



**1<sup>st</sup> COORDINATION MEETING - January 21<sup>st</sup> and 22<sup>nd</sup> 2016 – BARCELONA**

**MINUTES**

**PARTICIPANTS**

The following representatives from the TASEM partnership attended the two days Meeting in Barcelona;

Mr. Andreu Camps (INEFC)  
Ms. Estela Farias (INEFC)  
Mr. Jordi Escribà (B.LINK)  
Ms. Marta Rojas (B.LINK)  
Mr. David Serrano (Spanish Badminton Federation)  
Ms. Léa Cléret (Foundation ICSS Europe)  
Mr. Matteo Bovís (CONI)  
Mr. Ernesto Alcaine (Municipality of Tarragona)  
Ms. Donatella Curtotti (University of Foggia)  
Mr. Iñaki Arenal (Spanish Triathlon Federation)  
Mr. George Yerolimpos (Hellenic Triathlon Federation)  
Mr. Andreja Andric (Badminton Association of Serbia)

In total, 9 partners over 15 were represented in this first Meeting.

It was announced by INEFC (Coordinator) that a second Meeting counting with the rest of the TASEM partnership as well as with representatives from sport organisations from the Southern Mediterranean basin is foreseen on February 26<sup>th</sup> and 27<sup>th</sup> 2016 in Barcelona.

The final agenda of the meeting is enclosed ([Annex I](#)).

**THURSDAY, January 21<sup>st</sup> 2016**

Mr. Agustí Boixeda, Director of INEFC, welcomes all participants and introduces his organisation.

A tour-de-table follows with an introduction of each participant and organisation attending the meeting.

The Coordination Meeting is chaired by Mr. Andreu Camps, TASEM Project Coordinator.

Mr. Andreu Camps, presents the TASEM project and the main outcomes expected. This presentation is available in [Annex II](#).



During discussion time, participants agree on defining the profiles of those athletes and coaches that will be engaged in the Training Programme. This task corresponds to project *Activity 2: Identification, selection and mobilization of target athletes and coaches.*

Regarding athletes' profile (30 athletes in total), the following criteria are agreed:

- If it's possible 50% women and 50% men;
- 18 to 30 years old;
- A plus for holding a University Diploma, though this should not be a compulsory requirement;
- Minimum a Secondary School or equivalent diploma;
- Active athlete (non active at least 3 years), minimum competing at national level;
- Minimum medium level of English;
- Individual sport
- High motivation for taking part on the TASEM project;

Regarding coaches' profiles (15 in total), the following criteria were agreed:

- They still must be active;
- Medium level of English;
- Coaching at National level;
- Motivated and ready to share knowledge;

It was agreed to request to both athletes and coaches a signed Commitment Letter expressing their interest and motivation to take part in the Programme.

**QUESTION TO EACEA:** Concerning the nationality of athletes and coaches, partners requested to check with EACEA whether athletes coming from countries not represented in the TASEM partnership would be eligible for funding (travel & accommodation).

No more specific remarks were done concerning other project activities.

Ms. Estela Farías (INEFC) conducted the next session, introducing the Project Planning and the Project Budget (presentation available also in [Annex II](#))

Partners were informed that the Mediterranean Triathlon Federation (Greece) expressed their willingness of withdrawing from the partnership due to administrative issues. The representative of the Hellenic Triathlon Federation request some extra weeks to discuss this issue with this partner in order to find a solution that would keep them engaged with the project.

Ms. Estela Farías introduced the TASEM project budget ([Annex III](#)).

At this point, INEFC informed about the advancement payment – **pre-financing** - (60% of the maximum total Grant amount) has been done by EACEA to INEFC. INEFC communicated that a **first instalment** (corresponding to **the 50 % of the 60 % of the pre-financing** or the 30% of the



total Grant amount) will be transferred to all TASEM partners. **To this end, Partners must send all necessary information regarding bank accounts to INEFC.**

A **second instalment** (corresponding to the remaining 50% of the pre-financing) should be transferred to TASEM partners by the end of 2016. However, a new proposal made by INEFC takes into account the fact that Sport Partners (Federations, Olympic Committees, etc.) will face cash-flow tensions because of bearing the costs of Athletes and Coaches travels and accommodation. This proposal would then consider transferring a higher share of budget to Sport Partners than to the Academic ones. Considering the importance of this decision, it was agreed that this issue would be discussed and agreed by the Steering Committee.

A discussion followed regarding the location and dates of the main events / meetings of the project.

