

General Information

General information about the project

This report consists of the following main sections:

- Context: this section resumes some general information about your project
- Project Identification
- Summary of participating organisations
- Quality of the Partnership
- Quality of the Project implementation
- Relevance and Impact
- Budget

1. Context

Programme	Erasmus+
Action Type	KA210 Small-scale Partnerships
Call	2021
Round	1/2
Report Type	Progress

2. Project Identification

Grant Agreement Number	2021-2-LV01-KA210-ADU-000049299
Project Title	Improving the competencies of NGO educators for social inclusion
Project Acronym	NGO Competence
Project Start Date (dd-mm-yyyy)	<i>01/03/2022</i>
Project End Date (dd-mm-yyyy)	<i>31/08/2023</i>
Project Total Duration (months)	<i>18</i>
Beneficiary Organisation Full Legal Name (Latin characters)	EAPN-Latvia
National Agency	LV01-Valsts izglītības attīstības aģentūra (State Education Development Agency)

3. Summary of Participating Organisations

Role of the Organisation (applicant/partner)	Organisation ID	Name of the Organisation	Country of the Organisation	Partnership Entry Date (dd-mm-yyyy) (if applicable)	Partnership Withdrawal Date (dd-mm-yyyy) (if applicable)
Applicant	E10049347	EAPN-Latvia	Latvia	01/03/2022	
Partner	E1008346	Eesti People to People	Estonia	01/03/2022	
Partner	E10228280	Be-Creative association	Sweden	01/03/2022	
Partner	E10035932	Coordinamento Toscano Marginalita	Italy	01/03/2022	
Partner	E10255775	Hellenic Antipoverty Network	Greece	01/03/2022	

Please add rows if needed.

Total number of participating organisations	5
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4. Quality of the Partnership

Quality of the partnership refers to the quality of the cooperation among partners for the implementation of the project. This takes into account the respect of the project timeline and the overall management of the project.

4.1. How is the monitoring of the project (implementation, activities, results) being carried out so far and by whom?

From March 1 to October 31, 2022, the project implementation process was monitored by the leading partner EAPN-Latvia. For this purpose, the leading partner has involved two volunteer administrative employees - project coordinator Laila Balga and project manager Aigars Sveicers (both are the EAPN-Latvia board members).

The aforementioned people have supervised the involvement of other four partner organizations, the implementation of the planned project activities in five partner countries, the compilation and distribution of the achieved project results, as well as the publicity measures for this project.

In the same way as the leading partner, other project partners – Eesti People to People, B-Creative Association, Coordinamento Toscano Marginalita and Hellenic Antipoverty Network – also supervise the implementation of this project in their countries, both in connection with international project events and local workshops. For this purpose, each project partner has involved 1-2 administrative employees: Ruta Pels and Leonid Smulskiy (Estonia), Ingmarie Rohdin and Asa Hedlin Olsson (Sweden), Jacopo Lascialfari (Italy), Panagiota Arvaniti and Spyridon Psychas (Greece).

In order to ensure adequate monitoring of the approved project, before starting the project implementation EAPN-Latvia sent each project partner a complete description of this project, as well as the communication guidelines and publicity guidelines.

At the beginning of the monitoring process, EAPN-Latvia prepared and sent out the detailed time schedules of all project activities, as well as

regularly sends out the meetings schedules to the project partners (during the reporting period - 4 times, with relevant clarifications). These documents and schedules help all project partners to keep track of the scope of project activities (in total – 32 project activities) and complete their project tasks in a timely manner.

In the course of monitoring this project, EAPN-Latvia regularly prepares and sends out to project partners the plans of project activities, agendas, lists of participants and samples of survey questionnaires, as well as controls the proper submission of these documents to the leading partner after each project event.

In addition to that, EAPN-Latvia ensures the submission of other informative materials related to the project activities (PowerPoint presentations, descriptions, photos, etc.) by the project partners. These measures help partners to ensure the quality of activity's content, as well as provide information and publicity not only among project partners and participants, but also to the general public.

EAPN-Latvia, in accordance with the agreement with other project partners, regularly monitors the planned use of project funding, with project partners taking on obligations regarding the appropriate accounting and preservation of financial documents within their partner organizations, which is confirmed by corresponding declarations for both online meetings and international project events in Tallinn and Riga, as well as local workshops in partner countries (for the international seminars that take place in Tallinn and Riga the copies of travel documents are submitted to the leading partner of this project).

EAPN-Latvia regularly sends out the individual budget reports to project partners (during the reporting period – 3 times) and makes funding transfers in advance after the project partner confirms the implementation date of the project activities. These measures help the project partners to use the funding allocated by European Commission in a timely and efficient manner.

In addition to that, EAPN-Latvia regularly controls the reports submitted by project partners regarding the implemented project activities, by communicating via email, checking partners' websites, Facebook and other social network pages, informative pages and information provided in the media (each project partner provides these relevant internet links); personal discussions during administrative webinars and international meetings in Tallinn and Riga have also contributed to the monitoring of the implementation of project activities.

EAPN-Latvia pays a lot of attention to the monitoring of relevant target groups of partner organizations both at the international events and at local workshops; with a confirmation letter project partners have confirmed the involvement of relevant employees from their organizations in the international seminars held in Tallinn and Riga (with the exception of EAPN-Latvia - contracts for voluntary work are available).

These measures in general provide an opportunity to increase the efficiency of this project and the responsibility of project partners, to achieve the planned results and to move towards reaching project objectives. Both the leading partner and the other four partners monitor that the relevant project results are achieved through implementing the project activities: trained educators have been attracted to the NGO networks (incl. from the disadvantaged groups of population), the ability of NGO networks to operate at the international level has been increased, the knowledge of NGO educators in the area of social inclusion has been expanded, the involvement of NGO networks' member organizations in local and international training activities has been promoted.

4.2. How did the project partners contribute to the project so far? Has the distribution of tasks been adjusted since the application stage? How did you ensure good cooperation and communication between partners during project implementation?

All five project partners – EAPN-Latvia, Eesti People to People, B-Creative Association, Coordinamento Toscano Marginalita and Hellenic Antipoverty Network – have contributed to achieving project objectives with their significant interest and responsibility. The distribution of project tasks has not been adjusted since the partners applied for this project; during the reporting period, the project partners fulfilled their

assigned tasks adequately.

In total, the project partners contributed to the implementation of 11 activities, according to the plan. The partners carried out administrative measures to organize an administrative webinar, two international seminars and 8 local workshops. In order to achieve the results of these activities, project partners involved the planned specific target groups in international seminars in Tallinn and Riga and in local workshops in their countries – educators, experts and volunteers from their networks’ NGOs, incl. people with fewer opportunities.

For example, people with disabilities from Latvia, as well as an immigrant and a representative of LGBTQ community from Greece were involved in the international seminars; in Sweden - Ukrainian refugees, in Italy - homeless people, in Estonia - people with low incomes were involved in the local workshops. In the international seminars and local workshops, the project partners involved at least 35 experts for the training of target groups, incl. from the disadvantaged groups of population.

A significant contribution of project partners was made by evaluating the results of project activities and preparing proposals for increasing the competence of NGO educators and other participants in the area of social inclusion, by conducting surveys of project participants and experts.

The project partners have also made a significant contribution to the dissemination of project information in general, as well as the results of each implemented project activity separately (on their websites, Facebook pages and other social networks, EPALE (Electronic Platform for Adult Learning in Europe), informative pages, etc).

EAPN-Latvia, as a leading partner of this project, promoted good cooperation and communication between project partners, regularly informing them and listening to their reports about the progress of project implementation, discussing the tasks to be performed and coordinating the deadlines.

For this purpose, we used email communication and webinars, as well as personal meetings at the international seminars held in Tallinn and Riga. Cooperation and communication between all five project partners was also improved and made more effective by our previous partnership in the 2020 Erasmus+ adult education program's project "Building a Network to Boost Social Secure Europe", which was coordinated by EAPN-Latvia; it proves that the project partners have common goals.

4.3. If your project involves other organisations, not formally participating in the project, please briefly describe their involvement.

Project partners, as national networks, had an opportunity to involve a significant number of non-governmental organizations and stakeholders in this project, because the partners' long-term work experience in creating an NGO network in Latvia, Estonia, Sweden, Italy and Greece and in the maintenance of these networks ensured this opportunity.

The involvement and interest of other organizations in the activities implemented by the project partners is related to the nature of the general objectives set in this project: strengthening the capacity of NGOs by educating lecturers and including NGO educators in international and local activities that strengthen the European dimension. Consequently, at least 30 other organizations with the participation of their specialists have contributed to increasing the efficiency of project activities.

For example, in the international seminar, which took place in Tallinn, project partner Eesti People to People involved ENUP - the Estonian Women's Studies and Resource Centre, NGO "Peter made it" and NGO "Luuletaja Raamatukogu", etc., while in Riga and Sigulda the project partner EAPN-Latvia involved Riga NGO House, Sigulda association "A Call to You", Riga Active Seniors' Alliance, Kundzinsala Art, Education and Technology Centre and St. Luke Support Society. In the local workshop, project partner B-Creative Association involved Kristianstad Gymnasium, project partner Eesti People to People involved Ukrainian Culture Centre, etc., while EAPN-Latvia involved Varaklani

association "Adult Development Project", etc.

