

## SEMPRE - Minutes of the 2<sup>nd</sup> Transnational Meeting 18-20 April 2016 at Luleå, Sweden

**Venue:** Sunderby Folk High School, Södra Sunderby, Sweden

**Material:**

- SEMPRE\_2nd Meeting Lulea\_Hauke Siemen\_Project contents.pdf
- SEMPRE\_2nd Meeting Lulea\_Hauke Siemen\_Finances.pdf
- SEMPRE\_2nd Meeting Lulea\_Hauke Siemen\_Communication.pdf
- SEMPRE\_2nd Meeting Lulea\_Anna Stepcenko\_End user groups and LENs.pdf
- SEMPRE\_2nd Meeting Lulea\_Maling Lindberg\_Social Innovation.pdf
- SEMPRE\_2nd Meeting Lulea\_Susanne Jungerstam\_Empowerment and Evaluation.pdf
- Chart of activities (updated on 28/04/2016)

**Participants:** List of participants will follow as a separate file

### Monday, 18 April

The participants were welcomed by Madelene Hansson, Headmaster of Sunderby Folk High School and Roine Karlsson, Director of Coompanion Norrbotten as the two hosting partners. Anders Öberg, member of the County Council of Norrbotten also welcomed the participants and gave an inspiring presentation about Norrbotten with its particular geographic and socio-economic characteristics as well as about the objectives and activities of the County Council in the fields of health, care and education.

Project coordinator Doris Scheer (Diaconie of Schleswig-Holstein) welcomed the new participants in the project group and asked them to introduce themselves. She then presented the meeting agenda which was accepted by the partnership without objections. Doris went on to update the partners about the clarification procedure with the Joint Secretariat (JS) and the contracting process. After two rounds of clarification requests the JS closed the clarifications on 13/04/2016 and sent a draft of the Subsidy Contract to the Lead Partner. Doris acknowledged that the contract documents are of high importance for many partners and asked for patience while the drafts of the Subsidy Contract and the Partnership Agreement are being checked by a law firm on behalf of the Diaconie.

Hauke Siemen (REM • Consult), who was introduced by Doris as the newly contracted communication manager of SEMPRE, gave an overview of the timeline of the project's work packages throughout the next months using the chart of activities (see attachment). He then asked the partners to provide updates on the formation of their Local Empowerment Networks (LEN) and Regional Coordination Groups (RCG), to mention if there were any changes in the choice of locations and end-user groups and to inform about the status of their stakeholder analysis and exploration of socio-economic context. Hauke was asked to explain the purpose of this exercise and the two templates. He highlighted that at this stage the most important information is the location (=NUTS code) of the LENs, so that relevant

data can be collected from Eurostat and other sources. He asked the partners to send at least this information by the set deadline of 30 April 2016.

An updated table of RCGs and LENS and an overview of returned questionnaires prepared by GoA 4.1 Leader Anna Stepcenko (SEMPRE\_2nd Meeting Lulea\_Anna Stepcenko\_End-user groups and LENS.pdf) are attached to these minutes

Following the coffee break, Malin Lindberg, Associate Professor at Luleå University of Technology gave a keynote lecture about the concept of social innovation in which she provided a concise description of the theoretical and practical context in which the partnership will operate with the SEMPRE project. At the end of her talk she challenged the partners to consider also the gender aspect of social innovation in their project work. Asked about the issue of sustainability of projects in the field of social innovation, Malin compared the projects with a necklace, where one pearl after the other has to be put on a string to form the whole piece. Malin also advised the partners to pay attention to terminology when communicating with social service providers and municipalities – in some contexts it might best to avoid the term “empowerment”, in others it might be used deliberately to initiate a discussion.

For further information please refer to Malin Lindberg’s presentation: SEMPRE\_2nd Meeting Lulea\_Malin Lindberg\_Social Innovation.pdf

Following dinner, Sunderby Folk High School had prepared two joint activities: Learning about the universal language “Bliss” for which new signs/words are being constantly developed by a group working at Sunderby Folk High School, and silk painting.

