

**NGEnvironment  
Second Partner Meeting in  
Santander, Spain -**

**21<sup>st</sup>- 23<sup>rd</sup> of May 2019**

**Project Nummer: 2018-1-DE02-KA204-005014**



# NGEnvironment

Foster European Active Citizenship and Sustainability  
Through Ecological Thinking by NGOs

**The NGEEnvironment Project**

What is going on?



Intellectual Outputs



Presentation in the  
Interim Report

# INTELLECTUAL OUTPUTS



- 1 ➡ Summary research report ✓ Not financed – We created definitions on NGOs
- 2 ➡ Induction to Pedagogy for NGO staff ✓ Ongoing
- 3 ➡ Training package for social and green NGO leadership ✓ Ongoing
- 4 ➡ Online platform and Observatory ✓ Not financed –  
We decided to describe 1 NGO per country
- 5 ➡ Engagement toolkit ✓ Ongoing
- 6 ➡ Audiovisual instructive package ✓ Ongoing
- 7 ➡ Survival guide for NGO Founding and Funding
- 8 ➡ Policy paper
- 9 ➡ Layman report

## IO2 - Induction to Pedagogy for NGO staff



- ❖ 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 and conflict resolution, among others.

# IO3 - Training package for social and green NGO leadership

- ❖ 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.

## IO4 - Online platform and observatory



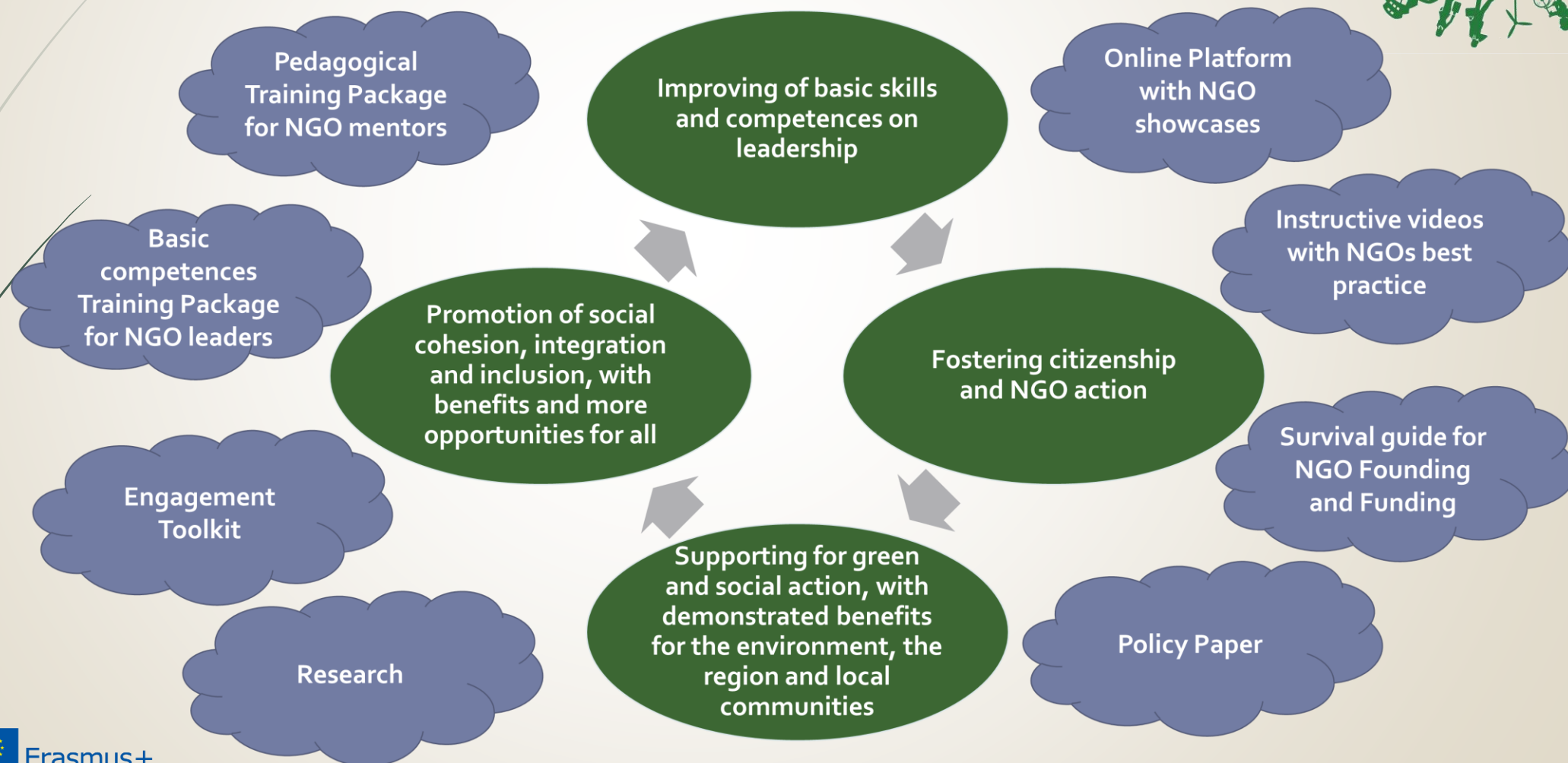
- 1) To present role models for NGO leadership;
- 2) To provide instant access to a library of information resources;
- 3) To provide a range of on-line environments and forums where NGO leaders/staff members can exchange ideas and practices with their peers in partner countries, collaborate on potential joint ventures and support each other;
- 4) To demonstrate the powerful impact that civic action may present in contributing locally or regionally for solving major environmental issues, while at the same time alleviating social issues;
- 5) The observatory will feed powerful evidence-based content for the Policy Paper (IO8).

