SAFETY

simulation for medical practice

SIMULATION APPROACH FOR EDUCATION AND TRAINING IN EMERGENCY

R7.1 Quality Assurance Plan

Deliverable: R7.1 – WP7 Quality Assurance
Official title: Quality Assurance Plan

Authors and Contributors

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Statement of originality

This deliverable contains original unpublished work, except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation, or both.

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Summary

1. EXECUTIVE INFORMATION

This document addresses the Quality Assurance of the **SAFETY Project**. The main aim of the Quality Assurance Plan is to describe the mechanism that will be used throughout the project to ensure the quality level of the project results and milestones. This plan also summarizes what must be achieved by the project, with the aim of helping all the partners in the procedures related to management and quality control.

This is also a guide for Project Coordinator (UniFg) and for partners, to clearly identify responsibilities, tasks, main deadlines.
In the Annex to this document all the WPs are summarized and presented in a practical version, all the expected results are clearly listed and all the tasks (for each partner) are carefully described.
This plan is strictly connected to the Project Management activities (WP6) and the Project Evaluation (WP8).

2. GENERAL INFORMATION

2.1 Quality Policies

- Compliance of each result, deliverable and milestone to the Work Plan, Grant Agreement and approved budget;

- Respect of deadlines and agreed schedules for activities and Results delivering (all the Results that were stated as Public in the application form);

- Each partner shall be aware of its tasks and responsibilities; each person involved in the project shall be aware of his/her duties. All the responsibilities and duties are detailed in this document;

- Results shall be checked and reviewed before delivering them (or publishing them on the project website) by UniFg and ValueDo. In the case of ML3, it will follow a specific procedure described at §2.2;

- Each partner shall record all the activities performed during the project through the Quarterly Report. ValueDo will remind to all the partners the deadline in advance.

- Minutes will be taken during all the Meetings and web calls by ValueDo.

- All Dissemination and Exploitation activities will be based on the "Dissemination and Exploitation Strategy" and all the activities will be recorded by each partner.

- In the case delays or quality problems will occur, they will be reported as soon as possible to ValueDo, that will deal with them with the support of UniFg.

2.2 General Quality Indicators:

To check the quality of WP activities, milestones and process the main performance indicators will be:

- Observance of the activity plan and deadlines (to be checked through the detailed GANTT);

- Relevance of the outcomes;

- Achievement of the goals and objectives;

- Adjustment procedures.

These indicators will be adopted for all the WPs and milestones. They will be checked through the **Quarterly Report.**

3. EXECUTION OF WORK PACKAGES AND QUALITY OF RESULTS

3.1 *Respect of WPs Deadlines*

Objective: Control of WP activities against deadlines.
All the partners can find in the Quarterly Report prepared for each period the list of all the WPs, stating the planned start and end date for each Task. Partners are asked to indicate in the Quarterly Report the actual start and end date, to monitor the respect of the deadlines indicated in the GANTT.

3.2 *Quality of results*

Objective: Effective and consistent control of internal Results, ensuring high overall quality of contents, timely delivery and a uniform layout.
The Results expected for the project are listed in the Annexes to this document. Partners can find there a short description of them, the name of the main author (or author), the planned start and end date.
To monitor the activities performed to complete the results, the author is asked to state in the **Quarterly Report** the percentage of results completion (in case the result is not completed yet, the author is asked to provide information about the state of the work carried out; in case the result is completed, partners are asked to fill in the indicators provided). All the partners can comment on this.
In addition to that, each result will be checked by the Quality Assurance Manager according to the following check-list to ensure the quality of it:

Quality Indicator	Reference

Accordance with the objectives	• Description of Work (application) • Detailed description of the WP in the QAP
Respect of the templates and Visual Identity	• Visual Identity Rules (detailed in the Dissemination and Exploitation Strategy)
The result is clear and understandable	• Current language (English) • Correct document structure • Correct use of pictures, tables and diagrams • Clear distinction between body text and annexes
The result is complete	Content check covering: • Missing parts • Non-existing references • Topics not covered • Unclear arguments

3.3 Tool: quarterly report

Objective: keep track of all the activities performed during the reporting period
Interim and Final Reporting will be based on **Quarterly Reports** delivered by each project Partner, on the template that ValueDo will draft for each period.
The quality assurance procedures are based on two tools:

1) QR_WP and Results quality

2) QR_Activities description and partnership evaluation

Here below the instruction about how to use the two tools:

1) QR_Activities description and partnership evaluation (.doc):

It contains information about the overall activities conducted by each single partner and an evaluation on communication and collaboration within the partnership.
Instructions to use it:
- the template document that each partner is asked to complete is stored in Google Drive – WP7 Folder (Activities description and partnership evaluation)
- copy the template document
- fill in the document
- send it completed to **aleguadagni@gmail.com** and **giuditta@valuedo.eu**

2) Quarterly Report_WPs and Results (Google Spreadsheet):

This file will be on Google Drive as spreadsheet, so to allow all the partners to modify it freely. It contains:
a. WP Section (one for each WP carried out in the quarter):

- o *WP Leader* will provide information on the specific activities carried out within the WP.
- o In case there are different Task Leader, the **WP Leader** is responsible for getting information by each Task Leader and reporting.
- o *All the partners* are requested to give feedback, if any, on the sections filled in by the WP Leader.
- o Some sections (on problems experienced and expected) are compulsory for *all the partners.*

b. **Results section (one for each Result expected in the quarter):**

- o *QA Leader* will insert the expected start and end date for each result, as declared in the application form.
- o *Result Responsible* will declare actual start and end date and can give feedback on the project result preparation (if any).
- o *Result Responsible* will declare the percentage of completion of the result and can comment on it
- o If the result has reached the 100% of completion within the WP, **all the partners** will be asked to answer to same evaluation questions. The number of questions will change according to the results (the number of 3 questions in the template is random).

Lead partner for both WPs and Results are asked to insert their information before the other partners, so to allow them to comment on this.

The Interim and Final Reports will be prepared according to all partners' contributions collected through the QRs on the progression of activities. UniFg will meticulously check the documents and will deliver them in due time to the European Commission. The Interim Report should be delivered by May 2022 (one month after the end of the 18th month of the project), while the Final Report should be delivered two months after the project end (expected in October 2023).

The deadlines for the delivery of QRs are listed here below:

Number of the QR	Deadline
1st QR:	08.02.2021
2nd QR:	07.05.2021
3rd QR:	09.08.2021
4th QR:	08.11.2021
5th QR	07.02.2022
6th QR	09.05.2022
7th QR	08.08.2022
8th QR:	07.11.2022
9th QR:	06.02.2023
10th QR:	08.05.2023
11th QR:	07.08.2023

12th QR:	06.11.2023
LAST 4 months	11.03.2024

ValueDo will recall all the partners the deadlines.

Dissemination Report: each partner will be responsible of keeping track of Dissemination Activities. DRs are not periodical but triggered by any actual dissemination activity performed. Despite this, in the Quarterly Report all partners are asked to describe shortly the dissemination activities performed. For more information, please check "Dissemination and Exploitation Report".

3.4 *Evaluation of the Milestones*

Objective: ensure the quality of the MLs.

Evaluation questionnaires referring to methodologies, indicators, etc. will be based on the fulfillment of the following macro-indicators:

The evaluation of all the MLs will be conducted by the partners through the **Quarterly Report.**

MILESTONES	INDICATORS			MAIN AUTHOR
ML1: Training need assessment	Participants from the different target groups selected basing on clear criteria	The target groups have been reached with an acceptable dimension of samples for in-depth analyses	Data collection through the identified methodologies and their analysis have been accomplished	HUBc
ML2: Training Needs Analysis	Participants representing target groups have been selected in order to ensure the maximum degree of representativeness	Targets have been reached with samples and questions of acceptable number and quality to perform an adequate in-depth analysis	Data collection through surveys and in-depth analysis have been performed	UniFg
ML3: Body of Knowledge	Training needs identified have been properly included into the designing framework for Emergency Courses	Clear identification of the technical specifications for reshaping Courses in Emergency	Adaptability of the BoK's provisions in all partner contexts	UniFg + EXT. EXPERTS

ML4: Designed and prototyped program architecture and training material	Fully adoption of the framework and technical specifications described in the BoK	Fully adoption of the agreed technical and pedagogical requirements	Effectiveness and efficiency of the Course (evaluation of the participants)	LMU
ML5: Prototype of the e-learning modules	Fully adoption of the framework and technical specifications described in the BoK	Target groups reached with expected quantity in the pilots	Pilot Actions fully delivered in accordance with quality assurance criteria	EICD
ML6: SAFETY training material for exceptional situations	Fully adoption of the framework and technical specifications described in the BoK	Fully adoption of the agreed technical and requirements developed in WP4	Effectiveness and efficiency of the Course (evaluation of the participants)	HUBc

In addition to that, according to WP8, the three Milestones listed below:

ML3 will be evaluated by external partners through a person/virtual interview on a specific semi-structured questionnaire.

3.4.1 Internal Evaluation
All three milestones presented above will be evaluated by the project partners through the internal evaluation **questionnaire for partners(R8.1).**

3.4.2 EXTERNAL Evaluation on ML3 and ml6

ML3 will be also object of an external evaluation. External professionals will be appointed for an impartial and specialist evaluation of the milestones. The external evaluation will be outsourced to ensure objectivity and ensure that significant evaluative work does not divert partners' attention away from core activities. WP8 Leader, with the support of UniFg, will select a short list of 6 Independent evaluators, among which 3 will be selected by the Steering Committee, in the composition provided in the QAP (R7.1).

