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# I AM ROMA

**First Project Steering Group Meeting for  
Heraklion and Belfast Partners**

**30/31 May, Brussels, 2011**

**Venue: Qec-eran Office,  
Rue Vieux Marche aux Grain, 48  
BE-1000**

**CONTACT PERSON**

Giulia Cantaluppi  
LUDEN (QeC-ERAN)

**Phone number:  
003225244545**



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## **CONTENT**

- 1. Draft Agenda**
- 2. What Each Partner Has to Prepare**
- 3. Practical Details**
- 4. Project Budget**
- 5. Key Management Documents**



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## 1. Draft Agenda

### Monday 30 May 2011

- Arrival of Participants
- 12:30** Welcome and lunch in the **Qec-eran Office**
- 14:30** An overview of the project presentation followed by questions and discussion
- 15:15** Experiences and activities in relation to working with Roma: a presentation by the Partners
- 16:00** Management and Co-ordination, including Budget and Financial Management
- 17:30** Key Actions for the first 9 months
- 18:30** Any other issue
- 19:00** End of first session
- 20:00** Dinner at *(tbc)*

### Tuesday 31 May 2011

- 09:00** Continue the discussion and Questions
- 10.30** Partners leave

## 2. What Each Partner Has to Prepare

Each partner needs to prepare a presentation which covers the work of the organisation and in particular what work they have undertaken in relation to working with Roma and what are the issues they face in working with Roma.

Partners will have 20 minutes for their presentations and then there will be 10 minutes for Questions and Discussion. **PLEASE USE THE POWERPOINT TEMPLATE FOR THE PRESENTATION WHICH IS BEING SENT WITH THIS INFO PACK.** You can of course add the logo of your organization to this template.



### 3. Practical Details

## HOTEL DETAILS

**Name: Ibis Hotel**

**Address:**

<b>Hotel Ibis</b>
<i>rue Joseph Plateau N°2</i>
<i>1000 - BRUSSELS</i>
<i>BELGIUM</i>
Tel. : (+32)2/5137620

**Email:**

[accorhotels.reservation@accor.com](mailto:accorhotels.reservation@accor.com)



## FROM THE AIRPORT TO THE HOTEL

From the **Brussels International Airport**: By **taxi** (approx. 35€) or with a **train** (2.60€) to Gare du Nord, (the trains leave approx. every 15 minutes; the journey time is 15-20 min), then take one of the trams 4, 52, 55 or 56 (direction Bruxelles SUD) to La Bourse (1.50€). Follow the street in front of the Bourse (Rue Antoine Dansaert) and turn right in Rue de Poissonniers.

From **Central Station**: Take the metro line 1A-direction "Roi Baudouin" or the 1B-direction "Bizet" (metro ticket is 1,50€) and step out at St.Catherine metro station. Please see the map on the page 5.

From **Gare du Midi Station**: Take one of the trams 4, 52, 55 or 56 (direction Bruxelles NORD) to La Bourse (1.50€). Follow the street in front of the Bourse (Rue Antoine Dansaert) and turn right in Rue de Poissonniers.



