



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***

**Monday 24<sup>th</sup> April 2017 – 09.30 to 16:00  
4<sup>th</sup> Transnational Project Meeting – London UK**

Present	Theo Gavrielides	IARS
	Simon Aulton	IARS
	Andriana Ntziadima	IARS
	Elzbieta Grab	SIP
	Ioana Barbu	RAS
	Andriana Gossiva	KISA
	Licia Boccaletti	ANZ (Via Skype)

ITEM	NOTES	ACTIONS	DEADLINE
Welcome	<p>Theo welcomed everyone to the meeting.</p> <p>The meeting started late as the partnership waited for a representative from KISA to arrive. Following several attempts to contact KISA's representative (Elena Olympiou), she informed us that she no longer worked for the organisation. This was despite confirmation that she will be attending the TPM. It became clear that communication errors, caused by the KISA Project Manager been missed off the original mailing list and subsequently not responding to a later reminder had caused issues as the partnership believed KISA would be represented and KISA not knowing they were not.</p>		

	<p><b>It was agreed that the meeting should start without KISA, since due to this miscommunication over email it emerged there would be no representative attending. IARS would contact the KISA legal representative for further details.</b></p> <p>The minutes of the previous meeting were reviewed.</p> <p><b>Everyone reminded each other the agreement of responsibilities when holding TPMs.</b></p> <p>Having been approved as accurate, the minutes were signed. The action points were considered individually and all had been completed. With the exception of / further actions required for:</p> <ol style="list-style-type: none"> <li>1. P4. Action for SIP, which was not completed. It was concluded that this was no longer required.</li> <li>2. P5. YouthPass: Andriana has discussed the issue with YouthPass and has created YouthPass certificates using the old template. Andriana will also ensure that all partners are able to register for youth pass as required.</li> <li>3. With regard to the pilots, there was slight confusion about whether we needed 5 participants / pilot event (i.e. 20 overall per country) or 20 per pilot (i.e. 100 overall per country).</li> <li>4. We planned to create a YouTube channel for the videos created as part of the project. At present the videos are uploaded but are not in an individual channel. As with all web traffic, when partners put items on their websites they need to put links to the AnM website to ensure we have a common web presence. Videos are needed and one of the key opportunities will be to video some of the training this week. We can include data from the event in Cyprus.</li> </ol>	<p>Andriana will send instructions of how to register for Youth Pass to all Partners.</p> <p>Andriana to circulate the YouthPass certificates to all partners.</p> <p>TG confirmed we are looking for a minimum of 20 per country.</p> <p>@ANZ Create YouTube channel for AnM</p> <p>@SIP to add the risks to the register.</p>	<p>DONE</p>
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	5. Risk register, we need to add the risks regarding the training and send them to Simon to amend the register.		
Project Management	<p><u>Monitoring Report</u>: The technical and finance reports have been prepared and are in final draft form. The finance report has been prepared and we believe there is above 70% spent.</p> <p>Andriana asked partners for some minor specific information. Partners were very helpful in providing the information needed to finish the report for the NA in a timely manner. As KISA were not present at this point, Andriana requested they provide their information as early as practical.</p> <p><i>Volunteering opportunities</i> were discussed by the partners to identify the number of opportunities and the impact that they have had. IARS and ANZ have already submitted this data. As we know KISA's information to the midpoint report so we only need an input for the time period of this report.</p> <p><i>Training delivery</i>, we have data from IARS and ANZ so we now need the numbers of people who have received training before February from the other partners.</p> <p><i>Comms register</i> we need information from RAS and KISA to update the comms register. RAS were able to send during the meeting and KISA confirmed they have uploaded it to the Dropbox.</p>	<p>@All to provide information for the report as requested during the meeting</p> <p>24.04.2017</p> <p>@KISA to provide updated information re the project deliverables urgently.</p> <p>24.04.2017</p>	<p>Ongoing to end of project.</p> <p>Next report data to IARS by</p>
	<p><u>YAB and User Intervention</u>: Andriana updated partners about the progress. Everything is positive so far.</p> <p>We need to create a survey, which has been shared with partners in March for wider dissemination; so far this has resulted in only a small number of reports, which cannot currently be put in the report to the NA. We discussed how we can increase the uptake for this report.</p> <p>The proposed plan is to ensure that when any training is done the survey is given to all</p>	<p>@All at all events all participants <u>must</u> complete the survey.</p>	<p>Ongoing to end of project.</p> <p>Next report data to IARS by</p>

