

GOOD PARTNERSHIP STARTS WITH SHARED RESPONSIBILITY

A strong partnership is built on trust, clarity and commitment. Every partner plays a key role in achieving our common goals and delivering real impact for youth across the Mediterranean.



ONE PROJECT.
ONE TEAM.
One Impact.



Being a partner means being **responsible**
for the project, not only for your own tasks.



CLEAR ROLES AND TASKS

We know who does what,
by when and how.



RESPECT & TRUST

We value each other,
listen, and respect
diversity and perspectives.



OWNERSHIP

We take ownership of
our responsibilities and
deliver our best.



COMMITMENT

We respect deadlines,
agreements and the
work plan.



COMPLIANCE

We follow the Grant
Agreement, Erasmus+ rules
and quality standards.



Together, we build a more *inclusive,*
connected and *empowered* Mediterranean.



PROJECT ID:
2024-1-IT03-KA220-YOU-000243233



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COMMUNICATE EARLY. NEVER HIDE A PROBLEM.

Open, timely and clear communication keeps the project on track and helps us solve problems together.



Problems can be managed.
Silence cannot.



WHAT TO DO

- ✓ Inform the coordinator and partners **as soon as possible**.
- ✓ Participate **actively** in meetings and discussions.
- ✓ Respond to emails and messages **within a reasonable time**.
- ✓ Share **updates** on activities, participants, deliverables and any changes.
- ✓ Ask for **support early** if you need it.



WHAT TO COMMUNICATE



DELAYS

Foresee a delay?
Let us know
before it happens.



RISKS & PROBLEMS

Any issue with
activities, budget,
participants?
Tell us right away.



CHANGES

Propose changes
only after discussing
them with the
coordinator.



BUDGET

Report any budget
criticalities or
questions.



DELIVERABLES

Share drafts early
to get feedback
and improve
quality.



REMEMBER:

Timely communication is a sign of professionalism and respect for the whole team.



Talk early. Work better. Achieve more.

IMPLEMENT, DOCUMENT, PROVE

Quality implementation is not enough on its own.
We must be able to **show** what we did, **how** we did it and the **impact** it created.



KEY EVIDENCE TO COLLECT AND KEEP



NO EVIDENCE

=

DIFFICULT TO DEMONSTRATE IMPLEMENTATION



PARTICIPATION RECORDS

Attendance lists, participant profiles, consent forms (where required).



ACTIVITY DOCUMENTATION

Agendas, programs, methodologies, presentations and materials.



PHOTOS & VISUAL EVIDENCE

Photos, videos, screenshots and other visual proof of activities.



OUTPUTS & DELIVERABLES

Drafts, final versions, reports, tools and any other outputs produced.



FINANCIAL SUPPORTING DOCUMENTS

Invoices, tickets, receipts (where applicable) and cost justifications.



DISSEMINATION EVIDENCE

Posts, press releases, newsletters, website updates, and visibility actions.



OTHER RELEVANT PROOF

Surveys, evaluations, feedback forms and testimonials.



All documents must be:



Coherent with what has been done



Complete, accurate and up-to-date



Stored properly and shared when requested



*What gets documented, gets **recognised!***

RULE #4



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QUALITY, DEADLINES & TEAMWORK: OUR PARTNERSHIP COMMITMENT

A successful project depends on the commitment of each partner.
Let's work together with professionalism, transparency and **respect!**



RESPECT DEADLINES

Deliver on time.
If a delay is expected, communicate it early.



ENSURE QUALITY

Check the quality of your work before submitting.
Use the agreed templates and follow guidelines.



USE SHARED TOOLS & VERSIONS

Work with the latest shared documents and keep everything well organized.



COMMUNICATE BEFORE ACTING

Discuss changes or adjustments with the coordinator before implementing them.



PROTECT DATA & PARTICIPANTS

Respect data protection rules and ensure a safe and inclusive environment for all.



CONTRIBUTE TO DISSEMINATION

Promote the project activities and results through your channels and networks.



COLLABORATE IN SOLVING ISSUES

Be proactive, flexible and solution-oriented when challenges arise.



KEEP & STORE DOCUMENTS

Store all project documents securely for the required retention period.



TOGETHER WE CAN →



Empower youth



Strengthen our communities



Build a more inclusive Mediterranean



Create lasting impact!

Thank you for being a committed partner!

