



European
Commission



Municipality of Turin - SFEP

**MINUTES OF “PRAISE” PROJECT KICKOFF MEETING
4 – 5 MARCH 2004**

In the year 2004, on March 4th at 9.30 a.m., on the premises of SFEP in Via Cellini 14 – 10126 Turin - , the first day of the kick-off meeting for the “PRAISE” Project took place.

Attendance:

INSTITUTION	NAME
Politecnico di Torino	Fulvio Corno
Politecnico di Torino	Laura Farinetti
Politecnico di Torino	Dario Bonino
UHI Millennium Institute	Sean O’ Miadhachain
UHI Millennium Institute	Allister Young
Berufskolleg Bethel	Monica Kruse
Berufskolleg Bethel	Jürgen Würz
INFOP	Stefano Vitale
University of Akureyri	Elisabeth Fern
University of Akureyri	Elin Dianna Gunnarsdottir
University of Akureyri	Mikael M. Karlsson
Comune di Torino – SFEP	Cesare Bernardini
Comune di Torino – SFEP	Giuseppe Di Blasi
Comune di Torino – SFEP	Maurizio Lorenzatto
Comune di Torino – SFEP	Maurizio Motta
CEMEA – Piemonte	Simone Gigaro
CEMEA – Piemonte	Fabio Belli

INFOP, for this first meeting, was represented by CEMEA’s representative for Piemonte, Stefano Vitale.

Absentees:

- The Highland Council
 - Universitat de Barcelona
- Unable to attend the two-day meeting.

Summary of session:

9.30 am:

Maurizio Motta from the Municipality of Turin (coordinating partner) starts the meeting with a welcome speech and a presentation of the Municipality of Turin (Attachment 1).

The presentations of each partner, through oral and/or I.T. tools, follow.

The Highland Council is presented by the UHI Millennium Institute; whereas the Universitat de Barcelona is presented using some documentation previously provided during the "CABLE" kick off meeting.

2.30 pm:

After lunch Cesare Bernardini presents the general tasks of the project. (Attachment 2)

A presentation by Maurizio Lorenzatto follows, dealing with the specific tasks, the work plan, the related actions, the outputs and the distribution of responsibilities. (Annex3.pdf)

Laura Farinetti presents the link with the "CABLE" Project (to which all partners, except for The Highland Council and the University of Akureyri, participate) and the prospective of participation to the semantic network. (Annex4.pdf)

Sean O' Miadhachain introduces the aims and the methods of monitoring the project.

Finally Giuseppe Di Blasi briefly introduces the various elements of the project's budget (total budget, UE contribution, cost types.)

The first day's session ends at 6.15 pm.

In the year 2004, on March 5th at 9.30 a.m., on the premises of SFEP in Via Cellini 14 – 10126 Turin - , the second day of the kick off meeting for the “PRAISE” Project took place.

Attendance:

INSTITUTION	NAME
Politecnico di Torino	Fulvio Corno
Politecnico di Torino	Laura Farinetti
Politecnico di Torino	Dario Bonino
UHI Millennium Institute	Sean O’ Miadhachain
UHI Millennium Institute	Allister Young
Berufskolleg Bethel	Monica Kruse
Berufskolleg Bethel	Jürgen Würz
INFOP	Stefano Vitale
University of Akureyri	Elisabeth Fern
University of Akureyri	Elin Dianna Gunnarsdottir
University of Akureyri	Mikael M. Karlsson
Comune di Torino – SFEP	Cesare Bernardini
Comune di Torino – SFEP	Giuseppe Di Blasi
Comune di Torino – SFEP	Maurizio Lorenzatto
Comune di Torino – SFEP	Maurizio Motta
CEMEA – Piemonte	Simone Gigiario

Summary of session:

9.30 am:

Giuseppe Di Blasi presents the budget again, in a more detailed way. The partners are particularly informed of the need to distribute the co financing of the project over each type of expenditure, and not only over the personnel costs, as foreseen in the budget presented to the EU.

(Attachment 5)

2:30 pm

After lunch the session restarts with the presentation, made by Giuseppe Di Blasi, of further administrative provisions of the Agreement between the Municipality of Turin and the EU.

