

S2ASPORTMOBILITY

Enhancing the Skills of Sport Administrators through Learning Mobility

KICK OFF FULL PARTNER MEETING

25-26 February 2020
Pristina (Kosovo)

Host: National Olympic Committee of Kosovo



KOSOVO



The logo for S2ASPORT MOBILITY features the text 'S2ASPORT MOBILITY' in a bold, sans-serif font. The 'S2A' is in blue, 'SPORT' is in grey, and 'MOBILITY' is in grey. A stylized globe with a blue arrow pointing right is positioned between 'SPORT' and 'MOBILITY'.

S2ASPORT MOBILITY

Enhancing the Skills of Sport Administrators through Learning Mobility

A vertical photograph on the left side of the slide shows a person's hand holding a red pen and writing in a notebook. The notebook has some diagrams and text. A laptop keyboard is visible in the background and foreground.

WELCOMING MESSAGE AND OBJECTIVES OF THE MEETING

WELCOMING MESSAGE

▶ **Host partner of the meeting:**

- ▶ *National Olympic Committee of Kosovo*
- ▶ *President, Besim Hasani*



▶ **S2A Sport Mobility - Coordinator/Applicant:**



OBJECTIVES OF THE MEETING

- ▶ **OFFICIAL LAUNCH OF THE S2A SPORT MOBILITY PROJECT**
- ▶ Meet and get to know each other / share expectations
- ▶ Present, clarify and discuss the whole project
- ▶ Become familiar with work plan / expected outputs / timeline
- ▶ Clarify roles/responsibilities of each partner
- ▶ Discuss the working methodology
- ▶ Explain main financial and administrative rules
- ▶ Agree a way forward and next steps

EXCHANGE - INTERACTION - CONTRIBUTION - QUESTIONS

OVERALL PROGRAMME

DAY 1 – Tuesday 25th February 2020

Morning - Arrival of participants to Pristina

12.00 – Common lunch

13.00 – Official start of the meeting - Working Session 1

18.00 – Closure of day 1

20.00 – Common dinner

DAY 2 – Wednesday 26th February 2020

09.00 – Working session 2

12.45 – Closure of the meeting followed by a common lunch

Departure to the Airport or travel back home by car for participants from Western Balkans

DETAILED PROGRAMME

1. WELCOMING MESSAGE AND OBJECTIVES OF THE MEETING
2. PROJECT CONSORTIUM, DEFINITIONS AND EXPECTATIONS FROM PARTNERS - *Tour de table*
3. INTRODUCING THE S2A SPORT MOBILITY PROJECT – *Work plan, timeline, expected results*
4. FOCUS ON PHASE 1: *“Preparation and Course Development”*
5. FOCUS ON PHASE 2: *“Course Delivery”*
6. FOCUS ON PHASE 3: *“National Study Visits”*
7. FOCUS ON PHASE 4: *“Assessment and Sustainability Plan”*
8. ADMINISTRATIVE AND FINANCIAL MANAGEMENT
9. SUM UP OF AGREED ACTIONS / TIMELINE / RESPONSIBILITIES
10. AOB AND CLOSURE OF THE MEETING

WORKING PAPERS



ENHANCING THE SKILLS OF SPORT ADMINISTRATORS THROUGH INTERNATIONAL LEARNING MOBILITY (S2A Sport Mobility)

OPERATIONAL MANUAL

Version 2 – 21 February 2020



Agreement reference number – EAC-2019-0539



S2SPORTMOBILITY
Enhancing the Skills of Sport Administrators through Learning Mobility



TABLE OF CONTENT

1- INTRODUCTION.....	3
2- S2A SPORT MOBILITY PROJECT – SHORT SUMMARY OF THE INITIATIVE	4
3- BACKGROUND AND RATIONALE	5
a) Definitions	5
b) Overall context	6
c) Background.....	7
4- THE S2A SPORT MOBILITY PROJECT IN BRIEF	8
a) General information.....	8
b) The consortium.....	8
5- THE EXPECTED WORK PROGRAMME.....	9
a) Specific aims	9
b) The structure	9
c) The 4 phases of the work programme	10
d) List of expected results/products.....	14
6- PROPOSED TIMELINE.....	15

©2020. S2A Sport Mobility. All rights reserved.



The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



WORKING PAPERS



S2A SPORT MOBILITY PROJECT

PHASE 2 – Course Delivery

Information paper for host organisations

INTRODUCTION

This paper has been specifically developed for organisations that will be responsible to host a week of training gathering a total of 40 participants (+ training staff) in their country.

It summarises the role and responsibilities of the host organisations and provides a list of information to be collated in preparation of the kick off meeting in Kosovo (25/26 February 2020).

Thanks to the National Olympic Committee of Albania, the Olympic Committee of North Macedonia, and the University of Montenegro Faculty of Sport and Physical Education to bring a maximum of information for discussion in Kosovo.

EXPECTED ACTIVITIES

As presented within the Operational Manual, one of the main objectives of the S2A Sport Mobility project is to offer the opportunity to 40 sport administrators to take part in a fit-for-purpose training programme that will be delivered through 3 modules of 1 week in 3 different Western Balkans countries (Albania, Montenegro and Republic of North Macedonia).

From the 40 participants that will take part in the training programme, 32 will come from Western Balkans (8 per partner country) and 8 will be from the European Union.

These weeks of training will be hosted by the National Olympic Committee of Albania, the Olympic Committee of North Macedonia, and the University of Montenegro Faculty of Sport and Physical Education. They will be responsible for the logistics and preparation of the training weeks.

The role of the host organisation will be to make and check all arrangements and logistics before and during the week and so to ensure a smooth delivery of the course. Moreover, it will be important to enhance the conditions for participants to create synergies and links between them and to make their experience unique and memorable – for example by arranging attendance at cultural or sporting activities.

