



care to entrepreneurship



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MINUTES OF THE 3RD PARTENER , BUCHAREST, ROMANIA - 6th JUNE 2019



The IARS
International Institute
Community-led solutions for a fairer society



ASOCIATIA HABILITAS
CENTRUL DE RESURSE
SI FORMARE PROFESIONALA



Anziani e non solo
Società cooperativa sociale
ANS



KINDLING A BETTER WORLD

C2E- 3rd TRANSNATIONAL MEETING. 06 June, 2019.

Venue: Petru Cercel nr.1, Cafeteria "Brutaria cu Povesti". BUCURESTI, ROMANIA

Participants

Participant's name	Organization (name and country)
PROJECT LEADER- THEO GAVRIELIDES	IARS (UK)
THEOPHILOS POULIOPOULOS	KMOP (GREECE)
MANUELA TAGLIANI	ANS (ITALY)
ALESSYA SEBILLO	DIESIS (BELGIUM)
ANASTACIA	DIESIS (BELGIUM)
IOANA CACIULA	HABILITAS (ROMANIA)
ELENA MANOLEA	HABILITAS (ROMANIA)

06 June 2019

10:00 WELCOME TO BUCHAREST – HABILITAS

Ioana Caciula – HABILITAS, welcomes the project partners to Bucharest and to the 3rd transnational meeting of the project C2E, and gives the word to the coordinator of the project Theo Gavrielides.

Theo, Project Leader (PL) thank everybody for coming to the 3rd transnational meeting, and thank to Ioana Caciula for hosting this important meeting. He prepared and presented the agenda.

PL talked about the project management and about the changes related to the project that they made in their organization (IARS). He presented the changes that occurred in the project. He said that they might have a new person working on the project management instead of the one they have now, this will be decided in the next few weeks. The finance manager that work for this project is Mark. The next topic that was reached was the report from the NA. PL said that NA didn't send the report yet. Independently of what happens, there will be a so called government guarantee, NA approved that government will take care of the payment (the money of the project). In April there was set up for the government guarantee, evidence, grant agreements and the approval.

Next, PL talked about the reporting of the project done by NA. The first monitoring was at 6 months, and it fulfilled NA's requirements. The other report was at 12 months.

The other participant countries were invited to talk about their status upon the project and the changes or the issues occurred in their work.

Alessya (DIESIS)– presented the situation of DIESIS. She talked about that Federico left the project. They had to hire 3 new people - A person that is working on the communication part. Another on office management, financial aspects and logistic, etc, And Eleonora for the part that Federico worked on. She takes care of the all their Erasmus projects and Anastacia covers the scientific part (research, content, overview of the project, and general overview on the communication strategy of the organization). For this project, they will decide after this meeting the tasks that everybody should have. She talked about time management and about that they hired 3 juniors, and they had to invest time in training them. They will not receive the responsibility of financial issues ; so the organisation will have to see if they will need another person working on the internal financial issues.

Theo P. – KMOP – He made a short presentation of KMOP as well and the changes that occurred in the organisation. They have new people working on the financial aspect. PL asked about the timesheets of KMOP, and Theo P. says that they have an internal monitoring tool where they have financial reports and timesheets. The timesheets were supposed to be sent by the end of March. Later in the meeting he showed the participants that he send the timesheets on 14 March and that Simon replied him, he was the first of the participants to send them. He said that the work on the modules, on the main content of the educational material, goes very ell. Regarding KMOP changes he said that another person wils take care of managerial aspects of all the Erasmus projects. For this project, Theo P. will still be the coordinator.

Manuela Tagliani – ANS – They had some complicated months – they tried to substitute Rita, as she has some problems. They created the modules. When Rita will come back the design will change.

Ioana Caciula - Habilitas – no changes or issues related with the project were reported by HABILITAS

General overview on the project

PL talked about 3 topics from the last meeting:

Management issues – The training needs to be delivered, the timelines/dates need to be discussed, in order to make sure in the next few months people will sign up for the course. Also the e-book needs to be prepared; PL prepared the timeline for the e-book.

