

**The Youth Empowerment and Innovation Project (YEIP)**  
**Grant Agreement N° 2016-2927 /9**  
**Project N° 582946-EPP-1-2016-2-UK-EPPKA3-PI-POLICY**  
*28th January 2020*  
**Final Transnational Project Meeting Minutes**

Present: IARS, BNU, Khulisa, Inova+, Cardet, Anziani, KMOP, Schottener

Apologies: NA

Item	Comments	Actions	Deadlines
<ul style="list-style-type: none"> <li>Welcome</li> <li>Introductions</li> <li>Minutes of the last TPM &amp; Action points</li> </ul>	<p>Theo started the meeting and asked everyone to introduce themselves</p> <p>Today is to focus on questions, finance reporting + evidence gathering discussed what will come up later in terms of finance reporting</p> <p>Spoke about the conference tomorrow</p> <p>Plan - most of it technical</p> <ul style="list-style-type: none"> <li>- national chapters sent to Rita</li> <li>- no comment from partners and there is nothing that is outstanding from minutes of last TPM</li> </ul>	To send action points	09/02/2020
<p>Final Monitoring Report</p> <ul style="list-style-type: none"> <li>Technical report</li> <li>Finance report</li> <li>Evidences &amp; Audit</li> </ul>	<p>The final report covering the reporting of the entire project duration must be submitted two months after the end of the project. The deadline for the final report is 30<sup>th</sup> of April 2020.</p> <p>Partners to contribute to all sections, with Anziani paying particular focus on the dissemination and sustainability section including stats on dissemination</p> <p>IARS is working out a timeline for the technical report requesting the partners' contributions a minimum two weeks before the final submission deadline.</p>	<p>Afredite from Cyprus to be included in the emails</p> <p>Maija to draft timeline and send to partners</p>	<p>On going</p> <p>09/02/2020</p>

	<p>The final report can have additional information; inform IARS of the changes/ additions, project finishes on the 28<sup>th</sup> February 2020. All payments must be done before the final date for them to be eligible costs.</p> <p>Theo/IARS informed partners of missing evidences, and reminded that it is the partners' responsibility to ensure that all evidences are in their respective folders. The evidences must be uploaded by the 22/03/2020 together with the submission of technical and financial report drafts.</p> <p>Partners were reminded to upload all evidences on to the G Drive for IARS to start uploading them on to the Erasmus project results platform.</p> <p>It was reminded that the external auditor will look at the evidences randomly.</p> <p>Theo explained the auditing process for technical and financial audits.</p> <p>IARS will share the technical and finance report templates with partners. Partners to send their contributions by the end of March, Theo to review and feedback to partners mid-April 2020 and partners to finalise by the week before the deadline.</p> <p>Partners to ensure all deliverables are uploaded on the website/ G drive. List of deliverables can be found in the application.</p> <p><i>Management package</i> Missing TPM evidences – partners to upload evidences Management documents – IARS TPMs on the website – Romania missing</p> <p><i>External Evaluation</i></p>	<p>Send action points from the TPM end of this week</p> <p>IARS to send template letter outlining where partners need to contribute</p> <p>Theo to email the currency convertor to partners</p> <p>Partners to send first draft of the technical report to IARS</p> <p>Partners to send revised versions to IARS</p> <p>Partner who is responsible for TPM evidence to ensure everything is on G Drive</p> <p>TPM from Romania and London as</p>	<p>09/02/2020</p> <p>09/02/2020</p> <p>09/02/2020</p> <p>22/03/2020</p> <p>12/04/2020</p> <p>23/02/2020</p> <p>23/02/2020</p>
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	<p>Group email to CSI – including partners’ emails for CSI to finalise any outstanding interviews and beneficiary questionnaires.</p> <p>YEIP diary to be updated, Theo to send a link to the diary. All interviews, meetings must go into the diary before the project closure.</p> <p><i>Finance</i> Anna explains the procedure and reminds of the deadline, which is the same as for the technical report. A financial template will be provided to partners.</p> <p>Important to put detailed descriptions, with WP, TPM information, dates, location etc. Justification and reference to the WP must match the timeline</p> <p>All partners have a budget under <i>Other</i>. Subcontracting is used to pay for external work. Some costs can be moved here. 10% from a budget lines A, B and C can be moved but not retrospectively. Subcontracting (budget transfer up to 30%) does not cover associates, but companies, for example CSI for external evaluation.</p> <p>Separate people travelling including separate subsistence and travel, per person per meeting.</p> <p>Partners must report in EUROS, losses and gains are for the partners to cover. All the expenditure is actual so based on actual costs instead of unit costs.</p> <p>BNU asked about the final payment. Budget should be spend by the end of project, this means that partners have to put in the missing budget and the final payment will then cover this overdraft. Payments are released when the evidences are confirmed.</p>	<p>missing from website to be added</p> <p>Anziani will ask about interviews for evaluation</p> <p>IARS to send CSI email copying partners in asking to send email to everyone to outline</p> <p>By end of week Theo will send email to everyone with link to YEIP diary</p> <p>Theo to send template letter for the 30% to all partners</p> <p>Finance to send financial template to partners</p> <p>Partners to send completed financial template to Anna</p>	<p>09/02/2020</p> <p>09/02/2020</p> <p>09/02/2020</p> <p>09/02/2020</p> <p>09/02/2020</p> <p>09/02/2020</p>
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	<p>70% of the costs are covered by the project grant, 30% comes from the partner's contributions. Report the 100% of costs, commission is not interested in the 30%.</p> <p>Statement from partners' legal representative – the partner has identified the 30% to match fund the rest of the project.</p> <p><i>Public Authorities</i> Different levels of engagement with public authorities UK, Romania PA funds were transferred to partners. If the budget has not been used or transferred it cannot be spend or recovered.</p> <p>When converting, finance department must use the EC currency exchange rate with the conversion from the same month the activity took place.</p> <p>Financial report by the 31<sup>st</sup> march – IARS send the template to everyone.</p>		
Coffee Break			
<p>Communication &amp; Dissemination</p> <ul style="list-style-type: none"> <li>• Targets vs Achievements</li> <li>• Action Plan &amp; Follow up</li> </ul>	<p>Theo opens the dissemination package and Rita from ANS presents some of the key statistics.</p> <p>The YEIP website has received almost 6000 new visitors and over 40000 page views over the last week. National report has been downloaded over 1500 times and executive summary over 900 times. The final eBook has 320 downloads.</p> <p>Missing deliverables from Sweden and Romania, including press releases, flyers and newsletter. All deliverables need to finalised by the end of February.</p> <p>We have reached our goal of 5000 subscribers and have exceeded it as well.</p>	<p>Issue 4<sup>th</sup> newsletter by 10<sup>th</sup> Feb 20</p> <p>Partners to release press release in own language and send to Rita who will do layout</p> <p>Partners to update comms register</p>	<p>10/02/2020</p> <p>17/02/2020</p> <p>20/02/2020</p> <p>24/02/2020</p>

