



Erasmus+



ENTE NAZIONALE PER IL MICROCREDITO

M.I.C.R.O. Migrants Ideas Converted into Real Opportunities

KA2 Strategic Partnerships for adult education
2015-1-IT02-KA204-015067

Kick off meeting Report
Rome, 12-13 October 2015
c/o Ente Nazionale per il Microcredito, via Vittoria Colonna 1, Roma

Participants:

- **Angela Mariotti**, Ente Nazionale per il Microcredito
- **Selene D'Angelo**, Ente Nazionale per il Microcredito
- **Andrea Loli**, Ente Nazionale per il Microcredito
- **Carmen Perez**, Nantik Lum
- **Alicia Garcia**, Accion Contra el Hambre
- **Carola Dierich**, Wisamar
- **Andrea Cenderello**, Ce.S.F.Or
- **Ernesto Russo**, Ce.S.F.Or

The first meeting of M.I.C.R.O. project was hosted by ENM in Rome, Italy from the 12th – 13 October 2015.

The goals of the meeting were to initiate the project by

- a) ensuring the project partners had a good overview of the aims and structure of the project.
- b) Identifying, clarifying and establishing tasks and responsibility for the workpackages
- c) To establish good working relationships between the project partners.

The report aims at reporting the main activities carried out in the frame of this activity, the presentations made for each WP, the main contributions emerged during the discussion and also at highlighting the interactions among different WPs in relation to the objectives and outputs of the project.

Organization and structure of the meeting

The meeting has been structured as a two-days event.

-During the first day, a plenary session with an overview of the whole project structure and objectives, the presentations of each partner organizations have been outlined.

-During the second day, a plenary session with a presentations of each WP (tasks and deliverables), the project management and financial aspects have been discussed.

AGENDA

Start	End	Led By	Activity Title	Aim of Activity
15.00	15.30	Microcredito	Meets and greets	To meet each other
15.30	16.00	Microcredito	Partners presentations	<i>To present each partner mission and activities related to the M.I.C.R.O. project (5-7 minutes each)</i>
16.00	17.00	Microcredito	Project overview	An overview of the whole project: aims, results, activities
17.00	18.00	Microcredito	Project intellectual outputs overview	<i>Overview of the project core activities: the 2 Intellectual Outputs</i>
20.30			Dinner*	

Start	End	Led By	Activity Title	Aim of Activity
10.00	11.00	Microcredito	Project activities	<i>To present the activities</i>
11.00	11.30	Microcredito	Evaluation and monitoring	<i>To share and define evaluation indicators, deadlines and tools</i>
11.30	11.50		Break	
11.50	13.00	Microcredito	Dissemination and exploitation	<i>To share and define dissemination target groups, numbers, tools and reporting</i>
13.00	15.00		Lunch	
15.00	16.30	Microcredito	Erasmus plus and financial and administrative management	<i>To understand financial and administrative functioning and management of the project plus</i>
16.30	17.00	Microcredito	Question time	<i>To address specific questions/issues raised during the day</i>
17.00	17.30	Microcredito	Conclusions and meeting evaluation	<i>To review the meetings results To evaluate the meeting</i>

Work Packages:

The second day session focused on the WP related to the main activities of the first 12 months agenda. All partners agreed on a new draft of activities schedule (see Annex 1) in order to increase the proficiency of the project.

During the session the contents to be analyzed during the good practice exchange has been decided as follow:

PARTNER	MODULES
ENM	Microfinance
Accion Contra el Hambre	how to prepare a business plan for migrants
Wisamar	Intercultural Communication
Nantik Lum	business start up and management
Mediter	Intercultural communication

The good practices exchange will be held in Rome in March 2015 and the whole material for this meeting has to be ready at least one month before. Two person per each partner have to take part of this meeting that will last 5 days.

The research of the good practice will be coordinated by Ce.S.F.Or, all partners will follow the criterion chosen and reported on the scheme drafted by Ce.S.F.Or.

COMMUNICATION:

External Communication Tools and Dissemination:

The website, LinkedIn and Facebook account will be taken over to maintain the continuity and the link with the existing work. The logo of the project will be created by the partner “Nantik Lum”. Each partner will host the project website link in their own website.

A stakeholders mailing list will be set up.

It has been agreed on the creation of a “Dissemination plan”, following the EC recommendation; the coordinator of this action is Accion contra el Hambre

Its tasks are to create and follow the social network regarding the project: a Facebook and LinkedIn page.

It is also in charge to verify the dissemination and communication activities of each partner in its own country, especially the organization of the conferences.

Internal Communication, tasks and responsibility:

For the internal communication, mailing lists have been set up for general project matters and administrative matters.

For sharing files and documents it has been decided to use Dropbox: an account will be open by the beneficiary.

Monitoring and Evaluation:

Each partner will be responsible to provide all the information requested in order to accomplish the monitoring and evaluation check which have been established in every 4 months. The general coordinator for this action is Wisamar.

-The ENM will coordinate these activities (Dissemination and Monitoring) but in collaboration with the partner that will be in charge to organize and prepare a plan for these activities during the entire period of the project.

Administrative and financials duties

A session about the Administrative and Financial rules and duties has been carried out by Ce.S.F.Or.

The beneficiary informed that the agreement between the National Agency and ENM has not been signed yet by both parties (only by ENM). After that we will be able to sign bilateral contracts between ENM and each Partner. The partnership Agreements will contain all details (payment instalments and percentages, responsibilities, tasks, etc.). All partners agreed on the financing payments proposed by the promoter.

Regarding the budget for the Transnational Meetings it has been decided to proceed in a couple of weeks by re-allocation in order to ensure the implementation of 4 meetings attended by all partners.