



Abused No More: Safeguarding Youth and Empowering Professionals

Transnational partner meeting

Bucharest, 23 October 2015

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Draft Minutes

1. Introduction

Theo thanked Romanian – U.S Alumni Association for hosting the first transnational meeting in Bucharest and welcomed all participants. The following participants briefly presented themselves in a tour de table:

No.	Name	Partner organisation	Country
1.	Theo Gavrielides	IARS	UK
2.	Andriana Ntziadima	IARS	UK
3.	Natalia Paszkiewicz	IARS	UK
4.	Licia Boccaletti	Anziani e non solo soc. coop.	Italy
5.	Salvatore Milianta	Anziani e non solo soc. coop.	Italy
6.	Witold Klaus	Stowarzyszenie Interwencji Prawnej	Poland
7.	Emilia Piechowska	Stowarzyszenie Interwencji Prawnej	Poland
8.	Doros Polykarpou	KISA	Cyprus
9.	Ioana Barbu	Romanian-US Alumni Association	Romania
10.	Ioana Moldovan	Romanian-US Alumni Association	Romania

Theo presented the agenda and asked the participants to listen and participate actively in the presentations to ensure all queries related to the management and implementation of the project are fully addressed and clarified.

1. Administrative matters of the Erasmus + programme

- *The programme is flexible* allowing for changes to be made during the implementation regarding the timeline, deadlines, budget, staff etc. All changes will be made by IARS (the project coordinator) which will maintain direct communication with the Erasmus project officer.



- *It is very specific in terms of its monitoring* and we will have to ensure we keep records (including invoices, photographs, presence lists, minutes etc.) of all our activities. Moreover, the AnM project has received the highest budget this year and has duration of 36 months so it is expected that the Commission will monitor us closely.
- Although partner organisations have to submit copies of the original evidence of expenditures/original documents if possible - to IARS, they are responsible for keeping originals as they may be subject to direct monitoring by the Commission.
- IARS will keep all the partnership agreements signed by the partner organisations in original. Member organisations will send the signed agreements to IARS.

2. Financial Matters

The **2015 KA2 Handbook** is a reference point for common queries and procedures related to the implementation of the project. It should be read by all members to ensure we are managing our project, and particularly our budgets, in accordance with programme rules.

2.1. The Budget

Up to 20% can be moved from one budget line to another but PM&I cannot be increased only decreased and as the project lead IARS also has the exceptional cost budget line – but this cannot be changed from the original request in the application. Any request for changes need to be sent to IARS in advance so we can request this from the NA. If we want to change more than 20% we have to send an application to the central body of Erasmus and ask for approval- this is more complicated and we should avoid such situation.

All requests for changes regarding the budget, staff or anything else shall be made in writing to IARS before making any payments or changes. IARS will contact the UK Agency on our behalf to ask for approval. Only after the Agency approves our request we can make the actual changes. In case of staff change, we have to send IARS a copy of contract to show new staff member or formal agreement establishing the relationship between individual and organisation. Changes can be made to staff involved in the project as long as the dates of their contracts and the dates on the timesheets match. For example if a contract starts in December 2015 they cannot be allocated dates on a time sheet in October 2015.

3.1.1. Project Management and Implementation

All the budget headings are linked to the activities except for “Project Management and Implementation” which covers staff and administration related costs. Overheads are not eligible under this line. However, it can include room hire and refreshments for the transnational meeting meetings.



All expenditure made under 'Project Management & Implementation' budget has to be specified with evidence including unit rated budget lines. Expenses linked to the activities have to be specified and proved with evidence. It is very important to ask and keep all receipts, invoices etc.

In terms of evidence, we have to follow the UK Erasmus Agency's rules and regulations. We have to provide them with two types of evidence: *activity records* (i.e. signed forms) and *financial evidence*, including invoices and payment evidence (receipts for cash payments or copy of bank transfers for online payments).

3.1.2. Intellectual outputs

Salaries are linked to intellectual outputs. Staff can be changed at any time during the project implementation and get paid according to our budgets provided that we have the prior approval of the Erasmus project officer. If we want to change/replace our staff or add other people we have to inform IARS before making any changes and they will contact Erasmus. Also, one person can have multiple roles and do everything and get paid from one or more budget headings. It is possible for one person to do more than one role on the project but it seems better to have them in different categories rather than the same person twice from PM&I. For example if they are able to perform a technical/researcher role and a management role, this then comes out of 2 budget lines.

