I'm not a racist, but…

INAR Project Handbook

September 2016

Grant Agreement Number: 2016-1-IS01-KA204-017087

Project Duration: 1. September 2016 to 31. August 2018

Introduction

This document defines the remit of the INAR project and states how the project consortium will work together. It acts as a supplement to the project application, and is not a substitute for the original document.

All partners have agreed the content and are committed to acting in accordance with the protocols in the achievement of project objectives.

Project Objectives:

1. To develop strategies, methods & materials to teach trainers to sensitize adult learners to the problems of everyday racism & to change behaviour in their daily interactions with people belonging to ethnic minorities or who have migrant background. Specific focus will be to develop methods & materials to engage hard to reach participants with negative attitudes towards minority groups.
2. To provide support & methodologies for trainers encountering defensive, evasive or hostile responses to the training. INAR's goal is to use cooperative learning material, instruments & tools to create a positive & interactive learning environment suitable for a diverse group of adults.

The project consortium is made up of 4 adult education centres from Iceland, Germany, Romania and Scotland.

The working language is English.

Partners' Contact Details

Partner	Contact Details	
InterCultural Iceland Sidumula 1 108 Reykjavík Iceland	Key contact : Guðrún Pétursdóttir gudrun@ici.is No 2: Cherry Hopton cherry@ici.is	+354 6949345 +354 6598413
CHANCENGLEICH in Europa Hörder Bahnhofstrasse 6 44263 Dortmund Germany	Key contact: Ingibjörg Pétursdóttir petursdottir@ch-e.eu No 2: Gyorgyi Turoczy turoczy@ch-e.eu	+49 1735142076
Coalition for Racial Equality and Rights 8 John str. G1 1JQ Glasgow United Kingdom	Key contact: Carol Young Carol@crer.org.uk No 2: Jatin Haria jatin@crer.org.uk	+441414186530
Centrul Judetean de Resurse si Asistenta Educationala Vrancea Alecu Sihleanu nr. 6 620165 Focsani Romania	Key contact: Silviu Daniel BREBULET silviu_brebulet@yahoo.com No 2: Madalina Hirsu c_madalina89@yahoo.com	+40745 351 319 +407660291290

Milestones

1. Analyzing phase. Everyday Racism (ER) will be analyzed & defined through review of existing research & compared to establish if the manifestations of the problem are similar in the participating countries. Current training courses will be studied & analyzed to assess what is not working, why & what needs to change. Further analysis of the target group & strategies for reaching those who are obliged to undertake training will occur. Small action research of interviews with ethnic minorities about the manifestations of ER will be undertaken. The analysis will be a supplement to the findings of the ERAW project and will inform the key focus of the training.

2. Modelling the Training. Partners 2 3 and 4 bring 2 trainers (preferably with migrant background, ideally who are involved with contemporary training around equalities) to the two day training modelling workshops. The trainers will play the role of critical participants giving feedback on the training. Trainers will evaluate the training & feedback on necessary changes according to their experiences. The workshop will be filmed and the market tested materials, the filmed sections and any other products re analysed and extrapolated for the final online accessed training package to be made available for trainers. Evaluation: All participants/trainers will be interviewed by the coordinators where their feedback on the training will be recorded and learned from.

3. Editing and review phase. Based on concrete issues that have been analyzed & defined above, 2 training modules will be fully developed based on feedback from modelling event. Final edits of filmed elements from 2 above will be made and any remedial filming additions undertaken.

4. Evaluation phase. Participating coordinators, together with the trainers, will analyze the films and materials in order to make necessary changes in material & methods. The draft handbook and online material will be subject to a feedback loop via all partners before final product is signed off by all partners

5. Dissemination. An on-line handbook for trainers will be published with background information & research. A 1 day dissemination conference for adult trainers and other key stakeholders will be held. Participants will be familiarized with the methods, strategies & materials by going through the different training programs themselves. Information about the social media related products will be presented as these can be used as marketing material for future courses & form a dissemination vehicle.

