



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

CARE TO ENTREPRENEURSHIP
GRANT agreement 2017-1-UK01-KA205-046402

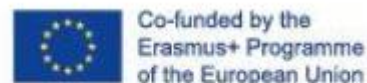
Thursday 10th May – 09.30 to 17:00
1st Transnational Project Meeting – London UK

Present: Theo Gavrielides (IARS)
Simon Aulton (IARS)
Emily Lanham (IARS)
Manuela Tagliani (ANZ)
Luca Pastorelli (DIESIS)
Federico Camporesi (DIESIS)
Ioana Caciula (Asociatia Habilitas)
Theofilos Pouliopoulos (KMOP)
Giannis Chatziris (KMOP)

Apologies:



Item	Comments	Actions	Deadlines
Welcome and Introductions	<p>Theo G welcomed everyone to the meeting and outlined the project application. He reminded everyone that this was a project following on from the previously successful Care2Work project and that the two were therefore linked.</p> <p>It was agreed that IARS would be responsible for recording this meeting and that all subsequent meetings would be minuted by the hosting organisation.</p>		
Grant Agreement, Partnership Agreements & Finance	<p>Theo reminded everyone that the project falls under the UK National Agency and that IARS would be the liaison between the project and the National Agency.</p> <p>Theo explained that it was important that we were all clear about roles. We have detailed key roles in the Project Management Handbook (on the G:Drive). This also contains the most important principles for the management of the project. Partners attention was drawn to the roles of the Project Scientific Coordinator (TG), the Project Manager (SA), the Finance Manager (Haseeb Hassan) and the Dissemination Manager (Licia Boccaletti).</p> <p>SA explained that the primary documents remained the Grant Agreement and Partnership Agreement(s) as these, along with the project bid and letter of acceptance from the NA, define the contractual requirements for the project. The Project Management Handbook will be a living document kept on the G:Drive. TG reminded the partners when looking at the project bid that there is a letter of acceptance from the NA which removed some of the elements of the project so these two should be read together.</p> <p>SA reminded the partners that it is important to use the grant agreement number in all communications and in any documents produced. Also that each partner has a different role in the project and this is included in the handbook along with the core management documents (GANTT chart, TOC, Risk Register etc.) all of which are also on the G:Drive.</p>		



	<p>There is a list of contact details on the G:Drive, breaking down the roles of those involved with the project. All partners were asked to ensure that this is and is kept up to date so that this can be used to ensure we do not miss people when sending out group e-mails.</p> <p>The key intellectual outputs are listed with the output lead organisation.</p> <p>The project is for 2 years. Partners attention was drawn to the reporting dates; typically projects have requirement for reports at 12 months and on completion, however in this case there is a requirement for a report at the end of July. Partners were asked to ensure they were able to support this – SA outlined the plans for this report. Attention was drawn to the impact his has on the payment schedule. Partners asked if they could invoice for two payments together – SA explained that this was fine, but they should only invoice after the second payment was due. SA explained that partner payments would be made on invoice.</p> <p>SA reminded partners of the evidence requirements for the project. As all partners were experienced with KA2 projects this was only a summary. SA explained that details could be found in the Annexes to the Grant Agreement and 2017 KA2 Project Handbook both on the G:Drive. SA explained that whist the NA are very unlikely to require evidence against PMI, should the project be audited by the EU this could be asked for. For this reason it was worth each organisation keeping it's evidence, however there was no requirement to put evidence of PMI spend on the G:Drive. All personnel working on the project need to have their CV, Contract of Employment and (if it is not already in the contract) Job Description on the G:Drive as evidence. It was noted that the NA may ask for translations of any non-English contracts so if partners already have English translations please add them to the folder, if not it is best to wait for the agency to request them before doing additional work.</p> <p>Internal reporting was discussed and it was agreed that day-to-day communications will help us keep everyone informed about progress with ad-hoc Skype calls to help clarify specific matters.</p>	<p>Check contact details on G:Drive (ALL)</p> <p>Prepare for 5 month report. (ALL)</p> <p>Ensure staff details CV and Contract etc. are on G:Drive.</p>	<p>1/7/18</p> <p>1/8/18</p> <p>1/9/18</p>
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	<p>Scheduled TPMs are about 9 months apart and listed in the PM Handbook, the next one is in Brussels, then Bucharest and the final one in London to link with a conference.</p> <p>All partners were happy with the GANTT chart, ToC and Risk Register.</p>	Any changes to the Risk Register should be e-mailed to Simon (ALL)	1/7/18
Country Presentations	<p>Partners introduced their organisations and explained their roles within them.</p> <p>IARS www.iars.org.uk IARS is the coordinator and has responsibility for delivery in the UK. IARS will keep an eye on project progress and will be the organisation reporting to the NA. Theo is the main contact for Erasmus between the project and the NA and the scientific coordinator. Theo also links to the standing Academic Board which contributes to our outputs. Simon is the project manager and oversees finance and reporting deadlines. Emily is the project coordinator and is the person who produces the UK outputs.</p> <p>KMOP www.kmop.gr Giannis is the project director together with Costas he coordinates management issues. Theofolis coordinates research elements under management from Christina. There is a dedicated project e-mail c2e@kmop.gr which is the best way to contact them.</p> <p>DIESIS www.diesis.coop Luca is the CEO and has the role of managing the network and finding opportunities. Federico manages research including employment and migration matters. Federico will take care of the project as well as training. Federico is the contact in the first instance.</p> <p>Habilitas www.habilitas.ro Ioana is the project manager, there are 2 other researchers and a youth trainer. All should be copied into e-mails.</p> <p>Anziani www.anzianienonsolo.it Manuela is the researcher and Licia is the project coordinator. Both Manuela and Licia should be copied into everything.</p>		



