

## ENABLE KICK-OFF MEETING – OCTOBER 2014

**Date and time:** 24 October 2014, from 9.00 to 16.00

**Venue:** EUN offices, 61 rue de Treves, Brussels, 1040 Belgium

**Attendees:** David Wright (SWGfL); Eleni C. Tzavela (FAH); Tessy Ojo (Diana Award); Paul Cording (Vodafone); Ken Corish (SWGfL); Valentina Garoia (EUN); Janice Richardson (EUN); Elizabeth Milovidov (EUN); Antonella Tesoro (EUN) Ioanna Leontaraki (EUN); John Stringer (EUN); Menelaos Sotiriou (FAH)

**Attendees via teleconference (Webex):** Anni Marquard (Cyberhus), Zeljka Knezovic (Partners in Croatia); Jonas Ravn (Cyberhus); Annie Mullins (ask.fm)

### Agenda

- Administrative and Financial Aspects of ENABLE
- Consortium agreement
- Introduction and role of associate partners
- Anti-bullying data sheet template
- Nominations Think Tank
- Calendar of events
- Review and discussion on Workplan
- AOB

### Item 1: Administrative Aspects of ENABLE: John Stringer

John presented the administrative aspects of the project and stressed that the management guide explains how everything works.

The structure of the grant agreement links the partners and beneficiaries to the Commission and European Schoolnet has signed the agreement on behalf of the partners.

For specific details of the topics covered by John (Special Conditions, Key Roles, Beneficiaries, Audit Provisions, Consortium Agreement and more), please refer to the powerpoint “ENABLE-Legal Aspects” available in Basecamp.

### Item 2: Consortium agreement: Antonella Tesoro

Antonella discussed the financial aspects of the project and touched upon eligible costs, eligibility of costs for staff, eligibility costs for travel and subsistence. For specific details of the topics covered by Antonella, please refer to the powerpoint: “ENABLE\_Admin and Finance\_Antonella Tesoro” available in Basecamp.

### **Item 3: Introduction and role of associate partners**

Paul Cording of Vodafone noted that Vodafone is present in 12 of the EU member states with the Digital Parenting project. Vodafone brings its corporate viewpoint, solid overall experience and contacts in other markets.

Vodafone appreciates ENABLE because this is a very fragmented space, where everyone is doing their own thing. Can we find a way to work together? Vodafone likes the joint approach that we can then deliver and believes that ENABLE responds to something that everyone is out there grasping for.

Annie Mullins of ask.fm noted that there are different perspectives, and that we must ask the deeper question: what is the adult perception on bullying and how do young people respond to it; why is bullying such the current issue?

Twitter and Facebook were not present.

### **Item 4: FAH – Greece Anti-bullying Data Sheet Template: Eleni Tzavela**

Eleni is a developmental psychologist and behavior therapist working with adolescents and their parents. According to Eleni, the focus at FAH is to base everything on evidence and very thorough research on what is out there.

- What has been done?
- What works?
- From within what works, we need to draw out the components that have been effective. We will be adapting existing interventions.

This is a systemic approach: we are targeting an entire system: family, school, parents (systemic).

### **Item 5: Think Tank Considerations: Elizabeth Milovidov**

Over the next 2 weeks, we need to shortlist Think Tank candidates in order to select 7 permanent members, and 3 guests per session within a peer review-type format (i.e. 21 guests over the 2-year period). In all there will be 7 online Think Tank meetings and the 8<sup>th</sup> meeting will be at the final international conference.

For specific details of the topics covered by Elizabeth, please refer to the powerpoint: “ENABLE Think Tank Oct 24” available in Basecamp.

### Item 6: Calendar of events

A discussion followed regarding the event calendar. Next online meeting proposed on 21 November at 14:30 (Brussels time). Official launch of phase 1 results proposed to take place in Athens instead of Brussels (tbc) on 11 / 12 March 2014.

### Item 7: Review and discussion on Workplan

The partners then reviewed the workplan and specifically the Gantt chart. A discussion ensued about the responsibilities of each.

### AOB

Discussion regarding logo and next ENABLE meeting, scheduled for Nov 21 at 14:30 (Brussels time).

## ENABLE MEETING – NOVEMBER 2014

**Date and time:** 21 November 2014, from 14.30-15.30

**Venue:** Via teleconference (Skype)

**Attendees:** Roger Blamire (EUN), Antonella Tesoro (EUN), Tessy Ojo (Diana Award), Louiza Jeffcoat (SWGfL), Viki Green (SWGfL), Eleni Tzavela (FAH), Jonas Ravn (Cyberhus), Elizabeth Milovidov (EUN), Menelaos Sotiriou (FAH)

**Absent:** Partners in Learning Croatia

### Agenda

- Work plan
- Anti-bullying program and bullying phenomenon templates
- Think Tank update
- Logo selection after SIF survey
- Basecamp explanation
- Consortium agreement
- Webpage: model
- Discussion of March 11-12 agenda
- AOB

Elizabeth opened the meeting with a listing of all relevant deadlines.

- **Nov 25:** comments on year 1 of the work plan
- **Dec 10:** Anti-bullying programs template completed

- **Dec 20:** Phenomenon template completed
- **Jan 15:** at least 2 anti-bullying program templates completed and preference for 3
- **Jan 15:** Publication of data sheets (anti-bullying and country phenomenon)
- **March 1:** Set of 15 datasheets on different anti-bullying methods to present at March 11-12 meeting.
- Dates for next consortium online meetings **Dec 19, Jan 23, Feb 20, March 20**

#### **Item 1:** Discussion of work plan

The partners discussed the work plan and EUN stressed the absolute necessity to progress to schedule. Roger explained the significance and value of having a thorough work plan and he reminded all the partners that the work plan should be considered as a top-level guide on what needs to be done over the next 22 months.

