



Di&Di: 2nd European meeting

08-09 May 2014; Berlin

Meeting Venue

Bildungsmarkt waldenser gmbh, Waldenserstr. 2-4, 10551 Berlin; room 25

Participants

Enda Europe: Mélodie Beaujeu, Fabricia Devignes

ECAP: Nathalie Benoit, Chiara Vanetti

bildungsmarkt e.v.: Ulla Bünde, Madelonne von Schrenck, Annegret Kestler

CII: Tihomira Trifonova, Evelina Staykova

IECOB: Sara Barbieri, James Foschi

IRIV: Bénédicte Halba

Agenda

Thursday, 8th of May 2014

9h00	Pick-up participants at the Hotel
9h15- 10h00	Arrival of the participants at Bildungsmarkt, Waldenserstraße 2-4, 10551 Berlin and coffee Welcome by Bildungsmarkt and presentation of the evaluation method (WP7)
10 h00-11h00	Point on administrative and financial aspects regarding the intermediary reports (WP1) by Enda Europe
11h00- 11h30	Break
11h30-12h30	Questions/discussions about the administrative and financial aspects
12h30-14h00	Lunch at kiezküchen gmbh, Waldenserstraße 2-4.
14h00-17h30	Presentation of the WP 2 and 3 and in-depth discussions about target-groups, contents, methodology
14h00-16h00	Detailed Presentation by IRIV of the training module and in-depth discussion about the content among partners and in the perspective of experimentation, on the basis of the framework sent by IRIV (WP2) / Discussions
16h-16h30	Break



First presentation by Enda Europe of the mentoring (WP3): complementarity with the WP1, methodology, orientations / Discussions

17h45-18h00 Synthesis of the first day and presentation of the 2nd day by Bildungsmarkt

19h00 Dinner at **Gasthaus Dicker Engel**
 Birkenstraße 44 , 10551 Berlin,
 Tel 030/ 398 09 003



Friday, 9th of Mai 2014

- | | |
|--------------------|---|
| 9h00-10h45 | <p>Presentation by CII of the activities done under the WP 5: launching of the steering committees.
 Sharing of experiences among partners, eventually on the basis of meetings already held, for instance in France.</p> |
| 10h45-11h00 | <p>Break</p> |
| 11h00-12h30 | <p>Presentation of dissemination tools (WP6) by Enda Europe and IRIV: leaflets, website and weblogs in all 5 languages.
 Questions and discussions</p> |
| 12h30-14h00 | <p>Lunch at Promo Restaurant
 Dortmunder Straße 8, 10555 Berlin
 Tel: 030 3914195</p> |
| 14h -16h30 | <p>Testimonies of two women, Colombian and Portuguese working in Berlin (to confirm)
 Questions and discussions</p> |
| 16h30-17h30 | <p>Synthesis and evaluation by Bildungsmarkt</p> |
| 17h30 | <p>End of the meeting</p> |



Minutes

08.05.2014

1. Welcome by bildungsmarkt e.V. and presentation of the evaluation method (WP7)

After a first welcome and a short introduction of the conference venue (the location of Bildungsmarkt waldenser gmbh being the “cradle” of the whole bildungsmarkt unternehmensverbund) and the local surroundings (the Berlin quarter “Moabit”) by Ulla Bünde, she introduced the participants of the meeting to the **general approach in terms of evaluation** that is implemented by bildungsmarkt e.v, the institution in charge of WP7.

The evaluation method proposed is a formative one that sees evaluation as an ongoing-process that not only takes into account the final outcomes and deliverables of the project, but seeks to enhance the whole project and its course of action.

In order to follow this general approach, the **tasks and activities planned in every WP** are to be observed in terms of evaluation as well as their **implementation procedures**, the **results promised and finally achieved** and the **quality of these results**. The application serves as a first reference for the development of evaluation criteria which are advanced by further discussions in the consortium.

The three criteria identified in order to evaluate WP 1 are: transparency, cooperation and co-responsibility. The feedback obtained by the questionnaire handed out at the end of the kick-off meeting in Paris was very positive. If at all, there can only be identified a tiny tendency that the partnership has to work on the “clearness” among the partners about precise tasks to be done.

By following a **self-reflection questionnaire**, the participants of the meeting were invited and encouraged to reflect on the time that has passed between the kick-off meeting in Paris and the 2nd meeting taking place in Berlin.

