



2016-1-UK01-KA204-024317

ERASMUS + KA2 - Cooperation for Innovation and the Exchange of Good Practices
Strategic Partnerships for adult education

EPSILON: EQUIPPING PROFESSIONALS FOR SUPPORTING LGBT MIGRANTS & REFUGEES
1ST Transnational Meeting Minutes

Tuesday, 25 OCTOBER 2016, London, United Kingdom

Chair	Dr Theo Gavrielides
Attendees	Theo Gavrielides (IARS), James Alexander (IARS), Andriana Ntziadima (IARS), Simon Aulton (IARS) , Jolanda Elferink (Movisie), Michelle Emmen (Movisie), Licia Boccaletti (Anziani), Salvatore Millanta (Anziani), Maria Efthimiou (KPOM), Vasiliki Anastasi (Cardet)
Minute Taker	Andriana Ntziadima
Apologies	N/A

Finance and Administration

Theo welcome the partners and presented the key financial and administration project requirements. IARS International Institute prepared partnership agreements that detail partners' responsibilities, pre-finance and payment dates for the entire duration of the project.

Theo, informed all partners that the initial budget wasn't not approved by the UK National Agency. More specifically, administration and management costs were not deemed eligible as they were covered in the Management and Implementation Budget Heading. All changes are related to the budget that covers intellectual outputs. Theo shared the approved budget with all partners and requested that they work with the updated figures.

Transnational Project meetings: The budget awarded under this heading is a contribution towards the travel and subsistence costs associated with meetings held between the partners at the location of one of the partners' organisations for implementation and coordination purposes. The budget is calculated per participant, per meeting and is based on the distance between the host and the attendee organization. It is essential for partners to keep signed attendance lists, boarding passes, receipts, certificates of attendance signed by the host organization.

Theo also mentioned that partners are able to transfer money from one budget line to the other should they have an underspend. Changes should be up to 20% of the entire budget of the heading. Higher changes should be avoided. The coordinator should be advised in advance of such decision.

Intellectual Outputs: Intellectual Outputs are substantial, high quality tangible outputs such as open educational resources, IT tools or other pedagogical materials. They should have potential for wider use, exploitation and impact. Intellectual outputs are linked to a number of days for a designated category.

At the reporting stage, you will need to demonstrate that the activities and outputs covered under this budget category have taken place or have been produced in accordance with the application. To demonstrate this, you will need to describe all project activities and outputs in your Final Report and upload any tangible outputs onto the Erasmus+ Project Results Platform (formerly known as VALOR), as well as keep evidence of activities and outputs at your premises.

All team members that are engaged in the development and production of intellectual output should have an established link with the perspective organisation. For example, for Consultants, partner organisations should be able to provide contract/agreement that details the specific amount of days, costs etc that are directly relevant to the project. For employees, a contract of employment would be acceptable and payslips.

Names of key staff have been included in the application. If an employee needs to be removed, the partner organisation should submit his/her CV and short bio to the Coordinator in order for them to notify the UK national Agency.

Multiplier events: ME should directly link to the project's intellectual outputs. Grant allocated to this event could cover sustenance, venue, participants' expenses. This is an internal issue and should be agreed internally. It is essential to remember that people from partner organisations do not count as international participants.

Teaching and Training Activities: The objective of these events is to transfer the knowledge internally. Subsistence costs can go as a lump sum to the delegates or the organisation can take care of pre-paid lunches or dinners. This is an internal decision. Evidence (receipts) should be kept and be given to the organisation who is responsible to coordinate such activities. **Learning from each other:** This is a key element of the project. Partners should share their learnings during the C1 training event in Athens. To achieve this, all partners should be actively involved in the organisation of this event.

Special Needs: A small grant has been allocated to the coordinator and partners are able to request access to this budget should they need to make arrangements or cover participants' special requirements.

Exceptional Costs: Exceptional costs cover items/project costs that cannot be done within the partnership such as HTML design. Accreditation costs are also covered from the exceptional Costs.

Monitoring and Reporting: The project started on the 1st September 2016. The year 1/ Interim report is due in October 2017.

IARS International Institute as the coordinator is responsible to complete the report. All partners should submit both technical and financial information of their national project when requested. The Institute will provide all partners with an excel document that replicates the Mobility Tool monitoring tool. Partners are advised to fill out the template on a monthly basis and keep their records up to date.

Key Dates

40% pre finance completed

1 Year Interim Report (Oct 2017) - 40% instalment to the partners

Final Report (Oct 2017) - 40% instalment to the partners

3 Months after the completion of the project - final payment 20% provided that 100% was actually spent across the partnership.

Partners were encouraged to read and understand the Project Management Guide and the Handbook developed by the National Agency and address to IARS any questions that they might have. Theo informed the partners that they should keep all project related evidence for five years following the completion of the project in case those are requested for an Audit.

