

# BRINGING SPORT to your **WORKPLACE**



## 1ST KICK-OFF MEETING.

18-19/03/2025



UNIVERSITY OF  
COPENHAGEN



[bsw.gymnobus.com](http://bsw.gymnobus.com)



Co-funded by  
the European Union



→ Part 1

# WELCOME WORDS

# 2 → THE BSW CONSORTIUM

## Leader

**Ligue Centre-Val de Loire du Sport d'Entreprise,**  
represented by Alain BLANCHARD, Elyza MINIER

## Partners

**European Federation for Company Sport - EFCS (France),**  
represented by Charlotte FRUEH-RICHARDOT

**University of Copenhagen - UCPH (Denmark),**  
represented by Adams EVANS

**Municipalité AGUEDA - AM (Portugal),**  
represented by Rita FERREIRA et Fabio COSTA





→ Part 2

# INTRODUCTION AND PRESENTATION

# Tour de table

## Consortium BSW Project

**An opportunity to meet and get to know each other, and to learn more about the various initiatives launched with ERASMUS+ Sport.**

- **Presentation : 10min**

- Presentation of the organization
- Profile and presentation of the member present and his/her involvement, role in the project
- Experience with company sport or physical activity in the workplace
- Contribution and interest in the project



## Presentation of LCSE

### La Fédération Française du Sport d'Entreprise

**The FFSE is a multi-sport federation affiliated to the CNOSF, approved by the French Ministry of Sports, and a member of the European and worldwide corporate sports federations.**

### La Ligue Centre-Val de Loire FFSE

**The LCSE aims to develop the practice of regular physical and sports activities adapted to the health, well-being and integration of all employees, as well as to the efficiency and collective performance of companies.**

### LCSE scope of intervention

LCSE operates throughout the Centre-Val de Loire region :

- Le Cher (18)
- L'Eure-et-Loir (28)
- L'Indre (36)
- L'Indre-et-Loire (37)
- Loir-et-Cher (41)
- Loiret (45)



**LIGUE  
CENTRE  
VAL DE LOIRE**

# → LCSE actions

## Intra-company

- Half-day or full-day awareness seminars
- Team building seminars

## Inter-company

- Lauriers du Sport
- Faites vos jeux en entreprise
- Course de la Diversité
- Jeux Régionaux du Sport d'Entreprise

## Prevention actions

- Training : muscular awakening referent, corporate physical activity coach
- Conferences and round tables
- Audit
- Initiation and supervision of activities



## Why Corporate Sport ?

The LCSE programs are based on the practice of sports to improve the Quality of Life at Work. This ambition is not without results, particularly in terms of your company's economic performance. From gentle exercise during lunch breaks to participation in our sports challenges, employees will be involved in promoting your company's brand image, while having a great time at the same time.

### Corporate Sport means :

- Reduce sedentary lifestyles and promote decompartmentalization
- Strengthening the social ties of all employees
- Developing your brand image
- Participate in regular inter-company sporting events
- Ensuring access to sports for all

→ Part 3

# PRESENTATION OF GYMNO'BUS

# ➔ The history of Gymno'bus

Since 2022

The Gymno'bus is the fruit of a reflection by the economic and social college of the Gouvernance Régionale du Sport (CRS), supported by the Agence Nationale du Sport, the Agence Régionale de Santé and the Région Centre-Val de Loire.

## • Objectives

- Offering something for everyone
- Combating sedentary lifestyles
- Developing preventive activities and health sports
- Ensuring diversity, inclusion and team cohesion

