



## **KICK OFF MEETING IN POLAND**

**PROJECT: “JÓVENES REFUGIADOS: ABRIENDO PUERTAS DE FUTURO”  
(YOUNG REFUGEES: OPENING DOORS FOR THEIR FUTURE)**

Agreement number: 2017-3-ES02-KA205-010644

**Venue of the meeting:** Czestochowa (Poland).

**Date:** 7-9<sup>th</sup> May 2018.

**Participants:**

Oscar Argumosa (or Carmen) and Angie Larenas from Permacultura Cantabria (Spain), Yeliz Nur Akarçay and Nazmiye Sarikaya from Saricam Halk Egitim Merkezi (Turkey) and Renata Ochoa-Daderska, Luis Ochoa Siguencia and Malgorzata Brinska from INBIE - Fundacja Instytut Badan I Innowacji Wedukacji- (Poland).



## AGENDA

**Tuesday 08.05.2018 (9.00-17.00)**

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**09.00-9.15**                    **Welcome speech and walk through the INBIE's office**  
Renata Ochoa-Daderska (INBIE)

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**09.15-9.45**                    **Participants' introduction**  
Oscar Argumosa Sainz (Permacultura Cantabria)  
Angie Larenas (Permacultura Cantabria)  
Renata Ochoa-Daderska (INBIE)  
Luis Ochoa Siguencia (INBIE)  
Malgorzata Brinska (INBIE)  
Yeliz Nur Akarçay (Saricam Halk Egitim Merkezi)  
Nazmiye Sarikaya (Saricam Halk Egitim Merkezi)

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**09.45-10.15**                    **Project Overview and goals**  
Oscar Argumosa (Permacultura Cantabria)  
Q&A from other partners

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**10.15-10.30**                    **Coffee Break**

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**11.30-13.00**                    **Main activities**  
Oscar Argumosa (Permacultura Cantabria)  
Q&A from other partners  
**Work team, task distribution and deadlines**  
All partners

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**13.00-14.30**                    **Lunch Break**

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**14.30 -15.30**                    **Payment plan**  
Oscar Argumosa (Permacultura Cantabria)  
Q&A from other partners

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**15.30-17.00**                    **Financial control**  
Oscar Argumosa (Permacultura Cantabria)  
Q&A from other partners

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**14.12.2017 DAY 2 (9.00-14.00)**

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**09.00-9.45**

**Reporting**

Oscar Argumosa (Permacultura Cantabria)  
Q&A from other partners

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**09.45-10.15**

**Potencial problems and solutions**

Oscar Argumosa (Permacultura Cantabria)  
Q&A from other partners

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**10.15-10.30**

**Coffee Break**

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**10.30-11.45**

**Review of the working plan, timeline and commitments**

All partners

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**11.45-12.30**

**Evaluation and closing (certificates delivery)**

Renata Ochoa-Daderska (INBIE)

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**13.00-14.00**

**Lunch  
Return trip**

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## **DETAILED AGENDA**

(FOR THE MEETING PREPARATION AND FOR ITS INCLUSION IN THE INTERIM REPORT)

### **PROJECT OVERVIEW**

The original project (submitted in October 2017) suffered some cuts affecting the main activities planned (C1 and C3 were eliminated) while the project duration was reduced from 24 to 18 months. We will review the working plan and adjust the timeline together.

**Project start date: 09-04-2018**

**End date: 08/10/2019**

The objective of this strategic partnership is, through the exchange of good practices, is to discover advanced tools which tackle some of the refugees needs that live in Europe, with special regard for those originating from Syria.

Specific objectives. At the end of the project, youth workers that participate in it can expect to have:

1. Enhanced their insight about the displaced people's circumstance in the three nations included, including the location of their principle needs.
2. Adapted new procedures to convey business enterprise to youth and youthful displaced people.
3. Learned, rehearsed and demonstrated to accomplishment in activity layout and usage.

The normal effect of the project incorporates a superior learning and attention to the truth of the youthful evacuees living in Europe. Participants will also have their entrepreneurial abilities reinforced in the regions of project application, gather help, initiative, looking for financing and utilization of new advancements, in addition to other things. The consequences of our staff's ability building will be reflected in the formation of higher quality projects in general, and in the production of a particular K2 project that will be submitted in 2020 (**now October 2019**).



## MAIN ACTIVITIES

The main activities in the Project include:

(a) The acknowledgment of **two transnational meetings**, in which the working arrangement will be reviewed and we will assess the current situation of the project.

- The kick off meeting in Poland

- The final meeting in Spain

(b) Two learning activities:

b.1) The first will be a 3-day participatory visit to Turkey, in which the guests will find out about the displaced people's issues on their entry to Europe. (C1 was eliminated by the Spanish NA)

b.2) **A 10-day course in Spain (Dragon Dreaming)** with the assistance of 19 participants, whose goal is to learn and encounter a participatory and imaginative strategy **for project outline and enterprise**. The strategy of the course will associate each hypothesis lesson with pragmatic cooperation to mutually characterize the key ranges expected to begin composing an sustainable activity (targets, extend objective, arranging tasks, planning, economy and gathering pledges) and engage and motivate the participating team (facilitation, conflict management, reflection and constructive feedback, innovation, creativity and collective intelligence). The contents will be:

M1. Introduction to the project design.

M2. Building teams.

M3&4. Planning projects.

M5. Partners' experience with refugees and digital tools.

M6. From planning to action.

M7. Group dynamics.

M8. Social entrepreneurship.

The course will also include two visits to other entities working with refugees in Cantabria:

V1. Visit to the NGO "Cantabria Acoge" and V2. Visit to Red Cross.

Permacultura Cantabria will design and implement the course. The other partners should finish the report before the course and research about the digital tools needed for young



refugees in their countries, as well as bringing the materials needed for the conference (presentation and video about the refugees situation in their countries).

c) Five exercises whose goal is to supplement, set in motion and scatter the information got in the learning exercises (**THESE ACTIVITIES HAS NO SPECIFIC BUDGET**):

c.1) In order to connect the situation of the refugees in Turkey with the situation in the other two countries involved, the three entities will draft **a joint report that includes the situation of this target group in each country.**

Each partner will write about the situation in their country.

c.2) During the project outline course, the members will set up regular objectives and methodology to characterize **a communitarian project aimed to design a digital tool that can add to the welfare of youthful outcasts in Europe.** This new project will be characterized in detail in the second year of the key organization and will be comprehensive of the elements cooperatively composing the content of the venture that will be introduced in the Erasmus+ call of April 2020 (**now October 2019**).

The writing of the new project will be led by Permacultura Cantabria (though in the application was written that INBIE will lead it).

c.3) keeping in mind the end goal to guarantee that the learning results achieve all individuals from the associations, an internal dissemination campaign will be carried out **at each of the entities** during the diverse periods of the venture, with an **internal workshop** highlighting an outline of practices traded and lessons learned.

Each entity will organise an internal meeting in their country.

c.4) **A conference in Spain** to share the learning and outcomes achieved during the project with other entities out of this partnership. (**C3 was eliminated by the Spanish NA but we would offer a conference in Spain at the end of the course in order to record it for the video**)

Permacultura Cantabria will organise the conference with our regional institutions. The Polish and Turkish partner should bring information about the actual situation of the refugees in their country ready to participate in the conference. Support materials:

\*a presentation in English

\*a video in English or with English subtitles

c.5) **A promotional video** of the project will be made and spread using the social networks of the organizations.

Permacultura Cantabria will create the video.



### **Participant's preparation**

Before the activities start, participants will be called in to at least two meetings.

1. The **first meeting** will be informative. It will review the project and how they can participate in it. They will also be given the documentation about the project (the proposal, the learning objectives established for each activity, the info pack prepared for the other entities if this is ready) so that they can study it calmly, and a file to fill in with their data to be able to manage the purchase of their tickets. In addition, they will be given a hands-on demonstration to learn how to use the free language learning platform "50 languages", so that they can become self-taught in English (the working language) or in Spanish. Finally, it will focus on their responsibilities and tasks, having to sign, at the end, a commitment document that ensures active and quality participation by each participant.

