

NGEnvironment

NGEnvironment

Foster European Active Citizenship and Sustainability Through Ecological Thinking by NGOs

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

The 6th NGEnvironment Layman Report Conference

12th to 14th of July 2021

Meeting Minutes

- Project Title:** Foster European Active Citizenship and Sustainability
Through Ecological Thinking by NGOs
- Acronym:** NGEnvironment
- Reference number:** 2018-1-DE02-KA204-005014
- Project partners:**
- 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
- Host:** University of Paderborn, GER
- Venue:** Online via Zoom



Monday, 12th of July 2021 – Start day

APPROX. TIME	TOPIC	CHAIR
10.00 – 10.30	Welcoming the NGEEnvironment partners <i>(Marc Beutner)</i> <ul style="list-style-type: none"> ▪ Warm welcome ▪ Schedule of the meeting 	<i>UPB</i>
10.30 – 11.30	Current Status of the NGEEnvironment Project in July 2021 <i>(Marc Beutner)</i> <ul style="list-style-type: none"> ▪ Current Status of the IOs ▪ Rationale, purpose, and aims of the project ▪ Status of the Multiplier Events 	<i>UPB</i>
11.30 – 12:00	<i>Coffee/ Tea break</i>	
12.00 - 13.00	Discussion on Video-documentation	<i>UPB/ FIPL</i>
13.00- 14.00	<i>Lunch</i>	
14.00 - 15.30	Steps to go - Agreement on Deadlines	<i>UPB</i>



Tuesday, 13th of July 2021 – Workshop day

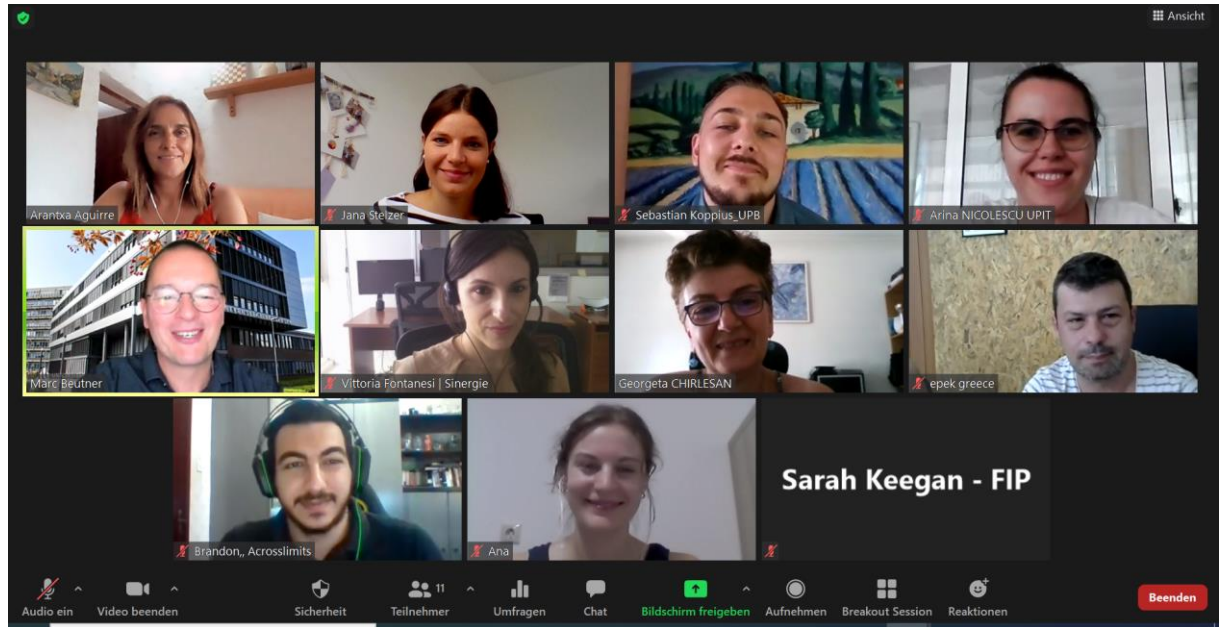
APPROX. TIME	TOPIC	CHAIR
10.00 – 10.30	Discussion on the upcoming project activities	<i>UPB</i>
10.30 – 11.00	Insights into the current situation in Portugal <i>(Right Challenge - RC)</i>	<i>RC</i>
11.00 – 11.30	Insights into the current situation in Greece <i>(Society for Environmental Education of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



