

Partner pack

Version: v1.5 | Date: 2026-02-04

Field	Value
Organisation (public name)	BanskoLab
Legal entity (BG)	„Бансколаб“ Фондация
Legal entity (EN)	"BanskoLab" Foundation
Registration number (EIK)	207128442
Public benefit status	Yes (public benefit activity)
Registered address	Pirin St 1, Old Town Quarter, Bansko 2770, Blagoevgrad Province, Bulgaria
Email	info@banskolab.com
Phone	+359 876342540
Legal representatives	Jose Antonio Fiallo Leon; Nevena Zoranova Mladenova
Representation mode	Jointly and severally (each can represent)
Safeguarding lead	Jose Fiallo Leon jose@banskolab.com +359 876342540
Complaints contact	info@banskolab.com
Emergency number (Bulgaria)	112
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1. What BanskoLab is

BanskoLab is a place based learning and field delivery organisation in Bulgaria. We design and host rural learning programmes, youth exchanges, and community projects with documented outputs, duty of care, and evidence suitable for partners and funders.

2. Core focus

- Rural youth learning programmes built with local communities.
- Field delivery that produces real outputs, not only workshops.
- Operational trust: safeguarding, inclusion, safety, privacy, and documentation.
- Evidence-first dissemination: partners can verify what was delivered.

3. Partnership models

Model	Typical responsibilities
Sending partner	Recruitment, selection, preparation, travel coordination, participant support, co facilitation where agreed, evidence contribution.
Hosting partner	Local logistics, venue coordination, safety controls, stakeholder links, local delivery team, evidence capture and reporting.
Expert partner	Workshop delivery, learning design input, quality review, training of facilitators where relevant.
Stakeholder partner	Local relevance, permissions, access, community participation, validation of outputs when relevant.

4. Safeguarding and duty of care

BanskoLab treats duty of care as a delivery requirement. For youth mobility and rural fieldwork, safety controls and safeguarding rules are defined before delivery.

- Safeguarding lead: Jose Fiallo Leon (jose@banskolab.com, +359 876342540).
- Emergency escalation in Bulgaria: 112.
- Two-adult rule for minors where feasible. Supervision ratios are set by risk assessment and activity type.
- Consent and media rules: no identifiable minors published without guardian consent.
- Incident log maintained for safety and safeguarding events.

5. Inclusion and accessibility

- Early access needs intake and reasonable adjustments where feasible.
- Plain language packs covering terrain, transport, and expectations for rural contexts.
- Transparent disclosure of constraints with alternative routes where feasible.

6. Evidence and dissemination

Evidence is produced throughout delivery so partners can verify implementation and reuse materials. Evidence supports reporting without exposing personal data.

- Daily activity log and attendance records (minimum necessary personal data).
- Outputs folder: session plans, materials, checklists, maps, and deliverables.
- Media folder: photos and video with consent tracking.
- Evaluation summary: learning outcomes and participant feedback.
- Dissemination pack: report sections, posts, partner references, and links.

7. How we work

- Alignment call: objectives, target group, roles, constraints.
- Design: activity plan, learning outcomes, logistics outline.
- Compliance: safeguarding, inclusion, privacy, risk controls, consent flows.
- Delivery: daily coordination and evidence capture.
- Close out: evaluation, reporting, dissemination, next-step planning.

8. 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.

9. Partner onboarding checklist

To start planning, provide:

- Partner legal name, address, and primary contact.
- Decision maker for budget and approvals.
- Safeguarding contact and escalation rules.
- Participant profile, age range, and any inclusion needs.
- Preferred delivery window and travel constraints.
- Evidence and dissemination expectations.

Appendix A. Partner information form template

Partner organisation:

Country:

Legal address:

PIC / registration (if applicable):

Primary contact name:

Primary contact email:

Primary contact phone:

Safeguarding contact name:

Safeguarding contact email:

Safeguarding contact phone:

Project role:

Recruitment plan:

Participant age range:

Inclusion needs (known):

Travel constraints:

Notes: