

Project ArstTogether
Kick-off Meeting Minutes

10th-11th January 2018

The meeting started with a general presentation of the project's partners and their organisations.

A general overview of the project was presented where it was briefly explained the general scope of the project, a background explanation about the project ideas and its aims and objectives to be reached.

Some of the project outcomes that were discussed included:

- to find innovative methods for the integration of migrant children at schools through artistic means
- to mix the local populations with migrant families
- to involve migrant families in the learning environment and within schools
- to prepare teachers and educators to accept and embrace diversity within classrooms
- to address the needs of Greece and Italy in this perspective
- to raise awareness to the general public
- to involve policy-makers and to inform them about the possibilities and project results.

WP0: Management & Coordination

Additionally, it was presented the general role of each Working Package leader and its relevant responsibilities for the implementation of project outcomes within each Working Package. The WP leader therefore is responsible for the implementation of all project activities within each working package, communicating with the partners, coordinating the responsible partners involved in the tasks and setting the provisional timelines that need to be followed.

The WP leaders will communicate regularly with the Coordinator to ensure that all required tasks are followed by the partners in charge. The Coordinator has the general responsibility of the project, the effective budget-wise and time-wise implementation of all project tasks and successful development of the deliverables.

EC will have direct contact with the coordinator. If any partner has any concern they need to report that to the coordinator. He will act on behalf of all partners. Formal and contractual correspondence needs to be addressed to the Head of Unit in EACEA.

A management board has been set up which comprises by UoP (Coordinator & WP3 leader) & UNIBO (WP1 Leader) & BSA (WP2 leader) & Four-Elements (WP4 leader).

They will regularly communicate to discuss the project progress in the respected timelines and within each WP time period.

The project timeline it was also presented to ensure that all partners have understand when the time periods of their working packages and when deliverables need to be delivered within a specific time period.

Quality & Monitoring:

The general responsibility for quality monitoring and implementation of the project results is under the management section and the responsibility of the Coordinator with the collaboration of the partners and WP leaders.

A quality strategy documents will be drafted and send to all partners by month 2.

Different quality indicators will be used for quality monitoring both qualitative and quantitative that have been indicated within the proposal as well to ensure the project's results.

Frequent reports every six months will be produced and evaluations questionnaires concerning project's progress will be distributed among partners.

Another evaluation report will be distributed among WP Leaders to ensure that they have delivered their role substantially as well as the tasks and responsibilities of other partners within their WP.

Quality management of the project for ensuring that all project activities necessary to design, planned and delivered with quality standards.

Do we have corrective constraints to be taken into account?

- risks and constraints
- achievements
- corrective measures
- time management
- quality of deliverables

Evaluation:

- the accomplishment of objectives
- financial management
- time-management
- output delivery
- project progress
- quality and usefulness

Risk monitoring:

In order to prevent any irregularities and misunderstanding about the role of specific partners' regular communication has been foreseen to overcome those problems. Four physical meetings have been designed to discussed project's progress as well as bimonthly meetings with all partners. In specific WP monthly communication will be set with the partners concerned to ensure that progress monitoring is followed.

The Coordinator will have frequent communication with the WP leaders to ensure distribution and understanding of roles.

Virtual communication will be set within partners in three ways:

- Sharing of project's documents in a common platform (Google drive or Dropbox)
- Common virtual platform for communication and project monitoring
- Virtual meetings via skype or other electronic platforms

WP1: Needs assessment analysis

The duration of this WP is 8 months from January to August.

Responsible for this working package is UNIBO as the WP Leader. UNIBO will develop a draft version of a needs analysis report that will be comprised by the results of three different questionnaires with closed questions and very few open questions that will target three different target groups:

- Social organisations
- Public organisations
- Migrant parents and representatives of migrant communities

The term that we will use is third country nationals and the term that the Commission uses for identifying migrants.

The questionnaires will include no more than 10 questions to be able to distributed and answered by all representatives of the target groups. At least 15 questionnaires per target group need to be distributed.