Advisory group - PL spoke to Maja - the user groups are involved in the project. The feedback from the youth advisor group was also received.

The website – Training materials need to be uploaded on the website.

The training/ curriculum – first intellectual output

ANS – there will be a few things partners will need to send in order to develop the newsletter

- Specific information about the young people and the professionals trained, in order to develop the newsletter (brief description of them).
- There were 4 workshops all partners had to organize – 2 workshops for young people and 2 for professionals - All partners need to send information about the workshops with the young people and the professionals (Description of the event – location, participants, dates, demographic information of the participants)

ANS – presented the website of the project, and the moodle platform where the modules will be displayed. For now only the modules for young people can be found there, remaining to be uploaded the modules for the professionals. There will be an introduction of the e-learning objectives, a presentation of the C2E project, an introduction of the C2E e-learning course, contents of the modules, videos, case studies, Quizzes. Some modules include also additional information, resources, links to other projects and courses, optional materials. (*All the information need to have references*)

ANS said that a link between the e-learning course and the project should be done. This topic was reached at the last international meeting, and this time partners agreed that this it's another thing it has to be done. (after the presentation, before the modules)

Another thing that all partners will need to send to ANS, will be a short description of every partner country, concerning young caregivers and entrepreneurship.

At the end of the course there is the evaluation questionnaire of the module. After passing the evaluation, the applicants can download the certificate of attendance.

Regarding the certificate of attendance, PL raised the question of difference between the young people and the professionals regarding the certificate. For the youth pass, after the course it's completed,

people can fill up a form (this will include information like, name, country, age, etc.) and they will receive the youth pass.

PL said that young people will receive a youth pass, and the professionals will get a CPD certificate. The professionals can either request themselves the CPD certificate or they can offer their details to the project partners. The project partners agreed that CPD certificate for professionals will be also included.

At the end of the module there has to exist a test and the completing of the test will have to respect a certain number of minutes (for example 15 minutes). Another restriction for this test will be the one in which the participants can start the test but they will not be able to go back, in the modules, in order to check the correct answers. The percentage of the correct answers will have to sum up 80%, in order to get the certificate.

The test needs to be created and send for accreditation. Of the creation of this test will be in charge KMOPP. The number of questions that will need to be created is 10. KMOP will create the test with 10 or more questions and send it to PL for feedback. The test will need to have 4 multiple choice answers.

Other information that are requested from the project partners : the good practices, so they can be uploaded on the platform, additional information of national resources (information about “where to go in order to open an enterprise?”, “how to open an enterprise?”, “what are the costs?”, information about national legislation, etc. Partners agreed that this kind of information need to be updated for the timeline the people will access them.

Time-line for the IO2

The final report will have to include information from 100 young carers and 100 professionals working with young carers – 20 professionals and 20 young carers for every country.

There was raised an issue regarding those 20 young carers that need to be recruited for the online course from every country. The young people will have to be young carers.

ANS had a suggestion – for the dissemination to include a question at the end of the training content asking young people : “Do you want to be a young carer?”

Project partners agreed that every partner can start write the report that will contain the information about the piloting and national information.

On the online platform will need to be included “The national section” for every participant country dedicated to technical information, information about opening an enterprise, legislation, etc. Participants can give basic data and information in Module 1 and local technical information in Module 4 since this module represent the technical section of the course.

Project partners agreed that the English part of the training content will be done in June and July will be allocated to the translation of the modules in every partner language. KMOP said that the 4 modules for young carers are very similar to the 4 modules of the professionals, so the translation can be done very fast.

PL said that he would like that the translations and the platform to be ready in the beginning of September.

Anziani e non solo presented the evaluation questionnaire:

- What was the general impression on the C2E e-learning platform?
- How would you rate the content in terms of relevancy with the topic of entrepreneurship?
- How appropriate were the training methods?
- Was there a good mixture between activities and practical examples?
- How would you rate the navigation on the course?
- How would you rate your learning experience with C2E e-learning platform?
- Would you recommend the C2E e-learning platform to a friend of yours?
- Did you encounter any difficulties during the course? If yes, can you explain?
- Please leave any comments about the course.
- In witch country do you live?
- How old are you?

