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Minutes of the KROSSS Kick off meeting 8-11th January 2009. Karmøy/Haugesund. Norway -

9th January 2009 – AM

Present:

PPS:

John Rullestad
Maud Ellen Mikkelsen
Randi Jøsang

CECE

Selina Martin

CI

Will Hammonds

Arsenal:

Samir Singh

Vard:

Cecilie Brekke Strand
Eddie Sternhoff

External evaluator

Asad Ahmad

1. Introductions of the project participants:

Introductions were made by those present at the meeting allowing for an opportunity for individual participants introduce themselves to the rest of the project team.

The agenda for the whole visit was circulated and agreed by the project team.

2. Administration:

John Rullestad ran through administrative requirements for the delivery of the KROSSS project, with a focus on outputs and financial reporting. Points of note included:

- Inclusion of European Funding logos on all promotional material
- The importance of financial reporting – payments received from the Commission in two instalments 70% up front and 30% on completion of the project. This payment may not be

received immediately on completion and is dependent on Commission assessment of the project.

- The importance of effective financial reporting was emphasised.
- John provided example forms for the logging of dissemination activities, Worksheets and staff costs

John also provided an initial overview of outputs contained in the original proposal for the KROSSS project, these included:

- Literature review
- Training course for teachers
- Handbook
- Policy Report
- Sports Module for Schools
- Project Report
- Conference
- Conference Report
- Film Educational materials
- Project Website
- Interim report
- Final KROSSS report
- Evaluation report

Actions:

- Electronic versions of financial reporting and administrative forms to be circulated with further guidance (Karmøy)
- Presentations to be circulated to project team (All)
- Electronic copy of Vard leaflet translation to be forwarded to CI for proof reading (Vard)

3. Introductions of participating organisations

Participants were given an opportunity to introduce their participating organisations to provide background to their work and their involvement in the project.

PPS Karmøy: John Rullestad outlined the history and the work of PPS Karmøy, the educational advisory service who administer the primary school system in the region of Karmøy.

Arsenal in the Community: Samir Singh of Arsenal in the Community highlighted the broad range of work that Arsenal in the Community undertook in schools in their local London area. Samir highlighted the work of the Double Club, a central component of the educational and schools outreach programme, as well as the full range of activities such as soccer schools and how first team players often participate in outreach and charitable work on behalf

The Change Institute: Will Hammonds of the Change Institute (London). The Change Institute are a specialist research, evaluation and development consultancy who specialise in areas of race faith and identity. They have experience across a wide range of public policy areas and Director Lakhbir Bhandal has extensive educational experience, in particular on questions of race and education.

Vard: Eddie Sternhoff outlined Vards activities as a football and sports club. Vard are a highly active and engaged football club that undertakes extensive youth activities for local area, including youth football teams and sports clubs. The Vard model was developed following experiences of children of

migrant families coming to participate in the youth football teams. Vard hoped to help children and families integrate into local Norwegian life through involvement and inclusion into the community and sports activities of the Vard Club.

CECE: Spanish Confederation of Education Centres: Selina Martin: CECE is a Spanish Education Umbrella Organization founded in 1977 that represents education and training companies in Spain. It has branches all over the Autonomous Communities via Federations and Associations Around 5.000 teaching companies are associated to CECE, from which 60.000 teachers and one million students.

Snøbøll Films: Pål of Snøbøll films gave a presentation of approach of Snøbøll films. Snøbøll produce open access educational materials across a range of subject areas in collaboration with educational organisations. The films are generally 10 minutes in length and are designed to spur questions and learning rather than dominate the whole lesson. A number of films can be produced for each topic and are edited in a manner that is fast and attractive for children whilst also containing useful educational material designed to spur further questions and learning.