At least 2 external evaluators will be asked of giving their opinion on ML3 through a person/virtual interview on a specific semi-structured questionnaire that will be created by WP8 Leader.

Finally, the WP Leader will collect the questionnaires and will elaborate a specific report concerning feedbacks to be included in the Overall Evaluation Report (R8.2).

3.5 Management of Deliverables and Document Storage

All the results will be stored in Google Drive, in a Folder titled "SAFETY_Official Folder". In order to add new staff members to the Folder, please contact ValueDo staff: Alessandro Guadagni, aleguadagni@gmail.com and Giuditta Pasta, giuditta@valuedo.eu

The folder is structured as follows:

- 0. Official documents
- 1. Preparation (WP1 and WP2)
- 2. Implementation (WP3, WP4 and WP5)
- 3. Management (WP6)
- 4. Quality Assurance and Evaluation (WP7 and WP8)
- 5. Dissemination and Exploitation (WP9)
- 6. Project meetings

All the documents stored on the hosting tool can be classified as below:

DOCUMENT CATEGORIES:

a. Result (Final version)
b. Result (drafts and review versions)
c. Quarterly Report (one folder for each partner)
d. General Dissemination Materials (common to the partnership)
e. Partner Dissemination Material
f. Meetings and Web calls Minutes
g. Pictures
h. Public conference presentations
i. Templates

TEMPLATES AVAILABLE ON THE STORAGE:
- Templates for .doc and .ppt documents are available in WP9 Folder
- Quarterly Report (.docx file and Google Spreadsheet)
- Physical and Virtual Meetings Agenda and Minutes (.docx file)
- Dissemination Activity Report (.xlsx file)
- Document for keeping track of dissemination activities (soon available)
- Time Sheets (.xlsx file)

When validated the project documents and results will be stored in the private section in the SAFETY website.

Documents delivery process

All the project documents/results will be managed and delivered according to the WPs Responsibilities flowcharts (Annex 1) that identify the role of partners in the execution of each task to be performed in order to release the documents/results.

When in progress all the documents should be uploaded as "Google Doc" or "Google Spreadsheet". These formats will allow the partners to modify the texts freely. **N.B. always edit the texts with track change on, as for allowing the author of the documents to see what and by whom the changes were made!**

Documents delivery and upload must be acknowledged to all the partners involved in the specific result, and in particular to the contact persons indicated in section §4.

3.6 Financial Management

According to the rules of the Knowledge Alliance program, the Financial Reporting will be based on the Time Sheets. Staff will be paid on the basis of unit cost rates.

Time Sheets shall be stored on the hosting tool every 3 month.

ValueDo will monitor the regular delivery of Time Sheets, while UniFg is in charge of the overall management of financial issues.

Number of the FR	Deadline	Reporting Period
1nd FR:	08.02.2021	Nov20-Jan21
2th FR:	07.05.2021	Feb21-Apr21
3th FR:	09.08.2021	May21-Jul21
4th FR:	08.11.2021	Aug21-Oct21
5th FR:	07.02.2022	Nov21-Jan22
6th FR:	09.05.2022	Feb22-Apr22
7th FR:	08.08.2022	May22-Jul22
8th FR:	07.11.2022	Aug22-Oct22
9th FR:	06.02.2023	Nov22-Jan23
10th FR:	08.05.2023	Feb23-Apr23
11th FR:	07.08.2023	May23-Jul23
12th FR:	06.11.2023	Aug23-Oct23
Last 4 months	11.03.2024	Nov23-Feb24

Instructions:

All the Timesheets should be uploaded by the deadline in each partners' Google Drive Folder or sent to both UniFg and Valuedo. In case of upload on Google Drive, the Financial

Responsible for the partner should inform ValueDo and UniFg that the timesheets are uploaded.

Valuedo will check the timesheets under a formal point of view, for ensuring that no formal mistakes were made. When checked, ValueDo will communicate to the partners if there are suggestions/modifications. If any (or when ready) the partner should upload the final version of the Timesheet in .pdf format with signatures of the Legal representative and stamp of the organization.

Financial information (such as contracts, proof of payments, pay slips, etc.) should be sent just to UniFg as Lead partner and should never be uploaded on Google Drive.

3.6.1 Grant Transfers

As presented in the Partnership Agreement all the partners signed, the rules related to the payments are the following. The partners will receive their grant in 3 instalments of 40% - 40% and 20% (balance) of the maximum amount specified in article 5.2 according to the following schedule:

- **First instalment** amounting to 40% of the total partner's grant value will be transferred once the Coordinator has signed the Grant Agreement and received the first pre-financing instalment from the Commission
- **Second instalment** The Coordinator will transfer the second pre-financing instalment corresponding to the 40% of the total estimated Erasmus+ grant contribution to the respective account of each beneficiary after receipt from the Executive Agency without unjustified delay provided the following conditions**:**
  - the beneficiary has duly filled in and provided in due time the contributions to the reports, both narrative and financial;
  - the coordinator has checked, monitored and verified the above-mentioned contributions to the report;
  - The coordinator has monitored and verified that the Party has contributed to an efficient and effective implementation of the Project for the period concerned as set in the GA;
  - The Party is not a Defaulting Party;
  - at least the 70% of the First pre-financing instalment has been used up;
  - the Commission has approved the Progress Report on the implementation of the Action on the activities performed in the first 18 months of the project;
  - the Commission has transferred the second pre-financing installment to the Coordinator.

- Balance will be transferred after the approval of the Final Report by the EACEA and it will be calculated according to the amount of the eligible expenses approved by the EACEA, if all the above-mentioned conditions are respected

- All the installments will be done upon the proof of having spent at least 70% of the previous installment.

3.7 Project Meetings

Seven project Meetings will be held during the two years, according to the GANTT. If necessary, more meetings could be organized in any moment.

- **PM1 - Kick Off Meeting (M1).** In Foggia (Italy - university venue), to present the action plan, management tools, Quality Assurance Plan and plan the first activities to be done in WP1, brainstorming on WP2. All the partners will participate. *[Due to COVID19 restrictions the meeting took place online, in 4 different sessions]*

- **PM2 - Preparation activities revision Meeting (M6).** In Barcelona (Spain – university venue), to check the status of the work in the ongoing WP1 and WP2, revising the outputs prepared so far and planning the last activities of the preparation phase. All the partners will participate.

- **PM3 - SAFETY course Planning Meeting (M11).** In Stavanger (Norway - university venue), to go back over the achievements of WP1 and WP2, to define the pedagogical and technical criteria for the development of the blended course, to go into details of the topics to develop. All the partners will participate.

- **PM4 - Training materials revision Meeting (M16).** In Munich (Germany – university venue): the partners will discuss about the e-learning modules elaborated so far, will exchange in working groups on how to develop the existing materials, that should be completed by the following 6 months. Only University partners will participate in person in this meeting.

- • **PM5 - SAFETY course Implementation Meeting (M21).** In Coimbra (Portugal – company venue). The main purpose of the meeting will be the final revision of the training materials and the planning of the training course discussion. All the partners will participate.

- • **PM6 – Exceptional modules planning Meeting (M27).** In Bucharest (Romania – company venue). During this meeting the partners will discuss together the main outcomes of the implementation of the project and will plan together the development of the two exceptional modules. All the partners will participate.

- • **PM7 - Close-up Meeting in Foggia (M40).** In Foggia (Italy – university venue). Partners will analyse the final project outputs and meet with associated partners and relevant stakeholders to present officially the project results and publicly engage to achieve the foreseeable outcomes after the project is finished. All the partners will participate.

In addition to these meetings, the partnership will have a monthly partnership virtual meeting. During conference calls, organized by ValueDo, the partners will have the possibility to discuss about the development of the activities, the problems encountered and the solutions to be adopted for overcoming the difficulties. These calls will also

ensure to constantly checking on project smooth progress and monitoring the execution of the due activities.

In addition to this, bilateral or multilateral tele-conferences will be organized when necessary to coordinate specific activities and the development of specific tasks, or for discussing about administrative issues.

3.8 Conflict Resolution Process

Each person involved in the project shall report any problems or serious concerns regarding the project development (related to management, progress, quality of products, etc.) or any conflict with other partners to University of Foggia as the Coordinator. The identification of any conflicts is responsibility of all project participants, which should notify disagreement to the project manager who should trigger the conflict resolution procedure, escalating to higher levels only if necessary.

Coordinator will analyze the problems and will try to find a solution at the lowest level, in an amicable way, without the participation of other partners.

If that fails, the procedure to be applied is the following:

- the Coordinator will separately contact all parties within 1 week, to identify the different viewpoints, and thus starting the "level 1". Based on a clarification of viewpoints, the Coordinator will try to achieve consensus by proposing a solution within 2 weeks. If the solution is achieved, it should be recorded in a short report; if not, no documents should be produced, and the problem escalates.

- If level 1 fails, the project manager will convene the Steering Committee within 1 week. At this level, all work will be in writing. If necessary, the Steering Committee can authorize the Coordinator to claim help from Knowledge Alliance Team.

- If level 2 fails, a special partnership meeting will be called within 2 weeks by the project manager. Partner representatives will be required to vote on the issue.

4. MANAGEMENT STRUCTURE

UniFg is Applicant and WP Management leader and is in charge of communications with EACEA/European Commission. UniFg will also play a key role to reach consensus, to guarantee an active participation of all the partners in order to ensure the smooth progress of the project.

ValueDo will be the technical support of the WP leader and will facilitate the communication and information flows within the partnership, ensuring technical assistance to them, reminding the deadlines (milestones, results, documents, meetings, etc.).

4.1 *Steering Committee*

Steering Committee (SC) is composed by one representative for each organization and it is led by UniFg. The SC will coordinate the project at the scientific and technical level and will represent the decision-making body of the project. UniFg, as the project leader, will be represented by Prof. Gilda Cinnella for all scientific and technical issues of the project. The members in the Steering Committee for each partner are the following:

Steering Committee Members		
Project Partner	**Name and Surname**	**E-mail address**
UNIFG	Gilda Cinnella	gilda.cinnella@unifg.it
HUBc	Lidia Gómez	lgomez2@clinic.cat
EICD	Daniela Filipescu	danielafilipescu@b.astral.ro
LMU	Marc Lazarovici	marc.lazarovici@med.lmu.de
UIS	Thor Ole Gulsrud	thor.o.gulsrud@uis.no
VALUE	Umberto Pascucci	umberto@valuedo.eu
INFO	Francesco Paolo Contò	progetti.infotech@gmail.com
LAE	Novella Callero	novella.callero@laerdal.com
AMC	Lukas Drabauer	drabauer@amc-online.at
TW	Pedro Pinto	pedropinto@takethewind.com
SABES	Alex Staffler	Alex.staffler@sabes.it

4.2 *QA Officers*

People in charge of the Quality Assurance for each partner are listed here below. In particular, they are in charge to provide the Quarterly Reports and to manage any requests related to quality assurance from the Project Management staff and from the QA manager.

Quality Assurance Managers		
Project Partner	**Name and Surname**	**E-mail address**
UNIFG	Lucia Mirabella	lucia.mirabella@unifg.it
HUBc	Beatriz Tena	btena@clinic.cat
EICD	Liana Valeanu	liana.valeanu@yahoo.com
LMU	Benedikt Sandmeyer	benedikt.sandmeyer@med.lmu.de
UIS	Thor Ole Gulsrud	thor.o.gulsrud@uis.no

VALUE	Giuditta Pasta	giuditta@valuedo.eu
INFO	Antonio Scrocco	antonio.scrocco@outlook.it
LAE	Angela Totaro	angela.totaro@laerdal.com
AMC	Carmen Obergrabner	obergrabner@amc-online.at
TW	Marisa Campos	marisa@takethewind.com
SABES	Alex Staffler	Alex.staffler@sabes.it

4.3 *Development and Implementation WPs Coordinators*

WP leaders will be responsible for the scientific and technical activities during their WP leaderships, in coordination with the overall management activity. All the decisions will be taken according to the Project Manager and to the appointed officers for each partner, as presented in the Flow Chart (see Annexes).

In order to guarantee a smooth execution of the tasks and an efficient communication and collaboration among the partners, the document indicates the name of the responsible for each implementation work package. They are the contact persons for the execution of the activities:

WP1 Contact person		
Project Partner	**Name and Surname**	**Email address**
UNIFG	Lucia Mirabella	lucia.mirabella@unifg.it
HUBc	Juan Perdomo	jmperdom@clinic.cat
EICD	Mihai Stefan	mihai.steph@gmail.com
LMU	Marc Lazarovici	marc.lazarovici@med.lmu.de
UIS	Camilla J. H. Normand	camilla.normand@sus.no
VALUE	Alessandro Guadagni	aleguadagni@gmail.com
INFO	Antonio Scrocco	antonio.scrocco@outlook.it
LAE	Luigi Danesi	luigi.danesi@laerdal.com
AMC	Lukas Drabauer	drabauer@amc-online.at
TW	Pedro Pinto	pedropinto@takethewind.com
WP2 Contact Person		
Project Partner	**Name and Surname**	**Email address**
UNIFG	Gilda Cinnella	gilda.cinnella@unifg.it
HUBc	Cristina Ibáñez	cribanez@clinic.cat
EICD	Liana Valeanu	liana.valeanu@yahooo.com

LMU	Marc Lazarovici	marc.lazarovici@med.lmu.de
UIS	Une E. Stømer	une.stomer@uis.no
VALUE	Alessandro Guadagni	aleguadagni@gmail.com
INFO	Antonio Scrocco	antonio.scrocco@outlook.it
LAE	Luigi Danesi	luigi.danesi@laerdal.com
AMC	Lukas Drabauer	drabauer@amc-online.at
TW	Pedro Pinto	pedropinto@takethewind.com

WP3 Contact Person		
Project Partner	**Name and Surname**	**Email address**
UNIFG	Lucia Mirabella	lucia.mirabella@unifg.it
HUBc	Cristina Ibáñez	cribanez@clinic.cat
EICD	Cosmin Balan	cosmin13mara@yahoo.com
LMU	Marc Lazarovici	marc.lazarovici@med.lmu.de
UIS	Nina Vatland	nina.vatland@uis.no
VALUE	Alessandro Guadagni	aleguadagni@gmail.com
INFO	Antonio Scrocco	antonio.scrocco@outlook.it
LAE	Luigi Danesi	luigi.danesi@laerdal.com
AMC	Lukas Drabauer	drabauer@amc-online.at
TW	Pedro Pinto	pedropinto@takethewind.com
SABES	Alex Staffler	Alex.staffler@sabes.it

WP4 Contact Person		
Project Partner	**Name and Surname**	**Email address**
UNIFG	Lucia Mirabella	lucia.mirabella@unifg.it
HUBc	Tomás Cuñat	cunat@clinic.cat
EICD	Mihai Stefan	mihai.steph@gmail.com
LMU	Marc Lazarovici	marc.lazarovici@med.lmu.de
UIS	Nina Vatland	nina.vatland@uis.no
VALUE	Alessandro Guadagni	aleguadagni@gmail.com
INFO	Antonio Scrocco	antonio.scrocco@outlook.it
LAE	Luigi Danesi	luigi.danesi@laerdal.com
AMC	Lukas Drabauer	drabauer@amc-online.at
TW	Pedro Pinto	pedropinto@takethewind.com
SABES	Alex Staffler	Alex.staffler@sabes.it

WP5 Contact Person		
Project Partner	**Name and Surname**	**Email address**
UNIFG	Gilda Cinnella	gilada.cinnella@unifg.it
HUBc	Tomás Cuñat	cunat@clinic.cat
EICD	Serban Bubenek	bubenek@alsys.ro
LMU	Marc Lazarovici	marc.lazarovici@med.lmu.de
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AMC	Lukas Drabauer	drabauer@amc-online.at
TW	Pedro Pinto	pedropinto@takethewind.com
SABES	Alex Staffler	Alex.staffler@sabes.it

4.4 *Dissemination Managers*

Dissemination officers are in charge of keeping track of the dissemination activities by the partner organization, completing the Excel file and updating them in Google Drive.

Dissemination Managers		
Project Partner	**Name and Surname**	**Email address**
UNIFG	Fedele Colantuono	fedele.colantuono@unifg.it
HUBc	Tomás Cuñat	cunat@clinic.cat
EICD	Mihai Stefan	mihai.steph@gmail.com
LMU	Marc Lazarovici	marc.lazarovici@med.lmu.de
UIS	Peter Dieckmann	mail@peter-dieckmann.de
VALUE	Giuditta Pasta	giuditta@valuedo.eu
INFO	Antonio Scrocco	antonio.scrocco@outlook.it
LAE	Juri Bendini	juri.bendini@laerdal.com
AMC	Carmen Obergrabner	obergrabner@amc-online.at
TW	Rita Flores	ritaflores@takethewind.com
SABES	Alex Staffler	Alex.staffler@sabes.it

4.5 *Financial Officers*

Financial officers are in charge of providing to the Lead partners the financial and supporting documents and ensuring the compliance of the budget for the respective organizations.

Financial Managers		
Project Partner	**Name and Surname**	**Email address**
UNIFG	Fedele Colantuono	fedele.colantuono@unifg.it
HUBc	Ángel Freire	freire@clinic.cat
EICD	Cornel Robu	cornelmd293@hotmail.com
LMU	Marc Lazarovici	marc.lazarovici@med.uni-muenchen.de
UIS	Åse Liseth Ormøy	aase.ormoy@uis.no
VALUE	Alessandro Guadagni	aleguadagni@gmail.com
INFO	Laura Porcelli	progetti.infotech@gmail.com
LAE	Simona Moretti	simona.moretti@laerdal.com
AMC	Carmen Obergrabner	obergrabner@amc-online.at
TW	Marisa Campos	marisa@takethewind.com
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5. EXPECTED IMPACTS

Partners want to impact on people, practices, organizations and systems. The short-term results are listed here below, with the respective target groups/potential beneficiaries, quantitative and quality indicators. Each partner must keep track of the quantitative and qualitative results in the chart that will be uploaded each 3 months, through the Quarterly Report.

