

Invitation: Eurodiaconia Migration Network Meeting

Inclusive societies for migrant children

26 – 27 November 2019, Athens, Greece

Dear members,

Eurodiaconia is pleased to invite you to the 2019 Migration Network Meeting, which will take place in Athens, Greece on 26 – 27 November 2019, hosted by our Greek member [Apostoli](#).

This year's meeting will address the long-term integration needs of migrant and refugee children and youth. Approximately one in three refugees who arrived in the EU in 2015 were minors, many of them at risk of violence and becoming separated from their parents during their journeys. Once settled in Europe, children continue to face challenges such as the limited availability of adequate housing and care services, as well as inclusive schooling and non-formal education.

The objective of the meeting is to develop a better understanding and practical ideas on how to support the integration of migrant children and youth. Presentations from local experts and two study visits will also provide insights into the current situation of minor refugees in Greece and inspire the joint formulation of policy recommendations for more inclusive European societies for migrant children.

Who can participate?

The meeting is open to all those working in Diaconia who are part of a network or organisation that is a member of Eurodiaconia. People who are likely to find the event most interesting would be those working in the provision of services to migrant and refugee children, as well as directors of institutions or organisations interested in developing their work with migrants and refugees.

Financial Information:

Limited financial support is available for this event, with priority given to participants coming from either Central or Eastern Europe or from minority church Diaconia. Applications for financial support should be made when registering for the meeting. However, no tickets or other reservations should be booked until the staff member responsible for the event has confirmed if financial support will be given. Accommodation will be provided and booked for you directly at the venue, unless otherwise indicated by participants.

Please register on our online form [here](#) by 25 October 2019.

Draft Agenda

Conference Venue: Heras 8 & Despos Sechou St. 37; 117 43, Athens

Tuesday, 26 November 2019	
08:30 – 09:30	Welcome and Introduction <ul style="list-style-type: none">• Devotion• Introduction to Eurodiaconia and presentation of the agenda• Introductions from participants
09:30 – 11:00	Opening Panel: The Greek Context <p><i>Greece has been at the forefront of increased arrivals to Europe since 2015, including a considerable number of (unaccompanied) children and youth. This session recaps the current refugee situation in Greece and addresses how civil society and authorities have managed to seek solutions from emergency support to the integration and inclusion of migrant children and their families who have settled.</i></p> <ul style="list-style-type: none">• Efthalia Pappa, Vice-moderator, Church of Greece, Churches' Commission for Migrants in Europe• Presentations from Perichoresis and Apostoli
11:00 – 11:20	<i>Coffee Break</i>
11:20 – 13:00	Practical ways to ensure the inclusion of migrant children <p><i>Based on the input of Eurodiaconia members, this session aims to exchange best practices and strategies ensuring the integration and inclusion of children who settled in Europe. Relevant aspects can include non-formal education (through after school activities), language learning, and service provision for children and families.</i></p> <ul style="list-style-type: none">• Presentation of ESTIA-Project• Presentation from member
13:00 – 14:00	<i>Lunch Break</i>
14:00 – 15:30	Moderated Group Discussion – “Our priorities” <p><i>Participants get the opportunity to present his/her organisation’s priorities with regard to the inclusion of children. How does your organisation support the integration of migrant children, what are challenges you face on the ground? What are different needs of different groups (e.g. unaccompanied minors) that must be taken into account?</i></p>
15:30 – 17:30	Study Visit 1: Faros <p><i>Faros is a shelter and drop in centre for families and unaccompanied children, based on a holistic approach that enables unaccompanied children and youth to find and cultivate their skills. The study visit will deepen participants understanding on how to provide support to refugee children and their families.</i></p>
19:30	<i>Dinner</i>

Wednesday, 27 November 2019

09:00 – 11:00	Study Visit 2: Educational Centre for Refugees and Migrants, Apostoli <i>The Educational Centre offers a comprehensive non-formal education programme to prepare and empower children for the Greek public schools. In this study visit participants will learn about Apostoli's practical efforts to ensure the right of education for every child.</i>
11:00 – 11:15	<i>Coffee Break</i>
11:15 – 13:30	Workshop Practical and Policy – Looking forward <i>The workshop aims to shape the future steps of Eurodiaconia on the topic of inclusion of children in migration. Participants will work on concrete recommendations on how to ensure the social inclusion of children in migration, both on a practical and policy level.</i>
13:00 – 13:30	Conclusion and end of Meeting

For further information or for any questions please contact Lukas Humer at lukas.humer@eurodiaconia.org or Paige McMillin-Goodwin at paige.mcmillin-goodwin@eurodiaconia.org.

RULES FOR FINANCIAL SUPPORT & REIMBURSEMENT

Who can apply?