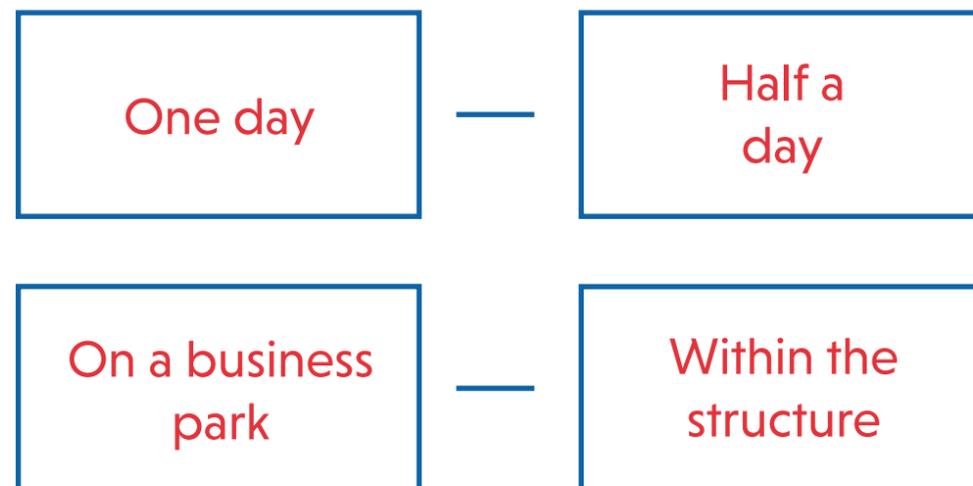


## In brief

The Gymno'bus is a vehicle equipped with small, technical sports equipment representing a variety of health disciplines and sports activities: muscle awakening and strengthening, gestures and postures, cardio training, Pilates, etc.

This system is run by qualified sports educators.

### How does the Gymno'bus work ?



### Who does Gymno'bus work for?

For all types of employers

- Private sector companies
- Local authorities and public institutions
- Associations

# 2 → They support the project

This is first and foremost a regional project, supported by the Centre-Val de Loire Region, the Agence Régionale de Santé, the Caisse d'Epargne Centre-Loire and the Conférence Régionale du Sport Centre-Val de Loire.

The Agence Nationale du Sport, which launched the call for projects, also supports the project and is convinced that the scheme can be rolled out nationwide !



Délégation régionale académique à la jeunesse, à l'engagement et aux sports



# ➔ News from the Centre-Val de Loire region

## Device inauguration

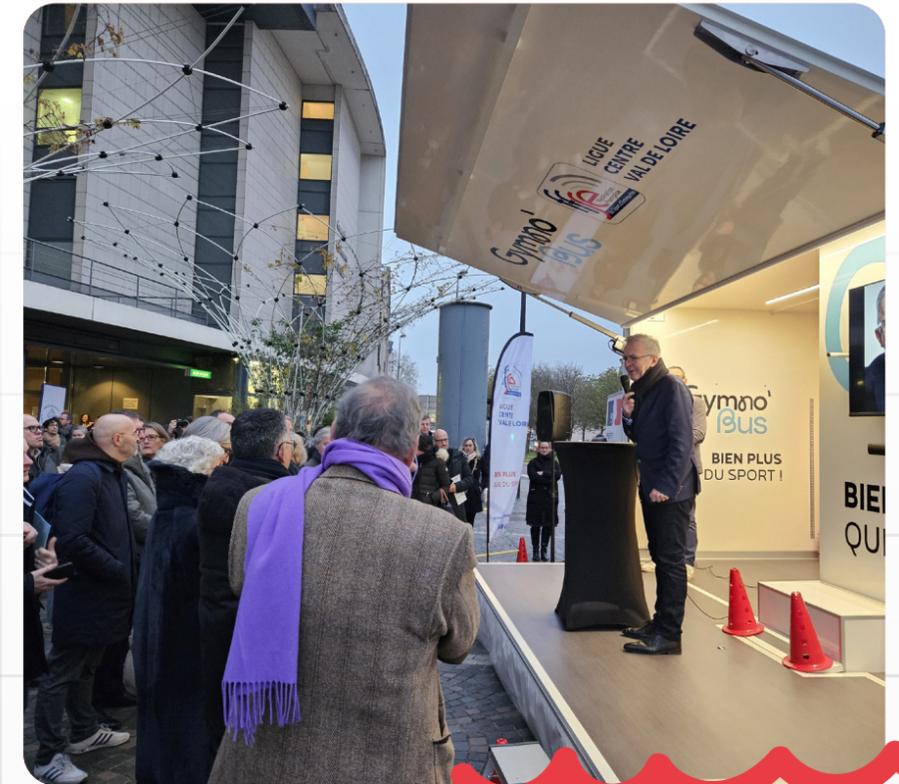
- 06 december 2024 : device acceptance
- 12 december 2024 : inauguration at the Centre de Conférences d'Orléans

## Discoverd actions

- Report TV, Vernet Group
- Session in MEDEF Touraine
- Various territorial representations and interventions

## And after...

- Regular interventions in the region
- Week of the QVCT
- etc



**COFFEE ?**





→ Part 4

# **BRINGING SPORT TO YOUR WORKPLACE**

## Objectives BSW

The first objective is **to promote and develop company sport and physical activity (PA) within the workplace**. This initiative is designed not just to provide immediate access to exercise options but also to foster a long-term culture of health and fitness within the corporate environment, contributing to the overall well-being of employees and enhancing workplace productivity.

The second objective of the BSW project is to directly **bring sport and physical activity (PA) to areas where there are significant barriers to engaging in sports, such as lack of time, equipment, and trained staff, with a special focus on small and medium enterprises (SMEs) and rural and isolated zones**.

**BRINGING SPORT**  
to your  **WORKPLACE**

# Objectives BSW

## Indicators/means

Develop turnkey program and operation for VSB, SMEs around Gymno'bus

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Modelization of Gymno'bus to BSW specificities  
Pilot test methodology and engineering for France and Portugal

Adapt this program to the specificities of countries and compagnies

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Compendium of good practices to see other sport mobile solutions (at least 10)  
Focus group interviews to review the program and highlight breaks and difficulties (3 focus groups with 4 workplaces)

Establish an evaluation process to measure the effects of this program

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Quantitative research phase with questionnaires administered to service end users  
Qualitative research phase featuring in-depth interviews to understand better the results and adapt the program

Implement this program in two areas :  
Centre-Val de Loire and municipality of Agueda

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Pilot tests from April-mi July in France  
Pilot test in Portugal from mid August - end of October adapted from results of first pilot in France

## Objectives BSW

Evaluate the program's results and effectiveness



Readjust and structure, tailoring the solution to best meet the needs of businesses



Communicate about the project, operation, and its results



Inform and train EFCS members develop the operation in other countries, adapting it to each country's realities



Ensure the project's impact and legacy by discussing and potentially expanding it to other sectors



## Indicators/means

Data sources will comprise a minimum of 50 questionnaires, alongside at least 2 sport trainers, 2 company managers and at least 5 end users consulted through semi-structured interviews

1st adaptation before the pilot test after discussions with partners and during focus groups.  
2nd adaptation after 1st pilot test / 3rd and final adaptation after 2nd pilot test and evaluation analysis

Communication plan and actions at least 10 press articles, more than 500 interactions on social media

Training toolkit designed to educate and convince EFCS members to implement Gymno'bus in their countries (at least 3 countries in 2026 out of France and Portugal)  
Training workshop webinar targeted to EFCS national members (at least 30 participants)

Legacy noted for schools and retirement homes  
Hybrid conference in France in December (50 participants physically and 50 online) to promote the project especially in France and Portugal  
Objective of having 2 other regions in France in 2026 and 1 other region in Portugal in 2026 to start the operation and more development for operations in Centre-Val de Loire and Agueda.  
15 in 2026 representing 100 companies and 100 employees, 25 in 2027 representing 200 companies and 4000 employees

# 2 → Methodology

## Established in 4 phases

To achieve the above objectives, a 4-phase methodology was studied

- **Phase 1 : RESEARCH**

- To have a diagnostic, to identify how to adopt the LCSE experience of Gymno'bus to Europe specificities

- **Phase 2 : EVALUATION**

- To measure and evaluate Gymno'bus impact

- **Phase 3 : TRAINING**

- To educate and train EFCS national company sport members about Gymno'bus model

- **Phase 4 : DISSEMINATION**

- To disseminate and promote Gymno'bus model to business representatives and public authorities



# WORK PACKAGE 1 : Project delivery

Objectives : All activities in order to ensure the good delivery of all actions, events, deliverables, outcomes of BSW.

Task No	Task Name	Description	Participants
T1.1	Project administrative and financial coordination	Overseeing the project's overall administration and financial management, ensuring compliance with Erasmus+ guidelines. This includes budget allocation, expense tracking, and financial reporting, all tailored to the unique needs of the Gymnobus initiative.	LCSE All partners
T1.2	Communication plan and actions	Developing a strategic communication plan to promote the Gymnobus project, encompassing all tools and positioning used. This plan aims to raise awareness and generate interest in bringing sports directly to workplaces, especially in SMEs and rural or peri urban areas.	LCSE All partners
T1.3	Workplan and action plan	Crafting a detailed workplan and action plan outlining project phases, timelines, and responsibilities. This includes aligning tasks with the project's aim of deploying mobile gym facilities and addressing the challenges of workplace physical activity.	LCSE All partners
T2.1	Desk research	Conducting research to identify the specific needs and challenges in implementing sports activities in various workplace settings. This research will inform the customization of the Gymnobus model to European workplace contexts (e.g. compendium of good practices)	LCSE and UC
T2.2	Focus groups	Organizing focus groups with workplaces such as potential end users of Gymnobus and stakeholders to gather feedback, identify challenges, and assess needs. These discussions are crucial for adapting the program to suit different workplace environments.	UC

# WORK PACKAGE 1 : Project delivery

Objectives : All activities in order to ensure the good delivery of all actions, events, deliverables, outcomes of BSW.

