

## **Action Notes PALS 16 Oct 2008**

**Present: DT, DJO, Ali, BF, DB, Chris, Margaret, Ieva**

9.00 start and introductions DJO

### **Day 1 - start 9.00: Aims of session:**

- To update on local partner activities review of past work, what has been completed and plan future actions
- Reflect on specific needs for cascade training
- OUTPUTs and outcomes required for year 2

## **1) Update on local partner activities**

### **UK Feedback**

BF/DB - over view of project update and recap of where the project came from - that is action learning. Each country to do 5 days training with 10/15 people interested in action learning in the community development field. This then to be cascade to an additional 15 people each.

2 trainers from UK delivered the training and we have translated training pack as an output.

Workshop 1 done and completed.

Feedback from training was positive it was different in different countries to reflect the different local needs. ECOTEC were happy with the project outcome.

DB - Lesson from year 1 - it would be useful to know more about the groups before the training took place. Need preparation time for the training to be most effective.

Outputs needed is the cascade training - feedback seems to imply that the cascade training is harder than anticipated - and we need 350 people who have benefited from PALS.

DJO thinks we need to confirm the central theme of Pals: is it techniques to help people with a tool in a community setting - capacity building in general - or is it a set of techniques to reach a particular goal/project?

It was agreed that it's the former - therefore that's what we should be cascading? It's not going to give them a tool that will build a particular project ... it's a set of tools that can be used for any form of community involvement or other projects such as drug reduction programmes.

### **Poland - feedback.**

Most of the people who attended were already trainers and the training interrupted their working week. But they liked the training and learned some new techniques - we are now at cascade and people need to know what to do.

Thoughts as to how to record this for the agency are required.

BF - Year 2 needs more clarity and this will inform the development of future work and mainstreaming. Maybe a network of trainers. What's best for each country?

The nature of the partnership is changing - OAKE has done training and new techniques have been learned. It's now time for the partnership to have a more interactive input - "WHAT CAN WE LEARN FROM YOU?"

This will then build bespoke support and training tailored to each country.

**Turkey feedback** - agreed that weekend training would be better.

But it was good and we learned new techniques.

Have used the techniques but need time to use the training materials and develop them. Allowing the cascade training to be broken down to individual days has made it easier to deliver.

Community participation is most important and therefore this runs in parallel with the techniques.

**Latvia feedback** - no history about community participation. People were sceptical - but the training has been a success and people learned the value of the training.

What people need is more support about how to use it most effectively.

Meeting people individually to look at a strategy about how to adapt the learning - which they see as theoretical - into something that is a practical tool that can deliver hard outputs.

Ieva has created a form that was used to contact her contacts. BF wants to circulate this. This will be used to inform the development of the cascade.

## **2 - Reflect on what is needed for year 2 and cascade training**

**3 functions for the cascade agreed are:**

- a) Developing (or creating) a network of people that will develop PALS 2
- b) Refining the tool kit to ensure that the best practice and cascade is taking the learning from Workshop 1 further
- c) To engage/and inform a larger number of people about the benefits of PALS tools and techniques.

This session will help us to agree what to do to ensure that the above are delivered.

Originally from the work plan year 2 training was going to be more of the same - but because year 1 was so successful we want to identify something slightly different in order to maximise the delivery of the work. The aim is to build on the learning we already have achieved and to identify from partners their new requirements. This will make the most of the year 1 training and improve the programme for year 2.

DJO: Cascade process is the main target and this should be linked to the second workshop. The cascade can inform workshop 2 and provide the outputs required for year 2.

BF - confirms that we have the learning tool and this will be designed to reflect local realities. We now need to agree how we use it between now and workshop 2

Items to address are:

- How can we get the 350 people
- Agree the pack that is country specific.
- How we confirm the cascade training.

**ACTION:** Poland - needs login details to web site DJO to circulate info  
UK wants a platform to be part of a future project because a platform and language is a good learning outcome from year 1.

### **3 - OUTPUTs and outcomes required for planning year 2**

Application form was used to review the stated outputs and outcomes. All referred to Outputs and key stage milestones on page 17 of application.

#### **Local requirements for final workshop**

Turkey wants conference for 2 workshop - big event for 250 people and they will get trained about the benefits of PALS. One day event.  
Latvia- needs reporting requirements about the cascade. Training course will be 15 people to attend but not 3 days. With 1 day showcase  
Poland - needs to ask trainers what they want. But not 3 days. Plus small seminar with existing or new trainers - that is different than a workshop .

Agreed that it will be 3 different events possibly with the final event in Turkey as a big final conference.

BF needs to agree simple admin forms based on the one created in Latvia. Cascade evaluation form discussed and agreed (copy attached) by all.

