payments already paid to a Defaulting Party. The Coordinator is equally entitled to withhold payments to a Party when this is suggested by or agreed with the Funding Authority.
4. The Coordinator must make the following payments to the Parties, provided that the parties deliver the Project Coordinator both the required documents for the financial statements (time sheets, employment contracts, payslips) and the required Outputs (Deliverables):
5. A first pre-financing payment of 40% of the budget, minus the amounts already paid at the time of signing of this agreement and the common cost of 9.000,00 euro
6. A second pre-financing payment of 40% of the budget
7. The payment of the balance.
8. 7.3.3 Payments of the publications

The First Authorship, that is, the organization is first to be named, pays for the publication.

This topic is clear to all partners, no additional adjustments are needed.

TOPIC 3: External reviewer

This is section 7.1.5 in the AA.

7.1.5 Common Costs

Each Party is responsible for its specific activity as described in the Action.

Following the principle of Unit Costs a Party cannot receive additional grant to cover any other specific costs, such as conferences fees.

A derogation to these general rules is possible for extra common costs required by the Funding Authorities.

The Project Coordinator has the responsibility to communicate the Funding Authority request to the Parties without any undue delay.

If there are no specific indications from the Funding Authorities, the extra common costs will be distributed between the Parties proportionally with respect to the available budget.

Following this principle, the project coordinator has concluded a contract (in annex) with Herman Vandevijvere in January 2021. The fixed price of 9.000,00 euro will be distributed proportionally between the Parties.

This topic is clear to all partners, no additional adjustments are needed.

TOPIC 4: Open Access & Intellectual Property Rights

This is section 8 in the AA.

8.1 Ownership of Results

Results are owned by the Party/Parties that generates them. The Agency and/or the Union has the rights of use specified in the General Conditions (Annex II of the Grant Agreement) and in Article I.8 of the Grant Agreement for the whole duration of the industrial or intellectual property right(s) concerned.

8.2 Joint ownership

In case of joint ownership of results, and when no joint ownership agreement has been concluded yet, each of the joint owners shall be entitled to:

- use their jointly owned results for non-commercial research, teaching and patient care activities on a royalty-free basis, and without requiring the prior consent of the other joint owner(s), and
- otherwise exploit the jointly owned results and to grant non-exclusive licenses to third parties (without any right to sub-license), if the other joint owners are given:
 - (a) at least 45 calendar days advance notice; and
 - (b) Fair and Reasonable compensation, to be agreed between the Parties concerned before the interested joint owner effectively exploits the results.

8.2 Transfer of Results

Each Party may transfer ownership of its own Results only if it does not prejudice the Articles II of the Grant Agreement.

It may identify specific third parties it intends to transfer the ownership of its Results to in to this Alliance Agreement. The other Parties hereby waive their right to object to a transfer to listed third parties.

The transferring Party shall, however, notify the other Parties of such transfer and shall ensure that the rights of the other Parties will not be affected by such transfer. Any addition to the listed third parties after signature of this Alliance Agreement requires a decision of the Generally Assembly.

8.3 Dissemination

8.3.1 Dissemination of own Results

8.3.1.1 The dissemination of own Results by one or several Parties, including but not restricted to publications and presentations, shall be governed by the procedure of Articles I.8, I.9 and I.10. of the Grant Agreement subject to the following provisions.

Prior notice of any planned publication shall be given to the other Parties at least 25 calendar days before the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement in writing to the Coordinator and to the Party or Parties proposing the dissemination within 15 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

8.3.1.2 An objection is justified if

- (a) the protection of the objecting Party's Results or Background would be adversely affected
- (b) the objecting Party's legitimate academic or commercial interests in relation to the Results or Background would be significantly harmed.

The objection has to include a precise request for necessary modifications.

8.3.1.3 If an objection has been raised, the involved Parties shall discuss how to overcome the justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication); the objecting Party shall not unreasonably continue the opposition if appropriate measures are taken following the discussion.

The objecting Party can request a publication delay of not more than 45 calendar days from the time it raises such an objection. After 45 calendar days the publication is permitted, provided that Confidential Information of the objecting Party has been removed from the Publication, as indicated by the objecting Party.

8.3.1.4 Any publication documents after approval by journals or other publication services shall be sent to the Project Coordinator in order to attend to the Parties obligation with the Funding Authority.

8.3.2 Dissemination of another Party's unpublished Results or Background

For the avoidance of doubt, a Party shall not include in any dissemination activity another Party's Results or Background without obtaining the owning Party's prior written approval, unless they are already published.

8.3.3 Cooperation obligations

The Parties undertake to cooperate to allow the timely submission, examination, publication and defence of any dissertation or thesis for a degree which includes their Results or Background subject to the confidentiality and publication provision agreed in this Alliance Agreement.

