

## Attachment 2.

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## KROSSS - Kick Racism out Sports, Schools and Society

### Kick-off meeting 8<sup>th</sup>-11<sup>th</sup> January 2009

Venues: PPS Karmøy/Vard Club house Haugesund/Hotel Rica Maritim

#### Thursday 8<sup>th</sup> January

Travel day.  
Arrival early evening.  
19.30 Introduction to the region "The Haugaland film" followed by dinner.

#### Friday 9<sup>th</sup> January

08.45 Pick-up at hotel, travel to PPS- 20 mins.

09.15-12.00 **Working session 1 (Coffee break and networking 10.30-10.45)**  
**Welcome, Agenda and Introductions**

Overview of Kick-Off Agenda	JR
Brief overview of the KROSSS project and its objectives	JR
Introduction of each partner (No more than 5 mins. each!)	All

**EC Grant Agreement/Administrative matters** JR/MEM

<b>WP 1 Management and coordination</b>	<b>To start Month 1</b>	
Management structure		JR/LV
Reporting System		JR
To start in Month 1,		
<b>WP 4 Project meetings</b>	<b>To start Month 3</b>	All
<b>WP 7 Web site design</b>	<b>To start Month 2</b>	JR/GL
Lead partner PPS assisted by CI (WP 1) and PCA (WP7)		
<b>Film production</b>	<b>Snoball Films</b>	PK

12.00-13.30 Short visit to Kopervik primary school (welcoming class) and lunch at Holmen skole

13.30-17.00 **Working session 2 (Coffee break and networking 15.00-15.30)**

<b>WP 2 Quality assurance</b>	<b>To start Month 1</b>	LV
Lead partner CI		

**WP 13: Soccer tournament** To start Month 1 CBS/SS/ES  
 Lead partner Arsenal assisted by Vard.

17.00 Return to hotel

19.00 Travel to Skudeneshavn by maxi-taxi

20.00 Dinner in Old Skudeneshavn

23.00 Return to hotel by maxi-taxi

**Saturday 10<sup>th</sup> January- meeting will be at Rica Maritim Hotel**

09.30 **Working session 3 (Coffee break and networking 10.30-10.45)**  
**WP 5: Course design: In-service course** To start Month 2 All  
**WP 6: Marketing and promotion of courses**  
**and conference** To start Month 6 All  
**Project evaluation Asad Ahmad, Municipality of Copenhagen.**  
 AA  
 - The expectations concerning the role of the evaluator and  
 - The areas of the project that require special focus in relation to evaluation.

**WP 12: Evaluation** To start Month 1  
 Lead partner PCA  
**WP 3 Research and consultation** To start Month 3 LV/WH  
 Lead partner CI

12.00-13.00 Lunch

**13.00-17.00 Working session 4 (Coffee break and networking 14.30-15.00)**  
 A short look at the other WPs (WP 8, WP 9, WP 10 and WP 11 All  
 Tasks for each partner to be carried out before next meeting. All  
 Next meeting: Copenhagen or Madrid in June 2009?

20.00 Dinner

**Sunday 11<sup>th</sup> January - meeting in hotel**

10.00-11.30 Wrap-up session. All  
 AOB

Return travel



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### **Minutes of the KROSSS Kick off meeting 8-11<sup>th</sup> January 2009. Karmøy/ Haugesund. Norway - 9<sup>th</sup> 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

## **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.

### **1. 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)



## 2. 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)



### 3. Meeting 2

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

- Arrival: 10<sup>th</sup> May
- Full Work Days: 11<sup>th</sup> and 12<sup>th</sup> May
- Depart: 13<sup>th</sup> May

**9<sup>th</sup> January 2009 - PM**

#### **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 translate 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



10<sup>th</sup> 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 (10<sup>th</sup> - 13<sup>th</sup>).

**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 1<sup>st</sup> 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 Lemniskat 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-service training course.	Contribute to the design and contents

			<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 15<sup>th</sup> Sept</p> <p>Project logo: organize 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 <sup>st</sup> 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>Organize 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 partners and	All partners to assist in the production of reports, brochures

			coordinate all relevant dissemination activities	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 1<sup>st</sup> Feb. Competition deadline 1<sup>st</sup> March. Decide on the winning logo at Madrid meeting.

*Progress report:* Interim report to the Commission on 30<sup>th</sup> 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.



