



# NGEnvironment

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

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

5<sup>th</sup> NGEEnvironment Partner Meeting (Online)

The NGEEnvironment Survival Guide and Policy Paper Conference

23<sup>rd</sup> to 25<sup>th</sup> of March 2021

### Meeting Minutes

<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>	Across Limits Ltd., MT
<b>Venue:</b>	<b>Online</b>

## Tuesday, 23<sup>rd</sup> of March 2021 – Start day

APPROX. TIME	TOPIC	CHAIR
13.00 – 13.15	<b>Welcoming the NGEnvironment partners</b> <i>(Maryrose Francica / Marc Beutner)</i> <ul style="list-style-type: none"> <li>▪ Warm welcome</li> </ul> Schedule of the meeting	AL / UPB
13.15 – 13.30	<b>Current Status of the NGEnvironment Project in March 2021</b> <i>(Marc Beutner)</i> <ul style="list-style-type: none"> <li>▪ Current Status of the IOs</li> <li>▪ Rationale, purpose, and aims of the project</li> <li>▪ Status of the Multiplier Events</li> </ul>	UPB
13.30 – 15.00	<b>Status of the Website and the Learning Environment</b> <i>(Across Limits Ltd. – AL)</i> <ul style="list-style-type: none"> <li>▪ Current status</li> <li>▪ Discussion</li> </ul>	AL
15.00 – 15.15	<i>Short break</i>	<i>All partners</i>
15.15 – 16.00	<b>Discussion on Video-documentation</b>	UPB/FIPL
16.00 – 17.00	<b>Steps to go - Agreement on Deadlines</b>	UPB

## Wednesday, 24<sup>th</sup> of March 2021 – Start day

APPROX. TIME	TOPIC	CHAIR
10.00 – 10.30	Discussion on the upcoming IOs	UPB
10.30 – 11.00	Insights into the current situation in Portugal (Right Challenge - RC)	RC
11.00 – 11.30	Insights into the current situation in Greece (Society for Environmental Education of Korinthia - EPEK)	EPEK
11.30 – 12.00	Insights into the current situation in Malta (Across Limits Ltd. – AL)	AL
12.00 – 12.30	Insights into the current situation in Ireland (Future in Perspective - FIPL)	FIPL
12.00 – 14.00	Lunch break	
14.00 – 14.30	Insights into the current situation in Germany (University Paderborn - UPB)	UPB
14.30 – 15.00	Insights into the current situation in Spain (Asociación cultural y medioambiental Permacultura Cantabria -PC)	PC
15.00 – 15.30	Insights into the current situation in Italy (SINERGIE Soc. Cons. a r.l. - SIN)	SIN
15.30 – 16.00	Insights into the current situation in Romania (Grupul Pentru Integrare Europeana Romania - GIE)	GIE
16.00 – 16.30	Wrap-up	

## Thursday, 25<sup>th</sup> of March 2021 – Third Workshop day!

APPROX. TIME	TOPIC	CHAIR
10.00 – 10.45	<b>IO 7 - Survival guide for NGO Founding and Funding</b> <i>(Permacultura – PC)</i> <ul style="list-style-type: none"> <li>Current structure of the survival guide</li> <li>Parts of the partners and currently received files</li> </ul> Discussion	PC
10.45 – 11.30	<b>IO8 – Policy Paper</b> <i>(SINERGIE – SIN)</i> <ul style="list-style-type: none"> <li>Current structure of the policy paper</li> <li>Tasks of the partners</li> </ul> Discussion	SIN
11.30 – 12.15	<b>IO9 - Layman Report</b> <i>(Grupul Pentru Integrare Europeana Romania – GIE)</i> <ul style="list-style-type: none"> <li>Current structure of the Layman Report</li> <li>Tasks of the partners</li> <li>Discussion</li> </ul>	GIE
12.15 – 13.00	<b>Evaluation of the meeting and agreement on activities up to the final meeting</b>	UPB

## MINITUES OF THE PROJECT

This Project Meeting was held online via Zoom. We had a great time with productive discussions and excellent results. These results are fixed in these minutes.

