

Minutes 3rd partner meeting

Plovdiv – 09th of January till 10th of January 2014

PROJECT T-EST

AGREEMENT NUMBER - **LLP-LDV-TOI-12-AT-0011**
PROJECT NUMBER - 2012-1-AT1-LEO05-06976

Day 1, 09th of January 2014

09:00 – 09:30 a.m.	<p>Welcome & organizational information</p> <p><i>P14 – ZGURA M</i> Short presentation of new partner organization ZGURA M <i>P0 – JaW</i></p>
09:30 – 10:00 a.m.	<p>Meeting Agenda: Overview of the goals of the next two days <i>P0 – JaW</i></p> <p>Short overview by each partner-organisation: How I am and the issues we have worked on <i>P0 – JaW, P1 – Chamber of Commerce Dobrich, P14 – ZGURA M, P4 – FormAzione Co&So Network, P5 – DGASPC, P6 – Konak District Governorship, P7 – Altinokta Körler</i></p>

Notes:

Short presentation of each partner:

- **P0 Jugend am Werk Stmk. GmbH:** Content work (Implementation workshops, draft manuals, etc.), project management (partner replacement, interim report, Skype conference, etc.).
- **P14 ZGURA M:** Project management, quality management, dissemination (mapping completed, awareness raising campaign - “Social Employers Network” in Plovdiv was involved, exploitation seminar, etc.).
Awareness raising national event (02.09.2013: one day conference, different stakeholders, 64 participants, presentations, etc.).
- **P4 FormAzione Co&So Network:** Second meeting evaluation, interim evaluation, workshop evaluation, dissemination activities were held mainly in other projects.
- **P1 CCI Dobrich:** attending to all requested points in the proposal;
Dissemination: CCI website, distributed the newsletter to social partner, employers, companies, unions, etc. In October 2013: Awareness raising workshop with people with disabilities, stakeholders. Regular contact with associations.
- **P6 Konak District Governorship:** attending to all requested points in the proposal;
TR version of the manual is ready

- **P5 DGASPC:** attending to all requested points in the proposal, adaptation
Different meetings with gatekeepers – participated in conferences, head meetings, local authorities in order to implement the SE concept.
Call for Supported Employment services in Harghatia Country of the Labor Market Service.
- **P7 Sixpoint Blind:** Disabled employment conference – contacts with politicians; potential majors, etc. Contacts with them.

10:00 – 10:30 a.m.	<p>Presentation of the results of the Interim Project Evaluation <i>P4 – FormAzione Co&So Network</i></p> <p>All partners are invited to contribute suggestions for improvement of the project</p>
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Notes:

See presentation of P4

- Compared results of the meeting evaluation:
 - o Summarized results: Progress of the whole meeting (a lot points were evaluated more positively).
 - o Overall evaluation is all average above 4.
- Compared results of the progress evaluation:
 - o Summarized results: “project activities” (good improvements during the second project period), “workflow”, “project management”.

Possible improvements/ recommendations:

- Problematic issues: Skype conferences (every two months, agree on a timetable)
- Communication with coordinator is satisfying, but exchange between the partner countries can be improved.
- Presentation of dissemination activities should be increased.

10:45 – 11:30 a.m.	<p>Discussion by all partners - Project Evaluation and possible steps for improvement P0 – JAW and all partners</p>
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Notes:

External Evaluation (INIT Development Ltd.)

- Results on product level:
 - o T-EST Website (ideas of less text based information will be given by P0)
 - o Awareness raising campaign (will presented during 3rd meeting)
 - o WP5: Good results!
 - o Implementation coaches workshops (evaluation will follow)
 - o Project meetings (good structure, good evaluations, etc.)
 - o Snapshot analysis (perfect tools, etc.)
 - o Dissemination: to download on webpage, good view, etc.
- Recommendations:
 - o Focus on the regional manuals of Supported Employment
 - o Focus on BLOG of participants (usage of BLOG is important)
 - o Dissemination, awareness raising campaign (further focus on sustainability)

11:30 - 12:30 a.m.	Manual draft versions <ul style="list-style-type: none"> → Agreement EUSE – discussion EUSET → Presentation RACE project → Future adaptations of the manual → Use of WordPress Blog <i>P0 – JaW</i>
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Notes:

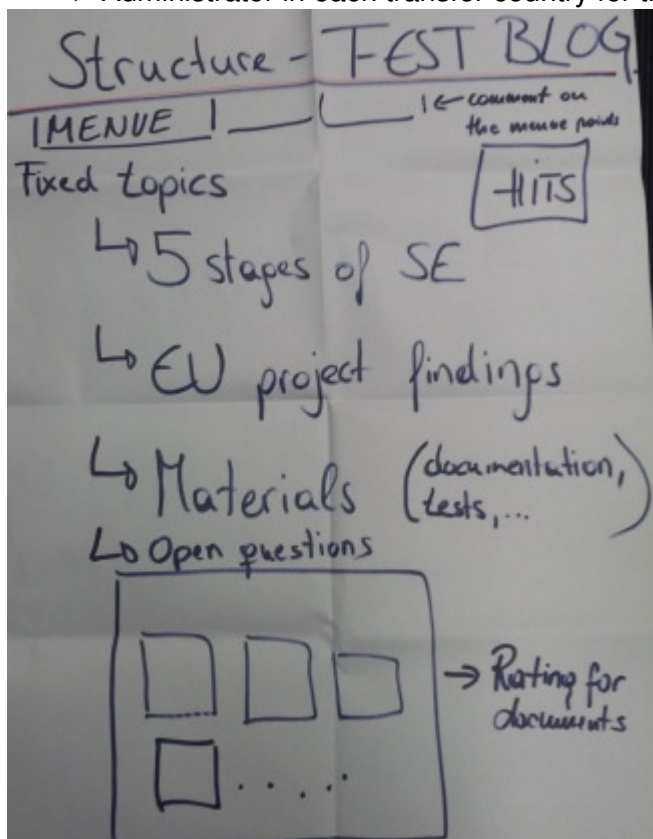
See presentation of JAW:

Presentation of the manual draft versions – discussion concerning following points:

- Suggestion: invitation of EUSE-members (President M. Haddock) to the final T-EST conference.
- Annex of the manuals should be collected during the implementation period and the three partner countries could decide which documents they will use and translate for the final version.
- Partner suggestion: Need to invite guests from the RACE, ESES and EUSET project to the final T-EST conference.
- Findings to other EU projects: suggestion is to upload documents on the BLOG and the blog-guests have the possibility to rate these documents and give their comments if the documents are also useful for our manuals.
- Focus on teaching and consultation the legal frameworks (Labour market agencies) will be important in Turkey, because this will be the only way to reach the target groups (companies and people with disabilities).

Structure for T-EST Blog (Design will be discussed in due to the possibilities with the web-programmer):

→ Administrator in each transfer country for the BLOG



- Button on the facebook and the T-EST webpage
- Structure and topics were fixed during a discussion

Main structure will be:

1. Stage 1: Client Engagement
2. Stage 2: Vocational Profiling
3. Stage 3: Job Finding
4. Stage 4: Employer Engagement
5. Stage 5: On and off the job support
6. EU project findings
7. Materials (documentation, tests, templates, links, etc.)
8. Open questions

01:30 – 02:00 p.m.	<p>WP 6 Adaptation and transfer preparation <i>P4 – FormAzione Co&So Network</i> <i>P0 – JaW</i></p> <p>Important topics:</p> <ul style="list-style-type: none"> → Presentation of implementation workshop evaluation (P4) → Involvement of workshop participants → WordPress Blog → Planning of support visits – fix the date
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Notes:

See presentation

Present the questionnaires for the participants, for the trainers as well.

Results: all rates above 4, average rate 4,56 – very good quality.

Support visits:

BG: 08.-09.05.2014 or 12. -13.05.2014 (BG local authority, share their experiences, impact of the SE system; how the Austrian systems? Best practices, impacts, etc.)

RO: 26.- 30.05.2014

TR: 15.-16.05.2014 or 22.-23.05.2014

Will be fixed and planned as soon as Austrian trainers agree!