## Attachment 3.



### **KROSSS Comenius LLP project**

**Board meeting - Madrid, Spain 10th-13<sup>th</sup> May 2009**

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#### **SUNDAY 10 MAY**

**Arrival day - get together early evening**

#### **MONDAY 11 MAY**

**Venue: CECE Office  
Marques de Mondejar 29  
Manel Becerra Metro Station**

#### **Agenda**

1. Choose persons to chair and write minutes
2. Minutes of Board meeting held in Norway January 2009 - to be approved
3. WP1 Progress/Status Report from all partners and WP 11 Dissemination
  - a. What has been done since Karmøy meeting in each of our institutions/countries?
  - b. Products
  - c. WP 3 Literature Review
  - d. WP 5 Course outline, WP6 Course marketing and WP8 Course delivery
    - a. Contents day-by day ideas
    - b. Presentation of film potential titles for integration in the in-service training
    - c. Promotion of course -how, to whom?
    - d. Course- organization
      - i. Dates
      - ii. Venue
  - e. WP 7 Web site - status
    - a. Input on materials, product and links for the site

**Cultural walk city centre  
20.30 Dinner**

## **TUESDAY 12 MAY**

**Venue: Tajamar School**

### **Briefly explanation about the schools and their sports activities**

- f. WP10 Euroconference
  - a. dates, venue
  - b. contents ideas
  
- g. The legal possibilities for tackling racism:           workshop/group work
  - a) Global level
  - b) Regional level
  - c) National level
  - d) Local level
  
- g. Split into two groups:
  - a. Soccer tournament, sports partners
  - b. Lemniskat model - discussion educational partners
  
- h. KROSSS logo competition- decide on winner
  
- i. Preparations for Interim Report
  
- j. Task to be done by all before next meeting - agree on dates and venue
  
- k. Evaluation of board meeting + external evaluation input
  
- l. Other matters
  
- m. Financial reporting. JR will go through details with each partner individually during the meeting





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### **Minutes of the KROSSS meeting Madrid 16-18<sup>th</sup> May 2009**



*The KROSSS project team*



**Venue: CECE Office  
Marques de Mondejar 29  
Manel Becerra Metro Station**

**Present:**

John Rullestad	PPS Karmøy, NO
Randi C.Jøsang	PPS Karmøy, NO
Maud Ellen Mikkelsen	PPS Karmøy, NO
Eddie Sternhoff	Sportsklubben Vard Haugesund, NO
Cecilie Brekke Strand	Sportsklubben Vard Haugesund, NO
Borghild Skeie	Sportsklubben Vard, NO
Selina Martin	CECE Madrid, ESP
Enrique Nieto Garcia	CECE Madrid, ESP
Will Hammonds	The Change Institute, London, UK
Lakhbir Bhandal	The Change Institute, London, UK
Samir Singh	FC Arsenal, London, UK
Gert Larsen	PCA Albertslund, DK
Louise Sjøgrean	PCA Albertslund, DK
Jesper Therkildsen	PCA Albertslund, DK
Ronnie Badeby	PCA Albertslund, DK

Pål Karlsen	Snøball AS, NO
Asad Ahmed	External Evaluator Copenhagen, DK

4. JR to chair the meeting, CECE to write minutes day 1 and CI (Will Hammonds) to write minutes second day.
5. Minutes of Board meeting held in Norway January 2009 - approved
6. WP1 Progress/Status reports and WP 11 Dissemination from all partners

**Meetings/Activities about the Krosss project:**

**Norway (PPS and Vard):**

- a. Head teachers and deputy head teachers in Karmøy
- b. Educational politicians in Karmøy
- c. Staff at PPS Karmøy
- d. The General Secretary of the Norwegian Football Association, Ms. Karen Espelund, and two of her staff responsible for inclusion in football in Norway
- e. Local meetings between Vard and PPS.

**B. Activities:**

- f. International week at Kopervik Primary School with a lot of sports/ KROSSS activities as part of the programme. Aimed at both pupils and Parents
- g. The family learning project to parents at Karmøy Adult Education Centre



7.
  - a. Promoting the KROSSS project in local media
  - b. Presentation of KROSSS as part of exhibition European Schools Project conference in Tarttu, Estonia (130 participants)
  - c. Presentation of KROSSS as part of the exhibition at the 9<sup>th</sup> National Education Conference, Haugesund, Norway (420 participants)

**Spain: (CECE):**

- a. Articles in two magazine
- b. Blog on the Web
- c. Meetings with Tajamat school
- d. Contact with sports clubs in Madrid near Tajamat school to plan future collaboration
- e. Web site with article about KROSSS
- f. Suggestion to see into the use of Facebook and Wikipedia regarding the project

**England (CI and Arsenal):**

- a. Background for the research done so far regarding the literature overview
- b. Arsenal Double Club model on how to have sports as an important factor in social inclusion
- c. Introduction about Kick Out Racism/ Show the Red Card

**Denmark (Albertslund):**

- a. Preparing and disseminating the logo competition to all partners
- b. Information to local schools and stakeholders
- c. Article in staff magazine

8. Course outline, WP6 Course marketing and WP8 Course delivery

- a. Contents day-by day ideas
- b. Presentation by Pål Karlsen of film potential titles for integration in the in-service training:
  - i. This film should be 4 /5 minutes?, this film is for the teachers and not for the children and not use for both.
  - ii. This film is just a start to the teachers to begin the course with a general topic.
  - iii. Several clips are much more flexible to use in a course or in a website. Information and dissemination.
  - iv. Opportunity for people to be active during the conference
  - v. Multicultural, examples, has to be illustrated and demonstrated.
  - vi. Interviews
  - vii. How shall the film be used and in what context?
- c. Promotion of course -how, to whom?  
 EUs database  
 Brochure has been distributed on electronic network/e-mail and at courses/ conferences



