PROJECT MANAGEMENT PLAN

Reintegration Through Sport

(R.T.S)

February, 2018

Project Title	**Reintegration Through Sport**	
Acronym **Key action**	**R.T.S** **Erasmus+ Sport/ Small Collaborative Partnerships**	
Duration	**1/1/2018-30/6/2018**	
Application No **Applicant Organization**	**590442-EPP-1-2017-1-EL-SPO-SSCP** **KETHEA**	www.kethea.gr
Partner Organization	**University of Thessaly** **Department of Physical Education & Sport Science**	www.pe.uth.gr
	A-LARM	www.a-larm.no
	Asociación Experientia	www.asociacionexperientia.org
	Equal Society	www.equalsociety.gr

Revision Log

Revision	Date of Issue	Content and changes	Edited by
1st Version	8 Feb 2018	First draft version	Fotis Panagiotounis
2st Version	14 Feb 2018	Second draft version	Fotis Panagiotounis

TABLE OF CONTENTS

Introduction

The *Reintegration Through Sport (RTS)* project was approved by the **Erasmus +: Sport, Youth and EU Aid Volunteer**, Small Collaborative Partnerships program. The project aims to highlight the benefits of outdoor sports activities and contribute to the creation of a secure environment, giving ex-drug addicts equal opportunities, contributing to their treatment and social reintegration. The project's main goal is to develop and implement an innovative training tool that can contribute to the treatment and reintegration of ex-drug addicts. The project will be supported by a multidisciplinary team (experts in Adventure Therapy field, sports psychologists, social workers, researchers, experts in outdoor sports activities, etc.). Also, the training tool will be accessible to healthcare professionals and physical education teachers working in the addictions field.

The main objectives of the project

1. The use of outdoor sports activities as a therapeutic tool for the treatment and social rehabilitation and integration of former psychoactive substances users.

2. The use of outdoor sports activities as a preventive tool for the use of psychoactive substances.

3. To enhance accessibility and equal opportunities for people from vulnerable social groups

Project Scope

The *Reintegration Through Sport* project will be developed in four areas:

1.   To create and continuously strengthen a network linking centers, NGOs, institutions, (inter) national organizations and private people working to promote the benefits of outdoor sport activities and their use in the treatment of addictions.
2.   To identify the Theoretical background, the scientific approaches and the good practices in order to raise awareness and exchange of knowledge, providing opportunities for dialogue in order to enhance the dissemination of information on sport in the nature and treatment of drug abuse
3.   Creating and promoting an innovative training tool to increment awareness, capacitation and training of team leaders, supervisors and health professionals.
4.   Evaluation through Social Return On Investment methodology (SROI)

Activities List

The below chart lists the major activities for the *Reintegration Through Sport* Project. This chart is comprised only of major project activities. There may be smaller activities which are not included on this chart. Activity definition will identify the specific work packages which must be performed to complete each deliverable. Activity sequencing will be used to determine the order of work packages and assign relationships between project activities. Activity duration estimating will be used to calculate the number of work periods required to complete work packages. If there are any scheduling delays which may impact an activity or delivery date, the project manager must be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these activities or dates will be communicated to the project team by the project manager.

Activity	Objective(s):	Transnational Meetings	WP	Duration (months)
Management/Coordination of the project	Identify all the tasks that need to be undertaken to achieve the project's objectives. Identify responsible individual(s) for each task and the amount of time/effort they will be required to provide. Identify the key milestones, which will enable the progress of the project to be monitored. Identify a communications and knowledge management plan.	**Kick-off meeting** Place: Athens - Greece Coordinator: KETHEA Participants: 10 DATE: 15-16 Feb /2018	1	**18** 1/18-6/19
Development/strengthening of network	1. Establish and strengthen a network 2. Exchange of best practices, scientific knowledge and comprehensive program 3. Creation of a database of existing programs related to the objectives of the project. 4. Use of the network for the implementation of Erasmus + mobility program 5. Implementation of the project results (training tool) from the network.	**Network creation meeting** Place: Kristiansand - Norway Coordinator: A-LARM Participants: 10 DATE: 25-27 April/2018	2	**16** 2/18- 6/19
Collection of good practices/Theoretical background	Comparative study / analysis of the current situation through the identification and collection of good practices, theoretical background and scientific approaches; methods or trends mainly at national level (central or regional) of the partners countries; European level on the subject of the program.	**Analysis of good practices** Coordinator: KETHEA Place: Moncada- Spain Participants: 10 DATE: 26-28 Sep/2018	3	**5** 5/18-9/18

