

BHAGAVAT EDUCATIONAL TRUST

**TOI" MUTUAL ASSISTANCE"
project**



Partner Meeting Minutes - Seminar 1 and Seminar 2

"MUTUAL ASSISTANCE – SEMINAR 1"

Bankya, BULGARIA from 22 to 28 January 2012

Partner Meeting I

Meeting and Sessions Minutes

Present:

	<u>First Name</u>	<u>Surname</u>	<u>Country</u>
1	Sergio	Bolletti	Italy
2	Simona	Poddu	Italy
3	Antonella	D'Amelio	Italy
4	Leticia	Vega	Spain
5	Patricia	Sánchez Gómez	Spain
6	Laura	Carcia	Spain
7	Omer	Kaya	Turkey
8	Mateusz	Gralak	Turkey
9	Tomasz	Stuleblak	Turkey
10	Paul	Baron	United Kingdom
11	David	Richardson	United Kingdom
12	Ekaterina	Cox	United Kingdom
13	Borislava	Shushkova	Bulgaria
14	Galia	Kabadzova	Bulgaria
15	Stefan	Krastev	Bulgaria

Also Present:

1. Ms. Olya Lenkova – director of the orphanage in Doganovo village, Elin Pelin municipality, Sofia region; present as a guest speaker on the evening of Day 1 (23 January 2012)
2. Ms. Silvia Georgieva – social worker at the orphanage in Doganovo village, Elin Pelin municipality, Sofia region; present as a guest speaker on the evening of Day 1 (23 January 2012)
3. Mrs. Galia Tsvetanova - director of the Home (orphanage) for Children and Youngsters with Mental Disabilities "Faith, Hope and Love" in the town of Mezdra, Vratsa region – hosting the seminar group on Day 3 (25 January 2012)

Start Date: 22 January 2012 (arrival day)

End Date: 28 January 2012 (departure date)

Location: Bankya town, Sofia Province, BULGARIA

OBJECTIVES OF SEMINAR/PARTNER MEETING I

1	To transfer and disseminate the general ethos of Mutual assistance within the project partnership (to project partners)
2	Gaining a greater understanding of the other partners involved in the project partnership
3	To help partners realize the benefits of mutual assistance mobility for their target groups' professional, educational and personal development
4	To provide partners with sufficient information about the current "Living and Learning Abroad" mutual assistance mobility project, that has been taking place between UK and Bulgaria and more recently Turkey
5	To share best practice from experienced organizations and participants
6	To provide sufficient information on the Transfer of Innovation Project lifecycle and work on country specific action plans
7	To underline once again the importance of dissemination and work on country specific dissemination plans
8	To raise awareness of the opportunities available through the Life Long Learning programme

Attachments:

1. Participants Registration Form
2. Seminar Timetable

Arrival Day (22 January)

Participants were picked up from their arrival point (airport or bus station) and delivered to the hotel by private transport, arranged by Bhagavat. The programme of the seminar started the very first night with a few fun „ice breaking“ and „getting to know each other“ activities and simulations, which finished about midnight. These activities helped the fruitful start of the following day, as the participants managed to learn a bit about each other and the group forming process was already in progress.

Day 1 (23 January)

1.1 Welcome space (09:30 – 11:00h)

During the first morning, the seminar started by a so called “Welcome Space Method”. The “Welcome Space” consisted by different „stations“: in the conference room where the participants were introduced to the different stages of the seminar. As welcoming the participants to take ownership of the seminar, they could write and change the outline of these stations.

The participants were also encouraged to list their expectations of the seminar in a flip chart with the headlines: **“Get” and “Give”**.

Generally, the “Get”-part could be summarized as the participants had the expectations of exchanging experience with the other participants, and to gain knowledge through this exchange of experience on different topics. Some of the topics identified by participants included: cooperating with other partners; a new methodology to manage projects; achieve objectives; intercultural experiences; Motivation Innovation Cooperation; enjoy peoples company; meet interesting and nice people from other countries and cultures; Cement new and old partnerships; new partners; knowledge, learning from others experience; success of project; an eye-opening experience (visiting an orphanage); motivation through meeting new people; new ideas thoughts view perspectives; ideas how to be better at my work; innovative points of view. Participants also listed that they wished to find partners for new projects.

The “Give”-side mostly concerned that the participants wanted to share their own experience with the other participants; furthermore other things participants were willing to “Give” included: Aid to disadvantaged people; experience; a different point of view; new mobility projects; my experience and different points of view; expertise; support; love; knowledge; understanding; opportunity to work together in the future; ideas; share knowledge, experience, to contribute as much as I can my own experience.

Another very important station was the **STAKEHOLDERS** station, were participants had the opportunity to explore the stakeholders of the training course (LIFELONG LEARNING PROGRAMME, BHAGAVAT EDUCATIONAL TRUST, SENDING AND HOSTING COUNTRIES DISADVANTAGED GROUPS, PARTNER ORGANISATIONS, as well as the participants themselves) and their interest in this seminar and the TOI project.

Some of the interests identified around the different stakeholders included:

LIFELONG LEARNING PROGRAMME: promote cultural exchange, promote educational and employment program, promote Leonardo, to promote European citizenship, increased the quality of mobility projects, to make the world better, promote mobility, to spend their budget, multiplying effect.

BHAGAVAT EDUCATIONAL TRUST: to learn from your experience, to learn and meet participants, get inspired through meeting motivated people, to learn from best practices, to transfer innovation and to increase our experience, to meet intelligent and active participants, to solve common problems and mistakes that we normally make when applying for LLP project, transfer the concept of Mutual assistance, to learn from partners, to promote our mobility projects.

SENDING AND HOSTING COUNTRIES DISADVANTAGED GROUPS: to create tools, ways or grants to let disadvantage people to move and experience new things; innovation and love for all of the human being;

breaking barriers; experience, exchange; to give the hope to the disadvantaged people; innovation and mobility; knowledge; have more opportunities for mobility; learn how to manage as sending and hosting organisations; innovation.

PARTNER ORGANISATIONS: gain valuable contacts; new contacts, future projects, new methods adaptable in local, strong cooperation; give a support to realize the project; looking for/finding organizations for cooperation; multiple transference; sharing experience with other organizations; support; Build long lasting relationship; Build relationships; Determine what being disadvantaged actually is!

PARTICIPANTS: Build network with reliable and experienced partners; to meet like-minded people to inspire me to do more; try to solve my problems using someone's experience; to learn; speak with other people; cooperate with other partners to get the success of the project; raising my knowledge, raising my experience, new friendships, contributing to project; with an open and mind and heart; intercultural exchange; get to know views of other people.

The **CONCEPTS** station was equally important, based on the concepts of MUTUAL ASSISTANCE, NON-FORMAL EDUCATION, EMPLOYABILITY/CAREER PROGRESSION participants were invited to discuss and write what they associate a particular concept with.

Some of the associations that arose in the group discussions were:

MUTUAL ASSISTANCE: Help you= help me; one marginalized group assisting another, while benefiting from the experience; helping oneself to help others; formal qualification that is unobtrusive; life for people; Sinergy; assistance and cooperation; solidarity; to share; human development; support.

NON-FORMAL EDUCATION: individual responsibility for learning; voluntary work in team; values; sharing of results; the way of getting people interested; participative processes; Collective and shared evaluation; group support of learning; NFE that is structured; Learning- centered and flexible; the right to make mistakes; much more pragmatic than formal education; innovative teaching methodologies; Voluntary and self-organized learning; openness and transparency.

EMPLOYABILITY/CAREER PROGRESSION: transversal competences; realistic outcomes that is relevant to the individual and their circumstance; recognition of NFE; autonomy; giving alternative to conservative model of learning and working; give opportunity another collectives; active participation in the society; practical and innovative skills; being open to new opportunities, courage; autonomy life.

Other stations in the Welcome Space included:

EXPERTIESE SHARING: where participants were invited to share their personal areas of expertise, as well as if they are happy to share that knowledge with the other participants. In the same vain everyone could list the areas where they would like to receive knowledge from the other participants.

PORTRAIT SPACE: participants were invited to visit this space with another seminar participant, someone they have not met before and discover more about each other through the medium of art.

On a scale of 1 to 10 the average score given to the Welcome Space activity by the participants in their evaluation forms is 8:00.

[1.2 Knowing me, knowing you \(11:30 – 13:00h\)](#)

After the participants found enough about each other in the course of the first evening and the Welcome space and managed to get to know each other better on a personal and professional level – it was now time to get to know on an “institutional” level – i.e. to find out more about the partner organizations involved. Despite the fact that the partnership had already been well established – it was considered necessary to present the organizations at the seminar also, as the different participants have had different involvement with the project before hand, so it was necessary to give everyone at the seminar an equal start.

The organisations that presented themselves within that sessions were: Magenta (Spain), Cosvitec (Italy), Bhagavat Bulgaria and Izmit Municipality (Turkey). After each presentation there was also a question and answers session, where active participation was encouraged by the seminar facilitators in order to nurture better understanding of the partners involved.

The average score given to this activity by the seminar participants was 7.55.

[1.3 Introduction to Bhagavat Educational Trust \(15:00 – 16:30h\)](#)

The first half of the afternoon was dedicated to presentation of the coordinating organisation, but also of the mutual assistance ethos as well as previous successful projects. A few videos were played, showing the various facets of the project, to mention one – a BBC documentary dedicated to a young lady who took part in the “Living and Learning Abroad” mobility project in 2009 and made a huge positive change to her life as a result.

Long term trends were explained and how Bhagavat is working towards the aspirations of the EU 2020 Strategy.

Information was also provided on the philosophy and history of Bhagavat, explaining the synergy due to being Certificate holders and also running a TOI project consecutively.

Again this was followed by a Q&A session and a discussion about mutual assistance, the allocated 90 minutes were not sufficient time for that and the session overall received a mark of 7.66 by the participants.