<p>Communication and Dissemination</p>	<p>Manuela lead a discussion on the dissemination targets detailed in the project bid. There is a brief communication plan in the project management handbook.</p> <p>We have some key audiences; users, indirect beneficiaries and stakeholders who are multipliers.</p> <p>There was a discussion about the impact of GDPR on the handling of data. The UK is the data controller and the ICO the authority. There is a 48 hour period to report a data breach so breaches must be reported to IARS as soon as possible and certainly within that 48 hour period. As a general rule, where data subjects can be identified within any documents produced by the consortium that data should be psudonomised or anonymised where possible. Passwords should be used where data subjects are identifiable; there is a project password in the PM handbook. Files containing names should not be shared by e-mail but only through the cloud drive.</p> <p>GDPR was particularly an issue with collecting names for attendance lists at events.</p> <p>The consortium agreed that the lightbulb logo (top of page) was the favoured logo for the project. This had been voted on by the young people in the Youth Advisory Board and was the most popular with all partners' young people.</p> <p>Anziani are creating a project website (care2entrepreneruship.eu) and will put links to all partner organisations, for this to happen they need a high resolution copy of each partners logo to use on the website.</p> <p>Anziani are working on a leaflet that can be used for dissemination. There is no specific metric for this in the bid so partners agreed to have it as an electronic version that can be used as needed to promote the project.</p> <p>Anziani are also working on a newsletter to be disseminated to 5000 contacts. It was observed</p>	<p>Ensure signing in sheets are GDPR compliant. (SA)</p> <p>Send HR Logo to all partners & G:Drive (ANZ)</p> <p>Send HR logos of partner organisations to ANZ (ALL)</p>	<p>1/8/19</p> <p>1/8/18</p> <p>1/8/18</p>
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	<p>that post-GDPR this target may be more ambitious as many of the partners contact lists were currently under review. We agreed to have four newsletters in months 5, 9, 14 and 18.</p> <p>We agreed that we would not have any social media specifically for this project and that partners would all promote the project through their own social media outlets.</p> <p>There was a short discussion about Young People’s videos. The main concern was that there was little time to do this and there was no specific budget to cover the work. EL suggested that it could be combined with the training and MT reflected that in another project they had been able to do this work without difficulty. Partners agreed that live webinars would be recorded for future use as they would provide a legacy document for the future. Partners agreed to consider webinars whilst designing their modules as they could become part of the online course.</p> <p>ANZ have created a dissemination register which all partners need to keep up to date and ensure are as a minimum updated before all reports are due and all partner meetings.</p> <p>ANZ also reminded everyone to use the correct Erasmus+ logos and disclaimers, the details of which can be found in the G:Drive and online.</p>	<p>Promote project using Social Media (ALL)</p> <p>Create YP Videos (ALL)</p> <p>Keep dissemination register up to date.</p>	<p>Ongoing</p> <p>31/8/18</p>
<p>Planning IO1</p>	<p>The partners discussed the delivery of IO1.</p> <p>Emily clarified that a young carer was a person under 30, (often female) who cares for a sibling or parent as long as they were not paid. This is the same definition as used in the C2W project which C2E builds upon.</p> <p>There was a discussion about what definition we should adopt for “good practice”. Although no common definition was agreed, common themes were around similar projects, successful enterprises with young people. We agreed to create a catalogue of local examples of successes. Partners were concerned that they were unable to arrange this to meet the end of May deadline</p>	<p>Produce a template to collect best practice (Diesis)</p> <p>Produce a list of best practices (ALL)</p>	<p>15/5/18</p> <p>15/6/18</p>

	<p>so it was agreed to extend the deadline into June. This will overlap with the design of the curriculum and so should not delay it.</p> <p>We agreed to produce 5-6 modules which were easily accessible to allow the understanding of enterprise and characteristics: Legislation (structures), management and HR, organisation and quality management, communication, business ideas and models.</p> <p>We agreed that any videos produced would be led by young people, as this can support our dissemination targets at the same time, as well as making our modules and training materials more relevant. The format will be: slides, videos, professionals training, young people talking about their needs.</p> <p>We agreed that there would be a blend of things online and that the format of any particular unit would be flexible.</p> <p>The process will be to create some training which we will pilot face-to-face and then convert into and online course. Diesis will start designing the training and share the draft content. Then we will organise a draft for all partners to discuss as part of a Skype call. Each module should be around 40 minutes and there should be an additional module which covers any relevant legislation at a national level. The pilot training should last 1 day.</p> <p>Everything should be returned to Diesis by August for piloting in September.</p>	Send module list to partners, who should then bid to undertake specific topics (Diesis)	1/6/18
Next Steps	DIESIS are arranging the next TPM, provisionally on 14 th December in Brussels. They will set up a Doodle poll to agree dates.	Arrange Doodle Poll for 2 nd TPM (Diesis)	1/9/18
AoB / Close	<p>Partners asked about the cost of transferring funds. It was pointed out that this cost can be transferred to the partners and that IARS would look at ways to keep this cost down.</p> <p>Anziani explained that there was no budget for a Multiplier Event in Italy. SA to review. Diesis</p>		



	<p>pointed out that there was not budget for events to deliver training in Brussels. SA explained that this was a part of the intellectual outputs and covered in that budget.</p> <p>SA agreed to share the EU exchange rate, and pointed out that this was available through the EC website.</p>		
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