

**Enhancing Gender Perspectives in Higher  
Education for Healthcare Students  
(GENDER-HeS)  
Project Handbook**

Deliverable

## REVISION HISTORY

Revision	Date	Author	Partner	Notes
V1	27/12/2023	Ariadna Huertas	HGT-IGTP	First Draft
V2	12/01/2024	Ariadna Huertas	HGT-IGTP	New partners included
V3	23/01/2024	Ariadna Huertas	HGT-IGTP	Meetings rescheduled
V4	07/01/2025	Ariadna Huertas	HGT-IGTP	New proposal
V5	04022025	Ariadna Huertas	HGT-IGTP	Update
V6	16102025	Ariadna Huertas	HGT-IGTP	Update and Acronym changed

## **TABLE OF CONTENTS**

### **Enhancing Gender Perspectives in Higher Education for Healthcare Students (GENDER-HeS)1**

<b>1. Introduction</b> .....	<b>4</b>
<b>2. Project execution</b> .....	<b>5</b>
2.1. General aim and specific goals.....	5
2.2. Tasks and activities .....	6
2.2. Results expected .....	8
2.2.1. Results expected by the end of the project .....	8
2.3. Deliverables .....	8
2.4. Transnational Project meetings.....	10
5. Multiplier events .....	12
6. Teaching training activity.....	13
7. Schedule.....	15
8. Budget .....	16
8.1. Budget transfers.....	17
8.2. Reporting and payment arrangements.....	18
<b>3. Project management structures and contact persons</b> .....	<b>18</b>
3.5. Project management structures.....	18
3.6. Contact persons.....	19
<b>4. Communication and dissemination procedures</b> .....	<b>20</b>
4.5. Communication.....	20
4.6. Dissemination.....	20
<b>5. Templates</b> .....	<b>21</b>
Timesheets.....	21
Attendance list for the transnational project meetings.....	21

## 1. Introduction

This document has been edited to support the participants through the development of the GP project, complementing the Application Form and the Grant Agreement. This document will be kept up-to-date through the project lifecycle and will be the first point of reference for all practical questions.

This document has been divided into five main sections:

- The first section identifies all the issues related to **project execution**, including the general aims of the project, the work plan, tasks and activities, resulted expected, deliverables, schedule and budget assigned.
- The second section presents the **project management** structures and lists and addresses of all contact persons.
- The third section contains all **communication and dissemination** procedures.
- The fourth section collects **other documents and templates** in order to support participants during the execution of the project.

## 2. Project execution

### 2.1. General aim and specific goals

The general aim of the project is to develop and improve GP competencies of healthcare students in the partner higher education institutions, adequate to the needs of the various client groups. This can be achieved through building shared knowledge on GP competencies and continuous curricula development work.

This project will be developed by higher education institutions and one hospital from Spain, Hacettepe University Faculty of Nursing (Turkey), Slovenia and Norway together in a Strategic Partnership. This Strategic Partnership will address the following specific goals and related activities:

- To create a GP Framework based on the current state of the art to ensure high standard scientific background and that incorporates findings from a thorough needs assessment of the target population, ensuring relevance and applicability for the project outcomes.
- To develop a new measurement tool to assess Student's gender perspective competence and sensitivity.
- To co-Design teaching and training contents to be integrated in the healthcare student's courses reflecting users' core values and needs.
- To introduce GP and to train the participating institutions through workshops and providing tutorials.
- To evaluate and disseminate the developed knowledge and results in a GP Handbook and Toolkit suitable for use in health care and education.
- To disseminate the project findings as an inclusive approach to exchange and support the GP curricula developed around universities EU Countries.

## 2.2. Tasks and activities

All the tasks and responsibilities of the project are distributed among the partners according to the expertise of each institution.

