

1st Partner meeting – 6-7 December 2012,
Graz – Austria

Partner meeting Minutes

1) Basic Information

Location of the meeting:

Hotel Daniel
Europaplatz 1
8020 Graz, Austria

Contacts

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Participants:

No.	Name	Organization	Partner	
01	BERGER Walerich	Jugend am Werk Steiermark GmbH (AT)	P0	Welcome
02	ELEKES Zoltán	DGASPC Harghita (RO)	P5	06-07/12/2012
03	GIORIO Patrizia	Formazione Coeso (IT)	P4	06-07/12/2012
04	GÁL Katalin	DGASPC Harghita (RO)	P5	06-07/12/2012
05	iNAL Celal	Sixpoint Blind Association Ankara (TR)	P7	06-07/12/2012
06	JOBBAGY Sofia	Formazione Coeso (IT)	P4	06-07/12/2012
07	KALEM Guldan	KONAK DISTRICT GOVERNORSHIP (TR)	P6	06-07/12/2012
08	KRAACK Benjamin	Jugend am Werk (AT)	P0	06/12/2012 after lunch- session
09	KRAUS Alexandra	Jugend am Werk (AT)	P0	06/12/2012 after lunch- session
10	LAZAROV Andrean	Marie Curie Association (BG)	P3	06-07/12/2012
11	MEIER Michaela	Jugend am Werk (AT)	P0	06-07/12/2012
12	PILZ Christine	Jugend am Werk (AT)	P0	06-07/12/2012
13	PALOVA Reneta	Chamber of Commerce and Industry (BG)	P2	06-07/12/2012
14	STOYANOVA Veselina	Chamber of Commerce and Industry (BG)	P2	06-07/12/2012
15	STASKOWIAK Sonia	EASPD (BE)	P1	absent with valid excuse
16	Astrid Terengg	OEAD (AT)	-	06/12/2012 after lunch- session
17	Franz Wolfmayr	Chance B/EASPD (AT)	-	absent with valid excuse

These colleagues have joined us at the meeting:

6th of December 2012:

On behalf of the General Management Jugend am Werk:
Walerich Berger

On behalf of the National Agency:

Astrid Terreng

National Agency for Lifelong Learning

www.lebenslanges-lernen.at

-> The presentation has been handed out at the meeting.

Day 1, 6th of December 2012 (08:30 – 16:30)

08:30 – 08:40 **Introduction Walerich Berger**

08:40 – 09:00 **Overview of the agenda** – adjustment of the agenda, because Franz Wolfmayrs flight and therefore his presentation is cancelled. Clarify the requirements of the meeting package.

09:00 – 10:30 **Presentation of each partner organisation**
See added presentations

Jugend am Werk Steiermark (AT)
FormAzione Co&So Network (IT)
DGASPC Harghita, Social and Child Protection Department (RO)
Chamber of Commerce and Industry (BG)
Marie Curie Asscoiation (BG)
Sixpoint Blind Association Ankara (TR)
KONAK District Governorship (TR)

Added information: Mentoring programme in Bulgaria (connection to the Supported Employment Toolkit); in Romania: funded are based social services (family, day care center, etc.) or specialised social services (residential centers, community care, etc.)

10:30 – 10:50 **Coffee break**

10:50 – 11:15 **Michaela Meier: T-EST project presentation**
Overview of the workpackages, different responsibilities, time line
(see handed out presentation)

11:15 – 12:00 **Michaela Meier: Dissemination strategy, dissemination materials**

The flight of Sonia Staskowiak (responsible for dissemination) was cancelled. Agreement: a skype conference between Sonia (BE) and Michaela (AT) during the next 2 weeks.

Explaining the form of dissemination (dissemination plan → f.e. concrete days of dissemination events or within what event or what kind of presentation, etc.).

Webpage: www.t-est.eu (in process)

Important hints for the webpage – topics of accessibility:

...without a lot to scroll (physical disabilities)

...possibility to increase the font size

Internal area for all partners to logg in – all documents can be put on and stay in communication.

One E-Mail adress info@t-est.eu, or office@t-est.eu → Separtly E-Mail just for internal communication.

Logo – two or three options will be send at the partners to get feedback. Katalin hint: Colours that can be seen very good: White/ black, blue/white, black/ orange.

Project posters –roll ups – it is much cheaper to print.

Project leaflet (Deadline: End of March 2013) – depends on the target groups (companies or for people of disabilities). Suggestions: Photos, easy information and a straight line.

Newsletter: First Newsletter (January 2013) – introduction of the project, first meeting, status quo in the different countries to Supported Employment, etc.

In the beginning of January 2013 JAW we send the first draft version.

Social media: Twitter link from the webpage. Facebook discussion – maybe?

Enter-network is choosen. Links to our organisations from the webpage.

www.accessforall.eu (Bulgaria has good contacts to this organisation)

12:00 – 13:00

Lunch

13:00 – 14:30

OEAD – Astrid Terengg: Administrative and financial rules 2012

(see handouts)

Hints:

- Interim and final reports changed now to weblinks → JAW got a link to fill in the reports.
- Property rights should be included in the partner agreements.
- Visual identity (leaflets, PPP, etc.) „The European Union Emblem“ by download (LLP Logo plus and disclaimer)
- The invoices of the partners as well as timesheets don't have to be attached in the reports, only in case of demand. Audit visits: prepare everything.
- Workshop on questions to different costs:

Reporting and Amendments to Grant Agreements	Staff costs	Eligible Costs
<p>Kinds of reports: Interim report (31.10.2013), final report (31.12.2014) – E-Form and two hard copies.</p> <p>Financial: observe the Euro exchange rate.</p> <p>Consequences: up to 10% to the category (without Amendment)</p> <p>Deadline: at the latest one month after the end of the project</p>	<p>One person can work as a manager or a researchers (timesheets!!). Voluntary workers are not in the eligible costs.</p> <p>Subcontracted staff isn't included in staff costs.</p> <p>Travel and subsistence costs: accommodation, meals, local transport. There are maximum rates. Travel costs include all costs from the point of origin. Of course cheapest means of travel. Private car travel (one km is max. 0,22 Euro). <u>Hint:</u> Avoid taxis!</p> <p>Travel costs in one country (Turkey to Turkey) are in the travel costs.</p> <p>Dissemination activities Indirect costs are max. 7% of total eligible costs. Indirect costs: no evidences.</p>	<p>Have to satisfy following criterias</p> <p>Involving countries (legal entities)</p> <p>Must be connected to the project</p> <p>Necessary, reasonable, justified, principles of economics, efficiency, effectiveness</p> <p>Other costs: travel of third parties (written invitation, not a formal contract) – invoices for travel, hotels, every documents. The prove is a written invitation and that the person got that and that amount of money.</p>

14:30 – 15:00

Alexandra Kraus, Benjamin Kraack: Financial parts

(see handouts)

- Description of the handling with the timetables of the financial reports.
- VAT declaration are not needed, because they are included in the contracts.
- The Partner number is very important to fill in.
- The supporting documents are discussed and presentated.
- The project name must be printed on the supporting documents.
- Payments: first pre-finance (30%), second pre-finance (40%), final payment (open! information about reimbursement rates by next week)

15:00 – 15.30

Coffee break

15:30 – 15: 50

Christine Pilz: JobAssistance and JobCoaching at Jugend am Werk

(see handouts)

What we do?

- Consultance for people with disabilities
- Consultance for companies

Employees and target groups

Different progresses at JobAssistance and JobCoaching

15:50 – 16:15

Giorio Patrizia: Qualitymanagement (IT)

See added presentation

In the province of Florence are special offers for people with disabilities
→ Matching companies with people with disabilities (15 employees, 1
people with disability at FormAzione Co&So Network) → two
employees in the field of workassistance and two employees in
JobCoaching.

At T-EST: role of evaluators:

- Definition of quality → compliance with application, usability of the products, etc.
- Always two conditions: be effective, be efficient
- Evaluation is a continuous progress: Plan – Do – Check – Act
- Evaluation: T-EST: Product level, impact (dissemination - how many people do you reach?), process level, etc.
- After this first meeting: Patrizia will send a evaluation questionnaire
→ evaluation strategy until the end of February.

