



Education and Culture DG

Lifelong Learning Programme

# Lifelong Learning Programme GRUNDTVIG Multilateral project

# INTEGRA

Migrants' Integrating Kit -  
Basic Language for Dealing  
with Financial Matters

# Aim of the project

to work together with social partners such as migrant communities and financial institutes to create a Europe wide network of relevant institutes in order to reach migrants in partner countries to improve their integration into local society by providing them with opportunities to gain language skills on basic financial matters

# Project characteristics

- Duration- starts on 01-10-2010  
finishes on 30-09-2012
- Number of partners – 10
- Number of WPs – 7
- Number of partner meetings - 5

# Partners

- **SOROS INTERNATIONAL HOUSE – LT**  
(coordinator)
- **DIAN - Training and Management Activities – GR**
- **Dialoge language institute – DE**
- **Instituto de Formacion y Studios Sociales IFES - ES**
- **Milli Egitim Müdürlüğü-Diyarbakır – TR**
- **Smashing Times Theatre Company – IE**
- **Pressure Line V.O.F. – NL**
- **EuroEd Foundation – RO**
- **DHE Solutions Ltd. – GB**
- **AKADEMIA HUMANISTYCZNO – EKONOMICZNA  
W LODZI - PL**
- **INTERNATIONAL HOUSE – BY (third country  
partner)**

# Target groups (direct):

- Migrants to old EU member states
  - migrants from new EU member states - new migrant communities with new traditions
  - migrants from outside the EU - old communities of migrants with old traditions from third countries
  
- Migrants to new EU member states
  - migrants from the third countries
  - people from new EU member states migrating to EU countries

# Target groups (indirect):

- Migrant community organisations
- Financial institutes
- Education institutes (adult educators and financial experts involved in trainings)
- Other support organisations to migrant communities

# Specific objectives (I):

- analyse migrants needs in terms of basic local language knowledge in relation to financial matters, financial terminology, basic financial documentation as well as specifics of financial systems in partner countries in order to fulfil their everyday needs
- compare good practices used for introducing basic local language on financial matters and basic country specific financial operations in old EU member states as well as in new EU member states

## Specific objectives (II):

- collect materials for the development of an essential Kit for migrants
- organise and implement trainings together with language professionals and financial experts to representatives of migrant communities in order to cascade that training to ultimate beneficiaries- migrants from the partner countries
- collect materials to create and develop an active web portal with the support and direct involvement of social partners



# General objectives

## *To enhance*

- basic language skills of migrants living in partner countries, specifically relating to financial matters
- migrants' potential for mobility within the EU labour market
- intercultural learning and empathy in migrant communities for international communication in different countries
- self-confidence among migrants
- ability to break personal and cultural frontiers

# Main outputs

- Created European network of fitted trainers from migrant communities able to continue delivering the skills to final beneficiaries
- Developed Useful Kit of financial terminology, financial glossary and a guide with the main information on financial institutes or financial information sources
- Created and constantly updated long-time after the project is over, an active webportal for integrating all the useful financial information, on-line trainings, contact information and networks data

# Project will impact on (I):

- Migrant communities members, which will be using the Kit developed during the project and the web portal for their everyday needs and will be trained by the trainers-representatives from migrant communities, equipped with the methodology to educate wider range of migrants
- Migrants, who do not belong to migrant communities involved in the project, will be able to use the web portal and the Kit for their self-learning of basic language on financial matters

## Project will impact on (II):

- General public, who will use the Kit and the web portal materials as an in-formal way of learning
- Educational institutes, will use the project materials as a non-formal way of teaching

# Project Work Packages

- *Organisational*

- WP1 Project management and administration
- WP5 Dissemination
- WP7 Quality plan

- *Development and implementation*

- WP2 Development-needs analysis and study on good practices
- WP3 Development-development of the materials
- WP4 Development-implementation of the trainings
- WP6 Exploitation-potential to exploit the outputs of the project

# WP 1- Project management and administration

## ***Leader – Soros International House***

- Contracting and subcontracting
- Internal reporting
- Continuous management of the project implementation
- System of smooth communication among partners
- Preparation, organization, hosting of and participation in dissemination events and project meetings
- Kick-off meeting in Rotterdam, hosted by Pressure Line

