



Education and Culture DG

Lifelong Learning Programme



2nd Trans-National Meeting

The Clarity *Transfer of Innovation* project (Leonardo) 2009-1-GB-LEO05-01296
Nagykovacsi, Hungary 6th and 7th July 2010

MINUTES

Attendees:

Name	Partner	Country
Simon Ryan	Point Europa (P0)	UK
Kim von Känel	Point Europa (P0)	UK
Christina Kunter	Volkshilfe (P1)	Austria
Bertrand Soulcié	Pistes Solidaires (P2)	France
Alix Goudard	Pistes Solidaires (P2)	France
Michael Schwaiger	INIT (P3)	Germany
Andrea Kövesd	Trebag (P4)	Hungary
Enikő Nagy	Trebag (P4)	Hungary
Annamária Tüske	Trebag (P4)	Hungary
Luisa Ardizzzone	CESIE (P5)	Italy
Mr. Levente Dósa	SEC (P6)	Romania
Miriam Hess	ARIADNE (PSilent)	Switzerland
Karin Linder	ARIADNE (PSilent)	Switzerland

Objectives:

- 2nd meeting of partners for the Project Clarity
- To update Partners on progress to date of Project Clarity
- To discuss the project aims and practical implementation of WP3
- To present and discuss dissemination of the project
- To present and discuss quality assurance and evaluation of the project
- To discuss financial issues

DAY 1

Welcome Simon Ryan (Point Europa)

Update of staffing change at P0. Bruce Stockley has departed, Tricia Stubberfield to be new Project Manager. The Lifelong Learning Manager position has been advertised to be filled September. Introduction of Kim Von Kanel, taking notes for the meeting.

Meeting Programme Eniko Nagy (TREBAG)

Eniko laid out the programme for the meeting and evening activities. Levente Dosa (SEC) informed of his early leaving. Simon noted this and agreed WP7 would be the first item. The Partners agreed to the changes.

The Partners introduced themselves and thanked Eniko.

Overview Simon Ryan

All work packages are currently up to date. WP3 was the next stage and this will be completed over the next 3 months.

Comments and issues raised in discussion

- There are cultural/statutory differences between the Core Partner countries that will mean differences in the way the project is implemented
- Hungary does not have big migrant population and there have been some challenges with finding a target group..
- Some difficulties with relating the VET system to the project
- ARIADNE has difficulties obtaining funding for this kind of training.
- Michael Schwaiger (INIT) needs more detailed analysis from the promoter in time for the interim report
- Trebag anticipated that it would be hard to lead on WP3, how to produce it, how to make it homogenous.
- **Tricia** to provide Michael with the required information for the interim report.

Work Packages

Work Package 2 Christina Kunter (Volkshilfe)

WP2 is now complete. The SOTA report highlighted that the situation was different in each country. She had circulated copies of the SOTA report, Routeways for Migrants report, the Directory and details of the Forums to each partner.

Work Package 3 Eniko Nagy (Trebag)

Presentation outlining the current situation for WP3. Eniko identified the issues and tasks needed for transferring Mutual into Clarity: the core partners have different backgrounds, a different field of training and its VET context, and the competencies are different from Mutual and vary by sector. Eniko suggested transferring learning outcomes A,C,E and L from Mutual to Clarity and modifying the APL to cover the different aims for each country. She circulated an example APL questionnaire that could be used by the partners.

Agreed outcomes

- **Trebag** APL questionnaire to be expanded to include non-formal information as a separate section, with a short explanation of what to include.
- **Core partners** The Migrants would be invited to attach additional information if they had any, as this would add value to the document.
- **ARIADNE** to circulate the Swiss document for qualifications etc for the partners to review and see if it could be used.
- **Core partners** The form would be used by all Migrants in the pilot trainings.

The handbook should provide trainers with a tool they can adapt to country specific courses. It teaches people how to deliver work-based migrant training in different languages. Then how to apply to specific workplace situations, risks, regulations, regional/sector law and differences etc. The trainer's role would be to obtain appropriate learning materials, translate them and apply the framework of the handbook to their training.

Outcomes agreed for the handbook

- The handbook will contain some basic, common, international material that must be covered for that specific course/training and then supplemental country specific information.
- To include a terminology/glossary that may be adapted to each country.
- To include case studies, examples and questionnaires for aspects of cultural differences
- Methodology - cooperation, learner-centred approach, teachers perceived as facilitators, explorative method of learning.
- Tailoring activities to competencies

Work Package 4 Luisa Ardizzone (CESIE)

Luisa reported that the planning is started for this work package, which begins in November Partners would be updated on this work package via email in the future.

Work Package 5 Simon Ryan (Point Europa)

Simon explained to Partners that the VET framework was very complex in UK, but that good progress has been made. Point Europa is working with the Cornwall Adult Education Service (part of Cornwall Council) to jointly explore ways to accredit and promote the Clarity materials, once tested and published. The overall aim is to first run a pilot in Cornwall and then when successful look at nationalisation across the UK. The position looks very good, and there is a lot of support for the Clarity concept and future ideas.

The individual partners talked about their own situations and there was a general discussion:

UK Operations Simon presented Tricia's report on the UK's progress.

He stressed that in the UK, the Forum was becoming a major part of the management framework for the project. He explained to the Partners how important it was to include employers now as part of the development of the project, so they were on board early in the project.

Point Europa has identified an accredited provider of learning materials.

Eniko asked if the budget could cover this cost. Louisa asked if it was possible to cover the costs of technical training for their migrant trainers, as CESIE wouldn't be able to give them training in First Aid. Simon laid out guidelines for the use of "other" and "sub-contracting" sections of the budget. If partners were taking this route and sub-contracting wasn't already in their budget, they would have to write to Simon to make a formal change.

If partners needed to make changes to the project to accommodate training needs, they could do that, but they should write to him so he could make a formal change to the project.

- **Core partners** If partners need to make changes to the forum and/or the training structures in their country due to regulations/cultural differences, they should write to the Promoter and explain the reasons.
- **Core partners** Fees for technical training would be covered by the budget, either under "sub-contracting" (employment of outside organisations/individuals for technical training) or "other" (membership/registration fees/copyright).
- **Core partners** If partners need to move costs from one budget to another, ie from "travel" to "other" / "sub-contracting" to cover training costs, they need to write to the Promoter to notify him.

TREBAG has had some difficulties in identifying migrants who could give the training. However, this situation is improving and TREBAG are confident that they can find a suitable group.

CESIE reported that Italy has very high numbers of migrants. There were around 800,000 from Romania - 70% of these were female so CESIE had decided to work mainly with women. They had considered the accident scenario and considered how this could be used to make help available within communities and this had led them to choose first aid. CESIE proposed to outsource this content aspect, but they would be able supplement this technical training with some basic training on how to be a trainer. They still have to analyse whether accredited material is available in their region. They are working with community organisations and migrant centres.

Pistes Solidaires gave a presentation outlining the migrant position in France. They too had had difficulty getting organisations on board. They discovered that migrants were being exploited by certain sectors and the migrants were not staying in France. After research was conducted into various sectors they have made contact with small family run chain of Cambodian restaurants. They are interested in participating as it creates a better image, reputation etc. Bertrand was still in liaison with them about the possibility of working together. They are willing to provide 3 workers for training.

ARIADNE (silent partner) outlined difficulties getting the project off the ground in Switzerland. Miriam has an idea for a workshop, but the agencies weren't interested and not willing to give her funding.

- **Core partners** Michael reiterated that if technical training, such as first aid, was cheaper/better externally then it would be appropriate for partners to include this as part of the training costs.
- If accreditation hasn't been achieved by the time the pilot testing took place, the **core partners** should provide evidence that they are trying to attain it.
- **Core partners** are all training organizations: they could sub-contract the technical training ie first aid, but training the migrants to become general trainers should be done by the partners.
- **INIT** advised that it would be good practice to provide something formal as proof of training, both for training given by partners and to provide the trainers with something for the pilot testing. Michael will circulate a template.

Work Package 2 SOTA Report presentation Eniko Nagy (Tregag)

The meeting finished with a short presentation from Eniko outlining the results from the individual SOTA reports.

DAY 2

Work Package 7 Levente Dosa (SEC)

Levente gave his presentation and updated the group on dissemination activities.

Bertrand suggested doing a European level dissemination plan ie European parliament, the Commission etc. Levi said this was already being done through C-ENTER and other similar projects. Simon confirmed that these projects were creating printed documentation, Annamarie (Tregag) suggested doing something project specific for the migrants - partners agreed (to be taken on by each partner).

Michael mentioned ENTER – a network for dissemination of projects and some of their activities. They also produce an e-magazine, which will be sent to all National Agencies. Levi reported that the leaflets for Clarity had recently been presented at a recent ENTER event. Note - the project will also be presented at the C-ENTER conference in Palermo in December)

Levi suggested re-reading the dissemination report, as he had outlined all the activities in that, and see if Partners could come up with any new ideas for activities.

- SOTA should be part of dissemination report
- **All partners** should stick to National dissemination plans – if it's on the plan, make sure it's carried out, try and do more.
- **All partners** to complete the dissemination table for both national and European information.
- **All partners** to update their plans regularly, not retrospectively – try to do regular activities.
- **All partners** to provide evidence of dissemination - photographs, articles, copies of newspapers – send evidence of first quarter to Levi if not already done.
- **All partners** to contact SEC for help, support, ideas if required.
- **Core partners** to produce a country specific information sheet about the project for migrants.

Work Package 6 Michael Schwaiger (INIT)

Michael began by presenting the results of the kick-off meeting in Bilbao.

Evaluation gives everyone the opportunity to give an opinion in a neutral way without influence of a meeting. The overall average score was 4.6 for the meeting – this gives an indication that the project is going well. He encouraged the group to use the written comments/feedback section in future evaluations.

Snap Shot Analysis – this is a combination of the work plan, the quality plan and the dissemination plan. It covers all activities throughout the life of the project, both projected and achieved results. It is updated everything 3 or 4 months in conjunction with the promoter. The results are colour coded and Michael is aiming for a long green column. Tricia to provide the latest data to keep this up to date.

Michael advised the partners that his main focus is project activities are managed, to ensure that they are delivered on time and to a good quality. His role also is to help the promoter to keep control of the work plan. If changes are not recorded, there is a danger they will not be paid for.

Michael outlined a sample questionnaire for pilot testing evaluation. Partners agreed there should be more than one questionnaire - one per trainer before and after giving training, plus a simpler version for the trainees. It would be up to partners what how they decided to carry out the evaluation, whether it be translated, done by interview etc.

Michael informed the partners that the Website was at the point of evaluation and he would send out some questionnaires for this. It was vital for partners to have connections with the sector to get appropriate feedback.

At the end of the project Michael would do a final report reflecting the project progress and outcomes. This would be a formative analysis, not his personal opinion. The promoter supported Michael's methodology; he was not expecting Michael to make any comment on the results, it would be an objective analysis, he would be just processing the data, not adding opinions about it.

- **INIT** to create feedback evaluation for trainers after receiving their own training, feedback evaluation for trainers after giving training to migrants and simpler evaluation for the 50 migrants after receiving training – to be translated by trainers
- **INIT** to create staff and trainers feedback
- **INIT** to create forum feedback – important as this is external evaluation and the basis for future projects and extension of Clarity.
- **All partners** to complete the relevant questionnaires in English
- **INIT** to circulate attendance lists to ensure all activities take place
- **Core partners** to photograph events
- **INIT** to develop more suitable questionnaires and make them more interview friendly.
- **Ariadne** to send Swiss documents to Simon.

Michael stressed that all evaluation tools could be used to document the products resulting from unexpected outcomes and difficulties.

Other Simon Ryan (Point Europa)

Interim report

Tricia and Bruce attended a meeting with the National Agency. The promoter will send out the report, probably mid-September. Simon requested that partners start working now on the details for the report rather than leave it until the last minute as the deadlines would be short. The report has two parts, financial and story, and covers up to 30 September. The documents are likely to be the same as previous reports, so partners should start completing between now and September.

The promoter will send any changes as soon as possible under the new Lifelong Learning Manager, but this could be as late as mid-September. Simon agreed to check with the National Agency about time limits in making budget changes.

- **All partners** Short deadline for interim report – start should be made now.
- **All partners** to attach copies of invoices and receipts to the report.
- **Point Europa** to contact the promoter to investigate National Agency budget changes criteria and deadline.
- **Core Partners** don't have to train anyone until October.
- **Core Partners** could make attendance certificates for their training.

National Agency visit

This would be taking place in September – more details to follow.

Meeting in Palermo – 13- 16 December 2010

Luisa requested if the date could be changed to early December.

- **CESIE** to contact all partners to co-ordinate change of dates.