

EUROPEAN PLATFORM FOR REHABILITATION

The network of leading service providers to people with disabilities

NEWSLETTER

Editorial

- Special:
- Calendar of EPR Activities in 2012
- Latest developments in EPR member centres
- Public Affairs
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$\mathfrak{D}_{\mathsf{ear}}$ EPR members,

The success and great atmosphere at the EPR Annual Conference in Fevik (27-28 June) proves that

international co-operation and exchange continue to add value for social services providers, also in times of economic crisis. No one could better express this message than our colleagues from Panagia Eleousa in Greece that briefly took the floor to testify to the audience how it meant for the clients and staff of the organisation to receive support from EPR and its members in very difficult times. You can read more about this event in this newsletter and of course on our website, and I would like to use this opportunity to send my thanks to the staff of Durapart who did a fantastic job as hosts.

Information on EU funded projects in which EPR is involved, take an important place in this edition of newsletter. This reflects the increased importance of such projects for EPR and its members, and is in line with the EPR strategic plan 2012 – 2014. We should recall in this respect that EU funded projects sometimes allow for an enhanced participation of EPR members at lower costs. Moreover, projects offer a clear framework and enable more intensive actions with more inputs but also more impact and tangible results. Most projects reported on in this newsletter have been finalised, and it will be a great challenge for EPR to acquire new projects in times of reduced project funding and a stronger competition between applicants.

The professional development activities organised in the framework of the Centre Action Plans remain the backbone of the EPR work plan, and several actions were organised over the last months. It is encouraging to see that the satisfaction rates of the participants have increased in comparison to the previous years (from 8.4 to 8.9), and that some acquired knowledge has actually been deployed at centre level, or has led to bilateral co-operation. The last activities of the 2011-2012 CAPs have been designed, and will be organised during the last quarter of this year. In parallel, the EPR Secretariat will visit all full members of EPR to assess their training needs and topical interests for the coming years.

The last months of the calendar years are usually the busiest in EPR as well as in most other organisations. I wish all of you a lot of energy and success, and I am looking forward to meeting you at one the many EPR events in the coming months.

Yours sincerely,

Jan Spooren Secretary General



Calendar of EPR events 2012

October

- Social Services Europe Event, Delivering Positive Change, 09 October 2012, Brussels, Belgium
- Strategic Workshop for Directors, Ethics in Rehabilitation, 17-18 October 2012, Madrid, Spain

November

- Specialised services to VET mainstream providers in the field of education and vocational training, 07-08 November 2012, Brussels, Belgium
- Outcome measurement in vocational rehabilitation, Benchlearning group webmeeting, to be confirmed, November 2012
- Multidisciplinary and interdisciplinary approach in medical rehabilitation, Action learning group, 22-23 November, Ljubljana, Slovenia

December

• European quality framework as a safeguard for procurement of social services, EPR Public Affairs event, 06 December 2012, Brussels, Belgium

Early 2013

- Therapeutic Education of the Patient, date and place to be confirmed
- Outcome measurement in vocational rehabilitation, date and place to be confirmed
- Outcome measurement in medical rehabilitation, date and place to be confirmed

List of meetings and events as known currently. In case of any changes you will be duly informed. It is advised to always confirm details of events with the Secretariat prior to attending.

For further information or registration, contact the EPR Secretariat:

Tel: +32 2 736 54 44, E-mail: claude.delfosse@epr.eu, Website: www.epr.eu

News from the members

Heliolympics 2012:"together for a golden experience"

Heliomare



Her highness Prinses Margriet lights the Heliolympics flame

Last week the Olympics spirit landed in Heliomare with the slogan "together for a gold experience".

From 17 to 27 September 2012 Heliomare organised the Heliolympics to stimulate the client to participate in sporting activities, tournaments and competitions. The event has been realised thanks to the sponsorship and the enthusiasm of the staff and volunteers, involved as well in the competitions.

Well-known Dutch personages such as Louis van Gaal, Ambassador Ronald Vink and Mirjam de Koning who are members of the Dutch Paralympic team and former clients of Heliomare highly recommended the participation to the event. Her Royal Highness Prinses Margriet opened the Heliolympics 2012.

The Heliolympics games took place in Wijk aan Zee at the beach and at the Rehabilitation centre, gymnasium, swimming pool, in Amsterdam at the Ronald McDonald sport centre, in Beverwijk at the Athletics complex.

During the all week clients, personnel and volunteers from different rehabilitations centres have been engaged in the Heliolympics disciplines namely archery, wheelchair tennis, sailing, diving rowing, shot put, javelin and badminton.



Ronald Vink, medal at Paralympics in London, participated to the Heliolympics

LOS focuses on the process review of the social legislation in Denmark



LOS is currently following the debate on the adoption of the new Danish legislation on the approval and supervision of the private provision of

social services. Today in Denmark social services are provided by public institutions and private suppliers, and in this case public authorities have to approve and oversee the private contractors (and the awarding procedures).

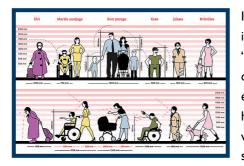
In this context LOS supports the proposal to establish a central government body/authority in charge to approve and oversee also the services provided by municipalities in order to assure fair and equal conditions for both private and public bidders. Amendments are expected to be adopted in autumn.

Changes in LOS

Jan Alder left his position of director at LOS Founded Trader Fund to take up duties as special adviser at the Danish Foreign Minister Villy Soevndal.

The Fund welcomes the new Director Helle Hedegaard Hansen and the new project manager Michael Mortensen for the project What works focused on the results and effects of social services in the society. The project is funded by Minister of Social Affairs and private foundations.

An instruction book "Designing and creating an inclusive environment for all" Astangu Rehabilitation Centre



In spring 2012 an instruction book "Designing and creating an inclusive environment for all" has been launched with the aim to stimulate an open

discussion on how to plan a well-functioning environment for everybody.

Freedom of movement is usually associated to a very small group of people. In everyday life we see many examples of poorly or unprofessionally planned environmental solutions accessible only for some groups of people. Astangu with this instructional material aims to bring out the principles and the best practices on how to plan a public environment so that it would be more comfortable, healthy, accessible and high quality for all of us.

The instruction book has been composed by three Estonian organisations responsible for the development of public

Jobpics Europe project done!

Astangu Rehabilitation Centre

Astangu VRC has been a partner of the Leonardo da Vinci project "Jobpics Europe" for the last two years.

During the two last years Astangu has made the Norwegian picture-based vocational interest tool Jobpics into a local instrument that helps clients to find out their interest (vocational self) and potential future jobs. Jobpics can be used in a variety of ways and by different specialists to support people who need to explore their interests and vocational opportunities. Using the tool is very easy and do not require extensive training nor previous experiences in career guidance.

The final project meeting took place in Tallinn on 11-12 September 2012. All partners during the final phase of the project have carried out the market analyses and production issues to be able to sell the Jobpics method to the potential users all over the partner countries. environment (Union of Estonian Architects, Estonian Design Centre and Estonian Academy of Arts) and it represents a working-tool for all people involved in the environmental planning and designing.

The book is the first tool in Estonian language that brings the topic of inclusive environment closer to our specialists with substantial influence. Disseminating the instruction book raises awareness and thereby affects our future environment. Furthermore, the material is designed so that it can be improved, changed and developed in the future as the time passes and rules change.

Astangu Vocational Rehabilitation Centre initiated the development of the instruction book financed by the European Social Fund.

Material is fully available in Estonian language on Astangu website, www.abivahendikeskus.astangu.ee



Astangu is happy to have been a part of the project and witness of the birth of Estonian Jobpics!

The project has been ran by AVRE Norway (Association of Vocational Rehabilitation Enterprises) in co-operation with IBV, Institute of Biomechanics of Valencia from Spain, SOPA from Lithuania and LUOVI (Alavus unit) from Finland.

More info about Jobpics are available in English on AVRE website, www.attforingsbedriftene.no

Jobpics Europe is a project funded by SIU (The Norwegian Centre for International Cooperation in Higher Education) and the European Commission, through the Lifelong Learning Programme.



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September 2012

New services development in Limerick, Ireland RehabCare

During April, RehabCare and Newgrove Housing Association launched a new development consisting of 35 units of supported living housing and a resource centre for people with disabilities and mental health difficulties in Limerick. The project was officially launched by Minister for State, Jan O'Sullivan TD.

The new development will enable people to be as independent as possible and support them to be fully integrated in their local community. Construction work commenced on the site on 20 March 2012 with an expected completion date of 8 March 2013.

