



Alto Comissariado para a Imigração e Diálogo Intercultural, I. P.



ONE-STOP-SHOP

A NEW ANSWER FOR IMMIGRANT INTEGRATION

JLS/2006/INTI/148

MINUTES OF THE KICK-OFF MEETING

I. DATE: Friday, 9 November 2007

LOCATION: Alto Comissariado para a Imigração e Diálogo Intercultural, I.P. (ACIDI, I.P.), Rua Álvaro Coutinho 14, 1150-025 Lisbon, Portugal

II. PARTICIPANTS:

- Catarina Reis Oliveira, ACIDI, I.P., Lisbon
- Maria Miguel Santos Silva, ACIDI, I.P., Lisbon
- Claire Healy, ACIDI, I.P., Lisbon
- Maria Abranches, International Organization for Migration (IOM) - Lisbon Mission
- Rainer Ohliger, Netzwerk Migration in Europa, e.V., Berlin
- Fidele Mutwarasibo, Immigrant Council of Ireland, Dublin
- Glória Carroccio, Direzione Generale dell' Immigrazione, Rome

III. MAIN ACTIVITIES:

1. Welcome by the Portuguese Director of the High Commission for Immigration and Intercultural Dialogue.
2. Visit to the Lisbon National Immigrant Support Centre (*Centro Nacional de Apoio ao Imigrante*, CNAI) – one of the Portuguese One-Stop-Shops.



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3. Presentation of the One-Stop Shop Project; Forthcoming Activities of Partners.
4. First discussion of the format of the Country Reports.
5. Discussion on the composition of the national Advisory Committees.
6. Account management clarifications for the project and other financial issues.

IV. MAIN OUTCOMES:

1. This study tour brought participants to one of the Portuguese National Immigrant Support Centre (CNAI) which report to the High Commission for Immigration and Intercultural Dialogue (ACIDI) and was established in 2004. The CNAI aims to provide a step forward regarding the integration of Portugal's immigrant population by offering competent, efficient and humane assistance in order to respond to migrants' needs. Socio-cultural mediators, who originate from the different immigrant communities, play a key role in all CNAI services. Accordingly, each CNAI provides a range of services all under one roof in a variety of languages (such as Portuguese, Cape Verdean and Guinean Creole, Romanian, Russian and English). Services include the provision of information and direct assistance regarding legalisation and visa issues, family reunification, the educational system, healthcare access and provision, professional and educational skill recognition, social security and welfare issues, labour concerns, legal aid and immigrant association support.

Partners were provided with kits on the CNAI in Lisbon as an example of a One-Stop Shop, in order to facilitate the description of the Centre to the Advisory Committees. These consisted of:

- DVD, with voice-over in English, on 1st anniversary of the CNAI (03.2005);
 - CNAI brochure;
 - Evaluation report on the CNAIs by the IOM;
 - Brief description of the activities of the CNAI (to be provided by the IOM at the first Steering Committee meeting).
2. The first Steering Committee meeting will take place preferably on 3/4 December in Rome or Madrid.
 2. Each partner must contract a Researcher before the first Steering Committee meeting to undertake the Country Report. The final format for the Country Report will be approved by the partners at the first Steering Committee meeting. (The early draft of the Report must be delivered before 18 January 2008.)



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3. The national Advisory Committees (ACs) are to be appointed by the end of December, comprising the major stakeholders in the integration of immigrants in each Partner Country. The ACs should consist of a minimum of ten people, including:
 - representatives of Government ministries and agencies that deal with immigrants,
 - immigrant organisations and non-Governmental organisations working in the field (Please find draft version of template for minutes of AC meetings attached.)
4. 50% of the budget for the project will be sent to the partners before the end of December.

V. FIRST STEERING COMMITTEE MEETING

The first Steering Committee meeting will take place in the first week of December (preferably 3/4 December).

Agenda for first Steering Committee meeting:

1. Welcome by the organiser of the meeting (Spain or Italy). The organiser might want to have some time to present his institution and the services that provide to immigrants.
2. Discussion and approval of the format for the Country Reports (please find draft version attached).
3. Further information on the composition of the Advisory Committees (some clarifications).
4. Setting dates for the Transnational Workshops (TWs) and Steering Committee meetings (SCs):
 - SC, Spain/Italy, December 2007
 - TW & SC, Ireland, February 2008
 - TW & SC, Greece, May 2008
 - TW & SC, Germany, July 2008
 - SC, Italy/Spain, November 2008
5. Account management of the Project
6. Discussion of the format of the Progress Reports (first Progress Report due on 18 February 2008).