

MEETING MINUTES

3rd Project Meeting, Rome, Italy, 8-9 April 2010

- Date:** 8-9 April 2010
- Venue:** Rome, Italy
- Objectives:** The main objectives of the 3rd transnational meeting of the partners in Rome was to discuss the activities and work packages materialised until now, the potential problems faced and the upcoming activities, tasks and responsibilities of each partner. Further, the meeting enabled all partners to raise any issues concerning the pilot application and three stages that the participants in each country went through (CV submission, on-line test and case study presentation).
- Basis for discussion:** Power Point presentation from IED, Mo.D.A.V.I. Onlus, University of Crakow, Academy of Humanities and Economics in Lodz
- Folder distributed by IED containing information and useful files of the project
- Attendance:**
- Partners present: IED (Tasos Vasiliadis, Georgia Christodouloupoulou, Joanna Leontaraki)
- Mo.D.A.V.I. Onlus (Carlo Iacovissi, Irma Casula, Cristiana Filini, Federica Celestini)
- Academy of Humanities and Economics in Lodz (Marta Chrusciel, Katarzyna Tuczec, Edyta Pietrzak)
- Krakow University of Economics (Tomasz Kusio, Janusz Teczke, Paulina Sibiga, Karolina Kubicka)

Matters Discussed:

Tasos Vasiliadis welcomed all partners to Rome for the 3rd transnational meeting of the project and thanked Carlo Iacovissi and Modavi for their organization of the meetings. Once all introductory notes were made and all participants were settled, the meetings moved on with a number of presentations and issues that were discussed, which were the following:

1. Evolution of the Project – Work Packages Completed and In Progress.

A presentation was made by the Institute of Entrepreneurship Development that included all work packages of the project, showing which ones were completed, which ones were in progress and which ones were delayed. Taso's mentioned that the National Certification of Greece has shown an interest in the profile of the Advisor/Educator of Social Economy that we have developed and would like to include the profile in the Greek national database, a positive outcome for the project and partners.

Concerning WP5 (database of social economy institutions), it was agreed that more institutions need to be included in the database from throughout Europe and that all partners will contribute to this database so as to provide assistance to Modavi who is in charge. Further, **Modavi will send all partners a list of the countries that they will be responsible for adding to the database. This will take place by Friday, April 16, 2010** (Modavi will distribute the EU countries per partner and send the overall list). The Institute of Entrepreneurship Development is in the process of building an online database that will be accessible to all and where organisations and institutions can add their information.

All partners will upload information online the database concerning the institutions in the countries they will be in charge of by **June 30, 2010**. Further, links will be included on the websites of the partner organisations for the online database of social economy institutions so as to further dissemination and publicize the existence of the database and to encourage possible institutions to become part of the database.

Finally, in terms of the valorisation and dissemination of the project, which was agreed to be of primary and crucial importance, all partners should develop their own valorisation plan so as to further disseminate the project objectives, activities and results. Each organisation has already materialised actions of dissemination and should and will continue to materialise workshops,

conferences...etc. It is necessary, however, that all **proof of the dissemination activities be kept** for the final report to the National Agency (photos, minutes, list of attendances, any other products...etc.).

2. Results of the Interim Report

The results of the interim report were presented by Georgia Christodoulou from the Institute of Entrepreneurship Development. The most significant comments of the Greek National Agency related to the more active involvement of the target groups and potential beneficiaries (social institutions, enterprises, consultants and executives in the field...etc.). It is necessary that all partners place great emphasis on the dissemination and valorisation of the project.

In general, it was argued that the social economy sector is one that is relatively new and still developing and there is room for development. Therefore, it is pertinent that executives of social economy are informed on the benefits and positive impact that the project will have on them.

In terms of the final report, all partners will gather their budget predictions by April 18, 2010. All partners will send the file that they were provided with by the Institute, presenting with their forecasts of their total expenses by the end of the project duration, while they will also indicate which categories they would like to change (swap with other partners). This is urgent and must be taken care of as soon as possible.

Finally, in order to receive the second payment each partner must send us the invoice of receipt of the first payment as soon as possible with the date that the first payment was received, from who (the institute), amount...etc. This is also urgent!!

3. Presentations of all Partner Organizations concerning the Pilot Application.

Discussions were then moved to the pilot application that took place in each participating country by all partner organizations. All partners presented the results of their pilot processes until now, the problems they faced and their suggestions.

University of Economics of Crakow

They presented with the overall process they went through from beginning to start (attracting participants to completion of pilot process). The University distributed leaflets of the project so as

to inform all potential participants, while they also materialised a seminar that introduced the participants to the project and the pilot process, explaining the three steps of the process.

It was commonly agreed that it was difficult from the advisory board of the university to focus on the qualifications and experience of the participants in the field of social economy when evaluating the CV, while it was also commonly accepted that the on-line test was very difficult and that the passing score should be **reduced to 50 points**, which was agreed upon by all partners at the meeting.

It is important to note that two participants of the University of Economics in Crakow experienced technical problems when taking the online test. They had browser difficulties due to their internet connection, while they were given the opportunity to re-take the tests, after the technician of the Institute of Entrepreneurship Development re-started the tests for them.

In terms of the suggestions, the University stated the following:

- Set the limit of 50 points for the online test since the participants did not have the knowledge to complete the test and since it is testing their informal qualifications
- Provide sample questions on the platform and project website so as to familiarize participants with the test and prepare them

The University must inform the Institute of Entrepreneurship Development when we should send the case studies to their participants!!!

Academy of Humanities and Economics in Lodz

The Academy, through a PowerPoint presentation, also presented with their entire process of materialisation of the pilot application. Initially, 17 people were willing to participate in the pilot

application, which information concerning the project and the certification process was sent through the newsletter of the Academy to all staff members. 10 participants uploaded their CV, 9 took the online test and 6 presented their case studies. The Academy, however, will continue the pilot application so as to attract more participants and have a larger pool of final participants and certified individuals.

The problems presented were the following:

- The participants could not insert the contact information on the CV (excel file)
- There is a lack of information concerning the criteria of assessment; the participants claimed to not fully understand how and what was being evaluated
- The translation of the Polish CV needs some changes to be made
- The Online test does not have a list of topics
- Some questions of the online test are too detailed, while there are not enough questions pertaining specifically to the social economy sector
- More than one answer seemed to be correct for the Polish questions, while there is no option to select more than one answer

As a result, it is necessary that all partners re-evaluate and check all their questions to ensure that only one answer is correct, that the questions and answers are clear and that the translations are also correct. **All partners will be checking all questions until by April 26, 2010, while each partner will be developing 50 new questions each relating to the social economy sector specifically. These questions should be sent to the Joanna Leontaraki by May 10, 2010 in English. She will send them back to all partners and they must all be uploaded in each national language by May 26, 2010.**

Modavi Onlus Presentation

Modavi developed their questions and case studies in collaboration with accredited training bodies so as to ensure that the questions and case studies reflected issues concerning the social economy. However, Modavi argued that some of the case studies are too oriented on the

economy and business-related issues and should be more focused on the Social Economy sector.

In order to include more social economy oriented issues, all partners agreed to add two questions to each of their case studies focusing on the social economy and social sector, while making the questions broader, allowing for the critical thinking of each participant and the application of their knowledge, skills and competences. ***These questions are due April 19, 2010 in English, while all new and updated case studies must be uploaded on the Moodle Platform by April 23, 2010.***

4. Pilot Application

The Pilot Application was then also further discussed with the presentation by Tasos Vasiliadis. The Institute agreed that there are still some problems with the questions of the online test and that they should be re-evaluated so that there is only one clear answer. Further, some of the case studies, stated by Tasos, are not homogenized and there is a need for a stronger connection to the social economy.

Finally, in terms of the Moodle platform, all partners must send their translations of the Platform and menus in Italian and Polish so that all participants of the pilot process can understand when they enter the platform and click on their preferred language and country of residence. The instructions on how to use the platform should also be translated and available on the platform.

While discussing the pilot application, discussion also moved towards the actual certificate that the participants would receive if successful. It was argued that the logos of the partners on the right should be smaller and that ***Modavi must send a logo of better quality*** to be better visible. ***Further, all institutions that have an English logo should send it to the Institute as soon as possible.***

Tomasz agreed to ask about the hologram to be inserted on the certificate (price in Poland).

Finally, in terms of the certification of the participants, it was also agreed that each partner institution will have an award ceremony for the successful participants so as to provide them with their certificates and further disseminate the project results and outcomes.

5. Exploitation

Following the detailed discussion of the process of certification and the pilot application that was materialized in each country, the discussion moved to the exploitation and further dissemination of the project. All partners agreed to establish collaborations and partnerships with public authorities and institutions relating to certification and vocational training and education in each of the participating countries, so as to enhance the possibility of commercialisation of the European certificate of Advisors/Educators of Social Economy.

The possibilities of commercialization resulted in the following, after active discussion and contribution of all individuals present:

- Development of a business plan (presenting the prospects for commercialization; aims; scope; means)
- Development of a European association that will award the European Certificate and will consist of institutions and organisations relating to social economy throughout Europe (by the end of the project a letter of intent to join the association will be developed and sent to all partners, who will sign – if they agree – declaring their interest and intent to join the association).

Each partner should write 1-2 pages on their ideas concerning the exploitation of the project results by June 30, 2010. These ideas will be actively discussed between all partners while a final decision will be taken at the final meeting in Lodz, Poland in September.

6. Final meeting in Lodz, Poland

The final meeting of the project will be materialised in Lodz, Poland and will be organized by the Academy of Humanities and Economics in Lodz. **It will take place September 23-24, 2010.** During the final meeting all partners are requested to bring all invoices and necessary documents that will be necessary for the completion of the final report to the Greek National Agency. The Institute of Entrepreneurship Development will send details concerning the collection of all necessary documents in advance to the meeting to allow all to prepare these documents.

All partners are encouraged to send any comments or suggestions they may have concerning the tasks, activities, budget or any other such issues relating to the project.