

# **2<sup>nd</sup> NGENvironment Curriculum Conference- Minutes**

**Date:** 21.-23.05.2019

**Start:** 09:30h

**End:** 17.45h

**Place:** Official School of Free-time "Carlos García de Guadiana" (In Spanish: Escuela Oficial de Tiempo Libre). Avenida del Faro -Pintor Eduardo Sanz, 10. 39012 Santander, Cantabria

**Room:** Main conference room of the "Carlos García de Guadiana"

**Participants:** Marc Beutner, Denise Eggert, Carla Vanessa Gomes, Maryrose Francia, Evangelos Spinthakis, Florence Ostier, Emanuele Pristera, Óscar Argumosa, Philip Land, Noeleen Land, Carmen Solla, Valentina Semeraro, Federica Lo Cascio, Georgeta Chirlesan and Dumitru Chirlesan.

**Name of transcript writer:** Denise Eggert

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## **Wednesday, 22<sup>nd</sup> of May 2019 – Workshop day!**

### **Welcoming the NGENvironment partners**

Introduction to the Conference of the project by UPB and PC.

### **Current Status of the NGENvironment Project**

( *Marc Beutner* )

UPB gave a short overview about the current state of the single IOs before starting with the discussion about them.

#### **IO1 Information → finished**

IO1- Every partner created definitions on NGOs and UPB gave a feedback on the short NGO definitions.

#### **IO2: Training package for social and green NGO leadership → ongoing**

At the Italy meeting, the partner will go through all modules. Teach it and test it. After the training course, the partners need to translate in their mother tongue.

- Use the same PPT-template. We need a common approach and outside appearance. Please, create modules, which show a combination of picture/figures/graphics and text. Please, avoid the death of PPT by creating slides, which are full of text.
- 26 trainees in total: 2 trainees from each foreign partner country and 12 local trainers from Italy.
- 1 trainer from every partner institution

#### **IO3: Training package for social and green NGO leadership → ongoing**

The modules, which were named in the application, will be used in order to create IO3. This is a wish of the NA in Germany.

#### **IO4- Online platform and Observatory → not financed- We decided to describe NGO per country**

There exist a template, which can be used in the own language. Every partner needs to present one NGO per country.

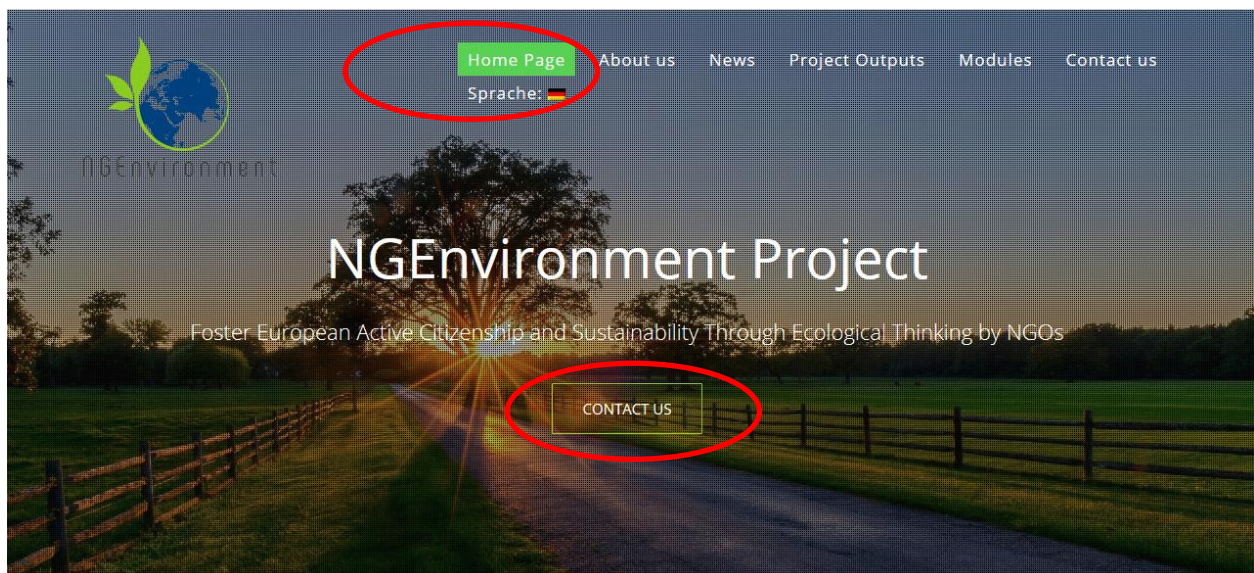
AC shows the current state of the project website (Observatory). The structure and the layout design were presented.

The link to the project partner website is:

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

#### ***Suggested changes:***

- Replacing the “Contact Us”
- Three bullet points, which explain the purpose the project: 1) Empowering, 2) Training and 3) Supporting
  
- Hastags are missing: #erasmus+; #NGEnvironment
  
- Separation of the modules for IO3 and IO2





HOW-TO BASED KNOWLEDGE



REACH THE GOALS



ECO REPOSITORY

### **IO5- Engagement toolkit → ongoing**

- Findings of the survey:
  - Executive Summary → 1 Page
  - Findings → 9 pages
  - Conclusion → 1. Page
  - N= 134 (qualitative field-based research)
  - Conducted from March –May 2019

### **GIE gave some insights into the findings of the survey:**

- get information and materials (1) good practices, (2) legislation, (3) success factors, (4) resource & support materials
- type of informational materials: articles, newsletters and reports
- receive information about NGO through printed newsletters, reports/summaries and good practices guide and guidelines
- there is a very good match between the toolkit features and the research findings
- any many more findings....

### **IO6- Audiovisual instructive package → ongoing**

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
- 10 minutes video documenting the project's progress;
- 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.
- Using Videoscribe for creating the videos.

UPB will create an example in English for all partners. This will addressed in the next meeting.

## **Thursday, 23<sup>rd</sup> of May 2019 – Workshop day!**

### **Administrative and financial information**

Every Intellectual Outputs provided working days. Therefore, every partner needs to provide evidences about the working days with timesheets. For this reason, UPB created the PROMTOOL. 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

#### **▪ Timesheets**

To support IO2 or IO3 you can explain, that you need to create definitions for NGOs (IO1).

This report is based on the PROMTOOL information, which will be generated by the partners. UPB needs to provide a descriptive and financial report for the interim report.

UPB explained the PROMTOOL again and questions, which arises during the project time. Some questions arise in relation to the Timesheets, Travelcost Records and how to deal with Volunteers.

### **Insert your data until the 24<sup>th</sup> of May in 2019!!!**

- **The 3<sup>rd</sup> meeting will attend in Italy (Reggio Emilia) from the 4<sup>th</sup>-8<sup>th</sup> of November in 2019**
- Using WeTransfer.com for sharing huge documents like modules (/translations), videos and audio files

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

- Interim Report 1 → Deadline: 31.05.2019
- Every partner is responsible for some modules of IO2. Every partner will create its modules for IO2 until the 15. July of 2019. Every partner to support you and to provide our modules for IO2 with the same look I created a PPT format which I attach to this mail. Please be so kind and put your modules in this PPT format and insert also some tasks for the learners in the presentation as agreed in the last meeting. Please be so kind and put your modules in this PPT format and insert also some tasks for the learners in the presentation as agreed in the first meeting because the IO2 (same as IO3) will be a blended learning approach which combines face-to-face learning with eLearning elements. So, all our materials have to be on the website at the end, too and for face-to-face - tasks for the learners are crucial to activate them in the learning process. Also fill-in lesson plans for your modules to help trainers to implement them.



## Evaluation

The meeting evaluation sheet were handed out after the meeting. Every participant, who attend to the meeting, conducted the survey.

*Some impressions of the 2<sup>nd</sup> NGENvironment Curriculum Conference in Santander (Spain)  
(by images)*











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