

### Introduction

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.

The CiCe central office, at London Metropolitan University, coordinates the administrative work for the network. For all administrative queries please contact:

**Teresa Carbajo Garcia**, for general queries and bookings ([t.carbajogarcia@londonmet.ac.uk](mailto:t.carbajogarcia@londonmet.ac.uk))

**Colin Rainey**, for expenses claims ([c.rainey@londonmet.ac.uk](mailto:c.rainey@londonmet.ac.uk))

**Angela Kamara**, for queries regarding publications or the website ([a.kamara@londonmet.ac.uk](mailto:a.kamara@londonmet.ac.uk))

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 WG members only, please do not share your login details with anyone else. To access the WG 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, please do contact the CiCe office

### Your Task

As a Working Group member (WG) or Executive Committee member (EC) there is a number of tasks that we ask you to do in the next three years. Please check your **Working Group Guidelines** carefully. These describe the initial guidance for your group and sets out the targets we hope you will reach and the overall Strand of activity that your group is contributing to.

A member of the Executive Committee has been allocated to take responsibility for your particular Strand and Working Group. Please keep in close touch with them over the course of your activity. They are there to help! If a member of your group is missing from a meeting, you will need to make arrangements to contact them as soon as possible, and involve them in your activities as soon as possible.

Most groups have been given a timetable. This is necessary so that we can get your results edited, printed and published within the time we have. We have to make regular reports to get our funding, and if work isn't completed by set dates, we don't get the money. The overall schedule of the Network is divided as follows:

CiCe5 Year One: 1 October 2011 - 30 September 2012  
CiCe5 Year Two: 1 October 2012 - 30 September 2013  
CiCe5 Year Three: 1 October 2013 - 30 September 2014

If your group's output is writing a Guidelines Booklet, please make sure that your final document is sent to the Network Coordinator within the deadline and under the total word length. Please try to respect this. Note also how the existing reports are prepared - there are many sections, and often items are put on a single page, or a double page. This makes it easier to read. It will help us if you could get a native English speaker to check your text before you submit it. Also, materials will be presented in different formats and where possible in different languages. You can also ask the member of the EC with responsibility for your strand for further help. Further guidance on this will be given at the seminar meeting.

Previous Booklets in the series are all available on the publication page on CiCe website:  
[http://cice.londonmet.ac.uk/publications/publications\\_home.cfm](http://cice.londonmet.ac.uk/publications/publications_home.cfm)

## Carrying out your task

You may well need to gather information for your particular task. Can we remind you of the following resources within the network:

- **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 newsletter
- **Institutional members:** if you want replies about different Universities and Colleges, we can provide a list of e-mails
- **National Coordinators:** they are busy people, but may be able to offer advice or contacts on national policies
- **Conferences:** you will be asked to make a report (about 5-10 minutes only) to Conference. We suggest you use this to ask questions and gather information
- **Autumn Seminar:** use the opportunity of this seminar to ask your colleagues questions, to gather contacts, collect information and try out ideas!

## Details for the Commission

We need to meet a number of requirements of the Commission. You will find all forms on the CiCe website and the CiCe office will contact you with guidance well in advance of the deadline for the submission of these forms, but if you have any queries or need to check anything, we are always happy to hear from you. By becoming a CiCe Working Member 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 travel costs from your home to each meeting place. These 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 a 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 from 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 should 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 working group, we have calculated that there will be an average contribution from each member of 48 days, over the three years. This includes attending the seminar in October and the conference and pre-conference meetings in May, including the time for travel to the meetings, the time arranging the on-line meetings with your group as well as work done independently on the project outside of the meetings.

We will ask you each year to make a timesheet, showing which days you have worked, and for how long. We hope that this will total at least 16 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 220 to arrive at a DAILY cost (it is assumed by the Commission that a full working year is 220 days).

## CiCe5: Strands, Executive Committee and Working Group (WG) Members

### Working Group Members

#### **STRAND 1: Citizenship and identity resource base. Multilingual glossary of citizenship education terms\***

Alistair Ross	London Metropolitan University, UK	<a href="mailto:a.ross@londonmet.ac.uk">a.ross@londonmet.ac.uk</a>
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Andreea Ernst-Vintila	University of Reims Champagne-Ardenne, FR	<a href="mailto:andreea.ernst@gmail.com">andreea.ernst@gmail.com</a>

\*Richard Etienne will also contribute to the group with funding from other independent sources  
e-mail: [richard.etienne@univ-montp3.fr](mailto:richard.etienne@univ-montp3.fr), [rietienne@wanadoo.fr](mailto:rietienne@wanadoo.fr)

#### **STRAND 1: Citizenship and identity resource base. Themed Pack: Democratic Participation and Social Cohesion**

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Ulla Lundgren	Jönköping University, SE	<a href="mailto:ulla.lundgren@hik.hj.se">ulla.lundgren@hik.hj.se</a>

#### **STRAND 2: European Centre of Excellence for Research in identity and citizenship**

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Roger Johansson	Malmö University, Department of Teacher Education, SE	<a href="mailto:Roger.Johansson@mah.se">Roger.Johansson@mah.se</a>

#### **STRAND 3 (Theme A): Education for citizenship, identity and a Sustainable Society**

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#### **STRAND 3 (Theme B): Innovation in citizenship and identities education. Intergenerational Solidarity.**

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#### **STRAND 3 (Theme C): The arts and media. Citizenship and education in society.**

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Nilüfer Pembecioğlu	Istanbul University, TR	<a href="mailto:niluferpembecioğlu@gmail.com">niluferpembecioğlu@gmail.com</a>

#### **STRAND 3 (Theme D): Innovation in citizenship and identities education. Current themes in identity and citizenship education. Values and Citizenship Education: European Perspectives**

Annette Haaber Ihle	University College Sjælland, DK	<a href="mailto:ahi@ucsj.dk">ahi@ucsj.dk</a>
Dorota Misiejuk	University in Białystok, PL	<a href="mailto:dmisiejuk@uwb.edu.pl">dmisiejuk@uwb.edu.pl</a>
Elizabeth Newman	University of the West of England, UK	<a href="mailto:Elizabeth.Newman@uwe.ac.uk">Elizabeth.Newman@uwe.ac.uk</a>

## Executive Committee (EC) roles and contact emails

### CiCe 5/CiCea Executive Committee\*

Beata Krzywosz-Rynkiewicz	Uniwersytet Warmińsko-Mazurski w Olsztynie, PL	<a href="mailto:beata.rynkiewicz@wp.pl">beata.rynkiewicz@wp.pl</a>
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Susana Goncalves	Instituto Politécnico de Coimbra, PT	<a href="mailto:susana@esec.pt">susana@esec.pt</a>

\*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>

## EC Roles and Responsibilities

Strand 1 Resource base: *Nanny Hartsmar*

Strand 1 Curriculum survey: *Chris Gifford*

Strand 1 Multiplier hub, Strand 1 e-dissemination kit and Themed Pack: *Peter Cunningham*

Strand 1 Multilingual glossary and Strand 3 Intergenerational solidarity: *Julia Spinthourakis*

Strand 2 Research centre: *Márta Fülöp*

Strand 3 Sustainable society: *Beata Krzywosz Rynkiewicz*

Strand 3 Arts and Media: *Susana Gonçalves*

Strand 3 Values and Citizenship Education: *Henry Maitles*

**NATIONAL COORDINATORS:** Chris Gifford (with support from Beata)

### CiCe Central Office Contacts

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