



Co-funded by the  
Erasmus+ Programme  
of the European Union

# KICK OFF MEETING IN SPAIN

(VIRTUAL DUE TO COVID-19)

PROJECT

**EM-MA: EMotional MAnagement exercises for adults**

Agreement number: 2020-1-UK01-KA204-078990



**EM-MA**  
Emotional Management  
Exercises for Adults

**Date: 28<sup>th</sup> January 2021**

**Participants:**

Rajesh Pathak and Riya Rajesh from European Learning Network (UK)  
Oscar Argumosa Sainz and Silvia González Calera from Permacultura Cantabria (Spain)  
Monika Sobańska and Laura Straś from STOWARZYSZENIE AKTYWNE KOBIEITY (Poland)



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## AGENDA

Thursday 28.01.2021 (9.00-17.00)

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09.00-9.15

**Welcome speech**

Oscar Argumosa (Permacultura Cantabria)

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09.15-9.45

**Participants' introduction**

Rajesh Pathak (European Learning Network)  
Riya Rajesh from (European Learning Network)  
Oscar Argumosa (Permacultura Cantabria)  
Silvia González Calera from (Permacultura Cantabria)  
Monika Sobańska from STOWARZYSZENIE AKTYWNE KOBIECY (AWA)  
Laura Straś from STOWARZYSZENIE AKTYWNE KOBIECY (AWA)

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09.45-10.15

**Project Overview and goals**

Rajesh Pathak (European Learning Network)  
Q&A from other partners

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10.15-10.30

**Coffee Break**

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10.30-13.00

**Main activities**

Rajesh Pathak (European Learning Network)

**Work team, task distribution and deadlines**

All partners

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13.00-14.30

**Lunch Break**

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14.30 -15.30

**Payment plan**

Rajesh Pathak (European Learning Network)  
Q&A from other partners

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15.30-17.00

**Financial control**

Rajesh Pathak (European Learning Network)  
Q&A from other partners

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Friday 29.01.2021 (9.00-13.00)

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09.00-9.45

**Reporting**

Rajesh Pathak (European Learning Network)  
Q&A from other partners

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09.45-10.15

**Potential problems and solutions**

Rajesh Pathak (European Learning Network)  
Q&A from other partners

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10.15-10.30

**Coffee Break**

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10.30-12.00

**Review of the working plan, timeline and commitments**

All partners

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12.00-13.00

**Evaluation and closing (certificates delivery)**

Oscar Argumosa (Permacultura Cantabria)

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13.00-14.00

**Lunch**

**Return trip**

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## DETAILED AGENDA

(FOR THE MEETING PREPARATION AND INTERIM REPORT)

### PROJECT SUMMARY

**The Project runs for 24 months**

**Starting date: 01/10/2020**

**End date: 30/09/2022**

For years, the magnitude of the mental health problems has been overshadowed by other public health matters. Every year over one in four European adults are affected by mental health problems. Annually, mental illnesses lead to 58 000 suicides in Europe. The estimated number of Europeans that have suffered from major depression is 18.4 million and from specific phobias 18.5 million within the past 12 months. 4.3% of all deaths in the EU in 2016 resulted from mental and behavioural disorders. In 2016, 14% of all hospital beds in the EU were psychiatric care beds. The proportion of people who had depressive disorders was higher for women than for men in each of the EU Member States. In Spain 12% of people aged 45 and over report chronic depression. In Poland its 6% and in UK 11% (EUROSTAT data). EU governments keep allocating resources to counteract this problem, and we, as a Partnership (ELN, AWA and Permacultura Cantabria), decided to contribute as well; Mental health problems need to be tackled at their very core. Looking at the data available, the Partnership decided to act and develop a method that European adults would be able to apply in order to counteract the problem on a personal level.

We are looking forward to promoting emotional management among adults as it is an innovative topic that needs to be more present in the focus of the NGO's, formal and informal education providers and decision makers of our communities.

The objectives of our project are:

1. To improve the management of emotions in the adult training process, which in consequence will positively impact the quality of their learning, inclusion and employment possibilities.
2. To expand knowledge on managing emotions in participating organizations.
3. To provide basic emotional management tools in non-formal education to adults and adult trainers in form of the Emotional Exercise Book.
4. To contribute to achieving high quality non-formal adult education by raising awareness of the importance of emotional management in this sector, especially targeting its decision makers.

5. To facilitate the access to the new, improved emotional management techniques to other adult trainers and adults from the whole Europe

The Partnership is formed by:

- **ELN**, UK, NGO working on improving the abilities of adult and youth communities, looking for new opportunities for their non-formal education and training solutions.
- **P. CANTABRIA**, Spain, NGO working on improving society, recover values and the benchmarks of a naturally balanced way of life.
- **AWA**, Poland NGO working on personal growth and social inclusion of different vulnerable groups endangered with social exclusion. Their main target group are women.

