

## Kick-Off Conference NGEEnvironment – Minutes

**Date:** 06.11.2018

**Start:** 09:45h

**End:** 17.45h

**Place:** Country Hotel Lousada (Portugal)

**Room:** Main conference room of the 'Country Hotel Lousada'

**Participants:** Marc Beutner, Denise Eggert, Artur Pinto, Sandra Marisa Esteves, Carla Vanessa Gomes, Maryrose Francia, Kim Busuttil, Philip Land, Noeleen Land, Carmen Solla, Eva Pena Molinero, Federica Lo Cascio, Georgeta Chirlesan and Ramona Ionela Ciuca

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**Name of transcript writer:** Denise Eggert

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### Welcoming the NGEEnvironment partners

Introduction to the Kick-Off Conference of the project by UPB.

### The NGEEnvironment Project

#### Aims of the project are:

- training a new generation of leaders of civic/ associative movements
- Providing support to new leaders and existing NGOs
- Collecting a set of good practice and role models
- Sharing best stories of success and expertise from across Europe
- Promoting green and social economy based on civic participation/mobilization
- Contributing to social cohesion

After the summarized overview about the project aims, the partners started to introduce themselves to each other:

#### RightChallenge (Artur Pinto)

Introduction of RightChallenge and the impact of Lousada in the environment

- Lousada council characterization
- The activities within the environment field in Lousada (Portugal)
- Moto project: think globally

### **Acrosslimits**

- Telling some facts about Malta as country (industry)
- The beginnings of the institution AcrossLimits, profile description, overview about the clients
- Team of acrosslimits

### **Future in Perspective (FIP, Philip Land)**

- Telling some facts about Ireland
- profile description, overview about the projects
- Team of FIPL

### **Asociación cultural y medioambiental Permacultura Cantabria (PC)**

- Very active in Erasmus+ in 10 projects
- E.g. active in youth field, emotional management, field of schools and education

### **SINERGIE Soc. Cons. a r.l. (SIN, Federica Lo Cascio)**

- Education and training emphasis: continuing education, e-learning, vocational training, research and innovation etc.
- Showing some current projects like MAESTRI; SELLY, ecomentor
- Mainly application of environmental issues

### **Grupul Pentru Integrare Europeana Romania (GIE, Georgeta Chirelesan)**

-legal status and locations

- it is a NGO

- open the University for Europe and

- mission and objectives of the institution: actively contribute to the integration process of EU

- Speaking about Core Aspects of NGEviornment:

-Improving of basic skills and competences on leadership

-fostering citizenship and NGO action

- supporting for green and social action, with demonstrated benefits for the environment, the regional and local communities

- promotion of social cohension, integration and inclusion, with benefits and more opportunities for all

After the general introduction to the NGEEnvironment project, the following IOs were presented and explained: (1) Summary Research Report, (2) Induction to Pedagogy for NGO staff, (3) Training package for social and green NGO leadership, (4) Online platform and observatory, (5) Engagement toolkit, (6) Audiovisual instructive package, (7) Survival guide for NGO Founding and Funding, (8) Policy paper and (9) Layman report.

## **IOs of the NGEEnvironment project**

### **IO1- Summary research report**

The topic started with a discussion about the definitions of what is a NGO:

It is difficult to explain, because it also depends on a national and international level. One definition, which was shown was the following one:

*"A non-governmental organization (NGO) is non-for-profit, voluntary citizens' group, which is organized on a local, national or international level to address issues in support of the public good" (United Nations)*

Also others definitions were shown and discussed.

-multidisciplinary evidence based state-of-the-art presented in a form of a report → projects framework

- diagnose NGO sector in each partner country

- where to get the information: desk research (statistical data, reports, books, websites...) and field research (resort to the local working groups)

#### **- Diagnosis questions- some examples:**

1. *How could you characterize the civic participation in your country?*
2. *How important is the NGO sector in your national and local area?*
3. *Is the NGO sector active in you national and local area?*
4. *Is the community active in the NGO sector in your country?*
5. *What are the most common funding mechanisms used by NGOs in your country?*

- ➔ IO1 has to be finished until the next meeting and already has been started
- ➔ The research report will be summarized to 10-12 pages. These pages needed to be translated by all partners. The report will show the most important results of the comparison.

Partners will be provided with templates, so that every partner can start its research.

## **IO2- Induction to Pedagogy for NGO staff- (Train the trainer course)**

Within this induction training, which will mostly be in a format of e-learning, based on electronic resources, existing NGO staff members will improve their pedagogical skills regarding communication, openness to answer questions, pedagogical methods, risk management etc.

## **IO3- Training package for social and green NGO leadership (for the beneficent course)**

- A bespoke, modular (5 days) leadership training course that specifically addresses the development of management and entrepreneurial skills for the NGO sector...
  - While the full list of topics to be addressed will emerge from the research conducted it is anticipated that, at a very minimum, the proposed new training course will include all the normal leadership and entrepreneurship development modules like; (1)introducing leadership; (2)introducing green and social entrepreneurship; (3)creative thinking, initiative, self-confidence; (4)idea generation and evaluation; (5)testing and prototyping the idea;(6)communications and outreach;(7)funding mechanisms
  - Responsible for: UPB, RC, EPEK
  - Development of the curriculum → development of the modules, development of the course-ware, development of the pedagogical instructions
  - All development activities are in English language
  - Testing of it and taking actively part in the first testing at the LTTA in Italy
  - Then implementing and testing of the course in the national context
  - The complete structure of the curriculum and the modules will be presented and discussed at the second meeting in Spain in May 2019
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- Overview on the Learning Teaching Training Activity in Italy
  - 5 trainers (1 from UPB, EPEK, ACYMPC, SINERGIE and RC)
  - -26 trainees (12 locals and 2 from each foreign partner country), including people with fewer social opportunities
  - Duration: 5 days
  - Subjects: entrepreneurship, sustainability, natural and social capital, management, finances, leadership, etc.
  - Development of basic and transversal skills.

## **IO4- Online platform and observatory**

- Available in all partner languages
- Responsible for the branding strategy and social media disseminations
- Using google analytics for the website and Facebook
- Showcases- providing videos, photographs, information resources etc. for a more detailed view for an inside in real life
- Basis for the content for the Policy Paper
- Blended learning approach /Face to face training and Online training → Narration explanation

### **IO5- Engagement toolkit**

- Engage potential new NGO, kind of an immersion programme, developing a network, will compromise a variety of means specifically tailored to different and very specific audience
- The project seeks at engaging different types of audiences related to the NGO sector → will mostly support and inform field work to engage
- Outcome of IO5: Short videos, specific brochures, booklet of leaflets, scrapbook and photographs, Info graphics, audiovisual testimonials
- Georgeta created a presentation with all task allocations and timetables for IO2. You can find it on the project website of UPB
- **Target group:** potential new LGO leaders (NL); existing NGO leaders and staff members (L), social and green activists (SGA)

### **IO6- Audiovisual instructive package**

- Complement the Induction to Pedagogy for NGO staff, set of 5 audiovisual products will be developed, 3 minutes videos and animations
- Additionally, a set of 3 videos will be created throughout the project lifecycle
  - 1) 10 minutes video documenting the project's progress;
  - 2) two 5 minutes videos showcasing selected high performance (role models) NGOs that are contributing to solving environmental issues while at the same time fostering social inclusion.