Task No	Task Name	Description	Participants
T2.3	Evaluation process	Establishing a comprehensive evaluation process for the Gymnobus pilot tests in France and Portugal. This involves setting criteria and methods to assess the effectiveness and impact of the mobile gym facilities in workplace settings (quantitative and qualitative research)	UC
T3.1	Pilot test program design	Designing the pilot test program for the Gymnobus project, considering different steps (communication, call for applications, selection of companies, selection of trainers, planning of interventions, evaluation...)	LCSE and AM
T3.2	Pilot test implementation	Implement pilot tests in several zones and workplaces in France and Portugal and organization of sport and physical activity lessons through Gymnobus	LCSE and AM
T3.3	Evaluation administration and analysis	Administering evaluation tools like questionnaires and interviews to assess the Gymnobus project's impact. Analyzing feedback to understand the effectiveness and areas for improvement.	LCSE, AM and UC
T4.1	Training toolkit design	Developing a training toolkit for EFCS national company sport members. The toolkit will include guidelines, models, communication tools, and resources to implement the Gymnobus model effectively in various European countries.	EFCS and LCSE

# WORK PACKAGE 1 : Project delivery

Objectives : All activities in order to ensure the good delivery of all actions, events, deliverables, outcomes of BSW.

Task No	Task Name	Description	Participants
T4.2	Conference organization	Planning and organizing conferences to showcase the Gymnobus project, involving public authorities, business representatives, and other stakeholders. Organised in Tours or Orléans to disseminate project findings and promoting the Gymnobus concept	LCSE and EFCS
T4.3	Workshop organization	Organizing workshops for EFCS members to provide hands-on training and detailed information about implementing and benefiting from the Gymnobus project in their respective regions and workplaces.	EFCS
T4.4	Sustainability actions and project legacy	Developing strategies to ensure the long-term sustainability and legacy of the Gymnobus project. This includes exploring expansion to other sectors (e.g. retirement homes or schools) and establishing continuous support mechanisms.	LCSE All partners
T4.5	Final report	Compiling a comprehensive final report that includes an evaluation of the project's outcomes, lessons learned, and recommendations for future initiatives. This report will serve as a crucial document for understanding the project's impact and potential for expansion.	LCSE All partners



# CALENDAR, EVENTS AND ACTIVITES

janv-25	févr-25	mars-25	avr-25	mai-25	juin-25	juil-25	août-25	sept-25	oct-25	nov-25	déc-25
M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
PSG 1 (Copenhagen)			PSG 2 (Online)		PSG 3 (Online)			PSG 4 (Agueda)			PSG 5 (Tours)
Phase 1 : RESEARCH / IDENTIFICATION OF NEEDS											
Phase 2 : PILOT AND EVALUATION											
Evaluation process			Pilot in France			Pilot in Portugal					
								Phase 3 : TRAINING			
										Training Workshops	
Phase 4 : DISSEMINATION											
										hybrid conference in Orléans or Tours	

## CALENDAR, EVENTS AND ACTIVITIES

For organizational reasons, the project started a few months late, so the schedule has been modified.

With our various exchanges, this first kick-off meeting is an opportunity to define the new schedule at the end of the meeting.

# Deliverables

## D1.1 Compendium of good practices

**Gather and analyse successful mobile sports facilities like Gymnobus from various contexts. It aims to provide insights and inspiration for adapting the Gymnobus model and addressing common issues in implementing sports programs in workplaces. At least 7 schemes identified and around 10 pages in English**

- March 2025 - LCSE, collaboration of all partners

## D1.2 Focus group

**Focus groups with representatives from workplaces will be conducted to understand the challenges and feedback related to the Gymnobus concept. These groups will play a key role in tailoring the Gymnobus model to meet the specific needs and preferences of different workplace environments. A final report of 5 pages summarizing key outcomes in English**

- March 2025 - UC

## D1.3 Quantitative research

**Administering questionnaires to users to measure the impact of Gymnobus before and after participation. The focus will be on indicators like physical activity levels, employee well-being, level of stress... A methodology + a report of evaluation (key results + analysis) in English**

- April 2025 for methodology / November 2025 for the results - UC

# Deliverables

## D1.4 Qualitative research

**In-depth interviews will be conducted to gain a deeper understanding of the Gymnobus project's impact. This phase aims to explore user experiences, behavioral changes, and satisfaction levels in detail. A methodology + a report of evaluation (key results + analysis) in English**

- April 2025 for methodology / November 2025 for the results - UC

## D1.5 Training toolkit

**Comprehensive toolkit will be developed for EFCS national members, equipping them with resources to implement Gymnobus in their countries. It will include promotional materials, evaluation tests, and technical guidelines, ensuring a standardized approach to deploying the Gymnobus model.**

**PPT Presentation + toolkit in English**

- November 2025 - EFCS

## D1.6 Legacy notes

**Will document the potential for expanding Gymnobus into other sectors like schools and retirement homes. They will outline the project's long-term vision, impact, and recommendations for future adaptations and expansions of the model. Less than 5 pages in English**

- December 2025 - LCSE



→ Part 5

# TERMS OF COLLABORATION

# ROLE OF COPENHAGEN UNIVERSITY



# Copenhagen University

## UC's role in the BSW project

**Following on from the various Work Packages and deliverables, here's a summary of the actions to be taken for UC.**

- **Step 1: Deadline - 1st Mai 2025 / D1.1**

Research a system in Denmark similar to the Gymno'bus, but in a completely different field. Describe the advantages and disadvantages of this one, as well as the things that could inspire the Gymno'bus.

**Minimum 2 pages in English, with a photo.**

- **Step 2 : Deadline - 1st Mai 2025 / D1.2**

Focus groups with representatives from workplaces will be conducted to understand the challenges and feedback related to the Gymnobus concept. These groups will play a key role in tailoring the Gymnobus model to meet the specific needs and preferences of different workplace environments.

**A final report of 5 pages summarizing key outcomes in English.**

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# Copenhagen University

## UC's role in the BSW project

**Following on from the various Work Packages and deliverables, here's a summary of the actions to be taken for UC.**

- **Step 3 : Deadline - 1st Mai 2025 / D1.3**

Quantitative research

Administering questionnaires to users to measure the impact of Gymnobus before and after participation. The focus will be on indicators like physical activity levels, employee well-being, level of stress...

**A methodology in English**

- **Step 4 : Deadline - 1st Mai 2025 / D1.4**

Qualitative research

In-depth interviews will be conducted to gain a deeper understanding of the Gymnobus project's impact. This phase aims to explore user experiences, behavioral changes, and satisfaction levels in detail.

**A methodology in English**

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COPENHAGEN



# Copenhagen University

## UC's role in the BSW project

**Following on from the various Work Packages and deliverables, here's a summary of the actions to be taken for UC.**

- **Step 5 : Deadline - 1st November 2025 / D1.3**

Quantitative research

Administering questionnaires to users to measure the impact of Gymnobus before and after participation. The focus will be on indicators like physical activity levels, employee well-being, level of stress...

**A report of evaluation (key results + analysis) in English**

- **Step 6 : Deadline - 1st November 2025 / D1.4**

Qualitative research

In-depth interviews will be conducted to gain a deeper understanding of the Gymnobus project's impact. This phase aims to explore user experiences, behavioral changes, and satisfaction levels in detail.

**A report of evaluation (key results + analysis) in English**

UNIVERSITY OF  
COPENHAGEN



# Copenhagen University

In addition to report documents, for deliverables, a presence will be requested at various events and conferences to present research results.

- Intermediary project steering committee - Date to be confirmed
- Conclusive steering committee - Date to be confirmed
- End-of-project conference - Date to be confirmed
- Workshop organized by EFCS - Date to be confirmed

The University of Copenhagen must comply with the communication plan that will be sent to it, using the various communication media provided (social networking template, website, letterhead).

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# ROLE OF AGUÈDA MUNICIPALITY



## **Aguèda Municipality**

### **AM's role in the BSW project**

**Following the various Work Packages and deliverables, here's a summary of the actions to be taken for AM.**

- **Step 1 : Deadline - 1st Mai 2025 / D1.1**

**Research a system in Portugal similar to the Gymno'bus, but in a completely different field. Describe the advantages and disadvantages of this one, as well as the things that could inspire the Gymno'bus.**

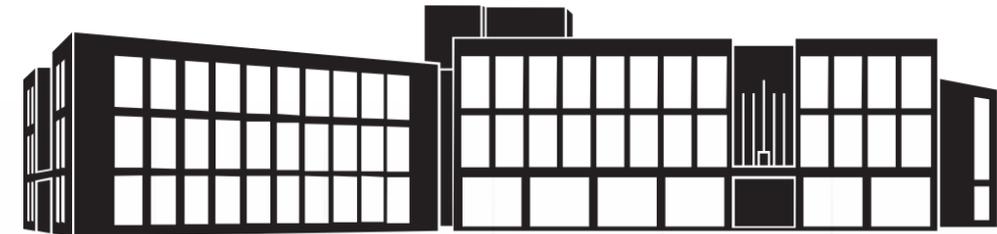
**Minimum 2 pages in English, with a photo.**

- **Step 2 : Deadline - 1st September 2025**

Organize the Intermediary projects steering committee meeting. With the aim of :

- The arrival of the Gymno'bus for the test phase
- Preparation of the conference
- Preparation of the training workshop

# ÁGUEDA



CÂMARA MUNICIPAL

## **Aguèda Municipality**

### **AM's role in the BSW project**

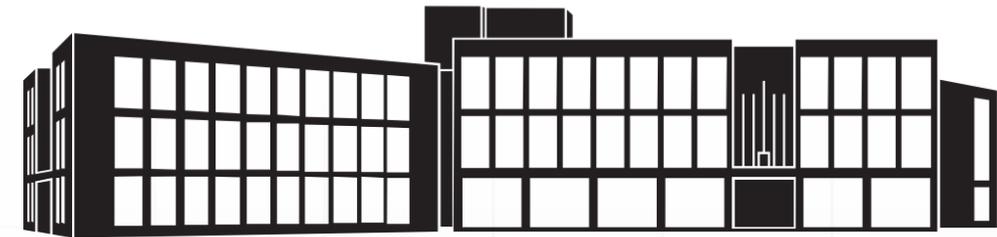
**Following the various Work Packages and deliverables, here's a summary of the actions to be taken for AM.**

- **Step 3 : Deadline - 30st September 2025**

Test the Gymno'bus in Agueda. 10 companies and 100 employees will be asked to test the Gymno'bus, and a questionnaire will be sent out to companies to find out how they feel about the Gymno'bus.

**A final report of 5 pages with feedback from companies who have tested the system in English.**

# ÁGUEDA



CÂMARA MUNICIPAL

## **Aguèda Municipality**

In addition to report documents, for deliverables, a presence will be requested at various events and conferences to present research results.

- Intermediary project steering committee - Date to be confirmed
- Conclusive steering committee - Date to be confirmed
- End-of-project conference - Date to be confirmed
- Workshop organized by EFCS - Date to be confirmed

The Municipality Aguèda must comply with the communication plan that will be sent to it, using the various communication media provided (social networking template, website, letterhead).



# ROLE OF EFCS



## 2 → EFCS

### EFCS's role in the BSW project

Following the various Work Packages and deliverables, here's a summary of the actions to be taken for EFCS.

- **Step 1 : Deadline - 1st Mai 2025 / D1.1**

Research a system in Portugal similar to the Gymno'bus, but in a completely different field. Describe the advantages and disadvantages of this one, as well as the things that could inspire the Gymno'bus.

**Minimum 2 pages in English, with a photo.**

- **Step 2 : Deadline - 1st November 2025 / D1.5**

Training toolkit

Comprehensive toolkit will be developed for EFCS national members, equipping them with resources to implement Gymnobus in their countries. It will include promotional materials, evaluation tests, and technical guidelines, ensuring a standardized approach to deploying the Gymnobus model.

**PPT Presentation + toolkit in English**



## 2 → EFCS

### EFCS's role in the BSW project

Following the various Work Packages and deliverables, here's a summary of the actions to be taken for EFCS.

- **Step 3 : Deadline - 1st November 2025**

Organize a workshop with EFCS members, by videoconference, to :

- Presentation of BSW Project
- Results of the pilot test
- Training toolkit
- How to implement in your country ?

**30 representatives of 20 national members federations + members of consotium and EFCS board**

- **Step 4 : Deadline - 1st December 2025 / D1.6**

Legacy notes

Will document the potential for expanding Gymnobus into other sectors like schools and retirement homes. They will outline the project's long-term vision, impact, and recommendations for future adaptations and expansions of the model.

**Less than 5 pages in English**





In addition to report documents, for deliverables, a presence will be requested at various events and conferences to present research results.

