



**MONITORING MEETING**  
**10 – 11 July 2019**  
**Palermo, Italy**

**MINUTES**



Project  
Leader



**CYPRUS  
SPORT  
ORGANISATION**

Partners



**Good Governance enhancement through e-Learning for Sport Volunteer Board Members (GReFORM)**  
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## INTRODUCTION

Following an invitation from the Cyprus Sport Organisation (Project Leader), the GReForm Monitoring Meeting was held in Palermo, Italy on 10 – 11 July 2019. The meeting was hosted by the University of Palermo.

### **Attendees:**

The meeting was attended by the following Project Partners:

<ol style="list-style-type: none"><li>1. Vassos Koutsioundas (CSO)</li><li>2. Ioanna Paraskevopoulou (CSO)</li><li>3. Marios Christodoulou (CSO)</li><li>4. Eleni Kazafaniotou (CSO)</li><li>5. Christos Anagnostopoulos (CEDAR)</li><li>6. Maria Zenios (CEDAR)</li><li>7. Dimitra Papadimitriou (UPAT)</li><li>8. Vilma Čingienė (MRU)</li></ol>	<ol style="list-style-type: none"><li>9. Gobikas Mindaugas (MRU)</li><li>10. Antonino Bianco (UNIPA)</li><li>11. Stefano Boca (UNIPA)</li><li>12. Ambra Gentile (UNIPA)</li><li>13. Thierry Zintz (EOSE)</li><li>14. Stefan Walzel (EASM)</li><li>15. Tomas Petronis (LTSF)</li></ol>
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### **Partners not attended:**

Apologies for absence were received from:

1. Arnout Geeraert (KUL)
2. Marco Tosi Brandi (FIGH)

### **Local guest speakers & observers:**

1. Paolo Bertaccini Bonoli, Manager of the Anti-Match Fixing Formula Programme (AMFF)
2. Piraino Gaetano, Local responsible of the Pilot Area of the AMFF program
3. Giuseppe Gaetano, Local responsible of the Pilot Area of the AMFF program

### **Approval of the agenda:**

The Agenda (Annex I) was adopted without changes.

## AGENDA TOPICS:

### 1. Good Governance and Match-fixing: Key Challenges for Sport

Within the framework of presenting good practices on Good Governance topics by local experts, the Project Leader (CSO) invited Paolo Bertaccini Bonoli, Advisor to the Head of Italian Governmental Office for Sport. Mr. Bonoli has been appointed for match-fixing affairs by the Italian Government and he has been managing the Anti-Match Fixing Formula Project (AMFF) on behalf of the Italian Governmental Office for Sport (Project Coordinator).

The main objective of the AMFF Project (<http://www.anti-match-fixing-formula.eu/index.php/eng/>) is to develop a European integrated private-public model for match-fixing prevention through a tailored selection of European good practices which can suit and strengthen the existing Italian advanced cooperation on good practices. Based on the need to build a strong environment and culture on the basis of sports, the culture of reporting has to be from the grassroots.

Among the main project's outcomes is the development of two online protected reporting systems [www.sportpulitoitalia.it](http://www.sportpulitoitalia.it) and [www.rischioreatosport.it](http://www.rischioreatosport.it) that enable the reporting of suspicious match-fixing incidents.

Research Coordinator Christos Anagnostopoulos (**CEDAR**) suggested the presentation and promotion of thematic relative projects (e.g. AMFF Programme) in the GReFORM Project booklet since they are co-funded by the Erasmus + Programme.

Vassos Koutsioundas (**CSO**) mentioned that part of the lectures to be produced in the framework of the GReFORM Project will be dedicated to Match Fixing and proposed to link both projects and direct audience for more information.

