

Kick-Off-Meeting Oberursel

08.-10.11. 2017

Partner of STELLA

- P1 IB Südwest gGmbH für Bildung und soziale Dienste - Behindertenhilfe Südwest / Germany - Applicant
- P2 Papillons Blancs de Lille / France
- P3 ESTIA - Support & Social Care Center for People with Intellectual Disability / Greece
- P4 Cooperativa sociale Kara Bobowski / Italy
- P5 Jaunuoliu dienos centras / Lithuania
- P6 Holding Kindercentra de Roef BV / Netherlands
- P7 PSONI Kolo w Gdansk / Poland
- P8 Sensus Stockholm-Gotland / Sweden
- P9 Spastic Children's Foundation of Turkey / Turkey
- P10 North West Play Resource Centre / United Kingdom



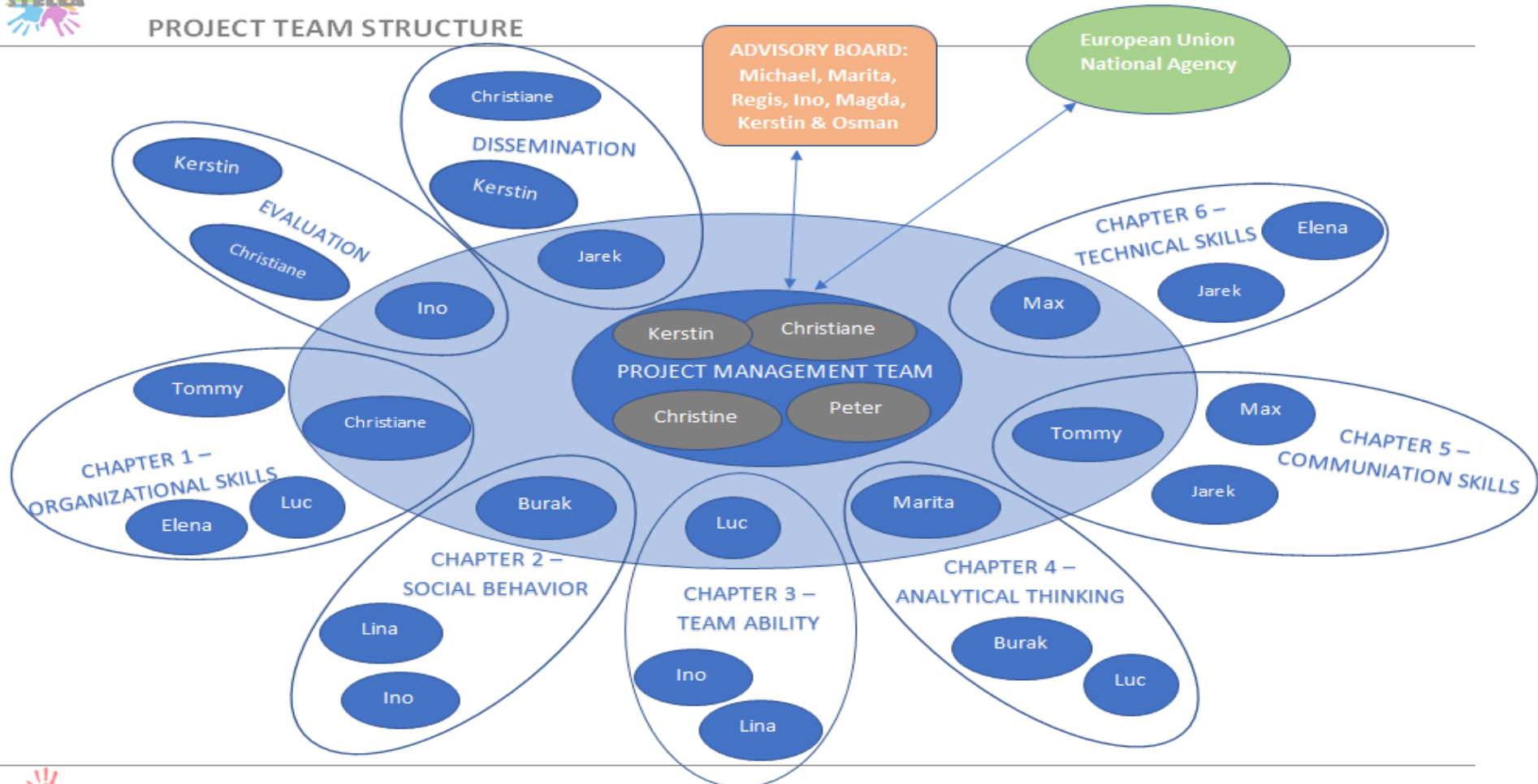
STELLA Work Package Structure

- Work package 1 - Project Management (P1)
- Work Package 2 – Evaluation (P6 with P1)
- Work Package 3 – Dissemination (P7 and P1)
- Work Package 4 – Handbook
 - 4.1 Basic work skills 1: Organizational Skills (P1 with P2, P3, P4)
 - 4.2 Basic work skills 2: Social Behavior (P9 with P5, P6)
 - 4.3 Basic work skills 3: Team Ability (P2 with P5, P6)
 - 4.4 Basic work skills 4: Analytical Thinking (P8 with P2, P9)
 - 4.5 Basic work skills 5: Communication Skills (P3 with P7, P10)
 - 4.6 Basic work skills 6: Technical Skills (P10 with P7, P4)
- Work Package 5 – Multiplier Events





PROJECT TEAM STRUCTURE



Role of the Projectmanagement

Members of the Projectmanagement Team

Christiane Lensch, Christine Halas, Kerstin Klepsch and Peter Furth

Tasks and Activities

- Support and project management (Christiane Lensch, Christine Halas)
- Taking of decisions which cannot be taken by the project management alone and which do not fall within the competence of the Caravan Board
- Preparation of the management files and forms
- Assistance with organisational and structural issues
- Reflection of issues of content
- Coordination of the participating partner countries
- Coordination of quality assurance and working packages of handbook

Role of Caravan 2000 Board

Members of the Caravan 2000 Board, who are involved in the STELLA-Project

