



Minutes Deaf Enterprise,

Consortium meeting 3 Castberggaard, 25-26 May 2017

Venue: Castberggaard, <http://www.cbg.dk/cbg/english>

Participants: Outi Toura-Jensen, Ole Vestergaard, Liesbeth Pyfers, Lynne Barnes, Luigi Lerose, Miriam Grottanelli, Pia Rizzi, Ninja Kors

Interpreters: Lissa Zeviar, Eddie Moriarty

1. Welcome, practical matters

- Ole welcomes us to CBG

2. Introduction Ninja Kors

- Ninja introduces herself. She is employed by R&R on a freelance basis and works as a trainer and a text writer. Her background: music science.

3. Report by partners: Activities since the meeting in Rotterdam

- Liesbeth: Before partners report on their activities, we discuss Outi's email about lack of communication between meetings. Liesbeth sends the monthly updates and many emails are sent, but partners do not always respond. There are no easy solutions, most partners are very busy with other commitments and don't always have time to respond, or even to read emails. This is one of the reasons why all major decisions are always made at meetings. All partners agree that they will try to read and respond to emails.

NB: Because we use Google groups for most emails you can always check whether you've missed something by going to the Group archives on the web.

- Liesbeth: If we want to make changes to the workplan or the timing of activities, we have to ask the National Agency (NA) for permission and an amendment of the contract. We moved the international Train the Trainer workshop from May to November; we had to apply for a contract amendment for this change; the change was approved. Changes in the workplan are always possible, but have to be well motivated and worth the effort of asking for a contract amendment.
- Lynne and Luigi interviewed two persons and had a meeting with the Deaf Business Academy <http://www.deafbusinessacademy.co.uk/> The BDA has a lot of useful resources on their website, in BSL. They are very interested in

our project and would like to cooperate in some way.

They selected two trainers: Clark Denmark and Ramon Woolfe.

- Ole and Outi met with their trainers: Mette Bertelsen and Jakob Gade. They discussed the workshop with them. The trainers will use their own experiences but Jakob will NOT teach the participants how to set up an interpreter service – similar to his business.
- Miriam and Pia had small informal interviews with artists, and they filmed two interviews: with an architect, and the owner of a café in Bologna. The second interview is still being edited. They have two candidates for the Train the Trainer workshop.

4. Logo



Logo: we choose the logo with the 3 hands: 3 hands to start things moving. Yellow and blue: colours of Europe. Green: sustainability. (NB I will add the logos, + the info about the font and the colours to the website).

5. Output 1, Deaf Enterprise OER

Lay-out website:

- We decide that it is more efficient to use the 'old' website; O&O will not develop a new WP website.
- Luigi's welcome video should not 'auto-start'
- The photos of the name sign in the banner: to be removed.
- We will make new photos of the name sign, with a more neutral shirt.
- The menu: not a hamburger menu but a regular menu that is visible at the top of the page. The menu must be static to avoid overlap with the video.

Interviews:

- We now have 3 DK interviews, 1 UK (2?), 2 IT (Italian: not yet on the website).
- We can include interviews in the national sign language, the sign language will be indicated at the top.
- Subtitles will not be IN the video, but in a separate file as on YouTube. The Italians will add Italian subtitles. Viewers can then choose: no subtitles, English subtitles, Italian subtitles.

Deaf Entrepreneurs:

- By invitation only, because we only want 'good examples'.
- For each entrepreneur: some information from their website, as a 'teaser'
- The info about Ramon Woolfe is in 'Deaf English'?? This makes the wrong impression. Liesbeth: we cannot edit texts that we copy from the websites of the

entrepreneurs (copyright!) but we can choose what texts to use. Or: have very limited information, only the name, and the link to the website.

- Each partner is responsible for the examples from their country, and will contact the entrepreneurs to ask if we can use their photo + if they agree with the text on the website.
- Liesbeth will be responsible for the entrepreneurs from other EU countries.