4.4. If relevant, please describe any difficulties you have encountered until now in managing the implementation of the project and how you and your partners handle them. If applicable, has any change in the composition of partners been deemed necessary (as already communicated to the NA), or is it any change planned/requested at this stage?

During the project implementation process, neither EAPN-Latvia (while managing the implementation of this project), nor the project partners encountered any significant difficulties (obstacles). The high sense of responsibility of EAPN-Latvia and project partners - Eesti People to People, B-Creative Association, Coordinamento Toscano Marginalita and Hellenic Antipoverty Network ensured the effective implementation of planned activities, compliance with project deadlines or timely coordination of any changes made, involvement of relevant target groups, achieving and evaluating the results of project activities, as well as the appropriate use of project funding.

Certain inaccuracies in the project partners' activities regarding the preparation of agendas, lists of participants, financial reports, as well as information and publicity measures have been eliminated within a short period of time, by following the EAPN-Latvia's instructions.

No changes are expected in the implementation process of this project.

5. Quality of the Project implementation

Quality of the project implementation refers to the quality and results achieved with the activities carried out in the context of the project.

I PART

Please note that the data below about implemented activities needs to be filled in BENEFICIARY MODULE <https://webgate.ec.europa.eu/erasmus-esc/index/>:
“ACTIVITIES”

- Is the grant amount allocated to the activity sufficient?
- Please describe the content of implemented activity if activity deviated from the content of the proposed activity
- How satisfied were you with the results of implemented activity? Please rate it on scale from 1 to 10, 1 being the worst grade and 10 being the best.
- If you wish, give additional comments about the satisfaction for this activity

II PART**5.1. Please provide an overall state of play of your project: what are the achievements of the project at this stage? Are the initial project activities, results and objectives being carried out and reached so far? If not, please, provide the reasons for delays implementing planned activities.**

EAPN-Latvia and project partners Eesti People to People, B-Creative Association, Coordinamento Toscano Marginalita and Hellenic Antipoverty Network generally are satisfied with the overall implementation of this project: in 2022 - from March 1st to October 31st were implemented 34% of the planned project activities.

The initial project activities, results and objectives so far have been implemented and achieved. For example, five project partners managed to involve at least 38 educators in two international activities, and at least 200 participants from NGO networks in 8 national workshops.

During the reporting period, thanks to the scope of the implemented project activities, the partners have come closer to achieving the objectives of this project - strengthening the capacity of NGOs with educated lecturers and involving NGO educators in international and local activities that strengthen the European dimension. Through the project activities and the process of systematic monitoring, the expected project results have been achieved: trained educators were attracted to the NGO networks (incl. from the disadvantaged groups of population), the ability of NGO networks to operate at the international level has been increased, the knowledge of NGO educators in the areas of social inclusion has been expanded, the involvement of NGO networks' member organizations in local and international training activities has been promoted.

The most important contribution of all project partners has been an increased knowledge of NGO networks' members in relation to social inclusion and gender equality; people from disadvantaged groups of population, as well as the Ukrainian refugees and immigrants, of different age, nationalities and genders, different education levels, different economic and social status and without practical life experience have participated in project seminars and workshops.

However, in this report we should also indicate two changes in the schedule of project activities that do not significantly affect the results to be

achieved and are coordinated with all project partners. Specifically, at the request of the Swedish project partner, the international seminar in Bromölla has been postponed from November 2022 to April 2023, and at the request of the Greek project partner, two local workshops in Athens (initially planned in June and September 2022) have been moved to November 2022.

6. Relevance and Impact

In this section, beneficiaries shall show the correlation between the quality and results of the project activities carried out and the objectives stated in the application.

6.1. What has been the project's impact so far on the participants, participating organisations, target groups and other relevant stakeholders?

This project, implemented by EAPN-Latvia and project partners Eesti People to People, B-Creative Association, Coordinamento Toscano Marginalita and Hellenic Antipoverty Network already in the first reporting period had a significant impact on the aforementioned NGO networks and target groups - educators, experts and other participants, incl. from various disadvantaged groups.

Project partners have promoted the involvement of NGO networks' member organizations in local and international training activities, also by providing knowledge to the topical target group - asylum seekers (refugees) from Ukraine - through their network.

Project partners also have managed to attract trained educators to their national networks, have expanded the knowledge of these educators in the areas of social inclusion and gender equality issues, and have increased the capacity of NGO networks and their member organizations to operate in adult education programs at the international level, thus strengthening the European dimension.

The importance of this project is also reflected in the development of sustainable cooperation with other organizations, stakeholders and individual specialists who are not formally the participants of this project, but whose goals and activities are aimed at promoting education

and social inclusion in the context of Erasmus+ programs and at the European level.

The capacity of the various target groups has been strengthened with the knowledge of these organizations and specialists. For example, in addition to the organizations already mentioned in point 4.3. of this report, in various project activities EAPN-Latvia also has involved Latvian Ministry of Welfare, National Library of Latvia and Riga NGO House of the Riga Municipality; project partner Eesti People to People has involved Tallinn department of social work and health, Estonian National Youth Council, Social Department of Estonian Jewish Association, etc.

6.2. In case already applicable, to whom did you disseminate the project results inside and outside your partnership so far? Please define in particular your targeted audience(s) at local/regional/national/EU level/international and explain your choices.

During the implementation of this project, EAPN-Latvia and partners regularly disseminated the results of this project both within their partnership – to NGO networks in partner countries and to the general public at the local, regional and European level. The results of this project were distributed to the target groups that are related to the non-governmental sector, education and social inclusion issues, as well as educational and social policy-making - NGO managers, experts, educators, stakeholders and decision-makers.

Information about the results of this project also has been disseminated to the target audience that comes from disadvantaged groups of population. The choice of the target audience was determined by the objectives of project partners, their course of action and the target groups involved in these NGO networks, as well as the actual topics of the Erasmus+ program for supporting disadvantaged groups.

EAPN-Latvia managed to ensure the dissemination of the project results by maintaining the central website of this project (http://www.eapn.lv/erasmus_plus_small/) in English, which is linked to the websites of other project partners, by posting information from all project partners both on its network's website and on social network pages (Facebook, YouTube, Instagram, etc). Additionally,

EAPN-Latvia posts current information on Facebook page <https://www.facebook.com/laila.balga/> and in its monthly newsletter "News" in Latvian, while other project partners - in their own informative newsletters or media that are distributed electronically. Some of the project partners have registered at EPALE (Electronic Platform for Adult Learning in Europe), so that a wider range of stakeholders can receive information about the project results in English.

7. Budget

Fill in the table below to provide information about the funded activities according to grant agreement Annex II.

Activity Title	Venue	Start-End date	Leading Organisation	Participating Organisations	Grant amount allocated to the activity (Annex II), €	Grant amount spent to the activity, €
1. Project opening webinar. Communication and information dissemination planning	Online	11-04-2022 and 09-05-2022	EAPN-Latvia	All partner organizations.	500,00 €	500,00 €
2. International seminar of NGO educators on capacity building for social inclusion – for NGOs and for person	Tallinn, Estonia	26-06-2022 – 30-06-2022	Eesti People to People	All partner organizations.	8000,00 €	8000,00 €
3. Experience exchange seminar of NGO educators for competencies of social inclusion – workshops' summary	Riga and Sigulda, Latvia	22-08-2022 – 26-08-2022	EAPN-Latvia	All partner organizations.	8000,00 €	8000,00 €

4. Local workshop for strengthening social inclusion in Sweden	Bromolla, Sweden	30-05-2022 and 20-06-2022	Be-Creative association	Be-Creative association	600,00	600,00
5. Local workshop for strengthening social inclusion in Latvia	Sigulda, Latvia	17-06-2022	EAPN-Latvia	EAPN-Latvia	600,00	600,00
6. Local workshop for strengthening social inclusion in Estonia	Tallinn, Estonia	07-07-2022	Eesti People to People	Eesti People to People	600,00	600,00
7. Local workshop for strengthening social inclusion in Italy	Florence, Italy	12-07-2022	Coordinamento Toscano Marginalita	Coordinamento Toscano Marginalita	600,00	600,00
8. Local workshop for strengthening gender equality in Estonia	Tallinn, Estonia	08-08-2022	Eesti People to People	Eesti People to People	600,00	600,00
9. Local workshop for strengthening gender equality in Italy	Florence, Italy	22-09-2022	Coordinamento Toscano Marginalita	Coordinamento Toscano Marginalita	600,00	600,00
10. Local workshop for strengthening gender equality in Latvia	Varaklani, Latvia	22-09-2022	EAPN-Latvia	EAPN-Latvia	600,00	600,00

11.Local workshop for strengthening gender equality in Sweden	Kristianstad, Sweden	24-10-2022	Be-Creative association	Be-Creative association	600,00	600,00
If relevant, please provide any comment N/C					Total grant amount allocated to the activities	Total grant amount spent to the activities
					21300,00 €	21300,00 €

Please add rows if needed.

	Total amount
Grant awarded as stated in your Grant Agreement	60 000,00 €
Amount of Pre-financing payments already received	30000,00 €

Beneficiary Declaration of Honour and Signature

I, the undersigned, certify that the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular the financial data provided corresponds with the activities actually realised and to the funds actually paid.

Place: Riga

Date 21-11-2022:

Name of the beneficiary organisation: EAPN-Latvia

Name of legal representative: Laila Balga

Signature:

National ID number of the signing person (if requested by the National Agency): 240152-12273

Stamp of the beneficiary organisation (if applicable):