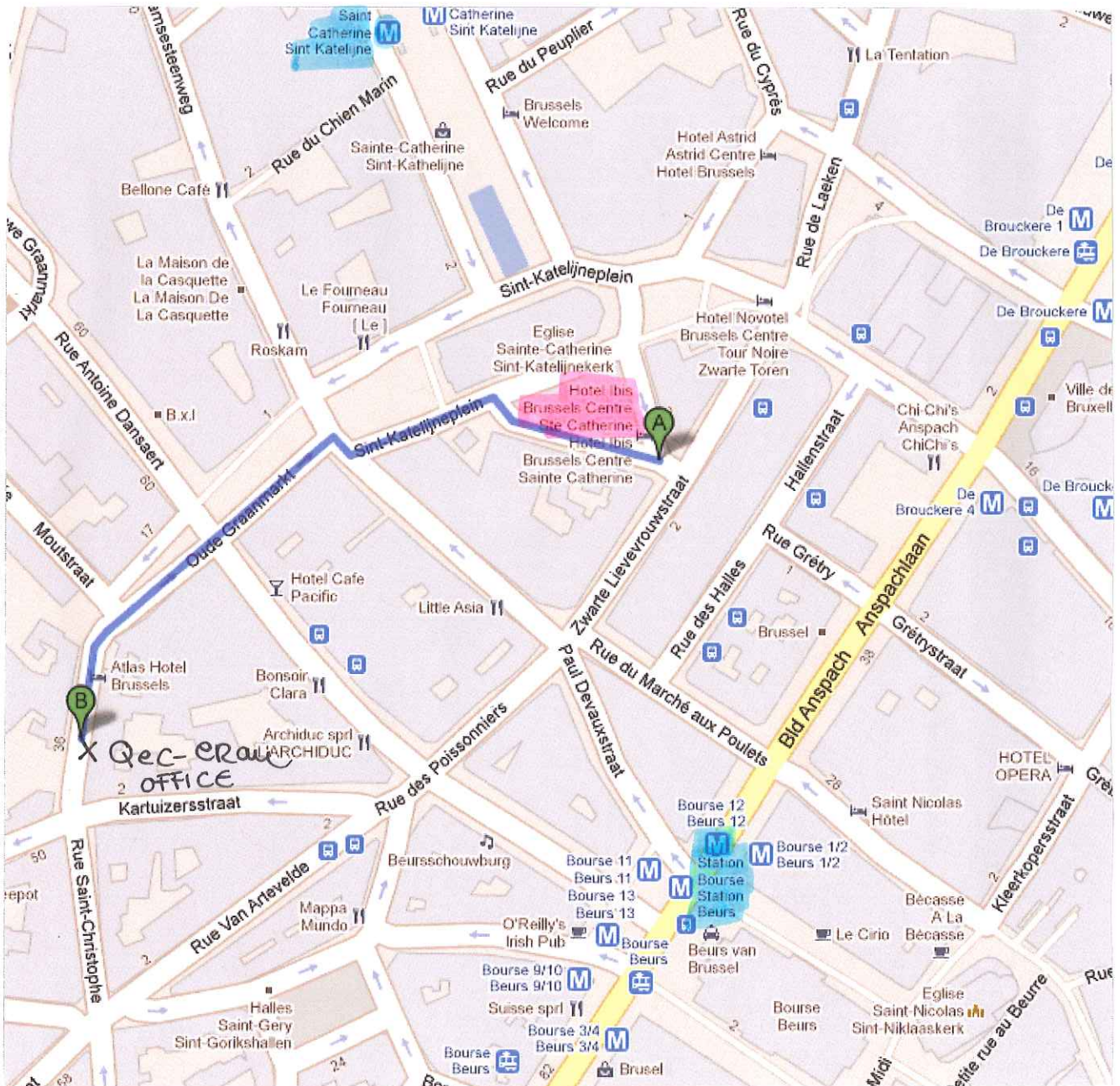
## FROM THE HOTEL TO THE VENUE

### **Ibis Hotel**

Rue Joseph Plateau N°2  
1000 - BRUSSELS  
BELGIUM

### **Qec-eran**

Rue Vieux Marché aux Grains 48,  
000 - BRUSSELS  
BELGIUM





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#### 4. Project Budget



### FORECAST BUDGET CALCULATION

<p><b>Index of Error Messages:</b></p> <ul style="list-style-type: none"> <li>- If all fields ABC are red: One of the columns A, B or C is not filled out!</li> <li>- If field A is red: Column C indicates Income and thus only I can be indicated in Column A!</li> <li>- If field B is red: Column B indicates Co-financer and thus only I can be indicated in Column A!</li> <li>- If field C is red: Column A indicates I and thus only Income can be indicated in Column C!</li> </ul> <p style="text-align: center;">Or: Column A indicates F and thus only Workstream 0 can be indicated in Column C!</p>	<p><b>Index of Budget Items</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A - Staff</td> <td style="width: 50%;">F - Overheads</td> </tr> <tr> <td>B - Travel</td> <td>I - Income</td> </tr> <tr> <td>C - Equipment</td> <td></td> </tr> <tr> <td>D - Consumables</td> <td></td> </tr> <tr> <td>E - Other direct costs</td> <td></td> </tr> </table>	A - Staff	F - Overheads	B - Travel	I - Income	C - Equipment		D - Consumables		E - Other direct costs	
A - Staff	F - Overheads										
B - Travel	I - Income										
C - Equipment											
D - Consumables											
E - Other direct costs											
<p>The yellow column Total EURO is locked and automatically calculated from the entries of the light yellow columns Amount in EURO per unit and Number of units. If you want to move costs between lines you should NOT use the CUT+PASTE function (a #REF messages will appear), you may only use the COPY+PASTE functions. In all white cells you may use both the CUT+PASTE function or COPY+PASTE functions, but for formatting reasons COPY+PASTE is advisable. However, you may not add or delete whole lines.</p>											
<p><b>Before submitting the budget you should make sure that no field of this Sheet has a red background and that no Error messages appear on the Sheet Budget &amp; Execution Summary.</b></p>											

Budget Item	Organisation	Workstream	Description of Item Answer to the questions: Who or What? - Why?	Unit	Amount in EURO per unit	Number of units	Subtotal Total EURO	Explanation
A	Applicant	Workstream 0	Strategic manager	day	400.00	60.00	24,000.00	responsible for the overall strategic management of the project
A	Partner 1	Workstream 0	Transnational project co-ordinator	day	350.00	90.00	31,500.00	Responsible for the day to day transnational project
A	Partner 1	Workstream 0	Project administrator	day	300.00	70.00	21,000.00	
A	Applicant	Workstream 0	financial controller	day	300.00	70.00	21,000.00	
A	Applicant	Workstream 0	local co-ordinator	day	290.00	69.00	20,010.00	
A	Partner 2	Workstream 0	local co-ordinator	day	290.00	69.00	20,010.00	
A	Partner 3	Workstream 0	local co-ordinator	day	290.00	69.00	20,010.00	
A	Partner 4	Workstream 0	local co-ordinator	day	290.00	69.00	20,010.00	
A	Partner 5	Workstream 0	local co-ordinator	day	290.00	69.00	20,010.00	
A	Partner 6	Workstream 0	local co-ordinator	day	290.00	69.00	20,010.00	
A	Partner 7	Workstream 0	local co-ordinator	day	290.00	69.00	20,010.00	
A	Partner 8	Workstream 0	local co-ordinator	day	290.00	69.00	20,010.00	
							0.00	
B	Partner 1	Workstream 0	air tickets for First SGM and scoping workshop	ticket	400.00	2.00	800.00	
B	Partner 2	Workstream 0	air tickets for First SGM and scoping workshop	ticket	400.00	2.00	800.00	
B	Partner 3	Workstream 0	air tickets for First SGM and scoping workshop	ticket	400.00	2.00	800.00	
B	Partner 4	Workstream 0	air tickets for First SGM and scoping workshop	ticket	400.00	2.00	800.00	
B	Partner 5	Workstream 0	air tickets for First SGM and scoping workshop	ticket	400.00	2.00	800.00	
B	Partner 6	Workstream 0	air tickets for First SGM and scoping workshop	ticket	400.00	2.00	800.00	
B	Partner 6	Workstream 0	air tickets for First SGM and scoping workshop	ticket	400.00	2.00	800.00	
B	Applicant	Workstream 0	air tickets for First SGM and scoping workshop	ticket	400.00	2.00	800.00	
B	Partner 8	Workstream 0	air tickets for First SGM and scoping workshop	ticket	400.00	2.00	800.00	
							0.00	
B	Partner 1	Workstream 0	accommodation and subsistence costs linked to first SGM and Scoping workshop	DSA	215.00	4.00	860.00	Includes hotel two nights; two dinners, two lunches plus subsistence and local travel costs for two delegates
B	Partner 2	Workstream 0	accommodation and subsistence costs linked to first SGM and Scoping workshop	DSA	215.00	4.00	860.00	
B	Partner 3	Workstream 0	accommodation and subsistence costs linked to first SGM and Scoping workshop	DSA	215.00	4.00	860.00	
B	Partner 4	Workstream 0	accommodation and subsistence costs linked to first SGM and Scoping workshop	DSA	215.00	4.00	860.00	
B	Partner 6	Workstream 0	accommodation and subsistence costs linked to first SGM and Scoping workshop	DSA	215.00	4.00	860.00	
B	Partner 6	Workstream 0	accommodation and subsistence costs linked to first SGM and Scoping workshop	DSA	215.00	4.00	860.00	
B	Applicant	Workstream 0	accommodation and subsistence costs linked to first SGM and Scoping workshop	DSA	215.00	4.00	860.00	
B	Partner 8	Workstream 0	accommodation and subsistence costs linked to first SGM and Scoping workshop	DSA	215.00	4.00	860.00	
							0.00	
							0.00	
B	Partner 1	Workstream 0	air ticket for second SGM	ticket	400.00	1.00	400.00	
B	Partner 2	Workstream 0	air ticket for second SGM	ticket	400.00	1.00	400.00	
B	Partner 3	Workstream 0	air ticket for second SGM	ticket	400.00	1.00	400.00	
B	Partner 4	Workstream 0	air ticket for second SGM	ticket	400.00	1.00	400.00	
B	Partner 5	Workstream 0	air ticket for second SGM	ticket	400.00	1.00	400.00	
B	Partner 6	Workstream 0	air ticket for second SGM	ticket	400.00	1.00	400.00	
B	Partner 7	Workstream 0	air ticket for second SGM	ticket	400.00	1.00	400.00	
B	Partner 8	Workstream 0	air ticket for second SGM	ticket	400.00	1.00	400.00	
B	Partner 1	Workstream 0	accommodation and subsistence costs linked to second SGM	DSA	215.00	2.00	430.00	
B	Partner 2	Workstream 0	accommodation and subsistence costs linked to second SGM	DSA	215.00	2.00	430.00	
B	Partner 3	Workstream 0	accommodation and subsistence costs linked to second SGM	DSA	215.00	2.00	430.00	
B	Partner 4	Workstream 0	accommodation and subsistence costs linked to second SGM	DSA	215.00	2.00	430.00	
B	Partner 6	Workstream 0	accommodation and subsistence costs linked to second SGM	DSA	215.00	2.00	430.00	
B	Partner 6	Workstream 0	accommodation and subsistence costs linked to second SGM	DSA	215.00	2.00	430.00	
B	Partner 7	Workstream 0	accommodation and subsistence costs linked to second SGM	DSA	215.00	2.00	430.00	
B	Partner 8	Workstream 0	accommodation and subsistence costs linked to second SGM	DSA	215.00	2.00	430.00	
						1.00	0.00	
							0.00	
							0.00	
E	Applicant	Workstream 0	External audit		2,000.00	1.00	2,000.00	
E	Applicant	Workstream 0	Final Report		10,000.00	1.00	10,000.00	
F	Applicant	Workstream 0	Overheads		25,000.00	1.00	25,000.00	
							0.00	
							0.00	
B	Partner 2	Workstream 1	air tickets for transnational exchange 1	ticket	400.00	4.00	1,600.00	4 delegates for air travel