The development will include:

- 35 units of supported and independent living housing units and

apartments for members of the religious congregation of the Presentation Order, people with disabilities and other people who may be disadvantaged. There is a range of different sized units and individuals will be able to live alone or with others depending on their wishes. Six apartments are specifically designed for people with physical disabilities.

- A resource centre for up to 32 people with facilities such as a computer room, training kitchen and areas for social and leisure activities, education and independent living programmes and sensory programmes. Resource centres support people to fulfil their personal goals by learning daily living skills, taking part in sport and leisure activities or getting supporting to take up employment.



Launch of the new development. Johnny Dunne, RehabCare, Mayor of Limerick, Cllr Jim Long, James Crowe, RehabCare, Angela Kerins, Chief Executive, Rehab Group, Minister for State Jan O'Sullivan TD Pat O'Regan, RehabCare

This development is a partnership between RehabCare and Newgrove

Housing Association. It is a very ambitious project which is being developed with significant support and funding from a wide range of stakeholders and partners including Limerick City Council, the Department of Environment, Community and Local Government, the Presentation Order, the JP McManus Invitational Pro Am, the Health Service Executive (HSE) and the Rehab Group.

Special events and developments in APPACDM Villa Nova de Gaia

Despite the economic difficulties currently experienced in Europe and particularly in Portugal, APPACDM Villa Nova de Gaia continues to invest in the improvement of the responses to the needs of people with learning disabilities.

In this perspective APPACDM:

- is investing in building a new house and a new Occupation Activity Centre. The building activities are well under way and are planned to end in 2013.

- is organising in November 2012 a seminar about the interdiction and guardianship of People with Disabilities, after the great success of the 1th International Seminar on Special Education of Vila Nova de Gaia, which took place on 06 July 2012.

- continues the collaboration with the Portuguese Government through the Ministry of Education, Ministry of

Health and Ministry of Labor and Social Security. APPACDM welcomes in its center new 44 students with disabilities to support them in the transition from regular school to work and (semi) independent living.

All this commitments strengthen the APPACDM intervention in the community and reflect the attitude of the Portuguese



Government to share some of its responsibilities for social intervention with private institutions of social solidarity.

Knowledge Management Centre

Congratulations to Dreams come true, winner of the Innovation Prize



For its fourth edition, the Innovation Prize 2012 has been awarded to the "Dreams come true" project, developed by Luovi Vocational College.

Anja Kallio-Koski, Director of Adult Education and Koivula Hannu, Education Director from Luovi presented the project at the Innovation Prize Awarding Ceremony, coinciding with the EPR Annual Conference 2012.

The project "Dreams come true" develops innovation ways to support the employment of people with disabilities. The

main aim is to develop a new model to foster the introduction of common practices giving support and services to the employers, employees and working community. As added value new indicators are introduced like "social responsibility" - to move beyond the traditional financial tools currently used to measure the impact of employment strategies.

For more information about the project, download the presentation given during the Innovation Prize Awarding Ceremony available on the EPR website, www.epr.eu, in the Knowledge Management Centre section.

Centre Action Plans (CAPs)

Optimising relationships between service providers and employers

This seminar hosted in UK by EPR member organisation TBGLearning on 06-07 June focused on how service providers can optimise their relationship with employers to (re)integrate people with disabilities into the open labour market.

Service providers struggle to understand the needs of companies and the specificities of a business environment. Rehabilitation services mainly contact employers with a view to identifying suitable work placements. Yet, service providers should be aware of additional needs employers may have, such as disability awareness training, knowledge of government support/funding programmes and practical solutions to health, safety and disability employment issues.

The seminar combined an insight into best practices gathered by the European Union for Supported Employment (EUSE), and exchange of experiences and practices.

The 20 participants improved their competences to talk with more confidence about people with disabilities to employers, to understand expectations of the employers and look at job candidates through the eyes of the employer. They understood how recruitment processes actually work, and learned to anticipate objections to hiring disabled people in general. New ideas and methodologies emerged from the discussions on how to organise sustainable relations with employers and how to customize training depending on local or regional labour market demands.



Transition of youngsters with a disability from school to (semi) independent living

On 11-12 September, thirteen professionals from 7 EPR member organisations met in Oulu, Finland, to discuss their approaches to transition. The main goal was the exchange of experiences and good practices and the identification of strategies for improvement.