02:00 – 04:20 p.m.	<p>WP 7 Test implementation of Supported Employment <i>P 14 ZGURA M</i></p> <ul style="list-style-type: none"> → Introduction of work package → Framework: Progress of work package, planning contact to stakeholder, target groups, etc. → Presentation of documentation tools <p>Split in working groups Monitoring tool for implementation period</p>
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Notes:

See presentation of ZGURA M.

Aims:

- First offers of Supported Employment services in the three transfer country
- Proposal: every country should at least involve 5-10 people with disabilities, 10 social organisations, 20 companies from the labour market.
- Milestones should be fixed and visible.
- Expected results: implementation feedback tools (evaluation tool)
- Activities: involving companies (contact in BG would be easy within the social network)
- Blog should be finished until 15.02.2014 in order to get communication between Austrian trainers and the implementation coaches in between the three transfer countries.

Case studies: 2 case studies of each partner country should be presented at the final conference.

Discussion:

Schedule (suggestion by ZGURA M, see in presentation) is accepted by all.

Discussion about: Where and how to find companies? Reference to manuals, "Employer Engagement".

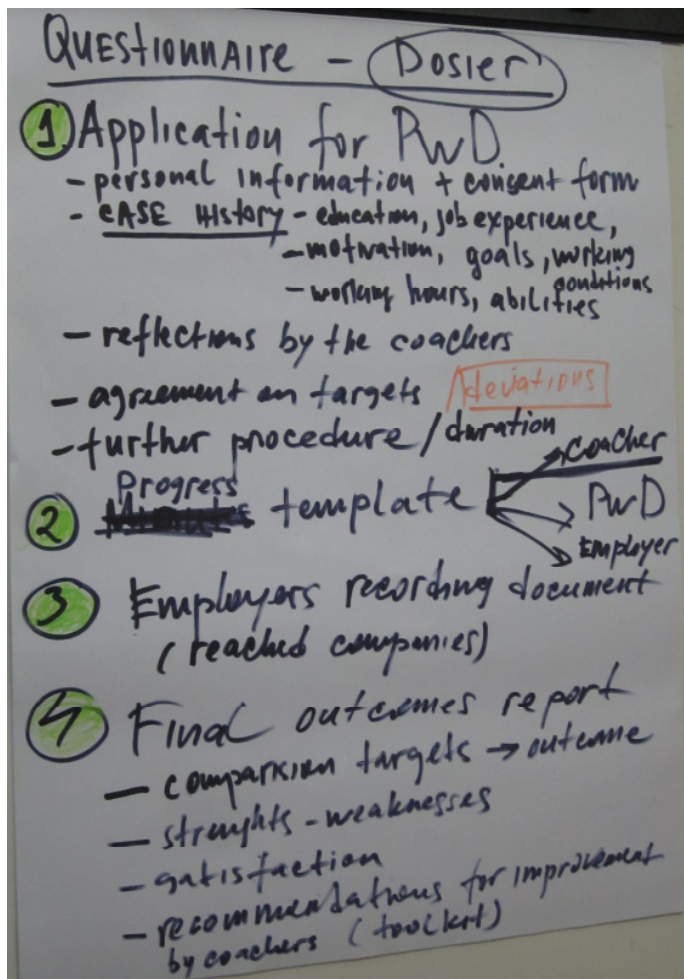
RO: One implementation coach should support at least one person with disabilities.

RESULTS OF THE WORKING GROUPS – DOCUMENTATION

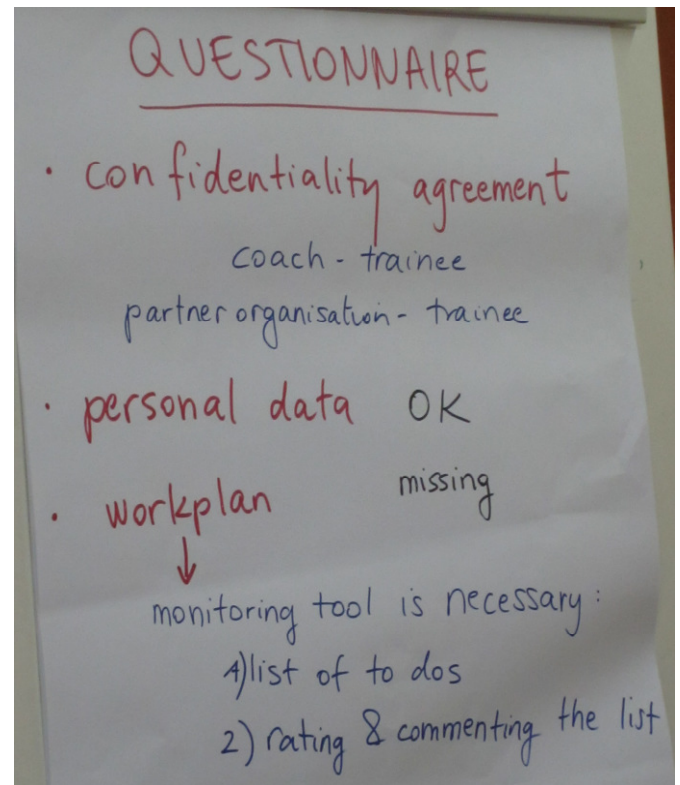
IMPORTANT:

- Confidentiality agreement → coach – person with disability, partner organisation – person with disability

Results: Group 1:



Results: Group 2:



Result

- Draft versions of the documentation templates will be provided by P0, distributed by P14, until 31.01.2014.

04:20 - 05:00 p.m.	IPR agreement <i>P6 – Konak District Governorship</i> All partners are invited to contribute suggestions for improvement and ask open questions
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Notes:

See presentation of P6.

Discussion about a presented draft version of an IPR agreement.

Intellectual property – legal agreement between all partners.

Final draft version will be send to all partners, IPR agreement should be ready until 31.01.2014.

Day 2, 10th of January 2014

09:00 - 09:30 a.m.	Final conference / Final meeting Main topics: <ul style="list-style-type: none">→ Development of a draft agenda regarding tasks, content, timeline→ Participants – stakeholders, companies, PwD, etc.→ Date <i>P0 – JaW</i> <i>P6 – Konak District Governorship</i> All partners
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Notes:

Final conference

- Final partner meeting and conference in the week of 16.- 20.09.2014
- **Conference will be on 19.09.2014**

Request to P1: EASPD: Belgium partners could invite M. Haddock. How to pay the costs for the participants?

P6 is responsible for invitation of other representatives from other EU projects – RACE and ESES.

Agreements:

- Translations (during the final conference) from TR in EN.
- Partner will come with 3 stakeholders, 2 employees.
- We will have different presentations (we could ask M. Haddock or policy makers in Turkey to speak the key note; then presentation of the implementation period in our three transfer countries – for instance case studies here as well);
- Possibility: Panel discussion or like a networking forum, market place, etc.?
- Registration form should be sent out by EASPD – invite them to put this in their next newsletter, send it to their members.
- Invitation to the representatives and contact to the BE partners by now (Skype conference in February 2014 to fix the plans), and registration form will be send out at the beginning of April 2014.
- Note for all partners: Collect all invitations for reporting, as well if there not coming, we can show our invitations.
- Evaluation forms will send by P4 – translate in English and Turkish – in August 2014.

09:30- 10:30 p.m.	<p>Dissemination interim report – recommendations <i>P0 – JaW</i></p> <p>Reporting of all awareness raising campaigns by all partners from BG, TR, RO (via PPP)</p> <p>Important topics:</p> <ul style="list-style-type: none"> → New reporting form for second project period → Recommendations from E.N.T.E.R → Press coverage <p>All partners are invited to give a short overview about dissemination activities during the project period</p>
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Notes:

Presentation of dissemination actions

1. P6 Konak District Governorship

Awareness raising campaigns

... web- based activities

... EASPD Conference in Istanbul (presentation, workshops, etc.)

... ISKUR meeting (regularly information – 25 “JobCoaches” are working there) → IKSUR is interesting in working together in the future for implementate such services in the legal systems.

... different meetings (IKSUR, other projects, meetings, etc.)

2. P2 CCI Dobrich

Dissemination on different ways:

Distribution of leaflets (via E-Mail, about 500 persons were reached)

Distribution of information of T-EST during other EU Project meetings.

Awareness Raising Campaign → July – October 2013: Conferences with different stakeholder (people with disabilities in October, July, August 2013).

Next steps – dissemination plan, companies are in the focus as well.

09/2014 will organize a seminar for presenting the BG Toolkit manuals.

