

Active Senior Citizens for Europe: A Guide to the EU



Active Senior Citizens for Europe Partners' project Handbook

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Co-financed by the European Union Europe for Citizens programme



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1. Project Description

EU context and objectives

Although older citizens usually have a positive attitude toward the EU, few are fully aware of what the EU is doing to translate our shared values into concrete outcomes for EU citizens, what are EU competences and how EU policies impact their daily life. Even fewer know how to engage in a constructive dialogue with the EU institutions to help shape the EU political agenda. The current crisis and language barriers create additional challenges for seniors in those countries to become fully involved in EU civil dialogue.

As a contribution to the European Year 2013 the project seeks to equip groups of seniors with the necessary tools and training to disseminate relevant information about the EU to wider groups of seniors in their country and help them develop a stronger sense of belonging to the EU. Part of the activities will focus on the EP elections and how senior citizens can influence parties' priorities based on their concerns.

Project description

The project is called 'Active Senior Citizens for Europe' and is funded under the 'Europe for Citizens' EU programme. It starts on 1 September 2013 and will end on 31 December 2014.

The project aims to support civil society organizations and older citizens to participate in and influence the EU political agenda and guide them to become key actors in decision-making at local, national and EU levels. More precisely, the project builds on the following 2 general objectives:

- to give the opportunity to older citizens in 8 countries to learn more about the EU and to interact with EU policy makers in order to achieve an more age-friendly EU
- to foster a greater sense of ownership of the EU among older citizens

The project will develop training material (based on the brochure '[Active Citizens for Europe: A guide to the EU](#)') that provide an overview of EU action relevant for older citizens and will organise meetings at EU and national levels to share this knowledge and foster discussions on EU policies and initiatives between civil society organisations coming from different EU MS. It will enable wider groups of seniors to develop a better understanding of how the EU works, how older citizens can get involved in EU policy-making and in the preparation of the upcoming European Parliament elections.

To do so, 2 EU training workshops will be organised by AGE:

- 1st training about the EU, its competences, functioning, actions, the rights conferred to EU citizens. This session will provide an overview of EU policies which impact on older people's daily lives and explain the links between EU policies and national legislations. Part of the workshop will be dedicated to the upcoming EP elections to help partners get

involved in the campaign as well as to establish contacts with their candidate MEPs and draw their attention to issues of concern for older senior citizens.

- 2nd training about the EP elections' results, the new balance of powers and the MEPs who have been elected. This will help them define the contacts that they established during the campaign which are relevant and should be pursued. This will be followed by a training on the new EU funding programmes.

Each EU workshop will be followed by national workshops organised by the partners to spread the knowledge gained and mobilise wider groups of grass roots seniors.

A final conference will be organized by AGE in December 2014.

Long-term impact

The project seeks to enable large groups of grass roots older citizens to grasp a variety of EU issues, understand what the EU does for them and how they can get engaged in a constructive dialogue with EU decision-makers. As a practical outcome, the project will help seniors raise awareness of candidates MEPs on their main concerns and influence through manifestos the programmes that political parties will develop for the European Parliament elections. It will also provide participants with the necessary tools to become active EU citizens beyond the project as well, in particular by establishing regular contacts with MEPs. Ultimately, the project will support networking between civil society organisations and will help them take advantage of the opportunities offered by the EU to influence EU policies (for ex. through consultations organized by AGE and meetings with their MEPs) and to apply for EU grants for future national/local citizenship initiatives.

2. Partners contact information

Organisation	Country	Contact person(s)	Contact details
Lead applicant P1 AGE Platform Europe www.age-platform.eu	EU organization	Mrs. Anne-Sophie PARENT (Secretary General) Ms. Maude LUHERNE and Ms. Ophelie DURAND (Project coordinators)	Rue Froissart 111 1040 Brussels Belgium Tel : 0032 2 280 14 70 annesophie.parent@age-platform.eu maude.luherne@age-platform.eu ophelie.durand@age-platform.eu
P2 ENEA aps (associazione di promozione sociale)	Italy	Mr. Elio D'ORAZIO (President)	Via di Casal Bruciato, 15 00159 Rome Italy Tel.: 0039 339 11 88 074 Tel2: 0039 064 35 99 220
P3 Mestna zveza upokojencev Ljubljana (MZU) www.mzu.si	Slovenia	Mr. Marjan SEDMAK (President)	Janeza Pavla, II/4 1000 Ljubljana Slovenia Tel.: 0038 614 30 44 10 Fax.: 0038 614 30 44 14
P4 Fundacja na Rzecz Kobiet JA KOBETA www.kobieta50plus.pl	Poland	Ms. Halina POTOCKA (Vice-President)	Kopcinskiego, 6/10 02-777 Warsaw Poland Tel.: 0048 50 11 50 950 Tel.2: 0048 604 147 171 Fax.: 0048 22 408 63 10
P5 Forum pre pomoc starsim – narodna siet www.forumseniorov.sk	Slovakia	Ms. L'ubica GÁLISOVÁ (President)	Záhradnícka, 24 971 01 Prievidza Slovakia Tel.: 00421 46 542 03 49
P6 Envelhecer com Prazer www.envelhecer.com	Portugal	Mr. Renato CARVALHO (Project manager)	Rua Mariano Coelho 7, 1E 2900 486 Setúbal Portugal Tel.: 00351 96 50 72 902 Tel.2: 00351 96 58 72 296
P7 50plus Hellas	Greece	Dr. Myrto Maria	Spiro Mekouri, 38

