



Meeting Minutes

4th Transnational meeting | Pitesti
26th April, 2012

LLP/Leonardo da Vinci Programme | Grant agreement number: 2010-1-PT1-LEO05-05164

Table of Contents

1. Participants:.....	3
2. Introduction Day 1	4
3. WP1 Project Management SPI.....	4
4. WP9 Quality and Monitoring ILI	5
5. WP6 Dissemination Uni. Pitesti	6
6. WP4 - Test and validation Oxfam	7
7. WP5 - Post implementation Uni. Lodz	8
8. WP7 - Exploitation SPI.....	9
9. Planning of next steps and responsibilities	10

1. Participants:

Name	Organisation	Country
Itziar Gomez	Inveslan	Spain
Francesco Lucioli	Oxfam Italia	Italy
Caterina Casamenti	Oxfam Italia	Italy
André Barbosa	SPI	Portugal
Mette Christensen	SPI	Portugal
Marcin Gonda	University of Lodz	Poland
Sonia Hetzner	Institut für Lern-Innovation	Germany
Georgeta Chirlesan	University of Pitesti	Romania
Dumitru Chirlesan	University of Pitesti	Romania
Ramona Ciuca	University of Pitesti	Romania
Armando Pardo	ACBBA	United Kingdom

Partner not present:

Vasco Soares	ASI	Portugal
--------------	-----	----------

2. Introduction | Day 1

The meeting started at 9.00 where the University of Pitesti and SPI bid all partners welcome and confirmed that the agenda for the 1 meeting day was approved.

3. WP1 Project Management | SPI

André presented a general overview of WP1, and progress and next steps of the project.

This included the following aspects:

- Pending issues - Interim Report - No approval yet for the Interim Report submitted to the National Agency. This is due to financial clarifications from the partners and technical issues within the ADAM platform.
- Pending issues - Interactive tool is ready in Portuguese, but there was not enough time to launch the Italian version in time for the pilot course.
- The idea is that the participants of the workshop should continue to use the interactive tool during the project and after the project ends. Thus, the Italian and Portuguese workshop participants will be invited to register and use the interactive tool.
- It was further discussed the possibility of developing an instructions manual - this was agreed by everyone. SPI will be the responsible for developing this material.
- It was noted that the interactive tool will also be available in the other partners' languages and partners should translate the required documents.
- The support handbook and guideline handbook - should include the comments from participants, trainers, -it was noted that it is important to make all the documents equal in formatting and harmonization of structure and additional training materials developed for the training sessions should also be included.
- In the coming months the Assessment Report of both the pilot workshops in Portugal and Italy - is the responsibility of Oxfam.
- It was agreed that the external assessment of the report should be the partners or if possible staff of partners committing of the external assessment.
- Within dissemination it was noted that all partners should send their dissemination reporting document to the University of Pitesti within the next weeks (May 2012).
- Concerning the exploitation, partners should now focus on deciding the content of the DVD and on developing national events with key stakeholders for the transfer of the project results.

- Regarding the website, partners were informed that a new round of documents upload will be performed in the next weeks. Partners were also asked to indicate national homepages for the links session.
- Shortly after this meeting, the 3rd evaluation report will be developed.

The meeting days for the 5th and final meeting was also decided. It will be Thursday the 13th of September and Friday the 14th of September, 2012 in Porto, Portugal.

SPI and ASI will see the possibility of arranging a small event in conjunction with the final meeting, to invite the target group (such as the High Commissioner for Intercultural Dialogue and Immigration – ACIDI) to come and meet the partners or perhaps make a field trip to interesting immigrant organization meeting the target group there.

4. WP9 Quality and Monitoring | ILI

Sonia presented the WP and its progress to date. In conjunction with this it was suggested to review quality indicators and quality monitoring to see how the project is progressing and what could be done better/differently. This would also help the partnership to understand if the project is meeting its wider objectives.

The indicators are the following:

Indicator			WP Leader / Partners involved
participation of at least 20 business advisers (in each partner country in which the transfer of innovation will occur) in the need analysis tasks		M 2-9	Inveslan
participation of at least 10 business advisers in each pilot training course	8/12	M 13-19	UCODEP
description of at least 2 successful example of business advice to immigrant entrepreneurs per partner country, to be included in the Case Study Report		M 2-9	Inveslan
implementation of 2 pilot training courses		M13- 19	UCODEP
participation of at least 10 business advisers in each pilot training course		M 13-19	UCODEP
from the business advisers participating in the training courses, 5 per pilot course will be new business advisers		M 13-19	UCODEP
creation of a mailing list with at least 40 immigrant-oriented associations per partner country		M 2-24	University of Pitesti
distribution of the periodical newsletter to this mailing list		M 2-24	University of Pitesti
publication of each press release in at least 1 media organization in each partner country		M 2-24	University of Pitesti
distribution of the project brochure to the mailing list, both to the associations and their business advisers		M 2-24	University of Pitesti
distribution of the project DVD to the mailing list (40 per partner country)		M 22-24	Associação de Solidariedade Internacional
at least 1300 visits to the project website during the project lifetime		M 4-24	Sociedade Portuguesa de Inovação
participation of at least 40 persons, from different key national actors from different partner countries, in the International Seminar to be held in Romania		M 18	University of Pitesti

In general the project is progressing well with minor delays including a high satisfaction level of all partners. However, it would be good if all partners could increase their feedback to the different kind of developed activities from the other partners.

In order to also understand the impact of some of the indicators, SPI will distribute the statistics from the Best Form's website. It was indeed indicated the need to enhance the use of the website, improving the description of activities, the news sections, develop the links sessions, among other issues.

As the project is entering its final phase, the partners discussed the issues about sustainability of the project and its results.

The 3rd evaluation report will be developed and Sonia will send the questionnaires to partner no later than Friday the 11th of May.

Partners will return this questionnaire to Sonia as soon as possible, and no later than 18th of May.

5. WP6 Dissemination | Uni. Pitesti

Georgeta explained the WP progress and it was agreed on that all partners would send their dissemination reporting document to the Uni. Pitesti no later than 21st of May.

It was agreed that the 3rd newsletter would be about the International conference and its outcome. The Uni. Pitesti will send a draft for partners to provide comments on.

It was agreed that the remaining budget from the "Planting the seed" and "pilot course" should be used to organize in conjunction with the final meeting an informal event disseminating the project, as it is believed that this will create a higher impact on the target group than developing more brochures.

With regard to the 3rd Press release at national level, it was agreed that all partners will send the text and they will format the text in the correct template and send to the Uni. Pitesti no later than the 14th of May, 2012.

It was noted that the registration process for papers in conjunction with the International Conference is still open until the end of May, so it is important that partners continue to disseminate the opportunity for submission of papers.

11.00 - 11.30 | Coffee break

6. WP4 - Test and validation | Oxfam

Francesco described briefly their experience and findings from the pilot workshop. The overall feeling was that the participants were very satisfied and that they really felt that they benefitted from participation in the workshop. However, preliminary findings suggest that it would be good to provide more practical examples to the content of the pilot workshop.

Furthermore, it was also suggested by the Italian participants that the Support Handbook should have a glossary of terms related to entrepreneurship.

André explained also shortly the Portuguese experience and that also the Portuguese participants had been very satisfied with the content and workshop.

In the Portuguese case people had different backgrounds and it was interesting for them to come together.

People with business advisory experiences asked different questions than people with no experience concerning business advisory.

In the Portuguese case the soft skills were more appreciated than the hard skills.

From both workshops, it was noted that the Support Handbook had been used and that it functioned as a good base, but that further training materials were developed to better support the national realities.

Both the Portuguese and Italian pilot workshop suggested that the course should be implemented over short time to maintain the motivation of the participants.

The trainers implementing the pilot workshop should provide more practical examples, and when possible to use immigrant successful cases of entrepreneurship.

It was also suggested that each participant should explain their background during the first session for the trainer to better understand the experience and professional development that the participants have.

Oxfam will develop the Assessment Report of the pilot workshop experiences and it was agreed that the report should include 3 sections:

Section 1: Introduction

(general introduction, facts from the needs analysis – how did we get to the trainers and trainees, profile of the participants)

Section 2: Assessment of the pilot courses

(including the evaluation methodology - in quantitative and qualitative terms)

Section 3: Recommendations

(mainly suggestions for future implementations of the workshops/training courses)

It was also agreed that the guideline handbook should consider the recommendations and suggestions described in the Assessment Report.