Short term results	Target groups/potential beneficiaries	Quantitative indicators	Qualitative indicators
- Learning and acquisition of updated knowledge & skills on Emergency Medicine **-** Acquiring Personal Entrepreneurial	**LEARNERS**	**-** # of students participating in the project **-** # of students completing the courses	**-** Knowledge & skills before/after the courses

Competencies (intrapreneurial skills)		- # attending the e-learning courses	
Updating of knowledge and skills on Emergency Medicine related subjects through e-learning	**COMPANY PERSONNEL**	- # of employees participating in the classes - # of employees testing the e-learning course	- Economic sector performance
Learning how to build e-learning contents	**TEACHING STAFF**	- # of academic members trained	- Scientific background of academics
- Improvement of Emergency Medicine education offer and methodologies	**HEIS**	- # of Universities which adopted the SAFETY material	- Efficacy of the received training measured by the capability of immediately applying new skills
- Availability of new course developed according to the BoK - Availability of e-learning modules to flow into curricula	**HEIS, LEARNERS, COMPANY PERSONNEL AND TEACHING STAFF**	- # of attendees of the courses performed during the project implementation - # of attendees of the e-learning modules	- Kind of target group attending the courses - Kind of target group attending the e-learning modules

Long term outcomes	Target groups/potential beneficiaries	Quantitative indicators	Qualitative indicators
- Increasing the job opportunities (and employability) - Increasing the international exchange and in turn the quality of the skills	**LEARNERS**	# of graduates pursuing a business or research career # of graduates being employed in companies	Performed roles and duties

		# of employees' initiatives where the new skills were applied	Innovations developed by employees with the use of new methods & practice
Updating Emergency Medicine related knowledge and skills	**COMPANY PERSONNEL**		
- Establishing interdisciplinary co-operation **-** Knowledge sharing and exchange	**ACADEMICS AND HEIS**	# of papers discussing new methods & practices # of Emergency Medicine-related interdisciplinary research & educational projects involving knowledge triangle actors	Research topics discussed in the papers Topics of the undertaken Emergency Medicine-related educational, research and business projects
- Introduction of new management and innovation strategies, based on the SAFETY results. **-** Setting up University-Business partnerships	**COMPANIES**	# of company project where the innovative methods are applied	Innovations developed with the use of the transferred knowledge

Below listed the Expected Impact to reach at the end of the project. All the partners need to keep them in mind, in order to be able to reach project results.

TARGET GROUPS	SHORT TERM EXPECTED IMPACTS	ACTIVITIES FOR REACHING THE IMPACT
UNIVERSITIES (HEIS)	- Definition of EU educational good practices (WP1) - (E) - Definition of the Bok (WP2) – (E) - Promotion and use of the training material (WP3) – (E) - Open access to e-learning modules (WP4) - (E) - Definition of the guidelines to replicate and adopt project results (WP5) – (E) - Establish European network for knowledge exchange between universities (E)	- Successful implementation of WP1, WP2, WP3, WP4, WP5 - Successful deployment of the exploitation and sustainability strategy - Successful implementation of the WP9

	- Establish European network for knowledge exchange between universities and companies (E)	
LEARNERS	- At least 200 learners (Medical students, residents, healthcare professionals, physicians) equally distributed around the HEIs partners, that will attend the course (L, R) - Students not participating in the project At least 800 students will gain awareness about the renewed Emergency Medicine training offer and the open-access e-learning modules. The evaluation has been done considering: the mailing lists of the universities partner and the student orientation activities that represent a prominent pool of potential end-users of the project outputs. (E)	- Organizing new courses and recruiting learners (e.g. through student association and resident schools) - Students not participating in the project Disseminating the project outputs outside the partnership, involving each partners' networks
COMPANIES	- Participation to the courses organized by the Universities (N) - Testing the e-learning materials developed by the Universities (N) - Companies not participating in the project Awareness of the new course and attending the e-learning	Attending the e-learning courses (both partners and non)

	course for further test after consortium validation (E)	
TEACHING STAFF	- Development of skills of building e-learning modules: at least 2 staff members per partner (L, R) - Availability of training material and e-learning modules (E) - Activation of Standardized Educational process (E)	- Developing pilot e-learning modules (WP4) - Exploiting the course material (WP3) and e-learning material (WP4) - Exchanging and establishing a lifelong cooperation with teaching staf of other HEIs partners
ORGANIZATIONS SUPPORTING ERT	- Availability of **4** courses materials and **4** open access e-learning modules (E)	- Exploiting the courses materials and -learning courses

TARGET GROUPS	LONG TERM EXPECTED IMPACTS	ACTIVITIES FOR REACHING THE IMPACT
Project Partners	Selected project partners will submit at least one new project, which would exploit further the project results	Preparation of new project ideas
HEIs and LEARNERS	350 LEARNERS and 30 academics/teaching staff will gain benefits from SAFETY outputs from training material (students) and methods framework (academics)	- Replication of the course and adoption of new ones by using the SAFETY' one as a reference point - Supporting the undertaking of the Doctorpreneurs career
Companies	At least 50 Companies will benefit from the new course implemented and will be able to attend to e-learning modules. Increased efficacy of the simulation device.	Adoption of the SAFETY learning framework by at least company partners
Public Bodies	Improvement of cost-efficiency due to reducing the transaction costs coming from the introductory phase of a new team component.	Issuing policies supporting the hiring of new doctors trained according to SAFETY framework

6. PROJECT RESULTS

No of WP	Lead organi-sation (Pn)	Delive-rable nr	Start date	End date	Title of the deliverable	Medium that will be used (publication, electronic, online, other (specify))	Langua-ges	Dissemination level (Public, Restricted, Confidential)	Target groups/potential beneficiaries
1	HUBc	R1.1	M1	M4	Desk Research on HEI educational offer - Action Plan	Electronic	English	Restricted	Project Partners
1	UiS	R1.2	M1	M4	Desk Research on scientific literature review - Action Plan	Electronic	English	Restricted	Project Partners
1	HUBc	R1.3	M1	M4	Desk Research on comapnies good practices collection - Action Plan	Electronic	English	Restricted	Project Partners
1	HUBc	R1.4	M5	M12	Report on education & training convergences and divergences, literature review and company	Electronic	English	Public	All Target Groups identified

					good practices in Emergency				
2	UNIFG	R2.1	M2	M4	Action plan for the survey for students and Academics	Electronic	English	Confidential	Project Partners
2	UNIFG	R2.2	M3	M5	Action plan for the semi-structured interviews for entrepreneurs	Electronic	English	Confidential	Project Partners
2	UNIFG	R2.3	M5	M11	Training needs Analysis	Electronic	English	Restricted	Project Partners
2	UNIFG	R2.4	M11	M13	Body of Knowledge (BoK)	Electronic	English	Public	All Target Groups identified
3	LMU	R3.1	M13	M17	Action Plan for e-learning course	Electronic	English	Restricted	Project Partners
3	LMU	R3.2	M18	M22	Training material – first version	Electronic	English	Restricted	Project Partners
3	EICD	R3.3	M22	M24	Evaluation Report	Electronic	English	Restricted	Project Partners
3	LMU	R3.4	M25	M26	Training material – final version	Electronic	English	Public	All Target Groups identified
4	EICD	R4.1	M21	M27	Official declaration that ECTS procedure is accomplished	Electronic	English	Confidential	Project Partners

4	EICD	R4.2	M25	M27	Memorandum on technical criteria for the development of e-learning modules and requirements of the technical environment	Electronic	English	Confidential	Project Partners
4	EICD	R4.3	M27	M28	Action Plan to develop e-learning courses	Online	English	Restricted	Project Partners
4	EICD	R4.4	M28	M32	Prototype of e-learning modules	Electronic	English	Restricted	Project Partners
4	EICD	R4.5	M32	M33	E-learning modules evaluation	Electronic	English	Restricted	Project Partners
4	EICD	R4.6	M34	M35	Final version of the e-learning training modules	Online	English	Public	All Target Groups identified
5	HUBc	R5.1	M27	M29	Training material for the first exceptional module	Electronic	English	Restricted	Project Partners
5	UiS	R5.2	M28	M30	Training material for the second exceptional module	Electronic	English	Restricted	Project Partners

5	HUBc	R5.3	M30	M36	Prototype of exceptional e-learning modules	Electronic	English	Restricted	Project Partners
5	HUBc	R5.4	M32	M38	Final version of the tow new exceptional modules	Online	English	Public	All Target Groups identified
5	UNIFG	R5.5	M35	M39	Handbook for the adoption of the project outputs	Electronic	English	Public	All Target Groups identified
6	UNIFG	R6.1	M1	M1	Partner Agreement	Electronic	English	Confidential	Project Partners
6	UNIFG	R6.2	M1	M1	Management Tools	Electronic	English	Confidential	Project Partners
6	UNIFG	R6.3	M1	M36	Project Meetings documents	Electronic	English	Confidential	Project Partners
6	UNIFG	R6.4	M18	M18	Interim Report	Electronic	English	Confidential	Project Partners
6	UNIFG	R6.5	M36	M36	Final Report	Electronic	English	Confidential	Project Partners
7	Value	R7.1	M1	M2	Quality Assurance Plan	Electronic	English	Confidential	Project Partners
7	Value	R7.2	M1	M2	Quarterly Project Reports template	Electronic	English	Confidential	Project Partners
8	EICD	R8.1	M1	M35	Evaluation Questionnaire	Electronic	English	Restricted	Project Partners

8	EICD	R8.2	M11	M36	Overall Evaluation Report	Electronic	English	Restricted	Project Partners
9	INFO	R9.1	M1	M2	Dissemination and Exploitation plan	Electronic	English	Restricted	Project Partners
9	INFO	R9.2	M1	M2	SAFETY Website and Ssocial Media	Online	English	Public	All Target Groups identified
9	INFO	R9.3	M11	M12	SAFETY PR materials	Electronic/Publication	English	Public	All Target Groups identified
9	INFO	R9.4	M18	M18	Intermediate Dissemination Report	Electronic	English	Restricted	Project Partners
9	INFO	R9.5	M35	M36	Final Dissemination Report	Electronic	English	Public	All Target Groups identified

ANNEX 1: Detailed Workplan, GANTT And Resources Per Each WP
Project GANTT

	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	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36
WP1	█	█	█	█	█	█	█	█	█	█	█	█																								
T1	█	█	█	█																																
T2				█	█	█	█																													
T3				█	█	█		█																												
T4					█	█	█	█																												
T5									█	█	█	█																								
WP2		█	█	█	█	█	█	█	█	█	█	█																								
T1		█	█	█																																
T2				█																																
T3			█	█																																
T4				█	█	█	█																													
T5								█	█	█																										
T6										█	█	█																								
WP3													█	█	█	█	█	█	█	█	█	█	█	█	█	█										
T1													█	█																						
T2														█	█	█																				
T3																█	█																			
T4																		█	█	█	█															
T5																					█	█	█													
T6																									█	█										
WP4																					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
T1																					█	█	█	█	█	█										
T2																										█	█									
T3																											█	█	█							
T4																													█	█	█	█				
T5																																█	█			
T6																																		█	█	
WP5																											█	█	█	█	█	█	█	█	█	
T1																											█	█	█							
T2																											█	█	█							
T3																														█	█	█				
T4																																	█	█	█	
T5																																			█	█
WP6	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
WP7	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
WP8	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
WP19	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█

WP1 – Desk Research on HEIs training offer and simulation activity for Emergency Training

The aim of this WP is to assess the "theoretical framework of reference" to the later development of the learning materials and the design of online and traditional courses.

To achieve this goal, a Desk Research will be conducted to:

- University dealing with emergency taught with simulation device;
- Private partner companies developing simulation device.

Specifically, data collection will be unfolded in the following steps:

• Data collection on educational offer of the European Universities in the field of Emergency;

• Review of the scientific literature on advanced method applied for Emergency, focusing on the optimal team acting during Emergency;

• Good practices collection on systems already applied to simulate Emergency. This task will be performed by exploiting the combined experience of both university and private organization partners.

RESULT	DESCRIPTION	AUTHOR	START DATE	END DATE	ACTUAL START DATE	ACTUAL END DATE
R1.1: Desk Research on HEI educational offer - Action Plan	This document will be the reference framework for the implementation of each desk research.	HUBc	M1	M4		
R1.2: Desk Research on scientific literature review - Action Plan	This document will be a reference point to conduct a scientific literature review.	UiS	M1	M4		
R1.3: Desk Research on companies good practices collection - Action Plan	This document will be the reference framework for the implementation of the research on good practices adopted by companies in the field of Education.	HUBc	M1	M4		

R1.4: Report on education & training convergences and divergences, literature review and company good practices in Emergency	This document will identify the main convergences and divergences on educational offer in Emergency between Universities and companies in Europe. This comparison will replicated against the findings emerging from the literature review.	HUBc, UiS	M5	M12		

WP1 Detailed GANTT

			Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sept 2021	Oct 2021
WP1		**Desk Research on HEIs training offer and simulation activity for Emergency Training**	**M1**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**
	T1.1	**Design and Plan the Desk Research on the educational offer, literature review and company good practices in the field of Emergency**	▓	▓	▓	▓								
	T1.2	**Carrying out in-depth data collection on existing HEI educational offer**					▓	▓	▓	▓				
	T1.3	**Carrying out in-depth literature review on team composition in Emergency**					▓	▓	▓	▓	▓			
	T1.4	**Carrying out in-depth researches on good practices in the companies involved in the field of Emergency**							▓	▓	▓			
	T1.5	**Preparation of a report on Education&Training and good practices in Emergency**							▓	▓	▓	▓	▓	▓

WP1 Responsibility Flow Chart

WP1	Desk Research on HEIs training offer and simulation activity for Emergency Training		UNIF G	HUBc	EICD	LMU	UIS	VALU E	INFO	LAE	AMC	TW
	T1.1	Design and Plan the Desk Research on the educational offer, literature review and company good practices in the field of Emergency	P	L	P	P	F	V	V	V	V	V
	T1.2	Carrying out in-depth data collection on existing HEI educational offer	P	L	P	P	F	V	V	V	V	V
	T1.3	Carrying out in-depth literature review on team composition in Emergency	P	F	P	P	L	V	V	V	V	V
	T1.4	Carrying out in-depth researches on good practices in the companies involved in the field of Emergency	P	L	P	P	P	P	P	P	P	P
	T1.5	Preparation of a report on Education&Training and good practices in Emergency	P	L	P	P	F	V	V	V	V	V

WP1 Working Days distribution

	Partner		Manager	Teacher/Trainer/Researcher	Technician	Administrative	Total number of days	Grant requested
	Name	Country	Number of days	Number of days	Number of days	Number of days		
P1	UniFg	IT	5	60	0	10	75	18,670.00
P2	HUBc	ES	12	110	0	10	132	21,334.00
P3	EICD	RO	5	60	0	10	75	6,280.00
P4	LMU	DE	5	60	0	10	75	18,670.00
P5	UiS	NO	5	65	0	10	80	22,440.00
P6	VALUE	IT	10	6	9	0	25	6,648.00
P7	INFO	IT	3	3	7	0	13	3,137.00
P8	LAE	IT	5	15	0	4	24	6,163.00
P9	AMC	AT	5	15	0	4	24	6,856.00
P10	TW	PT	5	15	0	4	24	3,817.00
			60	409	16	62	547	114,015.00

WP2– Training needs analysis and definition of the Body of Knowledge of the Emergency Simulation

Aims:

This WP aims to bring out the training needs in the field of Emergency HEI and private education. This will be allowed by the comparison of the WP1 results with the results emerging from investigating the target groups (students, academics and companies). The latter activity will be unfolded in the WP2 through questionnaires and interviews developed ad-hoc for each target group. Results will be object of evaluation against the Desk research carried out with WP1.

This workflow will result in educational gaps that will raise as educational needs of the current training offer. The needs will be addressed with educational solution that will turn into the so-called Body of Knowledge (BoK).

The BoK will flow into the new course framework.

RESULT	DESCRIPTION	AUTHOR	START DATE	END DATE	ACTUAL START DATE	ACTUAL END DATE
R2.1 Action plan for the survey for students and Academics	This document will be the reference framework for the implementation of surveys to students and Academics. UNIFG will develop them.	UNIFG	M2	M4		
R2.2 Action plan for the semi-structured interviews for entrepreneurs	This document will be a reference point to conduct the survey to entrepreneurs which represent the third category of the target groups.	UNIFG	M3	M5		
R2.3 Training needs analysis	This document will be composed of two main sections: data repository and training needs. Data repository will contain the data collected with unfolding T2.2 and T.2.3. Training needs will summarize the insights and conclusions emerging	UNIFG	M5	M11		

	from analysing the collected data					
R2.4 Body of Knowledge	This document will be composed of an introductory section presenting the gap analysis aimed at unveiling distances between the optimal pathway to undertake according to the Desk researches developed throughout the T1.5 (reported in R1.4) and the training needs pointed out by the target groups (R2.3). It will show the gaps balanced according to the different views investigated within WP1 and WP2.	UNIFG and UIS	M11	M13		

WP2 Detailed GANTT

			Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021
WP2		**Training needs analysis and definition of the Body of Knowledge of the Emergency Simulation**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**	**M13**
	T2.1	**Development of survey for students and academics**	■	■	■									
	T2.2	**Development of the semi-structured interview and action plan for entrepreneurs**		■	■	■								
	T2.3	**Conducting the survey for students and academics**		■	■	■								
	T2.4	**Conducting the semi-structured interviews to entrepreneurs**				■	■	■	■					
	T2.5	**Identifying the training needs**									■	■	■	
	T2.6	**Undertaking gap analysis and Body of Knowledge development**										■	■	■

WP2 - ResponsibilityFlowchart

WP2		Training needs analysis and definition of the Body of Knowledge of the Emergency Simulation	UNIFG	HUBc	EICD	LMU	UIS	VALUE	INFO	LAE	AMC	TW
	T2.1	Development of survey for students and academics	LEAD	P	P	P						
							F	P	P	P	P	P
	T2.2	Development of the semi-structured interview and action plan for entrepreneurs	LEAD	P	P	P						
							F	P	P	P	P	P
	T2.3	Conducting the survey for students and academics	LEAD	P	P	P						
							P	V	V	P	P	P
	T2.4	Conducting the semi-structured interviews to entrepreneurs	LEAD	P	P	P						
							P	V	V	P	P	P
	T2.5	Identifying the training needs	LEAD	P	P	P						
							F	V	V	V	V	V
	T2.6	Undertaking gap analysis and Body of Knowledge development	LEAD	P	P	P						
							F	V	V	P	P	P

WP2 – Working Days Distribution

	Partner		Manager	Teacher/Trainer/Researcher	Technician	Administrative	Total number of days	Grant requested
	Name	Country	Number of days	Number of days	Number of days	Number of days		
P1	UniFg	IT	15	110	0	10	135	34,880.00
P2	HUBc	ES	6	55	0	10	71	11,132.00
P3	EICD	RO	6	55	0	10	71	5,946.00
P4	LMU	DE	6	55	0	10	71	17,721.00
P5	UiS	NO	6	65	0	10	81	22,793.00
P6	VALUE	IT	10	8	10	0	28	7,356.00
P7	INFO	IT	3	2	8	0	13	3,074.00
P8	LAE	IT	6	15	0	4	25	6,499.00
P9	AMC	AT	6	15	0	4	25	7,209.00
P10	TW	PT	6	15	0	4	25	4,014.00
			70	395	18	62	545	120,624.00

WP3 – Preparing and testing the training material for e-learning theoretical and practical modules

The aim of this WP is to give a coherent architecture to the SAFETY training pathway composed of e-learning modules. These latter will be developed starting from the results of the BoK (R2.4) and will consist of two main modules: theoretical and practical.

