

## Minutes

### SESP – Lisbon Meeting

**Date:** 29<sup>th</sup> – 30<sup>th</sup> March, 2012  
**Location:** Lisbon, Portugal  
**Meeting Venue:** Hotel Lutecia Lisboa  
1749-086 Lisboa, Avenida Miguel Contreiras 52

**Participants:**

Reda NAUSEDALTE / SARETAS  
Nausedine ZIVILE / SARETAS  
Ivanka POPOVA / SAMARITANS  
Antoniya PAVLOVA / SAMARITANS  
Editha TEGLER / LINK & VIRTUS  
Rumyana GROZEVA / SZREDA  
Konstantin STOYANOV / SZREDA  
Johann LAISTER / MERIG  
Brigitte ZÖRWEG / MERIG  
Maria Helena ANTUNES / AIDLEARN  
Vanda SOUSA / AIDLEARN

## Day 1 / Thursday, 29<sup>th</sup> March, 2012

### Morning Session

#### Welcoming words and introduction of new faces

Konstantin Stoyanov opened the meeting by welcoming all partners to the 2<sup>nd</sup> SESP Meeting and presented the programme for the next two days.

Maria Helena Antunes welcomed all participants on behalf of AidLearn, the hosting organisation, and explained internal issues related to the meeting venue.

Some new faces were introduced as they did not take part in the SESP Kick-off Meeting held in Graz, Austria on 3-4 November 2011. All participants introduced themselves in a short informal introductory session. Those were: Romyana GROZEVA from SZREDA, Antonyia PAVLOVA from SMARITANS, Nausedine ZIVILE from SARETAS, Maria Helena ANTUNES and Vanda SOUSA from AIDLEARN.

Some technical and organisational questions regarding the good carrying of the meeting were discussed from the start

#### Evaluation

Brigitte Zorweg from MERIG, who are responsible for WP7 Evaluation, presented a short resume of the Kick-off meeting held in Graz, Austria. She commented the results of the online evaluation ran among the participants of that meeting.

Snapshots from "*Evaluation of Kick-off Meeting*"

- The expectations that the partners had before the meeting are in general fully met;
- The meeting was well organised and some important issues were cleared;
- The partners are generally very satisfied from the Kick-off Meeting organisation, results and marking of important dates to follow.

## WP2 – National Researches on the social entrepreneurship

Reda Nausedaite / SARETAS responsible of WP2 – National Researches on the social entrepreneurship presented the draft version of the Final report of WP2. The final report is based on the work done by all partners regarding the elaboration of National desk researches in Austria, Bulgaria, Lithuania and Portugal. Stepping on those documents, SARETAS team developed a questionnaire which was distributed among Social Enterprises and Associations in those 4 participating countries by respectively MERIG, SZREDA, SAMARIATANS, SARETAS and AIDLEARN. The collect of answers from both online and face-to-face questionnaires resulted as the second part of the Final report of WP2 *“Report on Survey of Social Enterprises”*.

Snapshots from *“WP2 – National Researches on the social entrepreneurship – results”*:

- As the results from the Desk researches shows, Social enterprises in Austria benefit from well developed environment and legislation to work with, something that could not be said for Bulgaria;
- Generally, Social enterprises are lacking financing, in Bulgaria SEs are lacking training as well;
- Some of the general findings show that SEs need financial support in order to achieve a sufficient level of independence.
- Another general finding is that SEs are somehow not willing to produce their own products for sale.

Clarifications made by partners regarding the results of WP2:

- Konstantin Stoyanov / SZREDA explained that SEs in Bulgaria consider loans as a way for financing their activities due to relatively easy access to bank credits during the last 3 years before the World economic crisis since late 2007;
- Maria Helena Antunes / AidLearn supposed that Portuguese SEs did not mentioned their income gathering products due to company secret policy;
- Konstantin Stoyanov / SZREDA answered that local authorities are one of the main source of funding for Bulgarian SEs due to the fact that social services are implemented on local level and in this case local authorities choose to delegate part of those services to SEs which are more close to the final beneficiaries. This model is considered to be more effective.

