

# Report

Kick-off meeting 17.11 – 18.11.2011 r.

„Transnational Cooperation Against Violence” (Poland)

During two days of meetings with project partners (Poland, Italy, Portugal) we discussed the whole project and we set the goals:

## Findings:

### 1. Schedule of international workshops and Exchanging Ideas Forum:

- International Workshop in **Poland** for representatives of NGOs and local / regional authorities will be held in the period between **28.05. - 31.05.2012**,
- International Workshop in **Portugal** for specialists will be held in the period between **08.10 - 13.10.2012**,
- International Workshop in **Italy** for social workers will be held in the period between **11.02 - 17.02.2013**
- Exchanging Ideas Forum for all participants of international workshops and invited guests in **Poland** will be held in the period between **03.06 – 08.06.2013**

### 2. Rising Awareness Campaign - topics of articles in the press (aim: to raise awareness and promote the project):

- The first article should concern the ideas / objectives of the project, the project partners,
- The second, third and fourth article should concern raising of awareness,
- The fifth (last) article should concern the project's results,

#### Italian partner's suggestion:

The first article – information about project (aims, partners),

The second article - raising awareness related to the First International Workshop for representatives of NGOs and regional / local authorities,

The third article - raising awareness related to the Second International Workshop for specialists,

The fourth article - raising awareness related to the Third International Workshop for social workers,

The fifth article - a summary of the project related to Exchanging Ideas Forum.

**Portuguese partner's suggestion:**

Describing in articles the International Workshops.

**Polish partner's suggestion:**

The articles must concern the whole idea of campaign, not only the project.

**3. Rising Awareness Campaign – leaflets**

Leaflets should have fixed the text size and a similar design for each country. Each partner would prepare the leaflets for themselves (their own country).

**Italian partner's suggestion:**

Replacement leaflets on media campaign or the creation of leaflet, which will be useful for a target group and will go to the recipient. The cost of the media campaign is higher than the cost of production of leaflets, so it's necessary to talk with the local authorities about the reducing prices in media campaign.

**Portuguese partner's suggestion:**

The involvement of public authorities in support of partner organizations in creating a media campaign. The area of media campaign: sports (banners on the fields), theatre, school (institutions connected with the youth) - transmission of messages about violence prevention. The media campaign should concern the spots of the radio, television, banners, large posters in schools. To the 7<sup>th</sup> of December 2011 we check the cost of replacing leaflets on media campaign.

**4. Logo of the partnership**

Each partner's organization will prepare own proposal to partnership logo. We established that the proposals will be send to each partner to the 1<sup>st</sup> of December 2011. Until the 8<sup>th</sup> of December 2011 we choose the logo of the partnership.

**5. The role of the animators in the project**

- one animator can work with a maximum of two groups (beneficiaries of the project),
- animators should meet with groups of a minimum of once a month,
- the purpose of animators meetings with groups is to determine the workshop topics and to motivate the beneficiaries to do the home tasks,

- animator may set up with the group a place of study visits,
- animators must document their meetings with the groups (the attendance list, photos, timesheets),
- After 10 months of work with the group, animator will have to prepare a report on the work (maximum 10 pages A4).

## **6. Home tasks for beneficiaries**

- home task for representatives ngo and local / regional authorities (the programme) should be no longer than 10 A4 pages (program in their native language and in English),
- home task for specialists is to prepare meeting with youth, parents, teachers - these meetings must be documented (the list of classes, the signature of the Director confirming the meeting, attendance lists, photos),
- home task for social workers is to prepare the social inquiry (interview families), along with an activity plan (according to social contract - if exists) concerning the protection and help families suffering from domestic violence. A minimum of 20 families per social worker must be interviewed (100 families in each partner country, a total of 300 families).

### **Portuguese partner's comment:**

In Portugal social contracts are signed only with people with disabilities.

### **Portuguese partner's suggestion:**

Research (survey) the family earlier than the end of the workshop (home task is provided at the end of workshop).

In Portugal they will need a permit from the Ministry for social workers. To the end of the 2011 year we are waiting for information from the Portuguese partner concerning permission for social workers.

- interview questions are prepared by social workers.

In Italy the interview questions determine Council (municipalities and social centres)

## **7. The progress report (financial statements)**

A progress report shall be submitted within 9 months of the starting date of the action – in May 2012. Request the current compilation of expenditure and send them to the coordinator by the end of April 2012.

## **8. Study visits**

At study visits we have one day - we have established visits minimum in 2 institutions and maximum in 3 institutions (due to limited time).

suggestions for study visits:

- ✓ for representatives of NGOs and local / regional authorities (in Poland) - study visits to government offices and organizations that cooperate with the public administration,
- ✓ specialists (in Italy) – study visits to organizations / institutions that work with victims / perpetrators of violence,
- ✓ social workers (in Portugal) – study visits to welfare centres (social assistance centres).

## **Other findings:**

- one animator can work with maximum of two target groups,
- animators should meet with groups minimum once a month,
- the aim of animators meetings with groups is to determine the theme of the workshop (topics),
- to the project partners (Italy, Portugal) will be send website proposals - to select the best proposal,
- within the next few days partners (Italian, Portuguese) will send to the coordinator information about their organization, which will be the website,
- the established in the budget price of the article is the price of publishing the article in the local press, and not the writing of this article, because the articles are written by representatives of partner's organizations not by journalists (this will reduce the price of the article - which is not high).

There are two possibilities of paying for the article:

- ✓ to write the article by partners organization and publish it in local newspaper,
  - ✓ to invite a journalist to write an article and then publish it.
- project does not determine the size of the article. Partners are requested (Italian, Portuguese) to check prices of the article in their countries,
  - report after the workshop should be written by coordinators of partner's organizations or other persons from organization,

- home task for representatives of NGOs and local / regional authorities is to prepare a program of cooperation – aim of this home task is to prepare and not to implement this program (of course, success will be the implementation of the program),
- coordinator is waiting for an official information from partners (Italian, Portuguese) concerning the changes in positions of project assistants (within the month, this is to 16<sup>th</sup> of December 2011)
- the term of recruitment of beneficiaries was set to the 21st of December 2011 - group of specialists and social workers.

Due to administrative changes in Portugal, list of ngo representatives and local / regional authorities will be determined in a later date, but not later than before the first International Workshop (we are waiting for a letter of explanation from Portuguese partner)

- if the coordinator can not be present at meetings of the project team, he may be replaced by another person, provided that this person will be familiar with the topic - in that case, the attendance list is signed by a person replacing coordinator,
- project beneficiaries are selected according to the criterion of work in the area of violence,
- beneficiary of the project may not be an employee of the partner organization, but may be a person of the Federation of Organisations (from another member organization) - another name for the organization than partner,
- we cooperate with each other in regard to monitoring and evaluation of the project,
- the same person who worked as a specialist from recruitment can be an animator (that person has to require of the qualification for both of these positions).