Regarding the Steering Committee meetings (*Activity 1: Project Management*), the first SC corresponds to the first meeting in Barcelona. Due to the absence of several partners, the SC will be virtually called and main decisions will be taken by email means.

Second and third SC meeting will take place in Rome and Foggia, in the fringes of the Seminars (corresponding to the training programme) that will be conducted in these cities.

The fourth SC meeting will take place in Tarragona, in the fringes of the TASEM Final Congress.

Regarding the *Activity 4 (Implementation of the Training Programme in Sport Events Management (TPISEM))*, a proposal of distribution of the academic sessions follow:

- **Session 1:** 12 to 18 September 2016. Barcelona or Tarragona
- **Session 2:** 14 to 20 November 2016. Foggia. However, a remark was done about the option of conducting this session in Bilbao, because of the celebration of the Junior World Championship of Badminton (from 3-13 November). Pending of agreement
- **Session 3:** 16 to 22 January 2017. Rome
- **Session 4:** 13 to 19 March 2017. ????
- **Session 5:** 15 to 21 May 2017. Foggia
- **Session 6:** June / July 2017 (during Mediterranean Games). Tarragona
- **Session 7:** 4 to 10 September 2017. Lisbon
- **Session 8:** 15-16-17 December 2017 (Final Congress). Tarragona

One of the conditions stressed by partners was the importance of having the academic and training facilities close enough.

ICSS remarked the importance of including some content about sport integrity in the training programme.

The Seminars (academic programme) content were displayed. Some changes were requested regarding the schedules. The following chart displays the agreed distribution:

To end the first day of meeting, Partners agreed on assigning the coordination of the TASEM 9 main activities as follows:



**A1: Project Management** - INEFC

**A2: Identification, selection and mobilization of target athletes and coaches** - CONI

**A3: Content development of the TPISEM** – University of Poitiers

**A4: Implementation of the TPISEM for athletes** – University of Foggia

**A5: Exchange of experiences and knowledge between coaches** – CON Portugal (pending confirmation)

**A6: Traineeship during the Mediterranean Olympic Games** - Municipality of Tarragona

**A7: Survey on acceptance of cultural and religious diversity among athletes and the barriers or difficulties in a professional environment** - INEFC

**A8: Development of joint business initiatives by athletes from both sides of the Mediterranean basin** - University of Lleida

**A9: Communication and dissemination** - INEFC

#### **FRIDAY, January 22<sup>nd</sup> 2016**

During the second day, Ms. Marta Rojas and Mr. Jordi Escribà (from the consultancy company B.LINK) delivered a training session regarding the management of Erasmus + projects from the financial point of view. Main aspects covered during this session were: i) General Remarks for project management; Contractual obligations; Eligible costs; Cash Flows; Calculation of the final Grant; Amendments.

This presentation is available in [Annex IV](#).

To facilitate the comprehension of financial rules to all partners, B.LINK has prepared a user-friendly Project Implementation Guidelines, which will be sent to all partners in the coming weeks.

In the last session, B.LINK proposed a model of Consortium Agreement for TASEM partnership; this is the internal legal instrument that will regulate duties and obligations between partners.

Main aspects covered by the Consortium Agreement were: i) Co-financing of the partners; Payments to the partners; Monitoring and Reporting; Project Steering Committee rules (Project decision making); Intellectual Property Rights.

The final proposal of the Consortium Agreement will be sent to all partners for their final approval.



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**TRAINING ATHLETES FOR SPORT EVENTS  
MANAGEMENT (TASEM) 2016-2017**



**INEFC**

Generalitat  
de Catalunya

INEFC will send a document with two tables to project partners that must fill and send back. In these tables they will appoint i) the project team that will participate in TASEM and ii) the representatives in the Steering Committee (one responsible + one substitute).

Please check Annex V for the content of the Consortium Agreement.

The Hellenic Triathlon Federation mentioned the difficulties of hiring an auditor to verify the expenditures of the project at the end of it, due to high costs in Greece. Furthermore, he highlighted the control of capitals in Greece, which could endanger the bank transfer to Greek partners.

**QUESTION TO EACEA:** INEFC will ask to EACEA officers whether is possible for INEFC to manage the budget of Greek partners to buy travels & accommodation for Greek athletes, hence overcoming the capital control in Greece. This implies a major amendment of budget, transferring the related budget funds to INEFC budget.

INEFC also committed to review the calculation of the final budget and send a final version to all partners.