

Learning Hospitals

Kick-off meeting - Bruck/Mur (AT) / 05th-07th of November 2008

MINUTES

List of Participants:

AT/LKH Bruck/Mur:	Mr. Rudolf Schrittwieser Ms. Elisabeth Repolust
DE/INIT Developments:	Mr. Michael Schwaiger
FI/Karrier Oy:	Mr. Kari Löytökorpi
GR/National School For Public Health (NSPH):	Mr. Charalampos Magoulas
HU/ Inst. for Basic and Continuing Education of Health Workers (ETI):	Ms. Zsuzsanna Bethleni Ms. Annamária Bölcs házyné György
University Hospital of Ancona (AOR):	Mr. Roberto Penna Mr. Gianluca Serafini
Zona Sanitaria Territoriale 5 di Jesi ASUR (Azienda Sanitaria Unica Regionale) Marche:	Mr. Claudio Martini Mr. Stefania Mancinelli
University of Bialystok:	Ms. Dorota Misiejuk Ms. Beata Bocwinska-Kiluk
SE/School of Education and Communication (ENCELL):	Mr. Joel Hedegaard
TR/Ankara Health Directorate (ASM):	Mr. Ali Ünal Mr. Şemsi Mustafa Aksoy Mr. Sedat Gülay

05/Nov.

Arrival of the partners; official common dinner

06/Nov.

09.00 Official opening of the project meeting and welcome of guests:

- Mag. Helmut Hirt (Minister of Health, Province of Styria)
- Bernd Rosenberger (Lord Mayor of the city of Bruck/Mur)
- Mag. Nikolaus Koller (Director of Bruck/Mur Hospital)
- Prim. Dr. Heinz Luschnik (Medical Director of Bruck/Mur Hospital)

media:

- Mema TV (lokal TV station)
- Kleine Zeitung (newspaper)
- Kronen Zeitung (newspaper)
- Die Woche (magazine)

09.30 Presentation and discussion of Learning Hospital project - Idea - concept - work plan - envisaged results etc. (INIT/Michael Schwaiger)

10.00 Getting known to each other - presentation and introduction of all partners and their organisations

13.00 Lunch

14.00 Tour through the Hospital Bruck/Mur under the guidance of Rudolf Schrittwieser

15.30 Work shops in small groups (part I): Approaches and suggestions concerning project focus in terms of:

- main content areas
- main target groups
- main key factors
- other issues

17.00 Transfer back to the hotel

20.00 Common dinner in Bruck/Mur

07/Nov.

- 09.00 Work shops in small groups (part II)
- 10.00 Presentations and discussion of work shop results
- 11.30 Finances, administration and reporting - Financial issues, interim/final report; internal reporting procedures etc. (INIT/Michael Schwaiger)
- 12.00 Dissemination concept - E-mail address list; European Network of Transfer and Exploitation of EU Project Results - E.N.T.E.R.; project posters; project website; individual potential and possibilities etc. (INIT/Michael Schwaiger)
- 12.30 Next project steps and developments - Responsibilities, tasks, deadlines, next meeting etc. (INIT/Michael Schwaiger)
- 13.00 Common lunch and official closure of the meeting; departure of partners

Basic results, responsibilities and conclusions:

Responsibilities in general: Basically, each partner is self-responsible of the contractual, financial and administrative side of the project. Although the promoter (LKH Bruck/Mur) and the coordinator (INIT) will be most supportive with any kind of information, document, documentation, preparation work etc. it is finally up to each single partner to arrange management issues with its NA. (Please look up once again the presentations of the meeting as well as your contract with your NA; in any case contact your NA for detailed information and instructions!)

Next steps and deadlines:

- **Learning Hospitals Logo:** Kari was so kind to offer the preparation of 2 to 3 suggestions of a LH logo and distribute it to the partners, who will choose one of them
Deadlines: Design work: 11/08; selection of logo: 12/08
- **Key factor catalogue:** Michael will summarize the results of the workshop (with support of Rudolf, Babis and Kari) and the results of the key factor collection in a key factor catalogue format. Each partner will be asked to add new data and information as well as at least 2 examples of best practice respecting at least one of the described key factors.
Deadlines: Summarizing of reports: 12/08; development of format: 01/09; contributions of partner: 03/09
- **E-Mail-Group:** Each partner will collect the e-mail addresses of at least 10 experts, organisations, bodies etc. how are interested to get regularly informed about our project. INIT will be responsible to provide the partnership with an appropriate format and to collect the data!
Deadlines: Distribution of format: 02/09; collection of addresses: 03/09
- **LH Posters:** Again Kari was so kind to take over the design of a LH poster; our partners from IT were so kind to offer the printing of the posters on their own costs for all partners (5 copies/partner)
Deadlines: Design: 02/09; Printing: 03/09
- **Website:** Michael has already registered the domain www.learning-hospitals.eu; he will design and maintain a very basic project website
Deadline: 04/09
- **Next project meeting:** We will meet the next time at our friends from AMS in Ankara/Turkey! The meeting will be held from **15th to 19th of April 2009** (15th and 19th: travelling days; 16th and 17th working days; 18th social day). Arrangements and organisation will be to the responsibility of AMS, LKH Bruck/Mur and INIT!