www.50plus.gr		RANGA (project manager)	11634 Athens Greece Tel.: 0030 211 71 00 203 Tel.2: 0030 10 60 00 773 Fax.: 0030 729 81 97
P8 Age&Opportunity www.ageandopportunity.ie	Ireland	Mr. Ciaran MCKINNEY (Director of Development)	Marino Institute of Education Griffith Avenue Dublin 9 Ireland Tel.: 0035 31 805 7709 Fax.: 0035 31 853 5117
P9 Active Retirement Network Ireland www.activeirl.ie	Ireland	Ms. Susan SHAW (National Development Officer)	Suite 124 Capel Building Capel Street, 124 Dublin 7 Ireland Tel.: 00353 18 73 3826
P10 Bulgarian Red Cross www.redcross.bg	Bulgaria	Dr. Nadezhda TODOROVSKA (Deputy Director General)	James Boucher 76 1407 Sofia Bulgaria Tel.: 00359 2 8164 737 Tel.2: 00359 8164 745 Fax: 00359 2 8164 611
P11 Tulip Foundation www.tulipfoundation.net	Bulgaria	Ms. Maria PETKOVA (Director)	Reka Osam 1124 Sofia Bulgaria Tel.: 00359 2944 2755 Fax: 00359 2944 2755

3. Project activities and timeline

Phase 1: September 2013 to May 2014 - Introduction to the EU, relevant EU policies and preparation of EU elections

During this phase, a group of 20 learners will be trained to provide a first series of trainings at national level concerning how the EU functions, what are EU competences and policies that have an impact on older people and how to influence policy processes. They will also get prepared for the EU elections by the preparation of manifestos and a better knowledge of EU Parliament activities. They will be given tools and guidance on how to share the acquired knowledge with their networks and wider groups of seniors through the 1st series of national events.

Expected activities and outcomes:

From the EU workshop: Participants will gain tailored-made knowledge about the EU, its competences, functioning, actions, the rights conferred to EU citizens and an overview of EU policies which impact their daily lives and the links with their national legislations. They will also gain better understanding of the importance to vote for the EP elections, to get involved in the campaign as well as to establish contacts with the candidate MEPs and draw their attention on issues of concern for older senior citizens. The workshop will be interactive and will allow participants to debate the information received and confront their views with partners from other countries.

From the series of national trainings: Using the tools developed by the project in their language and the training received during the 1st EU workshop, the national partners will organize sessions for larger groups of seniors during their regular activities (Board meetings, senior club meetings, etc.) or special meetings. The national sessions will cover the topics presented in the 1st EU workshop and will allow a debate on the key concerns identified during the 1st EU workshop to confront them to their national context.

Timeline:

- EU workshop: 15-17 October 2013 in Brussels
- National trainings period: Nov.2013 to 20 May 2014 in each country
- European elections: 22-25 May 2014
- Online survey to evaluate the first training period: 15 to 30 May 2014.

Phase 2: June 2014 to November 2014 - Follow up of EU elections and introduction to EU funding

During this phase, the group of 20 learners will be trained to provide a complementary training on how to ensure the follow up of EU elections and on how to apply for an EU grant to develop their activities, with basic skills in project management.

Expected activities and outcomes:

From the 2nd EU workshop: It will give the project's partners a comprehensive overview of the EP elections' results in Europe and in their countries, inform them about the new balance of powers and the MEP who have been elected. Partners will also be trained to apply for new EU grants to give them the resources to further spread the trainings received after this project ends. A common strategy to keep the partners connected and extend the network of active senior citizens after the end of the project will be discussed and agreed.

From the 2nd series of national trainings: Partners will share the training received during the second EU workshop with larger groups of seniors. Discussions will take place on ways to keep or establish contacts with each partner's newly elected MEPs, to promote the re-establishment of the EP Intergroup on ageing. Partners will discuss opportunities to apply for EU grants. It is expected to build lasting contacts with the newly elected MEPs and create trust relationships with them. They will explore possibilities to further disseminate these trainings.

Timeline

- 2nd EU workshop: expected to be on 18-19 June 2014
- 2nd series of national trainings: July to November 2014
- Online survey to evaluate the second training period: 14-28 November 2014.

Final phase: Final conference and planning for next steps

During this final phase, a final conference will be organized in Brussels to publicly introduce the finalized training tools and debate with MEPs and EC officials on the recommendations arising from the discussions and manifestos developed at national level on relevant EU dossiers that will be of concern for older people during the new EC and EP mandate. A long-term strategy will be established.

Expected activities and outcomes: the participating MEPs, AGE and the partners will commit to remain connected and to continue to promote active citizenship among seniors as part of their regular work using the project outcomes and regular updates that AGE will disseminate.

The cooperation between partners will continue after the end of the project to help wider groups of seniors understand what the EU does for its citizens and benefit from EU citizenship, building an inclusive and democratic Europe for all generations.

Timeline

- Final conference expected on 9 December 2014
- Publication of the final online tools on AGE and in all partners' websites by the end of December 2014

4. Partners' role

Project coordinator (AGE)

As project coordinator AGE is responsible for the general coordination of the project, ensuring contacts and communication between the Full partners, coordinating the project consortium, managing the budget, information and communication activities and liaising/reporting to the European Commission.

AGE is also responsible to follow the project evaluation and budget reporting activities.

If partners have any question regarding the project, they should contact AGE office, Maude Luherne (maude.luherne@age-platform.eu ; tel: +33 954 55 00 45 / Mob.: 0032 496 87 84 15), Ophélie Durand (Ophelie.durand@age-platform.eu) ; tel.: 0032 2 280 14 70 or Anne-Sophie Parent (annesophie.parent@age-platform.eu).

Consortium members (project partners)

Consortium members are collectively responsible for the good implementation of the project.

Consortium members are responsible to implement the tasks assigned to them, ie. :

- To check the translation organized by AGE or organise themselves the translation of the training material developed by AGE into their own language
- To send 2 delegates to the 2 EU training events (2 delegates per country, meaning in the countries where there is only one organization, 2 people of this organization come, if there are two organizations in the same country (IE/BG), one person per organization come)
- To organise after each EU session, a similar training session for a wider group of older citizens in your country. This can be done either as a single meeting or spread over several meetings, for ex. 2 hours sessions as part of monthly senior clubs meetings, or Board meetings or other types of regular meetings that the partners organise for senior people as part of their regular activities. During the first training session, the groups will start developing a manifesto for the next European Parliament elections.

- To send 4 delegates to the EU final event (2 from the partner and 2 from the grass root senior citizens who will have taken part in the national training sessions) where those delegates will have the opportunity to meet with their newly elected MEPs. In country where there are two partners, they share these 4 seats among them.
- To post all the documents developed by the project on their website and disseminate it in their regular communication channels
- To cooperate with AGE in the project financial management, i.e. by providing relevant documents and proofs on expenses made during the project

Concerning the workshops: AGE will send to partners in advance the draft agenda and relevant documents to prepare the meetings, and will be in charge of taking notes and drafting the minutes. Since our budget is very tight, we recommend to partners to book their flights well in advance to get cheaper rate (for the first meeting, please wait for AGE green light prior to booking flight). AGE will be responsible for booking hotel rooms and for social dinners.

5. Budget management

For this project we receive a grant from the 'Europe for citizens' programme. The financial rules for this programme therefore apply. Our project is under Action 2 / Measure 3: Support to projects initiated by civil society organisations

You can find all the information on financial management of this programme here:

http://eacea.ec.europa.eu/about/documents/fik_1202.pdf and here:

http://eacea.ec.europa.eu/citizenship/programme/programme_guide_en.php

The budget is divided into shared and individual partners' costs. To help partners understand what budget they have, AGE has prepared 2 Excel files based on the on-line budget submitted to the EC:

- Overall budget
- Budget breakdown per partner

To ensure an optimal budget utilisation (no overspending nor underspending), it is important to respect what has been agreed both for each partner's costs and for the shared costs.

There is however limited flexibility possible within and between headings but to ensure that we remain within budget, it is important for Consortium members to keep AGE informed about their budget utilization at the end of each reporting period (consortium members are asked to prepare a short financial report based on a template that AGE will provide) and to consult with AGE prior to committing any expense that is not in line with their individual budget.

Important: No costs can be incurred out of the project period, i.e. 1/09/2014 to 31/12/2014.

Co-funding

Each partner committed to bring their share of co-funding, i.e. 30.58 % of the total amount of their individual real costs, including their share of the shared costs. If you spend less than what was foreseen in your individual budget, you will only receive 69.42 % of your total real eligible expenses. If you spend more than what was foreseen in your individual budget, you will only get 69.42% of the amount that was foreseen in your initial budget and your overspent will not be covered unless there is some budget flexibility left at the end of the project (for ex. if another partner has spent less). This is why it is important for all partners to monitor budget utilisation together on an on-going basis to avoid spending too much or too little.

As explained above, each partner will receive only part of their total eligible expenses from the EU grant (69,42%). They need to cover the rest of their eligible costs themselves. In previous projects, several partners used the costs they claimed for their paid staff working on the project as well as their Overheads and some dissemination costs, which are paid by the general budget of their organisation - to cover their co-funding needs. However, due to the criteria of the Call and low salaries in their country, in the ASCE project, most of the project partners have low staff costs, which means that they will need to contribute some real cash to cover their co-funding needs. They can do that through other sources, such as looking for sponsors who would like a donation toward a mention of their support in the translated brochure, asking a small financial contribution from the training participants or their organisations/local groups, call for donors, etc.

As an indicative tool, please find below the partners' expected co-funding + staff costs for each partner:

Organisation	Country	a) Expected Cofunding	b) Staff costs	c) Overheads	d) Dissemination costs	Remaining cash needed to cover co-funding needs: a-(b+c+d)
ENEA	Italy	5,118.30 €	3,400.00 €	500.00 €	1,000.00 €	218.30 €
MZU	Slovenia	5,631.30 €	3,240.00 €	500.00 €	1,000.00 €	891.30 €
FJK	Poland	5,271.30 €	3,000.00 €	500.00 €	1,000.00 €	771.30 €
Forum	Slovakia	5,475.30 €	2,400.00 €	500.00 €	1,000.00 €	1,575.30 €
EcP	Portugal	4,833.20 €	1,700.00 €	500.00 €	1,000.00 €	1,633.20 €
50+H	Greece	5,064.30 €	1,430.00 €	500.00 €	1,000.00 €	2,134.30 €
A&O	Ireland	3,181.60 €	3,400.00 €	500.00 €	1,000.00 €	0.00 €
Act. Ret	Ireland	3,181.60 €	3,400.00 €	500.00 €	1,000.00 €	0.00 €
Bulgarian Red Cross	Bulgaria	2,708.00 €	1,280.00 €	500.00 €	1,000.00 €	0.00 €
Tulip	Bulgaria	2,839.00 €	1,820.00 €	500.00 €	1,000.00 €	0.00 €

The numbers in this table come from the budget submitted to the European Commission. For good project financial management according to EU rules, each partner is expected to remain within their share of the budget submitted to the European Commission. These numbers are however indicative and will need to be adapted at the end of the project, when will have received the real expenses incurred by all of you. The final co-funding amount that each partner will have to contribute will be calculated on the basis of 30.58% of their real eligible expenses, i.e. their individual costs + their share of the shared cost (see below).

Overheads include office supplies, telecommunications, depreciation of computer equipment corresponding to the duration of the action up to a maximum of 7% of the total amount of your expenses.

Dissemination costs include postal costs for the dissemination of the printed brochures and other project material at national level, the development of a special webpage and other dissemination activities of project material and outcome to a wide range of national and local stakeholders.

Shared costs

The “shared costs” are the costs that will be shared among all partners in order to treat all partners equally. These include:

- Translation costs to translate the brochure and training material in 7 languages,
- Production of web versions of brochure "Active Senior Citizens for Europe: A Guide to the EU" in 7 languages
- Printing of this brochure (400 copies x 7 languages)
- Production of PowerPoint presentation and other web tools for wider use at national level in 7 languages
- Printing of final report on project outcomes in 8 languages
- Catering, rent of meeting room for the EU events, interpretation services and development of webpage on AGE website.

The total shared costs are calculated on:

59400€: Heading 4 (Dissemination, production, communication)
+19000€: Heading 5c + 5d (rent of room + equipment)
= 78400€

This amount is divided by 9 countries. **= 8711.11 per country.**

When there are two partners from a same country, their respective share is the country's share divided by 2, i.e. 4355.55€.

The shared costs are an integral part of your budget, so don't forget that your budget is not strictly limited by expenses you make, but also includes your part in the shared costs!

