



2015-1-UK01-KA205-012555

**ERASMUS+ COOPERATION AND INNOVATION FOR GOOD PRACTICES
STRATEGIC PARTNERSHIPS FOR YOUTH**

***ABUSED NO MORE: SAFEGUARDING YOUTH AND EMPOWERING PROFESSIONALS
GRANT agreement 2015-1-UK01-KA205-012555***

**Wednesday 11th July – 09.30 to 16:00
5th Transnational Project Meeting – London UK**

Present: Theo Gavrielides (IARS)
Simon Aulton (IARS)
Emily Lanham (IARS)
Elzbieta Grab (SIP)
Ioana Barbu (RAS)
Manuela Tagliani (ANZ)
Doros Polykarpou (KISA)

Apologies:

Item	Comments	Actions	Deadlines
Welcome and Introductions	SA welcomes all and partners introduce themselves. Doros raised questions with minutes regarding the absence of KISA from last meeting. There was a confusion as to which staff members were working on the project at the time. Doros clarified that KISA did not know about the last meeting. SA acknowledged that KISA's view should be included in the minutes. Following an amendment to the minutes they were agreed and signed off.	Doros to email SA to amend minutes to include KISA's view "there was a change in staff misunderstanding	Done

		with organisation so they missed the meeting"	
Project Development: Reporting on contractual Obligations for IOs			
O1 – Literature Review	SA took partners through the contractual obligations IARS was the lead for this. All agreed this was completed. 283 downloads of the international chapter.		30/7/18
O2 Face to Face Training	SIP led on this. Responsible for delivering the shells of the training. Partners can continue to deliver the workshops within the budget up to the end of August. (Checklist confirmed). All partners confirmed they delivered all contracted numbers for training. KISA was not sure.	KISA to check number of workshops – should be five per country.	
O3 eLearning	IARS were the lead for this. 266 people have accessed the online training – Romania around 100 of those. The project calls for 2000 people to have access to the training, it was felt that considerably more than 2000 have been made aware of the training and that this is shown through the dissemination of the project. Discussions around the use of social media to promote the training. TG confirmed that this meant “accessed to” not that they have to have taken it. We need to provide evidence that we have given them access to the training. TG and KISA comments that it is not accessible to get to the training. Rita can track the /training page on the website. Options to translate the training online via Google. [Done] It was felt that whilst we have good results in terms of access to training, we would like	Rita to review access to the website? ¹ Rita to let us know how many have just opened the training page All partners to consider other ways of promotion. All	Done 14/8/18 By end of next week

¹ There is no plug-in for this task in Moodle to allow this to be done.

	<p>to increase the uptake and completion further. Partners agreed to invest in ways to do this through social media boosting.</p>	<p>partners to use their own budget independently to support this – all committed to spend €50</p>	
<p>O4 Website & Database/ Network</p>	<p>This was led by Anziani. The website has been set up and delivered 2300 users have accessed it. The Network is small but we have collated best practice.</p>	<p>All partners to add a case study and review of the network into their national chapter.</p>	
<p>O5 eBook</p>	<p>The short version of the eBook is ready for the multiplier event and the longer version is still in progress, we need to add local language chapters to the eBook.</p> <p>Theo clarified that there were some communication issues whilst he was on paternity leave which resulted in two versions of the chapter guide being produced. Theo explained that the aim of the outputs is that we have a unified version of the eBook in all languages.</p> <p>Theo explained that the National chapters should include the thoughts and observations of the researchers about the successes (and difficulties of the project). Researchers reflected that they felt uncomfortable with reporting negative views about the project. Theo explained that the learnings should be honest and whilst most of the captured results would be positive, there were likely to be some negative elements too. The National Agency are expecting us to be transparent about our outcomes.</p> <p>For example; one of the reflections of the online course is that because it is only in English (with Google translate) young people were less inclined to take the course.</p> <p>Similarly we could have made the course more interactive and gamified to improve</p>	<p>Researchers agreed to add sections detailing their opinions of <u>all</u> of the intellectual outputs and training. This should include reviews of learning</p>	<p>1.8.18</p>

<p>Update on User-led Evaluation</p>	<p>uptake.</p> <p>Ioana asked whether it would be valid without interviews with Young people. Theo explained that the chapter was about recording the knowledge that we already have and the thoughts of the individual researchers. It can be an opinion piece based on the views of the authors.</p> <p>IARS will compile an annex of good practices for the final version of the big book based on the returns from all partners.</p> <p>Trainings need to be included in the national chapters.</p> <p>The YAB have evaluated the UK chapter but cannot complete the evaluation of the whole project until the final version is completed. Once Emily has the final version she will share that with the YAB for feedback.</p>	<p>through the project and recommendations for future projects.</p> <p>Compile best practice (IARS)</p> <p>Review final version with YAB</p>	<p>1.8.18</p> <p>31/8/18</p>
<p>Dissemination and Communication: Progress against Targets.</p>	<p>Project objectives 5000 targets.</p> <p>Website users 2386 from across Europe. 85% are new users. Social media – we decided not to have a specific site but post locally</p> <p>250 users have signed up to the network. Manuela said that she felt this was disappointing, but Theo reflected that this was not too poor a number compared to other projects (both IARS and other projects).</p> <p>We need to check how the database is managed, and audit for GDPR. We need to confirm why and how we use the data.</p> <p>Newsletters, 5000 organisations and individuals. 3 newsletters are planned and the final one needs to be prepared for release later this month. There is no obligation to</p>	<p>Post on social media (ALL)</p> <p>Review (IARS/ANZ)</p>	<p>31.8.18</p> <p>3.8.18</p>