The course content and material, as well as the delivery, will be the responsibility of the Course Director from the University of Chester with the support of targeted lecturers and key note speakers.

FORMAT

The exact format for each week will be discussed and validated by partners during the kick off meeting in Kosovo at the end of February, but overall the idea will be for participants to travel to the course venue on Sunday afternoon/evening or Monday morning (depending of travel options), and to be able to travel back home on Friday afternoon/evening. That means a total of 4 or 5 nights on site per week of training.

PROFILE

The exact profile of the targeted participants will be discussed with partners but we can already underline that we will be expecting participants aged between 20 to 40 years old actively involved in



the running of a sport organisation as members of staff or volunteer (e.g. a sport federation, an NOC, a sport club, a sport for all organisation, a sport council, a local authority).

Participants will need to be able understand and speak English and come from a European country or from Albania, Kosovo, the Republic of North Macedonia or Montenegro.

Participants will also need to be motivated to learn and strengthen their network of contacts, to have the ambition to enhance their skills and to play a more strategic role in their organisation or in the sport sector.

ROLE OF A HOST ORGANISATION

EOSE and the course director will work closely with the host organisations that will have the responsibility to lead on the following issues:

- > **Provide a list of suggestions for accommodation** for the group of 40 participants and training staff. Looking at the profile of the participants, they will be OK for sharing a twin room for example so it can be apartments or houses to share, or the use of the facilities of a sport camp or a hotel / hostel etc.
- > **Suggest a suitable venue** for the delivery of the training sessions. Ideally a main classroom with tables and chairs for plenary sessions equipped with a video projector and flipcharts, as well as several smaller rooms for working group sessions (*Layout: class room or cabaret style*)
- > **Provide options for coffee breaks** with fruits, biscuits and water and coffee for each day.
- > **Suggest some options for all common lunches and dinners of the week** as we are going to encourage participants to share informal moments together to get the best possible experience and learn from each other.
- > **Propose some possible physical and social activities** for the group of participants (e.g. cultural visits, sport activities, sport event). The idea is to create links between participants through informal sessions and also to give them the opportunity to learn from the visited country.
- > **Look for best way to arrange shuttle transfers** from/to the Airport for EU participants and also transportation for participants from the Western Balkans to reach the meeting venue.
- > **Check options for video interviews and pictures** during the week of the course. That will be extremely important to communicate about the initiative and also to build a film from this unique experience.
- > **Share ideas for local key note speakers** (*if judged relevant and linked with the topic*).
- > **Propose an administrative and logistic support person (local)** to help during the week
- > **Ensure access to a printer during the week** as well as furniture and stationery if needed (e.g. papers, post it, pens)
- > *etc (this is a non-exhaustive list that will be further developed with partners)*

Please use the next pages to collate relevant information for the preparation of the week of training in your country...

Thanks in advance!



PROJECT CONSORTIUM, DEFINITIONS AND EXPECTATIONS



THE PROJECT CONSORTIUM

- ▶ Mono-beneficiary application
- ▶ EOSE as applicant and coordinator
- ▶ Contract agreement signed with European Commission
- ▶ But involvement of supporting organisations
 - ▶ 3 National Olympic Committees
 - ▶ 3 universities and
 - ▶ 1 European sport networks
- ▶ 50% from Western Balkans and 50% from EU



THE PROJECT CONSORTIUM



- ▶ Aurélien Favre European Observatoire of Sport and Employment - EOSE
- ▶ Besim Hasani National Olympic Committee of Kosovo
- ▶ Jakob Wikenstal European Association of Sport Management - EASM
- ▶ Kirstie Simpson University of Chester (UK)
- ▶ Kliton Muca National Olympic Committee of Albania
- ▶ Sasho Popovski National Olympic Committee of North Macedonia
- ▶ Stavri Bello National Olympic Committee of Albania
- ▶ Stevo Popovic Univ of Montenegro Faculty of Sport & Physical Education
- ▶ Thierry Zintz Université Catholique de Louvain (BE)

THE PROJECT CONSORTIUM



EOSE - European Observatoire of Sport and Employment

EU

University of Chester

United Kingdom

UCL – Université Catholique de Louvain

Belgium

EASM - European Association for Sport Management

EU

University of Montenegro Faculty of Sport and Physical Education

Montenegro

National Olympic Committee of Albania

Albania

National Olympic Committee of Kosovo

Kosovo

National Olympic Committee of North Macedonia

North Macedonia

DEFINITIONS OF KEY TERMS



**SPORT ADMINISTRATORS
SPORT ADMINISTRATION**

LEARNING MOBILITY



DEFINITIONS OF KEY TERMS

SPORT ADMINISTRATORS SPORT ADMINISTRATION



> **Sport Administration:** *definition from S2A Sport project (2018 – www.s2a-sport.eu)*

“Sport administration embraces the processes and/or activities of running an organisation operating within the sport sector at all levels; it includes a variety of tasks across a wide range of functions in accordance with the purpose and direction of the organisation.



More specifically, Sport Administration functions are implemented by all those individuals, both paid and unpaid (volunteers) who work to ensure the effective running of a sports organisation.”

DEFINITIONS OF KEY TERMS

LEARNING MOBILITY



> Learning Mobility:

“Travel to a country other than their country of residence, in order to undertake study, training or other learning, including traineeships and non-formal learning, or teaching or participating in a transnational professional development activity.

The objective of such experiences is to allow individuals to acquire new skills that will strengthen their future employability as well as their personal development.”

