



**CR3 – Minutes of the consortium meetings/Minutes 3rd meeting in Italy,
30092013**

TeD Meeting notes 1st and 2nd October 2013 Padova.

Present:

GRE. Julie White and Nick Platt

Ass.net. Mirna Fusaro, Roberta Basson

Ulss. Ivano Scorzato, Michela Romano, Cristina Frigo, Chiara Menardi

AHE Lodz Marta Chrusciel

Fundacion Bocalon. Andrea Lopez

Wisamar Eszter Csepe

Fundacja Ama Canem. Andrei Niedzielski, Agata Jasinsna

Conect. Alberto Visentin.

1st October Agenda

The group moved from Padova to the ULSS4 venue in Longare, Montecchchio
Prec.no (VI)

Partners were welcomed by ULSS4 and Association N.E.T.

The agenda was discussed and agreed to for the two days. [Appendix A](#)

We then moved to the AAT building where we observed a working session with Matteo ([Appendix B](#) case study within pack). This session was shown via a video link, which was a live dog therapy session with two members of ULSS, a vet and a psychologist. Various activities were observed and noted. The session showed us how the dog handler allowed supervised interactions with the dog and ensured the welfare of the dog at all times. Matteo as expected became excited at times and had problems in controlling this which showed itself in trying to slap or kick the dog, this was very professionally controlled with no risk of poor welfare to the dog or staff involved. Matteo was seen to communicate his wishes, recognition of staff and the dog, social interaction, petting, feeding, watering and walking the dog in a coordinated fashion.

Matteo was on his tenth session and showing positive progress within the sessions and at home.

After the session we discussed Matteos case and future strategies for his next 10 weeks.

After lunch we moved to the dog enclosure to observe demonstrations of dog handling methods and methods to encourage interaction. Two handlers and two dogs were present. A boxer dog and an Australian sheep dog.

Activities observed were:

- Individuals standing in a circle and taking it in turns to call the dog
- Use of arm gestures to give instruction



- The dog walking to heal, with the service user becoming closer to the dog, progressing to the service user walking the dog alone
- Methods of working with seated people
- Methods of using cones and jumping bars
- Other methods of interaction for example 'hide and seek'

We then went onto the stakeholders meeting (Report [Appendix C](#)) where each country presented the state of employment in their own countries and what employment opportunities there may be within the field of pet therapy. Stakeholders invited were members and operators of training centres, employment offices, educational centres and associations and organizations dealing with training and employment. (Appendix XX partners presentation)

2nd October Donatello Hotel Padova.

We changed the agenda for the day so that Conect president could say a few words about why they have withdrawn from the project.

The day started with introductions.

The polish partner then presented the research findings ([Appendix D](#)) from all of the partners. We had discussion and ensured all partners were clear with the findings.

Action: GRE to proof read the research presentation. (within? Can we have a final date?)

Action: 3rd Week in January all reports of the pilot should be sent to Mirna – associazione NET

Conect's president explained that Conect have full belief in the project and still interested in the project outcomes. He assured us that all activities to date were completed. The reason that Conect withdrew is due to administration reasons. They will hand over the tasks to Association Net on the 1st of November, withdrawing from the project on 31st October.

Action: All evidence will be forwarded by conect with the original letter of withdrawal P5 including:

- A breakdown of expenditure so far (Conect)
- Any monies to be paid back (Conect)
- Work completed (Conect)
- Funds received by Conect (8894.41 euro + 25%)
- Rights acquired to individual products and results. (None)
- Procedure for termination, end date and handover procedure (Conect)



- Impact of the withdrawal (Ass Net)
- Redistribution of tasks WP2 (Ass Net)
- Acceptance letter from Association Net for the new tasks and budget (Ass Net)
- Revised partner table and Gantt (Annex 4) (Ass Net)

Action: Growing Rural Enterprise (GRE) will complete sections B,D,H of the Agreement Amendment Request form (AARF) and send a signed hard copy.

