

# Partner Identification Form (PIF)

BanskoLab Foundation | Version v4.2 | 2026-02-04

| Field                                     | Value  |
|---|--|
| <b>OID</b>                                | E10308541  |
| <b>EIK/UIC</b>                            | 207128442  |
| <b>Registered seat</b>                    | Bansko, Bulgaria   |
| <b>Legal name (BG)</b>                    | „Бансколаб“ Фондация   |
| <b>Legal name (EN)</b>                    | "BanskoLab" Foundation   |
| <b>Legal form</b>                         | Foundation (non-profit)  |
| <b>Registered</b>                         | 2022-10-20   |
| <b>Registered address (legal)</b>         | Bulgaria, 2770 Bansko, Kv. Stariya grad, Pirin St 1  |
| <b>Operational footprint</b>              | Bansko region (Blagoevgrad Province): Bansko, Razlog, Belitsa area, Chereshovo, and Ortsevo. |
| <b>Website</b>                            | banskolab.com  |
| <b>Email</b>                              | info@banskolab.com   |
| <b>Phone/WhatsApp</b>                     | +359 87 634 2540   |
| <b>Legal representative and signatory</b> | Jose Antonio Fiallo Leon (Founder and current project signatory)                             |
| <b>Portal admin contact</b>               | Organisation registration and portal admin contact: Jose Fiallo Leon (info@banskolab.com)    |
| <b>Safeguarding lead</b>                  | Jose Fiallo Leon   jose@banskolab.com   +359 876342540                                       |
| <b>Working languages</b>                  | Bulgarian, English, Dutch, Spanish   |
| <b>Last updated</b>                       | 2026-02-04   |

## Positioning

BanskoLab designs and hosts rural youth learning programmes that include supervised field delivery. We combine non-formal learning with practical community work that produces measurable outputs and reusable documentation.

## Expertise

- Design and delivery of non-formal learning: youth participation, facilitation, reflection, and evaluation.
- Rural field delivery: supervised tasks with clear outputs (mapping, signage basics, maintenance, community clean-ups).
- Community coordination: stakeholder mapping, local partner alignment, and volunteer coordination.
- Operational systems: documentation workflows for evidence, reporting support, and replication toolkits.

## What we offer as a host or co-delivery partner

- Local programme design and hosting: venue coordination, schedule, facilitation plan.

- Field delivery design: tasks, supervision model, safety controls, outputs definition.
- Evidence pack: daily activity logs, outputs archive, consent-managed media, evaluation summary, dissemination pack.
- Partner coordination: stakeholder contacts, local permissions where applicable, on-site operations.

## **Partner fit checklist**

- Action types: Youth Exchange (KA152-YOU), Training Course (KA153-YOU), ESC volunteering, partner-led rural learning programmes.
- Roles: sending partners lead recruitment and participant preparation; hosting partner prepares local programme and logistics.
- Group leader requirement: defined per project scope and safeguarding needs.
- Reporting: partners keep responsibility for national agency reporting; BanskoLab delivers the evidence pack for hosted activities.

## **Safeguarding and risk management**

- Safeguarding lead: Jose Fiallo Leon (jose@banskolab.com, +359 876342540).
- Safeguarding and code of conduct: published via website transparency PDFs.
- Consent and media: written consent process, participant briefing, opt-out handling, consent log maintained.
- Incident process: escalation chain, documentation, and partner notification rules agreed before delivery.
- Field safety: task-specific risk assessment, PPE where needed, tool briefing, supervised activities only.
- Medical: first aid kit, designated first aider(s), nearest medical point identified in advance, emergency plan and transport plan.

## **Data protection summary**

BanskoLab limits personal data to what is needed for delivery and reporting. Data sharing with partners is limited to the relevant project and the minimum necessary information.

Retention: participant personal data is kept only as long as necessary for delivery, reporting, and audit. Default retention is up to 5 years after project close, then deletion or anonymisation unless law requires longer.

## **Delivery capacity (baseline)**

| <b>Capacity item</b>            | <b>Baseline</b>  |
|---------------------------------|--|
| Typical group size hosted       | 20 to 35 participants. Final capacity confirmed per venue and staffing plan during project design.             |
| Supervision approach for minors | Set per activity risk assessment. Two-adult rule where feasible; group leaders required as per project design. |
| Fieldwork scope                 | Low-risk supervised tasks only. Tool use only after briefing and with supervision.                             |
| Evidence pack delivery          | Daily logs, outputs archive, consent-managed media, evaluation summary, dissemination pack.                    |

## **Theory of change (summary)**

Problem: rural areas face outmigration, low opportunity, and weak local initiative. Method: non-formal learning plus supervised field action that produces visible local improvements and practical skills. Outputs: participants build skills, co-create micro-projects, and produce reusable materials. Outcomes (3 to 12 months): increased local initiative, improved employability skills, and a repeatable model that a community can run again with less external support.

## **Monitoring and evaluation**

- Pre and post learning checks linked to learning outcomes.
- Daily reflection prompts and facilitator notes.
- Outputs verification checklist: what was produced, where stored, who validated.
- Optional follow-up prompt at 1 to 3 months (partner-dependent).

## **Admin and compliance readiness**

- Finance: receipt collection, procurement trail, structured archiving.
- Data protection: minimum necessary participant data, access control, retention schedule per Privacy Policy.
- Policies: safeguarding, risk plan, privacy and cookies, and financial policy published as PDFs.
- Working languages: Bulgarian, English, Dutch, Spanish.

## **Scope control**

- Primary themes: rural youth learning, community delivery, safeguarding, evidence and dissemination.
- Secondary theme: digital documentation systems as enablers of delivery and reporting.
- No tourism framing: field sites are learning environments used for programme delivery.