## IO5 - Engagement toolkit



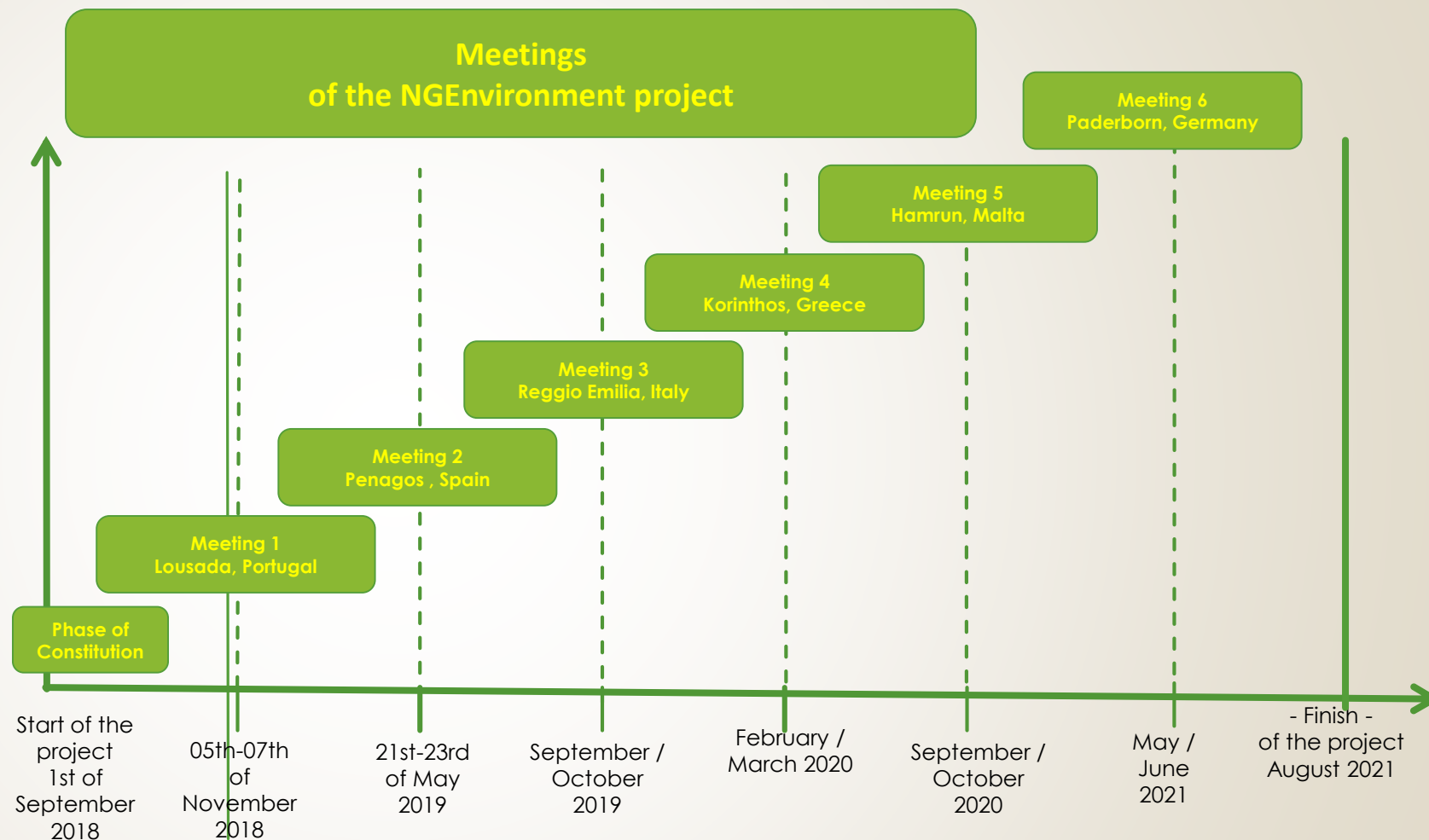
- ❖ This output will then be a comprehensive engagement toolkit that will mostly support and inform field work to engage potential new NGO leaders to take part of the immersion programme and the training course; existing NGO leaders and staff members to enlist to the project's online platform and observatory and to be willing to host the immersion programme.
- ❖ The engagement toolkit will comprise a variety of means specifically tailored to different and very specific audiences identified during the research phase, and may include short videos (for portable devices), specific brochures, booklets or leaflets, scrapbooks and photographs, info graphics, audiovisual testimonials, among others; being different in approach, design and contents from the products generated for the general dissemination of the project.