Interviews:

- We now have 5 interviews: 3 DK, 1 UK (2?), and 2 IT (1 IT interview still being edited).
- The intro video of Jakob Gades: still no subtitles. Outi will send the correct link.
- The UK interview with Clark Denmark: UCLan sent the transcription to Liesbeth; only the first 6 minutes have been subtitled so far; the remaining minutes: as soon as possible.
- The IT interview is in Italian Sign Language (LIS); we will add this info on the website. There will be both English and Italian subtitles.
- We will use YouTube to add the subtitles; viewers can choose: no subtitles, English subtitles, Italian subtitles.
- Partners probably do not have the resources (working days), to produce more video interviews.
- We do not have the resources to produce videos with entrepreneurs from other EU countries.
- The persons in the interview videos have to sign a 'video consent form', that says that we can use the video on the website. Liesbeth will upload the form to the website.

Glossary:

- On the website, we have a 'work in progress' glossary, in easy to read English. We may not have enough working days to add translations in International Sign, or the national sign languages of the partners. We will discuss this with the Deaf Trainers at the Train the Trainer workshop: useful? What info do they want? In what format?\

Resources:

- On the website, we have 'Resources' with links to online tools, videos, other resources.
- Each partner will be responsible for their 'national resources' and send information to Liesbeth.
- Liesbeth wrote a text for mainstream teachers, trainers. Partners will send their comments; the text will then be posted under Resources.

Outi's proposal:

- We will not post photos, interviews with the partners on the site (Outi's proposal). Instead, we will post videos of the Deaf trainers of the national workshops on the site, with an invitation for people to register for the workshop. These videos will be made during the Int. Train the Trainer workshop in Siena.

Facebook:

- We have a Facebook page: www.facebook.com/deafenterprise.eu; partners will like and share the page with their networks, to get more followers.
- We will use the Facebook page, to start a network of Deaf entrepreneurs and trainees.
- Liesbeth will give Outi and Ole Editor rights for the page. O&O will co-ordinate the info on Facebook.
- Outi and Ole will produce a short video about the CBG meeting and post it on the Facebook page.

Visitors:

- We look at the number of visitors to the website & the Facebook page.

6. The international Train the Trainer workshop, in Siena:

- Partners have each selected 2 Deaf trainers.
- All trainers must have a contract with the partner organization.
- Each partner decides how much to pay the trainers (how many days, or a 'lump sum')
- Location: Siena. Miriam has made hotel reservations
- Dates: Arrival: Wednesday 22 November, Departure Monday 27 November
- Interpreters: Lissa and Eddie. Because of the hearing R&R trainers, a third interpreter will be needed. Liesbeth will look at the budget, see what is possible.

Ninja:

- Results of the Survey monkey questions: what do the Deaf trainers need, what can they contribute.
- What they need: training in 'teacher skills':
 - How to provide feedback
 - How to motivate & empower participants
 - Group leadership
 - Coaching skills
 - Workshop design
- What they can contribute:
 - Their personal experiences
 - Empowerment
 - Don't be afraid to fail
 - Motivational skills
 - Networking
 - They can be role models
- Possible R&R trainers: Elten Kiene, Alvin Lewis, Ninja Kors, Sascha Dux (2 trainers, not all 4!)
- It is not possible to just 'plant' regular R&R trainers in front of the group and let them do their regular thing. The R&R trainers should facilitate the trainers in devising their own teaching and coaching strategies.

- Suggested program (handout): too many icebreakers! The Deaf trainers are very busy professionals; we have to make it incredibly valuable and worthwhile for them, to come to Siena.
- The Deaf trainers can contribute to the TtT workshop, but will probably not have time to prepare presentations themselves, and/or will probably not be able to take on responsibility for part of the programme.
- All partners will send Ninja a wishlist: what do they have to take into account, what format of activities and working methods do people prefer. Deadline: June 2.

7. Output 3: The Survey

- We discuss the proposal that Liesbeth distributed before the meeting.
- Some questions are too complicated, will be simplified.
- An updated proposal will be distributed to the partners, before 15 June.
- We will ask EUD, if they can translate the questions into IS (as they did for the SignTeach Survey).
- The questions will be translated into Italian text – before the Survey is published on the website.
- We will try to have the Survey online, September 2017.

