

THE MINUTES OF TRANSNATIONAL MEETING SHARE,

PRAGUE 7th – 10th MAY 2007

Monday 7th May

Morning:

1. Welcome and opening by J. Kocanek, he emphasised the tasks related to the transnational meeting in Prague
2. Introduction of all partners:

Lithuania –	LT-7
Belgium –	BEfr-61
Czech Republic -	CZ-25
France-	FR-REU
Italy-	IT
3. CZ-25: Presentation of Czech Blind United (SONS), presented by Mr. Pesak
Summary:
Mr. Pesak presented the establishment, mission and delivered services by SONS and TyfloCentres (regional social services centres).
4. CZ-25: Presentation of „Soft skills courses and Cooperation with employers within the project Tyfloemployability“ presented by Miss Pscherova from TC Pardubice.
Summary:
Miss Pscherova presented the work of social workers with clients in 3 educational levels:
 - Motivational and diagnostic course
 - Social skills course
 - Course „Looking for a job“.Furthermore, she briefly described the cooperation with employers and what was done within the project:
 - Creation of employers‘ database
 - Cooperation with the Regional Economic Chamber
 - Cooperation with Labour offices – set up contacts, gained the database of employers employing more than 25 employees, experience seminar for employees of Labour Offices
 - Work with employers – contact by phone, information materials, meeting, experience seminar; offer of assistance at the workplace of a visually impaired and consultations concerning the workplace adjustments
5. Revision of agreed tasks at the last meeting in Rome and connected to TCA

6. VIDEO

- Presentation of pre-final product of joint video by BEfr-61:
 - LT-7 part – played in Lithuanian with English subtitles
 - CZ-25 part – played in English and then French with English subtitles
 - FR-REU part – played in French with English subtitles
 - IT – played in Italian with English subtitles,
Mr. Alberto remarked that it was only a work version and will be improved (especially subtitles, colours)
- The partners agreed on having one CD including the possibility to watch:
 - the whole video with particular national videos
 - the videos per country
- **TASKS:**
 - a. IT will send their final English version to all partners by 15th June and BEfr-61 will include it to the CD
 - b. All partners will send their comments regarding the introductory text to BEfr-61 till 15th June, BEfr-61 will send the amended CD to FR-REU
 - c. All partners will send English text of their video to FR-REU before 31st July, FR-REU will arrange the English sound and then will send it to BEfr-61
 - d. Till 15th of Sep. each partner will send their versions in their own language to BEfr-61 if they want to have it added into the final version
 - e. BEfr-61 will put it together and will make the final modifications by 30th October
BEfr-61 were reminded to put all subtitles in one character.
BEfr-61 will present the final product at the meeting in Vilnius

Afternoon:

7. EXCHANGE OF COMMUNICATION TOOLS

- CZ-25: Presentation of „Communication of TC Pardubice towards general public and employers“ by Mrs. Stoklasova

Summary:

Mrs. Stoklasova presented different ways of communication of TC Pardubice with general public and employers. She handed around various leaflets, brochures, publicity items which are used to inform and get the attention of general public and employers. In addition, she mentioned numerous activities that are organised for general public to approach the life of blind and partially sighted people (e.g. sport activities, collection – White pencil, climbing etc.). She spoke about the way of presenting the work done and target group in regional media, at different conferences as well as at one day actions.

- **TASKS:**
 - a. By the end of June, CZ-25 will send to all partners a form containing four questions related to communication towards:
 - employers
 - employees
 - beneficiaries
 - public

8. SOCIAL CAPITAL

- comparison of IT and FR-REU survey results
- **TASKS:**
 - a. by the end of July all questionnaires from other partners involved in Social Capital survey must be sent to IT partners
 - b. by the end of July FR-REU will send their comments, explanation and hypothesis of French results to IT (to Mr. Stefano)
 - c. **the final report in English will be done by IT and will be presented at the last meeting in Vilnius**

Tuesday 8th May

Morning:

1. Opening and presentation of morning program by J.Kocanek
2. Presentation of „Employment preparation and retraining” by V.Knazko
Summary:

Mr. Knazko presented the procedure of working with visually impaired people willing to enter the labour market. He emphasised the particular steps starting with motivation and diagnostics through getting to know more about communication skills till the inner job hunting. Furthermore, he mentioned the most frequent jobs performed by visually impaired people. Finally, he described the entry requirements and gained skills at the most demanded course of Call Centre Operators.
3. Presentation of IT – „Vocational courses and Social tourism”
Summary:

- should be sent by IT
4. Presentation of LT-7 – „Integration of hearing impaired in the Open Labour Market“ – part I
Summary:

LT-7 partners presented the particular steps while helping a hearing person to enter the Labour Market. Moreover, they emphasised the position of a KNIT workers (tutor of the office, job coaches and IT specialists) during the process. They also pointed out that they have already contacted 68 employers. Among the group of 159 clients, they have 79 people (41 women, 38 men) already employed and the others are either looking for a job, are on the maternity leave, are students, went abroad or are temporary not employable. In addition, they mentioned that the most popular jobs within the group of hearing impaired are: not qualified jobs, helpers, decorators, within food market, carpenters.

Afternoon:

Some partners went for a guided tour of Prague.

Wednesday 9th May

Morning:

1. Opening and presentation of morning program by J.Kocanek
2. Presentation of vocational courses, sheltered companies, integration in labour market of BEfr-61

Summary:

Firstly, the Belgium partners presented the role of Vocational Training Centres. They emphasised that the aim is to give the training to everybody. They also added that the choice of orientation is based on the reality of the Labour Market. The special emphasis is put on giving an accompaniment during the professional integration. 37% of clients have succeeded to find a job due to their pre-training or qualifying training. 46% follow their training in another type of training.

Secondly, BEfr-61 presented the advantages and aims of sheltered companies. There were 59 sheltered companies with 6 309 sheltered workers in 2004.

Thirdly, they continued their presentation with integration in the labour market and presented the figures of different subventions related to compensation of lack of abilities, to adapt the work tools etc.

3. Presentation of LT-7 – part II: database of potential hearing impaired employees

4. **FINAL REPORT**

- FR-REU suggested the following table to be used for the final report:

1st column- figures - general information

2nd column - aim of the project

3rd column - first assessments, results (by the date of 31st July) – some quantitative data

4th column - lessons learned, what you have learned, teachings (6) and added values
- national experience
- social capital
- transnational level

5th column – sharing/common points

- **TASKS:**

- a. FR-REU will send the frame to each partner till 30th of June
- b. all partners will fill the form in and send it back to FR-REU by 31st of August
- c. FR-REU will put the submissions together by 30th of September and send the document to all partners
- d. all partners will send their comments back to FR-REU by 19th of October; **FR-REU will present the final document in Vilnius.**

The report will be produced in each case, even if the partners do not send their parts.

5. FINAL REPORT ON RECOMMENDATION ON POLICIES AND PRACTICES FOR SOCIAL INCLUSION OF DISABLED PEOPLE

- Introduction partially presented by IT partners
- **TASKS:**
 - a. IT will send a form to all partners by the end of June (30th June)
 - b. Partners will fill the form in and send it back to IT by 31st August
 - c. IT will write and propose the introduction (common points) by the end of September
 - d. IT will send the whole document to each partner by 19th October
 - e. comments will be send back to IT by the end of October,
IT will present the final document in Vilnius.

Afternoon:

The partners visited Rehabilitation and Training Centre for blind people – Dedina o.p.s. and became familiar with the services delivered.

Thursday 10th May

Morning:

1. The partners set up the dates of the last meeting in Vilnius from 5th to 8th November 2007.

2.
 - the partners summarized the deadlines and given tasks from the previous days and set up all outstanding deadlines related to TCA tasks
 - overall tasks can be found below:

VIDEO

- **TASKS:**
 - a. IT will send their final English version to all partners by 15th June and BEfr-61 will include it to the CD
 - b. All partners will send their comments regarding the introductory text to BEfr-61 till 15th June, BEfr-61 will send the amended CD to FR-REU
 - c. All partners will send English text of their video to FR-REU before 31st July, FR-REU will arrange the English sound and then will send it to BEfr-61
 - d. Till 15th of Sep. each partner will send their versions in their own language to BEfr-61 if they want to have it added into the final version
 - e. BEfr-61 will put it together and will make the final modifications by 30th October
BEfr-61 were reminded to put the subtitles in one character.
BEfr-61 will present the final product at the meeting in Vilnius.

EXCHANGE OF COMMUNICATION TOOLS

➤ TASKS:

- a. By the end of June, CZ-25 will send to all partners a form containing four questions related to communication towards:
 - employers
 - employees
 - beneficiaries
 - public
- b. bring to Vilnius different communication tools – they will be presented on three tables:
 1. towards beneficiaries
 2. towards general public
 3. towards employers
- c. each partner will send continuously the electronic versions of communication tools to IT partners with a brief description of each tool, IT partner will compile the whole list of different communication tools with their electronic versions

SOCIAL CAPITAL

➤ TASKS:

- a. by the end of July all questionnaires from other partners involved in Social Capital survey must be sent to IT partners
- b. by the end of July FR-REU will send their comments, explanation and hypothesis of French results to IT (to Mr. Stefano)
- c. the final report in English will be done by **IT and will be presented at the last meeting in Vilnius**

FINAL REPORT

➤ TASKS:

- a. FR-REU will send the frame to each partner till 30th June
- b. all partners will fill the form in and send it back to FR-REU by 31st August
- c. FR-REU will put the submissions together by 30th September and send the document to all partners
- d. all partners will send their comments back to FR-REU by 19th October; **FR-REU will present the final document in Vilnius.**

The report will be produced in each case, even if the partners do not send their parts.

FINAL REPORT ON RECOMMENDATION ON POLICIES AND PRACTICES FOR SOCIAL INCLUSION OF DISABLED PEOPLE

➤ TASKS:

- a. IT will send a form to all partners by the end of June (30th June)

- b. Partners will fill the form in and send it back to IT by 31st August
- c. IT will write and propose the introduction (common points) by the end of September
- d. IT will send the whole document to each partner by 19th October
- e. comments will be send back to IT by the end of October,
IT will present the final document in Vilnius.

SUCCESSFUL STORIES

- FR-REU will send a form to each partner to fill-in by 15th June
- LT-7 will take care of the lay-out of successful stories
- Each partner will send two successful stories in English to LT-7 (not more than 1 page, try to make it „simple and nice”) till the end of June
- LT-7 will send their proposal of the lay-out to each partner by the end of August
- Partners will send their comments back to LT-7 by the end of September
- **LT-7 will produce the final version and present it in Vilnius**

➤ **CZECH PARTNER WILL REMIND THE DEADLINES TO EACH PARTNER**

3. Closure and evaluation of the meeting.

4. The partners visited the Czech Blind United and were presented the services provided also by TyfloService and TyfloCentre.

SKYPE:

FR-REU: Filimodena
IT: Ganaee
LT-7: Elena-ruta
LT-7: Okotryna