



Deliverable D1.2

Transnational Project Meetings



**Co-funded by
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Partnership	Website	Logo
Asociatia Nationala de Dezvoltare Continua a Tineretului din Romania (Romania), project coordinator	https://andctr.ro/	
Fondazione Comunitaria di Agrigento e Trapani (Italy)	https://fcagrigentotrapani.it/	
Walk Together Association (Bulgaria)	https://walktogethereu.com/	
Asociación cultural y environmental Permacultura Cantabria (Spain)	https://www.permaculturacantabria.com/	
Active Citizens Partnership (Greece)	https://activecitizens.eu/	
Future Cast (Ireland)	https://futurecast.info/	



This document provides a detailed overview of the three transnational partnership meetings held as part of the PeerCivic European initiative, which brought together partner organizations from across Europe to strengthen collaboration, share best practices, and ensure the project's successful implementation.

- **Kick-off Meeting – Craiova, Romania (16–17 January 2024)**

- this initial meeting laid the foundation for the PeerCivic project. Partners met to establish a shared understanding of the project's goals, define roles and responsibilities, and plan the first stages of implementation.

- **Transnational Partners' Meeting 2 – Trapani, Italy (11–12 November 2024)**

-serving as a mid-term review, this meeting focused on monitoring progress, evaluating ongoing activities, and adjusting plans based on feedback and emerging needs. It also provided an opportunity to exchange good practices and reinforce the collaborative spirit among partners.

- **Final Transnational Partners' Meeting – Manorhamilton, Co. Leitrim, Ireland (21–22 October 2025)**

-the concluding meeting marked the culmination of the project's collective efforts. Partners gathered to assess results, share key outcomes, and explore strategies for sustainability and future cooperation beyond the project's lifetime.

The meetings represented key milestones in the project's timeline, each contributing to the continuous development and refinement of PeerCivic's objectives to promote youth participation and democratic engagement at the European level. Together, these three meetings ensured continuous coordination, effective communication, and a strong sense of shared purpose among all partners involved in PeerCivic, contributing significantly to the project's success and long-term impact on youth empowerment and civic participation across Europe.

Kick-off meeting

16 - 17
January
2024

Hosting organization:

Asociatia Nationala de Dezvoltare Continua a Tineretului din Romania / Craiova, Romania

The PeerCivic project officially began with a dynamic two-day face-to-face kick-off meeting, bringing together all partner organizations to set the foundation for collaboration, planning, and shared vision for the months ahead. The meeting marked an important step toward strengthening civic participation and youth engagement across Europe!

Day 1

The meeting opened with presentations of each partner organization and their roles within the project. The consortium discussed the overall context, aims, and expected impact of PeerCivic, emphasizing its commitment to empowering young people as active citizens through collaboration, digital engagement, and peer learning. Each partner presented their respective work packages, detailing objectives, tasks, indicators, and deadlines. These sessions provided an opportunity for partners to align their strategies and clarify responsibilities, ensuring effective cooperation and communication throughout the project's implementation.

Day 2

The team reviewed administrative and communication procedures, highlighting clear pathways for internal coordination, documentation, and reporting. A financial plan was also discussed, ensuring efficiency in managing project resources. The second day focused on planning future transnational meetings and online coordination sessions. Partners discussed potential dates, locations, and hybrid options to maintain collaboration and ensure inclusivity for all team members.



The kick-off meeting concluded with a shared sense of purpose. Partners agreed on the importance of continuous communication and mutual support in achieving PeerCivic's goals. The meeting successfully laid the groundwork for a productive and impactful collaboration, setting a clear direction for the next stages of the project.

Transnational Meeting 2

11 - 12
November
2024

Hosting organization: Fondazione Comunitaria di Agrigento e Trapani / Trapani, Italy

The PeerCivic consortium met again for its second transnational partnership meeting, gathering representatives from all partner organizations. The meeting served as a space for productive discussions, exchange of experiences, and reaffirmation of the shared mission: to bring young people closer to democratic participation and civic engagement across Europe.

Day 1



The first day began with sessions on evaluating the project's progress, administrative tasks, and internal communication processes. The discussion focused on ensuring smooth collaboration and maintaining transparency across all work packages. The Incubator Public Debates Platform was presented, showcasing new developments in the creation of an interactive online space where young people can debate, express their views, and exchange ideas on key social and political topics. Moreover, the project team outlined concrete steps for implementing youth-driven activities across partner countries: the session emphasized supporting young people in becoming active changemakers and co-creators of democratic dialogue.

Day 2

Partners shared ideas on how to highlight the voices and achievements of participating youth in terms of the dissemination, outreach, and valorisation of the project. The evaluation and success monitoring was introduced, establishing clear indicators for measuring the project's impact and ensuring the long-term sustainability of its outcomes. The meeting concluded with an open reflection and Q&A session, where partners shared insights, challenges, and best practices, reaffirming their shared commitment to the project's mission.



The PeerCivic partners left the meeting with renewed energy and a clear plan for the upcoming period! This meeting marked another important milestone in PeerCivic's journey, reinforcing the spirit of cooperation, innovation, and inclusion that drives the project.

Final Transnational Meeting

21 - 22
October
2025

Hosting organization:
Future Cast / Manorhamilton, Co. Leitrim, Ireland

The PeerCivic consortium came together for its final transnational partnership meeting, marking the successful conclusion of a project dedicated to empowering young people and promoting civic participation across Europe.

Day 1

The first day opened with a roundtable session where partners reviewed project deliverables, discussed implementation outcomes, and shared their perspectives on the collective journey. Each organization presented updates on its contributions to the work packages, emphasizing milestones achieved and the tangible benefits for participating youth. The day continued with financial and administrative reporting, ensuring that all documentation and procedures were finalized in compliance with Erasmus+ guidelines. A session on challenges, good practices, and pending actions encouraged open dialogue, allowing partners to recognize successful collaborative approaches that shaped the project's success.



Day 2

The second day focused on finalizing the Monitoring Plan, confirming what results and tools will be made publicly available through the PeerCivic platform and communication channels. A dedicated session on communication and dissemination highlighted powerful impact stories collected throughout the project: from youth-led debates and civic initiatives to transnational exchanges that inspired active citizenship and solidarity among young Europeans.



The meeting served as both a moment of reflection and forward planning, highlighting achievements, lessons learned, and the shared commitment to sustaining PeerCivic's impact beyond its official end.



From planning to results: the strategic importance of PeerCivic's partnership meetings

The three transnational partnership meetings held throughout the PeerCivic project played a vital role in ensuring strong coordination and collaboration among partners. Each meeting marked an essential stage in the project's development, from setting the foundation and defining objectives, to monitoring progress and finally consolidating results.



These gatherings fostered meaningful dialogue, joint decision-making, and the exchange of good practices, ensuring that every activity remained aligned with the project's mission to strengthen youth participation and democratic engagement across Europe.

Beyond planning and evaluation, the meetings also strengthened the sense of partnership and shared vision among organizations, creating connections and future collaborations that will continue to empower young people and promote active citizenship.



Deliverable D1.2

Transnational Project Meetings



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PeerCivic- Kick off meeting 16-17 January 2024

Item no.	Item	Lead
1.	Welcome and introduction to the meeting <ul style="list-style-type: none">• Welcome• Presentation of the project partners• Presentation of the project context	ANDCTR
2.	Presentation of the working packages <ul style="list-style-type: none">• Presentation of the context of the WPs• Presentation of each working package approach, tasks, indicators and deadline	All partners will have dedicated time to present the WP approach
3.	Management planning <ul style="list-style-type: none">• Administrative aspects: ways of communication and administrative reporting that will be detailed• Financial plan approach	ANDCTR and All Partners
4.	Next meetings planning <ul style="list-style-type: none">• Discussion Regarding all the transnational meetings and physical events• Discussion regarding the next online meeting	ANDCTR and All Partners
5.	Any other Business	All Partners
6.	Meeting evaluation	

Conclusions of Kick off meeting

13.12.2023

Attendees:

- ANDCTR
- Active Citizens Partnership
- Association WalkTogether
- Permacultura Cantabria
- Future Cast

Discussions:

1. First session was dedicated to knowing each others and the partners so all partners are invited to upload the NGO presentations in the drive folder “kick off meeting”, “partner presentations”
2. Second session was related to a summarizing of the context of the project
3. Each partner will create an report of the WP leaded by collecting and cumulating the entire implementation structure
4. The main discussions were focused on WPs and due to the lunch break (to avoid interruption in the discussions we decided to let the WP2 and 3 after lunch) and conclusions have been taken per each WP as:

* WP1 - after the presentation of the approach of the tasks conclusions are:

- partners will find in the drive folder the template for the progress reporting (was also shown during the presentation)
- partners decided to access the drive folder without deleting / moving documents without informing the consortium
- in the drive folder will be found the Risk prevention document where each partner will fill during the implementation based on situations faced
- Lead partner will send the Project Management Handbook for consultation and feedback until the end of the week
- partners will consult in their team and come with suggestions for the next TPMs, TC and SV

*WP4 – after the presentation of the approach of the tasks conclusions are:

- lead partner will send until the end of the next week the options for the logo and partners will choose the logo
- lead partner will send until the end of the next week the frame templates for promotion
- partners decided to have 1 online post per month and during the high curve in the implementation to have 1 weekly post online
- lead partner will create and share within 1 month the template format for the press releases and newsletters

- lead partner will create and share within 1 month the GANTT agenda of the promotion and dissemination curve, based on activities plan
- lead partner will develop the templates of the documents related with the events of the project
- during the implementation and progress in the development of the Dissemination Strategy the lead partner will consult the partners regarding the structure and content of the strategy

*WP5 – after the presentation of the approach of the tasks conclusions are:

- lead partner will prepare and upload the template format for the evaluations to be used during the project, related with: TPMs, events, main activities, etc. The templates will be individualized per each category of “actors” involved (young people, partners, stakeholders, etc)
- during the implementation and progress in the development of the Evaluation and Sustainability Strategy the lead partner will consult the partners regarding the structure and content of the strategy
- the lead partner will create an centralizing instrument to monitor the progress of the project in terms of qualitative and quantitative indicators and will consult the partners regarding the format

*WP2 – after the presentation of the approach of the tasks conclusions are:

- the platform will have the format of an complex website and will not host the online event of the elections
- partners decided to incorporate for the profiles of the group of 300 youngsters online tools (suggested by Walk Together Association and ACP Greece partners to be decided together in the consortium) that are orienting the youngsters to find their own political views and directions. These tools will be incorporated by Permacultura Cantabria in the TC methodology
- until 1st february all partners will send to Future Cast the format and content of the state organisation for their country, an short and concise document with geeneral aspects and less details, including also an relevant picture for the country
- until 7th february Future Cast will share in the consortium the draft structure of the platform so partners will have time to analyze it and during the online meeting on 14th february to be decided the final format

*WP3 – after the presentation of the approach of the tasks conclusions are:

- during the discussions was summarized the structure of the WP as:
 - *selection of the 5 Incubator Educators (youth workers)
 - *TC for the IE in Romania related with the peer led initiative development methodology and usage of the platform, implemented in June 2024. Partners will need to speak with their staff to inform consortium if in june they will have some important events planned that will affect the agenda and to suggest dates for the TC in such way to have time to book and prepare/organize from ANDCTR
 - *development of an toolkit to offer methods of engagement for the young people
 - *Local training for the 10 youngsters guided by each youth worker

Agenda of themes addressed:

- *Role of the peer led initiative community
- *Active participation and engagement in civic life of the community

* Permanent and conscious assumption of civic responsibility
*Methods to address the young people's needs to decision makers – instruments to be used
*Sustainability of the actions of the peer led initiative community; Evaluation of the learning competencies

* development of the activities in the platform by engaging youngsters via interactive activities and actions

- During the discussions we concluded that WP2 and WP3 will have a strong cooperation during the project since together will develop the structure and content of the main activities
- we concluded that the selection is very important and also preparation, so within 1 month Permacultura Cantabria will send the infopack for Youth Workers selection and infopack for youngsters selection, including the application forms for both. Is very important that those 5 youth workers in terms of: motivation, assuming the role during the entire period of the project, having good cooperation with local stakeholders and young people

5. The next discussion was related with financial plan and Cristian (FL) presented the financial aspects of the project and for any future needs or unclear aspects FL can be informed and organize an online meeting to clarify

6. ANDCTR presented the structure and content of the Project Management Handbook to be analyzed and partner to offer feedback on it until 1st february

7. First steps after the KOM will be for partners to map their communities and identify sources and resources, relevant stakeholders and promote the project in different activities where are young people of the target groups mainly since the youngsters group will also involve young people with fewer opportunities

8. partners decided to have the TC better in the first part of June 2024 so we will have time to prepare and organize everything for the next activities

9. In the drive folder all partners are invited to add useful materials in the corresponding folder

10. Even if the reporting period did not contain reporting in M18, partners decided that is better to have it so it will offer us the chance to correct aspects that need it to be corrected during the implementation in the last 6 months

11. For pictures partners decided to use drive by uploading just few relevant pictures per activity

12. Regarding the online event organisation partners decided to have a structured cooperation in order to have clearly decided procedures so will be avoided complaints or problems and all participants to have the filling of a correct event and participation

13. The meeting ended with evaluation and certificates of attendance

[REDACTED] [REDACTED] Cast
[REDACTED] Vilislava Metodieva Association WalkTogether
[REDACTED] Ayredin Pehlivanov Association WalkTgether
[REDACTED] [REDACTED] ACP
[REDACTED] Permacultura Cantabria
[REDACTED] [REDACTED] [REDACTED] di Agrigento e Trapani
[REDACTED] Georgiana Lontos ANDCTR
[REDACTED] Luigi Di Via FCAT
[REDACTED] Oscar Argumosa Permacultura Cantabria
[REDACTED] Marco Cantarella FCAT
[REDACTED] Madalina Ostafe ANDCTR
[REDACTED] Vilislava Metodieva Association WalkTogether
[REDACTED] ATHANASIA DEFINGOU ACP

shaune.glackin01@g
mail.com How you rank the
following
organizational
aspects? [Support
from coordinator How you rank the
following
organizational
aspects?
[Communication How you rank the
following
organizational
aspects?
[Presentation of the
walktogetherbulgaria
@gmail.com 5 5 5
ayredin.pehlivanov92
@gmail.com 5 5 5
[REDACTED]
m 5 5 5
Permaculturacantabria
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m.cantarella@fcagrig
ntotrapani.it 5 3 4
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ntotrapani.it 5 5 5
andctr.proiecte@gmail
.com 5 4 4
walktogetherbulgaria
@gmail.com 5 5 4
[REDACTED]
m 5 5 5

following organizational aspects? [Visibility and promotion of the	following organizational aspects? [The degree of interaction and the	Recommendation for improving the next step	Which TPM have you attend?
5		No such at the 5 moment	
5		5 No such.	
5		Very good start, maybe next time more interaction among 5 partners.	
3		Shorter meeting. Too much information both days. Hosting really 4 nice.	
4		It might be helpful to create a mind map with the main steps of the project, so that we all have an overview of the project, before presenting the 5 individual WPs	
5		To solve our tasks assumed during KOF 5 in time	
4		4 no	
5		Was a good tpm with lots of work and 4 efford.	TPM Italy
5		5 N/A	TPM Italy
5		communication while partners team is changing staff, to 5 avoid	TPM Italy
5		5 N/A	TPM Italy
5		5 none	TPM Italy

Peer Civic

Strengthening the civic commitment of young people through Peer led initiative community

Kick off meeting 16-17 January 2024, Craiova, Romania



Erasmus+ Programme – KA3, Support to policy development and cooperation – European Youth Together

Project number: 101131845 – 949131033



Work Package 1: Project management and coordination

Objectives of the WP:

- To ensure the corroboration of the progress in implementation with the quality of the results in support of the achievement of the indicators and objectives
- To ensure the implementation and monitoring of the entire project
- To effectively manage the financial administration of the project
- To manage the risks and difficulties, orienting the implementation towards efficient and effective solutions
- To ensure communication and cooperation at the consortium level

Goal of the WP

The WP pursues the efficient and effective management of the project, aiming to obtain high quality results, with resources and balanced energy consumption involved. This WP aims to develop all the tools and strategies that will lead to the achievement of the objectives and the fulfillment of the assumed indicators

ANDCTR role

- ANDCTR will ensure that the project will be implemented in accordance with EU standards and the requirements of the project application, in an efficient way and based on the quality-cost ratio
- The decisions regarding the directions of action will be taken at the consortium level, being centralized and transmitted in the final form to the ANDCTR
- All tasks will be carried out according to a common methodology and which will respect the activity plan
- All milestones and deliverables will be achieved according to the project requirements and will respect the quality standards
- All milestones and deliverables will be achieved within the deadline
- The project costs will be realized according to the budget plan and will be reported according to the Financial Tool
- ANDCTR will be involved in the resolution of potential conflicts and the partners will comply with the resolution plan and the together adopted solution
- ANDCTR will create the project archive and each lead partner will be responsible for the managed WP archive

TASKS

- Tasks will be coordinated by ANDCTR and each partner will make sure to send in time the requested documents and feedback
- The archive of the project will be done in Google Drive folder
- Each partner will be responsible to collect the documents related to the task based on the role during the development of the task

TASK 1

T1.	Due date	Deliverable/Milestone related
Internal agreement document that clarifies roles and tasks of partners	M1	Consortium agreement – uploaded in the drive folder
Task description		Partnership agreement concluded between ANDCTR and each of the consortium partners, stipulating the roles, responsibilities, indicators, reporting methods and financial aspects associated with the payment conditions. The Agreement will be concluded according to the specifics of the contract between ANDCTR and EACEA



Task name	Status	Observations
Partnership agreement	Done	Uploaded in the Drive folder

TASK 2

T2.	Due date	Deliverable/Milestone related
Project Management Handbook including the management plan and procedures associated to instruments to be used during the project	M2	Project Management Handbook – under working process
Task description	The coordinator will create a Management handbook that will include the communication plan and the means used, the GANTT diagram of the implementation of the work plan, the responsibilities associated with each partner, the organization of the project meetings, the results associated with each activity and methods for counting and monitoring the impact, profile of the target groups followed, aspects regarding financial terms and procedures, evaluation and monitoring plan with indicators to follow during the sustainability period, progressive and final reports.	

Task name	Status	Observations
<p>Project Management Handbook including the management plan and procedures associated to instruments to be used during the project</p>	<p>Under working process</p> <p>Deadline 31.01.2024</p>	<p>The document will include:</p> <ul style="list-style-type: none"> - General aspects of management tasks - Communication plan - Gantt diagram - Responsibilities of each partner - Methods to centralize the impact of the project - Evaluation and monitoring plan

TASK 3

T3.	Due date	Deliverable/Milestone related
Creation of the Steering Committee with roles and responsibilities and transnational meetings of the members	M2, M12, M24	Steering committee creation – uploaded in the drive folder Transnational meetings RO, IT, IRL
Task description	Steering committee has the role to steer the project during the it's development, by providing support, guidance and oversight of the progress, to monitor the timelines and the quality of the deliverables of the project, to define and help achieving the project outcomes and to create the general plan of the management. Transnational management meetings will involve 1 person from staff of the project from each organisation being held in RO, IT and IRL.	

Task name	Status	Observations
Creation of the Steering Committee with roles and responsibilities and transnational meetings of the members	Created and uploaded in the drive folder	check if the positions are the same

Structure of the steering committee

1. Project Leader (PL) having the role of managing the management and coordination activity, ensuring the staged progress of the project; is responsible for the efficiency and correctness of the planning, implementation and monitoring of the entire activity plan, having a permanent and efficient collaboration with the LPL from each partner
2. Local Project Leaders (LPL) responsible for the good implementation of the project at the local level and for ensuring the transnational cooperation of the project
3. Financial Leader (FL) is responsible for the financial aspects of the project, for budget purchases both locally and transnationally; ensures good financial management in accordance with the initially planned budget, having the role of solving unforeseen budgetary aspects and resizing the budget allocation in accordance with them
4. Local Financial Leaders (LFLs) are responsible for financial acquisitions and preparing budget reports at local level, working in close cooperation with FLs
5. Quality Assurance Leader (QL) is responsible for quality assurance and evaluation of the social impact and learning achievements of the project.
6. The Cooperation Leader (CL) does not have a decision-making role but only a consultation role, having the task of ensuring good cooperation and communication within the consortium. The problems related to cooperation and communication at the consortium level are addressed by CL and subject to resolution

Peer Civic management structure

[REDACTED] de

Dezvoltare Continua a

Tineretului din [REDACTED] manager [REDACTED]

Asociación Cultural y

Medioambiental

[REDACTED] Project manager Jon Galdós Mier

[REDACTED] Project manager [REDACTED]

[REDACTED] manager [REDACTED]

[REDACTED] [REDACTED] manager [REDACTED]

TASK 4

T4.	Due date	Deliverable/Milestone related
Set and implement the communication plan	M2	Project Management Handbook – under working process
Task description	<p>The communication plan will be agreed with the partners at the kick off meeting and will be translated into a Communication and Cooperation Plan and will follow:</p> <ul style="list-style-type: none">- internal communication: management platforms (eg trello.com) and online archiving (eg Google drive); regular management meetings according to the established plan, both online (e.g. via Doodle or Zoom) and physical meetings concluded with minutes of the meetings- communication with members of the target group: email, online platform developed in the work plan, social media groups- communication with local stakeholders: email, phone, etc	

Task name	Status	Observations
Set and implement the communication plan	Project Management Handbook – under development Deadline 31.01.2024	General aspects to be discussed during the kick off meeting

TASK 5

T5.	Due date	Deliverable/Milestone related
Creation of the Risk Register of the project	M2	Risk register tool – uploaded in the drive folder
Task description	The tool related with risk management of activities designed to ensure that management identifies, analysis and responds appropriately to risks that may adversely affect realization of the project objectives. The Risk Register helps boosting the project resilience and success and will be finalized after the kick off meeting	

Task name	Status	Observations
Creation of the Risk Register of the project	Created and uploaded in the Drive folder	- Will be updated during the implementation with the risks faced and solutions adopted

TASK 6

T6.		Due date	Deliverable/Milestone related
Management reports	internal	M2	Project Management Handbook – under working process Internal reports template – under working process
Task description		Each 6 months the partners will provide an intern report based on templates developed by CO and finalized in consultation during kick off meeting, the role of progress intern reports, on the format of Working Packages that will be shared in the Drive folder	

Task name	Status	Observations
Management internal reports	Created and available in the drive folder	<ul style="list-style-type: none">- Will be inserted as tools of the Project Management Handbook- will be sent until the end of each month of deadline

TASK 7

T6.	Due date	Deliverable/Milestone related
Financial management plan	M2	Financial Plan Tool
Task description	The financial plan involves the management of the project budget and financial transfers, the progressive evaluation of the budget in correlation with the progress in implementation, financial reporting within the steering committee associated with intermediate reports	

Task name	Status	Observations
Financial management plan	Created and uploaded in the Drive folder	- Will be discussed with the financial coordinator during the kick off meeting

Milestones and Deliverables

- Make sure your actions will respect the deadlines of each milestone and deliverable
- All deliverables that have the format of documents should use the same template provided by lead partner of Dissemination, Outreach and Valorisation WP
- All deliverables that have the format of documents will be shared for feedback to all partners and the feedback will be inserted in the final format

MILESTONES of WP1

MILESTONE	DUE DATE
Internal reports templates	M1
Consortium agreement	M1
Progress project report	M6, M12, M24
Transnational meetings plan	M2, M12, M24
Online management meetings	M1, M3, M6, M9, M15, M18, M21 but the consortium decided 1/month on each second wednesday of the month

DELIVERABLES of WP1

Deliverable	Due Date	Description
Project Management Handbook	M2	Document containing all the management aspects Format: document with 15-18 pages, in English language shared between the project consortium
Transnational meetings in RO, IT and IRL	M2, M12, M24	3 transnational meetings with participation of 1 coordinator from each partner. Duration : 2 days/each Venues : RO, IT, IRL Instruments used for reporting : agenda, presentations, presence list signed by each participant, report of the event, evaluation of the event
Risk Register Tool	M2	Document containing the risks description, risks owner, expected results on actions taken, probability, impact and mitigation actions Format: document with 6-7 pages, in English language shared between the project consortium
Financial Plan Tool	M2	Document containing the budget division and payments indications provided by COO after consultation with project partners Format: document with 3-4 pages in English language shared between project consortium

Evaluation process and monitoring

The evaluation of the project will be centralized by lead partner of WP5

Social impact evaluation and centralizing will be coordinated by ANDCTR and indicators will be provided in the Project Management handbook

Each partner will refer to these aspects in the Progress report

Monitoring will be centralized via Progress reports and by centralizers created and collected by each lead partners of WPs

Aspects related to internal communication inside the consortium

- Each partner filled the contact list in the drive folder and also the access list for the drive folder and each email have been added accordingly
- During the project will be used the drive folder of the project and each partner will make sure to not change or delete documents without being discussed in consortium
- Communication will be generally done via emails that will have as subject the name of the project and situation addressed eg "PeerCivic agreement"
- All documents will be shared via drive folder with exceptions via email
- During the project will be organized 1 online meeting / month, each second Wednesday of the month except months in which will be transnational consortium meetings



Structure of the Google Drive folder

EYT Peer Civic General

- Application – application form of the project and relevant annexes
- Management: transnational meetings, steering committee, virtual meetings, list of contacts
- Useful materials: materials shared by eacea that might be useful in the implementation – fill free to add others if you consider relevant for the project
- Working packages: all WP that will contain all relevant documents and materials created for each WP and will be led by each lead partner of the WP. Here you also can find the general structure of the project as tasks, deliverables and milestones, events of the project

Partnership Agreements have different folder with individual access and also contains the financial documents that each partner will directly upload

Reporting period

Report	Reporting period	Deadline for submission by Co-Beneficiary
Interim report	01.12.2023-31.05.2024	15th June 2024
Interim report	01.12.2023-31.12.2024	15th January 2025
Final report	01.12.2023-31.12.2025	15th December 2025

Q&A moment



What is next



- Feedback and contribution for the Project Management Handbook
- To choose the dates for the next transnational meeting
- To check and update the Risk Register Tool based on situations faced during the project implementation
- Next online meeting on 14th February 2024
- Fill the evaluation of the kick off meeting shared via email after the meeting
- Partners to upload the presentations in the Drive folder of the corresponding WP

ANDCTR contacts

email:

andctr@yahoo.ro

web:

<https://andctr.ro/>

- 1. Project Leader: Madalina Ostafe
- Local Project Leader: [REDACTED]
- Financial Leader: [REDACTED]
- Quality Assurance Leader: [REDACTED]



THANK YOU



ASOCIACIÓN CULTURAL Y MEDIOAMBIENTAL PERMACULTURA CANTABRIA (SPAIN)

**Peercivic: Strengthening the civic commitment of young people
through Peer led initiative community**

101131845-PeerCivic-ERASMUS-YOUTH-2023-YOUTH-TOG



cantabria
perma
cultura



Co-funded by
the European Union

Who are we?