- Intermediary project steering committee - Date to be confirmed
- Conclusive steering committee - Date to be confirmed
- End-of-project conference - Date to be confirmed
- Workshop organized by EFCS - Date to be confirmed

EFCS must comply with the communication plan that will be sent to it, using the various communication media provided (social networking template, website, letterhead).



# COMMUNICATION PLAN





# Communication Plan

MOIS	LCSE	UC	AM	EFCS
March 2025	<ul style="list-style-type: none"> <li>- Sending of various materials to partners</li> <li>- Communication on social networks about the first kick-off meeting</li> </ul>	<ul style="list-style-type: none"> <li>- Social networking for the first kick-off meeting</li> </ul>	<ul style="list-style-type: none"> <li>- Social networking for the first kick-off meeting</li> </ul>	<ul style="list-style-type: none"> <li>- Social networking for the first kick-off meeting</li> </ul>
April 2025	<ul style="list-style-type: none"> <li>- Communicate on social networks about the website and the first kick-off report</li> </ul>	<ul style="list-style-type: none"> <li>- Communicate on social networks about the website and the first kick-off report</li> </ul>	<ul style="list-style-type: none"> <li>- Communicate on social networks about the website and the first kick-off report</li> <li>- Start communicating with companies about the Gymno'bus via posters</li> <li>- Announce a "save the date" on social networks for the Gymno'bus visit</li> </ul>	<ul style="list-style-type: none"> <li>- Communicate on social networks about the website and the first kick-off report</li> </ul>
All time		<ul style="list-style-type: none"> <li>- Share Gymno'bus publications related to the project</li> <li>- Share on social networks after each event</li> </ul>	<ul style="list-style-type: none"> <li>- Share Gymno'bus publications related to the project</li> <li>- Share on social networks after each event</li> </ul>	<ul style="list-style-type: none"> <li>- Share Gymno'bus publications related to the project</li> <li>- Share on social networks after each event</li> </ul>
June 2025			<ul style="list-style-type: none"> <li>- Send a local press release about the Gymno'bus visit</li> </ul>	
September 2025	<ul style="list-style-type: none"> <li>- Share the online conference on your network</li> </ul>	<ul style="list-style-type: none"> <li>- Share the online conference on your network</li> </ul>	<ul style="list-style-type: none"> <li>- Share the online conference on your network</li> </ul>	<ul style="list-style-type: none"> <li>- Communicating with EFCS members about the online conference</li> </ul>
November 2025	<ul style="list-style-type: none"> <li>- Send press release for December conference</li> </ul>			
December 2025		<ul style="list-style-type: none"> <li>- Write a concluding web article on the project and the actions carried out</li> <li>- Share on social networks once online</li> </ul>	<ul style="list-style-type: none"> <li>- Write a concluding web article on the project and the actions carried out</li> <li>- Share on social networks once online</li> </ul>	<ul style="list-style-type: none"> <li>- Write a concluding web article on the project and the actions carried out</li> <li>- Share on social networks once online</li> </ul>

# KPI INDICATORS

KPI	Qualitative indicators	Quantitative indicators	Means of verification
Communication general	Engagement on social networks	Number of : - shares - comments - likes	Using the communication plan
	Press relations	Number of visits to the site bsw.gymno-bus.com	Report/review by each partner every 6 months
		Number of report downloads	
		Number of people attending events	

Partners will send a dissemination report every 6 months to gather information about the communication activities and their reach.

## Important information

- **Links to our social networks**

<https://www.linkedin.com/company/gymno-bus/?viewAsMember=true>

<https://www.facebook.com/profile.php?id=61556509348409>

<https://www.instagram.com/gymnobus/>

- **Link to the website**

<https://bsw.gymnobus.com/>

- **Link to Drive for items**

XXXX

- **Partners' social networks**

<https://www.instagram.com/visitagueda/>

<https://www.facebook.com/cmageda>

<https://www.linkedin.com/school/university-of-copenhagen/>

[https://www.instagram.com/university\\_of\\_copenhagen/](https://www.instagram.com/university_of_copenhagen/)

<https://www.facebook.com/universitet>

<https://www.linkedin.com/company/european-federation-for-company-sport/posts/?feedView=all&viewAsMember=true>

<https://www.facebook.com/EuropeanFederationforCompanySport>

[https://www.instagram.com/efcs\\_/\\_/](https://www.instagram.com/efcs_/_/)

- **IMPORTANT !!**

- Use the ERASMUS+ Commission logo

- Tag partners in every publication

- Use PPT templates for presentations and Word for press releases and reports.