The learning activities planned to achieve the goals are:

- 3 Participatory visits: to share tools and knowledge about emotional management for adults,
- Training Course: Permacultura Cantabria, Spain
- 1st Participatory Visit: AWA, Poland
- 2nd Participatory Visit: ELN, UK

Adult trainers and adults who participated in the project will know more about human psychology, increase their level of awareness of the importance of the emotional management, obtain tools and knowledge to improve the mental state of the members of their communities and become more qualified to manage the integration and inclusion processes. They will learn how to prevent the trainer burn-out and improve their skills on developing innovative methods for working with disadvantaged groups.

We will empower adults and adult trainers with new emotional management tools through a dissemination campaign. We will transfer them the activities, book and project results so they can benefit from the project.

The Strategic Partnership will contribute to fostering emotional management in adult people in their countries. Each organisation will add it as part of their cornerstones and become an emotional management reference in each respective country. We will establish long term, healthy organisational relationships to be able to develop joint initiatives in the future.

ELN and AWA will acquire and implement basic and new to the organisation knowledge regarding the emotional management, and improve their capacity for conducting the process of innovation and documenting it.

Permacultura Cantabria will acquire new skills for the emotional management for groups of disadvantaged adults, and implement new to the organisation knowledge regarding the international collaboration.

**PROJECT IMPACT:****ADULT TRAINERS AND ADULT PEOPLE WHO PARTICIPATE IN THE PROJECT:**

- will have known more about the human psychology, and how emotional management can do to improve the quality of living of the adult community members, therefore worry less about their mental health state,
- will have increased their level of awareness about the importance of emotional management both in personal and professional environment
- will have obtained tools and knowledge to improve the mental health state of the members of their communities,
- will have increased their ability to manage the integration and inclusion processes, especially for the integration and inclusion of adult people with fewer opportunities,
- will have obtained knowledge and tools to prevent burning out as an adult trainer,
- will have known how to develop new methods for working with disadvantaged groups,
- will have known how to connect deeply with other members of the society and the adults they work with,
- will have known more about the emotional management,
- will have known more about the ways of emotional discharge and how to manage them,
- will have known how to apply the emotional management tools in their private lives (family, friends, self-improvement),
- will have increased their capacity of collective intelligence, participative leadership, group and creative processes,
- will have known how to develop innovative methods for working with disadvantaged groups,
- will have known how to improve the ways the adult groups benefit from the activities offered by the adult trainers,
- will have participated in the emotional management training and/or read the interactive Emotional Exercises Book
- will have increased their capacity to innovate
- will have increased their capacity to contribute with new initiatives ideas to their organisation, which in turn contributes more to the society
- will have increased their motivation, self-esteem and self-empowerment
- will have reinforced their capacity in defining new Erasmus+ projects in collaboration.

**OUR STRATEGIC PARTNERSHIP AS A TEAM:**

- will have contributed to foster emotional management in adult people in their countries
- will have contributed to help adult people in being part of initiatives and activities crafted to foster emotional management
- will have added emotional management as part of the cornerstones of each organisation
- will have reinforced their knowledge to help adults to manage their emotions
- will become reference organizations in emotional management in their

- respective countries
- will have improved their capacities to raise awareness about the importance of the emotional management
  - will have established healthy and long-term relationships among members of different organizations.
  - will know the possibilities of collaboration offered by the Erasmus +

## MAIN ACTIVITIES

The main activities in the Project include:

### (a) Transnational Meetings

We will carry out 3 transnational meetings, attended by 2 persons from each entity (project coordinator + dissemination coordinator):

1. International project meeting in Spain (Kick off) – it will take place virtually due to the pandemic.
2. International project meeting in Poland (Intermediate Evaluation).
3. International project meeting in the UK (Final Evaluation).

### (b) Three learning activities:

- C.1) A Training course in Spain**
- C.2) A 3-day participatory visit to Poland**
- C.3) A 3-day participatory visit to UK**

### (c) Three Multiplier Events:

The main objective of these conferences is to disseminate the intellectual output developed throughout the project: Interactive Emotional Exercises Book.

### (d) Other supplementary activities without specific budget:

#### **d.1) Internal workshops** (1/entity):

The participants who attend the course in Spain will carry out internal workshops, to transfer the acquired knowledge and tools. For the realisation of the workshops, they will contact and invite adults and organisations from their communities.

#### **d.2) Meetings** with interested organisations (1/entity/month)

**d.3) We will carry out a dissemination campaign** involving the participation of main stakeholders to maximize the exploitation of the results

## PARTICIPANT'S SELECTION, PREPARATION AND RECOGNITION

### Participants Selection

For the transnational meetings and participatory visits, there will be 2 participants, consisting on each entity's Project Coordinator and Dissemination Coordinator, who were chosen for their proven experience in management and dissemination.

Regarding the training course, the selection process will be fair, transparent and coherent.

We'll involve adult participants with fewer opportunities in learning activities!