Epsilon in the UK - Intellectual Output 1

James Alexander will be the main project officer for the UK. James detailed the key outputs of the project and presented the key activities and philosophy of the output 1 – Building an evidence-base: Phase1 e-book that IARS will be the lead partner. Please refer to the presentation

<https://drive.google.com/a/iars.org.uk/file/d/0B7a2nyfVXrmYZDV4ODdpN2c5Um8/view?usp=sharing>

- **Output 1** – Building the evidence-base: Phase 1 E-book led by **IARS**
- **Output 2** – Face-to-face adult education programme – led by **ANS**
- **Output 3** – Open educational & training e-resource led by **CARDET**
- **Output 4** – The Epsilon Educational Resources: Final eBook - led by **KMOP**

IARS International Institute has three active Advisory Groups; more information can be found here <http://www.iars.org.uk/content/YAB>

In the framework of Epsilon, an LGBT Advisory Group will be developed and line managed by the IARS International Institute. The feedback from the panel highlights the importance of the Advisory Group.

More specifically, the panel mentioned that one of the strongest points of the application was the user-led element of the project. Thus, it is essential to engage with users and support partners to engage with their users in a meaningful way in order to create an organic project. To achieve this the users group should be set up as soon as possible in order to ensure their engagement in both design and implementation. Engagement of volunteers is also a project's requirement.

In the framework of this output, partners should develop a national report in their national languages and provide IARS with an executive summary in English. IARS will offer editorial guidelines including: headlines, recommendations, methodology –etc. to ensure the consistency of the report.

IARS will be responsible to peer review the results using their Independent Academic Board. IARS also offered support to the partners should they wish to receive ethics approval prior to the initiation of the research process. Template consent forms will be also sent to the partners.

General objectives of the project

Theo mentioned that in the application we made reference to three different target groups: Migrants – Refugees – Asylum Seekers. In order to ensure that we deliver what we promised, collectively, we should cover all three target groups.

In order to be consistent, we should think about the objectives that should be covered in the educational training tools for professionals. More specifically, we should find out whether they are different professionals who are servicing refugees, migrant and asylum seekers.

In Italy, for newly arrived asylum seekers, there is a second level of assistant which you can wait for up to years in order for your status to be clarified. The second level includes a very specific group of professionals for asylum seekers. The third level involves preparation for integration.

In the UK, refugees are far more like to get mainstream support. There is a specific need of support for asylum seekers.

In the Netherlands, asylum seekers and “new refugees” support professionals are focusing on safety problems in the shelters. As soon as their status is confirmed, they receive support for community support workers.

Partners mentioned some of the challenges that these three different target groups are facing. Salvatore said that in Italy, asylum seekers should declare their sexual orientation in order to be eligible to apply for asylum.

Theo concluded that the partnership should not narrow down so much as it will be very difficult to identify our target groups. In the UK, it is interesting to talk about migrants because we have the issue of Brexit. In order to achieve clarity and following the research phase, we should make more informed decisions about who is going to get involved in the process and who doesn't.

Epsilon in Italy Face-to-face adult education programme

Licia presented the key objectives of the Italian project. Please refer to the presentation for details <https://drive.google.com/drive/folders/0B7a2nyfVXrmYaEozWWVBZ2ZnZFU>

Licia mentioned that Anziani will collaborate with MigraBO. This is one of the very few NGOs in Italy specifically working with LGBT migrants/refugee asylum seekers. They are keen to offer access to the target groups and expertise on the subject matter.

Anziani will lead on the Intellectual Output 2 that covers the development of the face to face training in Italy. The will:

1. develop workshop "shells" for all partners
2. Coordinate the implementation work (to be shared among partners or developed at country-level)

For the pilots: Anziani aims to partners with the NGO Caleidos who are currently managing the only LGBT dedicated places in Modena Province SPRAR.

For research purposes, Anziani will use the Social Confort questionnaire to measure attitudes towards LGBT migrants, asylum seekers and refugees.

Epsilon in Cyprus – Online adult education programme

Vasiliki presented the work of Carder to all partners. Please refer to her presentation <https://drive.google.com/drive/folders/0B7a2nyfVXrmYVDduSWNYUHY2YIU>

CARDET has a series of standardized methods it follows for the effective elaboration of e-learning courses. In order to proceed Vasiliki asked for clarifications in relation to

1. Translation requirement – the application specifies that training will be translated in all EU languages. The confirm that he will clarify with the national agency.
2. The accreditation process. IARS confirmed to share accreditation requirement

CARDET has also internal capacity to develop online training course and Theo will discuss with the National Agency whether it would be possible to transfer the HTML design budget to them.

Epsilon in the Netherlands - Movisie

Jolanda presented Movisie and their work to the partners. Movisie has strong experience in working with LGBT communities. In the framework of Rainbow Cities, Movisie supports and advise more than 40 Dutch Municipalities in developing and implementing local policies inclusive to lesbian, gay, bisexual and transgender communities. Jolanda mentioned that they will be able to involve LGBT users in the Advisory Boards.

Jolanda and Michelle shared useful resources on best practices to support LGBT refugees and migrants such as the Cocktail Online. Please refer to their presentation for more information and relevant hypelinks

<https://drive.google.com/a/iars.org.uk/file/d/0B7a2nyfVXrmYVW9JbVRQYUtfclk/view?usp=sharing>

Epsilon in Greece – Final Comparative e-publication

Maria presented KMOP's key work and projects. She made special reference to the Diversity REC programme which has similar objectives with Epsilon and its findings will also feed into Epsilon project.

KMOP will lead on the development of the final e-book. The final e-book will integrate the 2 year learning and practical results of programme. It will bring together theoretical and practical results of the programme including its pilots, training and on the ground learning from each participating country and Europe. It will include policy recommendations and best practices for those serving asylum seekers and refugees.

The main body will be written in English but chapters will be included in the various participating country languages.

The annexes will include the training material and examples of innovative educational practices in the project area.

IARS, as the coordinator will lead on editing of this output as well as its quality control. IARS will liaise with the independent Academic Board in order to peer review it and pursue its publication in various other external mediums.

The e-book will be published by the IARS publications and will be catalogued in the British library. ARS manager will publish it via IARS Publications and catalogue it with the British Library.

KMOP will also lead on the organisation of the 1st international conference as well as on the organisation of the C1 activity.

Refer to the presentation for more information.

<https://drive.google.com/a/iars.org.uk/file/d/0B7a2nyfVXrmYSkpIZnN4eGczdWM/view?usp=sharing>

Communication and Dissemination

Licia presented the responsibilities for the project's comms and dissemination activities. Key agreements can be found in the action points below.

Licia encouraged partners to promote their project and their work utilising their national networks. Project newsletters will be developed through the entire duration of the project and will link to project outputs.

Partners should keep evidence of the comms activities including print screens, hyperlinks and scanned copies for media coverage. A comms register will be shared with all partners.

A disclaimer can be found in the presentation should be used in all publications/presentation and all printed or online material developed in the framework of the project.

Anziani in partnership with IARS will develop the project's website. The website should be kept up to date and this is a joint responsibility.

Early in November, IARS will draft a press release announcing the launch of the project, partners should translate it in their national languages and adapt it to reflect their country context.

Action Points

Item No	Item	Responsible for	Deadline	Comments
1	Templates for Timesheets to be shared with partners	IARS	Asap	
2	Gantt chart to be corrected - C1 Training event will be taking place in Greece (not in Cyprus)	IARS	ASAP	
3	Gantt Chart to be amended to ensure that actual months are mentioned	IARS	ASAP	
4	1 st intellectual output should be moved by 2 months (April 2017 - M8)	IARS	ASAP	
	Conference should be moved	IARS	ASAP	

5	by 2 months (May 2017 – M10)			
6	C1 output in Athens to be moved in October	IARS	ASAP	
7	Final Timeline to be sent to partners	IARS	ASAP	
8	Desk based research should be completed by January 2017		Early January 2017	
9	Fieldwork to be completed by end of January 2017		January 2017	
10	Country reports to submitted to IARS by March 2017		March 2017	
11	E-book to be published		April 2017	
12	Development of Database for refugee and LGBT Organisation		October 2016	
13	Invite organisations to join the Steering group		November 2016	Involve users from various countries - Make interactive Facebook Group for the Advisory Board. Include researchers and practitioners from different countries
14	Develop user group on facebook and share the link	Send the link to the partners	Asap	
15	First steering group meeting		January 2017	
16	Regular Steering Group meeting		Every 3 months from January 2017	
17	Share social Comfort questionnaire	Anziani	As soon as possible	International survey to measure prejudice – Open source tool
18	HTML budget whether it can be transferred to CARDET	IARS	Asap	Cardet has internal development team for e-learning -
19	Online training should be developed in all EU languages – issue to be address with the National Agency	IARS		

20	Meeting in Greece to include in the agenda online training in order to discuss the 5 modules that we will incorporate in the training	KMOP		
21	IARS to prepare Presentation of the project in national language	IARS	Asap	
22	Final website		End of November	
23	Logo, brief descriptions of organisation, staff profiles,		21 st November	
24	Agreed to use existing social media For twitter hashtag epsiloneuproject			
25	1 st newsletter –	IARS	End of November	
26	Press release – about the project I will draft the press release about	IARS	1 st press release - adapting 1 st – 2 nd week of November	
27	Dissemination template to be shared with partners and updated every 6 months	ANZIANI	ASAP	
	Comms Strategy to be drafted	IARS	December 2016	
29	Logo guidelines to be sent	ANS	Asap	
30	Partners to add a link on their own website	All partners	December 2016	
31	To share contacts from Comms officers/managers	All partners	November 2016	
32	Share diary of relevant events and networks	All partners	November 2016	
33	Editorial guidelines number of words, structure of chapter	IARS	4 th November	
34	Research plans to be sent to IARS including – objectives, methodology – target groups and reach	All partners	End of November	

35	Template of a research	IARS	4 th November	
36	Doodle with key dates to be arranged	IARS	November	
37	Google Drive to be developed		4 th November	IARS to switch from Dropbox