This project has the following activities:

Work Packages	Leader (*)	Tasks and responsibilities
WP1. Project Management	H G T - I G T P (Spain)	<ul style="list-style-type: none"> <li>• Project Governance.</li> <li>• Contract and financial management. Reports.</li> <li>• Continual communication and cooperation management.</li> <li>• Monitoring tracking deliverables.</li> <li>• Continual progress report manager.</li> </ul>
WP2. Development of the GP knowledge framework	UP-NU (Slovenia-Norway)	<ul style="list-style-type: none"> <li>• Analysis of key factors of the introduction of GP in healthcare students curricula.</li> <li>• Identifying Core Competencies in gender perspective within healthcare education and reaching a consensus among an expert panel ensures that there is a clear, agreed-upon set of skills and knowledge that healthcare students need to acquire.</li> <li>• Understanding and selecting key factors from various actors influencing the introduction of GP in healthcare (students, teachers, healthcare professionals, patients, hospital ward managers) through focus groups.</li> <li>• Development of the “key factors report”.</li> <li>• Selection of the main key factors in practice settings needed.</li> </ul>

<b>WP3. Co-creation and co-design of teaching and learning materials</b>	UAB (Spain)- HGT-IGTP (Spain)	<ul style="list-style-type: none"> <li>• Develop learning materials using learning innovative methods.</li> <li>• Introduce co-creation and co-design methods to ensure stakeholders ongoing participation in the design of the learning materials.</li> <li>• Promote successful adoption of GP in healthcare student's curricula by co-designing.</li> <li>• Advocate learner-centered design.</li> <li>• Development of the Handbook and Toolkit to ensure the introduction of GP in healthcare students curricula.</li> </ul>
<b>WP4.GP assessment tool. Evaluation and good practices</b>	Hacet tepe University Faculty of Nursing (Turkey)- TCM	<ul style="list-style-type: none"> <li>• Develop a new measurement tool to assess Student's gender perspective competence and sensivity.</li> <li>• Conduct a pilot study to evaluate the impact of the learning materials developed on the gender perspective competency of students.</li> <li>• Design of methodological and research aspects of the study.</li> <li>• Organization of complementary activities as additional training, organization support, conference calls and complementary materials.</li> <li>• Provide recommendations in project results.</li> </ul>
<b>WP5. Dissemination, exploitation, and communication</b>	HGT-IGTP	<ul style="list-style-type: none"> <li>• Introduction of the project to the public and professionals</li> <li>• Public communication of the deliverables and outputs of the project. Exploitation and communication activity package. Guidelines.</li> <li>• Definition and organization of multiplier events to release the project and disseminate the results.</li> <li>• Coordinate the dissemination plan</li> </ul>

(\*) All partners will participate in all activities of the project and will report to the leader of each project activity.

<b>Country partner</b>
Institut d'Investigació-Hospital Germans Trias I Pujol (HGT-IGTP) (Spain)
Universitat Autònoma de Barcelona (UAB) (Spain)

Tecnocampus (TCM) (Spain)
University of Primorska (UP) (Slovenia)
Hacettepe University Faculty of Nursing (Turkey)
Nord University (NU) (Norway)

## 2.2. Results expected

### 2.2.1. Results expected by the end of the project

There are 3 main projects results:

#### 1. GP Framework.

- Report 1: Key factors to introduce GP in healthcare student's curricula. Results of the qualitative study and e-delphi.

#### 2. GP Handbook and Toolkit

-Report 2: Handbook and Toolkit to ensure the introduction of GP in healthcare students curricula. The design and development of GP teaching and learning materials are at the focus of the second project result. The design and development will be using co-design and co-creation methodologies and producing a Handbook and toolkit to help other interested parts in the introduction of GP in healthcare students curricula.

#### 3. GP assessment tool. Evaluation and good practices

- Report 3: GP measurement tool to assess Student's gender perspective competence and sensivity.

The third project result will be the development of a new measurement tool to assess Student's gender perspective competence and sensivity. The study will be carried out with participants from Spain, Hasan Kalyoncu University (Turkey) and Slovenia in three different hospitals. The results will be used to improve the design and the development of GP learning and teaching materials in a reiteration phase and let the