So learning mobility can take various forms such as:

- > A placement;*
- > A traineeship;*
- > An apprenticeship;*
- > A formal learning programme of study or course;*
- > An informal learning experience like job-shadowing or voluntary activity.*

YOUR EXPECTATIONS



S2A SPORT MOBILITY

Enhancing the Skills of Sport Administrators through Learning Mobility

INTRODUCING THE S2A SPORT MOBILITY PROJECT



INTRODUCING THE PROJECT

- ▶ Co-funded by the European Commission
- ▶ Specific call “Exchanges and mobility in Sport”
- ▶ Aim: contribute to the development of sport organisations by supporting the learning mobility of their staff (new skills)
- ▶ Opportunity to implement the project through 5 different lots:
 - ▶ Lot 1: Cooperation with Western Balkans
 - ▶ Lot 2: Cooperation with Eastern Partnership
 - ▶ Lot 3: Cooperation with Asia
 - ▶ Lot 4: Cooperation with Latin America
 - ▶ Lot 5: Cooperation with Africa
- ▶ 2 projects selected from 17 applications submitted under Lot 1

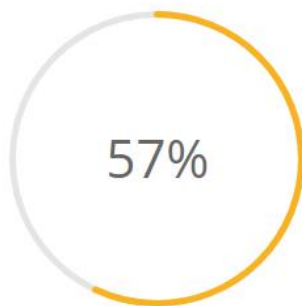
INTRODUCING THE PROJECT

- ▶ **Title:** “Enhancing the skills of sport administrators through international learning mobility” (S2A SPORT MOBILITY)
- ▶ **Duration:** 18-month from 1st of January 2020
- ▶ **Objectives:** Opportunity given to 40 sport administrators...
 - ▶ To take part in a fit-for-purpose training programme delivered through 3 modules of 1 week (Albania, Montenegro and Republic of North Macedonia)
 - ▶ To participate in a 4 days tailor made national study visit for each participant to undertake a concrete experience abroad and acquire new skills.

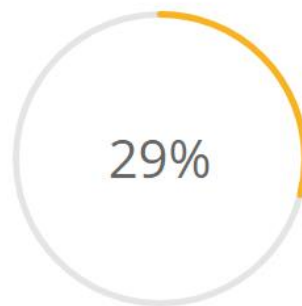
INTRODUCING THE PROJECT

How important is it for learning mobility **to be available for the sector?**

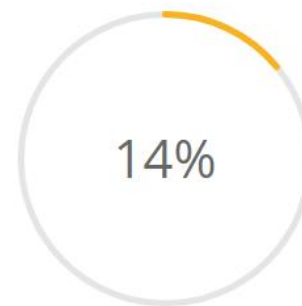
*Based on the *Feasibility Study* conducted in 2013 on 358 different organisations.



Important*



Essential*



Not Important*

86% important or essential

FINDINGS FROM RECENT SURVEY

- In the future there will be a demand for a better qualified workforce operating in sport organisations



66.8%



16.7%

- It is difficult to find and recruit people with the right skills to work as paid staff



50.8%



31.1%

- It is difficult to find and recruit people with the right skills to work as volunteers



60.8%



25.7%

- It is important that staff have access to ongoing training to keep their skills up to date



91.5%



3.2%

- New training courses are required to meet the training needs of sport organisations



71.9%



16.7%

- Universities/ training providers should work more closely with sport organisations



79.9%



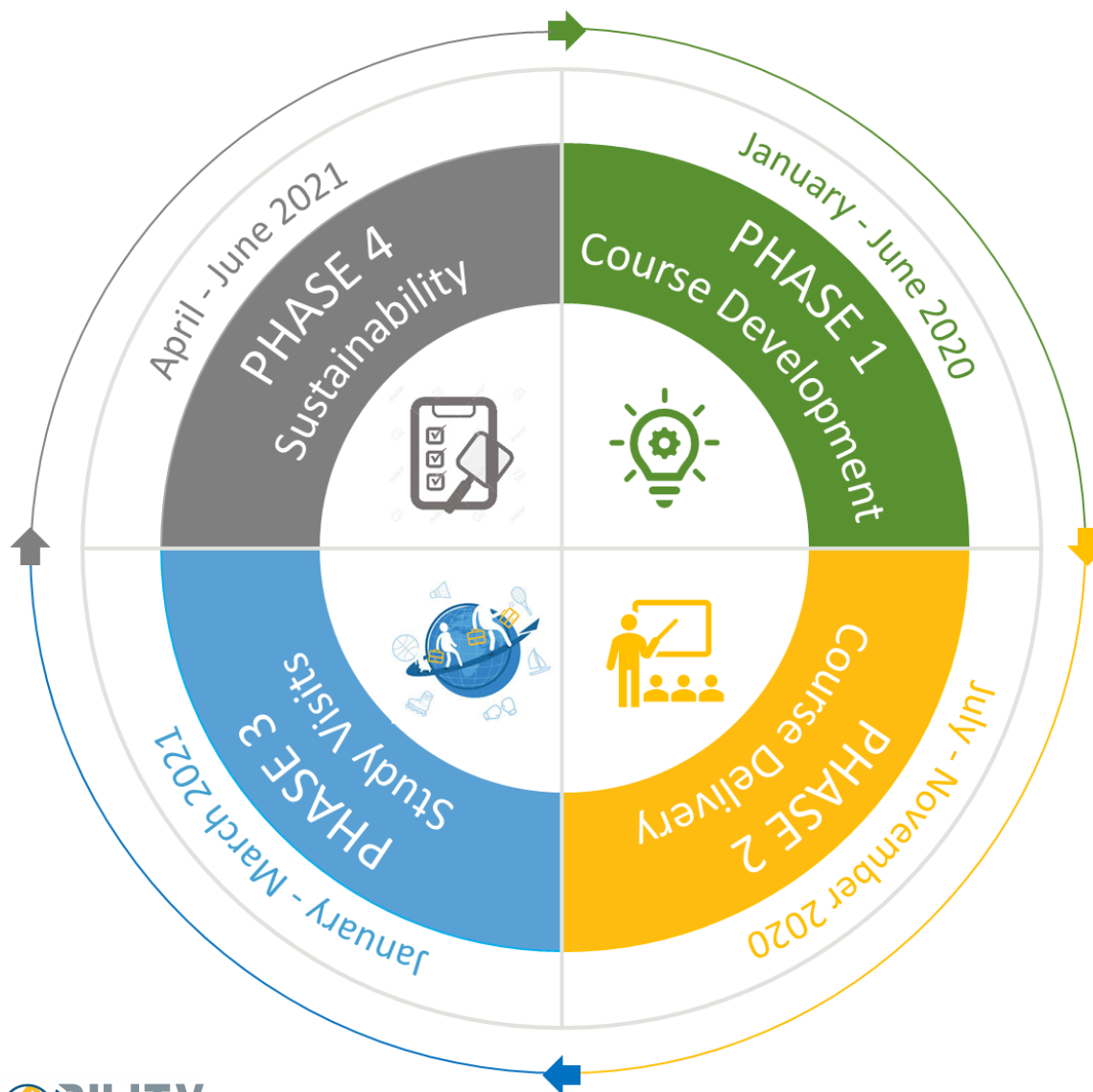
6.9%

© ESSA-Sport, 2019

PROJECT RATIONALE

- ▶ Reduce the gap between current and required skills of sport administrators;
- ▶ Create conditions to increase uptake of learning mobility and make it a reality for sport;
- ▶ Invest in human capital and contribute to capacity building of sport organisations;
- ▶ Promote international dimension of sport and encourage transregional cooperation;
- ▶ Enhance physical activity and health outcomes through effective sport administrators.

OVERALL WORK PROGRAMME



PHASE 1: *Preparation & course development*



- > Definition of the working methodology
- > Type of activities expected by employers
- > List of skills gaps and shortages
- > Key priorities and thematic
- > Profile of participants
- > Discussion on the level of the course
- > Identification of 3 relevant modules
- > Development of learning outcomes (*Competence, skills and knowledge*)
- > Design of training content & consultation
- > Decision on delivery methods & assessment

PHASE 2: *Course delivery (3 weeks)*



- > Logistic and preparation for the delivery (*role of the host organisation*)
- > Selection of participants (*40 participants, 32 from WBs and 8 from EU, gender balance...*)
- > Ideal format and detailed programs for the training weeks
- > Preparation of training material / case studies
- > Identification of lecturers and potential guest speakers
- > Delivery of 3 weeks of training

PHASE 3: *National Study Visits*



- > Consultation with participants to identify thematic to arrange tailor made study visits
- > Format for the visits and detailed programs
- > Contact with own networks to find venues in targeted countries
- > EU participants to WBs (and vice-versa)
- > Logistics for national visits
- > Preparation of necessary material
- > Delivery national study visits (6 to 8 participants per study visit)

PHASE 4: *Assessment and sustainability*



- > Assessment of the training experience and study visits (*participants and employers*)
- > Potential for continuity (national and EU level)
- > Support synergies between participants
- > Possible accreditation at the national level
- > Potential for a train the trainers initiative
- > Realities, challenges and recommendations

EXPECTED DELIVERABLES

R1: Multilingual Flyer

R2: Webpage

R3: Handbook of training: *detailed curriculum of the course*

R4: Participant handbook: *present the course, list learning outcomes, delivery methods, sources*

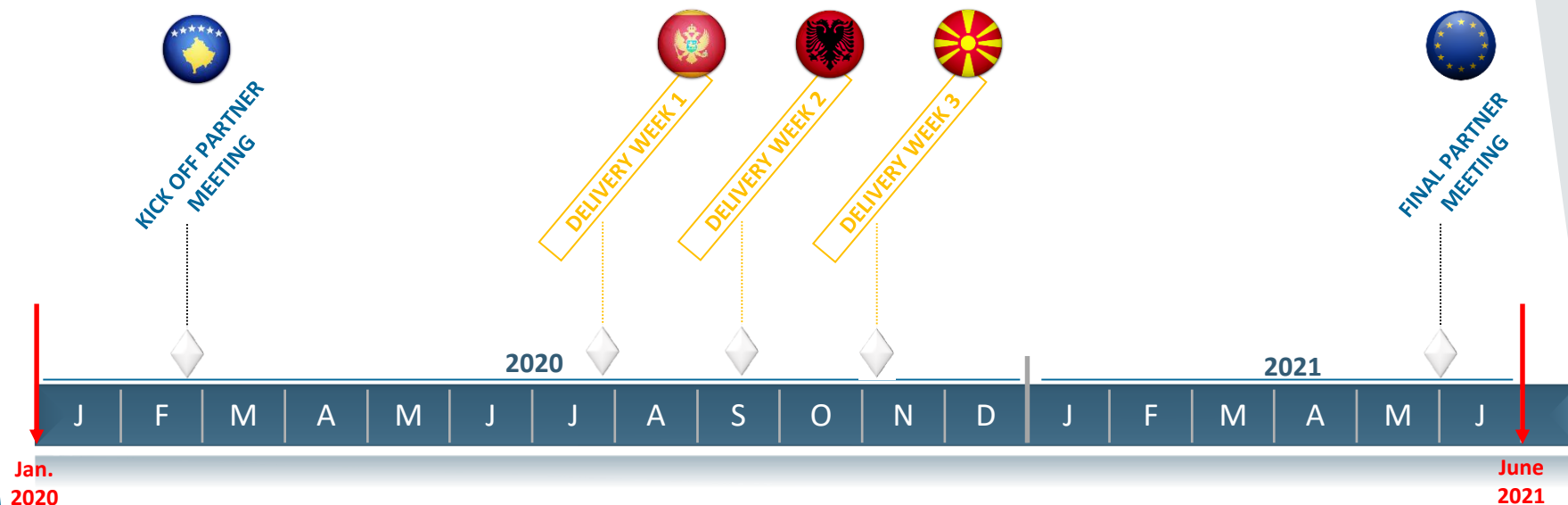
R5: Training Certificate: *confirm participation and list all learning outcomes*

R6: Evaluation by participants: *online survey prior and after each week of training*

R7: Videos & interviews: *from participants, partners, host organisations, sending organisations*

R8: Sustainability strategic plan: *recommendations/priority actions to ensure continuity*

PROJECT TIMELINE



PHASE 1 – COURSE DEVELOPMENT



PHASE 2 – COURSE DELIVERY



PHASE 3 – NATIONAL STUDY VISITS



PHASE 4 – ASSESSMENT / SUSTAINABILITY



FOCUS ON PHASE 1

Preparation and course development

PHASE 1: *Preparation & course development*

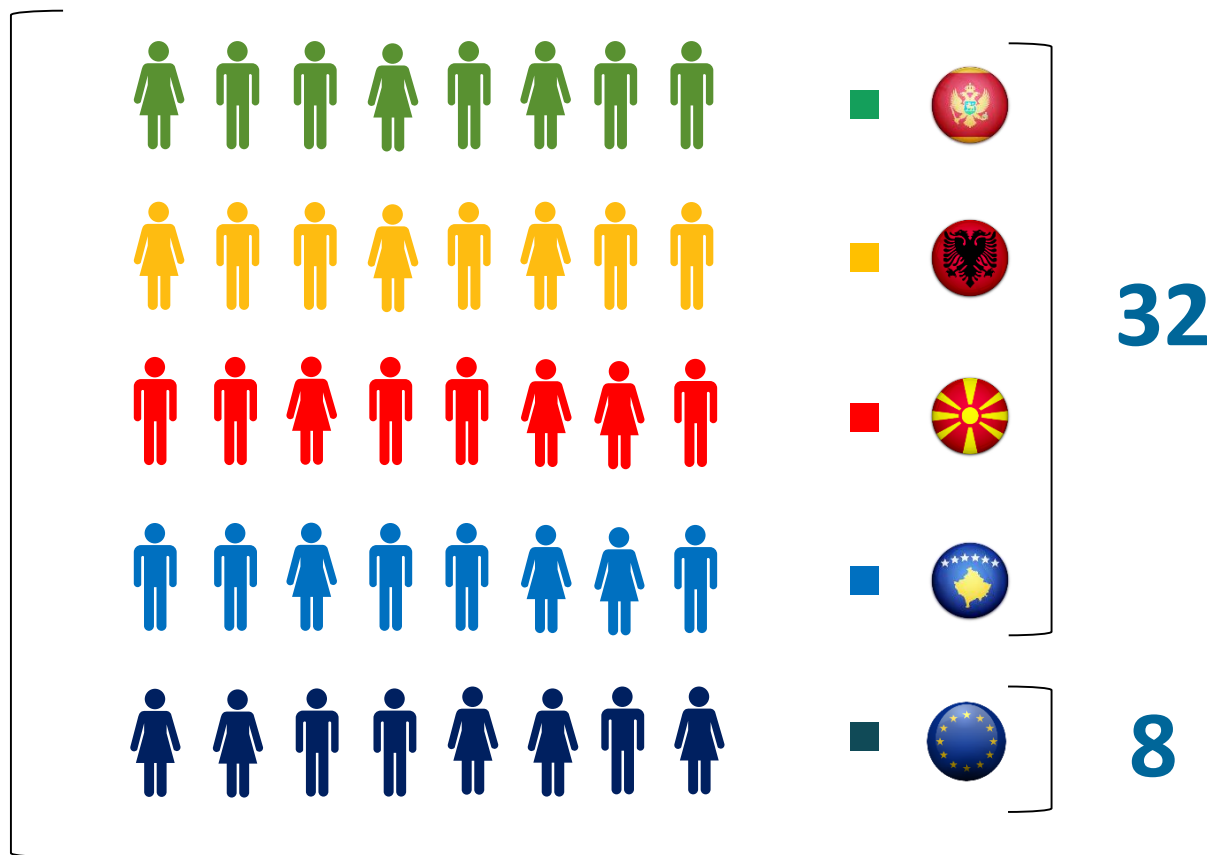


- > Definition of the working methodology
- > Type of activities expected by employers
- > List of skills gaps and shortages
- > Key priorities and thematic
- > Profile of participants
- > Discussion on the level of the course
- > Identification of 3 relevant modules
- > Development of learning outcomes (*Competence, skills and knowledge*)
- > Design of training content & consultation
- > Decision on delivery methods & assessment

PARTICIPANTS TO THE COURSE

40

PARTICIPANTS



PROFILE OF THE PARTICIPANTS

- ▶ Aged between 20 to 35 years old
- ▶ Able to understand and speak English
- ▶ Come from a European country or from Albania, Kosovo, the Republic of North Macedonia or Montenegro
- ▶ Actively involved in the running of a sport organisation (*e.g. a sport federation, an NOC, a sport club, a sport for all organisation, a sport council*)
- ▶ As a member of staff or a volunteer
- ▶ Motivated to learn and strengthen their network of contacts
- ▶ Ambition to enhance their skills and to play a more strategic role in their organisation or in the sport sector
- ▶ Committed to attend the 3 weeks of training + study visit

DEFINITIONS OF KEY TERMS

SPORT ADMINISTRATORS SPORT ADMINISTRATION



> **Sport Administration:** *definition from S2A Sport project (2018 – www.s2a-sport.eu)*

“Sport administration embraces the processes and/or activities of running an organisation operating within the sport sector at all levels; it includes a variety of tasks across a wide range of functions in accordance with the purpose and direction of the organisation.



More specifically, Sport Administration functions are implemented by all those individuals, both paid and unpaid (volunteers) who work to ensure the effective running of a sports organisation.”



**WHAT ARE THE MAIN ACTIVITIES
OF SPORT ADMINISTRATORS
EXPECTED BY SPORT EMPLOYERS
IN YOUR COUNTRY?**



WHAT ARE THE MAIN SKILLS GAPS OF SPORT ADMINISTRATORS IN YOUR COUNTRY?



**WHICH ARE YOUR PRIORITIES AND
THEMATIC FOR THE COURSE
DEVELOPMENT?**



OPEN DISCUSSION ON THE ASSESSMENT OF THE LEARNING FOR THE COURSE

NEXT STEPS





FOCUS ON PHASE 2
Course delivery



PHASE 2: *Course delivery (3 weeks)*



- > Logistic and preparation for the delivery (*role of the host organisation*)
- > Selection of participants (*40 participants, 32 from WBs and 8 from EU, gender balance...*)
- > Ideal format and detailed programs for the training weeks
- > Preparation of training material / case studies
- > Identification of lecturers and potential guest speakers
- > Delivery of 3 weeks of training

EXAMPLE FROM PAST PROJECT



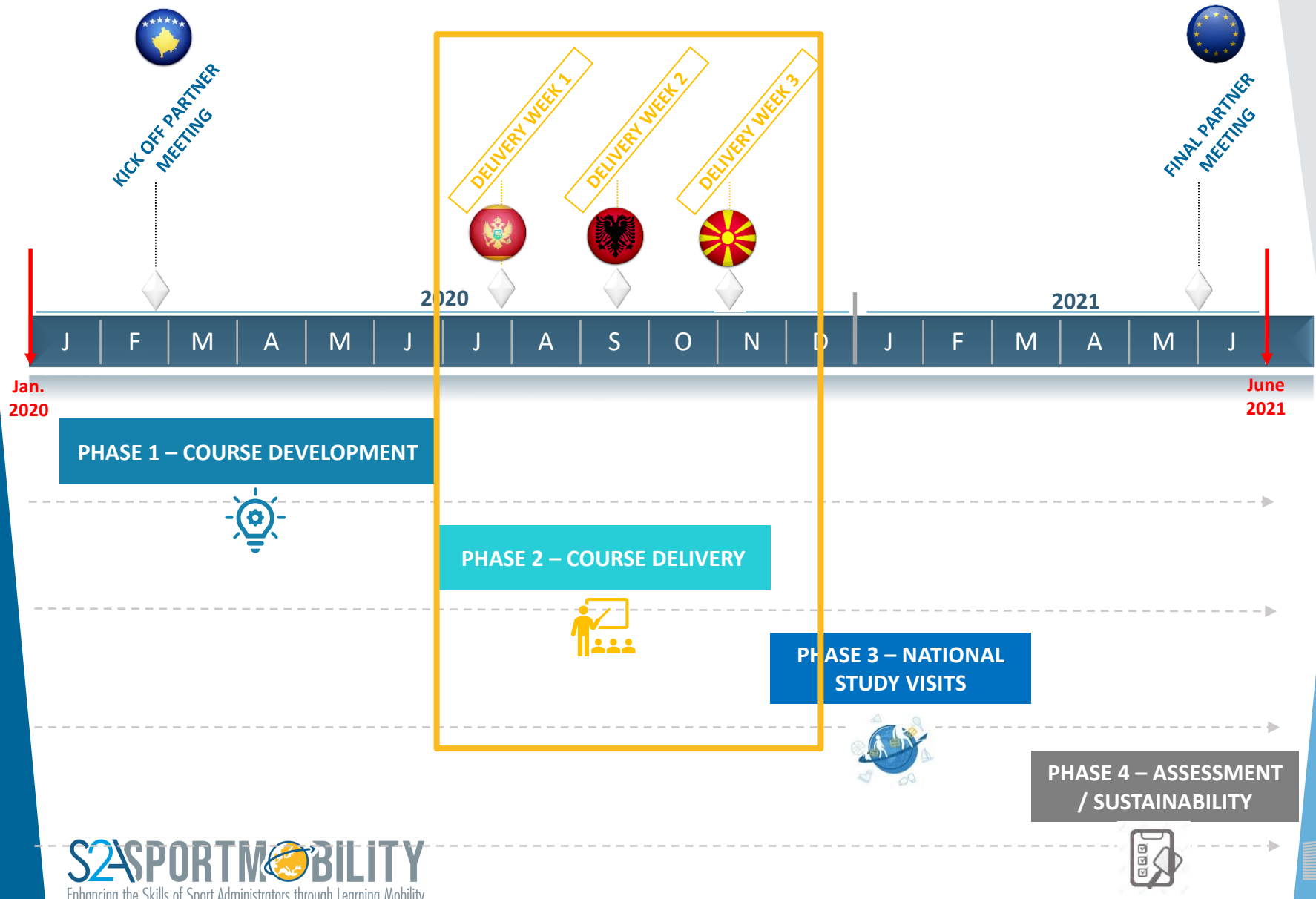
POTENTIAL PROGRAMME

Sunday 03/09/2017		Monday 04/09/2017	Tuesday 05/09/2017	Wednesday 06/09/2017	Thursday 07/09/2017	Friday 08/09/2017	Saturday 09/09/2017
<p>ARRIVAL OF PARTICIPANTS AND COLLECTIVE TRANSFER FROM HELSINKI VANTAA AIRPORT TO VIERUMAKI SPORT INSTITUTE</p> <p><i>(information about timing provided by email)</i></p>	07:30	<p>WAKE UP ACTIVITY* 7.00am: Group walk and stretching by the lake</p> <p>BREAKFAST</p>	<p>WAKE UP ACTIVITY Jogging or biking around the golf courses</p> <p>BREAKFAST</p>	<p>WAKE UP ACTIVITY Swimming (indoor or outdoor)</p> <p>BREAKFAST</p>	<p>WAKE UP ACTIVITY Yoga in the forest</p> <p>BREAKFAST</p>	<p>WAKE UP ACTIVITY TBC</p> <p>BREAKFAST</p>	<p>DEPARTURE AND TRANSFER TO HELSINKI VANTAA AIRPORT</p> <p><i>(timing and transportation means to be confirmed during the week)</i></p>
	09:30	<p>TOPIC 1** <i>Understanding and developing strategy</i></p> <p>KNOWLEDGE SESSION <i>(Start at 8.30am)</i></p>	<p>TOPIC 2 <i>Understanding and developing people</i></p> <p>KNOWLEDGE SESSION</p>	<p>TOPIC 3 <i>Maximising resources</i></p> <p>KNOWLEDGE SESSION</p>	<p>TOPIC 4 <i>Effective operations</i></p> <p>KNOWLEDGE SESSION</p>	<p>TOPIC 5 <i>Developing sport processes and activities</i></p> <p>KNOWLEDGE SESSION</p>	
	12:30	COMMON LUNCH	COMMON LUNCH	COMMON LUNCH	COMMON LUNCH	COMMON LUNCH	
	12.45	COMMON LUNCH	COMMON LUNCH	COMMON LUNCH	COMMON LUNCH	COMMON LUNCH	
	14:00 17:00	<p>APPLIED ACTIVITY + REFLECTION</p>	<p>APPLIED ACTIVITY + REFLECTION</p>	<p>APPLIED ACTIVITY + REFLECTION</p>	<p>APPLIED ACTIVITY + REFLECTION</p>	<p>APPLIED ACTIVITY + REFLECTION</p>	
