



Annual Report 2012 for the Thematic Network:

Dietitians ensuring education, teaching and professional quality (DIETS2)

“This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein“.

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1.0 Introduction

The Network Management Group (NMG) as part of their reporting have extended the Interim Report (available at www.thematicnetworkdietetic.eu and sent previously) to its partners and key stakeholders. The Quality Assurance Group produce regular Quality Assurance and Monitoring Reports and this report contains data obtained from the third quality audit of each DIETS2 Workpackage, undertaken in November 2012.

Significantly for its partners is the report in Section 4 (page 9) on the activity of each partner in the work packages allocated and agreed when partners joined the Network. It remains a significant feature of this Network that so many of our partners remain so committed and dedicated to its success and I hope you will see this in the following pages. However it is continually disappointing to the NMG and other members of the work packages that representatives have not been active. This means that not only does the network miss the expertise of the partner but more importantly the partner is not as well informed about the outcomes of the network. The outcomes (deliverables) of the Network were designed to assist in the progress of a high quality provision of education for dietetic education in Europe. Outcomes and their impact are reported in Section 2 (page 3).

The NMG is currently considering the sustainability of the DIETS Network and a paper was presented at the 6th DIETS conference in Slovenia in October. A paper has been submitted to EFAD (The European Federation of the Associations of Dietitians) proposing scenarios for sustaining the Network as part of its on-going work especially in the field of education and research. EFAD has set-up a small group to consider how it might offer to continue the Network and its partners.

This report also records the achievement of performance indicators for transversal policies, web and ICT, finance and management and includes recommendations for change by the QAG.

2.0 Short-term impact targets (dissemination)

WORKPACKAGE 1

Del 1.2 The questionnaire to map work placements and its quality was sent out to all HEI that are DIETS 2 partner. Partners such as 'European Union' and 'International' are not included, since they do not represent HEI. Some countries are represented only by the association. In that case, associations are contacted to complete the questionnaire. In that way we have an idea of the national situation of that particularly country. In total, 67 DIETS partners were contacted and 39 have completed the questionnaire.

- The results (database and types of placements) are presented during the conference in Portoroz, Slovenia, attended by 185 participants

Del 1.4 Database for placement teachers on documents used to support training across Europe on the DIETS2 website

WORKPACKAGE 3

Del 3.2 Database for courses of LLL in Europe – dissemination level PP

The data about LLL will be launched on the non-public part of the DIETS-Homepage and promoted by a call to all partners (including invitation to add further information). Additions will be added regularly and by posting on Facebook we want to encourage dietitians to look at it and to comment on it or add further samples of good practice. We want to use the Facebook-page actively for polls; invitation and sharing information (see WP4). The question about omissions will be spread, omissions identified and shared with all partners to encourage further LLL options.

Del 3.3 – webinar ECTS dissemination level PU/PP

The webinar will be available through the DIETS website (once finalized) and promoted by posts on Facebook. Every 2 months a discussion-board will be started, dietitians will be encouraged to answer questions. All partners will be informed about the launch and HEIs will be encouraged to value small amounts of learning with ECTS.

Del 3.4- draft toolkit - dissemination level PU/PP

The draft version will be launched on the non-public part and again the consultation will be via call to NDAs and polls on Facebook-page to start a discussion board. We also plan to organise discussions via GTM

The toolkit will be available through the DIETS website (once finalized) and promoted by posts on Facebook. It will be a dynamic tool, adjusted by comments and consultation. Additionally the members of WP3 will be asked to talk or write about the toolkit on annual meetings or publications of national dietetic associations. With this publication, we are targeting other readers than those of the reports (e.g. non-members of the DIETS Network and dietitians not involved in DIETS) to share the information about our work.

Del 3.5 Consultation on toolkit – dissemination level PU

After consultation the finalised version and a guide will be sent out via DVD to NDAs, possibility to download on the DIETS-Homepage and used in a booklet (3.7)

+ 3.3 The reports will be published on the public part of the DIETS-website. The interim reports are available for the programme participants.

Del 3.7 Guide access of LLL and recording the evidence: dissemination level PP

Once finalised the booklet about LLL in Europe, LLL-policy in Europe, information about access, toolkit and guide will be launched on the DIETS-Homepage to be downloaded on demand and a DVD including all information/links will be produced and disseminated by EXP/DIS

WORKPACKAGE 4

Deliverable 4.2 – dissemination level PP/PU

The Facebook-page is active. It is accessible for all DIETS2 partners for interaction. The page will also be open access to other dietitians and academics who are not members of the Network

- > Announcements
- > Evidence based sharing
- > Polls (e.g. your opinion on this session)
- > Invitations (e.g. for the Conference)
- > Discussion board
 - *The visitor can post answers*
 - *European or other interests (taxes on high-fat product, European legislation on labeling,...)*
- > Sharing

The number of DIETS Facebook users is being monitored since July 2011. Facebook provides its own statistics about the Page, but much data can only be collected for periods of 3 months. WP4 collects and combines this data. The most useful information is data on number of Likers, new Likers and distribution among gender, age and countries. On 5th November 2012, there were 1449 unique persons that Like the DIETS Facebook page.

Deliverables 4.3 & 4.4 – dissemination level PU/PP

The reports are or will be made public through the DIETS-website - the public part. The interim reports are available for the programme participants.

We will try to publish the scientific paper(s) in relevant scientific publications and publications of national dietetic associations. With this publication, we are targeting other readers than those of the reports (e.g. non-members of the DIETS Network and dietitians not involved in DIETS) to share the information about our research

Deliverables 4.5 & 4.6 – dissemination level PU/PP

The final version of the e-guide will be accessible by all partners and the public through the DIETS-website.

The e-guide and the overview of web-based e-courses (both are being developed) will be available through the DIETS website (once finalized) and promoted by posts on Facebook. It will be dynamic tools, with the possibility of new items or adjustments to be added continuously. We will regularly look for new input by asking our readers and followers on Facebook. We want to have an idea of dissemination by tracking the number of downloads from the website. Because everyone can post on our Facebook page, we intend to use it also for asking feedback about these instruments.

WORKPACKAGE 5

In the short term DIETS partners will be contacted about:

Del 5.2 the database; once access is available, DIETS partners will receive a call about uploading materials to the database.

Del 5.5 the e-course; DIETS partners will be able to pilot the first two draft e-courses

Del 5.7 the e-journal; HEIs will receive a call for abstracts and will receive the first e-journal

WORKPACKAGE 6

Del 6.5 the second annual report will be posted on DIETS web site (1300 registered users) and circulated to all partners and stakeholders

WORKPACKAGE 7

Del 7.6 the Third Quality Assurance report will be sent to MAN and Quality Advisory Group

WORKPACKAGE 8

Del 8.2 Guide to Stakeholders views of deliverables: send to DIETS2 WP leaders who will tailor deliverable to stakeholders' expectations.

Del 8.3 Focus paper 'Driving change through knowledge': NDA's and HEI's will be more aware of evidence-based nutritional science.

Del 8.4 Exploiting diversity of placement; opportunism: Create an attractive brochure with the possible intervention areas for a dietitian to be spread out. Send this flyer to the NDA's and HEI's with a list of stakeholders previously identify but also promote the spread to other stakeholders they feel can be interested in their own country. Use ICDA conference to distribute this flyer.

WORKPACKAGE 9

Del 9.2 Networking through Key contacts

Number of key contacts: 107

How to motivate them: their role was defined in a briefing paper. They are asked to record their activity through the key contacts questionnaire, the evidence of key contacts and partners table; and on the key contacts meeting. There was a key contacts reception after the 1st and 3rd Conferences to boost the communication between key contacts.

Working with key contacts across Europe, materials produced by DIETS will be circulated to relevant stakeholders e.g. governmental ministries, food industries as well.

Del 9.3: Building a distinctive and useful DIETS2 Website

Number of people reached: 13.310 visitors reported between 1/2011 and 2/2012.

56% of partners who replied to the key contacts survey of 2011 had a direct DIETS website link on their own website, which means, that the visitors of their webpage have an access to DIETS site as well.