# WP 2-Needs analysis and study on good practices

## *Leader - Soros International House*

- Attracting social partners
- Developing two different types of questionnaires for migrant needs analysis -migrants from new EU member countries, migrants from the third countries ( **translations**)
- Performing needs analysis using developed questionnaires
- Summarizing the data from needs analysis and conclusion of the performed analysis for further project implementation
- Developing three separate templates for study of good practices:
  - for old EU member states
  - for new EU member states,
  - for Turkey and a partner from the third country (BY)
- Performing the summary from collected data on good practices

## WP 2-Needs analysis and study on good practices

- Translating the summaries to migrant languages
- Consulting with the migrant communities and financial institutes on research results, collecting the feedback in all the partner languages and translating it to EN.
- Developing the Final summary, which includes all the research results and feedback presented to the partners. This final summary will serve as a base for the development of all the materials, the Kit, trainings and the web portal.
- Organizing the second partners meeting in Athens, hosted by DIAN:
  - presentation of the final summary
  - discussions on materials for Kit and the web portal
  - presentation of ideas for trainings following the results of WP2



# WP 3- Development of the materials

## ***Leader - AKADEMIA HUMANISTYCZNO – EKONOMICZNA***

- Creating the Interest group (work group from selected partners) to carry out listed activities. Interest group will be formed from project partners language teaching professional, educational research and methodology developer institutions (SIH, Dialoge, EuroEd, IH Minsk and AHE) with their expertise on innovative language teaching and methodology developing techniques as well as Smashing Times for their expertise in innovative approach for training through drama, which in our case could be relaxing and appealing for migrants.
- Collecting and developing materials, which will be used to develop Migrants' integration Kit. Materials will be developed referring to the summaries of current situation and migrant need analysis performed.

# WP 3- Development of the materials

- Collecting and developing the materials, which will be used to create constantly updated project's web portal
- Collecting and developing initial materials for trainings of representatives of migrant communities in local language on financial matters.
- Developing the methodology for trainings referring of good practices analysis done in WP2. Methodologies will be developed for training the representatives from migrant communities to become trainers for further exploitation and methodology for trainers (fitted representatives from migrant communities) to deliver knowledge to final beneficiaries - migrants.
- Organizing Interest group members meeting in Lodz, Poland, hosted by AHE:
  - present and discuss the development of all the necessary materials
  - discuss on the Interest group further activities and planed outputs

# WP -3 Materials to be developed

- Materials for the Kit ( in all partner languages):
  - summarized data from performed researches in WP2
  - financial terminology
  - financial glossary and guide with main information on financial institutes or financial information sources in partner countries' and migrants' languages corresponding to migrant needs
- Materials for web portal:
  - useful phrases
  - links to different networks and useful sites
  - database of contact information
  - downloadable learning materials
  - summaries of performed researches, etc
- Methodology for training trainers - methodology for training the representatives of migrant communities members to become fitted trainers and be capable to continue educational activities reaching final beneficiaries

# WP -3 Materials to be developed

- Methodology to train final beneficiaries- representatives from migrant communities in each partner country during trainings will acquire basic knowledge of local language on financial matters. To be able to deliver these knowledge and skills to final beneficiaries during the project and long after the lifetime of project is over these fitted trainers will need special methodology for effective education
- Final product – CD (Migrants' Integration Kit)
  - financial terminology
  - financial glossary
  - guide with main information on financial institutes and financial information sources in partner countries in migrants' languages and English as a lingua franca.

# WP4 -Trainings of representatives from migrant communities

## ***Leader – EuroEd Foundation***

- Selecting trainees - each partner will select the most active representatives from their social partners - migrant communities to deliver trainings to them according developed methodology and materials (CD with training materials, contact info, methodology) .
  - At least 10 representatives from migrant communities in new EU member states
  - At least 15 from old EU member states will be trained.
- Implementing of the trainings for selected representatives.
- Collecting Database (contact information) of all the representatives who were trained, summarized and uploaded to the project's web portal for any final beneficiaries to be able to reach them.
- Presenting all the contact information database of trainees to all the participant during trainings.