## Tuesday, 19 April

The second day started with a talk and presentation given by Susanne Jungerstam, Coordinator of Work Package 5. She provided an overview of the evaluation activities in SEMPRE and discussed different evaluation approaches and their suitability for the SEMPRE context. Susanne held that a sound and structured evaluation strategy is necessary in order not to end up with a mere collection of case studies. To this end, she proposed to build upon the four dimensions of social exclusion according to Anthony Giddens and to focus on goal attainment when attempting to measure success in empowering end-user groups. In terms of evaluating the micro project, a result/outcome oriented approach might be applied. In the ensuing discussion it became clear that the evaluation activities will be complex and that while Susanne’s proposals were a very good starting point for the evaluation, the methodologies for evaluating empowerment tools, micro projects and training offers would have to be worked out further. Doris Scheer reminded the partners that the social service providers, not the disadvantaged groups, are the main target group of the project and that the evaluation should therefore include the perspective of the social service providers. Among aspects that partners suggested to account for were quality criteria and economic viability of social services as well as long-term effects of the empowerment approaches. It was decided that the GoA Leaders of WP5 would continue this discussion at another occasion, namely at a meeting on 19 May 2016 at Stockholm airport.

For further information please refer to Susanne Jungerstam's presentation:  
SEMPRE\_2nd Meeting Lulea\_Susanne Jungerstam\_Empowerment and Evaluation.pdf

The following session on the first phase of the empowerment process – the selection and use of needs assessment tools - was opened by Doris Scheer who asked GoA 2.1 leader Martin Urdze (Diaconal Centre Liepaja) to take the floor and present a selection of the most suitable tools that had been suggested by the partners since the meeting in Rendsburg. Martin first emphasized the difference between a tool and a method and went on to propose the following tools as the most suitable for the SEMPRE project:

	Name of tool	Suggested by
Individual level	Backpack method	Kati Turtiainen
	Participatory Rapid Appraisal	Monika Neht
Group level	<i>Zukunftswerkstätten</i> / Future workshops	Doris Scheer and Helen Nilsson
	Logical Framework Approach	Helen Nilsson and Gunnel Mörtlund

Other tools were discussed in the plenary, some of which (Open College Network for skills appraisal suggested by Sunderby Folk High School and CABLE method suggested by Novia) could be used in the later stages of the empowerment process (service development and micro project support). It was discussed whether asking only the end-users about their needs would be sufficient or whether the service providers should also be included in the needs assessment. The prevalent opinion was that end-users should be asked in secure atmosphere at least in the first step (e.g. a first future workshop), while the social service providers could be asked to join in a second stage of the needs assessment. Based on positive experience in Denmark, Gundi Schötter Johannsen (University College South Denmark) proposed to also include end-user organisations in the needs assessment process.

The afternoon session was dedicated to a continuation of the discussions about micro projects. Quoting the application form, Hauke Siemen presented the criteria for micro projects that have been defined so far and presented an attempt to draw a clearer line between the micro projects on the one hand and the application of empowerment tools on the other. In doing so, he introduced pictograms that can be used to describe the LENs, the application of empowerment tools and micro projects to the outside. Hauke then asked the partners to split into groups and discuss whether and how their previous ideas and perceptions of micro projects fit into this scheme. Most partners agreed with the proposed distinction between micro projects and empowerment tools and with the criteria for micro projects set in the application. The criterion of end-user involvement or ownership was discussed, especially in the context of already existing ideas for micro projects that would be initiated by the project partners but involve end-users in an active role. Here it was agreed that micro projects could either

- result from of the application of the empowerment tools or
- be a continuation of the application of the empowerment tools (e.g. older people are being trained as coaches for other older people). In such case, to fulfil the criteria proposed to be defined in the Terms of Reference for micro projects, ownership of

the initiative would have to be gradually transferred to the end-users and end-users would have to be supported in making the initiative self-sustaining in the long run.

For further information please refer to Hauke Siemen's presentation:  
SEMPRE\_2nd Meeting Lulea\_Hauke Siemen\_Project contents.pdf

Following this discussion the meeting was adjourned for the day.