The workflow to achieve this goal will be articulated as follows:

1. Testing the guidelines provided with the BoK;

2. Developing the training material for the theoretical module (slides, references, exercises etc.);

3. Sketching out at least 5 different practical Emergency Medicine situations per university partner, to put in practice with using simulation device (5 scripts by University partner);

4. Pilot phase to collect feedback ;

5. Updating the course according to the gained feedback and validating the course.

While preparing the training courses, the Universities partners will start the procedures for enabling to recognition the ECTS for the students that will have completed the course and passed the final exam.

RESULT	DESCRIPTION	AUTHOR	START DATE	END DATE	ACTUAL START DATE	ACTUAL END DATE
R3.1 - Action Plan for e-learning course	This document will be include at least: • the part the BoK (whole perhaps) to use for the training material; • the equipment for simulated training that each university partner owns; • the pedagogical strategy to follow when designing the course; • detailed workflow, exchange methods and procedures in	LMU	M13	M17		

	order to enhance lean individual work and cooperation among partners; • detailed explanation of the working framework to use for developing the material according to what indicated in the description of T3.2; • duration of the whole e-learning course (theoretical+practical modules); • templates for both theoretical and practical modules; • the evaluation tools to use to assess and implement feedback to deliver the final version of training material.					
R3.2 - Training material – first version	The training material will have the following essential characteristics: • clear division of topics; • all material in English; • materials will be composed of various media (texts, infographics;	LMU	M18	M22		

	PowerPoint slides, tests and quizzes, tests to verify learning effects related to the contents of each module).					
R3.3 - Evaluation Report	It will contain: • the profile of the academics and professionals to select for the evaluation of the training material; • résumé of the identified external experts that will evaluate the training material; • feedback, suggestions and revisions recommended by the experts.	EICD	M22	M24		
R3.4 - Training material – final version	Building on the feedback and revisions recommended by the external evaluators, the first version of the training material will be updated to deliver the final one the will be used for the course	LMU	M25	M26		

WP3 – Detailed GANTT

			Nov 2021	Dec 2021	Jan 2021	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022
WP3		Designing new training courses and internal testing within partner Universities	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26
	T3.1	Preparing of the Emergency Medicine course and defining pedagogical criteria for the e-learning course	■	■												
	T3.2	Designing the e-learning course		■	■	■	■									
	T3.3	Developing common evaluation tools for the course				■	■									
	T3.4	Developing the training material for both theoretical and practical modules						■	■	■	■	■				
	T3.5	Evaluating the training material evaluation and collecting feedback										■	■	■		
	T3.6	Follow-up and revision of the training material													■	■

WP3 – Responsibility FlowChart

WP3	Designing new training courses and internal testing within partner Universities		UNIFG	HUBc	EICD	LMU	UIS	VALUE	INFO	LAE	AMC	TW
	T3.1	Preparing of the Emergency Medicine course and defining pedagogical criteria for the e-learning course	P	P	P	L	F	V	V	P	P	P
	T3.2	Designing the e-learning course	P	P	P	L	P	V	V	P	P	P
	T3.3	Developing common evaluation tools for the course	P	P	L	F	P	P	P	P	P	P
	T3.4	Developing the training material for both theoretical and practical modules	P	P	P	L	F	V	V	P	P	P
	T3.5	Evaluating the training material evaluation and collecting feedback	P	P	L	F	V	V	V	P	P	P
	T3.6	Follow-up and revision of the training material	P	P	P	L	F	V	V	P	P	P

WP3 – Working Days Distribution

	Partner		Manager	Teacher/Train	Technician	Administrat	Total number of days	Grant requested
	Name	Country	Number of days	Number of days	Number of days	Number of days		
P1	UniFg	IT	6	75	0	12	93	23,175.00
P2	HUBc	ES	6	75	0	12	93	14,598.00
P3	EICD	RO	6	85	0	12	103	8,680.00
P4	LMU	DE	15	115	0	12	142	36,479.00
P5	UiS	NO	6	75	0	12	93	26,061.00
P6	VALUE	IT	10	15	10	8	43	10,411.00
P7	INFO	IT	3	4	6	2	15	3,514.00
P8	LAE	IT	5	25	0	5	35	8,890.00
P9	AMC	AT	5	25	0	5	35	9,935.00
P10	TW	PT	5	25	0	5	35	5,550.00
			67	519	16	85	687	147,293.00

45

WP4 – Turning training materials into e-learning course

Aim and objectives:

The aim of this WP is:

• to prepare the e-learning modules starting from the training materials prepared in WP3. These modules will be open access so that anybody interested in, will be able to get them;

• to enable university and company partners to learn how to develop e-learning material;

• to test the effectiveness of blended course (theoretical + practical);

• to deliver both theoretical and practical as e-learning product (practical module is performed with students but it is recorded, then appended to the e-learning theoretical module).

RESULT	DESCRIPTION	AUTHOR	START DATE	END DATE	ACTUAL START DATE	ACTUAL END DATE
R4.1 – Official declaration that ECTS procedure is accomplished	Each university partner will provide an official headed paper stating that the procedure to recognize ECTS is positively concluded. These official documents will be stored in a specific folder created by EICD.	EICD	M21	M27		
R4.2 – Memorandum on technical criteria for the development of e-learning modules and requirements of the technical environment	EICD will produce a document in which the main technical requirements and features for both the e-learning modules to be developed by the partners and the environment where to store them are described.	EICD	M25	M27		
R4.3 - Action Plan to develop e-	The Action Plan will contain:	EICD	M27	M28		

learning courses	• the text of the consent form for privacy statement that each student attending the practical module will be asked to sign; • national responsible profile of each university partner that will be in charge of dealing with the production of the e-learning modules; • methodologies, procedures and timetables to deliver the e-learning course; • procedures and methods to evaluate the resulting e-learning course; • procedure and method to incorporate the recommended improvements into the final version of the e-learning course					
R4.4 – Prototype of e-learning modules	This output will be developed by the partners EICD and put coherently together by the WP leader, who will ensure the coherence of the output.	EICD	M28	M32		
R4.5 – E-learning modules evaluation	This document reports the feedback concerning all Pilot tests carried out in each partner country. Each University will analyse all the data and suggestions provided by participants (students and partner companies).	EICD	M32	M33		

| R4.6 - Final version of the e-learning training modules | EICD will integrate the feedback reported in R4.5 into the first version of the e-learning training material.

The final result will be released on the official website of the project as well as in the website/e-learning platform of each university and company partners | EICD | M34 | M35 | | |
|---|---|---|---|---|---|---|

WP4 – Detailed GANTT

		Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023
WP4	**Turning training courses into E-learning courses and application to other partner universities**	**M21**	**M22**	**M23**	**M24**	**M25**	**M26**	**M27**	**M28**	**M29**	**M30**	**M31**	**M32**	**M33**	**M34**	**M35**
T4.1	**Activation of the internal procedures for the ECTS recognition**	■	■	■	■	■	■	■								
T4.2	**Setup the technical environment for the e-learning system, including serious gaming and learning routes extensions**					■	■	■								
T4.3	**Developing the Action Plan for the e-learning course**							■	■							
T4.4	**Turning the training materials into e-learning modules**								■	■	■	■	■			
T4.5	**Testing the e-learning modules through a pilot phase**													■	■	
T4.6	**Turning feedback into improvements of the e-learning course**														■	■

WP4 – Responsibility Flowchart

WP4	Turning training courses into E-learning courses and application to other partner universities		UNIFG	HUBc	EICD	LMU	UIS	VALUE	INFO	LAE	AMC	TW
	T4.1	Activation of the internal procedures for the ECTS recognition	P	P	**LEAD**	P	P	V	V	V	V	V
	T4.2	Setup the technical environment for the e-learning system, including serious gaming and learning routes extensions	V	V	**LEAD**	V	V	V	V	V	V	V
	T4.3	Developing the Action Plan for the e-learning course	P	P	**LEAD**	P	P	P	P	P	P	P
	T4.4	Turning the training materials into e-learning modules	P	P	**LEAD**	P	P	P	P	P	P	P
	T4.5	Testing the e-learning modules through a pilot phase	P	P	**LEAD**	P	P	P	P	P	P	P

	T4.6	Turning feedback into improvements of the e-learning course		P	P	**LEAD**	P	P	P	P	P	P	P

WP4 – Working Days Distribution

	Partner		Manager	Teacher/Trainer/Researcher	Technician	Administrative	Total number of days	Grant requested
	Name	Country	Number of days	Number of days	Number of days	Number of days		
P1	UniFg	IT	6	75	20	10	111	26,741.00
P2	HUBc	ES	6	75	20	10	111	16,852.00
P3	EICD	RO	20	110	40	10	180	14,910.00
P4	LMU	DE	6	75	20	10	111	26,741.00
P5	UiS	NO	6	75	20	10	111	30,243.00
P6	VALUE	IT	6	5	15	15	41	8,566.00
P7	INFO	IT	3	0	10	5	18	3,733.00
P8	LAE	IT	5	20	9	5	39	9,351.00
P9	AMC	AT	5	20	9	5	39	10,542.00
P10	TW	PT	5	20	9	5	39	5,828.00
			68	475	172	85	800	153,507.00

WP5– Developing new modules for exceptional Emergency Medicine situations and delivering the whole Course

This WP aims at developing specific material targeted to each component of the Emergency Team when lacking the others and material to deal with agitated situations due to the panic of the patient's relatives.

On the other hand, this WP aims at providing instructions to deal with the panic emerging when:
• the team does not have promptly ready one of the professional component (situations in which the doctors acts without nurses and vice versa);
• presence of patient's panicked relatives. To do so, methodologies, Action plans, training materials and evaluation methods developed in WP3 and WP4 will be adapted to this new output. This new material will consist of two additional practical modules and will be appended to the ones developed in WP4.

The final output will consist of an "Emergency Medicine Simulation Course"

RESULT	DESCRIPTION	AUTHOR	START DATE	END DATE	ACTUAL START DATE	ACTUAL END DATE
R5.1 Training material for the first exceptional module	The training material will have the following essential characteristics: • clear division of topics; • all material in English; • materials will be composed of various media (texts, infographics; power-point slides, tests and quizzes, tests to verify learning effects related to the contents of each module). It will provide:	HUBc		M29		

	• 3 scripts for situations in which the doctors miss; • 3 scripts for situations in which the nurses miss.					54
R5.2 Training material for the second exceptional module	The training material will have the following essential characteristics: • clear division of topics; • all material in English; • materials will be composed of various media (texts, infographics; power-point slides, tests and quizzes, tests to verify learning effects related to the contents of each module). It will provide: • 3 scripts for situations in which the Emergency team has to deal with panicked patient's relatives.	HUBc		M30		
R5.3 Prototype of exceptional e-learning modules	This e-learning material will be developed following the instructions provided in the WP4, at the results and R4.3 and R.4.4.	HUBc		M32		

	The consortium will then adapt those guidelines to the new modules					55
R5.4 Final version of the tow new exceptional modules	This document will be composed of 2 sections : 1. List of the received feedback after applying the protocol for evaluation developed in WP3 and WP4 ; 2. Final version of the e-learning material for the two exceptional modules.	HUBc		M35		
R5.5 Handbook for the adoption of the project outputs	SAFETY' outputs will be summarized in a short report and along with each one, guidelines to adopt them will be provided following these criteria: • Pros and cons of each output; • Topics remained uncovered; • Iter to use outputs; • Useful links (EU projects dealing with the same issue, companies and other relevant sectorial players) • Contacts of each consortium partner that could	UNIFG		M36		

	better address any specific issue.					

WP5 – Detailed GANTT

			Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
WP5		**Developing new modules for exceptional Emergency Medicine situations and delivering the whole Course**	M27	M28	M29	M30	M31	M32	M33	M34	M35
	T5.1	**Developing training material for Emergency situations in which the team lacks of fundamental components**	■	■	■						
	T5.2	**Designing the training material in case of patient's panicked relatives**		■	■	■					
	T5.3	**Turning the new training material into e-learning modules**				■	■	■			
	T5.4	**Gaining feedback and improvements for the two exceptional modules**							■	■	■
	T5.5	**Developing a Handbook providing instructions to adopt the project outputs**								■	■

WP5 – Responsibility Flowchart

WP5	Developing new modules for exceptional Emergency Medicine situations and delivering the whole Course		UNIFG	HUBc	EICD	LMU	UIS	VALUE	INFO	LAE	AMC	TW
	T5.1	Developing training materials for emergency situations in which the teams lack of fundamental components	P	L	P	P	P	V	V	P	P	P
	T5.2	Designing the training materials in case of patients' panicked relatives	P	P	P	P	L	V	V	P	P	P
	T5.3	Turning the ne training materials into	P	L			P					

		e-learning modules			P	P		V	V	P	P	P
T5. 4	Gaining feedback and improvements for the two exceptional modules	P	L	P	P	P	V	V	P	P	P
T5. 5	Developing a Handbook providing instructions to adopt the project outputs	L	P	P	P	F	V	V	P	P	P

WP5 – Working Days Distribution

	Partner		Manager	Teacher/Trainer/Researcher	Technician	Administrative	Total number of days	Grant requested
	Name	Country	Number of days	Number of days	Number of days	Number of days		
P1	UniFg	IT	4	55	5	5	69	17,234.00
P2	HUBc	ES	10	70	5	5	90	14,525.00
P3	EICD	RO	4	55	5	5	69	5,829.00
P4	LMU	DE	4	55	5	5	69	17,234.00
P5	UiS	NO	4	55	5	5	69	19,392.00
P6	VALUE	IT	6	0	12	0	18	4,344.00
P7	INFO	IT	2	0	10	2	14	2,926.00
P8	LAE	IT	4	20	0	2	26	6,798.00
P9	AMC	AT	4	20	0	2	26	7,570.00
P10	TW	PT	4	20	0	2	26	4,254.00
			46	350	47	33	476	100,106.00

WP6 – Project Management

The aims of this WP are:
• to guarantee the efficient management of the project,
• the overall control of all activities,
• the organisation of partners Meeting,
• the regular flow of information,
• to ensure results are attained on target delivery dates,
• the administrative and financial support to all the partners,
• to liaise with EACEA

UNIFG is the WP leader and will be in charge of the overall monitoring on the project activities and of the communications with EACEA (including Interim and Final Reports). UNIFG will be responsible for all financial matters (the project funds, giving administrative and financial support to all partners, etc.).

Every partner will appoint a Financial Manager, who will be the contact point for the Lead Partner Financial Manager and will be in charge of providing in the due time timesheets and supporting documents required.

ValueDo will be the technical support of the UNIFG and will facilitate the communication within the partnership and the information flow, ensuring technical assistance and ensuring compliance with deadlines, reporting and commitments of the partners (milestones, results, documents, meetings, etc.) and will play a key role to reach consensus, to guarantee and active participation of all partners and the compliance of commitments.

All the partners are required to cooperate and to be responsible for providing input to all administrative process by the deadlines.

All documents will be kept and collected in a virtual file hosting service to give the possibility to the partners to have a space to share them. Activities and related deadlines for each period will be accessible and updated constantly.

RESULT	DESCRIPTION	AUTHOR	START DATE	END DATE	ACTUAL START DATE	ACTUAL END DATE
R6.1 Partner Agreement	Prepared by UNIFG with the support of ValueDo, the Partner Agreement is the legal and binding base of the consortium. There will be presented financial rules, payment agreement, rights/duties and responsibilities of	UNIFG	M1	M1		

	partner, conflict resolution mechanism.				
R6.2 Management Tools	ValueDo will prepare for the partners all the common documents that will be used during the projects.	VALUEDO	M1	M1	
R6.3 Project Meetings documents	Documents for Meeting management and control. They aim at organizing the meetings and ensuring that each meeting meets the expectations of partners, if the results are successful, in order to take all the measures to tackle the problems.	**VALUEDO and UNIFG**	M1, M6, M11, M16, M21, M27, M36	M1, M6, M11, M16, M21, M27, M36	
R6.4 Interim Report	The Interim Report will inform on the state of progress in the implementation of the project, according to EACEA requirements.	UNIFG	M18	M18	
R6.5 Final Report	Final Report will inform on the state of progress in the implementation of the project, according to EACEA requirements.	UNIFG	M36	M36	

WP6 – Detailed GANTT

WP6	PROJECT MANAGEMENT	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	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36
	T 6.1: Overall Management and preparation of timesheets	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
	T 6.2: Preparation of and participation in Project Meetings	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
	T 6.3: Development of Interim and Final Reports																		▓																		▓

WP6 – Responsibility Flowchart

WP6	PROJECT MANAGEMENT	UNIFG	HUBc	EICD	LMU	UIS	VALUE	INFO	LAE	AMC	TW
	T 6.1: Overall Management	L	P	P	P	P	P	P	P	P	P
	T 6.2: Preparation of and participation in Project Meetings	P	P	P	P	L	P	P	P	P	P
	T 6.3: Development of Interim and Final Reports	L	P	P	P	P	P	P	P	P	P

WP6 – Working Days Distribution

	Partner		Manager	Teacher/Train	Technician	Administrat	Total number of days	Grant requested
	Name	Country	Number of days	Number of days	Number of days	Number of days		
P1	UniFg	IT	25	95	10	20	150	37,895.00
P2	HUBc	ES	6	15	0	10	31	4,572.00
P3	EICD	RO	6	15	0	10	31	2,426.00
P4	LMU	DE	6	15	0	10	31	7,441.00
P5	UiS	NO	6	15	0	10	31	8,343.00
P6	VALUE	IT	60	35	15	0	110	32,065.00
P7	INFO	IT	6	10	0	0	16	4,586.00
P8	LAE	IT	6	10	0	10	26	6,156.00
P9	AMC	AT	6	10	0	10	26	6,898.00
P10	TW	PT	6	10	0	10	26	3,752.00
			133	230	25	90	478	114,134.00

WP7 – Quality Assurance

Aims and Objectives:
The objectives of the WP are:
- To ensure project objectives are met;
- To adopt corrective actions where necessary;
- To ensure that project results are of the highest quality consistent with EU publication standards;

ValueDo will lead this WP. QA will be assured thanks to a quarterly report (R.7.1 validated at first Meeting) that all the partners will have to complete.

QA Leader, with the support of Project Coordinator, will establish the procedures to assess the progress of the project, its intermediate and final results, through the development of a detailed Quality Assurance Plan (R7.1). The consortium will define the target values for the quantitative and qualitative indicators defined in section IV.2.

The standards established to monitor the project process and results will be drafted in the QAP and validated during the first project meeting. QA objective will also be the creation of results which purpose is to be disseminated: language, structure and contents easy to understand for target audience.

The indicators will be prepared respecting the principles of the PDCA and the main ones will be:
- observance of the activity plan and deadlines (to be checked through a detailed GANTT);
- relevance of the outcomes and specific competencies of the beneficiaries
- feasibility of the outcomes in terms of timescales, methods and tools,
- achievement of the goals and objectives;
- adjustment procedures.

