

2<sup>nd</sup>- 4<sup>th</sup> of February 2020



# NGEnvironment

## Foster European Active Citizenship and Sustainability Through Ecological Thinking by NGOs

Project Number: 2018-1-DE02-KA204-005014

**Agenda for the third NGEEnvironment Partner Meeting in Reggio Emilia, IT**

**The NGEEnvironment Development and Design Conference**

**2<sup>nd</sup>- 4<sup>th</sup> of February 2020**

<b>Project Title:</b>	Foster European Active Citizenship and Sustainability Through Ecological Thinking by NGOs
<b>Acronym:</b>	NGEnvironment
<b>Reference number:</b>	<b>2018-1-DE02-KA204-005014</b>
<b>Project partners:</b>	P1 University Paderborn (UPB), DE P2 Right Challenge (RC), PT P3 EPEK – Society for Environmental Education of Korinthia (EPEK), GR P4 Across Limits Ltd. (AL), MT P5 Future in Perspective (FIPL), IRL P6 Asociación cultural y medioambiental Permacultura Cantabria (PC), ES P7 SINERGIE Soc. Cons. a r.l. (SIN), IT P8 Grupul Pentru Integrare Europeana Romania (GIE), RO
<b>Host:</b>	SINERGIE Soc. Cons. a r.l. (SIN), IT
<b>Venue:</b>	Via Martiri Di Cervarolo 74/10 42122 Reggio Emilia, IT

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## Monday, 3<sup>rd</sup> of February 2020 – Workshop day!

APPROX. TIME	TOPIC	CHAIR
08:00	<i>Opening, and welcome coffee</i>	
08:15 – 08:30	<b>Welcoming the NGEEnvironment partners</b> <i>(Federica La Cascio / Marc Beutner)</i> <ul style="list-style-type: none"> <li>▪ Warm welcome</li> <li>▪ Schedule of the meeting</li> </ul>	<i>SIN/UPB</i>
08:30- 09:30	<b>Current Status of the NGEEnvironment Project</b> <i>(Artur Pinto / Marc Beutner)</i> <ul style="list-style-type: none"> <li>▪ The work on IO2 and IO3</li> <li>▪ Rationale, purpose, and aims of the project</li> <li>▪ Role of the partners as per proposal</li> <li>▪ Overview of the Intellectual Outputs and linkages</li> <li>▪ Project Website</li> <li>▪ Discussion, and Q&amp;A</li> </ul>	<i>RC / UPB</i>
15 MIN	<i>Tea/Coffee break</i>	
APPROX. TIME	TOPIC	CHAIR
09:45 – 10:30	<b>IO2: Training package for social and green NGO leadership</b> <i>(Lamprini Panousi / Marc Beutner)</i> <ul style="list-style-type: none"> <li>▪ Current status of IO2</li> <li>▪ Presentation of the Training structure and the modules</li> <li>▪ Discussion</li> </ul>	<i>EPEK / UPB</i>
10:30 – 11:30	<b>IO3: Training package for social and green NGO leadership</b> <i>(Marc Beutner)</i> <ul style="list-style-type: none"> <li>• Current status of IO3</li> <li>• Presentation of the Training structure and the modules</li> <li>• Discussion</li> </ul>	<i>UPB</i>

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<b>11:30 – 12:00</b>	<i>Overview on the LTTA"</i>	<i>UPB</i>
<i>12:00 – 13:00</i>	<i>Lunch</i>	
<b>13:00 – 13:30</b>	<b>Welcome and Introduction Round</b>	<i>SIN</i>
<b>13:30 – 13:30</b>	<b>Introduction of the NGEEnvironment Concept and Curriculum</b> <i>(Marc Beutner)</i>	<i>UPB</i>
<b>14.30- 14.45</b>	<i>Tea and coffee break</i>	
<b>14.45- 15.45</b>	<b>Introduction of the NGEEnvironment report on IO 5</b> <i>(Georgeta Chirlesan)</i>	<i>GIE</i>
<b>15.45- 16.45</b>	<b>Discussion</b>	<i>SIN</i>

