



*ERAMUS+ - POP UP RESTAURANT*

*13/14<sup>TH</sup> OF November 2017*

*KICK OFF MEETING*

*IN PADOVA*





## Status meeting

13/11/2017  
Padova (Italy) 9.30 to 18.00



Meeting called by:	Associazione N.E.T.	
Type of meeting:	Pop up restaurant kick off meeting	
Location:	Hotel Mioni Royal San – Piazzale Stazione 2 – Montegrotto (PD)	
Attendees:	Pop up restaurant partners	
<b>Agenda topics</b>		
time	subject	participants
9.30– 9.45	Welcome to the partners – Introduction of the agenda	Associazione N.E.T.
9.45 – 11.00	Presentation of Partners: Associazione N.E.T., ACE, Befo, Glasglow Clyde	All
11.00 – 11.15	<i>Coffee break</i>	
11.15 – 11.45	Presentation of Partners: Mosquito, VHS	All
11.45 – 13.00	Description of the project: Activities, Outputs, Events.	Associazione NET
13.00 – 14.30	<i>Lunch at the hotel</i>	
14.30 – 15.30	Description of the project: Activities, Outputs, Events. Questions from Partners	Associazione NET + partners
15.30 – 16.00	Financial and administrative issues. PCA, PFA.	Associazione NET
16.00 – 16.15	<i>Coffee break</i>	
16.15 – 18.00	The dissemination strategy. Presentation of the Logo and the web page	Associazione NET
19.30	<i>Dinner at Posata Bianca (Abano terme) Piazza Caduti, 11, 35031 Abano Terme PD</i>	
Note:	Agenda may change through partnership input.	



## Status meeting

14/11/2017  
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Attendees:	Pop up restaurant partners	
<b>Agenda topics</b>		
time	subject	participants
9.30– 10.30	Presentation of the curriculum structure according to EQF standards (levelling) and in line with local qualification procedures, i.e. SCQF: level 5 (6 SCQF credit points) equivalent to EQF level 3 – Scotland SQA National 5 Unit Specification. <b>(Fixing a date for a skype meeting with Jim Anderson to talk about ECVET)</b>	Glasgow Clyde
10.30 – 11.00	<b>Division of the curriculum modules:</b> Business start up; Marketing and communication; Nutritional aspects; Green and zero miles provision; Cooking green; Customer care; (legislation everybody)	All
11.00 – 11.15	<b>Coffee break</b>	
11.15 – 12.00	<b>Evaluation methodology:</b> description of the methodology, deadlines, material to send, deadlines	VHS
12.00 – 12.45	Overview on the work to do to translate the paper material to be uploaded into the platform.	Mosquito/Glasgow Clyde
12.45 – 13.15	<b>Steering committee:</b> recap of decisions taken, deadlines, next steps, next meetings	Associazione NET + partners (project managers)
Note:	Agenda may change through partnership input.	

## PARTICIPANTS:

Organisation	Name of the participant
Associazione NET	Mirna Fusaro
Associazione NET	Roberta Bassan
Associazione NET	Giulia Sfreddo
Associazione NET	Stefano Momenté
Associazione NET	Fosca Rizzo
ACE	Ignacio Courel Diez
ACE	Alvaro Del Rìo Gonzales
ACE	Carmen Martin Bernardo
ACE	Susana Menedéz Amado
BEFO	Adela Vitkvoska
BEFO	Daiga Unferiatha
Glasgow Clyde	Susan McNellis
Glasgow Clyde	Sharon Chrombie
Mosquito	Magda Szmidt
VHS	Olesea Balan

Monday 13/11/2017

Welcoming of Associazione NET.

Partners were welcome at the kick off meeting of the popup project in the framework of the Erasmus+ initiative.

H 9.35 - The meeting starts with the presentations of partners. Some of them have already worked together, some other are new.

The order of presentations is as follow:

Associazione NET - [presentazione NET.pdf](#)

ACE - [presentazione ACE.pdf](#)

BEFO: [BEFO presentation.pptx](#)

Glasgow Clyde - [PPT 28 09 17 College Overall.pptx](#)

VHS: [112017- OB1-VHS Cham presentation.pptx](#)

Mosquito: [MOSQI.TO EN short.pdf](#)

Associazione Net is then presenting and explaining the executive project in short.