16:15 – 16:45

Michaela Meier: Administrative issues (AT)

Quarterly reports are demanded – there is a online form to fill in. In the next weeks Michaela will send this form for the first quarterly reports.

Important hints:

- Lists of participants are always very important – as well at special dissemination activities for the project.
- Articles in newspapers have to be copied as an evidence.
- Please mark any related documents to the report with the right reference (numbers with the short descriptions of the results).
- JaW will provide an according system – how the document should be named.

17:00

End of the first meeting day

Day 2, 7th of December 2012 (09:00 – 14:30)**09:00 – 09:50 Christine Pilz, Presentation of the Supported Employment Toolkit (AT)**

(see handouts)

Discussing questions of the implementation of the Supported Employment Toolkit for each country. What is missing in such a toolkit?

- Descriptions of different kinds of disabilities
- Special needs of people with disabilities

Maybe an appendix can be added to the toolkit that it would be more efficient for each partner country. We will discuss in May considering the information of the target group analysis.

09:50 – 11:00 Presentations of the preparatory workpackage of each partner country

See added presentations

Romania:

Situation of the Labour Market

Target groups

Legal regulation – vocational education

Legal regulation, social policies and support programs

Social policies and support programs

Bulgaria:

Presentation of the questions, which were sent before

Statistical situation of people with disabilities

Law: more than 50 employees = 5% people with disability should be employed → BUT companies often prefer to pay the penalty.

11:00 – 12:30 Interactively work (Discussing Workpackages 4 and 5)

Do you know something about Supported Employment?

How can it be implemented?

Special needs in every partner country?

First step is to make a target group analysis → what are the target groups of such an implementation?

- People with disabilities
- Companies
- NGO, institutions as support providers

Different questionnaires are needed to ask this three groups. During this session we focus on the possible topics of the questionnaires and our Romanian partners will finish them until the end of December.

Results of the interactively work:

TOPICS OF THE QUESTIONNAIRES

Questionnaire for People with disabilities (PWD)

- Motivation of reaching a paid employment (RO)
 - What are the challenges / experience / barriers to get a job
 - Do you have previous tries to get a job?
 - Expectations or fears?
 - Do you need support? In which way?
 - Support for job seeking?
 - What are the expectations on supporters?
 - Vocational background, skills
 - In which area / field do you want to work?
 - Compare it with the Supported Employment Toolkit (page 76 + 77)
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Questionnaire for companies

- Company: number of employees, objectives, working field, .. (picture of the company)
 - Experiences with working with PWD
 - o If YES: What kind of support do you need? (Training, communication, etc.)
 - Knowing about financial funds
 - o Of hiring, adaption of workplaces
 - Do they accept an assistance for the PWD
 - Accept short time (job tasters, working experience placements) for free of charge
 - Would you participate in such an initiative?
 - What kind of support do you need?
 - In which field in your company you can image a PWD is working?
 - What kind of disability?
 - o Architectual barriers (toilets, steps, building, etc.)
 - Kind of attitude of hiring PWD?
 - More information can be given
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Questionnaire for NGO's, institutions

- What are the challenges / experience / barriers?
 - o Duration of employment
- Existing national legislation – helpful?
- How they are helping PWD to find a job?
 - o How do you reach companies / PWD? In which sector are they working?
 - o Job matching – how to do?
- What kind of methodology approach / materials do you use?
- The expectations about the motivation of PWD to get a job?

- The main needs of the implementation?
- Do you have resources / ideas of implementation?
Are you happy to send one of your employees for free to a training?

12:30 – 13: 15

Lunch

13:15 – 13:45

Guldan Kalem: Presentation Workpackage 4: Stakeholder Analysis (TR)

See added presentation

- Main milestones
- Main activities
- Elaboration of a stakeholder: who are stakeholders? What is their level of impact?
- Stakeholder map: we will create a stakeholder map in every partner country.