# Core Aspects of NGEnvironment



**Start: 01-09- 2018**

**Duration: 36 months**



# Learning Teaching Training Activity in Italy September/October 2019

**LTTA – C1**  
**Final Conference**  
**UPB, Germany**

**SP-ADULT-SHORT - Short-term joint staff  
training events**

- 5 trainers  
(1 from UPB, 1 from EPEK, 1 from ACYMPC,  
1 from SINERGIE and 1 from RC),
- 26 trainees  
(12 locals and 2 from each foreign  
partner country),
- Duration: 5 days

# INTERIM REPORT

- 2 Interim Reports
- 1 Final Report

Report in the Mobility Tool



Interim Report 1:

**31.05.2019**

**Descriptive Report**

**Financial Report**

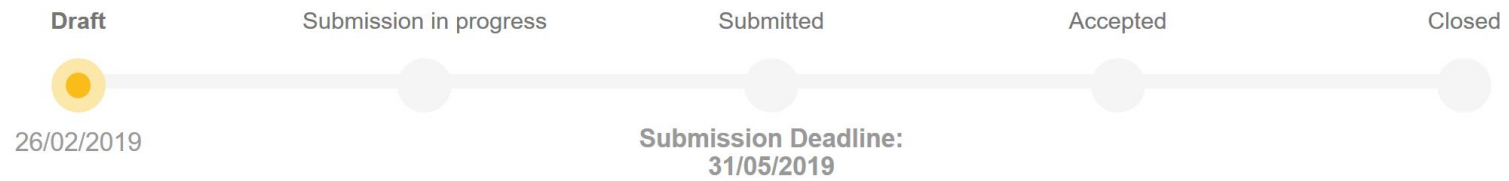
on the basis of the PROM TOOL Information



## Interim/Progress Report - Interim Report-1



### Interim / Progress Draft report available



Interim/Progress Report draft created 3 months ago by System User

[Edit Draft](#)



To all who haven't inserted all data until now:  
Please, insert your data in the PROM TOOL

- Insert your data until 24.05.2019
- Without correct reporting there won't be financing
- UPB writes the descriptive report
- UPB will enter all data inserted by you in th PROM tool in the correct places at the mobility tool.



Project 2018-1-DE02-KA204-005014  
follow-up

Details

Organisations

Contacts

Project Management and Implementation

Transnational Project Meetings

Intellectual Outputs

Multiplier Events

Learning, Teaching and Training Activities

Special Costs

Budget

Reports

## Project Details

## Project Log

### Context information

**Programme:** Erasmus+

**Key Action:** KA2 - Cooperation for innovation and the exchange of good practices

**Action Type:** KA204 - Strategic Partnerships for adult education

**Call Year:** 2018

**Round:** 1

**Start of Project:** 01/09/2018

**End of Project:** 31/08/2021

### Project information



**Grant Agreement No.:** 2018-1-DE02-KA204-005014

**National ID:**

**Project Title:** Foster European Active Citizenship and Sustainability Through Ecological Thinking by NGOs

**Project Acronym:** NGEEnvironment

**Project Status:** Follow-up

**Submission Deadline:** 30/10/2021

**Project Main Objective:** Innovation

### Project Access

**User's role in project:** beneficiary

**Access to Project:** Edit Access to Project

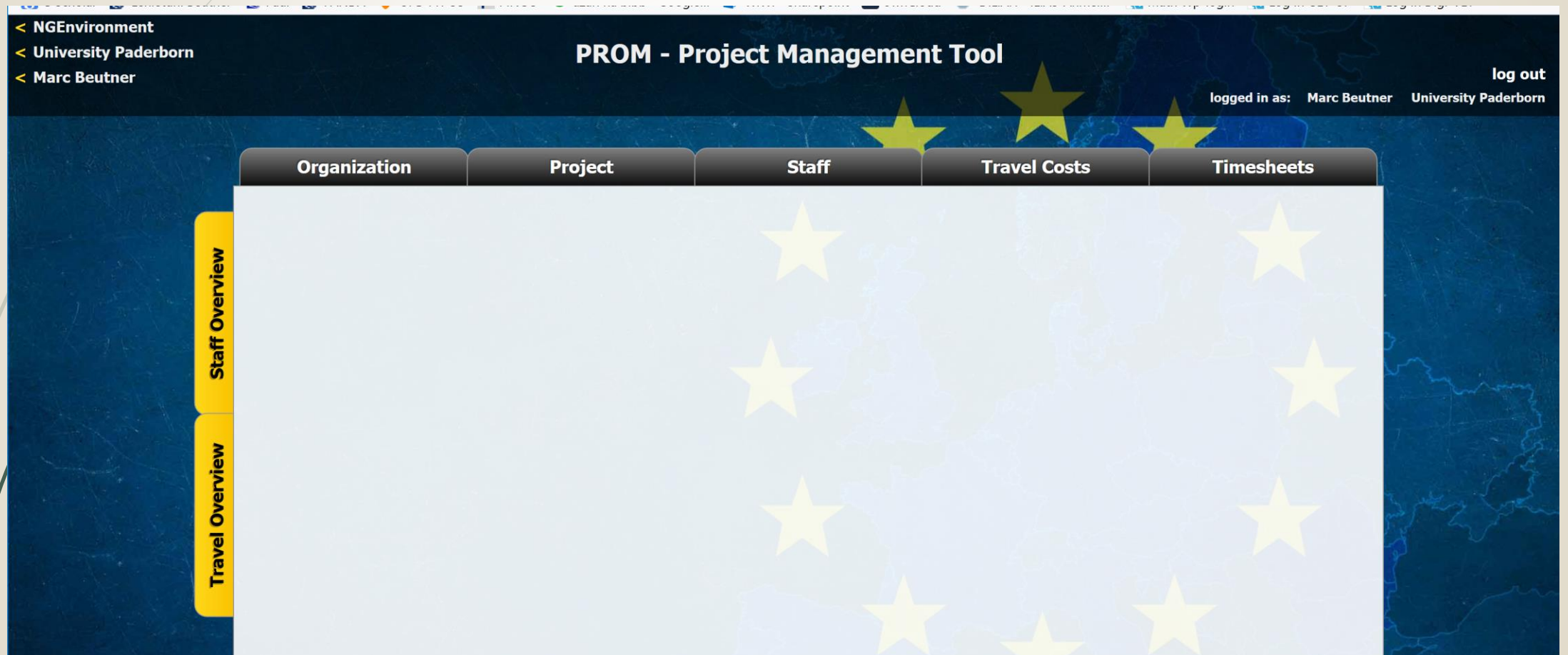
**Project is locked:** ☐

### History information

**Created on:** 24/08/2018 14:25:55 **by:** National Agency

# PROM Tool -

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



# Travel costs

< NGEEnvironment

< University Paderborn

< Marc Beutner

PROM - Project Management Tool

logged in as: Marc Beutner University Paderborn

log out

OrganizationProjectStaffTravel CostsTimesheets

Staff Overview

Travel Overview

This page lets you enter travel costs and print up your travel and subsistence records.