How to reach this number: sending the link of website, which leads visitors to the deliverables/info, to the 107 key contacts of DIETS2 who disseminate the info to the members of their organization, other professional organizations, students, HEIs

WP deliverables and/or deliverable drafts; plenary/oral /poster presentations and workshop reports of 4th, 5th and 6th DIETS Conference; 9th, 10th 11th and 12th DIETS Newsletter and the interim report is also posted on website with an alert, sent to the key contacts.

Working with statutory bodies disseminating nutrition information throughout Europe e.g. EUFIC, the British Nutrition Foundation, DIETS can access members of the public and those working or interested in nutrition who are not dietitians.

Del 9.4. Newsletters and briefing papers

Newsletters are disseminated to partner organizations, other professional organizations, HEIs, students and public through the key contacts and presidents of DIETS2 partner organizations, furthermore to EFAD members, to registered DIETS and EFAD website users and also posted on DIETS2 website and Facebook page

Del 9.5 First DIETS2 Conference & workshop

85 participants.

How did we reach this number? Promoted conference to partner organizations, other professional organizations, HEIs, students and public through the key contacts and presidents of DIETS2 partner organizations, furthermore to EFAD members, to registered DIETS and EFAD website visitors and also posted it on DIETS2 website

Del 9.7 DIETS2 learning episodes and social networks

How many visitors: currently DIETS Facebook has 1481 “likes”.

How to reach this number: constant updating and posting all deliverables into it

Del 9.10 Second DIETS2 Conference

159 participants

How did we reach this number: to partner organizations, other professional organizations, HEIs, students and public through the key contacts and presidents of DIETS2 partner organizations, furthermore to EFAD members, to registered DIETS and EFAD website visitors and also posted it on DIETS2 website

Del 9.12 Third DIETS2 Conference

180 participants

How did we reach this number: to partner organizations, other professional organizations, HEIs, students and public through the key contacts and presidents of DIETS2 partner organizations, furthermore to EFAD members, to registered DIETS and EFAD website visitors and also posted it on DIETS2 website, Facebook page, 12th DIETS Newsletter and podcasts

Recommendation for change

Each workpackage should provide quantitative and qualitative data about dissemination and impact.

3.0 Long term targets (dissemination and sustainability)

WORKPACKAGE 1

Deliverable 1.2 will result in a journal publication and in this way accessible for everyone who is interested in the topic. This can be seen very broad since it may inspire other educations/professions as well.

The results of del 1.2 /1.4 are presented at the conference in Portoroz, Slovenia (27th of October 2012)

The results of deliverable 1.2/1.4 will be accessible for DIETS2 partners on the website: presentations of the conference

The results of deliverable 1.4 are accessible for DIETS2 partners on the website: folders/DIETS 2 WP/WP1/del 1.4 supporting documents.

WORKPACKAGE 3

WP3 aims to wake up dietitians to be active doing further education, strengthen their self-esteem by giving them a tool to evidence their formal, in-formal and non-formal learning and encourage them to use European-wide options of LLL for example by valuing their learning with ECTS and using modules in other countries for their own CPD. Therefore we use the DIETS – Facebook-page but also encourage NDAs to empower their participants who might not be a target-group of Face-book. Under the “umbrella” of EFAD there will be a chance to continually improve ECTS-Webinar, toolkit and booklet to meet the needs of the dietitians in each country and to encourage NDAs to help their participants with simple and helpful tools. WP3 also addresses HEIs to improve on the one side their choice of LLL courses, modules, seminars but on the other side to increase the accessibility by valuing small amounts of learning (apart from HEIs) with ECTS and use more flexible ways of learning (e-learning, part-time courses, English as a second language for existing e-learning-courses). Good examples can be shared via Facebook or other discussion-boards. EFAD has already established two committees based on DIETS Workpackages. The Education committee is chaired by the lead of DIETS WP2 and the members of the two committees are the members of DIETS WP2, WP3 and WP5. The EFAD Strategic Plan 2011-2016 includes both of these committees and the 2012 EFAD General Meeting agreed work plans for each of the two committees for 2013 and 2014 which will continue the work started by DIETS2. As manpower of WP3 will join the committee competence and commitment will be forwarded and monitoring and further encouragement of NDAs and HEIs must be provided by this committee.

WORKPACKAGE 4

WP4 wants to make dietitians enthusiastic about using ICT, the experience of using ICT and its benefits, and to encourage dietitians and HEI’s to use ICT more frequently and to share examples of good practices of how to implement ICT in the daily life.

In the long term we want to increase the numbers of visitors and users of the Diets Facebook, to reach specific target populations (who are not visitors of the DIETS-website) as well.

WORKPACKAGE 5

The aims of this work package are to:

- map and promote the teaching of systematic investigation/research methodologies within Higher Education at all levels of dietetic education
- encourage the exposure of dietetic students and dietitians to activities of the Research Directorate–General of the European Commission
- facilitate sharing of emerging research and evidence-based practice in dietetics

The deliverables to be produced by this WP will contribute to these aims. Once the database is working, all universities will be able to use this database for teaching. The e-course will also be available to help teaching research. The e-journal will be used to facilitate sharing of emerging research and evidence-based practice in dietetics.

WORKPACKAGE 6

The long term sustainability of the network will be addressed by Partner 2 (the European Federation of the Associations of Dietitians). This process has already been started in that the 6th conference was jointly hosted by DIETS2 and EFAD and EFAD has already established two committees based on DIETS Workpackages. The Education committee is chaired by the lead of DIETS2 Annual Report 2012

DIETS WP2 and the research committee is chaired by the lead of DIETS WP5. The members of the two committees are the members of DIETS WP2, WP3 and WP5. The EFAD Strategic Plan 2011-2016 includes both of these committees and the 2012 EFAD General Meeting agreed work plans for each of the two committees for 2013 and 2014 which will continue the work started by DIETS2.

EFAD plans to continue holding annual conferences and an ad hoc group is being formed to investigate the possibility of extending EFAD membership to include Higher Education Institutes after DIETS ends. The EFAD newsletter will be merged with the DIETS newsletter in 2013, so that publication and circulation to all DIETS and EFAD members can continue, while the EFAD web site is constructed to enable simple merging with the DIETS web site once the DIETS project ends.

WORKPACKAGE 7

The Quality Assurance work package aims to ensure high quality is maintained for the life of the project. An electronic presentation of the steps taken to ensure quality of deliverables will be produced to raise the awareness among dietitians and dietetic educators of the importance and methodology of quality-assured working. The presentation will also be linked with a report to be posted on EVE as a reflection of QA and large multi-partner Network activities to start a debate.

WORKPACKAGE 8

We monitor stakeholders' involvement to assess the need for strategy review by asking partners to rate the deliverables during conferences and comparing the results from previous surveys and asking to complete a spread sheet with same landmarks of activity and involvement.

HEI's can use information on 2nd and 3rd cycle competences and develop LLL courses to ensure competent professionals.

Amplifying the intervention areas for a dietitian with new fields of intervention in each country could contribute to a better nutrition of populations.

Industry can be alerted to existence and new fields of needs of LLL in the dietetic profession, creating e-courses tailored to ensure those requirements.

By the end of the project EFAD, as a representative of European NDA's, will play an important role in maintaining continuity.

WORKPACKAGE 9

The short term targets will be further developed and maintained into the long term with the help of the following dissemination tools:

9.4. Newsletters and briefing papers

Briefing papers on Specialist Dietitians Networks' discussion give a platform for these network groups on further collaboration.

Numbers: members participated in the specialist network workshops of 6th DIETS Conference.

9.7 DIETS2 learning episodes and social networks

Webinar will be held about how to make a webinar – this gives opportunity for partner organizations, especially for HEIs, to remain in contact with the other partners of DIETS2 and reach professionals from abroad

Webinar will be promoted to all partner organizations through key contacts, website and Facebook.

9.8 Keeping 'in touch' with DIETS2 activities

CD/ pen drive/ web-streaming of DIETS2 Deliverables and Conference proceedings will be produces for partner organizations to disseminate them after the end of the project.

9.9 Briefing series of DIETS2

Series on WP deliverables will be made by the end of the project – this gives a summary of what DIETS2 has done in the period of the grant. This can be freely disseminated and used not only by the partners of DIETS2 but by all with whom DIETS2 partners will share the series. Briefing series will be posted on DIETS and EFAD website, as well as on the Facebook site. There is an opportunity to send them to the governmental organizations as well as to the public.

Recommendation for change

When considering long term impact each WP also needs to detail how it monitors and appraises the fitness for purpose and quality of its deliverables.

4.0 Involvement of partners in work packages

Each workpackage was asked to list the partners assigned to their workpackage and to indicate the level of involvement of each partner. All inactive partners were contacted to ask if they wished to withdraw or become active (Table 1).

Table 1

		Activity level	Recommendation
Work package 1			
WP1	P1	Attended 4/4 face-to-face and 6/10 virtual WP-meetings: Overall view and support	
WP1	P7	Attended 3/4 face-to-face and 5/10 virtual WP-meetings: Development of survey, engagement for practical operations	
WP1	P23	Attended 3/4 face-to-face and 3/10 virtual WP-meetings: Engagement for design of database	
WP1	P46	Attended 4/4 face-to-face and 5/10 virtual WP-meetings: Development of survey, definitive design of survey, engagement for practical operations, engagement for data analysis	
WP1	P48	Attended 1/4 face-to-face and 6/10 virtual WP-meetings: Development of survey	
WP1	P61	Attended 3/4 face-to-face and 5/10 virtual WP-meetings: Development of survey, feedback on database design, engagement for data analysis	
WP1	P68	Attended 0/4 face-to-face and 1/10 virtual WP-meetings	University Algarve
WP1	P92	Attended 4/4 face-to-face and 2/10 virtual WP-meetings: Contribution to quality strategy report, development of survey, engagement for design of database, engagement for data analysis	
WP1	P93	Attended 2/4 face-to-face and 5/10 virtual WP-meetings: Development of survey, engagement for data analysis	
WP1	P95	Attended 4/4 face-to-face and 10/10 virtual WP-meetings: Work package lead, management of WP, secretary, contribution to quality strategy report/ quality audit report, development of survey, engagement for data analysis	
Work package 2			
WP2	71	Attended 2/3 DIETS face-to-face meetings (conferences), and 24/25 virtual meetings, Work package lead, organizes the WP activities, main responsibility of developing questionnaire, analysis of results, writing of report	
WP2	4	Attended 1/3 DIETS face-to-face meetings (conferences), and 6/25 virtual meetings, developing questionnaire Feb 2012 - asked to withdraw from work package.	

WP2	31	Attended 2/3 DIETS face-to-face meetings (conferences), and 11/25 virtual meetings, developing questionnaire, writing of report	
WP2	32	Attended 2/3 DIETS face-to-face meetings (conferences), and 9/25 virtual meetings, developing questionnaire, analysis of results, writing of report	
WP2	33	Attended 2/3 DIETS face-to-face meetings (conferences), and 12/25 virtual meetings, developing questionnaire, writing of report	
WP2	62	Attended 1/3 DIETS face-to-face meetings (conferences), and 9/25 virtual meetings, developing questionnaire	
WP2	64	Attended 1/3 DIETS face-to-face meetings (conferences), and 1/25 virtual meetings (technical problems, have had mail-contact instead), developing questionnaire	
WP2	87	Attended 1/3 DIETS face-to-face meetings (conferences), and 10/25 virtual meetings, developing questionnaire, writing of report	
Work package 3			
WP3	P 18	Attended 2/2 face-to-face and 14/14 virtual WP-meetings: Lead of the WP, organisation of the (virtual) meeting, communication with other WPs and management, quality audit, Calls, preparation of presentation	
WP3	P 24	Attended 0 face-to-face and 0 virtual meetings	Asked to withdraw
WP3	P 34	Attended 2/2 face-to-face and 8/14 virtual WP-meetings: Translation of the questionnaire in ES, helps to analyse the feedback, workshop, ppt and paper on ECTS-Webinar	
WP3	P 44	Attended 0/2 face-to-face and 0/14 virtual WP-meetings: Left, is active in other WP	Moved to WP9
WP3	P 47	Attended 2/2 face-to-face and 8/14 virtual WP-meetings: translation of call in Hungarian	
WP3	P 77	Attended 0/2 and 0/14 virtual WP-meetings: no clear respond to mail about activity	Asked to withdraw
WP3	P63	Attended 2/2 face-to-face and 4/14 virtual WP-meetings: Was active till 7/2012, contact person left and new contact since 6 th conference: volunteers to be active with dissemination on facebook-page	
WP3	P75	Attended 1/2 face-to-face and 1 virtual WP-meetings:	Moved to WP4
WP3	P 69	Attended 0/2 face-to-face and 0 virtual meetings:	Moved to WP9
WP3	P 86	Attended 2/2 face-to-face and 9/14 virtual WP-meetings: Active: reads and corrects drafts, internet search, attends meetings, organisation of workshop, workgroup for toolkit and index for booklet	
WP3	P 95	Attended 0/2 face-to-face and 4/14 virtual WP-meetings: New in 5/2012: active, helps to summarise the results of the questionnaire	
WP3	Swiss/ Bern	Attended 2/2 face-to-face and 8/14 virtual WP-meetings: Active: translation of questionnaire, organisation of workshop	
WP3	P 5	Attended 0/2 face-to-face and 4/14 virtual WP-meetings: New in 8/2012: Active, organisation of a workshop	
WP3	P1	Attended 1 / 2 face-to-face and no virtual WP-meeting: Introduction during 6 th conference: active: correction of letters, advice to ppt/webinar	
Work package 4			
WP4	P40	Attended 3/3 face-to-face and 12/12 virtual WP4-meetings WP lead, organisation of all meetings; development and translation of the questionnaire into an online survey; analysis of the results; writing and redaction of reports; redaction of e-guide; web-search; lead the development of social networks; writing of scientific paper	

WP4	P1	Attended 0/3 face-to-face and 6/12 virtual WP4-meetings advise on innovative e-courses and delivery; assist in teaching material development and international experience of delivery of e-learning	
WP4	P11	Attended 2/3 face-to-face and 9/12 virtual WP4-meetings support development of survey and interpretation of data; support the development of social networks; writing of scientific paper	
WP4	P13	Attended 1/3 face-to-face and 8/12 virtual WP4-meetings Develop course materials and assist in the analysis of data and report writing.	
WP4	P23	Attended 3/3 face-to-face and 9/12 virtual WP4-meetings development of the survey, will lead on case study development using existing (eHAP/ETEPS) and other Network examples	
WP4	P29	Attended 3/3 face-to-face and 8/12 virtual WP4-meetings will bring knowledge of virtual courses , contribute to case study development and publishing	
WP4	P32	Attended 0/3 face-to-face and 4/12 virtual WP4-meetings change of member in oct201. Advise and assist in preparation of identifying case studies and innovation.	
WP4	P66	Attended 2/3 face-to-face and 8/12 virtual WP4-meetings will assist in analysis of data and prepare publication reports and other guides/materials	
WP4	P72	Attended 1/3 face-to-face and 1/12 virtual WP4-meetings Possible input still unsure. Decision on partnership will be taken at 18 th December meeting	Asked to withdraw
WP4	P75	Attended 0/3 face-to-face and 0/12 virtual WP4-meetings NOT ACTIVE	
WP4	P83	Attended 2/3 face-to-face and 1/12 virtual WP4-meetings change of member in Oct 2011, still no input. Decision on partnership will be taken at 18 th December meeting	Asked to withdraw
WP4	P91	Attended 2/3 face-to-face and 7/12 virtual WP4-meetings will offer expert help to those HEIs developing e-learning within the Network	
Work package 5			
WP5	P26	ACTIVE Attended 1/3 face to face meetings (Barcelona); attended 1/15 virtual meetings. Active especially on e-course	
WP5	P30	ACTIVE. Attended 1/3 face to face meetings (Amsterdam); attended 8/15 virtual meetings. Active especially on e-course and database	
WP5	P45	ACTIVE. Attended 2/3 face to face meetings; attended 12/15 virtual meetings; WP lead from May 2011 – November 2011 Task leading: E-journal.	
	P55	ACTIVE. Attended 3/3 face to face meetings; attended 9/15 virtual meetings Active especially on e-course	
WP5	P59	ACTIVE. WP lead Attended 2/3 face to face meetings; attended 10/15 virtual meetings; WP lead until April 2011 and from November 2011 until now	
WP5	P73	ACTIVE Attended 2/3 face to face meetings; attended 9/15 virtual meetings	
WP5	P91	ACTIVE. Attended 1/3 face to face meetings; attended 12/15 virtual meetings Task leading: Database	
WP5	P33	ACTIVE. Attended 2/3 face to face meetings; attended 7/15 virtual meetings	
WP5	P83	NOT ACTIVE Attended 1/3 face to face meetings (Barcelona); attended 0/15 virtual meetings	Asked to withdraw