6. Completion. Legacy Strategy. Monitoring of Facebook page and Amazon downloads for a further 2 years.

Work packages and Intellectual outputs and leading organizations (all partners involved)

Training Modules for Trainers (IS)

Start date: 01-09-2016
End date: 01-10-2017

On-line handbook with interactive material for trainers (UK)

Start date: 06-06-2017
End date: 01-05-2018

Instruction film (GE)

Start date: 06-06-2017
End date: 01-05-2018

Facts and Myths about migrants and refugees. A facebook game and a facebook Group (IS)

Start date: 10-06-2017
End date: 31-08-2018

Transnational conference (RO)

Start date: 06-06-2018
End date: 06-06-2018

Erasmus+ — INAR

Name of the project: INAR, but…

1. September 2016 - 31. August 2018

PROJECT TIMETABLE

Project activity	MO	Se	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Octo	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
A1 Project Management		■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
A2 QA, monitoring & evaluation		■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
National Agency Report														■											
A7 Dissemination Phase + 2 years minimum				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
A5 Establish Social Media Footprint and maintain with updates + 2 years		■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
O1/1 Training Module Prep Analysis and data collection		■	■																						
O1/2 Training Module Drafting					■	■	■	■	■	■	■														
O2/1 Training Handbook Drafting									■	■	■	■	■	■											
O1/3 Training Module Insertion of AV/QR*										■	■	■													
O1/4 Training Module Final version whole pack																		■							
O3/1 Video Prep								■	■																
O3/2 Video Filming									■																
O3/3 Video Analysis and remedial actions if required											■	■	■												
O2/2 Training handbook to Amazon publish format																					■	■			
O2/3 Training handbook proof and translations																		■	■	■	■				
O3/4 Video clips to Vimeo/Youtube															■	■									
O4/1 Facebook game development											■	■	■	■	■	■									
O4/2 Facebook game release																	■								
A5 Skype Conference call					■			■						■				■				■			■
O1/5 Layout and graphics decisions interim								■																	
O1/6 Layout and graphics decisions final															■										
M1 Meeting 1 Iceland			■																						
M2 Meeting 2 Germany										■															
M3 Meeting 3 UK																					■				
M4 Dissemination Event Romania																							■		
E5 Multiplyer Event UK																								■	
E6 Multiplyer Event Iceland																								■	
E7 Multiplier Event Germany																								■	■

Please insert rows as needed

Intellectual Outputs – details

Intellectual Output 1	Training Modules for Trainers
Roles of partners	Authoring: ICI Quality Assurance: All Translation: All (except CRER)
Description	Based on concrete issues that have been analyzed and defined during the analysis phase, two training modules will be developed: a 4-hour and an 8-hour model to offer flexibility. All materials will be developed specifically to meet the aims of the project.
Languages	English, Icelandic, German, Romanian
Phases – start and finish dates	Preparation: November 2016 – June 2017 Implementation *6.6.2017* Dissemination: June 2017 – August 2018

Intellectual Output 2	On-line handbook with interactive material for trainers
Roles of partners	Authoring: CRER Quality Assurance: All Translation: All (except CRER)
Description	A Handbook for trainers will be published with background information & research. The handbook will be the main part of a training package with diverse products for the two model workshops together with background material covering the genesis of the material, access to a support network, links to the film with the model workshop and some practical dos & don'ts for giving training about everyday racism and hidden discrimination themselves.
Languages	English, Icelandic, German, Romanian
Phases – start and finish dates	Preparation: April 2017 - July 2017 Implementation (Writing): *April 2018*

Intellectual Output 3	Instruction film
Roles of partners	Authoring: ChE Quality Assurance: All Translation: Subtitles – all except CRER
Description	Instruction film that shows the examples of methods & techniques that are be useful when trying to reach hard to reach participants on an anti-discrimination training. The film will have different useful aims. First of all it shows an overall training course where trainers can see how its structured & listen to some inputs. They will also see examples of how the inclusive & safe atmosphere is created and reactions to difficult questions or behaviour. Another aim is to make short film clips that will be related to the text in the handbook. When trainers read the handbook & the text explains how they could deal with certain situations, there will be a link next to that paragraph that they can click on to see a film clip where a trainer reacts to exactly that situation in a certain way.
Languages	English, Icelandic, German, Romanian
Phases – start and finish dates	Preparation (Gathering information): April and May 2017 Implementation (Filming): During the meeting in Germany in May 2017 Dissemination: August 2017 – August 2018