The "Cultural and Environmental Association Permacultura Cantabria" operates in the Pasiegan Valleys in Cantabria, northern Spain, addressing challenges such as an ageing population, unemployment, and limited opportunities for social participation and learning. Over 15 years ago, a group of professionals initiated activities to explore sustainable alternatives, care for the community, and find joy in their pursuits. Permacultura Cantabria aimed to establish an international reference platform based on ecological and healthy systems to inspire and enrich society. They created an experimental, sustainable property, hosting volunteers and organizing courses and group activities. Gradual expansion led to the official registration of the association in May 2005, now comprising a non-profit organization with over 20 dedicated individuals.

Permacultura Cantabria focuses on three main areas: sustainability, human development, and sports.

More info: <https://www.permaculturacantabria.com/>

Work Package 3: Transnational peer led initiatives

Duration: M6-M14 (May 2024 - January 2025).

Objectives:

- To promote the active participation of young people in the process of exercising the parliamentary agenda of the European decision-maker selected in their region.
- To foster the transnational cooperation of young people in a program of mutual support and support in peer initiatives of 300 young people from 6 European communities.
- To promote democratic values and the conscious exercise of voting as well as involvement in the process of monitoring the progress of the agenda dedicated to young people and associated with EYS.

Tasks

- Development of an TC based on peer led initiative methodology.
- Development of the Incubator Educators Community mutual support toolkit.
- Youth Leaders Local Training Courses.
- Development of the peer led initiative community.
- Study visit in Bruxelles.
- Future support online meetings plan related with monitoring actions.

Milestones

MS 3.1: Training course preparation.

Selection and preparation of the youth workers according to the profile and thematic approached during the event.

Means of verification: Development of : agenda, promotion templates, instruments and presentations to be used, participants lists to be filled. Collected in the online project archive.

MS 3.2: Development of the supporting toolkit inside the IE Community.

After the TC the IE will develop an structured infokit as described above. During the process they will organize online meetings and task division in smaller teams, they will ask for consultation inside the big group and will test the methods achieved during the TC. The process of development will be developed during the meeting.

Means of verification: IE will discuss and create the structure of the toolkit and will come with suggestions about it's content.

Milestones

MS 3.3: Local training courses preparation

Division of the group of participants per country in small teams, assignation of the IE per smaller group, online intro meetings for preparing the groups.

Means of verification: Development of :agenda, promotion templates, instruments and presentations to be used, participants lists to be filled. Collected in the online project archive.

MS 3.4: Study visit preparation

After the online event the IE will prepare the team of 11 « elected » participants to represent their interests in meetings with EU decision makers and to develop the cooperation with them for future initiatives in the frame of young people needs' addressing process.

Means of verification: Development of : agenda, promotion templates, instruments and presentations to be used, participants lists to be filled. Collected in the online project archive.

Milestones

MS 3.5: Preparation of online meetings

Preparation of the groups including creation of the agenda, testing the online technical instruments, preparation of feedback forms, invitations for guests.

Means of verification: Development of : agenda+invitations sent, promotion templates, instruments and presentations to be used, participants lists to be filled. Collected in the online project archive.

Deliverables

D3.1: Transnational Training Course

Training course of 7 days in Romania with 30 participants (5 youth workers as Incubator Educators/country)

Collected documents:

*agenda of the TC

*presentations and materials used

*participants list signed

*report with conclusions from evaluation means

Deadline: M7 (June 2024).

Type: meeting.

Deliverables

D3.2: IE supporting toolkit

Document created by IE of around 5-6 pages in English language containing: methods of active stimulation of young people for civic participation, steps for the monitoring strategy, infokit for the usage of the platform.

Deadline: M7 (June 2024).

Type: Document.

Deliverables

D3.3: Peer led initiative community development

Consolidation of a transnational cooperation network regarding the development of initiatives to take over the needs of young people from European communities and address them to decision-makers, as well as monitoring the improvement of needs. These initiatives will be organized according to the intervention directions of the European Youth Strategy. This collaboration will offer young people the perspective of transnational collaborations in support of common ideas of civic activation in their communities.

Deadline: M9 (August 2024).

Type: Document - report.

Deliverables

D3.4: Study visit conclusions report and tool for data need's collecting.

Document with conclusions of the visit, of 2-3 pages in English language. The document will contain an orientative tools for data collection of needs, that will be adjusted in application by each country group, to to adapt to the specifics of their communities

Deadline: M13 (December 2024).

Type: Document.

D3.5: Online meetings for monitoring strategy.

Report with conclusions of the online meetings – 2-3 pages in English language.

Deadline: M14 (January 2025).

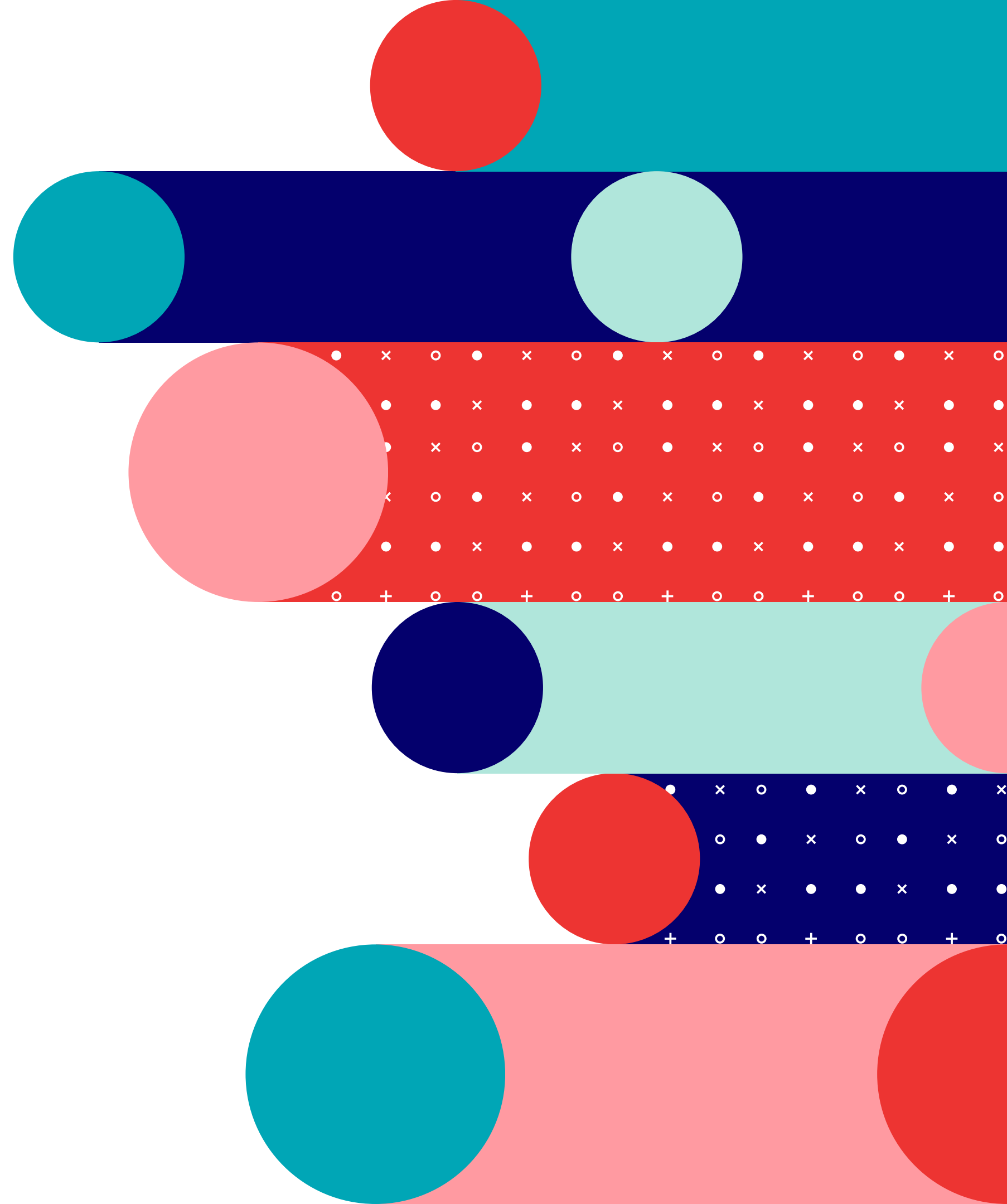
Type: Report.

A sunlit meadow with a large tree trunk on the right. The foreground is filled with green grass and numerous small white flowers with yellow centers. Sunlight filters through the trees in the background, creating a soft, hazy atmosphere.

THANK YOU FOR YOUR ATTENTION!

Kick off Meeting PeerCivic

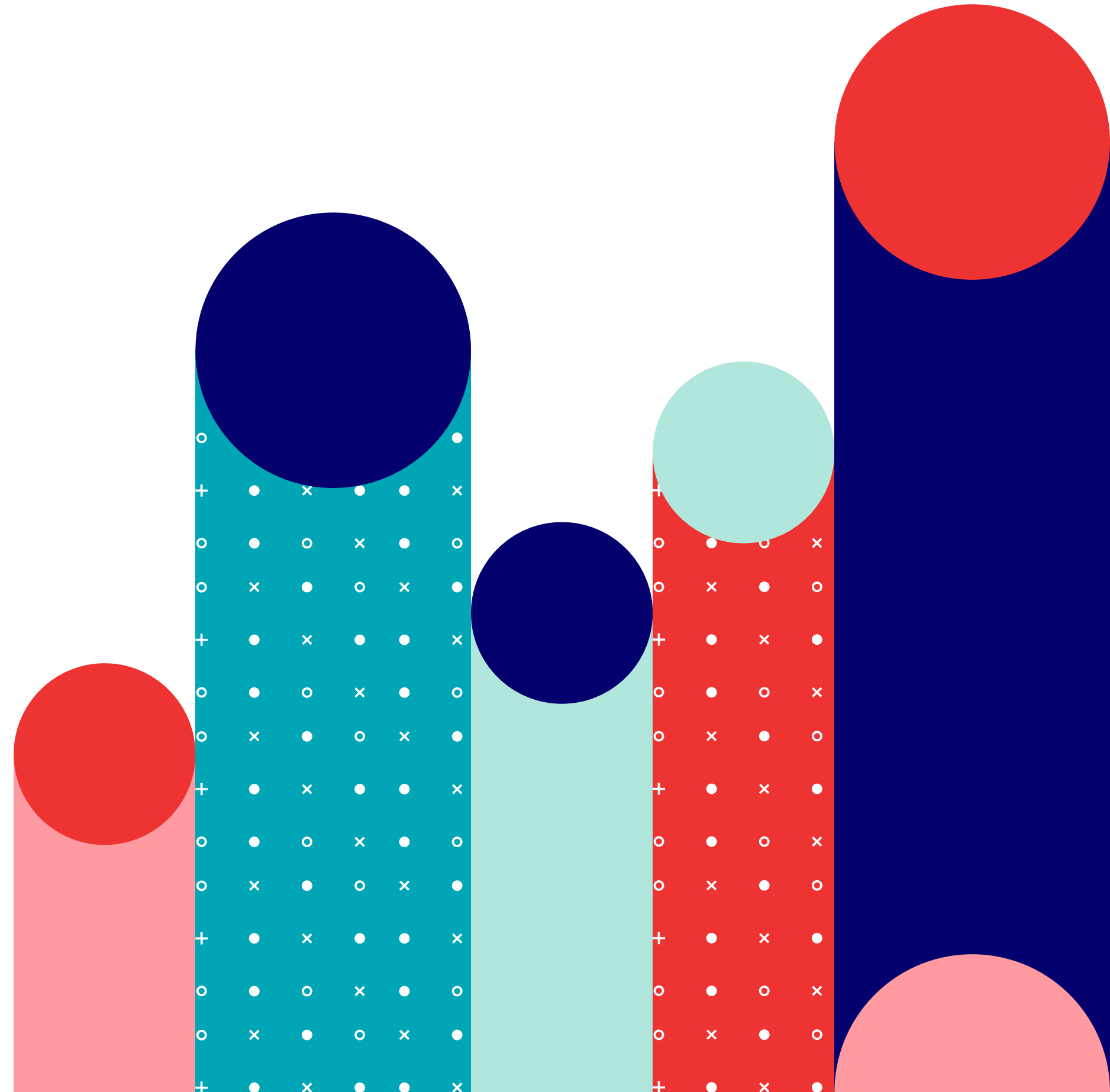
16/17 January 2024



WP4

Dissemination, Outreach and Valorisation

Duration: M1 - M24



Purpose of WP4



Youth Incubator Public Debates Platform
among minimum 20 NGOs/partner that
are working in the field of civic involvement
and development of public dialogue



Promotion of the events
held during the project as
components of the development
plan of the entire transnational
cooperation community



**Promotion of the outcomes of
the project**

WP4 - Tasks

T 4.1 Create the visibility templates of the project

1

Create the project logo

2

Create templates of the promotion

3

Create heathers and frames to be used for the results (toolkit, Public reports, etc)

1

Create the format and templates for online promotion and posts related with the website

2

Posting promotion 1/week for each partner

3

Create the Facebook and Instagram frame for posting

4

Mapping local events/activities of each partner to ensure the promotion of the website (platform) by direct contact and ensure promotion during these "moments"

5

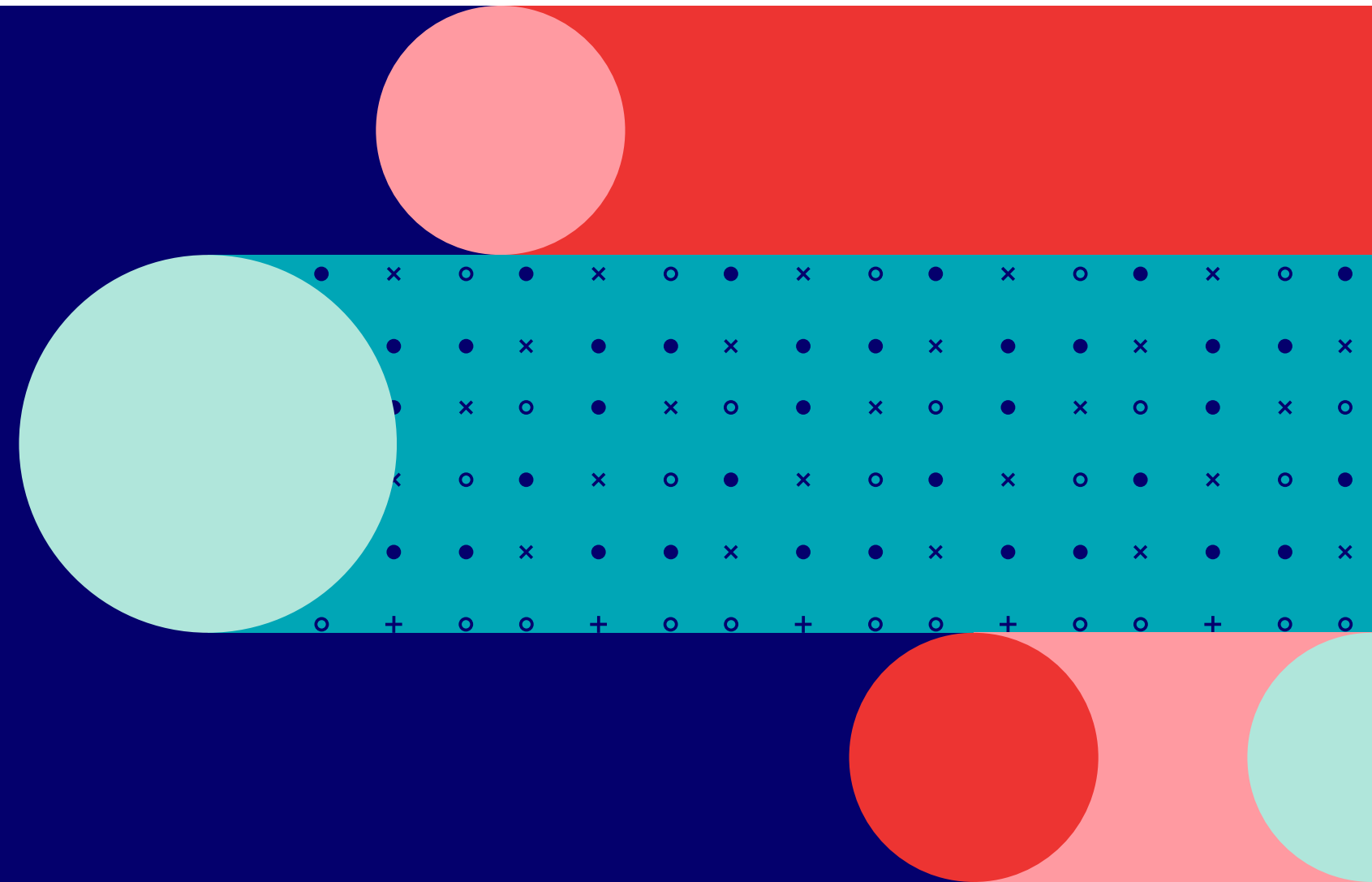
Creating an promotion frame and plan for the 2 support transnational communities developed for youth workers and young people "Incubator

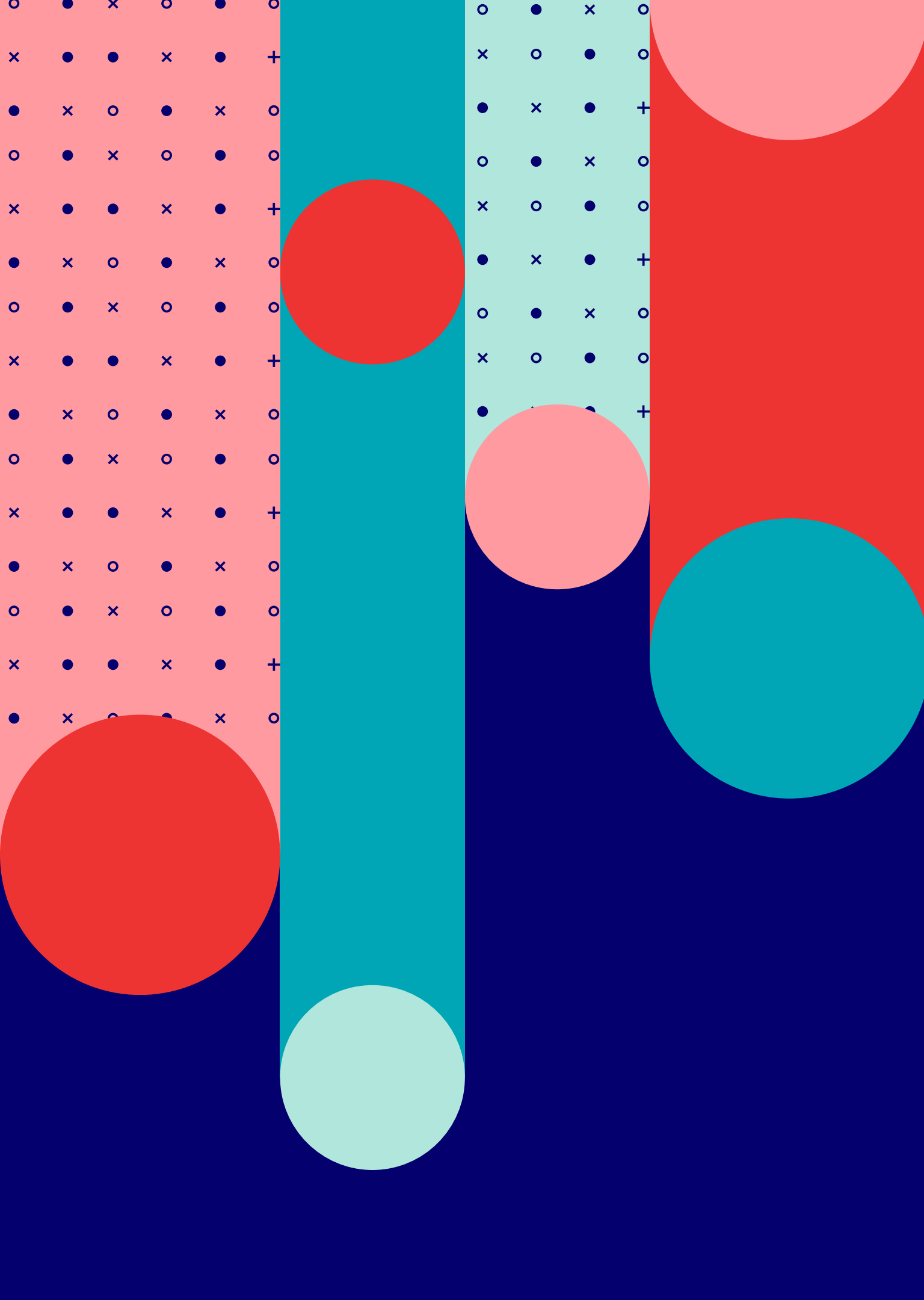
6

"Educators Community" and "Peer led initiative community" in order to obtain an level up in the development of the cooperation inside the communities

T 4.2 Youth Incubator Public Debates Platform promotion

WP4 - Tasks





WP4 - Tasks

T 4.3 « Youth election event » promotion

- 1** **Promotion of the online event** as important moment of the project in which **300 young people** will experience the perspective of “candidates” for elections including the personal initiative in creating an profile and agenda of intervention for young people sector development
- 2** **Create the format and templates for online promotion and posts** related with the event

WP4 - Tasks

T 4.4 Resolution of young people's needs from EU partner countries of the project

