

2010 CALL LEONARDO PARTNERSHIPS PROGRESS REPORT

Grant Agreement period: 1.8.2010 – 31.7.2012

Due 30 June 2011

Please complete, sign and send this progress report to the UK National Agency (Ecorys) by 30 June 2011, as requested in Article 7 (Monitoring, Evaluation and Control) of your Grant Agreement.

The report will be used by your National Agency for monitoring purposes. Please include copies of any outputs, materials or examples of good practice from your Partnership that have been produced to date. You do not need to include any boarding passes or certificates of attendance at this stage.

Please read the **guidance note** at **Annex 2** of this document carefully before completing your progress report.

Checklist:

The report must be:

- completed electronically
- completed in full
- sent as an electronic version to leonardo@uk.ecorys.com
- signed by the contact person (original signature)
- signed by the Head of organisation (original signature)
- sent as a paper copy to Ecorys
- sent by 30 June 2011

If you have any queries please contact the Leonardo helpline on 0845 199 2929 or email leonardo@uk.ecorys.com.

Please send the completed form to:

Leonardo UK National Agency
Ecorys
Vincent House, Quay Place
92-93 Edward Street
Birmingham
B1 2RA

AND the electronic copy to leonardo@uk.ecorys.com

1. General information

Project reference no.	LdVP/10/...
Title of Partnership	TRaNSforM
Name of your organisation	The University of Nottingham
Role of your organisation	<input type="checkbox"/> The Coordinator
Partner organisations (name and country)	

1.1 Organisation data

Please fill in these tables **if data has changed** since your application¹.

Full legal name	The University of Nottingham		
Address	University Park, Nottingham		
Postcode		City	Nottingham
Country	UK		
Telephone 1	01158230906	Telephone 2	
Mobile	07828886003	Fax	
Email address	c.hall@nottingham.ac.uk		

1.2 Contact Person

Title	Dr	First name	Carol
Family name	Hall		
Department	Division of Nursing		
Position	Associate Professor		
Work address	<i>(if different from above)</i> Division of Nursing, Queens Medical Centre		
Postcode	NG7 2UH	City	Nottingham
Country	UK		
Telephone 1	0115 8230906	Telephone 2	
Mobile	07828886003	Fax	
Email address	c.hall@nottingham.ac.uk		

1.3 Legal Signatory

First name		Family name	
Position		Email	

¹ If any of these details change before the end of the project please let us know by email so we can update our records. This information will be used in the Final Report form we will send to you in 2012. The Legal Signatory should be someone with authority to sign contracts on behalf of your organisation, e.g. Director, Head of Department, Chief Executive or similar.



2. Partnership content

2.1. Please describe briefly the Partnership activities undertaken and the results achieved so far (please make reference to the original objectives of your Partnership as set out in your application):

WP 1 Steering – The Group met in Nottingham and Oporto on November 2010 to plan and steer the work of the project and to allocate work according to the plan submitted. Work was undertaken to establish a working platform for sharing ideas and papers and to begin to work on the development of a new website. The project is now using 'iversity' <http://www.iversity.org/> successfully and has 15 members of the project signed up- discussion is underway regarding access for others. The project now has a logo and has a domain name for the new website. It was hoped that the site would be live in time for this report but work commitments mean this will be delayed slightly. WP 1 reviews are featured in all meetings and progress is completed in the business meeting notes taken and circulated to all by iversity and email.

WP 2 Visioning the international nurse The project leads for WP 2 (Belgium and Portugal) established the work to be achieved by all sites in respect of understanding nurses views on this. Using Appreciative Inquiry enabled sharing of ideas across cultures and some visual appreciation of competencies required. The work was presented in a workgroup in Izmir in Turkey, and all partners sent representatives to attend. The report for WP 2 has been completed by the package partners and will form part of the final work as well as operating as a platform for the development of WP3, 4,5.

WP3 Identifying the skills and competencies of the nurse in clinical practice. This workpackage was developed by Portugal and Turkey and work was distributed to all participants for consideration. Participants were invited to Ireland to feed back their results. This was a popular meeting with a number of clinical nurses attending from Portugal, who were able to participate and contribute their views. However, the next phase of the project was identified as having some challenges for two reasons. -1. There was clearly some difficulties in agreeing definition across the different countries and it was agreed a glossary of terms might resolve this issue. 2. The summer vacation meant that neither mentors nor teachers were likely to be around to complete the workpackage work required before September as planned. This was in part due to a shifting of timescale because the project had not taken into account the contracting period and was then delayed by 3 months at the beginning of the work. It was agreed that the WP 4 and should run concurrently in the autumn and that these packages should be developed in the summer by participants. Additionally work should proceed on a glossary of terms so that agreed definitions could be used. This work would be fed back in Finland and everyone would then be prepared to work on the data collection when mentors in practice and leaders were more likely to be available. Results would be discussed in a slightly longer meeting in Bielefeld in November.

WP4,5,6 are work to be developed.