Discussions:

- Maria Helena Antunes / AidLearn proposed to have a resume of common results in the Final version;
- Maria Helena Antunes / AidLearn noticed that SEs are not “real” enterprises so there is a need of using different methodology and terminology when developing the content and curriculum;

- A proposition to stress out the benefits of having own products and income was well accepted by everyone when discussing the lack of selling SEs own products. For that matter some examples of best practices must be included later on;
- Johann Laister / MERIG explained that in Austria Associations could be recognised by the EU as SE but are not considered as enterprises by Austrian legislation. In this case they don't have access to training funds compared to other business areas.
- This statement was backed by Editha Tegler / Link & Virtus and Vanda Sousa / AidLearn. They noticed that in Germany and Portugal the situation is similar. Association must define their legal status very carefully and correctly to the legislation without including any business activity otherwise they won't be seen and considered as association.
- Editha Tegler / Link & Virtus explained that in Germany SEs represent a mixture of organisation with different legal statuses. What is significant to all of them is the fact that they are all applying for state funding. This is the reason why there is a need to stress the importance of business management development when preparing the learning content.

*Coffee break*

### **WP3 – Learning Model and Content**

Vanda Sousa from AidLearn presented the framework of WP3 Learning Model and Content. Vanda stressed some important methodological and pedagogical elements which will assure an easy implementation of this part of SESP project. Those key elements of the learning model are:

- Online and on-site components
- Asynchronous communication
- Individual and collaborative learning scenarios
- Expert facilitation and andragogical approach
- Community learning, virtual study groups etc.
- Guidelines for the elaboration of high quality content and
- Reflect the needs of the managerial staff in SEs (short, up-to-the-point, ease of navigation, etc.)

Vanda mentioned as well which are the milestones of the learning pathway:

- Orientation period: face to face meeting for participants introduce each other, to general guidelines about the course, the platform and learning material available;
- Learners' contract and individual learning pathway based on SESP assessment tool;
- Self paced learning using elearning modules. The online learning programme is organised in 7 modules, with a different number of units each;

- Seminars: at least 4 seminars (one day each) will be included and
- Individual mentoring sessions: on-site mentoring support to the owner/manager to design and implement an individual action plan where to intervene in the SE and within the curricular structure of the SESP programme.

Later on AidLearn proposed a draft SESP Basic Curriculum Structure. This structure will be reviewed by all partners and will be subject of an internal control and upgrade included in WP5 Pilot testing and Final products.

All partners will participate in the preparation of SESP Learning content. AidLearn's SESP Basic Curriculum Structure is serving as a base for the distribution of tasks among the partners. SESP units and modules are distributed as follows:

Modules	Units	Partner
Module 1: Social Entrepreneurship and Strategic Analysis	Unit 1	SZREDA
	Unit 2	SZREDA
Module 2: Social Enterprises Management and Strategy Formulation	Unit 3	SZREDA
	Unit 4	SZREDA
Module 3: Social Enterprises Marketing	Unit 5	Samaritans
Module 4: Social Enterprises Human Resource Management	Unit 6	AidLeran
	Unit 7	AidLearn
Module 5: Leadership, Creativity and Innovation in Social Enterprises	Unit 8	Samaritans
Module 6: Go green!	Unit 9	SARETAS
Module 7: Social Enterprises Management and Implementation of Strategy	Unit 10	MERIG
	Unit 11	MERIG

Editha Tegler from Link & Virtus will execute read proof check of the content.

## WP4 – E-learning Platform

Editha Tegler / Link & Virtus presented the framework of WP4 – E-learning Platform as well as important guidelines concerning the content that will be developed by all partners. Those guidelines are very important in order to assure similar units in regarding terminology and basic structure used.

Editha demonstrated several other e-Learning platforms presenting their pros and cons. For her presentation she used: Strategy-Train project platform, iForest (combining blog, library and content management) and Lernnetz 2.0 (collaboration and communication platform).

Editha proposed to assist in the elaboration of graphics and other visual items connected to module content and used in units' texts. Any questions regarding unit structure during this elaboration period should be addressed to Editha.

Editha presented also Link & Virtus work plan for WP4 – E-learning Platform. An update version taking into consideration some changes introduced during this meeting will be distributed to all partners.

Snapshots from *WP4 – E-learning Platform* discussion:

- The decision to use CMS or LMS based platform will be taken later according to the features that the consortium would like to integrate on the e-learning platform;
- The content and structure will be adapted by Editha Tegler / Link & Virtus after she receives the comments to all modules;
- Vanda Sousa from AidLearn proposed to introduce an Assessment tool
- All partners took part in proposing features that should be included on SESP platform

This the list:

- Training materials
- Learning materials
- User guide
- Self assessment tool
- Glossary
- Case studies
- Contacts
- Search – Tag cloud + Classic search
- Languages – BG, DE, EN, LT, PT
- Registration
- Partner search – database + networking: Johann Lester proposed to use message board. Further specification will be given to partners by SZREDA team
- Social Networking ????

