

**JOB SEEKING & EMPLOYABILITY SUPPORT FOR MIGRANTS: TOOLKIT FOR  
TRAINERS**

**Workshop 1 Supporting 'soft skills' development for job seeking/employability  
for new migrants**

**Wednesday 4<sup>th</sup> December 2013**

**Sheffield, United Kingdom**

**Leecroft House 58-64 Campo Lane S12EG**

**ATTENDEES**

Eric Wijmenga	E.W	Intercambio
Marina Larios	M.L	Intercambio
Carmen Perez del Pulgar	C.P.P	Intercambio
Jérôme Combaz	J.C	Greta du Velay
Valérie Alibert	V.A	Greta du Velay
Isabel Contreras	I.S	UPTA
Marta Bona Corbella	M.B	UPTA

**MINUTES AND ACTION POINTS**

**Issue 1: Welcome and Presentation of the Project and each partner to present their organisation**

E.W welcomed participants at Intercambio premises.

E.W and M.L presented Intercambio and their experience working with international student's (migrants) in the UK.

Then all partners completed a pre-questionnaire to analyse their expectations.

I.C from UPTA continued holding a presentation about UPTA's general activity and its links to the project. The presentation highlighted UPTA's activity advising migrants wanting to set up a business in Spain.

J.C from Greta du Velay explained their organisation's activities generally and the ones linked to migrants in particular. Their expertise of the organisation teaching French language and culture to new migrants was presented

**Issue 2: Project Management**

C.P.P from Intercambio presented an overview of the project, focusing on the next steps to follow. The group actively participated in designing the coming activities and action points for the successful development of the Partnership.

The term “migrant” and “immigrant” was discussed. The partnership agreed that it was more political correct to use the word “migrant”

### **2.1 Workshops:**

It was agreed among partners to reduce the amount of workshops from 6 to 4. That would mean that after the current first workshop in the UK other three workshops will take place.

The second workshop will take place in **May 2014 in Granada, Spain.**

The third workshop will take place in late **September- October 2014 Le Puy-en-Velay, France.**

The fourth and last meeting will take place in **May- April 2015 in Madrid, Spain.**

They will all be 2 days workshops as one workshop/theme will be delivered per day.

**Action Point:** *Intercambio to amend application (6 WS → 4 WS)*

**Action Point:** *Each partner to ask for permission for the change in the amount of workshops to their National Agency.*

**Action Point:** *Intercambio to amend Gantt chart and send to partners.*

**Action Point:** *Table summarising mobilities with the suggestion on how many mobilities to take per workshop.*

### **2.2 Presentation and discussion about the project website:**

It was agreed among the partners to use ‘Drupal’ to develop the project website containing the toolkit for trainers as well as general information about the project for dissemination.

It was agreed to change the tabs on the current Drupal and set the following columns:

<b>About us</b>		<b>Workshops</b>	<b>Toolkit</b>	<b>News <sup>1</sup></b>	<b>Network</b>
JEM	Partners	WS 1-4	Chapters 1-4		

It was also agreed to insert a tag in the website in which the updates on the project’s Facebook page are reflected.

**Action Point:** *Greta du Velay to update Drupal with changes by the 20<sup>th</sup> of December.*

Following the current application, the Drupal should be in both English and French. The French partner suggested to have the website only in English as his trainers in his organisation speak English.

**Action Point:** *Ask to N.A if they would accept the project website just in English.*

<sup>1</sup>News strictly about JEM

### **2.3 Internal working space:**

The online working space is ready and accessible from JEMs Drupal. All partners have access to it and can generate a username and password.

It was agreed that all final documents related to project management will be uploaded to this platform.

In order to work on the chapters of the Toolkit for Trainers, J.C suggested using Etherpad, using <http://openetherpad.org/> or similar.

**Action Point:** *Greta du Velay to set up first document on Etherpad and invite partners.*

**Action Point:** It was also agreed to generate a mailing list for any future communication by GDV

**Action Point:** *Intercambio to send J.C the email of all participants in the project which should be included in the mailing list.*

**Action Point:** *J.C to generate mailing list for JEM.*

### **2.4 Facebook:**

**Action Point:** *Create Facebook page by 20<sup>th</sup> December.*

### **2.5 Next Skype meeting:**

**Action Point:** *Intercambio to create a Doodle poll to arrange next Skype meeting.*

Because of the lack of time it was agreed to discuss the context of the next transnational meeting on the next Skype call. The profile of the learners will be based on this discussion.

Project Visit: Sheffield College

Partners visited for 2 hours Sheffield College in order to find out more about their current project which supports migrants in the UK to learn English as a second language. The project is currently being developed in partnership between Sheffield College and the Job Centre Plus. Learners were invited in order to share their experiences with regard to finding work in the UK and the challenges they were facing.

## ACTION POINTS

<u>Ref</u>	<u>What</u>	<u>By whom</u>	<u>Deadline</u>
1	Amend application (6 WS → 4 WS)	<u>Intercambio</u>	
2	Each partner to ask for permission for the change in the amount of workshops to their National Agency.	<u>ALL</u>	
3	Amend Gantt chart and send to partners	Intercambio	
4	Table summarising mobilities with the suggestion on how many mobilities to take per workshop.	<u>Intercambio</u>	
5	Greta du Velay to update Drupal with changes (Columns and Update of FB page)	<u>Greta du Velay</u>	20 <sup>th</sup> December
6	Ask to N.A if they would accept the project website just in English	ALL	
7	Greta du Velay to set up first document on Etherpad and invite partners	ALL	
8	Send J.C the email of all participants in the project which should be included in the mailing list	Intercambio	
9	Generate mailing list for JEM	Greta du Velay	
10	Create Facebook page by	UPTA	20 <sup>th</sup> Dec
11	Create a Doodle poll to arrange next Skype meeting	<u>Intercambio</u>	
12	To draft transnational meeting minutes	Intercambio	

### Annexes

- 1- Signed Attendance list
- 2- Photos