



**REPORT on M1 and Action note
November 28-30, 2016 – ARCACHON (France)**

The note of the 1st READY...GO meeting is an action note rather than a full chronological record of all the discussion at the meeting. It highlights the main issues discussed and the key actions to be undertaken prior to M2 on June 20-21, 2017 in Latvia.

Map of Partnership and Partners' Agreements

One original contract with annexes duly signed, stamped and dated was given back to each party, the coordinating organization keeping one original of each partner agreement. The withdrawals of the Sicilian partner (in the process of being replaced) and the Spanish partner (probable since they are absent from the launching seminar) did not make possible to fully finalize the administrative tasks related to the partners agreements with annexes in regard of these two countries).

A slide on the geographical origins of each partner was carried out followed by a detailed explanation of the situation in regard of READY...GO partnership. The partners were aware of the abandonment of the Sicilian partner insofar as the legal representatives of each institution had to sign a mandate for endorsement giving the coordinating organization their authorization to search for substitute partners and that was done. The prison of Corradino (MT) as well as University of Brescia (IT) will share in a very near future the tasks previously entrusted to the Sicilian partner.

Due to this first new step in READY...GO reorganization, Maltese partner attended the kick-off on its second and third days (due to a very high cost of air plane tickets) while the Italian new one was unfortunately prevented.

The second situation was also explained to the partners but, because it was more uncertain at the time, there was no work done upstream of the kick-off, the Spanish partner having just remained silent after completing the list of participants (names, arrival and departure dates) for hotel reservations that have been canceled 2 days before the kick-off to avoid having to pay fees.

Then the original icebreaker game "*Get to know each other*" was postponed to the next day in order to await the presence of the Maltese partner. This game consisted in teaching each other in our different national languages the words "hello" and "thank you".

Each partner commented on a very detailed presentation that had been prepared by each beforehand following a common framework so as to be able to make comparisons from country to country (this was included in the project's application). Presentations will be downloaded quickly on the working platform.



The Project

The partners took some time to re-visit the project (Stages of the project) and to ensure that all partners understood the aims and objectives and their roles in the project. The current lead partner visits the project's development through a detailed presentation all along the kick-off and partners received a copy of slides so to be able to take notes.

It seems that this process was useful to explain the project and to elucidate the roles and remits of the individual partners.

On the 1st morning, partners worked in two subgroups (one participant per country in each subgroup) then in plenary, led by the French partner to come to shared definitions of concepts such as:

- ☞ formal, non formal and informal education,
- ☞ competence as knowledge + skills + attitudes,
- ☞ sport and physical activities.

Exercises in relation to situations of **formal, non-formal and informal education** were practiced; Targeted examples with the project topic had to be found. UNESCO definitions were collectively accepted as well as some WHO definitions related to sport and physical activities and partners should look for national definitions in their country likely to complement the work undertaken.

The Budget

Payment schedule is planned in partners' agreements and partners are aware of their division. The final 20% payment will be withheld by the National Agency from all partners until the final report has been signed off.

The coordinating organization presents a "READY...GO budget review" step by step.

The partners clarified the budget allocations and the number of days allocated to each partner (O1-O2-O3-O4-O5-O6-O7-O8). It was agreed that in some cases partners may need to move budget from one heading to another as the Erasmus rules allow 20% variation to budget headings. Most partners felt the travel and subsistence budgets were tight and there may need to be some movement to accommodate costs (*they also will try to buy airplane tickets as early as possible so to get good prices and hosting organizations will have to carefully negotiate prices for accomodation*). There is no additional funding for evaluation – project evaluation will be the responsibility of the coordinating organization. Reductions of budget (CAT1 and CAT4, translation costs, O9) from the application were explained too.

Letters **M** (Meeting) – **A** (Activity) – **O** (Output) – **E** (Event) – **C** (Course) were detailed so that partners can be autonomous when going through project' documents. Lump sum (for project management) and max. cost (for travel/accommodation/meals) were described such was the exceptional cost (75 % of the exact amount with a max). Compulsory rules were explained (ex. for C1 and C2 activities with a 5 days session on site). Reductions of budget from the application were explained too in regard of categories of project staff (CAT 1/Manager - CAT2/Teachers-Searchers - CAT3/Technicians - CAT4/administrative and financial assistant).



Project periodic reports

READY...GO **1st interim report** must be submitted to **June 30, 2017**

READY...GO **2nd interim report** will have to be submitted no later than **November 30, 2017** so to receive the second 40% of EU grants

READY...GO **final report** must be submitted to **April 30, 2019** (with an end of expenses on February 28, 2019).

The dates for the reporting of expenses have been set according to the reporting dates and the installment payments.

Project Steering Group (PSG)

It was explained that, due to experience with some difficulty partners had to overpass in a previous project (ON OFF) by failure of their coordinator, a Project Steering Group was initiated by the partnership who met and discussed items before/during every transnational meeting. This organization was trained also in another project (FEFI) and it works perfectly mainly when specific discussions have to be debated (finances, reports,...).