1

Create the template of the resolution

2

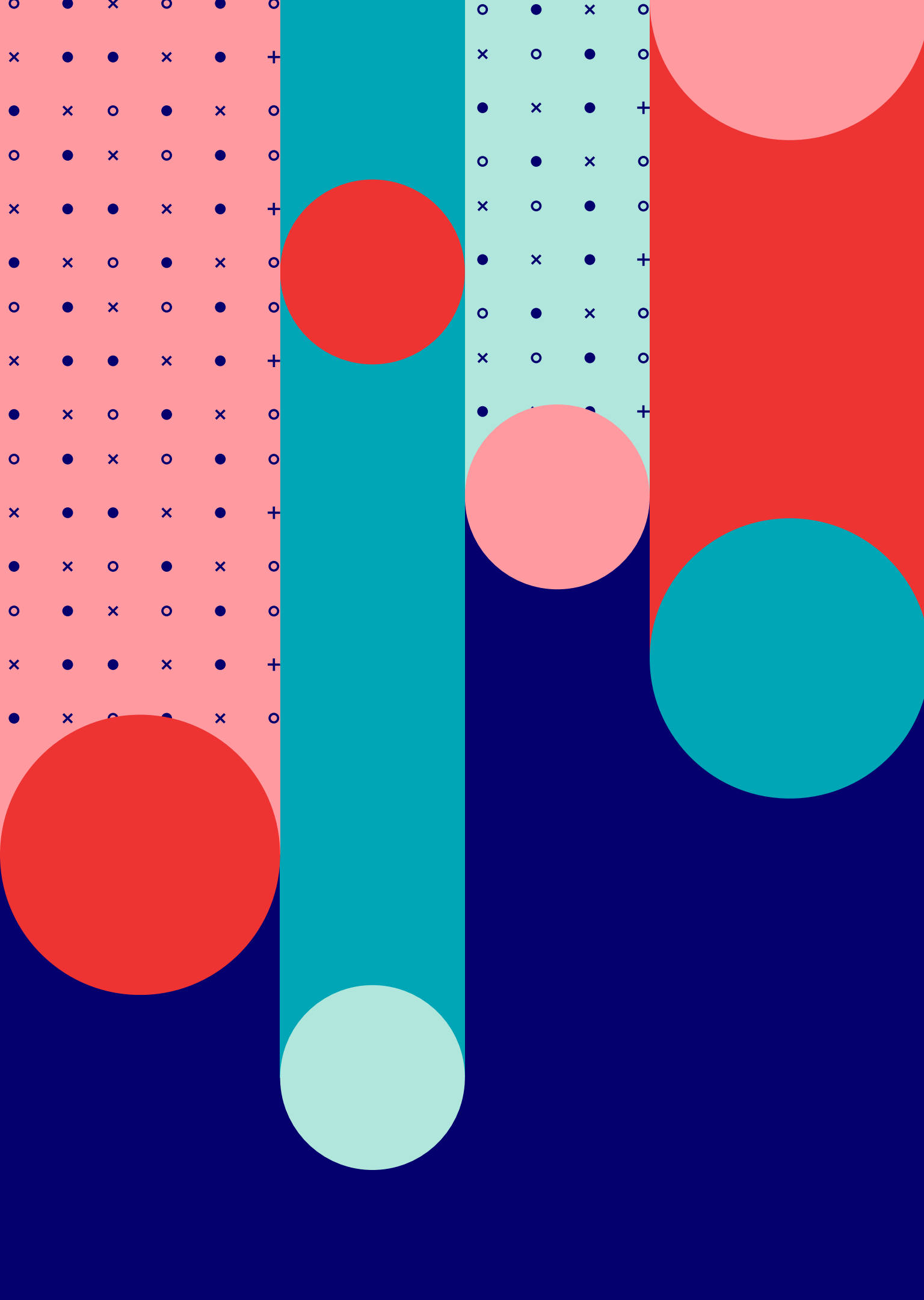
Map local target groups interested on it

3

Mapping local events/activities of each partner to ensure **the promotion of the website (platform)** by direct contact and ensure promotion during these "moments"

4

Send the Resolution to at least 20 national collaborators/partner



WP4 - Tasks

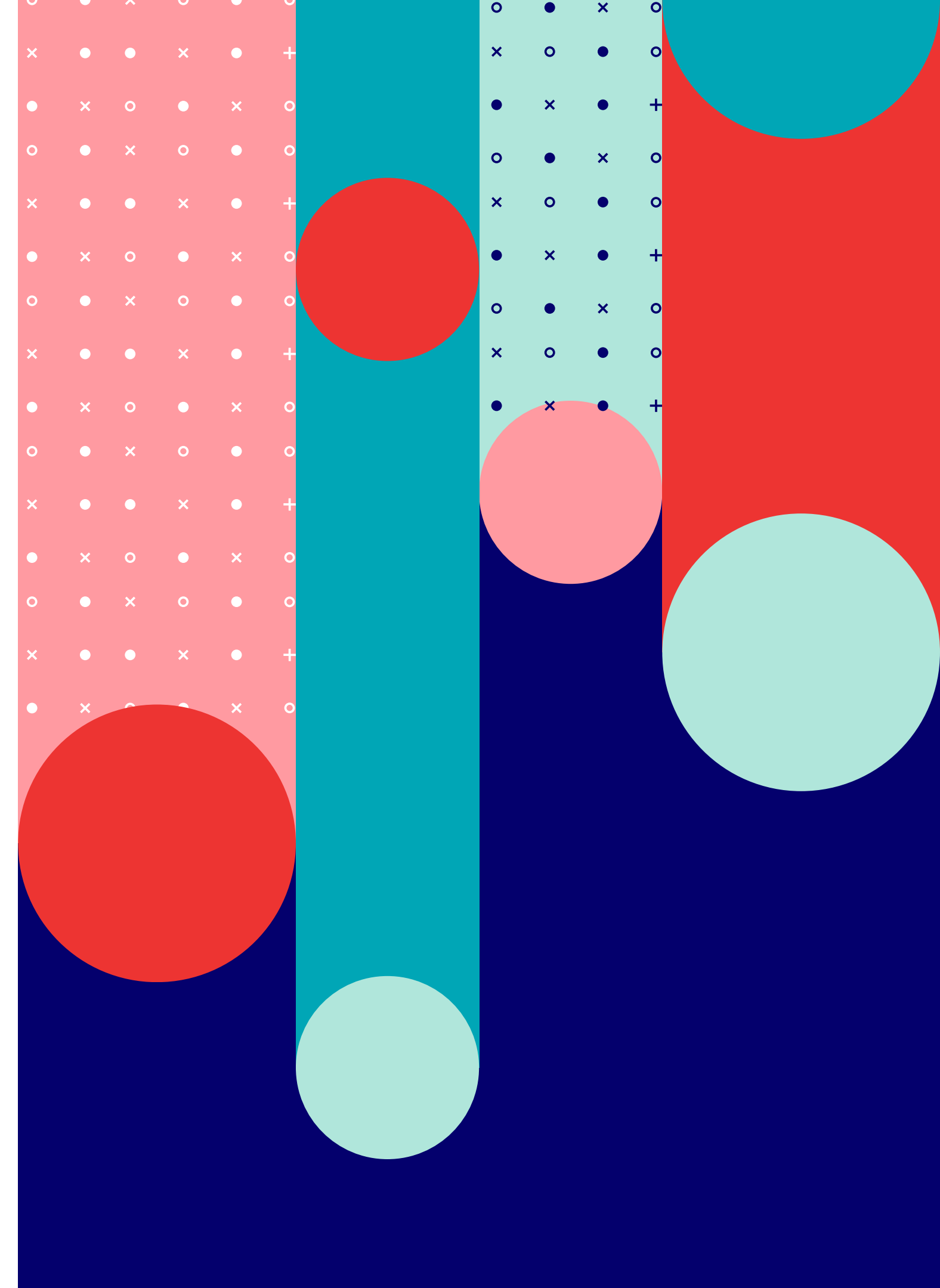
T 4.5 Training course promotion

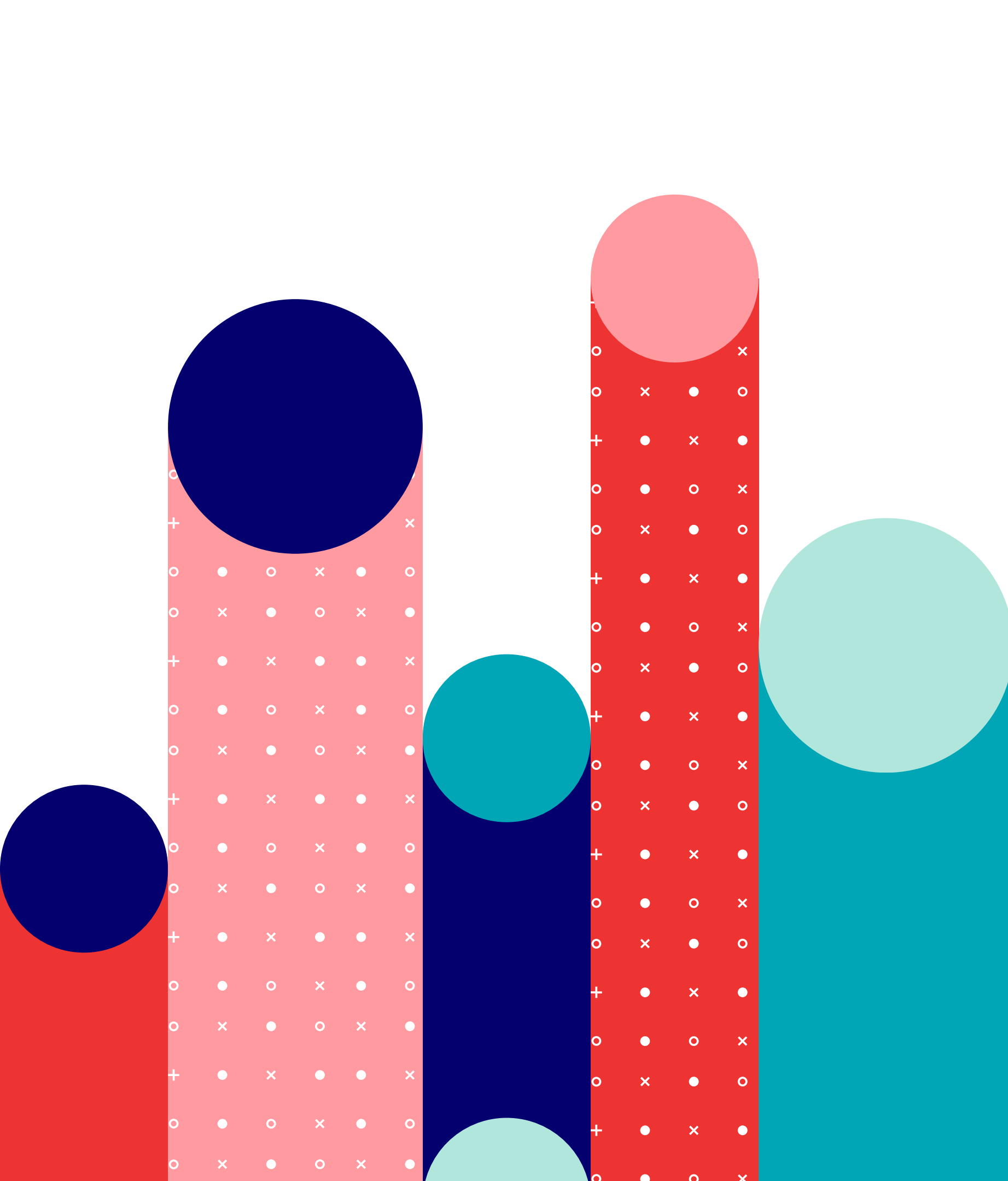
- 1 **Create the format and templates** for online promotion and posts related with **the training course**
- 2 **Create the curve of promotion** (eg.daily post during the event)
- 3 **Posting promotion before the training**
- 4 **Create the Facebook and Instagram frame** for posting

WP4 - Tasks

T 4.6 Local training course promotion

- 1 **Create the format and templates** for online promotion and posts related with **the local training course**
- 2 **Map local collaborators** interested in the thematic of the local TCs
- 3 **Posting promotion before the training**
- 4 **Create the Facebook and Instagram frame** for posting





WP4 - Tasks

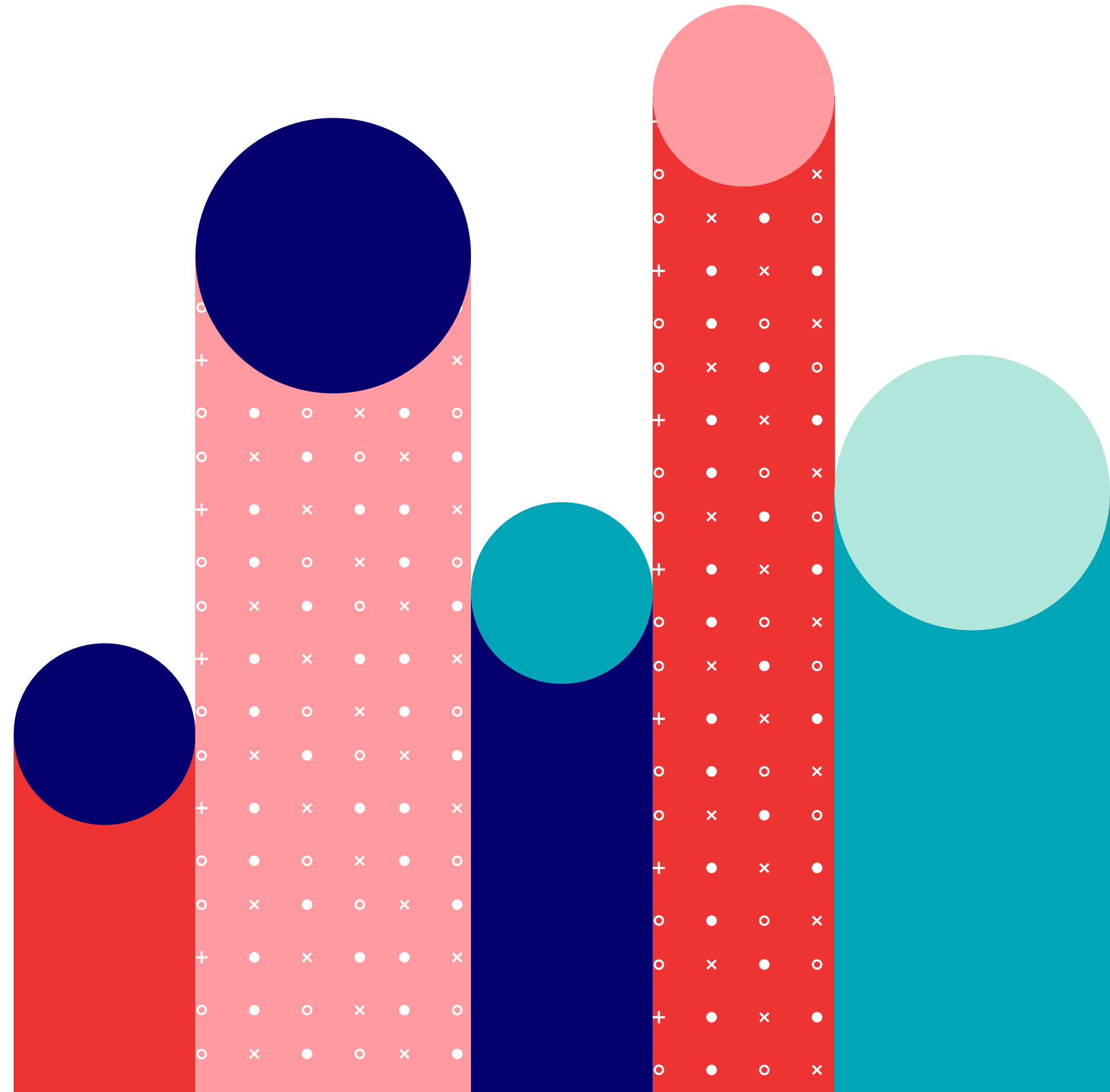
T 4.7 Study visit promotion

- 1 Create the format and templates for online promotion and posts related with the study visit
- 2 Create the curve of promotion (eg.daily post during the event)
- 3 Posting promotion before the study visit
- 4 Create the Facebook and Instagram frame for posting

WP4 - Tasks

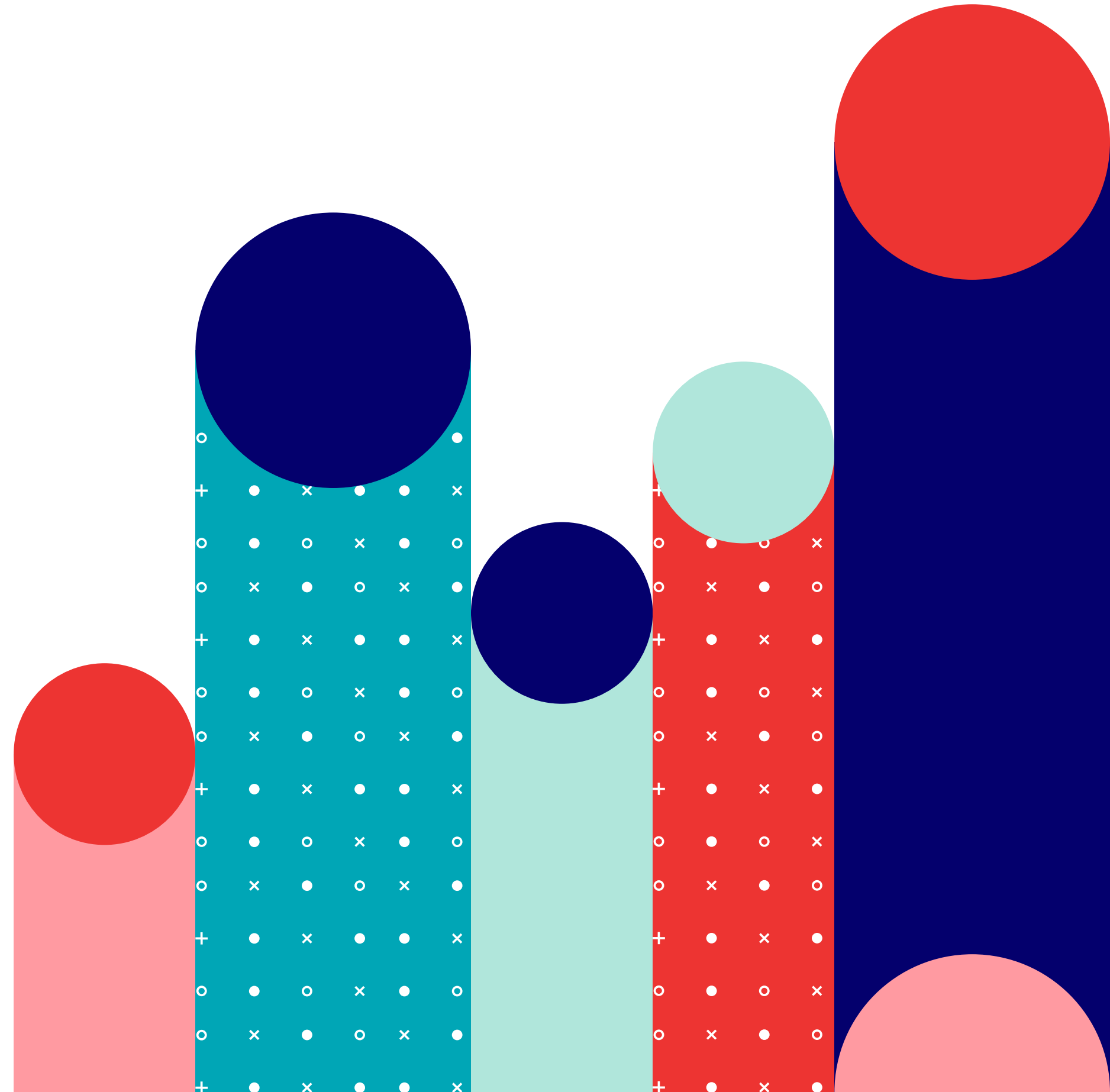
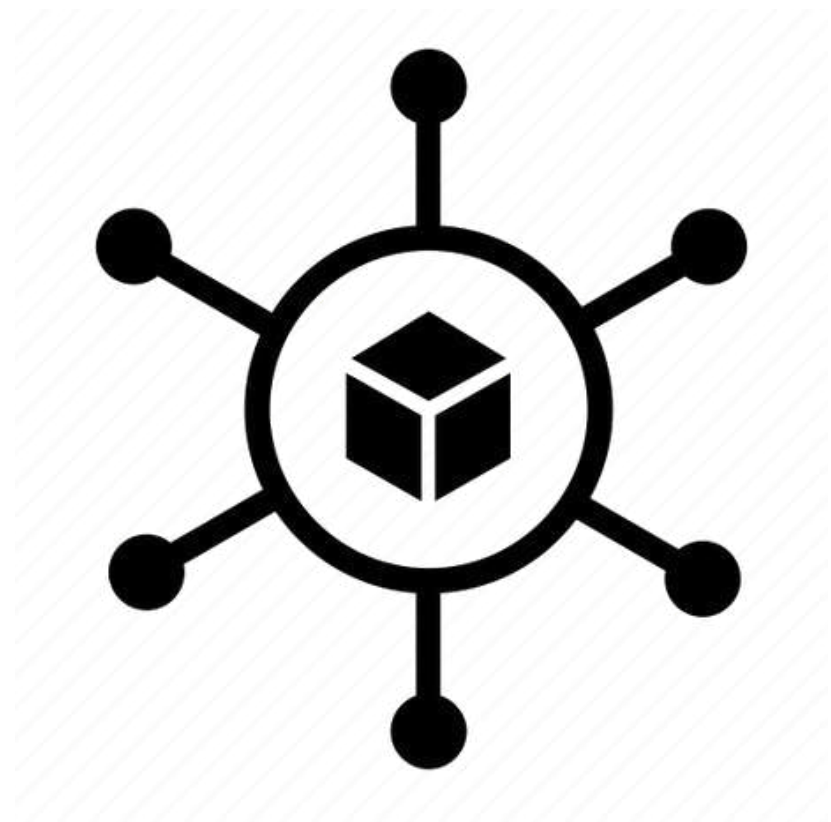
T 4.8 Online meetings with stakeholders and decision makers promotion

1 Create the format and templates for online promotion and posts related with the events



WP4

Milestones and Deliverables



WP4 - Milestones

MS4.1 Map the dissemination beneficiaries per output/result

Duration: M9- M14

1

Develop a map of target groups interested on the results or outputs

2

Create an dissemination task agenda

3

Development of common templates to ensure an global dissemination view

1

Follow the Dissemination Strategy in term of **steps, tasks, deadlines, target groups**

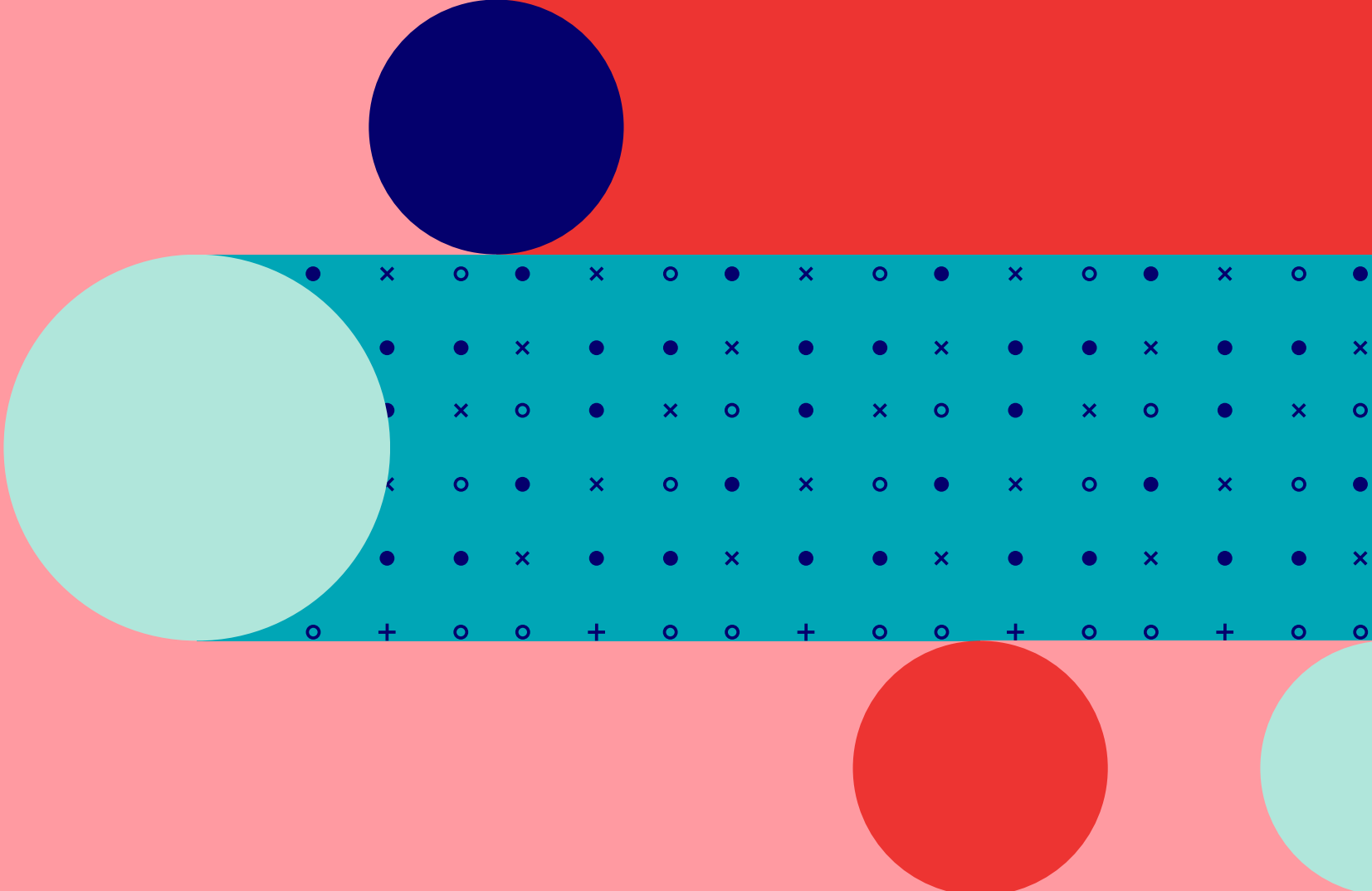
2

Upload outputs and results on the **dissemination platform** of the **EACEA**

Duration: M14 - M24

MS4.2 Disseminate outputs/results

WP4 - Milestones



WP4 - Milestones

MS4.3 Dissemination event

Duration: M24

Development of an dissemination event in each local community of the partners of the consortium « **National valorisation event** » with at least **25 participants/event/partner**

WP4 Deliverables

D4.1 Dissemination strategy

Due date: M9

Document in English language with indicators, actions, target groups, deadlines.