Developing of the Training tool	Creation of a training tool (Adventure Drugs Rehabilitation-ADR) based on outdoor sport activities and Adventure Therapy. Development of an innovative tool in the form of a manual which will combine the methodology, guidelines, best practices, and recommendations that can be applied by physical education teachers and health professionals who work in the field of addictions.	**Design of the Training Tool meeting** Coordinator: University of Thessaly Place: Trikala Greece Participants: 13 DATE: 19-22 Nov/2018 (to be confirmed)	4	**7** 10/18-4/2019
Pilot implementation of the training tool	Sensitization and training of health professionals in the training tool Pilot implementation of the tool to former drug users.	**Pilot implementation** Coordinator: Asociación Experientia Place: Trikala-Greece DATE:3-7 April 2019 (to be confirmed)	5	**2** 4/19-5/19
Evaluation	Intermediate report Every three months Equal Society will provide a report relating to data collection process and key recommendations Social Impacts Assessment When the project is complete Equal society will conduct a social impact assessment report.	-	6	**18** 1/18-6/19
Dissemination	To reveal the benefits coming from outdoor sport activities and adventure therapy activities. Highlight the educational dimensions of sports and identify the ways in which education reinforces personal development and treatment progress of the specific group (people in therapy). To emphasize the importance of the training interventions in a treatment facility as means of dealing with social exclusion of people with addiction problems. To highlight the importance of outdoor sport and adventure therapy activities as a prevention tool against drug addiction. To promote project's intellectual outputs and tangible deliverables to the general public and to all potential stakeholders. Promote education in and through sport with special focus on skills development.	**Final conference** Coordinator: KETHEA Participants: all Place: Athens Greece DATE: 15-16 Jun 2019 (to be confirmed)	7	**18** 1/18-6/19

Schedule Changes

If any member of the project team determines that a change to the schedule is necessary, the project manager and the Steering Committee will meet to review and evaluate the change. The project manager and the Steering Committee must determine which tasks will be impacted, variance as a result of the potential change, and any alternatives or variance resolution activities they may employ to see how they would affect the scope, schedule, and resources. If, after this evaluation is complete, the project manager determines that any change will exceed the established boundary conditions, then a schedule change request must be submitted.
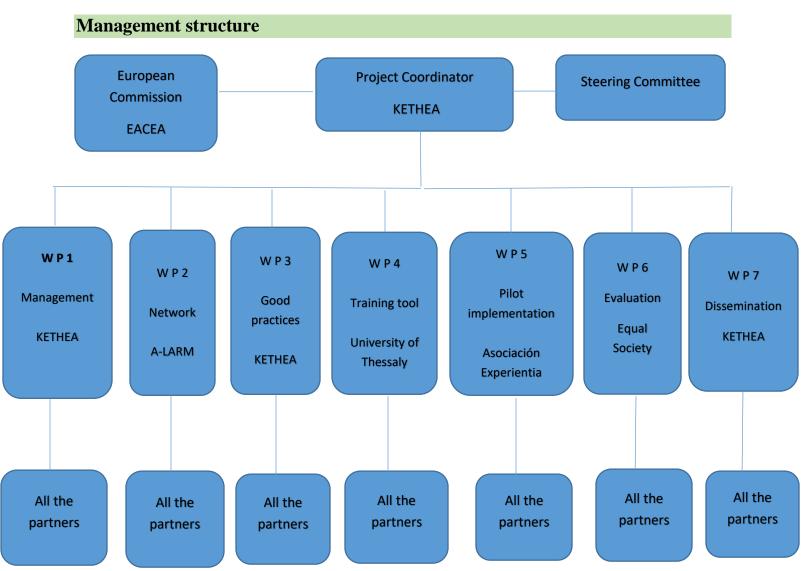
Project Management Approach

The partner coordinator (KETHEA) is responsible for the management and execution of the project in accordance with a project description. The project manager will work with all interested parties to carry out the project. The project management plan will be examined and approved by all project partners. The partner coordinator is responsible for the financial management of the project in order to address project risks as well as to communicate with the partners on the progress and performance of each project resource.

The partners must implement the action as described in Project Description and in compliance with the provisions of the Agreement and all legal obligations under applicable EU, international and national law.