For an optimal development of this project, the principle of one permanent participant per partner at each high time of the project (M and C) has been explained and validated. Partners know and agree on who will be their "permanent" person.

Project work schedule and Meeting Dates

The partners discussed and validated the various dates of the project, the only ones that remained "open" being that of the concluding conference with the EU common articulation as well as dates to meet in Italy (M3/09.2017) and to train educational course in Spain (C2/10.2018).

M2 -in Latvia - Arrival on June 19, 2017 for a departure on June 22, 2017. Meeting dates are 20-21.

C1 - in Germany - Arrival on October 22, 2017 for one learning and teaching activity from October 23 to 27, 2017 included. Two sport instructors as well as READY...GO project' permanent person will have to attend this C1 which will focus on the design and creation of new resources to identify and develop transversal competences (knowledge, skills and attitudes) with topic based on Sport and physical activities in prison.

M3 - in Italy?/Malta? - Exact dates and place will be fixed ASAP with partners who share the tasks of the previous Sicilian partner.

M4 - in Finland - Arrival on June 11, 2018 for a departure on June 14, 2018. Meeting dates are 12-13.



C2 - in Spain - Exact dates in October 2018 and place will be fixed ASAP with partner(s) who will share the tasks of the previous Spanish partner we still have to replace (2016.12.10: negotiations are on their way with a Spanish public authority (Gobierno de Cataluña located in Barcelona). Two sport instructors (they may be different from those who participated in C1) as well as READY...GO project' permanent person will have to attend this C2; a 4th professional (from each partner country) will join the group and partners have to decide on his/her profile (can be a decision maker or a politician).

E1-E2-E3-E4-E5-E6-E7 correspond to national conferences organized around a European videoconference. This date will be fixed in the 2nd half of 2017.

M5 - in Cyprus – Arrival on January 28, 2019 with departure on January 31, 2019. Meeting dates are 29-30.

Project Outputs and Activities

The partners were explained the expectations of specific outputs, in particular as regards of the data collection of Questionnaires to Inmates and Sport instructors (O2), the inventory of relevant practices as “inspiring practices” (O4), the creation then experimentation of the new educational tool (O5) and the drafting of a methodological guide including recommendations (O6).

The coordinating organization explained the history of the glossary (from EU previous projects since 5 years) and all the partners agreed to continue the work undertaken in their national languages with the exception of LV for whom it will be necessary to translate the whole document (it might also be possible to think about a translation into Russian if we consider the opportunity to have one participant under cover of Latvia).

Finnish partner brought two templates of Questionnaires (one for inmates, one for sport monitors and associated staffs) they prepared before attending the kick-off and all partners together debated on every question and suggestion so to come to a common content on both. These questionnaires will be tested all along December 2016 in CY-LV-MT (4 inmates each) and in DE-FI-FR (1 to 2 sport monitors or associated staff).

The collection of data (O2) will take place from January till May 2017 and READY...GO partners agreed on following figures:

	CY	DE	ES ² ?	FI	FR	IT ²	LV	MT	?
Q1 Inmates	50	50	(**)	50	(*)	(**)	100	50	(**)
Q2 Monitors	10	20	(**)	15	(*)	(**)	10/15	5	(**)

(*) due to national priorities (phenomenon of radicalization with acts of terrorism, parliamentary and presidential elections) FR will be fixed within two months time.

(**) still under reorganization through endorsements.



During meeting, CY partner who is responsible of the logo design already presented some shapes that he prepared and partners were able to make corrections and vote for two pictures:



- for documents, productions,...

This logo above will be reproduced on Questionnaires 1 and 2 and sent to partners by the coordinating organization.



- for working platform' front page

Associated tasks

Mainly this point focused on financial matters (while report on tasks for this first project period till M2 in Latvia is already reported on Project work schedule and Meeting dates).

On a trial basis, partners are invited to produce **before December 22, 2016** a timely financial statement of their current expenditures in order to readjust any dysfunctions if necessary (current expenditure at this stage being based solely on the M1 seminar).

