



## Minutes Deaf Enterprise,

### Consortium meeting 6, Preston, 21-22 May 2018

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**Venue:** *Livesey House*, Heatley Street, Room: LH223 - Deaf Studies Lab

**Participants:** Lynne Barnes, Luigi Lerosé (hosts, chairperson), Miriam Grottanelli (Monday only), Pia Rizzi, Outi Toura-Jensen, Ole Vestergaard, Ninja Kors (Monday 12:00-17:00), Liesbeth Pyfers (minutes)

**Interpreters:** Brigitte Francois, Tina Vrbanic

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## Objectives of the meeting:

- Agreement on the output of the project
  - A timetable & division of tasks for the last 3 months of the project
  - A timetable & division of tasks for the final report: Financial Report, description of activities
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### 1. Welcome, practical matters

- Luigi welcomes us to UCLan.
- Jade Schiff (R&R) will not be at the meeting, Ninja (R&R) will be here, 12:00- 17:00 today. Miriam will leave Monday night.

### 2. Evaluation of the workshops

#### ISLA

Miriam presents a PP with a report of the workshop in Siena. 10 participants, very different backgrounds, wishes, levels, from all over Italy, women in the majority. Finding and communicating with the participants before registration was very time consuming. The participants stayed at a hotel. There were 3 invited experts. All participants agreed that the workshop was very interesting, very useful. But: they all agree much more is needed. Maybe even: a training at university level. We watch Claudio's answers to the questions for trainers.

Participants and trainers agree that it is very important that the trainers are deaf and can function as deaf role models; it is also very important that all participants are deaf sign language users. The fact that the workshop was funded by the EU was important for the participants.

Miriam will send Liesbeth a copy of her PP, to be added to the minutes of the meeting. A report of the ISLA workshop, with the evaluations by the participants and the trainers, will be published on the website.

## **UCLan**

Luigi shows us a video impression of the workshop in Preston – which was only last week. The video is on the website: <https://www.deafenterprise.eu/index.php/workshops-info/workshop-in-preston>

There were 12 participants, 3 men, 9 women, from all over the UK. Again: different backgrounds, wishes, levels. During the workshop, the participants stayed in a hotel.

There were 3 guest lecturers, two deaf entrepreneurs who presented how they set up their businesses, and a hearing presenter from UCLan (with interpreter) who explained business models, taxes, etc.

Although the presentation by the hearing expert was very interesting, participants found it easier to engage with the deaf trainers & experts.

Having 2 trainers is good (instead of just 1) because each can contribute his/her own expertise, strengths.

Lynne will write a report of the workshop to be posted on the website.

Luigi recorded the entire workshop on video. We will have to decide how we will use the video on the website and who will do the editing...

## **CBG: workshop plans**

Unfortunately, CBG will not be able to organize the workshop at the beginning of June. They informed Liesbeth, by email. Several solutions were discussed by email and are discussed again. All partners agree that it is essential that CBG organizes a workshop, too. For the project, it will be very good if the participants of the workshop are Frontrunners. Videos of the workshop (impressions, interviews with participants & trainers) will then be in international Sign, which will make the project's output more accessible to sign language users 'across Europe'. The current group of Frontrunners however is returning home at the beginning of June. The workshop can be held with the new group of Frontrunners in the third week of September. All partners agree that this is the best solution.

Miriam asks if Italian sign language users can participate in the workshop in September, if the language of communication is Int. Sign. Maybe this is possible, but the content of the workshop at CBG may overlap with the workshop in Siena. It will also depend on the size of the group at CBG.

## **Extension of the project**

The official ending date of the project is 31 August. We will ask the National Agency for an extension of 3 months. Ending date: 30 November instead of 31 August. The deadline for the final report will then be: 31 January 2019. We will not receive any extra funding, but we will be allowed to claim days and costs to the budget until 30 November 2018.

The contract will have to be changed, for this. Liesbeth will write the 'contract amendment request', UCLan will send it to the UK National Agency. We will do this before the end of May. According to the contract, the NA may need up to 45 days to decide. If the NA decides that the extra 3 months are not allowed, we will have to finish the project without the workshop in Denmark, before 31 August.

We will continue with our project work, while we wait for the decision by the NA. Before the end of June, we will post the reports of the workshops in Siena and Preston on the website. The curriculum will be updated, based on the evaluations in Siena and Preston (also see item 3 on the agenda).

Immediately after the workshop at CBG (October-November), we will post the report (+ videos) of the CBG workshop on the website and make final changes & additions to the curriculum and the website.

Officially, we do not have the budget for an additional meeting. However, if we all think a meeting IS necessary to finalize the curriculum and the website, we will find a solution. Most partners do have some unspent travel budget; the main problem will be the costs of the interpreters.

### 3. Finalization of the curriculum

We discuss the content of the curriculum. It is decided that:

- The curriculum will include activities for entrepreneurs and for jobseekers.
- The curriculum will be in English; it will be written for 'experienced' trainers. In the introduction, we will add a paragraph with requirements for the trainers.
- In addition to the curriculum, we will publish reports of the 3 workshops on the website: these are the activities that were actually used by the trainers in one or more workshops, with the feedback from the trainers & participants and some video to illustrate. Lynne will send us UCLan's report before the end of June; ISLA will use this as a 'template' for their report.
- In the curriculum, we will include a 'marker' that shows which activities were actually used by us.
- On the website, the activities in the curriculum that were used in one or more workshops will be 'linked' to the activities in the workshop reports, and vice versa.
- Where appropriate/necessary, activities in the curriculum will be described from a deaf perspective.
- Liesbeth will re-write the activities so that they are more alike in style and format. Descriptions of learning activities will be short and written in 'easy to read' English. Trainers will be able to click on a link to see 'additional background information'. Rewriting will be done in June, Liesbeth will send an example to the partners, before the end of May.
- Format: no major changes needed in the online format. We will use the 'click to read' format (as in the Introduction, see next bullet).
- Introduction: Liesbeth has posted an 'alternative' introduction (work in progress!). It uses a 'question and answer' format to make the text more accessible:  
<https://www.deafenterprise.eu/index.php/introduction/introduction-option-2>  
It is decided that we will use this format as much as possible, throughout the website (also see the interim report of the Survey:  
<https://www.deafenterprise.eu/index.php/surveyintro/first-results-may-2018>.
- If time and budget allow, we will publish the curriculum (without the workshop reports) as a downloadable .pdf., as well.
- On the website, we will add national resources and learning materials for trainers and participants, e.g handouts, Powerpoints, etc. in the national languages. If time allows: with English translations or summaries. If there is no time for translations: people will have to use Google to translate. Powerpoints will be posted on the website as .pdfs.

Friday morning, we discuss and agree on an updated 'to do' list. See pages 6-7

## 4. Management

### 4.1 Conclusions of the Leiden meeting, to do list

There was a mistake in the minutes of the Leiden meeting. The costs of the CBG workshop for participants was 100 euros per person for food and drinks, not 1000,- euros. We asked the NA if this is allowed. They informed us that it is better not to ask participants to pay for the workshop. Participants will not have to pay for the CBG workshop in September.

We check the 'to do' list of the Leiden meeting. It will be updated after the meeting, see pages 6-7.

### 4.2 Financial Report (Tracy, Sarah) (moved to Tuesday morning, when Sarah Cullen is present)

Sarah presents the planned vs. realized budget with the current data from the Mobility Tool. The data are up to date until last week. Some partners have been asked to send in correct timesheets.

Liesbeth has some questions / corrections:

- The info on travel costs for meetings does not seem to be correct – at least not for Pragma;
- For Pragma, the number of working days Intellectual Output for Pragma is not correct.
- The data for the Learning, Teaching and Training events do not seem to be correct.
- Special Needs Support is to pay for the costs of the interpreters. For this budget heading, underspend by any partner is automatically transferred to cover overspend by other partners. We do not have the invoices for this last meeting yet, but we are fairly sure that the budget does not have to be increased.
- Multiplier events (national workshops): the costs of the workshops by ISLA and UCLan have not yet been included.

In Leiden, the transfer of budget for "Intellectual Output" between partners was discussed to cover the overspend by UCLan. Miriam says that if ISLA can claim the days Miriam and Pia used for the national workshop in Siena, they will probably need all of their budget, themselves. No 'underspend' to be transferred from ISLA to UCLan.

All partners will check their data and will inform Sarah if anything is not correct and/or if they want to transfer budget from one budget heading to another budget heading, and/or to another partner.