WP5	P93	NOT ACTIVE Attended 1/15 virtual meetings	Remove Univ Tyrol
WP5	P39	NOT ACTIVE Attended 1/15 virtual meetings	Univ Alicante
WP5	P53	NOT ACTIVE Attended 2/15 virtual meetings	Moved to WP4
WP5	P1	ACTIVE as lead of DIETS project Attended 9/15 virtual meetings	
WP5	Israeli Dietetic Association	ACTIVE. Attended 2/15 virtual meetings, and email contact. Task leading: E-course	
WP5	Bern University of Applied Sciences	ACTIVE. 1/3 Face to face meetings (Portoroz). New member since October 2012	
Work package 6			
WP6	1	Attended 3/3 DIETS- Face to face meetings; attended 9/9 virtual meetings; manages Network and attends other WP meetings; contributes to policy papers and reports	
WP6	2	Attended 3/3 DIETS- Face to face meetings; attended 9/9 virtual meetings; processes the financial aspects of the Network; manages the Quality (WP7) assurance; manages the administrative assistant and corresponds with Network partners and attends WP meetings as appropriate	
WP6	18	Attended 1/3 DIETS- Face to face meetings; attended 1/9 virtual meetings; manages WP3 and quality assurance of this WP; this WP started in month 12	
WP6	40	Attended 2/3 DIETS- Face to face meetings; attended 9/9 virtual meetings; manages WP4	
WP6	45	Attended 0/3 DIETS- Face to face meetings; attended 3/5 virtual meetings; managed WP5 when ill health forced a temporary Work Package lead to lead WP5	Temporary WP5 Lead
WP6	46	Attended 1/3 DIETS- Face to face meetings; attended 1/9 virtual meetings; took over management of managed WP9 when P50 stepped down and responds to information needs of Partners and other stakeholders largely through Newsletters and key contacts	
WP6	50	Attended 1/3 DIETS- Face to face meetings; attended 5/5 virtual meetings; managed WP9 until June 2012 and responded to information needs of Partners and other stakeholders largely through Newsletters and key contacts	WP9 Lead stood down
WP6	59	Attended 2/3 DIETS- Face to face meetings; attended 3/9 virtual meetings; manages WP5 except while ill health forced a temporary Work Package lead change to P45	
WP6	65	Attended 2/3 DIETS- Face to face meetings; attended 5/9 virtual meetings; manages WP8 and the Users Advisory Group which was invited during this time frame	
WP6	71	Attended 2/3 DIETS- Face to face meetings; attended 7/9 virtual meetings; manages WP2 and has coordinated the questionnaire and background development of the competence framework for post-qualification	
WP6	95	Attended 1/3 DIETS- Face to face meetings; attended 6/9 virtual meetings; manages WP1 and has coordinated the questionnaire and background development regarding student placements	
Work package 7			
WP7	2	Attended 3/3 DIETS Face to face meetings; 4/4 virtual meetings, always available via email and responsible for leading WP and establishing Quality Advisory Group; and for communication with	

		WP1, 4 & 6	
WP7	44	Attended 1/3 Face to face meetings; 3/4 virtual meetings; responsible for communication with WP9, analysis of QA questionnaire	
WP7	57	Attended 2/3 face to face meetings; 2/4 virtual meetings; always available by email. Responsible for developing a checklist and timetable to ensure all information collected and for communication with WP2	
WP7	79	Attended 2/3 Face to Face meetings; 4/4 virtual meetings, always available by email. Responsible for preparing guidelines on completing templates for the WP leads and for communication with WP8	
WP7	88	Attended 1/3 Face to Face meetings; 3/4 virtual meeting, always available by email and responsible for defining role of QAG, developing activity log template and for communication with WP5	
WP7	10	Attended 1/3 Face to Face meetings; 0/4 virtual meetings. Wishes to be more active in future	
WP7	36	NOT ACTIVE Attended 1/4 virtual meetings– has asked to withdraw from work package	Asked to withdraw
Work package 8			
WP8	65	WP lead, Fully active, attended all meetings; involved in Dev 8.1, 8.2, 8.3, 8.4, 8.5, 8.6	
WP8	12	cannot undertake two WPs and asks to only work in WP9	Move to WP9
WP8	18	cannot undertake two WPs and asks to only work in WP3	Moved to WP3
WP8	37	Active	Asked to withdraw
WP8	57	cannot undertake two WPs and asks to only work in WP7	Moved to WP7
WP8	85	Active: Attended nearly all meetings; involved in Dev 8.1, 8.2, 8.3, 8.6, 8.7	
WP8	87	Active	Asked to withdraw
WP8	84	Active	Asked to withdraw
WP8	83	Active	Asked to withdraw
WP8	79	Fully active: Attended nearly all meetings; involved in Dev 8.1, 8.2, 8.3, 8.4	
WP8	40	cannot undertake two WPs and asks to only work in WP4	Moved to WP4
WP8	32	Active	Braganza?
WP8	25	Non-active: stop feed-back since Barcelona meeting, no answer any e-mail even personalised	Asked to withdraw
WP8	27	Fully active: Attended nearly all meetings; involved in Dev 8.1, 8.2, 8.3	
WP8	24	Fully Active: Attended nearly all meetings; involved in Dev 8.1, 8.2, 8.3, 8.4	
WP8	96	Fully active: Attended nearly all meetings; involved in Dev 8.1, 8.2, 8.3	
Work package 9			
WP9	P1	Attended 1/3 face-to-face and 10/12 virtual WP-meetings: Lead NMG – overall organisation of DIETS project; organisation and participation 4 th DIETS Conference; conference speaker; collation of conference evaluation; production 9 th DIETS newsletter; contributor to 10 th , 11 th and 12 th DIETS newsletter; organisation of website; organisation of 5 th and 6 th DIETS Conference; editor and design of poster submission abstract; review of dissemination materials; key contact	