Which types of situations are these participants facing?

We included this kind of obstacles in the application:

- Cultural differences
- Educational difficulties
- Health problems
- Geographical obstacles
- Economic obstacles
- Social obstacles

Note: The people facing disadvantaged situations should be specified in the Mobility Tool for all learning activities. We'll need this data for the reporting, so we will collect it in the activity memory. However, no sensitive information is required, just informing about general obstacles each person is facing (economic, geographical, cultural obstacles or health problems).

### Participants Preparation

During the mobilities, including the kick off meeting, each participating organization will therefore act as the host organization by becoming responsible for the following previous preparation tasks:

- *Support for participants*: the host organization will be responsible for providing support to participants to facilitate their arrival in the country where the mobility takes place. They will prepare an informative document including the easiest form of transport based on the cost-benefit ratio or information about the meeting place and the culture of the country. It will also contain information about planned activities and their schedule.

- *Accommodation management*: the host organization will be responsible for managing participants' accommodation and finding a venue with appropriate facilities to address the needs of people with any special needs.

- *Meals management*: the host organization will send participants a questionnaire to meet their nutritional needs prior to their arrival and will be responsible for organizing breakfasts, lunch, dinners and snacks and drinks during the short "coffee breaks" taking into account any diets, intolerances, allergies, preferences, etc.

- *Health and safety measures*: the receiving organization will establish safety measures to avoid accidents such as first aid kit, personnel with experience in providing first aid, evacuation plan, identification of potentially dangerous areas, showing the emergency exits, gathering information on possible health problems of participants before their arrival and creation of a list of telephone numbers of their contact persons.

- *Transport management*: Before arriving in the country, the hosting organization will provide the other organizations with an information regarding recommendations on the most appropriate ways to reach the meeting point and planned activities and any other practical tips. It will also include such information as the requirement of the European Health Card, the validity of the entry documents, currency, etc., everything in order to fully assist the participants.

- *Cultural and linguistic preparation*: guidance on any significant differences and language requirements will be provided.

Additionally, it should also be emphasised that while one entity becomes the hosting organization, the others have the role of sending organizations previously responsible for the following tasks:

- *Managing tickets*: booking and making sure the participants have European Health Insurance Cards.

- *Language preparation*: Each organization will be responsible for providing a Europass language passport for participants to assess their level of English. If necessary, additional classes and specialist vocabulary support will also be offered, including cultural guidance.

- *Pedagogical preparation*: as mentioned above, dissemination coordinators will provide the necessary information on the proper dissemination of the project. Participants will also undergo previous preparation for the project: familiarization with tasks to be carried out, goals or the process of self-education, etc.

- *Preparatory meetings*: Project coordinators will organize relevant meetings with participants to prepare the tasks planned for the project.

### Participant's involvement and recognition:

We will issue the following certificates for participants:

- Europass language passport
- Europass Mobility Document
- Certificate issued by hosting organisations after each mobility

## TRAINING MOBILITIES

### C1: Training course in Spain

Date: January 2022 (According to the Application it was January 2021)  
Host organisation: Permacultura Cantabria

#### Participants

ELN

Project Coordinator (PC): Rajesh Pathak

Dissemination Coordinator (DC): Riya Raj

PERMACULTURA CANTABRIA

Project Coordinator (PC): Silvia González Calera

Dissemination Coordinator (DC): Begoña Cueli

AWA

Project Coordinator (PC): Laura Strás

Dissemination Coordinator (DC): Monika Sobańska

**The objective of the activity** is to transfer the emotional management tools and approaches to the adult trainers and adult participants of ELN, AWA and PERMACULTURA CANTABRIA. This will be the responsibility of Permacultura Cantabria and its adult trainers staff, who are experts in emotional management.

The knowledge that the participants will gain during this course will be essential for the proper development of the rest of the learning activities and for the creation of the IO. The activity will take place in Permacultura Cantabria's installations in Ramales de la Victoria, Spain. It will be 8 days long. Each organisation will send 10 adult trainers and adult participants to the activity (30 people in total).

Permacultura Cantabria, as the hosting organization, will be in charge of the organization of the TC, including all the preparatory activities described in the relevant question.

#### Program of the activity:

##### DAY 1

Arrival at the accommodation

Presentation of the facilities

Introduction and expectation session: the participants will be given information about the main goal and methodology of the TC and will be invited to share their expectations and hopes for the course.

Participants' personal introductions

Dinner

Ice breaker games

#### DAY 2

Introduction to a human mind: Key concepts about human physiology and psychology. Storing and processing human experiences and what happens when we are unable to process them correctly.

Daily Evaluation

#### DAY 3

Feelings: the difference between feelings and emotions. Types of feelings. Chronic feelings and how they influence human mind and behaviour.

Emotions: What is an emotional discharge and why do human beings need it?

Main types of the emotional discharge (crying, yawning, laughing and trembling). How to create a safe environment for discharging emotions.

Emotional discharge in the modern society.

Daily Evaluation

#### DAY 4

Hormonal balance and Emotional Management: Alterations of the hormonal balance and how they influence a human body. Raising awareness on understanding our basic neural and emotional processes in form of creative exercises.

Daily Evaluation

#### DAY 5

Distressful feelings: Unprocessed information after a distressful situation and its influence on the human mind and behaviour. Recalling personal experiences.

Q&A session Social Oppression: Types of social oppressions: racism, sexism, adultism, classism, mental health oppression, and the exclusion of people with physical disabilities. Background for conducting a proper intervention. The consequences of the oppressions, direct and indirect.

Daily Evaluation

#### DAY 6

Emotional Balance: How to restore it and keep it. Human well-being and the consequences of its irregularities. Tools and practices for restoring the emotional balance (diet, rest, exercise, good relationships, etc.)

Tools and good practices: Different tools to carry out a good emotional management. 8 strategies for a healthy emotional management.

Daily Evaluation

#### DAY 7

Development of the ability of listening and participating: Work on emotional management with adults for adult trainers Coaching sessions. Revision of basic

emotional management skills: active listening, participative sessions and support groups.

Difficulties and challenges: Difficulties when implementing strategies for emotional management: Overview. Tools and practices for overcoming them - practical session.

Final Evaluation

#### DAY 8

Agreements, impact and non-formal learning in emotional management related projects. Sharing ideas related to these three topics.

Delivery of the certificates of attendance

Closing

The participants of this TC will be adult trainers and adults chosen by each organisation (10 persons/ entity).

### **C2 Participatory visit to Poland**

Date: September 2021 (According to the Application it was April 2021)

Host organisation: AWA

#### **Participants**

ELN

Project Coordinator (PC): Rajesh Pathak

Dissemination Coordinator (DC): Riya Raj

PERMACULTURA CANTABRIA

Project Coordinator (PC): Silvia González Calera

Dissemination Coordinator (DC): Begoña Cueli

AWA

Project Coordinator (PC): Laura Strás

Dissemination Coordinator (DC): Monika Sobańska

**The objective of this Visit** is to provide a training on how to adapt and apply the emotional management tools and practices to the AWA's principal target groups, that is women. The adaptation of the emotional management principles will emerge from their daily use by AWA's adult trainers in their work with adult women. The organisation will recompile their observations, findings and conclusions and will transfer them onto the rest of partner organisations in order to include them in the IO. For this reason, this visit will be attended by the IO developers.

AWA will invite its associated partners who carry out initiatives in the adult field, to participate in the visit; They will attend using their own resources, as they are not considered beneficiaries of this project.

AWA, as the hosting organization, will be in charge of the organization of the participatory visit, including all the preparatory activities assigned in the time line attached.

**Schedule:**Day 1

8.30 Breakfast

9.30 - 11.00 Presentation of AWA: Main activities and initiatives. By Monika Sobanska

11:00 - 11:30 Coffee Break

11.30 - 13.00 Tools and initiatives to support women in Sosnowiec

13:00 - 15:00 Lunch

15.00 - 16.30 Presentation of AWA: implementation of the emotional management in the organisation: methodology

16:30 -17:00 Coffee Break

17:00 - 18.30 Main challenges and their solutions during the emotional management implementation phase

18:30 - 19:00 Evaluation

19:30 -21:30 Dinner

22:00 Walking tour around the city

Day 2

8.30 Breakfast

9.30 - 11.00 Specifics of work with women as a main target group. Adaptation and application of the emotional management principles to the needs of the women

11:00 - 11:30 Coffee Break and networking

11.30 - 13.00 Disadvantaged families: Best practices, tools and methodologies in incorporation of the emotional management to work with disadvantaged families in Poland

13:00 - 15:00 Lunch

15.00 - 16.30 Women and addictions: emotional management adaptation to work with this fragile social group

16:30 -17:00 Coffee Break

17:00 - 18.30 Round table for adult trainers: Feminine emotional discharges: When, how and why?

18:30 - 19:00 Evaluation

19:30 -21:30 Dinner

22:00 Cultural visit

Day 3

8.30 Breakfast

9.30 - 11.00 Presentation of AWA: Emotional management in the daily work of an adult trainer. Opportunities and challenges

11:00 - 11:30 Coffee Break

11.30 - 13.00 Round table with emotional management direct beneficiaries: Women with whom AWA works

13:00 - 15:00 Lunch

15.00 - 16.30 Open discussion: Emotional management adaptation to work with women: main points to include in the IO.