13.00 - 14.00 | Lunch

7. WP5 - Post implementation | Uni. Lodz

The Uni. of Lodz will develop a matrix for improvement for the Support Handbook, the Uni. Lodz will further coordinate and develop this improvement report. The improvement report focuses exclusively in the training materials (guideline handbook and support handbook). Once this report is ready, each partner will implement the specific changes for the module that they were responsible for developing.

It was agreed that no later than the 10th of May the Uni. Lodz would send the improvement matrix for the external assessment of both the Support Handbook and Guideline Handbook. The Uni. Lodz would also coordinate the different inputs from the partners concerning the external assessment.

By the 1st of June the *Guideline Handbook and Support Handbook* should be reviewed and the matrix should be sent from partners to the Uni. Lodz.

By the 15th of June Uni. Lodz will provide the improvement report incorporated all the comments from the partners and then each partner will incorporate the changes concerning their module accordingly to the improvement report.

It was agreed that if a comment/proposed change has not been implemented a short justification explaining why, should be made.

By the 16th of July - partners will send the final module (marked with visible changes for SPI and Oxfam to understand which new things have been added, as they have already translated the Support Handbook once) and Uni. Lodz will include the reviewed modules into the final version of the English version of the Support Handbook by the 31st of July.

It was also agreed that Oxfam would develop the final version of the Guideline Handbook considering any applicable changes from the external assessment and also this Handbook shall be ready no later than 31st of

July.

It is very important that the deadline for translation of the final version of the Support Handbook and the Guideline Handbook into all partners' languages are being kept and are ready no later than: **7th of September, 2012.**

8. WP7 - Exploitation | SPI

SPI presented the WP's progress, which contain three main deliverables namely:

- The Exploitation Strategy;
- The Network Database;
- The Best Form DVD.

As the Network database was developed in the initial phase of the project, it was suggested that each partner would update their database, as it is likely that more key actors have been included throughout the project and send the updated file to ASI no later than 31st of May.

The Best Form DVD will contain all the products and results available and SPI will develop the electronic version in all the partners' languages and each partner will then produce the DVD.

As such there are no exploitation events planned neither are there budget for this for any of the partners, however it was agreed that if possible it would be good if each partner could implement an event to inform the target group about the project results. This could be done in conjunction with another project or event to keep the costs low or not to have any at all.

SPI and ASI will jointly develop a draft of Intellectual Property Agreement and send it to the partners until the end of May.

15.30-16.00 | Coffee break

9. Planning of next steps and responsibilities

Main activities and next steps until the 5th and final meeting are the following:

Activity	Responsibility	Deadline
WP1 - Project Management		
Sending the 4th project meeting minutes	SPI	8th of May
Comment on meeting minutes	All partners	Until 11th of May
Provide feedback concerning the Interim Report	SPI	As soon as information is available
5th and final meeting	All	13th and 14th of September
Distribution of final report template	SPI	When available
WP4 - Test and Validation		
Assessment Report	Oxfam	31st of May
WP5 - Post Implementation		
Develop matrix	Uni. Lodz	10th of May
Provide comments on the Support Handbook and Guideline Handbook	All partners	1st of June
Improvement Report	Uni. Lodz	15th of June
Modules - final versions	All partners (each partner one module)	16th of July
Final version of the Support Handbook (EN version)	Uni. Lodz	30th of July
Final version of the Guideline Handbook (EN version)	Uni. Lodz	30th of July
Translation of Support Handbook and Guideline Handbook	All partners (except ACBBA)	7th of September
WP6 - Dissemination		
3rd newsletter development	Uni. Pitesti	11th of May
Translation of 3rd newsletter	All	18th of May
3rd newsletter dissemination	All	25th of May
3rd press release all partners send their national press release to Uni. Pitesti in the correct format	All	14th of May
Dissemination reporting and send to Uni. Pitesti	All	31st of May
Dissemination reporting -	Uni. Pitesti	15th of June

*Boosting Entrepreneurship Tools for Migrants
Minutes 4th meeting Pitesti | 26th April, 2012*

gathering and sending information		
WP 7 - Exploitation		
Development of electronic version DVD	SPI	12th of September
DVD distribution to partners	SPI	13th of September
IPR Agreement	SPI / ASI	31st of May
WP 8 - Website		
Website updates	SPI	31st of May
Roadmap for exploitation activities	SPI	15th of June
WP9 - Quality and monitoring		
Send questionnaire to partners	ILI	12th of May
Partners return questionnaire	All	18th of May
3rd evaluation report	ILI	31st of May

End of meeting day.