
TRANSNATIONAL COOPERATION AGAINST VIOLENCE

The steering committee meeting

Project „Transnational cooperation against violence”

30.05.2012

On 30th of May 2012 at the „Merkury” Foundation was another meeting of the project team, which was attended by:

Katarzyna Milanowska – manager/ the coordinator of the project (Poland),

Agnieszka Lech – director „Merkury” Foundation, which replaced the assistant coordinator of the project (Poland),

Luisa Oliveira – the project coordinator (Portugal),

Susana Ribeiro – the assistant coordinator of the project (Portugal),

Daniele Consoli – the project coordinator (Italy),

Norma Scacchetti – the assistant coordinator of the project (Italy).

The meeting began with asking the Portuguese partner to inform the Commission about the next International Workshop, which will be held in Portugal in the city of Guimarães. In the grant application is missing the name of the city, which will be held the second workshop of the project.

Another note from the partners involved transferring amounts. This applies mainly to the remaining amount of the purchase of airline tickets. The amount would be transferred in the same category. Partners would like (not issued) the amount of tickets to allocate for example to pay for interpreters during workshops in Portugal and Italy. The amount established in grants to pay interpreters is insufficient. In both of these issues, the project leader will be contacted by the European Commission.

In addition, the Portuguese project partner reported the change as an assistant project coordinator. An assistant coordinator Jonathan Almeida replaces Susana Ribeiro. The reason for this conclusion is ending cooperation with Jonathan.

During the meeting we discussed also about the next International Workshop, which will be held in Portugal in the period from 8 to 12 October 2012. Again, we discussed the issue of the budget

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– transferring costs. We also talked about the study visit within the workshop in Portugal. Portuguese partner chooses a visit to one of the four centres:

- House for children,
- NGO implementing the project related to the prevention of violence,
- Organization acting on behalf of children,
- Place associated with social assistance.

All these institutions work for the prevention of violence.

We also talked about the details of staying the workshop participants in Portugal. Within a few months we should get from a Portuguese partner detailed information about this staying. Coordinators will also receive a trial version of the workshop schedule (distinguishing between statements of representatives of each country). If this is possible by the end of July 2012 to the Portuguese coordinator of the project will be sent the suggestions for workshop topics.

We discussed the issue of communication between the project partners. The issue related mainly to provide information on participants in the project. Portuguese partner thinks that creating a fuller list of participants in the project for today is not possible, because Portugal is an area of constant change and often change people working in different departments or areas related to the prevention of domestic violence.

Difficulties associated with the project which exchanged the project coordinators are:

- arrivals (purchase tickets),
- budget (transferring expenses),
- number of people (changes in the departments, especially in Portugal).

Polish coordinator of the project informed the partners on sending to the European Commission the progress report about the implementation of the task. Currently, the report is reviewed by the Commission, the news of the acceptance of the report or not will be sent to the coordinators after receiving any information.

In addition to this conversation was also about the final report of the project. 30th of June 2013 is the date of ending activities in the project. Two months after the end of the

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project Polish coordinator must draw up a final report. We discussed the different possibilities of transfer of financial information by the partners to this report. We agreed that the partners from Italy and Portugal send to the Polish partner financial information from 2012 to January 2013, and from 2013 until the end of June 2013. Invoices, receipts and other financial documents can be scanned and sent or copied and signed as a true copy in PDF format. Original documents will be kept by the project partners.

At the meeting we agreed date of the workshop in Italy. The International Workshop will be held in Italy in the period from 11 to 15 February 2013. Partner Italian asked to send him various proposals for a workshop.

The report of today's meeting of the project team will be sent to partners in June 2012.

Polish coordinator will send a questionnaire to the other partners to evaluate the workshop (in English and in electronic version of this questionnaire).

One of the elements the project is a campaign raising awareness. As Part of this campaign, each project partner must prepare 5 articles (raising awareness). Portuguese partner undertook to send copy of the article published in Portugal, which will be placed on the project website.

The project partners also pointed out that the project budget did not provide for a high price for services related to the translation of the workshops. Both, in Portugal and in Italy the price for these services is much greater than that expected in the project.

During the meeting we came up with the idea to do a preliminary financial report of the project by the end of this year in order to determine if we have any savings in the project. If we have savings we together want to decide on what they spend, and then transfer accordingly costs.

The meeting ended with the following arrangements:

- information to the European Commission about the possibility of transferring the costs and under what conditions,
- information to the Commission with a request to change an assistant project

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partner in Portugal,

- the end of July we send to the Portuguese partner interesting topics of workshops,
- after receiving information from the Commission on the progress report, the partners will be informed of the acceptance of the report or not,
- to the end of 2012, the partners are required to submit statement of financial documents for 2011 and 2012 years, along with the scan or copy documents signed as a true copy,
- to the end of June 2013, the partners send to the Polish coordinator statement of financial documents for 2013 years with scan or copy documents signed as a true copy,
- workshop will be held in Italy in the period from 11 to 15 February 2013,
- in June 2012, the partners will receive a report from the meeting of the project team.