16:30 -17:00 Coffee Break  
17:00 - 18.30 AWA's final conclusions.  
18:30 - 19:00 Final Evaluation and closing  
19:30 -21:30 Dinner  
22:00 Cultural Night

The participants in this participatory visit are the intellectual output developers (profiles stated in section "Participating organizations")

## C2 Participatory visit to UK

Date: July 2021 (According to the Application)  
Host organisation: ELN

### Participants

ELN

Project Coordinator (PC): Rajesh Pathak

Dissemination Coordinator (DC): Riya Raj

PERMACULTURA CANTABRIA

Project Coordinator (PC): Silvia González Calera

Dissemination Coordinator (DC): Begoña Cueli

AWA

Project Coordinator (PC): Laura Strás

Dissemination Coordinator (DC): Monika Sobańska

**The objective of this Visit** is to provide a training on how to adapt and apply the emotional management tools and practices to the ELN's principal target groups, adults with less opportunities. The adaptation of the emotional management principles will emerge from their daily use by ELN's adult trainers in their work with adult people. The organisation will recompile their observations, findings and conclusions and will transfer them onto the rest of partner organisations in order to include them in the IO. For this reason, this visit will be attended by the IO developers.

ELN will invite its associated partners who carry out initiatives in the adult field, to participate in the visit; They will attend using their own resources, as they are not considered beneficiaries of this project.

ELN, as the hosting organization, will be in charge of the organization of the participatory visit, including all the preparatory activities assigned in the time line attached.

### Schedule:

#### Day 1

8.30 Breakfast

9.30 - 11.00 Presentation of ELN: Main activities and initiatives. By Rajesh Pathak

11:00 - 11:30 Coffee Break

11.30 - 13.00 Tools and initiatives to support adults with less opportunities in London

13:00 - 15:00 Lunch

15.00 - 16.30 Presentation of ELN: implementation of the emotional management in the organisation: methodology  
16:30 -17:00 Coffee Break  
17:00 - 18.30 Main challenges and their solutions during the emotional management implementation phase  
18:30 - 19:00 Evaluation  
19:30 -21:30 Dinner  
22:00 Walking tour around the city

### Day 2

8.30 Breakfast  
9.30 - 11.00 Specifics of work with disadvantaged groups of adults as a main target group. Adaptation and application of the emotional management principles to their needs.  
11:00 - 11:30 Coffee Break and networking  
11.30 - 13.00 Disadvantaged families: Best practices, tools and methodologies in incorporation of the emotional management to work with disadvantaged families in the UK  
13:00 - 15:00 Lunch  
15.00 - 16.30 Elderly people and social oppressions: emotional management adaptation to work with this fragile social group  
16:30 -17:00 Coffee Break  
17:00 - 18.30 Round table for adult trainers: Adults and emotional discharges: When, how and why?  
18:30 - 19:00 Evaluation  
19:30 -21:30 Dinner  
22:00 Cultural visit

### Day 3

8.30 Breakfast  
9.30 - 11.00 Presentation of ELN: Emotional management in the daily work of an adult trainer. Opportunities and challenges  
11:00 - 11:30 Coffee Break  
11.30 - 13.00 Round table with emotional management direct beneficiaries: Adults with less opportunities with whom ELN works. Inside insights.  
13:00 - 15:00 Lunch  
15.00 - 16.30 Open discussion: Emotional management adaptation to work with adults with less opportunities: main points to include in the IO.  
16:30 -17:00 Coffee Break  
17:00 - 18.30 ELN □s final conclusions.  
18:30 - 19:00 Final Evaluation and closing  
19:30 -21:30 Dinner  
22:00 Cultural Night

The participants in this participatory visit are the intellectual output developers

## INTELLECTUAL OUTPUT

### O1: Interactive Emotional Exercise book.

The IO planned for this project will be an interactive Emotional Exercise Book. On the one hand, it will be a guide to the emotional management, introducing and explaining tools such as active listening or emotional discharge. On the other hand, it will be a practical workbook, containing exercises each reader will be able to conduct at their own pace and time, which will help him or her to understand how emotional management works, how they are being influenced by not managing their emotions properly and how it transfers to different environments (work, family, self-construct, etc.) The book will adopt a multidisciplinary approach, integrating scientific, educational and social perspectives. The base of the book will be the tools and approaches for emotional management, provided by PC will be further enriched by insights, which will emerge from applying the emotional managements tools by the adult trainers in their daily work with disadvantaged groups of adults (AWA and ELN). The intersectionality of the book will allow it □s users to cover cases of mixed nature (for working with people of different backgrounds).

The book will be completely digitized, which, apart from its attractive graphic design, will improve its reception by the target groups. It will contain videos and links for the relevant web content. It will be readable from any electronic device or as a printed traditional paper version copy, so that it can be used by many adults and adult trainers (for example, in public libraries, social centres and organizations that work with adults). The guide will develop the emotional management competences and skills of adult trainers and adults, improving the quality of their activities and trainings, from the point of view of inclusion, violence prevention, academic and work success, as well as the personal and social integrity of adult learners.