13:45 – 14:30

Michaela Meier: Summary, Time line, Workpackages

WP	WP-Leader	Activities	Tasks	By whom?	Deadline?
1	PO, JaW (AT)	Interim and final report	Preparation of a template for administrative activities	AT	10/01/2012
		1st Administrative and financial report	all partners provide a report of its activities	all partners	15/02/2013
		2nd partner-meeting	all partners, except BE	RO	19/6/2013: arrival 20-21/6/13 meeting 22/6/2013 departure
2	P4, Formazione Co&So (IT) supported by External Evaluation Expert "init"	1st meeting evaluation	Patrizia will send in the next two weeks a evaluation form.	IT	18/12/2012 (already done)
		1st meeting evaluation	Should be filled in by all partners and be returned to her.	all partners	23/12/2012
		Intern Quality management manual/ strategy	IT will provide the intern quality management strategy.	IT	28/02/2013
		Quality management reports	4 reports during the project duration (evaluation -sheets will be provided by IT after each meeting and during the WP-periodes.	IT; supported by all partners	ongoing
		Extern Quality management strategy	INIT will do the external evaluation.		not fixed

WP	WP-Leader	Activities	Tasks	By whom?	Deadline?
3	P0, JaW (AT) supported by BE and external by E.N.T.E.R	Dissemination strategy	Template for planned dissemination and exploitation activities has been handed out during the meeting. All partners should fill in there activities.	see tasks	10/01/2013
			E.N.T.E.R will develop the dissemination strategy and the action plan (based on the responses of each partner - except of BE).		28/02/2013
			E.N.T.E.R will get in contact with BE for development a specified strategy based on the partners action plan.		03/2013
		"Appearance " of T-EST	Establishing Corporate Identity, Logo development	skype meeting between AT/BE this week	01/2013
		Webpage http://www.t-est.eu	Creation of the webpage (and further on-going maintenance) by AT EN-Basic-Version ready by AT	see tasks	15/01/2013
			Translation into partner languages (all partners)		31/01/2013
		Leaflets	<ul style="list-style-type: none"> - Design (CI) by BE (P1) - EN-Draftversion handed out to all partners - Translation by all partners (except IT) - Print by BG (P2): BG will check the price, information to AT. We must see whether the leaflets should be handed out at the next meeting in June or should be sended out per post. It depends on the costs... 	see tasks	31/01/2013 15/02/2013 28/02/2013 31/03/2013

		Roll-up	<p>Instead of posters: Design (CI) by BE (P1) EN-Draftversion handed out to all partners Translation by all partners (except IT) Production by BG (P2)</p>	see tasks	<p>31/01/2013 15/02/2013 28/02/2013 31/03/2013</p>
		1st Project-Newsletter	<p>EN-Draftversion by AT with Basic-Information about the project and information about the 1st kick-off-meeting Translation by all partners</p>	see tasks	<p>20/01/2013 31/01/2013</p>
5	P5, DGASPC (RO)	Potential analysis grid	<p>Summary the 3 presentations (current situation in TR, BG, RO) should be the Adaption potential analysis</p>	RO	31/12/2012
		Adaption potential summary report	<p>Questionnaires topics are fixed for 3 target group Questionnaires: People with disabilities, companies, NGO's and institutions. Deadline in the proposal for the Stakeholder Analysis (a report of all of the 3 partner countries): 20 questionnaires per partner country. EN-Draft version version by RO Questionnaires should be done by TR, RO, BG TR, BG, RO have to make a national report and send it to RO. EN-Summary report by RO</p>	see tasks	<p>fixed at the meeting 31/12/2012 15/01/- 28/02/2013 15/03/2013 31/03/2013</p>
4	P6, Konak (TR)	Exploitation and Sustainability of Results	<p>Preparation of a Stakeholder Map Form - draft Version by TR Feedback by JaW (please send it to Christine Pilz) Fill-in-forms by all partners should be send to TR EN-Final version should be done by TR</p>	see tasks	<p>31/12/2013 10/01/2013 15/02/2013 28/02/2013</p>