



**ERASMUS+ COOPERATION AND INNOVATION FOR GOOD PRACTICES  
STRATEGIC PARTNERSHIPS FOR ADULT EDUCATION**

***EPSILON: EQUIPPING PROFESSIONALS FOR SUPPORTING LGBT MIGRANTS & REFUGEES  
GRANT agreement 2016-1-UK01-KA204-024317***

**Wednesday 11<sup>th</sup> July – 09.30 to 16:00  
4<sup>th</sup> Transnational Project Meeting – London UK**

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Present: Theo Gavrielides (IARS)  
Simon Aulton (IARS)  
Maija Linnalla (IARS)  
Michelle Emmen (Movisie)  
Manuela Tagliani (Anziani)  
Jonathan Mastellari (Anziani)  
Michalis Ioannou (CARDET)  
Charalambos Stergion (CARDET)  
Eleni Sakellariou (KMOP)

Apologies:

Item	Comments	Actions	Deadlines
Welcome and Introductions	SA welcomed everyone and outlined the agenda for the day TG welcomed everyone to the meeting. TG thanked everyone for their contributions. TG updated everyone about the publication of the Epsilon book. The minutes of the previous meeting were agreed and signed off by TG.	Partners to feedback on the project successes and challenges	NA

Project Development: Reporting on contractual Obligations for IOs			
O2 Face to Face Training	<p>The O2 manual has been produced and is online. Theo explained that he had not had chance to edit this output and that we can ensure it is compliant with the bid after the conference. For the moment the manual has been included in O4 to ensure we have full compliance with that output before the meeting.</p>	<p>TG to review the handbook as scientific coordinator</p>	<p>30.08.18</p>
O3 eLearning	<p>TG reminds the partners of the project deadline, SA concludes that the partnership has until 31.08.18 to finish the project.</p>	<p>ES to create the annexes</p>	<p>30.08.18</p>
	<p>Anziani requests to add more content on the intersexuality section to make it more coherent.</p>	<p>Everyone agrees on the addition</p>	<p>1.8.18</p>
	<p>The e-learning has been completed and CARDET informed the partnership that there have been 52 users. The partnerships needs to reach 200 users by the end of August</p>	<p>Each partner to commit to 40 new users for the training</p>	<p>30.08.18</p>
	<p>SA presents the targets for the e-learning platform, all the targets of O3 have been met, apart from 200 adult learners</p>	<p>ML to contact Advisory board to take the training and feedback on the training</p>	<p>30.08.18</p>
	<p>SA discusses CPD accreditation</p>	<p>ML to confirm CPD accreditation of the project and send points and Logo to Partners</p>	<p>03.08.18</p>

<p>O4 eBook</p>	<p>Eleni (KMOP) has prepared the comparative chapter of the eBook, Rita (ANZ) is currently putting this together into a final design form, Eleni waiting for the Cypriot chapter.            SA explains the topics included in the chapters. Everyone agreed on the theoretical and practical results.            SA discussed pilot studies, TG concluded that the UK has not provided a pilot study. Case studies agreed to be added as an annex            Theo confirmed that the national chapters required reviews of the online and face-to-face training courses where they were not already included. This needs to be included in ALL languages and should reflect any learning that has been identified.</p>	<p>CARDET, KMOP and Movisie to send their chapters</p>	<p>03.08.18</p>
	<p>CARDET agreed to provide a summary of the e-learning, which includes stats, demographics.</p>	<p>IARS to provide pilot study information</p>	<p>03.08.18</p>
	<p>Everyone agreed on the face to face training section, policy recommendations.</p>	<p>CARDET to provide</p>	
	<p>Face to face training handbook, case studies and evaluation annexes should be included in the e book.</p>		
	<p>Designed and piloted the face to face training, it was piloted in two institutions in each country, produced materials in each language, certificates for attending, however the CPD accreditation needs confirming.</p>	<p>Everyone to send their pilot studies</p>	<p>03.08.18</p>
	<p>Anziani published the peer reviewed handbook on the website (LGBT Advisory Board) Self-assessment toolkits done             Met the objectives apart from accreditation.            As the scientific coordinator TG needs to review the handbook            The Advisory Board has reviewed the handbook, advised on the content and suggested improvements. The handbook was edited according to the feedback suggested by the LGBT Board.</p>	<p>Everyone to include an online training section</p>	<p>03.08.18</p>