The book will have at least 110 pages, covering the following chapters (please note that this is not the final version of the chapter list. It will be modified after the Participative Visits will have finished):

- 1.Introduction:** information about the main goal and context in which the book will be framed.
- 2.Our mind:** It will explain how experiences are stored in our minds and what happens when we are not able to process what is occurring in our lives. It will give useful keys and tools to help process that information.
- 3Feelings:** It will explain the different types of feelings. It will explain in detail feelings that are chronic and become distressful for human beings.
- 4. Emotions:** It will explain the four main forms of emotional discharge (crying, yawning, laughing and trembling).

5. Hormonal balance and Emotional Management: Emotional discharges (crying, yawning, laughter and trembling) interfere deeply in the alterations of the hormonal balance. Being aware of this influence is very important to understand our neural and emotional processes.
6. Distressful feelings: It explains how the unprocessed information after a distressful situation can deeply affect us.
7. Social Oppression: This chapter discuss racism, sexism, adultism, classism, mental health oppression, and the exclusion of people with physical disabilities.
8. Emotional Balance: It goes deep into other aspects of human well-being that directly affect emotional balance, such as diet, rest, exercise, good relationships, etc.
9. Tools and good practices: There are many different tools available to carry out a good emotional management. In this chapter, at least eight strategies on how to work in groups will be analysed.
10. Development of the ability of listening and participating: This chapter will guide those who want to work on emotional management with adults. It will coach their skills regarding active listening, participative sessions and support groups.
11. Difficulties and challenges: There is a lot of resistance and difficulties when implementing strategies for emotional management. It is important that this manual counts on with some of the most common difficulties and the best ways to overcome them.

Each chapter will be followed by a sub-chapter with exercises designed to help to internalize the newly gained knowledge. The book will also contain a QR code, scanning which will lead the reader to a satisfaction survey, to measure its impact among the readers. It's important to point out that at the stage of writing this application we did not know the characteristics of the improvements and modifications of the emotional management tools provided by Permacultura Cantabria proposed by ELN and AWA, therefore it was impossible to include specific chapter names and explain their content in the above-mentioned list. This will be determined jointly by all the partners once the two Participatory Visits will finish. The final product will be written in English, as it's the official language of this project. The final version will be translated into Spanish and Polish.

## DISSEMINATION CAMPAIGN

### ACTIVITIES AND DISSEMINATION MATERIAL

-Websites: Each entity will create a separate web tab, on their webpage, dedicated exclusively to posting and updating the information about the project.

-Social media: Given the number of followers that each entity's Facebook page has gathered, we expect more than 28.000 persons to obtain information about the project.

-E-mail lists: We will create a contact list with the project's target audience. They will receive the final project outputs, along with a short commentary about the project objectives and outcomes.

-European Platforms: As required, we will upload the results of the project, to the relevant Erasmus+ Project Results Platform and EPALE.

-Meetings. Face to face meetings with interested organisations and individuals, to promote the project, its objectives and expected results.

-Round tables. During the 3 participatory visits, we will organize round tables. They will serve to familiarize ourselves with the work of other organisations that fight for counteracting violence and abuse towards women and their initiatives, to exchange best practices among all participants and extend the project coverage.

Dissemination materials:

\*Dissemination materials will be produced during the different participatory visits and shared through the entities' media channels.

\*Course video: We will produce and upload online (Youtube) a short video showing the purpose and content of the course, based on photos and clips (recorded by participants).

-A Facebook page for the course will be set up and shared, by the participating entities, with others involved in Erasmus+ and interested in social inclusion or working with vulnerable groups.

-Experience sharing. Participants will be encouraged to share their course experiences, actively, as they happen, on their social networks and EPALE blog, by publishing photos, videos and other content. Project and Dissemination Coordinators will also do it.

-Content Creation (success stories: 3/entity. Each one will be published 4 times; Newsletter: 1/entity/2 months; articles: 1/entity/2 months. Newsletter and articles will be mass disseminated).

For the dissemination campaign management, we will use the dissemination monitoring system shared in the Drive folder of the project:

<https://drive.google.com/file/d/1UeLUD-6GZ-i1xR4KS7AYwOdGa8kLUsQv/view?usp=sharing>

## WORK TEAM, TASK DISTRIBUTION AND DEADLINES

### ELN

Project Coordinator (PC): Rajesh Pathak

Dissemination Coordinator (DC): Riya Raj

### PERMACULTURA CANTABRIA

Project Coordinator (PC): Silvia González Calera

Dissemination Coordinator (DC): Begoña Cueli

### AWA

Project Coordinator (PC): Laura Strás

Dissemination Coordinator (DC): Monika Sobańska

## FINANCIAL CONTROL

\*ELN will be responsible for financial control. Permacultura Cantabria will support ELN in some of these tasks.

\*Each partner must report their expenses at the end of each month with supporting documents (scanned invoices issued to their organisation) to ELN. Thus, we can plan possible revisions between budget items.