Actions

- Presentations to be circulated amongst team. (All)
- Organisation logos to be provided to John (All)

4. Meeting 2

Dates were proposed for the second KROSS meeting to be held in Madrid. Dates agreed were:

- Arrival: 10th May
- Full Work Days: 11th and 12th May
- Depart: 13th May

9th January 2009 - PM

Present: Present:

PPS:

John Rullestad
Maud Ellen Mikkelsen
Randi Jøsang

CECE

Selina Martin

CI

Will Hammonds
Lakhbir Bhandal

Arsenal

Samir Singh

Vard

Torbjørn Husby

PCA

Gert Larsen

External evaluator

Asad Ahmad

1. Presentation of the Vard Model. - Torbjørn Husby

The model started in 1995/6 as a means of addressing issues of integration and the inclusion of new migrants. Football is seen as the means and not the goal in this work. Language is one of the key barriers it has helped to break for new immigrants. The main challenge for the model has been to assist newcomers in understanding and negotiating social codes that will enable their integration into the host society and culture. Now the focus of the model is shifting to build up expertise in working with the second and third generations that have been born and brought up in Norway.

The model adopts a whole family approach alongside a focus on rights and obligations. The programme is not solely driven by football but includes a wide range of activities such as mountain trips, baking, fishing and swimming sessions for Muslim mothers in culturally acceptable environments. It has also developed a broad range of partnerships with communities, housing, police, schools and other agencies to help develop integrated systems for support for migrants. The work of the club has gained widespread recognition locally and nationally and it receives many referrals from public service providers and refugee/immigrant support services. Whilst the Vard model receives much acclaim for its work, this rarely translates into financial assistance and it is an ongoing struggle for the club to sustain and build on the initiatives it has started.

2. Presentation of teaching and resource materials produced by Arsenal in the Community – Samir Singh

Samir presented a wide and impressive range of teaching materials that he is using in his work with schools in Islington. These are aligned to the English National Curriculum and Key Stages and encompass a broad range of subject areas including: arts, maths, history, geography and religious education. These generated a great deal of interest amongst partners and Samir has undertaken to make these available, both for the literature review and for the in-service course design.

Action

- Will and Lakhbir to meet with Samir to look at these and other materials for the literature review.
- Samir to circulate useful materials and resources to the rest of the team.

3. Presentation about PCA Albertslund – Gert Larsen

Gert provided a brief overview of the PCA and its advisory support to teachers in addressing issues of bilingualism and other support needs of ethnic minority children in schools.

4. General discussion

There was some confusion as to whether the schools programme of the project includes a young people's sports tournament. Following discussions it was agreed that Arsenal and Vard partners will talk about the issue bilaterally and report back to the whole group about the feasibility of this at the next full project meeting. They will look at what existing events we can potentially piggy back on as well as provide some costings for developing new KROSSS branded sports activities.

Action:

- Vard and Arsenal to discuss this further and develop some practical ideas and solutions about running a tournament

10th January 2009

1. Video presentation by Asad Ahmed – the Doll Test

Asad showed a video made in Denmark on young children's racial preferences as shown by the choices they make of a black or white doll. It was very disturbing and highlighted the seriousness of the issue of race/racism and its impact on children at a very early age. Some of the delegates were interested in conducting the test themselves in their own country contexts to see if the results would be different in different social environments.

Action:

- Asad to make the video available for the in-service course with English sub-titles and voice over

2. Clarification of the quality assurance and internal evaluation mechanisms

The overall evaluation work package will be coordinated by Gert and will be designed to evaluate all internal project processes and activities. The internal evaluation and review forms an essential part of the Project's Quality Assurance process and will begin with a process of detailing the current context and status of each partner as a starting point. Each partner will also provide a progress report at the full partner meetings, beginning with a report to the meeting in Madrid in May (10th - 13th).

Action:

- Gert to circulate a digital evaluation form to all team members for comment.
- All partners to provide a brief status paper about their organisations and contexts to CI, Gert and Asad by 1st February
- All partners to produce a progress report for the Madrid meeting and for the remaining project meetings thereafter.
- John to circulate 'How good is our Project?' document

3. Clarification of the role of the external evaluator

External evaluation will be undertaken by Asad Ahmed and will be based on his external perspective and observations about the operation and effectiveness of the project. He will utilise the Lemniskat model to evaluate key aspects of the project, alongside his observations of course and conference delivery.

Action:

- Asad to provide the team with a short briefing paper outlining key elements of the project evaluation process
- Asad to circulate a handout about the Leminiskat model to the whole team

4. Work Packages

Below is a brief summary of the different work packages as discussed. It is recommended that all partners also study the work packages they are leading on in detail as laid out in the project proposal.

