

Welcome to CiCe 5, the sixth phase of the Children's identity and Citizenship in Europe Erasmus Academic Network. Our application for a further three years of funding (October 2011-14) has been successful and we have been recommended for the maximum grant under the LLP Erasmus sub-programme. Peter Cunningham will remain in his post as Network Co-ordinator.

You have been selected as the National Coordinator for your country. Please do let us know immediately if you are not able to take the position up. Do also contact the CiCe office if you need to receive official notification of your position.

Your Task as a National Coordinator for the CiCe Network

The CiCe National Coordinator (NC) in each country is responsible for disseminating CiCe materials at national level; liaising with partners and other organisations (Higher Education institutions, NGOs, Governmental education authorities, etc) in that country; and, for coordinating with other National Coordinators to facilitate CiCe activities.

More specifically the role involves:

- Dissemination of CiCe materials at national level, including to national libraries, to target our intended audiences using national networks and databases as appropriate;
- Consolidating the Higher Education Institutional (HEI) membership of CiCe, liaising closely with Institutional Coordinators;
- Developing links with bodies and organisations interested in citizenship Education within the country, bringing them into some form of association with CiCe; establishing national networks as appropriate;
- Where possible, organising national and regional events for both HEI and non-HEI groups;
- Encouraging attendance at the annual CiCe Conference;
- Contribution to Interim and Annual Reports on national activities, including reporting on CiCe activity in the country and on good practice;
- Participation and facilitation of CiCe surveys. As a minimum this will necessitate reporting on the 'state of the art' in that country.

The target audience for your activities are:

1. Network members

National Coordinators are expected to work closely with Institutional Coordinators who, among other things, are responsible for the dissemination and promotion of materials within the institution.

2. Higher Education institutions beyond the CiCe Network

National Coordinators are asked to disseminate CiCe materials at a national and regional level. This includes organising events (conference, seminars, workshops, lectures, meetings, etc) often in collaboration with others.

3. Current working professionals

Our members in all countries have extensive School Partnerships and many work in partnership with other childhood youth agencies. National Coordinators are encouraged to tap into these networks to disseminate materials and to foster links with CiCe.

4. Future Professionals

National Coordinators are expected to disseminate materials and encourage student participation at our events, including our research student conferences and summer school.

5. Public and community organisations

As with all target groups, the National coordinator is expected to disseminate materials to appropriate NGOs in the country and to develop links with them as appropriate.

6. Policy makers

National Coordinators are encouraged to promote CiCe materials at all policy levels.

In addition, NCs are asked to attend the annual National Coordinator's meeting and CiCe conference, normally held in May. The CiCe network will pay for your travel to the meeting place and will cover all reasonable subsistence costs during your stay. You are also invited to stay on to attend the conference taking place immediately afterwards, the cost of which we will also cover. You will be contacted in advance by the CiCe Coordination office to confirm your attendance and to make your travel arrangements.

Carrying out your tasks as a National Coordinator

Chris Gifford is the Executive Committee member in charge of supporting the work of the National Coordinators. Please do not hesitate to email him with any questions regarding your role as a National Coordinator: c.g.gifford@hud.ac.uk.

At each annual meeting you will be asked to make a report (about 5-10 minutes only) about current practice and CiCe work in your country. Chris Gifford will contact you in advance with full details, but can we remind you of the following resources within the network for your research:

- **Individual members:** we can give you an e-mail list if you need this, to ask the 300+ individuals to give responses to your queries. Or you could submit a short request in the bi-monthly CiCe newsletter asking for contributions.
- **Institutional members:** if you want replies about different Universities and Colleges, we can provide a list of e-mails.
- **Working Groups members:** details of the brief for each group and of its members are available on the CiCe website, with email addresses.

Supporting your work as a National Coordinator

The CiCe central office, at London Metropolitan University, coordinates the administrative work for the network. If you have any queries or need to check anything, we are always happy to hear from you, please contact Colin Rainey c.rainey@londonmet.ac.uk in the first instance.

You can find a copy of this document and all relevant forms in the Members area of the CiCe website. This is a password secured area, with confidential information for CiCe Working Groups and National Co-ordinators only, please do not share your login details with anyone else.

To access the members' area of the website, follow the link below:

<http://cice.londonmet.ac.uk/members/groups.cfm>

You will be asked to enter a username and password:

username: working

password: gm11working

If you have any problems accessing the website, do let the CiCe office know.

Details for the Commission

By becoming a CiCe National Coordinator you are contractually obliged to submit to us full records covering the following aspects of your work:

- **Expenses:**

We will refund you or your institution all travel costs from your home to the meeting place for each of the annual meetings you attend. Travel must be booked by the cheapest means - budget flights, APEX, etc., so please book well in advance. If we are paying you direct, we will ask for original receipts AND the boarding cards (required to prove you actually flew). If we are paying your University, we will accept copies of these, but your University must sign and stamp the copy 'This is a true copy of the original, which are being kept by the University and can be made available for inspection by the Commission until 2021'.

We will refund your living expenses for each day you are at the meeting, and for 0.5 day either before or after each meeting (travelling time). There are limits on the maximum daily sum possible for each country, and we cannot pay more than this: we hope that you will submit claims for less than this, because our budget will not sustain everyone claiming the maximum. All claims must be submitted as the travel costs (originals if we are paying you, certified copies if we are paying the University). You must also state that you incurred these expenses as a result of the project's work, and that you have not claimed for the same expenses from any other project or source.

If you need to travel earlier or later than the agreed dates to minimise travel costs, this is only possible if the additional subsistence costs are less than the travel savings made. If you travel earlier or later for personal reasons, we will only meet the subsistence costs for the dates of the meeting. If anyone travels or stays with you, you are liable for all the additional costs incurred.

Please note that if you book tickets and cannot attend the meeting, we CANNOT refund any expenses. You must therefore always ensure that you are insured against sickness or other inability to travel. You can claim the insurance costs from CiCe, but will need to make your own insurance claims to cover any losses caused by your not travelling. For more details please see *CiCe5_Guidelines on meetings & expenses_Jan 11.pdf*

- **Time sheets and Salary statements:**

All European Commission projects are 'co-financed' - they require participant organisations to bear some of the costs of the project. In the case of CiCe, we co-finance through the cost of the time that you give to the project. In the case of a National Coordinator, we have calculated that there will be an average contribution from each member of 30 days, over the three years. This includes attending the conference and pre-conference meetings in May, including the time for travel to the meetings, liaising with the Network and target audiences and the time spent disseminating CiCe materials.

Once a year we will ask you to make a timesheet, showing which days you have worked, and for how long. We hope that this will total at least 10 days a year (it could be more!). We will ask you to sign the sheet, confirming that you have spent the time stated working on the project.

We will also ask you to supply evidence of your salary costs from your institution. This should be the total direct costs of your employment - your gross salary, before any deductions, PLUS your employer's costs, such as Insurance, Employment Taxes, Pension contributions, etc. We ask you to calculate a total ANNUAL cost, and then divide this by the productive days in your contract to arrive at a DAILY cost.

For any questions on the paperwork that we will be asking you to send us, please contact Colin Rainey (c.rainey@londonmet.ac.uk)

CiCe5: National Coordinators

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CiCe 5/CiCea Executive Committee*

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*The CiCe Executive Committee is elected by the members of the Network's sister association, CiCea, the Children's Identity and Citizenship European Association. Elections are held regularly and only members of the Association can vote and stand for election. See <http://www.cicea.eu>

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