



Work Package 5 Meeting
 Rome, 16th and 17th of May 2013



Comunication stategy Budget & reporting activity

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Joint Action on European
Health Workforce
Planning and Forecasting



The importance of communication

We all know how important a coordinated communication is within a workgroup: in a project on planning, communication must be a well-organized activity.

To ensure this it is necessary that:

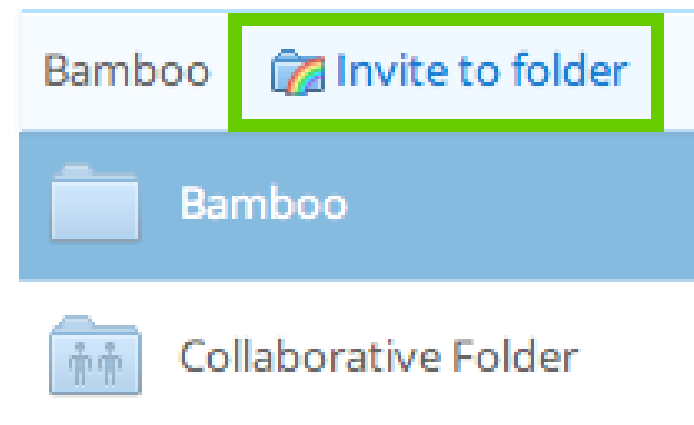
- ▶ The methods for communication will follow unique rules.
- ▶ The information reaches all members of the group.
- ▶ The documents are always available and up to date.



The communication strategy: **Dropbox**

The JA Website will have a password protected space for document sharing. In the meantime, we've decided to use Dropbox to share all documents.

- ▶ Dropbox is a remote site where partners (creating an account with the email address) can download and upload files (drag and drop).
- ▶ You can use it in local (installing the program on your PC) or in remote (from internet).
- ▶ We will send you by mail an invite to share a folder. You have only to accept our invitation with your account.





Important Dropbox

Please, in creating your account on Dropbox, use the same email account that you've given us!



www.dropbox.com



The communication strategy:

We will need to talk very often, to hear and exchange views during the course of work.

Calls between foreign countries are very expensive and it is always hard to guess when our interlocutor is available, that's why we think that the best way is to **use Skype**.

Skype is **a free system of peer to peer communication** very friendly and easy to use.





The communication strategy:



Skype allows:

- ▶ to make video calls (that facilitate the understanding between foreigners who use English! 😊);
- ▶ to exchange files while chatting or the calls;
- ▶ to set the user as unavailable when you are engaged.

Create an account and send it to our generic mail, we will contact you ASAP!





