



MEETING MINUTES

**First Transnational Meeting
Rome, Italy
22nd and 23rd November**

Project CEV – NGOs

Date: 22nd-23rd November, 2010

Venue: Italian National Youth Agency, Rome

Objectives: The main purpose of the 1st transnational meeting was to bring together all partners to discuss in depth all the general rules of the LLP - Leonardo da Vinci, all aspects of the project and to agree on first steps that must be done for the implementation of activities.

Attendance: Each partner organisation sent its representative/s:

Modavi Onlus

Francesco Fera, Federica Celestini Campanari, Carlo Iacovissi, Paolo Verzino

Institute of Entrepreneurship Development

Anastasios Vasiliadis , Joanna Leontaraki

Youth for Exchange and Understanding International

Marko Paunovic





Swedish Telepedagogic Knowledge Centre AB

Kennet Lindquist

University of Economics in Krakow

Janusz Teczke, Tomasz Kusio, Marta Pytel

Meeting Activities: During the meeting the following activities were realized:

I. Presentation of Partner Organisations

Federica Celestini Campanari, on behalf of the President Irma Casula, welcomed all partners and presented the project leader organisation, Mo.d.a.v.i. Onlus. After that, everyone introduced themselves.

For the presentation of organizations Mo.d.a.v.i. Onlus, IED, YEU and STKC have prepared slides containing the mission, general objectives and activities / projects previously realized, the UEK used a movie.

II. Presentation of Lifelong Learning Programme - Leonardo da Vinci

Through the use of slides, Federica presented the Lifelong Learning Programme - Leonardo da Vinci, the general aspects and the financial rules.

III. Project Presentation

Through the use of slides, Francesco Fera presented the project, including aspects related to objectives, expected results and schedule. Anastasios Vasiliadis and Joanna Leontaraki supported Francesco by presenting the general aspects of the previous Leonardo project on which this project is based, and described the methodologies used and results achieved to create a better understanding of all partners.

IV. Detailed project plan

The partners discussed about each project workpackages, about "who have to do what" and decided to agree on the first steps to carry out for the implementation of activities. They established the following:





- To Define Profile of Manager and Volunteers of NGOs (WP 1)

A. Research:

- on International or National literature about profile of Manager NGOs – Team 1
 - o IED – STKC – UEK
- about profile of Volunteers – Team 2
 - o YEU – Modavi – UEK

1 - Deadline research
20 December 2010

- ### **B. To define tool/format and share it whit partners (20 december)**
- o Modavi – STKC - IED

2 - Deadline
20 December 2010

C. Draft of Profile of Managers and Volunteers

3 - Deadline
10 January 2011





Activities to carry out:

- *Workshops*
- *Submission of questionnaire*
- *First Process testing*
- *Etc*

- Adaptation of Methodology of Certification (WP2)

4 - Deadline
30 April 2011

- Development of System of Certification (WP3)

5 - Deadline
December 2011

- Creation a network – WP 5

A. The partners have to contact NGOs in 5 Countries in Europe that want to be part of network actively involved in activities.

6 - Deadline
October 2011

B. After October 2011 to open the participation (through the website) to other organizations that want join us.





7 - From October 2011 to the end of project

- Pilot application of the Project of Certification (WP 4)

8 - From the 1st April to 31st December 2011

- Creation and management of website - WP 6

Creation and sending to the partners of website format for the discussion and approval.

9 - Deadline
10 December 2010

Website management.

10 - From now to the end of the project.

V. General aspects

Following Marko's advice, the partners agree with the decision to involve initially a limited number of associations and organizations that participate actively in the implementation of planned activities. The intention is to create, at a later time, a network of associations, NGOs, etc. ... wider and more solid and to extend it in other EU Member States.

Following Tomasz's advice, the partners agree with the decision to translate in each national languages, in addition to English, all material necessary to the





pilot process of certification. They decided to create a website that will have a general part in English and a specific part in each languages to facilitate the comprehension for those who do not speak English well.

Following Federica's advice, the partners decide to send to the project leader an activities & financial report each 3 months, so it can easily verify the workflow.

During the meeting, Kennet created a management platform on line in which it is describes the project and partner organizations and in which each partner must insert progressively informations and news about the activities carried out. To check out the site and add info to go on www.CEV-NGO.EUproject.org Each partner received a password and an username to enter in the website. It will be a very useful tool during all project lifetime.

With regard to some concerns raised during the meeting, Federica will contact the LLP National Agency to require clarification on Travel & Subsistence costs, the possibility to extend the period of activities of some WP, the possibility to realize next meeting in Rhodes. Federica will inform all partners as soon as she will receive informations from LLP NA.

The partners decided that **next meeting** will take place in **Greece** at the **beginning of June 2011**.

They decided to stay in contact also trough Skype Conference. The contact of each participant is:

franco.fera
marko_paun
federicacelestini
avasiliadis
zm-teczke
teleped
joanna.leontarakis

All partners are encouraged to send any comments or suggestions within of end of December 2010.

