



SKILLS4FREEDOM



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SKILLS FOR FREEDOM

Artistic paths to develop the professional skills of prisoners



SKILLS4FREEDOM

SECOND TRANSNATIONAL MEETING REPORT

Plovdiv, Bulgaria

21th - 23rd April 2016



Asturia vzw



Secrețistă Școala Wyższa
Collegium Balticum



Participants

ARCI Liguria (Italy – Project Leader), represented by Giuditta Nelli
Asturia vzw (Belgium), represented by Gert Hurkmans
Aufbruch GbR (Germany), represented by Holger Syrbe
SSW Collegium Balticum (Poland), represented by Adrianna Szczechowicz
DomSpain Consulting (Spain), represented by Olena Korzhykova and Alfred Blasi Escude
ÉFA– Équipe di Formatori Associati (Italy), represented by Mario Bozzo Costa and Francesco Ferrari
IZMIR Valiligi (Turkey), represented by Serkan Kurtulus
Teatro dell’Ortica (Italy), represented by Giancarlo Mariottini
UPSDA (Bulgaria - Host), represented by Kamen Stratiev, Emilia Krushkov and Nikoleta Yaneva

EuroSuccess Consulting (Cyprus) could not attend M2 Bulgaria but was available to Skype with partners. Represented by Giorgos Giorgakis, it was involved in some vital discussions with the project leader, ARCI Liguria, and the partners leading the Research and Training activities (Collegium Balticum and EFA, respectively).

Introduction

Welcome and introduction

Introduction of UPSDA – Presentation by the Chairman, Kamen Stratiev

The different projects implemented by UPSDA were introduced, describing both those addressed to teenagers at risk of “dropping out” school and those at the core of *Skills4Freedom*: Theatre performance and Forum Theatre in Plovdiv’s penitentiary institutions.

On Friday the 22nd of April afternoon Emilia Krushkov and Nikoleta Yaneva, UPSDA’s field operators, introduced a Forum Theater play delivered by inmates in Plovdiv’s Prison (4 Alexander Stamboliiski Blvd.)

A brief general reintroduction of partners was held in order to improve familiarity with one another, help the new participants and to ease the development of the different decision-making moments of the meeting.

Noticing that Collegium Balticum and Teatro dell’Ortica were represented by field experts (Research and Training respectively) that did not participate to M1-Genova; Arci Liguria, as project leader, underlined that it would be both necessary and important that **partner organizations appoint always the same representatives for the Transnational Project Meetings**. In case it was not possible, the selected participant must be duly prepared in order to proactively collaborate and be ready to face all the issues tackled at these general management and overall project implementation meetings.

Schedule

The Second Transnational Meeting took place on the days established immediately after M1-Genova but, due to the difficulties found in the completion of research inside penitentiary institutions, the timing for the delivery of O1- Common European Framework of Skills, as well as of *Skills4Freedom* following activities, has been rescheduled.

The project timetable proposed at M1-Genova has then been discussed and adjusted considering the availabilities of all partners. An updated and more detailed version of the GANTT Chart is attached to this Second Transnational Meeting Report.



The main changes are:

Intellectual Output 1 (O1/A1-A3):

A1. Research on the existing (European and Extra-European) system and frameworks for skills and prisoners;

A2. Field-based observation of the local realities of the operative partners (IT, B, D, PL, BU, CY, TR);

A3. Analysis, open to the contribution of all the operators in the field, focused on the target skills both required from theatre artists working with prisoners and developed by prisoners themselves.

A.1. and A.2. Data collected by partner organizations should be forwarded to Collegium Balticum by the 31st of May 2016 (English Version).

A.3. will be closed at the end of June. The exact date will be communicated later, by Collegium Balticum.

First Multiplier Event (E1 – Italy)

With the aim of connecting the First Multiplier Event with the Teatro Carcere - Theater in Jail- National Meeting, all the partners agree with postponing it. The new data will be communicated by ARCI Liguria, after the verification with Teatro dell'Ortica (see below).

Release of the Results of the Research (O1).

Collegium Balticum will be delivering its presentation online.

Intellectual Output 2 (O2)

O2/A1 Training Activities (C1, C2, C3, C4)

C1 Training (Poland) 27th June – 2nd July 2016 (6 days)

C2 Training (Online) to be released immediately after C1 (90 days)
(Collegium Balticum, DomSpain and EFA will be in charge of its implementation)

C3 Training (Germany) 26th September – 2nd October 2016 (7 days)

C4 Training (Italy) 16th - 20th October 2016 (5 days)
(starting day to be confirmed, Teatro dell'Ortica will be in charge of this and is verifying if it's possible to link this training to a Teatro Carcere - Theater in Jail- National Meeting)

Third Transnational Meeting (M3) Turkey

5th-6th December 2016 (2 days)

Izmir Valiligi will confirm the date. The agenda of the meeting will include the presentation of the draft of the results of the training activities (O2/A1) and the discussion about the experimentation of the skills system.

Budget

All partners confirmed that they had received the project's First Installment (February/March 2016). The Second Installment, due in May 2016, will be forwarded after a check with the NA and the inspection of all the requested contracts.

Supporting documents

It has been stated the Italian Erasmus+ National Agency requires that the Intellectual Outputs' operators of each partner have an existing contract/volunteering inscription or a contract proving a past collaboration with the partner. Such documents must be marked with a date preceding September 2015 (official starting date of the project). Each partner must forward a copy of these documents to the project leader with an English translation or an English self-certification of validity stating the name, role and starting date of the contract of the involved employees/volunteers.





Following their specific requirements about staff-management, Izmir Valiligi and UPSDA have been required to write a mail to the project leader, ARCI Liguria, in order to clarify their positions and forward management proposals to the Italian Erasmus+ NA.

A detailed Instructions Manual for the filling of the proposed Simplified Timesheet Forms, supporting documents for Intellectual Outputs, will be forwarded to all partners by the end of May. Such Manual will include deadlines for the delivery of such documents.

For Transnational Meetings and Training Activities, partners are required to keep and forward to the project leader: flight and other transport ticket/invoices, boarding passes, accommodation invoices and pictures. Any other relevant (food) invoice or receipt will be appreciated.

Partners have been asked to upload M2 accommodation Invoices and boarding passes on the project's Google Drive as soon as possible.

More details about Supporting documents for the different budget categories will be given when necessary, eventually after consulting the NA.

Monitoring

The project's specific monitoring plan, forwarded with M1-Genova's Report, has been explained to all partners by its responsible, EFA.

Created with the IT support of DomSpain, a first General Monitoring Questionnaire online form has been forwarded to all partners on April the 19th 2016. ARCI Liguria reminded all partners to fill such form as soon as possible since it results will be used both for internal organization and for reporting to the Italian NA (due on April the 30th at the latest).

The following General Monitoring Questionnaire is foreseen in July/August 2016.

Implementation

The agenda of the meeting should have included the discussion or presentation of the draft of First Intellectual Output results (O1/A1). Delays or difficulties found in the completion of the related tasks are justified and explained by all partners.

Consequently, the three Intellectual Outputs have been rediscussed with particular attention to the ongoing Research and forthcoming Training Activities:

O1. Common European Framework for the Skills developed by prisoners through artistic and theatrical trainings

(January 2016 - June 2016).

Collegium Balticum's representative made partners aware of the necessity to respect the rules and structure established in the "Research Methodology". Most partners have not handed out the required Research files to Collegium Balticum or most of the delivered files were, in fact, incorrect or incomplete. For the new deadlines, please, do consult the **Schedule** section above.

Regarding O1/A.1., the sample file *Report Poland 2016* was introduced to all partners. The Polish Report does not only illustrates Poland's Research but it offers also some additional standard rules for publication such as the necessity to indicate References as well as Name and Surname of the authors of the different A.1. files.

Regarding O1/A.2. the required number of questionnaires (30 from operators and 30 from prisoners) is confirmed and partners are asked to keep the hard copies of all the filled questionnaires. It is reminded



that an English translation must be provided for all the answers to open questions. It is reminded, as well, that target inmates cannot be on probation and must be convicted to imprisonment and that target operators includes penitentiary workers, prison directors, educators, etc .

Following the filling of the questionnaires, each partner must interview (also through talks on the phone) at least 5 non-partner entities (NGOs, Companies, Trade Associations) organizing educational trainings in prison. A list of the possible questions to ask has been forwarded to all partners via mail by Collegium Balticum.

Asturia and Aufbruch underlined that it is not very practical to distribute and collect prisoners' questionnaires (O1/A2) in two different phases instead of doing so in one sitting. Teatro dell'Ortica and DomSpain expressed some reservations on the Framework of Skills that may result from the Research; there seems to be an offset between the required scientific approach and the artistic content.

Collegium Balticum will be providing partners both with more details for the delivery of interviews and with additional materials for the standardization of the collected data. To such regards an Excel file/Google Sheet will be created for the elaboration of questions 10 to 14 of the Questionnaire.

Collegium Balticum will be informing partners about any eventual change on its contact person. Barbara Kusiak (b.kusiak@cb.szczecin.pl) was confirmed as logistics and administration responsible and the possibility of adding a dedicated Research referent is anticipated.

O2. Operations Manual, about the management of professional skills-developing projects for prisoners (June 2016 - September 2017)

O2/A.1. - Residential Training Activities

EFA will be in charge of supporting the implementation of Training Activities. In order to focus on the timing, content and goals of the Training Activities the participants exchanged points of view and ideas on the project coming to the following *Skills for Freedom* general description:

- SHARE, COMPARE AND SYSTEMATISE METHODS OF ARTISTIC WORK IN PRISONS IN ORDER TO:*
- *CREATE NEW TOOLS AND METHODS AND MAKE THEM MORE VISIBLE AND USABLE IN ALL PARTNERS COUNTRIES*
 - *PROMOTE RESOCIALISATION AND MORE CONSCIOUS PARTICIPATION OF PRISONERS IN ORDER TO FIND A JOB*
 - *STIMULATE THE SOCIETY TO BE MORE INCLUSIVE TOWARDS PRISONERS*

The "Skills Need Questionnaire" prepared by EFA was supplied to all participants, who filled it providing EFA representatives with some feedback on both its structure and content. It has been decided to supply a reviewed version of such questionnaire to all the partner organizations' trainees that will be involved in the project's Training Activities.

Working in groups, the partners focused on the topics of the core of each training and drew up the following list of needed human resources:

- a logistics tutor, to be provided by the hosting organization;
- one or more trainers belonging to the partner organization;
- one or more experts to be involved by all partners (to be found preferably by hosting partners; it has been considered to foster also remote –Skype- participation of experts),
- a training facilitator belonging to EFA.



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It has been stated that, for international mobility Training Activities, the participation of the planned number of operators (none for DomSpain, 2 for EFA, 3 for all other partners) is required in order to get the whole budget share allocated for such mobilities. For example, in case a partner sent just one or two operators to a Training Activity, it will be getting the allocated budget for just one or two participants respectively.

In case a partner wanted to bring more participants to any training, it must communicate it the EFA and ARCI Liguria at the soonest, considering that 5 is the maximum number of participants allowed per partner and that the allocated budget for Training Mobilities would not increase. In other words, the budget granted is that related to 3 participants.

Furthermore, continuity of the involved operators is required in order to ease the implementation of the following experimentations (O2/A2). At least one representative of each partner should seamlessly be involved in the three trainings, involving close collaborators (expert trainers or network workers) when possible.

Notes on the materials and resources needed for each training have been collected by the project leader and will be used in a *work in progress* stream during the preparation of trainings.

EFA will be providing partners with more details for the organization of Training Activities asking them to fill an Excel file/Google Sheet with the names of the tutors, trainees, trainers and experts that will be involved in these Mobilities. After such filling the appointed trainers will be invited to Skype with EFA representatives in order to perfect the delivery of trainings.

O3. European Database matching job offers (especially in the artistic field) with the professional profiles of prisoners

(November 2017 - August 2018).

Any deep discussion on O3 is considered to be too early in time. Collegium Balticum and DomSpain will be discussing the implementation of the Database immediately after the completion of O1. Partners proposed to make the trained prisoners prepare artistic portfolios instead of, or as an appealing enrichment, to their personal CVs.

It is reminded that partners must look for potential users (former prisoners and intermediary institutions) during the first year of activities (O2 Experimentations). In case such potential users were not found, the participants to the experimental activities will be interviewed with a Survey on Needs.

Communication and Visibility

Created and coordinated by DomSpain, the *Google Drive*'s file storage service connected to the address skills4freedom@gmail.com (password: [europe2015](#)) is officially confirmed as the project's main tool for the exchange of documents among partners.

To enhance and strengthen such use, a *Google Drive*'s User Manual will be prepared and every partner will be asked to send an **upload/file modification message at least to ARCI Liguria, following any action on Google Drive.**

Partners propose to create an archive of the different dissemination/visibility/impact initiatives each one of them is carrying out.

The project leader, ARCI Liguria will soon be giving more information about the organization such data on *Google Drive*.

DomSpain introduces the different sections of the project's website, www.skills4freedom.eu. Partners decide to allow public access to such website as soon as possible in order to improve the project's visibility. *Skills4freedom.eu*'s homepage will be in English but the website will be available in partner languages.





ARCI Liguria will be in charge of answering the eventual interactive requests in the *Contact Us* section of the website's English version. On the very same form, the logos of the partner organizations will be added with flags indicating the different languages of the partnership. Each one of logos/flags will lead to the respective translation of the *Contact Us* form. Each partner will answer to contact requests in its own language (i.e. PO – Collegium Balticum, DE – Aufbruch, etc).

Partners proposed to create a new section of the website called RESOURCES. This new section will be act multimedia archive both for the good practices of arts in penitentiary institutions delivered by partners (but not only) and for additional inspirational materials.

About the use of pictures involving prisoners it is reaffirmed that, in order to respect the privacy of convicts and ex-convicts and avoid stigma, only images not allowing facial recognition will be published. In any case, all images must be of high photographic quality in order not to degrade the importance of the subject.

It is stated that the website's Timeline does not allow the creation of Alerts for the deadlines. In order to get Deadline Alerts the creation of a Google Calendar internal to the partnership has been discussed.

In addition to the project's website, ARCI Liguria will be creating a *Facebook* page dedicated to the *Skills for Freedom* project.

Provided Materials

- DomSpain: Skills4Freedom Website Presentation
- Collegium Balticum: Intellectual Output 1 – A1 Research Sample (*Report Poland 2016*)
- EFA: Skills Needs Questionnaire
European Qualifications Framework
- UPSDA: Attendance Certificates