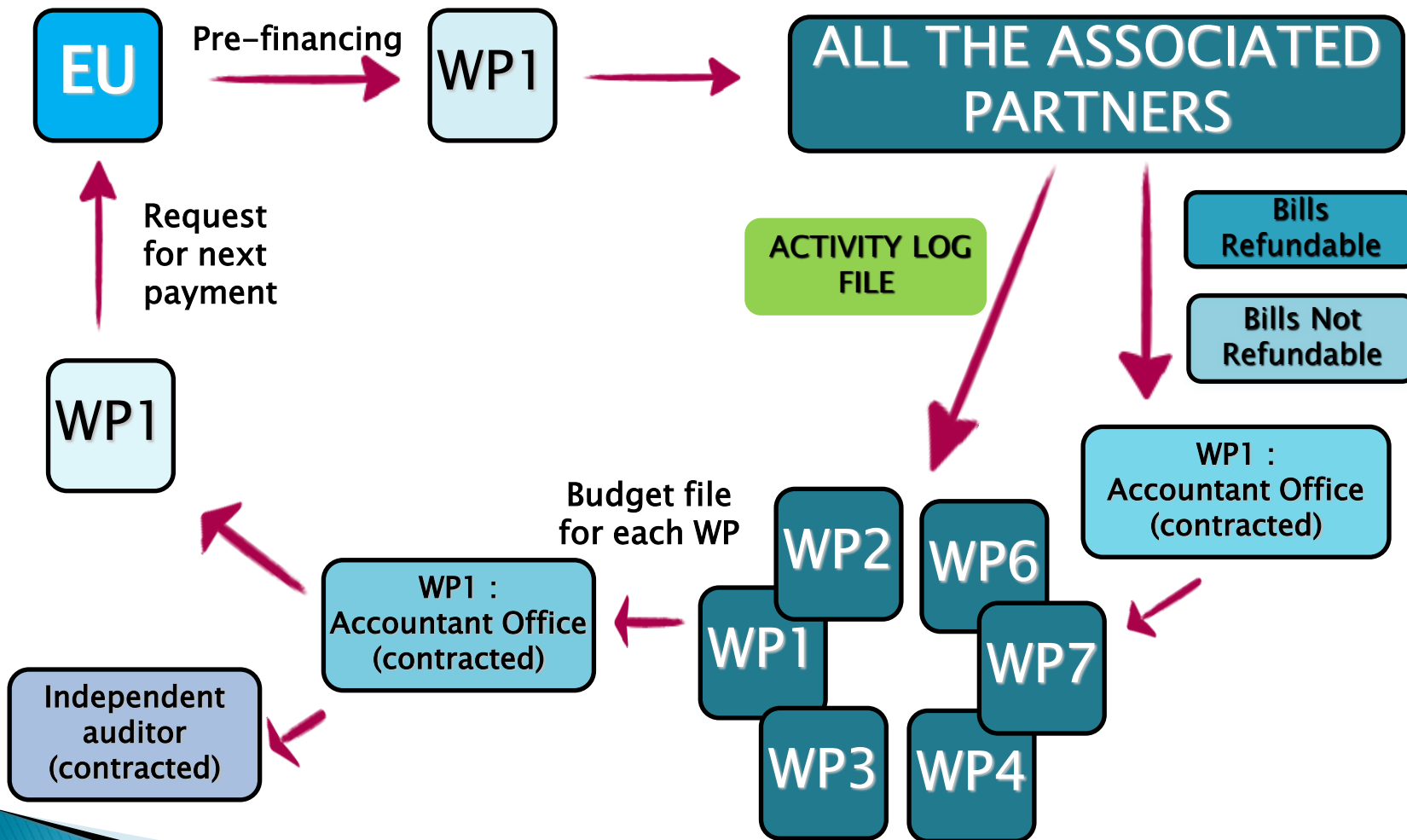
The budget

How to manage your budget:

- ▶ Associated partners have a project budget, in which a number of working days (including staff costs) and travel costs are included.
- ▶ Associated partners can keep track of their working days and travel budget using the Activity Log.
- ▶ Collaborating partners do not have a project budget, their contribution to the project is voluntary.
- ▶ The associated partners shall inform the main partner of transfers between items of eligible costs.



Budget flow





Reporting activity

Here you can find the list of files to be used for reporting activity.

WHAT	WHO		WHEN
File Name	From	To	Timing
Activity log	Associated Partner	WP Leaders	Every 2 months
Stage plan	WP Leader	WP1 Management Office	1 month before the beginning of every stage
Risk & Issue Register	WP Leader	WP1 Management Office	Every 3 months
Change request	WP Leader	WP1 Management Office	When necessary
Progress Report	WP Leader	WP1 Management Office	Every 6 months



The Activity Log file

The **Associated Partner should report** to the Work Package Leaders the **Activity Log file every 2 months**. The activity log is a report file with three sheets:

1. Dashboard
2. Travel budget
3. Working days

Now Lieve Jorens, WP1 Leader, is going to show you how to fill the Activity Log file.

For questions on the project budget, the budget flow or the Activity Log => contact WP1

EUHWForce@health.belgium.be



Activity Log file: Dashboard

Dashboard sheet

JA EUHWF		
Activity Log		
Organisation:		
Country:		
Last update: 01 April 2013		
Team Members	Travel Budget Status	
	Approved budget	
	Actual expenditures to date	€ 0,00
	Actual remaining budget	€ 0,00
	Working Days Status	
	Approved Working Days	
	Working Days used to date	0,00
Working Days remaining to date	0,00	
Working days per WP		0,00



Activity Log file: travel budget

Travel budget sheet

Nr	Name	Date	Travel cost (excl VAT)	IWP concerned	Reason
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					



Activity Log file: Working days

Working days sheet

		0 0,00	0 0,00	0 0,00	0 0,00
M(onth) ▾	Day ▾	WP ▾	Work ▾	WP ▾	Work ▾
1	01 April 2013				
1	02 April 2013				
1	03 April 2013				
1	04 April 2013				
1	05 April 2013				
1	06 April 2013				
1	07 April 2013				
1	08 April 2013				
1	09 April 2013				
1	10 April 2013				
1	11 April 2013				
1	12 April 2013				
1	13 April 2013				
1	14 April 2013				
1	15 April 2013				
1	16 April 2013				
1	17 April 2013				
1	18 April 2013				
1	19 April 2013				
1	20 April 2013				
1	21 April 2013				



Recapitulation

To do's for WP5 partners:

- For all partners:
 - ✓ Create dropbox account → you will receive an invitation from us.
 - ✓ Create skype account → please send your skype nickname to our generic mail EUHWForceWP5@agenas.it
- For associated partners:
 - ✓ Keep track of your working days and travel budget using the activity log.
 - ✓ Send by mail the activity log filled every 2 months to our generic mail EUHWForceWP5@agenas.it

For any questions contact us on the generic mail

EUHWForceWP5@agenas.it



Our “Facebook”

Sometimes is very difficult to associate a face to a name, in particular way at the beginning of projects. In WP5 there are 16 Associated Partners and 2 Collaborating Partners.

Today, during the registration we took a photo of all the partners involved in WP5.

WHY?

We are going to set a contact list with all your faces and we decide to call it...

WP5 facebook!

We really hope you will enjoy it.



The Dinner

Italians consider restaurants like workplaces.
Very often our activities do not end in offices but
continue at the table.

Furthermore, our culture prevents us from receiving
the guests and then not get them to enjoy delicious
Italian food.

For this reasons we are pleased to inform you that
tonight you'll all be our guests for dinner.

WHERE?



We wait for you at
the Restaurant
“Il Giardino Romano”
Via Portico d’Ottavia, 18

The
APPOINTMENT
is at 20.30
directly at
the restaurant.





Now we are going to give
our... KICK OFF!

THANK YOU