

Notes 1st Steering Group Meeting 'I am Roma'

Date: April 4,5 & 6, 2011
Place: Bucharest, Euro Hotel Polize
Present: Ana Teresa Lampreia, Anabela Paraiso Nunes Costa, Jorge Miranda (Sintra Municipality, PT)
Martin Rejmis, Lenka Tykvartová (European Development Agency, CZ)
Haroon Saad, Karoll Kock (LUDEN, BE)
Romina Matei, Eugen Gherga (Intercultural Institute Timisoara, RO)
Genoveva Dimitrova Drumeva, Daniela Petrova Milkova (Dobrich Municipality, BG)
Roman Kaiser, Sylvia Porubanova (European Roma Employment Agency, SK)
Cezara David, Oana Mihalache (Romani Criss, RO)
Absent: Representatives of Heraklion Municipality (EL) and Managing Authority for the ESF in Lazio Region (IT)

Programme

1. Overview project 'I am Roma'
2. Presentation of the partners
3. Management and administration of the project
4. Action Plan
5. Initial ideas capacity building workshop

Ad 1. Overview project 'I am Roma'

Haroon Saad explained the role of LUDEN (aka QeC-ERAN) and gave an overview of what has been agreed regarding the project 'I am Roma'. There were no specific questions/discussions.

Ad 2. Presentation of the partners

All partners presented their organizations and the challenges they face regarding to Roma. The remarks and questions provided input for the capacity building workshop (discussed in Ad 4). All presentations will be available through the website.

Ad 3. Management and administration of the project

- Finance: Haroon Saad explained the different forms to be used in the project. First thing to do back home is to prepare the staff declaration forms. Partners are required to collect proof: every payment and activities that happened need to be documented, there is no space for errors! A suggestion is that forms are first send by email for a check to Maria Hoffman (LUDEN).
- Reports: The reports can be made in the local language. It is good to remember that every activity has to be evaluated.

- Website: By the end of the week the website will be online. There is a section exclusively for management purposes and communication with the LAG's. In this section reports, notes, presentations etc can be found.
- Meetings: We will try to do as much as possible by conference calls and emails, as in the budget there is only budget to pay 2 separate SG-meetings (and 2 combined with the transnational workshops).

Ad 4. Action Plan

- Phase 1: 0-6 months
 - 1st SGM
 - Project website with the management platform
 - Planning for the capacity building workshop
 - Establish LAG's. It is important to have the different roles (activists, knowledge persons and communicators) are represented in the LAG's. The profiles will be checked on this. LUDEN will design templates for the profiles.
- Phase 2: 6-12 months
 - 1st transnational workshop: Capacity building
 - 2nd SGM (combined with workshop)
 - Local Capacity building workshops
 - Online exchange programme
 - Good practice (Capacity building compendium)
 - Development of local campaign
- Phase 3: 12-20 months
 - 2nd transnational workshop
 - 3rd SGM (combined with workshop)
 - Local campaigns undertaken
 - Online events
 - Local campaign materials (good practices, data base)
- Phase 4: 20-24 months
 - 4th SGM (last)
 - Transnational dissemination event
 - Local dissemination events

- Final report(s)

Detailed planning for the next 6 months:

	Item	Who	Deadline
1	Staff declaration form send to LUDEN	Partners	April 15
2	Timesheets	Partners	April 15
3	Proof of Payment	Partners	April 15
4	Pre-financing request	Partners	April 15
5	Expenses claim	Partners	April 15
6	Website guide send to partners	LUDEN	April 15
7	Accounts created on the website	Local coordinators	April 20
8	LAG Profile template send to local coordinators LAG profiles on platform	LUDEN Partners	April 30 June 30
9	Details of participants to Capacity building workshop and 2 nd SGM send to LUDEN	Local coordinators	July 15
10	Capacity building workshop and 2 nd SGM	Local coordinators + 3 participants per partner	Sept 26-29

Ad 5. Initial ideas for the capacity building workshop

The capacity building workshop will be held in Sintra, from September 26 to 29. In the budget there is room for translation in three languages. When the participants are known a decision will be made on the third language, as English and Portuguese needs to be in the list.

During the presentations some elements were mentioned:

- Legal: EU context (children and human rights, antidiscrimination), Case Law (e.g. school segregation and redefining cases in such a way that it is not seen as discrimination). Some partners would also like to see a spin off regarding raising awareness of rights targeted at Roma.
- Profile of Roma discrimination: stereotypes, gender, age, etc.
- Good practices: E.g. human rights & local monitors network, family planning & health communication. There is also a wish to include a field visit in the programme.
- Resources: Sharing resources that can be used during the local capacity building workshops.