Boosting **E**ntrepreneur**S**hip **T**ools **FOR M**igrants

Kick-off Meeting

Sociedade Portuguesa de Inovação

Oporto, Portugal, December 14th-15th, 2010

MEETING MINUTES

1. Participants

Partner number	Institution	Name
P0	Sociedade Portuguesa de Inovação (SPI) (PT)	André Barbosa
		Dora Fazekas
		João Pereira
P1	Inveslan XXI S.L (ES)	Itziar Gómez
P2	Association of Community-Based Business Advice (UK)	Armando Pardo
P3	Oxfam Italia (IT)	Valentina Albertini
P4	University of Lodz (PL)	Marcin Podgrocki
		Janusz Kornecki
P5	University of Pitesti (RO)	Georgeta Chirlesan
		Dumitru Chirlesan
P6	Associação de Solidariedade Internacional (ASI) (PT)	Vasco Soares
P7	Institute for Innovation in Learning (DE)	Sónia Hetzner

2. Tuesday, December 14th, 2010

09:30	**Welcome Session (part 1) – *Presentation of SPI*** André Barbosa made a presentation of SPI services and activities.
10:00	**Welcome Session (part 2) – *Partners´ introduction*** Each partner made a presentation of its institution, focusing on its history, on its main activities and on its LLP projects background.

11:30	**The World of BEST FORM (part 1) – *Project presentation*** André Barbosa made an overall presentation of Best Form project and of the technical issues concerning WP1, focusing on the following issues: • Background of the project – in which it was highlighted (i) the special need of business support that immigrants have and (ii) the community-based business support (CBBS) model as a path to address such need; • Objectives; • Transfer of Innovation – in which it was highlighted (i) the application of the training materials and research methods of a former Equal project – Support of Inclusive Entrepreneurship Development (SIED), led by P2, and (ii) the importance of the mixed embededness (structural conditions, cultural background and personal characteristics) for the CBBS model; • Details of Work Package (WP) 1 – focusing on aims and outcomes; • Overall description of WPs 2 to 9 – focusing on outcomes and deadlines; • Revised workplan – WP 1, 2, 6, 7 and 9 have been postponed 1 to 2 months, since the project started with a 2 month delay. *Outcomes of the session* • The revised workplan will be synchronized with the internal deadlines of each WP, as suggested by each WP coordinator; • An interactive tool (such as moodle) will be used for internal purposes and also for the pilot training course (blended learning); • It was clarified that the evaluation of the Pilot Courses will be responsibility of P3, with the necessary help of P7; • It was also clarified the differences between the Support Handbook (oriented for the trainees) and the Guideline Handbook (for the trainers); • The dissemination and exploitation strategies were considered of extreme importance to contribute to the long-term sustainability of the project.

12:15	**The World of BEST FORM (part 2) – *SIED presentation (product to be transferred)*** Armando Pardo made an overview of the CBBS model, applied under SIED project, and which shall be the object of transfer of innovation within Best Form, emphasizing the following: • CBBS model is developed within existing communities, preferably already providing business support services; • CBBS model is based on 3 components: (i) professional development of trainee business advisers, (ii) infrastructure development at local level; (iii) capacity building of organizations; • CBBS model is not only a course: it also involves peer support, coaching, network and accreditation; *Outcomes of the session* • Armando Pardo specified the conditions for recruiting business advisers (business experience, language skills, education and interpersonal skills);

14:30	**WP Discussion – WP2 (need analysis)** Itziar Gómez presented WP2, focusing on the following: • WP overall description; • Need Analysis Report; • Case Studies Report; • Itziar also suggested internal deadlines for the WP, which shall be synchronized with the revised workplan. *Outcomes of the session* • It was decided that the Case Studies Report will be originally prepared in English and then translated into the partners national languages; • It was decided that the Case Studies Report shall focus on successful cases of business advisors within immigrant communities. If there aren´t any cases like that, the partner shall preferably provide case studies among other disadvantaged groups; • P1 shall provide the general structure in which the Case Studies Report shall be written. The methods of collecting information will be up to each partner; • By January 15th, P1 will send the guidelines for the interviews and the proposed structure for the Case Studies Report.

15:15	**WP Discussion – WP3 (Product Adaptation and Development)** Armando Pardo made a presentation of WP3 focusing on the following: • Workshop program content; • Self-study manual; • Issues related to adaptation (regarding the course and the manual). *Outcomes of the session* The following issues regarding CBBS model were clarified: • None of the beneficiaries of the program were already business advisers; • All the beneficiaries of the program were members of an immigrant community; • The training program lasted for 8 months (3 times a week, approximately); • The program involved not only training sessions, but also ground work (coaching), peer support (share of experiences) and distant learning; • The trainers were recruited among ACBBA and IBC, mainly.

16:00	**WP Discussion – WP4 (Test and Validation)** Valentina made a presentation on WP4, highlighting the following aspects: • Overview of WP4; • Expected results; • Valentina also suggested some internal deadlines for the WP, which shall be synchronized with the revised workplan. *Outcomes of the session* • P3 will try to implement the pilot training course in more than 1 city (Arezzo and Florence, probably); • A blended learning context will be used within the pilot training courses; • An interactive tool will also be used for internal purposes of the project; • It was agreed to replace the questionnaire for a semi-structured interview as the tool for evaluating the pilot training course; • It was clarified that the experts referred to in the proposal were internal resources, meaning people from each partner not involved in Best Form activities.

17:15	**WP Discussion – WP5 (Post-implementation)** Marcin Podgrocki made the presentation of WP5 emphasizing the following: • Aims of the workpackage; • Activities; • Inputs and outputs; • Plan of Action. *Outcomes of the session* • It was suggested the use of a validation method for evaluating the improvement proposals, applied internally (to trainees and trainers) and externally (to national experts); • Regarding the main outcomes of the project (training content, guideline handbook, support handbook and interactive tool), it was suggested to have a standard part (common to all partner countries) and a specific part (with different contents for each partner country); • The moment for translating the content of these main outcomes shall be decided afterwards, considering the budget limitation and the most appropriate moment for doing that.

3. Wednesday, December 15th, 2010

09:30	**WP Discussion – WP6 (Dissemination)** Georgeta Chirlesan presented WP6, dealing with the following issues: • Conceptual basis for the D&V strategy; • Definition and role of dissemination; • Effective dissemination; • Hints from the European Commission; • Best Form dissemination strategy. During the presentation a folder was distributed, containing proposals for the following items: • Project logo; • Brochure; • Leaflet; • Headed paper; • Dissemination Strategy. *Outcomes of the session* • It was clarified that Brochure printing will be PO´s responsibility, since the budget for that task is exclusively allocated to that partner; • It was decided to have more than one type of brochure: (i) one to disseminate the project; (ii) another to "plant the seeds" of the CBBS model in ES, PL, RO, DE / or to promote the pilot course in PT and in IT; • For the Project Brochure, it was recommended not to include too much text, just emphasizing the main aspects of Best Form; • It was decided not to have a questionnaire for the follow-up of the press releases – a non-standardized form of info collection will be applied; • It was decided not to use visiting cards for the project; • Project logo – please see WP8 description; By January, 7th, 2011, each partner shall provide the following for P5: • The instruments willing to use for dissemination purposes; • Comments on the Brochure content; • Comments on the Best Form dissemination strategy.

10:15	**WP Discussion – WP8 (website)** André Barbosa presented WP8 as follows: • Project logo; • Project website. • Internal deadlines for the execution of this WP were also presented and will be synchronized with the revised workplan. *Outcomes of the session* • It was decided to use Google Analytics in order to measure the impact of the website use. Regarding the logo, P0 presented 3 proposals and P5 presented 1 proposal. After voting, the first proposal of P0 was approved, with the following modifications:

	• The entire name of the project shall be written under its acronym; • The acronym shall be written in only 1 colour.
12:15	**WP Discussion – WP9 (Quality and monitoring)** Sónia Hetzner made a presentation on WP9 focusing specially on following issues: • Evaluation criteria; • Indicators; • Tools. *Outcomes of the session* • It was suggested to have, at each project meeting, a time for reflecting on the project results; • It was decided to have virtual meetings on a regular basis. These meetings shall be organized by P0 and preferably be on the mid-term between project meetings; • The first Quality and Monitoring Report shall be done by March 2011, in order to be discussed during the 2nd project meeting in London, on April 2011.

14:30	**WP Discussion – WP1 (Project management)** Benjamin Alves presented the financial aspects regarding the execution of Best Form, highlighting the following aspects: • Budget; • Direct costs; • Indirect costs; • Supporting documents; • Reporting periods; • Reporting templates; • Amendments; • Payments. *Outcomes of the session* • It was clarified that the half-yearly report is an internal report, that intends to help partners to keep the financial execution of the project updated; • It was also clarified that the 2nd installment of the 1st payment (article 7, point 1.B of the Contract) shall be paid after the approval of the first half-yearly report; • P7 indicated that it shall transfer translation expenses to other costs, in order to financially support other activities (dissemination related activities, for example); • P5 indicated that shall transfer expenses from staff cost to travel & subsistence cost; • P0 became responsible for: (i) indicating the budget cuts undertaken by the Portuguese National Agency to the project partners; (ii) to ask the Portuguese National Agency whether the exchange rate could be used and updated on a monthly basis.