<p>participants. In addition the survey can be sent to all people on the records.</p> <p>The survey can be translated into local languages as long as there is a summary in English sent to Andriana when the surveys are completed.</p> <p>SIP asked whether they can remove any questions. It was agreed that questions would not be removed, however if they are not applicable they can be left blank.</p> <p>The target is to have a minimum of 100 participants. We must have the evaluation report numbers by month 24 which requires partners to send at least 20 responses by the end of July.</p> <p>We noted that the 1<sup>st</sup> year evaluation report is being consolidated into the second report since the population of responses was too low to be significant. This was due to the short time collecting data up to month 12.</p> <p>Thank you to all partners who have sent data for the training material. Andriana has collated the data we have but this was late because of response times from partners. We discussed the reasons why responses were delayed and looked at strategies to avoid similar issues in the future.</p> <p>Andriana will send the data to Rita to build the training. SIP has one additional line to add, this was seen to be OK as long as it is completed this month.</p>	<p>@Andriana to create a folder in the Dropbox for live documents; Risk Register / Comms Register etc.</p> <p>@SIP to send details to IARS to add the training materials.</p>	<p>July 2017.</p>
<p><u>Updates from Countries:</u> in addition to the IARS update above the partners updated as follows: <i>ANZ Italy:</i> Provided a written report, which is attached. Licia raised awareness of the participation of 65 people in their workshop. They have not yet tried the professionals' workshop but have begun building an audience for this. They have found it difficult to get traction for this training so have adjusted their strategy.</p>		

<p>ANZ have built a good relationship with a local university which is proving fruitful. ANZ have done some training, they are aiming to delivery 2 training events with professionals and 3 with young people. It was felt that the difficulties with recruiting professionals should be recorded in the results as the project is about learning.</p> <p>ANZ have been working with SIP to deliver the training in Poland. Three participants have been recruited so far and they are awaiting the draft programme. For the training event in Italy, ANZ would like to organise the event in partnership with the University of Modena. ANZ asked whether w/b 16<sup>th</sup> October is OK for the partnership.</p> <p><u>SIP Poland:</u> <u>RAS Romania:</u> Updated the partners about issues that have occurred recently which have the potential to adversely affect outcomes. Theo explained that there will be ways around any problems as long as they are shared with the partners.</p>	<p>@ANZ to record difficulties recruiting professionals.</p> <p>@All to confirm whether 16-20 October is ok for all participants for this training.</p> <p>The technical report will be updated to inform the NA about risks related to RAS.</p>	<p>08.05.2017</p> <p>24.04.2017</p>
<p><u>Risk Register:</u> The register was reviewed by all partners and three risks were moved to expired. See updated Risk Register for changes.</p> <p>SIP will add any risks related to the training as listed above.</p>		
<p><u>Finance Management:</u> Simon explained that the finance report has been prepared for submission to the national agency. To ensure we receive the second pre-financing payment, we need to demonstrate a 70% spend against the budget. Since this has been achieved we expect the pre-payment before the end of June and will be able to pay partners the next 30% payment soon after. Feel free to invoice from June and we will pay as soon after as possible once the pre-financing payment has arrived.</p> <p>RAS asked whether exchange rates impacted on the number of hours, it was explained that this is</p>		

	<p>not an issue because it was a day rate.</p> <p>Haseeb met the partnership and confirmed that there was no missing data from the Dropbox. We confirmed that the staff lists were correct. There were a couple of additions that need to be made to this list. Haseeb confirmed all data was there and was going to confirm that all contracts were there too.</p>	@SIP to update any changes to staff lists.	24.04.2017
Intellectual Outputs 2 & 3	<p><u>Update on IO2:</u> is done.</p>		
	<p><u>Update of CPD Accreditation of IO2:</u> IARS needs to give all partners the authorisation to give CPD accreditation to participants. IARS will send a template certificate and permission to all partners to allow them to sign on behalf of IARS.</p> <p>CPD for this week's training has been approved in principle pending submission of the final materials and them being of a suitable quality.</p>	@IARS to send CPD certificates to all partners.	
	<p><u>Update of Online Training IO3:</u> IO3 requires large numbers of participants (dissemination to 5000 contacts and participation by 2000 people) to deliver the outcomes. There is a 20m time period, although this is already running. We understand that 2000 is beginning the process and our experience is that the dropout rate can be high.</p> <p>To ensure we deliver this we will put together a plan to disseminate to contacts. We need 400 per organisation registering for the training.</p> <p>We also need to promote the training widely. To achieve this we can promote the training via online training forums and through our networks. We need to get partner organisations to get other organisations to share the training widely on their websites.</p> <p>SIP asked about the training being in English, IARS explained that the case studies will be in local languages and that Rita will add translation software to help with understanding. This software</p>	<p>@IASR/ANZ to create dissemination plan.</p> <p>@IARS to send links to the two training programmes to all partners.</p> <p>@All to translate IARS text/copy to promote the training in their local language.</p> <p>@IARS to look at</p>	<p>07.05.2017</p> <p>01.06.2017</p>