Some criteria that were set for the questionnaires was that:

- The sample can't be representative of all the population. So it will be chosen based on non-probability sampling.
- The questionnaires will cover children on early childcare and primary education. A single questionnaire can be produced.
- Interviews will be based on public officials that can be considered as key people related to migration issues.
- The geographical area covering the selection of sampling and target groups is not limited, it can cover all country or specific cities.
- The country of origin does not limit the sampling. We refer to migrant and refugee population with a right to have access to education according to different country laws.
- The questionnaires can be distributed to both public and private schools depending on if they have migrant/refugee children or third country nationals.

Qualitative research will also be included in the needs analysis report, which will include 5 interviews with higher authorities that can be the same as those responded to the questionnaires.

UNIBO will share the draft template among partners until the end of January. Partners have one-week for providing feedback and propose any amendments to the questionnaires. The questionnaires can then be distributed to the target groups both virtually or in person with no limitations.

UNIBO is also responsible for the collection and drafting and analysis of best practices report. The best practices report will include at least 12 best practices. UNIBO will provide a template for selection of the best practices.

Best practices selected can be from any European country and other countries with long migratory experiences and be generally recognised as having a real contribution to the integration of migrant children. At least 2 best practices will be collected by the responsible partners: **UNIBO & BSU & HIGGS & 4-Elements, Mediter, Kindervilla.** The best practices report needs to be delivered by **M5**. It will include a collection of all best practices, an introduction and final conclusions.

State of-the-art report: UNIBO will be responsible for drafting the state of-the-art report which will include the needs analysis report & the best practices report in a single document for both Greece & Italy with some final recommendations that will provide the basis for WP2. A draft of the state of-the-art report will be delivered by M6 and the results will be presented in the Capacity Building Workshop which will be held by Kindervilla.

The Capacity Building Workshop will be held by Kindervilla in Innsbruck at M6. The agreed dates for the meeting is 25-27 of June. All partners agreed to organise the workshop prior to the date defined in the proposal due to the fact that there will be no children during the summer period. In the workshop will be presented some of the first results of the state of-the-art report, and best practices from Mediter and Kindervilla. In addition, the third day will be dedicated in discussing about the designing of the curricula, what needs where identified, the length and translation of the materials.

WP 2: Curriculum Development

The duration of WP2 is 10 months, from September 2018- June 2019. WP leader is BSU will coordinate the activities within this working package and work with the other partners involved for developing cost & time effective deliverables.

BSU will work with CSC & FCSVM in designing and developing the curricula and will agree with them on how to distribute the work and in what phases of the project will be involved. FCSVM is responsible for developing the intercultural activities after consultation of BSU and what has been foreseen for curricula development from their side as the Arts experts. BSU is free to decide upon consultation of the other involved partners + feedback from all partners the format of the curricula.

BSU also presented ideas about prospective curricula and artistic activities that can be included and also presented already implemented projects and their impact. BSU received positive impact about the ideas and the general content of the curricula.

It was also discussed that 5 different curricula will be developed to touch upon different perspectives of training. Curricula should not be lengthy and should be taken into consideration

the translation aspect of the curricula in the 2 other national languages Greek and Italian. Curricula can also be developed based on practical aspects and exercises and less on theory but should include some pedagogical aspects as well.

Concerning the training material for the trainings, BSU + CSC+ FCSVM are also the responsible partners for developing the training material for the train-the-teachers seminars and pilot testing. What it was discussed was that part of this material will be transferred to PowerPoint formats to facilitate trainings.

Concerning translation of the materials, the partners who are involved in this working package and have allocated hours for this activity, will be responsible for the translation of the material. Translations can be divided among national partners involved based on the allocated budget and staff working hours, and that can be discussed among partners themselves. Partners who cannot be involved in the translation of the material for reasons of legal nature (e.g. need public tendering to hire a translator), can contribute to the developing of the material or guides that will be used for the trainings.

Budget for translations can also be transferred from other headings such as other direct costs, or printing costs.

Train-the-teachers seminars: Responsible partners are FCSVM+ UNIBO for Italy & HIGGS in Greece. The trainings will be delivered to teachers, educators, trainers, intercultural mediators in local levels and at least 20 stakeholders must be present. Trainings will be interactive and partners are free to choose the means and methods for training based on the training material already provided. The training seminars will last 2 days * 6 hours per day so totally 12 hours per seminars will be organised in each country.