The document will have associated the templates for dissemination that will be used in each activity related

WP4

Deliverables

D4.2 Youth Incubator Public Debates Platform promotion

Due date: M24

Website platform containing:

- informations related with civic and democratic themes
- results of the project
- agenda of the activities
- data collection form of needs
- monitoring plan of the interventions and results of the actions of European parliamentaries
- information related with the project,
- financing programme, partners

Thank you
Project Manager Fondazione Comunitaria di Agrigento e Trapani
email: [REDACTED] Cantarella

Evaluation and success monitoring

Peercivic: Strengthening the civic commitment of young people through Peer led initiative community

101131845–PeerCivic–ERASMUS–YOUTH–2023–YOUTH–TOG

Prepared by Association WalkTogether



Funded by
the European Union

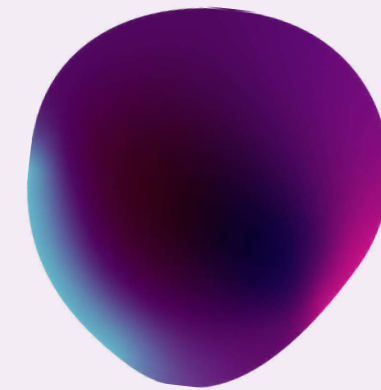


ASSOCIATION WALKTOGETHER
BULGARIA

Association WalkTogether

Association Walk Together is a non-governmental organization (NGO) established in 2013 with the objective of serving as a platform for bringing together youth, trainers, youth and social workers, young policy makers, experts, and volunteers from both the country and the European Union. Our primary purpose is to facilitate the sharing and exchange of knowledge among these diverse individuals.

At Association Walk Together, our main focus lies in community-based projects. Working collaboratively with our trainers and youth workers, we strive to integrate non-formal education into formal education systems. We actively engage with various European Union programs, where we develop training initiatives, courses, youth exchanges, and other educational curricula centered around themes such as social-economic and technological advancements. Additionally, our programs cater to the specific interests of both young people and adult learners, including those facing cultural and social barriers, thereby creating opportunities for individuals with fewer privileges.





WP 5

The goal of the work package is to develop the project activities in order to achieve the objectives and indicators with the highest impact and to ensure sustained use of the outcomes of the project and multiplication of the online resource platform by the target groups and additional beneficiaries after the end of the project life:

- *To create an Evaluation and Sustainability Strategy oriented on high quality standards and on high impact of the project, by developing efficient tools of implementing the standards;

- * Monitoring and centralizing the progress of the project so that progressive remedial measures can be taken to achieve the intended impact;

- *Ensuring that the resources of the project will become useful for the expectation's meeting in terms of needs of young people for next years.

Activities and division of work (WP description)

Development of Evaluation and Sustainability Strategy

Development of the strategy containing:

- steps to be followed for evaluation process
- deadlines associated
- target groups
- templates for collecting feedback

Development of the plan on 3 directions:

1. Collecting and incorporating the feedback related with the monitoring plan of the platform
2. Identify and evaluate the resources to generate long term impact and follow-up actions of the project
3. Content of the plan with actions and methods to level up the transnational communities and platform usage.

Analysis of the collected feedback

Analysis and centralization of the evaluation results, transmitted within the consortium to adopt a plan of remedial measures through the solutions proposed in the steering committee by referring to these results. The analysis will be done in comparison with the estimated impact indicators

Evaluation and success reports

A mid-term and a final evaluation report will be drawn up, with the role of monitoring progress in implementation and at the same time continuing the development of a structured dialogue with the target groups towards the level up of the transnational communities created in order to monitor the achievements regarding the youth sector.

Sustainability Action Plan

Activities plan for future actions related to level up the communities in term of getting new interested members and in terms of usage of the platform.

Milestones and deliverables (outputs/outcomes)

Application of evaluation tools and results collected (On going depending on GANTT of activities)

During the evaluation process the partners will send evaluation results with specific items to be answered, related with implementation of activities

Means of Verification:

Evaluation reports for activities implemented collected in the online project archive.

Sustainability Action Plan (M12 / M24)

Mid term and final evaluation reports related with general frame of the implementation of the project

Means of Verification:

Progress evaluation reports collected in the online project archive.

Mapping of resources (M6)

Mapping the resources from partners to be put in the service of the project sustainability

Means of Verification:

Mapping the resources from partners to be put in the service of the project sustainability

Evaluation and Success Monitoring Strategy Plan (M3)

Development of the Plan and collecting feedback in consultation step inside the consortium

Means of Verification:

Feedback collected for the progress in creation of the Strategy Plan collected in the online project archive

Methods of future development actions (M24)

Draw a set of methods to encourage more local partners and collaborators to sustain the initiative and to join it for the progress of the youth sector in EU communities

Means of Verification:

Methods suggested by IE collected in the online project archive

Deliverable

Evaluation and Success Monitoring Strategy (M6)

Document in english panguage containing:

- steps to be followed
- deadlines
- target groups
- templates for collecting feedback
- resources to be identified and involved in the sustainability stage
- actions and methods to ensure the “growing” estimated

Type: Document

Evaluation results for activities (On going)

Documents with conclusions on relevant activities based on the strategic plan of evaluation and success monitoring.

Type: Document

Progress reports (M12 / M24)

Document with progress of the project based on progress reports from partners (using common specific template) and on benchmarks comparisons according to the indicators assumed in application.

Type: Document

Thank You





FUTURECAST

Powering technological innovation in
Quarrying and Construction

Partners



Who We Are

- An Innovation, R&D, and Education Centre for Construction and Quarry companies
- Industry 4.0 & 5.0 Training Centre
- A diverse team including Engineers, Scientists, Lecturers, Building Technicians & Students



What we do



RESEARCH &
DEVELOPMENT
CENTRE



CHAMPION DIGITAL
TRANSFORMATION



TRAINING &
EDUCATION COURSE
PROVIDER



PROMOTER OF
INDUSTRY 4.0
SKILLNET



PROMOTERS OF
WOMEN IN
CONSTRUCTION &
QUARRYING (WICQI)



TOURISM AND RURAL
DEVELOPMENT

EDUCATION

- Industry 4.0 courses & programmes through [Industry 4.0 Skillnet](#)
- Internally developed 3D Construction Printer courses
- Energy Management Courses
- Industry engagement on training needs
- Developing apprenticeship programme



**Industry
4.0**

Skillnet,

Promoters of Industry 4.0 Skillnet

- Discounted training to construction & manufacturing companies for upskilling & reskilling staff
- Industry Steering group in place

New projects

- Project managing MMC project with Skillnet Ireland
- Involved in Skillnet Ireland European project on digital skills for manufacturing sector.

Training & Professional Development



Bite size learning



Flexible



Innovative



Structured content



Tiered approach



Bespoke

Sample of training courses

[Drone EU Category](#)

[Digital Sensors](#)

[Energy Auditing](#)

[Energy Management](#)

[Essentials of 3D Construction Printing](#)

[Introduction to BIM Project Management](#)

[Introduction to Industrial Robotics](#)

[Introduction to 3D Construction Printing](#)

[Lean Six Sigma Green Belt](#)

[Revit Architecture Essentials](#)



Emerging Careers

Training that responds to the New Construction Jobs of the future

Construction & Quarry Robotic Specialists
Operatives & Maintenance

Additive Manufacturing Operators & Technicians
3D Construction Printing

Augmented & Virtual Reality Instructors
Survey measurements, visualisation modifications & safety information

Modular Specialists
Offsite construction assembly, supply chain

Drone Operators
Topographic surveys, security surveillance

Supply Chain specialists
Modular & additive technologies increase in market share

Digital Technologists
Digital Twin, BIM, Build stage tracking, O&M platform

Blockchain Specialists
Smart Contracts
Adapting to a more secure & transparent process throughout the build lifecycle

Women in construction and quarrying ireland (WICQI)

Building a legacy for the Construction
Industry that leaves no one behind





Erasmus+

Our partners



Germany

Poland

Spain

Ireland

Denmark

Belgium

France

Sweden

Romania

Greece

Finland

Lithuania

Italy

Portugal

Turkey



Erasmus+

Peer Civic

Core Website

- Content curation
- Brand design
- Creation of a high quality UX design
- Ability to adapt to multilingual website
- Content creation
- High quality website
- SEO enabled
- Ability to upload Video & Documents
- Secure (SSL Certificate)
- Fully GDPR Compliant, Cookie Policy notices
- Content Management System
- Fully responsive and functional on all current internet browsers, mobile and tablet devices

Youth Election Site

Facilities to accommodate 300 young people to participate in an online event in the format of an election campaign.

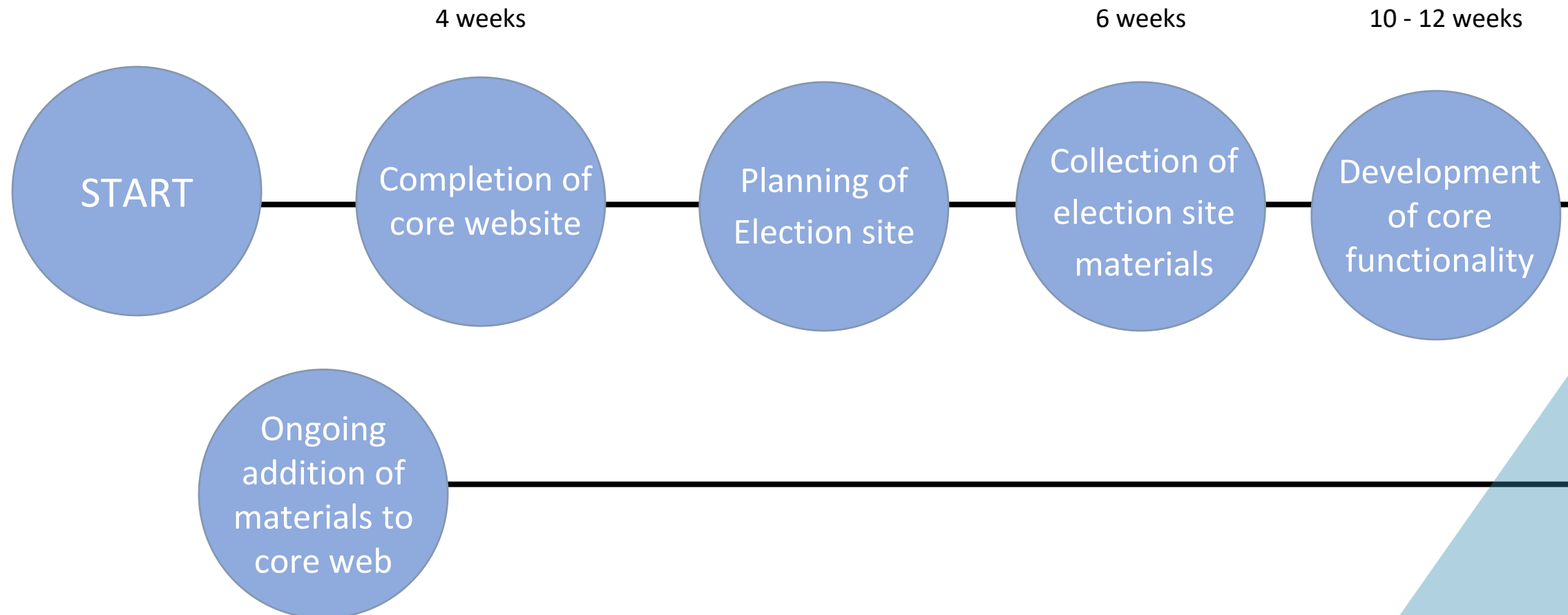
Priorities:

- Accessibility for disadvantaged users
- Cross language usability
- Rigorous testing, flawless functionality

Outcomes

- Users will be able to create profiles within specified parameters
- Users will be able to cast votes in the online elections for their profile of choice
- Users will feel guided through the process, they should never feel “lost” in the process.
- Ability to sign up for, be reminded of and check the details of online debates
- Access to a local community
- Access to information on local European decision makers

Timeline



Timeline

10 - 12 weeks

Release of
Election
Website

12 - 14 weeks

Creation of
Informational
videos

13 - 14 weeks

Translation

14 - 15 weeks
3.5 - 3.75 months

Final Release

Finalise and
Publication of
core Website

Requirements from you

- Project management
- Your expectations regarding this work package
- Receipt of materials and information from you within agreed deadlines
- Agreed mode of communication (email/google drive)
- Honest feedback on usability of website

Questions for you

- What is important for you on the website?
- Is there any additional functionality that is required? (Calendars, downloadable materials)
- How good does the translation need to be?
- How involved will you be in the translations and approvals?
- Any foreseeable accessibility issues from you?
- What domain name would you like to use for the project?
- Have you any thoughts on brand colours/logos/slogans?

Contact Information

Mary Whitney

[REDACTED] Lead

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Email: [REDACTED]

Shaune Glackin

[REDACTED]

Email: [REDACTED]

Dara O'heocha

[REDACTED]

Email: [REDACTED]

www.futurecast.info

www.industry4skillnet.com

WICQI LinkedIn

WICQI Webpage



Peer Civic

Project ID: 101131845

Transnational Partners' Meeting

11th – 12th November 2024

Physical meeting: Trapani, Italy

Venue: Corso V. Emanuele, 42, Trapani, Italy

<https://goo.gl/maps/KVsrwTYjdcpp9BG6>

Zoom link: [HERE](#)

Agenda:

- **Day 1 – Monday 11th November - Staff meeting**

Zoom Meeting Link: N/A

09:00 Welcome address and introduction

FCAT and ANDCTR

09:30 WP1 - Project management and coordination

ANDCTR

10:30 Coffee Break

11:00 WP1 - Project management and coordination

ANDCTR

11:30 WP2- Incubator Public Debates Platform

Future Cast

13:00 Lunch break

15:00 - WP2- Incubator Public Debates Platform

Future Cast

15:30 - WP3 - Transnational peer led initiatives

Permacultura Cantabria

16:30 - End of the day 1

- **Day 2 – Tuesday 12th November - Staff meeting**

Zoom Meeting Link: N/A

09:00 Welcome and introduction of the day work

ANDCTR

09:30 WP3 - Transnational peer led initiatives

Permacultura Cantabria

10:30 Coffee Break

11:00 WP4-Dissemination, Outreach and Valorisation

FCAT

13:00 Lunch break

15:00 - WP5 - Evaluation and success monitoring

Walk Together Association

16:00 - Final reflections, Q&A and thanks by partners representatives.

16:30 - End of Day 2



WP 1 – PROJECT MANAGEMENT

Consortium meeting, TPM Trapani, Italy

11th – 12th November 2024



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WP 1 Project Management, Lead ANDCTR M1 – M24



Summary of the discussion and/or pending tasks:

- Deadline for the 2nd progress report – 10th December
- In the progress report the WP2 mini 30 days projects for youth to be considered their preparation in regards to the EYS, needs collection and discussion up to the candidates results on the platform.
- *Lead partners to present the situation in detail and all that has happen, challenges and everything in their respective WP
- Deadline for the Financial report – 10th December.
- Note: partners to update if the case as soon as they are aware the team for the project, filling the documents required
- Risk Management Chart to be filled ongoing by each partner, ONLY for a risk/challenge they have faced
- EACEA review of requested changes and decisions taken to be presented below:
- * No reply currently if we need or not to open an amendment for the budget transferred from FCAT and Future Cast from TC Craiova to SV Brussels
- Information of PO that we considered approved the changes requested in July for the WP2 and WP3 timeline and that the consortium will proceed with the new GANTT, ANDCTR will report each time declaring a Milestone and/or Deliverable in Tender the reasoning being late (PO not changing the new requested deadline, with reference with our request in July 2024)
- Contact PO and ask the procedure for the costs transfer for the SV in Brussels to each partner
- **ALL PARTNERS ARE REQUIRED TO SEND MONTHLY/WEEKLY REMINDERS FOR THE UPCOMING TASKS in the WP they are leading, taking accountability for the lead during this busy period, as established prior. Lead partners are responsible to make sure that all aspects are addressed in time in the consortium and all possible identified problems/challenges presented to ANDCTR or consortium in a timely manner, avoiding any delay and/or incapability of task fulfillment in the project. ANDCTR will be responsible to raise with the PO any aspect brought to the lead partner in our attention. Any support required by the lead partner must be presented in a reasonable time to the partners attention.**
- LINK of the presentation for more information:
https://docs.google.com/presentation/d/1i7zSYXhZq1N1_EBySRvKHLbTeO1tMVZI/edit?usp=drive_link&oid=109300444153323082539&rtpof=true&sd=true



WP 2 Incubator Public Debates Platform, Lead Future Cast M3 – M 20



Summary of the discussion and/or pending tasks:

- Livestorm Testing Meeting:

12.11.2024 – tested with the partner consortium during the TPM In Trapani - DONE

18.11.2024 – testing with PO & youth workers; 19:00 EET

28.11.2024 – testing with PO, YW and candidates – Test Event; 21:00 EET

Candidate Deadlines:

01.12.2024 – submit 3 needs identified as part of candidates' research of EYS Goal (only submitted by 11 candidates)

03.12.2024 – submission of the videos – Dara instructions to be followed

NOTE: test with your youth and make sure they have the accounts activated and ready to be used before the Online Event starting date and hour

- Update the Excel with the youth workers details, so that Shaune can send the invitation for the testing

- - receive from Future Cast instructions for videos format, uploading format, deadlines etc (do not forget to include disclaimers)

- - FCAT to provide the template for the disclaimer for the videos that each partner needs to collect and edit before uploading on PeerCivic YouTube channel. Deadline: **20th November 2024**

- - collection of needs of each participant to be done via the platform profiles. Each national group needs to prioritize the needs and their candidates to list then on the candidates profile (the 3 needs of the group per the EYS via the option provided by Dara until 15th November, on a box on their profile)

- - emails automatically from the platform with the online event to the people registered on

- Deadline for the platform available tools: 15th November 2024. List of candidates to be provided to Future Cast until: **25th November 2024**

- **Insert more resources on the platform for youth:** <https://www.europarl.europa.eu/plenary/en/guide-plenary.html> ; **European Youth Parliament info etc**

Plan for the online youth event

- For any reference in regards to online event see the indications in this document:
https://docs.google.com/document/d/1ydzEx7N9YmXjhnAMIDmZzlnWoQNsBG3v/edit?usp=drive_link&oid=109300444153323082539&rtpof=true&sd=true

- LINK of the presentation for more information:
https://docs.google.com/presentation/d/1-j47lwCw4RMHKhpDU-bqLBJC-BmxBE8j/edit?usp=drive_link&oid=109300444153323082539&rtpof=true&sd=true



WP 2 Incubator Public Debates Platform, Lead Future Cast

M3 – M 20



Summary of the discussion and/or pending tasks:

Online event preparation 9th December, 12:00 EET
2 moderators+1 translator/partner

Guideline for the moderator – to be provided to FC
ACP will provide 1 extra technical support for Dara

Connecting EU with Youth - Permacultura
Equality of All Genders – ACP
Inclusive Societies- ANDCTR
Information & Constructive Dialogue - ACP
Mental Health & Wellbeing - Permacultura
Moving Rural Youth Forward - FCAT
Quality Employment for All – Walk Together
Quality Learning - Walk Together
Space and Participation for All - FC
Sustainable Green Europe - FCAT
Youth Organisations & European Programmes – ANDCTR

Future Cast Take the lead for the organization and ensuring the tasks achievement in WP 2



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WP 3 Transnational peer lead initiatives, Lead Permacultura

M6 – M 14

Summary of the discussion and/or pending tasks:

- Presentation of the already done activity, evaluation and connection with future tasks
- Increase the dissemination of the Tool Kit
- Unify the T-Kit on one pdf at a manual format to be uploaded to the platform and then disseminate it. Deadline for Permacultura: 18th November
- Template for the report of the local trainings until 18th November, partners to fill it and put all related proofs for the local trainings in the assigned folder: list of attendance; pictures, materials used, print screens for online presence, evaluation, agenda, report
- Do not forget about the evaluation template provided by Walk Together
- Reminder: ask participants to update their profiles with a pictures, especially the candidates must have a photo.
- Update the list of YW and youth and make sure all are registered until 15th November.
- Study visit in Brusells
- Template for the contacting letter partners feedback- 19th November
- List of contacts to be filled on Permacultur template until 19th November, include all relevant MP's from your country of other countries that you can find
- Each partner to contact their MP's, Permacultura to contact other relevant MP's outside of the consortium partner countries that are relevant
- Permacultura to contact the European Youth Parliament and establish a way of collaborating with them on topics such as: youth led communities, youth initiatives, as well as maybe contact with the youth team of EYP
- Permacultura will coordinate the Excel to finalize the final agenda and coordinate the contacts after partners providing the information
- Permacultura to provide a draft of the budget division costs as well as options for accommodation, meals etc as soon as the dates will be established/
- **Permacultura Take the lead for the organization and ensuring the tasks achievement in WP 3**

LINK from the presentation for all tasks:
https://docs.google.com/presentation/d/11fGiUIFKrA_A7YY9nKFAMTf9QIUlIZ2c/edit?usp=drive_link&oid=109300444153323082539&rtpof=true&sd=true



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WP 4 Dissemination, Outreach and Valorization, Lead FCAT

M1 – M24



Summary of the discussion and/or pending tasks:

- Visibility and Dissemination and Events Excels to be filled until 30th November by each partner in the templates provided by FCAT
Each mind a reminder from FCAT to fill the template and the post
- The Brochure to be translated by each partner and uploaded by Future Cast as a resource on the platform
- **FCAT Take the lead for the organization and ensuring the tasks achievement in WP 4s**
- LINK for the information:



WP 5 Evaluation and Success Monitoring – Lead Walk Together

M1 – M24



Summary of the discussion and/or pending tasks:

- Discussion of the feed-back received from the TC in Craiova
 - Discussion on how data is collected and analyzed
 - Local workshops evaluation to be provided to the youth
 - Partners quality check-up list to be filled
- **WT Take the lead for the organization and ensuring the tasks achievement in WP 5**

Interim Evaluation Form: <https://docs.google.com/forms/d/e/1FAIpQLSd1w-lbYmXmF1KoNBFJWhA4q5XpOR17CtJWieuqt4MVgAiiBA/viewform?pli=1>

Evaluation and Monitoring Table: <https://docs.google.com/spreadsheets/d/1friD-5ruXgymL17JZ14JI4fXOtKif4eG/edit?gid=1831954680#gid=1831954680Quality>

WP checklist: <https://docs.google.com/document/d/1GCnFDS-VNGMEXsTnsQjBytGIWAdF9Th4b2Y8KhMXW3I/edit?tab=t.0>

Local Participants Workshop Evaluation Form: https://docs.google.com/forms/d/e/1FAIpQLSdW4Pgasr06rOGlaZxbIVuOC4V48DHpOf_cBic5n48FGVGsiA/viewform

TPM Evaluation form: <https://docs.google.com/forms/d/e/1FAIpQLSfaDCTdc44KG0oQGMihPMUy6L2kulmiMtxP38mJ7EniLHIOHw/viewform>

LINK for all information

https://docs.google.com/presentation/d/1nntbxiCoqGXaTXDhvh8jAY_qmg5WR4kG/edit?usp=drive_link&oid=109300444153323082539&rtpof=true&sd=true

discussed:



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Key upcoming tasks and deadlines



2nd Progress report:

PR2: 01.12.2023 – 30.11.2024. Deadline: 10th of the following month

Financial reports:

PR2: 01.12.2023 – 30.11.2024. Deadline: 10th of the following month



Tender Platform Upcoming Deliverables

To be filled



THANK YOU!





