Academic partnership for health improvement of youth with health disorders and special needs
UNI HEALTH

Project Kickoff Minutes

Project Name	Project Manager
Academic partnership for health improvement of youth with health disorders and special needs UNI HEALTH	Prof. Darina Zaimova Trakia University dzaimova@gmail.com +359 899807008
Date of Meeting	**Start Date of Project**
25-26 January, 2024	01/09/2023 – 31/08/2026

Partner	Attendees
Trakia University	Darina Zaimova Nikolina Naydenova Georgi Kalaidzhiev Petya Hristova Yavor Georgiev
Pavlodar State Pedagogical University	Yevgeniy Kolyev Nurbolat Alpysbay
Canakkale Onsekiz Mart Universitesi	Kemal Celik Harun Baytekin Nadya Stanoeva
Institutia Invatamint Universitatead E Stat Din Comrat	Curteva Oxana Polevaia-Secareanu Angela
Sveuciliste Sjever	Martina Mak Nikolina Hojsak
Centro Nazionale Sportivo Libertas Associazione di Promozione Sociale	Roberta Del Frate Annalisa Magni
Senergy Elemzo es Kutato Nonprofit Korlatolt Felelossegu Tarsasag	Gabor Pinter Tünde Kis-Simon
Udruzenje gradjana Osvezenje	Ana Petrovic Mira Zlatkov
Phasegrowth	Rosen Dimov

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Kick-off minutes

25th – 26th January, 2024

Project Background	**Consortium introduction** – partners' presentations and tour de table **UNI HEALTH overview** - Project rationale and motivation, innovative approaches and expected results "Academic partnership for health improvement of youth with health disorders and special needs" - UNI HEALTH, has been introduced via the main questions towards: All partners presented their organisations: • Trakia University • Pavlodar State Pedagogical University • CANAKKALE ONSEKIZ MART UNIVERSITESI • INSTITUTIA INVATAMINT UNIVERSITATEAD E STAT DIN COMRAT • SVEUCILISTE SJEVER • Centro Nazionale Sportivo Libertas Associazione di Promozione Sociale • Senergy Elemzo es Kutato Nonprofit Korlatolt Felelossegu Tarsasag • Udruzenje gradjana Osvezenje • Phasegrowth OÜ UNI HEALTH strategy and approach are identified as: • Healthy lifestyles, social adaptation, psychological support, the development of physical qualities and increasing of health' level of young people with special needs and other health problems aged 17-25 years old. • Cooperation with local authorities, academia, nationally representative organizations, as well as with leading European universities and organizations in the field of UNI HEALTH.

	• Education in educational qualification degrees "bachelor" and "master" and educational and scientific degree "doctor". • Transfer of knowledge and promotion of activities and results. The structured short-term priorities refer to: • Improvement of the physical and psychological state of children participating in the project due to the inclusion of healthy lifestyles in joint activities. • Interest and increased motivation when involving young people with special needs and other health problems aged 17-25 years old in sports. • Integration of young people with special needs and other health problems aged 17-25 years old in social and communicative relations with society through the organization of sport activities. Long-term positioning of the UNI HEALTH aims at: • Increase the level of health of young people with special needs and other health problems aged 17-25 years old through the formed positive relation to sport. • Stakeholders' involvement to acquire experience in the social sphere and in the work with young people with special needs and other health problems aged 17-25 years old. Target intervention areas refer to: • Effective teaching -> learning process • Bringing community together – health-soc risks and mitigation strategies • UNI HEALTH and the stakeholders – how to maximise results • UNI HEALTH implementation and dissemination plan

Project Scope	**UNI HEALTH in details -** description of the project work, including the WPs and work plan and project budget. UNI HEALTH work breakdown is:

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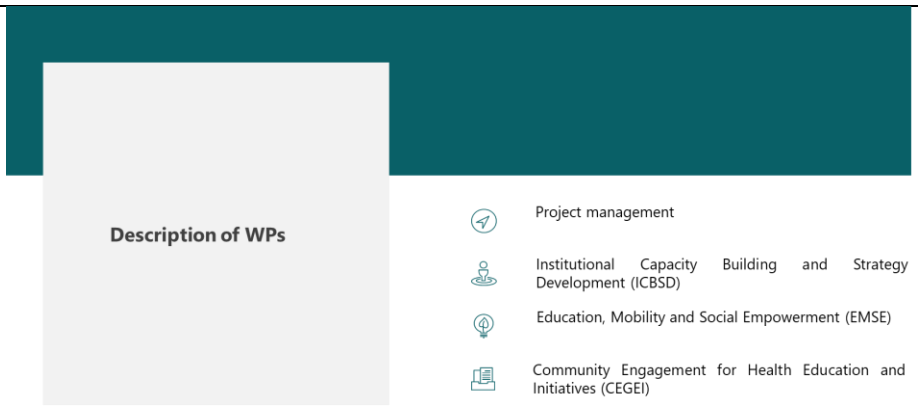

UNI HEALTH correlation between outcomes and planned activities is presented as follows:

Outcome	Activity & tasks
Outcome 1: Strengthened capacity, improved access and better utilisation of knowledge	Activity 1.1.: Skill-gap analysis and key performance indicators to identify the existing situation and development potential; Activity 1.2.: Capacity-building (preparation of training materials/guides/toolkits, training sessions, short-term exchanges and study visits) Task 1: Actors/ target groups identification and involvement Task 2: Project based variables identification
Outcome 2: Pilot training and methodology on social adaptation through sport	Activity 2.1.: Development of new training approaches and pilot training sessions adapted to the local and regional context; Activity 2.2.: Develop framework to identify, assess and prioritise adaptation strategies and approaches. Task 1: Advance methodological understanding and practice

		Task 2: Develop capacity-building training programme
	Outcome 3: Suitable environment and practice for social adaptation and in-game creativity	Activity 3.1.: Organising and implementing regular training sessions; Activity 3.2.: Develop diagnostic measurement system to improve training components; Activity 3.3.: Cooperation with other EU projects for sharing experience and assistance. Task 1: Training sessions Task 2: Diagnostic measurements Task 3: Psychological support in the form of: conversations, observation and educational games
	Outcome 4: Results-based monitoring and evaluation system	Activity 4.1.: Regular reporting and monitoring of the results from the training sessions; Activity 4.2.: Analysis and improvement of the training methodology. Task 1: Establishing key process improvement indicators Task 2: Evaluation and analysis

Project Timeline	**UNI HEALTH timeframe -** project deliverables chronologically on a timeline, and the roadmap for the project.

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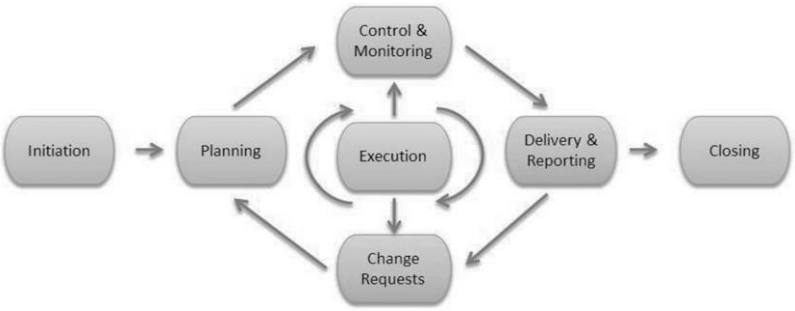
Roles and Responsibilities

UNI HEALTH work plan - roles and responsibilities for everyone on the project team (presentation by each WP leader)

WP 1 Project management & Implementation



Project Details

Technical performance of work plan and WPs

Regular communication

Monitoring and control

Risk mitigation

Project Development

Decision-making bodies:

1. Management Committee;
2. Finance & Risk Assessment Committee;
3. Quality Management Committee.

Consortium meetings:

1. Pre-kickoff meeting (virtual);
2. Kick-off meeting (BG);
3. Mid-term meeting (virtual);
4. Final meeting.

WP 2 Institutional Capacity Building and Strategy Development (ICBSD)

Capacity Analysis, Capacity Strategy and Framework	Trakia University	Capacity Analysis Capacity Strategy and Framework
UNI HEALTH Action Plan	Pavlodar State Pedagogical University	Capacity and Competence Development Strategy Analysis & Strategy and Action Plan development
Competence and Infrastructure Framework	Institutia Invatamint Universitateade Stat Din Comrat	Competence and Infrastructure Framework ICT Infrastructure development and implementation

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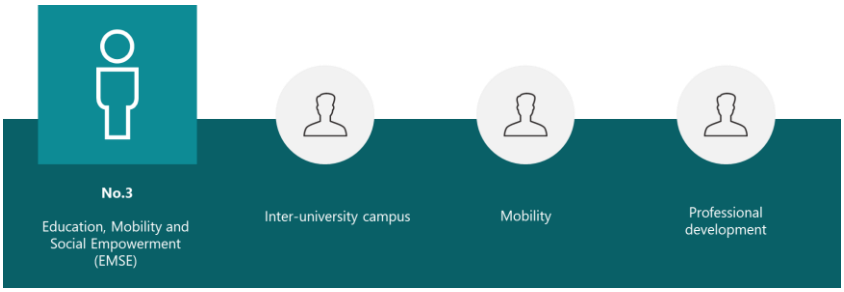
WP 3 Education, Mobility and Social Empowerment (EMSE)

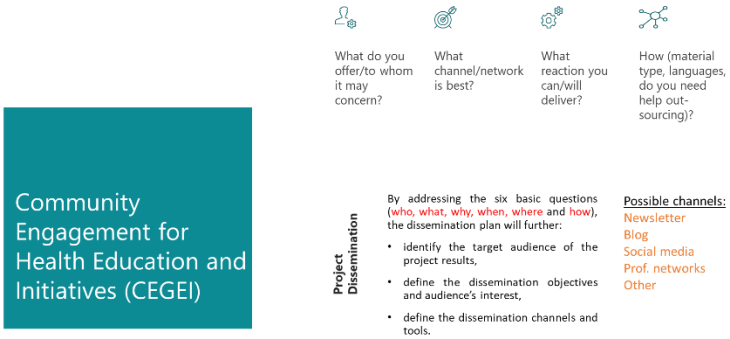


The overall idea for a UNI HEALTH inter-university campus is to ensure internationalization, innovation and technology transfer and training; mobility to students, teachers, researchers; professional development (mentorships and internships).

The sustainable contribution through UNI HEALTH will be along five lines:

- by co-defining the curriculum and by the determining the content of structured training at schools and workshops;
- by developing of novel integrated forms of training like the summer/ winter schools, short-term exchanges, internships;
- via co-shaping the directions of research toward better recognition of the needs of real sector;
- and, finally, by establishing new partnerships with academic participants that will hold long beyond the time scope of the UNI HEALTH, shaping future development of the education and training, research and life-long learning in complex systems at our universities.

WP 4 Community Engagement for Health Education and Initiatives (CEGEI)



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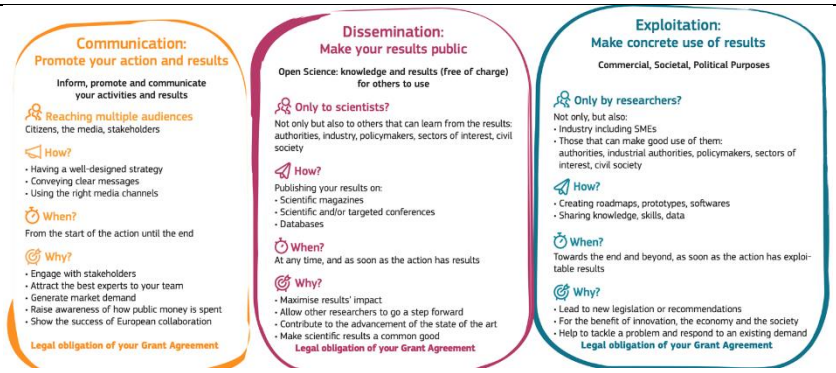