### 2. GReFORM Project's State-of-play

Vassos Koutsioundas (**CSO**) provided updated information on the following topics:

#### **Partners Contributions:**

**FIGH's** continuous absence, lack of commitment and contribution to the Project has created the need for UNIPA to expand its involvement in the project to fulfill the obligations of FICH. **CSO will consult with UNIPA and other possible entities on how to effectively run the dissemination in Italy.**

#### **Timesheets/budget/payments timeframe**

As agreed in Patra's Meeting, payments for each fiscal year will be made either in December or in January of the following year based on the Partners' preference, but



it's necessary for Partners to provide timesheets. If for any reason a partner requires an earlier payment this can be discussed.

### **Web-conference**

A web-conference among CSO and CEDAR took place on May 31, 2019 aimed at pre-testing and assessing technical and appearance issues of the pilot lecture prepared by Christos Anagnostopoulos CEDAR as well as to assess GReFORM online Platform main features and functionality. The results of the walk-through evaluation are presented under item 8.

### **EASM Conference**

According to the Project Proposal, the dissemination of the project's outcomes will be presented at EASM's annual conference in 2019 (Seville) and 2020 (London) as part of the dissemination process.

### **Next GReFORM Meeting**

The next Monitoring Meeting will be hosted in Vilnius, Lithuania. Project Partners agreed the meeting to take place on **11 – 12 November 2019. On 11 Nov. it will be a half-day meeting starting after lunch and a full day on 12 Nov.**

## **3. Updates on good practices on Good Governance**

Research Coordinator Christos Anagnostopoulos (**CEDAR**) gave an update on the collection of good practices to be included in the desk research study and published in the e-Book and also be incorporated in the educational material (lectures) as examples. <..\GReFORM\Monitoring Palermo\Christos A\Good practices- An update.ppt>

At this point, CY, LT, IT, and GR managed to collect 4 good practices each. As **BE** contribution is pending, **Thierry Zintz (EOSE) will assist to identify best practices in Belgium. The link or word fill of the questionnaire will be sent by Marios to Thierry.**

In Italy case, 4 good practices come from the same organization (Italian National Olympic Committee). Ambra Gentile (UNIPA) will assess the 4 good practices and decide which out of four should be replaced by others as they come from the same organization.

Project Partners agreed that ahead of the Vilnius meeting all Academic partners should finalize reporting and uploading of all 20 practices and inform Christos Anagnostopoulos (CEDAR) which of them can be connected with lectures. The deadline is the same as the one for the submission of the transcripts.

## **4. Presentation of the Online Portal**

Marios Christodoulou (**CSO**) thoroughly presented the main features and functions of the GReFOR e-platform to the Project Partners.



[..\..\GReFORM\Monitoring Palermo\Marios](#)

Based on the discussion and exchange of ideas followed and aiming to keep the portal simple and user friendly, Project Partners agreed on the following changes should be made:

- Remove “Sign In” button from the home page.
- A short description of 4 dimensions should be added in the home page of the e-Platform.
- Marios Christodoulou (**CSO**) should check if the visibility of users’ site badges is confronted to GDPR Regulation.
- Examine the possibility to get statistics on the number of viewers per lecture.
- Include tags search that are related with a topic, e.g. transparency.
- “Competencies” field will be probably removed from the portal.
- A “Quiz test” should be added at the end of each lectures. Quiz questions per lecture will be prepared by Stefan Welzel (**EASM**) and Lecturers (**CEDAR, UNIPA, UPAT, MRU, KLU, CSO**) will support him on their content.
- Christos Karpasitis (CEDAR) will prepare introductory sounds and text for the beginning of each lecture.
- A “Certificate of Attendance” will be issued after the completion of each lecture.
- Dimitra Papadimitriou (UNIPAT) proposed to add 4 – 5 questions under each lecture related to the content of the lecture to make it more attractive for users.
- Make Good Practices more visible on home page. Add another button/field on the task bar.
- Create an animation video for the GReFORM Project as part of its promotion.

## 5. Review of allocation of the teaching content – Educational material as per dimension

Christos Anagnostopoulos (**CEDAR**) briefly reminded to Project Partners the allocation of teaching content as agreed in Patras Meeting and stressed the importance of having the same structure when presenting the lectures in a way to provide homogenous Power Point presentations and to make sure there is no repetition in the content.