Intellectual Output 4	Facts and Myths about migrants and refugees. A facebook game and a facebook Group
Roles of partners	Authoring: ICI Quality Assurance: All Translation: Only in English
Description	A facebook game. The game will be published on facebook and is about facts and myths about migration and refugees. Players go through statements about migrants, migration and refugee issues & have to decide if the statement is a fact or a myth. After they have clicked on a myth or fact, a text box appears with the facts concerning this statement. They score a point if they were right. They can share the outcome and do the game as often as they like.
Languages	English
Phases – start and finish dates	Preparation: January - July 2017 Implementation: (Development of the game): July - February 2018 Dissemination: February 2018

Important Project Dates

Reporting Submission Dates	
Timesheets **To cherry@ici.is**	**Monthly Reports** **To cherry@ici.is**
15th December 2016 15th March 2017 15th June 2017 15th September 2017 15th December 2017 15th March 2018 15th June 2018 15th September 2018	15th December 2016 15th March 2017 15th June 2017 15th September 2017 15th December 2017 15th March 2018 15th June 2018 15th September 2018

Transnational Meeting Dates	
Reykjavík, Iceland:	24. and 25. October 2016
Dortmund, Germany	12, 13 and 14 June 2017
Glasgow, Scotland	19. and 20. February 2018
Bucharest, Romania	1. and 2. June 2018

Protocols

Partner Communication

Routine public communication will be through emails to Key Contacts or other relevant person. The word "INAR" should always be used as part of the title in the subject field to allow instant recognition.

Dropbox will be used for shared files, documents and presentations.

A project group may be used for informal communication and social network within the partnership and to interested project followers. Use of this page will be desirable but not essential.

Skype will be used between meetings, as needed, to maintain regular communication.

Dates for skype meetings:

Partners should respond to urgent requests emails within 24 hours unless otherwise stated (even just one sentence stating they got it)

Routine requests should be 3-5 days or as stated.

ChE will be the internal evaluator of the transnational project, therefore will check & monitor the implementation, the compliance with the foreseen timetable &, if needed, articulated the need for adjustments. Partners are asked to answer their questions (if any) as soon as possible.

Meetings

What can the host expect from participants?

- Names of participants attending meetings in good time
- Dates and times of arrival and departure
- Rooming requirements
- Input to agenda items.

What can participants expect from the host?

- Meeting program in good time
- Information about airport(s) arrival and onward travel
- Select and book hotel accommodation (all participants in same hotel?)
- Suitable meeting rooms.

Who needs to attend?

There must be consistency of project partners attending meetings to ensure continuity and flow of work. The same two people from each project partner is asked for if possible.

Agenda

At least four weeks before each meeting project coordinators will issue a draft agenda to key Contacts.

Partners will have one week to suggest amendments.

At least two weeks before the meeting, the agenda will be confirmed and issued to key Contacts.

Minutes will be produced by the coordinating organization, ICI within two weeks of the end of the meeting.

Other

All participants should prepare appropriately with presentations, papers etc.

All participants should be able to contribute and be listened to by everyone.

Brief time-out sessions will be used to allow clarification or to check understanding. These should be requested by participants when needed.

Decisions made during meetings will be made by consensus.

Format and Structure

Meetings will last for two days.

The first day of the meeting should deal with project administration and management. The second day should have content relevant to progressing Intellectual Outputs if possible.

Deadlines should be respected by all.

The project coordinator is responsible for effective programming and chairing meetings.

Actions arising will be summarised at the end of the meeting and sent to everyone along with the minutes.

Administration and Finance

Monitoring

Monthly Reports using the supplied pro-forma are to be submitted by 15th every three months and by each key contact.

The Key Contact is responsible for sending monthly reports and finance information as stated in the Reporting section of this hand book. They may delegate the tasks but will retain responsibility.

All finance information and queries should be addressed to Guðrún (☹).

Expectations

All partners are expected to meet requests for information on time to allow co-ordinators to process paperwork together. Delays in sending will result in extra work for co-ordinators and may result in payments being delayed.