WP9	P2	Attended 2/3 face-to-face and 9/12 virtual WP-meetings: Overall organisation of DIETS project; organisation and participation in 4 th , 5 th and 6 th DIETS Conference; conference speaker; organisation of website; review of dissemination materials; key contact Additional representative P2 assigned for administrative support of DIETS2 and organisation 5 th DIETS Conference student meeting; from June 2012 new P2 additional representative assigned for recording key contact activity, disseminating key contact information via mail list, administrative support of DIETS2	
WP9	P3	Attended 3/3 face-to-face and 4/12 virtual WP-meetings: Organisation and participation in 4 th DIETS Conference; organisation 5 th DIETS Conference, specifically poster submissions; key contact	
WP9	P12	Attended 2/3 face-to-face and 5/12 virtual WP-meetings: contributor to development Quality Plan WP9; contributor to dissemination plan; production and editing of 10 th DIETS Newsletter; production and editing of 11 th and 12 th Newsletter; production and editing of podcasts; promotion of 6 th DIETS conference via EUFIC website and Facebook page; key contact	
WP9	P16	Attended 2/3 face-to-face and 2/12 virtual WP-meetings: contributor to WP9 interim report; key contact	
WP9	P18	Attended 2/3 face-to-face and 3/12 virtual WP-meetings: regular report on website review; key contact	
WP9	P31	Attended 0/3 face-to-face and 0/12 virtual WP-meetings: Inactive in this WP.	Norwegian Dietetic Assoc
WP9	P44/45	Attended 2/3 face-to-face and 8/12 virtual WP-meetings: Organisation of 4 th DIETS Conference; organisation of 5 th DIETS Conference, specifically sponsorship; organisation of 6 th DIETS Conference, specifically poster sessions, leading the poster committee, chairman of the 6 th DIETS Conference; key contact	
WP9	P46	Attended 2/3 face-to-face and 4/12 virtual WP-meetings: Lead WP9 from June, 2012; editor of 12 th newsletter and related podcast; organisation of 6 th DIETS Conference – overall management of promotion, provision of required devices and materials, chairmen; dissemination of deliverables to key contacts; editor of WP9 interim report; compiling key contacts questionnaire and key contact activity recording table; leading key contacts workshop at the 6 th DIETS Conference; key contact	
WP9	P49	Attended 0/3 face-to-face and 0/12 virtual WP-meetings: Inactive	INDI
WP9	P50	Attended 3/3 face-to-face and 5/12 virtual WP-meetings: Lead WP9 until June, 2012; organisation of 4 th DIETS Conference; conference speaker; newsletter editor; design, distribution and collation of questionnaire circulated to WP9 members to determine dissemination strategy for WP9; production Quality Plan WP9; organisation 5 th DIETS Conference; review panel poster (with P3 & P 44) submissions 5 th DIETS Conference; key contact	
WP9	P69	Attended 2/3 face-to-face and 4/12 virtual WP-meetings: local organiser of 5 th DIETS Conference; contributor to dissemination plan; member of poster committee and chairman of the 6 th DIETS Conference; key contact	
WP9	P75	Attended 1/3 face-to-face and 0/12 virtual WP-meetings: Inactive	Moved to WP3
WP9	P78	Attended 3/3 face-to-face and 1/12 virtual WP-meetings: newsletter editor; contribution to development Quality Plan WP9; contributor to dissemination plan; member of poster committee and chairman of the 6 th DIETS Conference; key contact	

WP9	P90	Attended 1/3 face-to-face and 1/12 virtual WP-meetings: Member of the poster committee and chairman of the 6 th DIETS Conference; key contact	
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This section has been included because two work package leads gave information, although this was not required. Both identify non-active work package members as a difficulty.

WORKPACKAGE 3 meets according to their quality plan at least once per month virtually (GoToMeeting). Members are invited via email and receive the agenda via email (it is uploaded on the DIETS-Homepage as well). The minutes of each meeting are sent to the members and are uploaded as well. For a quick and easy communication the lead of the DIETS project and the secretary are invited and join the meetings as often as possible. During the virtual conference with the other workpackage leads every lead speaks about actual activities and problems and the communication among the workpackages increases. To ensure cooperation with partners we translated our call for example in French, German and Spanish. Questions about our call are answered straight away and personally, offering options to make cooperation easy.

A lot of **changes in partnerships** have taken place:

P24: should support the preparation and submission of papers for publication and IP- quit

P44 should support policy preparation, analyse data - quit

P75: should support the distribution and survey of opportunities of LLL using available Networks and highlight omissions - quit

P47: the contact person is replaced, but there is no active acting - should support the construction of the survey, database and its management

P77 who should play a major role in the survey (pilot and assist in the analysis) is not active at all: The lead of the project is informed about the situation and plans to write a formal letter to the partner.

P63: the contact person was quite active, but we received a message that she has left in July and we shall send all emails to another address. We asked for another partner to work in our WP, but did not receive an answer. Should assist in preparation and submission of paper, booklet and other articles of publication.

P69: Should advise and support preparation of briefing paper on ECTS

The partners were missing in the construction of the survey, the analysis and the preparation of the database which caused the delay. We lost some very important partners concerning experiences supporting the preparation and submission of papers and other publications and policy making.

We informed the lead of the project about the personal situation and could find two new partners:

P 5: Just starting in June, will lead one of the workshops at the conference in October

P 95: involved in the analysis of the data (DEL 3.2)

As we have not enough manpower to do all workshops we work together with lead of WP2 in organizing one. We plan to outsource the realisation of the webinar to P75.

WORKPACKAGE 5

Tools and methods to implement quality assurance

The Quality Plan has been developed, according to which progress and quality will be assessed.

Changes to partnership

Two partners have been non-active, setting a burden to the potentiality of the WP productivity. However, a new member from the Israeli Dietetic Association has joined the WP.

Recommendation for change

Letters to inactive partners were mailed in October asking them to withdraw from the network. Network coordinator to identify any partners highlighted as "remove" which have not yet been asked to withdraw from the workpackages and ask them to leave.

Review situation at next quality assurance review.

4.1 Involvement of staff expressed as hours in work packages (Table 2)

Category	Partner	WP	Staff name	Period of assignment		Days
				From	To	
2	95	1	Sofie Joossens	October 2010	September 2013	
2	71	2	Agneta Hornell	October 2011	December 2011	4
2	18	3	Uta Köpcke	October 2011	June 2012	18.75
2	40	4	Veerle Van Vlaslaer	June 2011	October 2012	28
2	40	4	Koen Vanherle	June 2011	October 2012	30
1	40	4	Pita Vandeveld	October 2010	December 2010	5
2	40	4	Ingrid	October 2011	December 2011	4
2	57	5	Mirjam Jager	October 2011	March 2011	20
2	45	5	Eirini Bathrellou	April 2011	November 2011	10
2	57	5	Elke Naumann	November 2011	November 2012	25
1	1	6	Anne de Looy	October 2010	September 2013	
2/3	2	7	Judith Liddell	October 2010	September 2013	207
2	65	8	Ana Catarina Moreira	October 2010	March 2012	26
2	50	9	Clare Corish	October 2010	February 2012	20.4
2	46	9	Bernadett Toth	June 2012	September 2013	
4	2	all	Vanessa Teutschlaender	February 2010	January 2012	17
4	2	all	Reka Bozo Kegyes	February 2012	September 2013	72

Recommendation for change

MAN needs to obtain a clear overview of the hours each work package lead has contributed, or will still contribute, to the project. The budget only allows for reimbursement of category 4 staff (administrative). WP leads are paid by their employers at higher rate than category 4, so they cannot submit pay slips for this staff category. The EACEA has clarified that staff may claim from the rate appropriate to their grade and the work being undertaken but the overall amount (allocation envelope) must remain the same unless agreed with MAN).

5.0 Achievement of performance indicators for transversal policies, web and ICT, finance and management with Recommendations for change

Each WP lead has a specific area to report on:

WP1 P95 monitoring the non-discriminatory and ethical behaviour of the project

WP2 P71 impact of ICT and exploitation

WP3 P18 financial reporting and assessment against performance indicators

WP4 P40 quality outcomes of the dissemination WP

WP5 P59 impact of exploitation

WP7 P2 area of risk management

WP8 P65 Annual progress with stakeholders report

WP9 P46 web and ICT performance indicators

WP1 Report- monitoring the non-discriminatory and ethical behaviour of the project

With regard to the website and (the organisation of) the conferences, no items are found or incidents are reported that suggest any kind of discrimination towards gender, age, ethnic origin, religion or believe.

WP2 report - Impact of ICT

WP4 collects statistics on Facebook usage every 3 months. February-April 2012 saw approximately 800 unique users and May-July about 2200 unique users. The most common users are females aged 18-24 years (ca 30-40%), females aged 25-34 years (9-23%), males aged 18-24 years (10-28%) and males 25-34 years (5-9%). According to the statistics persons aged above 34 years of age seem to be rapidly increasing the usage of the

Facebook page, with a total of 9.6% of visitors in February-April being aged 34+ and 20.7% between May and July.

WP2 report - Exploitation of the DIETS-project

WP8 has collected information about exploitation of the DIETS-project through a questionnaire at the 5th conference of DIETS in Barcelona 2011 and through a survey among key contacts in 2011. A questionnaire is also planned for the 6th DIETS conference in Portoroz, Slovenia in October 2012.

WP3-report: financial assessment of DIETS2 against PI

Copy of DIETS2 Master file-folder „summary“ gives an overview about the costs.

Staff costs are currently about 40.000 € seem far behind the planned 234.358 € after 2/3rd of the project are over and accordingly about 2/3rd of the costs should have been spent. But as a glance on sheet „staff“ shows, at least in some cases, the numbers seem to be at least 6 months behind. For example P18 has claimed for 18,75 hours (about 2 each month) and just 6,25 are mentioned in the sheet. As the project comes into the final year and several deliverables are delayed further claims for staff costs are expectable. Folder „Budget101012“ gives an overview about staff only. This folder is more up to date (as the naming of the folder shows). To facilitate the overview of planned and actual staff costs it would be helpful to enter the planned staff costs for each partner.

Travel costs are at the moment at 101613€, which is less than half of the expected costs.

The reimbursement of the last conference in October in Portoroz has not started yet. Due to the non-central location higher travel costs than for the previous conferences might arise.

Subcontracting: 69826€ are planned to be allocated by the end of the project, just 9668€ are spent yet. Details about the subcontracting budget can be found under budget forecast sheet.xls

By October 2012 63675€ should have been spent, but there have been no payments since 01.06.2011. To find out reasons for this overdue the deliverables of each WP were checked and compared to the planned subcontracting. Due to delays of the deliverables some WP have not allocated the money yet, for example WP1: 1750€ are planned for a survey and a guide. The report shows that they are delayed. WP2: the deliverables are uploaded and the budget for a survey is allocated. Another reason might be changes in the involvement of some partners. For example WP3: The deliverable 3.2 is uploaded, but the money for the survey not spent. In consequence of no activities at all by P77 in the Workpackage the survey was prepared without its help. As the project goes into its final year and deliverables have to be prepared in time, the subcontractors have to finish their work and the payment will follow.

Recommendation: To be more transparent the date of updating should be more obvious.

Planned and allocated cost should be easy to compare for example on the partner sheet.

That would be helpful to identify partners with low rates of reimbursement and to address them personally.

WP4 report - Dissemination (DIETS website)

On the homepage you immediately see the newest achievement of DIETS2. There is always a short summary to know the main idea about the newest achievement or announcement.

Via a hyperlink you can get more details. When a new temporary rapport is announced on the website you can click on a link that will allow you to download the rapport in a PDF form. In other word it's easy to navigate on the website and to acquire all the information you need. For example all the publications from DIETS2 can be found with just one click.

Maybe an agenda in the form of a calendar could be placed on the right side of the website. This is an accessible and convenient way to see upcoming events. There should be a date noted on each announcement. This is a way to let people see how often the website is updated.

At the bottom of the site there's a sort of advertisement to join the DIETS2 Facebook group. Maybe it is better to put this at the top of the site. It could be one of the first things people see

when they see the homepage. It will make dieticians more inclined to join the group when it's on the top of the site than when it's on the bottom.

The site and Facebook page could be more attractive. One of the main objectives still is to attract as many dieticians as possible. This can be made possible by using other colors or a different layout or other ways. It should be noted that there must be a balance between an attractive look and a professional look. In short the site could be more inviting and attractive. The Facebook group and website are easy to find by typing the words "DIETS2" in Google.

WP9 Report - web and ICT performance indicators

Regarding the social networking site, I find, that it has been met the expectations and operated well. The evidence of it, that DIETS2 Facebook site has more than 1000 likes from the middle of 2012 and this number is growing from week to week. This can be thanked to many factors: 1. there are activities on it every week; 2. the posts on the site are really diverse – from alerts to questionnaires, pictures and podcasts -, so all ages and interest groups can find their interest; 3. face to face meeting (conference) and the presentation on the advantages of ICT has made people feel a need for meeting each other virtually more frequently, which is provided by Facebook.

The DIETS website has also been finely monitored and this evaluation will give great help in future development.

I find the online survey on ICT facilities, tools, experiences and barriers especially beneficial for the network to know what kind of guide should be developed; and to HEIs and other partner institutions to detect the barriers and start a change towards ICT usage. The report on barriers to introducing innovative use of ICT has been appropriately delivered and well presented, not only on the website but also at the 6th DIETS-EFAD Conference.

6.0 Recommendations from the Quality Advisory Group (QAG) presented and their proposals for enhancement of quality.

6.1 A leader and deputy leader have been established as follows to ensure that workpackage meetings run smoothly.

Workpackage	Lead Partner		Deputy Lead	
WP1	P95	Sofie Joossens		
WP3	P18	Uta Koepcke	P1	Anne Payne
WP4	P40	Veerle Van Vlaslaer	P40	Koen Vanherle
WP5	P57	Elke Naumann	P45	Erini Bathrellou
WP8	P65	Ana Moreira		
WP9	P46	Bernadett Toth		

6.3 Not all WP leads have addressed their responsibility for reporting on achievement of performance indicators. MAN needs to discuss how this will be done.

6.4 Stakeholders who attended the 6th conference were asked to comment on the deliverables and their impact. WP8 and WP9 are surveying partners and stakeholders to learn about impact of the project. This information will be available soon. Depending on the findings above MAN should decide if further appraisal of stakeholder expectations is required.

6.5 Two new members of the QAG have been recruited:

- Katie Gallagher International Diabetes Federation, European Region
- Dr Georgios Marakis - Expert Scientist, Nutrition Policy & Research Directorate, Hellenic Food Authority – EFET, Athens, Greece
- Inge Audenaerde from The Hague University continues to monitor quality

- A fourth member of the QAG is still being sought.

6.3 Two members of the QAG commented on the 3rd Quality Audit Reprot report (Del 7.5):

Response from Inge Audenaerde

Hereby my reaction on Deliverable 7.5.

My compliments for the report, I have two additions.

Page 5, by recommendation for change, workpackage 9.

The frequency is increased of the meetings, - maybe you can tell more precisely how many time they will meet and what is exactly the degree of increase.

Page 7, Workpackage 8, how will they communicate it to their members - maybe by an email newsletter?

Response from Katie Gallagher, International Diabetes Federation European Region

Section 2. There are quite a few deliverables that have been marked as overdue. Have you thought about or prepared for how this might impact the overall timeline of the project/ different workpackages?

Section 3. I agree that this kind of timeline is important and will help

Section 4.1. I was just wondering how feasible is this kind of data for short term impact targets?

Section 4.2. In addition, I think consistency in the monitoring method is also key

Section 7. It is important to remind non-active work package members that they are accountable

Section 9. I agree that re-appraising the stakeholder's expectations is very important

Section 10. Just to clarify, I work for IDF Europe, International Diabetes Federation European Region, we are an organization in our own right and work on different projects and work strands than the global IDF secretariat.

7.0 Conclusion

Activity has picked up and deliverables are now being disseminated within the Network. A very successful conference was held in Slovenia and we had a record number of attendees.

Overall the Network is now showing its overall potential. The reviewers have given valuable information and endorsed the hard work of our partners and the work package leads to deliver useful and progressive support to moving forward a quality education for dietitians in Europe. Work has been begun in earnest to put in place a sustainable network that will grow and continue to deliver change in Europe. However it is still disappointing to see inactive partners and it is hoped that in this its final year we may see increased engagement.

Appendix 1

Results of Third Deliverables Audit

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9
Meeting Frequency									
Number of meetings planned each year	12	12	12	12	12	2-4	4	6	6
Number of meetings held Nov 2011 – Nov 2012	7	11	12	8	10	6	2	6	6
Meeting Documentation									
Are all meeting agendas and minutes on correct templates?	yes	yes	yes	yes	yes	yes	yes	yes	yes
showing all required information?	yes	yes	yes	yes	yes	yes	yes	yes	yes
posted on web site?	No Some agendas missing	Yes	Yes	Yes	No Some agendas missing	Yes	Yes	Yes	Yes
Deliverables									
Has WP completed a deliverables report?	yes	yes	yes	yes	yes	yes	yes	yes	yes
Are all deliverables on time?	no	yes	no	no	no	no	no	no	no
Deliverables which are overdue	1.2 1.5 1.6		3.2 3.3	4.3 4.4	5.2 5.5 5.7	6.5	7.5	8.3 8.4 8.5 8.6	9.6 9.9 9.11
Completed deliverables	1.1 1.4 1.3	2.1 2.2 2.3 2.4 2.5	3.1	4.1 4.2	5.1 5.3 5.4 5.6	6.1 6.2 6.3 6.4	7.1 7.2 7.3 7.4	8.1 8.2	9.1 9.2 9.3 9.4 9.5 9.7
Uploaded to web site where appropriate?	Yes	yes	yes	yes	yes	no	yes	no	yes

Progress of Deliverables

Each workpackage was asked to describe progress on deliverables and any change control undertaken to ensure deliverable is met.