Here you can find the presentation

[Pop up restaurant the project.xlsx](#)

The pop up restaurant project aims at designing an online learning course available in all the languages of the partnership for use across Europe, especially in partner countries, to train long term unemployed to become self entrepreneurs and starting up their own business as a real and qualified job giving them the opportunity to enter or re enter the labour market respecting the target of the strategy agenda to increase to 75% the employment of people aged 20-64. The crisis of Employment in Europe has highlighted the major role which adult learning can play in achieving the Europe 2020 goals, by enabling adults to improve their ability to adapt to changes in the labour market and society. Adult learning provides a means of up-skilling or reskilling those affected by unemployment, restructuring career transitions, as well as makes an important contribution to social inclusion, active citizenship and personal development.

Furthermore the Popup restaurant project aims to generate a new training tool for potential home restaurants and catering entrepreneurs. It is definitely a high quality learning opportunity since it incorporates the development of essential Skills in the domain of sustainable food and self entrepreneurship to start up their own home restaurant and catering service. These skills cannot be developed in isolation. They will be developed through the essential learning areas in the domain and in different contexts across the curriculum by using an integrated and innovative approach: distance learning and work placement. High quality Learning is a learning that fosters the individual's ability to be acquired, knowledge and understanding which is then utilised within real situations to make valid, informed decisions, and also enhances the individual's ability to be positively involved in the sharing of ideas, understanding and opinions.

Moreover the Popup restaurant is focused on the development of an innovative and fresh training on line curriculum to support and help vulnerable people who have difficulties in reaching training. As the structure of the European population shifts and as midcareer changes become more frequent,

the need for constant upgrading of skills increases and with it the relative importance of CVET. The adoption of an outcomes-based approach for vocational qualifications, as promoted by the EQF and ECVET, is key to achieving this. Besides the Popup restaurant project curriculum provides a high quality training focused on work-based learning adapted to individual who want to enter or re enter the labour market, a flexible and modularised individual learning curriculum and a work-based learning focused on the acquisition of key competences in the field. Furthermore the Popup restaurant project aims to use Glasgow Glyde moodle2 platform called "My Clyde <http://myclyde.ac.uk/> through which the curriculum will be delivered following the communication setting out by the European agenda for stimulating high-quality, innovative ways of learning and teaching through new technologies and digital content. 'Opening up education' proposes actions towards more open learning environments to deliver education of higher quality and efficacy and thus contributing to the Europe 2020 goals of boosting EU competitiveness and growth through better skilled workforce and more employment The online course will be open to people of any age. The course will be accessible online through standard pc and also any mobile internet enabled device. Potential entrepreneurs will be made aware of the realities of working within the home restaurant sector and the advantages and disadvantages that this type of business entails.

By analyzing the project it was decided by the partner **to change the order of the meetings:**

This is the new order:

Kick off – It - Padova

2° meeting – UK – Glasgow

3° meeting – De – Cham

4° meeting – Es – Leòn

Final meeting – LV – Riga

Explanation of the financial issues:

After lunch **financial and administrative issues** were introduced. Financial project manager Roberta Bassan explained requirements and documents needed from a financial point of view.

## **MANAGING OUR GRANT**

- Grant Agreement
- About POP UP project – figures
- Guidelines for a successful monitoring
- Payment procedures and reports
- Eligible Expenditure & Ineligible Costs
- Budget transfers

## **The Grant Agreement (GA) and Annexes**

- Grant decision notified by the Italian National Agency to the coordinator
- Coordinator: Associazione NET
- Grant Agreement (GA): signed by NET and NA
- Agreements between the coordinator and the partners in progress
- Type

Multi-beneficiary agreement : all partners of the consortium are beneficiaries of the agreement

- Structure:
- Annexes
- Annex I: general conditions
- Annex II: description of the project, provisional budget, list of beneficiaries
- Annex III: financial and contractual rules
- Annex IV: lump sums tables
- Annex V: mandates