\*Original documents may be requested during the controls, the Partner is liable to submit original copies of the documents and to keep accounting reports. The Commission may initiate such checks, audits or evaluations during the implementation of the Agreement and during a period of five years starting from the date of payment of the balance, as it is a project which grant is more than EUR 60 000.

\*Partners are allowed to adjust the estimated budget by transfers between the different budget categories. The Coordinator and the Partners are allowed to transfer up to 20% of the funds allocated for project management and transnational project meetings, intellectual outputs, multiplier events, learning/teaching/training activities and exceptional costs to any budget category except project management and implementation costs and exceptional costs.

\*Budget details per Participating Organisations (Annex I)

Budget allocation per organisation as indicated in this section is not obligatory and may be modified by the beneficiary under the condition that the activities and outputs of the project are realised and delivered in accordance with this Grant Agreement and the work plan presented in the corresponding application form.

\*If any deduction is made in the budget due to a failure by the partner to fulfill its obligations and/ or of negligence, this amount shall be deducted from the budget of the partner. In case the next payment to be made does not suffice for the deduction, the Partner hereby accepts and undertakes to make this payment in cash.

Note: The Grant Agreement including the COVID Amendment (Addendum), can be checked in this folder:

## PAYMENT PLAN

### First pre-financing payment

Not applicable in this project

### Balance Payment

Within 60 days after the end date of the Project, the coordinator must complete a final report on the implementation of the Project, and, when applicable, upload all project results in the Erasmus+ Project Results Platform. The final report is considered as the coordinator's request for payment of the grant.

The NA must pay the balance within 60 calendar days from when it receives the documents and final report.

## REPORTING

The Project runs for 24 months starting on insert date **01/10/2020** and finishing on **30/09/2022**.

### Progress report:

By **01/07/2021** the coordinator must complete a progress report on the implementation of the Project covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to 01/06/2021.

By **30/12/2021** the coordinator must complete an interim report on the implementation of the Project covering the reporting period from 01/10/2020 to 30/11/2021.

### Final report:

Within 60 days after the end date of the Project specified in Article I.2.2, the coordinator must complete a final report on the implementation of the Project, and, when applicable, upload all project results in the Erasmus+ Project Results Platform as specified in Article I.9.2.

The report must contain the information needed to justify the contribution requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contribution or the eligible costs actually incurred in accordance with Annex III. The final report is considered as the coordinator's request for payment of the balance of the grant.

The coordinator must certify that the information provided in the request for payment of the balance is full, reliable and true. It must also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27.

## SUPPORTING DOCUMENTS

### A. Project management and implementation

Triggering event: the event that conditions the entitlement to the grant is that the beneficiary implements the activities and produces the outputs

Supporting documents:

Proof of activities undertaken and outputs produced will be provided in the form of a description of these activities and outputs in the final report. In addition, outputs produced will be uploaded by the coordinator in the Erasmus+ Project Results Platform.

Reporting:

On behalf of the Project as a whole, the coordinator must report on the final distribution of funds and on undertaken activities and results.

### B. Transnational project meetings

Supporting documents:

Travel: Proof of attendance of the activity in the form of an attendance list and individual attendance certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its starting and end date;

Proof of attendance of the transnational project meeting in the form of a participants list signed by the participants and the receiving organisation specifying the name, date and place of the transnational project meeting, and for each participant: name and signature of the person, name and address of the sending organisation of the person;

Reporting:

The coordinator must report on the venue of the meeting, the date and the number of participants.

Detailed agenda and any documents used or distributed at the transnational project meeting.

In all cases, the beneficiaries must be able to demonstrate a formal link with the persons participating in transnational project meetings, whether they are involved in the Project as staff (whether on a professional or voluntary basis) or as learners of the beneficiary organisations.

### C. Learning, teaching and training activities

Supporting documents:

- Travel

Travel: Proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation and specifying the names of the participants, the purpose of the activity, as well as its starting and end date;

Individual support: Proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its start and end date;

The coordinator must report on the venue of all learning, teaching and training activities, the date and the number of participants.

Reporting: The coordinator must report on the venue of all learning, teaching and training activities, the date and the number of participants.

## **PROBLEMS IN REPORTING OR IMPLEMENTATION**

Conflict resolution and risk during the project implementation were evaluated in the application. We'll comment only the solutions included in the Grant Agreement.

### Poor, partial or late implementation

Poor implementation of the Project may be established by the NA on the basis of:

- The final report submitted by the coordinator;
- The products and outputs produced by the project;

A grant reduction based on poor, partial or late implementation may be applied to the total final amount of eligible expenses and may be of:

- 25% if the final report scores at least 40 points and below 50 points;
- 50% if the final report scores at least 25 points and below 40 points;
- 75% if the final report scores below 25 points.

### Termination of the Agreement

The Partner notifies the Coordinator immediately in case of appearance of any situation that may affect the performance of the Contract of Partnership.

The Coordinator may cancel the Contract of Partnership on the condition to preserve all rights for damages through a notification to the Partner.