15:15	**WP Discussion – WP7 (Exploitation)** Vasco Soares presented WP7 as follows: • Activities; • Actions proposed by P6. *Outcomes of the session* • The network database will include not only immigrant-related associations, but also employment and training agencies, so it would be possible to get a match for the training needs; • It was also decided to use the moodle to exchange information on the network database; • The proposed action of creating a Facebook for the project, stimulating the share of experience and the interaction with the target group, was accepted; • Regarding the proposed action of implementing 2 academic workshops, it was decided to do it by the end of the project and to use it as a tool for transferring the product (that is, for training how to implement the course and how to use Best Form materials), aiming at "planting the seed" of the CBBS model, especially in the countries not hosting pilot courses (ES, PL, RO and DE); • It was clarified that the main target group for the DVD should be immigrant-related associations, preferably with potential for developing CBBS services; • The DVD content shall be decided according to whom it shall be distributed. The identification card should be simplified, according to the following: • Replace "CEO" gap for "contact person/function"; • Exclude the "number of employee" gap; • The last 4 gaps would be excluded and replaced by only 1 (optional) gap, related to a general description of the organization activities; • Include a gap named "benefits", in which it should be described the potential advantages (for the organization and for the project) provided by the exploitation activities.

16:00	**Goodbye Session – *Summary of the meeting and summary of next steps*** André Barbosa ended the Kick-off meeting, by summarizing the next steps and deadlines and by thanking each project partner for their contribution. *The next project meeting will be held on London (UK), on April, the 7th and 8th, 2011, and will be hosted by P2.*

Tasks to be completed before next meeting (2nd meeting)

Activity	Who	Deadline
WP1		
Send presentations to partners	SPI	17 December, 2010
Send meeting minutes to partners	SPI	23 December, 2010
Organise virtual meeting (Skype)	SPI	February, 8th, 2011
Prepare 2nd meeting	SPI, ACBBA	Until next meting
WP2		
Prepare the guidelines for the National Need Analysis Reports	Inveslan	15 January, 2011
Prepare the guidelines for National Case Studies Reports	Inveslan	15 January, 2011
Comment on the guidelines	All partners	24 January, 2011
Elaboration of the national researches for the need analysis	All partners	31 march, 2011
Discussion and presentation of the collected data for the need analysis	All partners	2nd meeting
Sending the National Need Analysis Reports to INVESLAN	All partners	30 April, 2011
Elaboration of the national researches for the case studies	All partners	30 April, 2011
Sending the National Case Studies Reports to INVESLAN	All partners	15 May, 2011
Preparation of the Case Studies Report (ppt) in English	Inveslan	30 May, 2011
Preparation of the Need Analysis Report	Inveslan	30 June, 2011
Translate the Case Studies Report (ppt) to other langugaes	All partners (except ACBBA)	30 June, 2011
Comment on the Need Analysis Report and on the Case Studies Report	All partners	15 July, 2011
WP3		
Development of SIED Project summary	ACBBA	15 February, 2011
Identification of areas of innovation to transfer	ACBBA	28 February, 2011
Report on Content Adaptation (guidelines for transfering the inovation and adapted structure of the training content)	ACBBA	31 March, 2011
Discussion on the Report on Content Adaptation and Development	All partners	At 2nd meeting
WP4		
No activities foreseen within this WP before next meeting		
WP5		
No activities foreseen within this WP before next meeting		

WP6		
Development of dissemination strategy	Uni. Pritesti	15 December, 2011
Comment on dissemination strategy	All partners	7 January, 2011
Register the project in the databases ADAM and E.N.T.E.R	SPI	15 January, 2011
Conception of dissemination products	Uni. Pritesti	31 March, 2011
Identification of target groups	Uni. Pritesti	4 April, 2011
Discussion on dissemination products and target groups	All partners	2nd meeting
WP7		
Development of exploitation strategy	ASI	20 January, 2011
Comment on exploitation strategy	All partners	31 January, 2011
Identification of 40 key actors per country	All partners	28 February, 2011
Development of network database (with all the key actors)	ASI	4 April, 2011
WP8		
Development of website template	SPI	14 February, 2011
Comment on website	All partners	28 February, 2011
Definition of website content	SPI	15 March, 2011
Comment on website content	All partners	24 March, 2011
Website finalized in EN	SPI	31 March, 2011
Translation of website and content to partners language	All partners (except ACBBA)	25 April, 2011
WP9		
Definition of Monitoring indicators and goals	Institute for Innovation in Learning	31 January, 2011
Elaboration of Quality and Monitoring Plan	Institute for Innovation in Learning	31 January, 2011
Comments on the indicators and goals and on the Plan	All partners	1st virtual meeting
Elaboration of quality/monitoring questionnaires (or interviews)	Institute for Innovation in Learning	15 February, 2011
Application of questionnaires/interviews	Institute for Innovation in Learning	15 March, 2011
Initial Quality and Monitoring Report	Institute for Innovation in Learning	1st April, 2011
Discussion on the Initial Quality and Monitoring Report	All partners	2nd project meeting