



Minutes Deaf Enterprise,

Consortium meeting 4, Siena, 22 November 2017

Venue: Siena School for Liberal Arts, Via Tomasso Pendola, 37, www.sienaschool.com

Participants: Miriam Grottanelli, Pia Rizzi, Liesbeth Pyfers (chair and minutes), Lynne Barnes, Luigi Lerosé

Interpreters: Lissa Zeviar, Eddie Moriarty

Phone-numbers: See website: <http://www.deafenterprise.eu/index.php/phone-numbers>

Wednesday 22 November, 11:00 - 17:00 o'clock

Objectives of the meeting:

- To finalize the plans for the Train the Trainer workshop
 - A detailed workplan for the next period: November 2017 – National workshops (spring 2018)
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1. Welcome, practical matters

Miriam welcomes us to Siena. We are only a small group now, but we can continue the management meeting on Thursday, when all partners are present.

2. Minutes meeting 3, CBG

Liesbeth sent everyone the minutes of the 3rd consortium meeting (June 1, 2017). Partners had no comments or corrections, the minutes are formally approved.

3. Train the Trainer workshop

- Roots & Routes are in charge of the programme. Everyone received copies of the programme; it is also on the website.
- Miriam and Pia have booked restaurants for lunches and dinners.
- There will be two Deaf trainers from the UK, two from Italy, and 1 from Denmark. Two Deaf trainers will have to leave early on Sunday.
- ISLA can claim travel costs for the Italian trainers if they have to travel 100 km. or more to Siena.
- For the workshop, we will have 3 interpreters.
- Liesbeth has made an evaluation form for all participants.
- The ISLA team has produced 'awards' that will be handed out to all participants, at the end of the workshop.

- Liesbeth reminds everyone that all trainers must have a valid employee contract (not a subcontract!) with their partner organisation.

4. Curriculum

- Lynne will present UCLan's version of the 'joint' curriculum, Thursday morning.
- Outi and Ole will present CBG's proposal for entrepreneurs.
- During the workshop, UCLan and CBG will discuss the merger of the two curricula, and how to go forward.

5. National Workshops

- No dates have been set yet for the national workshops. They are planned for April – June 2018.
- On the website Liesbeth posted a summary of the budget for the national workshops: <http://www.deafenterprise.eu/index.php/financial-info>
- Target groups for the national workshops will be discussed in the next few days. On Friday, the Deaf trainers will record an invitation (national sign languages) that can be used to invite people to the workshops.
We will use the website, Facebook, direct mail and our own networks to inform people about the national workshops. A printed invitation is discussed; we can use the postcard. Each partner can translate and adapt the text for their own workshop.

6. Website, feedback from users, Google Analytics

- Number of visitors to the website, since January 2017: 1727 sessions, by 964 unique users, who viewed an average of 7.6 pages per session.
Visitors come from the countries of the partners, but also from across the world. Unique users (from Jan – Nov.) are from:
UK: 182
USA: 160
Sweden: 120
Canada: 86
Netherlands: 74
Italy: 64
India: 27
Denmark: 25
South Africa: 15
- Pages with the most views:
 - the homepage: 10.814 hits,
 - the page with the interviews: 1.562 hits,
 - the Glossary page: 1.440 hits
- On the website, we now have 9 interviews, not all with subtitles.
The number of views varies from 7 views (John Denerly, the most recent upload) to 108 views (Janice Crossland-Jones).
- Liesbeth posted 49 examples of Deaf Entrepreneurs; partners have not yet contributed with examples from their own country. Liesbeth tries to find examples from across Europe, with as many different businesses as possible, men as well as women. Deaf entrepreneurs in other EU countries remain difficult to find, because of the many languages and because

not all deaf entrepreneurs mention that they are deaf and/or sign language users on their websites. So far, no one has objected to being included on the website.

The number of views per entrepreneur: from Eric van Zoomeren (63, posted late October) to 995: Janice Crossland-Jones (a popular woman!).

7. Deaf Enterprise Survey

- The Survey was posted on the website with some delay, on 5 October 2017. Text versions are in English, Dutch, Danish and Italian. All questions have been translated into Int. Sign.
- Luigi is not happy with the Int. Sign translation. He will produce a BSL translation some time before Xmas. Luigi still objects to the question that asks respondents about their hearing status.
- Liesbeth posted info about the Survey on the website, the Facebook page, and 2 international networks of Deaf Entrepreneurs; she sent personalised emails to Deaf entrepreneurs in the Netherlands. ISLA posted a message about the Survey on its website. The response so far is disappointing. The Survey has now been completed by 7 persons: IT: 3, NL: 1, UK: 1, Malta: 1. Not all persons answered all questions.
- Liesbeth asks all partners to please involve their networks and personal contacts to get more responses.

