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 Adapted Physical Activity / theory and practice
 Adaptinnuð Miðpunktí Fagnum / teoría / praktika
 Aðlagðu hreyfing / tæknir og verkfær

Adapted Physical Activity / theory and practice

General Project Meeting 25th of April 2014, Warsaw

project no: FSS/2013/IIC/W/0020/U/0003

Project supported by a grant from Iceland, Liechtenstein and Norway through the EEA and Norway Grants and co-financed by the Polish funds.







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General Project Meeting – part I

1. Project objectives
2. Partnership
3. Work programme / Activities planned
4. Management Team / Teaching Team
5. Monitoring and evaluation
6. Results /products
7. Budget







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General Project Meeting – part II

1. Presentation about AWF Warsaw (*Tomas Skiba*)
2. Presentation about Faculty of Rehabilitation (*prof. Bartosz Molik*)
3. Presentation about University of Iceland (*guests from Iceland*)
4. Presentation about School of Education (*guests from Iceland*)







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Project objectives (1)

> **Adapted Physical Activity (APA)** is academic discipline still under the development in the European countries.

APA is aiming towards the improvement in quality of life and independence of individuals with special needs.


> The number of wheelchair users is high and still increasing.

The project aims to contribute to social inclusion of wheelchair users in Poland and Iceland by providing training for professionals who will be responsible for it in the areas of physical activities.













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Project objectives (2)

The project purposes are:

- > development of cooperation between AWF Warsaw and University of Iceland
- > preparation (adaptation/translation) of tools for physical activity assessment of wheelchair users
- > dissemination of knowledge on theory and practice of APA with emphasis of wheelchair users needs gained through workshops, conference, publications and website












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Project objectives (3)

The project target groups are:

- > **Short term**
physiotherapy and physical education students and academic teachers from Poland and Iceland who will participate in the project.
- > **Long term**
individuals with special needs and their families, APA experts working with wheelchair users, and academic teachers who train APA experts


Partnership (1)



Józef Piłsudski University of Physical Education in Warsaw

Project Promoter



HÁSKÓLI ÍSLANDS
University of Iceland

Partner Institution

PARTNERSHIP AGREEMENT


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Partnership (2)


- > **Objectives and duration**
from 1st of February 2014 to 31st of December 2015
- > **Project description**
detailed purposes and target groups
- > **The distribution of tasks between the Partners**
project promoter / partner
- > **Project budget, financial flow and transmission of documents**


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Activities planned (1)


- > **Project website and visual identification of project**
www.apafss.eu
- > **Adaptation of Polish, English and Icelandic long version of International Physical Activity Questionnaire (IPAQ) for wheelchair users.**
- > **Study visits in Poland (2) and in Iceland (2)**
- > **4th International Conference Prof. Andrzej Seyfried Physiotherapy' Ideas „Adapted physical activity in rehabilitation and education” - October 2014, Poland**
- > **Book of abstracts**



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Activities planned (2)

- > **Translation of Wheelchair Skills Test /WST/ Manual into Polish and Icelandic**
- > **3 workshops**
„Wheelchair settings, wheelchair maneuverability and assessment of physical activity in wheelchair users”
„Posture in people in wheelchairs – prevention, symptoms, causes, diagnosis and treatment”
”Aquatherapy and swimming for people in wheelchairs”
- > **Project meetings (2)**
- > **CD-ROM with project results**


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Work programme




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Management Team (1)

Project Coordinator

- **Natalia Morgulec-Adamowicz**



- giving shape and direction of the project;
- supervision of implementation of the project in accordance with the provisions of the agreement;
- leading current affairs related to the implementation of the project;
- supervising the work of employees of the project to carry out the project and determining the scope of their duties;
- supervision of the correctness of the formal processes related to project;


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apafss.eu **Management Team (2)**

Assistant of Project Coordinator



- Anna Ogonowska-Słodownik
 - conducting and archiving all correspondence related to the project;
 - preparing necessary reports, statements of the project implementation;
 - conducting research evaluating an adapted version of the IPAQ PL and EN;
 - managing and updating the project website;
 - teaching at workshop 1 PL and IS;

