



Co-funded by the
Erasmus+ Programme
of the European Union

KICK OFF MEETING DETAILED AGENDA

**PROJECT: GENDER And Climate education for youth –
GENERA(C)TION**

Agreement number: 2021-2-HU01-KA220-YOU-000048617



Venue of the meeting: Online

Date: June 9-10, 2022

Participants:

Hosting organization: Tudás Alapítvány (Hungary)
Permacultura Cantabria (Spain) and
Oriel (Italy)



Content

.....0

AGENDA..... 2

DETAILED AGENDA 5

 PROJECT SUMMARY 5

 MAIN ACTIVITIES..... 6

 PARTICIPANT'S SELECTION, PREPARATION AND RECOGNITION 8

 Participants Selection..... 8

 Participants Preparation 9

 Participant's involvement and recognition:..... 12

 LEARNING, TEACHING, TRAINING ACTIVITIES..... 14

 C1: Course in Spain - Exchange of good practices 14

 C2 Youth Exchange in Hungary 16

 PROJECT RESULTS..... 19

 DISSEMINATION CAMPAIGN..... 21

 WORK TEAM, TASK DISTRIBUTION AND DEADLINES 23

 FINANCIAL CONTROL..... 24

 PAYMENT PLAN AND REPORTING..... 25

 SUPPORTING DOCUMENTS 26

 PROBLEMS IN REPORTING OR IMPLEMENTATION 28

ANNEX I: BUDGET DISTRIBUTION 29

ANNEX II: TIMELINE..... 34

AGENDA

THURSDAY 09.06.2022 (9.00-17.00)

09.00-9.15

Welcome speech

Tudás Alapítvány

09.15-9.45

Participants' introduction

János Palotás (Tudás Alapítvány)

Gabor Palotás (Tudás Alapítvány)

Oscar Argumosa (Permacultura Cantabria)

Arantxa Aguirre (Permacultura Cantabria)

Sillian Ferrari (Oriel)

Manuel Berto (Oriel)

09.45-10.15

Project Overview and goals

Tudás Alapítvány

Q&A from other partners

10.15-10.30

Coffee Break

10.30-12.45

Main activities - Timeline

Tudás Alapítvány

Work team, task distribution and deadlines

All partners

Review and adaptation of the work plan according to the evaluators' comments

12.45-13.00

Payment plan

Tudás Alapítvány

13.00-14.30

Lunch Break

14.30 -15.00

Financial control

Tudás Alapítvány

15.30-16.00

Reporting

Tudás Alapítvány

Q&A from other partners

16.00-16.30

Potential problems and solutions

Tudás Alapítvány

Q&A from other partners

16.30-17.00 **Risk Evaluation (Risk Map)**
 Permacultura Cantabria
 Q&A from other partners

Friday 10.06.2022 (9.00-13.00)

09.00-9.45 **Grant Agreement and Internal agreements**
 Tudás Alapítvány
 Q&A from other partners

09.45-10.15 **Quality Assurance**
 Oriel
 Q&A from other partners

10.15-10.30 **Coffee Break**

10.30-11.00 **Dissemination campaign and branding**
 Dissemination campaign - Tudás Alapítvány
 Branding – Permacultura Cantabria

11.00-11.30 **Impact plan**
 Oriel

11.30-12.00 **Selection Process**
 All partners

12.00-12.30 **Review of the working plan, timeline and commitments**
 All partners

12.30-13.00 **Evaluation and closing (certificates delivery)**
 Tudás Alapítvány

DETAILED AGENDA

(FOR THE MEETING PREPARATION AND INTERIM REPORT)

PROJECT SUMMARY

The Project runs for 23 months

Starting date: 01-05-2022

End date: 31-03-2024

Today we still have a historic opportunity to do things well, to promote sustainability that meets with the climate objectives of the Paris Agreement and that puts people, and youth who will suffer most from the climate change consequences already to be perceived even across Europe, at the centre of the decision-making decisions. A process that, to be successful, must be socially equal and well-known to all.

Climate Change especially affects the most vulnerable, and within these, women and girls as they suffer greater risks and burdens associated with disasters due to situations of poverty, but also to the roles culturally associated with gender.

And this is not all. Apart from being affected in different ways by climate change: -girls and women and boys and men contribute differently to originating the causes of Climate Change. Male ecological footprints are much higher than the female ones as a result of a distribution of gender responsibilities and identities (UN WOMAN, 2018).

-girls and women and boys and men have different attitudes and participation regarding responses to Climate Change.

Researches show that boys are less likely to take Climate Change related action than girls and they even find proenvironmental attitudes as "unmanly" (Brough and Wilkie, 2017).

This reality must be taken into account carefully, implementing climate actions that integrate the gender variable and that respond to the specific needs of girls and women and their vulnerabilities, and also trying to engage young men better.

Investing in gender equality and the young female empowerment and new masculinities equals improving environmental conservation, reducing poverty and ensuring that international agreements can be met. When actions are put in place considering a gender approach, we are not only providing a better response to Climate Change, but we are also taking into account female human rights and reducing social inequalities.

The response to the great challenge posed by Climate Change requires the active and inclusive participation of all.

We actually need to create new masculinities to combat the perpetuation of gender roles in the face of this problem (Men Engage Alliance, 2017), especially when it comes to young boys' education and empower and make girls and young women aware of the inequalities they are suffering and actions available (UN WOMAN, 2018).

Therefore, the **main aim** of this Partnership is to empower NGOs' staff with new tools and methods to tackle Climate Change action from a gender-sensitive approach while creating and testing an interactive guide tailored to the non-formal education sector.

To this end, we have established the following **Project Objectives**:

1. To improve our NGOs' expertise by exchanging best practices to tackle different aspects of Climate Change action in the non-formal education sector.
2. To elaborate gender-sensitive methods of working on Climate Change in the non-formal education sector.
3. To enhance NGOs' and communities' awareness of Climate Change and gender perspective, both inside and outside of our Partnership.