WP 7 Dissemination and Evaluation

Nottingham hosted one workgroup in November 2011 to establish the project as co-ordinators and leads for Workpackage 1 and 7. This was attended by Belgium, Finland, Ireland and Germany. The remaining partners had a meeting led by Belgium in Portugal which mirrored the work group in the UK. Both meetings were reported on and the notes are placed on iversity.

Belgium and UK met for a small group meeting in the UK to discuss WP 1 and 7 progress in June 2011, prior to the meeting in Ireland. This was held to review progress in light of the interim reports, and was held in London as it was for just one day and needed to be located between the two countries for convenience of travel. .

Nottingham also expects to host a full workgroup in February 2012.

An evaluation survey using survey monkey is to be implemented to evaluate the meetings held for the project.

National Work in the UK.

Two focus groups have been held with nurses from clinical practice who are attending education study in the School of nursing. The first group are nurse leaders and the second group nurses who are undertaking training to become student mentors. The first group participated from clinical practice in Derbyshire, and the second group from Lincolnshire – offering a different type of career trajectory and geographic demography. The participants were male and females and their ages ranged from XXX, with a range of experiences in nursing. All were qualified nurses working in clinical practice. Some in the community and some in hospital settings. The nurses took the opportunity to reflect on the skills they used and the barriers they saw to becoming more internationalised in their practice. This was despite using the methodology of AI which is aimed to consider the positive elements elements of their practice.

2. 2. What problems/obstacles have you met in the implementation of the Partnership, if any? How have these problems been they solved?

Very few. See above – Most problems have been easily resolved by discussion and by using different mechanisms for discussion to suit individual groups.

Most partners are proactive and will generate information and publicity materials etc. UK and Belgium have a role to play in ensuring parity and consistency and quality outputs, but this has been minimal and advisory.

2.3. Mobility activities

Minimum number of mobilities planned (please tick as appropriate)	<input type="checkbox"/> 12
	<input type="checkbox"/> Reduced number of mobilities ² _____

² In some cases it is possible to request a reduced number of mobilities, for example if you are working with staff or trainees with special needs or have partners in Overseas Territories (OSTs). Any change must be agreed in writing in advance with the National Agency. Please contact your project officer for more information.

2.4. Mobilities carried out between 01.08.2010 and 30.06.2011³ (add rows if necessary)		
Mobility description – Destination (country and city ⁴) and brief description of activities undertaken during the mobility, including any outcomes of the visit.	Number of participating STAFF⁵	Number of participating TRAINEES
Maggie Roberts (Izmir Turkey) Carol Hall (Izmir Turkey)	2	0
Carol Hall (Sligo Ireland) John Digan (Sligo Ireland)	2	0
Total number of mobilities:	4	

2.5. Total number of mobilities to be carried out by 31.07.2012:	12
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2.6. Please provide further details below of the STAFF that have participated in the mobilities to date (add rows if necessary)			
Name	Age Range (Annex 1)	Employment status (Annex 2)	Male / Female
Carol Hall	D	A	Female

³ Please provide details of mobilities carried out by YOUR organisation's staff and trainees. Where individuals with special needs have participated in a mobility, accompanying persons will also count as eligible staff mobilities.

⁴ Eligible mobilities should normally take place where your partner organisation is based. If you have undertaken a mobility to an alternative location, please give details and explain why.

⁵ Including - in the case of mobility involving persons with special needs - accompanying persons

Maggie Roberts	D	A	Female
John Digan	D	A	Male

2.7. Please provide further details below of the TRAINEES that have participated in the mobilities to date (add rows if necessary) N/A plans to take nurses out later this year and in 2012 for 2 events – the nurses have participated locally in the project offering their views and ideas.

Name	Age Range (Annex 1)	Employment status (Annex 2)	Male / Female

3. Please comment on the support you have received from the National Agency to date and specify whether there is any additional support or guidance you would like to receive to help with the management of your Partnership.

WE have received good support from the local agency when we have needed it and know where to contact them if needed. WE attended a project management workshop. Other partners have also received support and the project received a 1 day inspection visit from Leargas in Ireland whilst it was meeting there.

Did you find the guidance for completing this report useful?

Yes

Do you have any suggestions for improvement? No

4. Grantholder's declaration to be signed by the person legally authorised to sign on behalf of your institution/organisation and by the Partnership contact person in your institution/organisation:

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"We, the undersigned, certify that the information contained in this Progress Report is correct to the best of our knowledge."

<p>Date: 20/06/2011</p> <p>Place:</p> <p>Name and position of the contact person: Dr Carol Hall Associate Professor, The University of Nottingham</p> <p>Original signature of the contact person:</p>	<p>Date:</p> <p>Place:</p> <p>Name and position of Legal Signatory:</p> <p>Original signature of Legal Signatory⁶:</p>
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ANNEX 1 - AGE RANGE AND EMPLOYMENT STATUS CODES

Annex 1 - Age range	Annex 2 - Employment status
A 16-24	A Employed (full time)
B 25-34	B Employed (part time)
C 35-44	C Unemployed
D 45-54	D Retired
E 55-65	E Volunteer
F 65-74	F Other (please give details)
G 75-84	
H 85+	

⁶ If the Legal Signatory is the same as the contact person, please sign and date the form in both sections.