## Wednesday, 20 January

Hauke Siemen opened the morning session by giving a presentation on financial and administrative issues of current relevance. He summarised the topics that were discussed with the JS in the clarification process, including a few important reminders to the partners:

- when procuring external services, travel costs should be included in the estimation of the contract value which determines which procurement procedure has to be applied
- even though the JS has performed cursory check of the procurement procedures indicated in the application form for external service contract and equipment items, this is no guarantee that these procedures are the correct one. The responsibility to choose the right procurement procedure for each contract remains with the partners
- certain support activities for micro projects (e.g. training and consulting) might be considered as state-aid to third parties if the micro project actors are an economic undertaking (e.g. a small or medium-sized enterprise). In this case, the recipients of the state-aid have to fill out a de-minimis declaration. Partners are asked to contact Hauke in case they are unsure whether an activity is state-aid relevant or not
- Only depreciation, leasing or rental costs for equipment can be reported. The costs for depreciable items have to be divided to the reporting periods according to national regulations.

Hauke then went on to explain the reporting procedure and foreseen timelines for the first and following reports. Partners will have two months to prepare their partner reports while the Lead Partner has one month to compile the project report. Templates for the partner reports (in PDF format) will be provided by the JS but are not available yet. Hauke explained the First Level Control system and asked the partners to check the country specific information on the Programme website (<http://www.interreg-baltic.eu/about-the-programme/country-specific-info.html>) to find out how the system works in their countries. Partners from Germany, Finland, Denmark and Lithuania must find their own First Level Controller (public procurement rules have to be observed!) who must be approved by the respective member state. To finish up the administrative session Hauke briefly explained the budget flexibility rules of the Programme and highlighted the most relevant parts of the Partnership Agreement. As regards decision making in the project, he proposed that instead of forming a Project Steering Group, the project plenary will take all decisions on a consensus basis, or - if consensus cannot be reached - by majority vote with each partner having one vote. The partners agreed to this proposal.

For further information please refer to Hauke Siemen's presentation on project finances and administration:  
[SEMPRE\\_2nd Meeting Lulea\\_Hauke Siemen\\_Finances.pdf](#)

The communication session was started by Hauke by presenting logo drafts that have been developed by a designer based on the Programme recommendations. The orange colour of the logo drafts corresponds to the colour assigned to the innovation priority by the Programme. The drafts were discussed and a vote was taken which resulted in two drafts (1 and 3 in the presentation) receiving six votes and the other one receiving one vote. Monika Neht will pass on the feedback of the partnership to the designer and ask her to further develop the drafts incorporating this feedback. Hauke then went on to present a proposal for the structure and design of the project website that had been worked out by Lutheran diaconia as the partner responsible for the website. The partners gave positive feedback on these drafts. The idea of LEN blogs was discussed and it was agreed that these blogs would not be placed on the project website, but that partners can choose to host them either on their own websites or on an external platform. A blog template on one of these platforms will be prepared by REM/Lutheran diaconia. LEN coordinators will be responsible for keeping the blogs alive and posting blog entries regularly (it does not have to be a long text each time, it can also be a photo with description). All present partners agreed that the project website should be in English language only and that any additional information about the project in the partners' own languages should be put on the partners' websites or the LEN blogs. Hauke reminded the partners of Doris' request to send photos that could be used to illustrate the SEMPRE project on the project website and other publications. He urged the partners to observe copyright regulations and send only photos for which the partner has and is allowed to transfer the publication rights. Because of time restrictions, the topic of the communication plan was postponed to the next meeting.

As the final topic on the agenda, the partners discussed the Kick-off Conference which will take place on 28-30 September 2016 in Berlin. Doris Scheer presented a programme draft and asked the partners for feedback. In particular, partners are asked to suggest suitable speakers for a panel discussion following the keynote and enter contact data of people who should be invited to the conference into a mailing list that Hauke will prepare. In addition, proposals on how to fill a 90-minute time slot on the afternoon are very welcome.