WP 1 – PROJECT MANAGEMENT

Consortium meeting, TPM Trapani, Italy

11th – 12th November 2024



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Project Management



- *to ensure the corroboration of the progress in implementation with the quality of the results in support of the achievement of the indicators and objectives
- *to ensure the implementation and monitoring of the entire project
- * to effectively manage the financial administration of the project
- *to manage the risks and difficulties, orienting the implementation towards efficient and effective solutions
- *to ensure communication and cooperation at the consortium level

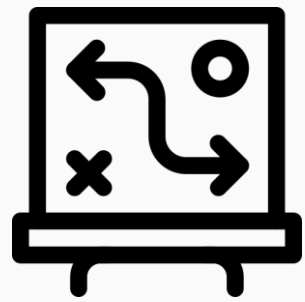


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Key project management tasks and deadlines



Progress reports:

PR2: 01.12.2023 – 30.11.2024. Deadline: 10th of the following month
PR3: 01.12.2024 – 30.05.2025. Deadline: 10th of the following month
PR4: 01.06.2025 – 01.12.2025. Deadline: 10th of the following month



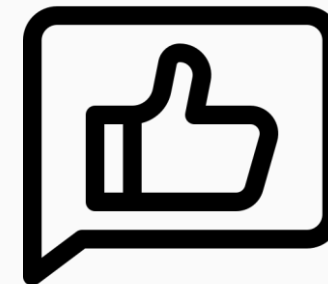
Eligibility period: 24 MONTHS

1ST December 2023 – 1ST December 2025



Financial reports:

PR2: 01.12.2023 – 30.11.2024. Deadline: 10th of the following month
PR3: 01.12.2024 – 30.05.2025. Deadline: 10th of the following month
PR4: 01.06.2025 – 01.12.2025. Deadline: 10th of the following month



Annex - Template and guides on Drive

PR:

https://drive.google.com/drive/folders/1UvgtixvOzaCy6Lhh1jCoP_OzQqCiy2RZo?usp=drive_link

FR:

<https://drive.google.com/drive/folders/1nxu3XMWiPOpJaK2WGuGtIn8GuWTBi4Yy?usp=sharing>

Key aspects for project financial management



1. Report in time the costs of staff, using the templates provided:

- Template Hourly Rate: [Template Hourly-Daily rate.xlsx](#)

- Template Timesheet: [Template Timesheet.xlsx](#)

2. Report the costs of staff for each employee, as declared in the letter of assignment of the project team, per the positions stated in the project budget and application form. Note: in accordance with the costs of Key Action 3 staff – all costs of staff must be allocated towards employees and or similar working contract in your respective countries. No volunteers and or other type of work can be included.

Fill the Budget of the project spent each time you submit a progress report: Ongoing budget https://docs.google.com/spreadsheets/d/1rp26RRJAWoyNZC3gJ_LeJZbW4Ouc-f0P/edit?usp=sharing&ouid=109300444153323082539&rtpof=true&sd=true

3. Keep record of all costs involved as mentioned in the approved budget and in accordance with the financial guide and recommendations provided during the kick off meeting in Craiova. EACEA can request for up to 5 years after the payment of final installment the financial documents (invoices, working contracts, travel documents etc) and by the contract and partnership agreement you are sole responsible for the provision in time and in a correct manner to ANDCTR/EACEA if need it.

4. For transnational meetings cost validation please upload also the travel tickets (boarding passes, bus/train tickets), alongside the other documents such as: certificate of attendance and list of attendance

5. For installment payments in accordance to the partnership agreement do not forget to send in advance the invoice

1st – payment – 40 % - **Upon receiving the signed Partnership Agreement.**

2st – payment – 40 % - **Within 60 days after the correct delivery of Interim report from EACEA**

Final payment (balance) 20% – After receiving the balance following the approval of the final report by the EACEA

6. For any doubts of financial aspects please visit the program guide [HERE](#) and the financial management guide of the project [HERE](#).

Key aspects for project management

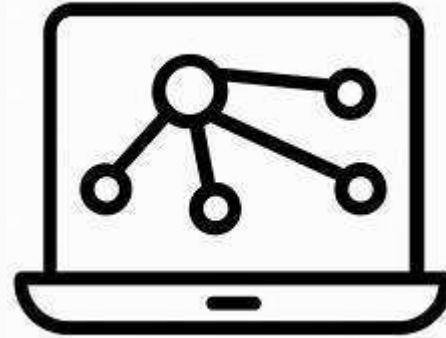


1. Fill the Project Risk Management document as the risks occur or submit to ANDCTR the information to be filled. [HERE](#)
2. Templates to be used: Each partner will create their own templates associated with WP led and they will contain:
 - Project title and reference number
 - Financing program
 - Logo project and eacea
 - The name of the lead partner of the WP
 - Names of the partners and, if applicable, their logos
 - The date of preparation of the deliverable mentioned on the last page
 - Each deliverable will be accompanied by a report containing mentions regarding its development, methods used (as appropriate and if applicable), data collection tools (as appropriate and if applicable), type of document (public, sensitive, etc.), executive summary and conclusions
 - If any deliverable will contain information taken from different sources, will be indicated the sources of the information creator.
3. GDPR and Ethics: FOR ANY RETRIEVAL OF PERSONAL INFORMATION, CONSENT TO ITS USE WILL BE REQUESTED. THE INFORMATION WILL BE ARCHIVED ACCORDING TO THE PARTNER'S INTERNAL REGULATIONS REGARDING THE PROTECTION OF PERSONAL DATA. Each partner is responsible for his GDPR compliance in accordance to EU legislation.
4. Provide ANDCTR in time (see the new Gantt schedule) the deliverable you are in charge of in order to be submitted in Tender, if not according to the EACEA rule the budgetary reduction (if the case) will be charged to the partner that did not delivered in time.
5. Inform in time ANDCTR to any change and/or request to be submitted on your behalf to EACEA.



THANK YOU!



The logo for FUTURECAST, featuring a stylized 'F' composed of three vertical bars of increasing height, followed by the word 'FUTURECAST' in a bold, sans-serif font. 'FUTURE' is in dark blue and 'CAST' is in light blue.

WP 2 – INCUBATOR PUBLIC DEBATES PLATFORM

Consortium meeting, TPM Trapani, Italy

11th – 12th November 2024



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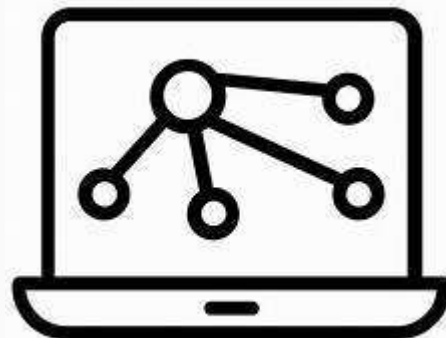
Incubator Public Debates Platform

- To create a youth community in each local community
- To stimulate active participation of youth of young people
- Represent their interests toward the EU candidates and elected parliamentarians of their local communities
- To set the debates platform structure and plan
- To create the agenda of the Incubator Public Debates Platform



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Upcoming tasks and deadlines On-line “Youth Elections Event”



Livestorm Testing Meetings:

11.11.2024 - Test with all Project Partners – All partners registered as Team Members

18.11.2024 – Test with Project Partners & Youth Workers – All Youth Workers registered as Team Members

28.11.2024 – Test with Project Partners, Youth Workers and Candidates – Test Event



Candidate Deadlines:

01.12.2024 – Submit 3 needs identified as part of candidate’s research on EYS Goal

03.12.2024 – Complete Presentations regarding needs of young people aligned to EYS Goal and upload on Platform

05.12.2024 – Upload videos on YouTube – Instruction will be upload on platform shortly

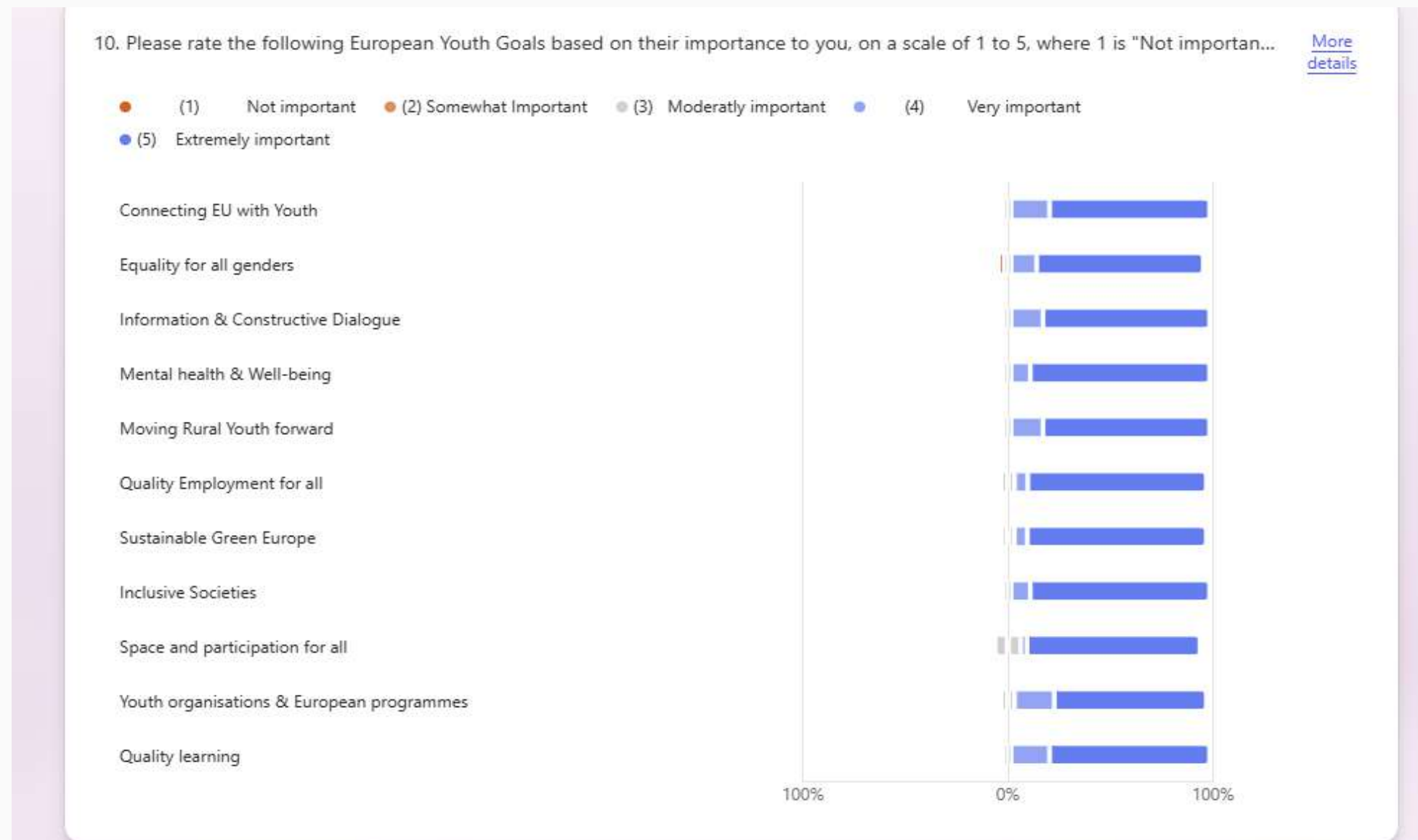
On-line Event Deadlines:

09.12.2024 - Online Event

13.12.2024 - Plenary Meeting

Public Campaign / Training Needs Analysis

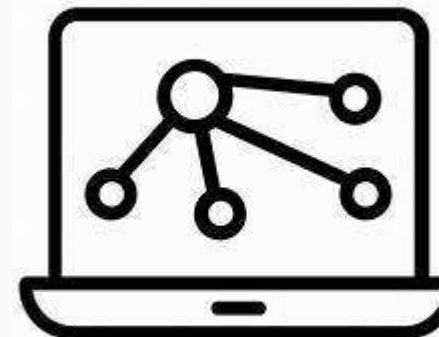
2.6 Public Campaign - In order to enhance the role of young people, the 11 young people voted will create and lead a campaign to stimulate the interest of young people to interact with regional representatives in the European Parliament, regarding addressing the needs of young people and requesting public consultations with them.



32 Respondents

- See Excel document
- Next steps....
- Filter by country
- https://futurecastire.sharepoint.com/:x:/s/FutureCastStaffPortal/EYp-SoUqF-dLsm_dQTx5MU0BHqgcaQOc_mDkHE3vWt3KqQ?e=7SCoZa

Incubator Public Debates Platform



Next Steps...

- Public campaign simulation -
<https://futurecastire.sharepoint.com/:w:/s/FutureCastStaffPortal/ERGjIS67NAdKgePIIdnyYZz0Bjb5SIVswRQVf30Mu4e5DyA?e=3gBzU9>
- Resolution for EU candidates / decision makers from the local region of the partner communities
- <https://futurecastire.sharepoint.com/:w:/s/FutureCastStaffPortal/EUUv5UXe3AJHjtsx9oXQGBEBPnc-8NwjD2qRI0Dc3jCHbw?e=jvKkpG>
- Monitoring plan of the youth engagement directions using the platform
- <https://futurecastire.sharepoint.com/:w:/s/FutureCastStaffPortal/EfNZqdofuzxFiGhHY-G2r9MBOIJQRJ7bnRBx9gECufSXsw?e=THe5VM>



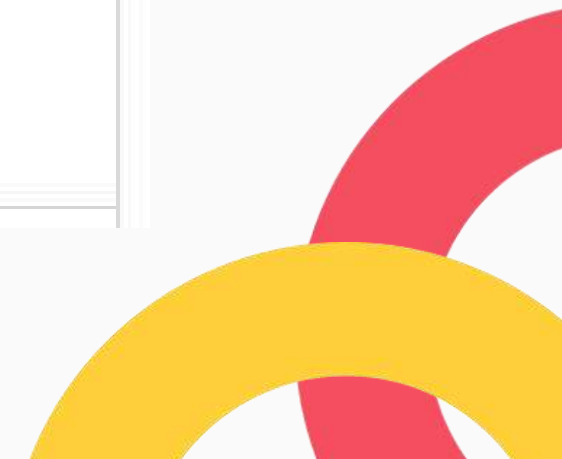
THANK YOU!



Work Package 3:
Oscar Argumosa
Permacultura Cantabria
Spain

Work Package 3: summary

Key Activities		
Training in peer-led methodology for civic engagement	Task 3.1	Development of a training course for the Incubator Educators (IE), who adopt youth-led approaches in civic participation and platform usage.
Mutual Support Toolkit	Task 3.2	Creation of a toolkit to support the IE community, focusing on shared needs and structured collaboration.
Local Youth Leader Training	Task 3.3	Training sessions in each participating country to prepare youth leaders for roles in their communities.
Study Visit to Brussels	Task 3.4	Organize a study visit for selected youth to Brussels, facilitating dialogue with EU policymakers.
Online Support Meetings	Task 3.5	Schedule ongoing online meetings to maintain monitoring efforts and ensure long-term collaboration between youth and other stakeholders.



Work Package 3: summary

Milestones and Deliverables		
Training Course Completion	Task 3.1	Includes participant lists, agendas, and training materials as proof of completed sessions.
Mutual Support Toolkit	Task 3.2	A collaboratively developed toolkit from IE meetings, distributed to the community.
Completion of Local Activities with 300 Youth	Task 3.3	Documented participation of 300 young people in local activities, along with evaluation feedback and activity summaries.
Study Visit to Brussels	Task 3.4	Documentation of the agenda, promotional templates, and participant lists.
Online Meeting Documentation	Task 3.5	Minutes and summary report of key learnings and insights from online meetings.
Indicators and Success Criteria	N/A	<ul style="list-style-type: none"> - Active participation levels in transnational activities. - Engagement rates in training and study visit. - Effectiveness in network building and community support among youth.



Work Package 3: T3.2



T3.2: Distribution of the Mutual Support Toolkit

1. Distribution Confirmation:

- Confirm that each partner has distributed the toolkit within their communities:

https://drive.google.com/drive/u/1/folders/1K4E7Fje9_2L2u5-WrvLcQcPvC60qZio5

2. Documentation of Distribution:

- Request that each partner files evidence of distribution (e.g., distribution lists, sent emails, photos from events) in the designated folder

<https://drive.google.com/drive/u/1/folders/1V2UBLTcZw2RuFMIfp1f7-E6D5w6aM-UG>

T3.3: Progress on Local Activities and Youth Needs Assessment

1. Status of Local Activities:

- Evaluate the progress of local activities with youth and discuss any challenges or successes.

2. Youth Needs Assessment:

- Verify that partners have started gathering youth needs and ensure all documentation is filed in the

<https://drive.google.com/drive/u/1/folders/1sIRsZbEPU-Y2DpyNB5gkIONM0ijY22Eu>.

3. Youth Leaders Local Training Courses Evaluation Survey:

https://docs.google.com/forms/d/e/1FAIpQLSdW4Pgasr06rOGlaZxbIVuOC4V48DHpOf_cBic5n48FGVGsiA/viewform

Work Package 3: T3.2



T3.4: Planning the Study Visit to Brussels

1. Confirming Visit Dates:

- Confirm partner agreement on the proposed dates of March 25,26 and 27.
- DRAFT PROPOSAL: https://docs.google.com/document/d/1Ny7Uvu_oknhi3tt02RvGnZfJhRCbq3ap/edit

2. Meetings with Parliamentary Members (PM):

- Each organization will try to secure a meeting with a parliamentary member.
- List of MP that we want to contact. The ones for other non country partners of the project will be contacted by Permacultura Cantabria: <https://docs.google.com/spreadsheets/d/1C27VVTj3OUJBgKWJPGbGzQrJq5RyE8-H7ivEmEhQ8m8/edit?gid=0#gid=0>
- Instructions for contacting members of parliament: <https://docs.google.com/document/d/1NWjuQw1DWz71NICGw7rmGWnUVtR8t0xjlfNFsFRXRts/edit?tab=t.0#heading=h.ijf81s2zdlzz>
- Letter draft: https://docs.google.com/document/u/1/d/11wy5o3WsnQvxBCYVvpEmU8_5Cg3ljAng/edit?usp=drive_web&oid=115412598534771273782&rtpof=true
- Communication with PM: https://drive.google.com/drive/u/1/folders/1tnT-r_z9fKXoW01v1sr6qScyNzBbN2wt
- Please, if you are successful in any communication, communicate it to the group immediately to coordinate the rest of the proposals.

Work Package 3: T3.2



T3.4: Planning the Study Visit to Brussels

1. Confirming Visit Dates:

- Confirm partner agreement on the proposed dates of March 25, 26, and 27.

2. Meetings with Parliamentary Members:

- Each organization will try to secure a meeting with a parliamentary member.

3. Plan B if Parliamentarians Are Unavailable:

- Propose involving representatives from international associations who act as intermediaries between politicians and European organizations.

4. Budget Management:

- Proposal: each entity manages its budget. ANDCTR will send each entity the corresponding amount of €880 per participant.
- permaculture will send a proposal for a fixed cost structure such as hotel, some meals, ticket purchases, etc.
- potentially permaculture will make some group bookings. in those cases we will settle accounts between us.

5. Final Amount Allocated to the Activity:

- Confirm the final amount allocated for this activity and clarify how much has been moved to this specific category. Some partners will need to know.

6. Accommodation Decision:

- Final decision on accommodation for the study visit.

Work Package 3: T3.2



Flights: each entity buys the flights for its participants or manages this section as they wish.

Hotel: Permacultura will manage a reservation that each entity must close directly with the Hotel.

Restaurants: Each participant will pay their expenses and the entity will reimburse the expenses to the participants.

Group payments: In case of reservation of work rooms, guides, guided tours or other group activities, Permacultura will make the reservation for the whole group and the payment. Permacultura will issue an invoice to each entity for the expenses.

What do you think?



Work Package 3: T3.2

T3.4: Planning the Study Visit to Brussels

Accommodation Decision:

- Decide on accommodation options for participants.

Accommodation:

NAME	EMAIL	PHONE	NOTES
Sleep Well Hostel	administration@sleepwell.be	+32 (0)2 218.58.36	
JES Sleep Inn (Waterman)	sleepinn@jes.be	+32 (0)2 411 68 83	
Brel Hostel	brussels.brel@hostelbrussels.be		
Meiningher Hostel https://www.meiningher-hotels.com/en/hotel-services/	groups@meiningher-hotels.com	+32 2 588 14 74	
Hostel Bruegel https://www.jeugdherbergen.be/	brussel@vjh.be	+32 2 511 04 36	

Work Package 3: T3.2
T3.4: Planning the Study Visit to Brussels

.

Work Package 3: T3.2



T3.4: Planning the Study Visit to Brussels

- meeting rooms

NAME	ADDRESS	EMAIL/PHONE	NOTES
Sleep Well Youth Hostel	Espace du Marais ASBL Rue du Damier 23, 1000 Bruxelles	TEL: +32 2 226 57 36 E-MAIL: administration@sleepwell.be	www.sleepwell.be Accommodation + Meeting room.
JES Sleep Inn	Werkhuizenstraat 3 1080 Brussel	TEL +32 (0)2 411 68 83 E-MAIL sleepinn@jes.be wies.moriau@jes.be	https://jes-sleepinn.be/?page_id=725&lang=en Accommodation + Meeting room
Meiningher Hostel	Bxl City Center: Quai du Hainaut 33, 1080 Brussels, Belgium Bxl Gare du Midi Rue Bara 101, 1070 Brussels, Belgium		groups@meiningher-hotels.com This place offers accommodation and meeting room.
Community center De Kriekelaar	Gallaitstraat 88 1030 Schaerbeek	TEL 02 245 75 22 E-MAIL dekriekelaan@vgc.be	https://www.dekriekelaar.be/ Meeting room.
ARENBERG GC Piano Factory	Fortstraat, 35 1080 Saint-Gilles	E-MAIL info@pianofabriek.be Merel	http://www.pianofabriek.be Meeting room.
Achterzolder GC De Markten	Rue du Vieux Marché aux Grains 5, 1000 Bruxelles	TEL +32 2 512 34 25 E-MAIL demarkten@demarkten.be	https://www.demarkten.be/
Mundo B	Rue d'Edimbourg 26, 1050 Ixelles	TEL +32 (0)2 894 46 11 E-MAIL info@mundob.org	https://mundo-b.org Meeting room.
Mundo J	Rue de l'Industrie 10, 1000 Bruxelles	TEL + 32 (0)2 893 24 00 E-MAIL info@mundo-j.org Alexie Mukamugenzi	https://mundo-j.org/en/ Meeting room.
Jef Europe	Rue des Deux Églises 14, 1000 Bruxelles		https://jefbelgium.eu/local-sections/jef-brussels/ Meeting room.