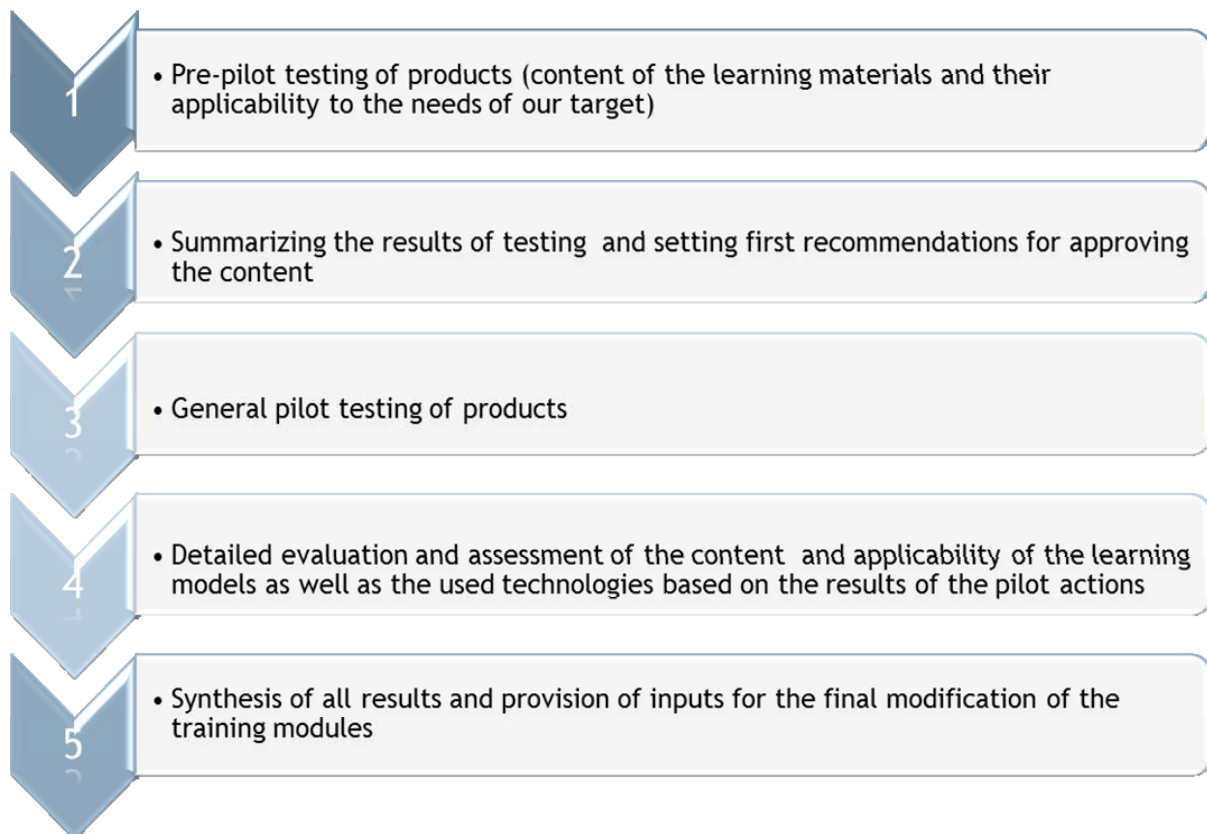
*Lunch*

## WP5 – Pilot testing and final products

Antonia Pavlova from Samaritans presented briefly WP5 – Pilot testing and final products and its framework in more details.

The purpose of this WP5 is to perform on-site trainings with the SEs in order to evaluate its effectiveness, efficiency and applicability to the target group's needs. According to the results from the testing of SESP products they could be improved before their final release.

The process consists in 5 steps:



Antonia Pavlova from Samaritans proposed to run the pre-pilot testing among future mentors the will lead the trainings based on SESP products. This will let them to know the product, to have the time to explore it and to give a highly efficient feedback.

Further details on WP5 – Pilot testing and final products will be given during next Partners' Meeting in Vilnius along with analyse of the Pre-pilot testing process.

*Coffee break*

## SESP

Some general questions concerning our vision on SESP were discussed during this session of the meeting.

Editha Tegler from Link & Virtus stressed out some important details regarding the Guidelines for Content development. Each unit should be between 10 and 15 pages long in order to be attractive to users. Using short paragraphs facilitates the reading and eases the users. Further details on formatting and other details are included in the Guidelines.

Regarding the Interim report SZREDA will send financial templates to all partners as soon as the NA published them on their website. All invoices concerning the period 01/10/2011 – 31/03/2012 should be scanned, translated and sent to SZREDA in order to prepare the Interim report.

SZREDA will prepare a mailing list with all partners.

SZREDA will also prepare a check list for the Interim report and send it to all partners.

The dates for the remaining SESP Partners' Meetings and Final Conference were fixed. They are as follows:

N/month	Location	Partner responsible
3/ 1-2 October 2012	Vilnius, Lithuania	SARETAS
4/ 11-12 April 2013	Rostok, Germany	Link & Virtus
5/ 19-20 September 2013	Stara Zagora, Bulgaria	SZREDA

Day one ended with SESP session.



## Day 2 / Friday, 29<sup>th</sup> March, 2012

### Morning Session

#### WP1 – Project management

As next meetings dates were fixed during Day 1, Konstantin Stoyanov from SZREDA reminded to all partners that decent and well organised communication is crucial in order to continue the smooth implementation of SESP project. As communication channels the following ways have been discussed:

- E-mail
- Skype
- Phone

#### WP6 – Dissemination

Konstantin Stoyanov reminded that after the Kick-off meeting several products concerning WP6 were already created.

For the public website the url [www.sesp-project.eu](http://www.sesp-project.eu) is already operating and all users have access to it. Each partner received username and password. This permits to everyone to add articles to the Logbook section.

In addition to electronic leaflets elaborated in BG, DE, EN, LT and PT SZREDA printed hard copies for each partner in their respective languages and in EN.

SZREDA will develop periodic newsletter that should be sent by all partners to their relevant contact groups. The newsletter will be one or two paragraphs short in order to be easy to translate and to read. It should be addressed to NAs as well.

SZREDA will develop a common Power point presentation that could serve as basis to all partners.

It is up to every partner to involve target groups by all means: newsletters, pilot testing, invitation to conferences or events where SESP is presented, etc.

#### WP7 – Evaluation

Brigitte Zorweg / MERIG responsible for internal project evaluation explained briefly that the evaluation tool which MERIG will apply shortly after the meeting will implement the same model as the one used after the Kick-off meeting as it proved to be well developed.

All partners had to give their online feedback about the meeting.

*Coffee break*

## SESP: Next steps; detailed time and action plan

This session was dedicated to next tasks and activities and deadlines:

WP	Task	Until when?	By whom?
WP1	Next partner meeting 1-2 October 2012 (Lithuania) organised by Saretas	-	-
WP3	Development of draft versions deliverables 3&4	16/04/12	AIDLEARN
WP2	Final version of report of WP2	23/04/12	SARETAS
WP6	SESP common Power point presentation	23/04/12	SZREDA
WP6	Newsletter in English	23/04/12	SZREDA
WP6	Newsletter translated and sent in all languages	02/05/12	ALL
WP3	Feedback by partners (including subtopics) New structure of each module and units, also suggestions for modules names	30/04/12	ALL
WP4	Framework for content development and workplan	01/05/12	LINK & VIRTUS
WP3	Deliverable n° 3: Learning Model Deliverable n° 4. Curriculum and Content (reviewed versions)	15/05/12	AIDLEARN
WP4	Comments and feedback on WP4 Framework for content development and workplan	16/05/12	ALL
WP5	Pre-pilot of Learning Modules structure	07/06/12	SAMARITANS, ALL
WP3	Final version of Learning Modules structure	15/06/12	AIDLEARN
WP3	Content Development	21/09/12	ALL
WP1	Partners meeting + documents for Interim report	01-02/10/12	ALL
WP3	Finalisation of the English version of the curriculum	26/10/12	SZREDA

WP3	Proof-reading of the English version of the curriculum	09/11/12	LINK & VIRTUS
WP3	Next steps will be presented at next meeting	01/10/12	AIDLEARN
WP4	Next steps will be presented at next meeting	01/10/12	LINK&VIRTUS
WP5	Next steps will be presented at next meeting	01/10/12	SAMARITANS

It has been agreed that WP leaders will contact consortium members and ask for inputs and feedback.

Konstantin Stoyanov, 04/2012

**For SZREDA:**

**For MERIG:**

**For AidLearn:**

**For NPA „Samaritans“:**

**For LiNK&VIRTUS:**

**For VSI SARETAS:**