



23/03/2011

WORKPLAN

"SOCIAL" PROJECT

WORK PACKAGE 3 – Structures to support the social economy aimed to develop services for (ex) offenders

ACTIVITIES	ACTIVITIES ML	TASKS/ RESOURCES ML	TASKS ANP	TASKS FF	TASKS IRER	TASKS OL
3.2.2.1 Practices' desk analysis <i>Duration: ott10_may11</i> <i>Final output: <u>Updated case management (CM) Italian practices Compendium (IT/RUM)</u></i>	Case Management (CM) Practices' desk analysis	Coordination <ul style="list-style-type: none"> 1 senior expert 1 junior expert 1 translator f/t 				
A. Analysis of practices' catalogues <i>Duration: nov10</i> <i>Output: <u>Updated list of Italian CM practices (1 sept._nov10)</u></i>	A. Practices selection (sources: Equal, FSE catalogues.)	Coordination 1 senior expert			recommend CM practices (see activity 2.1.3)	recommend CM practices (see activity 2.1.3)
B. Design and validation of a survey form <i>Duration: oct10_dic10</i> <i>Output: <u>CM practices survey form validated (17 dic10)</u></i>	B. Survey form design and validation, according with data base (see activity 2.2.1 if applicable), in order to build a CM model and beneficiaries' skills evaluation tools (see activity 3.2.2.2) <ul style="list-style-type: none"> Design Sharing with partner (forwarded by mail) Remarks and form's validation 	Coordination 1 senior expert	validate CM practices survey form	validate CM practices survey form	validate CM practices survey form	validate CM practices survey form

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<p><i>C. Delivery of case management Italian practices Compendium</i></p> <p><i>Duration: nov10_may11</i></p> <p><i>Filling in survey form: 13 weeks</i></p> <p><i>Drafting Compendium: 18 weeks</i></p> <p><i>Translation: 2 weeks</i></p> <p><i>Output: <u>Case management (CM) Italian practices Compendium</u> (min. 20 practices) (IT/RUM)</i></p>	<p>C. Set survey form to be filled in (telephone interviews included)</p> <ul style="list-style-type: none"> • Process forms and draft Compendium incl.analysis (facts&figures) • Compendium translation 	<p>Coordination</p> <ul style="list-style-type: none"> • 1 senior expert • 1 junior expert • 1 translator f/t 	<p>send remarks</p>	<p>send remarks</p>	<p>send remarks</p>	<p>send remarks</p>
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ACTIVITIES	ACTIVITIES ML	TASKS/ RESOURCES ML	TASKS ANP	TASKS FF	TASKS IRER	TASKS OL
3.2.2.2 Beneficiaries' initial skill evaluation <i>Duration: oct.10_jun11</i> <i>Final output: <u>Skill evaluation toolkit for practitioners aimed to evaluate competences of male (ex)- offenders (3 Italian reference models) Report + CD Rom</u></i>	Skill evaluation toolkit for practitioners delivery	Coordination <ul style="list-style-type: none"> • 1 senior expert • 1 junior expert • 1 translator f/t • 2 interpreters • 1 typographer 				
A. Design and validation of skills evaluation toolkit proposal <i>Duration : oct10_dic10</i> <i>Output: <u>Presentation of toolkit final scheme (ITAL/RUM)(17 dic10)</u></i>	A. Design of skills evaluation toolkit proposal and partner's validation	Coordination <ul style="list-style-type: none"> • 1 senior expert • 1 translator 	validate toolkit proposal	validate toolkit proposal	validate toolkit proposal	validate toolkit proposal
B. Delivery of skill evaluation toolkit; overview of skill evaluation methodologies and tools (3 Italian models) <i>Duration nov10_mar11</i> <i>Output:</i> <ul style="list-style-type: none"> • <i>Tools templates (ITAL/RUM)</i> • <i>Users guide (10 pages per method) (ITAL/RUM)</i> • <i>Meeting report</i> • <i>Toolkit (Report + CD Rom)</i> 	B. identify Italian skill evaluation practices according with ISFOL staff of Area " Learning Methodologies " produce overview of main skill evaluation methodologies and tools in Italy identify and describe specific tools addressed to (ex)-offenders translation of tools templates and users guide	Coordination <ul style="list-style-type: none"> • 1 senior expert • 1 junior expert • ISFOL staff Area "Learning Methodologies " • 1 translator f/t 				