In the discussion, the topic of the “global coherence” of the project was brought in as another benchmark that must to be considered in the project’s evaluation. Here, a general vision of the project as a whole might be useful. When it comes to the evaluating the project as a whole, this is not only made up by the summation of the results of the single work packages, but also the impact of the project and e.g. its consideration, implementation and attainment of general (LLP LdV TOI) programme objectives within its overall framework.

The evaluation strategy concerning the overall outcome of the project should therefore also contain questions with regard to the project’s spirit and philosophy.

Furthermore, the reaction of the national steering committees can be taken into account in the evaluation, especially in terms of the adaptability of the intended material (the developed material must fit the local context and the needs of the multipliers in order to be accepted).



However, despite of all the needs for national/ local adaptation, the European framework of the project has to remain clear (“think global, act local”). Hence, when dealing with project material, it has to be translated in the individual languages of each partner at full lengths, before it then can be adapted to national peculiarities (if necessary).

Organisational hints:

- “Intellectual Outputs” of each WP and of the project must be sent to Bénédicte and Mélodie as well as to the leader of the work package.
- Topics concerning the administration and finances are to be addressed to Fabricia and Mélodie.

2. Administrative and financial aspects regarding the intermediary reports (WP1)

The following notes supplement the information given in PPT1!

The end of eligibility is **not to be confused** with the end of the project: The period in which eligible costs can be claimed ends at the end of September 2015 (**end of eligibility period: 30/09/2015**), and the project ends in December 2016 (including audits and in-depth controls).

Time sheets: Precise information is needed concerning the function of each person involved in the project and the stated activities must justify this function.

Information stated in the time sheets: concerns general information in terms of the contractual work of the employee in general and information about the work for the project Di&Di.

Narrative report to accompany the financial tables: It contains the analysis of the activities performed and the results achieved during the time period reported on as well as information about the impact and further planning. Three pages in total are required from each partner (see format in the PPT1).

Information for the 1st annual report: Partners must send their information (financial tables and narrative reports) to Enda Europe by **15 October 2014**.

3. Presentation of the WP 2 and 3 by the WP leaders and in-depth discussions about target-groups, contents, methodology

There are three main **target groups** in the project:

- young graduates
- low-qualified women
- responsible persons for HR and diversity in companies

The first two groups are targeted for the training course to be developed in the project; the latter is subject to mentoring.



In order to achieve successful project outcomes the project must rely on common definitions of key terms. Hence, in some respects, background research on European level sources and definitions needs to be carried out (IRIV).

The discussion among the project partners so far involves the following aspects:

- category “young graduates” → also involves “qualified” people, e.g. people with a VET diploma.
- “low-qualified” → without any formal qualification higher than “baccalaureate”?
- migrant → legal definition in European terms? Does the term only involve people born abroad, i.e. adult migrants? What about people from other EU countries (migration vs. free movement)? In the application, the term “migrant” appears in different versions: persons with migrant experience; for woman: family reunion background; people with different “migratory backgrounds”. Example of Germany: New wave of migrants who are qualified (a lot with a bachelor degree), many “new” migrants coming from European countries suffering from a high unemployment rate (Spain, Greece, Hungary) in search for a job/VET.
- Integration into the labour market → enables people to earn their living / being independent from social funds (so-called “Minijobs” in Germany?!) / enables access to certain financing methods (microcredits?)

Every partner is asked to provide 1 page on their target group(s) as a feedback (to be sent to Enda and IRIV) and IRIV & Enda Europe will provide a list of definitions related to migration (in or outside EU). It also has been underlined that it is important to both define the common criteria regarding target groups but also to keep flexibility in choice. However, the discussion of this aspect is still going on.

Training programme

Modules of the proposed training programme: see PPT2

Comments on the modules:

Module 3:

- each partner must provide 1 page on the law(s) against discrimination in their respective country and
- 1 page on the agency assigned to its implementation (name, missions, references)

Module 4: every partner must choose and present 2 best practices concerning strategies against discrimination. This module is a kind of “state of the art” and is to be enriched after experimentations.

Module 5: feedback needed with regard to the “main obstacles” proposed (in terms of the feedback on the training programme in general and especially after the experimentation sessions)



- In what terms are there language obstacles (e.g. do certain sectors require certain standards, etc.)?
- “codes” in the job
- “more general forms” of discrimination, i.e. forms not bound to migratory background (e.g. “glass ceiling”)
- To take into account: the issue is not only of getting a job but keeping a job (what kind of obstacles?) and progressing in the job place.

Module 6:

- Every partner must provide 1 example for what is (not) discrimination
- Case studies can be subject to SWOT analysis in this course module
- Differentiation necessary: what is discrimination and what are “only” unfair practices
→ Must be put in relation to definitions (see above)!