Management structure

```
European Commission          Project Coordinator          Steering Committee
EACEA                        KETHEA
```

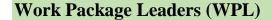| WP 1 Management KETHEA	WP 2 Network A-LARM	WP 3 Good practices KETHEA	WP 4 Training tool University of Thessaly	WP 5 Pilot implementation Asociación Experientia	WP 6 Evaluation Equal Society	WP 7 Dissemination KETHEA
All the partners	All the partners	All the partners	All the partners	All the partners	All the partners	All the partners

Project manager

The Project manager will be responsible for facilitating work packages sequencing, and estimating duration and resources. The project manager will also create the project schedule and validate the schedule with the project team.

The Steering Committee (SC)

The Steering Committee besides its crucial involvement in decision making and safeguarding of project success will be involved in the management and the monitoring of the project. The role of the Steering Committee is operational and will be the responsible body for all managerial decisions and resolution of conflict

Partner	Name
KETHEA	Kostas Matzios
A-LARM	
UNIVERSITY OF THESSALY	
ASOCIACIÓN EXPERIENTIA	Alexander Rose
EQUAL SOCIETY	

Work Package Leaders (WPL)

The management responsibility for each work package is attributed to the appointed partner, who nominates an individual as Work Package Leader. The WPL is responsible for coordinating the work done by all participants in the work package. The WP Leader submits the WPL progress reports (every 6 months) and presents the work package progress when required. WP Leader reviews all deliverables of the WP, being responsible for their quality. The initial activity of the partnership is to nominate the corresponding Work Package Leaders, as the highest level of technical responsibility within each WP.

Work Package Leaders (WPL)

Work Package	Partner	WPL (name)
WP 1: Management	KETHEA	Fotios Panagiotounis
WP 2: Network	A-LARM	
WP 3: Collection of good practices.	KETHEA	Kosta Matzios
WP 4: Developing of the Training tool	UNIVERSITY OF THESSALY	
WP 5. Pilot implementation	ASOCIACIÓN EXPERIENTIA	Natalia Ruiz de Cortázar Gracia
WP 6. Evaluation	EQUAL SOCIETY	
WP 7. Dissemination	KETHEA	Fotis Panagiotounis

Project Deliverables

1. Project Periodic Reports

Periodic Reports are documents that have to be submitted to the steering Committee and to the Project Coordinator by for each reporting period, and will include:

(a) A **periodic technical report** containing:
(i) An explanation of the work carried out by the beneficiaries;
(ii) An overview of the progress towards the objectives of the project.
(b) A **periodic financial report** containing:
A financial statement from each partner for the reporting period concerned. It is established that every 6 months, the partners will have to submit their financial reports regarding the costs incurred during the past 6 months' period, from a partner's point of view.

2. Final Project Periodic Report

Periodic Report is a document which is summarize the Project Periodic Reports of the partners for each reporting period, and will include:

(a) A periodic technical report
(b) A periodic financial report

3. Project Final Report

In addition to the periodic report for the last reporting period, Final Report is a document that has to be submitted to the European Commission at the end of the project. The report must include:

(a) A **final technical report** will containing:
(i) An overview of the results and their exploitation and dissemination;
(ii) The conclusions on the action
(iii) The socio-economic impact of the action
(b) A **final financial report**

4. WPL progress reports

WPL's biannual progress reports are prepared at the end of the semester by each WP leader and addressed to the Project Coordinator and the Steering Committee. The WP biannual progress report will state the progresses and the achievements of the corresponding WPs and their tasks during the six months, from a work package's point of view. The report must include all the deviations in regards to the work plan, and all the proposed resolution/mitigation actions. Any quality and/or risk issue must be declared despite it may have already been informed to the project manager and all relevant partners.