Work Package 3: T3.2



T3.4: Planning the Study Visit to Brussels

Activities During the Visit:

- Discuss and finalize the activities to be held during the visit, such as meetings, workshops, and tours.
- DRAF PROPOSAL: https://docs.google.com/document/d/1Ny7Uvu_oknhi3tt02RvGnZfJhRCbq3ap/edit
- REPORTS AND DOCUMENTATION:
https://drive.google.com/drive/u/1/folders/1XmNQ8_W0aZIS3ajV8SHGJEooL9D8yGy0
- Create your folder and upload the info.

Work Package 3: T3.2



T3.5: Strategy for Collaboration with Local Stakeholders

1. Collaboration Proposal:

<https://docs.google.com/document/d/1P4394mEeq6-WQEgIMNA-DMYcVekCk6RuGxkokiNPwhQ/edit?tab=t.0#heading=h.y4f6pkk873tj>

1. Organizing Local Activities:

- Each partner will organize local activities with stakeholders, either online or in-person depending on capacity and local context.
- Draft proposal: <https://docs.google.com/document/d/1c1v-vaPKVchuWibqGiAZTKkbGJ1B3-4ztjsTIJc3bHk/edit?tab=t.0#heading=h.bcg572d54hxq>

3. Share the activities documentation:

- https://drive.google.com/drive/u/1/folders/1ie5AxqZUTegl5SZnszV8oYUgoT0_olQh
- Create your folder and upload the info.

THANK YOU VERY MUCH



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PeerCivic

Strengthening the civic
commitment of young people
through Peer led initiative
community



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Work Package 4:
Dissemination, Outreach
and ValorisationMarco cantarella
[REDACTED] di
Agrigento e Trapani

Dissemination strategy - Online/internal dissemination activities

Activity/output	Internal indicators	'Public' indicators
Brochure	N° 1 brochure available in EN, IT, ES, RO, GR, BG, IE	N° of online views of the digital brochure N° of printed brochures
Dissemination and communication strategy and tools	N° 1 Dissemination and communication strategy and n° of updates	N° stakeholders organizations and institutions reached
Newsletter	N° min. 3 newsletters sent by each Peer Civic partner through their own channels and shared on the project website.	N° of persons reached contained in the newsletter report provided by each partner;



Dissemination strategy - Online/internal dissemination activities

Activity/output	Internal indicators	'Public' indicators
Social media posts	N° 1 monthly social media posts uploaded by each partners through their social media channels (at least N° 30 social media posts by each partner).	N° of social media post partners networks; N° of reached persons through the posts' publication; N° of likes, shared, comments, retweets, etc.
Youth Incubator public debate platform	<ul style="list-style-type: none"> • 300 young people (50 per partner) • 30 youth workers (5 per partner) <ul style="list-style-type: none"> • 120 NGOs (minimum 20 NGOs per partner that are working in the field of civic involvement and development of public dialogue) 	N° of visits N° of young people registered on the platform N° of youth worker registered on the platform N° of NGO's reached by partners
Reports	N° of 2 reports for dissemination N° of 2 reports for internal reporting on project progress on dissemination activities.	N° of persons reached contained in the newsletter report provided by each partner;



Dissemination strategy - *Face-to-face dissemination activities*

Activity/output	Activity description	Indicators	Proof of dissemination
Beneficiaries and stakeholders selection and engagement	Young people and youth workers will be selected for the project. Stakeholders and decision makers will be involved in online meetings.	300 young people 30 youth workers N°20 stakeholders per partner N°1 decision maker per partner	Lists of participants; attendance lists; pictures;
National Valorisation	National Valorisation event with at least 25 participants per partner, multiplier events on the platform	N°25 participants per partner	Lists of participants; attendance lists; pictures;



Dissemination report

Purpose:

Collection and monitoring tools
to prove our effort and
achievement of KPIs and results.




Communication Activities Report - PEER CIVIC.xlsx



Dissemination Activities Report.xlsx 



Events List - PEER CIVIC.xlsx 



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BROCHURE

**In all partner languages and to be
uploaded in the platform**

Future cast (IRISH)

Active Citizens Partnership (GREEK)

ANDCTR (ROMANIAN)

Walk Together (BULGARIAN)

Community Foundation of Agrigento and Trapani (ITALIAN)

Permacultura Cantabria (SPANISH)



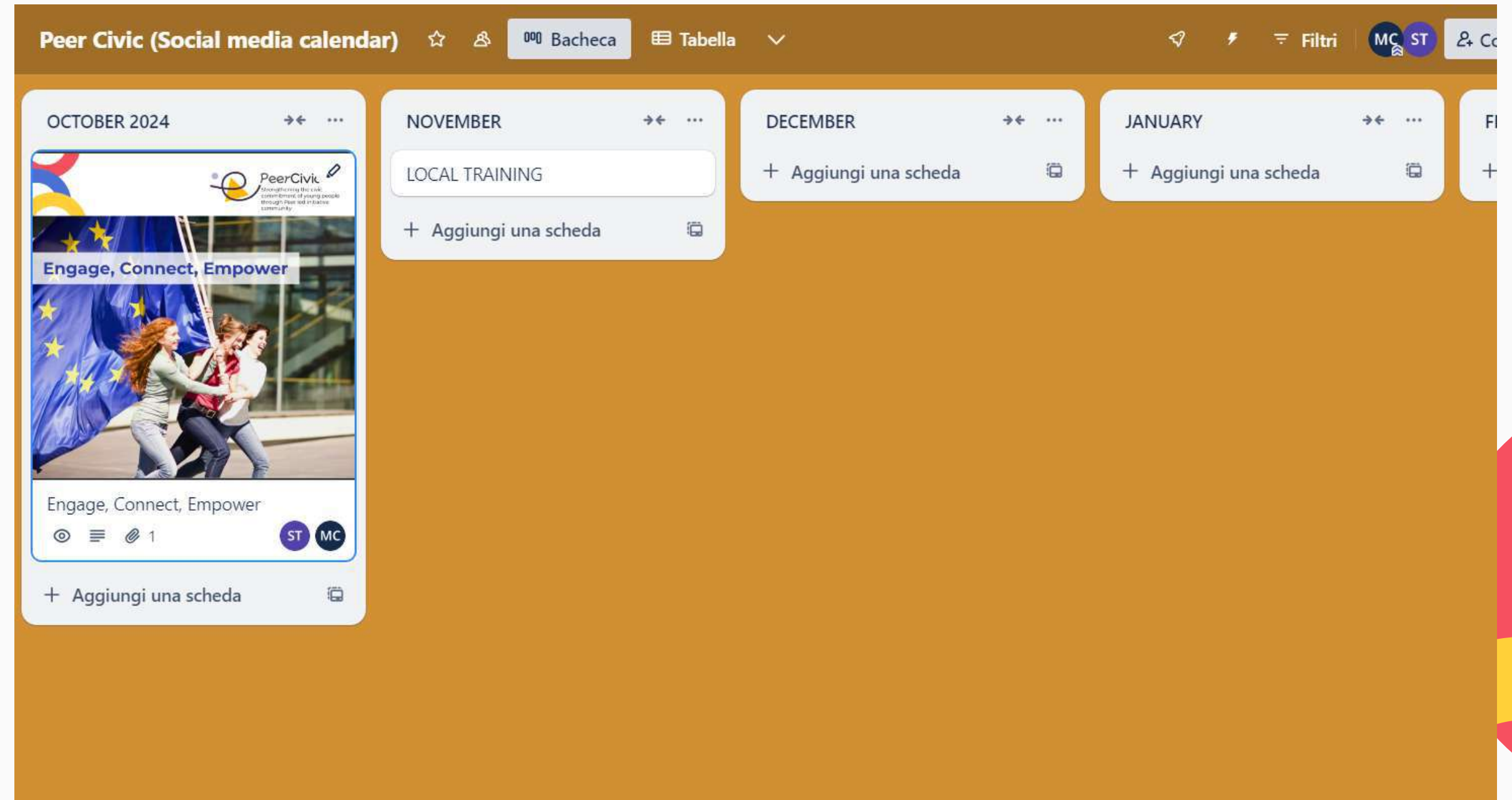
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TRELLO

Purpose:

Innovative tool fostering collaboration, content creation, editorial plan etc.



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PeerCivic

Strengthening the civic
commitment of young people
through Peer led initiative
community



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WP 5 – Evaluation & Monitoring

Consortium meeting, TPM Trapani, Italy

11th – 12th November 2024



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PURPOSE



- To assess progress towards project goals and objectives.
- To identify and mitigate risks and challenges.
- To optimize resource utilization and efficiency.
- To facilitate continuous improvement and adaptation.



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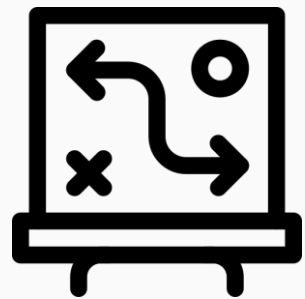


Results sharing from the Training Activity in Romania

- The training course received mostly positive feedback, with many participants praising the content on emotional management and EU institutions, as well as the interactive nature of the activities.
- Trainers were highly rated for their competence and ability to motivate participants, though some felt there was uneven engagement from the group. Suggestions for improvement included clearer course structure, more practical activities, and better management of participation.
- Some participants also wanted more time for questions and interactive discussions.
- Overall, most participants would recommend the course and appreciated the opportunity to collaborate and learn, though they suggested adding more balance in theory and practice and enhancing participant involvement.



Key project management tasks and deadlines



Progress reports:

PR2: 01.12.2023 – 30.11.2024.

<https://docs.google.com/forms/d/e/1FAIpQLSd1w-IbYmXmF1KoNBFJWhA4q5XpOR17CtJWieuqt4MVgAiiBA/viewform?pli=1>



Deadline: 1st of December 2024 of the following month



TPM Evaluation

After the meeting ends

<https://docs.google.com/forms/d/e/1FAIpQLSfaDCTdc44KG0oQGMihPMUy6L2kuImiMtxP38mJ7EniLHIOHw/viewform>



Quality check form

Quality check should be implemented when half of the WP period has passed:

<https://docs.google.com/document/d/1GCnFDS-VNGMEXsTnsQjBytGIWAdF9Th4b2Y8KhMXW3I/edit?tab=t.0#heading=h.f5ag5swamhw2>

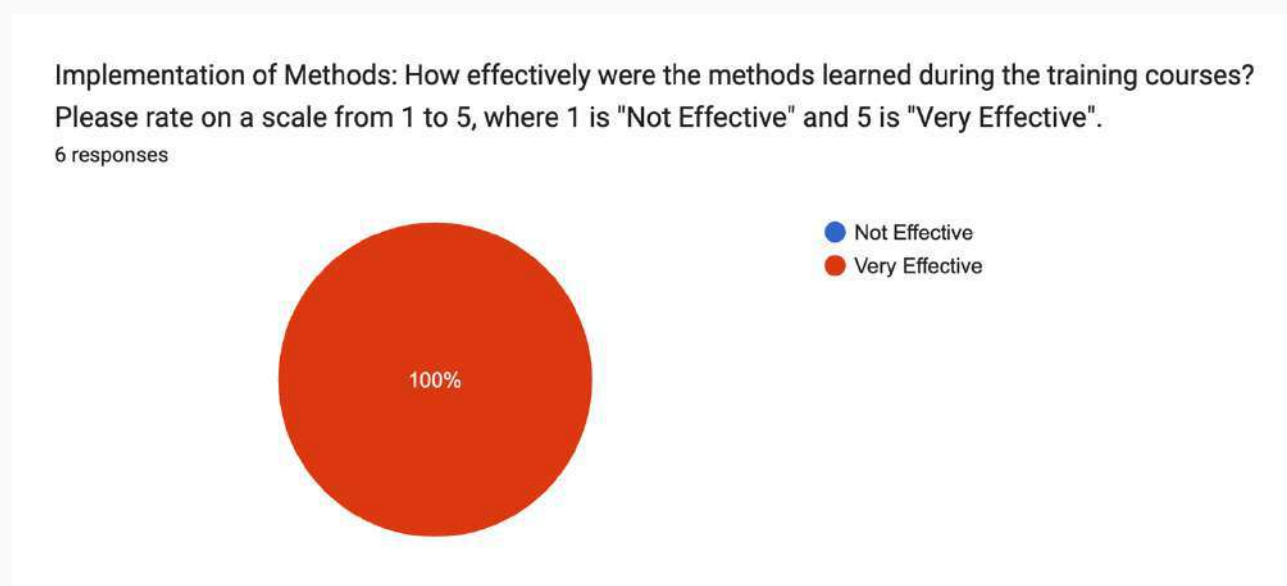
*** Please, give me an access to evaluate the results for the final report - ANDCTR



We already have 6 response on the Local Youth Leader Response

Reminding about the form that each Young person has to fill in:

https://docs.google.com/forms/d/e/1FAIpQLSdW4Pgasr06rOGIaZxbIVuOC4V48DHpOf_cBic5n48FGVGsiA/viewform



All forms are available on the link in WP5: <https://docs.google.com/spreadsheets/d/1friD-5ruXgymL17JZI4JI4fXOtKif4eG/edit?gid=1831954680#gid=1831954680>

THANK YOU!





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Final Transnational Partner Meeting (TPM)

- Agenda -

Location: Manorhamilton | Co. Leitrim | Ireland

Host: Future Cast

Dates: Tues 21st – Wed 22nd Oct 2025

Civic Partner Organisations

- ★ Sdruzhenie Walk Together (Bulgaria)
- ★ Active Citizens Partnership (Greece)
- ★ Future Cast (Ireland)
- ★ Fondazione Comunitaria di Agrigento e Trapani (Italy)
- ★ Asociația Națională de Dezvoltare Continuă a Tineretului din România (Romania)
- ★ Asociación Cultural y Medioambiental Permacultura Cantabria (Spain)

Arrival Day: Monday 20th October 2025

- ✈ **Partner arrivals** into Sligo (via Dublin/Knock/Belfast/Shannon airports)
- 📅 **Check-in** to Accommodation Sligo or Manorhamilton
- 🌙 Evening: **Free time** / informal dinner (self-arranged or optional group meet-up)



Day 1: Tuesday 21st October 2025

Work Package Progress Reporting & Cultural Exchange

Venue:	📍 W8 Centre, Manorhamilton
Time TBC	🚌 Shuttlebus transport from Sligo to Manorhamilton
Morning Working Session: 09:30–12:30	
Facilitated by Future Cast	
Time	Topic
09:30–09:45	Welcome Coffee & TPM Kick-off
Roundtable updates and partner reviews of project deliverables and implementation progress	
09:45-10:00	Bulgaria
10:00–10:15	Greece (TBC)
10:15-10:30	Ireland
10:30 -10:45	Italy
10:45 – 11:00	Romania
11:00–11:15	Spain (TBC)
11:15 -11:30	Coffee Break
11:30–12:30	Identifying challenges, good practices, and unresolved actions
12:30–13:30	Lunch (shared with other event attendees)
Afternoon: Cultural Exchange Tour	
13:30–18:00	Bus tour of local area finishing in Sligo town

Wednesday 22 October 2025

Finalisation & Forward Planning

Venue:	📍 W8 Centre, Manorhamilton
Time TBC	🚌 Shuttlebus transport from Sligo to Manorhamilton

Morning Session

Time	Topic
09:30–10:00	Coffee & Reflections from Day 1
10:00–10:30	Final Monitoring Plan review – what will be publicly shared and how
10:30 – 11:15	Final Financial Reporting
11:15–11:30	Coffee Break
11:30–12:30	Communication & Dissemination – capturing project impact stories
12:30–13:30	Lunch break

Afternoon Session

13:30–14:30	Planning for final reporting (contributions to Deliverable D3.4)
14:30–15:15	Project closure checklist: responsibilities, documentation, compliance
15:15 -15:45	Platform Management and Hosting Post Project [Dara]
15:45–16:15	“One Thing We Learned” – facilitated partner reflection & photo documentation
16:15–16:30	Final remarks from Future Cast and Coordination Team
16:30–17:00	Certificates, thanks & close of meeting
17:15	Shuttle bus departs for Sligo

Transnational Partner Meeting (TPM)

Manorhamilton | Co. Leitrim | Ireland | Hosted by [REDACTED]

Tues 21st & Wed 22nd Oct 2025

MINUTES OF MEETING - DAY 1

Attendance

Present In person: [REDACTED] & [REDACTED] , [REDACTED] de Dezvoltare Continua a Tineretului din Romania (RO); Elena Greco & Luigi Di Via , [REDACTED] di Agrigento e Trapani (IT); [REDACTED] , Sdruzhenie [REDACTED] (BG); [REDACTED] & [REDACTED], FutureCast (IE) [REDACTED] via Zoom: [REDACTED] , Asociación Cultural y Medioambiental Permacultura Cantabria , (ES); Athanasia Defingou , Active Citizens Partnership (GR); TPM Kick -off

The hosts Miriam and Shaune welcomed the in -person and online attendees. Miriam asked the participants to review the two -day Agenda and invited suggestions for amendments to the schedule . Participants were briefed on logistics for lunch and afternoon cultural tour.

Work Package Updates

WP 1: Madalina from lead partner ANDCTR presented an overview of WP1 objectives, milestones and key deliverables to date. With regard to pending tasks, Madalina led discussion regarding the both the quarterly Progress Report and the Final Report. She also advised that the completion and closing -off timeline would run for a period of 60 days after the 30th of November.

With regard to the quarterly report she advised that the template is in the Google Drive and that each must be submitted on or before Friday 28th November .

With regard to the Final Report , participants were advised that it would be based on the Application and will follow the same format as the quarterly progress reports. It was agreed th at a shared collaborative Google Doc draft would be created the first week in December with some common chapters and KPIs (TBC) along with differentiated segments unique to each p artner's work package . It was also agreed that the first -draft raw text file would be completed by Monday 1 5th December and that partners would

convene on Wed 17th December at 15:30 EET | 13: 30 GMT | 07:30 CST to discuss the draft and other matters. It was agreed to schedule a follow -up meeting for January 14th at 11:00 EET | 09:00 GMT by which time 90% of the final report should be completed. With regard to key deliverables Madalina advised that to date 3 out of 4 have been delivered . She reminded participants to use the templates and to ensure compliance with GDPR that no personal data e.g. email addresses or personal names should be included.

Regarding budgets , participants were advised that there will be no opportunity for high - level budget transfers between now and project end – use it or lose it! There may however be an opportunity for amendments within budget headings however this is subject to pre-approval . All requests for amendments must be submitted to ANDCTR as soon as possible to ensure that request is submitted for EU approval by Oct 31st.

In respect of financial reporting , attendees were advised that co -financing declarations must be completed and a reminder that copies of invoices and payment related documentation must be retained for a period of 5yrs after the final report.

With regard to deliverables, participants were advised that deliverables for WP2 were still not approved with a suggestion that the lag may be due to a technical expertise deficit at the portal end.

Finally, with regard to sustainability it was advised that short-term tasks and events will be documented in an excel. Longer term sustainability issues would be discussed as a separate item on the agenda.

WP 2: Miriam from [REDACTED] presented a summary of its leadership role in Work Package 2 (WP2) Youth Incubator Public Debates Platform from Nov 2023 to Nov 2025 . The presentation outlined the core objective to design and operate a youth -friendly platform connecting local incubator communities across partner countries.

Key deliverables included the platform wireframe ; the coordination of educator and youth communities ; tools for resolution drafting ; and monitoring political follow -up. The timeline illustrated the alignment of platform functions with major project milestones, including the Youth Election Event, Brussels Study Visit, and national stakeholder dialogues.

In addition to technical delivery, [REDACTED] highlighted WP2's enabling role across other work packages and events. The platform served as the digital backbone for publishing the Resolution for MEPs, archiving national monitoring plans, and supporting civic visibility. [REDACTED] also described the additional project hours dedicated to preparing young participants for the Brussels visit, including two online workshops and on-site support throughout the four -day event. Pending actions included archiving final TPM documentation, completing export tools, and supporting platform sustainability beyond the project's formal end.

WP3 : Oscar from [REDACTED] advised that the presentation for WP3 would be uploaded to the [REDACTED] . The presentation highlights the project's efforts to train youth workers as Incubator Educators (IEs) and support youth -led civic initiatives across all six partner countries. Key milestones included a transnational training course held in Craiova, Romania, the development of a mutual support toolkit for IEs, and a study visit to Brussels where participants co -created a digital tool to collect youth needs and track civic initiatives. The presentation also covered local Monitoring Strategy meetings held between May -June 2025, where you th presented their resolutions and monitoring plans to policymakers. Outcomes included increased youth capacity for civic engagement, deepened ties between youth and decision -makers, and a sustainable framework for peer -led civic action.

WP 4: Elena led the presentation from [REDACTED] di Agrigento e Trapani . which outlined the communication strategy, KPIs, and outreach achievements of the Peer Civic project. It reported that over 50 multilingual social media posts were issued between December 2024 and June 2025, with more than 200 interactions per post. Additional outputs included three newsletters, a multilingual brochure, stakeholder engagement across all partner countries, and an online archive of visual materials and templates. Future activities include the delivery of multiplier events and a fourth newsletter following the TPM. The presentation confirmed that dissemination had exceeded engagement benchmarks and supported strong project visibility across Europe, while reinforcing the importance of coherent branding and timely partner contributions to t he final dissemination report.

Elena concluded with suggestions that an effort be made to make remaining content more engaging with particular consideration to video format. She also advised that in respect of outstanding comms and valorisation that con tributions will be needed for a forthcoming newsletter (template in Google Drive) and comms in relation to multiplier events .

Arising from this presentation an number of queries were flagged regarding t he website some of which were short term and others relating to strategic management of the platform post -project. It was agreed that these would be addressed on the following day as a segment had been scheduled for engagement with website manager Dara O'hEocha regarding sustainability . It was agreed that any other questions tha t might arise before the meeting with Dara would be compiled on the flipc hart.

WP 5: Vilislava leading WalkTogether 's WP Evaluation and Success Monitoring presented the project's quality assurance, feedback mechanisms, and sustainability planning. Deliverables focused on evaluation strategy and feedback analysis, revealing that 285 young people participated (close to the 300 target), with 53% coming from fewer opportunity backgrounds. Platform metrics showed over 8,000 unique visitors

and 12,000 people reached overall. The Sustainability Action Plan proposed continued use of the Peer Civic platform, fundraising efforts, open -access materials, and institutional dialogue. The presentation confirmed that impact indicators had largely been met or exceeded and concluded with a strong emphasis on replicability, stakeholder cooperation, and the long -term use of project tools and networks across Europe. It is anticipated that the forthcoming multiplier events will boost any shortfall in final participant targets.

This concluded the morning session. The in-person group adjourned to Osta Café for lunch at 12:30pm . At 1:30pm the participants were taken on a cultural tour of the locality which included rural , urban and coastal locations in counti es Leitrim & Sligo.

MINUTES OF MEETING - DAY 2

Attendance

Present In person: [REDACTED] & [REDACTED] , [REDACTED] de Dezvoltare Continua a Tineretului din Romania (RO); Elena Greco & Luigi Di Via , [REDACTED] di Agrigento e Trapani (IT); [REDACTED] , Sdruzhenie [REDACTED] (BG); [REDACTED] & [REDACTED], FutureCast (IE)
[REDACTED] via Zoom: [REDACTED] , Asociación Cultural y Medioambiental Permacultura Cantabria , (ES); Athanasia Defingou , Active Citizens Partnership (GR); Dara O'hEocha , FutureCast (IE)

Monitoring P lan

The first segment of the morning commenced with discussion regarding the Monitoring Plan and specifically clarification around definitions to distinguish between assessing the performance of the project WP5 versus the Monitoring tool developed under WP2. For the avoidance of doubt, it was agreed that the Monitoring P lan framework is designed to assess performance across multiple dimensions including activities and outputs, results tracking, financial oversight, beneficiary satisfaction and contextual analysis. Partners discussed the use of shared tools such as evaluation forms, dissemination logs, and Google Analytics, along with the expectation to contribute to Quarterly Progress Reports and a final evaluation. The discussion highlighted the importance of consistent data entry and cross -WP alignment, especially with platform - based tracking and youth -led outcomes. Partners agreed to review their Monitoring Plan commitments to ensure accurate public presentation before project close.