Module 7: Partners inform each other about tools/strategies of which they have knowledge (at least 1 per partner)

Module 9+10: not really modules, but something to be said at the beginning of the training programme as the contents concerns the intended learning effects and outcomes. The aim is to change the participants’ attitude through

- A better knowledge of what is required in the EU labour markets
- A better knowledge of processes of discrimination
- Solutions and tools to overcome it.

To be taken into account within the course:

- Active role of the participants within the course
- Evaluation of the programme: questionnaire for participants → what do they take with them?
- Reasons for the two groups being matched: mutual (?) help
- General framework of tutoring → not fixed for experimentation; 3 sessions for each course (each session: ½ - 1 (full) day)

Contribution by partners: see detailed description in the e-mail sent by Bénédicte on 16 May 2014!

End of May:

- A template of one page with the legal framework on discrimination/diversity in each of your respective countries (together with the text of the law/legislation under a PDF format)
- A template of one page with the national agency responsible for fighting against discrimination/diversity in each of your countries (including the references and a contact person)

End of June

- Examples of best practices & case studies → one page for the 2 examples of best practices per country, one page for the 2 proposals of case studies per country)
- Answers to the other questions pointed out in the extended framework



Mentoring Programme (see PPT 3)

1. Reminders

- Daily practices must be taken into account for reasons of sustainability
- 3 sessions, 20 people per session (continuity among participants is possible): ½ - 1 day
- Adaptation to real life conditions; adaptation to existing structures
- Testing: getting people into touch with each other

2. Basis for the mentoring

- Strategy: not meant to denounce companies

3. Main dimensions and highlights for mentoring:

- Dimensions to be covered by the mentoring
- Added value: combination of both approaches
- Concrete portfolio for dealing with diversity

Questions:

1. Mobilization of stakeholders:

- Explanation must be given to job recruiters: Why is diversity useful?
- Advantages must be made clear: added value for companies and return they get for their image
- Internal differences within the consortium with regard to their surroundings: firms, public bodies, etc. → ongoing discussions and feedback among partners

2. Indicators of impact

- Human capital transfer as a positive aspect
- Working with companies that have experiences → what are good practices?
- New entrepreneurship / self-employed employment
- Arguments for impact: to be found in the trainings
- Common document of references for the evaluation
- Link between training and mentoring: must go together

Summary of the first day on the topics of:

- evaluation
- training
- mentoring (see details above)
- **crucial:** how to consider the European common purpose, motivation and links
plus: need for adequate local approach
→ this combination is also a fundamental subject of the project's evaluation



09.05.2014

4. Presentation by CII of the activities done under the WP 5: Launching of the steering committees

The major aim of working together with steering groups is the enhancement of sustainability in regards to the projects results. The results are to be incorporated in everyday work of those whose work is affected by the topics of discrimination and diversity (representatives of stakeholders in steering committees).

Each project partner and the consortium as a whole must put special focus on the European added value of the project, as the stakeholders are (understandably) most interested in their specific situation.

Requirements for steering committees (see document sent by Tihomira Trifonova on 24 February 2014): Approximately 12 participants; if possible, gender balanced composition of the committee and balance in terms of representation.

Information to be send to the WP leader (CII) by every partner:

- list of participants
- information about venue + date
- minutes of the meeting

→ By the end of May for the 1st steering committee meeting that took place

The WP leader (CII) is asked to provide the consortium with the overall framework of the WP5, which would include the functions and aims of these steering committees:

1. Dissemination of results
2. Contribution of experiences /practices
Not too demanding = “group of experts”
3. Help to find the target groups for the training

1st steering committee meeting Bulgaria

The meeting took place on April 23rd, 2014. 40 invitations were sent out, 11 participants responded. The agenda contained first of all a mutual introduction and the presentation of the project. The first meeting aimed at circulating information about the project, to disseminate information among colleagues by the participants.

A current publication on the EU labour market and discrimination served as a good means to start the discussion. In this respect, it became clear that the group of the 18 to 29 years old is most disadvantaged on the labour market in Bulgaria and in the need of help. Furthermore, another important aspect that has to be worked on is the recognition of discrimination by women.

The committee’s participants were representatives from migrants associations, labour market representatives, intermediaries between jobseekers and employers as well as representatives from private “labour bureaus” and volunteers who work with migrants. Also the biggest migrant employer in Bulgaria (mainly working in the field of construction) participated in the meeting.