5. **Transnational meeting reports**
- Partner leading the meeting
- 30 days after the meeting
6. **Good Practices and Theoretical background Final Report**
- WPL (3)
- Oct 2018
7. **Training Tool Final Report**
- WPL (4)
- Mar 2019
8. **Pilot implementation of the training tool final Report**
- WPL (5)
- May 2019
9. **Intermediate reports & Social Impacts Assessment**
- WPL (6)
- 3 Biannual Report (6,12,18)

Deliverables overview

Document type	WP	Who	When (project month)	Where	Format/ Language
Project Periodic Reports	WP 1	All partners	Biannual Report 6,12,18	Email Google drive	Pdf/English
Final Project Periodic Report	WP 1	Project manager	Biannual Report 6,12,18	Email Google drive Web site	Pdf/English
Project Final Report	WP 1	Project manager	18	Email Google drive Web site Erasmus+ Project Results Platform	Pdf/English
WPL progress reports	WP 2 WP 3 WP 4 WP 5 WP 6 WP 7	WPL	Biannual Report 6,12,18	Email Google drive Web site	Pdf/English
Transnational meeting reports		Partner leading the meeting	After the meeting	Email Google drive Web site	Pdf/English
Good Practices and Theoretical background Final Report	WP 3	WPL	Oct 2018	Email Google drive Web site	Pdf/English
Training Tool Final Report	WP 4	WPL	Mar 2019	Email Google drive	Pdf/English
Pilot implementation of the training tool final Report	WP 5	WPL	May 2019	Email Google drive	Pdf/English
Intermediate reports & Social Impacts Assessment	WP 6	WPL	Biannual Report 6,12,18	Email Google drive Web site	Pdf/English

Project months																		
	2018												**2019**					
Project months	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**
Project Periodic Reports						√						√						√
Final Project Periodic Report						√						√						√
Project Final Report																		√
WPL progress reports						√						√						√
Good Practices Final Report										√								
Training Tool Final Report															√			
Pilot implementation final Report																	√	
Intermediate reports /Social Impacts Assessment						√						√						√

Obligations and roles

The coordinator

- ✓ Signs and is responsible for all legal and financial documents of collaborative partnership
- ✓ Responsible for the project implementation
- ✓ Manages the work of partners, solves problems
- ✓ Contact point for EACEA
- ✓ Monitor that the action is implemented in accordance with the Agreement;
- ✓ Be the intermediary for all communications between the beneficiaries and the Agency, except where provided otherwise in the Agreement, and, in particular, the coordinator shall:
- • Immediately provide the Agency with the information related to any change in the name, address, legal representative as well as in the legal, financial, technical, organizational or ownership situation of any of the beneficiaries or of its affiliated entities or to any event likely to affect or delay the implementation of the action, of which the coordinator is aware;
- • Bear responsibility for supplying all documents and information to the Agency which may be required under the Agreement, except where provided otherwise in the Agreement; where information is required from the other beneficiaries, the coordinator shall bear responsibility for obtaining and verifying this information before passing it on to the Agency;
- ✓ Make the appropriate arrangements for providing any financial guarantees required under the Agreement;
- ✓ Establish the requests for payment in accordance with the Agreement;

- ✓ Where it is designated as the sole recipient of payments on behalf of all of the beneficiaries, ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;
- ✓ Bear responsibility for providing all the necessary documents in the event of checks and audits initiated before the payment of the balance, and in the event of evaluation in accordance with
- ✓ Transfer to the beneficiaries, without delay, any document relating to the action or the grant.

The Partners

- ✓ Jointly and severally responsible for carrying out the action
- ✓ Jointly and individually responsible for complying with legal obligations
- ✓ Informing coordinator, submitting documents
- ✓ Receives a part of grant
- ✓ Inform the coordinator immediately of any change likely to affect or delay the implementation of the action of which the beneficiary is aware;

- ✓ Inform the coordinator immediately of any change in its legal, financial, technical, organizational or ownership situation or of its affiliated entities and of any change in its name, address or legal representative or of its affiliated entities;
- ✓ Submit in due time to the coordinator:
- • The data needed to draw up the reports, financial statements and other documents provided for in the Agreement;
- • All the necessary documents in the event of audits, checks or evaluation in accordance with
- • Any other information to be provided to the Agency according to the Agreement, except where the Agreement requires that such information is submitted directly by the beneficiary to the Agency.

EACEA

- ✓ General management of project life cycle
- ✓ Signs grant agreement
- ✓ (Dis)approves and signs all amendments
- ✓ Monitors projects
- ✓ Acts as a helpdesk during project lifetime
- ✓ Validates reports at the final reporting stage

Communications Management Plan

The Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication requirements change. This plan identifies and defines the roles of *Reintegration Through Sport* project team members as they pertain to communications. It also includes a communications matrix which maps the communication requirements of this project, and communication conduct for meetings and other forms of communication. A project team directory is also included to provide contact information for all stakeholders directly involved in the project.

