

Documentation

3rd TCA meeting in
Germany / Werl



15th May to 18th May 2006

**Agenda, Monday 15th May 2006
9:00 to 18:00 (45min break)**

Guided Tour „Kolping“
Adress of welcome, presentation of the programme
Presentation of participants, expectations, news
Presentation national DP Germany
Evaluation
Presentation national DP Poland
Steering Committee
To-Do-List from last Meeting
Presentation national DP Cyprus
Lunch (12:30 – 13:15)
Presentation national DP Austria
Internet Plattform
Venet Model
<i>Participants:</i> Piotr Bastek, Piotr Suliga, Julia Kalimeri, Marina Lazarou, Kalle Kühne, Peter Sicking, Judith Riessner, Christian Wolf, Irmgard Höllmüller, Dietmar Paier
<i>Moderation:</i> Manfred Leonhardt & Brigitte Kukovetz

Expectations, News

- New colleague of Piotrs (PID) in October at the meeting in Poland
- clarify the support system
- have good discussions
- once again come into the TCA and the VENet model
- work further on the model
- get to decision concerning the final event
- to learn more & get deeper informed
- clarify support system and take decisions concerning the mainstreaming
- discuss the national project and the colleagues of the nat. DPs
- mainstreaming: how we can use the TCA-mainstreaming for the national activities
- gender mainstreaming: common goals

National DP presentations

Informations about highlights in relation to the TCA, mutual influence of DP and TCA, news, changes, challenges and highlights

☐ *see national presentations*

Evaluation

☐ see presentation of ZBW, Dietmar Paier

Steering Committee

The Steering Committee consists of:

Austria: Christian, Judith
Cyprus: Julia, Christina
Poland: Piotr S, Piotr B
Germany: Peter, Kalle

Except Christina all members of the Steering Committee are present.

Julia has the voting power of Christina.

Decisions of the steering committee will be taken during the meeting, whenever necessary

Internet Platform

☐ see presentation of Judith Riessner

Agreements:

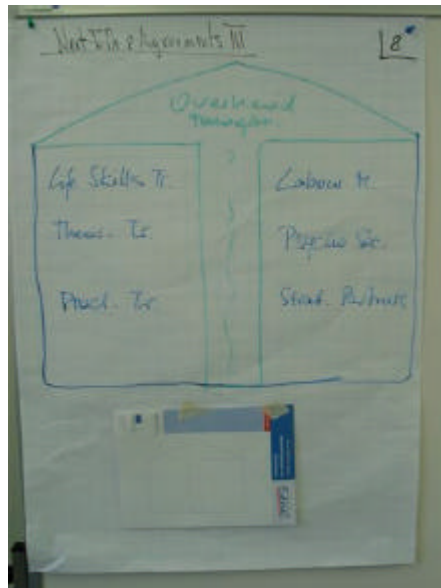
- No automatic info mail every time there is a change.
- The website should be more user friendly
- The website will be maintained technically by Simos (Julia will communicate it to the Youth board of Cyprus)
- The website will editorially be maintained by TCA Secretary

VENet Model

Discussion and agreements:

- A) What exactly is innovative?
- Integration of psychosocial care & support
 - Network-character:
connecting all relevant tasks and institutions
- B) What are our bench marks?
Maybe there are not any bench marks
- C) What is our target group?
- Educational institutions
 - Political organisations
 - Employees, companies
 - Unions, Employment Agencies
- D) How can we reach the target group?
- Discussion at mainstreaming
- E) Opinions about new chart of the model?

- The VENet model will be presented in the new chart like this:



- Judith will agree with Simos about the new chart as a template.
- Each partner / each region has to use the same template.
- A regional model consists of an overview chart and of a further information chart if possible as pop-up.

Agenda, Tuesday 16th May 2006 9:00 to 16:30 (45min break)
Mainstreaming and Final Event: presentation and working groups
Lunch 12:30 – 13:15
Mainstreaming and Final Event: discussion
Support System
Discussion of challenges of national DPs
Gender Mainstreaming
<i>Participants:</i> Piotr Bastek, Piotr Suliga, Julia Kalimeri, Marina Lazarou, Kalle Kühne, Peter Sicking, Judith Riessner, Christian Wolf, Irmgard Höllmüller
<i>Moderation:</i> Manfred Leonhardt & Brigitte Kukovetz

Mainstreaming and Final Event

☐ see presentation of Judith Riessner

Discussion (working groups):