<b>APPROX. TIME</b>	<b>TOPIC</b>	<b>CHAIR</b>
<b>16.45- 17.15</b>	<b>Next Step in the NGEEnvironment Project</b>	<i>UPB</i>
<b>17.15- 17.45</b>	<b>Open Questions on Financing and Reporting using the PROM Tool</b>	<i>UPB</i>
<b>17.45- 18.00</b>	<b>Importance of Dissemination and Exploitation</b>	<i>All</i>
<b>18.00- 18.15</b>	<b>Meeting Evaluation</b>	<i>UPB / All</i>
<b>20:00</b>	Social Dinner: We'll go for "tortelli" and visit Reggio Emilia city centre	

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## MINITUES OF THE PROJEKT

After a short warm up and welcome the meeting starts with a discussion about the current status of the NGEnvironment project. Befor Prof. Marc Beutner explains the importance of dissemination activities.

### Presentation: Current situation

#### Core Aspects of NGEnvironment

- Basic skills on leadership: Improving of basic skills means it means to improve two types of people: Trainers (Multipliers) and Learners (Users)- this is to forstering IO3
- One IO per partner (please have a closer look on Prof. Marc Beutners email)
- Forstering citizenship: More general task, content to provide information
  - Supporting for green: At the and of the project we wants to share videos and online platform with NGO showcases
- IO1 research IO. This task were cancelled by the NA, but all partners already did this task, so we have a basic background and understanding
  - We created definitions on NGOs
- IO4 brings some showcases: this task were also reduced
- Description of the ongoing short evaluation

#### What is going on?

- interim report (end of March, 2020), after the interim report the next tranche will be payed
  - Interim Report 30.03.2020
- Prom Tool has to be filled in
- Reporting pages has to be filled in

#### Intellectual outputs

- IO2: ongoing, but almost finished (co-work is done)
  - H5P tasks (their exist more than 40 different learning tasks):
    - Missing from Module 3( EPEK)
    - Missing from Module 4 (EPEK/AL)
  - Missing from Module 5 (RC) Video is missing from RC, too!

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- IO3: many tasks are already finished ongoing)
  - See for more details: presentation of current situation!

IO3 - Training package for social and green NGO leadership

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BUSINESS AND HUMAN R  
Chair Wirtschaft

IO3-modules	Lesson Plan	Presentations	Videos	H5P tasks
Module 1 - UPB	✓	✓	✓	✓
Module 2 - EPEK	✓	✓	✓	
Module 3 - EPEK	✓	✓	✓	
Module 4 - UPB	✓	✓	✓	✓
Module 5 - UPB	✓	✓	✓	✓
Module 6 - RC				
Module 7 - RC				

- Translation has to be done!
- IO4:
  - present role models for NGO leadership;
- Not financed – We decided to describe 1 NGO per country.
  - Structure (done)
  - Germany (done)
- IO5

	Video Testimonials	Consents	PPT Slideshow	Translation of Brochure 1	Translation of Brochure 2	Translation of Infographics 1	Translation of Infographics 2	Translation of Leaflet
	(deadline: 31.10.2019)	(deadline: 31.10.2019)	(deadline: 30.11.2019)	(deadline: 13.12.2019)	(deadline: 13.12.2019)	(deadline: 13.12.2019)	(deadline: 13.12.2019)	(deadline: 13.12.2019)
Spain	✓	✓						
Romania	✓	✓						
Portugal	✓	✓		✓	✓	✓	✓	✓
Malta	✓	✓						
Italy			✓	✓	✓	✓	✓	✓
Ireland								
Greece								
Germany	✓	✓	✓	✓	✓	✓	✓	✓

Status of the IO5 tasks at 2/12/2019

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## Logo reminder

### EU Logo has changed!!!

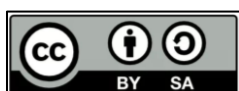
- Please change all presentations and files you created! NA only accept files with the new logo:
- This is the new logo:



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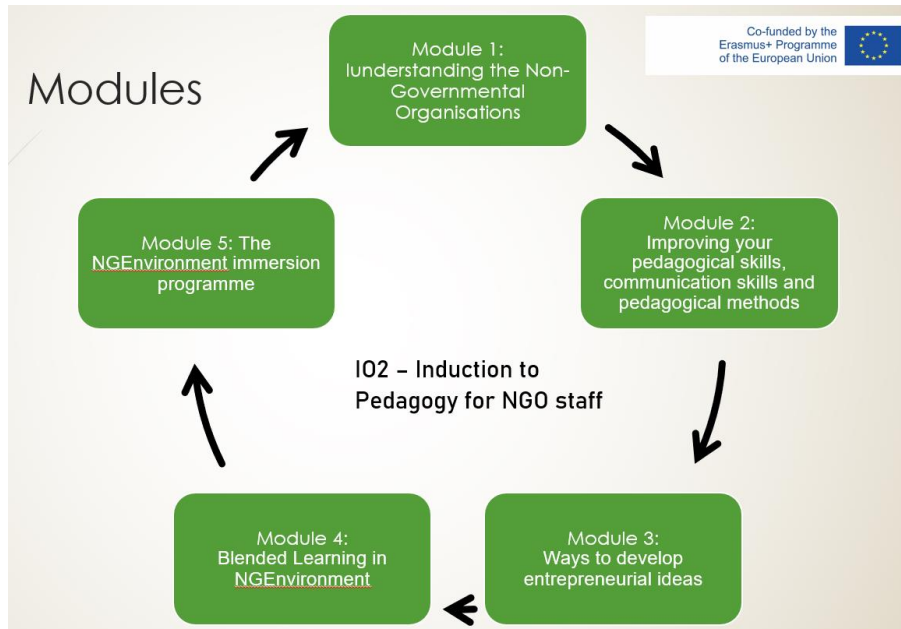


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## Presentation: NGEnvironment\_M3\_I02

### Target groups of NGEnvironment



The structure of the Module 1 to 5 can be explained as a constructive structure.

Module 1: Everything like a background will be explained till Module 5: in a classic situation everything will be done in an immersion programme (to attract learners in the learning programme).

### Intellectual outcome 2:

- Prof. Beutner gives two examples for lesson plan as well as for presentations for the trainings (PowerPoint)
- He explains how the tasks has to been created and based to the next classroom situation: it can be also used and created as homework
- Combined tasks: video files combined with written tasks
- Don't use videos in English and subtitle in your mother language/ country language:
  - Please find a similar video for the English tasks in your country language!

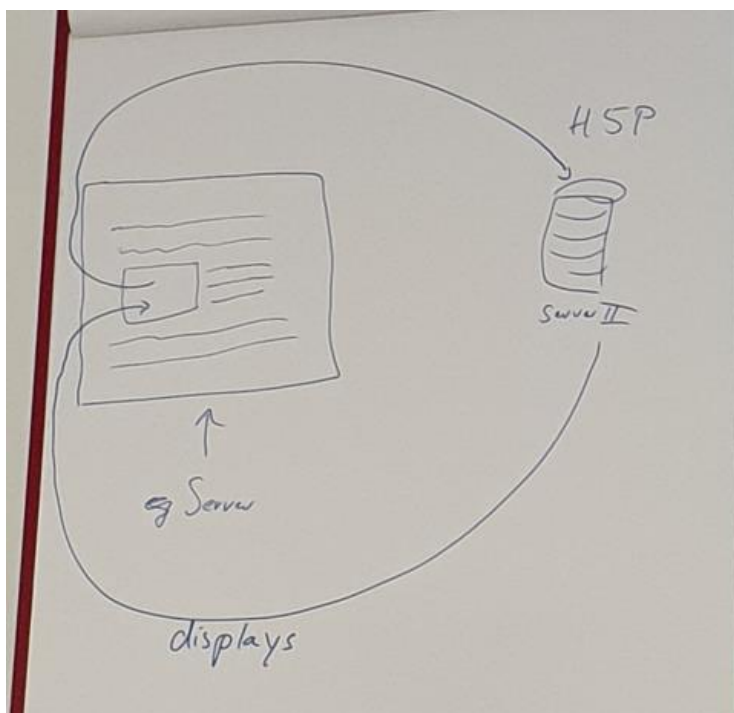
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## Presentation: Meeting Presentation: M3\_I03

Similar structure like in I02:

- Lesson Plan has to be created for the Modules
- Tasks and video combinations
- H5P tasks are easy to create and implement to your presentation and teacher training

Questions about copyright and the use of videos



Video on a website: for example: on YouTube then you can use the video with Iframe in your presentation, according to an open licence like creative commons



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## I02 Learning matrix

outcome

Short explanation about the Modules/ Learning Outcomes/ Indicative Content:

- Prof. Marc Beutner shows an example from for I02

	Module/Unit	Learning Outcomes – The learner will:	Indicative Content
1	Understanding the Non-Governmental Organisations	<ul style="list-style-type: none"> <li>• Understand the driving forces and structures within the NGOs</li> <li>• Understand how the current business environment may impact on NGOs</li> <li>• Understand the characteristics of the green NGOs</li> </ul>	<ul style="list-style-type: none"> <li>• Megatrends and driving forces</li> <li>• Drivers of ecological thinking in NGOs</li> <li>• Technology and technical issues in NGOs</li> <li>• Benefits of the NGOs</li> <li>• Structures of NGOs</li> </ul>

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## Presentation: NGEnvironment- Concept

Every country has a multiplier event: Every partner has to prepare and make clear that interested will be invited

- 30 people will be participate this multiplier event
- After summertime everything according to IO2 and IO3 has to be completed!
  - All translations will be complete
- Reporting, photograph (documentation), dissemination activities:
  - Press article, facebook, newspaper
  - Maybe and possible; research article



At the end of the project! Meeting in Paderborn/ final meeting!

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**Next slide:**

Overview on the the 9 Intellectual Outputs of NGEEnvironment		
IO 1	- Summary research	RC
IO 2	- Induction to Pedagogy for NGO staff	EPEK
IO 3	- Training package for social and green NGO leadership	UPB
IO 4	- Online platform and observatory	AL
IO 5	- Engagement toolkit	GIE
IO 6	- Audiovisual instructive package	FIP
IO 7	- Survival guide for NGO Founding and Funding	PC
IO 8	- Policy paper	SIN
IO 9	- Layman Report	GIE

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### Policy Report:

A policy paper is a research piece focusing on a specific policy issue that provides clear recommendations for policy makers.

### Layman Report:

Towards the end of an Eco-Innovation project, beneficiaries are required to produce a Layman's report in paper and electronic versions. This is targeted at a non-specialist audience and serves to inform decision makers and non-technical parties of the project objectives and results.

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## Welcome and Introduction LTTA

We start the meeting with a short video about Reggio Emilia, then the partners have a time space to introduce themselves.

## LTТА Agenda: what we will do together!



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Timeframe	Monday 03/02/2020	Tuesday 04/02/2020	Wednesday 05/02/2020	Thursday 06/02/2020	Friday 07/02/2020
Room	SINERGIE	SINERGIE	SINERGIE	SINERGIE	SINERGIE
09.00-10.00		Welcome (SIN) Sharing Experiences in NGO work (SIN)	Welcome (UPB) Group Discussion on the Modules M1 / M2	Welcome (UPB) Sharing Experiences	IO3 –M6: Communication and Outreach (RC)
10.00-11.00		Group Discussion on the modules of IO2 and IO3 (PC)	IO2 M3: Developing entrepreneurial ideas (EPEK)	IO3 –M2: Introduction Green and Social Entrepreneurship (EPEK / GIE)	IO3 –M7: Funding Mechanisms (RC)
11.00- 12.00		Sharing Experiences in Entrepreneurship (SIN)	IO2 - M4: Blended Learning Environments (EPEK / AL)	IO3 –M3: Creative Thinking (EPEK / SIN)	Group Discussion on the Modules M4, M5, M6 and M7
12.00-13.00	Lunch	Lunch	Lunch	Lunch	Lunch
13.00- 13.30	Welcome and Introduction Round (SIN)	Introduction to the course elements	Group Discussion on the Modules M3 and M4 (PC)	Group Discussion on the Modules M1, M2 and M3 (PC)	Sharing Experiences in NGO work (SIN)
13.30- 14.30	Introduction of the NGEnvironment Concept and Curriculum – Part I (UPB)	IO2-M1 Understanding NGOs (UPB)	IO2 –M5: Immersion Programme (RC)	IO3 –M4: Idea Generation (UPB)	Final discussion (SIN)
14.30- 14.45	Tea and coffee break	Tea and coffee break	Tea and coffee break	Tea and coffee break	Tea and coffee break
14.45- 15.45	Introduction of the NGEnvironment Concept and Curriculum – Part II – Research Results (GIE)	IO2-M2: Improving Pedagogy (UPB)	IO3-M1: Introducing Leadership (UPB)	IO3 –M5: Testing and prototyping (UPB)	
15.45- 16.45	Discussion (SIN)	Discussion (SIN)	Discussion (SIN)	Discussion (SIN)	
After 17.00	Social Dinner/Event		Social Dinner/Event		

Presentation: E\_NGEnvironment-M3-Concept and Curriculum (see NextCloud)

IO5 Summary Research Report (presentation from Romania)

Report is splitted in 3 parts:

1. Executive summary (1 page)
2. Field based research (9 pages)
  - a. Qualitative field research with around 134 filled questionnaires
  - b. Applied face- to- face by phone, email and Whatsapp public posts or as google form survey (period last year/ March- May 2019)
3. Conclusions (1 page)

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### **Purpose of the Report:**

- present findings
- show potential of new NGO leaders
- existing NGO leaders and staff members
- social and green activists

The Romanian partner presents the main research findings in the next slides (see presentation)

### **Explanation of the ToolKit (IO5)**

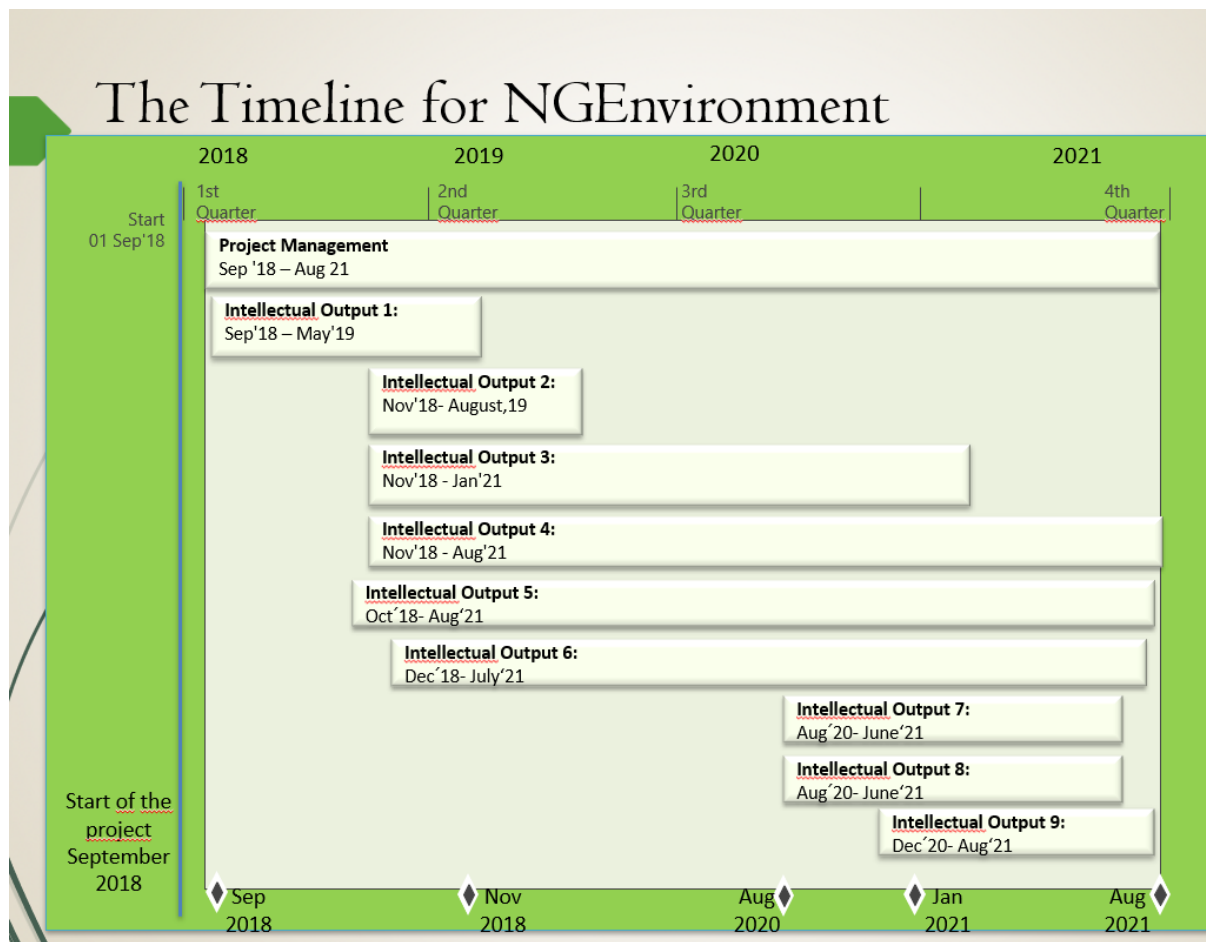
- result presentation of the survey
- videos were presented