The Project Manager will take the lead role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, and to whom to communicate.

Communications Matrix

Work package	Communication Type	Frequency	Participants/ Distribution	Owner
Management implementation	Email Skype Google Drive / Doodle Web Site/ Facebook	Monthly	Project Team	Project Manager KETHEA
Development and strengthening of a network	Email Skype Google Drive/Doodle Web Site/ Facebook	Monthly	Project Team	Work package leader A-LARM
Collection of good practices	Email Skype Google Drive / Doodle Web Site/ Facebook	Monthly	Project Team	Work package leader KETHEA
Developing of the Training tool	Email Skype Google Drive / Doodle Web Site/ Facebook	Monthly	Project Team	Work package leader University of Thessaly
Pilot implementation of the training tool	Email Skype Google Drive / Doodle Web Site/ Facebook	Monthly	Project Team	Work package leader Asociación Experientia
Evaluation	Email Skype Google Drive / Doodle Web Site/ Facebook	Monthly	Project Team	Work package leader Equal Society
Dissemination	Email Skype Google Drive / Doodle Web Site/ Facebook	Monthly	Project Team	Work package leader KETHEA

Project team directory

Name	Title	Partner	E mail	Skype name	Office Phone	Cell Phone
Fotis Panagiotounis	Project Manager	KETHEA	fpanagiotounis@kethea.gr	Fotis Panagiotounis	(+30)2109241993-6 (ex. 241)	(+30)6942476618
Panagiotis Chaldaios	Expert in Drug Addictions	KETHEA	jpchaldaios@kethea-kyttaro.gr		(+30) 2721087356	
Konstantinos Matzos	Researcher	KETHEA	research@kethea-epirou.gr		(+30) 2721087356	
Yannis Theodorakis	Training Tool Development Manager	University of Thessaly	theodorakis@pe.uth.gr	YANNIS	(+30) 24310 47001	
Marios Goudas	Expert in Developing Physical Education Tool	University of Thessaly	mgoudas@pe.uth.gr		(+30) 24310 47045	
Charilaos Kouthouris	Expert in Sport & Recreation	University of Thessaly	kouthouris@pe.uth.gr	charis kouthouris	(+30) 24310 47004	(+30)694 6907633
Alexander Rose	(Outdoor sport activities) Training Coordinator.	Asociación Experientia	info@experientia.es	a.rose7	(+ 34) 626670465	
Natalia Ruiz de Cortázar Gracia	Expert in Adventure Therapy Methodology	Asociación Experientia	info@asociacionexperientia.org	nathalichu	(+34) 660155532	
Jan Ivar Ekberg	Network Coordinator	A-larm	janivar@alarm.no		++ /474 83 679	
Trond Stalsberg Mydland	Researcher	A-larm	tsm@aforsk.no	tsmkrs	++ /47 480 10 549	
Fotis Spiropoulos	Social Value Manager	Equal Society	f.spiropoulos@gmail.com		(+30) 211 705 1841	(+30)693 7511922
Olga Drellia	Monitor and Evaluation Manager	Equal Society	o.drellia@equalsociety.gr		(+30) 211 705 1841	

Means of Communications

Skype
The skype meeting leader will distribute a meeting agenda at least 2 days prior to any scheduled meeting and all participants are expected to review the agenda prior to the meeting. It is imperative that all members will participate to each meeting on time. To define meetings, you will use *Doodle* to find the right date and time for all participants

Facebook
On the *project Facebook page*, partners can communicate and exchange information on the implementation of the project while safeguarding the confidentiality of the persons involved in the discussions. They will also be able to upload information (articles, links etc.) relevant to the object and purpose of the project.

Google Drive
A *Google Drive* account will be created where all team members will have access to the project documents (deliverables, reports, photos, etc.)

Website
A *Website* will Created and maintain for the project. The site must be aware of the project description, partner profile, progress of activities, etc., and provide access to all results when and when they are available

Risk Management Plan

The approach for managing risks for the **Reintegration Through Sport** project includes a methodical process by which the project team identifies, scores, and ranks the various risks. Every effort will be made to proactively identify risks ahead of time in order to implement a mitigation strategy from the project's onset. The most likely and highest impact risks were added to the project schedule to ensure that the assigned project manager take the necessary steps to implement the mitigation response at the appropriate time during the schedule.