Content of 3 rd Newsletter:	
Statistics:	<ul style="list-style-type: none"> ♂ % out of work ♂ % in high job positions (compared to education) ♂ / ♀ violence ♂ / ♀ income
Text:	<ul style="list-style-type: none"> - What is GM? Definition - Why a topic for Newsletter - Reference to VENet
GM:	<ul style="list-style-type: none"> - Gender specific VENet-Model (most important aspects) - Gender specific VENet-Model (graphic concept) - Gender – cartoon
4 th Newsletter: support system	
Final event:	
Not just a "good weather" event	
Frame:	<ul style="list-style-type: none"> - The same people as in the afternoon and other presentations - ? press conference ? - "the fun factor"
To find a position (general) for disadvantaged and not disadvantaged people?	
Participants ideas:	<ul style="list-style-type: none"> - Gate keeper, door opener - To include (combine) economic policy / social policy - To promote VENet as a support model
Fr – participants of the model, target group	
Participants: TCA:	Group and evt. 1 operational involved person per country + evaluation (= product evaluation)
Interactive presentations	
Application for funding for website and Support system	
Focus on disadvantaged people	
National strategic partners inviting	
Difference to usual events	
To present pictures of the model / working area	

Ideas for publication:	
Leaflet / second part	- 1 page A4 (format leporello) - English version - German, Greek, polish versions, without cost? - CD?
How much content:	Leaflet basic: info, contact-support system, movable piece of contact info
Small book (III part)	- Only English version - Official colours (blue and orange) - Number of issues?
Small book (II part) contains:	- Previous and continuous NL - VENet Model (picture and describe) - Example regional model (which?)
How much content?	Small book: 8 pages Square format
Leaflet: how will it go on with VENet	
CDs are not so often used	
Regional languages = more effective	
Include first experiences	

Agreements:

- Everyone agrees on the concept of national and European mainstreaming.
- Everyone agrees on the concept of the final event.

Support System

☐ see presentation of Piotr Bastek

Agreements:

- Possible help of other partners:
 - Poland will forward questions, partners send the answers to Poland, Poland will send the answers to the asking persons
 - Germany supports in Germany, Cyprus in Cyprus, Austria in Austria, Poland in the rest of Europe
- Information on support system will be available on the Internet-Platform:
 - What we can offer you:
 - a) personal answers / counselling: Links to interesting websites, links to experts
 - b) good practices (implemented TCA models)
 - c) visits on location
 - FAQ
 - Contact from Piotr / Poland

Hint that translation (for other languages than in the TCA) is cheap.

- Target group for website / support-system – materials:

- Educational institutions
- Political organisations (including representations of employers and employees, as Trade Unions)
- Employment agencies
- Companies

Description:

- Advantages, benefits
- Offers (link to support system)

- Judith will send a list to think about to everyone, the answers will be compiled by Judith and put on the website (in the Working Plan: subject of Internet-Platform)

Discussion of challenges of national DPs

Concerning the challenge of the Cypriot DP:

Julia will make an abstract about the problem concerning the Cypriot DP and will send this to each VENet partner with suggestions of support from other partners.

VENet partners will give feedback about their possibilities of support and help.

Gender Mainstreaming

New approach of Gender Mainstreaming presented by Julia, Cyprus.

Agenda, Wednesday, 17th May 2006 9:00 to 14:30 (1h15 break)
Support System
Working plan
Lunch 12:15 – 13:30
Evaluation
Feedback and Closing of the Meeting
<i>Participants:</i> Piotr Bastek, Piotr Suliga, Kalle Kühne, Peter Sicking, Judith Riessner, Christian Wolf, Irmgard Höllmüller
<i>Moderation:</i> Manfred Leonhardt & Brigitte Kukovetz

Support System

Discussion and working groups:

GENDER MAINSTREAMING	
Role of the support system	GM subgoals f. supp. system
<ul style="list-style-type: none"> - general information paper on GM : Paper, download, - part of information package - what is GM - basic information - Why is it necessary? - statistics - GM aspects regarding VENet-model - How can it be implemented? - Best practice example 	<ul style="list-style-type: none"> - Modul 1: General info on GM - Modul 2: TCA Newsletter - Modul 3: Suggested Equality Policy (Julia)
VENet toolbox: Covering all important information reg. VENet in one information package (=toolbox)	
Examples of activities, good practices (incl. GM)	
Our results, models	When we have it -> download
Examples of useful tools – incl. GM	
Step by step instruction	
List of points to follow reg. GM	
Previous newsletter, selected presentations -> download	
Marketing materials for support system	
Target group: Chamber of commerce (craft) / Trade unions / companies / politicians and ministries	
1. How should it look like? One page as information –postcard/ -website/ -telephone/ -e-mail	
2. Manual –management guidelines / -download	
Target group: Educational organisations, employment institutions, educational school, employment agencies	
Manual: 1 general part + 4 specifications	

Materials:

1. Leaflet:

- information about the model
- target groups
- offers
- benefits
- support contacts

For whom?

- for general purposes
- final event, send out

How many?

- between 1.000 – 5.000 (check prices! Peter/Germany)

Resp: Judith

2. Manual = VENet Tool box

- see leaflet
- information on implementation: step by step instruction to build up the house
- specific target group info
- GM paper
- best practice example
- support network (specific country experts)

For whom?

- for seriously interested organisations

How many?

- depending on demand

Working Plan

<i>Working package</i>	<i>Resp.</i>	<i>Until when?</i>
VENet – Model		
Basic VENet-graphic: Jud. will agree with Simos about the new chart as a template	Aus:template → Cyp	08/06
Regional models: house, verbal description	Each partner, Aus	end of 09/06

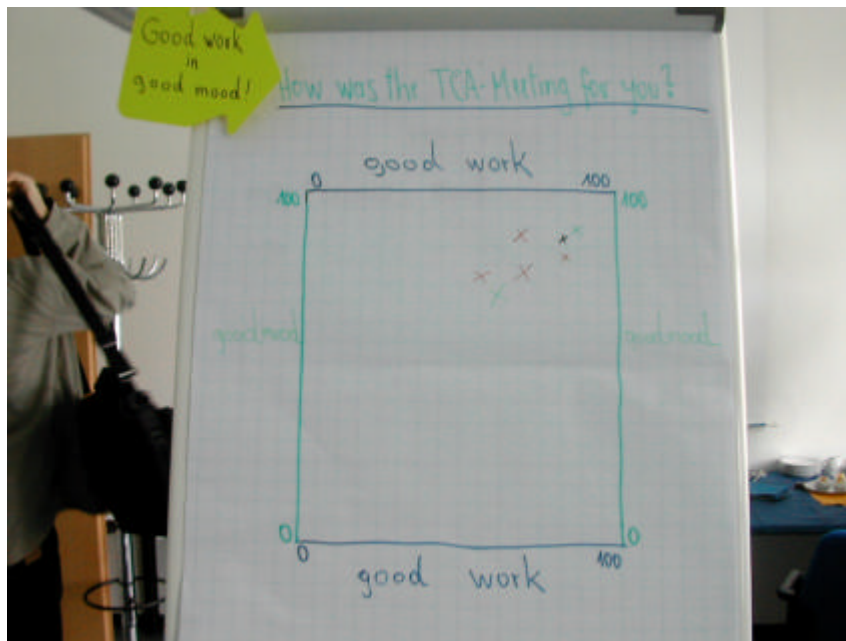
Mainstreaming		
National mainstreaming – info: Each partner will send information about the activities of mainstreaming that will happen or happened to Judith	each partner, Aus	every time
Implementation of mainstreaming and final event	Each partner	on going
Newsletter / GM	Aus	08/06
Leaflet	Aus	end of 09/06

VENet-Internet-Platform		
Website: Members' access The partners will try to access to the intranet and the forum of the homepage and inform Judith if it works. Judith collects all feedback for Simos.	Each partner, Aus	end of 05/06
Link list	Cyp → Aus	end of 05/06
Uploads: Judith will upload TCA-documents on download-section	Aus	mid of 06/06
Target group/website: Judith will send a list to think about concerning the target groups on the website to everyone; the answers will be compiled by Judith and put on the website	Jud. → all / everyone → Jud.	end of 07/06
Julia will clarify the point of technical web support with the Youth Board of Cyprus and will inform the others	Cyp	end of 09/06

Support System		
Content: Make your VENet	Ger, Pld	end of 05/06
Content: Info about Support System	Pld	9th 06/06
Button frontpage "Make your VENet" will be installed by Simos on the homepage	Aus, Cyp	mid of 06/06
Proposal for toolbox-structure	Pld	end of 09/06

Gender Mainstreaming		
Button website „GM“ + content	Cyp, Aus	end of 07/06
Miscellaneous		
Help for Cypriot DP: Julia will make an abstract about the problem concerning the Cypriot DP and will send this to each VENet partner with suggestions of support from other partners. VENet partners will give feedback about their possibilities of support and help.	Julia – each partner	

Spirit-Summary



next meeting

4th meeting in Poland / Katowice: October, 16th to October, 19th 2006

Agenda, Thursday, 18th May 2006

9:00 to 15:30 (1h break)

14:00 – 15:30 City Tour in Soest

Lunch 13:00 – 14:00

11:30 – 13:00 District government, Soest

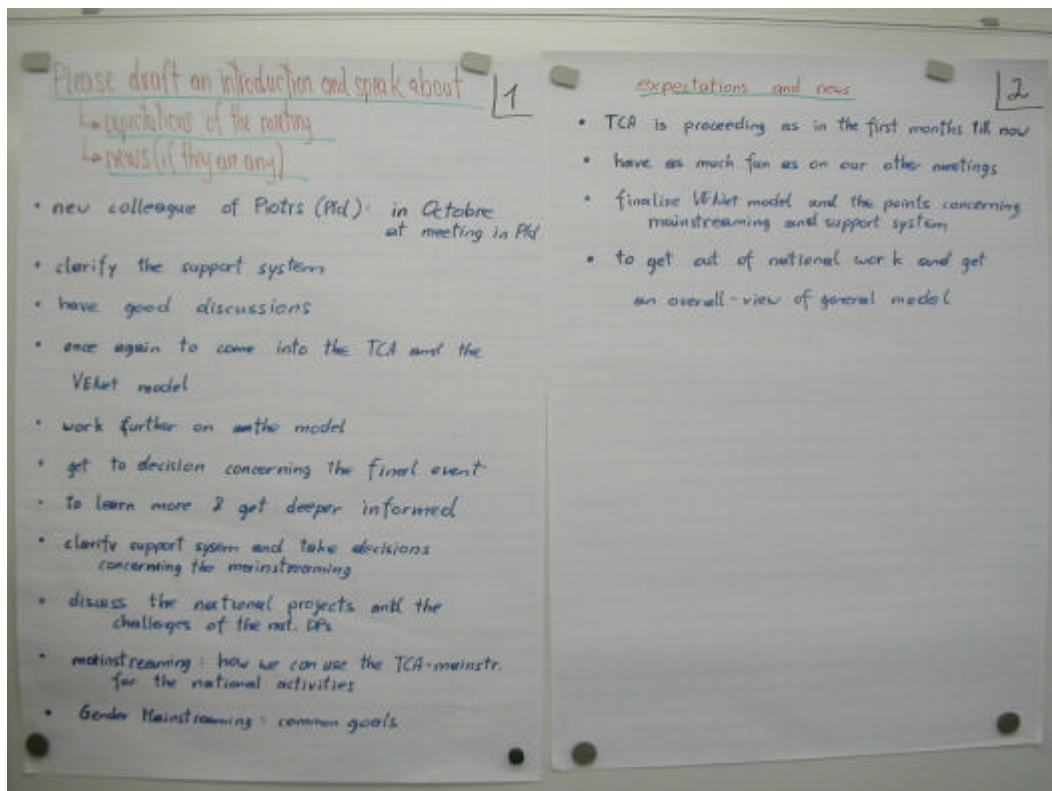
9:00 – 11:00 BBZ “Modular Network for Educational Training”

Participants:

Piotr Bastek, Piotr Suliga, Kalle Kühne, Peter Sicking, Judith Riessner, Irmgard Höllmüller, Manfred Leonhardt & Brigitte Kukovetz

Photo protocoll





National-OP-Presentation:

3

Please consider and present

↳ highlights in relation to the TCA →
impact for the TCA

↳ news

↳ changes

↳ mutual influence of OP and TCA

↳ challenges and highlights in
your national project

↳ under which circumstances does
our model work well

Steering Committee

4

1) *Who is present?

↳ Are there points for decision?

1) Aus: Chr., Jud ✓

Cy: 2 = Julia ✓

Ger: Kathe, Peter ✓

Pol: Piotr, Piotr ✓

Internet - Plattform

5

- 2 gaps in the Internet - Website

- A) ✓ we need Simos to clarify changes in at the Website → more user-friendly for target group
- ✓ Who will maintain the Website technically and editorially?
- Simos
Youth board of Cy
- Judith
- * no automatic info-mail every time there was a change! → consensus decision

~~ad A) • Take Aus / Cy / Ad / Gmy away:~~

~~instead: Who is target group? etc..~~

~~→ address target groups~~

~~• About VEHK → 4 different headlines~~

VENet - Model

6

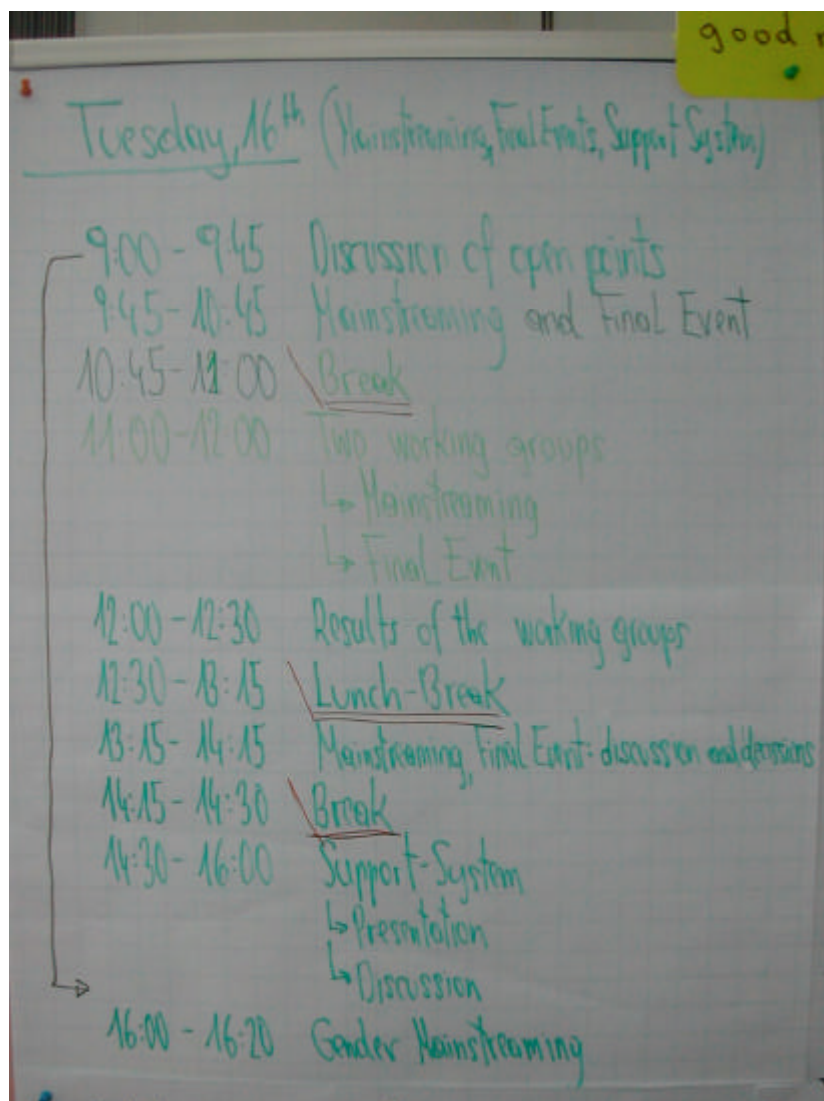
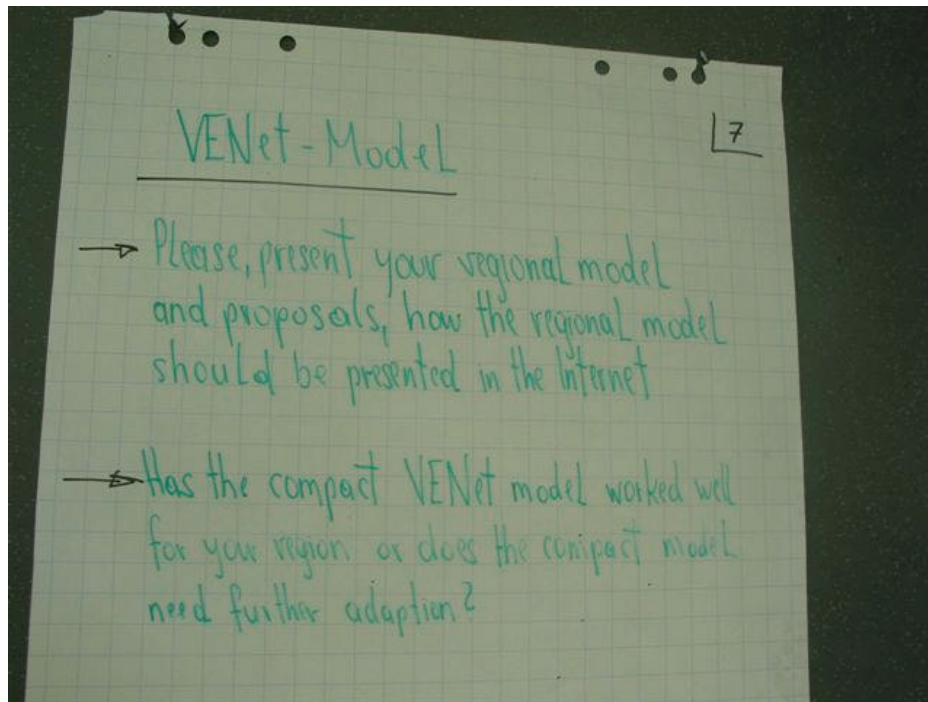
- A) • What exactly is innovative?
- B) • What are our bench marks?
- C) • What is our target group?
- D) • How can we reach the target group?
H → discussion at Mainstreaming !!!
- E) • Opinions about new chart of the model?