During two intensive, interactive and inspiring days the participants informed each other about their own concepts and discussed the challenges of changing environment for young people with disabilities and professionals. One of the key issues discussed was approaches to improve the involvement of the youngsters and their parents in the planning and execution of the transition process. Person Centred Planning seemed to be a promising and adequate way and very much in line with inclusive strategies.

The benchmarking exercise turned out to be very successful and scored an extremely high satisfaction rate of the participants. All participants expressed their wish to continue their collaboration and mutual learning in the coming months.



The meeting was hosted and organised by Luovi Vocational College. Jan Albers acted on behalf of EPR as facilitator. The participating centres were Adelante (Netherlands); Heliomare (Netherlands); URI (Slovenia); Luovi (Finland); Josefsheim(JG) (Germany); Heinrich-Haus(JG) (Germany) and Vinzenzheim(JG) (Germany).

An external Dutch expert was invited by EPR to give input on specific issues.

English course for Rehabilitation Professionals



A determinant factor of the benefits an organisation draws from EPR membership is the ability of its staff to participate in EPR activities.

Yet, the English language remains a challenge to seize the opportunities for continuous improvement offered by EPR via its professional development activities, projects and public affairs activities. Therefore, and following the request of several EPR members, EPR has set up a comprehensive on-week English course to help professionals use English in a professional context and be part of the international EPR community.

The course is organised on-demand and at any time in the

year. Participants will improve their understanding of oral and written English, and increase their ability and confidence to speak in a face-to-face conversation and in front of a group.

For more information, contact Claude Delfosse at EPR secretariat: claude.delfosse@epr.eu.



Malta Island

Public Affairs

EPR presents European best practices to United Nations in New York

Jan Spooren, EPR Secretary General, spoke at the United Nations Economic and Social Council (ECOSOC) 2012 High Level Segment event, which took place at United Nations Headquarters in New York on Tuesday 03 July.

He gave an overview of approaches within the European Union to support people with disabilities to access employment. The main message was that next to antidiscrimination legislation and supports to employers, services to people with disabilities fulfil an essential role in bridging the gap to the open labour market.

The event was co-sponsored by the Rehab Group, one of the leading members of the EPR. Angela Kerins, CEO of the Rehab Group and also EPR President, called on the United Nations to include targets for the employment of people with disabilities in the revised Millennium Development Goals.

According to Ms. Angela Kerins, "Promotion of the employment of people with disabilities makes sense for our economies, sense for our societies, and sense for the personal development of the individuals themselves. We hope that this event will have helped to significantly stimulate progress by UN Member States and NGOs alike, in determining future solutions and actions in this area for the benefit of people with disabilities across the world".



Social innovation on the top of the EU Social Agenda



Social innovation has become an increasingly central area of policy and research in the context of the Europe 2020 Strategy promoting "smart, sustainable and inclusive growth" over the period 2010-2020. Together with its partners in Social Services Europe, EPR made a plea for the important role that social service providers play in the field of social innovation, constantly searching for ways to provide better quality, more effective and sustainable services. Innovators are generating ideas by identifying social needs, gaps in

existing provision and the actual or possible unintended consequences of policies and practices. In the area of social services, providers are often on the frontline as new needs emerge; new groups of people come to their services or they meet people who have needs that their service cannot fully meet. On the one hand, the unique relationship providers and professionals have with service users helps them to have precious information on social needs and to better allocate their specific expertise. On the other hand, the relationship with other stakeholders (public and private sector) ensures that financial resources are used to maximise the social impact of innovative services.

More information can be found in the analytical paper which is available in the **Public Affairs section** of the EPR website www.epr.eu

EPR Annual Conference 2012



The EPR Annual Conference has been a great success also this year thanks to the brilliant cooperation with our two host organisations, Durapart and AVRE. The conference was hosted in the beautiful village of Fevik, located on the Southern coast of Norway, on 27 and 28 June 2012.

The issue of "continuity if services" was at the centre of discussions with focuses on topics like multidisciplinary approaches, network-building, the role of professionals or community-based approaches.

The efficient Annual Conference format combining keynote speeches, workshops and satellite meetings gave to participants the possibility to become involved in discussions, debates and round-tables sessions. Relaxing moments strengthen the network, by allowing people to interact with each other freely, meet new colleagues and share ideas and working methods that often become the seeds for new cooperation actions in EPR.

All the presentations given during the conference, the extensive conference report and the picture gallery are available in the Annual Conference section on the EPR website, www.epr.eu.

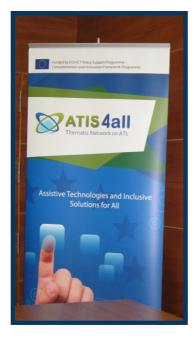
Projects

Thematic Network on Assistive Technologies ATIS4AII

Fourth Workshop

EPR attended the 4th Workshop of ATIS4AII project hosted by ONCE Foundation in Madrid on 18 and 19 September 2012. Main objectives of the meetings were to validate the first mock-up of the open collaborative web portal on assistive technologies and to present the joint prototype for ratings and comments developed in collaboration with ETNA Thematic Network.

During the workshop partners detailed the information architecture, the applications, the tools and the contents to be developed for the portal, and discuss the



dissemination and exploitation activities to be performed in the following months. The workshop represented a concrete step forward towards the realisation of the ATIS4all collaborative portal offering reliable information on assistive technologies, products and services. Partners worked together to identify new potential supporters and key actors to involve in the portal community enhancing the European dimension in each section of the portal.

For more information about ATIS4All, contact Cinzia De Letis at cinzia.de.letis@epr.eu or visit the project website www.atis4all.eu

Dissemination activities

EPR invited ATIS4AII to present the project and its ultimate objective to a large audience of experts in the field of rehabilitation services in the framework of the EPR Annual Conference which took place in Norway on 27 and 28 June 2012. The workshop presented the cluster work done so far to create a sustainable and reference European network on Information and Communication Technologies (ICT) assistive technologies and inclusive solutions.

AEGIS Project

After more than four years of activities and research to generalise access to mainstream ICTs for people with disabilities, the AEGIS project officially ended on 31 August 2012. EPR ran a final series of three piloting sessions in Belgium to present and test the latest applications developed within the project.

Following the successful organisation of the AEGIS final conference last November, EPR concluded its dissemination activities by supervising the production of two videos for the project; one outlining the core outcomes of the project, and another one focusing on the Open Accessibility Framework (OAF). Both are available on the AEGIS website www.aegis-project.eu.



The AEGIS project consortium has now a lot to show for its continuous efforts during the past year. In addition to develop the Open Accessibility Framework (OAF) – the theoretical underpinning of AEGIS' work – the AEGIS project has proven that framework in the desktop, web and mobile spaces. A wide array of solutions has been developed in each domain:

Web

Starting in the web space, the project made significant enhancements and improvements to the Accessible Rich Internet Application (ARIA) specification and implemented it directly into the open source Firefox web browser. The project has been implementing ARIA support in 3 different user interface component sets: jQuery UI, Fluid – Infusion, and MooTools. AEGIS has made it easy to build applications using those components through an open-source plugin developed for NetBeans.

Mobile

The AEGIS mobile accessibility API "AMIA" was defined and implemented on the lightweight UI toolkit (LWUIT), on LCD UI and for AWT for JAVA ME environments. The project defined and implemented theme-support for the lightweight UI toolkit. The project then created a number of accessible mobile applications including an accessible web browser, a media player using LWUIT, accessible phone dialer, a contact manager for LCD UI LWUIT and Android,



an accessible real-time text application for the deaf, for Java Mobile. In the Android environment, a very innovative assistive technology for people with severe physical impairments, namely Tecla, and the AAC application were created

Desktop

Important strides were made for authors by building a plugin for OpenOffice and LibreOffice called AccessODF. This plugin will review the documents and highlight and help the user to fix any accessibility errors. The odt2Daisy plugin developed by AEGIS project allows user to not only export the accessible document in accessibly to PDF as normal but to immediately create a digital audio talking book or with the odt2Braille plugin, to create and emboss a Braille book from the document.

Another plugin to OpenOffice and LibreOffice, allows people with language and learning impairments to use symbol support in creating documents. They can either create the text by choosing symbols from a symbol keyboard, or just typing words using normal letters, symbols will appear every time they finish a word to help support them if they are not sure what the word means. The project created a magnification framework for the open source GNOME environment and used this framework to build a magnifier. This magnifier is now part of GNOME 3. It has been shipping for over a year, and it is being used by lowvision users around Europe.

AEGIS also made a number of improvements to the open source eSpeak text-to-speech library, improving the pronunciation in Spanish, Greek, Dutch and in a number of other European languages.