Friday

8. Output 2: The Curriculum

- The curriculum is not just for us, but ‘to be used across Europe’.
- Number of hours: 5 days, so appr. 30 ‘contact hours’. This can be a 5-day workshop, or 2 sessions of 2 ½ days. It will probably not be practical to cut it down further, e.g. to have 10 sessions of 3 hours, because the Deaf trainers will not be available and/or because both trainers and participants may have to travel some distance.
- Contents:
 - i. Personal skills: presentations skills, confidence, communication skills, intercultural skills. > Deaf specific
 - ii. Business skills: business plan, finances, legal issues, contracts, sales, marketing, etc. > “Mainstream” skills
 - iii. Support skills, knowledge: How to get financial support, other support from the government; networking, dealing with barriers; getting the help you may need > Deaf specific, and: probably different for each country.
- Format: Ole will send us the template that they use for the Frontrunners training. We will try to use the same format.
- Level of detail: We will include lesson plans, see examples on the website.
- Each partner (UCLan, ISLA, CBG) will develop a draft curriculum. Deadline: 21 September.
- We will combine the 3 curricula into 1 joint curriculum. Deadline: 21 October.

- We will present the curriculum at the international Train the Trainer workshop, discuss it with the Deaf trainers and make changes and/or improvements if necessary.
- The curriculum will then be 'tested' in the national workshops.

9. Presentation by Holger Jensen (see annex 3)

10. Management

- **Minutes of the meeting in Rotterdam**
The minutes are approved.
- **Timesheets, budget**
Liesbeth shows the working days used versus budgeted, for each partner. At the moment, we have not used up 70% of the first payment, but we assume that we will have, by the end of August. If we haven't used up 70%, we will not receive the second payment yet. We will then have to submit a second interim report + a request for the second payment, when 70% of the budget has been used up.
- **Interim reports for the National Agency**
The NA asked for an update on the project's progress and output. We asked for extra time, so that we could include the output of the CBG meeting. Liesbeth will send the update to all partners for comments, UCLan will send it to the National Agency. Deadline: Friday May 2?
In September, we have to submit the official interim report. This has two parts, a financial report, and a textual report. UCLan will be responsible for the financial report. They will need timesheets and invoices, from all partners. They will contact us, to tell us what they need, when. Liesbeth will write the text part and send it to the partners for approval.
- **Dissemination**
We will develop a postcard, for dissemination purposes.

11. Evaluation

- The desired output of the meeting (see the agenda): all realized.
- Partners complete the evaluation form:
 - Several comments about the very good quality of the interpreters.
 - Some concern about communication between meetings: not transparent enough.

12. To do list, until 23 November

See next page

We thank the interpreters, the hosts, and everyone for a job well done!