Action: GRE will send an email asking if all partners agree to the changes and the tasks and budgets being transferred to Association Net. (email response is ok).

Roberta must be employed by Association Net as staff

Each country presented their 'state of the art' project and dissemination.

Issues. [Appendix E](#)

Action: All partners to send presentations to Nick.

Action: NP to ask NA if Wisamar is allowed to pay scholarships.

Items required to be emailed to Nick for the interim report

1. All copies of presentations
2. Your input into the interim report

All partners to complete sections of the interim report F3.1, F3.2, H.1, H.2, I, J. in the interim report by 21st November.

3. Database of interested party details to ULSS
4. Any terms for the glossary to Nick?
5. Return the evaluation forms to Nick by 16th October

Other items required

1. Please try and use Facebook Te.D and maybe Twitter
2. All partners to complete dissemination templates and send to Roberta by 21st November 2013
3. NP to put more detail in evaluation reports for May and October. The meeting evaluation reports have to be developed and elaborated. The one done so far are not sufficient. Deadlines for the 1 year report **30/11/2013**

Report deadlines.

1. Need to prepare reports about the piloting, to be collected by Andrea, Fundacion Bocalan Spain They will need to be prepared for the meeting Germany (June 2014)
2. All finance reports to Wisamar by 21st November



Notes

Spain did not attend the first meeting because of human resource issues.
Activities for the interim report includes everything we do, signing of contracts, skype, meetings etc

Changes to original activities include a glossary and creation of database. **All to be sent to ULSS using their template. Please forward before the 15th of December. At least 15 from each country.**

We need some clear definitions of our glossary animal assistedtherapyinternational is a starting point.

Newsletter articles need to be sent by the 15th of December 2013 1. Title of the newsletter: highlights from the project.

Steering Committee agenda 2nd October 2013 5-7p.m

1. Checking the dissemination strategy, what is still missing so far from partners and have to be implemented immediately.

Response. Dealt with during meeting

2. Checking the evaluation activities and reports done so far.

Response. **NP to review and add more information to evaluation reports. Prepare the still missing project evaluation report of May 2013 and the one by the end of October 2013**

3. Checking the web site: problems and things to add or that miss

Response: Partners have to send feed back to Conect (till the 31st of October 2013) and to associazione N.E.T. later concerning the web site.

4. The financial issue: in view of the interim report the problems still to solve.

The financial situation so far. Next advance.

Response: Underway

5. The situation of the Co.N.E.C.T partner.

Response- This was dealt with in the previous meeting when the president of Conect explained the situation.

6. Problems with the translation and adaptation of the tool.

Response: explanations were given to partners on the tools to translate and adaptation to do. 2 are the files to translate. Starting from there adaptation has to be carried out. A report of the problems, difficulties, changes, modifications and reasons for all this, has to be reported inside the translation/adapation report. It has to be sent to Associazione NET by the 15 of December 2013. The final global



report of the translation/adaptation will be issued after in piloting in case further changing and/or modifications will happen.

7. Starting to work on the WP5: piloting the tool. Responsible – Fundacion Bocalan.

Response: Fundacion Bocalan is sending a sample to follow when preparing the piloting report. the form will be sent by the 01st of December 2013

8. Survey about the associations/organisations dealing with AAI in each country.

Response: ULSS 4 sent the form to send to possible associations/organisations dealing with AAI to collect their data 3 months ago but had no reply. ULSS has already collected 41. They are sending the sample of email to send and the form to collect information. By the **15th of December 2013** partners have to send to ULSS4 at least **15 forms** with the info of 15 organisations/associations dealing with AAI to fill the database.

Eszter presented the financial plan again to ensure all partners are clear.

Eszter suggested that we have an agreement that partners pay back the coordinator after the project ends any funding that is found to be ineligible up to a period of five years. **NP to send letters for signing.**

NP to send final signed pages to partners (contract)

ULSS to send an explanation for moving staff costs to subcontracting