



## IMPLEMENTATION OF THE TWO WORKING GROUPS GUIDELINES

As regards the working groups n°1 "*Involvement of enterprises*", the Steering Committee decided that it has to be composed, at minimum, by a technician per each DP involved in transnational partnership:

- ⇒ N°1 from France
- ⇒ N°1 from Italy
- ⇒ N°1 from Netherlands
- ⇒ N°1 from Poland
- ⇒ N°1 from Slovakia.

The general aim of that WG is the following:

*to compare the strategies adopted by each DP in order to sensitize the entrepreneurs towards the integration of disabled people in the labour market.*

On the basis of it, the common objectives to pursue are the following:

- ⇒ To analyse policies, methodologies and tools sperimented by each DP in its own country in order to involve, with a proactive role, the private companies in favour of disabled people looking for job opportunities;
- ⇒ To compare the different approaches sperimented in different european territorial areas;
- ⇒ To present the lessons learnt by the realisation on field of each strategy;
- ⇒ To individuate the good practises coming from the sperimentation.

The outcome expected is a transnational guideline focused on the good practises to involve, concretely, the enterprises in the process of social-working integration of people with mental and physical disabilities.

On the basis of these elements, the technicians participant to the Working Group n°1 have to express the following characteristics:

- ⇒ To speak English;
- ⇒ To have specific skills on the topic treated;
- ⇒ To know very well strategy, methodologies and tools adopted by the represented DP;
- ⇒ To have the power to decide about eventual integration/modification to the strategy itself, on the basis of the know-how and experieces coming from the comparison with the other members of the group, in order to pursue the best possible results.

## Schedule of work of the second transnational meeting (WG1)

- ⇒ Personal presentation of each technician (cultural background, principal professional experiences, role in the project);
- ⇒ Presentation of the general strategy, methodologies and tools adopted by his/her DP in order to involve the companies in the process of integration of disabled people;
- ⇒ Presentation of the human resources involved in this activity (number, skills, roles);
- ⇒ Description of the target group (n° of enterprises, dimensions, sectors etc.);
- ⇒ Indication of the period when the strategy will be realised (start – end);
- ⇒ Presentation of the first feedbacks obtained (if available);
- ⇒ Individuation of common activities to observe and measure in the course of realisation of the transnational project;
- ⇒ Elaboration of a document containing the most relevant aspects of the approach adopted by each DP, the differences and similarities coming from the first comparison, eventual suggestions to implement the national strategies, methodologies and tools on the basis of the first transnational exchange.

As regards the working groups n°2 “*certification of the skills*”, the Steering Committee decided that it has to be composed, at minimum, by a technician per each of the following DP:

- ⇒ N°1 from France
- ⇒ N°1 from Italy
- ⇒ N°1 from Netherlands
- ⇒ N°1 from Poland.

The general aim of that WG is the following:

*to compare and improve, at transnational level, methodologies and tools to certify disabled people's social-working profiles in order to facilitate the matching between laboural demand and supply.*

On the basis of it, the specific objectives to pursue are the following:

- ⇒ To analyse methodologies and tools adopted by each DP in its own country in order to identify the characteristics of the approaches sperimented;
- ⇒ To focus specific topics to develop together;
- ⇒ To create/individuate common tools to test in the different european territorial areas;
- ⇒ To present the outcomes coming from the sperimentation on field of them;
- ⇒ To present the lessons learnt by the sperimentation.

The outcome expected is a transnational report focused on the good practises to certify the social-working profiles of people with mental and physical disabilities.

On the basis of these elements, the technicians participant to the Working Group n°2 have to express the following characteristics:

- ⇒ To speak English;
- ⇒ To have specific skills on the topic treated;
- ⇒ To know very well strategy, methodologies and tools adopted by the represented DP;

- ⇒ To have the power to decide about eventual integration/modification to the strategy itself, on the basis of the know-how and experiences coming from the comparison with the other members of the group, in order to pursue the best possible results.

### **Schedule of work of the second transnational meeting (WG2)**

- ⇒ Personal presentation of each technician (cultural background, principal professional experiences, role in the project);
- ⇒ Presentation of the general strategy, methodologies and tools adopted by his/her DP in order to certify disabled people's social-working profiles;
- ⇒ Presentation of the human resources involved in this activity (number, skills, roles);
- ⇒ Description of the target group (n° of disabled persons, typology of disabilities, age, cultural background etc.);
- ⇒ Indication of the period when the activity (certification) will be realised (start – end);
- ⇒ Presentation of the first feedbacks obtained (if available);
- ⇒ Choice of common tools to create/individuate in order to test them in different contexts;
- ⇒ Elaboration of a document containing the most relevant aspects of the approach adopted by each DP, the differences and similarities coming from the first comparison, eventual suggestions to implement the national strategies, methodologies and tools on the basis of the first transnational exchange.

During all their plenary meetings, the two working groups will be co-ordinated by a President, supported by a Secretary. In Slovakia the Steering Committee will elect the two Presidents, who should be the same persons during all the life of the project. On the basis of the principle of rotation each DP will cover the role of Secretary when it is the host DP; exceptionally, during the last meeting in France the Italian partner act that role, if the others agree.

#### *President's Responsibilities:*

- ⇒ To co-ordinate the group's activities on the basis of the schedule of work
- ⇒ To guarantee the reachment of the objectives established
- ⇒ To evidence, to the Steering Committee, specific needs coming from the group
- ⇒ To present to the Steering Committee the results obtained at the end of the session
- ⇒ to define a schedule of work to follow either in the time before or during the plenary session.

#### *Secretary's responsibilities:*

- ⇒ To support the President during his/her work
- ⇒ To draft the report of the activities
- ⇒ To guarantee to the member of the group all the material instruments they require.