- d. Course- organization
  - i. Dates: 18<sup>th</sup>-25<sup>th</sup> April 2008
  - ii. Venue Emirates Stadium, conference centre - Samir to check out availability and also hotel options
  - iii. Cultural/School visits: Samir and Lakhbir to check out..
  - iv. Application deadline: 15<sup>th</sup> Sept 2009 to National Agencies
  
- 5. WP 7 Web site - status
 

Input on materials, product and links for the site where given by all partners.  
John to liaise with Webmaster Margareth Tangen of PPS about updating of contents.

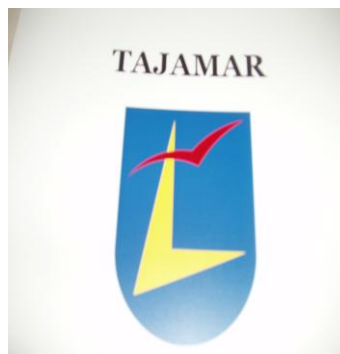
## **Tuesday 12<sup>th</sup> May 2008**

Attendees:

Selina Martin	CECE	Spain
Enrique Nieto Garcia	CECE	Spain
Cecilie Brekke Strand	Vard	Norway
Eddie Sternhoff	Vard	Norway
Jesper Therkildsen	PCA	Denmark
Gert Karlsen	PCA	Denmark
Louisie Sjøgren	PCA	Denmark
Ronnie Badeby	PCA	Denmark
Samir Singh	Arsenal	UK
Will Hammonds	CI	UK
Lakhbir Bhandal	CI	UK
John Rullestad (Chair)	PPS	Norway
Maud Ellen Mikkelsen	PPS	Norway
Randi Jøsang	PPS	Norway

Pål Karlsen	Snøball AS
Asad Ahmed	(External evaluator)

During the morning the project team were taken on a guided tour of the Tajamar school that gave the team the opportunity to see the facilities of the school. Following the tour Enrique Garcia gave a presentation of the history, ethos and running of the school.



## 1. General Business

- A secret ballot to select the project logo was held. The choice was between a Spanish entry and a Danish entry. The Danish entry was selected. A prize is to be provided by AFC.
- JR requested that all pictures taken by project participants be sent to John as soon as possible. Pictures will be used for the website and reporting to the Commission.
- Interim report - expenses and staff costs forms to be completed and returned to John for the interim report

## 2. What is racism and the legal contexts relating to it?

Asad Ahmed conducted a workshop with the project team that explored the meaning and features of racism in society. The group shared a series of concepts and words that they felt would underpin their vision of a racist society.

Following the exercise AA distributed material relating to the legal context of anti racism and inclusion, including;

- The Universal Declaration of Human Rights
- The European Convention on Human Rights and fundamental freedoms

AA also provided an example of similar local initiatives including the 'Declaration of Dublin Inner City Partnership Anti-Racism and Diversity Plan'

AA also provided copies of the 'Doll Test' that had been shown at the first project meeting as well as a story from US radio that highlighted how language and representation can be infused by racist language.



*Project meeting*

## 3. Evaluation Reports

- AA provided further guidance on using the Leminskát project management model.
- Evaluation reports for each work package covering points A, B, C of the model to be returned to AA prior to the school holidays. (All WP leaders)



#### 4. Soccer Tournament

A separate meeting was held by the sports sub-group which found the word tournament limiting in order to describe the kinds of activities that will be undertaken.

- Possibility of sports club partners to attend the 'Colourfull Football' soccer tournament being held in Vard 6<sup>th</sup> June to be investigated. Eddie to send an official invitation to Arsenal and Albertslund
- The group also discussed the potential for electronic and physical school exchanges

#### 5. Next steps

Action	Partner	Date
1. Work package evaluation reporting (to Asad). i. Provide reporting covering points A & B of Lemniskat model ii. Assessment of central question iii. Observations and description of current context in relation to central question iv. Analysis explanation and hypotheses	All	Prior to summer vacations
2. Status report for interim report (to John) i. Complete and send status grid to John re what done to date – including dissemination activities ii. What is being planned iii. Financial reporting iv. Interim report submission	All  PPS and CI	22 <sup>nd</sup> May  1 <sup>st</sup> Nov
3. Literature review i. National case study instructions to be sent to partners ii. National partners to contribute examples of relevant national material and stakeholder contact details	CI  All	22 <sup>nd</sup> May  30 <sup>th</sup> June
4. Course contents- ideas: (more to be developed) Course programme to be written up: including aims/objectives/target participants etc i. Commence development of potential course materials ii. Development of case studies (including iii. parents involvement) iv. Schools/cultural visit v. Education policy and integration speaker vi. Racism awareness section vii. The Vard model viii. Kick it out - visual presentation ix. The KROSSS Market Place x. How is the KROSSS issue in my country? xi. Based on input on contents - ideas for short introductory films xii. Short course description for the EC training brochure	PPS?  All  All  AFC AFC AA/ CI Vard Arsenal PPS Course participants Pål PPS	Ongoing All items except ix. to be ready/discussed at November meeting           Asap
5. Schools programme i. Commence development and testing of resources	PPS/ PCA/ CECE/ AFC	Ongoing. Item at next meeting

ii. Adaptation of existing Arsenal teaching materials for KROSSS with examples/inputs from partner countries	Samir with support from All	
iii. Samir to send materials to partners to test in schools in DK, NO and Spain	Samir	
6. Next meeting	All	22-25 <sup>th</sup> Nov 2009 Copenhagen
7. Course Dates  Course organisation: estimates for accommodation, travel and food costs to be sent to John	AFC and CI	18 <sup>th</sup> -24 <sup>th</sup> April 2010 London
8. Conference dates  Possibility of promoting the conference as a contact seminar to enable teachers to access Comenius funding to attend	PCA and PPS	8 <sup>th</sup> -10 <sup>th</sup> September 2010 Haugesund/ Karmøy
9. Web site  PCA to send logo to PPS	PPS	Updating by 1 <sup>st</sup> June 2009
10. Draft of minutes from meeting in Madrid	Day 1: CECE Day 2: Will	22 <sup>nd</sup> May 2009
11. Wikipedia	John to collaborate with Enrique	Before 20 <sup>th</sup> June?



**Information about Tajamar school by Enrique Nieto Garcia**



## Attachment 4.



### **KROSSS** Kick Racism Out of Sports, Schools and Society

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#### **KROSSS Comenius LLP project - Board meeting - Copenhagen 22<sup>nd</sup>-25<sup>th</sup> Nov 2009**

##### **SUNDAY 22 NOV**

##### **Arrival day - get together dinner evening**

Ascot Hotel  
Studivestryede 61,  
1554 Copenhagen  
Denmark  
Tel: +45 33126000  
E-mail: [hotel@ascothotel.dk](mailto:hotel@ascothotel.dk)  
<http://www.ascot-hotel.dk>

##### **MONDAY 23 NOV**

**Venue: Ascot Hotel.**

**Meeting starts 09.00**

##### **Agenda:**

1. Choose persons to chair and write minutes
2. Minutes of Board meeting held in Madrid May 2009 - to be approved
3. Progress/Status Report from all partners and WP 11 Dissemination ALL
  - a. What has been done since Madrid meeting in each of our institutions/countries?



- |   |                    |
|---|--------------------|
| 4. Overview of WPs – are we on course?      | ALL                |
| 5. KROSSS course London April 2010          | ALL                |
| Day-by day programme incl. films to be used |                    |
| Social/cultural activities                  | LAHKBIR/WILL/SAMIR |
| Hotel venue/ Conference Venue               | SAMIR              |
| Web site for course                         | JOHN               |
| 6. Dinner                                   | GERT               |

## **TUESDAY 24 NOV**

**Venue: PCA Albertslund**

**Meeting starts at 09.00. Departure from hotel at 08.20.**

- |   |                      |
|---|----------------------|
| 7. KROSSS course finalized  | ALL                  |
| 8. WP10 Euroconference Sept. 2010   | ALL                  |
| a. Contents ideas and call for proposals                                  |                      |
| 9. Soccer tournaments   | CECILIE- GERT- SAMIR |
| 10. Interim Report - final runthrough before dispatching to EACEA         | JOHN                 |
| 11. Task to be done by all before next meeting - agree on dates and venue | ALL                  |
| 12. School projects -additional project within the Comenius programme?    | GERT-JOHN            |
| 13. Evaluation of board meeting + external evaluation input               | GERT- ASAD           |
| 14. Financial reporting   | JOHN                 |
| 15. Visiting Albertslund  |                      |
| 16. Dinner in Copenhagen  |                      |

## **WEDNESDAY 25 NOV**

**Travel day return.**





**KROSSS**

**Attachment 4.**

**KROSSS PROJECT MEETING**

Copenhagen: 23<sup>rd</sup> to 24<sup>th</sup> of November 2009

**Day 1: Monday 23<sup>rd</sup> of November 2009**

Venue: Ascot Hotel

Attendees: Asad Ahmed (AA), Cecile Brekke Strand (CS), Edvard Georg Sternhoff (ES), Enrique Nieto (EN), Gert Larsen (GL), Ixchel Farto (IF), Jack Ironside (JI), Jan Dalland (JD), Jesper Therkildsen (JT), John Rullestad (JR), Lakhbir Bhandal (CI), Louise Sjogren (LS), Marte Bruksaas (MB), Pal Karlsen (PK), Randi Josang (RJ), Ronnie Badeby (RB), Samir Singh (SS), Will Hammonds (WH)

Item	Summary	Action
1	<b>OPENING</b> <ul style="list-style-type: none"> <li>Meeting opened at 9:00</li> <li>JR was proposed as meeting chair</li> <li>Minutes from the Madrid meeting were proposed for approval</li> </ul>	Agreed Approved pending review of Tuesday session
2	<b>UPDATES</b> <ul style="list-style-type: none"> <li>All partners provided a status update of their activities since the previous meetings including an overview of progress against work packages, dissemination activities and activities that have come about in part due to participation in the KROSSS project.</li> </ul>	
2.1	<b>Arsenal</b> <ul style="list-style-type: none"> <li>Visit to Haugesund where the Arsenal in the Community team visited a number of schools in the area and participated in the colourful tournament which has now been tried out back in one of their own London schools</li> <li>Commenced development of resources, commencing with the materials in English that can then be adapted for use in other countries</li> <li>Dissemination activities, including posting of the project on Arsenal FC website with link to KROSSS website and promotion of KROSSS at languages and sport European conference</li> </ul>	Noted

2.2	<p>CECE</p> <ul style="list-style-type: none"> <li>• Dissemination at Alicante conference</li> <li>• Publicised KROSSS in the CECE magazine</li> <li>• Have undertaken informal dissemination activities</li> </ul>	Noted
2.3	<p>CI</p> <ul style="list-style-type: none"> <li>• CI have publicized the activities on their own website</li> <li>• Have made representations about the project with a number of European bodies with a view to the European conference at the end of the year</li> <li>• Commenced stakeholder interviews which are ongoing and due for completion in the New Year. Literature review is also ongoing</li> </ul>	Noted
2.4	<p>Snobal</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> draft of the Vard video is complete</li> <li>• Planning for London and Albertslund has now commenced</li> </ul>	Noted
2.5	<p>Vard and PPS</p> <ul style="list-style-type: none"> <li>• Have been working closely to promote the model to a number of bigger sport clubs in the area</li> <li>• They have developed improved links with Kopervik school in the local area who are now on board and committed to undertaking some activity</li> <li>• Family project has been moving along that has seen the club meeting parents in different arenas</li> <li>• Have developed a leaflet for sports clubs about the approach</li> <li>• Vard have received Arsenal in the community for the colourful football tournament that also included some school visits</li> <li>• Have done a presentation about the Vard model on the radio, have met the Mayor of Haugesund to promote the project as well as undertaking informal dissemination through networks and contacts</li> <li>• Have hosted 50 people on a cross-sectoral workshop on the intercultural dimensions of conflict</li> </ul>	Noted
2.6	<p>PCA</p> <ul style="list-style-type: none"> <li>• Have developed the logo</li> <li>• Have undertaken dissemination work through the local press and via website</li> <li>• Have produced the course leaflet and disseminated it through networks in order to promote take up of the course.</li> </ul>	Noted
2.7	<ul style="list-style-type: none"> <li>• AA discussed the Albertslund approach to spreading children without Danish as a mother tongue across local schools and asked how parents had reacted to the approach? <ul style="list-style-type: none"> <li>○ JT noted that fewer numbers were now being bussed as the population was generally more spread anyway.</li> </ul> </li> </ul>	Noted

	<ul style="list-style-type: none"> <li>• AA posed a question to the whole group on progress in relation to the society dimension.</li> <li>• Vard highlighted representation to the Norwegian FA inclusion unit</li> <li>• PPS noted representations about the model made to the local education board</li> <li>• Arsenal noted participation in local volunteering day as one example of engagement with the society dimension</li> <li>• CECE main impact is via schools, have not undertaken specific work around policy or politicians</li> </ul>	
3	<p><b>OUTCOMES</b></p> <ul style="list-style-type: none"> <li>• JR provided a brief overview of outcomes to date</li> </ul> <ol style="list-style-type: none"> <li>1. First partner meeting</li> <li>2. Website set up and the development is ongoing. A separate website will be set up for course participants with a third website to be set up for the final conference.</li> <li>3. Logo competition to choose the Krosss logo</li> <li>4. Spain meeting</li> <li>5. Draft literature review</li> <li>6. Mid project report</li> <li>7. Dissemination activities</li> </ol> <ul style="list-style-type: none"> <li>• JR proposed that the fourth project team meeting be integrated with the course to be held in London in April. Logistics of integration to be agreed in advance of the April.</li> </ul>	<p>Noted</p> <p>Agreed</p>
4.	<p><b>Snoball films</b></p> <ul style="list-style-type: none"> <li>• PK and MB provided a more detail overview of progress with the education films that are being developed in collaboration with Vard. Planning is being commenced with Arsenal and Albertslund for completion by end of February.</li> <li>• Questions are yet to be developed with the films, plus agreement on how long they will be to a maximum of 10 minutes.</li> <li>• The group watched the film with an English transcript translation. The film will be made available on the website. <ul style="list-style-type: none"> <li>○ LB – proposed seeing if it was possible to get a clip with kids talking about what they have learnt</li> <li>○ PK agreed to look into whether they have material that could be used</li> <li>○ A discussion followed around how to get authentic contributions from children</li> <li>○ AA asked if the mother in the video understood as many people are shy to admit that they are not able to</li> <li>○ PK felt he was sure she was able to understand</li> <li>○ LB proposed that like the Vard film, the London and Albertslund films also prominently feature girls taking part in sport.</li> </ul> </li> </ul>	<p>Noted</p> <p>Agreed</p>



## Day 2: Tuesday 24<sup>th</sup> November

Venue: PCA Albertslund

Attendees: Asad Ahmed (AA), Cecile Brekke Strand (CS), Edvard Georg Sternhoff (ES), Enrique Nieto (EN), Gert Larsen (GL), Ixchel Farto (IF), Jack Ironside (JI), Jan Dalland (JD), Jesper Therkildsen (JT), John Rullestad (JR), Lakhbir Bhandal (CI), Louise Sjogren (LS), Marte Bruksaas (MB), Randi Josang (RJ), Ronnie Badeby (RB), Samir Singh (SS), Will Hammonds (WH)

Item	Summary	Action
1.	<p>Proposals for a schools project</p> <ul style="list-style-type: none"> <li>• John and Geert set out proposals for the development of a Comenius schools project that could run off the back of the KROSSS project that would bring a number of schools together</li> <li>• LB proposed that the schools manual could be piloted between these schools</li> <li>• In light of the short deadline for the 2010 application deadline it was proposed that this would be developed during the course of 2010 with submission February 2011</li> </ul>	Agreed
2.	<p>Updates</p> <ul style="list-style-type: none"> <li>• Jack and Samir reported back on the field visits that they had undertaken the night previously and highlighted the potential for good work if the sports club undertook outreach with the youth club that they visited.</li> <li>• Marta explained potential plans for film</li> <li>• Will provided an overview of the contents of the public part of the report</li> </ul>	Noted
3.	<p>TASKS</p> <ul style="list-style-type: none"> <li>• The group reviewed tasks agreed over the course of the two days and dates for completion</li> </ul>	Agreed
3.1	<ul style="list-style-type: none"> <li>• WH to circulate version of the course plan following consultation with Lakhbir and Samir</li> </ul>	WH 2 <sup>nd</sup> December
3.2	<ul style="list-style-type: none"> <li>• Confirm hotel for course (SS)</li> </ul>	SS 14 <sup>th</sup> December
3.3	<ul style="list-style-type: none"> <li>• JR to provide general budget breakdown for course week to assist planning of evening meals and entertainments (JR)</li> </ul>	JR 2 <sup>nd</sup> December
3.4	<ul style="list-style-type: none"> <li>• Website to be updated (PPS)</li> </ul>	PPS 1 <sup>st</sup> January
3.5	<ul style="list-style-type: none"> <li>• Identification of additional course participants (All)</li> </ul>	All ongoing

3.6	<ul style="list-style-type: none"> <li>• Generate more conference participant ideas (All)</li> </ul>	ongoing
3.7	<ul style="list-style-type: none"> <li>• Draft call for papers to be circulated via email and on website (JR)</li> </ul>	January
3.8	<ul style="list-style-type: none"> <li>• Films to be completed (Sno Ball)</li> </ul>	1 <sup>st</sup> March
3.9	<ul style="list-style-type: none"> <li>• Draft soccer and schools manual (Arsenal and Vard)</li> <li>• Completed</li> </ul>	February July
3.10	<ul style="list-style-type: none"> <li>• Strategic documents (CI)</li> </ul>	July
4.	<ul style="list-style-type: none"> <li>• The meeting closed for lunch at 12:30</li> <li>• The afternoon session took the group on a tour of the local education facilities and sports club</li> </ul>	

All partners to return completed meeting evaluation sheets to Gert (could he circulate these electronically?)





## **Attachment 5.**



**KROSSS Comenius LLP project - Project board meeting - London 5<sup>th</sup>- 8<sup>th</sup> Sept. 2010**

**SUNDAY 5 SEPTEMBER**

**Venue: Jury's Inn Hotel, Islington**



**Meeting time: 16.30-19.00**

**MONDAY 6 SEPTEMBER**



**Venue: Emirates Stadium, Arsenal**

**Meeting time 18.30-20.00**



## **TUESDAY 7 SEPTEMBER**

**Venue: Emirates Stadium, Arsenal**

**Meeting time 17.00-19.00.**

## **WEDNESDAY 8 SEPTEMBER**

**Venue: Jury's Inn, Islington**

**Meeting time: 16.30-18.30**

### **Agenda:**

1. Choose persons to chair and write minutes
2. Checking that all is ready for the Comenius course- who does what? ALL
3. Progress/Status Report from all partners and WP 11 Dissemination ALL
  - a. What has been done since Copenhagen meeting in each of our institutions/countries?
4. Overview of WPs - are we on course? ALL
5. EUROQUALITY conference - what to do if we do not get enough participants? ALL  
Program overview
6. Feedback on:
  - a. Colourful football Vard/Arsenal
  - b. KROSSS films ALL
  - c. Soccer /schools visits ALL
  - d. Soccer manual Vard/Arsenal
7. Task to be done by all before final meeting - agree on venue. ALL
8. School projects -additional projects for the future? GERT-JOHN
9. Evaluation of board meeting + external evaluation input GERT- ASAD
10. Financial reporting JOHN





## Attachment 5.



### Minutes of the KROSSS meeting London 5-8<sup>th</sup> Sept. 2010

#### Present:

John Rullestad

Randi C.Jøsang

Eddie Sternhoff

Elisabeth M.Larsen

Torbjørn Huseby (Tue-Wed)

Selina Martin ( Sun-Tue)

Will Hammonds

Lakhbir Bhandal

Samir Singh

Jack Ironside

Gert Larsen

Lousie Sjøgren

PPS Karmøy, Norway

PPS Karmøy, Norway

Sportsklubben Vard Haugesund, Norway

Sportsklubben Vard Haugesund, Norway

Sportsklubben Vard Haugesund, Norway

CECE Madrid, Spain

The Change Institute, London, UK

The Change Institute, London, UK

FC Arsenal, London, UK

FC Arsenal, London, UK

PCA Albertslund, Denmark

PCA Albertslund, Denmark

Asad Ahmed

External Evaluator Copenhagen, DK



## 1. Persons to chair and write minutes

John to chair, Will to write minutes

## 2. Last check-up for KROSSS course

- a. Samir went through all practical details such as:
  - i. Travel hotel-Emirates every day
  - ii. Meals
  - iii. School visits
  - iv. Stadium tour
  - v. Visit to local community activities in Islington
- b. Lakhbir went through details about visits to mosque and Sikh temple
- c. John went through details about The KROSSS Market Place

## 3-4 Progress/Status reports from all partners.

All partners reported back on what had to be done in the different WPs- all work be tied up at the final project meeting in November.

## 5. EUROQUALITY Conference

Scheduled for Nov. in Norway – a draft program had been made. Lord Ouseley could not come, but Lakhbir had agreed with him that he would video an address to the conference. The program has been spread around different European. It was agreed that one should aim at least 50 participants by the closing date of 1<sup>st</sup> Nov.

## 6. Feedback

- a. Colourful football - very successful in Norway, not the same way in London. Samir reported back that maybe English children and parents/teachers had More focus on winning than the fun aspect that is the core of Colourful football. They will try to run the tournament again in the summer of 2011
- b. Educational films  
All partners were extremely satisfied with the professional quality in the films produced by Snoball AS, both on contents and technical. All participants at the course will receive a DVD with the three films. The films will also be placed YouTube for the general public. Information about this will be on the opening page of The KROSSS Website.
- c. Soccer/school visits. Samir and Jack gave feedback on their work in clubs and schools iNorway. An agreement was made between Gert and Sair/Jack to start similar activities in Denmark in 2011. A meeting was set for April 2011 in Denmark The visits to Norway will also continue after the KROSSS project has finished.
- d. Torbjørn reported back to the partners and went through the QA manual for soccer tournament in Colourful Football. The grid for this was based on a QA manual that is Torbjørn's work place, The Norwegian Maritime Directorate , for project work.



## **7. Task to be done by all before final meeting - agree on venue.**

John listed up what had to be done by the next meeting.  
It was agreed to have the meeting in Madrid as a wish from Selina.

## **8. School projects -additional projects for the future?**

Gert raised the possibilities of the partners trying to get partners in our countries and through different European networks to start Comenius school partnership projects on the theme of KROSSS. During the coming week one should try to inspire participants at the course to look into this possibility after the session John had on Monday about the LLP Socrates program.

## **9. Evaluation of board meeting + external evaluation input.**

Asad made an overview of how we were going to carry through the evaluation of the course as well as giving some points of view about the KROSSS project so far

## **10. Financial reporting**

John went through details about financial reporting for the final report such as travel, subsistence, time sheets and staff salary. The project ends on 30<sup>th</sup> Nov 2010 and all figures should be reported in to John by 20<sup>th</sup> Dec 2010



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## Attachment 6.



### Agenda for final KROSSS meeting. Madrid Nov. 2010

#### MONDAY 15 NOVEMBER 2010

1. Choose persons to chair and write minutes
2. Input to final report. Work Packages. What has been done with regards to the different WPs. Please look at original application, the pages about WPs. I have put up the following list of WPS from our application with lead partners, but in most WPs most partners should have given input.
  - a. WP1 Management and coordination. Lead partners: PPS and CI
  - b. WP2 Quality Assurance. Lead partner: CI + support from all partners
  - c. WP3 Research and consultation. Lead partner: CI
  - d. WP4 Project meetings. Lead partner: PPS
  - e. WP5 Course design: In-service course and schools program. Lead partner: PCA
  - f. WP6 Marketing and promotion of courses and conference. Lead partner: PCA
  - g. WP7 Web site design. Lead partner: PPS + support form PCA
  - h. WP8 KROSSS in-service-course delivery. Lead partner: CECE
  - i. WP9 Schools programme model for the integration of immigrant pupils and their families. Lead partner: Vard and Arsenal
  - j. WP10 EUROEQUALITY - European conference on Equality in Sport, Schools and Society. Lead partner: PPS
  - k. WP 11 Dissemination. Lead partner: CI + support form PPS
  - l. WP12 Evaluation. Lead partner: PCA
  - m. WP13 Soccer tournament. Lead partner: Arsenal + Vard
3. Feedback on in-service-training course in London.
  - a. Evaluation
  - b. KROSSS course no. 2 September 2011??



5. Web site/Facebook/You Tube- sustainability after project period is over?.

20.30 Dinner

**TUESDAY 16 NOVEMBER 09.30-17.00**

Continue work on final report input including financial reporting





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## Attachment 6.



**KROSSS**

## KROSSS final meeting Madrid - 16<sup>th</sup>- 19<sup>th</sup> November 2010

### Monday 16<sup>th</sup> Nov

Attendees: John Rullestad, Gert Larson, Louisa Sprugen, Asad Ahmed, Samir Singh, Jack Ironside.

Apologies: Lakhbir Bhandal

#### **1. John opens meeting as chair**

Meeting opened with agreement to send condolences to Lakhbir who was not able to attend due to the death of her mother.

#### **2. Evaluation**

Asad Ahmad discussed the independent evaluation of the course in London that indicated that it was highly successful with all participants benefiting from their participation. He also discussed the elements for the final evaluation report that would include:

- Information - Focus on dissemination
- Preparation - Process of focusing on course content
- Content – Look at how the course content fits together, ten points, rest should go in the project report. Participant response.
- The project evaluation will build on the midterm report.

The group also collected internal reflections on the course with all feeling that there was a good balance of content. It was agreed to look into repeating the course in 2011 – proposed date:

11<sup>th</sup> - 17<sup>th</sup> September? TBC.

Possible ideas to develop a new successor course were raised, including targeting local education managers and school leaders.



### 3 . Final steps:

Final report to be submitted 31<sup>st</sup> Jan 2011

- a. Core outputs needed: (December the 10<sup>th</sup>): Submit to [willhammonds@gmail.com](mailto:willhammonds@gmail.com)
  - Strategic document including:
    - Sports schools and society literature, practice and case studies (WH)
    - Schools policy, in service training course content, integration model. (WH)
  - Schools and sports programme manual:
    - Schools programme – Arsenal (AiC)
    - Colourful football – Vard
    - Evaluation of programme – (WH/RJ)
- b. Details required for inclusion into the final report: (December the 10<sup>th</sup>):
  - Any additional information relating to Arsenal and Vard co-operation work (AiC/ ES)
  - Further detail about the Vard model – programme of engaging and involving parents (ES)
  - Details of any projects in Albertslund/ Denmark (LS/GL)
  - Questions for evaluation of arsenal activities in Norway (WH)
  - Information about anti racism and education and sport in your own country – 1 policy or report and one example of a national or local initiative addressing racism through sport and or education (All)
- c. Private part – technical details of all activities (ALL - December the 20<sup>th</sup>):  
Submit information to John and Will - John to circulate forms and advise on completing them (JR – see mail mail below)
  - Travel and subsistence costs from Copenhagen and Madrid
  - Detail all activities after the 1<sup>st</sup> of November (interim report) - bullet points with dates:
    - Detail how you were involved package by package, all meetings, workshops etc.
    - Include details of all outcomes and results of activities – e.g. a press report – also send over cuttings.
    - Dissemination activities
- d. Translation
  - All members to translate KROSSS website text into national language. Additional languages to be translated
    - Italian (WH)
    - German (TBC)
    - French (TBC)



e. Financial part

- Staff days
- Timesheets
- Travel costs
- Outcomes

**Tuesday 17<sup>th</sup> of November**

2. Review of agreed final outputs

- The meeting opened with final conclusions regarding final steps for the project and any questions relating to agreed outputs.

3. Internal evaluation and reflection of learning

- The project concluded with a session reflecting on the outcomes of the project, including:
  - Sports club partnerships
  - Schools programme
  - Overall learning from the two years of the project and actions that individuals will take

The group felt that the overall project was a positive experience and provided reflections for inclusion into the conclusions of the final project report.

