



Project co funded by the EC  
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***Enhancing Volunteer Awareness and education against Natural  
Disasters through E-learning  
(EVANDE)***

4<sup>th</sup> Management Meeting

**Heraklion, Crete, Greece  
14/10/2016**

**MINUTES**

The present minutes summarize the discussions among the EVANDE partners concerning the project progress and planning and present the main conclusions and future steps per project task, activity or deliverable.

Translations and printing concerning the technical reports (booklets) and the e-learning platform.

Partners discussed the progress of translations and printing tasks, if there are extra funding needed and if they had difficulties in uploading the translations of the e-courses into the e-learning platform. The main conclusions of the discussion are the following:

- CEI needs extra funding for the translations and printing of the technical reports (booklets), so that a budget re-allocation will be needed.
- According to the grant agreement only the best practice guide was supposed to be published in hard copy. The NHMC used the related budget to print both the best practice guide and the technical reports (booklets). Partners could do the same, if it serves the target' group needs. All have a certain amount for such print outs.
- Partners discussed about how ISBN numbers are obtained at national and international levels and if such number should be requested for the booklets. CSFVM informed partners about the international rules. Partners exchange information and experience on the use of ISBN numbers for project publications. Further research on this is needed, in case partners decide to request ISBN number for the project's publications.
- TUC has uploaded the English versions of the technical reports (booklets) on the e-learning platform. Partners will need to send the translated versions of the booklets to TUC, so they will be also uploaded on the platform.
- CSVN encountered problems when uploading the courses' assessments on the e-learning platform. TUC will provide technical assistance to this.
- TUC informed partners that the resources per course can either be translated into their national languages or automatically exported from the English version to the version of the other languages. Partners will decide on it, according to their needs.



TUC encouraged partners to enrich resources with additional material in their national languages.

- NHMC encouraged participants to record lectures and upload them on the platform. A short demonstration was done to remind participants the instructions on how to use this functionality. It is suggested that at least 3-4 presentations per course should be recorded by the platform's tool.
- TUC will check if recorded lectures can be uploaded also on YouTube and inform partners about it.
- NHMC encouraged participants to use the videoconference functionality of the e-learning platform (through the setting "schedule a new classroom" for a specific course) in order to support the communication between the civil protection volunteering groups. NHMC proposed the organization of a videoconference among the national volunteering groups in the next month. The tutorial on how to use the videoconference functionality was given to partners during the testing phase of the platform by TUC. Additionally, TUC reminded that in order to use this functionality users must be registered to the course.

Knowledge self-assessment tool (D21): The knowledge self-assessment tool (D21) will be based on the evaluation form for training courses described above. It will be uploaded on the platform soon by TUC.

#### Certification of attendance for learners of the e-learning platform.

Partners discussed several options related to the assessment criteria that could be used in order the e-learning platform to issue an automatic certificate of attendance. The examples discussed were coming from other experiences on e-learning projects that partners had or from other civil protection e-learning platforms used by the partners' staff. The common agreement was that the learner can have unlimited tries to answer the assessment on-line tests. Certificates could be issued per course topic (ie. Earthquakes, Floods, Wild Fires, EU policies) and in the cases the learner will achieve at least a 70% of correct answers in all assessment of a course. The Certification will be provided automatically after learner's request. NHMC will prepare the necessary layout.

#### Tutorial on the platform's use

The tutorial on platform's use is available in English at the home page of the e-learning platform (<https://www.youtube.com/c/Coursevo>). NHMC will produce a powerpoint presentation with the main steps that learners need to follow in order to use the e-learning platform. The powerpoint presentation will be then translated into all national languages and will be uploaded on an introductory page for the platform at the project's website. The aim of this powerpoint presentation is to summarize the information provided in the tutorials in all partner's language and to encourage the visitors of the EVANDE website to use the e-learning platform.

#### Language option on the home page of the e-learning platform



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The e-learning platform is fully operating in its English version. TUC will make the selection of national languages on the home page of the e-learning platform possible. Till now learners choose the language of their learning course after they sign in to the e-learning platform.

### Newsletters

The 1st and 2nd EVANDE newsletters were published in April 2015 and October 2015. The 3rd newsletter (supposed to be published in April 2016) is pending. The 4th newsletter is planned for December 2016. NHMC will soon request information by partners, so that the two remaining newsletters will be prepared.

### Leaflets

The English version of the leaflet is ready. Partners are in process of translating the leaflets into their national languages. They need to publish the leaflets into their national languages and also limited copies of the English version. 5,000 copies will be printed by all partners, according to the grant agreement.

### Organization of training courses (D26 and D27)

Partners agreed on a common way to organize the training courses: They will first invite the target groups (civil protection volunteers and local authorities' staff) for an introductory session of 3-4 hours where the EVANDE project and the main functionalities of the e-learning platform will be presented. In continuance, a period of interaction between the instructors of each course and the learners will be take place. It is estimated that this period will last from 10 to 15 days approximately. During this period, learners will attend the e-courses, submit their assignments, give the assessment tests, and be in contact with the course instructors to obtain training support. If possible a closing meeting can be organized to summarise and assess activity and discuss potential questions.

### Evaluation of training courses (D26 and D27)

TUC informed partners about the option of courses' evaluation on the e-learning platform by each learner, using an existing five stars rating system. The learner can also see the average rating per course, when registers to it.

Concerning the evaluation of the training courses, TUC and NHMC prepared an evaluation form in English that includes criteria for both the quality of trainings' organization and the learning outcomes obtained. The participant of the training courses need to fill this report in. In continuance, partners need to provide a summary of evaluation feedback to the NHMC, so that the overall success of the training courses in all countries is monitored.

In addition, for the trainings' reporting needs, partners are requested to have a list of participants' signatures.

### National training meetings, seminars and dissemination events (D26, D27 D28 and D36)

Partners are free to combine the national training meetings (D28), the national dissemination events (D36) and the training seminars for civil protection volunteers and local authorities' staff (D26 and D27), if this serves better their local needs.



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The two Italian partners (CSVM and BEIGUA) are planning to organize a common national meeting and dissemination event, probably on 18/11/2016. Partners will inform each other on the event dates so that, if possible, they try to visit each other, to ensure the additional project's visibility and dissemination.

#### Closing meeting in Brussels (D14)

The dates of the closing meeting will be specified soon. NHMC and CSFVM will explore the possibility of organizing a common meeting for both the EVANDE and the CP-Model civil protection European projects they are coordinating, aiming at maximizing the visibility, dissemination and follow-up. They will also explore if the event could be organized in collaboration with the Regions of Crete and Umbria as they maintain offices in Brussels.