



## Di&Di – Kick-off meeting in Paris

12<sup>th</sup>-13<sup>th</sup> of December 2013

### Participants

Enda Europe : Mélodie Beaujeu, Fabricia Devignes, Bernard Duhamel, Jacques Pomonti, Arielle Michelier, Michael Ruleta, Cédric Gossard

Iriv : Bénédicte Halba, Marta Guitart

IECOB : Stefano Bianchini, Sara Barbieri

ECAP : Nathalie Benoit

CII : Tihomira Trifonova

Bildungsmarkt : Regina Schmidt-Rossleben, Ulla Bünde, Madelonne von Schrenck

### Agenda



enda europe leader

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Coordinator

**Thursday, 12<sup>h</sup> of December 2013**

<b>9h00- 10h00</b>	Arrival of the participants at Enda Europe and coffee Welcome and presentation of Enda Europe by Fabricia Devignes, director of Enda Europe Short presentation of each of the partners of the Di&Di project
<b>10 h00-11h00</b>	Presentation of the project Di&Di Objects and objectives of the project by Mélodie Beaujeu Work programme by Bénédicte Halba
<b>11h00- 11h30</b>	Pause
<b>11h30-12h30</b>	Discussion and questions on the added value of the project for each partner in their respective country by Mélodie, Bénédicte and the Di&Di partners
<b>12h30-14h00</b>	Lunch
<b>14h00-17h30</b>	Presentations of each workpackage by its leader partner and discussion/questions on the participation of the other partners
14h00-14h30	Workpackage 1 - Management- by Enda Europe (Mélodie Beaujeu)
14h30- 15h00	Wp2 - Elaboration of the learning program - by Iriv (Bénédicte Halba)
15h00-15h30	Wp3-Mentoring for professionals - by Enda Europe (Mélodie Beaujeu)
<b>15h30-16h00</b>	<b>Questions</b>
16h00-16h45	Wp4 Experimentation - by ECAP & IECOB
16h45-17h15	Wp5 Exploitation - by Center Immigration & Integration
17h15-17h45	Wp 7 – Evaluation - by Bildungsmarket e.v

16h30-17h00      Synthesis of the first day and presentation of the 2<sup>nd</sup> day by Bénédicte  
and Mélodie

### Friday, 13th of December 2013

**9h00-10h45**      Management of the project - Administrative and financial issues and  
rules, contract and bilateral contracts, timesheets by Mélodie Beaujeu  
Discussion with all the partners on the different administrative and  
financial issues on the basis of the financial and administrative  
handbook proposed by the European Commission (45 min)

**10h45-11h00**      Break

**11h00-12h30**      Intermediary and final reports (deadlines, eligible and ineligible costs)  
by Bénédicte Halba

**12h30-14h00**      Lunch

**14h -15h30**      Presentation and discussion on the tools related to the Wp6 :  
disseminating results  
Weblog and newsletter by Bénédicte Halba (IRIV)  
Brochure, website, logo by Mélodie Beaujeu (Enda Europe)

**15h30-17h00**      Presentation and discussion on the final publication by Mélodie and  
Bénédicte with other partners (Wp6)

**17h00-17h30**      Synthesis of the two days and dates for the next European meetings by  
Mélodie and Bénédicte

**17h30** End of the meeting

## 1. Welcome and presentation of Enda Europe

Fabricia Devignes welcomes the participants to Enda Europe and thanks them for their partnership in the Di&Di project.

- Enda Europe (Environment, Development and Action) was created in 1977 as an NGO in order to support Enda Tiers Monde, settled in Senegal. The main mission of Enda Europe is to struggle against poverty and in favour of the environmental development. Enda Europe implements also actions in France, mainly in the fields of education for development and of integration/fight against discrimination of persons with migratory background.

### Presentation of the partners

- Iriv (France): Private and non-lucrative institution which makes research and provides information about the lifelong learning, with a focus on the volunteering as a form of non-formal and informal learning.
- IECOB (Italy): Research institute and a think tank created in 1995 settled in Bologna. It counts with scholars from European and American universities. It has publications on the field of migration, especially about the social inclusion of migrants.
- ECAP (Switzerland): Foundation created in 1970. It proposes trainings to migrant population, in particular in language, integration projects and access to the labour market.
- CII (Bulgaria): Non-profit organisation in public benefit, created in 2006. In the area of migration, it works to develop and implement contemporary forms and approaches for protection of the human rights of refugees and migrants, fight against racism and xenophobia and development of intercultural dialogue and integration.
- Bildungsmarkt (Germany): Private and non-profit organisation, from the consortium of different companies. It provides a wide range of trainings with a vocational orientation. Settled in Berlin, a city with a high level of migration from different

generations, Bildungsmarkt works in order to overcome the obstacles in the access to the labour market encountered by these populations.

## 2. Presentation of the project Di&Di

Powerpoint presentation attached ([PPT 1](#))

The overall objective of the Di&Di is to propose both **educational sessions** for two specific target groups: qualified youngsters with migratory background and low qualified women also with a migratory background, and **a mentoring** for people in charge of professional orientation and employment for these specific target groups.

The specific objectives are to enhance competencies, while raising awareness on discrimination risks in professional path and access; to address different specific target groups with different profiles, youngsters and low qualified women with a migratory background, who have in common a lack of effective professional experience; and to include actors of employment (recruiters and labour organisations) involved in the promotion of diversity in the labour market.

The expected impacts and main results are:

- To identify and enhance competencies gained during migration, and to change perspectives of both target groups and professionals. *Results:* 1 mentoring and 1 national testing report by country.
- To enhance self-confidence and open the perspectives of qualified youngsters and low qualified women for employment or new professional career. *Results:* 1 learning program, and 5 national testing reports.
- To promote a better understanding by professionals and viability of the approach Di&Di. *Results:* 1 mentoring for professionals; 1 synthesis of European testings; 5 national steering committees.

The project will be organised in seven work packages:

**1. Management and general supervision:** led by **Enda Europe** (leader) together with **iriv** for the coordination among the consortium

- 2. Transfer of Innovation–tool:** proposing a training for graduate youngsters and unqualified women sharing a migratory background; led by **iriv**
- 3. Mentoring to professionals working with the two target groups:** supporting youngsters and women through an appropriate strategy based upon the Diversité + results proposed by Enda Europe; led by **Enda Europe**
- 4. Experimenting** the training and the collaborative method among the two main focus groups identified; led by **Fondation ECAP (Switzerland) and IECOB (Italy)**
- 5. Exploiting the results** of the Di & Di project among the network of migrants and professionals of migration, employment, local authorities, training and education institutions, people in charge of professional orientation and employment; led by **Immigration and integration ONG (Bulgaria)**
- 6. Evaluating the quality** of the results and sustainability of the training programme proposed; led by **Bildungsmarkt unternehmensverbund (Germany)**
- 7. Disseminating the results** (website, weblog, brochure, final publication): led by **Enda Europe**

Organisation of the work program: Each partner is leader of at least one work package. All the partners are involved in all the work packages and give feedback to the leader of the work package. The leader has the mission to give the impulse and to supervise all the work.

*Presentation of the Gantt:* The Gantt is dispatched among the participants. There are four “transversal” work packages (WP1, WP5, WP6 and WP7) and 3 “chronological” work packages (WP2, WP3 and WP4).

The deadlines settled by the Gantt are of 24 months for WP1, WP5, WP6 and WP7; and of 12 months for WP2, WP3 and WP4.

### **Comments of participants**

IECOB has asked what is the definition for “qualified”, and suggested a certain degree of flexibility and to have the European frame of qualification in mind.

“Qualified” will not be used as a synonym for “graduate” but as a formal certification.

The definition of “qualified” is opened to every partner, who has to justify it in relation to the context of discrimination in its country and the National Qualification Framework (inspired by the European Qualification Framework) and why this definition is important to the project. The experimental phase will allow trying, exploring and redefining these concepts, giving an added value to the project.

### **3. Presentation of each work package by its leader partner**

#### **- Work package 1: Management- Day 1**

Powerpoint attached ([PPT 2](#))

The objectives of this work package are to ensure a good management of the project within the consortium and with the Agency 2<sup>E</sup>2F (French National Agency), to provide official documents (contracts, financial table, models) and to elaborate the intermediary and final reports.

The activities that will take place in the management will be the elaboration and signature of contracts and their annexes, the elaboration and writing of the intermediary report (November 2014) and the elaboration and writing of the final report (November 2015).

Regarding the coordination aspects, the activities will involve the organisation of five European meetings in the countries of the partners and the dispatching of the reports, responding to all questions from the National Agency and participating to meetings set up by the NA, in the behalf of the consortium, and to establish a regular contact with the partners in order to respect the deadlines and to assure the participation of all the participants.

#### **- Work package 2 : Training**

Powerpoint attached ([PPT 3](#))

The objectives of this work package are: a) how skills and competences of migrants might be recognised on the labour market thanks to a training, b) how to struggle against discrimination

on the labour market experienced by the migrants and c) how to promote diversity on the labour market in valuing these meta-competence linked to their expatriation experience.