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apafss.eu **Management Team (3)**

Financial Representative of Applicant Institution



- Elwira Andrzejkiewicz
 - financial management and coordination of the project;
 - controlling the documents in terms of formal and accounting correctness;
 - preparation of periodic financial reports;

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apafss.eu **Management Team (4)**

Main Contact Person of Partner Institution



- Hafþór Birgir Guðmundsson
 - updating information on the IS version of the website;
 - conducting and archiving all correspondence related to the project
 - coordination of students and teachers mobility IS on the workshops, study visits and conference;
 - teaching during the workshop 3;

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apafss.eu **Management Team (5)**

Financial Representative of Partner Institution



- Kristín Harðardóttir
 - financial management and coordination of the IS fund;
 - cooperation with Financial Representative of Applicant Institution;
 - controlling the documents in terms of formal and accounting correctness; the responsibility for proper storage and archiving of accounting documents of the project;

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apafss.eu **Management Team (6)**

Coordinator of Conference



- Andrzej Kosmol
 - supervision of the conference;
 - coordination of management and administrative staff to support the organization of the conference;
 - accounting the actions connected with evaluation of the conference;

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apafss.eu **Management Team (7)**

Coordinator of Mobility



- Izabela Rutkowska
 - coordination of mobility of students and teachers in the workshops, study visits, conference, project meetings;
 - handling and archiving of all correspondence related to the mobility in the project;
 - preparation of reports on study visits in PL;

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apafss.eu **Management Team (8)**

Coordinator of Evaluation

- Małgorzata Jarosz-Milik
 - preparation of project evaluation schedule;
 - preparation of periodic evaluation reports and a final evaluation;
 - development of evaluation tools for various activities in the project;
 - the support of management and organization of workshop 2;



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apafss.eu **Management Team (9)**

Financial service – salaries

- Anna Ząbek
 - detailed calculation of salaries of project staff;
 - generate financial reports;
 - compilation of information about income and tax;



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apafss.eu **Management Team (10)**

Administration – public procurement

- Aleksandra Bojarska
 - preparing all procedures connected with public procurement;
 - the choice of the offer;
 - preparation of contracts for signature of the contractor;

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apafss.eu **Management Team (11)**

Administration – contracts

- Teresa Stypuła
 - preparing and drafting personnel documents for employees to the project;
 - cooperation with the project management team;

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apafss.eu **Management Team (12)**

Administration – conference and workshops

- Urszula Dolińska
 - support of management and organization of conference and workshops including:
 - preparation and administration of databases;
 - correspondence with participants;
 - assistance in the preparation of the schedule;
 - keeping documentation and its archiving;
 - logistical preparation;
 - organizing catering for students and trainers;


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apafss.eu **Teaching Team (1)**

External Expert

- Tomasz Tasiemski
 - adaptation of IPAQ for wheelchair users;
 - review of PL translation of the Wheelchair Skills Test (WST) Manual;
 - teaching in workshop 1 in PL;



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apafss.eu **Teaching Team (2)**

Coordinator of Workshop 1




- Bartosz Molik
 - supervision of workshop 1 in PL including preparation of a schedule and program;
 - substantive preparation of materials;
 - coordination of actions of other teachers and management and administrative staff to support the organization of the workshop;
 - accounting activities for the evaluation of the workshop 1;

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apafss.eu **Teaching Team (3)**

Coordinator of Workshop 2




- Agnieszka Stępień
 - supervision of workshop 2 in PL including preparation of a schedule and program;
 - substantive preparation of materials;
 - coordination of actions of other teachers and management and administrative staff to support the organization of the workshop;
 - accounting activities for the evaluation of the workshop 2;

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apafss.eu **Teaching Team (4)**

Teaching Team of Workshop 2




- Marta Sidaway
 - activities carried out in the workshop 2 in PL;
 - help in preparation of materials;
 - accounting activities for the evaluation of the workshop 2;