To reach these objectives we will carry out these **main activities**:

- 8-days-long Course in Spain for 10 youth workers from each country with the best practices exchange,
- Internal transfer workshops for the rest of our staff who did not participate in the Course,
- Writing of an Interactive Guide for Youth Workers on Climate Change from a gender perspective,
- 8-days-long Youth Exchange in Hungary for 8 young people and 2 youth workers/leaders from each country,
- 1 Multiplier Event in each country for at least 30 relevant stakeholders from youth work, climate change and gender equality sectors,
- 1 Consultation Period in each country for the Multiplier Events' attendees who wish to implement our Guide in their own youth work context,
- Follow Up Workshops for youth from our local communities led by youth workers trained in the project.
- Internal transfer workshops: they will consist of a practical transfer of skills and knowledge gained during the Course in Spain for the staff not participating in the project.

MAIN ACTIVITIES

The main activities in the Project include:

(a) Transnational Meetings

We will carry out 3 transnational meetings, attended by 2 persons from each entity (project coordinator + dissemination coordinator):

1. Transnational project meeting in Spain (Kick off). Host by Permacultura Cantabria.
2. Transnational project meeting online (intermediate evaluation). Host by Tudás Alapítvány
3. Transnational project meeting in Italy (final evaluation and conclusions). Host by Oriel.

(b) Project result (intellectual output)

The main Result of our project will be the creation of an interactive guide entitled "GEN(D)ERATION: GENdER And Climate educaTION for youth. Interactive non-formal and informal Guide for Youth Workers".

The main aim of this interactive guide is to empower NGOs' staff with new tools and methods to tackle CC action from a gender-sensitive approach, while creating and testing this interactive guide tailored to the non-formal education sector.

We will train youth workers from our organisations on this topic at one international training event in Spain. 8 young people and 2 youth workers/leaders from each country will receive training about the interactive guide.

We will conduct a dissemination campaign, including events to communicate the results of our work to the rest of our organisations' staff and others outside the Partnership.

Testing: all 3 organizations will conduct at least 1 test meeting with other youth workers and young people after the first version of the Guide has been developed in order to obtain the fullest possible evaluation of the materials and corresponding corrections.

(c) Two learning activities:

C.1) 8 days Course in Spain. Exchange good practices (10 youth workers from each country) + 2 days travel

C.2) 8 days Youth Exchange in Hungary (8 young people accompanied by 2 youth workers from each partner NGO) + 2 days travel

(d) Multiplier events:

Each partner will organize 1 multiplier event with **30 people** in their country to disseminate the IO. We will invite important stakeholders and media.

e) Other supplementary activities without specific budget:

e.1) Internal workshops: All staff of each of our NGOs will be trained in Climate Change and Gender through internal transfer workshops during which project's results and IO will be presented.

e.2) Follow Up Workshops: all 3 NGOs will organize local workshops for youth that will provide our youth workers with practical experience in implementing the acquired competences on the one hand, and will be a continuation of our work on the other.

PARTICIPANT'S SELECTION, PREPARATION AND RECOGNITION

Participants Selection

The first stage before submitting this application consisted in selecting the most appropriate people from our staff to work on the project: project coordinator, dissemination coordinator and 2 deliverable developers.

The second stage of recruitment will involve the selection of additional 6 people from among the employees of our organizations, working on a daily basis with youth from our communities, who will take part in the course in Spain and will contribute to:

- exchange of best practices during the course,
- work on the Guide,
- dissemination and event co-organisation,
- implementing the developed methods and content in their youth work,
- co-organizing internal and Follow Up workshops.

After the Course in Spain and Guide creation, we will also select 8 young people from our communities to participate in the Youth Exchange and 2 youth workers from those who attended the course to accompany them. When selecting young people we will give preference to:

- disadvantaged youth,
- youth that can communicate in English language,
- youth interested in CC and gender studies,
- youth wishing to be a part of change in their local environments,
- youth already participating in other local or regional green initiatives,
- youth with intercultural interests and curiosity.

They will also support the Coordinators in their tasks (each one will be „assigned“ to the coordinators mentioned above) and be actively involved in Communication, Dissemination and Multiplier Events organisation.

The Selection Process is based on the following actions run by each NGO's board members:

Identification and contact with candidates

1.Developing a short description of the project and desired profile along with responsibilities and expectations.

2.Direct search, i.e. offering participation to people who could be interested in it and have experiences similar to the profile sought.

3. In addition, sending emails and posting advertisements for all our youth workers and young learners in our offices and social media with our contact details.
4. Designating a person that will assist candidates and offer information.

Evaluation

5. Short interviews with short-listed candidates and discussing their candidature.
6. Paying attention to the gender balance and the complementarity of the profiles while deciding.

Completion

7. Notification of the results to all candidates with an open appeal procedure and feedback

Participants Preparation

All organizations will be responsible for selection and preparation of participants.

Preparation and support for participants will be the following:

1. Information and Tips

- each organization will organize information meetings for its participants before the mobility,
- in each sending and receiving organization there will be a designated contact person who will be available in case of any questions,
- host organizations will prepare infopacks, detailing the training program, practical tips on travel and accommodation, etc.

2. Personalization

- objectives of our project were formulated based on the analysis of the needs of our employees and communities,
- during the mobilities, comments from the daily evaluation of the participants will be taken into account in order to adjust the program if necessary.

3. General preparation

- preparation process will also be based on the idea of self-education and life-long learning and the active participation of participants,
- reading materials will also be sent, as well as a list of tasks and topics to be developed before the course in Spain and YE,
- participants will have access to project documentation and its materials in Google Drive for transparency and equal opportunities.

4. Linguistic preparation.

- working language will be English, and English-speaking participants will be selected;
- linguistic self-evaluation using the Europass CV Language Section and, if necessary, we will provide technical vocabulary help, conversation classes or simultaneous interpreting.

5. Logistic preparation

- coordinators will help participants to manage the purchase of tickets or booking accommodation,

-host organizations will provide the necessary guidance and designate contact persons.

6. Mentoring

-host organizations will designate a person responsible for the welfare of participants during their stay abroad.