The question that will also be included in this questionnaire will be : “Do you want to become a young carer?”

PL said that the final report will have to include, one chapter in the national language of the project partners regarding *information from that country, the evaluation report and the training material*. The evaluation report can have as many chapters every project partner wants but it needs to reflect all the outputs and the partnership and how they worked internally, so the evaluation questionnaire it’s very important for the final report. All the questions from this questionnaire are mandatory.

HABILITAS will need the evaluation reports of the workshops that were delivered in IO1, from all the project partners.

Partners agreed that all the missing information should be delivered till 14.06.2019. ANS agreed that the online English version will be done by 05.07.2019, and they will test if the access on the platform works. Partners can already start translate a part of the modules that are already finished. ANS will send the project partners the link to Google drive where they can find the modules for translation. Those modules are the ones for young people. The modules for professionals will take another month because they need to be accredited.

Logging details will need to be done to be send to the evaluator from the CPD Europe (Continue Professional Development), for the modules referring to the professionals. Regarding the certificate,

once the person taking the test passed 80%, they can download the certificate, but also there will be a link to the CPD European Body where the person can put their name and CPD will send them a hard copy for free to their address.

*ANS solo raised another issue related to the fact that there are 2 open questions that every project partner will have to translate. Another issue, was related to the videos that are attached to every module, and that every project partner will have to check that the translation of the video match their national language. Another issues – related to copyrights – **include references**.*

Time-line for the IO3

Everything needs to be finished by February 2020, because the final conference will be in March 2020, when the project finishes.

There are two versions that will need to be produced for this final output : ONE SHORT VERSION – **THE EXECUTIVE SUMMARIES** (in English), and THE LONG VERSION – **THE FINAL BOOK** that will be in all the national languages of the project. PL said that he will send to the partners the auditorium guidelines, that will include the sub chapters of the chapters.

1. The executive summaries will be written in English and will have 3 sub chapters for IO1, IO2 and IO3 and for every intellectual output every partner country will have to write 2000 words about what the people learned from the course and what every country learned in their organization after delivering the course (Information about piloting, What is the objective of the project?, What did you learned when you performed IO3?, Etc). The structure will be the same for all the intellectual outputs. It is very important that the executive summaries will include a info table about the basics demographics of the participants. The executive summaries will need to have a comparative view. The comparative view it's only possible after all the project partners will send their executive summaries. Partners will have to send to PL their executive summaries in the first week of September. Dead line for the short version will be the end of September.
2. The longer version –The final Book – Every partner writes in their own language the chapter, up to 10.000 words including references. For this version PL will send as well the auditorium guidelines. Every partner will need to include recommendations for 3 different groups at a national and European level : policy makers, professionals and young carers.

Other topics that need to be included in the book and that partners can start write about are : the curriculum, the evaluation, the training material, photos, and multiplier events (25 national and 5 international participants; one in Romania, one in Belgium, one in Greece and the final one in UK). ANS was not included in the multiplier event so they will not have one.

PL explained how multiplier events work – every participant country will have to report that the participants came to the event and demonstrate it by signed form, pictures. PI will send the registration form for the multiplier events. This event will have to be held anytime in February to disseminate the report. After this event the gathered information from every partner will have to be send to PL. PL will send the information to ANS for the design till first week of January.

The last meeting will be in March – The last day of march will be the final day of the project – Partners agreed that the final meeting will be on the second week of march – beginning of the week – 9 and 10.

Evaluation feedback from young people - HABILITAS

The evaluation contains - the quality of collaboration of the project meetings, the internal evaluation process, the quality of the intellectual outputs.

The quality of collaboration is composed by quality of project meetings, quality of consortium and cooperation, project management and leadership, project and it's content and pursue support.

The evaluation report for Bruxelles meeting was presented as well - the summary of the results showed that the scores were high on all the aspects of the meeting.

Quality of collaboration – The internal evaluation report – The results for the perceived quality of the consortium and collaboration – the marks of the quality of this item are between 4 and 5.