# WP4 -Trainings of representatives from migrant communities

- Organizing interactive international virtual forum with active participation of the trainees and partner representatives following the trainings. In this way the trainees, who will become trainers for final beneficiaries will have a chance to get in touch with each other and will have an opportunity to share and practice their newly acquired skills with others, who took part in the trainings.
- Collecting feedback from migrant communities' representatives who were trained. Feedback form will be developed for trainees to evaluate their training experience.
- Summarizing the results of the feedback.
- Implementing the amendments to developed methodology for trainers referring the feedback and as a result creating the final methodology.
- Organizing partners meeting in Dublin, Ireland, hosted by Smashing Times:
  - discuss trainings to be implemented
  - discuss materials and methodologies for trainings
  - discuss feedback forms
  - discuss selection of migrant communities members for trainings

# WP5 - Promotion and dissemination

## ***Leader – Pressure Line***

- Developing the dissemination activity plan for all the partnership
- Developing and maintaining the project web portal
- Dissemination in the partner institutions:
  - placing the project info on the web sites of each partner institution with the links to the projects' web portal
  - exchanging of the project related info during meetings with staff or trainees
  - displaying notices to inform staff about events of the project in every partner institution, distribution of the project leaflets/flyers among staff and learners
- Dissemination to the local, national and international community:
  - promoting the project at various seminars and conferences, including formal and non-formal presentations
  - promoting and disseminating the project via social partners' networks
  - providing the project web portal with the links to other international projects and networks and vice versa, social partner institutions websites

## WP5 - Promotion and dissemination

- Articles in journals (online and offline). Partners will write relevant articles and will disseminate them.
- Email newsletters (newsletters will be sent to targeted institutions and social partners)
- The final event - International Conference in LT
  - presenting the final product-the KIT
  - inviting key speakers from the authorities, Migrant associations and education providers to present them the project results
  - inviting the most active representatives from migrant communities that took part in trainings
- Dissemination of the final product - the CD (to local/ regional/ national/ international communities)

*PPPs to be developed and translated into partner languages*

- PPP of the project ideas and expected results
- PPP summarizing the project implementation



# WP6 -Exploitation of Project Results

## *Leader - Instituto de Formacion y Studios Sociales IFES*

- Developing an exploitation plan, focusing on:
  - identification and mapping of final beneficiaries of resulting products at national and EU level
  - identification of forums and/or events where final beneficiaries can be contacted
  - work plan by partners for the presentation and demonstration of INTEGRA products
- Implementing exploitation workshops:
  - exploitation workshops for partners during the partner meetings
  - exploitation workshops with social partners (each partner will implement exploitation workshops within migrant communities and financial institutes)
- Developing exploitation impact report

# WP7 Internal and external evaluation

## ***Internal evaluation- DHE Solutions Ltd.***

- Observation and feedback on partnership meetings, dissemination / exploitation events,
- Online / e-mailed surveys
- Brainstorming / discussion groups
- Short verbal or written feedback sessions
- Semi structured interviews with partners and social partners
- A risk analysis
- Development and management of the evaluation systems for trainings
- Observation and monitoring of the effectiveness of the partner communication systems
- Analysis of monitoring systems
- Provision of reports and other feedback to allow internal improvement to systems and processes in a timely manner
- Other bespoke interventions as agreed with the partners

# WP7 Internal and external evaluation

## ***External Evaluation – Airina Volungeviciene***

- Observation of and feedback to two meetings
- Semi structured interviews with social partners (including beneficiaries) to establish progress towards and achievement of outputs, outcomes and milestones. This will be done at several key moments during project implementation, to allow timely feedback.
- Interviews with other relevant players who may be directly or indirectly involved in the project.
- Analysis of monitoring data from internal evaluation and reports.
- Consideration of hard outputs produced by the project including attendance at partner meeting, feedback, evaluation of the final Kit, the CD, the web portal and other dissemination materials.

## ***Financial audit***