



3rd Restart 2 Partnership Meeting Minutes

Artis Centrum, Liejyklos str 11-23, Vilnius LT-01120

10th & 11th October 2013

Day 1: Thursday 10th October 2013

Present:

Possibilities NI – Anne Sweeney, Sophie Sweeney-Price, Karen McCann

DEL – John Mallon

CJD – Bernhard Baldas, Roland Huettmann, Jutta Blankenburg

Cartias – Justina Petronyte, Vida Nevecovic-Morkuniene, Justyna Zuromskaja, Rita Jurgelaityte

Wisamar – Carola Dierich

Gingerbread NI – Marie Cavanagh

1. Welcome and Introductions:

Partners assemble in the conference room at the Artis Centrum. Caritas welcome everybody to the third partnership meeting for the Restart 2 Project in Vilnius. Gingerbread introduces two members of staff from the organisation Maria Fox and Orla Higgins who are on an ESF study visit to Lithuania and have called in for welcomes and introductions to meet the Restart 2 Partnership before going on their study visit. Possibilities NI chairs the meeting.

2. Aims of the meeting, reminder of project objectives, review of progress (WP1):

Possibilities NI reviews the aims of this meeting these are:

- Reminder project objectives & project progress (WP 1)
- Present main adaptation processes of partners (WP 3)
- Review translation process within the project (WP 3)
- Workshop on delivering Restart and training pilot guidance (WP4)
- Training pilot updates from all partners (WP 4)
- Presentation of training pilot questionnaire (WP4)
- Update on evaluation activities (WP6)
- Review and plan dissemination activities (WP7)
- Meet with Caritas' Stakeholder Forum (WP7)
- Review and plan ECVET implementation within the project and the Best Practice Report (WP5)

- Hold workshop/session on finance within the project with Gingerbread (WP1)
- Planning for the Interim Report
- Planning for the Project Final Dissemination Event
- Planning for the next meeting in Germany

Reminder of project objectives:

- Research situation of lone parents in each partner country
- Research the Vocational, Educational and Training (VET) systems in each partner country
- Adapt and translate the Restart Programme for each partner country
- Pilot the Restart Programme with a group of 10 lone parents
- Accreditation of the Restart Programme in each country
- Stakeholder Forums to support the transfer of the Restart
- Evaluation of the Project
- Dissemination and valorisation of project outcomes

Review of progress - Tasks completed:

WP 1: Set-up and Management

- All contracts agreed with partners and payments/finance returns organised
- First transnational meeting in Belfast in December 2012
- Information pack (on a USB drive) provided to each of the partners with support materials
- Partners sent guidelines for hosting transnational meetings
- Second Partnership meeting held April 2013 in Germany
- Third Partnership meeting organised in Vilnius in October 2013
- Project Monitoring Visit by NA in August 2013
- Monthly reports provided to NA
- Interim report being prepared

WP2: Research

- Research Questionnaires distributed to Partners for completion in January 2013
- Questionnaires completed and returned to Wisamar in February 2013
- First draft Research Report presented at Leipzig meeting in April 2013
- Final version of the Research Report sent to Possibilities in July 2013
- Research Report was finalised, designed and approved in August 2013
- Electronic report has been sent to partners for distribution in September 2013
- Partners have distributed the research report to their mailing lists
- A record of this activity has been recorded in dissemination reports dissemination reports

WP: Adaption and Translation

- Possibilities leading this WP
- Fully introduced to the partnership at the 2nd meeting in April
- Guidelines presented at 2nd meeting and circulated to partners Adaptation Questionnaire presented to partners at the 2nd meeting and circulated in April
- Completed questionnaires have been returned to Possibilities
- Partners present on their individual adaptation processes at the 3rd meeting
- Partners have agreed to continue to record their adaptations during the pilot delivery of the Restart programme and to send this information to Possibilities

WP4: Training Pilot

- Caritas leading on this WP
- Guidelines have been circulated
- Partners have recruited lone parents to take part in the Restart programme
- Wisamar are in the process of delivering their training pilot
- Caritas will deliver in September – December 2013
- CJD will deliver in September – December 2013
- Partners have found/arranged suitable work placements for the trainees in the programme
- Stakeholder forums are supporting their training pilot
- Caritas has prepared the training pilot questionnaire to distribute to partners for completion