The portfolio Migrapass will be used as a tool for the training, in order to identify and value a migratory background in combination with a professional experience and a social experience (volunteering). The idea of the Migrapass project is to be a collaborative method meant to enhance the empowerment process. The training will be developed under the “médiateur-interculturel” training, and the migrants receiving now the training should become mentors in the future. The training will be done through a bottom-up approach, oriented towards organisations working with migrants and the heads of human resources of enterprises.

## Questions

CII has asked how should the training sessions to be decided during the experimentation.

There have to be three sessions of experimentation, and the composition of the groups is to be decided by the partner in each country under the supervision of the IECOB and the ECAP.

### - Work package 3: Mentoring

Powerpoint attached ([PPT 2](#))

The objectives settled for the mentoring are to elaborate and propose mentoring for the tutors (managers of youth and women’s associations, social workers, recruiters and people in charge of diversity in firms), and to drive them to include the approach and the content of mentoring proposed by Di&Di in their own strategy of training.

The activities programmed for this work package are the adaptation of the training elaborated for final beneficiaries in order to make them understandable and useful for the tutors; to propose mentoring specific to intervention’s contexts (associations, firms, social work), by formalizing the different steps of intervention, and based on the methodology of the previous action Diversity +; to integrate reactions of the partners in order to take into account the diversity of national contexts, and to validate the mentoring for tutors during a European meeting.

The results for these activities are the first and final versions of mentoring for professionals.

### Questions:

Bildungsmarkt asks for the way to address the stakeholders and the arguments to be used.

The legal and economic arguments cannot be the only ones to make enterprises be interested in the project. Other arguments such as ethic and socio-political dimensions in relation to the importance of diversity could be more useful.

### - Work package 4: Experimentation

This work package will follow six steps: 1) A common procedure for experimentation with a protocol that will be accepted by all the partners, 2) Coordination in the selection of testing groups in the five countries of experimentation, 3) Coordination of three sessions of experimentation with the target groups, 4) Coordination of three sessions of experimentation with the mentors (it is a decision to take whether putting these two groups of sessions together), 5) Elaboration of a synthesis report by all the partners and 6) Elaboration of a European synthesis from all countries' reports.

This methodology is difficult and challenging because it needs the acceptance of the human resources managers to mix professionals and migrants to exchange and being active members of the training.

The experimentation will take place between January and June 2015. It is agreed to make a session of Skype with all the partners every two months in order to communicate and to assure the proper development of the experimentation among the partners.

The final report for the experimentation will be delivered at the end of November 2014.



*Discussion on experimentation, 13<sup>th</sup> of December*

### - **Work package 5: Exploitation**

The exploitation of the results will be done through the connection and creation of networks of stakeholders, migrants and professionals at a national level.

The channels used for the exploitation will be websites, weblogs, publications and newsletters. The exploitation phase will require coordination among the partners, providing the feedback and proposals from the national committees. The reports from these committees will be written in English, and will contain the list of stakeholders with the profile of the participants and the content of the meetings.

The expected contacts for the exploitation process are scholars, policymakers and companies' human resources managers, among others.

The weblog will be done by all the partners, under the coordination of CII, and will be oriented towards national stakeholders. The weblogs allow the interactivity, the gathering of testimonies and the feedback of publics and stakeholders.

### - **Work package 7: Evaluation**

The evaluation will use questionnaires related to each work package.

The evaluation is considered as a support to the whole project work, and aims to evaluate in each work package the process and the quality of the results.

The criteria established to evaluate the good management are the *transparency* among partners, the *cooperation* with the contribution of all the partners' experience and the *co-responsibility* through coordination.

The questionnaire may not be the best tool for all the work packages and it is for this reason that it could be necessary to think of other methods, such as direct interviews, which take more into account the context to understand the questionnaires.

This work package aims to assess the evolution of the tools of the Di&Di and to check the work done compared to the original aims (deviations).

#### **4. Management of the project- Day 2- Friday- Financial and administrative issues**

Powerpoint attached ([PPT 4](#))

##### *1- Generalities*

The documents of reference for the project are the TOI Project Handbook 2013 (Annex III), the Grant agreement between National Agency and Enda Europe, and the contracts between Enda Europe and each partner.

The period of the project will be from the 1<sup>st</sup> October 2013 to 31<sup>st</sup> December 2015. The eligibility period ends the 30<sup>th</sup> September 2015.

*Eligibility of costs:* They must relate to activities involving the eligible countries in the Lifelong Learning Programme and be incurred by legal bodies and institutions of the official consortium, they must be directly connected to the project and be reasonable, identifiable and justifiable.

*Amendments:* Any amendment to the grant conditions must be subject to a written supplementary agreement. The amendments must be connected with the project with the approved work plan.

The cases where an amendment can be submitted have been presented and specified.

*Control and Monitoring by the National Agency:* The National Agency has the possibility to launch external audits or in-depths controls. In both cases it is important to provide NA with all documents related to expenses and activities in justifiable and verifiable forms.

Concerning the monitoring, it may be performed in these forms: the assessment of the interim and final reports, visit by the NA to the coordinating organisation and the visit of experts.

## 2- Budget step-by-step

Categories of eligible costs:

### a) Staff (Budget category A)

The statutory staff has either a permanent or a temporary employment contract with a partner of the consortium, the temporary staff is recruited through a specialised external agency.

The real daily staff cost rates is the result of the salaries, social charges and other statutory costs. It should not exceed the maximum rates published in the Guide of the Call for proposals 2013.

### b) Travel and subsistence costs (Budget category B)

Only for journeys directly connected to specific and clearly identifiable project-related activities.

Reimbursement must be based on real costs, independent of the means of travel chosen.

Partners are required to use the cheapest means of travel.

### c) Other costs

Those costs which correspond to any other section.

## 3- Co-funding

There are no specific rules regarding co-funding, but each partner is responsible for mobilizing its co-funding and has to report regularly about it.

## 4- Interim and final report

The interim report is due for November 2014.

The contents of the report has to cover the first 12 months of the project and it has to include a *narrative part* describing all the activities fulfilled in each of the work packages and the eventual deviations and *financial tables* with the costs resulting from the project.

The European agency and an external expert will assess the interim report.

The final report is due for November 2015 and covers the two-year period of the project.

It has to include the narrative part with the description of each work package together with the “evidence of work” corresponding to the working days, and the financial part with the tables filled on the basis of the total budget with the copies of the receipts and fees.

## 5. Presentation and discussion on tools related to the WP 6: disseminating results

Powerpoint attached ([PPT 2](#))

The objective of the dissemination of the results is to raise awareness amongst the general public, media and actors of migration and integration on the Di&Di projects, via traditional communication methods (brochures, articles, etc.) and e-resources (website: [www.di&di.eu](http://www.di&di.eu), and newsletters).

The activities to be done on this work package are the publication of the **brochure** (in English) and the coordination of the translation, print and diffusion of the brochure in English and in the five languages of the partners; the **website** of the project will present the objectives and the partnership of the Di&Di; the publication of a **newsletter** after each European meeting (a total of five newsletters); and the coordination of the publication of articles in professional reviews (human resources, migration, education and lifelong learning).

The website will allow to show at an institutional way what is the project and the activities done on the field.

The weblog is important for the sustainability of the project, because it allows the interaction and the feedback from the actors involved of the target groups.

The importance of the newsletter is the presentation of the concrete and expected results of the project. It would be interesting that each country makes a link with the context of migration, discrimination and diversity.

Some examples of newsletter may be found on: [www.iriv-migrations.net](http://www.iriv-migrations.net).

Two weblogs developed for recent European projects on: [www.allinhe-france.blogspot.com](http://www.allinhe-france.blogspot.com) and [www.sas-sas-essonne.blogspot.com](http://www.sas-sas-essonne.blogspot.com).



*Kickoff meeting Paris, 13<sup>th</sup> of december*

### **Discussion about the logo and the design of the brochure**

Logo: The aim of the logo is to transmit the idea of “diversity”. The decision agreed among the partners is to adopt the colours green and red (in that order) in the name of the project.

Brochure: The partners have agreed on a classical format for the brochure. The contents of each page will be as follows:

Page 1: The activities and steps of the Di&Di

Page 2: The general ideas and the activities

Page 3: The steps of the project explained in more detail

Page 4: The logos and contacts of the partners (which will be presented with the e-mail of the institution and the e-mail of the person in charge)

### **6. Presentation and discussion on the final publication**

Powerpoint attached ([PPT 2](#))

The final publication is expected to gather all the results of the project, for each work package, and to show their impact regarding the contexts of the different countries.

The final publication will be in English, with 500 copies (100 copies per country) and it will contain five articles about specific contexts and results.

### **7. Synthesis of the two days and dates for the next European meetings**

The synthesis of the meeting has been done among all the participants, who have considered very positively the kick-off meeting, in the way that it has allowed to establish the basis of the project and let the partners know each other.

The dates for the European meetings have been established:

- Berlin: 8<sup>th</sup> -9<sup>th</sup> May 2014
- Forli: 16<sup>th</sup> -17 October 2014
- Bienne: May 2015
- Sofia: September 2015



Evaluation of the Kickoff meeting by german partners, 13<sup>th</sup> of December.