A proposal stemming from the steering committee's discussion is that the target groups of the project in Bulgaria have to involve (Syrian) refugees.

1st steering committee meeting France

The first steering committee meeting in France took place on April 24th, 2014 and was announced in the April programme of the Cité des Métiers. Contacts from contact lists as well as personal, direct contacts were used to invite participants to the meeting. 14 participants took part in the meeting.

1st steering committee meeting Germany

The first steering committee meeting in Germany took place on April 2nd, 2014. During the preparation phase in February and March 2014, many institutions had been contacted: (among others) the Workers' Welfare Federal Association, the regional authority of professional recognition, different migrant organisations specializing in administrative counselling and supporting integration into the labour market.

For organisational reasons, during the first steering committee meeting only two associations could attend, but 6 directly responsible persons of the others organisations expressed their interest to participate in future meetings and/or express their willingness to contribute by offering their knowledge concerning specific topics of the project (recognition of diplomas/legal developments/involving companies as a part of the steering comity for the mentoring)

Constitution of the first steering committee:

One representative of the association "Lotsen": This project offers individual supporting structure and workshops for migrants with the aim to integrate them into the labour market. The core of the project is to build up their self-confidence, to open their mind concerning their individual labour market perspectives and to bring them into contact with potential employers. Theses migrants have very various migrant backgrounds (countries of origin/ educational level/linguistic level etc).

The second representative is a counsellor for companies and (migrant) organisations and also for the department offering services to migrants within the Workers' Welfare Federal Association AWO. He is counselling in various fields: legal and administrative advices, labour law, entrepreneurship, insurance problems, etc. He especially reported on a new wave of immigration in Germany: qualified unemployed youths coming from the European countries suffering great economic problems and high unemployment rates.

1st steering committee meeting Switzerland

The first steering committee meeting will take place in June in Switzerland. The partners from ECAP will decide on the part of the Switzerland where they can gainfully implement the Di&Di project. Potential participants comprise representatives from migrant and women associations, centres for anti-racism, professional orientation for employment as well as volunteer organisations working with migrants.

1st steering committee meeting Italy

The first steering committee meeting took place on April 2nd, 2014 at the municipality of Forli. A representative location was chosen in order to attract participants and have good conditions to receive publicity. The meeting was dedicated to the presentation of the project



and to gain feedback from the field. Representatives of immigrant organisations and associations working with immigrants, a HR manager and a professor of the University of Bologna participated in the meeting.

When it comes to migrant women, it was pointed out at the meeting, that there are – in general – two groups: 1) Women – mainly from Eastern Europe – coming to Italy for themselves and are eager to find a job and 2) women – especially from Northern Africa – accompanying their husbands and are not looking for a job. The second group can be met in front of schools when fetching their children – however, as these women do not seek for a job, they are not part of the project's target group.

General questions discussed with regard to steering committees

Concerning the question, if the steering committees should involve the same members during all the four meetings in the project's lifetime, the consortium expressed its view that the participants should be invited to each meeting according to the respective purposes of the meetings. Nevertheless, participants' continuity might be very fruitful if realisable.

When it comes to personal consistency, it is also possible that members of the steering committee participate in the mentoring programme.

In order to organise the steering committees it can be very useful (in terms of location and date) to link them to existing events and workshops, e.g. the international week against racism, anti-discrimination days, etc. This might help with regard to participation and continuity.

When it comes to the fees that might be paid to members of the steering committees, it should be the first principle that this must be an exception. If certain functions and tasks can only be fulfilled, however, by someone who has to be paid a fee in order to participate, this "subcontracting" has to follow certain rules and regulations. Mélodie and Fabricia will circulate information about contracts respectively subcontracting issues.

The second steering committee is planned to take place in September or October 2014, before the 3rd European meeting in Forlì (16/17 October 2014). A Skype meeting (between all the partners (1 representative of each organization) is planned for the first or second week of June for preparing the interim report and following activities.



5. Presentation of dissemination tools (WP6) by Enda Europe and IRIV: leaflets, website and weblogs in the 5 languages

See PPT 4

As an introduction, it has been emphasized that this WP is really important to reassure the sustainability of the project by diffusing lessons learned to the main stakeholders in this field.

Homepage & weblogs

The homepage of the project can be found at the following address: www.di-di.eu. It serves as the site of representation of the whole project and is to be updated regularly by the project's coordinators. All the partners are asked to contribute to these updates by forwarding information to Enda Europe once a months, e.g. about events (also by other institutions), news, etc. concerning the project contents. The best practices gathered by the partners will also be published on the website.

