



Progress Report

Version valid as of 1 January 2015

REPORTING OBLIGATIONS

(Please consult your grant agreement/ grant decision before elaborating this report)

The Progress Report (Statement for further pre-financing payment) must be submitted by the beneficiary when at **least 70% of the previous pre-financing payment** has been used. .

This Statement includes one narrative section on the carrying out of the project, and one financial part. The beneficiary must fill in both parts. Failure to complete the reporting obligations entitles the Education, Audiovisual and Culture Executive Agency to demand full reimbursement of sums already paid.

Part I. Project identification

Project number

Please insert the reference as indicated in your agreement:

565956-EPP-1-2015-1-MK-EPPKA2-CBY-ACPALA

Postmark/Date of receipt

Title of the project

Please insert the project title as indicated in your agreement:

Global Exchange and Training for Youth Employment Services (GET YES)

Period concerned by the Progress report

Start date of the project: (date of first costs incurred)	01/10/2015	Mid-term of the project: (date of last costs incurred concerned by the progress report)	01/08/2016	Total duration (in months)	10
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Details of the beneficiary

Name	ASSOCIATION OF CITIZENS CEFE MACEDONIA SKOPJE		
Street address	UL NIKOLA PARAPUNOV 33-57		
Postcode	1000	City	Skopje
Region		Country	R. Macedonia
Email	j.stalevski@cefe.mk	Website	www.cefe.mk
Telephone	+389 78 437 267	Telefax	/

Legal representative of the beneficiary

Family name (Ms/Mr)	Mr. Stalevski	First name	Jovan
Position/function	President of CEFE Macedonia		

Part II. Project implementation

If more space is needed, please extend the box.

Description of activities

Please give a general description of the project. Indicate the activities implemented so far.

The main goal of the project is to foster cooperation, exchanges, upgrade and roll out of good practices between the participating organizations specialized in employment generation, thus enhancing their capacities for reduction of youth unemployment, professionalization of youth workers and support of entrepreneurship.

The **objectives** are the following:

- to raise the capacities of partner organizations dealing with youth, through exchange of best practices of youth employment, human resource capacity building, and strategically connect them with Erasmus+ programme. This objective will directly focus on mapping the current situation regarding the unemployment in the participating organizations, selecting the biggest challenges and producing Capacity Building Package which will lead to enhancing the capacities of the partners in the process of fight against youth unemployment, especially those youth with fewer opportunities;
- to launch, test and implement youth work practices such: training tools, modules and methods for socio-professional development for 20 youth workers and trainers (member of the organizations in the Consortium), and methods promoting acquisition/improvement of competences of 250 young unemployed people (50% of them with fewer opportunities) after 1 year, around 50% will be employed. This goal will specifically focus on implementation of activities from the Capacity Building Package. The new training modules, as a part of this Package will be adapted to the needs of the participating organizations for better coping with the problem of youth unemployment;
- to develop compendium with training modules and brochure of best practices for combating youth unemployment from the exchange of experiences among participating organizations that further will be used as an open source and shared through the wide CEFE network website and mailing list;
- to promote strategic cooperation between youth organizations and organizations in the education and training fields, as well with representatives from business and labour market. In the frames of this objective we will improve the capacities of the partner organizations (part of the Capacity Building package) how to foster the cross sectorial collaboration (meetings with stakeholders from different sectors) in order to reach wider impact and with joint forces to fight against youth unemployment in their respective countries, as well as to ensure sustainability of the project;
- to enhance the management, innovation and internationalization of youth organizations in Partner countries. Through the activities for exchange of good practices and the training for building the capacities of the partner organizations we will enhance their management capacities, innovation and internationalization in order to share and multiple the impact of the project in other countries as well.

Partners:

CEFE International GmbH, Germany
Business Works Limited, Jamaica
Plataforma Áurea, Chile
Philippine CEFE Network Foundation, Philippines

Activities:

Work Packages (WP)	WP duration – Project dates	WP duration – New proposed and approved dates
WP 1 – Project Management	20 months	20 months
WP 2 - Mapping the Current Situation	November 2015 – January 2016	November 2015 - February 2016
WP 3 - Designing of Capacity Building Support Package	February 2016 – April 2016	February 2016 - June 2016
WP 4 - “Action ToT”	May 2016	July 2016
WP 5 – Dissemination and exploitation Activities	June 2016 – April 2017	August 2016 – May 2017
WP 6 – Quality Control and Monitoring	20 months	20 Months

WP 1 – “Project Management”

Progress: At the beginning of the project, the coordinator CEFE Macedonia organized kick off online meeting with the project partners, where the project management plan was discussed and elaborated. This gives directions to the consortium for each stage of the project, defining their roles, responsibilities and staff members involved. Next steps were determined and frequency of online meetings.

The online meetings are organized on regular basis; they are important part of the process of the implementation of the project. Beside online meetings, there is regular mail communication between the partners. Furthermore dropbox folder with all documents connected with the project was created where each partner could see the progress of implementation of the project, comment, add documents and keep on track with the current activities.

On the basis of mutual discussions and consultation, request for change of dates of the Work Packages was sent to EACEA. The table above describes the old and newly proposed dates. The request was approved.

Challenges that we faced so far: time zone differences, cultural difference, methods of work of different organizations, different level of expertise and prices, etc. The process of management of all these aspects has impact on the time frame of the decision making process and sometimes there are certain delays in the implementation.

In the terms of the budget, currently the indirect costs exceed 7% of the total direct costs, but this will be balanced in the next term.

WP 2 – “Mapping the Current Situation in Partner Organizations Countries”

Progress: Each participating organization assigned 1 expert that was working on collection and identification of best practices on employment in their home country or abroad, as well as best practices from implementation of CEFE methodology in the world. At the beginning of the research, CEFE Macedonia defined guidelines how the research should go. The goal of the process of collection of best practices is to produce Brochure with best practices that can be used by any organization in the world no matter from which sector is coming, for development and support of entrepreneurship. Connecting experiences from different continents and cultures, this Brochure (draft version uploaded on the following Google Drive link: <https://drive.google.com/file/d/0B-i5wSv0OIJRR25NMV9odndRSUE/view?usp=sharing>) is useful handbook with examples from all over the world how to sparkle new entrepreneurs and support the already existing.

Also Terms of reference was sent to the partners stating clear conditions about the profile of experts who are expected to work on the research and the goals they need to meet. Each of the selected experts sent the collected best practices to the coordinator of the project. Later the best practices were shared and discussed on the experts meeting held in Macedonia in the middle of April.

WP 3 – “Capacity Building Support Package”

Progress: This WP included **meeting** and designing of Compendium. The meeting was organized in Macedonia from 18th until 22nd of April. Each partner organization assigned one person who will come to Macedonia on the experts meeting. The following points were discussed:

- matching and upgrading concepts for coping with the problem of youth unemployment, as well as with development of entrepreneurship. All participating organizations at the beginning of the meeting shared the current situation with the youth unemployment, their cooperation with organizations from different sectors in terms of taking joint actions for coping with the problem and development of entrepreneurship. In this section were presented in short the researches for best practices in this

field from each organization and directions for merging this researches in one publication. The Brochure of best practices is currently in draft phase and will be released and published during August;

- drafting framework for the Capacity Building Support package for partner organizations that will include: developed and updated CEFE training modules, resource materials and tools for fostering young's people competences, as well as for professionalization of youth workers and institutions in terms of fight with youth unemployment, directions how to enhance the cross sectorial cooperation and with joint forces to work towards employment generation;
- Setting directions for preparation of a compendium/manual for trainers/advisers with all modules, exercises and handouts (including newly developed). Predicted modules content: Employability skills, Entrepreneurial competences, Green Business, Rural Development, Follow-up services, Integration of self-employment and business start-up into vocational training and higher education

The participants on the meeting agreed the Compendium to contain the following:

-Best practice brochure (progress described above)

-trainings for entrepreneurship: basic entrepreneurship course, lean startup training, social entrepreneurship and employability skills training

-guides for trainers: trainers manual, trainings architecture, localization for trainings and guidelines for future taskforce for doing pilot trainings, etc.

Also during the meeting was discussed about the quality control for certification under CEFE methodology because there are plenty of this type of Compendiums and the market needs certified trainings. In addition as a deadline for completing the Compendium was set – end of September.

Before the meeting CEFE Macedonia undertook intensive logistic preparations for organization and hosting the participants. The meeting was held in the capital city of Macedonia, Skopje.

Furthermore during the meeting initial planning was set for the Training of trainers that will happen at the end of September and beginning of October. Hence, profile of participants was determined, deadlines for application and selection and general outline of the training.

Significant part was devoted on the dissemination activities of the project, updates on partner meetings with stakeholders, the content of the web page, as well as the idea for creating platform for online learning similar to Declara.

In the frames of this visit of the partner organizations, CEFE Macedonia organized Global CEFE event for the public for sharing experiences from fight with unemployment and development of entrepreneurship among young people from different continents. The participants from Macedonia on this 4 hours event had unique chance to hear from experts, different ideas, methods, techniques how to increase the employment among youth population and boost entrepreneurial spirit.

WP 4 - “Action Training of Trainers (ToT)”

Progress: During June and July preparations started for the Training and capacity building course for youth workers, youth organizations and multipliers. The Training will be held from 18th of September until 2nd of October. Request for changes was sent to EACEA for moving the dates due to expensive flight tickets during the summer period.

Brochure with detailed info for the training was prepared, posted on the following link: <http://cefe.mk/wp-content/uploads/2016/07/GETYES-ToT-brochure.pdf> announcement for web page and application form: <http://cefe.mk/en/call-for-participants-for-training-of-new-cefe-trainers/> These documents were sent to partners in order to communicate with their stakeholders and select the participants. Also, the training is published on SALTO Youth web page in order to have wider reach to our target group: <https://www.salto-youth.net/Tools/european-training-calendar/training/tot-get-yes-training-of-trainers-global-exchange-and-training-for-youth-employment-services.5909/> Also Terms of Reference for trainers was prepared and soon will be published.