7. Recognition

-preparation of Youthpasses and Europass Mobility certificate

8. Reintegration and evaluation

-during mobilities, there will be a daily evaluation session and a general final evaluation.

9. Learning plan

-participants will receive a learning plan corresponding to the project schedule and will be able to update it.

People with fewer opportunities will be involved and supported in the project, according to the following groups:

1. People with economic obstacles:
2. People with health problems:
3. People with cultural differences
4. People suffering from other social obstacles, such as discrimination on the basis of gender, age or sexual orientation.
5. People with geographical obstacles, e.g. living in remote, poorly connected and rural areas

They will also be able to take an active part in the Follow up Workshops program organised after the completion of the project and based on competences, materials and experience acquired during the project, as well as gain professional experience in the use of informal education methods in the climate change and gender context.

Moreover, young people with any disadvantaged situation selected for the Youth Exchange will be able to participate in the Follow up workshops organised at the very end of the project and continued afterwards. They will even be able to coorganise it, given their experience from the Youth Exchange, and act as youth leaders and will be encouraged to create their own local Climate Action groups once the Follow up workshops are over.

HOSTING ORGANISATION'S (HO) PREPARATORY ACTIVITIES

Main preparative tasks to be implemented before each of the mobilities:

*Supporting participants: providing the necessary information regarding transport, everyday life, culture or possible restrictions related to the pandemic and collecting them in an Infopack that also includes the schedule of planned

activities. They will also answer any questions or doubts of participants and ensure smooth communication with them, by setting up a Telegram Group or Facebook Group and updating participants on the preparations progress making sure they are fully aware of all important details.

*Preparation of accommodation: the hosting organization will ensure that appropriate facilities are booked in advance to facilitate the stay of persons with any special needs. *As a green practice, we will give preference to the accommodation that is within walking distance to the mobility main venue so that we can limit the dependence on the use of vehicles for transport.

* Food preparation: the hosting organization will gather information on possible diets, allergies or intolerance of the participants in order to provide or recommend suitable places to eat during the mobility (or when choosing the catering service themselves). *Preference to plant-based options will be given as a green practice and participants will be asked to bring their own reusable water bottles and food containers in order to avoid the unnecessary use of plastic.

*Transport management: HO will provide information and recommendations on the transport options and any other practical tips. The HO will also early notify the participants of the requirement of the European Health Insurance Card and any other additional entry documents, and the necessity for them to be valid, etc.

*Health and safety management: HO will establish and implement health and safety measures such as: disinfection materials, first aid kit, evacuation plan, showing the emergency exits or potentially dangerous areas, gathering information on any health problems of participants before their arrival and creation of a list of telephone numbers of their contact persons and at least 1 person experienced in providing first aid; updated information regarding the COVID-19 pandemic, requirements and restrictions. As a green practice, environmental local impacts will be highlighted together with other risks in order to increase awareness of the most immediate CC problematic of each mobility venue.

*Cultural and linguistic guidance: HO will collect participants' Europass CV documents with the Language self-assessment part in order to know their level of English. If necessary, conversational and specialised vocabulary-oriented preparatory classes will be organised. Cultural information will be provided to the participants before arrival.

SENDING ORGANISATION'S (SO) PREPARATORY ACTIVITIES

Main tasks to be implemented by Sending Organisations before the mobilities:

*Logistic support: Management of the selection procedures and tickets' reservation and assuring that all the participants have valid European Health Insurance Cards and other necessary documentation.

*Language preparation: Participants' English skills self-evaluation Europass documents will be gathered in order to evaluate if there is a need of a preparatory conversation class session, for example, depending on the levels and needs.

*Pedagogical preparation: Participants will work on their Learning Plan and will be provided cultural information and tasks to be completed, etc.

*Preparatory meetings: coordinators will organise at least one meeting with participants to prepare the tasks planned for the mobility and check the arrangements status. Special assistance will be offered to the participants with fewer opportunities accordingly to any special needs they may inform us of.

Dissemination coordinators will work together with participants, so the activities in-situ are properly disseminated.

*Internal workshops will be carried out at the end of the project. All staff of each of our NGOs will be trained in Climate Change and Gender through internal transfer workshops during which project's results and IO will be presented. Project participants will transfer the results to the staff of our organisations who does not participate directly in our project.

*Reintegration and evaluation: on returning to their country of origin, participants will receive guidance on how to make use of the competences acquired during their stay. Participants will carry out daily & final evaluations of the learning activity.

*Commitments and Responsibilities: the responsibilities arising from these tasks were agreed before writing the project. These commitments will be in the internal agreements.

Participant's involvement and recognition:

*Management coordinators. They will be involved in such tasks as:

- quality and impact control processes
- monitoring and evaluation processes,
- budget, risk and time management,
- solution and decision making,
- attending meetings, both online and offline,
- drafting documents and reviewing work and project schedule, etc.,
- communication with the National Agencies and other coordinators and project team participants.

*Dissemination coordinators. They have been or will be involved in such tasks as:

- designing the dissemination campaign for each NGO,
- creating materials and publications' content,

- drafting mails and communications,
- managing social networks and websites,
- event organisation and its quality control,
- organising and attending meetings and being in charge of the graphic side of the publications,
- providing information to the stakeholders and third parties involved in the workshops and multiplier events organisation.

Each partner will have a dissemination coordinator, so the campaign is adapted to the national context and distributed to each of the partners' network.

*IO developers: they will be involved in such tasks as:

- proper and timely development of the IO,
- being a part of the creative and research team and supervising it,
- keeping in touch with the fellow coordinators from the partner organisations,
- making sure that the IO related documents and the time sheets are stored on the project's Google Drive account and the deadlines are being met,
- they will also perform as the IO's main editors and co-organise the Testing stage and Multiplier Events together with their colleagues.

* Youth workers from our organizations who work in our communities will:

- get to know other partners' best practices,
- be sharing their own experience in the Guide's creation process,
- take an active part in the organization of workshops (testing, internal and follow up ones),
- co-organising dissemination events,
- they will be offered support in the form of mentoring more experienced colleagues or additional online or offline meetings according to their specific needs.