Other reasons for termination are:

- (a) If the Coordinator decides that this Contract shall be affected negatively because of any negligence and/or late notification of the Partner,
- (b) In case of occurrence of the conditions specified under the article of failure to deliver the documents in Article 11 of this Contract or violation of any article of the Contract,
- (c) In case of occurrence of any of the conditions that shall require termination of the Contract which is set out in Article 2 of the Grant Contract in Annex 1, this contract will be terminate

**ANNEX I: BUDGET DISTRIBUTION****Project Title:**

	Economic Distribution for Erasmus+ (eur)
UK ELN	61690
Spain partner 1	52225
Poland partner 2	39640
	<b>153555</b>

Item 1	Organisation	Eur	Months	Application total
Project Management and Implementation: planning, finances, coordination and communication, dissemination	UK ELN	500	24	12000
	Spain partner 1	250	24	6000
	Poland partner 2	250	24	6000
				<b>24000</b>

Item 2	Organisation	Eur**	N° meetings/pax*	Application total
Transnational Project Meetings for implementation and coordination purposes.	UK to Spain	575	2	1150
	Spain to Spain	0	2	0
	Poland to Spain	575	2	1150
	UK to Poland	575	2	1150
	Spain to Poland	575	2	1150

				Poland to Poland	0	2	0
				UK to UK	0	2	0
				Spain to UK	575	2	1150
				Poland to UK	575	2	1150
							6900
Item 5.1.	Organisation	Eur**	Nº meetings/pax	Application total			
	UK to Spain	275	10	2750			
	Spain to Spain	20	10	200			
	Poland to Spain	275	10	2750			
	UK to Poland	275	2	550			
	Spain to Poland	275	2	550			
	Poland to Poland	0	2	0			
	UK to UK	0	2	0			
	Spain to UK	275	2	550			
Exchange activities (travel)	Poland to UK	275	2	550			
				7900			

Item 5.2	Organisation PAIS DE LA ACTIVIDAD	Days	Eur per day**	Participants	Application total
	UK to Spain	10	106	10	10600
	Spain to Spain	8	106	10	8480
	Poland to Spain	10	106	10	10600
	UK to Poland	5	106	2	1060
Exchange activities (Individual Support)	Spain to Poland	5	106	2	1060

	Poland to Poland	0	106	2	0
	UK to UK	0	106	2	0
	Spain to UK	5	106	2	1060
	Poland to UK	5	106	2	1060
					33920

Item 4	Organisation	Eur per pax****	Participants	Application total
	ELN (UK)	100	40	4000
	Permacultura Cantabria (Spain)	100	40	4000
Multiplier events	AWA (Poland)	100	40	4000
				12000

Output	Activities		Organisation	Eur per day**	Working days	Application total	Total
IO1 Tools for the emotional management	Research and Writing		UK	214	80	17120	28430
	Testing		UK	214	10	2140	
	Correction		2 trainers	UK	214	5	
	Translation and Layout Review	Technician	UK	162	30	4860	
	Layout	Technician	UK	162	20	3240	
	Research and Writing	2 trainers	Spain	137	120	16440	28025
	Testing		Spain	137	10	1370	
	Correction		Spain	137	15	2055	
	Translation	Technician	Spain	102	30	3060	
	Layout	Technician	Spain	102	50	5100	
	Research and Writing	2 trainers	Poland	74	120	8880	12380
	Testing		Poland	74	10	740	
	Correction		Poland	74	15	1110	
	Translation	Technician	Poland	55	10	550	
	Layout	Technician	Poland	55	20	1100	
							68835

## ANNEX II: PROJECT TIMETABLE (GANTT CHART)

Name of the project: **EM-MA** EMotional MAnagement exercises for adults

Project start: 01/10/2020

Project end: 30/09/2022

PROJECT TIMETABLE																										
Project activity*	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25
		2020												2021					2022							
		Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A1 (Project management)																										
A2 (Project publicity)																										
M1 (Kick off meeting in Spain (virtual))																										
A3 (Progress Report)																										
C1 (Training course in Spain)																										
C2 (Participatory visit to Poland)																										
M2 (Intermediate meeting in Poland)																										
C3 (Participatory visit in the UK)																										
O1 (Intellectual Output)																										
A4 (Internal workshops)																										
A5 (Multiplier event)																										
A6 (Meetings with relevant stakeholders)																										
A7 (Results dissemination: articles, videos)																										
M3 (Final meeting in the UK)																										
A8 (Final report writing)																										

NOTE: Some pictures will be taken during the virtual kick off meeting for dissemination. We assume you give your permission for dissemination on social media and project website, but let us know if you prefer not to publish your pictures. Silvia Gonzalez will be taken notes for the kick off minutes. The document will be sharing through Google Drive so you can make comments or add missing information.

**THANK YOU FOR YOUR ATTENDANCE  
AND CONTRIBUTION TO THE MEETING!!**