RESULT	DESCRIPTION	AUTHOR	START DATE	END DATE	ACTUAL START DATE	ACTUAL END DATE
R7.1 **Quality Assurance Plan**	This document will define the remit of the project and state how the partners will work together to achieve project aims, assuring the highest quality of the process. It is aimed to ensure that all the tasks involved in the	VALUEDO	M1	M3		

	projects are delivered with the fixed quality requirements and standards. It will present all the milestones; quality metrics and a continuous quality improvement strategy will be set.				67
R7.2 Quarterly Project Reports template	Reports to be filled in by each partner every 3 months, on a common template that will be prepared by VALUEDO and approved during the Kick-Off Meeting. The aim of the project report is to better understand the improvement of each partners and assuring the smooth progression of the project.	VALUEDO	M3, M6, M9, M12, M15, M18, M21, M24, M27, M30, M33, M36	M3, M6, M9, M12, M15, M18, M21, M24, M27, M30, M33, M36	

WP7 – Detailed GANTT

WP7	QUALITY ASSURANCE	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	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36
	T7.1 Development of a Quality Assurance Plan																																				
	T7.2 Reporting, Monitoring and Scheduling																																				

WP7 – Responsibility Flowchart

WP7	QUALITY ASSURANCE	UNIFG	HUBc	EICD	LMU	UIS	VALUE	INFO	LAE	AMC	TW
	T7.1 Development of a Quality Assurance Plan	F	V	V	V	V	L	V	V	V	V
	T7.2 Reporting, Monitoring and Scheduling	P	P	P	P	P	L	P	P	P	P

WP7 – Working Days Distribution

	Partner		Manager	Teacher/Trainer/Researcher	Technician	Administrative	Total number of days	Grant requested
	Name	Country	Number of days	Number of days	Number of days	Number of days		
P1	UniFg	IT	4	22	0	0	26	6,998.00
P2	HUBc	ES	2	12	0	0	14	2,362.00
P3	EICD	RO	2	12	0	0	14	1,268.00
P4	LMU	DE	2	12	0	0	14	3,756.00
P5	UiS	NO	2	12	0	0	14	4,174.00
P6	VALUE	IT	15	0	30	0	45	10,860.00
P7	INFO	IT	2	13	0	0	15	4,013.00
P8	LAE	IT	2	13	0	0	15	4,013.00
P9	AMC	AT	2	13	0	0	15	4,463.00
P10	TW	PT	2	13	0	0	15	2,526.00
			35	122	30	0	187	44,433.00

WP8 – Project Evaluation

The aim of this WP is to evaluate and guarantee the project internal quality as defined in R7.1 (QAP). The WP will determine whether the project planning and implementation are effective and the planned results /
expected impacts are met and the quality of the main results.
EICD is the leader of this WP and it will be coordinate the internal evaluation procedure, in collaboration with WP7 leader.

RESULT	DESCRIPTION	AUTHOR	START DATE	END DATE	ACTUAL START DATE	ACTUAL END DATE
R8.1 **Evaluation questionnaires for Partners and External Evaluators**	Evaluation questionnaires referring to methodologies, indicators, etc. defined in Quality Assurance Plan (R7.1) to gather qualitative and quantitative primary data and performance. One will address the consortium members, while the others will be used to collect the feedbacks from External Evaluators involved as stated above.	EICD and ValueDo	M1	M35		
R8.2 **Overall Evaluation Report**	This document, on the one hand, will present the results concerning the feedbacks given by the partners through the Quarterly Reports (Task T7.2) about all the Results and MLs of the project, which will have been updated constantly by the WP Leader. On the other hand, it will include also the processed opinions of the at least 2 External Evaluators concerning ML1 – ML2 – ML6. The document will	EICD and ValueDo	M4	M36		

	be enriched by final considerations and further suggestions received by project partners and elaborated by the WP Leader.					

WP8 – Responsibility FlowChart

WP8	PROJECT EVALUATION	M1	M2	M3	M4	M5	M6	M7	M8	M9	M1	M1	M1	M1	M1	M1	M1	M1	M1	M1	M2	M2	M2	M2	M2	M2	M2	M2	M2	M2	M3	M3	M3	M3	M3	M3	M3
	T8.1 Elaboration of evaluation tools for partners and external experts, selection of the experts																																					
	T8.2 Internal evaluation by partners																																					
	T8.3 External evaluation by experts																																					

WP8 – Responsibility Flowchart

WP8	PROJECT EVALUATION	UNIFG	HUBc	EICD	LMU	UIS	VALUE	INFO	LAE	AMC	TW
	T8.1 Elaboration of evaluation tools for partners	P	P	L	P	P	F	P	P	P	P
	T8.2 Internal evaluation by partners	P	P	P	P	P	L	P	P	P	P
	T8.3 External independent evaluation	V	V	L	V	V	F	V	V	V	V

WP8 – Working Days Distribution

	Partner		Manager	Teacher/Train	Technician	Administrat	Total number of days	Grant requested
	Name	Country	Number of days	Number of days	Number of days	Number of days		
P1	UniFg	IT	4	15	0	0	19	5,199.00
P2	HUBc	ES	2	8	0	0	10	1,706.00
P3	EICD	RO	12	35	10	0	57	5,012.00
P4	LMU	DE	2	8	0	0	10	2,728.00
P5	UiS	NO	2	8	0	0	10	3,018.00
P6	VALUE	IT	10	8	8	0	26	6,968.00
P7	INFO	IT	7	2	0	0	9	2,866.00
P8	LAE	IT	7	2	0	0	9	2,866.00
P9	AMC	AT	7	2	0	0	9	3,049.00
P10	TW	PT	7	2	0	0	9	1,707.00
			60	90	18	0	168	35,119.00

WP9 – Dissemination and exploitation of results

This WP has the aim of ensuring that the project, its milestones and results will be spread to all the relevant stakeholders and to the scientific community through coordinated actions and in the most effective way.

RESULT	DESCRIPTION	AUTHOR	START DATE	END DATE	ACTUAL START DATE	ACTUAL END DATE
R9.1 Dissemination and Exploitation plan	This document will describe the overall plan for the dissemination and exploitation activities, including the social media strategy and the tools for keeping track of the activities carried out. It will also include a set of indicators at the beginning of the project against which it will be possible to measure the activities as well as the success of the dissemination carried out.	INFO	M1	M2		
R9.2 SAFETY Website	This result corresponds to the website for visibility of the project on the internet. The website will be structured in order to be enriched with new content and material published during the project as well as with news from the partnership. In addition, the website will be the hub with links to the SAFETY social media pages (YouTube	INFO	M1	M3		

	channel, Facebook and LinkedIn) All the public results (listed in §VII.8) will be published on the website, The access to the e-learning modules, when prototyped, will be first restricted. Following the Pilot Actions and the improvements and blending made in WP4, the final modules will be uploaded on the website (or on an external platform, linked to the website – this decision will be taken in T3.4) and released for open access to users. The website will remain active at least for 5 years after the project. The partners could modify the contents if necessary, like in case of major changes and/or if the e-learning packages results not be upto-date any more.					
R9.3 SAFETY PR materials	Infotech will elaborate for the partners all the PR materials required, such as project logo, template for .ppts and .docs, leaflets (the leaflet could be changed according to the stage of the	INFO	M1	M3		

	project development), slides for presenting the project concept, posters, infographics for advertising the courses, etc. All the partners will have free access to these materials for disseminating project activities and results.					
R9.4 Intermediate Dissemination Report	The document will report all the dissemination outputs developed in the first 18 months of the project.	INFO	M18	M18		
R9.5 Final Dissemination Report	The document will report all the dissemination outputs developed in the third year of the project.	INFO	M35	M36		

WP9 – Detailed GANTT

WP9	DISSEMINATION AND EXPLOITATION OF RESULTS	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	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36
T9.1	Dissemination and Exploitation Strategy and Plan	■	■																																		
T9.2	SAFETY Web portal	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
T9.3	Designing SAFETY PR material	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
T9.4	Building and maintaining dialogue with stakeholders	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
T9.5	Final International Conference																																			■	■

WP9 – Responsibility Flowchart

	DISSEMINATION AND EXPLOITATION OF RESULTS	UNIFG	HUBc	EICD	LMU	UIS	VALUE	INFO	LAE	AMC	TW
T9.1	Dissemination and Exploitation Strategy and Plan	V	V	V	V	V	V	L	V	V	V
T9.2	SAFETY Web portal	P	P	P	P	P	P	L	P	P	P
T9.3	Designing SAFETY PR material	V	V	V	V	V	V	L	V	V	V
T9.4	Building and maintaining dialogue with stakeholders	P	P	P	P	P	P	L	P	P	P
T9.5	Final International Conference	L	P	P	P	P	P	P	P	P	P

WP9 – Working Days Distribution

	Partner		Manager	Teacher/Train	Technician	Administrat	Total number of days	Grant requested
	Name	Country	Number of days	Number of days	Number of days	Number of days		
P1	UniFg	IT	15	35	10	5	65	16,760.00
P2	HUBc	ES	5	25	10	5	45	6,770.00
P3	EICD	RO	5	25	10	5	45	3,625.00
P4	LMU	DE	5	25	10	5	45	10,830.00
P5	UiS	NO	5	25	10	5	45	12,215.00
P6	VALUE	IT	10	5	22	5	42	9,698.00
P7	INFO	IT	20	35	95	15	165	36,500.00
P8	LAE	IT	5	0	5	0	10	2,650.00
P9	AMC	AT	5	0	5	0	10	2,905.00
P10	TW	PT	5	0	5	0	10	1,595.00
			80	175	182	45	482	103,548.00