*Participants selected in the 2. round of Selection process. They will be involved in such tasks as:

- preparing for, attending and disseminating the Course in Spain and the Youth Exchange in Hungary and being an active part of the good practices exchange there,
- co-organising Testing workshops for the IO, the internal transfer workshops for the rest of their NGOs' teams and the Follow Up Workshops „Motiva(c)tion" for the adult learners from their communities,
- they will also be assigned coordinators in order to support them in their tasks and be actively involved in some delegated tasks from Management, Communication, Dissemination and Multiplier Events organisation.

CERTIFICATES

We will issue the following certificates for participants:

- Youthpass
- Europass language passport

- Europass Mobility
- Certificate issued by hosting organisations after each mobility

Youthpass will be used to help participants to evaluate the learning process and reflect competencies gained in the project. At the beginning of each mobility, participants will get familiar with the Youthpass tool and will be given 'Learning Diaries' to establish, observe and verify their own learning processes and be better prepared to fill the Youthpass form in at the end of the project.

Europass CV: Aside from learning competences to tackle CC and applying a gender-sensitive approach to the matter, improving communication skills is an additional benefit of participating in our project activities. Therefore, we will use Europass CV's language skills assessment section to verify our candidates and participants' English level and we will also invite them to update their Europass CVs after the mobilities with the skills and experience gained during them.

Hosting organisation diplomas: Apart from the Erasmus+ accreditation, the hosting organisation will issue certificates of attendance. These certificates will be delivered to participants after completing their training with the following criteria:

- Attendance: participants must be present during all sessions of the training.
- Participation and competences: the organisation will monitor the active participation and performance of all participants and assess their learning outcomes accordingly.

We will include a special section in the course in Spain to Erasmus+ context and Youthpass tool.

LEARNING, TEACHING, TRAINING ACTIVITIES

C1: Course in Spain - Exchange of good practices

Date: August 2022

Host organisation: Permacultura Cantabria

Participants : 30 (10 each entity)

Duration: 8 days + 2 day travel

Participants

Course will be attended by 10 youth workers from each partner NGO selected in the process and according to the desired profile already described before.

Objectives:

Main goals of the activity will be to:

- Get to know partners' best practices
- Learn how CC is gendered
- Learn CC intersections with social and economic issues

- Learn how to use technology for a better CC and equality education among youth
- Learn how to organise a gendered climate action.

Course main Learning Methods

The following social learning methods will be implemented:

- Collaborative Learning and Networked Learning, both based on seeking group connections and team work,
- Collaborative Information Seeking, Collaborative Information Synthesis and
- Collaborative Sense-making, similar to socratic method but extended to group-work and benefiting from its dynamics and diversity.

Programme:

In order to meet the above goals, the course will be divided into 4 2-days-long blocks, corresponding to:

- main needs expressed previously by our youth workers and
- partners' expertise.

Block 1, leader: Permacultura Cantabria
CC and gender: environmental aspects

- 1.1 CC challenge: introduction
- 1.2 Causes (who originates the CC), effects (who suffers it more) and attitudes and opinions (position and role adopted by each gender in relation to climate change)
- 1.3 Gender inequality in natural resources management. Activity Description (including profile of participants per organisation, goals and results of the activity)
- 1.4 Women and Disaster Risk Reduction
- 1.5 Ecofeminism
- 1.6 Gender and agro-ecology. Visit to PRODER (Cantabrian Rural Development Agency) and Tarruco: real life local strategic actions examples
- 1.7 Gender and CC in International organisms and treaties
- 1.8 Negative effects of CC adaptation initiatives on gender inequality and possible solutions

Block 2, leader: Oriel
CC and gender: social aspects

- 2.1 Why does gender matter? Introduction
- 2.2 Social and Bio-Relations: Integration, Exploitation or Empowerment?
- 2.3 Round table with the General Council of Equality and Women in Cantabria. Female underrepresentation in CC politics
- 2.4 Differentiated relationship of women and men with the Earth
- 2.5 Gender, climate change, poverty and social inclusion
- 2.6 CC and gendered health impacts: emotional health
- 2.7 Gender and climate migrations
- 2.8 Gendered CVCA: Climate Vulnerability and Capacity Analysis

Block 3, leader: Tudás Alapítvány
CC and gender: digital aspects

- 3.1 Digitalisation and gender gap
- 3.2 Gender and climate mainstreaming
- 3.2 Youth's online activity tendencies and how to use it within NGOs
- 3.3 Fighting online gender-related bullying and working on CC negationism with youth
- 3.4 Females in CC innovation
- 3.5 Remote youth work and online environmental change education
- 3.6 Online tools for CC action and education
- 3.7 CC and sustainable technology: linking poverty, gender and governance
- 3.8 Technology as a tool for CC action: SWOT analysis

4.Leader: All

CC and Gender Action Generator, Gen(d)erAction

- 4.1 4 types of Social Action
- 4.2 Why a gender-sensitive approach in youth work and environmental education matters?
- 4.3 Female grassroots environmental activism
- 4.4 Non-formal and informal methods of a gendered CC education
- 4.5 Non-formal education tools to strengthen female resilience and leadership in CC context
- 4.6 Gender Assessment and Monitoring of Mitigation and Adaptation (GAMMA) Methodology
- 4.7 Practical ways to address gender inequality in decision making and action planning within an entity
- 4.8 Recommended steps to integrate a gender-sensitive approach into NGO's management and local and regional youth CC action.

Additionally, Erasmus+ context and Youthpass tool will be introduced. Each day there will be team building games in the morning and evaluation.

C2 Youth Exchange in Hungary

Dates: November 2023
8-days training + 2 days travel

Participants:

8 young people accompanied by 2 youth workers from each partner NGO.

Objectives:

- Show youth how CC is gendered
- Teach youth how technology can be an ally in CC action
- Empower youth, especially girls, to take leadership in CC
- Motivate youth to a better social, and gender, inclusion and local CC action
- Promote diversity

Contents

It will be divided into 4 2-days-long blocks.

Block 1, leader: PC

CC and gender: environmental aspects

Day 1

9:30 -Programme and safety measures presentation.

-Introduction to Erasmus+, Youthpass and Learning Diaries.

-Teambuilding

12:00 CC: introduction and „temperature check" to measure youth's previous knowledge and experience. Each country's youth shows their own CC presentations elaborated previously.

15:00 CC and Gender: quiz to make youth realise themselves how gendered is CC topic

17:30 World Cafe method on solutions to gender inequality in CC action

19:00 Evaluation

20:00 Intercultural night: zero waste cooking and veggie recipes from each country

Day 2

9:30 Motivation for girls to take leadership and for boys to take more personal CC related action in daily lives: emotional management exercises in CC context

12:00 What's ecofeminism? What's agro-ecology? How are the 2 connected?

15:00 Visit to a local eco-village project

17:30 Round table with Municipality of Hódmezővásárhely representatives

19:00 Evaluation

20:00 Intercultural night: stands with CC adaptation and mitigation actions from our local context

Block 2, leader: Italy

CC and gender: social aspects

Day 3

9:30 What's the Gender Gap? Theory. CC gender gap and migrations explained via Mapa Mundi activity

12:00 What's the Gender Gap? „Human Library" activity

15:00 Visit to Okotars Foundation

17:00 Round table with the Talentum Foundation and youth they work with

19:00 Evaluation

20:00 Intercultural night (Cinema session: Documentary proposals' presentations and election via votes)

Day 4

9:30

-Reflections on Cinema session.

-Community building games for socially inclusive societies

12:00 Active listening workshop

15:30 Visit from Association of Unitarian Women of Hungary
 17:30 New masculinities: workshop
 19:00 Evaluation
 20:00 Intercultural night: board games and energisers go green (their 'green' adaptations)

Block 3, Leader: Tudás Alapítvány
 CC and gender: digital aspects

Day 5

9:30 CC and gender related influencers, online portals, applications, actions (local, regional and international) and crowdfunding options: a joint creation of a database with youth's help and research, p.1
 12:00 One Billion Rising: Presentation on this international dancing action promoted online to raise awareness on gender inequality and workshop on a gender-related activist song and its choreography
 15:30 CC and gender related influencers, etc. p.2
 17:30 Practise of the morning's choreography in groups
 19:00 Evaluation
 20:00 Intercultural night (Karaoke night with a twist: Environmental and Gender related lyrics)

Day 6

9:30 How to differentiate CC and gender fake contents online and how to become a better online activist? Digital storytelling (DS) in CC and gender context: introduction and hints, theory
 12:00 DS in CC and gender context: practise in groups
 15:30 Females in CC innovation.
 17:30 Final choreography rehearsals and recording it by youth
 19:00 Evaluation
 20:00 Intercultural night (free proposals)

Block 4, Leader: All

CC and Gender Action Generator, Gen(d)erAction

Day 7

9:30 Examples of local, regional and international CC actions. What stops us from it? How to remedy it? (Led by FK)
 12:00 DS in CC and gender context: practise in groups (Oriol)
 15:30 Inclusive green projects elaboration (PC)
 17:30 Inclusive green projects steps, tools, advices for their implementation (PC)
 19:00 Evaluation
 20:00 Intercultural night (free proposals)

Day 8

9:30 Last rehearsals in groups
 12 Presentation of DS audiovisual materials created by youth
 15:30 One Billion Rising Show: Presentation of protest songs and choreography with CC and gender reflection made by youth both direct and recorded versions

17:30 Youthpasses and Attendance Diplomas Ceremony. Final Evaluation

PROJECT RESULTS

Title Interactive Book: GEN(D)ERACTION: GENdER And Climate educaTION for youth. Interactive non-formal and informal Guide for Youth Workers.

Interactive book 100 pages + Audiobook

Start date: October 2022

End date: October 2023

Methodology

We will develop our Guide in English using the so-called Group Writing method where each project team prepares its part according to its experience, and our organization is a leader who provides for the overall of the final Result. During the process, communication is crucial as we need to maintain coherency. Staff from the 3 partners involved in the process will create groups via Telegram, Skype and/or Gmail to exchange information and insights. They will also share within the Partnership all the versions of the Guide in English, the project language, and archive.

Target group:

- Youth workers interested in exploring links between gender and climate change
- NGOs’ presidents and management staff wishing to make their entities more inclusive
- Other specialists working on environmental education, biodiversity and CC within Third Sector organisations
- Social inclusion practitioners
- Activists and youth leaders wishing to enhance their expertise and specialise
- Policy-makers and officials working on environmental and gender policies and projects
- Anyone interested in how fighting environmental degradation and promoting gender equality can be mutually supportive

CONTENT

Module 1

Climate Change and gender: environmental aspects

1.1 Dimensions of CC and the Gender Gap: 3 CC and gender perspectives: causes (who originates the CC), effects (who suffers it more) and attitudes and opinions (position and role adopted by each gender in relation to climate change)

1.2 Gender inequality in environmental and natural resources management and biodiversity

1.3 Gender in Disaster Risk Reduction

1.4 Gender and agro-ecology: girls and young women within rural world

+Case studies

Module 2

Climate Change and gender: social aspects

2.1 What is gender? Gender and climate change: statistics and infographics.

2.2. Gender as a key variable of power inequality in experiencing climate change

2.3 Linkages between gender, climate change, marginalization, poverty and social inclusion

2.4 Gender and climate migrations

+Case studies

Module 3

Online mainstreaming gender in Climate Change adaptation and mitigation

3.1 Digitalisation and gender gap

3.2 CC and gender narratives in online dissemination and youth work

3.3 Fighting online gender-related bullying and working on CC negationism with youth

3.4 Remote youth work and online environmental change education: tools, success stories and strategies

+Case studies

Module 4

Learning from the field: CC and Gender Action Generator, Gen(d)erAction

4.1 4 types of Social Action according to Weber: Rational-instrumental action (goal-oriented action driven by interest), action oriented by values (less linked to goals, driven by values), traditional action (actions out of habit and social routine, driven by traditions), emotional action (guided by emotions and driven by passions) in the NGOs and youth work context