**ACTION:** Copy to be circulated to all by DJO in word 2003

#### **Toolkit**

Development of Toolkit -this is not going to be improved by the project because each country will be doing this locally. But we need a report on its use it and also as a report of how and when it has worked - this will form part of the final report. This will be a narrative about its conceptualisation and development.

**ACTION:** DJO to circulate what is required as OUTPUTS so that by end of March 2009 (end of cascade period) we will have a final report. This will then be available for the conference in Turkey later in 2009.

**Hard copy outputs** - From application production of hard documents by June 2009 -outputs require 500 hard copies Page 23 of application.

Leva wants a booklet - short and simple with entries from each country. No CD but the booklet signposts people to web site where they can download documents. Needs to have real case studies

Ali wants to produce a written booklet and not just have the data outputs electronically. 16 page doc 1000 copies = 50 euro.

Poland wants CD as well as printed documents.

**ACTION:** Each partner to identify costs of local printing and produce their own local materials

**ACTION:** DJO to update PALS brochure over the next month. A Hard copy is not needed for the interim report.

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## **Lunch 13.00 to 14.00**

### **Afternoon aims are:**

- **Identify what support each country needs from year 2 (continued from am)**
- **Valorisation plan**

### **1 - Partners asked to identify what support they require from UK for the 2009 events and training.**

UK is planning to send over people to continue the training – but possibly not in the same format as workshop 1. Options are:

- Perhaps done at the weekend.
- Perhaps shorter event and then the trainers could do 2 visits
- Partners to come to UK for additional training

For all options the budget considerations will have to be investigated and agreed.

Following group discussion the agreements are:

- More support for cascade is needed
- The format of workshop should change to reflect the reality of what is needed.

This will be done by:

- One additional days training course in London to be organised. Possibly in Jan 09. This will be a *cascade and valorisation support event*.
- Turkey - Large conference for the final event. With a management meeting to follow. Oct 09 Happykids to organise.
- Shorter visit (one day workshops) by trainers to follow up in each country the training and cascade. Dates of other workshops 2 (one day each) to be agreed. These will provide a diagnostic analysis visit of the success of the cascading
- In June there will be a workshop 2 in Poland (one day) and add on a management meeting

Budgets needs to be revised and virements made.

**ACTION:** DJO to work on the budget and circulate. In principal the savings will be made by reduction in 3 day workshops.

## **2 - DJO Presentation of ECOTEC valorisation Powerpoint.**

Presentation and following discussion lasted 1.5 hours.

**ACTION:** DJO to circulate e-mail requesting information about what people have done, are doing, and intend to do.

This to include information from ECOTEC plus a strategy identifying how to collect relevant information

**ACTION:** All partners to investigate ADAM database  
[www.adam-europe.eu](http://www.adam-europe.eu)

Review of the day and overview for tomorrow

Finish 17.15

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## **Day 2 - 09.00 to 16.30**

Follow up from day 1: Cascade training template was produced overnight. This was presented and agreed. DJO to circulate to partners.

### **Aims:**

- **Update and discussion re visit from UK National Agency**
- **Interim report preparation**
- **Financial issues**

### **1) ECOTEC visit report**

Contractual requirement to report back to the management group. DJO to action work after reporting back to the management group.

DJO worked through the ECOTEC report page by page and explained to the group the details. In particular the items that need further attention.

### **Actions :**

- S&B to send OAKE a list of organisations where the project can be mainstreamed.
- Poland to send copy of the list of participants to OAKE
- All to set up sub contracting arrangements as required - in Poland they have to be registered by Law. This may solve problems to be investigated but the rule will be implemented from this time forward. Definition of sub contracting required - DJO to ask ECOTEC
- Some research/statements from each partner regarding similar projects/outputs in their region
- Cascade from trainees will form feedback evaluation
- Finance update agreed all to action relevant points.
- Valorisation - need for a simpler valorisation plan and a comprehensive database of valorisation activities

- Partner costs -send copies of partner contracts to NA

2<sup>nd</sup> tranche of money has been paid to OAKE and sent onto partners.

**ACTION:** DJO to check with ECOTEC regarding the exchange rate

## 2) Interim report

2 aspects to the report that are:

a) Words

b) Financial tables

Group worked through the report page by page. Requirements explained and agreed.

**ACTION:** DJO to ask for information and advice from all partners

**ACTION ALL:** Information needed by end November 2008 therefore people have to send the information in advance of that date.

## 3) Finance

**ACTION:** DJO to send all partners a copy of the interactive spreadsheet. Each partner to complete their information and DJO will pull all the data together and send one version to ECOTEC. Confirmation about how to complete each section.

**ACTION:** DJO to also circulate OAKE expense form

**ACTION:** DJO to investigate with Ecotec the extent of the subcontracting agreement requirements. Also to provide partners with a template subcontracting agreement