2. Three months after the kick off meeting, there will be a **follow-up meeting** with the participants to review the progress and possible difficulties that have arisen in the performance of their tasks. Participants will receive all the practical information that they need to know, in order to guarantee a pleasant stay, during the activities (objects they should bring, a description of the situations they may encounter and of the accommodation place, etc). They will also be asked to prepare the necessary material to take part in the exchanging activities. This will allow the participants to play an active role during the visit and the training course.

3. The final **evaluation meeting** with the participants on the activities will take place during the training course in Spain, so that their impressions can be gathered before the end of the course. Participants will also be encouraged to participate in the new project writing that will be done in the next year.

-Youthpass: Permacultura Cantabria will contact participants, six months after the activity, in order to check if they printed the certificate. If they didn't do it in their organisations, they will send a certificate, offering them the possibility to fill it, whenever they want.

-Europass Language Passport: As one of our needs is that our staff work on their language skills, we also plan to encourage participants to create and fill out the Europass Language Passport after the learning activities, which is available on the Europass website.

-European Health Card: all participants must get it before the mobility



### Dissemination campaign

We will use the following channels:

- Website of the entities (to upload the results: research, poster, presentations, images..)
- Youtube (to upload the video)
- Facebook (other social networks are optional)
- Erasmus+ platforms (Result platform and SALTO. EPALE -for young adults- is also mentioned, SEG -for educational entities- is optional)

Indicators (for a project duration of 24 months and including the conference):

- 200 entities (3000 people) should be informed through social networks.
- 2000 people from our staff, volunteers and usual collaborators (internal workshop, newsletters, conference?, etc).

### C2: TRAINING COURSE IN SPAIN

- **Title:** Training course on collaborative project design and entrepreneurship

- **Date:** November 2018? We will confirm the data later.

- **Objective:** The objective of the course is to provide participants with basic tools for youth entrepreneurship. Many times, the young people with whom we work in the three participating organisations, arrive at our activities in an unmotivated state. Therefore, we want to learn techniques for entrepreneurship that we can use with them and help them to start up their own ideas and projects. Our Turkish partner will also use them to work with young refugees. These techniques must be creative and encourage young people at a disadvantage, who are usually the most unmotivated or refugees, who have lost everything and really need to start new projects, professions, and so on.

- **Methodology:**

The methodology of the course will combine theory lessons, non-formal learning dynamics and practical team work to learn and test a participatory and creative technique for project design. In addition, participants will learn other key tools in entrepreneurship such as innovation, budgeting, economy or fundraising and will strengthen other professional skills such as facilitation, conflict management or creativity. We promote an active and a participative relationship with trainers, creating a working network. A very useful element that Permacultura Cantabria normally uses, is to introduce, in their courses, a final space every day in which participants can share how they feel regarding the activities and the group themselves and they can make suggestions or appreciations, both to the staff and their fellow participants. This technique allows to measure and look after the mood of the participants on a daily basis, and adapt the methodology, if needed, to the group needs, fast and efficiently.





Thus, the methodology of the course puts the learning focus on the group, and is flexible and adaptive. Therefore, the programme and the methodology for each session will be adapted, according to the identified learning needs and goals of each person.

- **Programing** (the whole Course Programme is available in the PDF):

The content will be divided into the following modules (M1, M2...) and visits (V1, V2):

M1. Introduction to the project design (presentation of the technique to be used and its phases, deep listening, charismatic communication, etc.).

M2. Building teams (group theory, roles of different members, creation of work groups, knowledge of the participants, motivations, etc.).

M3 and M4. Planning projects (SMART objectives, project goal, task planning, budgeting, economy and fundraising, etc.).

M5. Partners' experience with refugees and digital tools.

V1. Visit to the NGO "Cantabria Acoge" whose purpose is the reception as well as the social and legal integration of the immigrants who arrive to the region.

M6. From planning to action (Supervision tools and project management, participative leadership).

V2. Visit to Red Cross, that work in collaboration with the Cantabrian Regional Government.

M7. Group dynamics (facilitation, conflict management, teamwork, group processes, reflection and constructive feedback).

M8. Social entrepreneurship (presentation techniques-closure of meetings and work processes, innovation, creativity and collective intelligence, how to leave the comfort zone, social and ecological sustainability of projects, systemic organisations).

- Participants' profile:

**From Permaculture Cantabria** Óscar Argumosa (coordinator) and Silvia Abascal (responsible for the welfare of the group during their stay in Spain) will be present throughout the course. There will be 7 Spanish participants (youth workers or volunteers from Permacultura Cantabria or ACNUR, Cruz Roja, Pedriza Refugia)

**From INBIE:**

1. Renata Ochoa-Daderska
2. Luis Ochoa Siguencia



3. 4 participants more (Young people) Please, confirm participants as soon as possible to start their preparation

#### From Sarıçam Halk Eğitim Merkezi:

1. Yeliz Nur Akarçay, is a teacher and project coordinator.
2. Mustafa Deveci, is the director. He has many experiences about refugees.
3. Kerem Yücel Güvel is a teacher working with refugees in the camp and is one of the most active youth workers in the organization with 4 years of experience. He has participated in many youth training courses. He is always motivated to work with the youngsters and learn new non formal methods and techniques for working with them
4. Akın Atmış, is deputy head teacher and responsible for the all courses/activities carried out in the refugee camp.
5. Nazmiye Sarıkaya, is a handicraft teacher at the refugee camp and has lots of experiences in this field.
6. Eylem Engin, is an English teacher. She has many experiences in adult education and international projects.

Note: we should record part of the course for the promotional video.

### WORK TEAM, TASK DISTRIBUTION AND DEADLINES

#### Permacultura Cantabria

Main tasks:

1. Project coordinator: financial, schedule and quality control, as well as reporting.
2. Preparation and implementation of the course and the final meeting in Spain (maybe a conference).
3. Promotional video edition.

- Oscar Argumosa: President of Permacultura Cantabria.

He is an entrepreneur, founding two NGO's (Permacultura Cantabria and PASOS) and an architecture SME (Bitectura). In the last three years he has created the electronic platform "Reserve-me" (<https://reserve-me.com/>) for the dissemination of training, leisure and wellbeing activities, he has designed and rolled out a Master in Emotional Management; and has coordinated more than 21 European projects. He is also a guest speaker to a number of universities and regularly collaborates in developing social programs with local institutions. In this project, he will design and coordinate the training course in Spain. He will be the spoken person in the conference.

- Carmen Solla: International Area Coordinator of Permacultura Cantabria. As coordinator of the Interculturality and Education for the Sustainable Development Area of "Save the Children", she designed and monitored different international cooperation projects to promote youth and children inclusion, especially of those with migrant backgrounds. For example, the project "Me,



my neighborhood and the world" was designed to improve the intercultural coexistence among at-risk adolescents.

She will be the contact person in this project and will be in charge of its implementation. She will also attend the transnational meetings, participating in the writing of the report and the new k2 project.

- Leila Bensghaiyar: Responsible for dissemination (**She won't participate at the end, so Carmen Solla will be in charge of the dissemination**).

- Julia Ramos. She has a Master in Leadership and Strategy Sustainable Planning she studied in Technique University of Sweden. Entrepreneur of "Once in a LifeTime Events", project that lead to integrate sustainability in event organization. She has 8 years of experience in Hotel Business and a Master in Communication Management and Public Relations. She will be facilitator in the entrepreneurship course in Spain.

- Beatriz Gallego. She is a creative entrepreneur at 14 grasas.com. A trainer and teamwork facilitator and a Psychologist oriented in processes. She has got 14 years of experience in communication and marketing for the private, and social sectors. She has an MBA and experience in cooperatives organisations. She will be the facilitator in the entrepreneurship course in Spain.

- Silvia Abascal: During the course, she will be responsible for simultaneous translations and support to the coordinator. During the visits, she will give the conference on emotional education.

- Angie Larenas Álvarez. She is a sociologist specialised in social research with specific training in international studies. She has more than 10 years of experience as a researcher, trainer and editor to different organisations and institutions. One of her most recent jobs was related to the process of welcoming and integrating refugees in the Basque Country, Spain. To develop that work she has collaborated with the University of Deusto (Bilbao). She has many publications concerning human rights, international relationships, humanitarian action and migration. She will be one of the trainers in the course and will be the accompanying person of the participants in the programmed visits.

**She was not included in the application, but she will participate in the project.**

Associated partners (that will help us to write the report and disseminate the project results):

1. ACNUR (<http://acnur.es/>)
2. Red Cross (<http://www.cruzroja.es>)
3. Fundación Fernando Pombo (<http://www.fundacionpombo.org/>)
4. Pedriza Refugia (<http://bit.ly/2hLkDmi>)

Fundacja Instytut Badan I Innowacji Wedukacji (INBIE), Poland

Main tasks:

1. Hosting the kick off
2. Experience about digital tools (develop the tool if the new k2 project is approved, suggest a new partner to do it or subcontract one).



- Renata Ochoa-Daderska: contact person, in charge of the Project implementation.
- Malgorzata Brinska, second person that will help to the contact person.
- Luis Ochoa Siguencia PhD. Expert in new technologies.

#### Saricam Halk Egitim Merkezi (Turkey)

Main task:

1.To lead the writing of the report.

- Contact person: Yeliz NUR AKARÇAY -Teacher
- Second person: Mustafa Deveci. Director.
- Kerem Yücel GÜVEL -Teacher

#### FINANCIAL CONTROL

\*Permacultura Cantabria will be responsible for financial control.

\*Each partner must report their expenses at the end of each month with supporting documents (scanned invoices issued to their organisation) to Permacultura Cantabria. Thus, we can plan possible revisions between budget items.

\*Original documents may be requested during the controls, the Partner is liable to submit original copies of the documents and to keep accounting reports. The Commission may carry out inspections or evaluations within 3 years as of the date of application of the contract and the date on which the person is paid (as the total budget doesn't exceed EUR 60 000).

\*Partners are allowed to adjust the estimated budget by transfers between the different budget categories. The Coordinator and the Partners are allowed to transfer up to 20% of the funds allocated for project management and transnational project meetings, intellectual outputs, multiplier activities, learning/teaching/training activities and exceptional costs to any budget category except project management and implementation costs and exceptional costs.

Transfers may result with 20% increase at most on the amount set out in the following table. Approval of the Coordinator is required for each budget transfer.

Budget Item	Amount
Project Management and Implementation	18.000,00
Transnational Project Meetings	5.340,00
Learning/Teaching/Training Activities	25.090,00
Total	48.430,00

#### \*Budget details per Participating Organisations

Budget allocation per organisation as indicated in this section is not obligatory and may be modified by the beneficiary under the condition that the activities and outputs of the project are realised and delivered in accordance with this Grant Agreement and the work plan presented in the corresponding application form.



\*If any deduction is made in the budget due to a failure by the partner to fulfill its obligations and/or of a negligence, this amount shall be deducted from the budget of the partner. In case the next payment to be made does not suffice for the deduction, the Partner hereby accepts and undertakes to make this payment in cash.

### Payment plan

	Economic Distribution	Payment plan		
	According to the Grant Agreement	Total managed by entities	At the beginning	At the end
Applicant: Permacultura Cantabria	18410	30410	24328	6082
Partner 1 (Poland)	13300	7300	5840	1460
Partner 2 (Turkey)	16720	10720	8576	2144
	48430	48430	38744	9686

**Permacultura Cantabria would manage 30410 EUROS in total** (18410 eur to ensure the participation of their staff in the project activities+12000 eur to organise the course in Spain), divided in two payments:

- The pre-financing payment: 80 % is available in their account already: 24328 €
- Final payment: 20 % will be available when the payment of the balance will be made by their NA (60 days after receiving the final report): 6082 €

Permacultura Cantabria, as the course organiser, will issue the corresponding invoice to their partners (for the course organisation, participant's accommodation and food).