WORKPACKAGE 1

Deliverable 1.2 Map of placements due 4/11 Overdue. A draft report has been sent to all WP1 members for feedback. The first results were presented at the conference in Slovenia (27th of October, Sofie). A subgroup (Sofie, Anastasia and Anne) is discussing which items/analyses to include in a paper for publication in a European journal
New delivery date 15 January 2012

Deliverable 1.4 Database for placement teachers due 10/11 Overdue. Collection of documents on-going since April 2011(website, WP1). This will always be on-going as documents will change over time and partners should have the opportunity to upload new versions. Call for more data made during conference by Sofie (27th of October). Decision about database: database on DIETS-website will be the frame. All documents are collected per DIETS partner and can be consulted on the website (work package 1/del 1.4/supporting documents) Document collection will continue until the end of the project

Deliverable 1.5 Guide to best practice for student placements due 5/12 Overdue There are still too few documents. A call was made at the conference to share documents (by Sofie, 27th of October). On-going, the more documents included, the better the guide will be. A draft of criteria to select best practices will be presented within the workpackage, a definitive version will be ready mid-December. Screening of documents will be done until the end of December. Guide to best practice will be ready at the end of January 2013

Deliverable 1.6 Draft pedagogic standards and quality audit #2. Due 9/12. Overdue. We need best practices as a basis to develop criteria that can lead towards standards.
Ongoing, as stated in 1.5
Quality audit will be ready in December 2012.

WORKPACKAGE 2

All deliverables completed and uploaded to web site

WORKPACKAGE 3

Deliverable 3.2 Database of LLL courses/materials due 7/12 Overdue
Second reminder was sent with translations of the introductory letter and the questionnaire in French, German and Spanish but still the feedback was low. Another reminder to all partners mid-August received some feedback. Additionally the leaders of all WPs were personally requested to answer the call, which was quite successful.
Management was informed of problems in obtaining a database from the web site provider. The decision was taken to upload a simple excel database to the web site, and to enable partners to add additional data monthly. The database of LLL courses is complete. Expected upload date: 20th November. All partners will be informed of launch and invited to share further information.
Results were presented to 6th Conference and omissions were discussed in a workshop. Discussion will continue via Facebook after a report is written and partners are invited to view the database.

Reasons for delay: lack of good practice, lack of feedback through partners due to date of call, overload of calls, size of workload to fill in the spreadsheet, lack of decision where and how to upload it through management (high costs of professional database).

Deliverable 3.3 Webinar about ECTS/LLL quality due 9/12 Overdue

WP3 organised workshops at the 6th Conference and asked the participants about their experience with ECTS and their LLL needs.

The information has been collected and assembled into a PowerPoint, waiting for P75 to transform it into a webinar.

Reasons for delay:

Input of customers is needed for discussion of certain topics and it is important to know the needs of the people who will use the webinar. Consequently the deliverable was delayed to enable a workshop about this topic to be held at the annual conference in October.

Lack of support from subcontractor: Management is informed and will be included in all correspondence; lack of good practice and help from web site provider; amount of unexpected work arising during the project

New delivery date 31/1/2013

WORKPACKAGE 4

Deliverable 4.3 & 4.4 Survey and Report on Innovative use of ICT due 7/11 Overdue: delayed due to lack of input from some WP-members

The surveys related to 4.3 and 4.4 were combined into one survey.

Reasons: a delay in the development of the first survey, the equivalence between the two research questions, the choice to do one survey but more in-depth.

Two parts of the reports (institution and barriers) were included in the interim report March 2012. We are still working on scientific papers.

The part "A systematic web-based search will also be completed and in particular e-courses identified" of deliverable 4.3 will be included in the e-guide (deliverables 4.5 & 4.6).

Reasons: this search was initially overlooked, but will be conducted by P40 before end 2012.

The part on use of ICT is delayed until December 2012

Reasons: lack of input from some WP4-members. New commitments were made by partners at the conference in Slovenia.

Changing of responsible persons within P40: the lead will be taken up by two persons (instead of one), on this basis every planned meeting can be conducted in the future

We follow a tight time schedule, review of division of tasks within the WP and input from all WP- members.

Deliverable 4.4 Survey of innovative use of ICT & barriers to innovative use of ICT due 12/11 Overdue Reasons: lack of good practices, willingness of DIETS2-partners to give further information.

WP4 will write 4 different reports on the use of ICT:

Report: "barriers" – delivered March 2012

Report: "institution" – delivered March 2012

Report: "ICT-tools" – under construction (reason: lack or delay of input from WP-members)

New delivery date – December 2012

Scientific report – under construction. New delivery date January 2013

Deliverable 4.5 & 4.6 Guide to e-learning & Case Studies of using ICT due 1/13

WP4 is going to combine the deliverables 4.5 and 4.6.

Reasons: the guide has two different target-groups: dietitians in practice and HEI's. For the part HEI's we need the outcome of the survey (02/2012).

WP4 wants to use the whole year to develop both guides with the case-studies included. The case-studies of innovative ICT are delayed and probably they are not to be included in the final version. P40 is developing more input following through projects of their students.

New delivery date February 2013

WORKPACKAGE 5

Deliverable 5.2 Database of materials used to teach enquiry based learning due 6/11 Overdue

It turned out that it was difficult to make the database available online. This took much more time than expected. At the 5th DIETS Conference, participants of the congress have been

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asked to contribute to the database by sharing materials. Topshare made the database available for pilot. Based on this pilot, Topshare is now working on access to all DIETS partners. Then, partners will be asked to upload relevant materials. Aim to make access to the database possible to all DIETS partners by 09/12 with call for content among DIETS partners 10/12

Deliverable 5.5, Pilot e-course on teaching enquiry, due 3/12. Overdue. It took more time than expected to reach agreement on the structure and presentation of the e-course. Finding dates and times suitable to all WP members to meet proved very difficult. In addition, development of e-courses took WP members longer than expected. This contributed to a deviation of the original timetable.

Outstanding tasks were allocated to WP members during the face to face meeting. The first pilot was done in 11/12. New delivery date

Deliverable 5.7 Call for copy for student e-journal due 9/12 Overdue – planned Call for abstract 09/12, with first e-journal Published 6/13

WORKPACKAGE 6

Deliverable 6.5 DIETS2 Annual Report 2011-12 Due 10/12 Overdue

The second annual report is delayed as a result of the delay in preparation of the third quality assurance report (this report) New Delivery Date 1/13

WORKPACKAGE 7

Deliverable 7.5 Third Quality Assurance and monitoring report Due 9/12 Overdue

The report was delayed due to late response, or lack of response, from some workpackage leads. Further difficulties were encountered due to lack of uniformity of response. WP leads were given clearer guidelines on which templates should be completed with a clearer timeframe for response and asked to respond again. Deliverable will be completed in November 2012

WORKPACKAGE 8

Deliverable 8.2 Due 3/11 Overdue/Complete? Guide to Stakeholders views of deliverables

To complete Guide to Stakeholders views of deliverables we need to collect information of key contacts that we are doing in Barcelona meeting. In that meeting we are also meeting with UAG.

Deliverable 8.3 Focus paper 'Driving change through knowledge' Due 9/11 Overdue

The Focus paper is complete and will be sent to National and International Dietetic Associations and posted on DIETS webpage for discussion in November 2012.

New delivery date

Deliverable 8.4 Exploiting diversity of placement; opportunism. Due 2/12. Overdue.

This deliverable was dependent on Del 1.2 "The Map of placements for dietitians in Europe", which WP8 received in October 2012. At conference Key Contacts were informed of need to circulate the option paper in their country. Stakeholders will be identified and information delivered. Expected delivery end of November 2012

Deliverable 8.5 Survey and report: DIETS2 meeting needs/exploiting outcomes? Due 7/12 Overdue.

Since key contacts didn't feed-back information when asked, WP8 decided to collect information during the conference, to complete this Deliverable. The information collected at conference is being analyzed and expected delivery date is mid-December.

UAG will be consulted.

