



3rd PROJECT COORDINATION AND STEERING COMMITTEE MEETING
Thursday, May 18th 2017 – BARCELONA

MINUTES

PARTICIPANTS

The following representatives from the TASEM partnership attended the meeting in Barcelona:

Mr. Andreu Camps (INEFC)
Ms. Estela Farias (INEFC)
Mr. José Serrado (National Olympic Committee of Portugal – NOCP)
Mr. Alain Ferrand (Université de Poitiers)
Mr. David Serrano (Spanish Badminton Federation – FESBA)
Mr. Matteo Bovis (Comitato Olimpico Nazionale Italiano – CONI)
Ms. Nephie Economidou (Cyprus Badminton Federation – CBF)
Mr. Ramon Saladrígues (University of Lleida – UdL)
Mr. José Manuel Alonso (University of Lleida – UdL)
Mr. Pedro Velázquez (ICSS Europe)

Participants by video conference:

Mr. Ramón Quadrat (Municipality of Tarragona)
Mr. Radomir Jovovic (Badminton Association of Serbia)

Also attended Mr. Slaheddine Boudhina from National Olympic Committee of Tunisia (NOC).

In total, 10 partners over 12 were represented in this meeting. The meeting is chaired by Mr. Andreu Camps, TASEM Project Coordinator.

The final agenda of the meeting is enclosed (**Annex I**).

• **WELCOME AND APPROVAL OF MINUTES OF PREVIOUS MEETING:**

The Steering Committee approves the Minutes of the previous meeting organised in Tarragona (First Steering Committee) as there are no further comments from the partners' representatives.

• **CURRENT SITUATION OF TASEM PROJECT IMPLEMENTATION:**

Mr. Andreu Camps and Ms. Estela Farias (INEFC) explain to participants the current situation of TASEM project and progress of its implementation. They present an overview of the different project activities. This presentation is enclosed in **Annex II**.

Ms. Estela Farias (INEFC) resumes the main decision during that SC held in Tarragona in September 2016, which was to include 10 athletes from INEFC in order to cover the disengagement from Malta Triathlon Association and Hellenic Triathlon.



One first issue discussed has to do with the continuity of the Athletes. An athlete has dropped the programme, and for the rest, it's not always possible to attend due to their competition schedule. Notwithstanding, partners recognise that the rate of attendance is overall good.

There has been a training evaluation to assess the learning progress of athletes participating in the TPISEM programme. It was done in Formia during January 2017. The results showed that only 4 people did not make it to the minimum mark expected. Overall, the performance is satisfactory.

With regard to the coaches' exchange of experience, since this activity was not previously planned, at first it has been difficult to run but it is improving. In the first module held in Tarragona during September 2016, the coaches were not very motivated as the exchange of experience was not facilitated and organised as an open discussion. After this first experience, the coordinator decided to change the methodology developing and facilitating tailored workshops.

The organisation of the next Training session is proposed to happen in Formia (Italy) during the month of September 2017. The reason behind this proposal has to do with the fact that the sports installations were very well evaluated by athletes. All partners agree on this location.

Mr. Andreu Camps (INEFC) recalls that the Mediterranean Olympic Games will not be celebrating within 2017 in Tarragona, having an obvious impact in the initially foreseen TASEM work plan. INEFC Lleida will host this activity, organising sport events in La Seu d'Urgell, which was a location during the BCN'92 Olympic Games. At budget level, the cost will be the same as initially foreseen for this activity, although its duration will be shorter than in the case of the MOG (which was 2 full weeks). This is due to the fact that the sporting activities and facilities will have to be paid by INEFC.

Pedro Velázquez (ICSS) proposes to identify minimum tasks for these volunteers participating in the sports' events, as most of their work will be concentrated in the weekends and during the week they will not have so much to do. INEFC will consider this in the planning of the activity.

Andreu Camps (INEFC) warns that costs in Andorra cannot be declared as part of the TASEM project. Therefore, the only costs that will be incurred there and that cannot be considered will be limited to the visit to CALDEA and meals. Pedro Velázquez (ICSS) proposes that even if no costs will be incurred in Andorra (B.LINK confirms that is not an EU Erasmus+ Programme Country and is not within the Collaborative Partnership) at least, the EACEA should be informed.

Pedro Velázquez (ICSS) informs the rest of partners about a prestigious world award called "Beyond Sport" which gives a prize of 50,000 USD to the winners of the different categories. TASEM has submitted an application, and the contents drafted will be useful for the Final Report.