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<p><i>C . Practitioners support activity for using the skill evaluation toolkit</i></p> <p><i>Duration: jan_jun11</i></p> <p><i>Output:</i></p> <ul style="list-style-type: none"> • <i>Toolkit customized to Romanian practitioners needs</i> • <i>Final Activity Report including Atelier report, participants evaluation and support activity monitoring report</i> 	<p>C.1 Carry out a video on Italian practitioners and beneficiaries experiences (mar 2011)</p> <p>C.2 Design of a questionnaire in order to know Romanian practitioners involved in the support activity (around a group of 15 members) (feb11)</p> <p>C.3 Support activity via organization of an Atelier in Romania for 15 practitioners (03_04 may11)</p> <ul style="list-style-type: none"> • Overview of methods and tools • Video • Working groups on the related methodologies and tools <p>C.4 Distance support activity for Romanian practitioners (15) via Skype or alike (may_jun11)</p> <p>C.5 Final Activity Report (jun11)</p>	<p>Coordination</p> <ul style="list-style-type: none"> • Staff Isfol (in cooperation with staff "Portal") • 1 senior expert • 1 junior expert • 1 translator f/t • 1 senior expert • 1 junior expert • ISFOL staff of Area Learning Methodologies • 2 interpreters • 1 senior expert • 1 junior expert 	<p>C.2 identify working group participants</p> <p>C.3 identify location for atelier + provide logistic organisation</p>	<p>C.2 fill in the questionnaire and resending it to ML</p>		

ACTIVITIES	ACTIVITIES ML	TASKS/ RESOURCES ML	TASKS ANP	TASKS FF	TASKS IRER	TASKS OL
3.2.2.3. Design of model to be implemented in Romania Duration: nov10_june11 Final output: <u>Operational CM model validated by partners and aimed to be implemented in Romania</u> (IT/RUM)_jun11		Coordination <ul style="list-style-type: none"> • 1 senior expert • 1 junior expert • 1 translator f/t • 1 interpreter • ISFOL staff of Transnationality Area • Juridical experts 				
A. Design of a CM good practices evaluation form Duration: nov10_dic10 Output: <u>Validated CM best practices evaluation form</u> (ITAL/RUM)_ (17 dic10)	A.1 Design of a <i>good practices evaluation form</i> starting from Equal and FSE catalogues A.2 Form translation A.3 Validation by partners	Coordination <ul style="list-style-type: none"> • 1 senior expert • 1 translator f/t 	A.3 send remarks and validate	A.3 send remarks and validate	A.3 send remarks and validate	A.3 send remarks and validate
B. Delivery of n. 5 CM case studies Duration: may11 Output: <ul style="list-style-type: none"> • <u>5 projects/services for case studies identified</u> • <u>Validated template describing case study</u> (ITAL/RUM) • <u>5 study visit reports (including tools list)</u> (ITAL)_ <u>5 case studies and tools abstract</u> (IT/RUM) 	B.1 Apply evaluation form to practices described in the Compendium B.2 Design template to illustrate case studies (including selection of available operative tools used in the CM) B.3 Carry out 1 day study visit to 5 projects or services meeting key actors (i.e. beneficiaries,	Coordination <ul style="list-style-type: none"> • 1 senior expert • 1 junior expert • 1 translator f/t 	B2. send remarks and validate	B2. send remarks and validate	B2 send remarks and validate	B2. send remarks and validate

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	<p>practitioners, stakeholders, etc.)</p> <p>B.4 Work out study visit reports and tools abstract (may11)</p> <p>B.5 Case studies translation (max 10 pages) jun11</p>					
<p><i>C. Design of proposal of CM model</i></p> <p><i>Duration: may_jun11</i></p> <p><i>Output:</i></p> <ul style="list-style-type: none"> • <u>Document "Proposal of CM model" (ITAL/RUM)</u> • <u>Analysis report of socio – juridical Romanian framework Focus group report (ITAL/RUM)</u> • <u>Validated CM model document (max 10 pages ITAL/RUM)</u> 	<p>C.1 Draft a document proposal. Sharing the document with Romanian and Italian partners and practitioners (Skype conf. with IRER)</p> <p>C.2 Document translation (max 10 pages)</p> <p>C.3 Preparatory meeting for Rom. Scenario and focus group (Palermo, 8 jun11)</p> <p>C.4 Scenario meeting to share and adapt the model to the Romanian context and background, with Italian and Romanian experts (lawyers) on the socio – juridical Romanian framework (Rome, 21-22 jun11)</p> <p>C.5 Focus group for CM model validation with 50 participants (practitioners and key actors related to the above described case studies, partner) (Rome, 23 jun11)</p> <p>C.6 Follow up (reporting)</p>	<p>Coordination</p> <ul style="list-style-type: none"> • 1 senior expert • 1 junior expert • 1 translator f/t <p>C.4 Identifying Italian experts and Coordination</p> <ul style="list-style-type: none"> • juridical experts • 1 translator f/t • 2 interpreters • 1 senior expert • 1 junior expert <p>C.5 Coordination</p> <ul style="list-style-type: none"> • 1 senior expert • 1 junior expert • ISFOL staff of Transnationality Area • 1 translator f/t • 2 interpreters 	<p>C.3 attend meeting</p> <p>C. 4 Identifying Romanian experts and attend the meeting</p> <p>C. 5 Identifying Romanian experts and attend the meeting</p>	<p>C.3 attend meeting</p> <p>C. 4 Identifying Romanian experts and attend the meeting</p> <p>C. 5 Identifying Romanian experts and attend the meeting</p>	<p>C.1 Skype conference</p> <p>C.3 attend meeting</p> <p>C. 4 attend meeting</p> <p>C. 5 attend meeting</p>	<p>C.3 attend meeting</p> <p>C. 4 attend meeting</p> <p>C. 5 attend meeting</p>