Main dissemination and communication activities proposed:

- Dissemination, Exploitation and Communication Plan (DECP)
- Visual identity – branding
- Communications channels (Website, Twitter, LinkedIn)
- Designing promotional materials (power point presentation, brochure, roll-up, videos, etc)
- Newsletters
- Creation of online campaigns
- Press releases and story telling
- Scientific publications (OPEN ACESS)
- Participation in thematic events
- Organisation of workshops in pilot sites and webinars
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26th January, 2024

10:30 – 14:00

Methods and Tools	**UNI HEALTH** project management methodology The objective WP 1 is to ensure compatibility between the specified objectives, the established budget and the timeframe for the implementation of the project, as well as to provide efficient monitoring and control of the achievement of the long-term strategic objectives of the UNI HEALTH, after the project completion. We will develop Management plan to the benefit of the participating partners and to direct performs of the work packages planned. It sat out specific rules, obligations, coordination mechanisms, control, monitoring and risk management prescriptions. We followed clear procedures, standards and strategies, for ensuring high quality of the performance of the planned work, as well as mutual subsidiarity, transparency, monitoring and control with respect to the proper and accurate performance and fulfilment of the defined roles and obligations in the achievement of the outcomes of the planned activities. Monitoring and evaluating activities took place during each work package and intellectual output process, multiplier event, and training; transnational project meeting. The general project management (including consortium/ transnational project meetings, internal communication activities, and financial management); ensured the quality of the consortium in terms of partners' active and effective participation. Monitoring was designed to assess to what extent project activities follow the work plan and the timetable, and to ensure horizontal coherence of the network, identifying overlaps between ongoing works or potential collaborations between work packages. All project activities and outputs were subject to regular evaluation (every 6 months), involving in the evaluation process quantitative and qualitative components. With respect to the budget control the following rules will be operationalised: 1. The list of planned activities matches the list of project budget and cost allocation for each activity (e.g. management, implementation, transnational project meetings, intellectual output, multiplier events, travel, individual support);

	2. Consistency between the Financial Reports and the Project Reports. For instance, for each completed activity there is a projected budget and a spent budget; 3. All the members abide to the Consortium/ Grant Agreement and are prepared to monitor and regulate the financial expenses of each partner; 4. A consistent review of all the expenses and discrepancies are justified and explained. Each partner sat up an internal procedure for the administrative and financial management of the project. The accounting teams in each UNI HEALTH partner supported the management of the cash flows, the preparation and maintaining of the financial and accounting documents and reporting. They were directly responsible for the timely preparation of the financial reporting documents and the payment requests, in accordance with the requirements of the grant agreement.

Risk Management	**UNI HEALTH** risk mitigation strategy Monitoring at UNI HEALTH is defined as a standard part of the quality management cycle with the following objectives: • assess the implementation of successful project management strategies (legal aspects, regularity and sound financial management); • provide advice and support to the partners from both operational and financial perspectives; • monitor the correct execution of the projects, in line with the operational and financial plans; • identify any potential problems during the project implementation; • identify best practices and lessons learned, and demonstrate the European added value of the Erasmus + Programme. This process was aligned with the established reporting procedures within UNI HEALTH: • Internal reporting mechanism: Monthly report, submitted by each project member to his/ her home organizations; Quarterly report, submitted by each beneficiary to the coordinator. • Reporting to the Agency: Monitoring Report; Interim Reports, and Final Report.