	<p>will translate HTML pages in to other European languages.</p> <p>Online material to go live by the end of May.</p>	<p>online training forums to promote the training.</p>	
	<p><u>Update of face to face pilots:</u> ANZ updated the partners and noted this earlier in the meeting. RAS have done all five, but has only a small number of participants filling in the form. SIP have done one pilot so far and have a sign in sheet and evaluation forms.</p> <p>It was agreed that the sign in forms will be analysed at the end of the training. It was noted that the key documents needed were the sign in sheets. In addition photographs are helpful evidence.</p> <p>Both RAS and SIP identified that the training had taken longer than expected. ANZ have delivered it in two parts to address this issue.</p> <p>It was agreed that all partners would deliver the training by the end of October 2017 with the feedback from the pilots being included in final reports on all 5 training events being completed by 7<sup>th</sup> November. Over delivery costs can be claimed as long as there is money in the budget to do this.</p>	<p>@RAS to send draft report to TG as soon as possible for feedback.</p> <p>@All put signing in sheets into Dropbox along with any photographs.</p> <p>@All pilots to have been completed by end October</p> <p>@All national evaluation reports by 7<sup>th</sup> November.</p>	<p>31.10.2017</p> <p>07.11.2017</p>
Internal Training Events	<p><u>General Discussion:</u> We are awaiting the information from the pilots before committing to more details about the training events. The common theme is that it is difficult to fit all of the material into a 4h session and it is difficult to get people to commit to a 4h session. The size and make up of group's matters too as it leads to more or less discussions. RAS broke up the shell to include examples and case studies to apply the knowledge as they went which impacts on the time.</p> <p>Best practice suggests that we need smaller groups if possible, but there needs to be sufficient to hit the outputs from the bid.</p>		

	<p>RAS had some positive outcomes from using role play and acting to demonstrate the training purpose, particularly to public authorities. NGOs were more passionate and so they tend to discuss more. One of the observations was that the training needs to be delivered in a flexible way.</p> <p>SIP asked whether the case studies which are shared via the website may be too specific for wider dissemination to be of value. It was felt that it was OK to share all of the studies, with trainers choosing the appropriate case studies for their audience.</p>		
	<p><u>London Training Event:</u> IARS talked the partners through the agenda for the coming days and discussed how partners can be involved with the training programme. We agreed that each partner will chair a different day of the training. Theo will chair today and Andriana (N) will chair tomorrow morning. Ioana will chair Tue PM, Ella will chair Wednesday AM with Licia chairing in the afternoon, Friday Andriana (K) will chair AM with Andriana (N) PM and Saturday Theo will chair.</p>	@All note times to chair training.	24.04.17
	<p><u>Poland Training Event:</u> We will have a better view of how these will work after this week's meeting. Licia has asked about the agenda for the Warsaw training for the first week of July. The agenda will be based on the outcomes of this week's training.</p> <p>The current plan is to include a study visit and potentially to work with a local university if they are not closed for the summer break.</p>	@SIP to get draft agenda by 2 <sup>nd</sup> half of May	
	<p><u>Italy Training Event:</u> The event will be in October 2017.</p>		
	<p><u>Romania Training Event:</u> Will be in February 2018 so it is a little way off currently. It will not be in Bucharest for the full 6 days but may have a trip to some organisations on the day of arrival and/or departure. The date will be mid to late February to avoid the worst of the weather.</p>		
Action Points and forward Planning	<p><u>Communications and Website:</u> Andriana gave an update on behalf of IARS and ANZ. The presentation is circulated. The website needs more traffic. All partners are asked to keep the website updated; these can be short items rather than long blogs but need to keep the website current. Andriana demonstrated how to add a blog to the website.</p>	@All keep the website up to date with information.	

	<p>In order to download the report, people need to register with the website so that we can track them; currently this points to the KISA website and so needs to be redirected to the project website by KISA.</p> <p>There was some confusion about the two Dropbox folders. It was agreed to consolidate the two Dropboxes into one.</p> <p>TO DO:</p> <ul style="list-style-type: none"> <li>• @All to contribute to for the Newsletters. Send material to IARS by end of May. Andriana will send a request to all partners.</li> <li>• @All during this week look at what we may want from a video maker for this week's training.</li> <li>• Update the website with the minutes of the last meeting.</li> <li>• @SIP to send to Theo the original version of the Warsaw meeting signing in sheet.</li> </ul>	<p>@KISA redirect link to the PDF report.</p> <p>@IARS to consolidate Dropboxes.</p> <p>@All contribute to Newsletter</p> <p>@All to contribute to video diary</p> <p>@IARS – upload minutes</p> <p>@SIP – Send sheet to TG</p>	<p>31.05.2017</p> <p>28.04.2017</p>
	<p><u>Comms Register Update:</u> All partners need to send the comms register to IARS for updating. ANZ have already done so and others are doing so as we speak.</p>	<p>@All send comms register updates to IARS/ANZ</p>	
	<p><u>O2, O3 and O4:</u> O2 and O3 are underway with IARS having done some of the planning already. There were no direct questions about these outputs at the meeting, beyond the discussions that have been had already.</p> <p>SIP had a question about O4 – European Network. It was agreed that this is the database and is already coming together. The target is 3000 people and we are currently at 300. We have agreed that we will build the contacts of our organisations into the network.</p>	<p>@IARS to discuss with ANZ a plan to meet the target.</p> <p>@All send IARS/ANZ details of our networks.</p>	
	<p><u>IO5 and Final Conference:</u> The final conference will be in July 2018 in London. It was felt that we should set up a Doodle poll to agree dates. It was noted that there was a YEIP meeting in the same timeframe and it was easier if possible to link these so that people can travel via one venue to the</p>	<p>@IARS to set up a Doodle Poll for key dates.</p>	

