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KICK OFF MEETING IN POLAND

**PROJECT: “JÓVENES REFUGIADOS: ABRIENDO PUERTAS DE FUTURO”
(YOUNG REFUGEES: OPENING DOORS FOR THEIR FUTURE)**

Agreement number: 2017-3-ES02-KA205-010644

Venue of the meeting: Czestochowa (Poland).

Date: 7-9th May 2018.

Participants:

Carmen Solla and Angie Larenas from Permacultura Cantabria (Spain),
Yeliz Nur Akarçay and Nazmiye Sarikaya from Saricam Halk Egitim Merkezi (Turkey) and
Renata Ochoa-Daderska, Luis Ochoa Siguencia and Gabriela Ochoa-Daderska from
INBIE -Fundacja Instytut Badan i Innowacji w edukacji- (Poland).



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KICK OFF MINUTES

9:00 the meeting begins.

Renata presents their acknowledgments to us for being part of the meeting and the project. She also presents the cultural activities that will complement the program of the meeting. She makes a short description of the city and the meeting building.

She said that Malgorzata Brinska won't be attending the meeting, but Gabriella will replace her.

Luis presents INBIE: activities of the organization, objectives, mission as a public service institution in the city of Czestochowa, links with public institutions and Universities, and their role in the research sphere.

Carmen and Angie present Permaculture Cantabria.

Yeliz presents Saricam Halk Egitim Merkezi and their work as a public institution of education in the refugee camp of Adana.

9:30 Carmen presents the meeting program, thanks INBIE for their great welcome and for the organisation of the cultural activities (an exchange with their local volunteers, a guided tour by bus through the city, etc). We decided to work until 6pm the first day in order to expend more time with volunteers next day, since some of them will be attending the course held in Spain and would like to know the other entities involved before the mobility.

PROJECT OVERVIEW

9.45 Carmen comments on the differences between the project proposal and what we can finally do after the National Agency evaluation process. She explains that two activities that were eliminated. We only can develop the C2 learning activity, the course in Spain.

Carmen describes the general and specific objectives. Then, the main activities are reviewed:

Transnational meetings (the one we are having and the one we will hold in Spain at the end of the project), the report on refugees from each country, the course held in Spain, the conference in Spain (after the course), the promotional video (filmed in an informal way because we have no financial support for a professional video) and the writing of a new K2 project that will be submitted in October 2019.

Course in Spain

Luis asks about the profile of the people participating in the course. Carmen explains they must be youth workers young leaders, so they can use the learned techniques with young people, in order to increase the impact of the project.

Participants from INBIE ask if we could change the course dates. When returning to Spain we must discuss with Oscar, the president of Permacultura Cantabria the dates on which the course will be. The date proposed in the project is November, but Renata poses difficulties to find 6 people who can travel to Spain for 10 days in that dates, it seems too difficult.



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Joint report on the refugees' situation in each country

We work on a common template, so we can produce a coherent report that makes sense in all the countries involved. The scheme should be flexible enough for each organization to explain the reality of their country, because it is about three very different realities. Therefore, the outline of the report should be revised during the writing process to adapt it to the context of each country.

Deadline for the report's writing: 30th september 2018

Here is the common template agreed by the partners during the meeting:

Report on the situation of refugees in your country

Use this scheme for a uniform writing. The report must have a maximum of 10 pages per partner, without counting the bibliography.

1. Introduction

Max 400 words

- Presentation of the theme
- Overall figures (number of refugees, main countries, number of young people, etc.)
- Social context of the host country

2. Legal system to protect refugees

Max 1000 words

- Agreements signed and ratified at international and European level. For example: Geneva Convention and treaties of the European Union.
- National legislation on refuge.
- Real application of the Law

3. The links between the government and civil society for the reception and integration of refugees

Max 1000 words

Explain how the system works. For example, in Spain the system is centralized by the State that signs agreements with certain entities of civil society (Spanish Commission for Refugees, Spanish Red Cross, etc.) to carry out a reception and integration under the control and State funding.

- How does the system work?
- Who finances it?
- Shortcomings
- Achievements

4. Latest data on the reception and integration of refugees.

Max 800 words



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- Provide data tables and describe them. Take into account, as far as possible, these parameters:

- * Age, sex, country of origin;
- * Number of asylum requests per year - number of requests positively resolved;
- * Government commitment to resettlement and real resettlement figures
- * Training and job placement of young refugees
- * Evolution of data since 2011 (beginning of the so-called refugees crisis);
- * Other data that may be of interest, such as those related to the use of ICTs.

5. Needs, interests and expectations of refugees

Max 1000 words

- Needs covered and not covered, situations of abandonment, social exclusion, etc.
- Interests in education and employment.
- Expectations about future.

6. Challenges for the reception and integration of refugees

Max 1000 words

- What can be done to facilitate integration?
- What remains to be done?
- Refuge and youth
- Social awareness

7. Conclusions

Max 400 words

Present the conclusions of the report.

Remember to mention the refugee's needs regarding new technologies

8. Bibliography

Use the APA system to write the Bibliography. More information in this link:

<http://lumenjournals.com/wp-content/uploads/2017/08/APA6thEdition.pdf> (from page 215)

The new k2 project

The new k2 project will be aimed to design a digital tool that can add to the welfare of youthful outcasts in the countries involved. During the meeting we have also discussed the usefulness of ICT that we could build in the next project. We have decided that, taking into account the different realities of the three countries, we should focus on helping Saricam Halk Egitim Merkezi to facilitate them their relationship with their young students in the refugees' camp situated in their region.

11 Coffee break

11.15 We come back to the meeting venue



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WORK TEAM, TASK DISTRIBUTION AND DEADLINES

Participant's preparation

Each sending organisation will be responsible of the preparation of their own participants. The preparation will include at least:

1. A **first meeting** that will be informative. It will review the project and how participants can participate in it. They will also be given the documentation about the project (the proposal, the learning objectives established for each activity, the info pack prepared for the other entities if this is ready) so that they can study it calmly, and a file to fill in with their data to be able to manage the purchase of their tickets. In addition, they will be given a hands-on demonstration to learn how to use the free language learning platform "50 languages", so that they can become self-taught in English (the working language) or in Spanish. Finally, it will focus on their responsibilities and tasks, having to sign, at the end, a commitment document that ensures active and quality participation by each participant.
2. Three months after the kick off meeting, there will be a **follow-up meeting** with the participants to review the progress and possible difficulties that have arisen in the performance of their tasks. Participants will receive all the practical information that they need to know, in order to guarantee a pleasant stay, during the activities (objects they should bring, a description of the situations they may encounter and of the accommodation place, etc). They will also be asked to prepare the necessary material to take part in the exchanging activities. This will allow the participants to play an active role during the visit and the training course.
3. The final **evaluation meeting** with the participants on the activities will take place during the training course in Spain, so that their impressions can be gathered before the end of the course. Participants will also be encouraged to participate in the new project writing that will be done in the next year.

-Youthpass: Permacultura Cantabria will contact participants, six months after the activity, in order to check if they printed the certificate. If they didn't do it in their organisations, they will send a certificate, offering them the possibility to fill it, whenever they want.

-Europass Language Passport: As one of our needs is that our staff work on their language skills, we also plan to encourage participants to create and fill out the Europass Language Passport after the learning activities, which is available on the Europass website.

-European Health Card: all participants must get it before the mobility

Course held in Spain



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Permacultura Cantabria will design and implement the course. The other partners should finish the report before the course and research about the digital tools needed for young refugees in their countries, as well as bringing the materials needed for the conference.

We reviewed the initial course participants planned from each organisation:

From Permaculture Cantabria Óscar Argumosa (coordinator) and Silvia Abascal (responsible for the welfare of the group during their stay in Spain) will be present throughout the course. There will be 7 Spanish participants (youth workers or volunteers from Permacultura Cantabria or ACNUR, Cruz Roja, Pedriza Refugia)

From INBIE:

1. Renata Ochoa-Daderska
2. Luis Ochoa Siguencia
3. 4 participants more (Young people)

The entities will confirm participants as soon as possible in order to start their preparation.

From Sarıçam Halk Eğitim Merkezi:

1. Yeliz Nur Akarçay, is a teacher and project coordinator.
2. Mustafa Deveci, is the director. He has many experiences about refugees.
3. Kerem Yücel Güvel is a teacher working with refugees in the camp and is one of the most active youth workers in the organization with 4 years of experience. He has participated in many youth training courses. He is always motivated to work with the youngsters and learn new non formal methods and techniques for working with them
4. Akın Atmış, is deputy head teacher and responsible for the all courses/activities carried out in the refugee camp.
5. Nazmiye Sarıkaya, is a handicraft teacher at the refugee camp and has lots of experiences in this field.
6. Eylem Engin, is an English teacher. She has many experiences in adult education and international projects.

Conference held in Spain:

Permacultura Cantabria will organise the conference with our regional institutions at the end of the course. One Polish and Turkish speaker would be invited to participate in the event, so they should bring their own support materials about the refugees situation in their countries, for example:

*a presentation in English

*a video in English or with English subtitles



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A promotional video of the project

Permacultura Cantabria will create the video, recording the conferences and maybe some parts of the course, but all partners will spread it using the social networks of the organizations.

The new k2 project

During the project outline course, the members will set up regular objectives and methodology to characterize a communitarian project aimed to design a digital tool that can add to the welfare of youthful refugees living in Europe (members and candidates states). This new project will be characterized in detail in the second year of the strategic partnership and will be submitted in October 2019.

The writing of the new project will be led by Permacultura Cantabria (since it will be submitted in Spain) with the support of INBIE in the technology area and the support of Saricam HEM in the refugees' area.

In the original application we wrote that INBIE will lead the new project writing, but they will be leading the dissemination campaign instead, since we want to take advantage of their great expertise in dissemination.

Internal Workshop

Each entity will organise an internal meeting in their country to spread the project results among their staff, volunteers and collaborators.

Dissemination campaign

Each partner will use the following channels:

- Website of the entities (to upload the results: research, poster, presentations, images..)
- Youtube (to upload the video)
- Facebook (other social networks are optional)
- Erasmus+ platforms (Result platform and SALTO. EPALE -for young adults- is also mentioned, SEG -for educational entities- is optional)

Their publications will be recorded in a common file placed in Google Drive in order to facilitate the dissemination report.

Indicators (for a project duration of 24 months and including the conference):

-200 entities (3000 people) should be informed through social networks.

-2000 people from our staff, volunteers and usual collaborators (internal workshop, newsletters, conference, etc).



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We could adjust these indicators to the real budget approved for the project.

INBIE have already created a logo for the project that would be used in all documents and upload it to the Erasmus+ Results Platform.

Work team

Permacultura Cantabria

- Oscar Argumosa: President of Permacultura Cantabria.

He will be the course coordinator and the spoken person in the conference.

- Carmen Solla: International Area Coordinator of Permacultura Cantabria.

She will be the contact person in this project and will be in charge of its implementation (financial, schedule and quality control), including the dissemination campaign. She will also attend the transnational meetings, monitoring the writing of the report and the new k2 project.

- Julia Ramos. She will be trainer and facilitator on entrepreneurship and project design, during the course in Spain.

- Beatriz Gallego. She could be the second trainer during the course in Spain.

- Silvia Abascal: During the course, she will be responsible for simultaneous translations and support to the coordinator.

- Angie Larenas Álvarez. She will write the Spanish part of the joint report about the situation of the refugees living in the participating countries. As our expert in migrant issues, she will be training and guiding the group in the visits programmed in the course held in Spain.

Associated partners (that will help us to write the report and disseminate the project results):

1. ACNUR (<http://acnur.es/>)
2. Red Cross (<http://www.cruzroja.es>)
3. Fundación Fernando Pombo (<http://www.fundacionpombo.org/>)
4. Pedriza Refugia (<http://bit.ly/2hLkDmi>)

Fundacja Instytut Badan I Innowacji Wiedukacji (INBIE), Poland

From the writing of the project until it has begun there have been some changes about who are the people that make up the teams of each organization.

They need to review the people involved:

-Renata Ochoa-Daderska: contact person, in charge of the Project implementation.



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- Malgorzata Brinska, second person that will help to the contact person.
- Luis Ochoa Siguencia PhD. Expert in new technologies.

Saricam Halk Egitim Merkezi (Turkey)

- Contact person: Yeliz NUR AKARÇAY -Teacher
- Second person: Mustafa Deveci. Director.
- Kerem Yücel GÜVEL –Teacher

14.00 Lunch break

15.00 Coming back to the meeting.

FINANCIAL CONTROL

*Permacultura Cantabria will be responsible for financial control and there will be a monthly review of the budget distribution.

Luis from INBIE says that it’s important for them to know the kind of accommodation and food service chosen for the course held in Spain. Permacultura Cantabria said that the reserve must be done in advance to hold a big group, that as organisers they prefer to have the accommodation and the course venue in the same place, and that they could suggest some nice places located in a natural environment that they have used for international activities before.

There are also some differences between the documents that must prove the wire transfers in the corresponding national tax offices. INBIE cannot request the invoice for a transfer, but it is a document that we need in Spain for our Tax Office. It is agreed that will try to find some suitable alternatives for all parties by email or Skype.

We must not forget to put a scanned copy of our travel documents on the Drive as proof that we really were at the Transnational Meeting.

We also review the payment plan in detail.

Payment plan

	Economic Distribution	Payment plan		
	According to the Grant Agreement	Total managed by entities	At the beginning	At the end
Applicant: Permacultura Cantabria	18410	30410	24328	6082
Partner 1 (Poland)	13300	7300	5840	1460
Partner 2 (Turkey)	16720	10720	8576	2144



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	48430	48430	38744	9686
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Permacultura Cantabria would manage 30410 EUROS in total (18410 eur to ensure the participation of their staff in the project activities+12000 eur to organise the course in Spain), divided in two payments:

- The pre-financing payment: 80 % is available in their account already: 24328 €
- Final payment: 20 % will be available when the payment of the balance will be made by their NA (60 days after receiving the final report): 6082 €

Permacultura Cantabria, as the course organiser, will issue the corresponding invoice to their partners (for the course organisation, participant’s accommodation and food).

INBIE will manage 7300 eur in total (13300 eur-6000 eur that will be managed by Permacultura Cantabria to manage the course):

*The Coordinator will transfer **this amount to INBIE** in line with the payments of the National Agency:

- The pre-financing payment: 80 % (the transfer will be made within 7 work days after the first payment of the National Agency will be received by the Coordinator): 5840 €
- Final payment: 20 % (will be made within 7 work days after the payment of the balance will be received by the Coordinator): 1460 €

Saricam Halk Egitim Merkezi will manage 10.720 EUROS in total (16720 eur-6000 eur that will be managed by Permacultura Cantabria to manage the course):

*The Coordinator will transfer **this amount to Saricam Halk Egitim Merkezi** in line with the payments of the National Agency:

- The pre-financing payment: 80 % (the transfer will be made within 7 work days after the first payment of the National Agency will be received by the Coordinator): 8576 €
- Final payment: 20 % (will be made within 7 work days after the payment of the balance will be received by the Coordinator): 2144 €

Note: For more detail about the partners’ distribution, check the budget in the annexes.

17.00 Coffee break

17.15 Coming back to the meeting

REPORTING



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We review the deadlines and the supporting documents for each item.

*The Project starts on **9th April 2018** and finishes on **8th October 2019 (18 months)**.

* By **8th February 2019** the coordinator must complete an interim report on the implementation of the Project covering the reporting period from the beginning of the implementation to 8th January 2019.

*Within 60 days after the end date of the Project, the coordinator must complete a final report on the implementation of the Project, and, when applicable, upload all project results in the Erasmus+ Project Results Platform (research, etc).

PROBLEMS IN REPORTING OR IMPLEMENTATION

We review together the commitments acquired during the preparation of the application and the obligations included in the Grant Agreement.

CONCLUSIONS

All partners are happy to be able to learn about the refugees situation in our respective countries. We discuss the situation of refugees in Spain, Poland and Turkey.

We take some photos to start spreading the transnational meeting. INBIE will share the pictures on Google Drive.

We finish the working day around 18.30.



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09.05.2017 DAY 2

9.00 The partners review their commitments and pending task while the INBIE's volunteers prepare the intercultural exchange.

CULTURAL EXCHANGE

Luis introduce their group of volunteers. He's teaching them Spanish, and they are working with young groups in different activities, so they're adult learners but also youth workers in INBIE. The volunteers introduce themselves in Spanish.

Then we show each other some traditional songs and all participants are invited to try the respective typical dance from each country.

To finish the activity, we try the home made Polish food that the volunteers have prepared.

11.00 We said good bye to volunteers.

EVALUATION AND CLOSING

All participants fill out a written evaluation and receive an attendance certificate. We take some more pictures for dissemination and say some words to thanks to the three entities involved their great involvement so far.

12.00 We finish the meeting.