There is a round table to discuss whether the Final Congress of TASEM will be organised in Lleida or Barcelona after Estela Farías (INEFC) has presented the pros- and cons- of both sites. Andreu Camps (INEFC) adds that it depends on what kind of audience do we want to attract: either just organising a final graduation event, or key note speakers and press conference with more high-level participants.



Pedro Velázquez (ICSS) believes is better to held it in Barcelona. Alain Ferrand (University of Poitiers) also for the media exposure. **All partners agree to hold the Final Congress in Barcelona (December 2017).**

Alain Ferrand (University of Poitiers) and Jose Manuel Alonso (UdL) explain how the modules are developing. Additionally, Estela Farías provides an overview of how the athletes are progressing.

- **CURRENT SITUATION OF FINANCIAL MANAGEMENT AND IMPLEMENTATION:**

Mr. Andreu Camps (INEFC) and Marta Rojas (B.LINK) explain to participants the current situation of budget / financial implementation.. This presentation is enclosed in **Annex III.**

Marta Rojas (B.Link) presents an overview of the expenses declared as paid so far by all project partners. The amount of expenses declared so far is only around 125,000 Euros (not including personnel costs), and the most important spending effort has been done by INEFC, obviously.

This amount is certainly low bearing in mind that we are more than half way of project implementation. However, as expressed by Andreu Camps (INEFC), this amount is based on the information that it has been collected from the partners so far, which is not much (FESBA and University of FOGGIA, which has assumed an important amount of expenses, have not yet provided this information). More budget has been spent, the problem is that partners have not declared them.

Therefore, it is important that we receive this information to know exactly and precisely where are we at in terms of budget execution, especially to know how much we have left until the end of the project.

As per Personnel costs, only 12% of the personnel budget has been executed, and this is also a very low figure. Many partners have not yet declared their staff costs incurred during 2016, and moreover, none have yet declared staff costs incurred until date in 2017.

Common mistakes identified during the review of the expenses declared per partners are informed. It is important to stress that many partners are not providing proof of payment, and this is of outmost importance to justify an expense.

Another common mistake is to justify within the category of travel and subsistence, costs of people not involved as staff in the project. Travel and subsistence costs for people not involved (such as external teachers, athletes, etc.) should reported under Subcontracting.

As a matter of fact, Andreu Camps (INEFC) informs that a consultation to EACEA for a budget modification was issued. Initially, in-house teachers and staff travelling to workshops had been accounted under Subcontracting, as mistakenly only SC travelling was budgeted for Travel and Subsistence. The budget change will imply a shift of funds from subcontracting to travel and subsistence. All partners agree on that change.

To conclude this section, a table is show to compare the approved budget as stated in the GA with the Actual Costs incurred so far. This table shows that with the expenditure declared until the moment, the amount received in pre-financing is more than what has been incurred. At least an **EU grant amount equivalent to the Pre-financing** (which accounts for 294,911.40 euros) should be spent to avoid a recovery.



A calendar for the delivery of expenditures supportive documentation is proposed: **all partners should provide the documentation of expenses paid up to date before the 30th of June 2017.** This way we can assess the budget execution and we can start preparing the FINAL REPORT.

As regards the final report, an important information is given: **only expenses paid before the 31st of December 2017 will be considered eligible** and can be declared within the final report. Partners have to consider this (Andreu Camps proposes that most of the payments are done in cash to avoid delays), specially taking into account that the Final Congress will be held in December.

Andreu Camps (INEFC) further clarifies that all personnel costs at project level, that is all partners together, will cover the contribution of 20% to the project budget. This way we guarantee that the co-financing is covered by own resources through staff.

Changes from the First budget to the Final budget: salaries have been changed, with a general increase (because Malta and Hellenic federations will not spend the budget in personnel); subcontracting according to the athletes and coaches mobilized by each partner.

Andreu Camps will send the new budget and calculations as soon as possible so that everybody can appraise the modification to be presented.

Ms. Nephie Economidou (CBF) notes that travelling expenses are high. But at the moment Andreu Camps points out that they have not yet spent the full pre-financing amount received.

Then, Andreu's concern is that all partners spent at least what they have been assigned. This is an important matter.

Jose Manuel Alonso (UdL) may deliver a certification for Athletes. The cost for the diploma would be as a minimum 60 Euros, which is a limited cost, and they will have a diploma to demonstrate the training they have achieved.