	<p>other.</p> <p>The final book is the output. It was observed that sticking to the timeline is very important to allow us the 3m budgeted to design, write and edit the book. We must deliver within the project period as we cannot deliver once the project closes. The content was briefly discussed.</p>	@TG to send guidelines for the book.	01.06.2017
Round Up	Theo closed the meeting thanking everyone and wishing everyone a good week at the training event.		
Additional Business	<p>As agreed during the morning sessions, IARS contacted Anthoula Papadopoulou, KISA legal representative, during the lunch break to inquire about their lack of presence. <b>Elena, who had been expected to be attending, is no longer working for KISA and at this stage KISA have not replaced her.</b> As KISA had representatives attending the Training event, they were able to contact Andriana Gossiva to attend this meeting and represent them.</p> <p>The partners discussed KISAs involvement with the project. The strengths and expertise that KISA brings to the partnership were pointed out, although difficulties with communication were also raised. Deliverables have been delayed and given the tight timelines that are left, the partnership asked Theo to confirm with KISA if they wish to remain as partners.</p> <p>Partners pointed out that they have experienced difficulties getting information from KISA with missing data or delays. KISA apologised for not updating the details of the participants in the workshop earlier and committed to send them in the following week.</p> <p>Sadly last minute changes to the KISA delegation were necessary due to visa restrictions and the need to send the most appropriate representatives to the meeting.</p> <p><b>Given the monitoring report is due this week, there will be a follow up meeting with the NA at which any risks with KISA should be considered. ANZ expressed the view that KISA have brought great experience to the project and were a valued partner. However she recognised that the deadlines and risk presented need to be managed.</b></p>	@TG to discuss KISAs involvement with KISA DP.	12.05.2017
		@KISA to confirm that KISA want to continue to be members of the partnership (from an	



	<p>Following the meeting KISA sent apologies for the confusion surrounding their attendance of the meeting. KISA will inform the partnership when a new project officer is appointed, there is currently only temporary cover. With regards to deadlines they added that KISA had updated the project website as requested in November 2016 and had uploaded relevant screenshots to the Dropbox for the Comms register in October 2016.</p> <p>All misunderstandings have been discussed and cleared among the partnership, KISA reaffirmed that they are to remain an active and committed partner.</p>	<p>authorised signatory).</p>	
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Appendix 1: Additional input from ANZ.

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**Intellectual Outputs 2 and 3 (training material and online training)**

Update on face to face pilots (All)

- During the first week of February 2017 ANS has piloted the workshop for youth (part 1 and 2) with two classes of high school students (for an overall of 24 kids) in Modena.
- In the last two weeks of March 2017 ANS has piloted the workshop for youth (part 1 and 2) with two classes of high school students (for an overall of 41 kids) in Modena.
- Overall we have involved 65 students for the piloting of O2.
- Concerning the training for professionals, our strategy so far has been to target already existing teams / groups of professionals working with disadvantaged youth (for example in community development projects), however there was no significant interest. Therefore our plan is now to organize an event open to the public in Autumn 2017, where we hope to gather individuals working on different contexts and setting who might be interested to the topic.

**Internal Training Events**

- General discussion: an input for discussion I would like to provide is the following. Because we are going to have 4 training events (all one week long!) I think it would be important and useful if each of them could be focus on a specific theme and related with the country-context. This would avoid repetitions and overlapping and probably be more effective from an educational point of view.
- Italy training event (Anziani): the training event will take place in October and will be organized in cooperation with CRID – the research center on discrimination of Modena University – Law Faculty. (Where also our participant to London training come from).

Our proposal would be in fact to focus the event on the topic of discrimination, with a focus on that targeting young asylum seeker. For this reason, we suggest that one of the five days will be dedicated to study visits and namely: (1) to Modena antidiscrimination service (public service to prevent discrimination and offer legal assistance) and to (2) a reception center for asylum seekers, with a meeting with the NGO managing the service (they also have a specific project for LGBTI asylum seekers).

A detailed programme will follow.