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Budget Item	Organisation	Workstream	Description of Item Answer to the questions: Who or What ? - Why ?	Unit	Amount in EURO per unit	Number of units	Total EURO	Explanation
B	Partner 3	Workstream 1	air tickets for transnational exchange 1	ticket	400.00	4.00	1,600.00	4 delegates for air travel
B	Partner 4	Workstream 1	air tickets for transnational exchange 1	ticket	400.00	4.00	1,600.00	4 delegates for air travel
B	Partner 5	Workstream 1	air tickets for transnational exchange 1	ticket	400.00	4.00	1,600.00	4 delegates for air travel
B	Partner 6	Workstream 1	air tickets for transnational exchange 1	ticket	400.00	4.00	1,600.00	4 delegates for air travel
B	Partner 7	Workstream 1	air tickets for transnational exchange 1	ticket	400.00	4.00	1,600.00	4 delegates for air travel
B	Partner 8	Workstream 1	air tickets for transnational exchange 1	ticket	400.00	4.00	1,600.00	4 delegates for air travel
B	Partner 1	Workstream 1	air tickets for transnational exchange 1	ticket	400.00	6.00	2,400.00	The event will be in Sintra - Qec = 3 delegates + 2 experts
							0.00	
							0.00	
B	Partner 2	Workstream 1	accomodation and subsistence costs linked 1st transnational exchange	DSA	215.00	12.00	2,580.00	4 delegates
B	Partner 3	Workstream 1	accomodation and subsistence costs linked 1st transnational exchange	DSA	215.00	12.00	2,580.00	4 delegates
B	Partner 4	Workstream 1	accomodation and subsistence costs linked 1st transnational exchange	DSA	215.00	12.00	2,580.00	4 delegates
B	Partner 5	Workstream 1	accomodation and subsistence costs linked 1st transnational exchange	DSA	215.00	12.00	2,580.00	4 delegates
B	Partner 6	Workstream 1	accomodation and subsistence costs linked 1st transnational exchange	DSA	215.00	12.00	2,580.00	4 delegates
B	Partner 7	Workstream 1	accomodation and subsistence costs linked 1st transnational exchange	DSA	215.00	12.00	2,580.00	4 delegates
B	Partner 8	Workstream 1	accomodation and subsistence costs linked 1st transnational exchange	DSA	215.00	12.00	2,580.00	4 delegates
B	Partner 1	Workstream 1	accomodation and subsistence costs linked 1st transnational exchange	DSA	215.00	18.00	3,870.00	The event will be in Sintra - Qec = 3 delegates + 2 experts
							0.00	
E	Partner 1	Workstream 1	Online programme		20,000.00	1.00	20,000.00	to pay for webconferencing licence, telephone charges linked to web conference.
							0.00	
B	Partner 1	Workstream 1	air tickets for transnational exchange 2	ticket	400.00	5.00	2,000.00	3 delegates for air travel plus 2 experts for air travel
B	Partner 2	Workstream 1	air tickets for transnational exchange 2	ticket	400.00	3.00	1,200.00	3 delegates for air travel
B	Partner 3	Workstream 1	air tickets for transnational exchange 2	ticket	400.00	3.00	1,200.00	3 delegates for air travel
B	Partner 4	Workstream 1	air tickets for transnational exchange 2	ticket	400.00	3.00	1,200.00	3 delegates for air travel
B	Partner 5	Workstream 1	air tickets for transnational exchange 2	ticket	400.00	3.00	1,200.00	3 delegates for air travel
B	Partner 6	Workstream 1	air tickets for transnational exchange 2	ticket	400.00	3.00	1,200.00	3 delegates for air travel
B	Partner 7	Workstream 1	air tickets for transnational exchange 2	ticket	400.00	3.00	1,200.00	3 delegates for air travel
B	Partner 8	Workstream 1	air tickets for transnational exchange 2	ticket	400.00	3.00	1,200.00	3 delegates for air travel
							0.00	
							0.00	
B	Partner 1	Workstream 1	accomodation and subsistence costs linked 2nd transnational exchange	DSA	215.00	15.00	3,225.00	3 delegates plus 2 experts
B	Partner 2	Workstream 1	accomodation and subsistence costs linked 2nd transnational exchange	DSA	215.00	9.00	1,935.00	3 delegates
B	Partner 3	Workstream 1	accomodation and subsistence costs linked 2nd transnational exchange	DSA	215.00	9.00	1,935.00	3 delegates
B	Partner 4	Workstream 1	accomodation and subsistence costs linked 2nd transnational exchange	DSA	215.00	9.00	1,935.00	3 delegates
B	Partner 5	Workstream 1	accomodation and subsistence costs linked 2nd transnational exchange	DSA	215.00	9.00	1,935.00	3 delegates
B	Partner 6	Workstream 1	accomodation and subsistence costs linked 2nd transnational exchange	DSA	215.00	9.00	1,935.00	3 delegates
B	Partner 7	Workstream 1	accomodation and subsistence costs linked 2nd transnational exchange	DSA	215.00	9.00	1,935.00	3 delegates
B	Partner 8	Workstream 1	accomodation and subsistence costs linked 2nd transnational exchange	DSA	215.00	9.00	1,935.00	3 delegates
							0.00	
							0.00	
E	Applicant	Workstream 1	Room Hire - Transnational exchange 1	day	1,325.00	3.00	3,975.00	
E	Applicant	Workstream 1	Room Hire - Transnational exchange 2	day	1,325.00	3.00	3,975.00	
							0.00	
E	Applicant	Workstream 1	Catering - Transnational exchange 1	day	1,000.00	3.00	3,000.00	
E	Applicant	Workstream 1	Catering - Transnational exchange 2	day	1,000.00	3.00	3,000.00	
							0.00	
E	Applicant	Workstream 1	Interpretation - Transnational exchange 1	day	4,000.00	3.00	12,000.00	
E	Applicant	Workstream 1	Interpretation - Transnational exchange 2	day	4,000.00	3.00	12,000.00	
							0.00	
E	Applicant	Workstream 1	External experts - Transnational exchange 1	day	600.00	30.00	18,000.00	lead experts 20 days and 2 support experts 5 days each at 600 euros per day including tax