ad A) • Integration of psychosocial Care & Support
• network-character
connecting all relevant facts and institutions, especially regarding the vocational training and the life skills
(normalive training consists only of theoretical + practical training)

ad B) • Maybe there are not any bench marks

ad C) → educational institutions
→ political decision makers
→ employers, companies
→ unions, labour market offices

01111



~~VENet Model - new chart~~

Mainstreaming + Final Event

1) Is everyone okay with the concept?
(agreement on concept)

Germ yes
Pld yes
Cy yes

2) Formulae of each DP for next concept

3) Final Event: agreement of all

- content of 3.NL?
- publication?
- programme of Evening Event?

SUPPORT SYSTEM / 10

Are there promotion materials?

- ✓ A) Which other promotion materials should be used? ✓ → website
- ✓ B) Any other marketing materials for s.s.?
- ✓ C) What is the role of the S.Sys. conc. GM?
- ✓ D) Subgoals of the S.Sys. conc. GM?
- ✓ E) Examples of activities, good practices? → including GM
- ✓ F) Example of useful tools (check list, manual)? → including GM
- ✓ G) Detailed time schedule?
- ✓ H) Final agreement regarding the Manual?
- ✓ I) possible help of other partners?

Yes! Pld will forward questions, partners send answer to Pld, Pld → asking person

Germany supports in Germany, Cyprus in Cy, Aus in Aus, Pld in rest of Europe

venet - doctor		4
implementation assistance		1
how we help you		0
advice		0
venet advice		2
What to do		0
make your venet		5
do it yourself venet		0
get your venet		0
we need a net - VENET		0
advisory		0
advisory system		0
help desk		0
advisory network		4

12

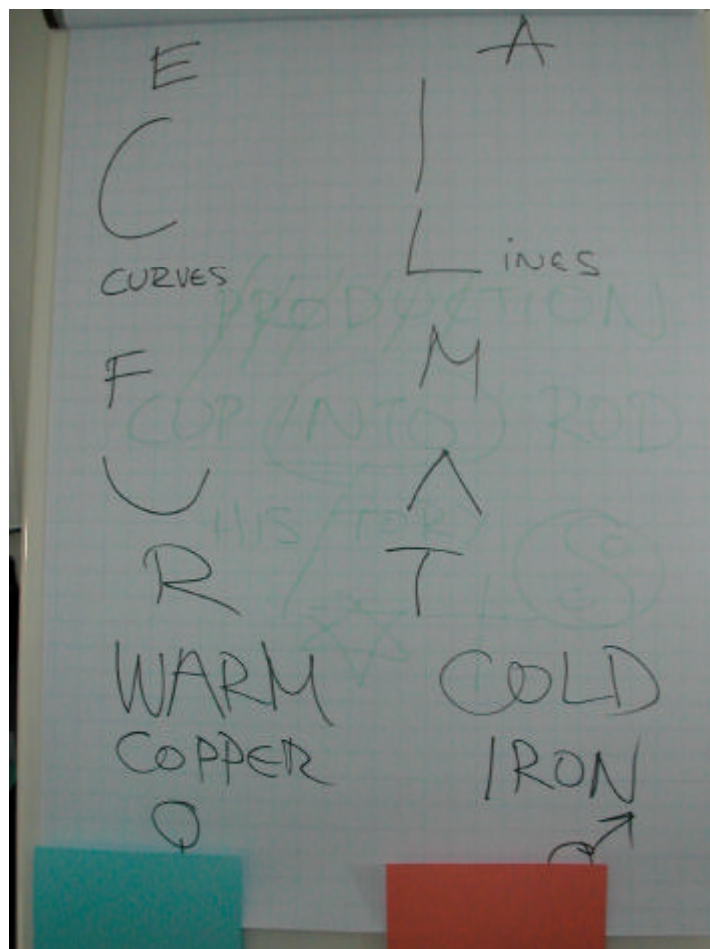
questions out of the national DP-
presentations