Kerstin Klepsch (Austria), Marita Jonols (Sweden), Magda Skiba (Poland), Michael Thiele (Germany), Ino Cornel (Netherlands), Regis Alvin (France), Osman Öztürk (Turkey)

Tasks and Activities

- Participation in the Transnational Meetings and Multiplier Events
- Ongoing communication with the Projectmanagement - Supporting the Projectmanagement in case of problems and conflicts with other partner countries
- Consultation in case of budget deviations
- Advices* with respect to the interim and final report to the National Agency
- Advices with respect to the withdrawal of a partner

*At least 4 members are required to pass an advice



The STELLA guide - How to improve basic works skills of people with disabilities

The handbook consists of eight parts. All partners are involved in developing the book content. The responsibilities for working on and delivering the chapters' content are divided as follows:

- Introduction - P8 Sweden,
- Chapter 1: organizational skills - P1 Germany (collaborating with P2, P3, P4),
- Chapter 2: social behavior - P9 Turkey (collaborating with P5, P6),
- Chapter 3: team ability - P2 France (collaborating with P6, P5)
- Chapter 4: analytical thinking - P8 Sweden (collaborating with P2, P9),
- Chapter 5: communication skills - P3 Greece (collaborating with P7, P10),
- Chapter 6: technical skills - P10 United Kingdom (collaborating with P7, P4),
- Summary - P1 Germany.



Financial Issues

Fundament for all financial activities of the STELLA-Project are:

1. the Agreement, which was signed by Michael Thiele and the German National Agency,
2. the financial agreement, which will be agreed and signed by IB Behindertenhilfe Südwest and each partner country.

The financial agreement with all attachments will be sent out to each partner until the end of November so that the first financial transactions will take place within the current year (2017).

The document **Project_Budget_Details_STELLA** contains all funds per partner in a detailed manner. As soon as there is the „financial issues“ manual available in English, the manual will be sent to all partners.



Eligible costs		Financing mechanism	Amount		Rule of allocation
Project management and implementation	Project management (e.g. planning, finances, coordination and communication between partners, etc.); small scale learning/teaching/training materials, tools, approaches etc. Virtual cooperation and local project activities (e.g. class-room project work with learners, youth work activities, organisation and mentoring of embedded learning/training activities, etc.); information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.). Costs linked to the implementation of transnational youth initiatives.	Contribution to unit costs	Contribution to the activities of the coordinating organisation: 500 EUR per month	Maximum 2750 EUR per month	Based on the duration of the Strategic Partnership and on the number of participating organisations involved
		Contribution to unit costs	Contribution to the activities of the other participating organisations: 250 EUR per organisation per month		
Transnational project meetings	Participation in meetings between project partners and hosted by one of the participating organisations for implementation and coordination purposes. Contribution to travel and subsistence costs	Contribution to unit costs	For travel distances between 100 and 1999KM: 575 EUR per participant per meeting		Conditional: applicants must justify the need for the meetings in terms of number of meetings and participants involved. Travel distances must be calculated using the distance calculator supported by the European Commission.
			For travel distances of 2000 KM or more: 760 EUR per participant per meeting		

Eligible costs		Financing mechanism	Amount	Rule of allocation
Exceptional costs	Contribution to real costs related to subcontracting or purchase of goods and services. Costs for providing a financial guarantee, if the National Agency asks for it.	Real costs	75% of eligible costs Maximum of 50.000 EUR per project (excluding costs for providing a financial guarantee)	Conditional: subcontracting has to be related to services that cannot be provided directly by the participating organisations for duly justified reasons. Equipment cannot concern normal office equipment or equipment normally used by the participating organisations.
Special needs support	Additional costs directly related to participants with disabilities ¹⁰³	Real costs	100% of eligible costs	Conditional: the request for these costs must be motivated in the application form.

ADDITIONAL FUNDING FOR STRATEGIC PARTNERSHIPS SUPPORTING INNOVATION IN THE FIELD OF EDUCATION, TRAINING AND YOUTH

Intellectual outputs	Intellectual outputs/tangible deliverables of the project (such as curricula, pedagogical and youth work materials, open educational resources (OER), IT tools, analyses, studies, peer-learning methods, etc.)	Contribution to unit costs	B1.1 per manager per day of work on the project	Conditional: staff costs for managers and administrative staff are expected to be covered already under "Project management and implementation". To prevent potential overlap with such item, applicants will have to justify the type and volume of staff costs applied for in relation to each output proposed. The outputs should be substantial in quality and quantity to qualify for this type of grant support. The outputs should prove their potential for wider use and exploitation, as well as for impact.
			B1.2 per researcher/ teacher /trainer/youth worker per day of work on the project	
			B1.3 per technician per day of work on the project	
			B1.4 per administrative staff per day of work on the project	
Multiplier events	Contribution to the costs linked to national and transnational conferences, seminars, events sharing and disseminating the intellectual outputs realised by the project (excluding costs for travel and subsistence of representatives of participating organisations involved in the project).	Contribution to unit costs	100 EUR per local participant (i.e. participants from the country where the event is taking place)	Maximum 30 000 EUR per project
			200 EUR per international participant (i.e. participants from other countries)	

Proof for Transnational Meetings and Multiplier Events

- Attendance sheets with name, date, place of the meeting, name, email address and signature of the participants and name & adress of the organisations
- Detailed programm and documents

Proof for staff costs

- Staff cost documentation file per staff member with signature of employee and legal representative

Proof for exceptional costs

- Bills and receipts

Rules for order placements in Germany (for example: costs for the translation into easy languages):

