



Education and Culture DG

Lifelong Learning Programme

Clarity
2009-1-GB2-LEO05-01296

MINUTES of the 3rd Trans-National Meeting

**Clarity Transfer of Innovation project (Leonardo) 2009-1-GB-LEO05-01296
Palermo, Sicily, 1st-2nd December 2010**

Attendees:

Name	Partner	Country
Simon Ryan, Kim von Känel	Point Europa (P0)	UK
Christina Kunter	Volkshilfe (P1)	Austria
Alix Bonneau	Pistes Solidaire (P2)	France
Michael Schwaiger	INIT (P3)	Germany
Andrea Kövesd, Enikő Nagy	Trebag (P4)	Hungary
Luisa Ardizzone	CESIE (P5)	Italy
Levente Dósa	SEC (P6)	Romania
Miriam Hess, Irma Draeger	Hess Innovation (PSilent)	Switzerland

The participants from Switzerland arrived later, due to serious travel difficulties.

Objectives:

- Update on progress to date of Project Clarity
- Discuss the project progress and future activities of WP3
- Discuss the planning and implementation of WP4
- Present and discuss dissemination of the project
- Present and discuss quality assurance and evaluation of the project

Meeting Reports

Setting the Scene

Simon welcomed the partners to the meeting. He thanked CESIE for hosting the meeting and introduced Alix Bonneau, the new project worker for Pistes-Solidaires, to the group.

Simon explained about the structural changes at Point Europa. He explained that the organisation's input to the development of the handbook had been delayed due to the changes within the organisation, however it was now almost complete and this would be discussed in detail later in the meeting. Simon would remain as Manager of the project for the near future.

Simon updated Partners on the monitoring visit that took place in September. This involved a full review of the project, its progress, products and finances. He thanked Michael for talking to the NA officer and for Eniko's offer to do so. The result was positive with no significant changes or complications.

The Interim Report had been submitted on time and Simon thanked everyone for sending their information promptly. He was expecting the evaluation of the report to be completed in December and to receive the money in January. The Partners requested that the written part of the report be circulated, Simon agreed to do so.

Key points

- Completed Interim Report to be circulated to Partners **POINT EUROPA**

Partner Reports

Simon gave a brief overview of the Project progress and the work packages, outlining those which were complete and those still to be done. Partner reports followed:

- **Point Europa** has changed their target group to Food Hygiene, as they had been approached by new contacts from the food processing sector who were interested in Clarity. In order to get accreditation, Point Europa will have to send their 3 migrant trainers to do basic Food Hygiene training first, before they can start the Clarity WP and transform the material. They had identified 4 possible migrants – 2 already have teaching experience – and would be finalising the participants soon. The long-term prospects for the project are very good, including links to further companies who want this same training, maybe offering the migrants a higher level of training, and exploring the interest in other languages and content. Interest in the project is not limited to commercial enterprises – there have been enquiries from the Fire Service (fire safety in the home) and the childcare sector (basic training to help migrant children).
- **CESIE** advised that there had been a change in their target group due to recognising a gap in the market. They will now be offering training to support migrants in passing their driving test; they had identified 3 migrants plus an expert

in the field to work with them, and are awaiting the methodology for training. They were working towards WP4.

- **Volkshilfe** – their WP was complete and their role now would be to offer advice for the rest of the project. They were continuing to work with local contacts regarding the project and on dissemination activities.
- **TREBAG** – Their target group was the same at the moment, they were working towards involving the building sector with Romanian immigrants. However, the sector had been affected by the European recession and they weren't certain what the future would hold and may need to make a change. They were planning to identify trainers in January. Trebag had also been identified as a model organisation as part of the "15 years of Leonardo" celebrations.
- **Pistes Solidaire** – They were working with a small chain of Cambodian restaurants in Marseilles to develop training in Food Hygiene. Three migrant trainees had received food hygiene training from HACCP, France's official body for this kind of training. The next step was to train the Migrants to transfer the subject in their own language, once the handbook had been developed. Alix emphasised how the migrants felt proud to have this opportunity to pass on their training. She advised that Pistes-Solidaires would be unable to provide accredited training due to the French regulations in this area.
- **INIT** – Michael advised the Partners that he had received the website report and updated the project "Snapshot Analysis". INIT is continuing to make contact with migrant organisations and publicise the project as much as possible. He thanked the partners for their feedback, which usually came in on time.
- **SOROS** – They have been disseminating the project as much as possible at conferences and project meetings, identifying target groups/stakeholders in the relevant countries. Reporting from other partners on dissemination work has come in, more needed.

Key points

- WPs update – the Partners requested that Simon circulate his slide showing the WPs' progress. **POINT EUROPA**
- Some Partners would be unable to develop accredited training. Simon said that where this was not possible, partners should provide evidence. Point Europa would provide further information on how to do this. **POINT EUROPA**

Work Packages

Work Package 3

Eniko gave her presentation on the progress of WP3, which was almost complete. She outlined the action plan for the trainers and the content of the Handbook, however, she felt there was an issue with how to include the technical competencies, as each partner is covering a different training subject.

The partners had an informed and in-depth discussion to clarify the process, with new material created after this session as a result. The partners identified that one of the main difficulties was that in some countries, trainers have to have more formal forms of competencies. Simon advised that if this was the case, then the training centres in those countries might have to fulfil this need by using external agencies, which Partners may have to pay for.

Another issue was how to transform the subject chosen. Simon explained how it would not be necessary to have prior knowledge of the subject chosen, as long as the training migrants could recognise the concept and identify the differences in language and culture within the subject. However, depending on the law within the relevant country, it may be necessary for the migrant trainers to receive basic training in the subject, such as in England the trainers will have to undergo accredited/official basic food hygiene training in order to be able pass the training on to others.

At the end of the discussion, everybody understood the Clarity concept as identified above by Point Europa.

Outcomes agreed for the handbook

- Handbook structure: The handbook to be “common” to all partners, with separate sections on the training subjects from each partner
- Result 7: The Handbook in English will be circulated to the other three core partners – they will translate into their languages
- Result 8: Subject content. 4 core partner languages to 4 migrant languages, leading to 4 training packages in 8 languages
- Draft handbook to partners in 2 weeks time; then train 3 migrants; then the 3 trained migrants carry out pilot testing for 50 migrant workers; continuous record-keeping and evaluation throughout, then modifications to the Handbook.

Work Package 4

Luisa gave her presentation outlining her work-plan for the pilot testing. The partners debated how to move forward.

INIT made some suggestions for evaluating the handbook:

1. Centre trainers evaluate the handbook first: was it easy to use; was it easy to develop the training materials; interviews with 3 migrant trainees etc.
2. Then the training participants evaluate the training received – did they learn anything, was it fun, would they recommend it etc.
3. Finally the 3 migrant trainers give feedback on their experience of receiving the training and how their training went with groups of migrants.
4. Evaluations should be made at the end of every handbook section.

The Partners discussed the options and agreed that INIT would be involved in the evaluation process and would work up a suitable evaluation format as above. CESIE would work up an appropriate agenda for training and circulate it to the Pilot Training Partners.

Once the evaluations have been carried out, all partners will work on modifying the handbook, especially with TREBAG's support. This will be discussed at the time once the amount of work has been identified.

Agreed deadlines:

- End of year - Handbook circulated to Core partners **POINT EUROPA/TREBAG**
- Before Christmas break – partners send training schedules to INIT **Pistes Solidaire, TREBAG, CESIE, POINT EUROPA**
- End of January - INIT to provide an evaluation structure **INIT**
- February to April – Partners begin training - 3 trainers and up to 50 participants **Pistes Solidaire, TREBAG, CESIE, POINT EUROPA**
- April/June – evaluation **Pistes Solidaire, TREBAG, CESIE, POINT EUROPA**
- Continuous – send concrete modifications, not concepts, to CESIE **Pistes Solidaire, TREBAG, CESIE, POINT EUROPA**
- End of evaluation period – send evaluations to INIT **Pistes Solidaire, TREBAG, CESIE, POINT EUROPA**
- May/June – final version of handbook – **POINT EUROPA/TREBAG**

Key points

- Every time a core partner makes a change to the handbook, they must let the other partners know – should be chances of useful new ideas **Pistes Solidaire, TREBAG, CESIE, POINT EUROPA**
- CESIE to collate the changes made overall **CESIE**
- It's important for the partners to make changes to the handbook as they go along, for instance if they decide a piece of information is missing, they must find it and insert it; if one part doesn't work, they should suggest changes to the other partners, especially CESIE. **Pistes Solidaire, TREBAG, CESIE, POINT EUROPA**
- INIT will create the evaluation tool, then CESIE will produce a report on the Work Package. **INIT/CESIE**

Work Package 5

Partners were continuing to progress with VET accreditation in their own countries. Where this was not going to be possible to achieve, partners would send evidence to Point Europa, as discussed previously.

Work Package 6

Michael gave a presentation on the evaluation progress of the project. He recognised the challenges in reaching a consensus regarding the concept and WP3 and highlighted the main concerns felt by Trebag and CESIE about national differences and approaches. The partnership now has a clearer understanding and shared vision, and he was confident that the partners could move forward and make successful progress.

One of the outcomes of the evaluations to date was that the website needs to be improved, to make it more entertaining and appealing to the target groups. Point Europa will work on this.

Michael presented the updated version of the Snapshot Analysis, which shows the project on track and on time.

Key points

- Point Europa to follow up modifying the website **POINT EUROPA**
- Partners to provide Point Europe with suitable material, especially photos of the pilot testings once they had taken place. **PARTNERS**

Work Package 7

Levente reported that the last dissemination report had been low on activities. He requested partners to send details of activities carried out in the last period so that he can provide an updated report. He would provide a template with a deadline for completion. Simon requested partners to also send information to Point Europa, as it could be used on the website.

Levente commented on the slow response from partners to his email about Facebook/Twitter – he felt it was important to build up a social network in this way, as it would appeal to the target groups. He requested partners to send some personalised content ie photos/quotes from target groups that can be put on Facebook. He would also like some details about the organisations involved in the Forums and individual migrants. He requested partners to consider creating national facebook pages in migrant languages.

Key points

- Facebook login details - facebook: user ldosa@sec.ro, password: claritizer

- SOROS to provide a template for dissemination activities **SOROS**
- Partners to provide SOROS and Point Europa with evidence of dissemination activities, especially photographs **PARTNERS**
- Partners to consider setting up national Facebook sites, could include the migrant languages **PARTNERS**

Financial Matters

The Interim Report had been submitted on time and there were no major issues to highlight. Point Europa would update the Partners once they had heard from the National Agency.

Remaining items

- CESIE suggested a format for the subject training packages, so that the packages would be consistent across the partners. Simon raise concerns, as the original format of the material could be very different: eg use of video, as against “traditional” Powerpoint. Point Europa to evaluate this and send comments to partners. **POINT EUROPA**
- INIT suggested some general info, such as an introduction, direction to weblinks etc. Eniko suggested including the table from SOTA re migrants statistics and other general background information. Partners agreed. **TREBAG**
- Pistes Solidaire asked about ENTER – Michael gave a brief outline of the network, which was a useful dissemination tool, and demonstrated the website. Registration was free and there was now an Event Calendar facility available.
- SOROS also suggested partners look at C-ENTER website, another European dissemination project, linked to ENTER.
- All the partners thanked Luisa for organising and co-ordinating the meeting.

Date and location of the next meeting

Marseilles, 23rd – 26th May 2011