
TRANSNATIONAL COOPERATION AGAINST VIOLENCE

The steering committee meeting
Project „Transnational cooperation against violence”

Portugal (Guimaraes)

10.10.2012

On 10th of October 2012 was held the next meeting of the project team, the project "Transnational Cooperation Against Violence". The meeting was held at the International Workshop for specialists in Portugal. The meeting was attended by coordinators and assistant coordinators from Poland, Italy and Portugal, composed of:

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 aim of the meeting was to discuss the details of the implementation of the international project. Coordinators discussed the problems in the implementation of the project, proposed changes and exchanged experiences in the proper management of such a large and long-term project.

The topics focused on:

- raising awareness campaign, particularly leaflets, which should be printed in accordance with the schedule and budget of the project,

- project documentation, and specifically about the regular sending of invoices, bills to Polish coordinator,

- to transfer money without permission of the Commission and with the approval of the European Commission,

- savings in the project,

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- airline tickets,
- a project website,
- the dates for workshops and Forum Exchange Ideas, etc.

It was agreed that all documents related to the project will be sent to the Polish partner in the form of scans and will be attached table (Excel) with the calculation of costs.

Moreover, discussed the issue of taxes, which are ineligible costs in the project. Reminded of the principle of transferring the costs of the Commission's approval and without consent.

Coordinators also discussed the campaign to raise awareness - among other things leaflets (one of the activities under workstream 6). In the opinion of the partner from Portugal (DESINCOOP) leaflet is not a good idea for the campaign, because it does not appeal to the target groups. Proposed to replace leaflets, for example, advertising flyers or large banners in the stadiums. Portuguese partner of the project was informed of the fact that any change in the implementation of actions require the approval of the Commission. It was decided to jointly reflect on the idea.

Also discussed was the time sheets. Italian partner proposed to align the time sheets for all employees in the project. The models for these cards will be developed by each partner and sent for consultation. As for savings in the project and the possibility of their transfer to other necessary actions, jointly concluded that the savings back to the subject in June 2013, after the completion of all major actions.

Portuguese partner raised the issue of tickets (at a workshop in Italy and the Forum in Poland). The problem in Portugal is that tickets for 2013 years can only be acquired in the same year in 2013. Therefore, the amount for the tickets is not too large, a partner from Portugal fears that the inability to buy tickets earlier can lead to budget overruns.

The next workshop in the project, will be organized in Italy. Italian project partner (Agora) has undertaken as soon as possible to prepare a general outline of the workshop - to acceptance by the other partners (hours, days, duration of each presentation).

Portuguese partner of the project presented its concerns regarding the Forum for Exchange of Ideas in Poland. Portuguese participants, are employees in various offices, which may cause the

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inability to arrival all the people for such a long time to Poland. It is possible that some people will arrive later or leave earlier. This issue will be continued at the next meeting of the project team.

Final findings:

- Financial documents related to the project for 2011 and 2012 will be sent to the project leader (Foundation "Merkury") in the form of scans, and with the attached table (Excel) to 7th of December 2012 (without the month December 2012);
- About any potential changes involving a change of action, schedule or budget of the project leader will be informed in writing in advance. This makes it easier to inform and ask for a change the European Commission;
- It was agreed that requests for changes will be sent to the Commission by the end of March 2013;
- It was agreed a date of the next workshop (for social workers) in Italy in the period between 11 and 15 February 2013;
- Coordinators have established pre-term of Forum Exchange Ideas in June 2013, between 10 and 14 June;