	<p>translate the newsletters into local languages.</p> <p>Anziani need the number of participants attending both conferences.</p> <p>We have videos on YouTube.</p> <p>Publications in scientific journals, currently we have none of these. We think we published in the YVJ for AnM.</p> <p>Speeches in all participating countries need to be recorded, these can be training activities for young people or conferences or policy makers etc... We think Andriana did some recordings with a youth led radio station at the Cyprus project.</p> <p>Policy maker meetings were done.</p> <p>Overall we think we have communicated with over 9000 people currently. Please ensure that all dissemination registers are updated on DropBox. Please try to be specific and update at the end of the project.</p>	<p>(IARS / KISA)</p> <p>IARS to look in to this.</p> <p>ALL to action</p>	<p>31.8.18</p> <p>31.8.18</p> <p>ASAP</p>
<p>International Conference 12th July 2018 Update on Planning</p>	<p>Simon explained that the conference was being held at middle temple and shared the finalised agenda. Explained that the political climate may affect our chairs for the meeting as they are journalists and engaged with the latest developments.</p> <p>The partners discussed the presentations and specifically the delivery of the presentation about the project. Partners agreed how they would present this and who was going to deliver which bit. Everyone confirmed that it was focused on the key findings and recommendations for each partner.</p>	<p>All partners to disseminate press releases and request organisations to assist them in advertising the findings of the conference.</p>	<p>12/7/18</p>



<p>Questions and Task Delegation</p>	<p>Simon shared the timings for the day and agreed roles for partners to support the delivery on the day.</p> <p>Tasks were delegated to the partners and all agreed what role they were going to take at the conference. Those making presentations agreed to share their slides in advance to help create a master presentation.</p>		
<p>Project Management</p>			
<p>Update on Finance</p>	<p>So far it appears that the finances are being spent in line with the budget. No underspend is foreseen within the 20% variation allowable within the project with the possible exception of the special needs element of the budget.</p> <p>Simon reminded partners that final payments would be sent out on receipt of invoice once the final payment had been received from the EU. Partners were made aware that the final payment would reflect the claim made on the Mobility Tool not necessarily being the same as stated in the partnership agreement.</p>	<p>Partners to invoice IARS to receive payments</p>	<p>1/11/18</p>
<p>Update of Risk Register</p>	<p>Partners had received the Risk Register in advance and reviewed it. At this stage in the project no partner had any changes to recommend so the register was accepted as correct. Simon asked partners to send him any updates by the end of August if they spotted anything after the meeting.</p>	<p>All - Send updates to Simon post meeting.</p>	<p>1.9.18</p>
<p>Surveys</p>	<p>IARS will seek the views of the YAB on the final intellectual outputs and the project as a whole. All partners were reminded to put copies of any feedback and surveys undertaken as part of the project on to the shared drive and were reminded of the need to anonymise or pseudonymise any data where possible for GDPR compliance.</p>		
<p>Final Monitoring Report General Discussion</p>	<p>Simon introduced the monitoring report and discussed how the report needed to be filled in for the national agency. Partners were asked to support by ensuring they respected deadlines and returned evidence as required.</p>		



Finance Report and Evidence	<p>Simon shared the IARS template, which all partners are required to return. Simon explained that they needed to put evidence as discussed (and as detailed in the Erasmus+ Handbook) on the shared drive so that it could be checked against their claims.</p> <p>Simon warned partners that failure to meet the deadlines and failure to provide the appropriate evidence could mean a reduction in their payments. Simon explained how the National Agency can audit the project (Desk Checks to EU Audit) so that partners know how this works.</p>		
Technical Report and Evidence	<p>Simon shared a print-out of the Mobility Tool. Simon agreed to send an editable version to partners before the reporting deadline which highlighted areas where partners could provide information. Simon made it clear that only short paragraphs were needed as IARS would compile the reports into a master document, which was character limited.</p> <p>Simon explained that it was very important that partners meet the deadlines for this report as failure to return could mean the partners work was not represented in the report which could in turn mean a reduction in the amount payable.</p>		
Deadlines	<p>Simon explained that as the project finishes on the 31st August, the Mobility Tool needs to be updated for 28th October which meant that partners needed to return their reports to IARS by 30th September 2018</p>		
AoB	<p>None</p>		
Round Up Action Points and Close	<p>Theo rounded up the meeting and restated the action points.</p> <p>He thanked everyone for their time on the project and at the meeting and said he was looking forward to seeing them at the conference.</p>		