- Eurodiaconia will normally only provide financial support for participants in events coming from members in **Central and Eastern Europe** or from countries where the member is related to a **minority church**¹. Other requests for financial support will be treated only in exceptional cases.
- Normally, only **1 participant per member organisation** will be given financial support for an activity. It is therefore recommended that member organisations co-ordinate among themselves if more than one participant is planning to attend an activity. Where such co-ordination has not happened the Eurodiaconia secretariat will refer to the member organisations for guidance.
- Only participants specifically linked to or representing **Eurodiaconia members** will receive financial support to attend a meeting.

Travel

- Bookings should be made in good time so as to take advantage of cheaper fares.
- Approval must be received from the Eurodiaconia Secretariat prior to purchasing travel tickets costing **above 300 €**.
- All travel should be **economy** standard. No business class fares can be reimbursed
- **Taxis** will only be refunded if approval has been received from the Eurodiaconia secretariat first.
- The cost of travelling by **car will not be reimbursed** by cost per kilometer/mile – petrol or car parking fees are not reimbursed.

Accommodation

- Normally, hotel accommodation will be arranged **by the participants** directly.
- Eurodiaconia will reimburse up to **90 € per room per night**. Prior to booking a room yourself, approval must be received from the Eurodiaconia Secretariat.
- Hotel stays should **only be for the duration of the meeting** unless the cost of travel is prohibitively high or long travel times mean this is impossible. Approval for extended hotel stays must be received from the Eurodiaconia Secretariat.
- **Meal costs are not eligible for reimbursement**. Eurodiaconia provides meals during the meeting as noted on the relevant meeting agenda.

¹ As of January 2011 the member countries eligible for reimbursement are: Czech Republic, France, Greece, Hungary, Italy, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Spain, Poland and Ukraine.

Important

- Eurodiaconia has a limited amount of funding available each year and we take very seriously the need to be good stewards. To this end please be thoughtful when incurring expenses to ensure **best value for money** and no excessive spending.
- **Applications for financial support should be made when registering** for the event. However, no travel or accommodation should be booked until the Eurodiaconia Secretariat has confirmed if financial support will be given.
- Travel costs can only be reimbursed upon presentation of **original** receipts/invoices **AND** boarding passes/tickets.
- **Electronic boarding passes** are acceptable where a screen print of the boarding pass has been made and signed by the personal travelling.
- Claims for reimbursement should be received **within the two weeks** following an event and should be sent to *Virginia Demoulin*, Eurodiaconia, Rue Joseph II 166, 1000 Brussels, Belgium. Fax: +32 2 234 38 65, E-mail: virginia.demoulin@eurodiaconia.org.
- If the complete reimbursement form is **not submitted within 14 days** after the event has taken place, it is presumed that **no claim for reimbursement** of expenses will be requested by the participant.
- Please send all claim forms and tickets etc. for the entire trip **together, attached to paper where loose**, and not in separate mailings.

REIMBURSEMENT FORM

Please read rules for reimbursement above and complete this form using capital letters or typeface. Please check your reimbursement agreement made prior to the meeting and read the rules below before completing.

Personal Details	
Name	
Address of beneficiary	
Organisation	
Purpose of Travel	
Date of Activity	
Venue	
Name of contact at Eurodiaconia	

1 - Travel		Cost in local currency ²	Cost in Euros	Receipt number
Plane	Departure fromdate..... time.....			
	Return from date..... time.....			
Train	Departure fromdate..... time.....			
	Return from date..... time.....			
Bus / Other	Departure fromdate..... time.....			
	Return from date..... time.....			
TOTAL 1 Cost			€	

² For the correct exchange rate, please use this tool and attach a print of the screenshot: http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm.

2 - Subsistence		Cost in local currency ³	Cost in Euros	Receipt number
Accommodation Costs	€...../night Number of Nights..... Total Hotel cost € Name of Hotel			
Local transport (bus, metro etc)				
Other (please specify)				
TOTAL 2 cost			€	

Total costs (travel + subsistence) (1+2)	€
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Please fill in:	
1	Name of bank
2	IBAN
3	BIC (SWIFT) OUTSIDE EU ONLY
4	Name of Account holder
Checklist – please ensure all requirements are met before sending	
5	Attached proof of exchange rate?
6	Original boarding passes and tickets attached?
7	Invoice or receipt relating to boarding passes and tickets?
8	Signature on all <i>electronic</i> boarding passes?
9	Include evidence for “Best value for money” ⁴ ?
10	Signed and dated declaration below?

³ For the correct exchange rate, please use this tool and attach a print of the screenshot: http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm.

⁴ Please provide evidence of search for “Best value for money” e.g. a screen-print of costs of flights with other airlines available on the same day. The European Commission now require this evidence.

I declare that I have not received reimbursement from any other source.

.....
(Place, date)

.....
(Signature)

Return to the following address **within 2 weeks after the event** has taken place:
Eurodiaconia Rue Joseph II 166 Brussels, B-1000 Belgium, virginia.demoulin@eurodiaconia.org.

Please attach original boarding passes, tickets and receipts to this page. Use an extra page if required.

Please write a receipt number next to each receipt as indicated in the form above.