

Notes of meeting
Prince2 Steering Group
Meeting 1

Telecentre and Business School Ltd (TABS)
10am – 12noon on Thursday, 13th November 2008

1. Attendance

Alun Taylor	Coalfields Regeneration Trust
Gary Foreman	Penywaun Enterprise Partnership
Darren Jones	Tri Y Un
Lee Male	Tri Y Un
Andrew Freeguard	RCT Homes
Vince Price	Cynon Valley Crime Prevention
Lisa Gibbon	Want To Work
Alison Jones	Want To Work
Stephen Brangwyn	ITEC
Gary Williams	@Wales
Glen Bowen	Wales Cooperative Centre

Apologies

Apologies were received from Shannon Robinson, Bernadette Jones, David Griffiths and Steve Bowden.

2. Hello & Welcome

Paul Nagle welcomed everyone to TABS and thanked them for their attendance. He introduced himself and this was followed by around the table introductions. Paul checked that all attendees had received papers for the meeting.

3. Business

3.1. Introduction to TABS and pre-incubation project overview

Paul Nagle gave a brief history of TABS and the organisation's activities, leading up to the present with the establishment of the Pre-incubation Network. He stated that the Pre-incubation Network was originally focus on Communities First Partnerships, largely because of links built through projects such as CASCADE, but had developed to include a number of other organisations.

Paul likened the work of the project to the 4 Stage model of a computer (Input; Process; Output; Storage) – with the Network effectively the Process Unit (see diagram)

Paul stated that he felt the NET-Work was the KEY which is made up of all organisations whose aim it is to help individuals develop their potential, gain employment and start new businesses. It includes he believed all organisations in attendance at this meeting as well as many organisation he had yet to contact.

The Business Pre-Incubation Project is based on all relevant and interested organisations working together in a pro-active response to new business start-up. Paul stated that the pre-incubation network would work with various business models, but primacy would be given to establish and develop social enterprises.

The project development has been funded by the Welsh Assembly Government via the Department of Economics and Transport and Rhondda Cynon Taff Unitary Authority.

Specifically the project will:

- § Undertake an Organisational Review of TABS
- § Establish Policies, Systems & Procedures to support a Pre-Incubation Service
- § Develop a Web-Based Resource
- § Establish a fully-funded Pre-Incubation Network by April 2008

Paul informed the meeting that the project effectively started at the beginning of October and must end by the 30th of March 2009. Some work with regard to all above points had been undertaken but there was clearly much yet to do.

3.2. Introducing Prince2

Paul Nagle gave an overview of Prince2, and how the pre-incubation network will operate and perform under its principles. The Prince2 steering group will meet four more times under the development stage of the project. The main role of the steering group is to help the project team undertake an effective project, resulting in the creation of a Business Pre-Incubation Network from April 2009

3.4 Project involvement: Is it for you?

Members we supplied with Organisation Win-Win Draft and Training Template as a starting point for discussion/workshops undertaken around:

Is your organisation a potential user of the service? How?

Is your organisation a potential supplier to the service? How?

Is your organisation able to support the development of the project? How?

Action Point:

Paul to send electronic copy of Win-Win Form and Training Template to all members of the steering group for update and return before the next meeting

4. Any other business

No further business was discussed

5. Next meeting

Next meeting to be held in @Wales on Tuesday, 16th December 2008, commencing at 10.00am and concluding at 12noon.

Meeting closed at 12.15pm.