Project Communication

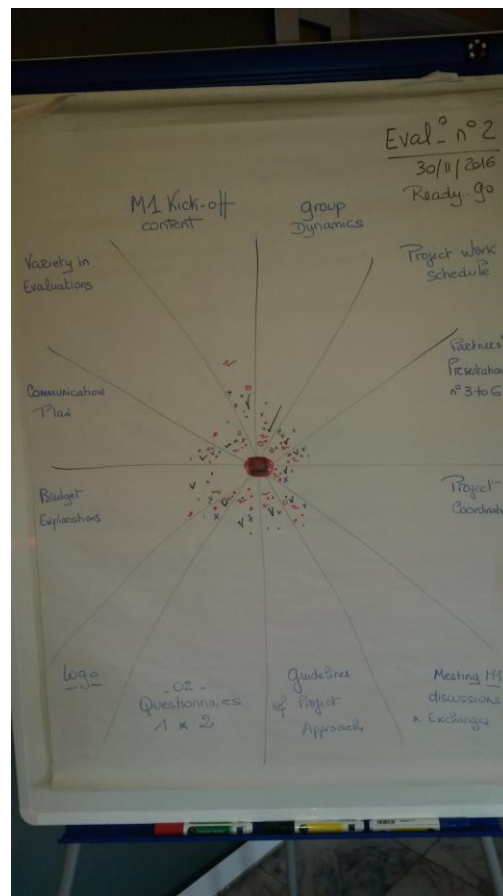
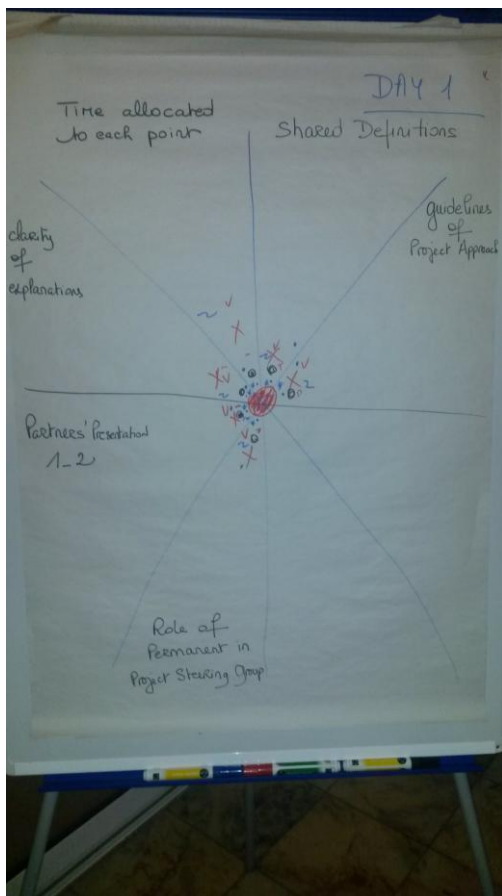
A draft project communication strategy was included in the agenda. It was agreed that when possible meetings would be arranged by SKYPE to minimise email communication and Dropbox would be used to house heavy project documentation. We thought to organize regular monthly SKYPE meetings but it appeared that some ministries do not allow such connection (we will have to discuss about this point again in a near future). Independently it was acknowledged that if not all partners would always be able to make the online meetings, those who could attend would.



Evaluations

From NA independent experts (eg. application): the coordinating organization presented the main strengths and weaknesses of READY...GO project in 7 different points. This was for the partners to remain vigilant about recommendations from external independent experts of the French NA.

Through Bull's eye evaluations on flipchart at the end of the 1st and 3rd days we came to these results



Explanation: The closer the ratings are to the middle (the target), the higher is the satisfaction of the participants. So it can be seen that the bull's eye evaluation reflects a positive development.

Other types of evaluation that will occur during the project duration:

With local guest and critical friends: the follow-up still has to be developed but this point was discussed and agreed by partners.

Post-meeting evaluation by each participant: every meeting and collective time will be followed by one post-meeting evaluation.



Periodic progress evaluation: will take place 3 times during the project duration (it's based on a list of identified contacts and a documented newsletter that were discussed too).

Freeware mind-mapping web application was presented via a video under COGGLE and the link is <https://www.youtube.com/watch?v=99VswRkMyW4>

This last mean to evaluate the project' process will be shared again and worked by partners in Latvia as it was the 1st time during kick-off they have been able to discover this application.

IMMEDIATE ACTIONS ARISING FROM THE MEETING

1. Euro-CIDES to issue initial 20% payment just after kick-off
2. DE, LV and MT must send AQAP their presentation to the coordinator
3. All partners to submit by December 22, 2016 time sheets and updates to expenditure profiles. Some educational materials will be due monthly (with fixed deadlines) while financial periodic reports are already planned in Partner Agreement and agreed by all.
4. Each partner (CY-DE-FI-LV-MT), following the example presented by the hosting coordination (Definitions from WHO and UNESCO), should look for national definitions in his/her country likely to complement the work undertaken. Partners agreed on December 31, 2016 as deadline
5. Each partner involved in testing Q1 and Q2 agreed to give feedback to the coordinating organization by the end of December 2016 so to eventually be able to organize necessary adjustments before the period of collecting data start in January 2017.
6. Collecting data will be organized in each country starting from January and the last registering period must not be after mid-May 2017.
7. Euro-CIDES to try to set up a series of regular online meetings via SKYPE for permanent representatives of READY...GO
8. All partners to promote project at events and via the press (intranet/extranet) as and when feasible – partners to keep a note of events and take and file photographs so that this information can be included in the interim (2) and final (1) project' reports.
9. FR will prepare post-M1 evaluation and send it to all participants and their answer are expected no later than in the fortnight following the day of mailing.