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		C.6 Coordination <ul style="list-style-type: none"> • 1 senior expert • 1 junior expert 	C.6 send remarks and validate	C.6 send remarks and validate	C.6 send remarks and validate	C.6 send remarks and validate
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ACTIVITIES	ACTIVITIES ML	TASKS/ RESOURCES ML	TASKS ANP	TASKS FF	TASKS OL
3.2.2.4 Implementation of the model Duration: may11_jul11 Final output: <u>Learning seminars report</u> (ITAL/RUM)	Design and carry out 2 learning seminars in two Romanian location selected by ANP (one per each location) and delivering results report	Coordination <ul style="list-style-type: none"> 1 senior expert 1 junior expert 1 translator f/t 2 interpreters 6 Italian practitioners (testimonials of case studies) 	Selection of two location for learning seminars		
A. Design of learning seminars structure Duration: may-jun11 Output: <ul style="list-style-type: none"> <u>Proposal of learning seminar structure</u> (ITAL/RUM) <u>Validated learning seminar structure</u> (ITAL/RUM) 	A.1 Draft a proposal of learning seminar to be repeated for 2 editions in two Romanian geographical areas A.2 Partners meeting to design and validate learning seminars proposal (sharing schedule, program, methodologies, tools and locations (Palermo, 8/06/11)) A.3 Define learning seminar structure	Coordination <ul style="list-style-type: none"> 1 senior expert 1 junior expert 1 translator f/t 	attend partners meeting	attend partners meeting	attend partners meeting
B. Carry out n. 2 learning seminars (05_08/07/11) Duration: jul11 Output: <ul style="list-style-type: none"> <u>Official invitation and seminars agenda</u> 	B.1 Identify participants and active roles B.2 Delivery of papers and/or documents	B.1, B.2, B.4 Coordination B.3 Support <ul style="list-style-type: none"> 1 senior expert 1 junior expert 1 translator f/t 	B.1 identify key actors and stakeholders to be involved B.2 delivery of papers and/or documents	B.1 identify key actors and stakeholders to be involved B.2 delivery of papers and/or documents B.3 contribute to	B.2 delivery of papers and/or documents attend preparatory

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<ul style="list-style-type: none"> • <u>Useful materials</u> • <u>List of participants</u> • <u>Promo materials</u> • <u>Check list and guideline to play an active role</u> 	<p>B.3 Provide logistic organisation</p> <p>B.4 Carry out preparatory meeting the previous day of the first seminar</p>	<ul style="list-style-type: none"> • 2 interpreters • 6 Italian practitioners (testimonials of case studies) 	<p>B.3 Coordination</p> <p>B.4 attend preparatory meeting</p>	<p>logistic organisation</p> <p>B.4 attend preparatory meeting</p>	<p>meeting</p>
<p>C. Follow-up and reporting</p> <p>Duration: jul11</p> <p>Output: <u>Learning seminars report</u> (ITAL/RUM)</p> <p><u>Final document on results of learning seminars</u> (ITAL/RUM)</p>	<p>C.1 Delivery of report of each seminar</p> <p>C.2 Delivery of final document on the achieved results</p>	<p>Coordination</p> <ul style="list-style-type: none"> • 1 senior expert • 1 junior expert • 1 translator f/t 	<p>validate final document</p>	<p>validate final document</p>	<p>validate final document</p>