After a short warm up and welcome the meeting starts with a discussion about the current status of the NGEnvironment project.

### Presentation: Current situation

What is going on? - Following Marc presents the current status of NGEnvironment in general. So, he points out the current status of the several IOs. With regard to the deadlines and activities of the IOs the project team is on track.

### Intellectual Outputs:

IO1: Summary research report done for all partner countries: Finished

IO2: Induction to Pedagogy for NGO staff: Almost finished (only one Evaluation report is missing)

IO3: Training package for social and green NGO leadership: Almost finished (only one Evaluation report is missing)

IO4: Online platform and observatory: Finished

IO5: Engagement toolkit: Finished

IO6: Audiovisual package: Finished

IO7: Survival guide for NGO Founding and Funding: In Progress

IO8: Policy Paper: Starts soon

IO9: Layman Report: Starts soon

### Financial issues:

Some materials are missing as, please have closer look on it and send the missing documents to UPB:

- (Zero)-Timesheets !!! Please create your Timesheets in PROM !!
- Signature on the Travel Cost records
- Evidences of the travels as invoices etc.
- Employee contracts
- VAT-Declarations etc.

## Multiplier Events

Due to the Corona Crisis all meetings will be conducted online at the moment. Moreover, the Multiplier Event will be planned for July 2021. They can also be conducted online.

Additionally, every partner has to create a 1-pager (Multiplier Event Report) and has to keep in mind the following aspects:

### Creation of Multiplier Event Report

- 1 page short summary of what was discussed and the results of the multiplier event)
- Pictures or screenshots
- PPT Slides / PPT presentation
- Participation list

With regard to the organisation and finances, the following applies:

(a) Calculation of the grant amount: The grant amount is calculated by multiplying the number of participants not belonging to the beneficiary, not belonging to an associated partner and not belonging to a partner organisation involved in the project by 15% of the financial contribution as defined in Annex IV of the Agreement. There is a maximum amount of EUR 5,000 per project.

(b) Trigger event: Entitlement to the grant amount arises from the fact that the multiplier event has taken place and is of an acceptable quality level.

(c) Evidence:

- A. Evidence of the multiplier event carried out virtually, stating the title and date of the event.
- b. Evidence of the number of participants by a declaration signed by the organiser stating the names of the participants and the name and address of the sending organisation or institution.
- c. Documents used or distributed at the multiplier event.

The 5<sup>th</sup> Partner Meeting mainly addresses the Survival Guide, the Policy Paper and the Layman Report. Following, these meeting minutes focus on the key results of IO7, IO8 and IO9.

### IO7: Survival guide for NGO Founding and Funding

PC is responsible for IO7. Therefore, Arantxa presents the current status and the next steps in order to the Survival Guide.

PC has prepared a guideline for partners to provide information about specific topics related to NGOs in their countries (legal framework, etc.). The Deadline to provide the information by

partners is March 31 . Following, PC will collate information and present a final version in English at the final conference (June/July). Adjustments to each country's reality and translations will be made between months 34 and 36.

The first part of research addresses NGOs needs received from each partners. The second part is about research on legal framework and other topics in each country:

- Chapter 4: Legal framework Regulations of NGOs in partners ' countries
- Chapter 7: People in an NGO
- Chapter 9: Principles of transparency and good practices
- Chapter 11: Fundraising
- Chapter 14 : Steps to create an association

Next tasks:

- Deadline March 31
- The final version of the IO7 has to be finished and translated to all languages on June 30th.
- After that we will prepare the 8 versions of the guide, including the different aspects in each country.
- Deadline for these 8 versions April 30.
- Deadline for translations to partners languages June 11
- Corrections and final versions June 30

## IO8: Policy Paper

Firstly, the responsible organisation SINERGIE presents the contents of the IO8 and the structure of the Policy Paper. Afterwards, the team discuss following structure:

- Executive summary
- Introduction
- Background
- Analysis
- Policy options
- Recommendations
- Next steps
- Conclusion

Every partner agrees to it. Following we fix the deadlines and next steps:

- 30 April 2021: Acrosslimits will design and layout the document;
- 30 April 2021: partners will translate Policy Paper into national languages;
- 31 May 2021: Acrosslimits will put the national translations in the final layout and upload them on the project website;
- June 2021: everything will be ready and Policy Paper will be presented during the Final Conference.