ANNEX 2 - GUIDE TO COMPLETING THE PROGRESS REPORT

The purpose of this guide is to help you complete your Progress Report. Please read the guidance carefully before completing your report and contact the National Agency if you have any questions.

Whilst we recommend you work closely with your partners when completing the progress report, you should ensure that you complete the UK report template. Your report should focus primarily on the activities **your organisation** has undertaken up until the end of June 2011.

Completion of the progress report is a contractual requirement. Please ensure that you provide sufficient information for us to assess the progress of your Partnership against the objectives and activities stated in your application.

1. General information

You should complete this section of the report with general information about your Partnership. The information required is contained in your Grant Agreement and Annex V (List of Approved Partner Institutions). If there have been any changes to this information, you should let us know and include the correct information in your progress report.

1.1. Organisation data

You should only complete this table **if information has changed** since you submitted your original application. Please check the information included in your application carefully. If there have been any changes, complete the relevant fields with the correct information. If no data has changed, you should leave the table blank.

1.2. Contact person

As above, you should only complete this table **if information has changed** since you submitted your application.

2. Partnership Content

This section is intended to give us an overview of how your Partnership is progressing. Please refer back to your original application form before completing it and include as much relevant detail as possible.

2.1. Description of Partnership activities and results

The project activities and results described in this section should reflect the work plan and the original objectives set out in your application. If any activities or results have changed since the application, please explain why.

Provide a **brief overview** of the activities undertaken across the Partnership as a whole, including a summary of the Partnership meetings to date. If there have been any major changes to the roles and responsibilities within the Partnership, please provide details.

You should then describe in more detail **your own organisation's activities** to date, giving details of the work you have carried out within your organisation in the UK; for example, any visits you have hosted, examples of project research or evaluation you have carried out and any work you have done to promote the Partnership.

Consider who has been involved in the project activities to date and what impact the project has had on your organisation so far. You should mention the benefits as you see them for the staff and trainees involved and for any other target groups where applicable. You should also consider what the benefits have been of working at a European level.

Please describe the results of your Partnership to date. You may wish to include examples of the products and materials you are working on. If you have a project website, you should include the web address here.

Remember to include any examples of successes or good practice. If there are any additional outcomes that were not anticipated in the original application, please provide details.

2.2. Description of problems or obstacles encountered

In this section you should outline any difficulties you have experienced in the project so far. These may relate to working with your transnational partners, achieving your project objectives, undertaking mobilities, or issues within your own organisation such as staff changes or illness.

Please tell us whether you have resolved the issues to date and if so, explain what measures you took to resolve them. If the issues are ongoing, please explain what steps you plan to take in the future to resolve them.

For any problems experienced during your Partnership you can contact your project officer for help and advice.

2.3. Mobility activities

Please tick the box corresponding to the minimum number of mobilities mentioned in Article 3 of your grant agreement.

In some cases, for example where you are working with staff or trainees with special needs or you have partners in the Overseas Territories (OSTs), you may be able to request a reduced number of mobilities. This should be agreed in writing in advance with the National Agency. If you have previously agreed a reduced number of mobilities with the National Agency, please include the details here.

2.4. Description of mobilities carried out from 1 August 2010 – 30 June 2011

In this table you should include details of any **transnational mobilities** undertaken by staff or trainees **from your organisation**. Trips to visit partners within the UK, if applicable, will not count as eligible mobilities and should not be included.

Please provide details of any Partnership visits that have taken place **abroad**, including:

- the dates of the visit
- the destination country **and** town/city
- a brief summary of the visit activities

***Example:** 10-13 December 2010 - Visit to Latvia, Riga. First Partnership meeting to get to know partners; agree project timings and activities; confirm roles and responsibilities; and agree on evaluation questionnaires. The partner roles were agreed and the report of meeting was circulated including action points in preparation for next meeting.*

Eligible mobilities should normally take place in the location where the host partner is based (see Annex V of your grant agreement). If you have undertaken a mobility to an alternative location, please provide details and a brief explanation.

If staff or trainees with special needs from your organisation have travelled with an **accompanying person**, the accompanying person should be included in the table as a **staff** mobility.

2.5. Total mobilities to be carried out by 31.7.2012

Please include the total number of mobilities you expect to have completed by the end of the project. This figure should be equal to or higher than the minimum number specified in your grant agreement.

2.6. Details of staff who have participated in mobilities to date

Please use the codes in **Annex 1** of this document to complete the table. We will use this data to check that the mobilities undertaken to date are eligible and to assist with our reports to the UK government and the European Commission.

2.7. Details of learner who have participated in mobilities to date

As above, please use the codes in **Annex 1** to complete the table.

3. Comments on support from the National Agency

We would welcome your constructive feedback on the support you have received from the National Agency to date and any recommendations you have on how we can improve.

We are here to support you in making your Partnership a success. Please contact your National Agency project officer if you have any queries or concerns about your project.

4. Grantholder's Declaration

This section should be completed and signed by hand on the hard copy of the form. You can leave the signature blank on the electronic copy.

If the Legal Signatory is the same person as the contact person, please ensure that the form is signed in **both** places.

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