For further information please refer to Hauke Siemen's presentation on project communication:  
[SEMPRE\\_2nd Meeting Lulea\\_Hauke Siemen\\_Communication.pdf](#)

Following the discussion on the conference Doris thanked the hosting partners, Sunderby Folk High School and Coompanion, for the hospitality and excellent organisation of the meeting and adjourned the meeting at 13:15h.

## Annex I: List of next tasks

When?	What?	Who?
22 April 2016	Check and send back signed Subsidy Contract to JS	Diaconie SH
By 30 April 2016	Send out meeting minutes and documentation (presentations) to all partners	REM
By 30 April 2016	Send filled out templates for stakeholder analysis and exploration of socio-economic context to Anna Stepcenko	All partners
By 30 April 2016	Send out information about travel and accommodation for the next transnational meeting in Esbjerg (15-17 June 2016) to partners	UC South Denmark
By 6 May 2016	Send partnership agreement draft to partners	Diaconie SH
Early May	Set up project internal communication platform	Lutheran diaconia
Early May	Send out draft agenda for Esbjerg meeting to all partners	REM
Early May	Send out revised logo to project partners	REM
Early May	Send template for LEN blog to project partners	REM
19 May	Meeting of GoA leaders in WP5 on evaluation methodology at Stockholm Airport	Novia, Chydenius, Diacony SH, UC South Denmark
As soon as the programme templates are available	Send reporting and budget monitoring templates to project partners	REM
End of May	Develop a draft of the "Terms of Reference" (GoA 3.3) for the micro projects	PERITIA
Until the end of 1 <sup>st</sup> Reporting period (31 August 2016)	Select First Level Controller and get the approbation from national ministry (if applicable)	Partners from DK, FI, DE and LT
Continuously	Send suitable photo suggestions (respecting copyrights) to REM	All partners

## Annex II: Updated list of Local Empowerment Networks and Regional Coordination Groups

Changes in relation to the Rendsburg meeting are marked *in italics*.

Country	PP	Partner Organisation	LEN: location	LEN: End-user group	LEN: Life circumstances in focus
DE	01	Diacony of Schleswig-Holstein	County of Dithmarschen	Single parents	Health, mobility
DE	02	KDA („Church in the World of Work“)	County of Plön	<i>Long-term unemployed, including families</i>	social inclusion, work, income, mobility AND many more
DE	03	Academy of Economics Schleswig-Holstein	County of Nordfriesland	Migrants and Refugees	Social inclusion, work, mobility AND many more
FI	04	Novia University of Applied Sciences	Vaasa region and Turku archipelago	Older adults	Social inclusion
FI	05	Kokkola University Consortium	Kokkola and Pietersaari	Unemployed migrants	Many life circumstances
LV	06	Talent Forge (not present)	<i>Cēsis</i>	<i>Youth</i>	Not present
LV	07	Diaconal centre Liepaja	<i>Grobina, Priekule and Rucava rural districts</i>	People with <i>mental and physical</i> handicaps/disabilities	Many life circumstances
LT	09	Lutheran diaconia	Jurbarkas and <i>Pagegiai</i> municipalities	Single parents and addicted persons	Social inclusion + work
EE	10	Estonian Evangelical Lutheran Church	<i>Võrumaa and other regions tbd</i>	<i>Families and single parents (still incl. ex-prisoners)</i>	Social inclusion + many life circumstances
EE	11	Foundation for Social Action			
PL	12	The Foundation for Lifelong Learning PERITIA	Poznan and Wiekopolska region (exact locations tbd)	Youth	Education and work
SE	13	Coompanion Norrbotten,	Norrbotten County (Luleå and Övertorneå)	Migrants	Education and work
SE	14	Sunderby Folk High School	Norrbotten County (Borden and Luleå)	Young unemployed people <i>including young migrants</i>	Work, education, social inclusion
DK	15	University College South Denmark	<i>Varde, Kolding and Tønder (TBC), plus Esbjerg and Nyborg as associated locations</i>	Migrants	Social inclusion, education