4.2 International Commitments to Gender Equality and the Environment

4.3 Practical ways to address gender inequality in decision making and action planning within an entity

Result Description (including: needs analysis, target groups, elements of innovation, expected impact and transferability potential)

4.4 Why a gender-sensitive approach in youth work and environmental education matters?

+Case studies

INTERACTIVE LAYOUT

The interactive layout will be adapted to 4 language versions: English, Hungarian, Spanish and Italian. Permacultura Cantabria will be in charge of branding and coordinating the work on the layout. They have a team of graphic designers specialised in creating interactive educational material but will also receive support from and work with partners.

Audiobook creation

The 4 languages versions of the Guide will be the base for the recording and editing of the Audiobook files (each partner responsible for its language and the English one is done by Tudás Alapítvány)

Testing

Two stages of testing:

- Global meeting with the whole project's team for feedback on the first version
- Introducing corrections.
- Preparing Testing Workshops (each organisation will prepare its own workshop based on a shared structure drawn from the Guide) for local youth and inviting youth workers from Associated Partners and other entities.
- Evaluating Testing Workshop, feedback from the youth and youth workers and and sharing conclusions within the Partnership.

Translations, final editing and proofreading

- Introducing corrections identified during Testing Workshops' analysis.
- The final version written in English will be translated into 3 Project Partners' languages: Hungarian, Italian and Spanish.
- Proofreading and grammar and orthography check.

DISSEMINATION CAMPAIGN

Each NGO will implement a Dissemination campaign composed of both online and offline activities, at local, regional and European levels.

Tudás Alapítvány will be the main leader of the dissemination campaign. However, each partner organisation will adapt the dissemination strategy and messages to its own local, regional and national context. Each partner will also be in charge of stakeholder engagement and organisation of the Dissemination Campaign activities.

We will use the Dissemination Monitoring System and indicators to control the correct implementation and impact of the campaign. Oriel and PC will support Tudás Alapítvány when it comes to specific content (for example, branding will be done by PC's expert B. Cueli or audio content by Oriel as expert in their own podcast, Orielcast).

Link to the dissemination monitoring file:

<https://docs.google.com/spreadsheets/d/1FUtghXbHjF7pCTcFaHnO4Y0vSwfxW09z/edit?usp=sharing&oid=115412598534771273782&rtpof=true&sd=true>

Each NGO has its Communication and Dissemination Coordinator appointed who will be in charge of its quality and impact. The Coordinators responsible for the Communication and Dissemination:

- Gábor Palotás (Tudás Alapítvány)
- Begoña Cueli (PC),
- Manuel Berto (Oriel).

The **main channels** and materials we will use are:

1. Partner organisations' websites:

Permacultura Cantabria: website of the project:

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

Tudás Alapítvány: <https://tudasalapitvany.hu/>

Oriel: <https://www.orielassociation.com/>

2. Deliverable template: All dissemination and communication materials and activities will carry the project logo together with EU logo and our NGOs' logos.

Link to the logos folder:

https://drive.google.com/drive/folders/1cl7higXcNv2aO0lQKI-Bj-y-tCAyjM_O?usp=sharing

3. Social Networks: we will use Facebook page, Instagram accounts and Twitter feed to virally advertise the project's progress, IO and outcomes and demonstrate its potential to the wider public. Our 3 partner organisations altogether have more than 15 000 followers:

- Tudás Alapítvány, almost 5000 followers at

<https://www.facebook.com/tudas.alapitvany>

<https://twitter.com/tudasalapitvany>,

<https://www.youtube.com/channel/UC5YRx5bq-ZNg06nnrRHAnFQ>

-PC, 5700 followers at

www.facebook.com/PermaculturaCantabria

<https://www.instagram.com/PCcantabria/?hl=es>

<https://www.youtube.com/channel/UCuVKnydvdR952VhpgY2zegA/featured>

-Oriel, 4500 followers at

<https://www.facebook.com/orielassociation/>

and 5800 members of

<https://www.facebook.com/groups/orielassociation>

<https://www.instagram.com/orielassociation/>

4. Organisation of related Dissemination Events: 3 Multiplier Events, 3 Testing Workshops, 3 sets of follow up Workshops.

5. Participation in related Conferences and Events to ensure a greater presence and visibility of our project through professional local and regional conferences, workshops, special events, and demonstrations, for example.

6. Press Releases

7. Liaison with other projects

8. Internal transfer workshops sessions

9. In addition, the Erasmus+ Results Platform and EPALE will also be used to disseminate our project's results and IO across Europe.

Our Dissemination Campaign's main items' **indicators**:

1. Press Releases

-press release sent to media, at least 3/Multiplier Event/Partner Country

-members of the media invited to project-related events, at least 3/Multiplier Event/Partner organisation

2. Project Summaries

-electronic summaries sent to at least 40 organizations, entities that may find the project useful, stakeholder and climate change or gender networks /Partner Organisation,

-YE and Workshops young participants encouraged to write their own summaries and make presentations in their own local context (for example, Friday for futures meetings, their school context, etc), at least 3 entries/participant,

-presenting our project at our other projects' events, at least 10/Partner Organisation/project duration.

3. Posters and Notice Boards

At least 1 poster / each project mobility and each Project Meeting / Partner Organisation

4. In-Person-Dissemination

-Internal Workshops for the staff who does not participate directly in our project: at least 2/ Partner Country, online and offline,

-Deliverable Testing Workshops: at least 1/Partner Organisation,

-Follow Up Genera(c)tion Workshops for youth: at least 3/Partner Country, online and offline,

-Multiplier Event / at least 1 per Partner Organisation,

-Consultation Periods open / at least 1 period per Partner Organisation with at least 6 formal consultations,

-sharing knowledge with specific communities directly, indicator: annual NGOs' reports,

-promote participants' Success Stories, at least 3/Participant,

5. Online Distribution

-social media and newsletters entries, at least 4/month/Partner Organisation,

-creating and sharing a video for joint dissemination, at least 1 video created after the Course in Spain and disseminated by 3 Partner Organisations,

-participants' experience posted in their social media, at least 3/participant,

-posting project results at Erasmus+ Project Results Platform, at least 1 entry/Partnership,

-posting at SALTO Youth, and for transversality, also at EPAL and SEG: at least 1 entry/ Partnership,

-adding the Deliverable to SALTO Toolbox, at least 1 entry/ Partnership,

-project summaries add

WORK TEAM, TASK DISTRIBUTION AND DEADLINES

Tudás Alapítvány

Project Coordinator (PC): János Palotás

Dissemination Coordinator (DC): Gabor Palotás

Permacultura Cantabria

Project Coordinator (PC): Arantxa Aguirre
 Dissemination Coordinator (DC): Begoña Cueli

ORIEL

Project Coordinator (PC): Sillian Ferrari
 Dissemination Coordinator (DC): Manuel Berto

The project timetable can be checked on Annex II and the working plan will be agreed during the meeting.

If any changes, please complete the **partners information file**:

<https://docs.google.com/spreadsheets/d/1cuTYhjRcDJQho2sE2U3LOWdK4i51F3c7/edit?usp=sharing&oid=115412598534771273782&rtpof=true&sd=true>

Link to the timeline:

FINANCIAL CONTROL

*Tudás Alapítvány will be responsible for financial control. Permacultura Cantabria will support TA in these tasks.

*Each entity will be responsible for managing their budget.

*Each partner must report their expenses at the end of each month with supporting documents (scanned invoices issued to their organisation) to Permacultura. Thus, we can plan possible revisions between budget items.

*IO developers will be responsible of creating their timesheets. They will record their activities and the number of working days for development of the interactive book.

*Original documents may be requested during the controls; the Partner is liable to submit original copies of the documents and to keep accounting reports. The Commission may initiate such checks, audits or evaluations during the implementation of the Agreement and during a period of five years starting from the date of payment of the balance, as it is a project which grant is more than EUR 60 000.

*Partners are allowed to adjust the estimated budget by transfers between the different budget categories. The Coordinator and the Partners are allowed to transfer up to 20% of the funds allocated for project management and transnational project meetings, intellectual outputs, multiplier events, learning/teaching/training activities and exceptional costs to any budget category except project management and implementation costs and exceptional costs.

Transfers may result with 20% increase at most on the amount set out in the following table. Approval of the Coordinator is required for each budget transfer.

Budget Summary	
Project Budget Summary	
Project Management and Implementation (EUR)	23 000
Transnational Project Meetings	4 600
Project Results (EUR)	62 580
Multiplier Events (EUR)	9 000
Learning, Teaching Training Activities (EUR)	54 430
Exceptional Costs (EUR)	2 880
Total grant (EUR)	156 490

*Budget details per Participating Organisations (Annex II)

Budget allocation per organisation as indicated in this section is not obligatory and may be modified by the beneficiary under the condition that the activities and outputs of the project are realised and delivered in accordance with this Grant Agreement and the work plan presented in the corresponding application form.

*If any deduction is made in the budget due to a failure by the partner to fulfil its obligations and/ or of negligence, this amount shall be deducted from the budget of the partner. In case the next payment to be made does not suffice for the deduction, the Partner hereby accepts and undertakes to make this payment in cash.

PAYMENT PLAN AND REPORTING

Tudás Alapítvány (TA) will distribute the partners' budget according to the payments from the National Agency:

*1st pre-financing payment (40%): It will be done once the partners sign the Internal Agreements and TA has received the first payment from the NA.

*Intermediate payment (40%): This will be done upon receipt of claim forms with supporting documentation and agreed outcomes in the work programme, by 30/04/2023.

*Payment of the balance (up to 20%): TA will make a final transfer when the NA approves the final report, and the payment of the balance is received.

Payments to partners will be subject to the correct financial control and implementation of the project.

SUPPORTING DOCUMENTS

A. Project management and implementation

Triggering event: the event that conditions the entitlement to the grant is that the beneficiary implements the activities and produces the outputs.

Supporting documents:

Proof of activities undertaken and outputs produced will be provided in the form of a description of these activities and outputs in the final report. In addition, outputs produced will be uploaded by the coordinator in the Erasmus+ Project Results Platform.

Reporting:

On behalf of the Project as a whole, the coordinator must report on the final distribution of funds and on undertaken activities and results.

B. Transnational project meetings

Supporting documents:

Travel: Proof of attendance of the activity in the form of an attendance list and individual attendance certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its starting and end date.

Proof of attendance of the transnational project meeting in the form of a participants list signed by the participants and the receiving organisation specifying the name, date and place of the transnational project meeting, and for each participant: name and signature of the person, name and address of the sending organisation of the person;

Reporting:

The coordinator must report on the venue of the meeting, the date and the number of participants.

Detailed agenda and any documents used or distributed at the transnational project meeting.

In all cases, the beneficiaries must be able to demonstrate a formal link with the persons participating in transnational project meetings, whether they are involved in the Project as staff (whether on a professional or voluntary basis) or as learners of the beneficiary organisations.

C. Learning, teaching and training activities

Supporting documents:

- Infopack: every partner will prepare an infopack 2 months prior to the activity.

- Travel

Travel: Proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation and specifying the names of the participants, the purpose of the activity, as well as its starting and end date;

Individual support: Proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its start and end date;

The coordinator must report on the venue of all learning, teaching and training activities, the date and the number of participants.

Reporting: The coordinator must report on the venue of all learning, teaching and training activities, the date and the number of participants.

D. Intellectual outputs

Beneficiaries must not subcontract any activities funded from the budget category Intellectual outputs.

Supporting documents:

-Proof of the intellectual output produced, which will be uploaded in the Erasmus+ Project Results Platform

-Proof of the nature of the relationship between the person and the beneficiary concerned (such as type of employment contract, voluntary work, SME ownership, etc.), as registered in the official records of the beneficiary. In all cases, the beneficiaries must be able to demonstrate the formal link with the person concerned, whether he/she is involved in the Project on a professional or voluntary basis. Persons working for a beneficiary on the basis of service contract (e.g. translators, web designer etc.) are not considered as staff of the organisation concerned.

-Proof of the staff time invested in the production of the intellectual output in the form of a time sheet per person, identifying the name of the person, the category of staff in terms of the 4 categories specified in Annex IV, the dates and the total number of days of work of the person for the production of the intellectual output.

Reporting:

On behalf of the Project as a whole, the coordinator must report on the activities undertaken and results produced. The coordinator must include information on the start and end date and on the number of days of work per category of staff for each of the beneficiaries cooperating directly on the development of intellectual outputs.

E. Multiplier events

Supporting documents:

- Proof of attendance of the multiplier event in the form of a participants list signed by the participants and the receiving organisation, specifying the name, date and place of the multiplier event, and for each participant: name and signature of the person, name and address of the sending organisation of the person (if applicable);
- Detailed agenda and any documents used or distributed at the multiplier event.

Reporting:

On behalf of the Project as a whole, the coordinator must report on the description of the multiplier event, the intellectual outputs covered, the leading and participating organisations, the venue of the meeting and the numbers of local and international participants

In the case that the beneficiaries do not develop the intellectual outputs applied for and approved by the NA, the related Multiplier events will not be considered eligible for grant support either.

PROBLEMS IN REPORTING OR IMPLEMENTATION

Conflict resolution and risk management during the project implementation were discussed before the application time and the agreements were included in the application form.

Poor, partial or late implementation

Poor implementation of the Project may be established by the NA on the basis of:

- The final report submitted by the coordinator;
- The products and outputs produced by the project;

Termination of the Agreement

According to grant agreement.

ANNEX I: BUDGET DISTRIBUTION

Project Title: GENdER And Climate educaTION for youth: GENERACTION (2021-2-HU01-KA220-YOU-000048617)

Summary	Economic Distribution (eur)
Foundation of Knowledge (Hungary)(applicant)	43065
PC (ES)	48485
Oriel (Italy)	64940
	156490

Item 1	Organisation	Eur	Months	Application total
Project Management and Implementation: planning, finances, coordination and communication, dissemination	FK (Hungary)	500	23	11500
	PC (ES)	250	23	5750
	Oriel (Italy)	250	23	5750
				23000

Item 2	Organisation	Eur*	N° pax	Application total
Transnational Project Meetings for implementation and coordination purposes. There are 3 project meetings: the kick off will be in Spain, intermediate online and final in Italy	Hungary to Spain	575	2	1150
	Spain to Spain	0	2	0
	Italy to Spain	575	2	1150
	Hungary (online)		2	0
	Spain (online)		2	0
	Italy (online)	0	2	0
	Hungary to Italy	575	2	1150
	Spain to Italy	575	2	1150
	Italy to Italy	0	2	0
				4600

Item 4	Organisation	Eur per pax***	Participants	Application total
Multiplier Events: conferences, seminars, events sharing and disseminating the intellectual outputs	FK (Hungary)(applicant)	100	30	3000
	PC (ES)	100	30	3000
	Oriel (Italy)	100	30	3000
				9000

Item 5.1.	Organisation	Eur****	N° pax	Application total
Learning activities (travel). There will be 2 learning activities: an 8 days long course in Spain (C1) and Youth Exchange in Hungary (C2)	Hungary to Spain (C1)	275	10	2750
	Spain to Spain (C1)	23	10	230
	Italy to Spain (C1)	275	10	2750
	Hungary to Hungary (C2)	0	10	0
	Spain to Hungary (C2)	275	10	2750
	Italy to Hungary (C2)	275	10	2750
				11230

Item 5.2	Organisation	Days	Eur per day..	Participants (staff)	Eur per day	Participants (youth)	Application total
Learning activities (Individual Support). There will be 2 learning activities: an 8 days long course in Spain (C1) and Youth Exchange in Hungary (C2)	Hungary to Spain (C1)	10	106	10	58	0	10600
	Spain to Spain (C1)	8	106	10	58	0	8480
	Italy to Spain (C1)	10	106	10	58	0	10600
	Hungary to Hungary (C2)	8	106	0	58	0	0
	Spain to Hungary (C2)	10	106	2	58	8	6760
	Italy to Hungary (C2)	10	106	2	58	8	6760
							43200

		Layout	Technician	Italy		162	25	4050	
		Translation	Technician	Italy		162	20	3240	
		Audiobook preparation	Technician	Italy		162	20	3240	
									62580

ANNEX II: TIMELINE

	PROJECT TIMELINE																						
	2022								2023												2024		
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23
Project activity*																							
A16 Project Management	1																					31	
A6 Dissemination																							
A.1 Internal agreement signing																							
A.2 Participants Selection (Call preparation and dissemination, evaluation and final selection)																							
A.3 Preparatory activities																							
M1 Transnational Project Meeting in Spain																							
M2 Transnational Project Meeting Online																							
M3 Transnational Project Meeting in Italy																							
C1 Course for youthworkers in Spain																							
C2 Youth exchange in Hungary																							
D1 Guide Creating																							
Preparation, work organisation, research																							
Writing																							
Combining, editing and testing																							
Proofreading																							
Translations and proofreading of the translated versions																							
Interactive layout creation																							
Audiobook creation																							

NOTE: Some pictures will be taken during the virtual kick off meeting for dissemination. We assume you give your permission for dissemination on social media and project website, but let us know if you prefer not to publish your pictures.

Arantxa Aguirre will be taken notes for the kick off minutes. The document will be shared through Google Drive so you can make comments or add missing information.

**THANK YOU FOR YOUR ATTENDANCE
AND CONTRIBUTION TO THE MEETING**