(Attachment 6)

Finally Allister Young and Sean O’ Miadhachain present the Web site of the CABLE project and the related access modalities to the partners.

The second and last session ends at 5 pm.

Attachment 1 – Introduction to the works: Maurizio Motta

SOME INFORMATION ON THE SOCIAL SERVICES OF THE MUNICIPALITY OF TURIN:

- About 150 offices (including daily and residential services)
- 14,000 families currently receiving aid and interventions
- About 1,200 operators working for the Municipality of Turin, as well as 400 social institutions working in agreement with the Municipality
- Foreseen expenditure for the year 2004 of about 70,000,000 Euros (excluding the cost of the Municipality personnel)

AMONG THE TASKS AND GUIDELINES, WE INTEND TO DEVELOP COMMUNICATION:

- Within the network of services (computerizing working processes, continuous training of the operators using different methods, including FAD training)
- Outside the network of services (intensive participation of associations and social institutions to the Municipality's programmes, better access of citizens to services, creation of a web site, which should also be interactive, regarding the social services provided by the Municipality.

INTEREST IN TAKING PART IN THE PRAISE PROJECT AND CHALLENGES TO MEET:

Improving communication and education within the network of services, also using computing tools, facing:

- 1) The difficulties of social workers using computers during training, as they are used to a type of education based on:
 - The relation between praxis – theory - praxis
 - The relational aspects (not just “knowing” but also “knowing how to be”)
 - The work group as a place of dialectic education
- 2) The search for ways to base training courses on valid methods that involves a confrontation with:

- Being able to identify and validate it (not only on the basis of feelings and opinions)
- Being able to make them visible and socializable
- Being able to change our way or working and our skills, on the basis of those practices which will be recognized as the most effective. This is no simple task, as social work is not just the execution of standardized procedures.

- 3) Being able to create ideas and paths also through a comparison of different local realities: the partners of the project, all involved in the relation between education and social services to people.

Attachment 2 – Macro objectives of the project – Cesare Bernardini

1. *STUDYING A MODEL OF DISTANCE LEARNING CAPABLE OF KEEPING THOSE ELEMENTS OF SPECIFICITY WHICH ARE TYPICAL OF THE TRAINING OF SOCIAL PROFESSIONALS*
 - *Keeping a constant praxis-theory-praxis relationship*
 - *A learning model based on experience*
 - *A knowledge accumulating and refining itself through practice (of the profession) and so through experience*
 - *Training intended as a route:*
 - *That is able to conjugate in a synergic way the revision and mobilization of cognitive resources and of skills already possessed and/or experimented in the field.*
 - *which should satisfy the formative needs, perceived as such from the subjects involved in the learning process.*
 - *which should be centered on the trainees themselves, as active subjects of the re-elaboration and reconstruction*

2. *ELABORATING ROUTES WHICH SHOULD NOT BE TAKEN OUT OF THE AIMS AND PURPOSES OF EACH SINGLE PARTNER, BUT SHOULD BE EASILY INCLUDED IN THE DAILY ROUTINE AND, IN THIS SENSE, SUSTAINABLE*
 - *Focusing on localism, which must:*
 - *Safeguard the territorial and context dimensions which are to be found in the expertise and practices discussed hereby*
 - *Conceiving one's own context as the area where to search and interpret severe situations and needs, and as a container of potentiality and expertise.*
 - *Developing formative paths unimpaired by strict project schemes but able to change according to the needs and to the real opportunities to obtain a result on behalf of the partners through:*
 - *Methodologies capable of adhering to the praxeological situation of one's own territory*

3. *FOSTERING THE EXCHANGE OF IDEAS AND PRAXIS AMONG DIFFERENT SITUATIONS AIMING AT RECIPROCAL ENRICHMENT*
 - *Developing real opportunities for partners of different territorial realities for confrontation, exchange and knowledge sharing, at an international level :*
 - *Shared knowledge enriches all components of the community*
 - *All community members greatly benefit from it*
 - *Developing a didactical methodology capable of making each partner's knowledge and skills visible and transferable, in order for them to:*
 - *Face up to the challenge of broadening their horizons, a challenge which is and will be proposed by Europe and the world*
 - *Produce an exchange knowledge, a comparison with each other, and an opening up towards external contributions*