Paid staff must be hired under an employment contract (permanent or short-term), consulting agreement (in case they are engaged for a specific period of time or work) as well as volunteer or internship agreements and letters of appointment. Staff taking different roles can be paid from both the "Project management & Implementation" and "Intellectual outputs" headings. (E.g. FM administrator and project manager but not researchers/technician role this has to come from Intellectual outputs). Staff cannot claim salaries if they do not have a contract.

Evidence of salary payments in all these cases are invoices, copy of bank transfers or checks. All payments have to be made during the project's lifetime otherwise they cannot be claimed.

3.1.3 Learning/Teaching/Training activities

Each partner has to organise one training event for 12 participants. Each partner will pay for the 12 participants, that is 2 people/organisation. For example, if we have 2 people coming from Italy on the part of ANS to the UK, then IARS will pay for them the budget according to the unit cost- depending on distance(Unit costs for travel and another for hotel & subsistence divided by the number of Payment for the two people cannot exceed the amount in the budget heading (360 EUR for transport, hotel etc.)

The people participating in the training activities do not have to be the staff involved in the project; they can be other staff within our organisations, volunteers, interns etc.



The budget in the *Short-term learning/teaching /training activities* follows the same logic, with the host partner paying for the participants.

We have a special needs budget managed by the coordinator that is available for all partners who want to involve participants with special needs in this activity.

We also have a category of exceptional costs managed by the coordinator and includes costs for the website, online training, newsletters, accreditation.

4. Monitoring & Reporting

There are three types of reports: Progress, Interim, and Final Reports.

Reports are split into two parts: the technical part (activities delivered in the designated period according to the timeline) and the financial part.

The 1st submission date of the Financial Report is 7th of June 2016 showing 70% spent and all evidence up to 1st of June 2016. We cannot receive the second instalment from Erasmus unless we spend 70% of the first payment. It is important to and not to be late with sending our reports to IARS in order to comply with the deadline.

IARS will send templates of the reports to all partners.

After the submission of our report, Erasmus will check everything and may ask for clarifications and other support documents. If something is not clear, they may retain ineligible payments from the final instalment or ask for the money back.

Partners are required to keep evidence of all payments made under the project. Erasmus and the EU Commission require us to keep the evidence for five years.

Each organization has its own method of keeping financial records; IARS is using QuickBooks but any organisation can use its own accounting system.

The currency exchange rate is the day Erasmus has transferred IARS the first installment. For the payments, the exchange rate is the day you make the payment. If we register a deficit, it can be deducted from the 'Project Management & Implementation' category.

5. Project flexibility and innovative aspects

The project also allows for each partner to adapt the project activities to its own country context and integrate the findings in the specific project activities as described in the application.

For example, research will be conducted in each country and may focus on different vulnerable groups: migrants, Roma, refugees etc. Based on the research carried out individually, a report will be produced in our own languages and a summary in English. A final comparative report in English will reflect our findings.



The project has a youth-led element. Not all organisations know how to engage with young people but IARS will share their know-how and partners will learn through the project's training events.

Each organization will involve 20 young people. They will be involved directly in all activities of the project including research, design of materials etc. Also, IARS is involving young people in the monitoring and evaluation of the project activities through their Youth Advisory Board.

6. Project Activities

Following a brief presentation on IARS's profile and current projects, Dr. Natalia Paszkiewicz presented the project activities according to the 4 workstreams, partners' responsibilities, and timeline. Answers and clarifications to the questions and issues raised during the presentation are outlined below for each workstream.

Workstream 1:

The entire project has been constructed around four workstreams. The first aims to develop a theoretical framework and identification of practices in each country/context. Each partner/country will have its own report written in its own language and a summary in English. The outcome will be a final comparative report gathering all the national reports in five chapters.

The topic is hate and discrimination related to gender, migration or minority groups, depending on the specific context of the country in which the research is conducted. The common element is the focus on young people. Young people are defined up to the age of 30.

Each partner will decide how the fieldwork will be carried out and what are the marginalized groups targeted in its own country. We can use focus groups, interviews, workshops etc.

IARS will email us a report on a research study carried out with marginalised youth on public legal education. The purpose of the study was to provide ordinary young people with tools on how to defend their rights (consumer rights, women, crime etc.)

