

Minutes of EUSAPA Project Full Partner Meeting (GAVLE, 21-23.6.2009)

1. Welcome and project update

- Review of project, PAPTECA model, the methodology of functional mapping and agreement on working groups (see below in functional mapping).

2. Feedback from countries on questionnaires and interviews

- Most partners have sent in the data from their questionnaires in SPSS file.
- **TASK (remaining partners)** if data were collected, send in the files to Martin (September, 10th 2009).
- Generally low return rate in sport and education area; representative return rate in rehabilitation with very different situation in different countries.
- **TASK (Martin)** to analyze data (November, 10th 2009).

3. Functional mapping (FM)

- Working in three parallel groups:
 - SPORT AND RECREATION: **NATALIA MORGULEC (POL)**, Ursula Barrett (IRL), Hana Válková (CZE), Jose Pedro Ferreira (POR);
 - REHABILITATION: **BARTOSZ MOLIK (POL)**, Patrice Flore (FRA), Pavel Mustafins (LAT), David Howe (UK), Tarja Javanainen (FIN);
 - PHYSICAL EDUCATION: **AIJA KLAVINA (LAT)**, Ondřej Ješina (CZE), Anita Wester (SWE), Pauli Rintala (FIN).
- Presentation of drafts (attachment).
- **TASK (ALL)** to translate drafts of FMs to native languages of partners for consultation purposes (September, 14th 2009).
- **TASK (ALL)** to consult draft of FM with colleagues and institutes (from higher education institutions and institutions providing service delivery in three areas) in their respective countries (Sep. – Nov. 2009).

4. Administrative issues and translation

- All partners should find out the conditions for translations (e.g. standard cost of translation from English to partners native language per page/word count). This information will help to plan translation tenders for examples of good practice book. Drafts of functional map will be translated by partners to be used for consultation/exploitation of results.
- **TASK (ALL)** To find out the conditions for translations (e.g. standard cost of translation from English to partners native language per page/word count) (November, 10th 2009).
- **TASK (ALL)** To translate drafts of three FMs to native languages (September, 10th 2009).

- **Reminder:** All payments will be done in accordance with project BUDGET, EACEA financial regulations, financial regulations of the Palacky University and partners. All travel expenses will be REIMBURSED following these steps: (a) Mail EUSAPA manager (Milada) the total cost of your travel expenses and contact person in your institution for financial related communication (e.g. accountant, financial director); (b) PALACKY UN. will send to CONTACT PERSON the order for your travel; (c) Your university will send INVOICE to this ORDER with all BANK details; (d) Money will be transferred based on paperwork submitted. *Please send us your expenses via e-mail to Milada so we can prepare order as soon as possible.*

5. Information about EUSAPA flier

- Partners were presented with draft of project flier developed as part of project marketing campaign.
- **TASK (ALL)** to provide feedback on flier, specially corrections of info about partners (August, 25th 2009).

6. Information about EUSAPA website

- Partners were presented the idea and structure of project website (www.eusapa.eu) which is planned to be interconnected with website of EUFAPA (www.eufapa.eu).
- **TASK (ALL)** To provide feedback on project website (August, 25th 2009).

7. Project meetings (SC=steering committee, FP=full partner)

- **Next meeting** will take place in **RIGA, Latvia (arrival November 26th-TH; meeting November 27-28th; departure November 29th afternoon – after half day meeting)** and will be organized with the help of Aija Klavina; (all partners will bring three persons as there will be work in three parallel groups).
- 09/09 (3SC) meeting (WARSZAW, POL); 11/09 (3FP) meeting (RIGA, LAT); 04/10 (4SC) meeting (TBD); 05/10 (4FP) meeting (JYVASKYLA, FIN) in conjunction with congress EUCAPA (www.eucapa2010.org).

Martin Kudlacek (EUSAPA project coordinator)

TIMELINE OF PROJECT TASKS

	1	2	3	4	5	6	7	8	9	6	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	10	11	12	1	2	3	4	5			7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
MEETINGS			SC	FP1				SC	FP2				SC		FP3				SC		FP4				
WEB(COMMUNICATION)	X	X	X	X	X	X	X	W	W	W	W	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FUNCTIONAL MAP	X	X	X	X	X	X	X	X	X	X	X	X	X												
COMPETENC. FRAMEWORK					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
MODEL OF CURRICULUM					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
EXAMPLES GP-BOOK												X	X	X	X	X	X	X	X	X	X	F	P	X	
EXAMPLES GP-DVD												X	X	X	X	X	X	X	X	X	X	F	P	X	
EXPLOITATION									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
TRANSLATION OF FUN. MAP														T	T	W									
TRANSLATION OF COM.FRAMEWORK															T	T	W								
TRANSLATION OF BOOK																						T	T	T	