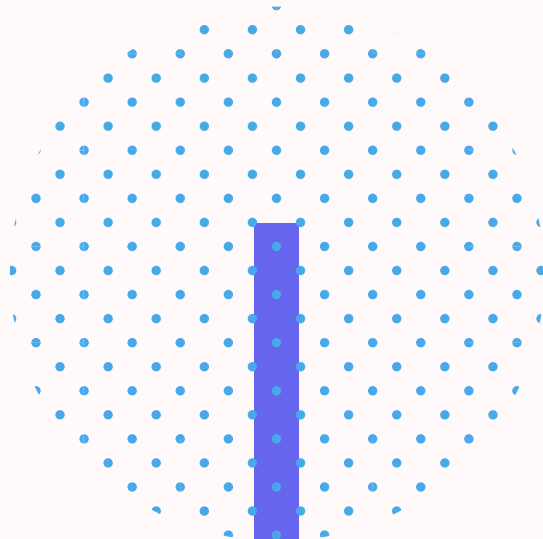


ADVISORY COMMITTEES REPORT



EUROPEAN UNION
Asylum, Migration
and Integration Fund

LAB31
It's time to play

WP 1.5

DESCRIPTION

Setting-up of an advisory committee in each pilot city (Crotone, Bucharest, Galati Prague Liverpool, Lorca-Murcia, Nicosia, Forest) bringing together the main local stakeholders (social services, refugees help centres, UNHCR offices if any, cultural and sports associations and, whenever possible, representatives of Ums and youngsters from the neighbourhood, local decision-makers...) ; meets twice a month during one year ; the local coordinator of each partner city organizes a concertation table twice a month with the local stakeholders. Lay the bases for the setting-up of LAB31s, identify cultural and recreation initiatives accessible to foreign minors , the infrastructure available , identify possible barriers and obstacles to an equal access to play activities on the territory. Implement Lab31 initiatives, inform the stakeholders about the opportunities provided, raise awareness among the population regarding the significance de Play as a tool for integration and removal of barriers. Will provide advice regarding the recruitment of youngsters, determine the type of activities. Strengthen the methodological framework to carry-out pilot tests, provide specific data to the partners regarding the setting-up of workshops, the local reality in terms of « PLAY » opportunities, play, sports and cultural activities assessible to foreign minors. Provide recommendations to guarantee an equal access by foreign minors to play, cultural and sports activities Each local committee has provides PPS with a local activity report..



ADVISORY COMMITTEE

ITALY PROCIV





MEETING REPORT – ADVISORY COMMITTEES

Project Name:	<i>Encourager l'Intégration des mineurs étrangers à travers le Jeu</i>		
Date of Meeting: (MM/DD/YYYY)		Time:	
Meeting Facilitator:		Location:	

2. Attendees			
Name	Organization	Country	E-mail
Rizzo Anselmo	Prociv Arci Isola C.R.	Isola Capo Rizzuto Italy	procivisolacr@yahoo.it
Priest Squillacioti Pasquale	Assunta or ad Nives Parish	Isola Capo Rizzuto Italy	pasqualisql@yahoo.it
Deputy Headmistress Iannone Anna	"G. da Fiore" Comprehensive Institute	Isola Capo Rizzuto Italy	annaiannone63@yahoo.it
Camposano Gabriella	"Social Coop" Social Cooperative	Isola Capo Rizzuto Italy	gabryc78@libero.it
Petrocca Luciana	Miser ICR Srl	Isola Capo Rizzuto Italy	petroccaluciana@gmail.com
Ventura Pasquale	"I Giovani della Carità" Association	Isola Capo Rizzuto Italy	Giovanidellacarità@yahoo.it
Salerno Daniele	"Club Juventus" Sport Club	Isola Capo Rizzuto Italy	Pol.juventusclub@libero.it
Ferraro Robero	"Il Sorriso" Theatrical Company	Isola Capo Rizzuto Italy	ferrararoberto@gmail.com
Parisi Francesco	Italian Red Cross - CRI	Isola Capo Rizzuto Italy	crotone@cri.it



2. Meeting Agenda

Topic	Owner	Time
<ul style="list-style-type: none">- Presentation of the LAB31 Project- Functions of the Advisory Committee- Agreement signing	Prociv Arci Isola Capo Rizzuto (ITALY)	17/09/2018
<ul style="list-style-type: none">- Pilot Project Preparation- Discussion on the topic of the right to play as a child right (art. 31, Convention on the Rights of the Child)- Workshop proposal on the theatrical theme "Improvised theater"- Indication on the curriculum of the experts.- Preparation of meetings with schools	Prociv Arci Isola Capo Rizzuto (ITALY)	26/10/2018
<ul style="list-style-type: none">- Activation and planning of the workshop- Selection of the target group through questionnaires- Presentation of the experts	Prociv Arci Isola Capo Rizzuto (ITALY)	15/01/2019
<ul style="list-style-type: none">- Insertion of the Italian Red Cross in the Advisory Committee- Open Day Discussion- Seminar in schools- Fixing of the Committee meeting after the closure of the workshop (final results)	<ul style="list-style-type: none">- Memorandum of Understanding with the Red Cross- Prociv Arci Isola Capo Rizzuto minute (ITALY)	03/04/2019

3. MINUTES

Topic	Documents	Time
<p>On 17/09/2018 the LAB31 Project was officially presented in the Council Hall of the Municipality of Isola Capo Rizzuto (which granted legal aid on 07/09/2018).</p> <p>The functions of the Advisory Committee during the implementation of the project and the importance of the latter for the development of social activities in the community were discussed.</p> <p>In this first meeting a collaboration agreement was presented to be signed, in order to formalize the formation of the Advisory Committee.</p>	<p>Advisory Committee Agreement</p> <p>Prociv Arci Isola Capo Rizzuto (ITALY)</p> <p>Authorization Municipality of Isola Capo Rizzuto for Council Hall and legal aid of the Municipality</p>	17/09/2018



<p>Discussion on the theme of the right to play as a fundamental right for children (art. 31, Convention on the Rights of the Child) and on the importance of leisure and free time for young/children.</p> <p>Setting up pilot projects on the subject of free play; among the various themes proposed, "improvised theater" has been indicated, which favors spontaneity and the ability to relate to others. The representative of the Theatrical Company "Il sorriso" indicates some names of experts.</p> <p>Discussion on the meetings to be held in the schools, to be held in the month of December by the Coordinator and the experts identified, in order to be able to give information on the theme of the workshop directly to the children and to administer the questionnaire for their selection.</p>	Minute	26/10/2019			
<p>Discussion on workshop activation and planning. It was decided to carry out the workshop on Tuesday and Friday afternoon, for two hours a day, as the children are more free from school commitments. Indication of the children who have been selected. The experts who will participate in the workshop and their curriculum were presented.</p>	Minute	15/01/2019			
<p>Discussion on the workshop activities and on the organization of an open day for the workshop (OpenDay), especially on the best period to create this event. After various dates proposed in May, including May 2nd (a day dedicated to the child), it was decided to carry out the Open Day in early June, as May corresponds to the Marian month and there would be no strong participation or young people and those of adults considering that they are engaged in religious and ludic events already organized.</p> <p>The Committee has a new member who is the Italian Red Cross, with whom ProCiv has drawn up a Memorandum of Understanding for the Lab31 activity and has also been a liaison for the recruitment of new minors who belong to the Isola Capo Rizzuto regional HUB.</p> <p>The Committee was informed that the seminar in schools will be held in September.</p> <p>A last meeting was set after the end of the pilot project to know the results and benefit.</p>	Minute Memorandum of Understanding with the Italian Red Cross	03/04/2019			
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)		Time:		Location:	
Objective:					



ADVISORY COMMITTEE

SPAIN

CAZALLA INTERCULTURAL



MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31: It's time to play!		
Date of Meeting: (MM/DD/YYYY)	13 th June	Time:	10:00 a.m.
Meeting Facilitator:	Manuel Semitiel	Location:	Youth Department of City Council of Lorca

2. Attendees			
Name	Organization	Country	E-mail
Maria Antonia Llamas Soler	Youth Department of Lorca City Council	Spain	informajoven@lorca.es
Manuel Semitiel	Cazalla Intercultural	Spain	manuel@cazalla-intercultural.org

2. Meeting Agenda		
Topic	Owner	Time
Presentation of the project LAB31: it's time to play	Manuel Semitiel	10:00 a.m.



3. MINUTES

[illegible]

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31: It's time to play!		
Date of Meeting: (MM/DD/YYYY)	20 th June	Time:	17:00 p.m.
Meeting Facilitator:	Manuel Semitiel	Location:	CEPAIM-Office

2. Attendees			
Name	Organization	Country	E-mail
Nicolás Pérez de Tudela	CEPAIM Lorca	Spain	info@cepaim.es
Manuel Semitiel	Cazalla Intercultural	Spain	manuel@cazalla-intercultural.org

2. Meeting Agenda		
Topic	Owner	Time
Presentation of the project LAB31: it's time to play	Manuel Semitiel	17:00 p.m.

3. MINUTES		
Topic	Owner	Time
<p>In the afternoon, we met with a representative of CEPAIM Nicolás Pérez de Tudela. The content of the meeting was identical to the previous ones. CEPAIM's participation in the Advisory Committee is very important as it is the organization that works most with refugees and unaccompanied minors, and therefore collaboration with this organization will be very close.</p> <p>The objectives and duration of the project as well as all the activities planned throughout the project and the creation of the Advisory Committee that the project intends to create in each of the partner countries were also informed at this first meeting.</p>	Manuel Semitiel	17:00 p.m.

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)		Time:		Location:	
Objective:					

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31: It's time to play!		
Date of Meeting: (MM/DD/YYYY)	20 th June	Time:	10:00 a.m.
Meeting Facilitator:	Manuel Semitiel	Location:	Cazalla Intercultural - Office

2. Attendees			
Name	Organization	Country	E-mail
Cristian Romeu	Youth Council of Lorca	Spain	M13@lorca.es
Manuel Semitiel	Cazalla Intercultural	Spain	manuel@cazalla-intercultural.org

2. Meeting Agenda		
Topic	Owner	Time
Presentation of the project LAB31: it's time to play	Manuel Semitiel	10:00 a.m.

3. MINUTES		
Topic	Owner	Time
In the same way, the objectives and duration of the project as well as all the activities planned throughout the project and the creation of the Advisory Committee that the project intends to create in each of the partner countries were also informed at this first meeting. We also received all their interest and support and we are looking forward to the first meeting with all the partners in September.	Manuel Semitiel	10:00 a.m.

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)		Time:		Location:	
Objective:					

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31: It's time to play!		
Date of Meeting: (MM/DD/YYYY)	2 nd December 2018	Time:	10:00 p.m.
Meeting Facilitator:	Manuel Semitiel	Location:	Cazalla Intercultural-Office

2. Attendees			
Name	Organization	Country	E-mail
Maria Antonia Llamas	Youth Department of Lorca City Council	Spain	info@cepaim.es
Puri Lozano	CEPAIM Lorca	Spain	manuel@cazalla-intercultural.org
Juan Pedro Rodríguez	Lorca Youth Council		info@cjlorca.org
Cecilia Pérez	Department of Family and Social Welfare of the City of Lorca		social@lorca.es
Celia Agüera	Red Cross Lorca		
Manuel Semitiel	Cazalla Intercultural		manuel@cazalla-intercultural.org
Sibisse Rodríguez	Cazalla Intercultural		sibisse@cazalla-intercultural.org

2. Meeting Agenda		
Topic	Owner	Time
- Presentation of the general Methodology designed for the pilot project within the framework of the LAB31 Project.	Manuel Semitiel	10:00 p.m.