**INBIE will manage 7300 eur in total** (13300 eur-6000 eur that will be managed by Permacultura Cantabria to manage the course):

\*The Coordinator will transfer **this amount to INBIE** in line with the payments of the National Agency:

- The pre-financing payment: 80% (the transfer will be made within 7 work days after the first payment of the National Agency will be received by the Coordinator): 5840 €
- Final payment: 20% (will be made within 7 work days after the payment of the balance will be received by the Coordinator): 1460 €



**Saricam Halk Egitim Merkezi will manage 10.720 EUROS** in total (16720 eur-6000 eur that will be managed by Permacultura Cantabria to manage the course):

\*The Coordinator will transfer **this amount to Saricam Halk Egitim Merkezi** in line with the payments of the National Agency:

- The pre-financing payment: 80% (the transfer will be made within 7 work days after the first payment of the National Agency will be received by the Coordinator): 8576 €
- Final payment: 20% (will be made within 7 work days after the payment of the balance will be received by the Coordinator): 2144 €

Note: For more detail about the partners' distribution, check the budget in the annexes.

## REPORTING

\*The Project starts on **9th April 2017** and finishes on **8th October 2019 (18 months)**.

\* By **8<sup>th</sup> February 2019** the coordinator must complete an interim report on the implementation of the Project covering the reporting period from the beginning of the implementation to 8<sup>th</sup> January 2019.

\*Within 60 days after the end date of the Project, the coordinator must complete a final report on the implementation of the Project, and, when applicable, upload all project results in the Erasmus+ Project Results Platform (research, etc).

\*The coordinator must use the Mobility Tool+ to record all information in relation to the activities undertaken under the Project, and to complete and submit the Interim and Final reports.

\*All requests for payments and reports must be submitted in Spanish.

### a) Project management and implementation

- Triggering event: the event that conditions the entitlement to the grant is that the beneficiary implements the activities and produces the outputs

- Supporting documents: proof of activities undertaken and outputs produced will be provided in the form of a description of these activities and outputs in the final report. In addition, outputs produced will be uploaded by the coordinator in the Erasmus+ Project Results Platform.

- Reporting: on behalf of the Project as a whole, the coordinator must report on the final distribution of funds and on undertaken activities and results.



## b) Transnational project meetings

### (c) Supporting documents:

- For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity in the form of a declaration signed by the receiving organisation (attendance certificate in annexes).
- Proof of attendance of the transnational project meeting in the form of a participants list signed by the participants and the receiving organisation (in annexes)
- Detailed agenda and any documents used or distributed at the transnational project meeting.

## c) Learning, teaching and training activities

### (c) Supporting documents:

#### - Travel

\*For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its starting and end date,;

\* In case of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located which leads to a change of distance band, the actual travel itinerary shall be supported with travel tickets or other invoices specifying the place of departure and the place of arrival.

(ii) Individual support - Proof of attendance of the activity in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its start and end date;

## PROBLEMS IN REPORTING OR IMPLEMENTATION

In the preparation phase, we agreed solutions for potential problems:

- If one of the people chosen to participate in the learning activities does not attend the meetings, does not sign the commitment to participate, does not perform their tasks on time or otherwise breaches their obligations. This person will be notified in writing of his / her departure as a participant in the activities and a substitute will be sought as soon as possible.
- One of the participants does not obtain the European Health Card before the learning activity begins. The contact person of each entity will personally supervise that this occurs on time.