[1.4 Exploring the benefits to the Host Country’s Marginalized Groups \(17:00 – 18:30h\)](#)

The aim of this session is pretty well depicted in its title, the delivery was through guest speakers presentations – Ms. Olya Lenkova – director of the orphanage in Doganovo village, Elin Pelin municipality, Sofia region and the social worker Silvia Georgieva presented the topic from the point of view of the host country marginalized groups.

The orphanage in Doganovo has already hosted a few flows of Leonardo participants in the course of the partnership with BET, so it was interesting to share the positive changes this has brought to the institution but also to the behavioral and social situation of the residents there, who are all aged 7 to 18.

Also presented were country specific information related to the social care system in Bulgaria, which was extremely interesting to the seminar participants, most of which came from social workers background.

The questions and answers session rolled over to dinner and the overall score that this entry received was 8.11.

Day 2 (24 January)

2.1 Phases of a Mutual Assistance Mobility (9:30 – 13:00h)

After the seminar participants had already on the previous day met each other on a personal, professional and institutional level; had once again received information about the coordinating organisation and the mutual assistance topic and concept and had furthermore discovered the benefits to the Host Country marginalized groups it was now time to go into more specific details about the actual mobility project (Living and Learning Abroad) on which the transfer was based.

The method used was "World Café", the seminar participants were split randomly into 3 smaller groups and they had to rotate on 3 different stations, which presented different phases of the Living and Learning Abroad project, namely Recruitment and Preparation, Placement and Follow Up. Each station was managed by a BET representative who would spend 45 minutes with each of the small groups, presenting the stage of the project and than also provoking questions and discussions.

At the end the 3 small groups and BET representatives came back to plenary for a final round of discussions before lunch; the score this seminar element received was 7.88.

2.2 Career Seminars and Qualification Work (15:00 – 16:30h)

The first part of the afternoon on that day was dedicated to two very important elements – the career seminar that normally takes place half-way through the placement as well as the qualification work that starts with the very inception of the participants to the project, continues through the preparation and placement and finished during the follow up.

The delivery was a mixture of Theoretical input, simulation and role play, followed by work in small groups - creating a profile of a young person from the project target group; as well as group discussion.

Following the input, presentation and case study - a role play was undertaken, where seminar participants had to undertake a mock interview with a typical representative of the target group from the sending country (disadvantaged young person) and from their findings – in small groups they had to design a career seminar and qualification suitable to the needs and ability of the target group.

The session was closed in plenary with a group discussion, and the overall score participants gave it was 6.72

2.3 Exploring the benefits to the Sending Country's Marginalized Groups (17:00 – 18:30h)

This session was handled well by one of the UK representatives, who has also during the course of a few years participated numerous times as a team leader (accompanying person) on the Living and Learning Abroad project – preparing and supporting disadvantaged UK young people through their participation.

Through presentation, videos, work in small groups and simulations the seminar participants explored the concerns, fears and obstacles that a disadvantaged young person would face before joining a mutual assistance mobility project, how best to overcome these through preparation and support; and the benefits that this young person would gain from participating.

This session put the right ending of the plenary activities on day 2, and was evaluated with a score of 8.68 by the seminar participants.

This very same evening the hosting team organized an intercultural dance night, where all participants were invited to share their country's culture through showing traditional dances and samples of their national cuisine, which they were asked to bring in advance. This was not only a fun cultural activity, but it also helped the seminar participants to jell together more into the big seminar group, which undoubtedly had a positive effect on the functioning of the partnership later on.

Day 3 (25 January)

3.1 Visiting an orphanage where Mutual Assistance mobility has taken place (9:00 – 17:00h)

Despite the rather complicated weather conditions (heavy amount of snowfall) the seminar continued as per the plan and the partner representatives were taken on a 130 kilometers trip North to the Home (orphanage) for Children and Youngsters with Mental Disabilities "Faith, Hope and Love" in the town of Mezdra, Vratsa region. A tour was organized around the orphanage so that the seminar group could witness the work undertaken by previous Leonardo participants that have been hosted in the orphanage. An art workshop was also visited – as this functions in the same vain as an SME it added to the orphanage visit, as one of the long term goals of the TOI project is to encourage the creation and sustainability of SMEs in the hosting countries.

The tour was followed by a discussion with Mrs. Galia Tsvetanova – director of the orphanage, who once again reiterated the various benefits from the project.

The visit to the orphanage was evaluated by some of the participants as "an eye opening experience", it was a very emotional experience and was given a score of 8.22.

3.2 Reflection of the Day (19:00 – 20:30h)

As the visit to the orphanage for disabled children was rather emotional – it was felt necessary to reflect on that experience properly, this was not only going to help the seminar participants handle their emotions, but also equip them with enough tools to assist future disadvantaged participants from their countries, facing similar emotional conditions.

One of the Bhagavat representatives, who is also a psychologist handled this session using some group therapy tools; and the participants gave it an overall score of 7.77.

Day 4 (26 January)

4.1 TOI Lifecycle and Country Specific Action Plans (9:30 – 13:00h)

After the previous days concentrated mostly on the mobility project (Living and Learning Abroad) on which the transfer is based – it was time to look into the future, and more specifically – the TOI project itself, its lifecycle and what the partnership had to achieve in the forthcoming months.

Following input by a BET representative the partners were asked to sit down within their organisation and prepare country specific action plans (including deadlines) concerning the following months and the Research and Needs Analysis work package. After that was done everyone came back to plenary to present their action plans, please find samples below:

BULGARIA:

1. Contact the Ministry of Social Policy and find out the reform plans (due to constant change) 2-3 days
2. To contact institutions within our own network for their views - 2 weeks
3. Field visits and meetings with orphanage staff and director - 2 weeks
4. Research: - 1 month
 - Primary- by us (visits, telephone calls, questionnaires)
 - Secondary- using secondary sources of information (publications, other materials that are already available)
5. Talking with the children: - 2 weeks
6. Prepare final report- will describe our observation of the orphanage staff, the children, area they are seated and identifying where the placements will be host.

ITALY:

1. Analysis, Statistics: Social service data base, National social assistant organization. Feb 1st – Feb 7th
2. Needs/ Skills: Feb 8th- Feb 29th
 - Questionnaires (Organizations)
 - Feedback analysis: 1. Create a profile of the 'ideal team leader' (social assistants, psychologists) March 1st- March 6th; 2. Identification of needs and skills of the selected target group(soft skills, professional skills) March 1st- March 6th
3. Pull together the information: report, website March 7th- March 16th.

SPAIN:

1. Profile: 1 month
 - Statistics: 1. Spain- SPE, Eurostat, INE (tools, surveys, SPSS); 2. Asturias (regional) - SSSS Asol (Trama, Cruz Roja); 3. Local- ELO/ City Council/ SSSS, Mar de Niebla...
 - Stakeholders
2. Informative Session, Survey, Interview (potential participants) 3 days
3. Contacts with stakeholders and Databases (European, regional, local) 1 week
4. Professional informative session 3 days
5. Cooperative work with stakeholders (previous assessment of skills and opened) 1 week
6. Professional profile of the team leaders (professional requirements, experience, social skills) 3 days
7. SPSS to design and analyze trends 1 week
8. Social networks and e-mails, media 1 week
9. Final documents (PDF.) 1 week

TURKEY:

1. Visiting orphanages in Istanbul (in search of profile group) 1 month
2. Visiting directors of social service in Istanbul (1 week + agreement)
3. Organizing the meetings with staff of orphanage to ask method to be used during the project 2 weeks
4. Having on-line and/or face to face meetings with sending organization on profile of the group 3 months
5. Creating report with different materials such as minutes, photos, videos and so on etc. 1 month

Average score: 8.22

4.2 Reporting and Dissemination, including Dissemination Simulation within Hotel and Dissemination Plans (15:00 – 18:00h)

The session started with input by BET representative, building on the TOI lifecycle that was presented in the morning now the different reports (monthly, progress, interim and final) were presented in detail, including the specific requirements for each of them. After that a short input and group discussion on dissemination in general started, presenting the basic concept of dissemination in the context of LLP project, as well as what a dissemination action plan is.

Following that the seminar participants were asked to undertake an interactive simulation – in small groups they had to go around the hotel, create a mini-dissemination action plan and following it through they had to raise awareness about mutual assistance, life-long learning programme and the TOI “Mutual Assistance” project amongst the hotel staff and guests. They had to achieve this in 30 minutes, after which they came back to plenary to present their results and now work on their country specific dissemination action plans.

It was agreed that at such an early stage of the project it was vital to start disseminating the mutual assistance ethos and concept.

Please find samples of the dissemination action plans per country below:

BULGARIA

WHAT: mutual assistance-ideas, ethos...

WHEN: February- March 2012

TO WHOM: Directors of social institutions, Ministry of Social Policy, Facebook users, other NGOs

HOW: small social event- posters, video; cocktail night- posters, videos, info cards; Facebook group inviting friends and social groups; newsletters, meetings phone calls

ITALY

WHAT: Mutual assistance- concept, ethos

WHEN: seminar 1- seminar 2

TO WHOM: users of info points- informagiovani- young unemployed; region campania; international level- website cosvitec east

HOW: organize and promote a life music event; Facebook; YouTube; website

SPAIN

WHAT: Ethos: Mutual Assistance Idea

WHEN: 2 months: seminar 1- seminar 2

TO WHOM: Professionals- Magenta staff, clients, stakeholders (Council (SSSS), Associations, Foundations, etc.)

HOW: emails, social network (Facebook, linked in); website and Blog; Informative Sessions (Magenta staff, stakeholders); Partners: other European projects

TURKEY

WHAT: Mutual assistance

WHEN: seminar 1- seminar 2

TO WHOM: universal groups (everyone); specific group: NGOs, Universities, University clubs, youth councils, Schools (normal, special)

HOW: social network, media, info meeting, promotional materials, press meeting, provocative advertisement.

UNITED KINGDOM

WHAT: mutual assistance

WHEN: seminar 1- seminar 2

TO WHOM:

NATIONAL: National Agency; YMCA England; National media; EVS Data Base

LOCAL: BET Partners; Local media; Groups celebration events

INTERNATIONAL: Planned groups in BG, Celebration events.

HOW: Email, feature articles, newsletters, phone calls, face to face meetings, website development, web links/ hyperlinks, Facebook, Twitter, social/ business networks, Participant graduates/ Young Ambassadors, Tell and Sell- the more you tell the more you sell.

Average score: 8.22

[4.3 Accountancy and Finance \(18:00 – 19:30h\)](#)

A classroom session led by the coordinating organisation, which was predominantly input based and provided partners with information on the funding and accountancy structure of the project. Not an easy sessions, as it was the ending of the day, but the participants found it really informative and gave it a a score of 7.80.

Day 5 (27 January)

5.1 Final Evaluation (9:30 – 13:00h)

This morning was naturally dedicated to final evaluation of the first partner meeting / seminar 1.

The time was also utilized to complete travel reimbursement forms and to reimburse the travel to those participants who preferred a cash reimbursement, rather than doing it via bank transfer after the seminar.

Evaluation took place in two formats:

1. Silent floor discussion – on the floor there was few flipcharts with questions or different topics where participants were asked to add comments, please find a few samples below:

The group dynamic:

- Perfect! The best group of people ever
- Very funny
- Italy, Spain, Turkey, Bulgaria and UK- What a soup!

How useful was this seminar:

- Promoted 'Mutual assistance' to new partners

The working method:

- Mostly good
 - Very interesting and different
 - Very interactive
 - Diversificated
 - Innovative
2. After the silent floor discussion finished the participants were asked to complete the seminar evaluation forms, further information and analyses on which can be found under the EVALUATION appendix.

5.2 Activities and Final Dinner

After the busy 5 days the seminar participants were treated to a true cultural experience – a visit to the International festival of Masquerade Game in the nearby city of Pernik. The 3 day festival is the biggest event of this type not only in Bulgaria but on the Balkan Peninsula. It promotes variations of ancient Bulgarian customs that are still alive today.

This was followed by a final dinner in a traditional Bulgarian restaurant (Mehana), where everyone also received a small souvenir from the hosting team.

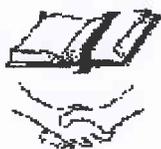
This last afternoon and evening helped re-instate the balance between work and social activities, as work and plenary sessions were basically everything that was taking place until then. It also helped relax the partners after the intensive week and for them to go home in a good mood, looking forward to the next partner meeting seminar 2.

Departure Day (28 January)

On the departure day all participants were delivered to their departure point (airport or bus station) by private transport, arranged by the hosting team.

BHAGAVAT EDUCATIONAL TRUST

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'It is better to light a candle than curse the darkness'

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MUTUAL ASSISTANCE Seminar 1 Bankya, BULGARIA 22 - 28.01.2012

PARTICIPANTS REGISTRATION

	First Name	Surname	Country	Signature
1	Sergio	Bolletti	Italy	
2	Simona	Poddu	Italy	
3	Antonella	D'Amelio	Italy	
4	Leticia	Vega	Spain	
5	Patricia	Sánchez Gómez	Spain	
6	Laura	Carcia	Spain	
7	Omer	Kaya	Turkey	
8	Mateusz	Gralak	Turkey	
9	Tomasz	Stuleblak	Turkey	
10	Paul	Baron	UK	
11	David	Richardson	UK	
12	Ekaterina	Cox	UK	
13	Borislava	Shushkova	BG	
14	Galia	Kabadhzova	BG	
15	Stefan	Krastev	BG	

“MUTUAL ASSISTANCE“ Seminar 1

Timetable

	Sunday 22.01	Monday 23.01	Tuesday 24.01	Wednesday 25.01	Thursday 26.01	Friday 27.01	Saturday 28.01
Times	Arrival Day	Day 1	Day 2	Day 3	Day 4	Day 5	Departure Day
8:00-9:00	ARRIVALS	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:30 - 11		Welcome Space	Phases of a Mutual Assistance Mobility	9:00 Day Out visiting an orphanage, where Mutual Assistance mobility has taken place	elcycefiL IOT	Final Evaluation	DEPARTURES
11 - 11:30		Coffee Break	Coffee Break		Coffee Break	Coffee Break	
11:30 - 13		Knowing me, knowing you	Phases of a Mutual Assistance Mobility		Money, money, money	Final Evaluation and Closing	
13-15		Lunch	Lunch		Lunch	Lunch	
15 - 16:30		Once upon a time BET started....	Career Seminars and Qualification Work		Reporting and Dissemination	SURPRISE!	
16:30 - 17		Coffee Break	Coffee Break	Coffee Break			
17 - 18:30		Exploring the benefits to Host Country's disadvantaged groups	Exploring the benefits to Sending Country's disadvantaged groups	Open Space			
18:30 - 20		Free Time	Free Time	Free Time	Free Time		
20-21		Dinner	Dinner	Dinner	Dinner	Dinner	
	Welcome Drink		Intercultural Dance Night	Chill out Night		"See you again" party	

Please note that changes may occur, for which you will be promptly informed.

"MUTUAL ASSISTANCE – SEMINAR 2"

Bankya, Bulgaria 22- 18 April 2012

Partner meeting II

Meeting and sessions minutes

Present:

	First name	Surname	Country
1	Roberto	Iannucci	Italy
2	Simona	Puddu	Italy
3	Roberta	Luongo	Italy
4	Leticia	Vega	Spain
5	Patricia	Sanchez Gomez	Spain
6	Lucia	Salgado	Spain
7	Pilar	Moran	Spain
8	Leilani	Van Rheenen	Turkey
9	Sinem	Gulenc	Turkey
10	Elif	Cavdar	Turkey
11	Merve	Balaban	Turkey
12	Paul	Baron	UK
13	David	Richardson	UK
14	Ekaterina	Cox	UK
15	Joshua	Richards	UK
16	Andrew	Richards	BG
17	Galia	Kabadzhova	BG
18	Stefan	Krastev	BG
19	Borislava	Shushkova	BG

Start date: 22 April 2012

End date: 28 April 2012

Location: Bankya town, Sofia Province, BULGARIA

Guest speakers:

1. **Andy Richards-** "Best ways of researching and approaching British organizations dealing with NEETs", Tuesday

2. **Josh, an ex-participant of the project-** "My life after the project with BET", Wednesday

Attachments:

- **TIMETABLE SEMINAR 2**

OBJECTIVES OF THE SEMINAR/ PARTNER MEETING 2

1	To transfer and disseminate the general ethos of Mutual Assistance within the project partnership (to project partners)
2.	To discuss with partners best methods and to once again underline the importance of dissemination, adaptation and piloting the project
3.	To give the needed support to partners to present their researches of Needs Analysis in front of the other stakeholders and especially the target group that could benefit the most from the project
4	To share best practice from experienced organizations and participants
5	To agree next steps with all partners
6	To once again gain a greater understanding of the other partners involved in the project partnership
7	To make sure partners have a full understanding for the project and help them plan the future application form they have to write and submit
8	To give partners the opportunity to present their Research and needs analysis

AIM: This is the second seminar out of 5. The aim of the seminar is to disseminate and transfer the current innovative project to Italy, Spain, Turkey and Bulgaria. The impact envisaged is to increase access to quality European mobility and to actively encourage higher volumes of groups at risk to partake in Vocational Educational Training through positive mobility experiences, culminating in:

-  **Greater Social and European awareness**
-  **Increased Self- esteem and confidence**
-  **Social Inclusion**
-  **Improved Employment Opportunities**

Arrival day (22.04, Sunday)

Participants were picked up from their arrival point (airport or bus station) and delivered to the hotel by private transport, arranged by Bhagavat. The program of the seminar started the very first night with a few fun „ice breaking “and „getting to know each other“ activities and simulations, which finished about midnight. These activities helped the fruitful start of the following day, as the participants managed to learn a bit about each other and the group forming process was already in progress.

Day 1- Partners researches

9: 30- 10:00 Re- Connecting the seminar group

Day 1 was dedicated to Partners researches. The first half an hour in the morning partners were given the chance to reconnect and get to know each other better. Partners shared personal information about them and gave more information about their background. Participants were also introduced to different stages to the seminar.

Partner researches

In four sessions (10:15- 11:00; 11:30- 13:00; 15:00- 16:30; 17:00- 18:30) all partners took a turn and presented their own researches. All of them had the chance to invite guests, show videos and presentations and share best practice. The researches were then collected from the representatives of BET and added later in the guide. After each presentation participants were invited to discuss and ask questions in order to get better understanding for the project and the different target groups. Partners shared their experiences and showed best practices as well as their ideas for approaching disadvantaged young people.

Day 2

9: 30- 11:00; 11:30- 13:00 Guests speeches, sharing best practices

Andrew Richards- As a former employee of Bhagavat Educational Trust, Andrew was invited to share how best participants could be approached and also the British organizations, dealing with NEETs, BET cooperates with during the years. Approaching the right participants and the right organizations is one of the most important steps in the project- partners were invited to participate in a discussion when they were also advised how to contact and create working relationship with suitable organizations in their countries

Joshua Richards- Joshua is a former participant in one of our projects; he was invited to the seminar and asked to share his experience and the results for him after the project. The participants were given the chance to talk to him face to face and ask him about the 2 weeks he spent in Bulgaria working in an orphanage. Joshua also shared his life story after the project and the way he was assisted by BET after he came back in the UK. We believe that having an actual participant in the seminar was extremely important as our partners had the chance to see how the project affects the young people, how they are benefiting out of it and how they could develop it in their own countries.

Both guests showed presentations and interacted with the participants of the seminar. Discussions were encouraged anytime.

15:00- 16:30; 17:00- 18:30 Contracts, reporting and Finance

All contracts and agreements were signed during the Second seminar. Bhagavat Educational Trust paid special attention to this issue and dedicated to sessions to discuss the matter with all partners and provide them with all financial information.

CONTRACTS: Partners were split into 3 groups. Each group had an individual session with BET representative where they had the chance to go through the documentation, discuss every paragraph of the contracts and agreements and receive guidance from BET. Once reviewed, contracts were given to each partner, with the request to be signed and send back to BET as soon as possible.

REPORTING AND FINANCING: Again partners had individual sessions with BET representatives. They were introduced to the reporting and the financial system BET has created especially for the TOI project. Each partner had the chance to spend time with our accountant who trained them how to use an accountancy excel program during the whole TOI project.

Each month partners were advised to send reports to BET along with a monthly report and invoices for the last month. BET also considered their suggestions for improvements for reporting.

Day 3

8:30- 18:30 Day out working in orphanages together with Leonardo participants

The seminar continued as per the plan and the partner representatives were taken on an orphanage close to Sofia, where the participants had the chance to spend one full day working with participants from the UK and experience the project themselves. The day was organized so that the seminar group could witness the work undertaken by Leonardo participants that were hosted in the orphanage the same time. As the first visit, this one was also evaluated by some of the participants as "*an eye opening experience*"; It was a very emotional experience. The main aim of this experience was to show partners the project in reality and also the impact it had on the young people and prepare them for piloting the project in their own countries.

Day 4

Career seminar

Following to the Day 3, Day 4 was also dedicated to the project and the experience with the actual British participants. Partners were offered to participate in a career seminar with the group from UK. They were asked to observe the participants and help them absorb the information. The group was offered sessions about EVS experiences, job / project opportunities in the UK and interview technics. They worked in small workshops along with our partners. This allowed our partners to get closer to the young people and get to know them better, i.e get closer to the target group and the impact the project has on them. At the end partners were asked for a feedback and also ideas for improvement. They were also advised to make a plan for their career seminar and discuss it with the BET's career advisor.

The second part of the day, BET has organized a Walk around Sofia. All guests had the chance to visit most famous places in the Bulgarian capital and relax after the handwork they did.

Day 5

9:30- 10:00; 10:15- 11:00 Next steps to Seminar 3

At last but definitely not least, partners were offered a session for agreeing the next steps after Seminar 2. As BET supports equality between partners, partners worked in small groups where they had to create and figure the tasks they had to work on after they go back home. Bet supported their decision and suggested improvements. The agreed tasks are as follows:

SENDING COUNTRIES

1. To Adapt the Mutual Assistance Ethos to Sending Country Specifics as well as to the specifics of their marginalized target group, bearing in mind the results from the Research and Needs Analysis, as well as the experience gained during Seminar 1.

- To translate and adapt "Communication is Key" Language Initiative;
- To design a careers seminar in line with country and target groups' specifics (labor market trends);
- To design preparation activities in line with country and target groups' specifics;
- To research recognition tools/accreditation available to further compliment Europass - i.e. flexible qualifications in the field of vocational training i.e. Edexcel level 1 certificate. To develop action plan and concrete proposals to implement Mutual Assistance Mobility Projects;

2. To test the effectiveness of the different elements of the project (collecting a pilot group; creating of a resource centre)

- **Locate a suitable marginalized group, select 5 members and 1 team leader you can work with, having first referred to the research analysis/Profile.** The pilot

group could be already participating in another or similar to our project. It is advanced that the members stay the same during the different elements.

The group should test each one of the elements of the project!

- ❖ The group should make a plan for fundraising money for their future project. As this is just a test group, the fundraising doesn't have to happen but simply different methods could be described and posted in the Resource Center afterword's;
- ❖ The sending organisation should hand them an information pack for a future project.
- ❖ Complete a suitable qualification and a career seminar that match their needs.
- ❖ Have Language lessons in Bulgarian (Please refer to "*Communication is the Key*");
- ❖ Finding the best way of testing- the language, the info pack - did they understand it, was it easy to follow, understanding of the actual project itself.

The Sending organisation should Issue CVs and Europasses for each one of the members. The CV should contain all their past working experience along with the actual project. Bhagavat educational Trust uses the European CV format. An overview of the whole "mini project" and suggestions for implementation should be also created for better monitoring and send to the Lead Partner

3. **Creation of Resource Centers** in Sending Countries, and translating into their languages. The resource centers should cover all elements of the project. They should contain videos, pictures, examples of a language lessons, advices and recommendations for future participants in the project. Partners were given the 2 resource centers BET has created for guidance:

RESOURCE CENTER BULGARIA

RESOURCE CENTER TURKEY

4. **To assist and support the completion of mobility application forms with the eventual aim of undertaking a mutual assistance project- You as a partner should prepare:**

- Test the group through different tests, quizzes and questionnaires that the Partner organisation should create for them to measure the influence of the different elements of the project; they should measure the impact of the project and user-friendliness and even length of such material
- A quiz for the language lessons- we could help you with it;
- A survey on their findings
- Facegroup book for the participants
- Sending the tests via e-mail

The results of the different elements should be recorded and described and sent to the Lead Partner. All used materials, questionnaires and sources should be translated into English and attach to the summary along with the originals.

5. **Finances-** forwarding on a monthly basis all invoices and expenditure so partners can maintain their financial records.

HOSTING COUNTRIES

1. Finalizing the research
2. To find the best way of helping the Sending countries of reaching different organizations in Turkey and creating working connections with them;
3. Translating Communication is the key
4. Creating an information pack about a project in Izmit- it should consist all the information that an young person going in Izmit as part of such project needs to know.
5. To make a list with all the information and tasks that needs to be completed and taking care of from the Hosting Country before, during and after a project- this will be send to the Sending Partners later.
6. To make a list with the expectations that the Hosting partner could have from the Sending Partner;

7. To start planning Seminar 3
8. To design example preparation activities in line with the target group specifics;
9. Looking for/ or designing a template of a Certificate that the Hosting country will hand to future participants in the project;
10. To develop and Action plan and concrete proposals to implement Mutual Assistance Mobility Projects in Turkey;
11. The Host Partners in this project will also have provided their valuable guidance and specific advice with relation to hosting foreign disadvantaged participants. This will contribute to the final Guide on Mutual Assistance Mobility Projects.
12. Dissemination plans for the next few months

Dissemination, clinic sessions and Final evaluation

In this last day, BET offered to partners clinical sessions, where BET representatives were at partners disposal for questions and more information. Partners were encouraged to share their opinion and fears, and also how the Seminar affected them.

The afternoon was dedicated to final evaluation of the second partner meeting / Seminar 2. The time was also utilized to complete travel reimbursement forms and to reimburse the travel to those participants who preferred a cash reimbursement, rather than doing it via bank transfer after the seminar.

See you again Party

The Seminar was ended by a final dinner in a traditional Bulgarian restaurant, where everyone also received a small souvenir from the hosting team had the chance to dance and experience the very old and famous Bulgarian tradition called NESTINARSTVO (Fire dancing) originally performed in several Bulgarian speaking villages. This last afternoon and evening helped re-instate the balance between work and social activities, as work and plenary sessions were basically everything that was taking place until

then. It also helped relax the partners after the intensive week and for them to go home in a good mood, looking forward to the next partner meeting seminar 3.

Departure Day (28 April)

On the departure day all participants were delivered to their departure point (airport or bus station) by private transport, arranged by the hosting team.



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MUTUAL ASSISTANCE Seminar 2 Bankya, BULGARIA, 22 – 28.04.2012

PUBLICITY CONSENT FORM

From time to time Bhagavat Educational Trust, through disseminating the projects might wish to use directly or with a third party your pictures or videos taken during the seminar.

Please sign below to confirm you have no objection to this.

	First Name	Surname	Country	Signature
1	Roberto	Iannucci	Italy	Roberto Iannucci
2	Simona	Puddu	Italy	Simona Puddu
3	Roberta	Luongo	Italy	Roberta Luongo
4	Leticia	Vega	Spain	Leticia Vega
5	Patricia	Sánchez Gómez	Spain	Patricia Sánchez Gómez
6	Lucia	Salgado	Spain	Lucia Salgado
7	Pilar	Moran	Spain	Pilar Moran
8	Leilani	Van Rheenen	Turkey	Leilani Van Rheenen
9	Sinem	Gulenc	Turkey	Sinem Gulenc
10	Elif	Cavdar	Turkey	Elif Cavdar
11	Merve	Balaban	Turkey	Merve Balaban
12	Paul	Baron	UK	Paul Baron
13	David	Richardson	UK	David Richardson
14	Ekaterina	Cox	UK	Ekaterina Cox
15	Joshua	Richards	UK	Joshua Richards
16	Andrew	Richards	BG	Andrew Richards
17	Galia	Kabadzova	BG	Galia Kabadzova
18	Stefan	Krastev	BG	Stefan Krastev
19	Borislava	Shushkova	BG	Borislava Shushkova

Mutual Assistance – SEMINAR 2

Timetable

	Sunday 22.04	Monday 23.04	Tuesday 24.04	Wednesday 25.04	Thursday 26.04	Friday 27.04	Saturday 28.04
Times	Arrival Day	Day 1	Day 2	Day 3	Day 4	Day 5	Departure Day
8:00-9:00	ARRIVALS	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:30 - 11		Re-connecting the seminar group	Combining researches, contributing to the generic Mutual Assistance guide	8:30 Day Out working in an orphanage together with Leonardo participants	Career Seminar	Next Steps to Seminar 3	DEPARTURES
11 - 11:30		Coffee Break	Coffee Break		Coffee Break	Coffee Break	
11:30 - 13		Partner Researches	Combining researches, contributing to the generic Mutual Assistance guide		Career Seminar	Next Steps to Seminar 3	
13-15		Lunch	Lunch		Lunch	Lunch	
15 - 16:30		Partner Researches	Contracts; Reporting and Finance		Walk around Sofia	Dissemination & Clinic Sessions	
16:30 - 17		Coffee Break	Coffee Break		Coffee Break		
17 - 18:30		Partner Researches	Contracts; Reporting and Finance		Walk around Sofia	Final Evaluation and Closing	
18:30 - 20		Free Time	Free Time		Free Time	Free Time	
20-21		Dinner	Dinner		Dinner	Dinner	
	Welcome Drink				Dinner in the Cellar Room		

Please note changes to the timetable may occur.