Annex 1: To do list

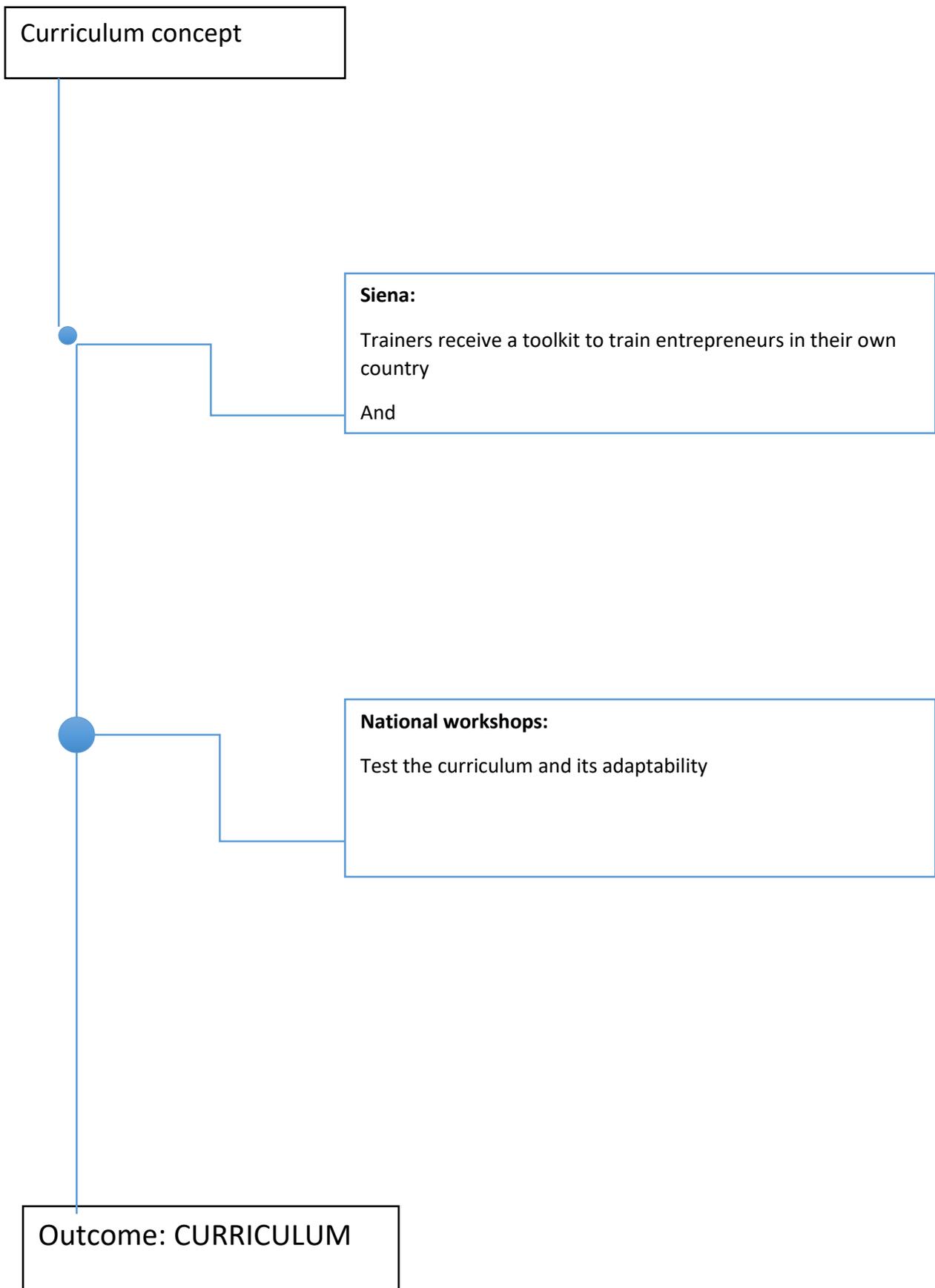
Annex 2: Ninja's docs, made at the meeting

Annex 3: Summary of the presentation by Holger Jensen (to be sent later)

Annex 1: Tasks and timepath, May – November 2017

Who	What	Deadline
Liesbeth	Will update the website	Now
Liesbeth	Will make a new image of the name sign, using the new photos that Ole and Luigi made at CBG	Now
Liesbeth	Will upload the logo and info about the font and colours used, to the website	Now
Liesbeth	Will add the subtitles to Clark's interview	Now
Liesbeth	Will cut Clark's and the Italian interviews into 2 parts: intro, and the rest	Now
Liesbeth	Will post the first Italian interview on the website	Now
Outi	Will send Liesbeth the link to Jakob's intro with subtitles	Now
Pia	Will finish editing the second Italian interview and send it to Liesbeth	asap
Pia	Will subtitle the Italian interviews	asap
Liesbeth	Will upload the 'video consent' form to the website	Now
All partners	Will ask the persons they interviewed, to sign the form	Now
All partners	Will send names, addresses of Deaf entrepreneurs in their country, to Liesbeth. Will contact the entrepreneurs to ask for permission.	Ongoing
All partners	Will send Liesbeth info for the 'National Resources' of their country, for the Resources section on the website.	Ongoing
Liesbeth	Will correct text for mainstream trainers, and post it on the website	Now
Outi, Ole	Will make a short video about the meeting, for Facebook	Now
Liesbeth	Will give Outi and Ole 'editor rights' to the Facebook page	Now
Outi, Ole	Will coordinate the Facebook page	Ongoing
Ninja	Will deliver a time frame for what input is wanted when from the partners, before the end of the month. Partners will respond promptly.	June 1
All partners	Will send Ninja their wishlists for aims and working methods (see page 5, above)	Before June 2
Ninja	Will discuss with Ana and Jade which trainers/coaches from R&R are most suitable for Siena, based on the wishlists	Asap

