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This project is funded by the European Union.

**Health4EU**  
**a 'Positive Health' approach**  
**for monitoring your personal health situation**  
**Agreement number 2021-1-NL01-KA220-VET-000025229**

**Minutes Online meeting 19-01-2022**

Recording of the meeting to watch if you missed or did not understand parts:

1<sup>st</sup> part - [Recordings - OneDrive \(sharepoint.com\)](#) from 1:07:00 – 1:25:20 there is a pause you can skip

2<sup>nd</sup> part - [Recordings - OneDrive \(sharepoint.com\)](#)

<b>Welcome</b>	Andre spoke a warm welcome for all participants in this meeting, there are some old friends and new contacts. Even though we have to meet online, we have a period of 2½ year to work on the outcomes and enjoy the collaboration.
<b>Introduction of the agenda</b>	Andre gave a short introduction on the agenda for this day



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<b>Short presentation partner colleges and participants</b>	All partners showed a PowerPoint and gave information about the college they are working. We have an interesting mix of VET colleges and HVET. <b>All presentations are uploaded to the Google drive</b>
<b>Introduction on the Theoretical Background of the Positive Health approach</b>	Jolanda gave a short introduction on the theory of Positive Health. This is what we will use as a basis for all the modules we will produce. All participants have made a drawing of their Spiderweb. We still have to learn more about the background and how to use this theory in our project.  <b>Jolanda will check the website and will give partners 'home work'</b>
<b>Feedback Dutch NA</b>	The application received 75 points, which is quite a good score. The NA gave tips: - create the learning materials for different EQF levels - be aware of the impact, how can we make sure the Project Results will be used in the future?
<b>Practical issues project</b>	<ol style="list-style-type: none"> <li>1. Andre has created a <b>Project Management manual</b> where the important topics can be found. This will be attached to the mail with these minutes: <b>All partners have to go through this manual. Please give feedback and fill in the part with the staff involved in this project</b></li> <li>2. All staff members involved in the project have to prove a work relationship with the project partner, when participate in meetings or to fill in a time sheet. Andre will provide a template you can use.</li> <li>3. There is no need to send boarding passes/ hotel invoices, but please keep these in your own project administration</li> </ol>



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	<ol style="list-style-type: none"> <li>4. You have to use the format of the time sheet send to you by Andre. <b>Every three months you have to send in a time sheet with the hours worked for the different Intellectual Outputs. The document is added also to the mail.</b> - the hours worked during the meetings can be added to the time sheets.</li> <li>5. There will be an online meeting for the coordinators of the project partners to discuss the logistics etc.</li> <li>6. <b>All partners need to sign a GDPR declaration, so we can use any photo or video etc. made during the meetings for social media purposes.</b> - be aware that students who participate also sign a declaration</li> <li>7. We decide to use Google drive to store our documents. Melissa has already made a Folder in Google drive. <b>All partners have to experiment so you can find your way in the drive. For HELP!!, please ask Melissa or Eirini, they are the experts</b></li> <li>8. For every physical meeting Andre will make a signature list and certificates of attendance</li> </ol>
<b>Financial Issues</b>	<p>Andre has explained the rules about the payment of the project funds 40 – 40 – 20%. All the partner contracts are signed by the partners, so the first payment will be transferred this week. The contracts have to be signed by the legal representative in Da Vinci, will be added to the folder in Teams after the signature is done. The rules for budget transfer are explained. Annex II Budget is explained</p>
<b>Dates of the meetings</b>	<p><b>Kick-off part 2 in Belgium</b>          Wednesday 6.4.2022 09.00 – 17.00          Thursday 7.4.2022 09.00 – 12.00 + online meeting with participants for TPM in Spain at 13.00 CET</p>



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	<p><b>2<sup>nd</sup> Trans National meeting in Spain:</b></p> <p>Tuesday 10.5.2022 all day  Wednesday 11.5.2022 all day  Thursday 12.5.2022 half a day</p> <p><b>3<sup>rd</sup> Trans National meeting in GR:</b></p> <p>Online meeting for participants for the meeting in Greece Thursday 29.9.2022 at 1 CET</p> <p>Meeting:</p> <p>Tuesday 11.10.2022 all day  Wednesday 12.10.2022 all day  Thursday 13.10.2022 half a day</p> <p><b>4<sup>th</sup> Trans National meeting in Belgium</b></p> <p>Online meeting for participants for the meeting in Belgium is Wednesday 16.2.2023 at 1 CET</p> <p>Meeting:</p> <p>Tuesday 7.3.2023 all day  Wednesday 8.3.2023 all day  Thursday 9.3.2023 half a day</p>
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	<p>5<sup>th</sup> Trans National meeting in Latvia October 2023          Online Meeting          Meeting:          Tuesday all day          Wednesday half a day</p> <p>Train the trainer Event in Czech Republic February 2024          4 day event</p>
<p><b>Impact &amp; Dissemination</b></p>	<p>Eirini presented a PowerPoint with the highlights of our Dissemination strategy. The presentation is on Google drive. Impact is very important so all partners have to be working on this.</p> <p>What has to be developed:</p> <ul style="list-style-type: none"> <li>- dissemination manual with all the rules and expectations</li> <li>- creating a logo, we have to launch a competition, winner will receive € 200</li> <li>- We will produce 4 newsletter, template made by students?</li> <li>- We have to make a list with the # and @ of our institutions for our social media messages</li> <li>- We need a template for our dissemination activities. Andre will send an example to Eirini</li> <li>- presentation will be added to google drive</li> </ul>



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	Eirini will come up with a plan after meeting her colleagues next week
<b>Quality management</b>	Dina gave a presentation about quality management. The presentation is in the google drive. After all the meetings we will have a survey. <b>All partners need to fill in the surveys seriously to make sure we can improve the way we work.</b> Different target groups will be included: students, teachers, coordinators
<b>Working on the content of the project</b>	Maria is giving an introduction on the work we have promised to do in the Intellectual Outputs and we have set the dates for the meetings to come
<b>End of the meeting</b>	Andre thanks everyone for their time and contribution and we hope to meet in April in Roeselare



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