3. MINUTES

Topic	Owner	Time
- Presentation of the general Methodology designed for the pilot project within the framework of the LAB31 Project.	Manuel Semitiel	10:00 p.m
- Presentation of the concrete methodology "Emocionarte" based on art, games and creativity in the framework of the LAB31 Project designed for the Pilot Project.	Manuel Semitiel	10:15
- Selection of the trainers in charge of the pilot project. Cazalla Intercultural proposed 3 trainers who will be in charge of the implementation of the pilot project plus a coordinator. All of them amply met the necessary requirements and the appropriate competencies to implement the workshops. <ul style="list-style-type: none"> o Sara Delgado Elvira, illustrator, graduate in Fine Arts and trainer in gender equality and Human Rights. o Sara Piernas, graduate in architecture and expert in art therapy and methodologies to develop creativity in children and adolescents. o Martina Spagnuolo, musician and expert in music therapy. o Sibisse Rodríguez, graduate in Philology and Literature Theory and coordinator of European projects in Cazalla Intercultural. 	Sibisse Rodríguez	10:45
- All the members of the Committee gave their approval to the selection, so the formation of the training team during the pilot project was unanimously approved.	All	11:00
- The starting date for the workshops was set for the first week of January 2019.	All	11:15
- The criteria for selecting the children who would make up the target group for the workshops were then discussed deeply The following selection criteria were agreed: <ul style="list-style-type: none"> o Children between the ages of 9 and 12. o Balance between migrant and Spanish children. o Migrant children with educational and social difficulties. o Gender balance. 	All	11:30
- Once the selection criteria had been defined, it was agreed that the workshops would be held at the Colegio San Cristóbal de Lorca. It is an educational centre in which 86% of primary school pupils are migrants, many of them with great social, educational and integration difficulties. This decision was also helped by the precarious degree suffered by the school due to the absence of reception classrooms in the center.	All	11:50
- The Committee agreed to set up a meeting between Cazalla Intercultural, technicians from the Department of Family and Social Welfare and representatives of the School of San Cristóbal.	All	12:00

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	Time:	Location:
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Objective:

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MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31: It's time to play!		
Date of Meeting: (MM/DD/YYYY)	20 th December 2018	Time:	10:00 p.m.
Meeting Facilitator:	Manuel Semitiel	Location:	Cazalla Intercultural-Office

2. Attendees			
Name	Organization	Country	E-mail
Pedro Enrique Llamas	Youth Department of Lorca City Council	Spain	informajoven@lorca.es
Antonia Pérez	Director of the San Cristóbal School	Spain	
Luisa Sánchez	Head of Studies at San Cristóbal School	Spain	
Manuel Semitiel	Cazalla Intercultural	Spain	manuel@cazalla-intercultural.org
Sibisse Rodríguez	Cazalla Intercultural	Spain	sibisse@cazalla-intercultural.org

2. Meeting Agenda		
Topic	Owner	Time
- Presentation of the Project LAB31 and the general Methodology designed for the pilot project within the framework of the LAB31 Project.	Manuel Semitiel	10:00 p.m.

3. MINUTES

Topic	Owner	Time
- Presentation of the LAB31 project to those in charge of San Cristóbal School.	Manuel Semitiel	10:00 p.m
- Presentation of the methodology agreed between all partners and in particular the methodology to be applied in the pilot project "Emocionarte".	Manuel Semitiel	10:15
- Invitation to the San Cristóbal School to be part of the Advisory Committee of the LAB31 project. - The school agrees to join the Project Advisory Committee.	Sibisse Rodríguez/ Antonia Pérez	10:45
- It is decided that those responsible from the school will select the 20 children who will be part of the pilot project "Emocionarte" because of their better knowledge of the educational and social context of the children and families.	All	11:00
- It was decided to hold a meeting in the first week of January between those responsible for the school, the parents of the children, representatives of Cazalla Intercultural, technicians from the Youth Council and the trainers in charge of the pilot project "Emocionarte".	All	11:15

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)		Time:		Location:	
Objective:					

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31: It's time to play!		
Date of Meeting: (MM/DD/YYYY)	3 rd January 2019	Time:	17:00 p.m.
Meeting Facilitator:	Manuel Semitiel	Location:	San Cristóbal School

2. Attendees			
Name	Organization	Country	E-mail
23 Parents of the children			
Antonia Pérez	Director of the San Cristóbal School	Spain	
Luisa Sánchez	Head of Studies at San Cristóbal School	Spain	
Manuel Semitiel	Cazalla Intercultural	Spain	manuel@cazalla-intercultural.org
Sibisse Rodríguez	Cazalla Intercultural	Spain	sibisse@cazalla-intercultural.org

2. Meeting Agenda		
Topic	Owner	Time
- Presentation of the Project LAB31 and the general Methodology designed for the pilot project within the framework of the LAB31 Project.	Manuel Semitiel	17:00 p.m.

3. MINUTES

Topic	Owner	Time
- Presentation of the LAB31 project to representatives of the Colegio San Cristóbal.	Manuel Semitiel	17:00 p.m
- Presentation of the methodology agreed between all partners and in particular the methodology to be applied in the pilot project "Emocionarte".	Manuel Semitiel	17:15
- Presentation of the trainers in charge of the pilot project "Emocionarte".	Sibisse Rodríguez/ Antonia Pérez	17:45
- Administration of the "Ex Ante" questionnaire for parents.	All	18:00

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)		Time:		Location:	
Objective:					

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31: It's time to play!		
Date of Meeting: (MM/DD/YYYY)	5 th January 2019	Time:	10:00 p.m.
Meeting Facilitator:	Manuel Semitiel	Location:	Cazalla Intercultural-Office

2. Attendees			
Name	Organization	Country	E-mail
Maria Antonia Llamas	Youth Department of Lorca City Council	Spain	info@cepaim.es
Puri Lozano	CEPAIM Lorca	Spain	manuel@cazalla-intercultural.org
Juan Pedro Rodríguez	Lorca Youth Council	Spain	info@cjlorca.org
Cecilia Pérez	Department of Family and Social Welfare of the City of Lorca	Spain	social@lorca.es
Celia Agüera	Red Cross Lorca	Spain	
Manuel Semitiel	Cazalla Intercultural	Spain	manuel@cazalla-intercultural.org
Sibisse Rodríguez	Cazalla Intercultural	Spain	sibisse@cazalla-intercultural.org
Sara Delgado	Trainer of the pilot project "Emocionarte"	Spain	sara.delgado.elvira@gmail.com
Sara Piernas	Trainer of the pilot project "Emocionarte"	Spain	sarapiernas@gmail.com
Martina Spagnuolo	Trainer of the pilot project "Emocionarte"	Spain	martina.spagnuolo@gmail.com

2. Meeting Agenda		
Topic	Owner	Time
Follow-up of the activities of the pilot project.	Sara Delgado	10:00 p.m.

3. MINUTES

Topic	Owner	Time
<ul style="list-style-type: none"> - Follow-up of the activities of the pilot project. Trainers explain to the rest of the members the current situation of the project and how the children are reacting to the workshops. After the first few weeks the workshops have had a very positive impact on the children. To be highlighted: - High motivation of the participating children during the sessions. - Improved self-esteem. - Improvement of active listening. - Improvement and greater confidence in the use of Spanish as a working language during the sessions. - Self-discovery of creativity as strength in children. 	Sara Delgado, Sara Piernas, Martina Spagnuolo	10:00 p.m
<ul style="list-style-type: none"> - Some of the difficulties and aspects that can be highlighted after administering the "ex ante" questionnaire to the children were also shared. - The questionnaire for some of them has been confusing and complicated to complete. - Some of the children who were not born here wanted to return to their countries of origin. - Some did not know how to read well and therefore showed difficulties in completing the questionnaire. They were helped by the trainers to do so. - Some of the children did not even imagine what they could do in their free time. - Some of the children asked why they had to complete the questionnaire. - One of the participants insisted that she wanted to go back to her country, that it was not good at all here. - Some felt clearly uncomfortable when they had to say if they felt good in Spain so they felt the need to say that they felt good. 	Sara Delgado, Sara Piernas, Martina Spagnuolo	10:15
<ul style="list-style-type: none"> - From the Department of Family and Social Welfare was proposed to maintain the workshop once finished the project in the College and expand it to other centers with a majority migrant population in Lorca. 	Cecilia Pérez	10:45

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)		Time:		Location:	
Objective:					



ADVISORY COMMITTEE

ROMANIA

SAVE THE CHILDREN



MEETING REPORT – ADVISORY COMMITTEES

Project Name:	Stimulate the integration of foreign minors through play - Lab31		
Date of Meeting: (MM/DD/YYYY)	September 28, 2018	Time:	9:00 – 17:00
Meeting Facilitator:	Local Coordinator Teodorescu Oana	Location:	Refugee Center - Str. Vasile Stolnicul No. 15, Bl.13, District 2, Bucharest

2. Attendees

Name	Organization	Country	E-mail
Teodorescu Oana	Save the Children – local coordinator	Romania	teodorescu.e.oana@gmail.com
Fluturel Simona	Save the Children - expert	Romania	violetafluturel@yahoo.com
Rusu Bogdan	Save the Children - expert	Romania	bogdanrusu1982@gmail.com
Nanah Nashua	Save the Children – inter-cultural facilitator	Romania	nshwa.nanah@yahoo.com
Matei Ioana	Save the Children - volunteer	Romania	ioanamatei.ts@gmail.com
Conea Marian	Immigration Office - Integration officer from the accommodation centre in Bucharest	Romania	marianconea@gmail.com
Davis Carmen	Teacher	Romania	carmenmihaila145@yahoo.com
Sbarcea Cristina	School principal	Romania	crissbarcea@yahoo.com
Matar Katar Alnadaa	Migrant child	Romania	+0739743081
Cornea Carla	Romanian child	Romania	+40771154399
Farhoud Lamis	Social counselor -AIDROM	Romania	+40721823530

2. Meeting Agenda

Topic	Owner	Time
Welcome and registration of participants		9:00 – 9:30
Presentation of the participants	All participants	9:30 – 10:00
The role and attributions of the local team	Local team	10:00 – 10:30
Coffee break		10:30 – 11:00
Presentation of the pilot project	Local coordinator	11:00 – 12:00
Lunch		12:00 – 13:00
The role and attributions of the Advisory Committee	Local coordinator	13:00 – 13:30
Proposing selection criteria	All participants	13:30 – 15:00
Coffee break		15:00 – 15:30
Conclusions	Local coordinator	15:30 – 16:30
Next meeting	Local coordinator	16:30 – 17:00

Topic

The Conclusions

1. Presentation of the participants

Each person presents himself. The coordinator presents the members of the local team: 1 local coordinator, 2 experts and 1 inter-cultural mediator. The inter-cultural mediator speaks Arabic and Romanian. She is a Romanian citizen and she graduated the Faculty of Foreign Languages the Romanian and Arabic section. The members of the Advisory Committee are: 1 migrant child, 1 Romanian child, 1 teacher, 1 school principal, 1 volunteer, 1 Social counselor –AIDROM, 1 Integration officer from the accommodation centre in Bucharest. The school principal and the teacher are representatives of the school where the workshops are held.

Local coordinator, coordinates workshops, participates with the team in their implementation, is the contact person for the members of the advisory committee, parents and children. Committee members were informed on the obligation of parents signing the contract for entry in the project and express an opinion on the agreement on personal data.

