

ACTIVE4SME

Fourth Deliverable (D4) Report on partners' collaboration during the meeting

ERASMUS-SPORT-2024-SSCP

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1. Introduction

The overall aim of **Active4SME** is to develop and pilot a plan for implementing physical activity in SMEs of two European countries as a Proof-of-Concept; to be later co-adapted and validated across a wider range of European countries in a future Erasmus+ Sport Call 2026.

To achieve this, effective coordination and communication among the partners is crucial for ensuring successful project progress. In line with the objectives of the activities and the division of work defined in the work packages, standard communication tools such as email, telephone, and virtual meeting applications were used throughout the project.

Deliverable D4 provides an overview of how the various partners collaborated during the project. Its aim is to present a clear and accessible account of the level of participation, the quality of the interactions, and the overall effectiveness of the collaborative process.

2. Objectives

- ✓ **Document the sessions held during the project**
Systematically record all meetings conducted, including dates, topics discussed, participants, and agendas, to create a comprehensive and structured record.
- ✓ **Describe the methodology applied to conduct the meetings**
Provide a detailed explanation of the procedures followed throughout the project's meetings, including the types of meetings held and the communication channels used.

3. Methodology

3.1 Meetings

The methods used to ensure effective communication throughout the project were structured along three main lines.

First, **the meetings with the partners**, which ensured coordination across the entire working group. These meetings were held both jointly, between the teams from Catalonia and Finland (n=8) and separately (team from Catalonia, n=6, and Finland, n= 6),

depending on the coordination needs of each project phase. In addition, specific meetings were held with the project manager (n=5), as well as follow-up meetings with all members, with the aim of ensuring continuous alignment and proper project progression.

Second, **the co-creation sessions**, which were conducted with SMEs (n=2) and the stakeholders (n=2) from Osona and Garrigues with the purpose of designing how physical activity should be implemented within the organisations and jointly defining the stages and requirements of the process (Deliverable 2.1 -2.2).

Finally, **the individual interviews**, which were carried out with both stakeholders (n=3) and SMEs (n=2), with the aim of validating the implementation process and gathering specific contributions to refine and strengthen the proposed model (Deliverable 3.1 – 4.1).

3.2 Communication channel

To carry out the three types of meetings described and to ensure effective communication among all participants, various communication channels were used. On the one hand, in-person meetings and online meetings via Microsoft Teams were held (Annex: Table 4: Photographic overview of scheduled meetings), enabling the participation of all stakeholders regardless of their geographical location (see Annex: Table 3: Visual documentation of Active4SME meetings).

On the other hand, complementary channels such as telephone calls, email, and instant messaging (WhatsApp) were also employed, facilitating ongoing coordination, the prompt resolution of operational matters, and the day-to-day monitoring of the project's development.

4. Summary of scheduled meetings

Presented below a comprehensive record of the meetings conducted over the course of the project. Table 1 details the date, time, meeting format (in-person or online), participating project members, and the corresponding topics or objectives. Table 2 provides an overview of the meetings held with the stakeholders.

Table 1. Summary of scheduled meetings of Active4SME members

Day	Time	Format	Participants	Meeting Topic / Objective
18.12.2024	09:00h	Online	Anna P, Carles, Ilkka	Preparatory session before starting the Active4SME project

19.12.2024	08:30h	Online	Anna, P Carles	Preparatory session before starting the Active4SME project with Catalonia members
07.01.2025	09:30h	Online	Anna P	Organizational meetings for the project development with various university departments.
10.01.2025	12:30h	Online	Anna P	Organizational meetings for the project development with various university departments.
13.01.2025	09:30h	Online	Anna P	Organizational meetings for the project development with various university departments.
15.01.2025	09:00h	Online	Anna, Carles	Active4SME Kick-off Day with Catalonia members.
16.01.2025	10:00h	Online	Anna P, Ilkka, Carles	Active4SME Kick-off Day with Catalonia and Finland members.
16.01.2025	12:30h	Online	Anna P	Organizational meetings for the development of the project with different university departments (Project budget).
27.01.2025	10:00h	Online	Anna P, Carles, Ilkka	Active 4SME Catalonia – Finland Follow-up meeting.
29.01.2025	09:00h	Online	Anna P, Carles	Meeting to establish criteria for selecting Catalonia stakeholders.
01.02.2025	09:00h	Online	Anna P, Ilkka	Active4SME Finland members Follow-up meeting.
07.02.2025	13:00h	Online	Anna, Ilkka	Active 4SME Catalonia – Finland Follow-up meeting
10.02.2025	11:00h	Online	Anna P	Organizational meetings for the project development with various university departments.
28.02.2025	12.00h	Online	Anna, Carles, Ilkka	Active 4SME Catalonia - Finland Follow-up meeting
17.03.2025	16:00h	Online	Anna P, Ilkka	Active4SME Finland members Follow-up meeting.
21.03.2025	14:30h	Online	Anna, Carles, Ilkka	Active 4SME Catalonia – Finland Follow-up meeting
25.03.2025	10:00h	Online	Anna P, Isaac	Meeting to prepare the session with stakeholders and the related deliverables
30.04.2025	10:00h	Online	Anna P, Mireia Ros	Meeting with Science for Change (co-design sessions results)
08.05.2025	11:00h	Online	Anna P, Ilkka, Carles	Follow-up meeting on WP2 and initiation of work on WP3
19.05.2025	15:00h	Online	Anna P, Anna C	Working meeting on flowcharts and project organization and monitoring.
27.06.2025	10:00h	Online	Anna, Ilkka, Anna C	Explanation of the process and the effectiveness outcome between Catalonia and Finland.