## 2.3. Deliverables

Package activity	Reference	Name	Responsible	Deadline	Delivery date
WP1. Project Management	WP1-1	Project handbook	HGT-IGTP	Live document	
	WP1-2	SEPIE Financial reports/ justification and timesheets (will coincide with the payments of the NA).	HGT-IGTP	1 <sup>st</sup> interim report: 2 <sup>nd</sup> interim report:	Final report:
	WP1-3	Transnational project meetings agendas, minutes and attendance list with signatures	All partners	Work to be carried out throughout the project	Final report:
WP2. Development of the GP knowledge framework	WP2-1	Report 1: Key factors to introduce GP in healthcare student's curricula.	UP-NU (Slovenia-Norway)		
WP3. Co-creation and co-design of teaching and learning materials	WP3-1	-Report 2: Handbook to ensure the introduction of GP in healthcare students curricula.	UAB- HGT-IGTP (Spain)		
WP4. GP assessment tool. Evaluation and good practices	WP4-1	- Report 3: GP measurement tool to assess Student's gender perspective competence and sensivity. Study results.	Hacettepe University Faculty of Nursing -TCM (Turkey)-Spain)		
WP5. Dissemination, exploitation, and communication	WP5-1	Dissemination plan	HGT-IGTP		
	WP5-2	Multiplier's events attendance lists	All partners		
	WP5-3	Website	All partners	The website must be kept updated throughout the implementation of the project. Final report: XXX	
	WP5-4	Excel list with all communication activities	All partners	Work to be carried out throughout the implementation of project. Final report: XXX	

**Quality assurance procedure for project deliverables**

Each deliverable will be subject to reviews before being released to the National Agency. WP leaders will be responsible of **sending two weeks prior to the due date**, the final version of the deliverable to all the partners. Once the partners have been informed via email that the deliverable is available, they will have **one week to provide their comments** to the WP leader. Then the WP leader will have still one week time to finalise the deliverable in accordance with the comments made by the reviewers. Then on the deadline date, the WP leader will send the deliverable again to the Project Coordinator.

## 2.4. Transnational Project meetings

	Transnational project meetings	Virtual / Face-to-face	Country	Objectives Meeting
1	Kick-off meeting	F	HGT-IGTP (Spain)	(a) presentation about the proposal and (b) we will deliver the Project Handbook with all the information about the project, with all the documents templates, communication tools we will use during the project, a review with the tasks, the activities, the schedule and the budget assigned.
2	WP2. Development of the GP knowledge framework	V	University of Primorska (UP) (Slovenia)	(a) Presentation and acceptance of the report 1 and (b) Design and preparation of the workshop 'Co-design the GP teaching and learning materials reflecting users' values and needs'. and (c) To prepare the first multiplier event of the project.
3	WP3. Co-creation and co-design of teaching and learning materials	F (ME1)	UAB (Norway)	(a) To present the proposal of the Handbook and Toolkit to ensure the introduction of GP in healthcare students curricula. (b) To discuss, to determine and to prepare the study for designing the assessment tool (WP4).

4	<b>WP4.GP assessment tool. Evaluation and good practices</b>	V	Tecnocampus (TCM) (Spain)	(a) To introduce and to show the proposal of the study (assessment tool) to each institution participant. (b) To discuss, to determine and to prepare the study. (c) To train the participating institutions through a training workshop and to provide tutorial material, and (d) Preparation and logistics issues of the training activity.
5	<b>Development: study follow-up</b>	F (TTA)	Hacettepe University Faculty of Nursing (Turkey)	(a) To evaluate the results of the first part of the study, (b) to discuss the first version of the assessment tool; d) To share and identify strengths, weaknesses, opportunities, and threats of the diversity according to the organizational and administrative differences (c) Start to prepare the second multiplier event.
6	<b>Final meeting&amp;Evaluation: Dissemination, exploitation and communication</b>	F (ME2)	Nord University (NU) (Norway)	(a) To discuss the draft of the project result 3 (b) Focus on the dissemination of the project results (c) Project final evaluation, (d) Preparation of the final report and (e) Project sustainability and futures collaborations.

## **5. Multiplier events**

There will be 2 multiplier events during the project:

### **A. Presentation of the “Development of the GP knowledge framework” report.**

UN (Norway)

- The objective is to present the main results of the Project Result 1.
- Stakeholders to be invited: hospitals, community and primary care centres, residences, clinics, and universities teaching health studies.
- In person local participants: 45. Foreign participants: 5. Partners and employees from the partner institutions don't count as participants.

### **A. GP assessment tool. Evaluation and good practices**

UAB (Spain)

- The objective is to present Project Result 2 and 3
- •Stakeholders to be invited: hospitals, community and primary care centres, residences, clinics, and universities teaching health studies.
- In person local participants: 45 Foreign participants: 5. Partners and employees from the partner institutions don't count as participants.

## 6. Teaching training activity

Hacettepe University (Turkey) will host the **teaching and training activity**.

This workshop will allow us to involve the end user in the validation of the TEACHING AND LEARNING MATERIALS. This workshop will be held once the assessment tool is finished, and the results will be used for the reiteration phase. Furthermore, this workshop will allow us to share and identify strengths, weaknesses, opportunities, and threats of the diversity according to the organizational and administrative differences of the practice placements, different actors involved with functions, roles, and tasks, different processes that connect all the actors involved. The activity results are:

1. Consensus of a personalized and customized teaching and learning materials for each healthcare center and institution participant in the study.
2. Knowledge-based of the strengths, weaknesses, opportunities, and threats of the diversity according to the organizational and administrative characteristics of each healthcare center and institution participant in the study.
3. Knowledge-based on the exchange good practices in the introduction of GP in healthcare students curricula of each healthcare center and institution participant in the study.
4. Consensus about the experience with the use of GP teaching and learning materials as part of education.

To select the participants of the Learning, Teaching and Training activity, an **open call** will be made to all students who want to participate in the project to guarantee that the selection of participants will be made according to the criteria of transparency, publicity and attendance. In this call it will be defined how to apply for participation, evaluation and notification will be. The evaluation criteria that will be used to select the participants will also be detailed. This call will be disseminated through the usual communication channels of the universities with their students. In addition, we will meet with the tutors of students with special needs in order to include also participants with special needs in the call.

This workshop will last 4 days (and an additional day for travelling), and 10 participants and 6 accompanying persons will take part:

Learning activity in Hacettepe University Faculty of  
Nursing

	Duration (days)	Number of participants	Number of accompanying persons
HGT-IGTP (Spain)	5	0	1
University of Primorska (UP) (Slovenia)	5	2	1
UAB (Spain)	5	2	1
Tecnocampus (TCM) (Spain)	5	2	1
Hacettepe University Faculty of Nursing (Turkey)	5	2	1
Nord University (NU) (Norway)	5	2	1
<b>Total</b>		<b>10</b>	<b>6</b>

\*Activity duration  
4 days+1 travel day

## **7. Schedule**

The project runs for 36 months, **starting on 01/12/2025 and finishing on 31/11/2028.**

**ROADMAP**

## 8. Budget

		IGTP	TCM	UAB	UP	UN	HU	Total
WP1	Project Management	35.000,00 €	9.000,00 €	9.000,00 €	9.000,00 €	9.000,00 €	9.000,00 €	9.000,00 €
WP2	Development of GP knowledge framework							
TM1	Kick-off meeting (face to face)	- €	- €	- €	912,00 €	1.218,00 €	1.442,00 €	3.572,00 €
PR1	Key factors to introduce GP in healthcare student's curricula	3.000,00 €	3.000,00 €	3.000,00 €	30.210,00 €	54.000,00 €	- €	93.210,00 €
TM2	Transnational meeting 2 (virtual)	- €	- €	- €	- €	- €	- €	- €
WP3	Co-creation and co-design of teaching and learning materials							
PR2	Handbook to ensure introduction of GP in healthcare students' curricula	35.000,00 €	8.000,00 €	37.500,00 €	2.000,00 €	- €	- €	82.500,00 €
TM3	Transnational meeting 3 (face to face, traveling expenses also for ME1)	1.298,00 €	1.298,00 €	1.298,00 €	1.098,00 €	- €	1.522,00 €	6.514,00 €
WP4	GP assessment tool. Evaluation and good practices.							
PR3	GP measurement tool to assess students' competence and sensitivity	4.000,00 €	29.500,00 €	- €	4.000,00 €	- €	30.000,00 €	67.500,00 €
TM4	Transnational meeting 4 (virtual)	- €	- €	- €	- €	- €	- €	- €
TTA	Teaching and training activity (workshop, 4 days, 3 students, 1 trainer)	3.764,00 €	3.764,00 €	3.764,00 €	3.076,00 €	3.764,00 €	- €	18.132,00 €
TM5	Transnational meeting 5 (face to face, traveling expenses of TTA)	- €	- €	- €	- €	- €	- €	- €
WP5	Dissemination, exploitation and communication							
ME1	Presentation of the main results of PR1	- €	- €	- €	- €	5.500,00 €	- €	5.500,00 €
ME2	Presentation of PR2 and PR3	- €	- €	5.500,00 €	- €	- €	- €	5.500,00 €
PR4	Dissemination plan & Project Handbook	21.000,00 €	1.500,00 €	1.500,00 €	4.000,00 €	- €	- €	28.000,00 €
DS.1	Project's website	6.000,00 €	- €	- €	- €	- €	- €	6.000,00 €
TM7	Final meeting and evaluation (face to face, traveling expenses also for ME1)	- €	- €	- €	912,00 €	1.218,00 €	1.442,00 €	3.572,00 €
		109.062,00 €	56.062,00 €	61.562,00 €	55.208,00 €	74.700,00 €	43.406,00 €	400.000,00 €

