



## Meeting Minutes

2nd Transnational meeting | London  
14<sup>th</sup> and 15<sup>th</sup> April, 2011

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

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## 1. Participants:

<b>Name</b>	<b>Organisation</b>	<b>Country</b>
<b>Itziar Gomez</b>	<b>Inveslan</b>	<b>Spain</b>
<b>Thomas Ubrich</b>	<b>Inveslan</b>	<b>Spain</b>
<b>Francesco Lucioli</b>	<b>Oxfam Italia</b>	<b>Italy</b>
<b>André Barbosa</b>	<b>SPI</b>	<b>Portugal</b>
<b>Mette Christensen</b>	<b>SPI</b>	<b>Portugal</b>
<b>Janusz Kornecki</b>	<b>University of Lodz</b>	<b>Poland</b>
<b>Sonia Hetzner</b>	<b>Institut für Lern-Innovation</b>	<b>Germany</b>
<b>Vasco Soares</b>	<b>ASI</b>	<b>Portugal</b>
<b>Crenguta Tomescu</b>	<b>University of Pitesti</b>	<b>Romania</b>
<b>Armando Pardo</b>	<b>ACBBA</b>	<b>UK</b>
<b>Natalie Telesford</b>	<b>ACBBA</b>	<b>UK</b>

## 2. Introduction | Day 1

The meeting started at 9.15 where ACBBA and SPI bid all partners welcome and confirmed that the agenda for the two meeting days was approved.

## 3. WP1 Project Management | SPI

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

A virtual meeting was proposed between the 2<sup>nd</sup> and the 3<sup>rd</sup> meeting, and the 19<sup>th</sup> July, 2011 was agreed as date.

The proposed dates for the 3<sup>rd</sup> meeting were also discussed, and it was agreed that the meeting will be in October; however the exact date will depend on partners' availability. So dates are yet to be scheduled.

Other points that were noted during the brief overviews of all the WPs:

- ACBBA will send the final version of the SIED content adaptation.
- SPI suggested to try and to have the final results of the Support Handbook, the Guideline Handbook and the Interactive Tool ready in may/June 2012, which then would leave more time for partners to translate.
- The network database should be completed by 16<sup>th</sup> may, 2011. All partners will send their national database with stakeholders to ASI by 10<sup>th</sup> may, 2011.
- The English version of the website will be online from 16<sup>th</sup> May; partners are to provide feedback.
- Regarding the brochures in total the partnership can print 2400 copies. It was suggested to print 1200 copies now of the final version of the brochure and leave the rest 1200 copies for other types of brochures such as 'plant the seed' etc.

### *Other items discussed*

- It was highlighted the vital importance to engage the stakeholders, target groups in the project. In order to achieve that, it was suggest to introduce the idea of "associated partner" – an exchange of institutional information among Best Form partners and interested NGOs.
- It is also important to engage with immigrant communities in Italy and Portugal – countries that will host the pilot courses – so they can feel they own the courses. In this context, it was emphasized that the pilot courses should be built along with the immigrant communities (and not just sell a ready product to them).

**Coffee break - at 10.45**

**4. WP2 Needs Analysis | All partners**

All partners provided a brief presentation concerning the preliminary results from the needs analysis regarding national contexts. A few points were highlighted in each presentation:

A. University of Pitesti (Romania)

- The main obstacles for immigrants to become entrepreneurs were legislation and language issues.
- The immigrants are highly qualified, coming to Romania specially for study purposes.

B. Inveslan (Spian)

- The immigration was high until 2008. A total of 12% of the population in 2010 were immigrants. The sector in which most immigrants are engaged is the construction sector.
- The main barrier is the access to financial resources.
- Business advisers working with immigrant communities are willing to improve their communication skills.

C. Institut für Lern-Innovation (Germany)

- No results of the need analysis were presented. Instead, 6 case studies were presented.
- It was underlined the existence of several initiatives related to business support to immigrant communities in Germany.

**Lunch - at 13.00**

D. Association of Community-based Business Advice (United Kingdom)

- Profile of business advisers: from 40 to 50 years, highly qualified, slightly more women, minority ethnics were the main client group and they work in business support organizations that provide other types of services.
- The main services provided are marketing skills/knowledge.
- The main barriers towards immigrant entrepreneurship are finance issues, appropriate knowledge/skills and a narrow market (restricted to the ethnic community).
- Main skills needed from business advisers are: motivational, advisory and communication.
- Gaps identified among business advisers: language barrier, business skills, cultural differences.
- Change of provision meaning that business advice before was provided using the face-to-face method, while now there has been a shift towards using databases an example of this is the government programme Business link: <http://www.businesslink.gov.uk/bdotg/action/home>.

E. Associação de Solidariedade Internacional (Portugal)

- Immigrants in Portugal can be divided into 3 main groups – East Europe (Ukraine, Russia, Romania); African (Angola, Cape Verde, Mozambique); and South America.
- The majority of business advisors are women. The advisors are requesting for better skills in terms of legislation concerning entrepreneurship, and immigrants as the system and legislation in Portugal is very complicated.
- There exist the following gaps for immigrants: language issues, lack of qualifications/skills, lack of information, culture differences.

**Coffee break - at 15.45**

F. Oxfam (Italia)

- Tendency towards immigrants being ‘forced’ into entrepreneurship is seen, because they have difficulties to access the labour market.
- Communicational skills and advisory skills are the most important for business advisers.
- Barriers: financial and legal matters and language skills.

G. University of Lodz (Poland)

- Poland is a rather special case regarding immigrants, because they do not have that many immigrants, as a result of this Poland is one of the most homogeneous countries in the world.
- Immigrants are often younger and better educated than Polish. The immigrants are mostly engaged in the wholesale and retail.
- There are no specific centres for business advice targeted for immigrant entrepreneurship.
- The main barriers are: bureaucracy towards immigrant entrepreneurship, low legal/legislation awareness.
- The most wanted skills among business advisers are: knowledge of the legal system and of business issues

After this presentation, it was decided that to postpone the presentation of WP3 to the next day.

End of meeting day 1.

## 5. Introduction | Day 2

The second meeting day was initiated with a summary of the main points from the previous day such as:

- All partners must engage with the target group and preferably face-to-face.
- Be aware of the challenge that is the implementation of BEST FORM during an economic crisis and a xenophobic context.
- Regarding the Needs Analysis Report
  - Include a general framework for all countries and the individual analysis of each national reality.
  - Show the similarities and differences between the involved countries regarding immigration matters.
  - Still focus on people with migrant background as the main target group.
  - Eventually publish the results of this primary research as an autonomous document.
- The results of the Need Analysis so far show that:
  - Business advisers provide mainly brokering and advising services.
  - Personal skills are the most important for business advisers.
  - Main barriers are related to financial and legal issues (and with different emphasis).

## 6. WP3 Content adaptation | ACBBA

- Best Form shall adapt part of the Professional Development Programme (PDP) developed by ACBBA under SIED project.
- Best Form should also focus on the sustainability of the CBBS model, trying to strengthening communities and gathering universities and mainstream entities.

The structure and themes of the PDP workshops might be as follows:

- i. Community based business support
- ii. Understanding business
- iii. Introduction to business start-up
- iv. Working with clients
- v. Introduction to finance for business advisors
- vi. Spreadsheet for business
- vii. Marketing for business advisors.

*Other items discussed*

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- **Support handbook:** it is desirable to include a general framework for all partners and a specific part of local content –more detailed in the cases of Italy and Portugal, which will host the pilot courses. For the countries not hosting the courses, guidelines and hints regarding their national reality will be provided in terms of local content. The case studies will not be included in the support handbook for the countries not hosting the pilot courses.
- **Interactive tool:** SPI will assume the responsibility for the development and implementation. SPI will develop the structure of the tool, explaining the possibilities and restraints of the Moddle, to which all partners will provide comments. The content of the interactive tool will be based on the support handbook, and all partners will contribute with information where needed, such as in exercises, links and information about national contexts. All partners will also be responsible for translating the tool to their national languages.
- The other partners will also be responsible for providing local content for the tool and for translating it to their national languages. A prototype of the tool shall be developed by the next meeting.

## 7. WP9 Evaluation | Institut für Lern-Innovation

- The draft version of the evaluation plan is ready. Partners are asked to send additional comments to the document to the German partner.
- It was noted that it is very important to develop synergies with other projects.
- With regard to the questionnaires, each team member from each partner should complete the evaluation questionnaires, and the risk questionnaire is to be fulfilled only one per entity. The initial quality/monitoring report will be ready by the end of May, 2011. Partners will complete the questionnaires until 2<sup>nd</sup> of May, 2011.