07.07.2025	10:00h	Presential	Anna P, Anna C	Meeting to evaluate results and strategic lines
08.07.2025	09:00h	Presential	Anna P, Anna C, Carles	Active4SME Catalonia Follow-up meeting: Consensus on functions and processes
14.07.2025	10:00h	Presential	Anna P, Anna C	Active4SME Catalonia members Follow-up meeting.
17.07.2025	11:30h	Online	Anna P, Anna C, Carles	Active4SME Catalonia members Follow-up meeting (working on D3.1 implementation process evaluation).
18.07.2025	09:00h	Presential	Anna P, Anna C	Evaluation of the first version of the implementation process
04.09.2025	10:00h	Presential	Anna P, Anna C	Active4SME Catalonia members Follow-up meeting.
05.09.2025	13:00h	Online	Anna P, Ilkka	Active4SME Catalonia and Finland members Follow-up meeting.
02.10.2025	11:30h	Online	Anna P, Anna C, Carles	Active4SME Catalonia members Follow-up meeting (working on D4.1 implementation process: survey).
03.10.2025	12:00h	Presential	Anna P, Anna C	Active4SME Catalonia members Follow-up meeting (working on D4.1 implementation process: survey).
06.10.2025	10:00h	Online	Ilkka	Follow-up meeting on WP4
07.10.2025	10:30h	Presential	Anna P, Anna C	Active4SME Catalonia members Follow-up meeting (working on D4.1 implementation process: survey).
28.11.2025	13:00h	Presential	Anna P, Anna C	Active4SME Catalonia members Follow-up meeting.
05.12.2025	12:30h	Presential	Anna P, Anna C	Active4SME Catalonia members. Report on communication on Active4SME.
10.12.2025	15:00h	Presential	Anna P, Anna C	Active4SME Catalonia members. Report on partners' collaboration
19.12.2025	To be confirmed	Online	Anna P, Anna C, Carles, Ilkka	Active4SME Catalonia and Finland members' final meeting.

Table 2. Summary of scheduled meetings of Active4SME partners' collaboration

Day	Time	Format	Participants	Meeting Topic / Objective
27.02.2025	17:00h	Presential	Local SMEs	Co-design sessions based on the RE-AIM framework for scaling up PA interventions (Garrigues)
13.03.2025	17:00h	Presential	Local SMEs	Co-design sessions based on the RE-AIM framework for scaling up PA interventions (Osona)

09.04.2025	9:00h	Presential	Stakeholders	Co-design sessions based on the RE-AIM framework for scaling up PA interventions (Osona)
14.04.2025	09:00h	Presential	Stakeholders	Co-design sessions based on the RE-AIM framework for scaling up PA interventions (Garrigues)
30.06.2025	09:00h	Presential	Anna P, Anna C	Meeting with the Osona Business Council (CEDO) to validate the various steps of the implementation process, as well as the stakeholders involved.
30.06.2025	11:00h	Presential	Anna P, Anna C	Meeting with PIMEC to validate the various steps of the implementation process, as well as the stakeholders involved.
01.07.2025	10:00h	Presential	Anna P, Anna C	Meeting with the Public Health Agency of Catalonia and Asepeyo (medical insurance) to validate the implementation process and the stakeholders involved.
02.07.2025	12:00h	Online	Anna P, Anna C	Meeting with PIMEC to validate the various steps of the implementation process, as well as the stakeholders involved
10.09.2025	09:00h	Presential	Anna P, Anna C	Meeting with the Osona Business Council, the City Council, and the companies to complete the verification of the implementation process and assess the options for initiating it, as well as how it should be carried out.

5. Conclusion

The communication methodology implemented during the project proved effective in ensuring structured coordination and collaboration among partners. Systematic recording of meetings, including dates, participants, agendas, and discussed topics, provided a clear and comprehensive overview of project activities.

The use of standard communication tools, such as email, telephone, and virtual meeting applications, facilitated continuous interaction despite geographical and scheduling constraints, while visual and photographic documentation enhanced transparency and clarity.

Meetings promoted active participation, knowledge exchange, and alignment with project objectives. For future projects, refining meeting protocols and combining digital and selective in-person interactions could further improve efficiency and collaborative outcomes.

6. Annexes

Table 3. Visual documentation of Active4SME meetings

VISUAL DOCUMENTATION OF ACTIVE4SME MEETINGS	
Active4SME Catalonia and Finland members	
	
Active4SME Catalonia members' meeting	
	

Table 4. Photographic overview of scheduled meetings

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