

# Cases Work Co-ordinators meeting

Tuesday June 3<sup>rd</sup> 2014

Three Tuns Inn

Bishop's Castle

Present: UK, Portugal, France, Bulgaria, Belgium, Netherlands, Turkey, Hungary, Austria, Lithuania (Czech Republic present at Mobility & Spain came to the meeting later in the day).

1. Meeting opened with creation of a list of issues to be covered.
2. The following topics were raised
  - a. Each country should give a brief report back on their progress.
  - b. Translation of documents into languages other than English.
  - c. What remains to be done at this meeting and to complete the project.
  - d. The Final Report.
  - e. Best Practice – What format to use?
  - f. Web site.
3. The Portuguese co-ordinator stated that she had translated those 'Best Practice' accounts that she had received into Portuguese.

After a short further discussion on what Portugal had done the group decided not to individually report partner progress but to concentrate on specific issues.

There was agreement that the approach taken by 2 of the partners in producing a lengthy document of largely borrowed material, whilst demonstrating evidence of time and effort (in copying material from various sources), did not provide a model be followed by others.

It was agreed that our work should be primarily based on our own actions.

Large-scale documentation is, beyond the capacity of a project such as ours. To achieve an acceptable standard, documents such as the one recently produced, require considerable revision and use of local material that is analysed & tied in to our partnership work.

The document, which was published without peer review, did not present evidence of the partners' actual local action.

It was mentioned that we had decided in Portugal to focus the e-book aspect on creating a series of links to relevant information & to focus on our own local activities, research and examples.

[The Bishop's Castle meeting had continued the pattern (as used in Paris, Groningen, Reykjavik & Arganil) of exploring the project themes with living local examples & this should therefore be reflected in our products.]

It was also agreed that if there was a need for a partner to translate the document, because it may be an NA requirement, then they should do so.

Further: should there be issues relating to

- Translation of documents
- obtaining or understand information,

the Co-ordinator would provide a supporting letter confirming the group decisions

4. The meeting then went on to discuss the format for the 'Best Practice' reports – Plain text or boxes. It was decided to have ONE PAGE free flow text.

UK offered to proof read collated documents – Portugal will collect, collate and forward to the UK by 12<sup>th</sup> June.

5. The Web-site: – a strongly felt concern was expressed (and generally agreed) that too many formats were being required – Blog/Facebook/Tweets etc.

It was emphasised (and agreed) that our local practical work does need to be reported & that where possible photographs should be used.

It was agreed that that the main website should have links to sub-group sites & where they do not exist, links to individual Partner web-sites (which would contain sections relating to CASES)

6. There was a question relating to the Social Enterprise 'start-up' guide. It was pointed out that this had been circulated to all. The guide was essentially an introduction to the subject, with a series of links to sites where the necessary support material already existed in very considerable detail.
7. Final Report – The responsibility of the coordinator. A version will be produced & sent to all other partners for checking and comments. He will be mention the complexities encountered due to the size of the partnership & the initial failure to fund key members. The draft report will be circulated during August with the final version complete by the end of August.