# AGREEMENT AND BUDGET



## PARTNERSHIP AGREEMENT

In order to guarantee the involvement of the partners, the respect of the deadlines indicated in the retro-planning and the quality of the deliverables provided, the LCSE will sign a **contract, a partnership agreement**, with each partner at the beginning of the project (before end of April 2025).

The contract will indicate precisely the following elements:

- **The estimation and valuation** of the time spent for the coordination of the project (participation and contributions to the PSG meetings and bilateral meetings) as well as the costs related to the daily administrative follow-up of the project
- **The objectives and expectations** for each **deliverable** for which they will be mobilized, the deadline for validation of the deliverable, the estimate and valuation of the time needed to produce the deliverable;
- **The objectives and expectations** for each **event organized** within the framework of the project for which they will be mobilized, the estimate and valuation of the time needed to produce the deliverable;
- **The proofreading and feedback** to be carried out for each deliverable.

# BUDGET

Type of expenses	LCSE	UC	AM	EFCS	
Project Management and administration	3 600 €	900 €	900 €	900 €	
Intellectual outputs and deliverables staff efforts	10 500 €	7 000 €	4 000 €	6 100 €	
Pilot test costs	4 000 €		2 000 €		
Conference	4 000 €				
Steering committees	2 800 €	2 100 €	2 800 €	2 800 €	
Participation to other mainstream events	600 €				
Communication	3 500 €		1 000 €	500 €	
	<b>29 000 €</b>	<b>10 000 €</b>	<b>10 700 €</b>	<b>10 300 €</b>	<b>60 000 €</b>

## Indications for calculations

- **Project management**
  - **300 euros** per month for the leader, **75 euros** per month per partnerspecificities
- **Intellectual outputs**
  - All the time and human resources devoted to the conception and design of different deliverables and activities
- **Pilot tests costs**
  - Expenses directly related to the pilot test such as trainers, petrol for the truck, small sport material...
- **Conference**
  - All costs related to the organisation of the conference (time and human resources, material, room rental, hospitality, food, guest speakers accomodation if needed...)
- **Steering committees**
  - All costs related for the steering committees with a forfeit per participant (**700 euros** covering flight, accommodation, food...)
- **Participation to MSE**
  - Transport and accomodation costs to disseminate the project and participate to mainstream events (conferences, general assemblies, congress...)
- **Communication**
  - General communication expenses (website, graphic charter, dissemination material...) and local communication

# **BUDGET DISTRIBUTION**

Budget distribution, based on commission payments and project progress :

- 30% before **1st Avril 2025**
- 40% before **1st December 2025**
- 30% after the payment of the last 30% of the grant (**normally first quarter 2026**)

**IMPORTANT : send bank information ASAP**

**IMPORTANT : conditional on the completion of tasks and receipt of documents**

→ Part 6

# PROGRAM AND NEXT STEPS

# UPCOMING EVENTS

Validation of event dates for the BSW Project.

Name	EVENT	Description	LOCALISATION	DATE
PSG 1	Project steering committee - kick off meeting	Presentation of the BSW Workplan Roles and tasks of partners Preparation of the pilot test Communication plan Evaluation plan	Tours - France	18-19 march 2025
PSG 2	Intermediary project Steering committee	Presentation of the outcomes-results and assessment of the Pilot 1 Preparation of the conference «Livraison du Gymno'bus»	Aguèda	Date to be confirmed
Gymnobus pilot test Portugal	Pilot test	Selection of companies and participants Implementation of the pilot test program Evaluation of the program	Aguèda	Delivery date to be defined, ideally the same as the PSG2 meeting
BSW Training Workshop	Workshop	Presentation of BSW project Results of the pilot test Training toolkit How to implement in your country?	Online	Date to be confirmed in November
Hybrid final BSW conference	Conference	Official speeches from consortium, regional authorities Presentation of the pilot test implementation Presentation of BSW outcomes Legacy and sustainability of the project	Orléans - France	Date to be defined in December with the CRS CVL



## TASKS TO DO UNTIL IN THE NEXT DAYS

- **Digest all information**
- **La LCSE vous communique tous les éléments pour le plan de communication (logo, graphic charter, social media, website...) before 1st April 2025**
- **Completing the consortium agreement with each partner : before 1st April 2025**
  - Provide your bank information
  - Then stamp, sign and send convention at [elyza@lcse-sportentreprise.fr](mailto:elyza@lcse-sportentreprise.fr)
- **Talk about this kick-off on your social medias + tags all partners**
- **First works of the different workpackages : depending of each**

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