Pre-financing

As explained in the grant agreement, the Commission provides a pre-financing of 50% of the total EU grant as pre-financing soon after the contract is signed. The remaining 50% of the EU grant is paid after the final report has been approved by the Commission (at the earliest 6 months after the end of the project).

This means that we have to pre-finance 35% of our total budget for quite a long period (50% of the EU grant). This effort is shared among all partners. In other words, each partner has to carry its share of the pre-financing effort based on the total of their eligible costs (individual and shared costs). As you know AGE coordinates such projects to help interested members get involved in EU projects and access some EU funding, but AGE does not have the financial capacity to carry the pre-financing effort on its own.

This means that although you are asked to claim your costs as quickly as possible to help us monitor budget utilisation, during the course of the project AGE will only refund you 69.42% of your eligible claimed costs up to 50% of your share of the EU subsidy, i.e. until the pre-financing amount paid by the European Commission is used totally. When we receive the final installment, AGE will immediately transfer the balance due to each partner.

Monitoring of budget utilisation during the whole project duration

Budget monitoring requires regular financial reports.

At the end of each of the following reporting periods, all partners are asked to send a financial report, covering the last 4 months, i.e.

- 1) Sept. -December 2013
- 2) January –April 2014
- 3) May -August 2014
- 4) Sept.-December 2014

AGE will provide a template for budget reporting that should be used by Consortium members to report and claim their individual costs at the end of each reporting period. Please make sure you include all costs (including staff and overheads costs). This is necessary to allow AGE to better monitor budget utilization and to refund your share of the pre-financing paid by the European Commission at the beginning of the project on the basis of your eligible costs.

How to claim costs

During the first week after each reporting period, partners need to send their financial report including all expenses you have had during the period using your “Partner’s Claim Form” prepared for you by AGE. This claim form is based on your respective individual budget and should be accompanied by required supporting documents.

- For staff costs, please fill in the Partner’s Claim Form (Heading 1) and attach duly filled Staff Timesheet for each staff member (use provided template)

- For general expenditures (overheads) : please fill in the requested amount in the Partner's Claim Form (Heading 2)
- For invoices related to translations and other services: please fill in the amounts in the Partner's Claim Form (Heading 4) and attach copies of all bills and;
- For travel costs, accommodation and catering, please fill in your Partner's Claim Form (Heading 5) and enclose a "Travel and Accommodation Claim Form" with original boarding passes, train, bus, metro tickets, hotel and restaurant bills for each trip;

The financial statement together with the supporting documents should be sent to:

AGE Platform Europe
Active Senior Citizens for Europe project
Rue Froissart, 111
B-1040 Bruxelles.

It is very **important** that you always keep a (photocopy or scanned) copy of the documents sent to us in case your claim form gets lost in the post.

If you have any problem, please contact AGE to see which solution can be provided.

General financial guidelines

More detailed information about the general financial guidelines that apply to our project can be found in the **Grant agreement, Part B- General conditions 19** which includes all information concerning eligible direct and indirect costs, as well as non eligible costs.

We strongly encourage you to read this list in order to prevent any surprise during the course of the project.

6. Mention of European Union funding

Please note that according to our grant agreement "Any communication or publication related to the action, made by the beneficiary, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.) shall indicate that the action has received funding from the Union and shall display the European Union emblem".

For example:



This action has received funding from the European Union

Make sure to respect this request from the European Commission as failure to do so might result in making some of your claimed costs ineligible.

7. Remember AGE is there to help you

After having read this Partners' Guide, you may feel a bit lost or concerned about your responsibilities both in terms of work to be done and budget.

Keep in mind that the Call is expected to be "citizens-friendly" and AGE will do its utmost to support you and ensure that you can make the best of it.

Do not hesitate to contact us if you have any question at maude.luherne@age-platform.eu and Ophelie.durand@age-platform.eu.

Tel. Maude: 0033 954 55 00 45 Mob.: 0032 496 87 84 15

Tel. Ophélie: 0032 2 280 14 70

8. Project Library

This section will be updated all along the project.

The 'Active Senior Citizens for Europe' brochure

- English version: http://www.age-platform.eu/images/stories/EN/activesenior_citizens_for_europe_a_guide_to_the_eu.pdf
- French version: http://www.age-platform.eu/images/stories/EN/seniors_actifs_pour_leurope_guide_de_lue.pdf

Some informational material on the EU

- How the EU works (video):
 - http://www.youtube.com/watch?v=VvIPSY_Sbfg
 - <http://europartv.europa.eu/en/player.aspx?pid=2943a9f1-0a1a-4f7c-9fe8-9f82009fa481>
- Teaching material: http://europa.eu/teachers-corner/15/index_en.htm