



**1<sup>st</sup> COORDINATION MEETING - February 26<sup>th</sup> and 27<sup>th</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)

Ms María Alejandra Martínez (INEFC)

Ms. Marta Rojas (B.LINK)

Mr. José Serrador (Comité Olímpico de Portugal)

Mr. Alain Ferrand (University of Poitiers)

Mr. Cyprian Dalli (Malta Triathlon Federation)

Mr. Pedro Velazquez ICSS Europe

Mr. Efthymios Polydoron (Cyprus Badminton Federation)

Ms. Nephie Economidou (Cyprus Badminton Federation)

Mr. Ramon Saladrigues (University of Lleida)

Mr. Jose Alonso (University of Lleida)

Mr. Hamed Saadni (Comité National Olympique Marocain)

Mr. Slaheddine Boudhina (Comité National Olympique Tunisien)

In total, 7 partners over 15 were represented in this second Meeting.

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

**FRIDAY, February 25<sup>th</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.

TASEM Project Coordinator announces that a first Meeting was held in January 2016, and that this is a second meeting, which has been facilitated in order to discuss project objectives and activities, project planning and so on with all project partners. Nevertheless he remarks that in next meetings, all partners should make an effort to coordinate their agendas and participate together.



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

Mr. Andreu Camps proposes the structure of the management training and the main subject to be covered. The training shall be conducted in English as proposed by the Coordinator. The latter results in a discussion about whether the training programme should be delivered in other languages.

The representative of the FFS Potiers proposes that the training material should be developed in English but the partnership should think how to deliver some modules in the native language of the athlete.

The Coordinator explains the athletes' profile (30 athletes in total) and the criteria that was agreed in the first kick-off meeting:

- If 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 (equivalent to Baccaureat) or equivalent diploma (preferably university degree);
- Active athlete (non active at least 3 years), minimum competing at national level;
- Minimum medium level of English;
- High motivation for taking part on the TASEM project;

FSS Poitiers recommends that already in April, the promotion of the application of athletes is launched, targeting especially those whom are close to the criteria.

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

CONI and another sport partner to identify and select the target athletes and coaches. Candidate profiles should be sent in April 2016 at the latest.

The representative of ICSS Europe informs about the interest of the rest of Mediterranean partners not present in the kick off meeting. He exposes that Algeria and Egypt are very interested in participating in TASEM. Syria will not participate, and it seems that Libya neither. Perhaps Lebanon will give an OKAY soon.

Further discussion goes on with the contents of the TPISEM. The representative from Tunisia recommends including Media Organisation as part of TPISEM.

As per the coaches exchange of experience, there is a correction regarding the presentation as it will not be 15 coaches from the Mediterranean South area but 6 coaches.



There is a question raised about the business plans, what they should consist of and the number to be collected during the project timeframe. The indicator is very ambitious.

Additionally, some partners are concerned about the calendar, especially the feasibility of organizing 6 sessions during 2017. For some, it is not too realistic.

ICSS will coordinate Communication and Dissemination. There is a discussion about using Social Media to improve the visibility of the TASEM project.

There is a proposal about including more social activities as part of the training programme, to promote networking among the different athletes and make the programme more appealing. Also the question of e-learning is raised, but even if relevant it cannot be covered with the current budget in force.

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

There is a question by FSS Poitiers about how to manage the financial administration of the project.

Mr. Andreu Camps explains that the Project Grant is only for EU partners, there is no budget now for Mediterranean partners.

There is a discussion on how to cover the 20% of co-financing. Ms. Marta Rojas explains that in the case of ERASMUS+, it has to be covered with own resources (Self-financing), or either with financial contributions from other donors (coupling the remaining 20%, avoiding double-financing). Contributions in kind are not allowed.

For Academic institutions of TASEM, the budget of Staff covers the Co-financing. That is not the case for Sport partners.

ICSS informs about the possibility of getting additional financial support or an in-kind contribution from external sponsors (such as Qatar Airways). The main issue is in terms of respecting the EU/ERASMUS+ visual identity.

- **Session 1:** 3 to 9 September 2016. Barcelona or Tarragona  
**One week before because of a Muslim important holiday**
- **Session 2:** 14 to 20 November 2016. ???
- **Session 3:** 16 to 22 January 2017. ???
- **Session 4:** 13 to 19 March 2017. ???
- **Session 5:** 15 to 21 May 2017. ???
- **Session 6:** June / July 2017 (during Mediterranean Games). Tarragona
- **Session 7:** 4 to 10 September 2017. ????
- **Session 8:** 15-16-17 December 2017 (Final Congress). Tarragona or Barcelona

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



### **SATURDAY, February 26<sup>th</sup> 2016**

During the first day of session, Mr. Andreu Camps starts with the task distribution. A partner Cyprus proposes that the Coordinator sends a **QUESTIONNAIRE** asking the 3-5 most important elements to be voted / agreed through the partnership (location of events, pre-financing, etc.).

During the second day, Ms. Marta Rojas -from the consultancy company B.LINK- delivered a training session regarding the management of Erasmus + projects from the financial point of view.

She stresses that INEFC has subcontracted B.LINK to support the project and financial management, as well as administration of the project. All partners are welcome to submit their queries and doubts and B.LINK will provide support.

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.

Please check [Annex V](#) for the content of the Consortium Agreement.

Mr. Andreu Camps explains the different financial management models that could be set up depending on the interest of the partner.

The final proposal of the Consortium Agreement will be sent to all partners for their final approval, depending on the decisions taken on the financial management models.

A question is raised by a partner about the potential issue of athletes dropping from the programme. INEFC will prepare a model of **Letter of Commitment (or even Contract)** as a safeguard to minimize the risk of quitting, and exposing the only reasons why the athlete could do so (serious illness, injury, etc.).