- “Transnational project meetings” are detailed in the chart below. There are some supporting documents required in each meeting: attendance list, travel evidence (boarding pass), detailed agenda and any documents used or distributed at the meeting.

Transnational project meetings	Location
1	HGT-IGTP (Spain)
2	University of Primorska (UP) (Slovenia)
3	UAB (Spain)
4	Tecnocampus (TCM) (Spain)
5	Hacettepe University Faculty of Nursing
6	HGT-IGTP (Spain)

- Travel costs of learning activities

	Duration (days)	Number of participants	Number of accompanying persons
HGT-IGTP (Spain)	5	2	1

University of Primorska (UP) (Slovenia)	5	2	1
UAB (Spain)	5	2	1
Tecnocampus (TCM) (Spain)	5	2	1
Hacettepe University Faculty of Nursing	5	2	1
Nord University (NU) (Norway)	5	2	1
<b>Total</b>		<b>10</b>	<b>6</b>

\*Activity duration  
4 days+1 travel  
day

- **Multiplier events** are calculated by multiplying the number of participants (from organizations other than the beneficiary) by the applicable rate 100€ for local participants and 200€ for foreign. Required supporting documents: participants lists signed by participants and the receiving organizations to include name date and place of the event, detailed agenda and documents used at the multiplier event.

	Location	Date	Number of local participants	Grant per local participant	Number of international participants	Grant per international participant	Grant
ME1	Nord University (NU) (Norway)		45	100,00 €	5	200,00 €	5.500,00 €
ME2	Universitat Autònoma de Barcelona (Spain)		45	100,00 €	5	200,00 €	5.500,00 €
							<b>11.000,00 €</b>

\*Grant per participant in virtual events: 15€

### 8.1. Budget transfers

We are allowed to transfer funds between the different budget categories under the condition that the project is implemented in accordance with the approved project application and overall objectives, and the following rules are respected:

- Transfer up to 30% of the funds allocated for each of the following budget categories:
  - o Project results
  - o Multiplier events
  - o Learning/teaching /training activities

on to any other budget category except: “Project management and implementation”.

- Transfer up to 100% of the funds allocated for “Transnational Project Meetings” on to any other budget category except: “Project management and implementation”.
- Transfer up to 100% of the funds allocated for “Project Management and implementation” on to any other budget category.

Additional clauses that apply only in case some face-to-face activities have to be done online due to the covid pandemic:

- Transfer up to 60% of the funds allocated for each of the following budget categories:
  - o Project results
  - o Multiplier events
  - o Learning/teaching /training activities

on to any other budget category except: “Project management and implementation”.

- Online transnational project meetings won’t be funded.
- Regarding the learning/training activity, the travel expenses won’t be funded and the individual support will be reduced to only 15% of the total assigned budget
- Transfer up to 100% of the funds allocated for each of the following budget categories:
  - o Project management and implementation
  - o Transnational project meetings
  - o Intellectual Outputs
  - o Multiplier events
  - o Learning/teaching /training activities

on to any other budget category except: “Project management and implementation”

## 8.2. Reporting and payment arrangements

XXXXX

## 3. Project management structures and contact persons

### 3.5. Project management structures

To ensure a proper implementation of the project, we have created 1 committee:

- **Project Steering Committee (PSC).** It is composed of all key staff of each project partner, being responsible for the overall success of the project. The project management committee responsibilities consist of: i) Project progress monitoring. ii) Coordination and application of measures/procedures for quality control. iii) Resolving any technical, administrative or contractual issues. iv) Preparation and distribution of non-technical reports, including exploitation plans. v) Approval and acceptance of final versions of technical reports prepared by the Partners. This committee also will have the following responsibilities: Support the project, provide advice and provide input to the development of the project, make strategic decisions about the project and resolve relevant issues, approve the project budget and possible modifications, monitor potential risks, timelines and quality issues.