[..\..\GReFORM\Monitoring Palermo\Christos A\Educational Material per Dimension.ppt](#)

After presenting the main elements of a sample structuring of lecture on “Conflict of Interest & Conflict of Loyalty” topic [..\..\GReFORM\Monitoring Palermo\Christos A\Conflicts of Interest.doc](#), Project Partners exchange views based on Christos Anagnostopoulos

proposal. Thierry Zintz (**EOSE**) supported Christos Anagnostopoulos proposal as it considers it a good outline lectures structure as it serves the purposes and the principles of the Project's Quality Control.

The following important tasks are required to be made ahead of Vilnius Meeting:

- I. **Finalise Outline template** content (see sample outline sample) for each module/presentation plus the introductory content to be prepared by Arnout Geeraert (**KUL**) and the 2 -3 Quiz questions to be prepared by Stefan Walzel (**EASM**).
- II. **Preparation of draft full transcript** for each module/presentation.

25 October 2019 is the deadline for **Lecturers** to submit both to Vassos Koutsioundas (CSO) and Christos Anagnostopoulos (CEDAR).

In Vilnius Meeting, Project Partners will examine the content of the transcripts to ensure homogeneity and consensus on terminology.

Arnout Geeraert (**KUL**) will receive the transcripts from lecturers after their finalization as to prepare the introductory lectures.

## 6. **Presentation of the Pre-pilot test among Project Team Members and finalization of the Evaluation Questionnaire**

To facilitate the discussion among Project Partners, Maria Zenios (**CEDAR**) presented the rationale of the Pre-pilot test Questionnaire and a draft sample.

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[..\GReFORM\MonitoringPalermo\Maria Zeniou\Questionnaire.docx](#)

During the discussion it has been clarified that the questionnaire to be prepared by Maria Zenios will address the users while the one prepared by Thierry Zintz will address the Project's Partners. Users will evaluate the functionality of the portal, navigation, to facilitate the process of practitioners on the portal's functionality. The questionnaire will assess simple questions. The questionnaire will address questions on general usability, general functionality, navigation, user friendly, layout, design, topics and modules, project understanding, focusing on how easy and engaging it is for new users to accomplish educational tasks with the system.

The content of the questionnaire has been revised on the basis of the discussion.

[..\GReFORM\MonitoringPalermo\Maria Zeniou\Questionnairefollowingdiscussion11July.docx](#)

The questionnaire will be tried out with sport members and we will get feedback by the end of September to be discussed in the next meeting in Lithuania.



## 7. Introduction on the evaluation of the Online portal, the development of the educational material and suggestions on the organization of the e-portal pilot test / Quality assessment

According to the Project Proposal the quality of the project's outputs will be measured by monitoring all activities within the particular work plan during the project life through the monitoring and evaluation strategy that will be developed by the assigned evaluator. All procedures and tools developed for the monitoring of the activities shall be presented and approved by the Project's partners.

To this extend, Thierry Zintz (**EOSE**) presented a draft questionnaire corresponding to the overall evaluation of the GReFORM Project including the online portal and the education tools and explained to Project Partners the main objectives of the evaluation.

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Project Partners are invited to send written comments to Thierry Zintz by 15 September 2019. The questionnaire will be revised and its final version will be validated in Vilnius.

Beginning of September 2020 **EOSE** will send the questionnaire to Project Partners and as agreed, all partners will have to complete the questionnaire "online" between 01/09/2020 and 30/09/2020, in order to allow EOSE to present the results during the partners meeting at the final conference to be organized in November 2020.

## 8. Presentation of the results of the sample pilot test

Maria Zenios (**CEDAR**) presented the results of the sample pilot test that took place on 31 May 2019 during the Web conference among CSO and CEDAR partners. The purpose of the test was to examine the usability of the online platform and the software, users' perceptions of the system, its functionality and the content and resource aspects.

