

Kick-off Meeting Report

2019 December 6-7-8

The first meeting (Kick-off Meeting) in the scope of the project No. 2019-1TR01-KA203-076879 and named as “Better and Effective Nursing Education for Improving Transcultural Nursing Skills (BENEFITS) which is a Ministry for EU affairs Erasmus+ KA203 Strategic Partnership Project was held in Istanbul by Hassan Kalyoncu University on **7th December 2019**. After having the approval of the national agency, the kick-off meeting was held in İstanbul Turkey due to the security concerns of the institutions of our EU partners (Spain, Belgium and Slovenia) regarding the city of Gaziantep.

The first meeting was attended by the following project teams whose names and institutions were mentioned:

Participants

No	Name & Surname	Organization	E-mail
1	Ayla Yava	HASAN KALYONCU UNIVERSITY	ayla.yava@hku.edu.tr
2	Betül Tosun	HASAN KALYONCU UNIVERSITY	tosunbetul@gmail.com, betul.tosun@hku.edu.tr
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4	Valérie Tóthová	Jihočeská univerzita v Českých Budejovicích	tothova@zsf.jcu.cz
5	Katalin Papp	Debreceni Egyetem	papp.katalin@foh.unideb.hu
6	Mirko Prosen	Univerza na Primorskem Univerzita del Litorale	mirko.prosen@fvz.upr.si
7	Sabina Ličen	Univerza na Primorskem Univerzita del Litorale	Sabina.Licen@fvz.upr.si
8	Maria Dolors Bernabeu Tamayo	Universitat Autònoma de Barcelona	MariaDolors.Bernabeu@uab.cat
9	Sandra Tricas-Sauras	Erasmus Hogeschool Brussel	sandra.tricas-sauras@ehb.be
10	Eda Başustaoglu Şahin	Giresun University	edabasustaoglu@gmail.com
11	Mehmet Ali Çıkımoğlu	Gaziantep Provincial Directorate of Health	onur97@hotmail.com

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Program

6 December 2019 – Arriving day (Friday)

Accommodation in Le Meridian Hotel in Istanbul

Dinner in the Le Meridian Hotel

Address : LE MERIDIEN Hotel, Cengiz Topel Caddesi No.39 34337 Etiler, Istanbul.

7th December 2019 (Saturday) 09.00-17.00

09.00-09.30	Welcome to Partners Presentation of BENEFITS Project's partners. <i>Project Presentation tools (logo, website, social media accounts)</i>	AYLA YAVA RN, Prof.
09.30-10.30	Project Aim and Project Description	
10.30-11.00	Coffee Break	
11.00-12.00	Time Table	BETÜL TOSUN
13.30-14.30	Transnational Meetings and Multiplier Event	RN, PhD Assist. Prof.
14.30-15.00	Learning Teaching & Training Activities	
15.00-15.30	Coffee Break	
15.30-16.30	Project Budget and Questions	All Partners
16.30-17.00	Development of a Workplan for the Coming Meetings	

8 December 2019 (Sunday)

Departure

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The meeting was held according to the first meeting agenda and aimed to provide comprehensive project documentation about the work carried on during the first year of the project and to plan regarding the next work package.

1. Welcome to Partners

The kick-off meeting started with the introduction of faculty members from Hasan Kalyoncu University as the representatives of the coordinator institution.

2. Presentation of BENEFITS Project's partners.

All participants introduced themselves, the institutions that they are representing and briefed the audience on their experience on transcultural nursing education and their contribution to project BENEFITS

It is decided to;

- Assign the individuals who will be employed in the project and report them to the coordinator institution within two weeks after the meeting,
- Assign one individual from each project partner to work on the quality management and report them to the coordinator institution within two weeks after the meeting,
- Prepare the Quality Management Plan by the coordinator institution.

3. Project Presentation tools (logo, website, social media accounts)

The project logo and visual materials are presented and agreed on by the representatives of the partner institutions. The coordinator briefed the partners on development process of the project website and social media accounts.

Project Aim and Project Description

The aim, targets and outputs of the project Better and Effective Nursing Education for Improving Transcultural Nursing Skills (BENEFITS) were reviewed. Intellectual outputs (O1, O2, O3, O4) which were stated in the project proposal but not accepted and not granted by the national agency are decided to be held under other intellectual outputs. For realization of Output 5, the individuals from partners who are going to prepare a systematic review and a tool for assessing the transcultural nursing education were selected.

4. Time Table

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Time table of the project was reviewed. With the consensus of the partners, it was decided to make some changes on the timetable that are not going to affect the process management and report them to the Turkish National Agency for approval.

5. Transnational Meetings and Multiplier Event

The dates of the transnational meetings and their contribution to the outputs are reviewed. Suggestions of the partners on dates of the meetings are discussed, agreed on and the time table is rearranged for approval of the Turkish National Agency.

6. Learning Teaching & Training Activities

The selection criteria for the students who will be involved in the learning, teaching, training activity to be held in Belgium are reviewed. The opportunities and facilities that may be provided to the students for accommodation during the activity by the project partner Erasmus Hoge School Belgium are discussed.

7. Project Budget and Questions

The transfer of the first 40% share of the budget to the project partners is confirmed with the exception of UAB, Spain. Original signed budget agreements are delivered to the coordinator. It is decided to ask the Turkish National Agency for a copy of the budget agreement written in English. Budget items are reviewed. The rearrangement of the budget of kick-off meeting and the changes in the budget plan are reviewed. The questions of the representative of the UAB, Spain on the budget are noted down for consultation of the Turkish National Agency.

8. Development of a Workplan for the Coming Meetings

At the end of the day the partnership carried on discussions about the next meeting and determination of details. It was decided that the next meeting will be held in USB, Cheske Budejovice 27-28 February 2020.

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