- If one of the participants in the learning activities incurs a serious misconduct during their stay in another country (such as disrespect for another person or endangerment of themselves or their peers). The contact person of the host entity will notify the events immediately to the sending entity. In addition, the management or contact person of the host institution may decide to expel the participant from the activity.
- If one of the partners stops cooperating or leaves the project. In this case, the problem will be immediately notified to the national agency by email, and if there is no response within a week, it will be notified by telephone to obtain information about how to proceed. The internal agreement between partners also establish that if a partner entity leaves the project, they should pay back the used funds.
- If some of the participants are late in carrying out the agreed tasks. The contact person of such organisation will be contacted to know the reasons for the delay or if the participant needs help (the same will be done if the person who is late is the contact person). If there is no response during one week, a notice will be sent by email, warning that, in another week, the fact will be communicated to the national agency where the project was presented and in the country to which the participant being late belongs.
- If the applicant delays payments to the rest of the entities. When an unjustified cause occurs, the partners will notify to the national agency where the project was submitted, in case of more than one month delay.
- If the contact persons do not send the invoices to the applicant, at the end of the project. If the cause is not justified, the applicant will delay the last payment to the organisation until receiving the invoices.

If the conflict prevention was not enough, and the parties did not reach an agreement for themselves, a vote between the best available options would be established, choosing the one with the majority of votes. In the event of a tied vote, the vote of the coordinating organisation, would be double-counted.

All the parties would be aware of this resolution conflict measure and it will be reiterated in the previous meeting, so as to dispose them to a better understanding of this procedure and each other, during the project. During that meeting, the number of people being able to vote will be agreed upon, in the case of conflicts.

#### Poor, partial or late implementation

Poor implementation of the Project may be established by the NA on the basis of:

- The final report submitted by the coordinator;
- The products and outputs produced by the project;

A grant reduction based on poor, partial or late implementation may be applied to the total final amount of eligible expenses and may be of:

- 25% if the final report scores at least 40 points and below 50 points;
- 50% if the final report scores at least 25 points and below 40 points;





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- 75% if the final report scores below 25 points.

### Termination of the Contract

The Partner notifies the Coordinator immediately in case of appearance of any situation that may affect the performance of the Contract of Partnership.

The Coordinator may cancel the Contract of Partnership on the condition to preserve all rights for damages through a notification to the Partner.

Other reasons for termination are:

- (a) If the Coordinator decides that this Contract shall be affected negatively because of any negligence and/or late notification of the Partner,
- (b) In case of occurrence of the conditions specified under the article of failure to deliver the documents in Article 11 of this Contract or violation of any article of the Contract,
- (c) In case of occurrence of any of the conditions that shall require termination of the Contract which is set out in Article 2 of the Grant Contract in Annex 1, this contract will be terminated.





**BUDGET DISTRIBUTION AND PAYMENT PLAN**

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	48430	48430	38744	9686

Item 1	Organisation	Eur	Months	Total
Project Management and Implementation: planning, finances, coordination and communication, dissemination	coordinating organisation (Spain)	500	18	9000
	partner 1 (Poland)	250	18	4500
	partner 2 (Turkey)	250	18	4500
				18000

Item 2	Organisation	Eur**	Nº pax	Total
Transnational Project Meetings for implementation and coordination purposes.	applicant to Poland	575	2	1150
	partner 1 (Poland) to Poland	0	2	0
	partner 2 (Turkey) to Poland	760	2	1520
	applicant to Spain	0	2	0
	partner 1 (Poland) to Spain	575	2	1150
	partner 2 (Turkey) to Spain	760	2	1520
				5340

There will be 2 meetings: the kick off meeting in Poland and the final evaluation in the applicant's country

Item 3.1.	Organisation	Eur**	Nº pax	Total
Learning activities (travel support)	applicant (Spain) to Spain	180	7	1260
	partner 1 (Poland) to Spain	275	6	1650
	partner 2 (Turkey) to Spain	530	6	3180
				6090

Item 3.2	Organisation PAIS DE LA ACTIVIDAD	Days	Eur/day	Participants	Application total
Learning activities (individual support)	applicant's support for Spanish Course	10	100	7	7000
	Poland's support for Spanish Course	10	100	6	6000
	Turkey's support for Spanish Course	10	100	6	6000
					19000

The original project had 3 learning activities but due to our NA's cuts there will be only 1 learning activity: a 10-days course in Spain.

Each organisation will receive the money to properly organize the activity in their country. We should receive the amount in yellow before the activity.