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apafss.eu **Teaching Team (5)**

Coordinator of Workshop 3



- Ingi Thor Einarsson
 - supervision of workshop 3 in PL including preparation of a schedule and program;
 - substantive preparation of materials;
 - coordination of actions of other teachers and management and administrative staff to support the organization of the workshop;
 - coordination of the project products, coordination of research to evaluate an adapted version of IPAQ IS;

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apafss.eu **Monitoring (1)**

Project documentation:

- > timesheets
- > attendance lists
- > event reports from meetings, workshops, conferene etc.
- > financial reports
- > data summeries (e.g. about mobility, workshops, certificates)

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apafss.eu **Monitoring (2)**

> Reports

Every four months, Project Promoters has to submit **interim reports** covering three reporting periods in each calendar year:

- from **2014-02-01** to **2014-04-30**
- from **2014-06-01** to **2014-08-31**
- from **2014-09-01** to **2014-12-31**
- from **2015-01-01** to **2015-04-30**
- from **2015-05-01** to **2015-08-31**

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apafss.eu **Evaluation (1)**

Evaluation program:

- > internal evaluation (ongoing)
- > assessment of all project activities (participants opinions)
- > evaluation reports: every 4 months and final report


Ongoing evaluation:

- > students recruitment
- > workshops organization and participants achievements
- > study visits
- > project meetings
- > conference
- > project promotion

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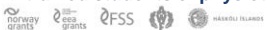
apafss.eu **Evaluation (2)**

- > **Questionair about website**
- > **Questionair about project meeting**
- > **Questionair about project meeting and study visit**

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apafss.eu **Results (1)**

- > **Adaptation of Polish, English and Icelandic long version of International Physical Activity Questionnaire (IPAQ) for wheelchair users**
- > **Translation of Wheelchair Skills Test /WST/ Manual into Polish and Icelandic**
- > **Project website**
- > **Book of abstracts**
- > **CD-Rom with project results**
- > **trained students of physiotherapy and PE (mobility)**

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apafss.eu **Results (2)**

- > **Adaptation of Polish, English and Icelandic long version of International Physical Activity Questionnaire (IPAQ) for wheelchair users**

General assumption:

- activities with the same energy expenditure (MET), but specific for people in a wheelchair.
- research in Poland /06-10.2014/ and Iceland /05-10.2015/

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apafss.eu **Results (3)**

- > **Translation of Wheelchair Skills Test /WST/ Manual into Polish and Icelandic**

Practical, reliable and valid tool to assess wheelchair maneuverability

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apafss.eu **Results (4)**


- > **Project website**

The final content (conference abstracts, workshop materials, research results, WST translations) will be ivery interesting for our target groups

- > **Book of abstracts**

Supplement to the scientific quarterly journal Advances in Rehabilitation

- > **CD-Rom with project results**


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apafss.eu **Results (5)**

➤ **Trained students of physiotherapy and PE (including mobility)**

42 students + 3 teachers

Mobility (for 15 persons):
8 IS students + 4 PL students
2 IS teachers + 1 PL teacher



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TOTAL BUDGET
418 040,00 PLN

=

90% Scholarship and Training Fund grant + 10% Applicants' own contribution

376 235,99 PLN + **41 804,01 PLN**


300 988, 79 PLN



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apafss.eu **Budget (2)**

Budget category	Project	Partner UI
travel, insurance, subsistence	82 621,42	33 711
organization of seminars, workshops, conferences	67 655,59	16 007
project staff costs	220 382,33	22 783
preparation and production of materials	25 358,31	0
purchase of teaching equipment	14 798,62	0
administrative costs	4 464,67	0
additional cost resulting from special needs	2 759,06	0
	418 040,00	72 501




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apafss.eu **Budget (3)**

Applicants' own contributions
(strictly financial contribution)

➤ secondment from regular contract to the project of :

*Project Coordinator (30%)
and
Assistant of Project Coordinator (15%)*



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Timesheets - English and Polish version




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