



Empowering  
professionals to support Young carers

**WELCOME TO THE FIRST  
PROJECT MEETING**

Happy to have you in  
Berlin 😊

# OVERVIEW OF THE AGENDA I

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## **II. Past activities** **10**

*Summary of the ToYAC project to update the new partners from Austria and Italy (Licia)*

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## **III. communication and collaboration regulations** **15**

*Summary and clarification of communication and collaboration regulations between partners and the NA including financial issues and a proposal of tools to be used; e.g. Gantt charts*

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## **IV. Overview of the EPYC project:** **15**

*timeframes, activities, outcomes and milestones (Ben)*

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## **V. Work plan** **90**

*Discussion and agreements on the execution of the project's activities, with specific focus on the tasks to be carried out until the next meeting*

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**~ 1pm – 2pm:**  
**lunch**

# OVERVIEW OF THE AGENDA II

<b>VI. External networks</b> 30	<i>Collaborations and networking with external partners nationally and on a European level (Liam?)</i>
<b>VII. Dissemination and media</b> 30	<i>Agreement on media work, public relations – website, newsletters, social networks etc. (Elena)</i>
<b>VIII. Young Carers advisory board</b> 20	<i>how to involve young carers in the project? (Louise and Brigitte)</i>
<b>IX. Evaluation</b> 45	<i>Discussing the evaluation process of the project (Alessandra &amp; Ben)</i>
<b>X. Next meetings and teleconferences</b> 10	
<b>XI. Summary of the day</b> 15	

# „NEW“ PARTNERS IN THE EPYC TEAM

Austrain Red  
Cross

IPS Versari  
Macrelli

Diakonisches  
Werk Berlin  
Stadtmitte e.V.



## *II. PAST ACTIVITIES*

*Summary of the ToYAC  
project to update the new  
partners from Austria and  
Italy (Elena)*



### *III COMMUNICATION AND COLLABORATION*

*Summary and clarification of communication and collaboration regulations between partners and the NA, including risk management, payments and a proposal of tools to be used (Ben)*

# STRUCTURE



# STEERING COMMITTEE

consists of all 6 project managers

meets every 2 month via conference call

## duties

- Takes all relevant decisions on project development
- Ensuring implementation of work plan

## communication with national teams

- Sharing information from SC meetings
- Responsible for national internal and external communication
- Responsible for managing payments and following financial guidelines



# NATIONAL TEAMS

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**tasks**    Execute work plan

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Building national networks  
& Identifying stakeholders

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External communication  
nationally (newsletters)

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# COMMUNICATION REGULATIONS NA

## NA regulations

- read and follow contractual guidelines
- use Logo and wording

## communication

- through coordinator
- use mobility+ tool to update your information

# RISK MANAGEMENT

The partnership will draft a risk management plan at the beginning of the project, which will be based on:

- clear definition and negotiation of tasks and deadlines;
- subscription to a contract clarifying rights and duties of all parties involved;
- constant monitoring and assessment of activities in order to fine tune and renegotiate them if necessary.

Additionally, a dispute-resolution process will be established in order to handle conflicts that cannot be amicably solved.

# PAYMENT SCHEDULE

	total budget	EC 1st payment 75%	1st payment to the co- beneficiaries: 40%	April 15th 2nd payment to the co- beneficiaries: 20%	15th October 2017 3rdpayment to the co- beneficiaries: 15%	after successfull final report 25%
<b>total</b>	<b>270.537,00 €</b>	<b>202.902,75 €</b>				<b>67.634,25 €</b>
<b>DWBS</b>	60.434,00 €	45.325,50 €				15.108,50 €
<b>CAI</b>	50.956,00 €	38.217,00 €	20.382,40 €	10.191,20 €	7.643,40 €	12.739,00 €
<b>CTS</b>	43.478,00 €	32.608,50 €	17.391,20 €	8.695,60 €	6.521,70 €	10.869,50 €
<b>ORK</b>	50.010,00 €	37.507,50 €	20.004,00 €	10.002,00 €	7.501,50 €	12.502,50 €
<b>ANS</b>	47.662,00 €	35.746,50 €	19.064,80 €	9.532,40 €	7.149,30 €	11.915,50 €
<b>VM</b>	17.997,00 €	13.497,75 €	7.198,80 €	3.599,40 €	2.699,55 €	4.499,25 €

2nd and 3rd payment require proof that 70% of the previous payment has been spend and relevant receipts have been send to the coordinator.

# COMMUNICATION AND COLLABORATION - FINANCES

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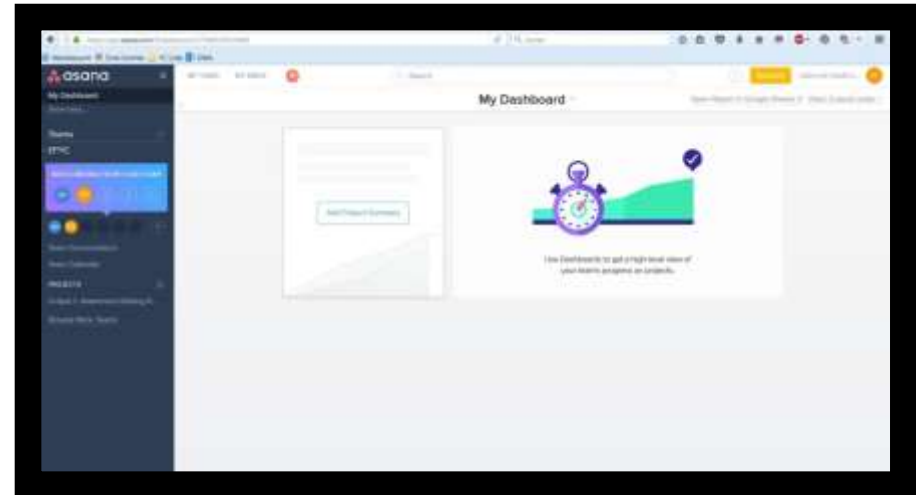
Proof of costs      to be send to the coordinator each quarter, keep copies

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eligible: August 1st 2016  
– July 31st 2018

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## Gantt chart – microsoft project



## OTHER FORMS OR DOCUMENTS

what other forms  
and documents do  
we need for our  
work?



## ***IV. OVERVIEW OF THE EPYC PROJECT***

*timeframes, activities,  
outcomes and milestones  
(Ben)*



# OVERVIEW OF THE EPYC PROJECT

Analysis of awareness raising & assessment/ support tools

Adaption and development of new tools

Pilot testing the tools

Using tools to set up local support service

Publish guidance handbook



# INTELLECTUAL OUTPUTS

Description & execution

# 10 1 – AWARENESS RAISING RESOURCES

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= a **set of resources** (templates for leaflets, slogans, communication campaigns)

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to **raise awareness** among practitioners dealing with young people

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regarding the existence and recognition of young carers and their problems

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based on resources currently in use

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including tools currently applying to different target groups but possibly adaptable to young carers

# 10 1 - EXECUTION

collect

- Each partner will collect the tools aimed at raising awareness about young carers currently in use in its own organization and local context, including tools currently applying to different target groups but possibly adaptable to young carers.

systematize

- The lead partner will collect, systematize and share the tools, as described.

develop

- On the basis of the results of Activity A, the consortium will develop an awareness-raising tool adapted to the needs and languages of the receiving countries. The tool may include existing materials adapted as identified in 1A, as well as tools newly developed to respond to identified gaps.

# IO 2 – ASSESSMENT AND SUPPORT TOOLS

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a set of instruments (such as scales, questionnaires, self-assessment tools)

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aimed at measuring the level of the care burden and its impact on young carers, and the resources aimed at supporting the empowerment of young carers.

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based on resources currently in use in partner organizations and local contexts, including tools currently applying to different target groups but possibly adaptable to young carers.

## 10 2 - EXECUTION

collect

- Each partner will collect the tools to assess the burden on and support the empowerment of young carers currently in use.

systematize

- The lead partner will collect, systematize and share the tools collected with the partners, who will assess their potential for transferability.

develop

- On the basis of the results, the consortium will develop a set of tools adapted to the national needs and languages. The tool may include adaptation of existing materials as well as tools newly developed to respond to identified gaps.

test

- Tools will be pilot tested among 42 YC. Pilot test will be analyzed and tools revised and released in the end.

## 10 3 – GUIDANCE REPORT


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a report on local practical support projects initiated by the project partners, including recommendations for actions on how to establish practical (peer) support for young carers.

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The aim is to transpose the tools created in Outputs 1 and 2 into practice by cooperating with school/ youth organizations. These will be assisted to identify and work with young carers and to create opportunities for them to meet and support each other.

## 10 3 – EXECUTION I


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- At the second project meeting, partners will discuss in depth what practical support service can be set in place in each country with a local school/youth club as a project partner.

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- Each partner will then develop a concept of the local practical support service, in cooperation with the local partner, and execute the project.

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- After month 18, the support project will be evaluated by peer review and by the young carers advisory board, and a report produced.



## 10 3 – EXECUTION II

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- The support projects will be given into the hands of the local partner to be continued under their responsibility. The project partners will continue their support in guiding the local partner to implement the support sustainably.

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- The report, or a shorter handbook, will be published, and will include practical advice on how to establish support for young carers in that country or region.



# PROJECT TIMETABLE

[General overview](#)



## ***V. WORK PLAN***

*Discussion and agreements  
on the execution of the  
project's activities, with  
specific focus on the tasks to  
be carried out until the next  
meeting*

# DECISIONS TO BE MADE

time table

responsibilities

how to  
execute IO 1  
& 2

when to start  
execution of  
IO 3



## VI. EXTERNAL NETWORKS

Collaborations and networking with external partners nationally and on a European level (Liam)

decision on how to record external contacts / multipliers reached



## *VII. DISSEMINATION AND MEDIA*

*30*

Agreement on media work,  
public relations – website,  
newsletters, social networks  
etc. (Elena)



## *VIII. PARTICIPATION OF YOUNG CARERS IN THE PROJECT*

Advisory board | pilot  
testing | peer review IO3 -  
how to involve young carers  
in the project? (Louise and  
Brigitte)



## ***IX. EVALUATION***

*Discussing the evaluation  
process of the project  
(Alessandra and Ben)*



# IMPACT ON PARTICIPATING ORGANIZATIONS

- will be measured through internal evaluation activities.
- **a baseline assessment will be made at the beginning of the project** and again at month 24 to register expected improvements.
- The following qualitative indicators will be used:
  - level of awareness of the situation of young carers in the countries involved;
  - self-evaluation of owned skills on the topic;
  - number of local stakeholders involved in the core activities of the project.

# IMPACT ON YOUTH WORKERS

- will be measured with a baseline assessment for those organizations involved in project activities (especially in piloting and dissemination)
- regarding their awareness of the issue of young carers and the extent to which they believe they would have the capacity to support them.
- The assessment will be repeated at the end of the project.
- In addition, the following will be measured:
  - how many organizations external to the partnership declare an interest in making use of the tools developed within the project;
  - how many organizations receive the four project newsletters and take part in LinkedIn and Facebook discussion groups;
  - how many visitors access the project website.

# IMPACT — YOUNG CARERS & EU

## impact on young carers

- a sample of young carers (three from each country) will be interviewed 12 months after piloting in order to assess the capacity of the developed tools to support their wellbeing, to empower them and to support their coping skills.

## impact at European level

- number of European organizations (expected to be at least 20 besides the organizations/countries already involved in the project) reached by information about the project
- and the number of opportunities to present the project in contexts such as EU consultations or Eurocarer-promoted events addressed to policy makers.



## ***X. NEXT MEETINGS AND CONFERENCE CALLS***

location of the next project  
meeting and date for the  
next call



## **XI. SUMMARY OF THE WORK MEETING**