**Wednesday, 14th of July 2021 –
 Workshop day!**

APPROX. TIME	TOPIC	CHAIR
10.00 – 12.00	IO9 - Layman Report (Grupul Pentru Integrare Europeana Romania – <i>GIE</i>) <ul style="list-style-type: none"> ▪ Current status of the Layman Report ▪ Tasks of the partners ▪ Discussion 	<i>GIE</i>
12.00 – 13.00	Reflection and internal evaluation of project	<i>UPB</i>
13.00 – 13.30	Evaluation of the meeting and agreement on completion of project activities	<i>UPB</i>

MINUTES OF THE 6TH NGENVIRONMENT PARTNER MEETING



The 6th Partner Meeting was held online via Zoom. We had a great time with productive discussions and excellent results. These results are fixed in these minutes.

The focus of this Partner Meeting was on the IO9 “The Layman Report” and the last project activities until the end of the project end of August 2021.

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

Current Status of the NGEnvironment Project

UBP presented the current status of the NGEnvironment project. It can be seen that IO1 to IO8 are already finished. IO9 is still ongoing. Here, GIE will prepare the Layman Report latest until 21/07/2021 and will send this version to all partners for the translation. All partners should translate the Layman Report latest until 10/08/2021.

Moreover all partners have to conduct the Multiplier Events latest until beginning of August 2021. All needed documents and evidences (Participation list, agenda, presentations, screenshots or pictures etc.) should be upload into our NextCloud folder latest until 10/08/2021. In this context Marc explains the financial regulations in relation to the Addendum.

Additionally, the necessary financial report materials were addressed. Here, the creation of all timesheets and travel costs records in PROM Tool were mainly focused.



Finally, it is evident that all partners have completed their project tasks on time. The activities with regard to the IOs are very well on track.

IO9 – Layman Report

Georgeta presents the contents of the last IO9 which contains the Layman Report. GIE will finalise the Layman report until 21/07/2021. Afterwards, all partner have to translate the Layman Report latest until 10/08/2021.

Final Internal Evaluation

As the project ends in August this year, the project team still have to carry out a final Internal Project Evaluation. UPB will use the results for monitoring and evaluating the quality of the proposed projects and its deliverables, results and outcomes. Therefore, all partners should conduct the survey latest until **30/07/2021** (<https://umfragen.uni-paderborn.de/index.php/868184?lang=en>).

Meeting Evaluation

In addition, the meeting evaluation must be carried out. This is also done online and should be completed by each partner no later than **30/07/2021**.

<https://umfragen.uni-paderborn.de/index.php/239425?lang=en>

Next steps

IO9:

- Writing of Layman Report (GIE → Deadline: **21/07/2021**)
- Translation of Layman Report (All partners → Deadline: **10/08/2021**)

Multiplier Events

- Deadline beginning of August 2021
- N= 30 persons
- Presenting all IOs of the project
- Evidences
 - participation list
 - pictures
 - certifications of attendance
 - Presentation Agenda



Please upload all documents to our project folder in NextCloud latest until **10/08/2021!**

Financial report materials

Some materials are missing as:

- (Zero) Timesheets → Please create your Timesheets and travel costs records in PROM tool latest until **10/08/2021**
- Signature on the Travel Cost records and Timesheets
- Evidences of the travels as invoices etc.
- Employee contracts
- VAT Declarations etc.

Please send all original documents to UPB via post and via mail latest until **10/08/2021!**

General documents

Declaration of Attendance of M4 / M5 / M6 / Final Conference

- Original documents via post to UPB
- Scanned documents via mail to UPB

Please send all original documents to UPB via post and via mail latest until **10/08/2021!**

General aspects:

Translation of UPB website contents (<http://eduproject.eu/ngenvironment/>)

- UPB will send you the translation table until end of July 2021
- Translations in all partner languages until **10/08/2021.**



Some impressions:



