

EpsiLon: Equipping Professionals for Supporting LGBT Migrants & Refugees

Project number: 2016-1-UK01-KA204-024317

2nd Transnational Project Meeting - Minutes

Date:	Monday, 8 May, 2017
Venue:	KMOP's HQ: 75, Skoufa str., Athens, 10680, Greece.
Duration	09:30 - 16:30

Participants:

- Rosa Heimer, IARS
- Jolanda Elferink, Movisie
- Michelle Emmen, Movisie
- Licia Boccaletti, Anziani
- Jonathan Mastellari, Anziani
- Michalis Ioannou, CARDET
- Andrea Zittis, CARDET
- Maria Efthymiou, KMOP
- Eleni Sakellariou, KMOP

Agenda:

Overall Project Review

- IARS provided a short update on the progress of the project.
- Partners went through the minutes of previous transnational project meeting and action points.
- Partners signed the attendance list and they were also provided with certificates of attendance.

Intellectual Output 1: Building the evidence-base: Phase 1 E-book

- Partners presented the main findings from their national studies

Intellectual Output 2: Face-to-face adult education programme

- Anziani presented a proposal on the modules and their contents of the face-to-face adult education programme; in particular, 3 modules will be developed, i.e.
 - Module 1 - Being LGBTI [2 hours]
 - Module 2 - LGBTI asylum seekers and refugees [2 hours]
 - Module 3 - LGBTI inclusive environment for migrants, asylum seekers and refugees [2 hours]
- Anziani and partners discussed on the methodologies and tools to be used during the face-to-face adult education programme; they all agreed on limiting the theory in favor of active methodologies (videos, activities, personal stories, case studies, guided discussion etc.)
- The training can be offered in full (6 hours) but also in a shorter version of module 1 OR 2 (according to type of participants) + module 3
- All partners will contribute to the development of the training materials
- Anziani will send a new version of the development of the face-to-face adult education programme, following partners' discussion, by 15 of May 2017.
- Partners should provide their feedback by 22 of May 2017
- The LGBT Advisory group should also review the suggested training programme by end of May 2017. Advisory group feedback to be collected by the 2nd of June.
- Anziani will prepare templates for the development of the training programme by 2 of June 2017
- The first draft of the training programme should be ready by beginning of September 2017
- The peer review should be made by the beginning of October 2017
- The training programme should be ready for piloting by the beginning of November 2017
- The training programme will be first piloted by staff and volunteers of the partners organisations in a 5-day event in Athens, in November 2017
- The modules will be translated/adapted into partners' languages the period from December 2017 to January 2018.
- The training programme will be ready to launch in January 2018
- The educational programme for adult professionals and volunteers will be piloted with 2 institutions per country.

Short-term joint staff training event in Athens

- 15 participants from all partner organisation will join the 5-day training event which will take place in Athens, in either in October or November 2017 (a proposal will be made to hold the training in November and in turn hold the TPM in October in the Netherlands - this has yet to be confirmed)
- a Doodle will be set so as to find the most suitable dates
- Participants: 1 staff member, one external and one volunteer (priority to be given to EpsiLon Board members – in particular to refugees)

Intellectual Output 3: Open educational & training e-resource

- The e-learning course will be developed the period from November 2017 to March 2018
- The course should be piloted by at least 200 adult learners from across Europe and not just the participating countries
- Recruitment of participants will start end of January 2018. By then we will need to have a introduction and enrolling page ready. The advisory board will be asked to look at the introduction brief and review it.
- The e-learning course will be launched in March to April 2018.

Communication and dissemination activities

- Partners provided a short update on their dissemination activities.
- KMOP presented its activities for the dissemination of the International Conference in Athens; more activities will follow after the Conference
- Special mention was made on the dissemination of the Phase 1 e-book, which is already uploaded on the project's website.

Project Management and Financial Administration

- Partners discussed about management & administration issues.
- Partners should send any updates as regards the staff involved in the project, together with their CVs and contracts as soon as possible. This needs to be sent to Theo and Simon.
- The interim report is due on September 2017. Forms will be sent for information to be completed by all partner, they will then need to be returned within a month.
- All partners should review and update the Risk Register to be sent by Rosa.

Meeting Closure

- Partners agreed on the next steps & deadlines.

Action Points

Output	Activity	Responsible for	Deadline	Comment
	Online training should be developed in all EU languages - issue to be address with the National Agency	IARS	June 2017	Need to confirm with Theo - probably in all partners' languages
	Comms Strategy to be drafted	IARS	June 2017	To be done by Andriana in early

				June 2017
	<p>To produce post-conference PR with photos-videos etc.</p> <p>Update meetings page: http://www.epsilonproject.eu/meetings-2/1st-transnational-meeting/</p> <p>Update multiplier events page</p> <p>With photos, videos, presentations and PRs after the conferenc</p>	KMOP	End of May 2017	
	1st newsletter	IARS	June 2017	To be prepared in May, drafted by Andriana by the 26th of May, translated, designed and released by the 8th of June June 2017
	<p>Preparation of 1st newsletter:</p> <p>By the 19th May: Send to Andriana a.Ntziadima@iars.org.uk</p> <ul style="list-style-type: none"> - @kmop:blog for conference + photos + videos - @all partners: 1 relevant/project story + photo - @LGBTI Advisory Board: case/impact study - headshot 	All Partners		
	Translate newsletter	All partners	31st Of June 2017	
	Design of newsletter for dissemination and launch	Rita	8 th of June 2017	
C1	<p>Change of months: From October to November</p> <p>Short-term joint staff training event in Athens</p>	KMOP / IARS	June 2017	IARS should check this with the agency
C1	Send doodle to set dates for Staff Training week	KMOP	July 2017	
	2 ND TPM:	Movisie /	June 2017	IARS to check

	change of month from November to October	IARS		with national agency
02	Send updated training structure	Anziani	15 of May 2017	
02	Feedback on the training structure	All partners	22 of May 2017	
02	The LGBT Advisory group should also review the suggested training programme	LGBT Advisory group	2 ND of June 2017	
02	Prepare templates for the development of the training programme	Anziani	2 of June 2017	
02	First draft of the training programme	All partners	By beginning of September 2017	
02	Peer review of the training programme	All partners	by the beginning of October 2017	
02	The training programme should be ready for piloting	Anziani	by the beginning of November 2017	
	Further development of national Databases for refugee and LGBT Organisation	All partners	On-going	
03	HTML budget whether it can be transferred to CARDET	CARDET	Asap	CARDET to check with Theo again for it to be transferred
03	Development of the e-learning course	CARDET / all partners	from November 2017 to March 2018	
03	Recruitment of participants will start end of January 2018	All partners	will start end of	

			January 2018	
03	Introductory enrollment page for the e-learning	CARDET	January 2018	To be reviewed by Advisory board
03	Launch of the e-learning course	CARDET	From March to April 2018.	