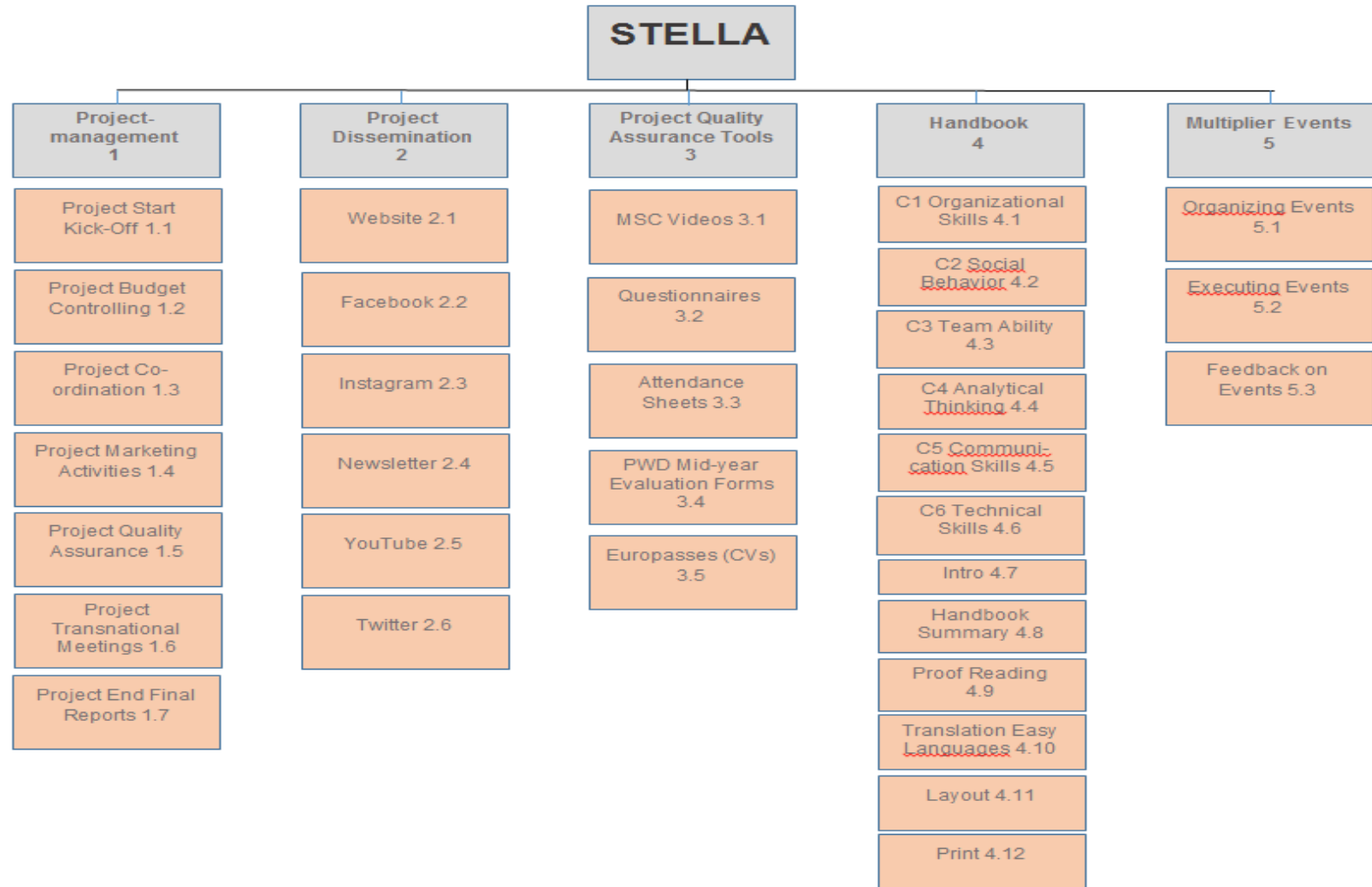
*In Germany it is required to collect **three offers** (incl. description) for orders over Euro 1.000,- . The process of decision must be **documented** in a written form and shall follow **economic principles**.*

Attention! Every partner must check the national rules regarding requirements for order placements in ist country. Please provide the project management team with the appropriate information! Thanks!





2017-1-DE02-KA204-004167



Evaluation (P6 / P1)

The involved staff in the monitoring process is the project management team (P1), the evaluation team (P6) and the national project coordinators of P2, P3, P4, P5, P7, P8, P9 and P10.

Indicators to measure the quality of the project are the questionnaires (including a rating from 1-4 of various project topics), the performance reviews (Mid-Year Evaluation Forms PWDs) including a rating from 1-10 of predefined topics and the most significant change videos or statements.

Proposal:

- Ino and Esther take care of the MSC Videos.
- Christiane developed the questionnaire and prepares an evaluation tool.
- Kerstin takes care of the Mid-Year Evaluation Forms and prepares the statistics for the evaluation.
- All filled out Europasses will be sent to the Project Management Team.