This ToT will focus mainly on developing the future TASKFORCE of the project which will result with 20 new trained experts by the comprehensive CEFE methodology. The “Capacity Building Support Package” (which is currently in phase of development), will be delivered in 13 days Training and Capacity Building Course in R. Macedonia introducing the newly developed training modules, tools, resource materials and methods for youth employment to participants (translated on their mother language for further using in the future activities worldwide).

WP 5 – “Dissemination and exploitation Activities”

Progress: Continuous promotion of the project among members of the project consortium is in progress and among local community, stakeholders. Each of the organizations in the everyday operations is promoting the project, its activities and benefits for the society. The partners have already organized several meetings with stakeholders for promotion and gaining alliances in the implementation.

The facebook fan page of the project was launched during July. The web page will be launched during August. Branding of the project is finished, logo has been prepared, design of folders, banners, notebooks, etc. In addition the President of CEFE Macedonia during August will be trainer on CEFE training at the partner organization in Philippines where he will undertake promotional activities for the project and its goals.



Photo 1: The logo of the project and initial design of cover page of Brochure of best practices.



Photo 2: Second page of the brochure



папка димензии - стандарт



тефтерче димензии A5 (14,8 x 21 см)



сертификат димензии A4 (21 x 29,7 см)



брошура димензии A5 (14.8 x 21 см)



банер церада димензии (2 x 0,8 м) или по потреба



Photo 3: Promo materials

Right – Banner; In the middle: notebook and certificate; Left: folder

WP 6 – “Quality Control and Monitoring”

Progress: According to the quality plan made at the beginning of the project, all the organizations constantly have quality assurance and a clear understanding of their contribution to the quality of the entire project.

Evaluation procedure is prepared for the ToT that will happen in September/October.

Description of Capacity building activities (cont.)

Please give details for each of the activities carried out so far within the framework of your project.

Activity	from (mm/yyyy)	to (mm/yyyy)	Venue	Partner organisation(s) involved		Role in the activity	N° of young people/youth workers	Gender		N° of trainers, facilitators, staff	
				Organisation name	Country (ISO code)			n° of F	n° of M		
n° 1	WP 3: Capacity Building Support Package (Experts meeting)	02.2016	06.2016	Skopje, R. Macedonia	Association of citizens CEFE Macedonia Skopje	R. Macedonia	Coordinator	2	1	1	Facilitator and staff
n° 2					CEFE International GmbH, Germany;	Germany	Partner	1	1		Staff
n° 3					Business Works Limited, Jamaica;	Jamaica	Partner	1	1		Staff
n° 4					Plataforma Áurea, Chile;	Chile	Partner	1		1	Staff
n° 5					Philippine CEFE Network Foundation, Philippines	Philippines	Partner	1		1	Staff
n° 6											
n° 7											
n° 8											
n° 9											
n° 10											
n° 11											
Total n°:							6				

Description of Mobility activities (cont.)

Please give details for each of the activities carried out so far within the framework of your project.

Activity	from (mm/yyyy)	to (mm/yyyy)	Venue	Partner organisation(s) involved		Role in the activity	N° of young people/youth workers	Gender		N° of trainers, facilitators, staff
				Organisation name	Country (ISO code)			n° of F	n° of M	
n° 1										
n° 2										
n° 3										
n° 4										
n° 5										
n° 6										
n° 7										
n° 8										
n° 9										
n° 10										
n° 11										
Total n°:										

Part III. Budget

All items in euros

For further information please consult the Erasmus + Programme Guide for funding rules and your agreement for accepted amounts.

A. Financial statement on the community grant

	Total amount
Eligible grant (as in your Grant Agreement/Grant Decision)	138.744,00
1 st Pre-financing payment: grant already received from the Erasmus + Programme - Capacity Building in the field of youth	55 497,00
Community grant already used up (date as of today)	46 986,00
2nd Pre-financing payment: further payment claimed to the Erasmus + Programme - Capacity Building in the field of youth	

Signature of the legal representative

I the undersigned, hereby certify that all the information and financial data contained in this request for payment are complete, accurate, honest and has been supplied to the persons in charge at each of the partner promoters involved in the project. I certify that the costs incurred can be considered as being eligible within the meaning of the grant agreement and that this request for payment is substantiated by documentation which may be checked.

The beneficiary allows the European Commission, the Education, Audiovisual and Culture Executive Agency and the National Agencies to make available and use all data provided in this request for payment for the purposes of managing and evaluating the Erasmus+ Programme. All personal data collected for the purpose of this project shall be processed in accordance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies.

Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Agency (National or Executive) in charge of the management of their application. For projects selected at national level, data subjects may lodge a complaint against the processing of their personal data with the authority in charge of data protection in their country at any time. For projects selected at European level, complaints may be lodged with the European Data Protection Supervisor at any time.

Beneficiary

Association of citizens CEFE
Macedonia Skopje

stamp (if applicable):

Legal representative

Name in capital letters:
JOVAN STALEVSKI

Place, date: SKOPJE,
29.07.2016



Signature: