



Education and Culture DG

Lifelong Learning Programme



VALSTS IZGLĪTĪBAS
ATTĪSTĪBAS AĢENTŪRA

Minutes

of the 1st Partnership Meeting on the Project
AnDiW (Ability not Disability in Workplace)
Agreement No LLP-LdV-TOI-2009-LV-000
Project No 2009-1-LV1-LEO05-00370
Riga, November 12, 2009
Place: ISMA
Visvalzu 6, Riga, Latvia

Participants:

Mrs Marga Zivitere	Information Systems Management Institute (ISMA)
Mr Roman Dyakon	Information Systems Management Institute (ISMA)
Mrs Zaiga Oborenko	Information Systems Management Institute (ISMA)
Mrs Aija Laura Zivitere	Information Systems Management Institute (ISMA)
Mrs Tatjana Lapaine	Information Systems Management Institute (ISMA)
Mrs Lubova Skrebcova	Information Systems Management Institute (ISMA)
Mr Dmitrijs Skorodihin	Information Systems Management Institute (ISMA)
Mrs Jana Mosura	Information Systems Management Institute (ISMA)
Mrs Inga Snestere	The Latvian Umbrella Body for Disability SUSTENTO
Mrs Daiga Veinberga	The Latvian Umbrella Body for Disability SUSTENTO
Mr Tino Boubaris	Verein Niedersächsischer Bildungsinitiativen e.V. (VNB)
Mrs Catherina Lange	Verein Niedersächsischer Bildungsinitiativen e.V. (VNB)
Mrs Dziuginta Valeckiene	Klaipėda Business and Technology College (KVTK)
Mrs Rita Bencivenga	Studio TAF

Chairperson – Marga Zhivitere,
Minute Secretary – Tatjana Lapaine

Agenda:

Thursday, November 12, 2009

Morning Session	
9:30 – 9:45	Meeting opening
9:45 – 11:00	Presentation of partnership (ALL PARTNERS) :SUSTENTO (Latvia), KVTK (Lithuania), VNB (Germany), STUDIO TAF (Italy), ISMA (Latvia)
11:30 – 12:00	AnDiW project presentation - Partner: ISMA
12:15 – 13:00	AnDE – results and products - Partner: ISMA



Lifelong Learning Programme



Evening Session	
14:00 – 15:30	WP2 Analysis of National Contexts and selection of Good Practices with regards to the Employment of People with Disabilities Description of activities, methodologies and expected products Partners: ISMA + SUSTENTO Partners' contributions
16:00 – 16:30	Evaluating and monitoring. Project quality plan presentation Partner: ISMA
16:30 – 17:00	WPI: Project Management Financial and Administrative Issues Partner: ISMA
17:00 – 17:30	Other questions.

Friday, November 13 – Second part

Morning Session	
9:00 – 9:30	Meeting opening
9:30 – 10:15	WP7. Valorisation and Dissemination Dissemination Plan Project web site Project brochure Partner: STUDIO TAF + SUSTENTO
10:15 – 10:30	Other issues Meeting closure (ISMA)
10:30 – 12:30	Bilateral meetings

1. The **Meeting was opened** by the Chairperson Marga Zivitere by greeting all the participants and welcoming the partners.
2. The partners of the AnDiW made **presentations** of the organizations they represent and described the main directions of work of the organizations.

ISMA – welcome speech, presentation of the higher education institution and of the main directions of work;

SUSTENTO – presentation of the organization;

KVTK – presentation of the educational institution;

VNB – presentation of the institution;

STUDIO TAF – presentation of the organization.



VALSTS IZGLĪTĪBAS
ATTĪSTĪBAS AĢENTŪRA

Lifelong Learning Programme

3. Brief information on the **previous project** fulfilment and the results was given - Aija Laura Zivitere (ISMA)

4. The participants agreed on **the schedule of the meetings** for sharing information in the bounds of the project.

It was proposed by Tino Boubaris that four meetings will be essential for successful realization of the project.

It was decided to accept the following schedule of the meetings:

1st meeting – November 2009, Riga, ISMA

2nd meeting – spring 2010, STUDIO TAF, Genoa

3rd meeting – November 2010, VNB, Hanover

4th meeting – May, 2011, KVTK, Klaipeda

5. The presentation of the **final product** of the project was made by Marga Zivitere.

It was agreed that the final product of the project will consist of the following three items:

- Employment of People with Disabilities – Distance Education Course;
- Employment of People with Disabilities – Tutor's Notes;
- Employment of People with Disabilities - Annex to the Distance Education Course.

6. The suggestions on the **division of the chapters** of the book were made by all the partners. It was agreed that the division of the chapters is going to be the following:

VNB – Chapter 1: European Policies to Promote Employment and Social Inclusion: the Issue of Disability.

KVTK – Chapter 2: Psychological Factors and Disability.

STUDIO TAF – Chapter 3: The Development of Appropriate Conditions in the Workplace for People with Disabilities.

ISMA - Chapter 4: The Possibilities for Employers to Cooperate with Educational Governmental Institutions, Employment Agencies and Social Organizations.

7. The necessity of the elaboration of the **handbook** was discussed by all the partners of the Project.

The decision was made that the handbook will be worked out by the partners in accordance with the feasibility of its elaboration, which depends on the available funds. The materials of the handbook will be written in the language of the partner-participant of the project and a brief summary in the English language will be provided.



8. The **experience** of the partners in the matters of **distance education** was discussed by all the partners. It was stated that

- VNB does not have much experience in this field. The organization implements the mix of distance education and seminars;
- ISMA suggested that it is worth to focus on the methodological and didactical materials, which were worked out previously by Latvian University and are available to use;

9. The elaboration of **advertising materials** was considered and it was agreed by all the partners that the following steps are necessary:

- to elaborate the “logo” of the Project,
- to design the leaflet of the Project.

It was decided that it is welcome to prepare the suggestions on the “logo” during the following month. VNB and KVTK will be ready to present their “logos” in the beginning of January.

The partners shall provide new short descriptions of their organizations (6-10 lines) together with the “logo”.

10. The Project **WEB-site** design was discussed by the all the partners. It was announced that the present design of the WEB-site was worked out by the specialist from Latvian Academy of Arts.

The representatives of SUSTENTO proposed to add the image of a person with a disability to the present design.

The representative of VNB suggested that it should be the image of a person at work. It was also suggested to use the pictures from the EU Commission database.

It was decided:

- the logo shall be on the covers of all the materials of the project;
- the image should be completed showing the picture of a disabled person;
- the designer should prepare his own offer and let all the partners discuss it;
- the accepted format of all the materials of the Project is A-4;
- the colours of the materials’ covers may be changed by the designer but not significantly;
- it is welcome to use the pictures from the EU Commission database.

11. The issues of the **dissemination** of information were considered.

It was offered by ISMA to use the opportunities of the WEB-pages of the partners’ organizations to popularize the ideas of the project.

It was stated that popularizing of the ideas of the project through the WEB-pages of the partners’ organizations is possible and welcome.

It was also offered by ISMA to inform regularly all the partners about conferences and other activities on the topic of the Project in their countries and in the organizations of the participants.



Lifelong Learning Programme

All the participants agreed with the proposal but noted that there were not actual events in the nearest future at the organizations which they represent. ISMA suggested to implement the materials worked out in the bounds of the Project in the educational process performed by the participating organizations and stated that in the bounds of the previous Project the elective course was worked out and read at ISMA.

VNB stated that it is possible to address the universities in Germany and organize seminars on the topic.

All the partners are ready to share the information they possess on the topic. For SUSTENTO representatives it is possible by the means of their WEB-site.

12. The **means of communication** were discussed. It was proposed to use Skype for conferences and emails for everyday communication.

All the partners agreed

- to confirm their email addresses and the addresses the second person-participant during the following week;
- to form a face-book within the WEB-site of the Project.

13. The discussion of **team matters** took place. The decision was made by all the partners that people can be attracted to the work of the project according to the needs of each participant but it is essential to take into account the financial possibilities of the partners.

14. **Financial and Administration issues.** The report filling procedure was explained by the representative of ISMA, who answered the questions of the participants.

15. **The analysis of national contexts and good practices** was made by Zaiga Oborenko (ISMA), who presented the description of activities, methodologies and expected products.

The following proposals were made by the partners:

- VNB – it is necessary to identify more than three good practices in the countries of the partners of the Project;
- all the partners agreed that the criterion of a good practice should be the social responsibility of a company which hires people with disabilities but not the obligation to do it;
- SUSTENTO – while performing interviews it is worth asking disabled people about their position in the company they work for but not only the representatives of Human Resource staff;
- all the partners agreed that interviews can be performed in different ways (structured and non-structured).

16. **Questionnaire** presentation.

The sample questionnaire was presented by ISMA student (Jana Mosura). The questionnaire was discussed by all the partners and they agreed that it is possible to perform surveys up to their own decision and opportunities.



Education and Culture DG

Lifelong Learning Programme



VALSTS IZGLĪTĪBAS
ATTĪSTĪBAS AĢENTŪRA

17. Conclusions.

The following conclusions were made in the end of the meeting:

- the partners of the Project hand in their own activity plans to Marga Zivitere during one month after the 1st meeting;
- the partners of the Project start collecting primary information related to the topic of the Project and inform the partners about it on a regular basis;
- the language of communication within the project – English;
- the first deadline of performing the planned activities – March 2010.

Prepared:
Minute Secretary: Tatjana Lapaine

November 16, 2009.