## I09: Layman Report

GIE is responsible for I09. Even so, Georgeta presents the current status and the next steps concerning the Layman Report. The aim of the laymen report is to inform, promote awareness and prompt participatory citizenship. The Report will be available in M34 (June 2021) to be presented in the Final Conference.

GIE will conduct research on the state-of-the-art regarding the NGO sector, consulting EU statistics and other official and relevant databases. Specific research needed to be done in the consortium's countries will be supported by the partners and their working groups.

Following, all partners have to prepare a One-Pager which includes insights from I02 and I03 and one representative case study from the Online Observatory. All partners have to send the One-pager latest until end of June 2021 to GIE.

## Next steps

### *I07:*

- Deadline March 31
- The final version of the I07 has to be finished and translated to all languages on June 30th.
- After that we will prepare the 8 versions of the guide, including the different aspects in each country.
- Deadline for these 8 versions April 30.
- Deadline for translations to partners languages June 11
- Corrections and final versions June 30

### *I08:*

- 30 April 2021: Acrosslimits will design and layout the document;
- 30 April 2021: partners will translate Policy Paper into national languages;
- 31 May 2021: Acrosslimits will put the national translations in the final layout and upload them on the project website;
- June 2021: everything will be ready and Policy Paper will be presented during the Final Conference.

### *I09:*

- Prepare a One-Pager which includes insights from I02 and I03 and one representative case study from the Online Observatory. All partners have to send the One-pager latest until end of June 2021 to GIE.



### General tasks:

- Send UPB the missing timesheets and material of the financial report (UPB will also provide a separate overview which includes all necessary documents)
- Send UPB signed participation lists of Steering Committees
- Send UPB signed Declarations of Attendance of M4/ M5 via post
- Multiplier Event until July 2021
- Final Conference in June/ July 2021
  - Leading organisation: UPB
  - Information: 2 days, set of 50 local and 7 foreign representatives of the NGO sector at policy and practice levels will attend; 50 Germans, selected from UPB and 1 per each of the remaining partner countries

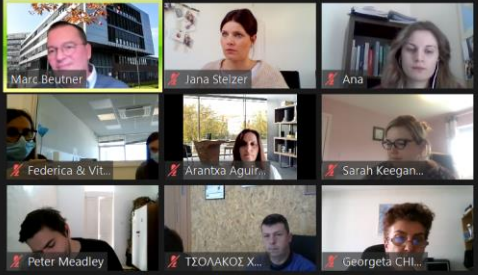
### Impressions:



### Multiplier Events

- Deadline: July 2021
- N= 30 persons
- Presenting all IOs and results of the project
- Online Multiplier Event is possible (Confirmation by NA)
- With regard to the organisation and finances, the following applies:
  - (a) *Calculation of the grant amount:* The grant amount is calculated by multiplying the number of participants not belonging to the beneficiary, not belonging to an associated partner and not belonging to a partner organisation involved in the project by 15% of the financial contribution as defined in Annex IV of the Agreement. There is a maximum amount of EUR 5,000 per project.

Co-funded by the Erasmus+ Programme of the European Union




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### Updates on IO8 – Policy Paper

- Policy Paper, developed by SINERGIE, is ready.
- For each country, a case history as a successful example of an NGO has been presented, by gathering information from interviews and audio-visual testimonials.
- Conclusions on best practices to be adopted at a policy level in order to support NGOs all over the EU have been drawn.

NGEnvironment



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