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To facilitate the evaluation process, CSO and CEDAR were asked to respond to a draft questionnaire which was elaborated for this purpose. The software was redesigned to address the issues identified based on the opinions of the correspondents.

[..\GReFORM\MonitoringPalermo\MariaZeniou\GReFORM\\_walkthrough\\_form.doc](..\GReFORM\MonitoringPalermo\MariaZeniou\GReFORM_walkthrough_form.doc)

During the meeting, Project Partners exchange views on the structure and content of the questionnaire and a new formulated version of the questionnaire have been elaborated. The final questionnaire will be tried out with sport members (external participants) during the Pilot Testing which will held between 1 – 30 September 2019. The survey will be provided via Google forms. The feedback will be used for the Roll-on evaluation in order to assess the portal and define the final format of its functionality and enhance the quality of the provided services. The Roll-on evaluation will take place between 1 – 31 October 2019 and its results will be presented to Project Partners in Vilnius.

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## 9. Presentation of the GReFORM Programme at the 27th EASM Conference

Stefan Walzel (**EASM**) presented the activities and the thematic areas of the 27<sup>th</sup> EASM Conference “Connecting Sport Practice with Science” which will be held in Seville Spain.

The GReFORM Project will be presented during the Workshop on 4 September 2019, between 17:40 – 18:40 by Vassos Koutsioundas (**CSO**) and Stefan Walzel (**EASM**). The main topics of the presentation will be the objectives of the project, previous related projects and best practices examples, navigation on the main features of the web-site and the e-platform. Participants will be able to address questions.

Christos Anagnostopoulos (**CEDAR**) and Stefan Walzel (**EASM**) will revise the content of the workshop agenda to be uploaded on the EASM website. Stephan Walzel (**EASM**) will also prepare some visual material for social media communication.

Stefan Walzel (**EASM**) provided information in regards to the **28th EASM Conference** to be held between 16 – 19 September 2020 in London, UK. The conference will be hosted by Loughborough University London and will be dedicated to Entrepreneurship and Innovation in Sport.

In the framework of the conference a slot of 3hours will be available to present the project and the platform. Stefan Walzel (**EASM**) will negotiate for 5 free passes and a 3-hour slot.

Vassos Koutsioundas suggested that the European Commission could be one of the invitees.

It will be examined whether a short and long video to promote the Project can be prepared by CEDAR.

## 10. Programme evaluation

Aiming to improve the project meetings, Maria Zenios (**CEDAR**) has asked all meeting participants to assess the meeting and send their feedback on the meeting’s proceedings and content.

[..\GReFORM\Monitoring Palermo\Maria Zeniou\Questionnaire\\_meeting3.doc](#)



## 11. Next steps

Project Partners agreed on the following next steps:

- **Add questions to all 4 pilot modules by end of July 2019.** To be sent to Christos and Vassos
- **Good Practices:**
  - Thierry Zintz will assist to **identify good practices in Belgium.**
  - Ambra Gentile will **assess the 4 good practices proposed by UNIPA**, and decide which out of four should be replaced by others as they come from the same organization.
  - **Finalisation of Best Practices** (Christos Anagnostopoulos.)

***Deadline 25 October 2019***

- **Pilot Testing 1 – 30 Sept 2019** survey will be provided via **Google forms** (Marios Christodoulou)
- **Quality Assessment Questionnaire**
  - Comments to be sent to Thierry Zintz by 15 Sept. 2019
- **Roll on evaluation 1 – 31 October 2019**
- **Prepare the education material by 25 Oct:**
  - Outline
  - Transcripts
  - Power Presentations
  - Questions
- **EASM Conference 2019, Seville Spain**– Stefan 14. Stefan Walzel and Christos Anagnostopoulos to finalise the workshop agenda
- **EASM Conference 2010 London UK** – Stefan Walzel to negotiate for 5 free passes and 3-hours slot

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Vassos Koutsioundas  
Project Manager