### **IO7- Survival guide for NGO founding and Funding**

- Core information in a short paper
- - step-by-step guide explaining all legal and practical requirements
- Funding mechanisms
- Type of material: digital publication
- Target group: NGO leaders and staff members
- Permacultura Cantabria will provide a research framework that will similarly be addresses by all others partners

*What do I need to operate at national level?*

- ➔ Use information's that can also be found easily in the internet e.g. information about the tax obligations; types of aids, funding's and current resources
- ➔ A list will be created as a kind of matrix with the different subjects and every partner is responsible to adapt it for its own country. In this way it is easier to compare it and provide the target group with the most important information

### **I08- Policy paper**

Main findings of the project, provide evidences and discuss why a change of NGO policy approach might be relevant

- Recommend a course of action based on experiences

### **I09- Layman report**

- Putting all together in easy words, no scientific wording, only good to have all important results in a summary

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**End:** 14:00h

**Place:** Country Hotel Lousada (Portugal)

**Room:** Main conference room of the 'Country Hotel Lousada'

**Participants:** Marc Beutner, Denise Eggert, Artur Pinto, Sandra Marisa Esteves, Carla Vanessa Gomes, Maryrose Francia, Kim Busuttil, Philip Land, Noeleen Land, Carmen Solla, Eva Pena Molinero, Federica Lo Cascio, Georgeta Chirlesan and Ramona Ionela Ciuca

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**Name of transcript writer:** Denise Eggert

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### Administrative and financial information

- Responsibilities of the coordinator
  - monitor the implementation
  - intermediate the communications between beneficiaries and NA
  - provide NA with information related to substantial changes in the project
  - establish requests for payment / ensures payments to the other beneficiaries

Every Intellectual Outputs provided working days. Therefore, every partner needs to provide evidences about the working days with time sheets. For this reason, UPB created the PROM TOOL. This website saves and displays all working days. But every partner is responsible for the entries. UPB already provided every partner with an access to the tool. Please make sure that you do not claim more or less days than granted! The link to the website is:

<http://prom.eduproject.eu/>

Besides every partner should also document the staff costs by payslips and staff employment contracts.

Furthermore, every partner should **keep** following documents (for your own project folder): 1. Invoices (for example: boarding passes, accommodation invoice etc.); 2. Proof of payment and 3. Receipts for costs incurred (for example: printing costs for dissemination material, hosting partner meeting etc.)

The project partners provide all financial and supporting documents every 4 months (first year) and every 3 months (second year). Please use the PROM Tool to create your financial documentation and stick on the working days per Intellectual Output and staff category.

The presentation with more details are available at the project website, which is created by UPB.

### **What's laying ahead of us?**

- Up to this point the specific focus is on IO1, because the development of the others IOs are depending on the results of IO1.
- Work on the Curriculum in the Core team → UPB will provide a first starting document on IO3 until Christmas

### **Dissemination and exploitation**

- Please, fill in the provided dissemination plan and provide always proofs e.g. photos of newspaper articles, events, etc.

### **Tasks:**

- UPB provided a poster in German and English. The partners can translate and use the them in their own partner language. It is always important that created posters are also provided in English to all partners.
- Please, create flyers on the project. UPB will provide one to all partners for translation!
- Every partner should link to the NGEEnvironment Website by the own organisational website

### **Evaluation**

At the end of the Conference an evaluation sheet was handed out, in order to evaluate the Conference.

### **Organisational aspects and information:**

- The **2<sup>nd</sup> meeting will attend in Spain** (Calabrian) from the **21th -23th of May in 2019**
- PC will confirm the date by its institution and provide the partners with further information
- Multiplier events (ME) – 50 people need to attend to ME in July 2019
- Its possible to split the Multiplier event with the participants on more than one day if it is to difficult  
→ But UPB have to contact the NA for that in discuss it with them
- Its not possible to combine a Multiplier event with another ME
- Participant list is needed and pictures as evidences

The project partner website is:

<http://ngenvironment.eduproject.eu/>



UPB will contact the NA in Germany how to deal with the budget reduction for IO1 and IO4. After UPB got new information it will provide the partners about it. Then all partners will decide how to deal with the outcomes for IO1 and IO4.

**Tasks for the next meeting:**

1) Finding a common approach. Every partner is responsible to fix the definition for a NGO for its country and needs to send it to UPB.

*Some impressions of the Kick-Off meeting in Lousada (by images)*