For more information about the project results consult the project website at www.aegis-project.eu.

September 2012

PESSIS Project: final conference

The PESSIS conference took place on 22 June at the European Economic and Social Committee in Brussels. On overview of the results collected in the project were presented to European stakeholders engaged in making social dialogue for the social sector at the European level a reality.

The mapping exercise, spanning over eleven EU countries, highlighted the disparities in social dialogue systems across Europe, a few models of good practice, and some common challenges. A representative of the European Commission's unit for social dialogue at the directorate general for employment and social affairs presented a suggested course of action to build on the achievements of the project.

Reports are available in the **PESSIS** section of the Social Services Europe website, www.socialserviceseurope.eu



The conference also marked the launch of the PESSIS European Summary Report and some recommendations at EU and National level. The European Summary Report provides an introduction and conclusion to the eleven national reports and recommendations for the national level and the EU level. Each report conveys a picture of how social dialogue is organised at local, regional and national levels, answering questions on what types of social dialogue and collective agreements exist, what labour issues are dealt with, who is involved and how well the sector is represented.

Special thanks to our EPR members partners in the projects: IR-RS (Slovenia); Panagia Eleousa (Greece); Luovi (Finland).

PRIME Project

The PRIME project, led by RCN Pluryn in the Netherlands, emphasizes the transfer of knowledge and experiences, the implementation and dissemination of the results of the former EQAVET project. In the framework of the PRIME project a cross-reference study is carried describing the results and details of cross reference study based on the content details of the Voluntary European Quality Framework for Social Services (VEQF for SS) (Social Protection Committee, 2010) compared with the content details of the certification programs of the European Quality in Social Services (EQUASS).

The report is available in the Research & Innovation section of the EPR website, www.epr.eu





EQUASS Local License Holders meeting

On 26 June 2012, the EQUASS unit held a meeting in Fevik, Norway gathering most Local Licence Holders and one potential, on the margins of the EPR Annual conference. The meeting purpose was both an² information session on the preliminary findings of the ISO 17021 feasibility study, as well as a consultation on the impact of the ISO standard which recognises quality in the operation of a certification body.

The seminar also featured a lively debate about the current role of the Licence Holders, best practises in marketing, dissemination and stakeholder consultation, and the potential structural changes arising from the efforts in further professionalising all levels and processes of the EQUASS certification, and eliminating potential conflicts of interest. The meeting participants represented the EQUASS Assurance Licence Holders of Estonia, Germany, Lithuania, Norway, Slovenia, and representatives from Denmark. The seminar facilitators were Guus van Beek and Marie Dubost, of the EQUASS Unit.

EQUASS spreading in Estonia

EQUASS Local Licence Holder in Estonia (Astangu) started a new European Social Fund project in August 2012 to implement EQUASS Assurance in 10 organisations. The project offers consultation, training and expertise to service providers to support to develop quality of services.

At the same time 20 representatives from the Ministry of Social Affairs and organisations administered by the Ministry are able to participate in a training programme to build capacities about quality systems and quality management in general. The trainings are carried out by the Estonian Association for Quality.

The third aim of this project is to carry out a sectoral analyses and make suggestions to legislators on how to regulate, build up and control quality of social services in Estonia. EQUASS key expert Guus van Beek carried out information and induction training last 30 August 2012 in Tallinn for 10 new service providers who enthusiastically entered self evaluation process of implementing EQUASS Assurance.

At the current moment 28 Estonian social service providers implement EQUASS Assurance and they all aim to apply for the external audit during 2013.



EQUASS upcoming events

01-03 October 2012: EQUASS Excellence auditor training, Amadora, Portugal

10-12 December 2012: EQUASS Assurance auditor training, Tallin, Estonia

News from the Secretariat

Goodbye Julie!



After 3 years of enthusiastic stint with EPR Secretariat Julie Buttier left the platform to pursue a career as project officer in an European and international network for vocational circus arts training.

The Secretariat thanks Julie for her hard commitment in developing the EQUASS and the EPR communication strategy and for bringing her spirit and talent to EPR team. All her colleagues wish her the best luck in fulfilling her career goals.

Starting from September the EPR Communication Management has been transferred under the responsibility of Cinzia De Letis who joined EPR last year.

EUROPEAN PLATFORM FOR REHABILITATION

The EPR newsletter is issued three times a year.

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