

**CHANCE AND CHALLENGE – IMPROVE THE ASSISTANCE FOR CHILDREN AND YOUTH
VICTIMS OF HUMAN TRAFFICKING BY DEVELOPING INNOVATIVE SUPPORT
PROGRAMS**

Erasmus Plus Program, Strategic Partnerships

**MINUTE REPORT
TRANSNATIONAL PROJECT MEETING REPORT
BUCHAREST ROMANIA
14 January 2015**



Participants: project managers and some of the trainers that will be involved during project lifetime.

Association Pro Refugiu Bucharest Romania

Silvia Berbec, Gabriela Ionescu, Anca Bucur.

Caritas Prague Czech Republic

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Trabe Iniciativas para la Economía Social y Solidaria Madrid Spain.

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TOPICS DISCUSSED

1. Online Platform / Project Website (Output 1)

Association Pro Refugiu with the support of its Technicians will develop the online platform. The platform will have EN, RO, CZ, ES language versions. Sections: *Project Description* (short presentation of objectives and main activities). *News/Events* (port press releases / newsletters about activities that will be implemented during project lifetime). *Resources/Publications* (upload training manual, good practice guide, other documents related to human trafficking /victims' assistance that can be helpful for professionals in their daily work with victims of human trafficking). *General Forum* (possibility for professionals to address questions to which applicant/partners can answer). *Online Courses* (upload documents used during the events /power point presentations that can be accessible to a larger group of professionals by using the online space).

The platform will be accessible for professionals as well as for the general public. The structure of the platform will be developed by the applicant based on all partners feedback

2. Training Manual (Output 2)

The Manual will address not only to professionals already with proficient knowledge on victims assistance, but also to the ones that are interested to learn about this field of action. Each partner will appoint 2-3 trainers to be involved in the development of each chapter of the manual.

The major chapters of the manual will consist in:

What is human trafficking.

Forms of exploitation in Romania, Spain and Czech Republic.

Legal, psychological and social consequences of human trafficking on children and youth victims of human trafficking.

Specific child-friendly methods of counselling and assistance of children and youth victims.

Innovative methods – Coaching and Peer to Peer.

The manual should be ready before the joint staff trainings events.

The manual in RO, EN, ES, CZ versions will be uploaded on project website and also printed by each organization in order to be used during the joint staff training events and distributed to other local stakeholders.



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3. Communication among partners

At each partner level internal non-formal discussions between managers and trainers.

Emails, phone call, skype meetings on coordination issues among managers.

4. Dissemination

Press releases will be published on project website and partners' own websites. Newsletters sent to local stakeholders. Project managers will be responsible with the elaboration of press releases / newsletters during project lifetime.

- Press Release launching the project it can be found on each partner website

<http://prorefugiu.org/project-chance-and-challenge-improve-the-assistance-for-children-and-youth-victims-of-human-trafficking-by-developing-innovative-support-programs/>

<http://prorefugiu.org/proiect-sansa-si-provocare-imbunatatirea-asistentei-acordate-copiilor-si-tinerilor-victime-ale-traficului-de-persoane-prin-dezvoltarea-de-programe-inovatoare-de-suport/>

<http://www.trabe.org.es/trabe/spip.php?rubrique12>

<http://praha.charita.cz/en/>

4. Monitoring / Report / Evaluation

Overall supervision ensured by the applicant manager. Discuss monthly, using email and phone calls with the other project managers upon the status of the tasks that need to be performed in the next months by each partner organizations.

Each partner organization (Caritas and Trabe) will elaborate *monthly a short activity report* indicating major aspects performed in each particular month. The reports will be sent by each project manager by email to the applicant (Pro Refugiu Association).

Each staff member / organization will have to fill *a timesheet* using the standard model published on the National Agency website. The timesheets will be send by partners in copies by email to the applicant. All timesheets will be filled in English.

5. Budget

For the period January – June 2015 the applicant and partners costs will consist in:

-project management and coordination.



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-develop the online platform. (Output 1)

-develop the training manual. (Output 2)

The fees indicated in the Erasmus Guide / country will be respected by applicant and partners.

All costs will be inserted in the account system of each organization by the financial managers.

In June / July 2015 partners will have to send to the applicant a financial declaration indicating the costs made each month, signed by the legal representative with signature right (directors / presidents).