Deliverable 8.6 Focus Group report: Embedding LLL Policy and quality audit #2 Due 9/12 Overdue.

LLL policy was delayed until 10/12. New planned delivery date January 2013

Reasons for delays:

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Low response rate from key contacts.

Some WP8 Deliverables are dependent on other WP so must wait until they were available.

Lack of participation of partner 25.

Change control undertaken:

WP8 made a presentation to the conference to engage Key Contacts, asking for feed-back on DIETS Deliverables and an improvement in their participation.

A Key Contacts workshop was organised to promote engagement between Key Contacts and to collect information.

Partner 26 invited to join WP8.

WORKPACKAGE 9

Deliverable 9.6 Report of dissemination activities due 6/11 Overdue Planned delivery 2/13

The delivery date is delayed because there were not enough dissemination activities and feedbacks to be measured by the originally given deadline, furthermore the evaluation of 2nd DIETS2 Conference took more time to be completed than anticipated.

The report will be delivered by 2/13 when significantly more dissemination activities will have been completed by this date with more available feedbacks on these, especially for the first and second conferences, which can be measured according the performance indicators.

Deliverable 9.9 DIETS2 briefing series due 9/11-9/13. Planned delivery period: 3/13 – 9/13

The briefing series will contain information about the deliverables from workpackage 1-5 which will be completed by 3/13.

WP9 has a constant communication with the others workpackage leaders on the time schedule of their deliverables. The briefing paper will be formed on all deliverables performed by the workpackage within DIETS2 with the cooperation of WP9 members and the given workpackage lead. A sample of topics of briefing paper will be made to have similar form for all workpackages.

Deliverable 9.11 Report of dissemination activities & Audit #2 due 6/12 Overdue Planned delivery 3/13

The reason for the delay is that more feedback and evidence of key contacts' activity will be available by the end of 2012. It will contain the dissemination activities of 2012 – having an emphasis on the work and engagement of key contacts in DIETS2 and the third conference.

Recommendation for change

Slippage on achievement of deliverables has been rigorously addressed by management through virtual meetings with individual work package leads and face to face meetings in Slovenia. Robust change control measures, including revised delivery dates, have been identified and must now be strictly adhered to.

All WP should continue to hold regular virtual meetings for input and feedback, to facilitate completion of deliverables on time and within budget.

WP6 has already increased the frequency with which it meets and this should be continued. Consideration should be given to holding an additional face to face meetings if the budget will allow.

Suggestions from QAG to appoint deputy leads or joint leads to save time if a lead retires in future will be implemented.

Update of the workplan – with timelines

WORK PACKAGE 1

DEL 1.2 paper type of placements

January 15th, 2012

DEL 1.4 database with documents

Until the end of the project document collection

Database is accessible for all partners (folders/DIETS2 work packages/WP1/del 1.4/supporting documents)

DEL 1.5 Guideline best practices

Mid December 2012: Criteria for guideline

End of December 2012: Screening of documents

End of January 2013: Guideline

DEL1.6 Quality report

December 2012

WORKPACKAGE 3

DEL 3.2 Database

17.11.12 Launch spread sheet, disseminate via DIETS homepage, start discussion

20.11.12 Invitation to access database, presentation of results

31.1.13 Identification of omissions and information from Partners

DEL 3.3 Ppt-Presentation about ECTS/ Webinar

Addition of sheets concerning translation factor

Circulation of ppt-Presentation with request to comments about input and presentation (see samples at the homepage)

9.11.2012 Send to Roy Ballam for realization

1.2012 Launch of ECTS-Webinar, open discussion on Facebook

DEL 3.4 Toolkit: call to all NDAs concerning tools for documentation of LLL

Draft brief letter – sent to Anne Payne for correction, feedback Anne

9.11.12 circulation in WP3 for translation into native languages and sent back to UK for distribution (done)

23.11.2012 Distribution to all NDAs (if language is not available in English) (done)

Further websearch concerning good tools:Building of team (UB, UH, LP)

As soon as feedback from NDAs: sharing results: identifying best practice worldwide,

13.12.2012 Development of draft/discussion in WP3, translation into FR/ES

4.1.2012 Draft toolkit to all NDAs in English , French, Spanish for comments

Finish toolkit

28.02.2013 Virtual meeting for final discussion, launch on internet

DEL 3.5: Call to NDAs concerning consultation 1/3/2013

14.3.2013 Feedback deadline. Feedback will be used to do modifications

28.3.13 Feed into final version and production of booklet/DVD/e-learning-course

DEL 3.6 reflective report: review and reflective paper, quality audit (7/2013)

Feedback will be used to feed into production of the final version plus information for the production of the guide and the DVD

DEL 3.7 Booklet , DVD, e-learning-course: Access to LLL and documentation of it

6.12.2012 Virtual meeting Collection of ideas/ outlines

13.12.2012 end of Pilot to some NDAs/Anne de Looy / Judith

13.12.2012 Virtual meeting. Sharing the jobs between members of WP3 and other WPs, for example WP2: skills (EDAC-document), Anne de Looy encouraging introduction....

13.2.2013 Deadline for writing chapters and Feedback from all writers: 1. version of the topics

01.03.13 Deadline for comments on to them in WP3 and Anne de Looy/Judith Liddell/pilot to few NDAs. Get the comments together, correction,

14.03.13 Preparation of written version

28.3.2013 Preparation of DVD with explanations of toolkit, information LLL options available in EU

28.03.2013 Virtual meeting for final check of Booklet and DVD in WP3 and with Anne de Looy/ Judith finish to translation (WP8 dissemination)

04.04.2013 Booklet and DVD (data for DVD) leaves WP3 to be translated and disseminated

29.4.2013 deadline for preparing an e-learning course about use of DVD

WORKPACKAGE 4

Del 4.3 web-based search will be included in e-guide
Before end 12.2012 all input
Before end 2.2013 editing & publication

Del 4.4

Before end 12.2012- report questionnaire:
Before end 01.2013- paper: on barriers, other topics during 2013

Del 4.5 & 4.6 - all will be included in one e-guide
Before end 12.2012 - all input
Before end 2.2013 - editing & publication

Del 4.7

Workplan will be made in January 2013

WORKPACKAGE 5

Del 5.7 E-journal:

11.12 Call for abstract
6.13 Publish first e-journal

Del 5.2 Database:

11.12 Make access to the database possible to key-contacts and WP leads
11.12 Call for content among DIETS partners

Del 5.5 E-course:

11.12 Pilot e-course Sample Size
10.12 Agreement on which e-courses to be developed
12.12 Writing other e-courses

WORKPACKAGE 8

Del 8.3 Focus paper 'Driving change through knowledge'

DATE We should send this report to the NDA's. The NDA's can perform the. We can ask the NDA's to discuss it in their management meeting, and to tell their members about it, and after that send feedback to us.

Del 8.4 Exploiting diversity of placement; opportunism

The brochure should be spread very widely. We will develop some kind of flyer "Did you know a dietitian can do...".

DATE We will send the flyers to the NDA's and HEI's so they spread to stakeholders in their own country.

Del 8.5 Survey: DIETS2 meeting needs/exploiting outcomes

DATE We will question about the quality of the deliverables. Accessed dissemination and quality and use of the deliverables (exploitation).

Del 8.6 Embedding LLL policy and quality audit #2

DATES We will send information on LLL policy, plan meeting with a small group (NDA's), and record output of this short virtual meeting.

WORKPACKAGE 9

Del 9.7 DIETS2 learning episodes and social networks

6.13 Webinar organisation

3.13 3rd DIETS Conference proceedings

Del 9.8 Keeping 'in touch' with DIETS2 activities

12.12 – 1.13 Narrated PowerPoint presentations of WP leads on their work

9.13 CD/ pen drive/ web-streaming of DIETS2 Deliverables

Del 9.13 Dissemination review and QA audit #3

9.13 – planned delivery date

Recommendation for change

Key Contacts and EFAD delegates have asked for a list of all the activities which they will be asked to support, with an indication of the dates when they will be involved.

To ensure maximum cooperation it is recommended that MAN request that WP leads provide this information in a clear and concise manner, for dissemination to key contacts and delegates before the end of 2012.