8. Interim Report & Financial matters

- On the next page, you can see the number of days each partner has claimed in Year 1 (1 Sept. 2017 – 31 August 2017), for the 3 Outputs that we produce. There are considerable differences between the number of days that partners claim. Each partner will have to monitor its number of days closely, to be able to complete all the planned tasks. Partners who foresee that they will not need all their days, are asked to inform Liesbeth before the end of the project. Funding that is not used by a partner will have to be returned to the National Agency at the end of the project. If we know in time that some funding will not be used by a partner, it can be transferred (maybe with the associated tasks) to another partner.
- Budget for interpreters
We can use the budget for the interpreters (Heading “Special Needs”) only to cover the costs of the interpreters at the international meetings. We will have to monitor these costs closely. If the budget is insufficient, we may have to cut future meetings short (1 day only). On the other hand, if the budget allows it, we it may be preferable to have 3 interpreters at future meetings. The UCLan finance department will inform us about what is / is not possible.
- Budget for the national workshops: on the website:
<http://www.deafenterprise.eu/index.php/financial-info>
- The National Agency has approved the interim report. UCLan has not yet received the second advance payment (40% of each partner’s budget) but will notify us as soon as they do. They will transfer the payments to each partner, immediately after receiving the second payment.
- Overall, the feedback from the National Agency was positive. They see two areas for improvement:

- *“However, it is recommended to support the provision of material through **active dissemination of project results**, such as the proactive activation of the broader network of the organisations and other stakeholders are.”*
- *“For future reports it would be insightful to gain a deeper insight into the **roles and responsibilities of other project partners** as well. How do they support the project? **What are tasks completed by whom and when?** This will be specifically important at Final Report Stage. Regular reflections on these issues will also help the project implementation and a proper distribution of tasks and responsibilities.”*

Dissemination: see next point on the agenda.

Roles and responsibilities of project partners: this will be more clear in the final report, after UCLan, ISLA and CBG have organised their national workshops. Nevertheless, it is important that all partners not only keep track of the number of days used for each output, but also: what tasks were completed, by whom and when – so that we can include this info in the final report as the National Agency requests.

9. Dissemination

- Facebook: Our Facebook page: only 15 followers. We need many more, to advertise the project and the national workshops!
- Conferences, workshops: please don't forget to inform Liesbeth of presentations of the project at conferences, workshops, other events.
- Liesbeth produced the postcard, files are available on the website. Partners can print their own postcards, UCLan will pay for the costs. So far, no postcards have been printed yet.

10. Consortium meeting 5

By email, we have agreed on dates for the next meeting: 15-16 March 2018. Lissa and Eddie will be our interpreters.

The meeting will be in Amsterdam, or a location close to Amsterdam. Liesbeth will inform everyone, in time.

11. Evaluation

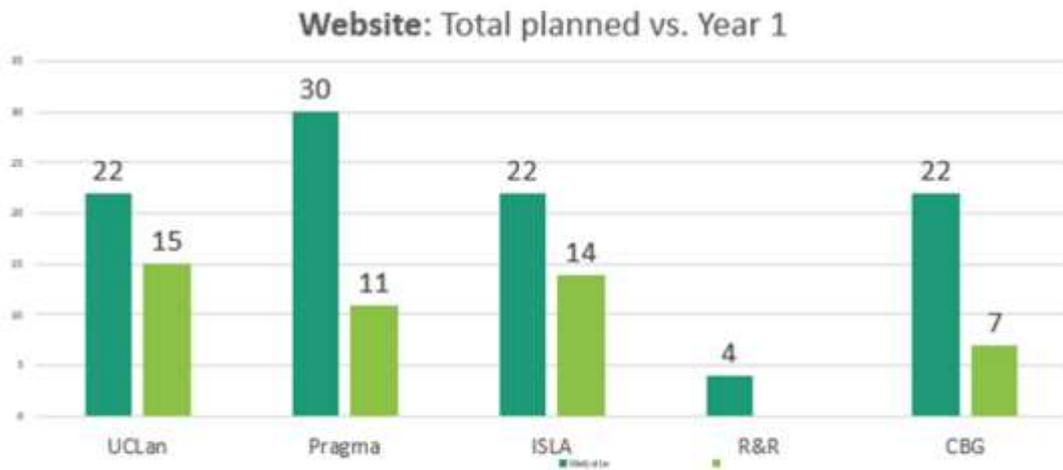
Because not all partners were able to participate in the meeting, Liesbeth did not make formal evaluation forms.

12. Any other matters

During the workshop, the partners will meet every day around 17:00 o'clock for a short evaluation of the day. We will produce a to-do list for the next period, after the workshop.

Meeting closed at 16:00 o'clock

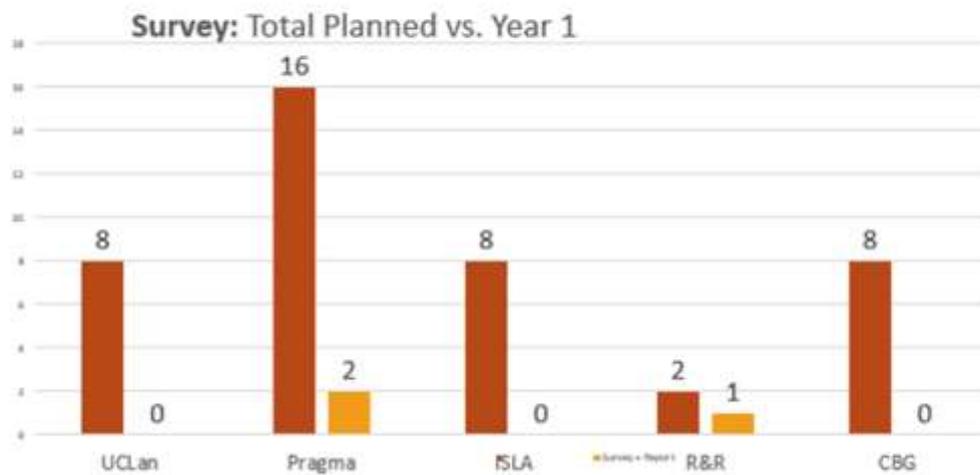
Days used for Output, Year 1



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