### 3.6. Contact persons

Project Management Committee:

Country partner	Representative member (Name and Email)	Alternate member (Name and Email)
Institut d'Investigació-Hospital Germans Trias I Pujol (Spain)	Dr. Ariadna Huertas ahuertasz.germanstrias@gencat.cat	Cristina Casanovas <a href="mailto:Ccasanovas.germanstrias@gencat.cat">Ccasanovas.germanstrias@gencat.cat</a> Raúl López rlopezs.germanstrias@gencat.cat Fernando Armestar farmestar@gencat.cat David Parés davidpares.germanstrias@gencat.cat
Universitat Autònoma de Barcelona (Spain)	Dr. Juan M Leyva juanmanuel.leyva@uab.cat	Dra. Dolors Bernabeu Mariadolors.bernabeu@uab.cat
Tecnocampus (Spain)	Dra. Meritxell Puyané mpuyane@tecnocampus.cat	Gemma Garreta <a href="mailto:ggarreta@tecnocampus.cat">ggarreta@tecnocampus.cat</a>
University of Primorska (Slovenia)	Dr. Mirko Prosen mirko.prosen@fvz.upr.si	Dr. Sabina Licen Sabina.Licen@fvz.upr.si
Hacettepe University Faculty of Nursing (Turkey)	Dr. Betül Tosun tosunbetul@gmail.com	
Nord University (Norway)	Dr. Motjaba Vaismoradi mojtaba.vaismoradi@nord.no	

Any questions regarding the financial and administrative area of the project can be addressed to the xxxx

## 4. Communication and dissemination procedures

### 4.5. Communication

It is quite important for the success of the overall project that each project member is kept up to date on the present status of the project, work completed, the next steps, outcome of meetings and the allocation of tasks as well as access to all official documents/information.

During the project the following communication channels will be set up and used in addition to project meetings:

- A document repository has been set up on MS Teams. Document repository, Work group (chat) and video communications
- Videoconferences in order to intensify teamwork between physical meetings (MS Teams).
- For the day-to-day questions all the partners will be available in their mail addresses.

### 4.6. Dissemination

The communication channels that will be used and that are most suitable for the dissemination of the project are:

- Develop a website of the project. This web platform will be the source of all informative communications, since there you will find all the information of the project and the actions or events that are carried out.
- Social networks: Facebook, Twitter and Youtube. This action is very important, because the target audience of this project is very used to using this type of networks to communicate. For this reason, the different social networks must be updated by adding information and relevant content for the development of the action.
- Creation of a specific database with all the project contacts created by the partnership organisations. Meeting and visiting the key stakeholders.
- Generation of content and digital news that we will publish in the project website and in the website of the organisations participating in the institution. Creation of a newsletter.
- Partners will actively participate and present results in relevant forums high quality scientific conferences, workshops and in international seminars presenting the project.
- Publication in peer review journals about the project.
- Development of e-learning material in open content, which will act as the ambassadors of the project. All the contents created will be linked to the corporate image of the project as well as to the funding agencies.
- Finally, a video of the project will be recorded where some of the most relevant actions of the project will be documented.
- Erasmus+ Projects Results tool.

It is mandatory during the lifetime of the project to communicate the support received under the Erasmus + program in all promotional and communication materials, including web / blog pages and social networks, and that you use the emblem of the European Union (EU flag) with the full name of the European Union, without abbreviations. The preferred option to communicate EU funding through the Erasmus + program is to write the following text next to the EU emblem: "Co-financed by the Erasmus + program of the European Union". The Erasmus + name will not be translated.



In any kind of press release and published reports we will have to add the following text:

*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.*

In order to reach the largest number of people, it is advisable to **translate the maximum communication materials and project results into the largest possible number of languages (all the languages of the partnership).**

## **5. Templates**

**Timesheets**

**Attendance list for the transnational project meetings**

**Attendance Certificate Template**

**Power Point Template**

**Report/Document (Word) Template**