The structure of the national reports will also be provided by IARS and will include an introduction, findings from the fieldwork, conclusions and recommendations. The length of the reports should be around 8000-10 000 words in our own languages and a 2-3 page executive summary in English.

Workstream 2:



Recruitment and direct involvement of young people in the delivery and evaluation of the project through volunteering opportunities and internships; at least 20 young people/country. IARS has a Youth Advisory Board; the other members could recruit the young people and organize regular meetings and involve them in the design, delivery and evaluation of the training.

Different modules will be developed for the face-to-face training, one for young people (giving them skills and basic legal tools to deal with common issues) and the other for professionals. Young people will train professionals working in youth organisations, stakeholders on the reality of their real life experiences.

Based on the findings in WK 1 we will decide if we can develop a common framework for the design of the training for young people and professionals for all partners or if we need to customize the design based on the each context. This issue will be addressed in the next transnational project meeting.

Also, a different module will be developed for the online training.

The training for professionals will be accredited with CPD (Continuing Professional Development) while young people will receive the Youthpass. IARS is a CPD provider and will get the accreditation for all project partners.

Workstream 3:

A project will be set up a project website by iARS and update monthly with info by all partners

We will set up and facilitate a pan-European network (database) of relevant stakeholders and young people.

The findings and results of the project will be integrated in a book available online. The book will be launched at an international conference in London.

Regular e-newsletters disseminating news from the project will be sent to at least 5000 contacts in Europe.

We will also have one conference in Cyprus. When planning the date of the conference in Cyprus we may consider organising the training activity (for the partners) before of after the conference. Combining the two events make sense budget-wise, however it is up to KISA to decide if they have the capacity to organize the two events in the same period.

Workstream 4:

Evaluation will be done at the end of each year by carrying out online surveys of those who were involved in the project, but is it advisable to do it on an ongoing basis.

The IARS Editorial Board (30 academics) will provide feedback and peer review our publications.

Theory of change – it explains how we get from actions, inputs (100 people involved in design and training delivery; e-learning for professionals and young people; project website; volunteering, internship opportunities for young people) to outputs (conferences; publications, newsletter, e-book) to outcomes (the changes we want to achieve for marginalized young people; project partners, professionals, and policymakers) and how we use the indicators to measure our outputs so we can achieve our outcomes.

Decisions regarding next activities & timeline:

- The second transnational meeting will be organized in Warsaw in June (month 9).
- The first internal training and the conference will be organized in Cyprus in September (month 12).
- Make a request to the UK Agency to extend the first activity (Phase 1 report) by 2 months.

Following the presentation on the project activities, Licia gave a presentation on profile, projects and activities of Anziani e non solo followed by a presentation on KISA by Doros.

7. Communication & Dissemination

Ms Andriana Ntziadima (IARS) presented the communication plan of the AnM project.

All messages will be developed jointly based on the specific context of each country (target groups & desired impact).

IARS and Anziani are responsible for the communication strategy, however partners are responsible to communicate their own deliverables at the local and national level in their own language.

Anziani is responsible for development of a database & network development. The database will be part of the website. It will include our partners' contacts including, young people engaged in the project, professionals, stakeholders etc. People included in the database will sign up for free (based on a registration form and consent to use personal information) and get access to all materials produced under the project.

Anziani is also responsible for setting up the AnM website. IARS has secured abusednomore.org domain and has bought the hosting package. All partners are responsible for updating the content of the website on a monthly basis, in their native language or English. The website will allow users to change the language.

Also, all the information posted on our organisation website related to the AnM project has to be posted on the AnM website.



Anziani will develop a logo for the project, present us will some options and we will make the final decision.

We will publish regular e-newsletters and send it to our contacts in the database. We can publish information anytime we need to communicate something related to the project in our Facebook pages, Twitter etc.

All communication materials & publications produced under the project must acknowledge the EU funding, display the EU logo and include the disclaimer: *“Any communication or publication related to the Project made by the beneficiaries jointly or individually in any form and using any means, shall indicate that it reflects only the author's view and that the NA and the Commission are not responsible for any use that may be made of the information it contains”*.

After a summarising the main points of the next activities, timeline and next steps, the meeting ended with a presentation on the RO-US Alumni by Ioana and Stowarzyszenie Interwencji Prawnej by Emilia.