## 8. WP6 Dissemination | University of Pitesti

- It would be better to have 1200 copies of the 'normal' brochure and 1200 copies of another kind of brochure which could promote the project in a more brief way.
- The activities related to the need analysis should also be included as dissemination activities
- The partners who have not provided yet their dissemination activities to the Romanian partner should do it as soon as possible.

## 9. WP7 Exploitation | ASI

- All partners had made a good progress and were not missing that many stakeholders to identify.
- The main source for the network database has been so far the contact obtained through the need analysis activities.

## 10. The pilot courses | All partners

- The pilot course will take place during February and March, 2012.
- It was clarified that the pilot courses should focus on new business advisers, with a migrant background, preferably. However, it is also possible for PT and IT to recruit more experienced business advisers, if they find it feasible.
- If it turns out to be difficult to recruit business advisers, other professionals working with immigrants such as counsellors, trainers, consultants working with immigrants too can also be invited to participate in the pilot courses.
- The target group could also include potential business advisers working on a voluntary basis.
- In Italy, Oxfam will also include cultural/interlinguistic mediators as a target group.
- It is very important that the target group realizes the added value of its participation in the pilot course, and thus increase their possible interest to participate.

## 11. Deadlines

What?	Who?	When?
<b>WP1 – Project Management</b>		
Send minutes from 2nd meeting	SPI	21/4/11
Send presentations, pictures etc from 2 <sup>nd</sup> meeting	SPI	21/4/11
Send required document to SPI as requested from Benjamin Alves regarding progress report	All partners	22/4/11
Send mail to all partners with required template information concerning Interim report	SPI	When template for reporting information is available
Interim virtual meeting	All partners	19/07/2011
Submit interim report	SPI	30/09/11
<b>WP2 – Needs Analysis</b>		
Send National Need Analysis Report to Inveslan	All partners	30/04/11
Send National Case Studies Report to Inveslan	All partners	16/05/11
Elaboration of the draft Case Studies Report in English	Inveslan	31/05/11
Need Analysis Report	Inveslan	30/06/11
Provide comments to Case Studies Report	All partners	08/06/11
Incorporate comments from partners to Case Studies Report	Inveslan	11/06/11
Translate of the Case Studies Report to national languages	All partners	30/06/11
<b>WP3 – Content adaptation</b>		
Send final version of the Guidelines for Content Adaptation	ACBBA	30/04/11
Training Content (draft version of the training curricula)	ACBBA	30/06/2011
Support Handbook (draft version)	ACBBA	30/09/2011
Structure of interactive tool	SPI	30/09/2011

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WP6 – Dissemination		
<b>Report on dissemination actions</b>	University of Pitesti	30/04/2011
<b>Translation of brochure to national languages</b>	All partners	30/06/2011
<b>Printing of brochure 1200 copies</b>	SPI	29/07/2011
<b>1<sup>st</sup> newsletter (final version)</b>	University of Pitesti	16/05/2011
<b>Leaflet (final version)</b>	University of Pitesti/SPI	16/05/2011
<b>1<sup>st</sup> newsletter (translation and distribution among the network database)</b>	All partners	30/05/2011
<b>Leaflet (translation and distribution)</b>	All partners	30/05/2011
<b>Press release (final version)</b>	University of Pitesti	15/07/2011
<b>Press release (translation and distribution)</b>	All partners	29/07/2011
WP7 - Exploitation		
<b>Send national database (collection of stakeholders) to ASI</b>	All partners	10/05/11
<b>Final database</b>	ASI	16/05/11
<b>Update database</b>	ASI	30/09/11
WP8 – Website		
<b>Send website text to partners</b>	SPI	02/05/11
<b>Send comments/feedback concerning content</b>	All partners	09/05/11
<b>Website English version</b>	SPI	16/05/11
<b>Translate to national languages</b>	All partners	15/06/11
WP9 – Evaluation		
<b>Send final version of evaluation strategy</b>	Institut für Lern-Innovation	30/04/11
<b>Send completed questionnaire to Institut für Lern-Innovation</b>	All partners	02/05/11
<b>Initial quality/monitoring report</b>	Institut für Lern-Innovation	30/05/11
<b>Send questionnaires to all partners concerning interim report</b>	Institut für Lern-Innovation	01/09/11