<p>ARRIVAL AT VIERUMAKI REGISTRATION CHECK IN WELCOMING MESSAGE ORIENTEERING ACTIVITY COMMON DINNER <i>(exact timing will be provided on Sunday)</i></p>	18:00	<p>COMMON DINNER AND EVENING ACTIVITY <i>(by the lake – subject to change / weather)</i></p>	<p>EVENING ACTIVITY Flow park (17 € per person) or Frisbee golf</p>	<p>EVENING ACTIVITY Golf</p>	<p>EVENING ACTIVITY Tennis (for all participants) followed by lake side sauna</p>	<p>EVENING ACTIVITY Vierumäki Games</p>	
	20:00	18.00 – 20.00	COMMON DINNER	COMMON DINNER	COMMON DINNER <i>(Restaurant Lyhty by the lake)</i>	CERTIFICATE CEREMONY COMMON DINNER	



IDEAS AND SUGGESTIONS FOR THE PROGRAMME OF THE WEEKS

PROJECT TIMELINE



WEEKS OF TRAINING CALENDAR

PROPOSED WEEKS			
28 June – 04 July 2020			
19 – 24 July 2020			
13 – 18 September 2020			
20 – 25 September 2020			
27 September - 02 October 2020			
04 – 09 October 2020			
22 – 27 November 2020			

AVAILABLE BUDGET PER WEEK

▶ TRAVEL:

- ▶ 24 participants from WBs (not local) = **200€** x 24 = 4,800€
- ▶ 8 participants from EU = **300€** x 8 = 2,400€

▶ SUBSISTENCE:

- ▶ 40 participants x 5 days = **80€** x 5 x 40 = 16,000€

▶ TOTAL:

- ▶ **23,200€** for 40 participants (*per week of training*)

▶ + BUDGET TO COVER 4 MEMBERS OF STAFF

- ▶ **3,120€** (*per week of training*)

ROLE OF HOST ORGANISATIONS

- ▶ Provide a list of suggestions for accommodation
- ▶ Suggest a suitable venue
- ▶ Provide options for coffee breaks
- ▶ Suggest options for common lunches and dinners
- ▶ Propose some possible physical and social activities
- ▶ Look for best way to arrange shuttle transfers
- ▶ Check options for video interviews and pictures
- ▶ Share ideas for local key note speakers
- ▶ Propose an administrative and logistic support person
- ▶ Ensure access to a printer during the week...

UPDATE PROVIDED BY EACH HOST ORGANISATION



WHICH MATERIAL FOR THE WEEK OF TRAINING?



S2ASPORTMOBILITY

Enhancing the Skills of Sport Administrators through Learning Mobility

FOCUS ON PHASE 3 National study visits



PHASE 3: *National Study Visits*



- > Consultation with participants to identify thematic to arrange tailor made study visits
- > Format for the visits and detailed programs
- > Contact with own networks to find venues in targeted countries
- > EU participants to WBs (and vice-versa)
- > Logistics for national visits
- > Preparation of necessary material
- > Delivery national study visits (6 to 8 participants per study visit)

CONCRETE EXAMPLES

MALTA DELEGATION IN PAPENDAL, NETHERLANDS

From 21st to 27th of June 2015

MALTA DELEGATION IN KAUNAS, LITHUANIA

PLACEMENT AT LITHUANIAN BASKETBALL FEDERATION (LBF)

Topic - Event planning and management

AVAILABLE BUDGET

▶ TRAVEL:

- ▶ WB Delegation to EU = $32 \times 300\text{€} = 9,600\text{€}$
- ▶ EU Delegation to WB = $8 \times 300\text{€} = 2,400\text{€}$

▶ SUBSISTENCE:

- ▶ WB Delegation 32 participants x 4 days = $150\text{€} \times 4 \times 32 = 14,400\text{€}$
- ▶ EU Delegation 8 participants x 4 days = $80\text{€} \times 4 \times 8 = 1,920\text{€}$