#### **Item 2:** Discussion of anti-bullying program template and bullying phenomenon template.

Eleni walked through a description of the bullying phenomenon and the phenomenon template, followed by a discussion of the inclusion formula.

Eleni stressed that each partner should take 2-3 weeks to complete the templates. If FAH receives the completed templates by Jan 5<sup>th</sup>, this should be adequate.

#### **Item 3:** Think Tank update

Elizabeth provided a quick update on the Think Tank status: a letter has been sent to the Ministries of Education in order to find more European and international balance; the Think Tank invitation has been drafted, but on hold until we have a final list of candidates.

#### Themes for the Think Tank meetings:

- Interpreting the statistics on bullying
- Correlation between anti-bullying campaigns and bullying?
- Social and emotional learning approaches
- Dealing with bullying, real cases,
- Impact of bullying on child and adulthood
- Neuroplasticity and bullying

**Item 4:** Logo selection after SIF survey

Elizabeth explained how she polled over 50 people at the SIF by showing all three taglines and that 37 chose the current tagline: *empower children. eliminate bullying.*

**Item 5:** Basecamp explanation

Antonella provided a brief explanation on Basecamp and reminded the partners that all documents are centralized in Basecamp.

Elizabeth reminded partners that Basecamp does not track changes/author, so if you update a document, please update the title and note all final documents as FINAL.

**Item 6:** Consortium agreement

Antonella explained some of the payment details under the consortium agreement, although dissemination of the agreement is on hold while EUN waits for internal confirmation. **The consortium agreement will be sent to partners by December 1<sup>st</sup>.**

Antonella provided the following details for reporting:

- M5: 1<sup>st</sup> internal report (due April 15, 2015)
- M12: Financial report Y1 (due October 15, 2015)
- M18: 2<sup>nd</sup> internal report (due April 2016)
- M24: final report (due October 2016)

**Item 7:** Webpage: model

Elizabeth showed the partners the [www.langoer.eun.org](http://www.langoer.eun.org) which EUN will emulate for ENABLE. Valentina has confirmed that the technical team should have the site up by December, January at the latest.

**Item 8:** Discussion of March 11-12 agenda

Elizabeth opened the discussion on what will we do for March 11, 12 - that 1.5 day period that is joined to the 8<sup>th</sup> State of The Art Adolescent Medicine Course on March 13-14? The partners will think on format, invitees and what can be provided to participants.

**Item 9:** AOB

Elizabeth mentioned that EUN would like to start an ENABLE monthly information bulletin and reminded partners to confirm their lists of staff working on the project.

### OCTOBER ACTION PLAN

Action	Person Responsible	Contributors	Due Date
Create workplan	Janice Richardson	EUN	Oct 15, 2014
PROJECT ADMIN Read the Grant Agreement and the Management Guide; Use the templates provided; Keep good records and if there are changes of key staff: you commit yourself to notify the coordinator (EUN) in advance.	All partners	All partners	Ongoing
Create a mailing list	Elizabeth Milovidov	Partner Mailing List	Done
PROJECT FINANCE Keep all invoice and receipts signed by the staff receiving the reimbursement /subsistence; Keep signed attendance list for meetings and conferences	ALL	Partner Mailing List	Ongoing
EUN will send a timesheet model to all partners; Timesheet template and other templates: are on Basecamp; Partners should use templates to be sent according to the reporting schedule.	Antonella Tesoro		Ongoing
METHODOLOGY List local terms, list key words for cyberbullying, bullying.	ALL	ALL	November
Reflect upon template to create the data sheets on bullying methodologies	ALL	ALL	November
Consortium Agreement	John Stringer	ALL	<b>Dec 1, 2014</b>
Completed anti-bullying program and bullying phenomenon templates	ALL	ALL	<b>Jan. 5, 2015</b>
PUBLIC LAUNCH	ALL	ALL	Done

Check calendars for a launch conference in March; Organise a public kick-off where we produce initial desktop research; link to an international meeting in Athens.			<b>March 11-12</b>
Continue talking to Mannerheim League (Juuso Repo, Finland)	ALL	ALL	Ongoing
Start putting forward names for Think Tank; Invitation to be sent Nov 21	ALL	ALL	Nov 18
Think of location for Final Event	ALL	ALL	<b>December</b>
Think of logo ideas	ALL	ALL	Done

#### NOVEMBER ACTION PLAN

Action	Person Responsible	Contributors	Due Date
<b>WORKPLAN</b> Every partner to review year 1 of work plan and note where they will lead and where others to contribute.	ALL	ALL	Nov 25, 2014
<b>TEMPLATES</b> Send any comments on either template	ALL	ALL	Nov 28, 2014
<b>DISSEMINATION</b> Download the flyer, customize and distribute for your local country; send dissemination figures to Valentina.	ALL	ALL	November
<b>BASECAMP</b> EUN to separate the Basecamp folders; All partners to sign up to Basecamp.	ALL	ALL	November
<b>CONSORTIUM AGMT</b> Review the consortium agreement and provide any comments.	ALL	ALL	Dec 5, 2014