## 5. Key Documents

### EXPENSES CLAIM FORM TEMPLATE

<b>I AM ROMA</b> Project: JUST/2009/FRAC/AG/1245 - 30-CE-0377094/00-17			
<b>Expenses claim form</b>			
Partner :			
Bank details for reimbursement			
Account holder :			
IBAN:			
BIC:			
Address :			
Item: description	Purpose	Date	Amount (€)
Total amount (€)			- €
<i>Please note that ORIGINAL receipts are required for each expense and should be always attached to this form.</i>			
Certified by:		Name:	
		Function:	
		Date:	
		Signature:	

Participants of First Project Steering Group Meeting are expected to book and pay their flights/travel themselves. Their expenses will be reimbursed to them later by QeC-ERAN. Please note that in order to get reimbursed, the travel costs cannot exceed the maximum amount allowed.

In order to receive the reimbursement for your travel expenses, please send QeC-ERAN office the following (**ALL ORIGINALS REQUIRED!**):

**Flight expenses** - expenses claim form; ticket(s); boarding passes

**Train/buses etc.** - expenses claim form; ticket(s)

**Others** (snacks, coffees, etc.) - expenses claim form; bill(s)

In addition you will be provided a reimbursement form to fill in.

Please make sure that all these documents are sent to us, otherwise we will not be able to reimburse you.

Last but not least, please don't forget to include on the reimbursement form your bank details (bank account, IBAN and BIC codes, bank address, account holder) in order for us to do the reimbursement.

Regarding the accommodation, the hotel rooms are directly paid by QeC-ERAN as well as the lunches and dinners.





## REQUEST FOR PREFINANCING



### I AM ROMA

Pre-Financing Request from Project Partners

Project Partner:....*insert name*

We request the transfer of 30% of the funds allocated to each partners for undertaking local actions. This refers to the following activities ONLY:

- Local Meetings with Stakeholders -€5000
- Local capacity building Programme-€15,000
- Local awareness raising Campaigns-€20,000

TOTAL PER PARTNER: €50,000 (30% =€15,000)

In undertaking this transfer, the Partner is accepting the following conditions:

1. That where the above transfer is used to pay for project staff, then this will be in compliance with the staff declarations submitted. The partner will also submit the required timesheets in the required format and proof of payment to named staff in the form of payslips.
2. Where the above transfer is used to pay for contract staff, then the partner will provide a copy of the contract(s) plus invoices for payment AND proof that the tasks indicated in the contract have been completed.
3. Where the above transfer is used to pay for costs relating to the Local Meetings, Local Capacity building programme, Local Campaigns, then the partner will provide evidence of expenditure claimed (certified invoices of expenditure) and also proof of what ever activity the costs relate to.
4. Where the above transfer is used to pay for local travel, then again the partner will provide proof of expenditure and also proof of what ever activity the costs relate to.
5. Upon using the pre-financing and in order to request a further pre-financing payment. The partner will submit a statement of total expenditure plus all necessary proofs.

PLEASE NOTE NO PRE-FINANCING WILL BE PAID UNTIL EACH PARTNER HAS SUBMITTED THE REQUIRED STAFF DECLARATIONS TMSHEETS FOR THEIR LOCAL CO-ORDINATOR

**Lead partner:  
Municipality of  
SINTRA (PT)**

European Roma  
Labour Agency (SK)

The Roma Center for  
Social Intervention and  
Studies – Romani  
CRISS (RO)

Dobrich Municipality  
(BG)

Heraklion Municipality  
(EL)

European  
Development Agency  
(CZ)

Lazio Region,  
Managing Authority for  
the European Social  
Fund (IT)

Intercultural Institute  
Timisoara (RO)

*Associate partner:  
Fundação Calouste  
Gulbenkian (PT)*

*With the support of  
QeC-ERAN (BE)*



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL JUSTICE



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#### ACCEPTANCE OF ABOVE CONDITIONS

I, *insert name*, as the legal representative of the *insert name of partner* agree to the above conditions. I also note that in the event that *insert name of partner* fails to meet the requirements of expenditure verification then *insert name of partner* will accept responsibility for the repayment of any disallowed expenditure.

Please make payment to the following account:

Bank name:  
Bank address:  
BIC code:  
IBAN CODE:  
Account holder:

Signed

Full Name

Position

Date



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