Action:

- All partners to produce and circulate a work plan for the work packages they have lead responsibilities for. These should detail key dates/ milestones and input required from other partners. Plans to be sent to John.

Number	Title	Lead	Lead action	Partners action
WP1	Co-ordination and Management	PPS with support from CI	Overall planning and management of the project, monitoring of progress and budget, reporting and communications and client contact	Respond to requests and deliverables by co-ordinator as required
WP 2	Quality Assurance	CI with support from all partners	Develop and circulate a project quality assessment template based on the 'How good is our project?' tool produced by the Scottish Office	Contribute to all QA and internal evaluation processes
WP3	Research and consultation	CI	Review existing literature in the field and complete a literature review report by end March 2009 CI to circulate a guidance sheet for the collection and forwarding of relevant literature and background materials	Everyone to send all information sources, leads and references to CI asap For documents in languages other than English - abstracts to be sent to CI in English along with the full document
WP4	Project meetings	PPS	Overall responsibility for ensuring that project meetings are organised and conducted to the required standard	Host a project meeting each
WP5	Course design	PCA	Co-ordinate the development of the in-	Contribute to the design and contents

			<p>service training course.</p> <p>Course details will be finalised at the Madrid meeting</p> <p>Course design and materials to be completed by Dec 2009</p>	
WP6	Marketing and promotion of course	PCA	<p>Get details for January 2010 course into Commission brochure by 15th Sept</p> <p>Project logo: organise a competition for schools PCA to produce a few brief paragraphs about the project and competition</p>	<p>All partners to assist with local dissemination potential participants</p> <p>All partners to use this brief to encourage their local schools to participate in the competition</p>
WP7	Project website	PPS with support from PCA	Get website up and running by 1 st Feb	All partners to contribute information and comments as required
WP8	Course delivery (January 2010)	CECE	Lead role in course organisation and delivery	<p>All partners to contribute.</p> <p>Specifically: CI and Arsenal to check prices and accommodation in London</p> <p>Asad to provide a similar costing for Athens</p>
WP9	Schools programme (In year 2 of the project)	VARD and Arsenal	Develop a school based programme involving children, families and teachers – for 30 young people and 20 parents/community reps each	<p>PCA to run this programme in Albertslund.</p> <p>Commence development at Madrid meeting</p>
WP10	EUROEQUALITY conference (in year 2 of the project)	PPS	<p>Organise and host the conference</p> <p>Look into the possibility of sponsorship of the conference</p>	Lead partner will set up a core conference planning group - partners to contribute as required
WP11	Dissemination	CI with PPS support	Produce and circulate a dissemination plan to all	All partners to assist in the production of

			partners and coordinate all relevant dissemination activities	reports, brochures and other dissemination materials
WP 12	Evaluation	PCA	Ensure that three tier evaluation framework proposed is carried out as planned	All partners to contribute as required
WP 13	Soccer tournament	Arsenal and Vard	Develop ideas and propose a programme for the Madrid meeting	

Other actions:

Worksheets: Everyone to complete for Dec 08 – May 09 and bring along to Madrid meeting
John will send these sheets to all electronically

Arsenal logo: Samir to send John the correct logo

Mandate letters: Each partner to sign and send two copies of the letter (template circulated by John prior to meeting) to John. He will countersign and send back one copy and retain the other for his records.

Commission logo: We need to ensure that this is on all project documents

Project logo: Start off the competition with briefing material from PCA – draft to be circulated to the whole team by 1st Feb. Competition deadline 1st March. Decide on the winning logo at Madrid meeting.

Progress report: Interim report to the Commission on 30th November 2009

Financial arrangement:

John provided details about the project budget and explained that we have been granted about 18,000 euro less than we applied for. This has been taken off primarily from the subcontracting and travel elements of the cost. The grant represents 70% of full project costs – 30% being our own contribution.

70% has been received from the Commission and the remaining 30% will be paid after completion of the project.

Action: John to send a letter to individual partners about the sum and dates money will be transferred, and he will let partners know whether they need to invoice him for this transfer.