Perceived support – No conflicts were registered.

The quality of the intellectual outputs – The papers will have to be reviewed by the youth advisory board and woman advisory board of IARS. The feedback for the young person perspective for the output one, the face 2 face training modules:

– the positive aspects are the flow between modules and the presence of youth led normative give insights about the legal body protecting youth rights;

- the minuses – the information seems vague on the information on how to start a business. There is a need for more technical information.

- Suggestions – emphasize on the idea of transferal skills developed as young carers into entrepreneurship

(Partners talked about adding more information for the participants, regarding technical aspects of how to start a business and budget.)

Feedback from the gender perspective:

- The positive aspects – The modules connect well
- The minuses aspects – It could be helpful to mention a gender perspective in the modules

PL talked about that the feedback isn't necessary to be positive, as it is a way to learn things, and talked about gender issues at national and European level. Anastacia said the good practices should be included regarding to gender issues.

Lunch – 13:00

ANS presented the *aims and the objectives* of the project.

- To maximize the impact and reach of C2E results
- To communicate and disseminate knowledge produces by the project
- To ensure C2E's sustainability and exploitation
- To empower the existent relationships or establish new relationships with pan-European and international networks and forums.

The project consortium anticipates to benefit *over 12.000 direct and indirect target groups* through organized and systematic dissemination and exploitation activities.

Website – www.c2eproject.org

The Design of the website contains 8 sections:

- Home
- About the project
- Outputs
- Meetings and events
- Partnership
- Contacts
- News archive
- Join us. Sign up here!

There are 5 news on the website since the beginning of the project. There are 304 visitors and the main language is English. The target group for visitors is *3000 unique visitors*.

- *All partners will have to contribute to the dissemination of the website: include links to the website in the Facebook posts.*

Partners (Belgium, Greece, Italy, Romania, UK) created a specific section dedicated to C2E project in their website, including the link to the project website. *The target for the website and Social Media is 5000 visitors.*

The website was presented and the missing parts of the website were pointed out:

- The description of the outputs
 - The case studies
 - Information about the piloting and photos
 - Description of the youth advisory group and description of the women's group
 - Evaluation of the project
- 3 new tabs need to be included:
- Meeting and events – adding the workshops
 - TMP's
 - The national conferences and the international conference need to be added as well

The website has parts that need to be changed :

- At the partnership tab – change the “research partners’ in “ project partners”

- On the main page – for the banner – there are 2 images that need to be updated (images with the workshops, meetings, young carers, etc.)
- The text from the banner that was taken from the application needs to be updated as well

Youth-led Campaigns and videos

- Online campaigns and videos led by young people will be the key activities to raise awareness of the project and most important on the e-learning platform and it's added value
- Young carers directly involved will organise awareness raising campaigns including : live interactive webinars, pre-recorded webinars
- Target : *at list 4000 more potential beneficiaries.*

Anastasia suggested that a youth campaign should be done in order to improve the number of visitors to the website. Posts on social media, that will spread the news about the website, so the target can be achieved. (each week create a post for the dissemination of the website)

News letter

- The first newsletter – Kickoff meeting, presentation of the project and website - it's already translated in all the languages and it's already uploaded online. The press release it's as well translated in all the languages.
- The 2nd Newsletter – 2nd and 3rd Transnational Partner Meeting, piloting results – needs to be created and it has to reach at least *3000 stakeholders and direct and indirect beneficiaries*. It will have to coincide with the release of the outputs (4)
- *There will have to be 4 press releases and 4 Newsletters*

Information and photos about workshops with professionals and young carers, is needed from Belgium, Greece, UK and Romania till 14.06.2019

The newsletter can be published in the English version *by the end on June*. The English version of the 2nd Newsletter will be created in English and send by email to project partners for translation in all the national languages. After ANS will send it out, will have to go on Combs Register and write how many people the Newsletter was send to.

Information about piloting will need to be included in the communication register. All partners will have to include information about piloting in the dissemination register.

Press release

- The target is 100 journalists and media outlets

The flyer

- The flyers are all translated and available on the website but they hasn't been emailed out

The register

- Needs to be updated in relation to the leaflet. Partners will have to write in the register the number of persons it was emailed to, and if partners printed it, the number of hard copies that were printed.

Social Networks

- The project has a Facebook page that has 20 posts and 70 followers
- An Instagram page that has 1 post and 13 followers
- On the Facebook page project partners can write information about the project, related articles in the national language with a short description in English, and include any kind of related information with the project.
- Project partners will have to send photos, for the Instagram page.
- *Every project partner will have to use - #C2Eproject – so the posts and the information could be tracked*

Campaigns

- The target is 4000 people

Dissemination – Promoting the course

- All partners will have to create a video to promote the course. Partners can create videos using the program *videocrib*. PL will send the logging details for this software to the project partners.

Events, Meetings, etc

- All partners have to participate in face to face meetings and events in order to gather relevant stakeholders, promote, exchange and share all practices and ultimately make sure the main project outcomes are known and locally disseminated
- ANS – 24.05.2019 – distribution of leaflets and presentation of the project – 26 high school students
- ANS – MAY 2019 – distribution of leaflets during the events of “Caregiver day” festival
- DIESIS 23/05/2018 – internal staff meeting- 4 participants
- DIESIS 12/06/2018 – conference, 35 participants
- *Information of events and meetings from the other participants are required*

Face to Face training events

- The IO1 output will see the implementation and piloting of the C2E curriculum via face to face training events.
- ITALY – Professionals : 07/11/2018, 24/01/2019 – 15+ 2 professionals; Young carers : 22-23/01/2019, 06/02/2019, 16/04/2019 – 15+23+12 young people
- *Information (photos, description, etc.) of face to face training events from the other countries are required. Information about the workshops with the professionals and workshops with the young carers (2 workshops for each group)*

Next steps - General tasks:

All partners will have to

- Continue to disseminate the project website, press release, newsletter, events, by your social media and mailing list
- Distribute project leaflets in every related event, via email or hard copies
- Continue to use #C2Eproject
- Use the EU flag, the disclaimer and the grant agreement number
- Use the dedicated word and PPT template for the C2E activities and events (All this materials can be found in the drive folder)
- Continue to update the dissemination register (events, piloting, meetings, post on social media etc.)
- 2nd newsletter – 2nd and 3rd TPM, piloting results
- 2nd press release – 2nd and 3rd TPM, piloting results
- C2E online courses – 20 people for every category – young carers and professionals

Local Roundtables

- In Greece, Belgium, Romania – the purpose is disseminating project results to share learning produced by the project and collect inputs for further implementation of the curriculum and educational materials of the C2E at national level.
- 25 national and 5 international participants
- This information will have to be included in the register

C2E international conference

- Will be organized in London by IARS
- At list 100 participants : at list 30 of the 100 participants will be international
- The final e-book from the project will be launched while awareness about the practical results from the project will be freely disseminated

The conference

- The conference will start at 09:00 AM and will finish at 04:30 PM
- The conference will take one day – it will be divided in 2 parts (before lunch and after lunch)
- 2 or 3 keynote speakers will participate to the conference (a person from NA, a person who is a young carer that has entrepreneurship experience and a person that has more experience in the professional field)
- Questions to the keynote speakers
- Brake
- Project partners will present the findings in their own country
- Questions
- Lunch
- In the afternoon there will be 2 different groups – free workshops in one room and free workshops in other room. Every partner will lead a workshop and there will be another workshop made by the people, on the topic. There will be 12 workshops in total.
- Come back → Feedback → Finish
- A plan of the conference will be made by the PL and send to the project partners

Finance

- The next payment will be done in June – The installment has not been received
- For the intellectual outputs the project claimed 45% of the budget
- For transnational project – 68%
- For project management and implementation 50%
- For the total project – 42% - for the first 12 months
- The financial manager said the project managers need evidence to cover the following items:
the timesheets that need to be up to date, TPM evidence, and other type of spending (rent, printing, etc.)
- KMOP to see with IARS on costs claimed