WP5: ECVET

- ECVET situations in each of the partner countries in the project have been researched
- A report on this research has been produced and will be included in the Best Practice Report.
- Hartmut Schafer from CCI (Training Centre for VET), one of the German ECVET Experts, attended the meeting in Leipzig and inputted on the background to ECVET
- Possibilities attended a meeting with CCEA and a conference on ECVET in Belfast
- CJD are presenting on the ECVET implementation within the project and the ECVET Best Practice Report during the 3rd meeting in Vilnius

WP6: Evaluation

- The 1st and 2nd Project meetings have been internally evaluated
- Terms of Reference for the External Evaluation were prepared and sent out for tender
- Gingerbread appointed Jane Turnbull as the External Evaluator
- Baseline questionnaires were created and circulated to the partners

- Partners completed and returned the baseline questionnaires
- The Baseline Questionnaire report was produced
- The first draft of the Interim Evaluation Report has been sent to Gingerbread
- Gingerbread is reviewing the Interim Evaluation report and will provide feedback to the Evaluator

WP7: Dissemination

- Project logo, information brochure, website and merchandise produced.
- Partners were sent guidelines and a template for the newsletter.
- 1st project newsletter was produced.
- Partners circulated the 1st project newsletter to their mailing lists
- A meeting of the Wisamar project stakeholders took place in Leipzig
- Project Film Guidelines and a template for participant permission forms were sent to partners.
- Partners will film during their training pilots
- A dissemination pack was sent to the partners with forms and guidelines.
- Partners returned dissemination activity forms for the period Oct– April 2013

Review of Project Products:

Possibilities Reviews the 23 project products, at what stage of completion they are, and if there are any changes in deadlines and timeframes related to production. It is noted that the following timeframes have been changed and agreed with the National Agency (please see table):

<u>Result Information</u>	<u>Original Availability Date</u>	<u>Revised Availability Date</u>
R4 – Research Report	28/02/2013	31/08/2013
R9 – Adapted and translated programme in Spanish	30/06/2013	This will no longer be produced as there is no Spanish Partner in partnership
R11 – Training pilot delivery guidelines and questionnaire	31/01/2014	31/05/2014
R15 – Evaluation framework and questionnaire	28/02/2013	31/08/2013
R16 – Mid-way evaluation report	31/07/2012	31/10/2013
R19 – Project website	31/12/2012	30/06/2013
R21 – Project merchandise	29/03/2013	31/10/2013
R22 – Project newsletter template and x4 newsletters	31/01/2013	30/09/2014

Monitoring Visit:

Possibilities reviews the details and feedback from the Monitoring Visit with the National Agency in August for the Restart 2 Project. Overall, the feedback was very positive. Possibilities hands out the feedback report from the National Agency to the partners for further details.

3. Adaption Workshop (WP3):

Possibilities NI circulates the adaptation questionnaires from each partner. Caritas, CJD, and Wisamar give a short presentation on their organisations adaptation process – the main adaptations made to the programme and the core similarities. Possibilities leads a discussion on comparing the adaptation process across the partners highlights the key similarities and differences.

4. Review of Translation within the Project (WP3):

The following items have been translated into German & Lithuanian:

Restart Product Information Brochure (aka leaflet in the budget)
A Web-based Summary
The Restart Training Materials

The following items will need translated during the life of the project into German and Lithuanian:

- “ External evaluation framework and questionnaires
- “ Invitation to the Final Event
- “ Executive Summary of ECVET Best Practice Report
- “ Video-Log of Subtitles for the Short Film

Reminder of Translation Timeline

March 2013: Restart Product information brochure, Web based summary

June 2013: The Restart training materials

March 2014: Invitation to the final project event, Subtitles for the short film

June 2014: Executive summary of the ECVET best practice report

5. Delivering Restart (WP4):

Possibilities gives a presentation on delivering the Restart Programme. The presentation looked at delivery style methods and the overall ethos of the Restart programme. Possibilities emphasised the importance of the beneficiary group and supporting them to complete the programme and ultimately find employment. The importance of working with committed and reliable employers is also highlighted – with programmes,

such as Restart, it is possible to build networks with established employers which ultimately help the beneficiary group have links to the work force, through the delivery organisations. Recruitment of beneficiaries for the Restart programme is also presented. It is noted that an increasingly important marketing and recruitment tool is social media sites and online recruitment and the partnership is encouraged to look at this when recruiting, as it is particularly relevant to isolated groups such as lone parents.