Time frame to work in groups (3 groups in total) to create a text according to the videos:

- Group 1: New NGOs
- Group 2: Existing NGOs
- Group 3: Social & green activities

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Presentation: University Paderborn



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## Summary

### All tasks-to-do:

12 Summary of all current tasks

IO tasks:

- ❖ **IO2:** 4 days for translation in partner language and adaptations → until 30<sup>th</sup> April 2020
- The course materials will be made available on the project website
- ❖ 10 existing NGO staff members will complete the induction to pedagogy training in each partner country
- Conducting between May –Aug. 2020
- ❖ Find video links, which fit to your mother language

IO2-modules	Lesson Plan	Presentations	Videos	H5P tasks
Module 1 - UPB	✓	✓	✓	✓
Module 2 - UPB	✓	✓	✓	✓
Module 3 - EPEK	✓	✓	✓	
Module 4 - EPEK/AL	✓	✓	✓	
Module 5 - RC	✓	✓		

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12 Summary of all current tasks

IO tasks:

**IO3:**  
**Finish/ Finalise your modules until the 31st of April**

Translation of the modules in partner languages (4 Technician days) → 30<sup>th</sup> June 2020

- ❖ 20 new NGO leaders must complete the course in each partner country
- Conducting between Aug. 2020 –Nov. 2020
- ❖ Find video links, which fit to your language

IO3-modules	Lesson Plan	Presentations	Videos	H5P tasks
Module 1 - UPB	✓	✓	✓	✓
Module 2 - EPEK	✓	✓	✓	
Module 3 - EPEK	✓	✓	✓	
Module 4 - UPB	✓	✓	✓	✓
Module 5 - UPB	✓	✓	✓	✓
Module 6 - RC				
Module 7 - RC				

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## Summary of all current tasks

- ❖ **IO4:** Partners need to find an attractive NGO and conduct an interview → **November 2020**
- ❖ **IO5:** Task: Every partner, who do not its task has to translate the Engagement toolkit as soon as possible!!! Final Deadline: **15<sup>th</sup> February 2020**
- ❖ **IO6:** FIP provides partners with video scripts  
→ Partners give feedback and support FIP



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## Summary of all current tasks