4. *IMPROVING THE RELATION BETWEEN TRAINING - WORK*
 - *Giving training an active and stimulating role within the working process:*
 - *Supporting the re-organizational and development processes emerging from the new needs.*
 - *Making it capable of anticipating demand, in order to provide a formative path exactly when it is needed.*
 - *Producing a direct interaction and closeness to the working situation, in order to reduce costs, also personal ones, which a "distance" between training and work usually produces.*

In brief it is a matter of sharing a series of innovative elements from various disciplines, in order for them to activate that dynamic process by which a small increase of "energy" can produce great results. Through this project we propose to activate "Virtuous Circles", the first of them being our condition of being partners.

Attachment 5 – The budget – Giuseppe Di Blasi

Here is a detailed proposal for the budget's distribution, which takes into account each partner's tasks, as regards the first three types of cost:

- 1. Personnel*
- 2. General expenditure*
- 3. Travel and accommodation.*

In particular, an equal distribution of the budget among all partners is highlighted. A greater budget will be allocated to the Municipality of Turin – SFEP, as it is the coordinator of the project, in order to cover the greater costs of coordinating activities and the number of trips.

During the presentation the need to clarify the relation between the total budget, co financing and the EU contribution arose. The following things were pointed out:

- All eligible, reported and, if needed, proven costs, shall not exceed Euro 500.000,00;*
- The EU will cover 80% of the reported eligible costs, up to a maximum of Euro 400,000,00;*
- The remaining part of the costs, that is 20% of total eligible costs, consists of the co financing on behalf of the project's participants. Each partner shall identify the way to cover such expenditure according to its country's accounting system.*

A further problem, involving in particular the public institutions taking part in the project, is represented by the impossibility of charging the costs for public personnel, as such costs are already being covered by the public financing, in order to avoid any possible double financing.

The Municipality of Turin shall investigate such issues further. The possibility of considering as eligible the costs for personnel involved in a specific period of the execution of various project activities, following a formal proceeding on behalf of the public institution and the production of any documentation needed to justify such costs will be examined.

The results of this investigation will be communicated to all partners.

Concerning the last two types of costs:

- 1. Conferences and seminars*
- 2. Production, dissemination and information*

A decision shall be taken regarding the identification of the partners who shall accomplish the relative tasks.

The session continues with the discussion of the points presented the previous day:

- 1. General aims of the project*
- 2. Work plan*
- 3. Tasks and assignment of responsibilities*
- 4. Schedule of future meetings.*

A broad discussion follows, concerning the contents, tasks, timetable and responsibilities of the project's execution. In particular, certain aspects were clarified, concerning:

- The definition of virtuous circles*
- The preparation of formative plans*
- Tasks deriving from the assignment of the responsibilities.*

The following discussion is focused on the time and location of future meetings.

The need for the future meetings to coincide with those of the "CABLE" project arises, in order to better share the work plan and to optimize the financial resources and to facilitate the partners' attendance.

Future meetings shall include a day for general discussion among the partners, and a day dedicated to the external territorial reality, by means of seminars and conferences.

Having considered the organizational procedures and the contents of future meetings, a unanimous proposal was made to identify the location of such meetings on the premises of the pedagogical partners. On the basis of the commitments of all those involved the following calendar has been drawn up:

Meeting	Country	Partner	Date	Tasks
<i>PRAISE 1</i>	<i>Scotland</i>	<i>THC</i>	<i>June 2004</i>	<i>1-6-7</i>
<i>PRAISE 2</i>	<i>Iceland</i>	<i>UoA</i>	<i>September 2004</i>	<i>2-3-6-7</i>
<i>CABLE 2 / PRAISE 3</i>	<i>Germany</i>	<i>Bethel</i>	<i>November 2004</i>	<i>2-3-6-7</i>
<i>PRAISE 4</i>	<i>France</i>	<i>INFOP</i>	<i>March 2005</i>	<i>2-3-4-5-6-7</i>
<i>CABLE / PRAISE FINALE</i>	<i>Spain</i>	<i>UdB</i>	<i>June 2005</i>	<i>2-3-4-5-6-7</i>

Once the locations for the future meetings were decided on, it was possible to allocate the relative budget, in equal parts, to all the pedagogical partners who will host seminars and conferences (THC, UoA, Bethel, INFOP, UdB).