Financial Reporting

Cristian from ANDCTR led a detailed walkthrough of the project financial compliance requirements, including eligible costs, documentation standards and post-project audit risks. The presentation clarified the distinction between personnel categories (A1 and A2), how to calculate daily rates, and which documentation must be uploaded to the shared drive.

Specific emphasis was placed on the retention of original documents (payslips, invoices, boarding passes) for a minimum of five years after final payment. Payment milestones were reviewed and partners were reminded to complete financial declarations and timesheets using the provided templates.

Participants were also reminded that unspent monies cannot be transferred to other budget headings therefore all expenditure must be undertaken in the next month. The final reporting period covers 1st December 2024 to 30th November and the deadline for submission is 30th November 2025. Partners were also reminded that 20% of the final payment is withheld until all final auditing has been completed and to prepare for the fact that this may take between four and eight months to complete.

Communication & Valorisation

Elena facilitated a discussion on the refers to the process of maximising the value, impact and sustainability of the Peer Civic project. Discussion focused on the dissemination of project results with stakeholders, policymakers, educators, and the public to raise awareness and encourage uptake; using the results in practical contexts to ensure they have a lasting impact beyond the project's duration; embedding project outcomes into long-term strategies so they continue to deliver sustainability value after funding ends; and stakeholder engagement in involving end-users and other actors to adopt solutions developed during the project.

Proposals included creating a 'Peer Civic Week' to boost posts on social media platforms; creation of a final newsletter for distribution by direct email; creating a list of upcoming events via an Excel sheet; undertaking an in-person multiplier event for 25 stakeholders (participants or youth workers) who would register on the Peer Civic platform

It was noted that some multilingual content had been produced and shared and that visual materials from the Study Visit, stakeholder events, and national incubators were successfully archived. Partners were asked to review the tracker spreadsheet and identify any missing or incomplete entries. The importance of consistent branding and final contributions to the last newsletter and platform content was reiterated. It was agreed that dissemination logs and supporting documents must be finalised by all partners in line with the visibility commitments outlined in WP4.

This concluded the morning session and the in-person group adjourned for lunch at 12:00. Participants re-convened at 1:00pm to continue business .

Sustainable Platform Management and Hosting

Dara O'hEocha of FutureCast was present to address the gaps highlighted in the website gap analysis undertaken in May 2025 ; respond to queries arising during the course of the TPM ; and advise on the annual cost of hosting and maintaining the Peer Civic platform post -project. It was agreed that consensus or final decisions were unlikely to be reached during the course of the session, but that technical information solicited would help better inform the most feasible options.

With regards to specific queries Dara advised that with regard to the platform registration process, removing the email verification step was not recommended. In respect of the governance section it was agreed that a template would be created by [REDACTED] to standardise the content entries in this section and where necessary, update information to take account of elections that have taken place in the past 18 months. Some discussion took place regarding the possibility automation solutions for updating this content in to the future and whilst possible, were unlikely to be financially viable.

With regard to platform access for all partners for the purpose of undertaking ongoing content updates it was agreed that this was viable and Dara agreed to train partners to use/update the website and to create a basic-level instructional video to aid this process. Each interested partner is to forward their e-mail address to Dara so that he can set up access in advance of the training.

In respect of notifications discussion took place regarding sending notifications to platform users when new content is added . The possibility of using a mass emailing tool such as Brevo to support platform content updates was also considered.

On the issue of analytics Dara advised that he would revert back to clarify what data was being tracked from the beginning , whether or not full-period data is available from platform backend and to generate a report to determine the analytics available .

Finally, with regard to the cost of hosting and maintaining the platform Dara presented two options for Web Platform Management Packages . The first option priced at €1,620 offers a minimal hosting and maintenance option and the second priced at €4,860 provides additional tech support and content uploads. This concluded the discussion.

Certificates and Closing Remarks

The TPM concluded with the awarding of the Certificates , completion of attendance sheets and closing remarks.

[REDACTED] [REDACTED] Email address
[REDACTED] Oscar ArgumosaPermacultura
Cantabriapermaculturacantabria
@gmail.com
[REDACTED] Madalina OSTAFEAsociatia Nationala de
Dezvoltare Continua a
Tineretului din
Romaniaandctr.proiecte@gmail
.com
[REDACTED] Miriam Kivlahan Future [REDACTED]
o
[REDACTED] Elena GReco FCATe.greco@fagrigenotra
pani.it
[REDACTED] Luigi Di [REDACTED]
Comunitaria di
Agrigento e Trapanil.divia@fcagrigenotra
pani.it
[REDACTED] Vilislava MetodievaSdruzhenie Walk
Togetherwalktogheterbulgaria
@gmail.com
[REDACTED] Cristian Ostafe ANDCTRcristianostafe@gmail.
com
[REDACTED] Athanasia DefingouActive Citizens
Partnershiponline presence

Which TPM have
you attend?How you rank the
following
organizational
aspects?

[Communication
between partners]How you rank the following
organizational aspects?

[Presentation of the WPs and
making information accessible]

TPM Irland 5 5

TPM Irland 4 4

TPM Irland 5 5

TPM Irland 4 5

TPM Irland 5 5

TPM Irland 5 5

TPM Irland 4 4

TPM Irland 5 5

How you rank the following organizational aspects? [Visibility and promotion of the project accomplishment]	How you rank the following organizational aspects? [The degree of interaction and the possibility of getting to know each other among the representative members]	Recommendation for improving the next step
	5	I have attended online 5 and I consider all went well.
	5	With some minor issues in addressing the WP2 pending website tasks, all went well. Suggestion: an increase communication between
	5	5 -
	5	Avoiding workload on staff and better communication and decision power inside
	5	After seen all the presentation I consider that the project
	5	managed to overpass All partners managed to present their WP
	5	Clear information to be provided by lead
	5	5 =

WP1 PROJECT MANAGEMENT AND COORDINATION

Strengthening the civic commitment of young people through Peer led initiative community



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PEER CIVIC

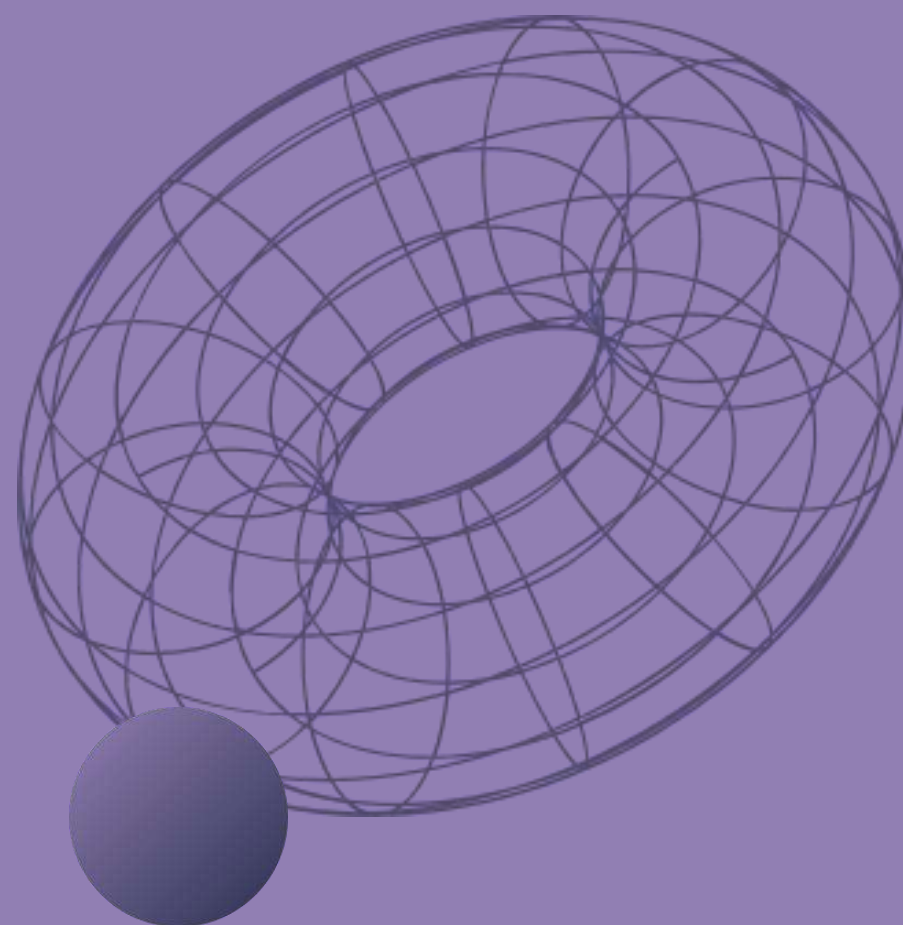
PEER CIVIC Project Number: 101131845, Duration: 01/06/2025 –
01/12/2025



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Project

**Duration: M1-
M24 Overview**



The project spans twenty-four months, emphasizing the importance of structured timelines in achieving objectives, fostering collaboration, and ensuring effective management throughout its duration. This period is crucial for impactful outcomes.

Key Objectives of the WP1 Project

01

Ensure corroboration of progress to achieve project indicators and objectives effectively

02

Implement and monitor the project effectively for successful outcomes and deliverables.

03

Manage financial resources efficiently to maintain project budget and prevent overspending.

04

Address risks and difficulties with proactive solutions to ensure project stability.

05

Foster communication and cooperation among the consortium members for seamless collaboration.



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Key Milestones for Project Success

01

Internal reports templates will ensure consistency in project documentation and tracking.

02

The progress project report will highlight achievements and ongoing challenges faced during implementation.

03

Transnational meetings plan facilitates collaboration among partners across different countries for effective communication.

04

Online management meetings will enhance coordination and provide real-time updates on project status.



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Key Deliverables for Project Management

01

D1.1 Project Management Handbook outlines essential procedures and guidelines for implementation.

02

D1.2 Transnational meetings in RO, IT, and IRL will foster collaboration and progress.
PENDING - 30th Nov 25

03

D1.3 Risk Register Tool will help identify and manage potential project risks effectively.

04

D1.4 Financial Plan Tool ensures efficient allocation of resources throughout the project duration.



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Pending Tasks for Effective Project Ending Stage

01

Progress report 4 is crucial for tracking ongoing developments in the project.

02

Financial reporting up to 30th November 2025 on the same format as before.

03

Final report template
Partner division and
deadlines

04

Final Deliverables submission:
D1.2 Transnational meeting
RO, IT, IR 30th Nov 25
D4.2 Youth Incubator
Public Debates Platform
promotion 30th Nov 25
D5.2 Evaluation results for
activities 30th Nov 25



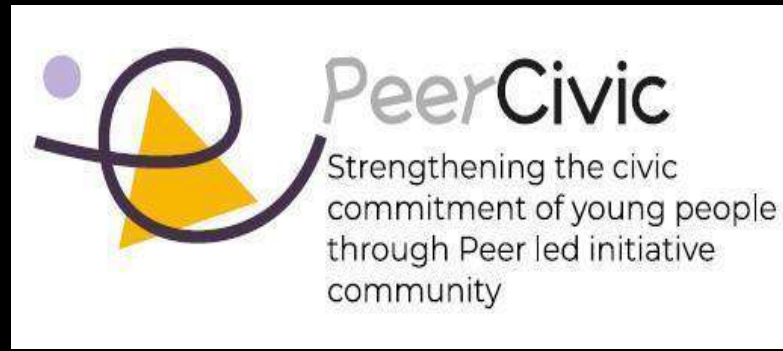
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Any questions or thoughts?

We value your input and look forward to your participation!



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WP2 Youth Incubator Public Debates Platform

Future Cast | Peer Civic Final TPM | October 2025

Project Overview

Nov 2023 to Nov 2025

Work Package 2

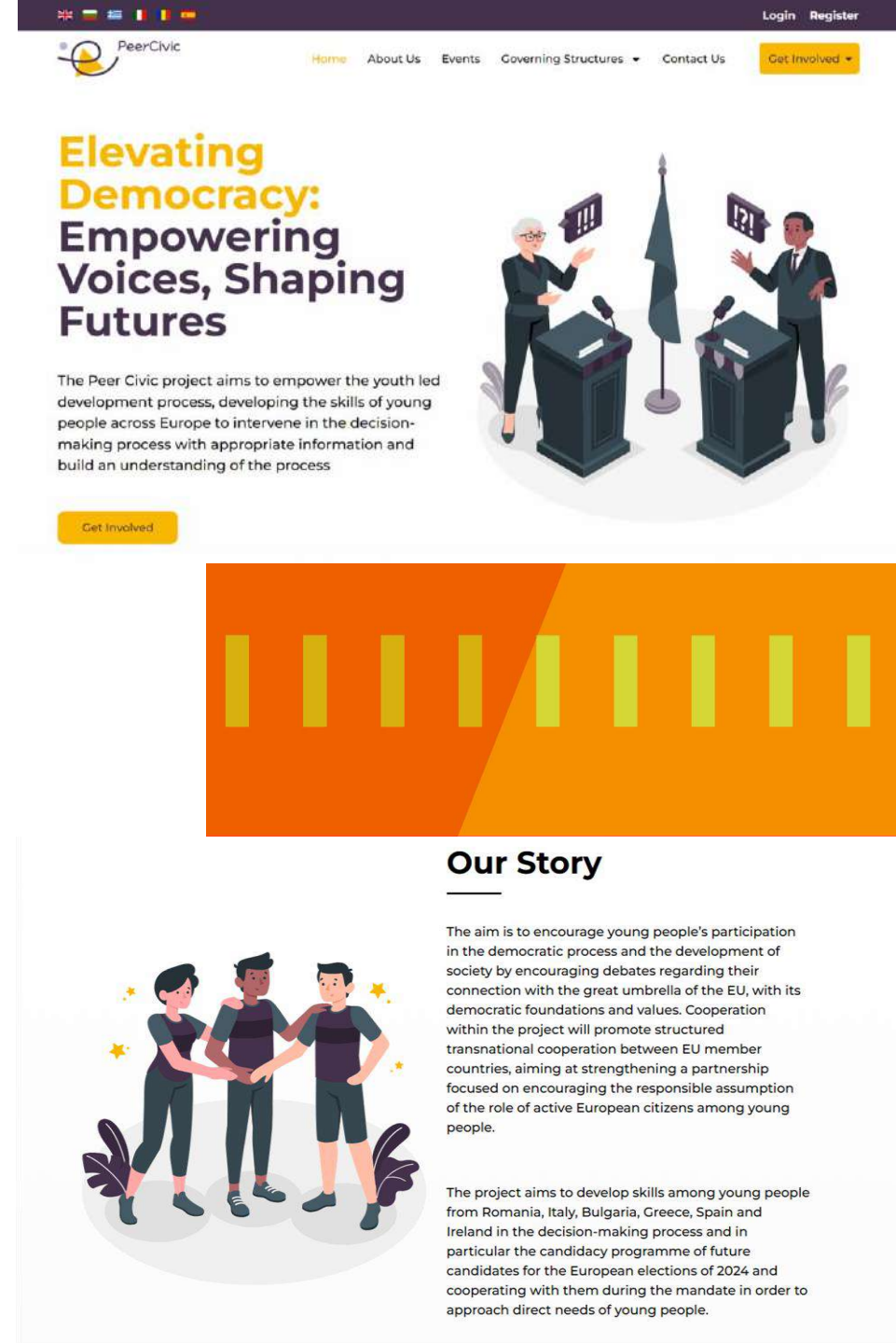
- Youth Incubator Public Debates Platform.

Goal

- To create youth communities linked via a shared digital space for civic engagement.

Description

- Platform supported debates, elections, resolutions, and monitoring.



Key Objectives of WP2

- ❑ Develop an accessible platform for youth participation.
- ❑ Support public debate, resolution drafting, and monitoring.
- ❑ Link youth communities across EU partner countries.
- ❑ Provide visibility and coordination for Peer Civic outputs.



Key Milestones for Success

Month 4	Month 8	Month 12	Month 16	Month 20	Month 24
Nov 23–Feb 24	March 24–June 24	July 24–Oct 2024	Nov 24–Feb 2025	March 24–June 25	July 25–Oct 25
Project Start Platform Guidelines & Structure	Consent Forms Platform Wireframe Development & Soft-Launch	Platform Launch Educator and Youth Groups Created	Online Event Youth Election	EU Resolution & Study Visit Local Stakeholder Event	Monitoring Plan Final TPM Final Deliverables





Key Deliverables WP2

D2.1: Platform Guidelines

D2.2: Platform Launch

D2.3: Consent Forms

D2.4: Educator & Youth Communities

D2.5: Youth Election Event

D2.6: Resolutions

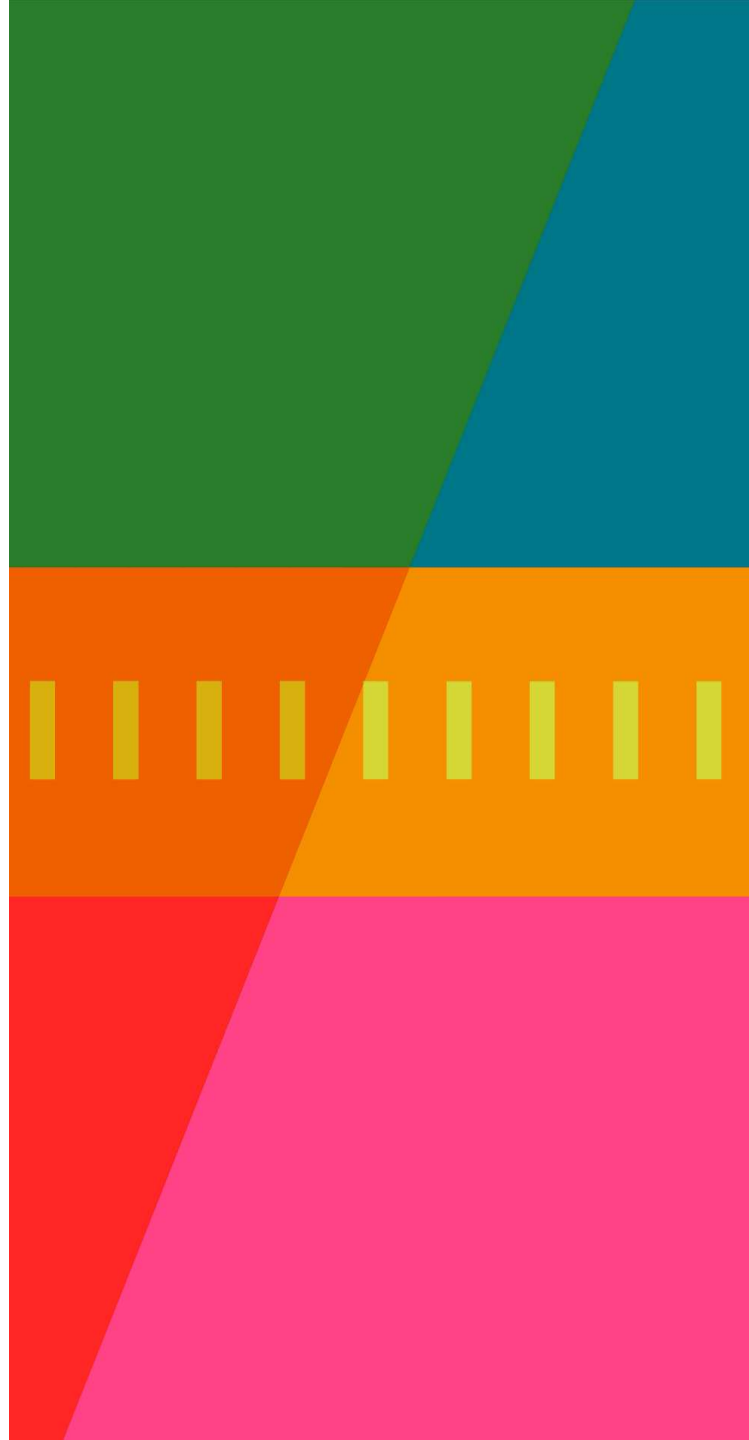
D2.7: Monitoring Plan

D2.8: Final Public Platform View

WP2 Support for Cross-Project Activities

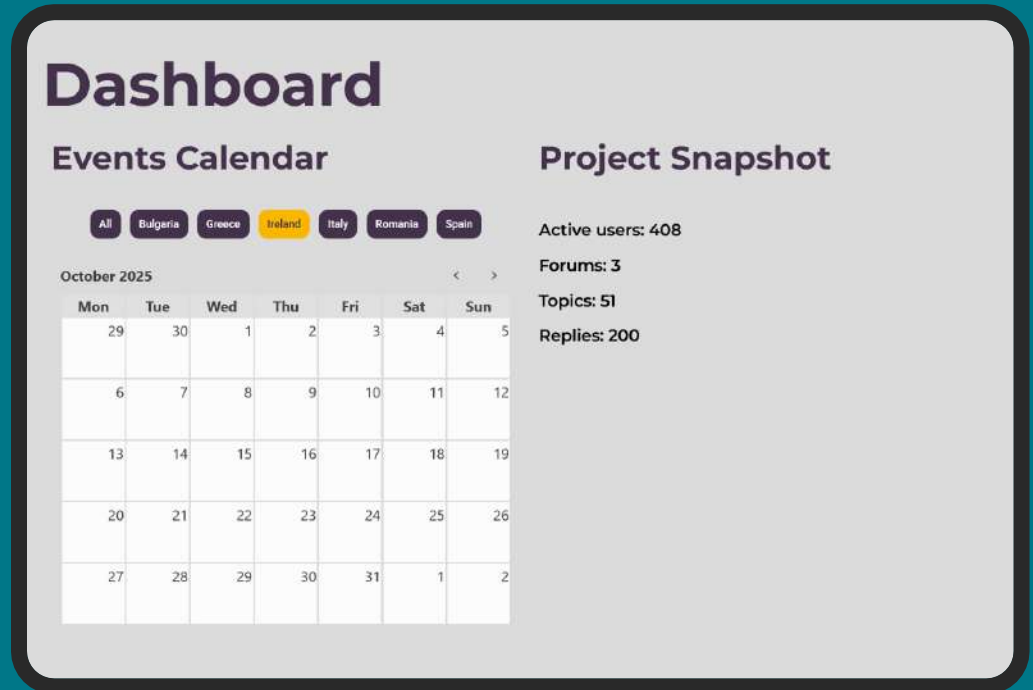
- ❖ Delivered 5 x youth preparatory workshops (online) for Resolution development and Campaign Simulation
- ❖ Ireland lead accompanied youth delegation to Brussels with Italian partner to present Resolution
- ❖ Platform visibility supported Brussels Study Visit and platform hosted final version of Resolution document (D2.6)
- ❖ Platform archived outputs from national stakeholder events (May 2025)

These actions strengthened the policy visibility and continuity of youth engagement



Pending Tasks for WP2 Completion

- ❑ Upload final TPM documents
- ❑ Complete archive export & manuals
- ❑ Final platform updates and accessibility checks
- ❑ Confirm long-term hosting or platform handover



The screenshot displays a dashboard interface. On the left, there is an 'Events Calendar' for October 2025. It features a grid with days of the week (Mon-Sun) and dates (1-31). Above the calendar are filter buttons for 'All', 'Bulgaria', 'Greece', 'Ireland', 'Italy', 'Romania', and 'Spain', with 'Ireland' currently selected. On the right, a 'Project Snapshot' section provides key metrics: 'Active users: 408', 'Forums: 3', 'Topics: 51', and 'Replies: 200'.

Dashboard

Events Calendar

Active users: 408
Forums: 3
Topics: 51
Replies: 200

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2



Conclusion

This presentation has outlined Future Cast's leadership role in WP₂, delivering the Peer Civic platform as a central hub for youth engagement, resolution-building and policy monitoring. We reviewed the project timeline, major milestones, and key deliverables from development to deployment.