### General information

- Beneficiary : Associazione NET
- Duration : 01/09/2017 to 31/08/2019 (eligibility period)
- Total Grant: 293.965,00 €

### Budget Summary

PIC of Organisation	Country of the Organisation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events	Learning/Teaching/Training Activities				Special Needs	Exceptional Costs	Total
					Travel	Individual Support	Linguistic Support	Exceptional Costs (Overseas Countries and Territories Travel Costs)			
958224201	Italy	5750.00	43730.00	5000.00						54480.00	
942785487	Spain	6120.00	31785.00	3000.00						40905.00	
950139057	Latvia	7600.00	17710.00	5000.00						30310.00	
949635627	United Kingdom	5750.00	46100.00	3000.00						54850.00	
942478870	Germany	5750.00	39970.00	5000.00						50720.00	
940596876	Poland	5750.00	9950.00	5000.00						20700.00	
Total		36720.00	189245.00	26000.00						251965.00	
Project Management and Implementation										42000.00	
<b>J.2.1. Project Total Grant</b>											
Grant Calculated					293965.00						

### Obligations and roles

- Coordinator must:
  - Ensure the project is implemented in line with the terms of the Agreement
  - Be the intermediary between the beneficiaries and the NA
  - Provide all necessary documents in the event of checks or audits
  - Payments to the partners
- Beneficiaries must:
  - Make internal arrangements to ensure the successful delivery of project, e.g. partnership agreements
  - Keep the coordinator informed of any changes or issues that impact on delivery

## GUIDELINES FOR A SUCCESSFUL MONITORING

Publicity and visibility (Article II.8 Visibility of Union Funding)

Beneficiaries are obligated to acknowledge the contribution of the European Union programme funding

- Disclaimer: example of standard text : “This publication has been produced with the support of the Erasmus+ Programme of the European Union. The contents of this publication are the sole responsibility of <name of the beneficiary> and can in no way be taken to reflect the views of the NA and the Commission”

Programme logo

## USE OF IT TOOLS

Mobility tool :

- Record all information in relation to the activities undertaken, including activities with no grant from EU
- Complete and submit the Interim and Final reports

## IMPORTANT DUTY: KEEP YOUR DOCUMENTS!

- The beneficiary (AND PARTNERS) shall keep all documents.
- The records shall be stored for a period of **5 years** starting from the date of payment of the balance, unless a longer duration is required by the national law.
- Examples of original documents: expenses for implementation, travels, attendance, presentations...

## PAYMENTS PROCEDURE AND REPORTS

- The 1st pre-financing
- The 2nd payment
- The last report and the payment of the balance
- Grant reduction for poor, partial or late implementation
- A pre-financing transferred to the beneficiary (NET) within 30 days following the entry into force of the GA
- 1st pre-financing payment: 235.172,00€ (80% of the total amount)

### Payment calendar:

A pre-financing (40% of each partner total budget) transferred to each beneficiary within 30 days following the signature of the Partnership Agreement

20% after the approval of the internal report to be submitted by each partner to the coordinator (April 2018)

20% after the approval of the interim report to be submitted by each partner to the coordinator (October 2018)



Balance payment at the end of the project provided that the National Agency accepts all the cost claims

### **Intermediate report and 2nd payment**

#### **Internal report : 1/04/2018**

1st Intermediate report on Mobility tool by 01/10/2018 for period: 1/9/2017 to 31/08/2018  
Partners to send info to NET by 01/09/2018

Internal report: 01/03/2019

Final report on Mobility tool by 31/10/2019  
Partners to send info to NET by 01/09/2019

Balance

Payment of the balance/refund within 60 calendar days on receipt of the Final report

### **ATTENTION!!!!**

**Grant reduction based on poor, late, partial implementation applied to the final grant amount:**

- **25% if the final report scores between 41-50 points out of 100**
- **50% if the final report scores between 26 and 40**
- **75% if the final report scores between 0 and 25**

### **ELIGIBLE COSTS**

#### **Categories:**

- Project management and implementation
- Transnational project meetings
- Intellectual outputs
- Multiplier events
- Exceptional costs

### **ELIGIBLE COSTS**

- Incurred during the lifetime of the project
- Indicated in the overall budget of the project
- Necessary for the implementation of the project Identifiable and verifiable (recorded in the accounting records of the beneficiary)
- Justified, in compliance with the principle of sound financial management

### **Project Management and Implementation**

Contribution to the management activities

- of the coordinating organisation : 500 € /month
- of the partners : 250 € /month

Examples: Planning, finances, coordination and communication between partners

Supporting documents:

→ Proof of activities undertaken and outputs produced

→ Outputs produced will be uploaded in the IT Tools

### **Meeting with partners only**

- Hosted by one of the participating organisations
- Contribution to travel and subsistence costs
- Partners staff involved in the project
- Travel distances between 100 and 1999 km : 575 € /part/ meeting
- Travel distances of 2000 km or more = 760 € / part/ meeting
- Number of participants, names, location of origin, location of the meeting : to be registered in the Mobility Tool

### **Meeting with partners only**


- Hosted by one of the participating organisations
- **Contribution to travel and subsistence costs**
- **Partners staff** involved in the project
- Travel distances between 100 and 1999 km : **575 €** /part/ meeting
- Travel distances of 2000 km or more = **760 €** / part/ meeting
- Number of participants, names, location of origin, location of the meeting : to be registered in the Mobility Tool

### **Tangible deliverables of the project precised in the submitted project**

Supporting documents uploaded on the Mobility tool :

- proof of the intellectual output produced (results, activities)
- available for audits on the premises of the beneficiary or partners;
- proof of the staff time invested in the production of the intellectual output in the form of a timesheet per person, identifying the name of the person, the category of staff, the dates and the total number of working dates per person for the production of the intellectual output;
- proof of the formal link with the staff member concerned, whether the person is involved in the Project on a professional or voluntary basis

## Timesheet template

Individual monthly timesheet template for Strategic Partnership project				
Insert the project logo or the logo of the organization				
« Project Reference : 2014-1-....-KA2...-..... » Programme Erasmus+ key action 2 "Strategic Partnership"				
Organization :				
Name and first name of the employee :				
Staff category <sup>1</sup> :				
Number of working days per year :				
Number of working days per week :				
Number of daily working hours (legal basis):				
Year / Month :				
Date(s)	Working time on the project <sup>2</sup>	Title and reference of the Intellectual Output	Description of task(s) performed	Place

### Multiplier events

Contribution to the costs linked to the organisation of national and transnational events aimed at disseminating the intellectual outputs

- Take place in the countries where the partners are located
- Support for multiplier event only if in direct relation to the intellectual outputs of the project
- Eligible costs:
  - 100 € per local participant
  - 200 € per international participant
- Supporting documents:
  - Description of the multiplier event in the final report
  - Proof of attendance of the multiplier event in the form of a participants list signed by the participants specifying: the name, date and place of the multiplier event, and for each participant: name, e-mail address and signature of the person, name and address of the sending organisation of the person;
  - Detailed agenda and any documents used or distributed at the multiplier event.

### BUDGET TRANSFERS

Allowed:

- without prejudice to Article II.10 and provided that the Project is implemented as described in Annex I
- without this adjustment being considered as an amendment of the Agreement
- IF THE FOLLOWING RULES ARE RESPECTED :
  - The beneficiary is allowed to transfer **up to 20%** of the funds of any budget category to all the other budget categories, **except project management and exceptional costs.**

- The budget category where the transfer is done does not have to be increased more than **20%**

## Amendment

### WHEN IS AN AMENDMENT NEEDED?

- Changes to the budget if transfers exceed 20%
- Partner(s) withdrawal/New/Replacement
- partner(s) joining the project
- Changes to the work programme
- Change of bank account
- Changes to the project duration
- Changes to the reporting schedule
- Change of the beneficiary legal representative

Later the meeting shifted toward the explanation of the dissemination strategy.

Here you can find more information

[Dissemination activities pop up.pdf](#)

A summary of the dissemination activities together with a template highlighting activities and deadlines.

Associazione Net will also send a sample of a template to fill in after every single dissemination activity

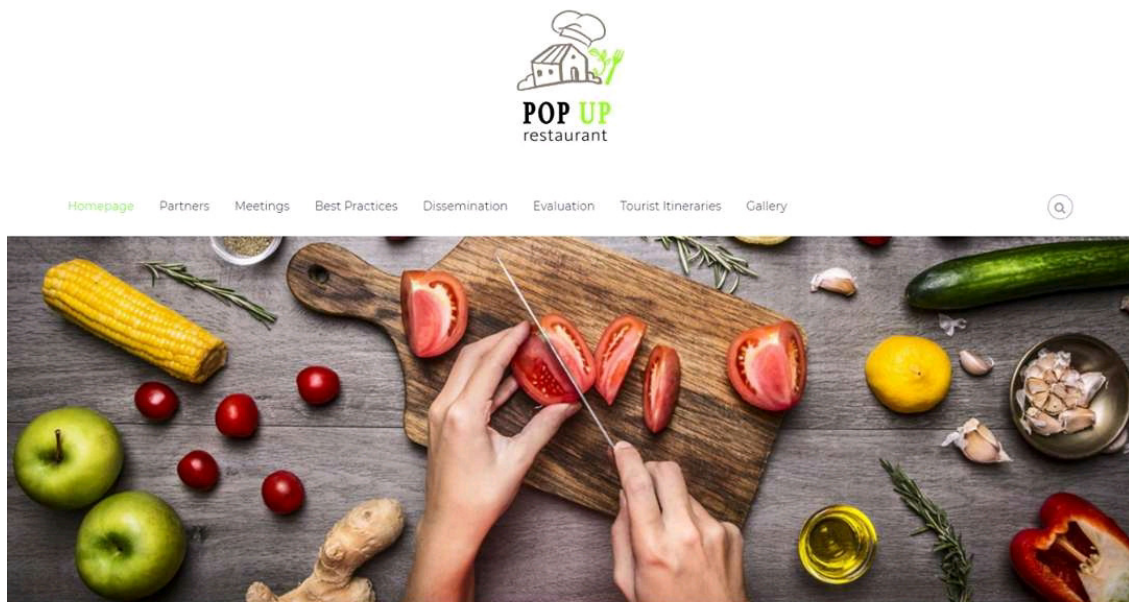
DISSEMINATION AND EXPLOITATION OF RESULTS		
Describe clearly and briefly the progress of the <u>activities for the dissemination and exploitation of results.</u>		
Activity description		
Activity start date (dd-mm-yyyy)		
Deviations from initial proposal or subsequent amendments, including change reasons		
Name/s of implementing partner/s		
Country	Region	City
Targeted sectors	Targeted groups	Activity Number of participants
Which institutions/organisations were targeted?		
Organisation type		
How this action impact on the different category (see section H1 of the project)		
Please indicate numbers and justify		

Attach copies of your dissemination strategy, of any results or any feed-back, as well as any dissemination materials produced (articles, posters, leaflets, presentations). Provide samples from all the partner countries where implementation is taking place. Do not forget to list any attached documents in section G

The logo had already been designed and presented to partners, as well as the web page:



This was the draft of the popup restaurant web site home page



Il progetto pop up restaurant è stato approvato nell'ambito dell'iniziativa Erasmus+. Il promotore del progetto è l'Associazione NET. Di Ponte San Nicolò (Padova) mentre i partner europei sono: Glasgow Clyde college (Glasgow - Scotland), ACE (Leòn - Spagna), VHS (Monaco - Germania), Befe (Riga - Lettonia), Mosquito (Lotz - Polonia).

I cosiddetti pop up restaurant o underground restaurant (in Italia Home restaurant) stanno sempre più diventando un'alternativa al cenare fuori in un ristorante classico, in particolare in questi tempi di crisi. Nella maggior parte dei casi, inoltre, non si tratta di semplici cene ma dei veri e propri eventi con 10/12 persone, non di più. Questi eventi si riuniscono in piattaforme apposite dove il cliente può scegliere e prenotare il pop up restaurant che preferisce. La piattaforma principale in Italia è gnammo.com, ma viene apprezzata anche kitchenparty.org. Anche Airbnb si sta attrezzando per ospitarli.

Partendo da tale premessa e considerando il fatto che l'Italia è il terzo paese per disoccupazione dopo Grecia e Spagna, il progetto mira a realizzare un corso on line disponibile in tutta la lingua dalla partnership che formi disoccupati di lunga durata a diventare imprenditori di se stessi attraverso la creazione di un

The new menu proposed is as followed:

Home page (Dissemination, Evaluation, Meetings)

Partners

Successful stories

Learning opportunities

Yet, Associazione Net will send a new draft of the web page **by the end of the year**.

End of the meeting at 18.00

Tuesday 14<sup>th</sup> of November 2017

The meeting starts with the presentation of Stefano Momentè to partners:

Stefano Momentè is a writer, journalist and founder of Vegan Italia (in 2011), the national association for information on veganism and vegetarianism. Vegan and raw food expert, today is one of the most prolific authors in these themes. Vegetarian for 30 years, Stefano Momentè has become vegan few years later and today also writes delicious vegan recipes.

He has given birth and runs the Green Restaurants circuit and has been a member of the Scientific Society of Vegetarian Nutrition for years.

Today he participates, writes and organizes conferences, courses, seminars, articles and books to promote the vegan choice and offers advice on how to become vegans.

In 2007, along with Sara Cargnello, he published the book Raw Crude, edited by Macro Edizioni: this is the first book on crude and raw food published in Italy.

Veganitalia Cooking School is Stefano Momentè's traveling cooking school for the spread of vegan and raw food culture.

After the presentation of Stefano Momentè the delegates of Glasgow Clyde are invited to explain the curriculum structure according to EQF standards (levelling) and in line with local qualification procedures, i.e. SCQF: level 5 (6 SCQF credit points) equivalent to EQF level 3 – Scotland SQA National 5 Unit Specification.

This is the presentation [SCQF EQF Equivalent.pptx](#)

Modules were divided among partners in this way:

1. LEGISLATION - ALL
2. Business start up – ACE
3. Marketing and communication – Glasgow Clyde
4. Nutritional aspects – VHS

5. Green and zero mile provision – Associazione NET
6. Green cooking – Associazione NET
7. Customer care – BEFO

The meeting goes on with an overview on the evaluation strategy and procedures. VHS introduces it through a presentation: [..\Evaluation\PopUP Evaluation Plan 2017 DRAFT.doc](#)

The questionnaires of the kick off meeting evaluation were delivered and collected by VHS.

The following discussion regards the media to use for the on line course. According to Mosquito moodle platform is obsolete and old. They propose to put the course on line in the web page. Some partners agree yet, the project requires the course to be in the Glasgow Clyde moodle platform. So probably the two ways will be selected. Yet everything will be discussed during the skype meeting with Jim Anderson.

### Steering committee

Participant	Organisation
Mirna Fusaro	Associazione NET
Ignacio Courel Diaz	ACE
Befo	AdelaVitkvoska
Glasgow Clyde College	Susan McNellis (on behalf of Jim Anderson)
VHS	Olesea Balan
Mosquito	Magda Szmidt

The steering committee evaluated the PCA and PFA agreement that will be sent soon to all partners for signature.

For conflict resolution

Appointed Chair: Mirna Fusaro

Deputy Chair: Jim Anderson

It is reminded to create the stakeholder forum and follow the dissemination template that will be send by the end of the month with the deadlines of the committee to be called up.

Always in relation to dissemination, a part from the web page the SC voted for a page in Facebook and a profile of Instagram. Ace will be responsible for this activity and a broadcast list in whatsapp will be created to make the sending of the pictures, easier.

The committee fixed the date for the skype conference with Mr Jim Anderson: the **22 of November 2017**. The date has to be confirmed by Mr Anderson to define the parameters to develop the course modules

The date of the next meeting in **Glasgow** is also defined: **07/08 of June 2017**

**The meeting ends at 13.00**