Concerning the last type of cost – production, dissemination and information – it has been agreed to allocate Euro 20,000,000 to all the pedagogical partners (SFEP, THC, UoA, Bethel, INFOP, UdB), in equal parts; the remaining Euro 20,000,000 foreseen by the budget, shall instead be allocated to INFOP which should take care of the publication of the book in two languages (English and French) and of the related Cd-Rom.

Attachment 6 – Financial Provisions – Giuseppe Di Blasi

In particular, the following points were discussed:

- *Times and amount of payment of the first part of contribution*
- *Requirements for the request of further payments*
- *Times and documentation of the settlement of the final contribution*
- *Times and documentation to be given to the EU concerning the development of the project, the requests of further payments and the final reports*
- *Information on the EU web site where to find expenditure reports forms*
- *Cross-reference to the provisions in the Agreement concerning the definitions of eligible costs, direct and indirect costs, non eligible costs, payments in kind*
- *Necessity to draw up a contract with the partners to discipline the organizational and financial aspects of the project's realization*
- *Urgent necessity to obtain the form with all the financial information, in order to allocate the quota of the contribution.*

	TOTAL	SFEP	PdT	UHI	Bethel	INFOP	UdB	UoA	THC
1. Staff	250.000,00	43.150,00	29.550,00	29.550,00	29.550,00	29.550,00	29.550,00	29.550,00	29.550,00
Category A	235.500,00	41.250,00	27.750,00	27.750,00	27.750,00	27.750,00	27.750,00	27.750,00	27.750,00
Category B	14.400,00	1.800,00	1.800,00	1.800,00	1.800,00	1.800,00	1.800,00	1.800,00	1.800,00
Category C	100,00	100,00							
2. General expenditure	10.000,00	3.000,00	1.000,00	1.000,00	1.000,00	1.000,00	1.000,00	1.000,00	1.000,00
A. Office supplies, photocopies...	1.500,00	450,00	150,00	150,00	150,00	150,00	150,00	150,00	150,00
B. Telephone, fax, post	1.500,00	450,00	150,00	150,00	150,00	150,00	150,00	150,00	150,00
C. Data processing	7.000,00	2.100,00	700,00	700,00	700,00	700,00	700,00	700,00	700,00
3. Travel & subsistence	160.000,00	34.000,00	18.000,00	18.000,00	18.000,00	18.000,00	18.000,00	18.000,00	18.000,00
A. Travel	96.250,00	22.750,00	10.500,00	10.500,00	10.500,00	10.500,00	10.500,00	10.500,00	10.500,00
B. Subsistence	63.750,00	11.250,00	7.500,00	7.500,00	7.500,00	7.500,00	7.500,00	7.500,00	7.500,00
4. Conferences and seminars	40.000,00				8.000,00	8.000,00	8.000,00	8.000,00	8.000,00
A. Premises hire					1.200,00	1.200,00	1.200,00	1.200,00	1.200,00
C1. Speaker's travel					2.640,00	2.640,00	2.640,00	2.640,00	2.640,00
C3. Speaker's subsistence					2.160,00	2.160,00	2.160,00	2.160,00	2.160,00
D. Interpretation					1.440,00	1.440,00	1.440,00	1.440,00	1.440,00
G. Documentation					560,00	560,00	560,00	560,00	560,00
5. Production, dissemination...	40.000,00	2.500,00	2.500,00	2.500,00	2.500,00	22.500,00	2.500,00	2.500,00	2.500,00
a+b+c		2.500,00	2.500,00	2.500,00	2.500,00	22.500,00	2.500,00	2.500,00	2.500,00
GRAND TOTAL	500000,00	82650,00	51050,00	51050,00	59050,00	79050,00	59050,00	59050,00	59050,00
EU Grant	400.000,00	66.120,00	40.840,00	40.840,00	47.240,00	63.240,00	47.240,00	47.240,00	47.240,00
Partner Contribution	100.000,00	16.530,00	10.210,00	10.210,00	11.810,00	15.810,00	11.810,00	11.810,00	11.810,00