List of travel costs for NGEEnvironment

name	meeting 1	meeting 2	meeting 3	meeting 4	meeting 5	meeting 6
Marc Beutner	Tr	Tr	travel confirmation 100 - 1999 km 2000 km or more	travel confirmation 100 - 1999 km 2000 km or more	travel confirmation 100 - 1999 km 2000 km or more	travel confirmation 100 - 1999 km 2000 km or more

## Travel Costs Record

Partner Meeting Title: The NGEEnvironment Curriculum Conference

Partner Meeting Location: Santander, Spain

Staff Member Name: Marc Beutner



Marc Beutner has participated in the project meeting. The contribution to the travel budget from the EU project grant was:

**Total Travel Costs**      **€ 575.00**

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

Authorised Signature \_\_\_\_\_

Date \_\_\_\_\_

# Timesheets

NGEnvironment  
University Paderborn  
Marc Beutner

PROM - Project Management Tool

logged in as: Marc Beutner University Paderborn [log out](#)

Organization Project Staff Travel Costs **Timesheets**

**Marc Beutner** Tuesday, May 21st 2019

Staff Overview

timesheet:	Sep 2018	Oct 2018	Nov 2018	Total (Quarter)	Dec 2018	Jan 2019	Feb 2019	Total (Quarter)	Total (Semester)
days:	0.49	0.49	0.00	0.98	0.49	0.49	0.00	0.98	1.96
amount:	€ 104.86	€ 104.86	€ 0.00	209.72	€ 104.86	€ 104.86	€ 0.00	209.72	419.44

Travel Overview

timesheet:	Mar 2019	Apr 2019	May 2019	Total (Quarter)	Jun 2019	Jul 2019	Aug 2019	Total (Quarter)	Total (Semester)
days:	0.98	0.49	1.22	2.69	0.00	0.00	0.00	0.00	2.69
amount:	€ 209.72	€ 104.86	€ 261.08	575.66	€ 0.00	€ 0.00	€ 0.00	0.00	575.66

timesheet:	Sep 2019	Oct 2019	Nov 2019	Total (Quarter)	Dec 2019	Jan 2020	Feb 2020	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00

**Every month has to be blue!!!**

**Also when you have 0 working hours in a month! – Please, mark as complete!**

Red monthes are missing monthes!

White monthes are future monthes!



# Check the staff costs with the staff cost overview (only country administrator)

NGEnvironment  
University Paderborn  
Marc Beutner

Organization Project Staff Travel Costs Timesheets

PROM - Project Management Tool

This page lets you see an overview of work hours and budget spent in intellectual outputs. logged in as: Marc Beutner University Paderborn

### Intellectual Output overview for NGEEnvironment

University Paderborn

	Manager	Teacher / Trainer / Researcher				Technician		Administrative Staff		
name	IO1	IO2	IO3	IO4	IO5	IO6	IO7	IO8	IO9	
<b>Marc Beutner</b>										
category 2 days	0.00	1.95	1.46	0.00	1.22	0.00	0.00	0.00	0.00	
staff costs (in EUR)	0	417.3	312.44	0	261.08	0	0	0	0	
<b>Frederike Anna Rüscher</b>										
category 2 days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
staff costs (in EUR)	0	0	0	0	0	0	0	0	0	
<b>Denise Eggert</b>										
category 2 days	0.00	6.02	3.51	0.00	8.03	0.00	0.00	0.00	0.00	
staff costs (in EUR)	0	1288.28	751.14	0	1718.42	0	0	0	0	
<b>total</b>										
category 2 total days	0	7.97	4.97	0	9.25	0	0	0	0	
category 2 days planned	0	10	45	0	10	10	8	10	8	
category 2 staff costs planned (in EUR)	0	2140	9630	0	2140	2140	1712	2140	1712	