### 4.3 Final Report – Description of Activities

Liesbeth has uploaded the form for the Final Report to Google docs. You can find the link on the DE website, under "Reports":

<https://www.deafenterprise.eu/index.php/reports/item/final-report>

The link to google docs:

<https://docs.google.com/document/d/1Pub8QSzTr0Vxcw9wFtV08NmQ4njWfBlnWxiSO-rPYzY/edit>

We discuss the different questions that we have to answer. We discuss the feedback on the Interim Report from the National Agency. We discuss the roles / tasks of the partners in the project.

Each partner will contribute to the Final Report. The deadline for submission: 30 October = if the extension of 3 more months is not allowed, or 31 January - if the extension is allowed). Liesbeth will send out a timetable for the Final Report as soon as we have the answer of the National Agency.

#### **5. Deaf Enterprise Survey**

Liesbeth has published a draft report of the Survey on the website;

<https://www.deafenterprise.eu/index.php/surveyintro/first-results-may-2018>

All partners will do their very best to get more people to answer the questions of the Survey.

#### **6. The output of the project: planned vs. realized**

In the Final Report, the “Intellectual Output” that we promised to develop is already included. If the output from our project is different from what we promised to do in the workplan, we will have to explain the changes.

We discuss the promised vs. realized output and agree on a ‘to do’ list. See below.

The main problem is the Glossary. At the moment, the Glossary is a collection of mainstream ‘business terminology’ with easy to read explanations in English. No translations in Int. Sign.

We discuss alternatives. Outi will send as a proposal for an alternative Glossary with terminology from a Deaf perspective – possibly with Int. Sign, before the end of June.

#### **7. Dissemination**

We have to be more pro-active in our dissemination activities! All partners will send their dissemination activities to Liesbeth, to be included on the website:

<https://www.deafenterprise.eu/index.php/dissemination>

#### **8. Future plans, spin-offs**

The workshops in Siena and Preston were well received and are considered to be vastly important by all concerned. Partners would like to continue to organize workshops for the target group and to expand the activities. However, this will not be possibly without external funding. The costs of organizing the workshops are too high to be paid for by the participants, themselves.

Two possible routes for spinoffs & new projects are discussed:

- National activities, maybe with national funding.
- International activities with Erasmus+ funding. One option is to apply for funding to organize one or several international Train the Trainer workshops. The trainers from the UK, IT, DK can teach new trainers from other EU countries how to organize workshops, how to use our curriculum.

The deadline for new Erasmus+ applications: March-April 2019. We will discuss this again, at a later date.

#### 9. Evaluation of the meeting

All partners present complete the evaluation form. No major problems, mostly positive responses.

#### 10. Any other matters

We thank Lynne and Luigi for hosting the meeting, we thank the interpreters for a job well done!

## To do list:

Deaf Enterprise: Tasks and timepath, May 2018 – September 2018

Who	What	Deadline
<b>Management</b>		
Liesbeth	Will write a request for an extension of the project	Before 1 June
UCLan	Will send request to the National Agency	Before 1 June
All partners	Will check their financial data and their timesheets, will Sarah corrections	Before 1 June
All partners	Will inform Liesbeth of all dissemination activities	Ongoing
Liesbeth	Will send all partners a timepath for the Final Report	As soon as we know if the extension is allowed
<b>Curriculum</b>		
Liesbeth	Will update the introduction to the curriculum, will include requirements for trainers	Before the end of June
Liesbeth	Will rewrite / reformat the learning activities	Before the end of June
ISLA, UCLan, CBG	Will send us the reports of their workshops to be posted on the website, including evaluation data (participants, trainers)	Before the end of June CBG: October

ISLA, UCLan, CBG	Will send Liesbeth the learning / teaching materials used in their workshops to be included on the website	Before the end of June CBG: October
UCLan, CBG	Will send us video to be used to support illustrate the curriculum	UCLan: before the end of July CBG: October

## Website

Outi	Will send us a proposal for an alternative to the Glossary	Before the end of June
Outi, Ole	Will send Liesbeth the link to Jakob's intro with subtitles	Done!
Outi	Will fix the mistakes in the interview with Mette Bertelsen	Asap
Pia, Miriam	Will subtitle the interview with Alfonso Marrazzo	Asap
UCLan	Will subtitle the interview with John Denerley	Asap
All partners	Will send Liesbeth info for the 'National Resources' of their country, for the Resources section on the website.	Ongoing

## Survey

All partners	Will contact Deaf entrepreneurs in their country to answer the questions of the Survey; Target our workshop participants – ask them to pass it on to 'at least 5 people' for example.	
Liesbeth	Will analyse data, will write draft report	Before the end of July