

M_APP – 4th partnership meeting

December 9th - 11st 2015 / Graz, Austria

MINUTES

List of Participants

Organisation:	Name:
P1; Auxilium (AT)	Georg Müllner Veronika Rechberger
P2; rapidrabbit (DE)	David Wulff Sarah Langheinrich
P3; FFE (ES)	Marta Palacio Lorena Corral
P4; Meath Partnership (IE)	Jennifer Land
P5; SEC (RO)	Zsófia Pál
P7; Karabağlar MEM (TR)	Uğur Çelik Şahin Özyürek Halit Aslan Yalçın Özen Erdoğan Akyüz
P8; Campus Varberg (SE)	Ulric Björck Ida Boström

Thursday, December 10th – meeting day 1

09.15 Official welcome and opening of the meeting (Auxilium)

§ Georg welcomes the project group for the final meeting in Austria.

09.30 Short report about the past project months – actual status quo of the M_APP project and open issues (Veronika, Auxilium)

Presentation attached (Annex 1)

§ Veronika sums up the tasks done since Varberg connected to the work packages and thanks the partnership for their engagement and efforts within the past project months, giving a short outlook on some small issues that are outstanding. No questions arise.

10.00 Contractual, financial and administrative issues (Georg, Auxilium)

§ Georg explains the tasks coming up concerning financial and administrative issues. There will be a factual financial audit which out of experience consumes a lot of time and is costly as well. Auxilium has the budget for that. In case it will be exceeded, the rest of the costs will be divided in the partnership in relation to the partners' budget.

§ Financial documents need to be in Graz on the 15th of January. All documentations need to be kept for five year, so until 2021. In the financial report an explanation will be needed for exceeded WP hours spent. Auxilium will provide a table with the budget and working hours from the approval and the budget and working hours spent for real. Please add your explanation where asked and send it back.

11.00 Coffee break

11.00 Work package 8 – Pilot implementation (Şahin, Karabağlar MEM)

Presentation attached (Annex 2)

- § Şahin presents the results of the pilot evaluation report, going into detail with feedback received for both parts of the split survey. No questions arise.

11.45 Dissemination, valorisation and impact (Zsófia, SEC)

Presentation attached (Annex 3)

- § Presenting the dissemination tasks and activities already done, Zsófia reminds on the documentation needed for the dissemination workshops held in all countries. As well, partners are asked to keep promoting the application, now it is available to download for free after the official release during the conference.
- § It is also reminded that dissemination reports are due, including proof documentations.

12.15 Common lunch

13.30 Work package 4 – Exploitation and sustainability (Marta, FFE)

Round table overview attached (Annex 4)

- § Marta presents the round table overview and reminds the partnership to send the missing documentation and supporting materials.
- § All issues concerning the sustainability report are completed.

14.00 Work package 4 – IPR agreements (Georg, Auxilium)

Draft of IPR agreement attached (Annex 5)

- § Going through all paragraphs of the document, Georg presents a draft version of the IPR agreements. The document will be sent out to all partners for feedback before signing.

14.30 Work package 4 – M_APP conference (Auxilium)

Conference programme attached (Annex 6)

- § As agreed during the Varberg meeting, the M_APP final conference will take place on Friday, 11th of December in English language. The conference programme contains three keynotes of invited speakers, a panel discussion with people having gained experiences through different kind of mobility actions also differing in the time spent abroad, embedded in the M_APP project and mobile and web app presentation, finishing with the official going life of the app. Afterwards a networking lunch is organised.

15.15 Coffee break

15.45 Summary and To Do list (Veronika, Auxilium)

- § Veronika summarises the last tasks that need to be accomplished until the end of the projects' lifetime. No questions arise.
- § Partners are asked to use the time and check if there are any translation issues for the web app and mobile app left.

To do list – final version

WP1: Project management		
What?	Who?	Deadline
Internal progress report IV (content development and financial report)	all partners	15/01
Snap Shot Analysis	P1	31/12
Factual findings audit	P1	29/02
Final report	P1	29/02

WP2: Quality management		
What	Who	Deadline
Distribution of peer group evaluation form	P1	15/12
Return of at least one evaluation form per organization	all partners	18/12
Peer group evaluation report	P1	31/12
External evaluation report II	P1 and external evaluator	31/12

WP3: Dissemination		
What?	Who?	Deadline
Final national dissemination reports sent to P5	all partners	07/01
Ongoing dissemination activities (incl. translation tasks and information asked for)	all partners	continuously
Dissemination workshops	all partners	18/12
Documentation of dissemination workshop sent to P5	all partners	18/12
Project newsletter IV	P1 and all partners	21/12
Dissemination article	P1	31/12

WP4: Exploitation and sustainability		
What?	Who?	Deadline
Round tables 2-3	all partners	18/12
Report about round tables 2-3 sent to P3	all partners	18/12
Final version of sustainability report	P3	18/12
Final round table report	P3	31/12
Send out draft of IPR agreement	P1	10/12
Feedback to IPR agreement sent to P1	all partners	18/12
Final IPR agreement sent out to all partners	P1	31/12
Final IPR agreement signed by all partners	P1 and all partners	15/01

WP6: M_APP development		
What	Who	Deadline
Correction and implementation of all partner languages	P2 and all partners	18/12

WP7: Recognition procedure		
What	Who	Deadline
Translation of guideline and certificate texts into partner languages	all partners	18/12

WP8: Testing, validation and mainstreaming		
What	Who	Deadline
Final pilot evaluation report (appr. 30 pages)	P7	18/12
Final version of iOS, Android and web application	P2	31/12
Final version of recognition guidelines and certificates	P8	31/12

16.30 Summary and end of the day (Auxilium)

§ It is reminded that the consortium directly meets at the conference venue the next day at 9 am.

18.00 Meeting at the hotel lobby for social programme

19.00 Common dinner

Friday, December 11th – M_APP final conference

09.00 Meeting at the conference venue

17.00 Meeting at the hotel lobby for social programme