3. P5 SGASPC Harghita

Mostly face-to-face meetings to engage all stakeholder.

→ Central message: individually support (Supported Employment can be an answer for the needs of people with disabilities) is better than group support.

Distribution on different conferences (5 conferences between April- November 2013) – positive respond, the demand of Supported Employment services were told.

Further meetings with general managers of NGOs, local authorities (Supported Employment is included now in the social strategy for the micro region), etc.

Contact with the Employment Agencies (maybe a call for services).

EMA supports P5 during the implementation period – social workers should be motivated to start a career in this field of Supported Employment.

4. P7 Sixpoint Blind Association:

Contact with blind umbrella association, contact with different municipalities, etc.
Contact with IKSUR in Ankara → T-EST distribution. Will share the Turkish manuals with all municipalities. (Note JaW: please supply a prepared Powerpoint presentation for reporting a about your oral presentation)

5. Presentation by P0 (recommendations from the evaluator)

See the two presentations of MM.

Outcomes of the dissemination have to be shown – which geographically level, which target groups and with which methods.

Agreement within all partners:

- Fill in **all three forms of dissemination** (JAW questionnaire, report form of the NA, PowerPoint presentations) every three months (you can find this sheet and how to guide with the report form in the presentation which was send out by MM)
- **ENTER dissemination sheet** remains at it was
- **Facebook, internal area** of T-EST webpage will be used on a regularly basis.

Idea of RO: One side letter for companies – this will be send out by P0 (until 07.02.2014). One side letter for companies, mentally disable people with feedback slope!

Dissemination needed:

Second press release from the EASDP – concerning implementation period

Set up a deadline for the translation of the Newsletter 2 ☺

We agreed to prepare a 3rd newsletter after implementation phase in July and a 4th newsletter after the final conference at the end of the project.

The actual dissemination plan per partner should be updated in July 2014.

10:30 - 11:30 a.m.	<p>Presentation of exploitation strategy <i>P6 – Konak District Governorship</i></p> <p>→ Exploitation seminar (commitment of structure, performance, documentation form)</p> <p>Set up in 3 workgroups to answer the questions of exploitation strategy <i>All partners</i> → <u>we skipped the workshops because of lack of time and the questions should be answered by all partners until end of January 2014.</u></p>
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Notes:

Exploitation – mainstreaming and multiplication.

Sustainability – outcome continue after the end of EU funding.

There are six questions prepared by P6, what should be answered until end of January 2014.

- How will be responsible for holding an exploitation seminar?

Six Point Blind
ZGURA M
DGASPC

- 15- 20 participants
- Performance: it is more a discussion how it can going on + how to implementate it, not only presentations, etc.
- BG: after the implementation period
- RO: February 2014 or spring 2014
- TR: April 2014 after selections
- Evaluations report for the exploitation seminar will be done by P4 Formazione Co&So in the framework of project evaluation.
- Evaluation form from P4 will be provided until end of January 2014.
- Change of exploitation seminar deadline: end of June 2014, because it is important to show our result of the implementation period to guarantee

- Sustainability questions

See presentation:

All partners have to answer these 6 questions for Konak until end of January 2014.

12:00 - 13:00 p.m.	Deadlines & next steps <i>P0 – JaW</i> All partners
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Notes:

The deadlines and next steps are summarized in the task list and time-table which was sent out by Michaela on 02/02/2014 via Mail to all partners.

14:00 - 16:00 p.m.

Study visit
P14
All partners



We visited the National Rehabilitation Center for the Blind in Plovdiv. The NRCB is an institution for the re- socialization of visually impaired people. The institution provides basic rehabilitation and vocational training of visually impaired people from the whole country.

The institution works actively with parents and relatives of visually impaired people; it is a base for holding current practice and pregraduating practice of the students from the “Social pedagogic” and “Special pedagogic” specialties of the Plovdiv and Sofia universities. Instructors in basic rehabilitation are prepared at the NRCB for the needs of the Municipalities of Bulgaria, the UBB and non- governmental organizations from the country. The NRCB is a consultant of the local authorities when opening day-time rehabilitation centers for visually impaired people.

After the presentation and a lively exchange we have got a tour through the institution.