Ninja	Will send us some examples of working formats that R&R would propose to use in Siena, based on the outcomes of the meeting as well as the wishlists	Asap
Ninja	Will send us a proposal for the programme and trainers for the TtT workshop in Siena	Asap
Liesbeth	Will look at the budget to see if we can pay for a 3 rd interpreter for the Int. workshop in Siena. If a 3 rd interpreter is needed, she will discuss this with Pia (Italian interpreter?), Outi (CBG interpreter?) and Lissa and Eddie.	Now
Liesbeth	Will correct the Deaf Enterprise Survey questions (Output 3), and will send everyone a second draft.	June 15
Liesbeth	Will ask EUD if they can translate the Survey into Int. Sign	July
Ole	Will send us the template of the Frontrunners curriculum	Now
UCLan, ISLA, CBG	Will produce a draft curriculum and send it to all partners	21 September
All partners	Will work together to combine the three curriculums into 1 joint curriculum	21 October
Liesbeth	Will write the "Update" for the National Agency	Now
UCLan	Will inform partners of the documents they need (+ when), for the Financial Interim Report	August
Liesbeth	Will write the text part of the Interim Report and send it to the partners for comments. corrections	September 15
Liesbeth	Will send partners a proposal for a postcard, to be used for dissemination purposes	asap
All partners + trainers	International "Train the Trainer" workshop, Siena (Italy). (Arrival 22, departure 27 Nov).	22-27 Nov. 2017



Deaf Enterprise – Curriculum framework:

Number of hours for total curriculum (in order to receive certification): 40? 60?

- How each country manages the distribution of hours is up to them and their context. E.g.
 - 1 or 1.5 weeks of fulltime training, or
 - 20 weeks (a semester) of evening classes of 2 hours each, or
 - 4 weekends of 10 hours each
 - ...

Subjects to be taught in the curriculum:

[see earlier]

- The distribution of hours between these subjects differs per national situation because a different emphasis may be needed per context
 - For instance, for learners in the UK who have difficulty accessing the labor market in the first place...
 - For instance, for learners in DK whose main aim is to start their own business...
 - ...
- Some subjects are generic, others are specific for the deaf learners.
 - [see notes & e-mail]
- However, all of the subjects are adapted to deaf learners by the (deaf) trainers – or under guidance of deaf trainers.
 - (That last bit because it was promised to the EU to make the curriculum available also to non-deaf teachers and trainers.)

Work forms that we use:

- Lecture
- Workshop
- Role play
- Creative session
- *Etc. etc.*

Handout:

International Workshop Deaf Enterprise
Duration: 5 days (7)

SUGGESTED program – This WILL change!

Day 1	Day 2	Day 3	Day 4	Day 5
Welcome	Ice breaker	Ice breaker	Ice breaker	Ice breaker
What is Deaf Enterprise	Group cohesion exercises	The journey (know thyself)	WS structuring and design (practical WS)	Planning national workshops
Ice breaker				
Who's who				
Program of the week				
Break	Break	Break	Break	Break
Active session!	Coaching vs. Teaching (roleplay)	Excursion, trip	How to provide feedback (roleplay)	Evaluation
Roundup	Roundup		Roundup	Wine

Suggested teachers:
 Elten Kiene – ice breakers, group cohesion, letting go of prejudice, (spoken word artist)
 Alvin Lewis – coaching, band leading, negotiating
 Ninja Kors – lifelong learning, empowerment, career attitude, crafting a plan
 Sascha Düx – group cohesion, social cohesion

Revised proposal:

International Workshop Deaf Enterprise					
<i>Duration: 4 days</i>					
Travel day	Day 1	Day 2	Day 3	Day 4	Travel day
	Welcome	Intro: Entrepreneurs in Italy	Intro: Entrepreneurs in the UK	Intro: Entrepreneurs in Denmark	
	Who is who - Icebreaker	Empowerment & motivation (IT?)	Getting a plan on paper (R&R)	???	
	Deaf Enterprise: our aim + the program for the week	The Hero's journey (R&R)	Group dynamics & leadership (UK?)	The Deaf Enterprise curriculum: what's in, what's out?	
	Lunch	Lunch	Lunch	Lunch	
	Designing a workshop (DK?)	Providing feedback (DK?)	Work with Elten on 'words' and expressing yourself and your ambitions	How to teach the curriculum in a national situation	
	Coaching vs teaching (R&R?)	Coaching practice: some hands-on experiences (R&R coach)	Roundup	Evaluation and feedback	
	Roundup	Roundup	Relax	Wine	