	<p>Problem with toolkit for professionals as it has only been downloaded 6 times.</p> <p>Professional toolkit should be on an open access platform to increase the numbers. Rita to upload the training content of the modules on the open access. Partners to email Maija the training content from all WPs for the EPRP.</p> <p>Dissemination register must be filled in for WP4 –KMOP, Schottener IARS has sent theirs to Manuela</p> <p>Presentations and academic outputs emailed to Rita. Presentations should have the GA number and project name.</p> <p><i>Next steps</i> Issue the fourth newsletter by the 10<sup>th</sup> of February. Focus on closing conference, national chapters. Release a press release on a local context in national languages and send to Rita.</p> <p>Final dissemination register updated by end of February.</p> <p>Hashtags for the project and the conference are YEIP_EU and IARS_Conference2020</p>	<p>Newsletters/press releases/ flyers to be translated in Romanian and Swedish</p> <p>Romania to add TPM on website</p>	<p>20/02/2020</p>
Lunch Break			
<p>Project Management</p> <ul style="list-style-type: none"> <li>• Research data audit</li> <li>• Budget adjustments</li> <li>• Public authorities</li> <li>• International closing conference</li> </ul>	<p><i>Budget adjustments</i> Anna and Theo have been going through what was originally budgeted, what has been done etc. Theo explained the confirmed transfers, including Poland, Sweden.</p> <p><i>Public authorities</i></p>		

<ul style="list-style-type: none"> <li>Sustaining the project results</li> </ul>	<p>Romania, Greece and Cyprus had different level of engagement with their PA.</p> <p>ANS explained their PA involvement and they've had a successful relationship throughout the project. Theo explains the role of the PAs.</p> <p><i>Conference</i> The conference was discussed; the programme and workshops were also recapped.</p> <p><i>Sustainability</i> Maintaining the results was discussed, including what has been the impact of the project and what partners would like to do with the results.</p> <p>Theo presented the academic side of things, Theo hosts a special issue on the YEIP project, can use the existing research, and it will be peer reviewed. BNU and KMOP are interested in contributing to the special issue.</p> <p>A new round for KA3 applications, Erasmus has been confirmed to be part of the withdrawal agreement.</p> <p>BNU suggested that the partnership should explore how the training modules can be improved and targeted to their audiences and look into ways of how these could be promoted. Replicate the training to larger audiences. Same with Khulisa, there is an appetite for this type of training. The key successes of the delivery were creating the space for young people and teach how professionals can actively listen, and contribute to discussions on identity formation. In prison context, young people are more open to programmes about PP, GLM, but were reluctant to participate in radicalisation programmes.</p>	<p>Theo to send guidelines and the link to partners</p> <p>Theo to send the EC guidelines of what auditors will look at (Guidance from the EC to the auditor)</p> <p>Theo to check the GDPR regulations in this particular case</p> <p>IARS to lock the partners' files and folders with passwords.</p>	<p>14/02/2020</p> <p>14/02/2020</p> <p>09/02/2020</p> <p>14/02/2020</p>
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	<p>The partnership agreed that it would be interesting to look into the implications on policies on country levels. Need to look into why the professionals' toolkit has little interest. The term of radicalisation is discussed, providing space for young people to express their opinions. Tangible impact: providing young people with internships, research opportunities and training.</p> <p>Polymakers' toolkit – a condensed version with partners translations for sustainability of results.</p> <p><i>Kolly's update on evidences</i></p> <ul style="list-style-type: none"> <li>• CARDET's financial info is up to Feb 2019</li> <li>• Schottener's communication register and evidences are still missing</li> <li>• Partners should save all PRs, newsletters on the G Drive</li> <li>• Romania to send all PRs, newsletter translations</li> <li>• Portugal has issues with the G drive, INOVA has sent the documents on 27<sup>th</sup> January. If there are GDPR issues, IARS suggests to password protect the folders and assign IARS as the data controller. IARS will then share the password through a different platform to the partner.</li> <li>• Greece – timesheets not done for the last year.</li> <li>• Khulisa – update travel, TPM</li> <li>• BNU – not access to the folder</li> </ul>	<p>IARS to send invitation/ give access to G drive to Daisy and Thomas from BNU</p>	<p>14/02/2020</p>
<p>Round Up Action Points and Close</p>	<p>A final round of reflections and thank yous from all the partners</p> <p>The meeting adjourned at 15:05.</p>		