▶ TOTAL:

- ▶ **24,000€** for WB Delegation // **4,320€** for EU Delegation

▶ ***+ BUDGET TO COVER 1 MEMBER OF STAFF PER VISIT***

BRAINSTORMING

- ▶ **WHAT DO WE WANT FOR OUR PROJECT?**
- ▶ **WHICH COUNTRIES?**
- ▶ **WHICH FORMAT? IDEAL PROGRAMME?**
- ▶ **WHICH ROLE FOR PARTNERS?**
- ▶ **WHICH PERIOD OF THE YEAR?**
- ▶ **...**

FOCUS ON PHASE 4

Assessment process and sustainability plan

PHASE 4: *Assessment and sustainability*



- > Assessment of the training experience and study visits (*participants and employers*)
- > Potential for continuity (national and EU level)
- > Support synergies between participants
- > Possible accreditation at the national level
- > Potential for a train the trainers initiative
- > Realities, challenges and recommendations

S2ASPORT MOBILITY

Enhancing the Skills of Sport Administrators through Learning Mobility

ADMINISTRATIVE AND FINANCIAL MANAGEMENT

FINANCIAL ISSUES

- ▶ Kick off meeting with European Commission – 11 March
- ▶ Clarification of all rules and list of requested evidences
- ▶ S2A Sport Mobility application:
 - ▶ Budget allocated for supporting organisations
 - ▶ Allocated number of working days at maximum daily rate of each country
 - ▶ Contract agreement between EOSE and each organisation (*list of expected activities and responsibilities*)
 - ▶ Working contract and payslips from involved staff
 - ▶ Prepayment and balance payment
- ▶ **BUT THIS NEEDS TO BE CONFIRMED BY THE EC**

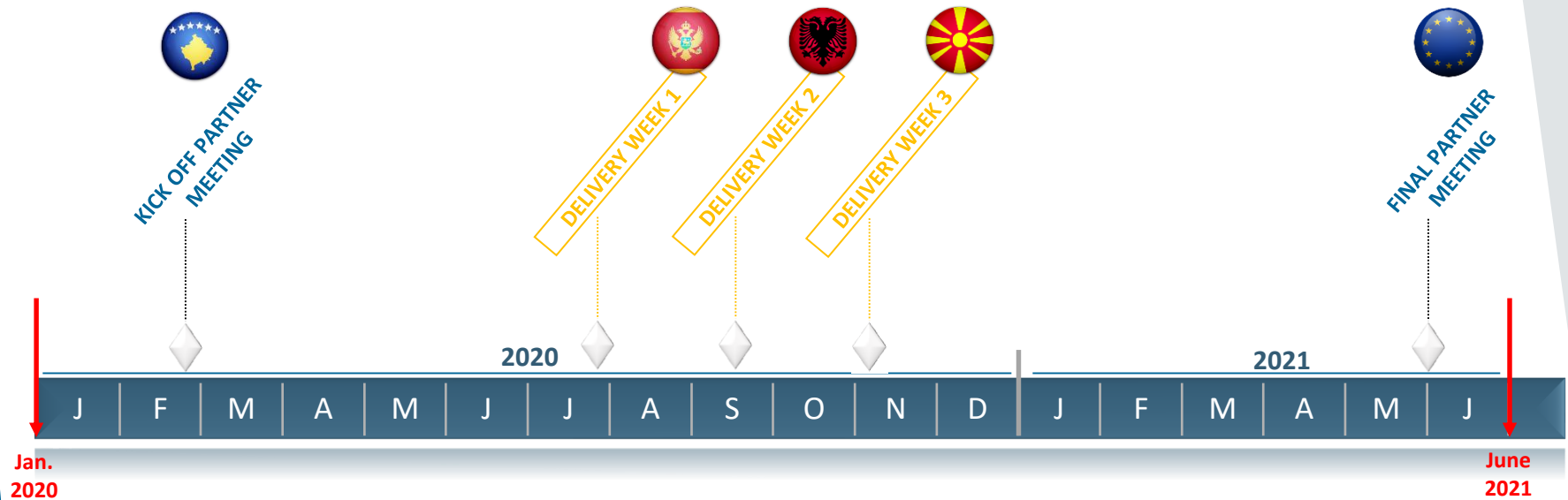
TRAVEL AND SUSBISTENCE

- ▶ Each participant to complete a declaration of expense
- ▶ Within a period of 15 working days maximum
- ▶ Sign and submit to EOSE with all evidences/receipts
- ▶ Boarding passes, flight booking confirmation, train tickets, taxi receipts, parking receipt etc
- ▶ If mileage: official letter on headed paper with address of departure and arrival (number of kilometres)
- ▶ Mileage rate of 0,22€/km
- ▶ Check and reimbursement from EOSE
- ▶ Bank account of the organisation (not individuals)

SUM UP OF AGREED ACTIONS, TIMELINE AND RESPONSIBILITIES



PROJECT TIMELINE



PHASE 1 – COURSE DEVELOPMENT



PHASE 2 – COURSE DELIVERY



PHASE 3 – NATIONAL STUDY VISITS



PHASE 4 – ASSESSMENT / SUSTAINABILITY





S2A SPORT MOBILITY

Enhancing the Skills of Sport Administrators through Learning Mobility

AOB AND CLOSURE OF THE MEETING



S2ASPORTMOBILITY

Enhancing the Skills of Sport Administrators through Learning Mobility

CONTACT DETAILS



EOSE

1, Grande rue des Feuillants - 69001 Lyon - France

Mr Aurélien FAVRE

Mail: aurelien.favre@eose.org

Tel: 0033 437 431 939

Skype: aurelienfavre

www.eose.org