One of the facilitator is a psychologist who has a vast experience in working with children, locals and migrants. He has worked on projects, AMIF, ERF etc. The second facilitator is a social pedagogue, and as well has a vast experience in working with minors and also has Montessori training courses. Experts keep communication between kids in the group and between children and the staff.

The inter-cultural mediator facilitates translation between children in the group and between children and the staff. She will attend the workshops and provide support to kids in communicating. She speaks Romanian, Arabic and French. She has experience as a volunteer and worked with migrants. The entire team has the necessary studies and experience.

All the team: involved in making each workshop designs and apply this together, apply questionnaires for children and parents both at the beginning of the activities and when they end.

Volunteers. They participate in workshops, supporting the local team in holding the activities.

Presentation of the pilot project

Presenting the project objective: the aim of the pilot projects would be to promote the use of leisure activities among young immigrants on the basis of their individual personal needs as a normalising and facilitating instrument for social integration, by designing strategies aimed to develop their personal, social and cultural skills and facilitating personal growth, learning, culturalisation and socialization.

In this project, the advisory committee will focus on:

1. The pilot project
2. Advisory Committee
3. Video clip and pictures
4. Open days

The pilot project: The project lasts five months, from January to May and activities are done 4 hours / week (20 workshops), involving 20 children (10 locals and 10 migrants). The theme of the activities is multiculturalism, and from this theme there will be made a plan of activities by the local team with the support of the Advisory Committee.

Video clip and pictures: a videoclip about the pilot projects from all the partner organisation will be made. The video will include aspects from: the pilot project, the activities children can do in their free time, examples of partner countries that will implement this pilot project, will present impressions of children, parents and other stakeholders who want to express their opinion. More details will be presented near the event.

Open days: an event that will bring together stakeholders (teachers, social workers, psychologists, Immigration officer, representatives of NGOs, parents, children) to know about our project, workshops involving children, to find out the needs of migrant children, what are the rights of a migrant child in Romania.

The role and attributions of the Advisory Committee

The tasks of the Advisory Committee are: proposes and / or makes the workshops together with the local team, attends the 6 meetings of the committee, collaborates with the local team in choosing the places where the workshops will be held, make recommendations on implementing the activities, choosing the target group etc.

Proposing selection criteria are:

- 10 migrants and 10 local children;
- ages between 6 and 18 years;

Suggestions

For criteria selection: to respect the children's school program and the Romanian language course for migrants, if there are more brothers, between the ages of 6-18, everyone can participate all.

Next meeting Date: (MM/DD/YYYY)	October 26, 2018	Time:	9:00 – 17:00	Location: <i>Refugee Center - Str. Vasile Stolnicul No. 15, Bl.13, District 2, Bucharest</i>
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Objective: The presentation of pilot project activities and the role of the advisory committee.

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	Stimulate the integration of foreign minors through play - Lab31		
Date of Meeting: (MM/DD/YYYY)	October 26, 2018	Time:	9:00 – 17 :00
Meeting Facilitator:	Local Coordinator Teodorescu Oana	Location:	Refugee Center - Str. Vasile Stolnicul No. 15, Bl.13, District 2, Bucharest

2. Attendees

Name	Organization	Country	E-mail
Teodorescu Oana	Save the Children – local coordinator	Romania	teodorescu.e.oana@gmail.com
Fluturel Simona	Save the Children - expert	Romania	violetafluturel@yahoo.com
Rusu Bogdan	Save the Children - expert	Romania	bogdanrusu1982@gmail.com
Nanah Nashua	Save the Children – inter-cultural facilitator	Romania	nshwa.nanah@yahoo.com
Matei Ioana	Save the Children - volunteer	Romania	ioanamatei.ts@gmail.com
Conea Marian	Immigration Office - Integration officer from the accommodation centre in Bucharest	Romania	marianconea@gmail.com
Davis Carmen	Teacher	Romania	carmenmihaila145@yahoo.com
Sbarcea Cristina	School principal	Romania	crissbarcea@yahoo.com
Matar Katar Alnadaa	Migrant child	Romania	+0739743081
Cornea Carla	Romanian child	Romania	+40771154399
Farhoud Lamis	Social counselor -AIDROM	Romania	+40721823530

2. Meeting Agenda

Topic	Owner	Time
Welcome and registration of participants		9:00 – 9:30
Presentation of the target group	Local coordinator	9:30 – 10:00
Presentation of agreement entry in project and processing of personal data	All participants	10:00 – 10:30
Coffe break		10:30 – 11:00
Choosing the place for workshops	All participants	11:00 – 12:00
Lunch		12:00 – 13:15
Proposals the type of activities	All participants	13:15 – 14:30
Suggestions	All participants	14:30 – 15:00
Coffe break		15:00 – 15:30
Conclusions	Local coordinator	15:30 – 16:30
Next meeting	Local coordinator	16:30 – 17:00

Topic
<p>I. <u>Conclusions</u></p>
<p>1. Presentation of the target group</p> <p>Children are selected according to the following criteria and taking into account the following situations:</p> <p>10 migrant children and 10 local children;</p> <ul style="list-style-type: none"> - To be between 6-10 years old; - Children from 1st and 4th grades because: the children, all of them, in the V to VII grades begin the school at 12:00 and it is exhausting for them to participate in the morning in activities and after that go to school and some of them to Romanian languages. Children from 8th grade cannot attend because they have the entrance examination at high school; - The recruitment of migrant minors will be made taking into account the existing group profile in the accommodation center for asylum seekers and refugees and for and for children living outside the refugees center; - Another criteria is that parents agree to allow children to participate in activities throughout the project implementation period.
<p>2. Choosing the place for workshops</p> <p>The place where the workshops are going to be held is at school. This is very close to the refugee center. After finishing the classes, the children can stay at the workshop because they learn in this school. Most activities will be done at school, except for days when we do outdoor activities.</p>
<p>3. Presentation of project agreement and processing of personal data</p> <p>A project entry agreement and an agreement for personal data processing will be signed for all participants. Each parent signs these documents for each child. Through the data processing agreement the parent expresses the positive or negative agreement for personal data processing, including pictures and videos. Participation in pilot project activities is not conditioned by negative or positive response to pictures and video. the child who does not have the consent for these is not excluded from the activities.</p> <p>The local coordinator deals with signing papers by parents. The local coordinator will do for each workshop a list of the presence and each parent has to sign.</p>
<p>4. Choosing the place for workshops</p> <p>The day for activities will be Friday because: in the days of Tuesdays, Wednesday and Thursday the Romanian language courses are organized and start at 15:00. Migrant children have to attend those classes.</p>

II. Suggestions

- the *Advisory Committee* proposed that the workshops designs should be done by the local team and to be presented at the next meeting;
- *Advisory Committee propose:* activities to be in-door and out-door, for each activity children receive snacks/meals and water. Committee proposes that the local team to determine the types of activities and after that consult together. Committee members propose that the local team give the final form of the selection criteria.
- *Local coordinator proposes:* at the beginning of the pilot project, the local coordinator makes a meeting with the parents of the children to present them the workshop timetable and the types of activities we will be doing and apply questionnaires for parents;
- games of knowledge, visiting museums, outdoor games, knowing the traditions by playing handmade workshops;
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Next meeting Date: (MM/DD/YYYY)	January 23, 2019	Time:	9:00 – 17:00	Location: <i>Refugee Center - Str. Vasile Stolicul No. 15, Bl.13, District 2, Bucharest</i>
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Objective: Setting target group criteria and the place for workshops.

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	Stimulate the integration of foreign minors through play - Lab31		
Date of Meeting: (MM/DD/YYYY)	January 23, 2019	Time:	9:00 – 17:00
Meeting Facilitator:	Local Coordinator Teodorescu Oana	Location:	Refugee Center - Str. Vasile Stolnicul No. 15, Bl.13, District 2, Bucharest

2. Attendees

Name	Organization	Country	E-mail
Teodorescu Oana	Save the Children – local coordinator	Romania	teodorescu.e.oana@gmail.com
Fluturel Simona	Save the Children - expert	Romania	violetafluturel@yahoo.com
Rusu Bogdan	Save the Children - expert	Romania	bogdanrusu1982@gmail.com
Nanah Nashua	Save the Children – inter-cultural facilitator	Romania	nshwa.nanah@yahoo.com
Matei Ioana	Save the Children - volunteer	Romania	ioanamatei.ts@gmail.com
Conea Marian	Immigration Office - Integration officer from the accommodation centre in Bucharest	Romania	marianconea@gmail.com
Davis Carmen	Teacher	Romania	carmenmihaila145@yahoo.com
Sbarcea Cristina	School principal	Romania	crissbarcea@yahoo.com
Matar Katar Alnadaa	Migrant child	Romania	+0739743081
Cornea Carla	Romanian child	Romania	+40771154399
Farhoud Lamis	Social counselor -AIDROM	Romania	+40721823530

2. Meeting Agenda

Topic	Owner	Time
Welcome and registration of participants		9:00 – 9:30
Presentation of the methodology	Local coordinator	9:30 – 10:30
Coffe break		10:30 – 11:00
Presentation of the monitoring tools	Local coordinator	11:00 – 12:00
Lunch		12:00 – 13:15
Presentation of the calendar of activities	Local coordinator	13:15 – 13:45
Dissemination of information	Local coordinator	13:45 – 14:30
Suggestions	All participants	14:30 – 15:00
Coffe break		15:00 – 15:30
Conclusions	Local coordinator	15:30 – 16:30
Next meeting	Local coordinator	16:30 – 17:00

MINUTES

Topic

Conclusions

1. The methodology and monitoring tools was presented to the participants.

-Besides the 20 children, we included another 2 children in the project because the two children have brothers who start and finish the courses at the same time as their brothers, because they meet the other criteria the local team decided to enroll in the project. For this reason we have 22 children in the project ;

-At the beginning and end of the pilot project, child and adult questionnaire were applied;

-Before the start of the first workshop, the local coordinator organized a meeting with parents in school to apply questionnaires to local parents.

. Questionnaires for migrant parents were applied by the local coordinator and inter-cultural facilitator;

-At the first workshop, the local team and the volunteer applied the children's questionnaire;

2. Dissemination of information

-Disseminating information on the pilot project was conducted by the local coordinator of coodonare meetings of the refugee centers, schools, kindergartens and other NGOs;

-The flyers was distributed in schools, kindergartens, refugee center, social assistance, other NGOs

3. The workshops – planning of the activities:

1. Games of getting to know eachothers– 18.01.2019;

2. Common vocabulary: basic words (good day, what are you doing etc.) - 30.01.19;

3. Who am I? – 01.02.2019;

4. Our community – 15.02.2019;

5.Creative workshop (making flags and representative elements for each country from which the children of the project originate) – 22.02.2019;

6. World's flavors: specific foods and spices – 27.02.2019;

7.Hand made shop "Martisor Story" – 01.03.2019;

8.Hand made workshop "Mother's Day– 08.03.2019 ;

9.Visit the martisor fair – 15.03.2019;

10.Values and traditions: clothing, holidays, clip with them from both countries – 22.03.2019;

11.Visit the Museum – 29.03.2019

12. Creative alley "My House": decoration for the play -05.04.2019;

13. Painting / Creation Workshop "Road to Europe decoration for the play – 12.04.2019;

14. Workshop painting / creation "Host Country Romania" -decor for the song – 17.04.2019;

15. Presentation of the play (we have not yet thought of the play's name), assigning the roles- 19.04.19

16. Music Workshop 10.05.2019

17. Shifting roles: migrants become Romanians and vice versa and singing on various instruments – 15.05.2019

18-19: Repeat for song through music - 17.05.2019 and 24.05.2019

20- Presentation of the play. Short clip - 31.05.2019

Depending on the children's holidays, there might be changes to the theme or the days.

During the holidays there will be no workshops because some of the children will not be present in the city.

Suggestions

Advisory Committee considers it useful to do workshops during the summer when children are on vacation for three months.

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	March 20, 2019	Time:	9:00 – 17: 00	Location:	Refugee Center - Str. Vasile Stolnicul No. 15, Bl.13, District 2, Bucharest
Objective:	Presentation of the methodology, presentation of the monitoring tolos, presentation of the calendar of activities.				

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	Stimulate the integration of foreign minors through play - Lab31		
Date of Meeting: (MM/DD/YYYY)	March 20, 2019	Time:	9:00 – 17:00
Meeting Facilitator:	Local Coordinator Teodorescu Oana	Location:	Refugee Center - Str. Vasile Stolnicul No. 15, Bl.13, District 2, Bucharest

2. Attendees			
Name	Organization	Country	E-mail
Teodorescu Oana	Save the Children – local coordinator	Romania	teodorescu.e.oana@gmail.com
Fluturel Simona	Save the Children - expert	Romania	violetafluturel@yahoo.com
Rusu Bogdan	Save the Children - expert	Romania	bogdanrusu1982@gmail.com
Nanah Nashua	Save the Children – inter-cultural facilitator	Romania	nshwa.nanah@yahoo.com
Matei Ioana	Save the Children - volunteer	Romania	ioanamatei.ts@gmail.com
Conea Marian	Immigration Office - Integration officer from the accommodation centre in Bucharest	Romania	marianconea@gmail.com
Davis Carmen	Teacher	Romania	carmenmihaila145@yahoo.com
Sbarcea Cristina	School principal	Romania	crissbarcea@yahoo.com
Matar Katar Alnadaa	Migrant child	Romania	+0739743081
Cornea Carla	Romanian child	Romania	+40771154399
Farhoud Lamis	Social counselor -AIDROM	Romania	+40721823530

2. Meeting Agenda		
Topic	Owner	Time
Welcome and registration of participants		9:00 – 9:30
Presenting workshops implemented	All participants	9:30 – 10:30
Coffe break		10:30 – 11:00
Presenting which will be implemented	Local coordinator	11:00 – 12:00
Lunch		12:00 – 13:15
The impact of workshops on children	Local coordinator	13:15 – 14:30
Suggestions	All participants	14:30 – 15:00
Coffe break		15:00 – 15:30
Conclusions	Local coordinator	15:30 – 16:30
Next meeting	Local coordinator	16:30 – 17:00

. MINUTES

Topic

1. Presenting workshops implemented

1. Games of knowledge – 18.01.2019
2. Common vocabulary: basic words – 30.01.2019
3. Who I am? – 01.02.2019
4. Childhood games – 15.02.2019
5. Different cultures but the same games – 22.02.2019
6. Visit to the Antipa Museum – 27.02
7. Mărțișor's Story – 01.03.2019
8. Mother's/women's day – 08.03.2019
9. Our group's story – 15.03.2019
10. Clowns - Welcome to Bucharest! - 18.03.2019
11. We could all be refugees - 22.03.2019

2. Presenting the activities

The local coordinator will keep in touch with parents and children to inform them of the details of the following workshop.

3. The impact of workshops on children.

In this period, January and up to now, the activities have been modified according to how we have seen children are receptive to activities. Other activities scheduled in other months have been done before because during this period we had free access to visit the museum.

During the holidays there were no workshops because some of the children were not present in the city. A migrant child out of 11 enrolled in the project left Romania.

At the beginning of the project, we planned an activity that included a theater play and a video clip -the way the child sees the road from the home country to the host country but we can not do this because of the language barrier, time is too shabby to teach children things, to know each other so well that they can do this play, etc.

At the first workshops the children sat separately in the group to which it belongs – migrant/Romanian. Practically there were two groups, one of Romanian children and one of migrant children. Through different games easily, children began to interact with each other.

Because we had no way to provide them with lunch, the local coordinator found a person in the Arab community to provide children's lunch but this only happened twice. Another solution was for kids to take each packet of food at the workshop. However, the Romanian children came with the food package at the workshop, but the migrant children did not.

Workshops were done in school, park, museum, center for refugees.

Children enjoyed the workshops attended. They had curiosities about: the countries they came from, what a refugee means, the children were curious about what we are going to do at the next workshop, they came up with suggestions of what we could do in the next workshop.

Through different activities we have shown them that the differences between them make them unique and at the same time everyone can respect and accept the other just as they are.

Suggestions

Alternated methods of interaction between groups. The first one was: using group and team dividing techniques that encourage the children to interact. The second was to let them interact so that when they needed something, the team did not intervene, but a child of another group intervened.

Financial resources: for workshop materials, for visit different places, for lunch, for local transport.

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	April 24, 2019	Time:	9:00 – 17: 00	Location:	<i>Refugee Center - Str. Vasile Stolnicul No. 15, Bl.13, District 2, Bucharest</i>
Objective:	Presenting activities on the project from January to March.				

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31- Stimulate the integration of foreign minors through play		
Date of Meeting: (MM/DD/YYYY)	20.09.2019	Time:	8:00-16:00
Meeting Facilitator:	Apostu Madalina – local coordinator	Location:	Regional Center of Procedures and Accommodation for Asylum Seekers (RCPAAS-GL)

2. Attendees			
Name	Organization	Country	
Apostu Madalina	Local team Lab31 – local coordinator	Romania	
Bratu Mirela	Local team Lab31 - expert	Romania	
Gurita George-Catalin	Local team Lab31 – expert	Romania	
Abdulateef Ibrahim	Local team Lab31 - expert	Romania	
Paul Burghilea	General Inspectorate of Immigration- director	Romania	
Ciochina Nelu	General Inspectorate of Immigration- integration officer	Romania	
Constantinescu Cornel	General Inspectorate of Immigration- integration officer	Romania	
Burghilea Florin	General Inspectorate of Immigration	Romania	
Gurita Ana-Maria	JRS -legal counsellor	Romania	
Blagan Elena	AIDRom- social counsellor	Romania	
Piticari Ramona	Dunarea Highschool Galati- teacher	Romania	
Stoleru Georgiana	Volunteer Save the Children Romania	Romania	

2. Meeting Agenda

Topic	Owner	Time
- Welcome coffee and registration of participants	Local coordinator	8:00- 8:30
- Introduce the members of the local team	Local team: local coordinator, expert 1, expert 2, inter-cultural facilitator.	8:30- 10:30
- Coffee break		10:30-11:00
- Speak about the pilot project and its goals;	Local coordinator	11:00-12:00
- Think about partners/schools/institutions involved in this project;	Local team General Inspectorate of Immigration, Local team, colleagues from NGOs.	12:00-13:00
- Lunch		13:00-14:00
- Search the target group in order to make a future selection.	Local coordinator Teacher from school	14:00-15:30
- Find place for making the workshops.	Local coordinator General Inspectorate of Immigration	15:30-15:50
- Establish a new date for the second advisory committees.	Local coordinator All people from advisory committee	15:50-16:00

3. MINUTES

Topic	Owner	Time
<p>On this first meeting of the pilot project, the members of the local team from Galati met to discuss and to elaborate the general aspects of the project “Lab 31”. They have invited also people that are working in the migration field, in order to present the project and to invite them to be part of advisory committees. The members of the local team had introduced themselves and they explained their work tasks within the project.</p> <p>The coordinator will facilitate the performance of both the team and the target group in relation to the environmental aspects. The coordinator will be responsible with the Advisory Committee for the entire duration of the workshop, in order to make a connection between the target group and the community.</p> <p>The two experts will observe, listen and stimulate the skills of each participant in order to gather the necessary information, with a pedagogical approach. They will plan educational interventions, aimed at achieving instructive and relational goals, so that the individual subject can reach a level of autonomy and at the same time can build a link with both the peer group and the other actors involved.</p> <p>The facilitator will have the function of favoring the good constructive outcome of the communication relational processes. His action is oriented to the growth of the potential of the individual participants within the group's objectives.</p>	<p>Local coordinator</p> <p>Local team – two experts and the inter-cultural facilitator</p>	<p>8:30</p>

<p>The project objectives are:</p> <ul style="list-style-type: none"> - To promote the associative participation of children and young people, providing an alternative of leisure and free time that makes it possible to improve the quality of life of children and adolescents, especially of the young people and migrant children. - Promote participation among children as an agent of social change, motivating them to inclusion in the associative fabric of the neighborhood/district. - Contribute to the educational process of children and young people by promoting lifestyles and attitudes of tolerance and respect, where to offer useful tools for children and young people to young people can choose, or even create, their own leisure alternatives. - Contributing to the transmission of fundamental values and principles, such as Sustainability, the Health Promotion, Coeducation and Gender Perspective, Social Inclusion, Education for Development and Peace, as well as Human Rights and Community Participation. 	Local coordinator	11:00
<p>After the informative phase of this advisory committee we focused to identify a place where to hold the workshops. Representatives of the Regional Center for Integration based in Galati were approached to provide space for holding the pilot project workshops.</p>	Local team General Inspectorate of Immigration	14:00
<p>In the end of advisory committee the local coordinator established the new date for advisory committee.</p>	All participants	15:50

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	18.10.2019	Time	8:00-16:00	Location:	Regional Center of Procedures and Accommodation for Asylum Seekers (RCPAAS-GL)
Objective	Inform about the progress of the preparatory phase of project and find new solution in order to have a good collaboration and a positive impact for this pilot project.				

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31- Stimulate the integration of foreign minors through play		
Date of Meeting:	18.10.2019	Time:	8:00-16:00
Meeting Facilitator:	Apostu Madalina – local coordinator	Location:	Regional Center of Procedures and Accommodation for Asylum Seekers (RCPAAS-GL)

2. Attendees			
Name	Organization	Country	
Apostu Madalina	Local team Lab31 – local coordinator	Romania	
Bratu Mirela	Local team Lab31 - expert	Romania	
Gurita George-Catalin	Local team Lab31 – expert	Romania	
Abdulateef Ibrahim	Local team Lab31 - expert	Romania	
Paul Burghilea	General Inspectorate of Immigration- director	Romania	
Ciochina Nelu	General Inspectorate of Immigration- integration officer	Romania	
Constantinescu Cornel	General Inspectorate of Immigration- integration officer	Romania	
Burghilea Florin	General Inspectorate of Immigration	Romania	
Gurita Ana-Maria	JRS -legal counsellor	Romania	
Blagan Elena	AIDRom- social counsellor	Romania	
Piticari Ramona	Dunarea Highschool Galati- teacher	Romania	
Stoleru Georgiana	Volunteer Save the Children Romania	Romania	

3. Meeting Agenda

Topic	Owner	Time
- Welcome coffee and free discussions	All participants	8:00- 8:30
- Present the preparatory phase of the pilot project	Local team: local coordinator, expert 1, expert 2, inter-cultural facilitator.	8:30- 10:30
- Break – free discussions		10:30-11:00
- Make a selection of the target group (both migrant children and Romanian children)	Local team	11:00-11:30
- Speak with partners/schools/institutions involved in this project;	General Inspectorate of Immigration, Local team, teacher from school.	11:30-13:00
- Lunch		13:00-14:00
- Present the plan of the workshops to be carried out with children	Local coordinator Teacher from school	13:00-15:00
- Asking suggestions, opinions, impressions about subjects of the workshops	Local coordinator General Inspectorate of Immigration	15:15-15:40

- Establish a new date for the second advisory committees.	Local coordinator General Inspectorate of Immigration Colleagues from NGOs, teacher, volunteer	15:40-16:00
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4. MINUTES

Topic	Owner	Time
We started this advisory committee speaking about the needed tools and specific documents in this pilot project. After analyzing the relationship of young people and children with their free time and discovering their needs, the next step of the work team is to identify the specific methodology that will be used in each of the pilot projects that will be implemented in each of the partner organizations, taking into account the needs and interests of its users.	Local team	8:30

<p>In order to implement the project, SCR appealed to two structures with many years of experience in the field of gaming and the accompaniment of children: School nr 38 “Grigore Moisil” Galati and “Dunarea” High School Galati. In order to diversify the activities and to have a greater impact and visibility at local level, it was decided that the pilot workshops should be held both within the educational units and the Regional Center for Integration.</p> <p>The representatives of the center showed interest for the project and provided support in order to organize in the reception center a meeting with parents, but also a meeting with children in order to present the activities and promote the pilot project workshops. SCR identified 10 children, with ages between 5 and 14, and parents were contacted for the approval.</p>	<p>Local coordinator</p> <p>General Inspectorate of Immigration</p>	<p>11:00</p>
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<p>We provided information regarding the workshops, we had a free discussion and the result was favorable, parents being interested in letting children participate in the workshops.</p> <p>Also, the local team contacted and settles meeting with NGOs/centers and schools to present and to promote the project. The representatives of NGOs/centers and schools provided support in disseminating the information among host society children. Through the presentation of the project in the various structures we managed to ensure the number of participants necessary for the project.</p> <p>The local team has attempted to make the plan of the 20 activities to be carried out during the five months of the project. In order to motivate children and to get their interest we try to make both indoor and outdoor activities. The members of the Advisory Committee welcomed this idea, diversified activities and deployed in different environments.</p> <p>in order to collaborate well and to achieve the objectives of the project, discussions took place, opinions, suggestions, etc. were requested.</p>						12:00
						14: 00
<p>In the end of the advisory committee, all participants agreed the next date for the meeting.</p>						15:40
5. Next Meeting (if applicable)						
Date:		17.01.2019		Location:		Regional Center of Procedures and Accommodation for Asylum Seekers (RCPAAS-GL)
Objective:	Presenting the first information about workshops					

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31- Stimulate the integration of foreign minors through play		
Date of Meeting: (MM/DD/YYYY)	17.01.2019	Time:	8:00-16:00
Meeting Facilitator:	Apostu Madalina – local coordinator	Location:	Regional Center of Procedures and Accommodation for Asylum Seekers (RCPAAS-GL)

2. Attendees			
Name	Organization	Country	
Apostu Madalina	Local team Lab31 – local coordinator	Romania	
Bratu Mirela	Local team Lab31 - expert	Romania	
Gurita George-Catalin	Local team Lab31 – expert	Romania	
Abdulateef Ibrahim	Local team Lab31 - expert	Romania	
Paul Burghilea	General Inspectorate of Immigration- director	Romania	
Ciochina Nelu	General Inspectorate of Immigration- integration officer	Romania	
Constantinescu Cornel	General Inspectorate of Immigration- integration officer	Romania	
Burghilea Florin	General Inspectorate of Immigration	Romania	
Gurita Ana-Maria	JRS -legal counsellor	Romania	
Blagan Elena	AIDRom- social counsellor	Romania	
Piticari Ramona	Dunarea Highschool Galati- teacher	Romania	
Stoleru Georgiana	Volunteer Save the Children Romania	Romania	

3. Meeting Agenda

Topic	Owner	Time
- Open of the meeting, welcome and presentation of the agenda	Local coordinator	8:00- 9:00
- Speak about the final tools and the methodology of implementing the pilot project.	Local team: local coordinator, expert 1, expert 2, inter-cultural facilitator.	9:00- 10:30
- Break –free discussions		10:30-11:00
- Present the first impressions/difficulties and suggestions of the first workshops.	Local coordinator, Local team	11:30-13:00
- Lunch – free discussions		13:00-14:00
- Free discussions about workshops to be carried out with children	Local coordinator Teacher from school, General Inspectorate of Immigration	14:00-15:00
- Speaking about the visibility flyer in order to promoting the pilot project	Local coordinator Local team	15:15-15:40
- Establish a new date for the third advisory committees.	Local coordinator General Inspectorate of Immigration Colleagues from NGOs, teacher, volunteer	15:40-16:00

4. MINUTES

Topic	Owner	Time
<p>The advisory committee started with opening the meeting, welcome the participants and presenting the agenda of the current advisory committee.</p> <p>The local team began the workshops in January, considering the specifications of the methodology proposed by each partner country. We presented the tools and specific documents of the pilot project: the preliminary questionnaires for parents and children (both Romanian and migrant children), the preliminary questionnaires for professionals, made by the local coordinator with the help of the two experts and the inter-cultural facilitator in an evaluation meeting. The objective of these meetings is that the team involved in the pilot project discuss each of the criteria established in the questionnaires and complete them together.</p>	<p>Local coordinator</p> <p>Local team- two experts and inter-cultural facilitator</p>	8:30
<p>Workshops began by introducing the Romanian children with migrant children, appealing to our Kurdish-language translator. He moderates discussions between the team and the target group, but also represents a connection between the Romanian children and the migrants.</p> <p>In order to diversify the activities and to motivate the children, it was decided that the pilot workshops should be held both within the educational units and the Regional Center for Integration. It was also decided to do workshops both indoors and outdoors, in order to stimulate children to participate to our activities.</p>	<p>Local coordinator</p> <p>Local team- the experts and the inter-cultural facilitator</p> <p>General Inspectorate of Immigration</p>	11:30

We provided information regarding the workshops, we had a free discussion and the result was favorable, parents being interested in letting children participate in the workshops. The representatives of NGOs/centers and schools provided support in disseminating the information among host society children.			Local team Colleagues from NGOs	12: 00
The local team has discussed the need to create some flyers of visibility in order to promote the project and attract children from various backgrounds. The Flyers must be printed and posted in the center, in schools, in public spaces. Flyers containing info about the project pilot activities were distribute both among migrant children and host society children with the help of local partners. Local team will focus on raising awareness about the importance of cultural activities for integrating refugee children among local people.			Local team	15:15
At the end of the meeting, the members of the Advisory Committee decided on the next date.				15:40
5. Next Meeting (if applicable)				
Date: (MM/DD/YYYY)	14.03.2019	Time	8:00-16:00	Location: <i>Regional Center of Procedures and Accommodation for Asylum Seekers (RCPAAS-GL)</i>
Objective :	Presenting the evolution of workshops and speak about the technical meeting in Pisa (26-27.03.2019)			

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31- Stimulate the integration of foreign minors through play		
Date of Meeting:	14.03.2019	Time:	8:00-16:00
Meeting Facilitator:	Apostu Madalina – local coordinator	Location:	Regional Center of Procedures and Accommodation for Asylum Seekers (RCPAAS-GL)

2. Attendees			
Name	Organization	Country	
Apostu Madalina	Local team Lab31 – local coordinator	Romania	
Bratu Mirela	Local team Lab31 - expert	Romania	
Gurita George-Catalin	Local team Lab31 – expert	Romania	
Abdulateef Ibrahim	Local team Lab31 - expert	Romania	
Paul Burghilea	General Inspectorate of Immigration- director	Romania	
Ciochina Nelu	General Inspectorate of Immigration- integration officer	Romania	
Constantinescu Cornel	General Inspectorate of Immigration- integration officer	Romania	
Burghilea Florin	General Inspectorate of Immigration	Romania	
Gurita Ana-Maria	JRS -legal counsellor	Romania	
Blagan Elena	AIDRom- social counsellor	Romania	
Piticari Ramona	Dunarea Highschool Galati- teacher	Romania	
Stoleru Georgiana	Volunteer Save the Children Romania	Romania	

2. Meeting Agenda

Topic	Owner	Time
- Welcome coffee and free discussions	Local coordinator Local team	8:00-8:30
- Presenting the objectives of the meeting	Local coordinator	8:30- 9:00
- Speaking about the evolution of the workshops: progress of the activities, the situations encountered, difficulties and positive aspects.	Local team – local coordinator, two experts and inter-cultural	9:00-10:30
- Coffee break – free discussions		10:30-11:00
- Discuss about the project's impact on children	Local coordinator Local team	11:00-13:00
- Lunch		13:00-14:00
- Inform about the working meeting from Pisa	Local coordinator	14:00-14:30
- Speaking about the challenges and good practices : the good practice guide	Local coordinator Local team Representans of General Inspectorate of Immigration Volunteer Colleagues from NGOs	14:30-15:40
- Finding out a new date for the next advisory committee meeting	All participants	15:40-16:00

3. MINUTES

Topic	Owner	Time
The meeting started by receiving the participants; informal discussions took place and the objectives of the meeting were remembered.	All participants	8:00
<p>The project is at the middle of the implementation period, therefore it is considering the progress of the activities, their efficiency, the difficulties encountered and the finding of some ideas to come up with the project. It has been debated what happens if some of the children do not attend workshops for various reasons.</p> <p>As also shown in the intermediary questionnaire for professionals, workshops are effective and come to support the children.</p> <p>The activities carried out within the project are complementary to the free time activities that children normally have in their everyday life.</p> <p>Workshops animate children, give them confidence, give them energy and develop their thinking and imagination; At the same time, the leisure activities made in the project increase the relationships between the children. I have noticed that children are playing together, helping out during their activities and becoming friends.</p>	<p>Local team: local coordinator, two experts, inter-cultural facilitator</p> <p>The local team</p>	<p>9:00</p> <p>11:00</p>
Several aspects of the working meeting to be held in Prague on 25-28 March 2019 were discussed.		14:00

The members of the advisory committee have been informed about a good practice guide, to which the Save the Children Organization also has to participate.				Local coordinator	14:30
In order to draw up this guide, examples of good practice in working with migrant children should be found.					
All members of the Advisory Committee agreed on a new date for organizing the meetings.				All participants	15:40
5. Next Meeting (if applicable)					
Date:	11.04.2019	Time:	8:00-16:00	Location:	Regional Center of Procedures and Accommodation for Asylum Seekers (RCPAAS-GL)
Objective:	Presenting the new information from Pisa meeting and speaking about project evolution				



**ADVISORY
COMMITTEE**

**CZECH
REPUBLIC
OPU**



MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31		
Date of Meeting: (MM/DD/YYYY)	04/04/2018	Time:	13.00 - 17.00
Meeting Facilitator:	Alena Makovcova	Location:	OPU, Kovářská 4, Prague 9

2. Attendees			
Name	Organization	Country	E-mail
Martin Rozumek	Organisation for Aid to Refugees (OPU)	CZ	martin.rozumek@opu.cz
Alena Makovcová	Organisation for Aid to Refugees (OPU)	CZ	alena.makovcova@opu.cz
Soňa Rysová	United Nations High Commissioner for Refugees (UNHCR)	CZ	rysova@unhcr.cz
Zuzana Chmelířová Vučková	Home for Foreign Children (ZCD)	CZ	zuzana.vuckova@zdcpraha.cz
Ladislav Tracy Beneš	Office for International Legal Protection of Children (UMPOD)	CZ	ladislavtracy.benes@umpod.cz
Beata Szakacsova	Ombudsman - Public defender of Rights (KVOP)	CZ	beata.szakacsova@ochrance.cz
Lucie Sladeková	International Organisation for Migration (IOM)	CZ	l.sladekova@iom.int
Michaela Glacová	Authority for Social and Legal Protection of Children (OSPOD)	CZ	michaela.glacova@praha5.cz
Alena.Zouplnová	Ministry of Education, Youth and Sports (MŠMT)	CZ	alena.zoupln@msmt.cz

2. Meeting Agenda		
Topic	Owner	Time
Introduction of LAB31 project	Martin Rozumek	30 minutes
Introduction of each agendas with respect to children-foreigners	everybody	70 minutes
Brainstorming on missing needs of children-foreigners	everybody	1 hour
Conclusion - can LAB31 cover some of these needs?	Martin Rozumek and Alena Makovcová	1 hour

3. MINUTES					
Topic		Owner	Time		
Introduction of LAB31 project - objectives, target group, activities, partners		Martin Rozumek	30 mins		
Educative program on Elementary and Secondary schools, iDobrovolnik volunteer program		Soňa Rysová	10mins		
Introducing the facilities and daily program + gaps in covering the needs of children-foreigners		Zuzana Chmelířová Vučková	10mins		
Statistics of Children-foreigners and experience		Ladislav Tracy Beneš	10mins		
Point of view from the child-protection sight and children's' rights		Beata Szkacsova	10mins		
Education of proffessional working with children-foreigners		Lucie Sladeková	10mins		
Introduction of the OSPOD agenda, recognizing the main needs of ch-f.		Michaela Glacová	10mins		
Introduction of MŠMT agenda and supportive measurements for ch-f.		Alena.Zouplňová	10mins		
The main uncovered needs were recognized as: - not enough integrative and supportive activities		everybody	1 hour		
Summary of the previous information - LAB31 pilot projects will focus on engaging both Czech and foreign children, will be run in Czech language		Martin Rozumek, Alena Makovcová	1 hour		
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	06/29/2018	Time:	15.00 - 17.00	Location:	OPU
Objective:	Searching for local partners and children				

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31		
Date of Meeting: (MM/DD/YYYY)	06/29/2019	Time:	15.00 - 17.00
Meeting Facilitator:	Alena Makovcova	Location:	OPU, Kovářská 4, Prague 9

2. Attendees			
Name	Organization	Country	E-mail
Alena Makovcová	Organisation for Aid to Refugees (OPU)	CZ	alena.makovcova@opu.cz
Zuzana Chmelířová Vučková	Home for Foreign Children (ZCD)	CZ	zuzana.vuckova@zdcpraha.cz
Ladislav Tracy Beneš	Office for International Legal Protection of Children (UMPOD)	CZ	ladislavtracy.benes@umpod.cz
Lucie Sladeková	International Organisation for Migration (IOM)	CZ	l.sladekova@iom.int
Michaela Glacová	Authority for Social and Legal Protection of Children (OSPOD)	CZ	michaela.glacova@praha5.cz
Pavčina Trojanová	Inbaze	CZ	trojanovap@gmail.com

2. Meeting Agenda		
Topic	Owner	Time
Welcoming	Alena Makovcová	10 mins
Introduction of a new partner	Pavčina Trojanová	10 mins
Recent situation and institutions/NGOs open to cooperation	everybody	1 hour
Conclusion and plan of activities	Alena Makovcová	40 mins

3. MINUTES					
Topic		Owner		Time	
Welcoming		Alena Makovcová		10 mins	
Introducing Inbáze and activities focused on children-foreigners		Pavčina Trojanová		20 mins	
Introducing Elementary and Secondary schools the UNMs go to and the actual situation with UNMs living in the ZDC		Zuzana Chmelířová Vučková		10 mins	
Description of the situation regarding children-foreigners in Prague 5, "problematic and non-problematic" locations, prospective partners and children that could engage in the PP		Michaela Glacová		10 mins	
Brainstorming on prospective partners (Facilities for Children and Youth, NGOs, schools)		everybody		40 mins	
Conclusion and plan of activities		Alena Makovcová		30 mins	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)			Time:		Location:
Objective:					

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31		
Date of Meeting: (MM/DD/YYYY)	11/10/2018	Time:	9.00 - 17.00
Meeting Facilitator:	Alena Makovcova	Location:	Individual meetings in Prague

2. Attendees			
Name	Organization	Country	E-mail
Alena Makovcová	Organisation for Aid to Refugees (OPU)	CZ	alena.makovcova@opu.cz
Anna Tomanová	Home for Foreign Children (ZCD)	CZ	anna.toman@seznam.cz
Ladislav Tracy Beneš	Office for International Legal Protection of Children (UMPOD)	CZ	ladislavtracy.benes@umpod.cz
Lucie Sladeková	International Organisation for Migration (IOM)	CZ	l.sladekova@iom.int
Michaela Glacová	Authority for Social and Legal Protection of Children (OSPOD)	CZ	michaela.glacova@praha5.cz
Marie Mertová	Youth Centre for Leisure Time Activities	CZ	info@ddmpraha5.cz
Beata Szakacsova	Ombudsman - Public defender of Rights (KVOP)	CZ	beata.szakacsova@ochrance.cz
Pavel Čingl	Košenského Elementary School	CZ	cingl@zskorenskeho.cz

2. Meeting Agenda		
Topic	Owner	Time
Presentation of monitoring, discussing the venue, time options and possible activities	Alena Makovcová	4,5 hours

3. MINUTES					
Topic		Owner		Time	
Meeting with a psychologist from the ZDC. Presentation of the results of the monitoring, discussing the venue, activities and time options suitable for the UNMs to ZDC.		Alena Makovcová, Anna Tomanová		1 hour	
Presentation of the results of the monitoring, discussing the target group, venue and activities		Alena Makovcová, Michaela Glacová		1 hour	
Presentation of the results of the monitoring		Alena Makovcová, Beáta Szkakacsová		30 mins	
Presentation of the results of the monitoring, discussing their possible involvement		Alena Makovcová, Marie Mertová		1 hour	
Presentation of the results of the monitoring, discussing their possible involvement and the target group		Alena Makovcová, Pavel Čingl		1 hour	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)			Time:		Location:
Objective:					

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31		
Date of Meeting: (MM/DD/YYYY)	12/18/2018	Time:	9.00 - 17.00
Meeting Facilitator:	Alena Makovcova	Location:	Individual meetings in Prague

2. Attendees			
Name	Organization	Country	E-mail
Alena Makovcová	Organisation for Aid to Refugees (OPU)	CZ	alena.makovcova@opu.cz
Zuzana Chmelířová Vučková	Home for Foreign Children (ZCD)	CZ	zuzana.vuckova@zdcpraha.cz
Marie Mertová	Youth Centre for Leisure Time Activities	CZ	info@ddmpraha5.cz
Martina Krátká	Švanda Theatre	CZ	malejwoody@seznam.cz
Michaela Glacová	Authority for Social and Legal Protection of Children (OSPOD)	CZ	michaela.glacova@praha5.cz
Michal Filipin	Parkour Ládví	CZ	michal@parkourladvi.cz
Pavel Čingl	Kořenského Elementary School	CZ	cingl@zskorenskeho.cz
Kristýna Lehutová	Prague Breaking School	CZ	kristiankalehut@gmail.com

2. Meeting Agenda		
Topic	Owner	Time
Introducing the target group, PP activities, venue and time	Alena Makovcová	7 hours

3. MINUTES					
Topic		Owner		Time	
Discussing the chosen activities, lecturers - the Youth Centre will not participate in the project		Alena Makovcová, Marie Mertová		1 hour	
Discussing the chosen activities, lecturers - one of the theatre directors will participate in the project		Alena Makovcová, Martina Krátká		1 hour	
Discussing the chosen activities, lecturers - one of the parkour lecturer will participate in the project		Alena Makovcová, Michal Filipin		1 hour	
Discussing the chosen activities, lecturers, equipment, target group from the School		Alena Makovcová, Pavel Čingl		1 hour	
Discussing the chosen activities, lecturers, children that will get involved		Alena Makovcová, Zuzana Ch. Vučková		1 hour	
Discussing the chosen activities, lecturers, equipment, target group		Alena Makovcová, Michaela Glacová		1 hour	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)			Time:		Location:
Objective:					

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31		
Date of Meeting: (MM/DD/YYYY)	02/27/2019	Time:	9.00 - 16.30
Meeting Facilitator:	Alena Makovcova	Location:	Langhans Café Prague, ZDC, ZŠ Kořenského

2. Attendees			
Name	Organization	Country	E-mail
Alena Makovcová	Organisation for Aid to Refugees (OPU)	CZ	alena.makovcova@opu.cz
Pavla Merhautová	OPU	CZ	pavla.merhautova@opu.cz
Martin Rozumek	OPU	CZ	martin.rozumek@opu.cz
Pavčina Trojanová	Inbáze	CZ	trojanova@inbaze.com
Robert Netuka	OPU Community Centre	CZ	robert.netuka@opu.cz
Hana Marková	META, o.ps.	CZ	markova@meta-ops.cz
Jan Zajíc	Nová škola, o.p.s.	CZ	novaskola@novaskolaops.cz
Anna Tomanová	ZDC	Cz	anna.toman@seznam.cz
Pavel Čingl	Kořenského Elementary School	CZ	cingl@zskorenskeho.cz

2. Meeting Agenda		
Topic	Owner	Time
Introducing the target group, PP activities, sharing experiences	Alena Makovcová, Pavla Merhautová, Martin Rozumek	7 hours

3. MINUTES					
Topic		Owner		Time	
Welcome and introducing the Pilot Project		Alena Makovcová, Pavla Merhautová, Martin Rozumek		1 hour	
Sharing experience with educative and team activities for children-foreigners		Hana Marková		45 mins	
Sharing experience with educative and team activities for children-foreigners		Pavčina Trojanová		45 mins	
Sharing experience with educative and team activities for children-foreigners		Robert Netuka		45 mins	
Sharing experience with educative and team activities for children-foreigners and Czech children		Jan Zajíc		45 mins	
Discussing the passed and future workshops of PP, behaviour of children in the team and team activities		Alena Makovcová, Pavla Merhautová, Martin Rozumek Anna Tomanová		90 mins	
Discussing the passed and future workshops of PP		Alena Makovcová, Pavla Merhautová, Martin Rozumek Pavel Čingl		30 mins	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)			Time:		
				Location:	
Objective:					

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	LAB31		
Date of Meeting: (MM/DD/YYYY)	04/08/2019	Time:	13.00 - 17.00
Meeting Facilitator:	Alena Makovcova	Location:	OPU, Kovářská 4, Praha 9

2. Attendees			
Name	Organization	Country	E-mail
Alena Makovcová	Organisation for Aid to Refugees (OPU)	CZ	alena.makovcova@opu.cz
Pavla Merhautová	OPU	CZ	pavla.merhautova@opu.cz
Martin Rozumek	OPU	CZ	martin.rozumek@opu.cz
Pavčina Trojanová	Inbáze	CZ	trojanova@inbaze.com
Veronika Spiegelová	Integration Centre Prague (ICP)	CZ	spiegelova@icpraha.cz
Anna Tomanová	ZDC	CZ	anna.toman@seznam.cz
Ladislav Tracy Beneš	Office for International Legal Protection of Children (UMPOD)	CZ	ladislavtracy.benes@umpod.cz
Michaela Glacová	Authority for Social and Legal Protection of Children (OSPOD)	CZ	michaela.glacova@praha5.cz
Beata Szakacsova	Ombudsman - Public defender of Rights (KVOP)	CZ	beata.szakacsova@ochrance.cz

2. Meeting Agenda		
Topic	Owner	Time
Presenting the results of the passed workshops and PPs of the project partners	Alena Makovcová, Martin Rozumek, Pavla Merhautová	2 hours
Free discussion	everybody	90 mins

3. MINUTES					
Topic		Owner		Time	
Welcome and introduction of participants		Martin Rozumek, everybody		30 mins	
Presenting the results of the passed workshops		Alena Makovcová		1 hour	
Presenting the PP of the project partners		Pavla Merhautová		30 mins	
Discussion on recent integrative activities and effectiveness in Prague		everybody		90 mins	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)				Time:	
				Location:	
Objective:					



ADVISORY COMMITTEE

BELGIUM

CPAS DE FOREST



MEETING REPORT – ADVISORY COMMITTEES

Project Name:	CPAS de Forest		
Date of Meeting: (MM/DD/YYYY)	03/04/2018	Time:	1:30 hour
Meeting Facilitator:	Paola Magi (Social coordination of forest) – Sylvie Absil – Giovanna Piazza	Location:	CPAS de Forest

2. Attendees			
Name	Organization	Country	E-mail
Paola MAGI	CPAS	Belgium	
Giovanna PIAZZA	CPAS	Belgium	
Sylvie ABSIL	CPAS	Belgium	
Melissa NOËL	CPAS – Médiation de dettes	Belgium	
Maud HAVET	CPAS – Médiation de dettes	Belgium	
Justine TUERLINCKX	Dynamo	Belgium	
Corentin LETOCART	@home 18-24	Belgium	
Déborah SAYDAN	Commune – Jeunes	Belgium	
Pauline JACOBS	Wiels	Belgium	
Annabel DEBAENTS	Wiels	Belgium	
Clotilde FLORENCE	Une Maison en Plus	Belgium	
Pauline DURAND	Cairn	Belgium	

2. Meeting Agenda

Topic	Owner	Time
Advancement of the pilot project and organization of the open day in collaboration with the haute école lessid and the cultural center of Forest "Brass"	Sylvie Absil – Giovanna Piazza	30 minutes
Recommendations for the development of similar activities	All member	1 hour

3. MINUTES

[illegible]

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	CPAS de Forest		
Date of Meeting: (MM/DD/YYYY)	28 may 2018	Time:	2 hours
Meeting Facilitator:	Paola Magi (Social coordination of forest) – Sylvie Absil – Claire Roekens	Location:	CPAS de Forest (22, rue Jean-Baptiste Van pé)

2. Attendees			
Name	Organization	Country	E-mail
Élodie AUGER	Commune – Petite Enfance	Belgium	
Thérèse DESMECHT	Transition	Belgium	
Paola MAGI	CSF	Belgium	
Claire ROEKENS	CPAS	Belgium	
Sylvie ABSIL	CPAS	Belgium	
Nico SPRIET	MM1190	Belgium	
Marion CAYN	MM1190	Belgium	
Déborah SADIN	Info-Sourds de Bruxelles	Belgium	
Didier STAPPAERTS	Centre Ariane	Belgium	
Céline DANHIER	SIDA'SOS	Belgium	
Frédéric WILLEMS	Adret	Belgium	
Sara LEURS	Adret	Belgium	
Fanny CÉPHALE	Commune- Service Jeunesse	Belgium	
Alain MARCEL	Commune- Service Logement	Belgium	
Hélène EGGEN	DYNAMO	Belgium	
Sofia GARGOURI	Une Maison en Plus	Belgium	
Marion WILLEMSSEN	CPS Forest	Belgium	
Aurélié GRIMARD	Bras dessus bras dessous	Belgium	
Nina VAN DER STUYFT	LDC Miro – vzw LD ³	Belgium	
Sophie LOYEZ	Crèche Communale	Belgium	
Aziz MKICHRI	Mission Locale	Belgium	

Anna BITHA	Entraide et Culture	Belgium	
Livia TREFOIS	Cohésion Sociale	Belgium	
Latifa EL MOKADMI	Foyer du Sud	Belgium	
Koen SPOLSPOEL	Commune Forest	Belgium	

2. Meeting Agenda

Topic	Owner	Time
Presentation of the project LAB 31	Claire Roekens Sylvie Absil	30 minutes
Presentation of members	Associations/participants	1 hour

3. MINUTES

Topic	Owner	Time
Presentation of the project : an innovative model of integrating foreign minors through play and raising awareness among all actors in society of the importance of the participation of foreign minors in the life of the host country. We presented LAB31 and discussed the importance of setting up an advisory committee for the successful conduct of the project. Several actors showed interest in taking part in the Advisory Committee. Questions/Answers	Claire Roekens Sylvie Absil	30 minutes
Presentation of the participants / A round table introduction of members :		1:30
Commune – Petite Enfance	Élodie AUGER	
Transition	Thérèse DESMECHT	
CSF	Paola MAGI	
MM1190	Nico SPRIET	
MM1190	Marion CAYN	
Info-Sourds de Bruxelles	Déborah SADIN	
SIDA'SOS	Céline DANHIER	
Adret	Frédéric WILLEMS	
Adret	Sara LEURS	
Commune- Service Jeunesse	Fanny CÉPHALE	
Centre Ariane	Didier STAPPAERTS	
SIDA'SOS	Céline DANHIER	
Adret	Frédéric WILLEMS	
Adret	Sara LEURS	
Commune- Service Jeunesse	Fanny CÉPHALE	
Commune- Service Logement	Alain MARCEL	
DYNAMO	Hélène EGGEN	

Submitted by: [Name]

Une Maison en Plus	Sofia GARGOURI	
CPS Forest	Marion WILLEMSSEN	
Bras dessus bras dessous	Aurélie GRIMARD	
LDC Miro – vzw LD ³	Nina VAN DER STUYFT	
Crèche Communale	Sophie LOYEZ	
Mission Locale	Aziz MKICHRI	
Entraide et Culture	Anna BITHA	
Cohésion Sociale	Livia TREFOIS	
Foyer du Sud	Latifa EL MOKADMI	
Commune Forest	Koen SPOLSPOEL	

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	CPAS de Forest		
Date of Meeting: (MM/DD/YYYY)	12 September 2018	Time:	1:30 hours
Meeting Facilitator:	Paola Magi (Social coordination of forest) – Sylvie Absil – Claire Roekens – Giovanna Piazza	Location:	CPAS de Forest (22, rue Jean-Baptiste Vanpé)

2. Attendees			
Name	Organization	Country	E-mail
Paola MAGI	CPAS	Belgium	
Omar SOLER	Service Citoyen	Belgium	
Fanny CEPHALE	Commune – Service Jeunesse	Belgium	
Marion LAMBERT	Maison Babel	Belgium	
Justine TUERLINCKX	DYNAMO	Belgium	
Claire ROEKENS	CPAS	Belgium	
Giovanna PIAZZA	CPAS	Belgium	
Sylvie ABSIL	CPAS	Belgium	

2. Meeting Agenda

Topic	Owner	Time
Presentation of the development of the project LAB31 and its methodology. Expectations on the committee.	Giovanna Piazza Sylvie Absil Claire Roekens	30 minutes
Discussion about the pilot project	All members	1 hour

3. MINUTES

[illegible]

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	CPAS de Forest		
Date of Meeting: (MM/DD/YYYY)	22 October 2018	Time:	2 hours
Meeting Facilitator:	Paola Magi (Social coordination of forest) – Sylvie Absil – Claire Roekens – Giovanna Piazza	Location:	CPAS de Forest (22, rue Jean-Baptiste Vanpé)

2. Attendees			
Name	Organization	Country	E-mail
Paola MAGI	CPAS	Belgium	
Maria MAKIESE	Commune – Service Jeunesse	Belgium	
Melissa NOËL	CPAS	Belgium	
Giovanna PIAZZA	CPAS	Belgium	
Sylvie ABSIL	CPAS	Belgium	
Martine MENGEOT	IESSID	Belgium	
Dimitri FRESON	Collectif Umoya	Belgium	
Catherine UYLSTUYST	Foyer du Sud	Belgium ¹	

2. Meeting Agenda		
Topic	Owner	Time
Presentation of the progress of the Lab 31 project	Giovanna PIAZZA Sylvie ABSIL	30 minutes
Presentation of the Umoya Collective and synergies with the CPAS	Dimitri FRESON Martine MENGEOT	1 hour
Discussion with all members	All	30 minutes

3. MINUTES					
Topic		Owner		Time	
Presentation of the Lab 31 project (ppt. attached) Question to members: do you know young people interested in workshops? Ideally it would take a stable group.		Giovanna PIAZZA Sylvie ABSIL		30 minutes	
Presentation of the Umoya Collective History: creation by a dozen people (ages, professions and different approaches) having all worked closely or remotely with young people and migrant families. Wish to live a common experience around this audience. Two parts: -Work with professionals: team supervision. -Work for UMs and ex-MENA Reflection with young people, work in co-construction starting from their needs. Ex. Of projects: -Installation of outpatient support (social + psychological). The initial idea was the creation of a place of accommodation but following the consultation of young people the project has changed according to their needs. -The establishment of a network of foster families has developed rather towards a sponsorship project in order to answer the question "how can a young person integrate into a family of the host country"? Indeed, these young people are usually in connection only with workers but they have never entered a "real" home. -Project Erasmus Plus: allow 5 associations working with young people to meet and work together.		Dimitri FRESON Martine MENGEOT		1 hour	
Discussion with all members about communication and mobilization.		All		30 minutes	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	19/11/18	Time:	1 hour	Location:	House of employment
Objective:	Methodology for setting up workshops				

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	CPAS de FOREST		
Date of Meeting: (MM/DD/YYYY)	19 November 2018	Time:	1:00 hours
Meeting Facilitator:	Paola Magi (Social coordination of forest) – Sylvie Absil	Location:	House of Employment

2. Attendees			
Name	Organization	Country	E-mail
Marion WILLEMSSEN	Planning Familial de Forest	Belgium	
Paola MAGI	CPAS – Coordination Sociale	Belgium	
Valérie BECKERS	Entraide & Culture	Belgium	
Apollinaire DJOUMOU	Source Plurielle	Belgium	
Élodie AUGER	Commune – Petite Enfance	Belgium	
Didier STAPPAERTS	Centre Ariane	Belgium	
Aurèle MAKANI	Foyer du Sud	Belgium	
Aziz MKICHRI	MLOC Forest	Belgium	
Céline REMY	Bras dessus bras dessous	Belgium	
Fanny CÉPHALE	Commune – Jeunesse	Belgium	
Noémie PICAUVET	Habitat et Rénovation	Belgium	
Frédéric WILLEMS	CSM L'Adret	Belgium	
Hélène EGGEN	DYNAMO	Belgium	
Serge-Marie DIUMVUA	FQS	Belgium	
Cécile MOORTGAT	Commune de Forest – Prévention	Belgium	
Hans MEIRLAEN	LDC Miro	Belgium	
Ayi DOREAS	Atoll	Belgium	
Sylvie ABSIL	CPAS	Belgium	

2. Meeting Agenda		
Topic	Owner	Time
Workshop methodology	Sylvie ABSIL	30 minutes
Collection of Group Councils and Recruitment of participants	Members	30 minutes

3. MINUTES

Topic	Owner	Time
Workshop methodology - Designation of the provider and choice of calendar - youth recruitment - Collaboration with the high school lessid where the workshops will take place (Ixelles)	Sylvie ABSIL	30 minutes
At the level of the methodology: - Important to target the age group (children from 8 to 12 years for example) or provide 2 subgroups during the workshops - Important to work to maintain the participation of young people (the public with whom the institutions work is unstable and it is difficult for this audience to plan activities in the long term) - In the same vein, let a place for co-construction: listen to the opinions, wishes and needs of young people and develop activities with them. At the level of youth recruitment: - Contacts with mentor Escale, Maison babel, reception center of the red cross, belgium kitchen.	Participants	30 minutes

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	03-04-19	Time:	1:30	Location:	Cpas de Forest
Objective:	Advancement of the pilot project and organization of the open day. Recommendations for the development of similar activities, projects.				



**ADVISORY
COMMITTEE**

**UNITED
KINGDOM
RARE**





Advisory Committee Report

We made contact with SOLA Arts in June to make them aware of the project and to ask them if they would be interested in taking part in the project. They confirmed their interest and then we made efforts to arrange a first planning meeting.

SOLA Arts are an arts based organisation in Merseyside who work specifically with refugees and asylum seekers. They have regular contact with over 500 individuals over a year and of these many are families and young people. They have specialists in therapy, social work and law, they support families not only to reach asylum but also integrate within the community and make a happy and smooth transition. They explained that they are currently working with a lot of Syrian families with young people.

Due to the summer break, the first planning meeting was scheduled for September 2018.

This first meeting has taken place and was extremely positive, it was attended by two representatives from Rare Studio and two from SOLA arts. The team discussed at length the objectives and duration of the project as well as of all the activities planned throughout the project. More specifically the tasks and responsibilities of each person involved.

We discussed at length the type of young people we could work with we agreed that Play should focus on young people aged 6-13 years old and should include all young people from all backgrounds but include a large majority of refugees or those with leave to remain.

The team at SOLA explained that it would be very difficult to engage young people who have applied for asylum but have not been granted it as they live in refugee blocks in Liverpool city centre and are often moved on to other places within 4-6 weeks, so it would not be appropriate to work with them. We all agreed the project should take place over a long period of time and work towards a presentation or performance.

We discussed the need for translators in the following language; Spanish, French, Kurdish, Arabic. But, these translators may only be needed for the early days of the project. They explained that there are 4 different dialects of Kurdish and they have one translator who can do all of them.

We agreed that both organisations would reach out to the young people and their families to recruit them to the pilot projects. However, a lot of work needs to be done to build trust with the young migrant families before they engage in a regular project. It was suggested that a youth worker from Rare and another from SOLA arts who knows the family go out to the families. Therefore prior to engaging them on the pilot project a lot of ground work needs to be carried out. The project will be carried out both at SOLA Arts premises and Rare Studio.

Moving forward we agreed that the advisory committee should include the following people:

- Two representatives from Rare Studio
- A creative arts expert
- One manager from SOLA Arts
- A member of staff from SOLA arts from the refugee community
- A young person from the refugee community
- An expert in refugee and migrant services from Merseyside Refugee Action

Rare Studio explained that they had a young person who had worked on previous projects, who would be keen to be in the committee to represent the youth voice. He is currently young mayor for migrants in Liverpool.

It was agreed that the team should meet at least monthly prior to the pilot project starting in 2019 to plan and meet the project objectives. The next meeting is planned for Monday 15th October at 1pm.



Advisory Committee Report

Meeting date: 15th October

Attendees: Rare Studio, SOLA Arts, Community advisor and a Refugee

This was the second meeting of the group and was extremely positive, it was attended by two representatives from Rare Studio, two from SOLA arts, one refugee, a play specialist and a counsellor. The team discussed at length the objectives and duration of the project as well as of all the activities planned throughout the project. More specifically the tasks and responsibilities of each person involved.

Timeline:

We discussed at length the timeline for the project and the following was agreed:

- October to December – recruitment of the young people
- January to February – introductory meeting using a local coordinator to gain the trust of the families, open event to welcome people
- February to June – delivery of the project

Recruitment:

We discussed as team about how to recruit the young people. It was agreed that there would be posters made in Spanish, French, Kurdish, Kurmanji, English and Arabic. These would be sent around to all the local community organisations, schools and children's centres.

Moving forward we agreed that the advisory committee should include the following people:

- Two representatives from Rare Studio
- A creative arts expert
- One manager from SOLA Arts
- A member of staff from SOLA arts from the refugee community
- A member of the refugee community
- An expert in refugee and migrant services from Merseyside Refugee Action

It was agreed that the team would continue to meet online through an email group and start the recruitment of the young people. A further meeting will be held in January prior to the sessions starting to plan the workshops delivery.

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	Lab31		
Date of Meeting: (MM/DD/YYYY)	25/04/2019	Time:	1pm to 4pm
Meeting Facilitator:	Michelle Faulkner	Location:	Liverpool

2. Attendees			
Name	Organization	Country	E-mail
Michelle Faulkner	Rare	UK	MichellFAULTNER11@gmail.com
Adele Spiers	SOLAArts	UK	
Elizabeth Orr	Play expert	UK	
Nesrin Yousef	Refugee support worker/Local Coordinator	Syria	
Laura Pullig	Art worker	UK	
Tobi Plegg	The Black-e	UK	
Tony Luna	Finance Officer	UK	
Abigail Harrison	Volunteer	UK	

2. Meeting Agenda			
Topic	Owner	Time	
Welcome	Michelle		
Workshop Structure	All project workers		
Individual issues	All		
Venue issues	Michelle		

3. MINUTES

Topic	Owner	Time
<p>1. Welcome</p> <p>The team have now worked together for several months so they were aware of everyone's roles and responsibilities. It was felt amongst the team that the project was working well for everyone involved.</p>	Michelle	
<p>2. Workshop Structure</p> <p>Generally the structure of the workshops have been:</p> <ul style="list-style-type: none"> • Arrival and registration • Energiser game • Puzzle/creative art work • Lunch • Physical activity • Art work <p>We discussed how the project was working and how well the project worked in the current space which is a college building. It was agreed amongst the group that the venue was not working so well for the creative and physical energy of the young people. They have to be careful of the college work around them which is defeating the object of them being young people with lots of creativity. It was also felt that it was not very inspiring or engaging and was exceptionally noisy.</p> <p>We went round the table and discussed which activities we felt were working best with the young people. It was generally felt that the art based activities were working well as all the young people were creative and able to express themselves through the painting, drawing and sticking. Some issues have come through their artwork, which has demonstrated the stress they are experiencing in their personal life and it was discussed about how important it was to make sure they are supported by our counsellors.</p> <p>ACTION: Michelle equipment</p>	All	

<p>3. Individual stories and issues</p> <p>We discussed at length some of the issues we have of clashing personalities between one of the girls and two of the boys. We felt as a team that hormones might be responsible. But, they need to be addressed because they are disrupting the group with their bickering and fighting, even if it is 'banter'. It also is not giving a good impression to the younger people on the project. It was agreed that Nesrin as the 'Auntie' should deal with disciplining them as they seem to respond to her and respect her. It was also agreed that if continues they should be removed temporarily.</p> <p>It was noted that one of the students who started the previously from the UK, Adele confirmed she would contact the parents as they seemed to be enjoying the project.</p> <p>It was noted that there was a regular cohort of 15 students who have not missed a session.</p> <p>ACTION: Adele to contact students parents</p>			
<p>4. Venue issues</p> <p>It was agreed that the the remaining sessions should not be continued in the current venue as it is not working for messy play, physical movement or for the noise levels. It needs to be somewhere local and city based that the students can reach easily. It was agreed that Michelle would look into an alternative for the first session after the Easter break. It was agreed that the team would meet at the old venue and walk them to the new venue to prevent communication issues. Michelle suggested the community venue The Black-e as it is very close to the current venue and many of them know it. Michelle will contact to hire out the venue for the remaining sessions.</p> <p>ACTION: Michelle to contact The Black-e</p>		Michelle	
<p>5. Next Meeting (if applicable)</p>			
<p>Date: (MM/DD/YYYY)</p>	11/05/2019	<p>Time:</p>	1pm
		<p>Location:</p>	Liverpool
<p>Objective:</p>	Planning for the future sessions		

MEETING REPORT – ADVISORY COMMITTEES

Project Name:	Lab31		
Date of Meeting: (MM/DD/YYYY)	11/05/2019	Time:	1pm to 4pm
Meeting Facilitator:	Michelle Faulkner	Location:	Liverpool

2. Attendees			
Name	Organization	Country	E-mail
Michelle Faulkner	Rare	UK	Michellefaulkner11@gmail.com
Adele Spiers	SOLAArts	UK	
Elizabeth Orr	Play expert	UK	
Nesrin Yousef	Refugee support worker/Local Coordinator	Syria	
Laura Pullig	Art worker	UK	
Tobi Plegg	The Black-e	UK	
Tony Luna	Finance Officer	UK	
Abigail Harrison	Volunteer	UK	

2. Meeting Agenda			
Topic	Owner	Time	
Welcome	Michelle		
Workshop Structure	All project workers		
Individual stories and issues	Adele/Elizabeth		
Final set of sessions	Adele/Michelle		

3. MINUTES

Topic	Owner	Time
<p>1. Welcome</p> <p>The team have now worked together for several months so they were aware of everyone's roles and responsibilities. It was felt amongst the team that the project was working well for everyone involved.</p>	Michelle	
<p>2. Workshop Structure</p> <p>Generally the structure of the workshops have been:</p> <ul style="list-style-type: none"> • Arrival and registration • Energiser game • Puzzle/creative art work • Lunch • Physical activity • Art work <p>We discussed how the project was working and how well the project worked in the new venue. We agreed the space was much better as a working space and the young people were able to focus much better on the creative elements of the project. They seemed a lot more calmer and the noise levels were reduced compared to the big space.</p> <p>We went round the table and discussed which activities we felt were working best with the young people. It was generally felt that the puzzle project was working well as all the young people were creative and able to express themselves through the painting, drawing and sticking. We need more coloured paper, some shiny paper and more tissue paper for making the puzzles 3D.</p> <p>The team agreed that as well as an energiser at the beginning of the day, there should be a focused activity at the end of the day to calm the group down. Yoga and meditation was suggested, however we decided at the next set of sessions we would try chocolate mindfulness. Michelle would provide the chocolates and bare in mind any special dietary requirements. Elizabeth will run the session and see how the young people engage in the session.</p> <p>ACTION: Michelle equipment/chocolates</p>	All	

3. Individual stories and issues

We discussed at length some of the personal issues that the young people were facing on the project. In particular a British young girl who seemed anxious and withdrawn today and has significant family issues. Although when approached she confirmed she was enjoying the project and had made friends. The team agreed to keep an eye on the student for any further issues that may arise.

It was noted that one of the students who started the previously from South America had not returned, Adele confirmed she would contact the parents as they seemed to be enjoying the project significantly.

It was noted that there was a regular cohort of 15 students who have not missed a session. It was also noted that some important friendships have started between some of the British young people and refugees. We felt as a group that the project was having a significant positive influence on all the children already. We all need to consider how we can work with the local community to keep the project going after it finishes.

ACTION: Adele to contact students parents and all staff to look at sustainability after the end of the project

4. Final set of sessions

It was agreed that the final set of sessions will focus on building the puzzles of their lives. The plans for the sessions are:

- Arrival and registration
- Energiser game
- Puzzle/creative art work
- Lunch
- Art work
- Reflection and meditation

All the sessions will run to this schedule with Elziabeth taking the lead on the physical games and meditation. The sessions will continue to be a full day, except 1st June which the team agreed should finish at 1pm due to the Champions League. It was felt that the city would be too busy and families maybe organising events as many are Liverpool Supporters.

The students will present their puzzles to their families on the final session in an Open event. They will also be able to take their section of the puzzle with them.

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	01/06/2019	Time:	1pm	Location:	Liverpool
Objective:	Planning for the future and end of the project				