

*Enhancing Volunteer Awareness and education against Natural Disasters  
through E-learning  
(EVANDE)*

3<sup>rd</sup> Management Meeting

**Sofia, Bulgaria**  
**7-8/4/2016**

**MINUTES**

The 3<sup>rd</sup> project management meeting took place at the headquarters of Centre for Educational Initiatives, in Sofia, Bulgaria. The participants were from all partners as well as staff and external collaborators of the Centre for Educational Initiatives that are engaged in the project implementation. A list of participants follows at the end.

7/4/2016

The meeting started on Thursday 7/4/2016, according to the agenda. The staff members of the Centre for Educational Initiatives in Sofia, along with the project coordinator Dr. Charalambos Fassoulas (NHMC), welcomed participants and introduced the agenda of the meeting.

The participants were transferred to the Emergency Centre of the Sofia Municipality in order to be informed by the Centre's officials about the work of the centre with regards to the management of emergency situations. **Ms. Mariela Naydenova (deputy mayor of the Security Department of the Sofia Municipality)**, **Mr. Krasimir Mironov (director of the Video Surveillance Centre)** and **Mr. Ilian Djulgerov (chief expert of the Emergency Centre of the Sofia Municipality)**, explained to participants how the Video Surveillance Centre works and replied to their questions concerning civil protection issues.

Following this, **Ms. Mariela Naydenova**, presented the main aims of the Security Department of the Sofia Municipality, while Mr. **Stefan Stefanov (Head of the Unit "Prevention Activities"/DC "Fire Safety and Civil Protection")** and **Mr. Kostadin Chifliparov (Head of the Unit "Volunteer Formation"/DC "Fire Safety and Civil Protection")** presented the main aims and activities of their departments concerning the training of volunteers involved in rescue operations and other civil protection activities. All stressed the importance of the volunteers' training and the promotion of volunteering values.

In continuance, **Dr. Charalambos Fassoulas (NHMC)** presented the EVANDE project to the officials of the Sofia Municipality and highlighted the importance of the meeting for scheduling the training activities in all partner countries.

After the coffee break, **Dr. Charalambos Fassoulas (NHMC)** presented a review of the past activities and summarized the steps that need to be followed in order to plan and implement the training activities and finalize the remaining project deliverables.

In the next presentation, **Mr. Fabrizio Boldrini (CSFVM)**, presented the draft versions of the 5 e-booklets on earthquakes, floods, wild fires and European civil protection policies. He informed partners about the applications, websites and networks that will be used in order to disseminate the booklets to a wide audience (e.g. Academia; Gutenberg; Amazon Platform and the International Network “Open Educational Resources”). In continuance, partners discuss the timetable to follow in order to finalize the publication of the booklets. They concluded as follows:

-by **20/4** partners will send their feedback to the Steering Group on the content and layout of the booklets. Partners will also control if the list of contributors needs to be updated also with external experts.

-by **27/4** the Steering Group will decide on the final changes to be made on the booklets by CSFVM.

Following this session, **Mr. Fabrizio Boldrini (CSFVM)**, presented the planning for the International Volunteering Meeting that will take place from 2/6 (arrival date) to 7/6 (departure date) in Perugia, Italy. A draft programme was presented and discussed with participants in order to understand their needs and get their feedback on existing options for local visits (either the Basilica of Assisi or the Operative Centre of Foligno). Partners proposed to include in the programme, a session where volunteers can present their work in the plenary and exchange experiences. Mr. Fabrizio Boldrini presented a proposal on budget arrangements (300 € per participant to be covered by the partners’ budget) and on the number of volunteers that could attend the meeting (60 in total). He asked partners to communicate the number of the final volunteers as soon as possible. Information about the international transport issues was presented too and considerations on which is the most convenient way to issue the invoices of volunteers’ expenses were discussed. The finalization of the pending planning issues is going to be done by the **end of April 2016**.

In continuance, **Mrs. Polyxeni Arapi (TUC)** presented the updated services and content of the project’s blended learning platform (**new link for the platform: <http://evande.coursevo.com/>**). She informed partners about the changes made to improve the interfaces as well as about the functions that have been added (e.g. users can sign up by using also their personal google or facebook account). In addition, the way the platform will operate concerning the different national languages is presented. After discussion in plenary, the following issues have been agreed:

-Instructors need to put personal information in the session where their profile is presented (“My profile”).

-The existing syllabus will be refined once the exact training path per thematic course will be finalized (e.g. it needs to include the communication strategy, the references, the course duration, etc).

-The learning path to be followed by users will be specified per course and per each national group.



-Terms and conditions concerning the use of cookies need to be communicated to the users, according to the privacy legislation. The information on cookies will be stored in the server of TUC in Greece.

-Evaluation and certification issues will be concretized by partners in the next weeks.

After the lunch break, **Mrs. Polyxeni Arapi (TUC)** facilitated a workshop on how to develop and support courses on the blended learning platform. She mainly presented how a course can be developed and how platform's services can be selected by the course instructors and developed according to the local needs (e.g. services such as the chat, the forum and the video conference).

The second part of the workshop continued in the following day.

8/4/2016

In the morning session, **Mrs. Polyxeni Arapi (TUC)** continued the workshop on the blended learning platform and training of volunteers on its usage. Partners' questions on technical issues of the platform were addressed while several proposals on how to finalize the assessment and certification issues were discussed.

Following this session, **Dr. Fassoulas Charalampos (NHMC)**, presented the planning of the training activities through a powerpoint presentation where all deadlines and details were defined. It was agreed that trainings will aim to train civil protection volunteers to act as multipliers within their organization, with regards to the use of the platform. In addition, other conclusions include the following:

-The training for volunteers groups can be combined with the national trainings.

-The group of volunteers can in some cases be mixed to include both members of civil society organizations and staff of the local authorities.

-By the **end of May 2016** partners are requested to have evaluated the draft online courses through self-testing activities were partners act as learners, with the contribution of external experts and through the pilot testing of the volunteering groups.

-The piloting testing will be focused on the technical issues of the platform, its content and the proposed educational path of the courses.

-Partners are encouraged to do the testing for different courses than the ones they have developed in order for the feedback to be more constructive.

-Partners are encouraged to have at least two external evaluators per course.

-The final material to be available in the platform after the testing period needs to be scientifically correct and in line with the official civil protection guidelines of the EU.

-After the translations, the e-learning platform should be ready for the training activities with volunteers and LA staff on June 2016.

Following the coffee break, **Ms. Eleni Spyridaki (NHMC)** presented the timetable of forthcoming actions and informed partners about the financial report they need to submit by **5/5/2016**, as well as on the needs for the compilation of the 2<sup>nd</sup> Technical Report that should be submitted in EC **end of May 2016**.



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In continuance, **Dr. Fassoulas Charalampos (NHMC)**, replied to the questions of partners regarding general or country-specific management and financial issues.

Finally, **Dr. Fassoulas Charalampos (NHMC)** thanked the hosting organization Centre for Educational Initiatives for the excellent organization and hospitality and the participants for their contributions. The meeting reached its end and partners had time for lunch and departure preparations.