- ❖ General tasks:
- ❖ Next interim report until the 30<sup>th</sup> of March
- ❖ All partners need to fill in the timesheets from June 2019-March 2020 on the Promtool  
→ 29<sup>th</sup> of February 2020
- ❖ Sending your dissemination report (table)  
→ 15<sup>th</sup> of March 2020
- ❖ UPB will provide you with a internal evaluation survey on the 31<sup>th</sup> of March.  
→ Every partner needs to conduct the survey until the 10<sup>th</sup> of April
- ❖ UPB will provide the partners with an interview guideline/ business profile for the Online Observatory
- ❖ Multiplier-Event: Sep/ Oct after finalizing IO2/IO3

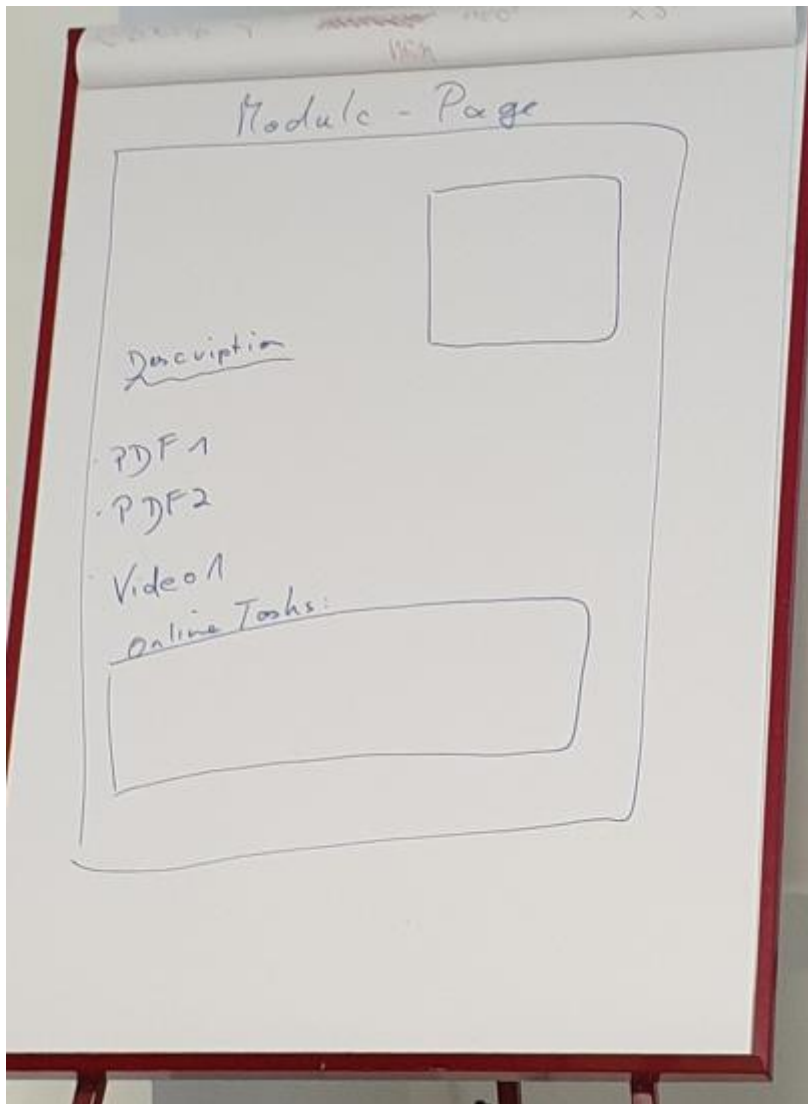




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## Presentation

[www.courses.ngenvironment-project.eu/my/](http://www.courses.ngenvironment-project.eu/my/)



Description: means core aims of the modul

Then a short- look in the file- for the pdfs.

Online tasks

Slot for a chat or blog to communicate with other learners

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Next: Demonstration directly on PROM (the finance tool)

Link to the prom tool: <http://prom.eduproject.eu/login.php?from=/>

