



**DU MOTION - Project Ref. 613323-EPP-1-2019-1-HR-SPO-SPC**  
**Minutes of TPM 4**

Date: 05.-06.7.2021.

Location: KARGENC CLUB office, Sakarya, Turkey

Participants:

Name	Organization
Verica Mance	DSA
Alen Bošković	DSA
Nikša Glavočić	DSA
Elif Kayhan	KARGENC CLUB
Ersel Aydin	KARGENC CLUB
Bartosz Prabucki	IRSiE
Kazimierz Waluch	IRSiE
Fabio Piloni	MVNGO
Lorenzo Timpone	MVNGO
Per Gysenius – VIA ZOOM	SSCV
Robert Lindberg – VIA ZOOM	SSCV
Joanna Dochevska – VIA ZOOM	BSDA
Ivaylo Zdravkov – VIA ZOOM	BSDA
Riccardo Di Marco – VIA ZOOM	IHF

- Welcome notes from Nikša (DSA)
- Presentation of MCEs held in their countries by partners
- Discussion on completed MSEs:
  - o All partners agreed that format of the MSEs was well suited, and that Handbook is a great tool to pass on to volunteers but also to sport clubs and organizations as a tool for future educations of volunteers
  - o Sustainability of the project is quite perspective as it can be applied in the future





- Some participants thought that it was a bit too much info, but this can be easily adapted by individual clubs doing Educations and base it solely on their needs
- partners have not yet selected the Project Ambassadors who will join the Final Event, but will do that after the volunteers participate in Volunteering activities
- Next steps:
  - All partners agreed that they will have their (educated) volunteers participate in at least 1 national and 1 international sport event. The aim is to have these completed by Dec 31<sup>st</sup>, 2021.
  - Proof of volunteering will be:
    - photos of volunteers volunteering at the event and
    - confirmation letter from the organizer confirming their participation. DSA will prepare a draft version of the Confirmation letter to be used.
- Conference and Final Event:
  - Each partner will prepare a list of proposed topics, lecturers and participants for the Final conference by Oct 15, 2021
  - In coordination with Croatian Ministry of Tourism and sports, DSA will prepare the invitation for Partners' Ministry of sports representatives to participate in the Final conference (at their own expense).
- Evaluation progress:
  - MVNGO presented the Evaluation report completed so far. All partners are up to date with their Evaluations so far
- Dissemination progress:
  - IHF presented the Dissemination report completed so far. Most partners are up to date, but some extra effort is needed on pushing the Offline content dissemination
  - All partners need to work on the dissemination to MEPs and policy makers (IHF to send instructions on how to reach them)





- IHF and DSA will continue monitoring Dissemination of all partners and periodically remind partners on their progress
- Financial Management/documentation progress:
  - DSA presented the Financial Management/documentation report so far. Most of the partners are up to date with their Financial Management but are reminded to update the Financial Document on a monthly basis to make sure all is up to date.
  - Payments for IOs (1-5) should be completed
  - Partners are reminded of the necessity to upload needed documentation to claim the budgeted amounts (timesheets, proof of payment of IOs, boarding passes...)
  - DSA will continue monitoring Financial Management/documentation of all partners

**Conclusions and deadlines for upcoming activities (till next Transnational Meeting)**

Task	Owner	Deadline
Prepare TPM4 Evaluations and send to partners	MVNGO (Samanta)	July 15, 2021
Prepare Press Release from TPM4 to be disseminated among partners	DSA (Niksa)	July 15, 2021
Prepare a Letter of confirmations of volunteers in sport events and send it to all partners	DSA (Niksa)	July 15, 2021
Prepare Certificates of participation to Associated partners who helped with MCEs for all partners	DSA (Niksa)	July 15, 2021
Send Instructions on how to reach MEPs to all partners	IHF (Riccardo)	July 15, 2021
Prepare Notification Letter to EACEA to inquire about a possibility to distribute USB sticks with Materials rather than printing Handbooks on paper	DSA (Niksa)	July 15, 2021
Prepare Notification Letter to EACEA to inquire about using the unused travel budget from TPM3 in Poland for bringing Associated partners to the Final event (2 more people per partner country)	DSA (Niksa)	July 15, 2021
Push on MEP and policy makers dissemination after summer break	All partners	As of Sept 1 <sup>st</sup> , 2021
Prepare Certificates of participation to Associated partners who helped with MCEs for all partners	DSA (Niksa)	July 15, 2021
Prepare a suggestion List of topics/lecturers/participants for the final event and send it to DSA	All partners	Oct 15, 2021
MCE Trainer report and Volunteer self-assessments to be uploaded to Dropbox	All partners	Oct 15, 2021





### **Future Transnational Meetings:**

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#### **Jan 2022, Sakarya, Turkey**

- Exact date TBC
- Participants: 15
  - o 2 project team members from KARGENC CLUB, BSDA, SSCV, MVNGO, IRSiE, IHF
  - o 3 project team members from DSA

### **Future Activities:**

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- All educated volunteers should participate in at least 1 national and 1 international sport event by Dec 31<sup>st</sup>, 2021. If COID-19 restrictions do not allow it by that date, the deadline can be extended by end of March 2022.