Top Three Risks

It is important to explicitly state the top three risks to the project in the Risk Management Plan. This will make management aware of the top risks for the project and the nature of the risks. The top three high probability and high impact risks to this project are:

1. Delay and Quality of the deliverable
   ✓ design errors
   ✓ scope change
   ✓ Complexity of project activities
2. Out of time schedule
3. Communications

Risk Management Approach

The risks for this project will be managed and controlled within the constraints of time, scope, and cost. All identified risks will be evaluated in order to determine how they affect this triple constraint. The project manager, with the assistance of the Steering Committee will determine the best way to respond to each risk to ensure compliance with these constraints.

In extreme cases it may be necessary to allow flexibility to one of the project's constraints. Only one of the constraints for this project allows for flexibility as a last resort. Again, the cost constraint is flexible only in extreme cases where no other risk avoidance or mitigation strategy will work

Once risks have been qualified, the team must determine how to address those risks which have the greatest potential probability and impact on the project.

The project manager will maintain a risk register in order to track risks and associated mitigation strategies. The Risk Register for this project is a log of all identified risks, their probability and impact to the project, the category they belong to, mitigation strategy, and when the risk will occur. During the project, the Steering committee will identifying and categorizing each risk.

Based on the identified risks and timeframes in the risk register, each risk has been added to the project plan.

Risk Identification

Risk Assessment Meeting will conducted from:

1.   Project manager

2.   Steering Committee

Risk Qualification and Prioritization

Once risks are identified it is important to determine the probability and impact of each risk in order to allow the project manager to prioritize the risk avoidance and mitigation strategy. Risks which are more likely to occur and have a significant impact on the project will be the highest priority risks while those which are more unlikely or have a low impact will be a much lower priority. This is usually done with a probability – impact matrix.

In order to determine the severity of the risks identified by the team, a probability and impact factor was assigned to each risk. This process allowed the project manager to prioritize risks based upon the effect they may have on the project. The project manager utilized a probability-impact matrix to facilitate the team in moving each risk to the appropriate place on the chart.

Once the risks were assigned a probability and impact and placed in the appropriate position on the chart, the recorder captured the finished product and the project manager moved the process on to the next step: risk mitigation/avoidance planning.

Risk Monitoring

The most likely and greatest impact risks have been added to the project plan to ensure that they are monitored during the time the project is exposed to each risk.. During the bi-weekly Steering Committee meeting the project Manager will discuss the status of that risk; however, only risks which fall in the current time period will be discussed. Risk monitoring will be a continuous process throughout the life of this project.

Risk Mitigation and Avoidance

Once risks have been qualified, the team must determine how to address those risks which have the greatest potential probability and impact on the project. This section of the Risk Management Plan explains the considerations which must be made and the options available to the project manager in managing these risks.

The project manager has led the project team in developing responses to each identified risk. As more risks are identified, they will be qualified and the team will develop avoidance and mitigation strategies. These risks will also be added to the Risk Register and the Project Plan to ensure they are monitored at the appropriate times and are responded to accordingly. If necessary, the Risk Management Plan will be updated.

Risk Register

The Risk Register records details of all the risks identified at the beginning and during the life of the project, their grading in terms of seriousness of impact on the project, initial plans for mitigating each high level risk, the responsibilities of the prescribed mitigation strategies and subsequent results.

Id	Description of Risk	Impact on Project	Seriousness	Change	Date of Review	Mitigation Actions	Responsibility	Timeline for mitigation action(s)
1								
2								
3								

Rating for Seriousness for each risk	
L	Low
M	Medium
H	High
E	Extreme
NA	Not Assessed

Financial management plan

Transnational project meetings costs

In the category of Transnational project meetings, the transfer of the money to the participant partner bank account will take place after the meeting is completed and within 15 days after that. The transfer of money will be completed after each partner sends the following supporting documents:

• Tickets (plane, train, bus, etc.) and invoices (hotels, restaurants, travel agency);

• Boarding pass;

Project management costs

In the category of management costs, the transfer of the money to the participant partner bank account will take place after the completion of each project implementation period of six months and within 15 days after that. The transfer of money will be completed after each partner sends the following supporting documents:

- Deliverables referring to that period

- ✓ Project Periodic Reports
- ✓ WPL progress reports
- ✓ Transnational meeting reports
- ✓ Good Practices and Theoretical background Final Report
- ✓ Training Tool Final Report
- ✓ Pilot implementation of the training tool final Report
- ✓ Intermediate reports & Social Impacts Assessment

Participant partners bank account details

BANK	
BRANCH	
SWIFT CODE	
BENEFICIARY	
IBAN	
ACCOUN HOLDER	

Budget overview

Project Total cost /	57.780,00€		Pre-financing (70%)	40.446,00€
2018				
	N° of participants traveling (100 to 1999 KM)	**N° of participants traveling (2000 KM or more)**	**Amount in EURO**	**installments**
ΚΕΘΕΑ				
Project management			6000,00 € (500X 12)	
Transnational project meetings		4 X 760,00 € (/person)	3040,00€	
Total			**9040,00€**	
Asociación Experientia				
Project management			3.000,00 € (250X 12)	2
Transnational project meetings	2 X 575,00 € (/person)	4 X 760,00 € (/person)	4.190,00€	3
Total			**7.190,00€**	
A-LARM				
Project management			3.000,00 € (250X 12)	2
Transnational project meetings		6 X 760,00 € (/person)	4.560,00€	3
Total			**7.560,00€**	
University of Thessaly				
Project management			3.000,00 € (250 X 12)	2
Transnational project meetings		4 X 760,00 € (/person)	3040,00€	2
Total			**6.040,00€**	
EQUAL SOCIETY				
Project management			3.000,00 € (250X 12)	2
Transnational project meetings		4 X 760,00 € (/person)	3040,00€	2
Total			**6.040,00€**	
Total (2018)			**35870,00€**	
2019				
ΚΕΘΕΑ				
Project management			3000,00 € (500 X 6)	
Exeptional cost			7200,00€	
Total			**10.200,00€**	
Asociación Experientia				
Project management			1500,00 € (250X 6)	1
Transnational project meetings	2 X 575,00 € (/person)	2 X 760,00 € (/person)	2.670,00€	
Total			**4.170,00€**	
A-LARM				
Project management			1500,00 € (250 X 6)	1
Transnational project meetings		4 X 760,00 € (/person)	3.040,00€	
Total			**4.540,00€**	
University of Thessaly				
Project management			1500,00 € (250/ X 6)	1
Total			**1.500,00€**	
EQUAL SOCIETY				
Project management			1500,00 € (250 X 6)	1
Total			**1.500,00€**	
Total (2019)			**21.910,00€**	

Publicity obligations

Relating to the visibility of European Union funding, the beneficiaries shall use the logo and follow the instructions available at the following Internet address: http://eacea.ec.europa.eu/about/eacea_logos_en.php

Obligations of the beneficiaries:

Information requirements: The beneficiaries shall inform the public, press and media of the action (internet included) by the following means (graphic logo and mention):

Visibility activities: "With the support of the Creative Europe Programme of the European Union" accompanied by the European flag.

*Publications: "*This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

The obligation to comply with the publicity provision constitutes a substantial obligation. Without prejudice to the right to terminate the grant, in case of failure to fulfil this obligation, the Agency may apply a 20% reduction of the grant initially provided for.

Technical and financial checks / audits

The Agency and/or the Commission may carry out technical and financial checks and audits in relation to the use of the grant. It may also check the statutory records of the beneficiaries for the purpose of periodic assessments of lump sum, unit cost or flat-rate amounts.

Information and documents provided in the framework of checks or audits shall be treated on a confidential basis.

In addition, the Agency and/or the Commission may carry out interim or final evaluation of the impact of the action measured against the objective of the Union programme concerned.

Duty to keep documents

The partners shall keep all original documents, especially accounting and tax records, stored on any appropriate medium, including digitalised originals when they are authorised by their respective national law and under the conditions laid down therein, for a period of three years starting from the date of payment of the balance.

Obligation to provide information

Where a check, audit or evaluation is initiated before the payment of the balance, the coordinator shall provide any information, including information in electronic format, requested by the Agency and/or Commission or by any other outside body authorised by it. Where appropriate, the Agency and/or the Commission may request such information to be provided directly by a beneficiary.

Where a check or audit is initiated after payment of the balance, such information shall be provided by the beneficiary concerned.

In case the beneficiary concerned does not comply with the obligations set out in the first and second subparagraphs, the Agency and/or the Commission may consider:

(a) Any cost insufficiently substantiated by information provided by the beneficiary as ineligible;

(b) Any unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.