Dissemination (P7 / P1)

All partners are responsible for the dissemination in their own country to their internal and external clients and users. This includes all items mentioned below. In every dissemination procedure, the logos (print, audio, video) will be used for a better brand recognition by people with and without disability.

The target groups of the STELLA dissemination activities inside the partnership are the project team members, the entire staff of the participating organizations and the people with disabilities participating in the national and transnational activities of the project.

The STELLA dissemination plan consists of the following subjects:

1. the project **website** (*The STELLA webpages will be hosted by IB or Caravan 2000*)
 2. the project **YouTube** channel
 3. the project **Facebook** page
 4. the project **Instagram** account
 5. the project **newsletter**
 6. the reports on the dissemination status-quo on transnational meetings
- Hashtags for branding the project: **#WeAreSTELLA** & **#KA2_EB17**
 - Collaborating with the EPAL platform
 - There will also be a **Twitter** page of STELLA (recommended by the National Agency in order to network and inform policy makers). Responsible for the Twitter page is P1 (Kerstin).



Beneficiaries of ERASMUS+ funding shall use the **European emblem (EU flag)** in their communication to acknowledge the support received under ERASMUS+ programmes.

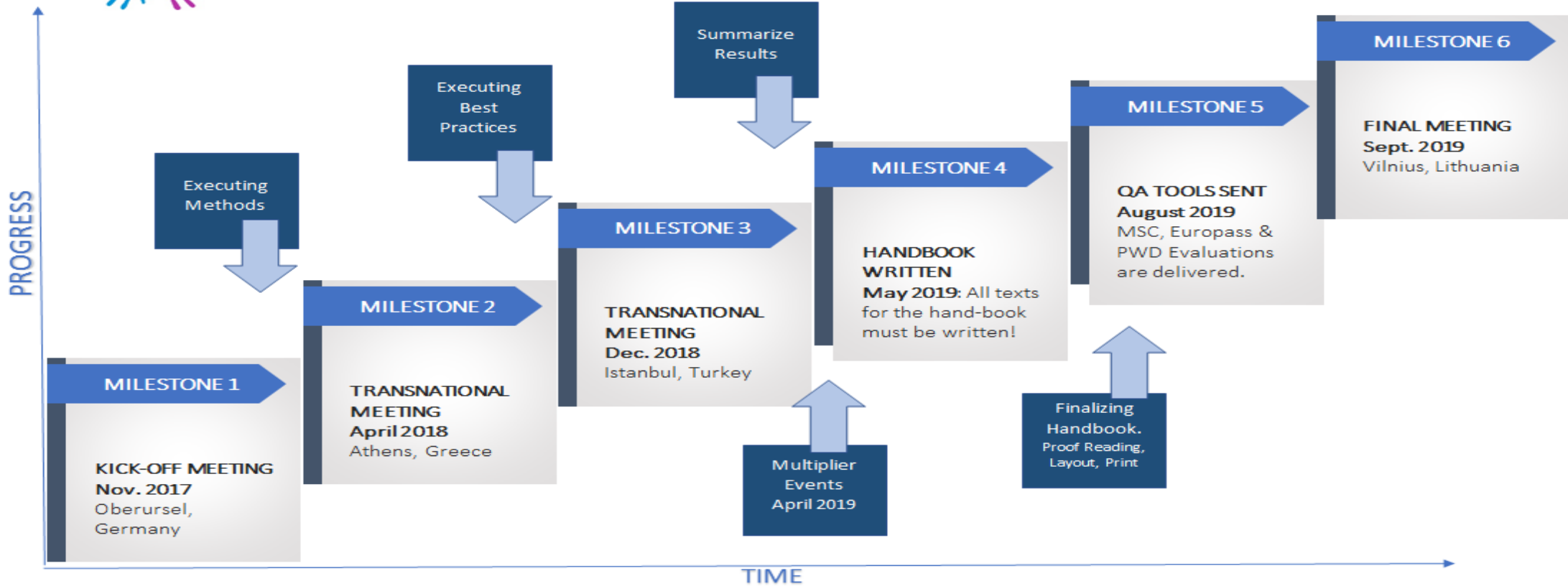
Example



Failure to acknowledge the European Union funding may lead to the costs related to a particular activity being declared ineligible.



MILESTONES



Thank you very much for your Attention!

#WeAreSTELLA

