

13th EU Meeting of People experiencing Poverty
National Coordinators Handbook for Preparation

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PRACTICAL INFORMATION

- 1. Date:** Starting 22 September pm and finishing 24 Sept lunch time
- 2. Venue:** Charlemagne Conference Centre 22 and 24 September. 5 Workshop spaces will be set up in the Autoworld museum for the workshops on 23 September.
- 3. Numbers of Delegates: Confirmed**

Please reminder that the National Coordinator is counted as one of the delegates		
Countries with 4 Delegates	Countries with 5 Delegates	Countries with 6 Delegates
Cyprus	Austria	France
Estonia	Belgium	Germany
FYROM (Macedonia)	Bulgaria	Italy
Iceland	Czech Republic	Poland
Latvia	Denmark	Spain
Lithuania	Finland	United Kingdom
Luxemburg	Greece	
Malta	Hungary	
Serbia	Ireland	
Slovakia	Netherlands	
	Norway	
	Portugal	
	Romania	
	Sweden	

- 4. Registration:** Separate email to be sent by mid-June. National Coordinators will be expected to register their delegations and to liaise for their travel arrangements.
- 5. Interpretation:**
 - Interpretation in all EU languages on 22 and 24 (may be some passive languages)
 - The workshops on the Tuesday (23 Sept) will be in English with self-help interpretation

6. Travel arrangements:

- Intercity and Inter country travel to be arranged by the agency appointed by the Commission
- Local travel reimbursed by EAPN on the basis of completing a reimbursement form and attaching the necessary bus or tram tickets with the price clearly shown.

7. Hotels:

Hotels to be organised by the agency appointed by the Commission. Provisional Hotels are booked to be close to the venues.

8. Food:

- Food in Brussels to be organised by the agency appointed by the Commission. Food will be in a similar format as 2013 but with a sit down dinner on the Tuesday evening (23 Sept).
- Food on the way to and from Brussels and for meals not provided in Brussels during the duration of the meeting will be reimbursed by EAPN on the basis of completing a reimbursement form and attaching the necessary receipts. Maximum allowed (lunches 15 Euro, Dinner 25 Euro).

9. Responsibles in EAPN for the PeP Meeting:

Overall coordination and practical information: Fintan Farrell (fintan.farrell@eapn.eu) and Tanya Basarab (tanya.basarab@eapn.eu)

10. Special Needs:

- EAPN and the Commission will attempt to meet the special needs requested by delegations in the interim reports we have received by the end of May.

CONTENT PREPERATION

General Information:

For the general background information on the European Meetings of People Experiencing Poverty please see annex 1. Please note that there is also a Power Point Presentation version of this information which has been sent previously.

For the draft programme for the 2014 European Meeting of People Experiencing Poverty see annex 2.

Preparation for discussion on the common theme 'Funding the fight against Poverty and Social Exclusion' including use of EU Structural Funds

See annex 3 THIS IS THE MAIN CONTENT PREPERATION TO BE DONE.

All the rest with regards to content is a bonus

Preparation for Thematic Discussions:

- Thematic workshops pick up on topics that have been discussed at previous meetings and have current relevance. The workshop will show how discussions and policies on the topics have developed and ensure that the format allows for an exchange with delegations. The thematic workshops should go some way to meeting the need to show follow up from the recommendations and suggestions from previous PeP meetings. Organisations will be invited to lead and support the preparation of these workshops.
- It is **not** expected that delegations will be asked to prepare for the thematic discussions.
- By 5 Sept National Coordinators will receive a document with a short description of each thematic workshop.
- Extra people may be invited to join for the thematic workshop sessions. Keeping in mind that the space will allow for a maximum of 40 to 50 people per thematic workshop and that there is not extra funding available.
- Delegates will be able to choose which thematic workshop they will attend keeping in mind that interpretation is informal so delegates will need support of their colleagues who can work through English and also the space limitations.
- For extra information see annex 4

Preparations for other parts of the Programme

Messages of support: Delegations are welcome to try to have messages of support for the PeP from inspirational people. These messages should be short (max one page). The messages will be acknowledged in plenary gatherings and will be made visible on the PeP Blog. In some instances it may be possible to have the person or a representative deliver the message themselves in plenary (but there would only be very short time for each message).

Energizers: On the morning and evening of 23 Sept and in the morning of 24 Sept we have short sessions for energizers. Please let us know if your delegation or a member of your delegation might like to lead or contribute to one of these sessions and please let us know roughly the content of the energiser. This info should be part of your preparatory report (see below)

For these 'energisers I would like to take inspiration from the practice of the Movement of Landless People in Brazil (MST) who begin reflection and action days with what they call 'Misticas' or moments of ritual that draws on songs, artistic performance, the memory of inspiring people, poetry, slogans or images.... to renew our energy for the 'long march to freedom'.

Informal exchanges: Each delegation will be asked to bring with them some information, illustrations, photos, posters about their work that is relevant for the PeP meeting. Each delegation is also invited to bring some cultural items (songs, food, drink, symbols....). You will receive later more information about these informal exchanges.

Preparatory Report/s

- **By end of May** each National Coordinator should send a short report on 1) any follow up from last year's meeting 2) how the preparations for this year's meeting is progressing. This report should also respond to the request for delegations or delegates to contribute to energizers as mentioned above and any information about people your delegation has contacted for messages of support and 3) The names of your delegation for this Year's meeting.
- **By 5 September** a final preparatory Report should be sent by each National Coordinator. A format for this report is available in annex 5. For part of this report please prepare the following information:
 - Please keep a record of the number of people who you have involved in the preparation for the 2014 meeting broken down between 1) people experiencing poverty and 2) other relevant actors
 - Please make a short note on how you choose your delegates
 - This info should be sent as part of your preparatory report

Communication

- A special blog will be established to make the PeP meetings more visible
- A strategy re communication will be developed closer to the time of the meeting.
- It is important that in so far as it is possible, given the limited resources that each delegation tries to think how to get visibility for the meeting and the messages from the meeting.

Annex 1: Background Note on the European Meetings of People Experiencing Poverty

1. BACKGROUND TO THE EUROPEAN MEETINGS – A QUICK OVERVIEW:

The development of the European Meetings was linked to the Social Open Method of Coordination (OMC) and the National Action Plans on Social Inclusion that was part of that method. It was directly linked to objective 4 of the OMC to foster the direct participation of people experiencing poverty. It was envisaged that people experiencing poverty would be involved in the preparation and follow up of National Action Plans and through the European meetings they would exchange experience regarding this involvement. Given the changes in relation to how the OMC operates this is no longer a base for the European Meetings.

However the commitment to the direct involvement of people experiencing poverty has been reconfirmed in high level Commission documents including: the declaration of the 2010 European Year to combat Poverty and Social Exclusion, the Platform Against Poverty and the Social Investment Package. In light of the changes it is useful to reframe the purpose of the European Meetings and who these meetings are for. There has been always a link made between the PeP meetings and the Annual Convention on the Platform against Poverty (previously known as the Annual Round Table on Social Inclusion) and it is very important to maintain this link.

Originally the format reflected the format of other types of consultations as part of the Social Open Method of Coordination and had quite a formal character. In 2013 the format was quite different, reflecting both a less direct Institutional involvement in the organisation of the meeting and the desire of delegates to previous meetings that the European Meeting should be more assertive of their right to participate in their own development and that the meetings should be more visible.

2. ADDED VALUE OF THE EUROPEAN MEETINGS OF PEOPLE EXPERIENCING POVERTY

A catalyst for national participation processes: The EU meeting are the most visible point in the process but perhaps even more important than the EU meetings is the fact that the EU meetings act as a catalyst for national participation processes. This has been a key added value of the European meetings. EAPN has taken responsibility to prepare delegates for the European meetings and to ensure as far as possible follow up.

Gives visibility to the fact that the EU works on the combating of poverty and social exclusion: The annual meeting of people experiencing poverty has contributed to keeping poverty and social exclusion visible on the EU agenda and is a key moment to give visibility to the work done by the EU in the combat of poverty and social exclusion. Relative to the difficulties experienced to generate media interest in EU social policy issues the PeP meeting have been quite successful in terms of media coverage.

Contributes to policy making: The European Meetings have identified and contributed to some key areas of policy development such as adequacy of minimum income, child poverty, housing and homelessness, indebtedness, the links between discrimination and poverty (particularly the realities for Roma community), and the impact of liberalization on public services and the EU poverty reduction target.

A Barometer in relation to social and economic developments in Europe: In addition the meetings provide a 'barometer' in relation to social and economic developments in Europe. The meetings provide early warning signs of negative trends impacting on social cohesion and highlights positive practices emerging in different countries.

Supports People experiencing Poverty to become more active in their societies: The processes associated to this meeting assist in the journey from 'people experiencing poverty' to 'activists with direct experience of poverty' and past participants are now playing important roles in anti-poverty organisations. In addition there are examples of how the meeting bolsters the confidence of the participants and this has resulted in assisting in their access to employment.

The Meetings are not a replacement of Anti-Poverty Organisation: It is not intended that the meetings would evolve into a new organisation of people experiencing poverty but rather that many of the people experiencing poverty who attended the meetings would be empowered to be more involved in existing consultations or in organizations at the local, national and at EU levels, where people experiencing poverty have an active participation/ownership. The European Meetings do not replace the need for active engagement of the Institutions with anti-poverty organisations.

3. OBJECTIVES AND PARTICIPANTS

Objectives of the European Meetings of People Experiencing Poverty:

- To empower the delegates in their journey from People experiencing Poverty to Activists with direct experience of poverty engaged in their communities and organisations.
- To strengthen the participation of people experiencing poverty in Anti-Poverty NGOs and relevant policy making processes at local, national and EU levels.
- To facilitate exchange and learning and to stimulate further exchanges and joint projects.
- Reality Check: On the similarities and differences in different countries and for Guests to check the reality of their approaches to fight poverty against the experience on the ground and to adjust their policies and actions as necessary
- To strengthen the participation of people experiencing poverty in relevant EU processes

Who are the European Meetings of people experiencing poverty for?

Delegates

- People experiencing poverty who are starting to connect to anti-poverty organisations and are interested to engage in policy making processes
- Some previous delegates to help with continuity

Guests

- Rep of National and EU level Institutions (Political and Functionaries)
- Rep of NGOs, Social Partners, Academics and other relevant actors

4. PROPOSALS FOR THE CONTENT FOR THE 2014 EUROPEAN MEETING

The 2014 European Meeting would take as its starting point the objectives and proposal for delegates outlined above. It could have four main elements:

1) *An exchange on a key topic that has been prepared in advance by the delegations*

This could be a timely moment to have an exchange on the use of structural funds for social inclusion. This meeting will indeed coincide with the finalization of the Operational Programmes for 2014_2020 and the beginning of the implementation phase of Structural Funds for the coming 7 years. This meeting will be very helpful in making sure that the poverty reduction target of Europe 2020 (as well as the 20% of the European Social Fund dedicated to poverty reduction) will be concretely translated into successful and integrated and bottom-up social inclusion projects funded by Structural Funds under the new round of Structural Funds. Each delegation could be asked to present and critique one example of a project/practice to build social inclusion under the previous round of structural funds. They could also be asked to present an example of a project/practice to foster social inclusion that they would like to see funded under the new round of structural funds. A common template and guidance would need to be developed to ensure some comparability in the reports from the different delegations. These reports which would provide case studies on the use of structural funds would be a very important product from the 2014 meeting. A half day of the actual meeting could be had to exchange the information and ideas gathered. This half day should include an exchange with guests.

2) *Workshops to allow exchanges on key topics of concern to people experiencing poverty*

A half day could be given over to workshops that would allow for exchanges on key topics or work that is being developed that would be of interest to the delegates. Other NGOs or institutional actors could take responsibility for these workshops. For example FEANTSA may be interested to run a workshop on the results of the work they have done on participation of homeless people in the delivery of homeless services. EAPN may be interested to run a workshop on the work it is doing on guidelines for participation of stakeholders including people experiencing poverty in the policy-making process, particularly linked to the Europe 2020 national and EU process.. The European Economic

and Social Committee could be interested to present information on their report on Minimum Income.....

3) *Formal moments for Inputs and engagement with representative of Key Institutions*

Exchanges with key officials

4) *Informal moments for messages of support, creative inputs or actions in support of the general aims of the PeP meetings.*

This could allow moments for Creative Inputs, brief messages of support or information.

Venue for the 2014 Meeting

A key issue in relation to the venue is the interpretation regime. In 2013 all interpretation was provided informally (primarily by National Coordinators). This was difficult but was more manageable in the exchanges between small numbers of National Delegations. For exchanges in plenary it was particularly difficult. Ideally we would have interpretation at least for the plenary sessions.

We will need a plenary room that can take 250 people and ideally 6 to 8 workshop rooms.

It needs to be a place with some visibility for the meeting and ideally not too far from the main EU Institutional buildings.

Annex 2: Draft Programme for the 2014 PeP Meeting

13th EU Meeting of People experiencing Poverty

Funding the Fight against Poverty

Investing in the European Poverty Reduction Target

Brussels, 22-24 September 2014

Venue: To be confirmed

Add image

An event organised by EAPN with the support of:

The EU Commission

The EU Parliament (to be confirmed)

The EAPN Fund

In association with the ??? Presidency of the EU (to be confirmed)

BACKGROUND

The European Meetings of People experiencing Poverty have played an important role in driving the development of the direct participation of people experiencing poverty. The European meeting is a key visible moment in this process but as important is that it acts as a catalyst for national process and meetings of people experiencing poverty. The European Meetings have been well documented and positively evaluated for their impact on the delegates and the guests who attend (see www.eapn.eu).

The meetings are an important part of the EU Inclusion Strategy and have contributed to keeping poverty and social exclusion visible in the European agenda and they have contributed to some key areas of policy development such as adequacy of minimum income, child poverty, housing and homelessness, indebtedness, the links between discrimination and poverty (particularly the realities for Roma community), and the impact of liberalization on public services. The meetings also contributed to achieving an EU poverty reduction target. The meetings help to put faces to the realities behind the numbers of people experiencing poverty, including the different realities for women and men and for people throughout the life cycle. In addition the meetings provide a 'barometer' in relation to social and economic developments in Europe. The processes associated to this meeting assist in the journey from 'people experiencing poverty' to 'activists with direct experience of poverty' and past participants are now playing important roles in anti-poverty organisations.

WHO ARE THE MEETINGS FOR?

Invited Delegates

- People experiencing poverty who are starting to connect to anti-poverty organisations
- Some previous delegates to help with continuity

Guests

- Rep of National and EU level Institutions (Political and Functionaries)
- Rep of NGOs, Social Partners, Academics and other relevant actors

General Public

- Some elements of the meeting are open to the General Public. The meeting can be followed on blog twitter

General Objectives of the European Meetings of People Experiencing Poverty

- To empower the delegates in their journey from People experiencing Poverty to Activists with direct experience of poverty engaged in their communities and organisations.
- To strengthen the participation of people experiencing poverty in Anti-Poverty NGOs and relevant policy making processes at local, national and EU levels.
- To facilitate exchange and learning and to stimulate further exchanges and joint projects.
- Reality Check: On the similarities and differences in different countries and for Guests to check the reality of their approaches to fight poverty against the experience on the ground and to adjust their policies and actions as necessary
- To strengthen the participation of people experiencing poverty in relevant EU processes

CONTENT FOR THE 2014 MEETING:

There are five elements to the 2014 meeting:

- **Plenaries:** For formal messages, energisers, messages of support,
- **Common exchange:** On the topic of 'Funding the fight against Poverty' including the use of EU structural funds. Delegations will prepare for this exchange on the bases of a common format. Five workshops with the same general format will be organised on this topic.
- **Plenary Panel discussion:** with the engagement of relevant actors will address questions generated by the workshop on 'Funding the fight against Poverty'.
- **Thematic Workshops:** Workshops on the following themes will be held simultaneously to show the follow up from discussions and recommendations from previous meetings:
 - Minimum Income
 - Homeless not hopeless (participation)
 - Migration
 - Youth and poverty
 - Wealth and Inequality
- **Informal exchange:** Space and time for informal exchange - open exchange on key concerns, space to share cultures, food...

PROGRAMME

Monday

- 15.00 – 16.30 **Welcoming Ceremony and formal Opening of the 2014 Meeting**
- 16.30 – 17.00 Tea/coffee Break
- 17.00 – 19.00. **Exchange between delegations (opportunity for informal exchange with MEPs and other Actors)**
- 20.00 – 22.00 **Evening Meal**

Tuesday

- 9.00 – 9.30 **Morning Energiser**
- 9.30 – 13.00 **5 Workshops on the theme of 'Funding the fight against Poverty'**
- 13.00 – 14.30 Lunch
- 14.30 - 17.00 **5 Thematic Workshops**
- Minimum Income
 - Homeless not hopeless (participation)
 - Youth and Poverty
 - Migration
 - Wealth and Inequality
- 17.00 – 18.00 Evening Energiser

20.00 – 22.00 **Conference Dinner**

Wednesday

9.00 – 9.30 **Morning Energiser**

10.00 – 12.00 **Panel Discussion on the theme of Funding the fight Against Poverty**

12.00 – 12.30 **Closing Ceremony**

12.30 – 13.30 Lunch

13.30 Delegates start to leave Brussels

Annex 3: Preparation note on Common theme “Funding the fight against Poverty and Social Exclusion, including the use of EU Structural Funds”

Practical information

Timing of the workshops: Tues 23 Sept 2014 (to be confirmed) 9.30 – 13.00 including tea/ coffee break

Venue: 5 workshop spaces will be created in the Auto world Museum close to the EU Institutions where 5 parallel workshop will be held. There should be approximately 5 delegations in each workshop and guest from institutions and relevant NGOs will be invited. Each workshop will have the same content and a similar format. Hopefully individual seating will allow for easy arrangements for small buzz groups.

Language: The workshops will be held in English. Each delegation will have to have people to help with informal interpretation and the planning of the workshop will have to leave time for this arrangements. It may be possible to have common language buzz groups to partially overcome language barriers.

Context: For the 2014 PeP meeting, there will be a focus on the use of Funding (including EU Structural Funds) to fight against Poverty and Social Exclusion.

Why this theme?

For People experiencing poverty, this theme can appear as quite distant from their daily reality because of the technical and administrative nature of the management of EU funded projects. The Structural Funds have been criticized also because Member States and Regions are using them mainly to build infrastructures (i.e. highways, research facilities...) which can have little to do with the improvement of the living conditions of people experiencing poverty. Even the European Social Fund (ESF) (i.e. The EU Fund on employment and training) has been from its origins really job-oriented targeting those who are on the labour market or close to it with insufficient space left for projects that reach people living in poverty and/or social inclusion projects. However it is important to remember that there has always been examples in some countries of use of the Funds for social inclusion and integration.

But, there is now a new and potentially more favorable context both at national and EU level. EU Structural Funds should now deliver on the Europe 2020 poverty reduction target (i.e. to lift at least 20 Millions of people out of poverty by 2020) and 20% of the ESF will be dedicated to the

fight against poverty and social exclusion in the period 2014-2020. Member States should include in their National Programmes, as a pre-condition, the existence of a national anti-poverty strategy that Structural Funds programmes will support financially.

This should lead to more bottom-up/ participative projects on social inclusion/ poverty reduction at national and grass-root level. However these projects will still need to show a link to the labour market or to creating conditions that could help people experiencing poverty and exclusion to have better chances to enter the labour market. In addition the authorities managing the EU funds (both Member States and Regions) are being required to involve in a meaningful manner NGOs and beneficiaries at all stages (design, implementation and the evaluation of programmes).

The regional and national programmes are now being drafted by the public authorities. Given this new context described above, this workshop is very timely for you to get your voice heard about what is your experience and/or your views on the use of Structural Funds for poverty reduction/ social inclusion for now and the future

Objectives of the workshop:

This workshop will pursue 3 main objectives:

- To put forward proposals about how to improve the use of Structural Funds to reduce poverty.
- To exchange with guests from the EU Institutions and other experts to foster the debate about what still needs to be done on this issue.
- To look at other examples of use of funds to support the fight against poverty and social exclusion

Workshop outputs:

- Each workshop should produce a maximum of 5 key messages/recommendations arising from the workshop which should be agreed with the participants (particularly delegates) by the end of the workshop. In addition each workshop should produce one key question to address to the panel the next day.
- The preparation reports for the workshops will be developed into a report as a key outcome from this year's meeting.

Organisation of the workshop:

9.30 – 9.45: Presentation of the workshop: objectives and tour de table for people to introduce themselves

9.45 – 12.00: Presentation by national delegations of their preparation work including examples of use of funds.

Please note that there will be a space after each presentation for discussion and exchange with the guests. Also a coffee break will take place during this time.

12.00 – 13.00: Time to agree key messages/recommendations from the workshops and one question for the panel the next day.

How to get prepared?

What kind of preparation is expected from you?

As part of the preparation there should be at least one national meeting with people experiencing poverty and Guests (experts on Structural Funds in your country or example representatives from: National Authorities responsible for Structural Funds, technical assistance organisation or from an NGO). It could be good to invite someone from the Commission Office in your country to this meeting.

These guest should give some information on how they have used structural funds for social inclusion but to make sure that it is a concrete exchange they should present 1) an example/s of projects or programmes to fight poverty and social exclusion that were supported in the past with the use of structural funds and 2) An example of the type of project to fight poverty and social exclusion that they would like to see funded in the future (for example in the ALLEN project where a number of Networks were involved - Hungary, Austria.... a type of approach was developed that it could be good for a project or programme to be supported by structural funds. Or National Networks or members of National Networks may have ideas for projects and this would be another chance to check with people experiencing poverty about these projects and to give visibility to such proposals.

At the same meeting or at another meeting it would be good to have other examples of how funds (from other sources than structural funds, it could be national, regional or local government, it could be use of other EU Funds, it could be Funds from Foundations, it could be 'Norwegian Grants') are used to support the fight against poverty.

Then as part of the preparatory report to be sent for 5 September the delegations should include the following:

- 1) An example/s of a project or programme (It can be a good or bad example, but in any case an example we can learn from) that was supported by Structural Funds money in the past. Please give a short description of the project including the title of the project, which Fund is used? What is it about? Duration? Your comments on the project coming from the

preparation discussions (a link to a website where more information can be found would be very useful) and.

- 2) An example/s of the type of project/programme the delegate would like to see funded in the future by structural funds. Plus comments on why they think this would be a good project.
- 3) An interesting example/s of how other funding (see list above) is used to fight poverty and social exclusion. Plus comments about this example.
- 4) Key messages/recommendations (5) that the delegations would like to deliver about Structural Funds.

To help you to assess and propose a good practice, please find below an indicative checklist.

General info on what Structural Funds are about

When we talk about Structural Funds we talk about Funds that are supposed to help reducing the socio-economic differences between EU Regions but also investing in people through training, better jobs, social inclusion of people who are experiencing poverty and social exclusion. There are 2 main EU Structural Funds which all work through a 7-year period:

- European Regional Development Fund which is focused on infrastructures (roads), energy, research facilities but should also finance social and healthcare infrastructures (hospital, social and childcare centers) as well as energy efficiency expenditures in social housing but also housing for “marginalized groups of people” (i.e. houses for Roma, homeless shelters...).
- The European Social Fund (ESF) finances a wide range of projects more or less directly employment-related, ranging from community support to formal, but also non formal education and training, support for access to services...

Indicative checklist for a good practice in the use of structural funds for social inclusion

- Use Structural funds to implement integrated Active Inclusion approaches which imply better supports for people to access minimum income and by the provision of personalized and comprehensive pathways to employment, social inclusion (for example by individual support, counseling, guidance, language courses, access to general and vocational training) accompanied by quality services (transport, care and healthcare services, ...).
- Make sure that the project effectively targets and assists hard-to-reach disadvantaged groups (such as long-term unemployed, people with disabilities, migrants, ethnic minorities, marginalized communities including Roma, women, lone parents, homeless people;

- Involve, as partners, NGOs working with people experiencing poverty in the design delivery and monitoring with real financial means for them to play their role and without tedious paperwork
- Social participation and empowerment of final beneficiaries (people experiencing poverty) is made central in the project activities.
- Make sure that the project has long-lasting effects (after the duration of the project) with genuine positive social outcomes for final beneficiaries and that these effects are being measured (increased confidence, self-esteem, a sustainable work contracts above the minimum wage...)
- Developing a participatory social evaluation system to assess the extent to which the social objectives will have been achieved.

Annex 4: Briefing Note for organizing the Thematic Workshops at the 2014 PeP Meeting

PRACTICAL INFORMATION

1. Timing of the Workshop:

Tues 23 Sept 2014 (To be confirmed). 14.30 - 17.00 including tea/coffee break.

2. Venue

5 workshop spaces will be created in the Auto world Museum close to the EU Institutions where 5 parallel workshop will be held.

3. Language

The workshops will be held in English. Each delegation will have to have people to help with informal interpretation and the planning of the workshop will have to leave time for this arrangements. It may be possible to have common language buzz groups to partially overcome language barriers.

4. Participants

Each workshop can have between 40 and 50 participants. Approximately 25 would come from the delegations to the PeP meeting. The additional people will be invited by the main organizer of the thematic workshop.

CONTENT

1. The topics for the workshops are the following:

- a. Minimum Income
- b. Homeless not hopeless (participation)
- c. Migration
- d. Youth and poverty
- e. Wealth and Inequality

2. Objectives of the workshop

The topics chosen for the workshop are topics which have being discussed key messages and recommendations made and at previous PeP meetings. The topics are also chosen because they are seen as particularly relevant at this time because of realities on the ground or development sin EU policies and debates. It is hoped that the workshops can show how the discussions and practices in relation to the topic have developed and if possible to show how recommendations from previous meetings have contributed to developments in the particular area.

The workshops need to use a methodology that enables an engagement between the delegates and the guest who will attend the workshops. Creativity and diversity is encouraged in how the workshop time and space is used.

3. Organisation of the workshop

EAPN will agree with one organisation to be the lead organisation for the workshop. With this organisation we will agree if needed a small support team to help with the organisation of the workshop.

The lead organisation will be responsible for the organisation, facilitation and recording of the workshop outcomes. They will also be responsible for inviting extra guests to attend the workshop if they think this will help the exchange.

By 1 September the lead organisation will provide a short description of the workshop that will be sent to delegations to allow them to decide about which workshops they will attend.

Each workshop should produce a maximum of 5 key messages/recommendations arising from the workshop which should be agreed with the participants (particularly delegates) by the end of the workshop. In addition each workshop should produce one key question to address to the panel the next day.

The programme for the PeP meeting will acknowledge the lead and support organisation involved in the planning of the workshop.

Annex 5: Template for the Preparatory Report PeP 2014

Notes:

- To be completed and sent to fintan.farell@eapn.eu by 5 September 2014
- Please insert again the relevant information from your Interim Report (sent in May/June)

1) Follow up from the 2013 PeP meeting

2) Preparations for this year's meeting

2.1) A brief overview of your preparations for the 2014 meeting

2.2) Preparations for the discussion on the theme of funding the fight against poverty and social exclusion

- An example/s of a project or programme (It can be a good or bad example, but in any case an example we can learn from) that was supported by Structural Funds money in the past. Please give a short description of the project including the title of the project, which Fund is used? What is it about? Duration? Your comments on the project coming from the preparation discussions (a link to a website where more information can be found would be very useful)
- An example/s of the type of project/programme the delegate would like to see funded in the future by structural funds. Plus comments on why they think this would be a good project.
- An interesting example/s of how other funding (see list above) is used to fight poverty and social exclusion. Plus comments about this example.
- Key messages/recommendations (5) that the delegations would like to deliver about Structural Funds.

2.3) Number of people who you have involved in the preparation for the 2014 meeting broken down between 1) people experiencing poverty and 2) other relevant actors (If you don't have exact numbers please make an intelligent estimate)

3) Messages of support for the 2014 Meeting (These will be made visible on the blog for the PeP meeting)

4) A short note on how you choose your delegations