6. Restart Training Pilot Updates and Questionnaire (WP4):

Caritas lead the discussion of WP4: training pilot. Each partner gives an update of their current progress on the pilot. Wisamar have just finished delivering the pilot with a group of 10 lone parents – the programme was successful and support with the beneficiaries is on-going. Caritas and CJD will both deliver the programme between September and December 2013. Both have already recruited lone parents for the pilot.

Caritas present the training pilot questionnaire to the partners and ask for any feedback at this stage. Partners discuss that in section B: Beneficiary Profiles the education should be clarified by adding age groups and another point to include '*university degree*'. In section B under experience it is agreed that another point '*can't find relevant work*' will be added, and under reasons for not working it is agreed that '*other – please specify*' will be added to the options. In section G: Employment Placement/Internships it is discussed that a question should be added to cover what sectors the work placements where in (i.e. retail, admin, government, etc.). Caritas agrees to make the changes discussed by the partners before circulating the questionnaire.

-It is agreed that Caritas will circulate the training pilot questionnaire to the partners by 17th October 2013.

-CJD, Caritas, and Wisamar (delivering partners) will complete the questionnaire and return it to Caritas by 21st February 2014.

-Caritas will use the questionnaires to write the training pilot report and send the final report to Possibilities by 21st March 2014.

-Possibilities will send any feedback on the report to Caritas by 21st March 2014.

-Possibilities will circulate the final agreed report to all partners by 14th April 2014.



7. Site Visit to Caritas Mother and Child Care Home

Partners visit Caritas Vilnius' Mother and Child Care Home. Caritas delivered a Power Point presentation on their organisation and the activities carried out within the care Home. The Head of the Caritas Vilnius Diocese also attended the meeting and welcomed the partners. The Caritas staff explained how Restart 2 fits within the ethos of their self-help approach to supporting vulnerable single parents and their children. Partners met some of the staff and the single parents and children who live in the home.



Day 2: Friday 12th April 2013

Present:

Possibilities NI – Anne Sweeney, Sophie Sweeney-Price, Karen McCann

DEL – John Mallon

CJD – Bernhard Baldas, Roland Huettmann, Jutta Blankenburg

Caritas – Justina Petronyte, Vida Nevecovic-Morkuniene, Justyna Zuromskaja, Rita Jurgelaityte

Wisamar – Carola Dierich

Gingerbread NI – Marie Cavanagh, Orla Higgins, Maria Fox

7. Dissemination Activities: Updates and Progress (WP7):

Possibilities reviews the dissemination activities in the project so far and gives an overview of each partner's activities.

Commercialisation Strategy is discussed amongst the partnership in relation to the Restart Programme – it is agreed that partners will consider commercialisation and it will be revisited during the next meeting along with further discussions.

Partners were presented with project merchandise (pens and tote bags) at the beginning of the meeting and this was distributed equally among the partners to use for dissemination. The Restart 2 website is also revisited and partners are asked to send any news stories and photos of the project to be uploaded onto the website. It is noted that these can be in English, German or Lithuanian.

Partners are reminded that the project logo, LLP logo and EU Commission disclaimer must be on all products produced within the project by all partners.

Partners are reminded that dissemination activities for the period April 2013 – October 2013 are due to be sent to Possibilities no later than 31st October. It is noted that this information is required for the interim report and the deadline is not flexible.

Possibilities reviews the project film. Partners have already been issued with project film guidelines and a template for permission forms. Requirements for the film are discussed and agreed. It is noted that each partner's contribution should be in their own language and provides with a video log of subtitles in English. CJD and Caritas will translate log of subtitles into German and Lithuanian.

Stakeholder Forum Updates

CJD: Have held 2 meetings so far - one in May 2013, and one in June 2013. CJD's stakeholder forum includes: two members of the chamber of commerce; two JBOs; a director of administration of labour. CJD also note they have been invited to present Restart 2 Project to various large organisations.

Wisamar: Have held two meetings so far. Wisamar's stakeholders include JBOs and a representative from an employment agency. Wisamar notes that their stakeholders referred all of their participants for the training pilot. SHIVA (lone parent support organisation) have been supporting Wisamar in their delivery and supporting the lone parents, and will also help with accreditation at future meetings.

Caritas: Have hold two meetings so far (one today). Caritas' stakeholders include: deputy of the labour exchanges department; employers; research organisations; social worker; director of local social enterprise; family support organisation.

8. Meeting with Stakeholder Forum in Vilnius

In addition to the Partners, the following were present:

Viva Rasimaviciene – Deputy of Vilnius city head of Vilnius territorial labour exchanges department

Janin Bergiene – Head of the café 'Plieno Paukstis'

Konstancija Dauguvietyte – Psychologist from Sotas

Donatas Navickas – Director of social enterprise 'Candle Workshops'

Ieva Kuzmaits – Social schoolmaster of All Saints parish family support centre

Zydrune Liobikaite – Head of Vilnius Caritas Socialisation Programme

Caritas welcome the Stakeholders and introduce them to the partnership. The partners each give a short introduction to their organisations and everybody introduces themselves. Possibilities presents further information about the Restart 2 Project and gives and overviews of the partnerships objectives. John Mallon from DEL presents to the stakeholders and emphasized the role of stakeholders within the project and the possibilities of cross-sectoral cooperation. The Restart 1 project film is then presented to the stakeholder to give them an idea of the impact of the Restart programme on beneficiaries across Europe and what we hope to achieve in the Restart 2 Project. There is then an opportunity for the stakeholders to ask any questions to the partnership.

9. ECVET implementation within the project (WP5):

CJD present on ECVET implementation within the project, CJD looked at ECVET from the side of lifelong learning. Partners discussed the possibility of an exchange as an opportunity for 1 or 2 learners to go to another country and do a part of the training that will be recognised. Possibilities NI has considered this dimension of ECVET and reminds partners that there was a recognition that there could be practical limitations for the target group (i.e. long-term childcare) and that an exchange for trainees is not budgeted for Restart 2 but that the partnership could look into this possibility for future projects as well.

ECVET can be implemented within Restart 2 by looking at how it relates to the target group. Single parents have extensive experience in different areas: assessing this according to the EQF; useful tool for job-applications; help finding an employer for vocational-training; convincing employer that part-time VET is possible; enables people with migration background to describe former training in original home-country (vocational, university, completed, not completed, etc.). CJD mentioned that it could be possible to work on a new standard of the EuroPass (for lone parents) translating competences into the special language of employers.

10. Evaluation & monitoring activities (WP6):

Gingerbread updates on the Evaluation WP. The baseline questionnaires have been completed by partners and a report has been produced. The external evaluator is currently working on the Mid-evaluation report with a review of having this passed to Gingerbread by the end of the month. Gingerbread also reminds all partners to complete the meeting evaluation and feedback forms and the end of the meeting and pass these back to Gingerbread before leaving.

11. Finance Session (WP1):

Gingerbread holds individual finance workshop with each of the partners to review finances and admin so far within the project. There are no major issues identified.

12. Planning for the next meeting in Germany

Date: 15th & 16th May

Possibilities will send the travel form to CJD to circulate to the partners.

12. Final Event

Partners discuss the final dissemination event that will take place in September 2014. It is agreed that a date will need to be established and that all partners should consider who they would like to target with the event. Each partner should also bring Restart 2 trainers and lone parents to the event as they will be participating in the event. Partners are reminded that they will be given an invitation to translate prior to the event.

13. Meeting round-up, questions and concerns

Possibilities NI rounds up the overview of the meeting and has a discussion with partners over any questions or concerns they might have going forward to the next stage of the project. It is agreed that everybody is clear at this point and they consider that the project is going very well. Possibilities NI encourages partners to phone or email if they have any problems or issues.

Everyone is reminded that they should keep in mind the Communication Strategy for the Project, particularly partners should respond to e-mails within 2 days or at least email a response to confirm that they have received the correspondence and that they will reply to queries later if they cannot at that moment in time.