Pilot-testing of training material: Responsible partners for pilot testing is CSC in Italy and ARSIS in Greece considering that they have access to migrant population and working closely with schools. Details can be discussed in the 3rd meeting in Palermo. It was also discussed the possibility for using one day of the meeting in Palermo for applying some of the training material and transfer it to partners.

WP3: Awareness raising actions & grassroots events

Responsible for WP3 is UoP and it includes awareness raising actions at different levels. What it has been foreseen for this WP is to organise grassroots events and public roundtables.

Grassroots events: 2 grassroots events will be held in Greece & Italy. Responsible partners are CSC in Italy and ARSIS in Greece with the presence of at least **50 people**. Grassroots events aim to raise awareness at local level and bring together migrant with local families as well as their children.

Public roundtables: 2 public roundtables will be organised in Greece & Italy. Responsible partners are UNIBO in Italy and UoP in Greece. At least **20 stakeholders** from different organisations and public officials are expected to be present to the roundtables with no geographic limitations. Roundtables can be organised internally within university or in any other place that can secure the presence of the people.



Policy brief: A 10-pages policy brief will be developed by UoP which will include policy recommendations for public officials.

Collaboration network: Mediter as the network experts will develop a network of possible organisations for further collaboration based on its existing contacts and upon recommendation from other partners and on their existing networks. More than **100 stakeholders** will be included. This can have the form of a single documents with contacts and logos of partners that could also be uploaded to the website.

Guidelines: They will include an overview of activities, methods and frameworks for using arts as means of integration and intercultural learning for migrant children. About **50 organisations per country** will receive the guidelines. Partners will be asked to distribute the guidelines in their respective networks and developed communication channels.

WP4: Dissemination & visibility

Responsible for WP4 is Four Elements which will organise a dissemination strategy and consult with other partners on the dissemination tools to be used. Dissemination will be held during the whole project duration and it the responsibility of all partners.

The project logo should be sent by 19th of January.

Four Elements presented a communication plan and it's going to send a dissemination strategy plan by M2 to all partners. It also presented different logos and it's going to send the selected logo in different colours to all partners to decide.

The first draft of dissemination plan will be delivered by 9th of February.

The project website will also be ready by M3 in three official languages English, Italian and Greek. Social media platforms such as Facebook and Twitter accounts will also be created for the project.

Social media should be created by 31st of January.

Four Elements will also produce a **project poster** and a **brochure** to be used in any event that is going to be organised and partners need to have printed versions of both in their organised meetings and events according to the foreseen budget.

Four Elements will also produce **3 newsletters** at major project milestones at M7, M18, M24 and brief press-releases for basic events.

It was also discussed that partners are also obliged to use the Commission & project logo in all materials that will be developed during the project and all public activities that will be organised. In addition are obliged to include a disclaimer of EC in the documents developed. The project also needs to be present to the partners' website with its logo.

Four Elements will also send a dissemination plan with examples to all partners so to start preparing their future dissemination activities and keep track of their dissemination tools. Proof of dissemination needs to be provided in every case. Every 6 months a dissemination report will be sent to all partners to monitor dissemination activities.

Dissemination toolkit: A dissemination toolkit will be developed which will include all the material and presentations that have been used so far in English and all national languages for different purposes. Four Elements will be responsible for gathering all the material after an event and training that has been organised.

Final Conference: A final International Conference in Brussels will be held by Mediter with representatives from the partner organisations and officials from EU institutions and other organisations. At least 60 stakeholders aimed to be present.

Grant agreement:

- The Grand Agreement (GA) has been signed between the coordinator and the partners. It consists common responsibility of all partners.
- Tasks and responsibilities have to be formalised and endorsed in the partnership agreement. Although the PA is not compulsory, the Coordinator has the right to set the internal rules among all the partnership. The Partnership Agreements have been sent to all partners. There were some partners that objected specific articles of the PA. UoP will cross-check those articles with the Commissions officials that are not against the GA and if needed it, it will redraft and redistribute the PA to all partners for signing. Upon approval of the PA, UoP will start the payment process for all partners. Due to capital controls and internal procedures within the University the payment may be delayed.
- Under GA, all partners have responsibility to follow data and project progress in the EU portal. Financial data are available and transparent among all partners. The budget and budget headings are available in the EU portal.
- UoP will upload all required documents to made available for all partners.

Financial & Technical reporting:

Two official reports are compulsory to be submitted to the Commission which is the Interim report at M12 of the project and the Final report that needs to be submitted within 60 days upon completion of the project and for receiving the final payment.

An internal reporting will be held every 6 months with the delivery of timesheets, and any financial requirements and costs that have been occurred. Proposed reporting period for internal purposes is every 6 months.

Reporting periods:

- 1° 08/01/2018-30/06/2018
- 2° 01/07/2018-31/12/2018 (Interim Report)
- 3° 01/01/2019-30/06/2019
- 4° 01/07/2019-31/12/2019 (Final Report)

Financial regulations:

The total budget is 599,127.64 EUR

Total EU Contribution => 539,095.05 EUR

Max EU Contribution= 89.98%

Own Contribution: 10,02% shared among all partners according to their budget

It is based on real costs occurred during project implementation.

The budget that was submitted with the proposal it was wrongly calculated and some amendments have followed upon recommendation by the EC. It was also added some budget items that had not been foreseen in the initial budget such as an auditing certificate and travel costs for the information meeting in Brussels.

Eligible costs are considered:

- A. Staff costs
- B. Travel costs
- ~~C. Equipment~~
- ~~D. Consumables~~
- E. Other direct costs
- F. Indirect costs

Proof of spending is required for each budget heading. Transfers between budget headings can be held up to 10% without formal request for amendment but up to 20% a formal request and approval by the EC needs to be made.

Proof of staff costs: It covers costs for permanent or temporary staff with an employment contract with the beneficiary as well as the costs of natural persons working under contract with the beneficiary other than an employment contract.

In house Consultants:

- a) The Beneficiary has a contract to engage the consultant to work for it and that work involves tasks to be carried out under the project funded by the grant.
- b) The consultant must work under the instructions/supervision of the beneficiary.
- c) The consultant must work in the premises of the Beneficiary as a member of the project team.
- d) The output of the work belongs to the Beneficiary.

Calculation of daily rate:

- * The calculation of staff costs must be based on the annual gross salary including social charges and other statutory costs, the total actual annual working time units and the time actually worked on the project.
- * Annual gross salary
- * + Additional costs for social security charges
- * + Additional costs for social insurance
- * + Severance indemnity
- * = Total annual costs

Supporting documents for justifying staff costs:

- * Contracts
- * Proof of payment (bank statement)
- * Payslips
- * Timesheets
- * Daily rate explanation

Travel costs: It concerns staff justified in the project and have an employment relation with the beneficiary. All travel costs must be directly associated to the project and must be held during the foreseen project meeting dates and only within those dates + one day before & one day after the meeting dates.

All travel costs are eligible and may include visa fees, travel insurance and cancellation costs.

Supporting documents for travel costs:

- * Tickets (plain, train, bus, etc. ...) and
- * invoices (travel agency)
- * Boarding passes
- * For car journeys: a copy of the reimbursement claim, done up to the cost of the first-class rail fare. [Please indicate the equivalent rail fare for this journey].

Taxi and car journeys are only allowed in specific cases and when there is no other means of transportation due to strikes of public transportation and other justified reasons (to be cross-checked with the EC)

Supporting documents for subsistence costs:

- * Hotel/restaurant invoices
- * Internal rules defining modalities for reimbursement of subsistence costs
- * All reimbursement must be done through bank transfer and proof of receipt needs to be provided and kept for auditing purposes

Other direct costs:

- * Subcontracting and implementation contracts
- * Conferences, trainings and seminars
- * Publications and dissemination
- * Other possible direct costs (organisational costs for kick-off meeting)

All receipts and documentation must be kept because up to 5 years after the project implementation. All partners and the Coordinator must have proof of documents. The Coordinator will receive the copies of the original documents including scanned documents, tickets, boarding passes, receipts.