Ger. • Germany: mutual impact nat. DP - TCA ?

Pld. • competition to companies (Jud. → Pld)

- What are the professions, that are trained?
trad. male professions for women?
- How are the participants found, informed etc.?
- How did the project survive till now?
(as agreement signed so late)

Cy. • How can TCA help Cypriot nat. DP?



Wednesday, 17th (Support-System, Working-Plan)

9:00 - 11:30	Support-System: discussion
11:30 - 11:45	Break;
11:45 - 12:30	Next-To-Do, agreements, working plan
12:30 - 13:15	Lunch
13:15 - 13:45	Evaluation
13:45 - 14:15	Feedback and closing

Marketing materials for supp sys.

Gender Mainstreaming

role of GM - subgoals the supp.sys.? for supp.sys.

Examples of activities, good practices (incl. GM)

Examples of useful tools - incl. GM! -

15:15

Supp System I

12

How many materials do we need?

- 1) Leaflet: → Information about the Model
→ Target groups
→ Offerings
→ Benefits
→ Support Contact

for whom? → for general purposes
→ final event, send out
how many? → between 1000 - 5.000
(check prices!) → Peter Germ.
resp: Judith
design & contacts: from past partner: Austria

- 2) VENet tool box: → ~~website~~ ~~Assembling: Poland~~
→ s. Leaflet
→ Information on implementation:
step by step construction to build up
the house!
→ specific target group info.
→ GII paper
→ best practice example
→ support network (specific country experts)
for whom? → seriously interested org.
how many? → depending on demand

Supp. System II

Manual = VENet Tool box

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Time Line:

- ✓ + Website : ~~middle of~~ ^{9th} June 2006
✓ + Leaflet : ~~up~~ resp. Judith next meeting
✓ + Tool-Box → is topic for next TCA-meeting

good mood!

Next-To Do & Agreements I

Platform
To Do

has sent out
* Simos will send out pass-words to each partner ->
partners will test entry into forum ^{of website} and will inform
about success Judith: Judith collects all feedback for Simos

Platform
Decision

* No-automatic info-mail every time there was a change!

Platform
To Do

* Julia gives Link-list to Judith

Platform
To Do

* Judith will install on website ~~an internal section consists of forum and download-~~
section / will upload TCA-documents

To Do

* ~~Each partner collect ideas about to address the target group ->~~

Judith will collect them;

* offerings
* benefits

Platform
Agree

* Technically support: (Simos) Julia will clear the point of support with
Editorially support: Judith Youth board of Cyprus and will
inform the result Judith

Model
To Do

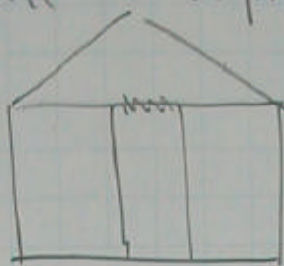
* New-Venet-Chart: "Overhead Management" should be higher-shifted
higher: ~~on the top of the house~~ by Judith

To Do

Next-To-Do & Agreements II

Model
to Do

* The Venet Modell will be presented in the new chart like:



Platform

to Do
Platform
to Do

* Judith will agree with Simos about the new chart as ^{formal} ~~frame~~

* Each partner and each region has to use the same frame

* A regional model consists of an overview chart and of a further information chart (popup)

Mainstr.
to Do

~~Agree~~

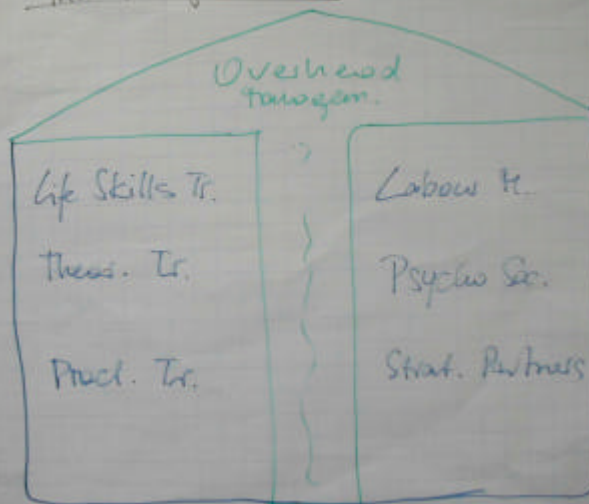
* Each partner will send information about activities of mainstreaming that will happen or happened to Judith ~~when~~

Final Event
Agree

* All are agree with ~~the~~ concept of national and european ~~concept~~ mainstreaming

Next-To-Do & Agreements III

8



Next-To-Do & Agreements IV

Final Front

Agree

* All are agree with concept of final event

Support

Agree

* Support System: Germ. supports in G, Aus in Aus, Cy in Cy, Pld in Rest of Europe

Final Support

Agree

* Poland will forward questions, partners send answer to Poland, Poland - is asking person

Support

Agree

* Buffom for support system will be installed by Simos with the name "Make your VENet"

Help for Cyprus

Agree

* Julia will make an abstract from the problem most involving ~~par~~ OPs and further partners and will send this to each VENet-partner, VENet-partners will give feedback about possibilities of support and help

Support Syst
 Next-to-Do V: Website: Info on supp. syst.

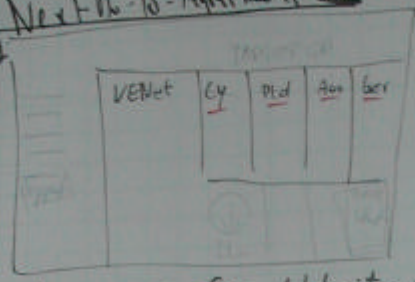
- o) What we can offer you:
 - A) → personal answers/counselling
 - B) → good practices (implemented TCA) → add.
 - C) → visits on ~~website~~ location
- o) ~~FAQ~~
- o) FAQ

- ad A) • links to interesting websites
- links to experts

o) contact from Piotr

* hint for group ... then in the ICM

Model
 Supply Next-to-Do - Agreement VI



target group for Website / S.S.-materials:

- 1) o educational institutions / schools
 - o educational schools organisations
 - 2) o political (institutions) minist deciders
 - 4) o employment agencies
 - 3) o companies
 - o trade unions
 - o (social partners) representations of employers & employees
- } pol. → org.

DESCRIPTION

- advantages, benefits
- offerings (link to supp. syst.)

- o Piotr (pid) responsible for content
- o 1) Judith: list o to think about → everyone
- ⇒ answers compiled by Judith, put on Website

Working-Plan

- Help for Cyprus
- July of each partner

- National restructuring help
- each Partner/Austria
- every time
- implementation of restructuring
- each partner
- on going

- Contract 'Water from BWT'
- Germany, Poland
- End of May 06

- Contract help of Support System
- Poland
- 9th June 06

- Bottom front page
- Make your website
- Austria → Cyprus
- End of May 06
- Mid of June 06

- Website entry
- everyone/Austria
- End of May 06

- Link-list
- Julia
- End of May 06

- Uploads
- Judith
- Mid of June 06

- Target group/Website
- Judith → hall-imbark
- End of July 06

- Bottom Website 'GM'
- Contract
- Julia
- End of ~~Sept~~ July 06

- Basic graphic ^{format}
- Jud./Aus → Cyprus
- Sept-06 Aug 06

- Newsletter/GM
- ~~Julia~~ Judith
- August 06

- proposal for ^{web} Box/Buttons
- Poland
- End of Sept 06

- Regional Model
- → house
- → verbal descrip.
- each partner/Aus
- End of Sept. 06

- Leaflet
- Austria
- End of Sept. 06

- Cleanly with Support
- ~~Julia~~ Judith
- End of Sept 06