8.3.4 Use of names, logos or trademarks

Nothing in this Alliance Agreement shall be construed as conferring rights to use in advertising, publicity or otherwise the name of the Parties or any of their logos or trademarks without their prior written approval, with the exception of activities inherent to milestones, dissemination plan and deliverables.

In this section, reference is made to Annex II of the Grant Agreement.

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Minutes of General Assembly

Meeting Type: General Assembly

Date: 10/02/2022

Time

Organized by: Odisee



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WIAB	Heidemarie Müller-Riedlhuber
MUG	Regina Roller-Wirnsberger

INTRODUCTION

The meeting start in time.

The agreed agenda has been respected.

MEETING MINUTES

Project Gantt

		nov-20	dic-20	gen-21	feb-21	mar-21	apr-21	mag-21	giu-21	lug-21	ago-21	set-21	ott-21	nov-21	dic-21	gen-22	feb-22	mar-22	apr-22	mag-22	giu-22	lug-22	ago-22	set-22	ott-22	nov-22	dic-22
	Lead Partner	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26
WP3	SI4LIFE																										
Task 3.1	SI4LIFE																										
Task 3.2	SI4LIFE																										
Task 3.3	SI4LIFE																										
WP4	MUG																										
Task 4.1	MUG																										
Task 4.2	MUG																										
Task 4.3	MUG																										
Task 4.4	SI4LIFE																										
WP5	ODISEE																										
Task 5.1	ODISEE																										
Task 5.2	SMCA																										
Task 5.3	MUG																										
Task 5.4	MP																										
Task 5.5	ITS-BACT																										

WP4 – T4.1 Platform

Task 4.1: Design and development of an educational toolkit platform – leader MUG (M13-M20) (Nov 21 – Jun 22)

Design and development of an EDUCATIONAL TOOLKIT PLATFORM that helps to implement and conduct:

pilot courses in WP5

Teacher training in T4.3

The platform will be multilingual and will provide multilingual courses held in (English, Dutch, Italian, Portuguese and German).

Task leader is MUG, the other pilot coordinators (ODISSEE, MP, SCMA, ITS-BACT) will participate in the target audience and needs analysis as well as in the development of the online courses' outline.

Deliverables:

Deliverable 4.1.1: Educational toolkit platform description (M16) (Feb 22)

Deliverable 4.1.2: NECTAR Educational toolkit platform implemented (M20) (Jun 22) – Milestone 4

Platform “furnished” with teaching toolkit is planned for M24 – Oct 22 in T4.3

WP4 – T4.2 Learning materials and guides for teachers

Task 4.2: Design of materials enabling advanced teaching and learning – leader MUG (M16-M22) (Feb 22 – Aug 22)

- a. Conceptual design and development of materials for the educational toolkit platform.
- b. Design of storyboards and texts for the learning modules/videos
- c. Development and preparation of supporting information material (learning material and lesson plans) for the online courses
- d. Development of additional material: guidelines for teachers implementing the curriculum (teaching toolkit)

Task leader (MUG) together with pilot-leaders (ODISSEE, MP, SCMA, ITS-BACT) will be actively involved in the design of training materials. In this task materials will be designed in English; then they will be translated in English, Dutch, Italian, Portuguese and German in T4.3.

SI4LIFE will be responsible for the development of lesson plans and guidelines for teachers.

Deliverables:

Deliverable 4.2.1: Guidelines for teachers for curriculum implementation (M20) (Jun 22)

Deliverable 4.2.2: Module storyboards and texts (M22) (Aug 22)

WP4 – T4.3 materials implementation

Task 4.3: Open Contents implementation – leader MUG (M19-M24) (May – Oct 2022)

- The materials developed in task 4.2 will be:
- Translated into 4 languages (Dutch, Italian, Portuguese and German); finalized (edited)
- and technically implemented.

Translations will be managed by MUG, RL, UALG and ODISEE.

The teaching toolkit will be processed in a way to ensure its dissemination and exploitation in a user-friendly way. Graphical editing, final design and embedding will be managed by MUG with the support of all partners in the WP.

At M24 the e-learning platform will be released in order to start the pilots. It will be “furnished” with the:

- “teaching toolkit”, i.e. a collection of documents supporting the knowledge transfer process by considering different teaching approaches/methods and relevant pedagogical concepts
and with the Multilingual Open Contents developed in this task.
- Deliverable 4.3. – Teaching Toolkit and Multilingual Open Contents (M24) (Oct 2022)

WP4 – T4.4 pilot teachers training

Task 4.4: Pilot teachers training and participatory creation – leader SI4LIFE (M21-M25) (Jul – Nov 2022)

M21 (Jul 22) will be used to design the course

The course will be carried out in M22-M24. (Aug- Oct 2022)

M25 (Nov 2022) will be used to evaluate the training course and to write down a report about the experience of the pilot teachers training.