<p>Update on User-led Evaluation</p>	<p>Anziani has finished with the e book structure. ES will finish the annexes</p> <p>Board has been providing consistent feedback during the project, i.e. the literature review, fieldwork and the training topics, material and modules. The Board will support with the dissemination of the training ML has contacted all the panel members to attend the conference</p>	<p>Cardet to provide a summary for partners</p> <p>Training handbook, case studies and evaluation to be included as an annex</p> <p>ML to contact the Advisory Board to disseminate the training</p>	<p>20.07.18</p> <p>03.08.18</p> <p>30.08.18</p>
<p>Dissemination and Communication: Progress against Targets.</p>	<p>Anziani outlines the numbers for project objectives: 2100 users on the website, most used languages English, UK, US, Italian. 684 for national reports 95 subscribers Newsletter required to reach 3000 individuals, only 271 downloads for the September one. The second one goes out in July and it must be disseminated among the partners. Third newsletter to go out in August 2018 In order to download content on the website, one must register for the Epsilon. This will increase the number of subscribers.</p> <p>Three press releases have been disseminated. SA has shared the English template with the partners. Word versions to not go out to the media.</p> <p>Social media dissemination was discussed.</p> <p>Anziani discussed the dissemination register.</p>	<p>Newsletter out for the conference</p> <p>Rita to edit the website to sign in</p> <p>Partners to use their social media avenues for dissemination of the project</p> <p>Every partner to fill in the dissemination</p>	<p>12.07.18</p> <p>After 03.08.18</p> <p>14.8.18</p> <p>30.08.18</p>

		register.	
International Conference 12 <sup>th</sup> July 2018			
Update on Planning	Simon explained that the conference was being held at middle temple and shared the finalised agenda. The partners discussed the presentations and specifically the delivery of the presentation about the project. Partners agreed how they would present this and who was going to deliver which bit. Simon shared the timings for the day and agreed roles for partners to support the delivery on the day.		
Questions and Task Delegation	Tasks were delegated to the partners and all agreed what role they were going to take at the conference. Those making presentations agreed to share their slides in advance to help create a master presentation.		
Project Management Update on Finance	So far it appears that the finances are being spent in line with the budget. No underspend is foreseen within the 20% variation allowable within the project with the possible exception of the special needs element of the budget.  Simon reminded partners that final payments would be sent out on receipt of invoice once the final payment had been received from the EU. Partners were made aware that the final payment would reflect the claim made on the Mobility Tool not necessarily being the same as stated in the partnership agreement.		
Update of Risk Register	Partners had received the Risk Register in advance and reviewed it. At this stage in the project no partner had any changes to recommend so the register was accepted as correct. Simon asked partners to send him any updates by the end of August if they spotted anything after the meeting.	<b>All</b> - Send updates to Simon post meeting.	1.9.18
Surveys	All partners were reminded to put copies of any feedback and surveys undertaken as part of the project on to the shared drive and were reminded of the need to anonymise		

	<p>or pseudonymise any data where possible for GDPR compliance.</p> <p>The partnership agreed to undertake a survey at the end of the annual cycle of the project. Maija agreed to lead on this if other partners would contribute to the content of the questions. All partners agreed to circulate the survey to their contacts.</p>	<p>IARS to create survey All partners to share</p>	<p>Aug Sep</p>
Final Monitoring Report General Discussion	<p>Simon introduced the monitoring report and discussed how the report needed to be filled in for the national agency. Partners were asked to support by ensuring they respected deadlines and returned evidence as required.</p>		
Finance Report and Evidence	<p>Simon shared the IARS template, which all partners are required to return. Simon explained that they needed to put evidence as discussed (and as detailed in the Erasmus+ Handbook) on the shared drive so that it could be checked against their claims.</p> <p>Simon warned partners that failure to meet the deadlines and failure to provide the appropriate evidence could mean a reduction in their payments. Simon explained how the National Agency can audit the project (Desk Checks to EU Audit) so that partners know how this works.</p>		
Technical Report and Evidence	<p>Simon shared a print-out of the Mobility Tool. Simon agreed to send an editable version to partners before the reporting deadline which highlighted areas where partners could provide information. Simon made it clear that only short paragraphs were needed as IARS would compile the reports into a master document, which was character limited.</p> <p>Simon explained that it was very important that partners meet the deadlines for this report as failure to return could mean the partners work was not represented in the report which could in turn mean a reduction in the amount payable.</p>		
Deadlines	<p>Simon explained that the project finishes on 31<sup>st</sup> August and so the Mobility Tool</p>		

	needed to be updated for 25 <sup>th</sup> October which meant that partners needed to return their reports to IARS by <u>30<sup>th</sup> September 2018</u>		
AoB	None		
Round Up Action Points and Close	<p>Theo rounded up the meeting and restated the action points.</p> <p>He thanked everyone for their time on the project and at the meeting and said he was looking forward to seeing them at the conference.</p>		