We also highlighted how WP₂ supported wider project activities including the Youth Election Event, Brussels Study Visit, and National Stakeholder Dialogues thus helping to ensure continuity, visibility and long-term value.



Questions **or** Thoughts?

Feedback on platform performance?

How might partners use the platform post-project?

Would platform handover/training be beneficial?

Any ideas for legacy management or adaptation of the tool?





Resources

[Link to Work Package 2](#)

[Link to PeerCivic Platform](#)



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PeerCivic

Strengthening the civic
commitment of young people
through Peer led initiative
community

WP3 - Transnational peer led activities

Development of an TC based on peer led initiative methodology

Location & Date: Craiova, Romania – June 28– July 08, 2024

Participants: 29 youth workers & trainers from 6 countries

Methodology: Peer-to-peer learning approach

Main Objective: Train youth workers as Incubator Educators to promote active citizenship and EU values within their communities.

Key Topics:

- European institutions and values
- Emotional management & participation tools
- Development of community-based youth initiatives

Outcomes:

- Strengthened civic and digital skills
- Exchange of best practices
- Youth-led initiatives ready for replication

Impact:

- Creation of transnational cooperation networks
- Preparation for youth engagement in elections and policy dialogue
- Empowerment of young people to drive civic action locally and across Europe

Development of an TC based on peer led initiative methodology

Wp 3 TC in Craiova										
	Participant partner	Description of activity	Description Type	Description Location	Description Dates	Description Duration (days)	Male Attendees	Female Attendees	Non-binary attendees	Total attendees
1	ANDCTR	Transn...	training ...	Craiova	28.06.2024-08.07.2024	7	4	2	0	6
2	MANORH...	Transn...	training ...	Craiova	28.06.2024-08.07.2024	7	2	1	0	3
3	SDRUZHE...	Transn...	training ...	Craiova	28.06.2024-08.07.2024	7	3	2	0	5
4	SYNERGA...	Transn...	training ...	Craiova	28.06.2024-08.07.2024	7	4	1	0	5
5	ASOCIACI...	Transn...	training ...	Craiova	28.06.2024-08.07.2024	7	4	2	0	6
6	FONDAZI...	Transn...	training ...	Craiova	28.06.2024-08.07.2024	7	1	3	0	4
TOTAL							18	11	0	29

Development of the Incubator Educators Community mutual support toolkit

Objective: Create a mutual support toolkit for the IE (Incubator Educators) community to mobilize young people in identifying community needs and tracking their civic actions.

Purpose:

- Support youth workers in engaging peers
- Strengthen collaboration within the IE network
- Provide a structured framework for transnational cooperation

Development Process:

- Conducted after the Transnational Training Course
- Involved online meetings, team-based task division
- Methods from the TC were tested and refined
- Continuous consultation within the larger IE group

Key Features:

- Practical tools for peer-led participation and community engagement
- Guidance on civic monitoring and evaluation
- A shared resource built collectively by trained youth workers

Impact:

- Reinforces a sustainable, cooperative IE community
- Facilitates replication of peer-led civic initiatives across Europe

Peer-Led Initiative Community Development

Objective: Activate the Peer Civic community by supporting young people in implementing peer-led civic initiatives and fostering dialogue with decision-makers.

Approach:

- Youth workers (IEs) supported youth in designing and executing local actions
- Focused on real community needs and EU civic values
- Encouraged horizontal, youth-led collaboration

Key Activities:

- Local peer-led initiatives carried out across partner countries
- Dialogue events between young people and local authorities
- Youth engagement in democratic processes and community life

Results:

- Increased youth capacity for civic participation
- Stronger community ties through active involvement
- Recognition of youth as agents of change in local governance

Impact:

- Consolidation of the Peer Civic community
- Transfer of skills and tools from training to real-world action
- Sustainable model for civic youth empowerment across Europe

Study visit in Bruxelles

Location & Date: Brussels, Belgium – March 24–28, 2025

Coordinated by: Permacultura Cantabria

Objective: Introduce IEs to European civic engagement practices and co-create a digital tool for collecting youth needs and monitoring peer-led initiatives.

Key Activities:

- Visits to EU institutions and local organisations in Brussels
- Hands-on workshops to design a needs assessment and monitoring tool
- Exchange of experiences and methodologies tested in previous training
- Collaborative planning of local community actions

Tool Purpose:

- Collect and analyse youth needs
- Monitor civic initiatives led by young people
- Strengthen structured collaboration within the IE community

Outcomes:

- Practical, replicable tool for peer-led action planning
- Enhanced capacity for evidence-based civic engagement
- Stronger transnational network of youth workers

Impact:

- Improved youth participation in civic life
- Long-term framework for diagnosing and responding to community challenges
- Empowered IEs with tools for local and EU-level advocacy

Study visit in Bruxelles

WP 3 Study Visit Brussels		Description	Duration (days)	Male Attendees	Female Attendees	Non-binary attendees	Total attendees
ANDCTR	24.03 - 28.03.2025		5	2	2	0	4
FONDAZIONE ...	24.03 - 28.03.2025		5	0	2	0	2
ASOCIACION C...	24.03 - 28.03.2025		5	0	1	0	1
SYNERGASIA E...	24.03 - 28.03.2025		5	0	4	0	4
SDRUZHENIE ...	24.03 - 28.03.2025		5	0	1	0	1
MANORHAMIL...	24.03 - 28.03.2025		5	1	1	0	2

Local meetings for Monitoring Strategy

Date & Location: May–June 2025 | Spain, Ireland, Romania, Greece, Bulgaria, Italy

Coordinated by: All project partners (lead: local organisations in each country)

Objective: Facilitate structured dialogue between young participants and local stakeholders to present and discuss the Youth Resolution and Monitoring Plan, and explore how to integrate them into local policy frameworks.

Formats Used:

- In-person: Spain, Italy, Romania, Greece
- Online: Bulgaria, Italy (hybrid in Romania)
- Informal and formal settings (e.g., roundtables, workshops, World Café)

Key Activities:

- Youth presented findings from the project and Brussels visit
- Stakeholders responded with reflections and proposed commitments
- Open discussions on local issues: youth participation, mental health, digitalisation, mobility, education
- Dialogue tailored to local realities and stakeholder roles.

Participants Included:

- Local and regional policymakers
- Youth workers and NGOs
- National-level representatives (e.g. senators in Ireland)
- Members of youth organisations and councils

Main Outcomes:

- Stakeholders across countries showed interest in embedding youth input into policy
- Youth demonstrated increased confidence in public dialogue
- Clear commitments to future cooperation and joint actions
- Strengthened relationships between youth and decision-makers.



Local meetings for Monitoring Strategy

Impact:

- Validated PeerCivic's model of peer-led engagement
- Created blueprints for sustained dialogue at the local level
- Encouraged further civic initiatives beyond the project timeline.



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Local meetings for Monitoring Strategy

WP 3 Local training courses

Tabla_1

Participa nt partner	Descripti on area	Descripti on Location	Descripti on Dates	Descripti on Duration (days)	Male Attendee s	Female Attendee s	Non-bina ry attendee s	Total attendee s
ANDCTR	Dolj	Craiova	15.10.2024	1	1	9	0	10
ANDCTR	Dolj	Craiova	21.10.2024	1	6	4	0	10
ANDCTR	Dolj	Craiova	25.10.2024	1	9	11	0	20
ANDCTR	Dolj	Craiova	20.11.2024	1	5	10	0	15
ANDCTR	Dolj	Craiova	20.11.2024	1	4	11	0	15
MANO...	online	Ireland	4.12.2024	1	4	2	0	6
MANO...	online	Ireland	4.12.2024	1	1	0	0	1
MANO...	online	Ireland	5.12.2024	1	1	0	0	1
MANO...	online	Ireland	5.12.2024	1	5	2	0	2
MANO...	Online	Ireland	6.12.2024	1	1	1	0	7
MANO...	Physical	Ireland	4.12.2024	1	24	24	0	48
SDRUZ...	online	Bulgaria	08.11.2024	1	3	8	0	11
SDRUZ...	physical	Bulgaria	19.11.2024	1	5	5	0	10
SDRUZ...	physical	Bulgaria	19.11.2024	1	5	5	0	10
SDRUZ...	physical	Bulgaria	25.11.1014	1	7	3	0	10
SDRUZ...	physical	Bulgaria	21.11.2024	1	1	9	0	10
SYNER...	physical	Greece	1.11.2024	1	7	3	0	10
SYNER...	physical	Greece	18.11.2024	1	8	2	0	10
SYNER...	physical	Greece	27.11.2024	1	7	3	0	10
SYNER...	physical	Greece	8.11.2024	1	5	5	0	10
SYNER...	physical	Greece	21.11.2024	1	2	8	0	10



Local meetings for Monitoring Strategy

TOTAL									
ASOCI...	physical	Spain	06.11.2024	1	1	12	0	13	
ASOCI...	physical	Spain	13.11.2024	1	1	8	0	9	
ASOCI...	physical	Spain	29.11.2024	1	8	26	1	35	
ASOCI...	physical	Spain	30.11.2024	1	8	26	1	35	
ASOCI...	physical	Spain	01.12.2024	1	8	26	1	35	
TOTAL									
FONDA...	physical	Italy	25/11/2024	1	7	3	0	10	
FONDA...	physical	Italy	19/11/2024	1	5	2	0	7	
FONDA...	physical	Italy	22/11/2024	1	3	0	0	3	
FONDA...	online	Italy	16/11/2024	1	0	4	0	4	
FONDA...	physical	Italy	9/11/2024	1	4	4	0	8	
FONDA...	online	Italy	5/12/2024	1	6	2	0	8	
FONDA...	online	Italy	6/12/2024	1	1	3	0	4	
TOTAL					163	241	0	407	





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WP4 Dissemination Strategy Overview

Objectives, KPIs, Results &
Task Progress

Objectives & KPIs

- The WP4 Dissemination Strategy aims to ensure visibility, engagement, and outreach across internal and external stakeholders.

Key objectives include:

- Establishing a coherent project visual identity
- Ensuring regular and multilingual dissemination through newsletters and brochures
- Leveraging social media and online channels for continuous engagement
- Organizing in-person events for stakeholders, youth, and policy actors

Completed Activities

Project Visual Identity

- Official logo and dissemination templates (Word, PPT) created.
- KPIs: 1 official logo, 3 templates.
- Status: Done

Brochure & Communication Tools

- Multilingual brochure (EN, IT, ES, RO, GR, BG, IE) and internal strategy document completed.
- -KPIs: 1 brochure, dissemination strategy, number of updates.

Beneficiaries & Stakeholders Selection and Engagement

- 300 youth, 30 youth workers, and 20 stakeholders per partner reached.
- Resolution finalized and shared.



Ongoing Activities

Newsletter

- Three newsletters released (EN, IT, ES, RO, GR, BG, IE) with 1400 recipients.
- Proven effective in promoting milestones and results.
- - Next: A fourth newsletter after TPM.

• Social Media Posts

- - 50 posts published (Dec 2024–Jun 2025), avg. 224 interactions per post.
- Final engagement wave planned Jul–Nov 2025.

• Reports

- First communication report compiled.
- Final dissemination report to be delivered by October 2025, with partner updates by November 15.

Pending / Next Steps

National Valorisation Events

- Multiplier events to be organized with 25 participants per partner.
- Templates provided.
- Action: Add 25 participants to the platform.

Dissemination of Platform

- Disseminate final resolution and monitoring plan via mailing list.
- Conduct final wave of social media engagement.
- Compile and submit final dissemination report.

Results & Impact

Key Performance Indicators (KPIs)

- 1 project logo and 3 dissemination templates produced
- 1 multilingual brochure distributed online and in print
- 3 newsletters published
- 50+ social media posts, reaching 200+ engagements per post
- 20+ stakeholders per partner engaged, 285 young people reached

Overall Impact

- Enhanced visibility and engagement across 7 partner countries
- Strengthened policy dialogue and youth participation
- Established a sustainable communication framework for project continuation.

Summary & Recommendations

- Maintain regular updates through newsletters and social media
- Ensure active partner participation in multiplier events
- Use standardized templates for visibility and coherence
- Finalize dissemination reporting by October–November 2025





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WP5: Evaluation and Success Monitoring Strategy



Created by Association WalkTogether

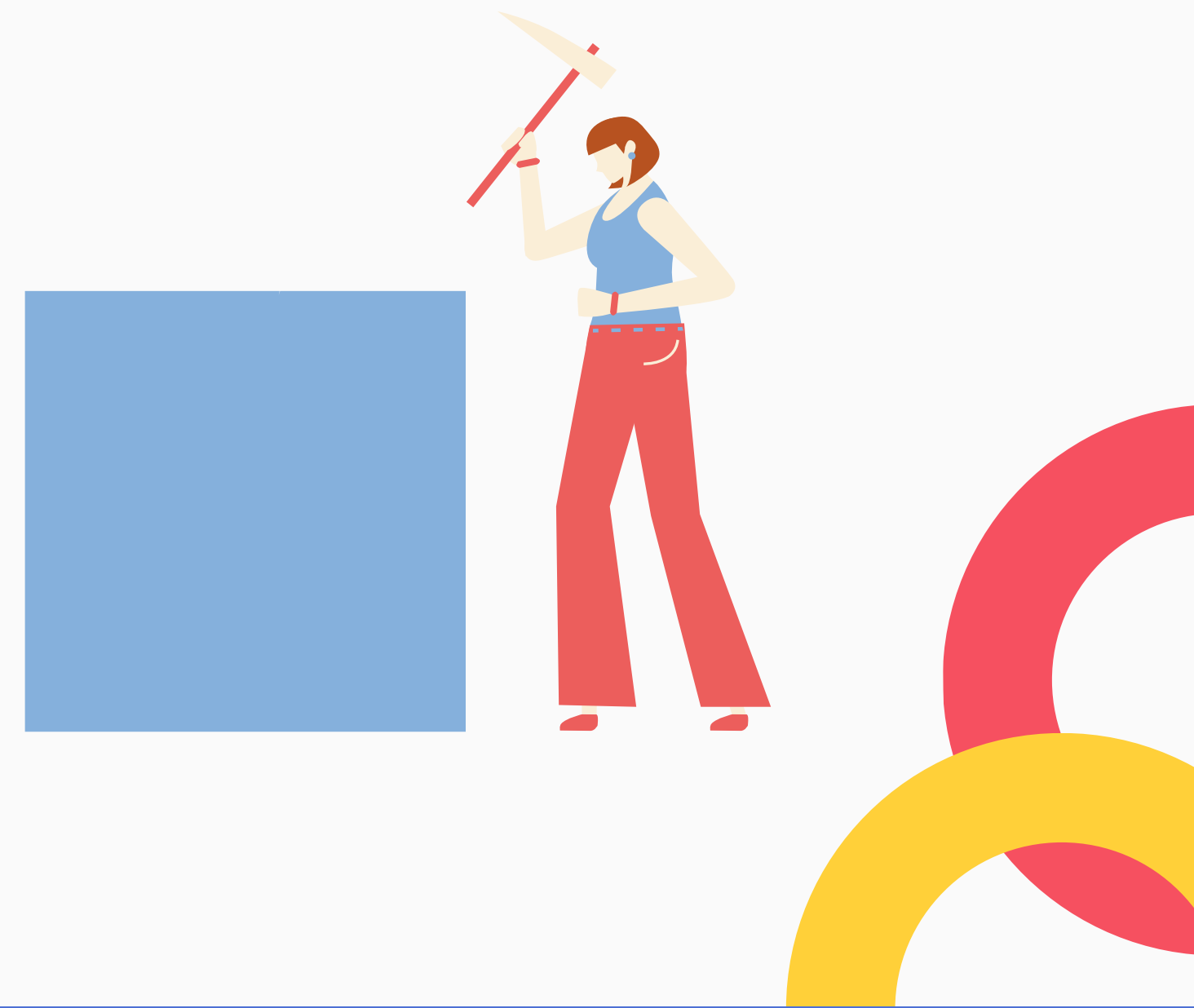


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Deliverable D5.1 - Development of Evaluation and Sustainability Strategy

<https://drive.google.com/drive/u/2/folders/16sf-RI1-PXOTvt4z-wVfeP20-IoIY96V>



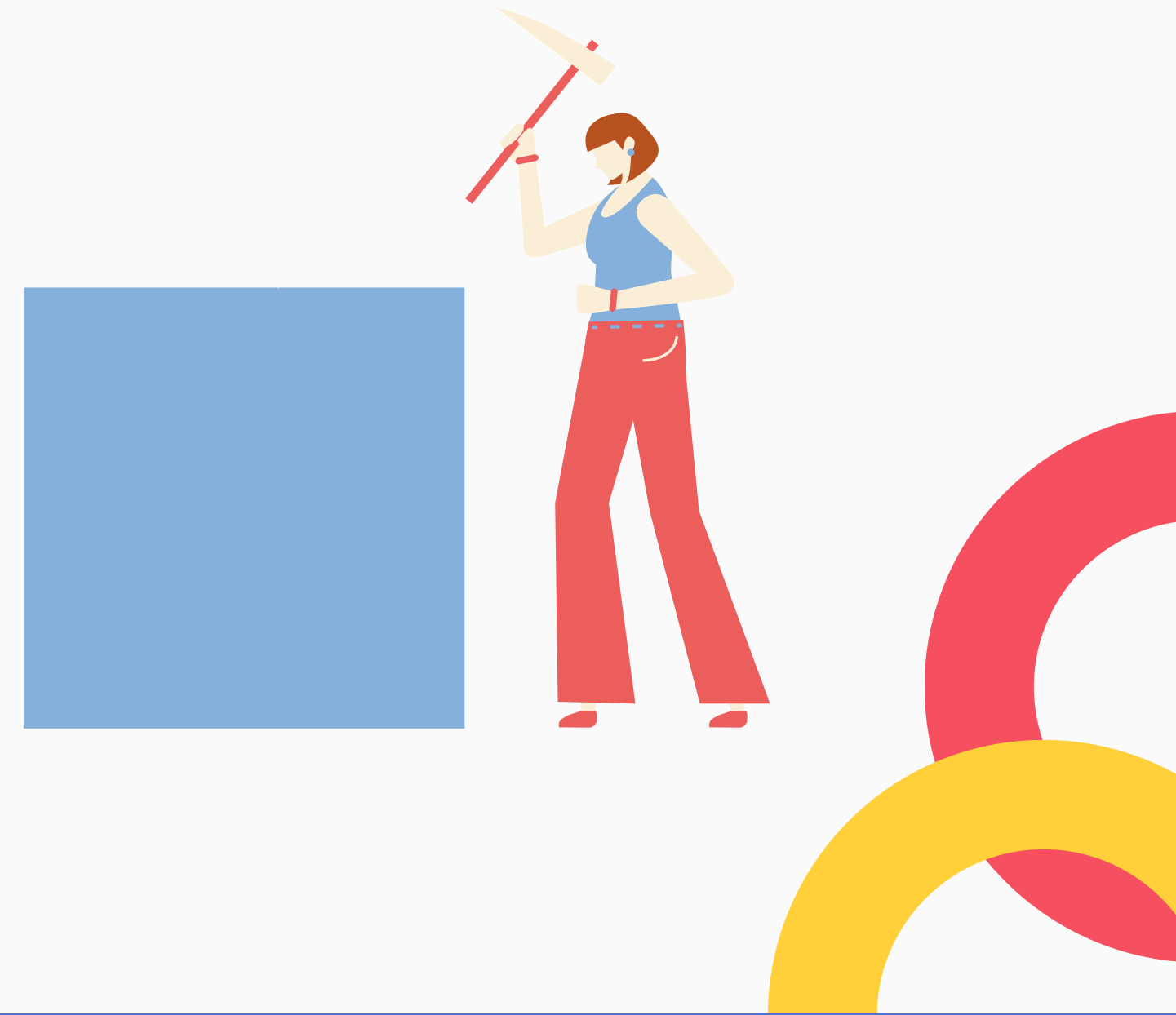
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Deliverable D5.2 - Analysis of the collected feedback

Its main role is to analyse and centralize evaluation results gathered through feedback from partners and participants.

The findings are compared against the estimated impact indicators to guide remedial actions and ensure the project remains aligned with its objectives



Deliverable D5.2 - Analysis of the collected feedback: Relevant Indicators from the Proposal

Ob.1 – Creation of peer-led community:

- 300 young people engaged;
- civic skills up by 30%;
- 50% more interest in cooperation with decision-makers;

Ob.2 – Consolidate cooperation among 6 partners / 30 youth workers:

- Transnational network active;
- at least 1 regional stakeholder engaged;
- continuation of cooperation 2 years post-project;

Ob.3 – Increase political awareness and engagement:

- 300 new applications;
- $\geq 1,000$ platform accesses;
- updated research vs initial diagnosis;

WP5 Quality Indicators: Timely deliverables, effective feedback tools, qualitative assessment of youth and IE competencies



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Deliverable D5.2 - Analysis of the collected feedback:Key Achievements

- 285 participants engaged across six countries (close to the 300 target).
- 53 % identified as from fewer-opportunity backgrounds, surpassing inclusion expectations.
- Youth Incubator Platform: over 8,000 unique visitors, 12,000 people reached online/offline – well beyond the proposal target of 1,000 accesses.
- Transnational Cooperation: active participation of all six partners and 30 youth workers; regular coordination meetings and joint evaluation forms demonstrate strong partner engagement.
- Dissemination and Visibility: 280+ social media posts; 32,500 users reached; 180+ organizations contacted — exceeding benchmarks (to be confirmed by Dissemination WP leader)
- Capacity Building: youth workers trained; positive feedback on inclusivity and mentoring.

Quality Control: internal progress tracking forms and structured evaluation questionnaires implemented successfully.



Deliverable D5.3 - Analysis of the collected feedback: Evaluation and success reports

Indicator	Mid-Term Status	Notes
300 young people engaged	95 % achieved	285 participants so far; final activities expected to exceed target
30 % increase in civic skills	On track	Feedback shows skill growth and confidence; final survey at M24 will quantify
50 % higher interest in decision-maker dialogue	Achieved/Exceeded	Active youth contacts with MEPs and stakeholders during Brussels visit
Platform usage (≥ 1,000 accesses)	Exceeded	> 8,000 unique visitors
Active transnational network	Achieved	Strong partner collaboration; joint evaluation tools in use
Stakeholder engagement (≥ 1 per region)	Achieved	Regional partners and municipal youth councils involved
Inclusivity (50 % fewer-opportunity youth)	Exceeded	53 % reported fewer-opportunity backgrounds
Dissemination reach	Exceeded	> 12,000 people reached through multi-channel outreach



Deliverable D5.4 - Sustainability Action Plan

The Sustainable Action Plan ensures that the impact and results of PeerCivic continue beyond EU funding. It focuses on maintaining youth engagement, transferring the tools and knowledge developed, and reinforcing the dialogue between young people and decision-makers across Europe.

Core Sustainability Objectives:

1. Create a long-term cooperation framework between young people and European decision-makers to foster innovation in civic participation.
2. Stimulate the exchange of knowledge and good practices among stakeholders and partners from the six participating countries.
3. Establish a sustainable mechanism for informed youth participation in EU-level and national decision-making processes



Deliverable D5.4 - Sustainability Action Plan

Key Directions of Sustainability:

Continuation of the peer-led community:

- The network of ≈ 300 young participants and trained youth workers will keep operating through the PeerCivic online platform, encouraging further initiatives at national and EU levels.

Financial continuity:

- Partners will seek local, national, and EU funding, launch fund-raising campaigns, and attract donations to support ongoing activities.

Replicability and transferability:

- All materials, toolkits, and methods will be open-source and accessible on the platform so other organizations can replicate them in future projects or local youth programs.

Institutional cooperation:

- Engagement of stakeholders and policy-makers in dialogue activities ensures continued participation of youth in the policy process, promoting the adoption of the project's "Resolution" outcomes.

Trained youth-worker network:

- The consortium's trained youth workers will continue applying and disseminating the project's validated curriculum and mentoring methodologies throughout Europe.

Language and visibility:

- Dissemination activities will continue in native languages, expanding the reach to new young people and organizations across Europe.

Partner collaboration:

- All partner organizations commit to maintaining regular cooperation after project closure, capitalizing on their memberships in existing EU networks and previous joint initiatives.





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