The national weblogs – all to be accessed via the English version as an entrance door – serve as information gateways for the national/ local audiences and are addressed to the locale public, e.g. the stakeholders.

In order to track the impact, the technical possibility of a traffic tracker on the website and the weblogs is checked. Moreover, each partner has to keep record of the feedback that they receive via and due to the website.

Review paper & final publication

Each partner is asked to publish one article in a specialized review, either in the field of human resources, diversity or migration. Ideas for reviews are to be discussed at the Forlì meeting. Concerning the contents, it concerns “the lessons learned” in the project and especially the experimentation sessions of the training and the mentoring programme.

As far as the final publication is concerned, this will be discussed in greater detail also at the Forlì meeting.

The WP leader (Enda Europe) is asked to provide the consortium with the overall framework of the WP6 (dissemination).

6. Testimony of a Colombian woman working in Berlin

The testimony was delivered by a 45 year old female university graduate from Colombia who is living in Berlin at the moment. It aroused great interest among the participants of the meeting.

The person who delivered the testimony is part of the German steering committee and her contribution for our project is very important for two reasons:

On the one hand, she went through two completely different migration experiences; on the other hand she already has experimentation experience with the Migrapass in Paris, specifically with a target group of migrants from South America.

Hence, even if her profile does not perfectly suit the target groups, she is able to support the steering committee as a witness of her own experience and also as an expert of the experimentation phase.



The testimony consisted of her report two migration experiences, using the SWOT analysis method.

She divided her presentation into two parts: Her first migration from Colombia to Paris with the aim to continue her psychological studies, and the second from Paris to Berlin as a married woman and mother of two young children.

The SWOT method was useful for analysing the obstacles (e.g. recognition of the Colombian diploma) and for defining the tools/contact persons/ institutions etc. for supporting migrants in overcoming these obstacles.

7. Synthesis and evaluation by bildungsmarkt e.v.

To sum up and evaluate the meeting each participant was handed out cards and asked to write down their ideas on “my highlight”, “my suggestion” and “my first step back home” (the results of this evaluation will be circulated separately).

Appendix: To-Do-List

Subject	Work-package	To be done by	Deadline
Organisation & Administration			
Organisational hints: "Intellectual Outputs" of each WP and of the project must be sent to Bénédicte and Mélodie as well as to the leader of the work package. Topics concerning the administration and finances are to be addressed to Fabricia and Mélodie.	WP1	each partner	during the whole project lifetime
Information for the 1 st annual report (financial tables and narrative reports): to Enda Europe.	WP1	each partner	15 October 2014
Contents			
Background research on the European level sources and definitions needs to be carried out	WP2	IRIV	
1 page on the law(s) against discrimination and 1 page on the agency assigned to its implementation (name, missions, reference) in their respective country to be sent to Enda Europe & to IRIV	WP2	each partner	End of May
Feedback of each partner on their target group(s): 1 page to be sent to Enda and IRIV	WP2	each partner	End of June
Choose and present 2 best practices concerning strategies against discrimination	WP2	each partner	End of June
Feedback with regard to the "main obstacles" the target groups face in terms of their access to the labour market	WP2	each partner	End of June
2 examples for what is (not) discrimination: case studies	WP2	each partner	End of June
Partners inform each other about tools/strategies of which they have knowledge (at least 1 per partner)	WP2	each partner	End of June
Mentoring Programme – elaboration of the programme (starting)	WP3	Enda Europe	May 2014



Information about 1 st steering committee: to be sent to the WP5 leader (CII) by every partner: <ul style="list-style-type: none"> - list of participants - information about venue & date - minutes of the meeting 	WP5	each partner	until the end of May 2014 (mid-June for Switzerland)
Skype meeting to exchange work among partners	WP5	Enda Europe & each partner (1 person per organization)	End of June Postponed: First 2 weeks of July
General Framework on WP5	WP5	CII	June 2014
Updates for the website: forwarding information to Enda Europe e.g. about events (also by other institutions), news, etc. concerning the project contents	WP6	each partner	once a month during the project lifetime
Each partner is asked to publish one article in a specialized review, either in the field of human resources, diversity or migration: research on possibilities where to publish	WP6	each partner	Options for publication to be discussed in depth at the Forli meeting
final publication	WP5	each partner	Final publication to be discussed in depth at the Forli meeting
General Framework on WP6	WP6	Enda Europe	July 2014
General Framework on WP7	WP7	bildungsmarkt e.v.	June 2014

Impressions from the meeting (photographs for internal use only)