Through the E-learning platform, teachers of the pilots will be trained to the use of the plans delivered in T4.3 and will be fostered to instantiate them in specific activities which will be implemented in pilot courses. Then they will be introduced to the educational toolkit platform, the teaching toolkit as well as the guidelines for curriculum implementation.

Deliverables:

D4.4: Report on pilot teachers training and participatory creation (M25) (Nov 2022)

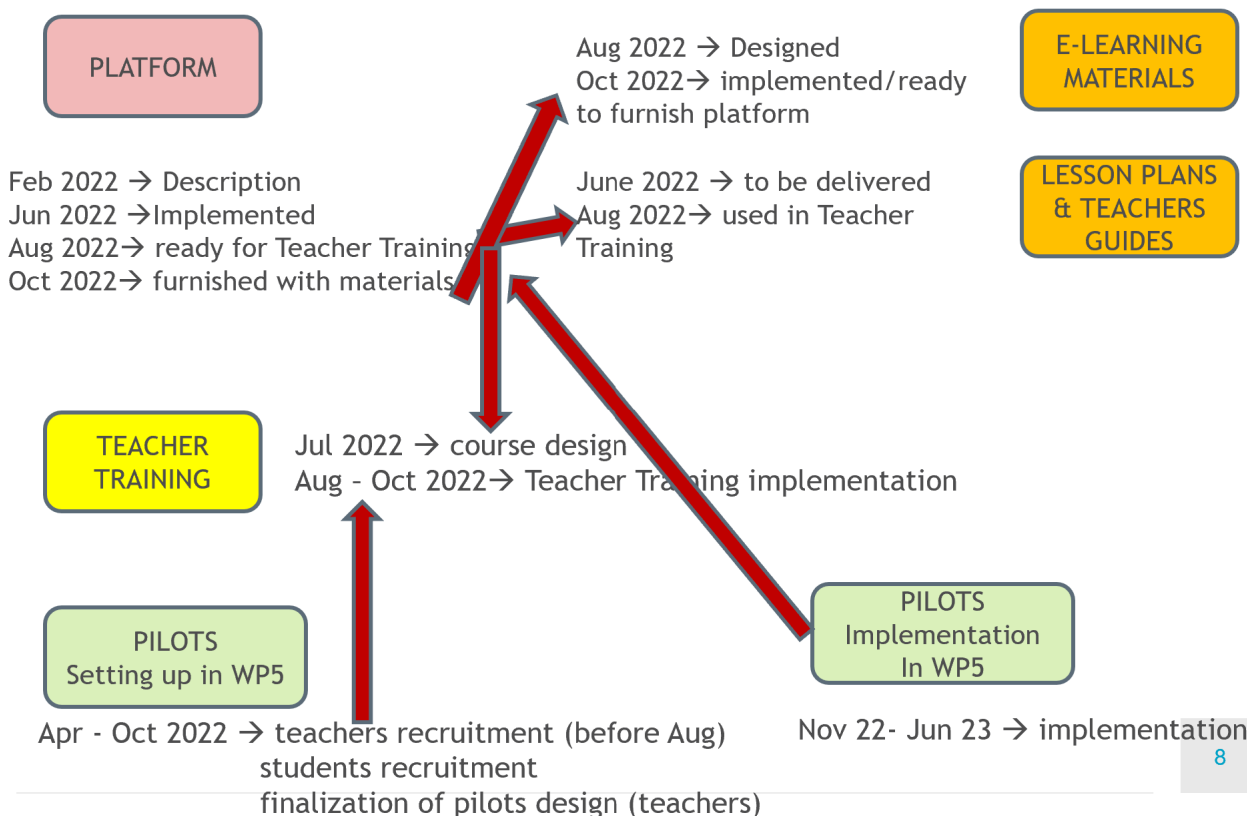
WP5 – Pilots implementation

		nov-20	dic-20	gen-21	feb-21	mar-21	apr-21	mag-21	giu-21	lug-21	ago-21	set-21	ott-21	nov-21	dic-21	gen-22	feb-22	mar-22	apr-22	mag-22	giu-22	lug-22	ago-22	set-22	ott-22	nov-22	dic-22
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WP5	ODISEE																										
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Task 5.4	MP																										
Task 5.5	ITS-BACT																										

Although the WP will span from M18 to M32, in the workplan of the project:

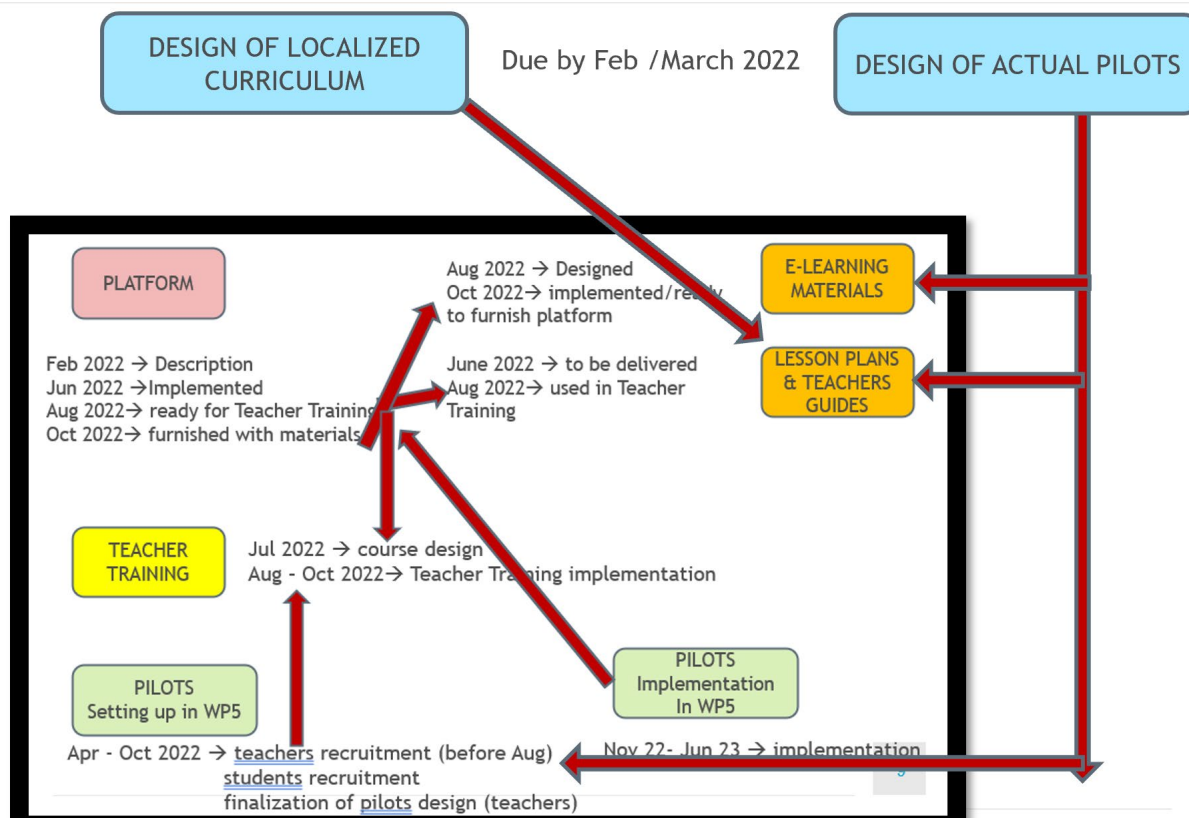
- from M18 to M24 (Apr – Oct 2022) will take place teacher recruitment, students recruitment, validation of prior learning and other activities preliminary to the actual implementation;
- pilots will be implemented from M25 to M32 (Nov 2022 – Jun 2023), when the main results of WP3 and WP4 (such as the e-learning platform and Open Contents) have been delivered as an input for WP5.

Overall relations wp4/wp5



8

Impact of the delay in T3.3



Possible solution to the delay in T3.3

DESIGN OF LOCALIZED CURRICULUM

This means filling in the **FLEXIBILITY TOOL**
Filled in PILOT COORDINATORS by FEB 28th
Check and final version by March 15th

DESIGN OF ACTUAL PILOTS

This means filling in the **COURSE SYLLABUS**:
IT IS STRUCTURED IN 2 PARTS:
- ONE MORE GENERAL
- ONE DESCRIBING THE TEACHINGS (to be described by teachers → so we need to select teacher before (Aug 2022))

Proposal PART 1: By April
Part 2: By Sept /Oct 2022 → effort in WP5

A meeting can be planned as soon as possible T3.3/T4.2

We can define:

- Topics for lesson plans
- LO targets by e-learning

Based on:

- Flexibility table
- LO implemented by each pilot
- Tricky/innovative LOs



Aug 2022 → Designed
Oct 2022 → implemented/ready to furnish platform

E-LEARNING MATERIALS

June 2022 → to be delivered
Aug 2022 → used in Teacher Training

LESSON PLANS & TEACHERS GUIDES

EDUCATIONAL STRATEGY				
Lecture (f2f or online)	Individual Study (f2f or online)	Group work (f2f or online)	Lab (f2f or online) or	Work based learning (only f2f)
YES f2f and online	YES f2f and online	NO	NO	YES f2f
YES f2f or online	YES f2f or online	YES f2f or online	NO	YES f2f
YES f2f or online	YES f2f or online	NO	NO	YES f2f
YES f2f or online	NO	YES f2f or online	NO	YES f2f