



Notes from SPECIAL-meeting 2008-11-03, County Hall, Kingston, UK

Participants: *Vincent O'Connell, Mike Leat, Richard Hellowell, Mark Westall, Patrizia Giorio, Matteo Ignesti, Alessandro Sansavini, Eva Thorsén, Ingrid Staflin, Kerstin Lönnström, Lena Hjalmarsson-Berg, Boris Enquist, Pia Sörås Staflin*

1. Progress report/follow-up on last meeting

Surrey

Mike and his team have continued their work with the web-based material.

CO&SO

Has extended the material for the teacher handbook with more classroom activities connected with the scenarios.

Has created the Italian character “Rebecca” and taken photos for the interactive material.

After arranging the Special conference on the theme “Sex and disability” in Florence in May, discussions with some other organizations have continued. They have discussed how to prepare training for school staff in the region on how to deal with problems related to sexuality and disability. There is a real need for training of teachers and educators, since all students are integrated in the ordinary school. The educational material produced within Special will be a starting point for this work.

Uppsala

Has created the Swedish character “Madeleine” and taken photos for the interactive material.

Has outlined the handbook and produced some of the content.

The administration work has taken more time than planned due to the procurement.

The girls in the working group at Fyrissskolan have made a study visit to Florence. Patrizia helped out with the arrangements and they had a really memorable stay.

User groups

In our application (section 2.16) we state that each partner will operate with two user groups, one consisting of beneficiaries and the other one of target groups. Uppsala had established these groups before the project started. CO&SO will



organize user groups when it is time to test the material. In Surrey it is still uncertain if there will be any user groups in this form.

2. Interactive product

The production team presented their ideas for design of the web site and looks of the characters. It looked very promising. We agreed that the Swedish character should look sturdier as she is a football player.

We agreed to the suggested domain address: www.respect4me.com

We went through all scenarios and agreed to the suggested alterations. One new scenario will be added – one of the girls will be drunk and pass out in a public place. It will be possible to print out the scenarios from the website.

Mike and Richard will have the scenarios scripted within two weeks and send them to Pia. Translation into Swedish and Italian can then start. It is important to adjust the language to be natural for the target group.

We have to decide what will happen with the website after the project ends.

The material will be tested incrementally during the production period, as each part is completed.

The vox pop filming will be done in the UK.

Each partner will record the narration voice in his or her own language. It will be made in a studio and probably take about an hour. Richard will send further instructions.

3. Teacher handbook

We went through the outline for the handbook that Pia had sent out before the meeting. We agreed to follow the suggestions made.

Uppsala will be responsible for the introductory part with advice about how one could work with the girls before starting to use the scenarios. For example, the importance of team building activities to get the girls feel safe in the group and to raise their self esteem. It will be based on the experiences from the Uppsala working group.

Matteo will write a part about the effects of learning disabilities from a psychological point of view.

Florence will continue to develop the classroom activities connected with the scenarios.



These texts will be written as soon as we have got the scripted scenarios. Deadline will be end of December. If possible, we will finish the texts earlier.

Mike will write the part on introduction to the website.

We will use material from the website for illustrations.

Workshops for teachers will be held in Uppsala and Florence in order to test the handbook.

As agreed earlier, the handbook will be published electronically in a printable version for each language on our web site *www.specialproject.se*. We will not produce any printed versions.

The English version will be edited in UK during January 2009, before the graphic design is made.

4. Revision of Delivery plan

A revision of the Delivery Plan will be made by Pia after Mike has presented a detailed production plan and timeline.

5. Reports (*this item was discussed 2008-11-04 at Antoinette Hotel; participants Vincent O'Connell, Patrizia Giorio, Boris Enquist, Pia Sörås Staflin*)

Financial reports, time reports

Financial reports shall be made every four months as agreed in the partner contracts. The financial reports shall include evidence of time spent and records of expenses. Pia has earlier sent the template for the Daphne final financial report that Uppsala uses as a model for our accounting in SPECIAL. Pia has also sent the timesheet template that Uppsala uses for time reporting. The financial report shall be accompanied by an activity report.

Patrizia has sent her reports in August. She has not sent the document with estimated expenses as requested but she gave an oral report. CO&SO intends to spend the whole amount of money in their budget. They will have to make some minor changes to cover travel expenses.

Vincent will send his first report next week. He gave an oral report. Up until now the expenses have been as expected. Surrey intends to spend the whole amount of money in their budget as planned. The changes of media for the education material will not affect the planned expenses. Neither will the cancellation of the Surrey conference. No transfers can be made from Surrey to Uppsala.



Final dissemination report

The final dissemination report shall be positive and promotional. It will describe the project activities and experiences. It will also point out future use of the results. All three partners will make drafts. The material will be sent in English to Surrey for editing. Uppsala will be responsible for printing. The report will be presented at the *Dissemination Seminar* in Uppsala March 12. We will try to find out more creative ways to make the report than just a plain text document.

Final report

As lead partner, Uppsala is responsible for the final report. According to the Daphne template we shall "outline the role, activities and contributions of every partner." It is desirable that each partner send Pia a document that can form a basis for the description of their work in this project.

6. Website

Mike will send Pia some of the production material for publishing.

Patrizia will get back on whether she would like to have some material published in the Italian version of the site.

Vincent delivered the earlier agreed material for the bank of knowledge and resource in paper format. He will also send it as a word document to Pia for publication on the site.

7. Dissemination

Surrey

The project will be presented at a national school conference in January 2009. Information about the project will also be published in *The Surrey School Bulletin*. Vincent will send Pia a copy of this. The safeguarding team in Surrey has been informed about the project.

CO&SO

When the educational material is ready it will be spread all over the Province of Florence.

Uppsala

Ingrid has made a presentation of SPECIAL at the national conference "Utnyttjad och missbrukad" for social workers and others, at Uppsala University. The project was received with great interest.

Eva will present our project next week in Brussels at the "DAPHNE III Conference and Market Place".

8. Evaluation



The external evaluator, Marcus Dahlberg, Metodix, will send a questionnaire by e-mail before the dissemination seminar. Personal interviews will be made with partners in Uppsala on March 12 – 13, 2009.

9. Dissemination seminar in Uppsala

The Dissemination seminar will take place in Uppsala on March 12, 2009. Patrizia will bring Matteo, Alessandro and a politician or equivalent. Vincent will bring Mike and, if possible, Richard and Mark. The programme will consist of demonstrations of the material produced, a project summary and reflections on what we have learnt during the project and thoughts and ideas for the future.

10. Transferability kit

In our application we say that we will produce a transferability kit, which shall be downloadable in three languages. Uppsala will be responsible for this. Vincent will send transferability kits from previous projects for guidance.

11. Surrey conference

Vincent informed us that the earlier planned Special conference on the theme "Involvement of the target group" on November 4 is cancelled. A half-day study visit to the Walton Leigh School will be arranged instead. The school is a community special day school for students with severe and profound and multiple learning difficulties between the ages of 11 and 19.

Uppsala 2008-11-11

Boris Enquist

Pia Sörås Staflin