Finance summaries and timesheets will be submitted quarterly by the 15th of each month by each Key Contact to Cherry (cherry@ici.is)

Each consortium member must be aware of their budgets and must manage their time accordingly. If anyone runs out of money before they achieve their project responsibilities, the whole project could be put at risk. It is vital to allocate time responsibly throughout, so all objectives are met. It is good to use the table in Annex II to manage the time spent on each IO.

Project materials for consortium use only, and drafts of public resources, will be uploaded Dropbox.

Finalised public outputs will be uploaded to the project Facebook site as they are created.

INAR, but… Project

Timesheet

Name: **Month:**

What were you doing?	Intellectual Output *	Date	Fraction of a day
Total days			

Prepared By: _____   **Certified as Correct**
Designation: _____   **Finance Officer:**
Signature: _____   **Signature:** _____
Date: _____   **Date:**   _____

* Key:

IO 1: Training Modules for Trainers

IO 2: On-line handbook with interactive material for trainers

IO 3: Instruction film

IO 4: Facts and Myths about migrants and refugees. A facebook game and a facebook Group

Monthly Report Template

Partner:

Key Contact:

	Month:		**Year:**	

Please provide a brief update of your project activities.

List tasks undertaken (progress towards outputs, work packages, translation etc)	
Any problems encountered?	
Progress against project timeline /deviations from schedule?	
Forecast for following month	

Submit to Cherry by 15th of each month.

Dissemination Activity (add more rows when required)

DATE	DISSEMINATION EVENT	TARGET GROUP	NO OF RECIPIENTS	REACTIONS/FEEDBACK

Financial Information

All information to be confirmed after grant agreement and guidance from IS National Agency.

Project budget comprises:

- Unit cost for management, dissemination etc.

- Unit costs for travel & subsistence

- Unit costs for multiplier events

- Daily rates for outputs (authoring and quality assurance)

- Exceptional costs (translation, printing, venues, promotional material, sub-contracting

What to keep and send each quarter

Timesheets

- One timesheet to be completed for each staff member, each month

- No project management or administration time allowed

- Activity should link with Intellectual Outputs

- See time guide for each Intellectual Output

- Sign, date, stamp and send scan to Cherry – keep original

Travel

- Although the funding mechanism is 'unit cost' we will still need to verify the cost was incurred and eligible.

- Keep all travel receipts, especially boarding passes for flights and hotel bills.

- Send copies (scanned) to Cherry with stamp and the text "true to the original" in blue. But don't forget to keep the originals in case of inspection from the NA.

Exceptional Costs

- Keep all receipts and invoices to evidence all expenditure.

Hosting project meetings

- Host partner pays venue costs

- All meals - each partners pays own and keeps receipts

- Alcohol not eligible

Payments to Partners

- First pre-financing payment expected in early October 2016 (40%)

- Second payment expected after sending in the Interim report in October 2017 (payment expected in December 2017) (40%)

- Last payment after receiving the balance (expected 60 days after handing in the final report)

- Complete the Financial Identification Form and send to Guðrún

Publicity

For any publication, poster, gadget, etc produced for the project we must use the official logo and graphic identity related to the Erasmus+ Programme along with the INAR project logo that will be drafted on the first project meeting. In case of non-compliance, the final grant may be reduced. All necessary information can be found on the following website:

http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.htm

The preferred option to communicate about EU funding is to write "Co-funded by the European Union" as appropriate next to the EU emblem on the communication material where the EU emblem is used. The positioning of the text in relation to the EU emblem is not prescribed in any particular way but the text should not interfere with the emblem in any way. For further requirements and examples, please refer to:

http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

Risk Assessment

RISK		DEGREE OF RISK	CONTROL	RESPONSIBILITY	ACTION REQUIRED	REVIEWED RISK
1	**Failure to meet project outputs**	Impact – Critical Likelihood - Low	Monitoring of achievements	Project Team	Monitoring of timelines and take immediate action if deadlines not met. Regular review of application by all members of project team. Regular reporting of dissemination activity.	Impact – Low Likelihood - Low
2	**Withdrawal of partner(s)**	Impact – High Likelihood – Low	Communication	Project Team	Regular liaison with key partners.	Impact – Low Likelihood - Low
3	**Illness or resignation of key contacts**	Impact – High Likelihood – Low	Close working with colleagues within organisations to ensure shared knowledge	Project Team	Regular discussions with colleagues. Continuity of attendees at transnational meetings.	Impact – Low Likelihood - Low
4	**Missed flights on way to project meetings**	Impact – High Likelihood – Medium	Monitoring of planned itinerary	Project Team	Ensure sufficient time for arrival at airport and between flight transfers.	Impact – Low Likelihood - Low
5	**Failure to satisfy National Agency of sound project management**	Impact – High Likelihood – Low	Quality Assurance	Project Leaders	Good communication between experienced and less experienced project partners – everybody helps! Prompt responses to requests for information. Regular reporting. Sufficient resource allocated to completion of interim and final reports. All partners read the applications carefully.	Impact – Low Likelihood - Low
6	**Not meeting financial targets**	Impact – High Likelihood – Low	Finance	Project Team	Each partners' close monitoring of resources against budgets quarterly. Agreeing size and scope of products prior to finalisation to control amount of translation required.	Impact – Low Likelihood - Low

PROJECT TEAM:
InterCultural Iceland: Guðrún Pétursdóttir, Cherry Hopton
Chancengleich Europa: Ingibjörg Pétursdóttir, Gyorgyi Turoczy
Coalition for Racial Equality: Carol Young, Jatin Haria
Centrul Judetean de Resurse si Asistenta Educationala Vrancea: Silviu Daniel BREBULET, ?

INAR, but – Partner Dissemination log

Please add all dissemination activities and include key events in your monthly report to cherry@ici.is
Maintain log for submission at Interim and Completion stages. Add further categories as appropriate.

No	Activity	Comments
1	**Formal network registration and kick off announcement** www.adam-europe.eu www.enter-network.eu www.efvet.org www.refernet.org.uk http://ec.europa.eu/programmes/erasmus-plus/projects/	These will be checked for relevance and extended by coordinator as part of the NA and wider project essentials
2	**Local press releases and/or expert or key contact discussions** **Each partner should press release their involvement with and information on the project shortly after the kick off meeting and consider where relevant thereafter ie:** - **After every project meeting** - **Project outputs** - **Important project steps**	Responsibility of each partner in their location. Scan any press or other written materials or images to drop box and note this has been done in this dissemination log
3	**Project website** - **Presentation of project aims & targets** - **Presentation of project partners** - **Current project development** - **News**	Maintained by Coordinator but fed by partners where relevant Partners should report signposting to website from their online activities or other ie events, presentations, flyers

	- **Links to project FB** - **On completion links to download on Amazon** - **Links to partner organisations**	
4	**Project page on partner websites** - **Presentation of project aims & targets** - **Current project development** - **News** - **Link to project website & project partners and FB** - **Press releases** - **Other as relevant to partner organisations**	Initial page should be lodged within agreed period after kick off meeting and key updates notified on dissemination report
5	**Strategic partnerships:** - **Any partner activities where INAR, but is raised and discussed ie agenda item** - **Information strategies with key organisations** - **Provision of flyers or speakers at events**	Responsibility of each partner
6	**Key contacts communication** - **Involvement in local project meetings** - **Support in developing project outcomes and during every course of the project** - **Using partner`s channels for dissemination (publications, link on website etc.)**	Key contacts list to be drawn up and updated as relevant. Drop box list of key contacts to be maintained by each partner and significant new contacts to be noted in dissemination report
7	**Promotional publications** - **Leaflet** - **Newsletter** - **Articles for relevant publications or other information vehicles**	Responsibility for local activities fall to Partners as linguistic considerations apply Common publications via meetings as agreed by all partners Or Prepared and released by Coordinator as

|		
		appropriate ie flyers can include AR/QR post editing of filmed footage
8	**Participation in events** - **external conferences, seminars, workshops or other events** - **activities that may provide useful channels for dissemination**	Responsibility of all partners. Report activity and upload program/flyer/image as relevant to drop box
9	**Technical articles professional magazines** - **During and post project**	Responsibility of all partners where ever relevant or possible. Upload to dropbox any relevant text and image
10	**Social Media** - **Twitter** - **Facebook** - **Youtube**	Links to events and materials by all partners organisational social media Maintaining interaction with Project Social Media Signposting on personal social media if desired
11	**Dissemination Event Bucharest** - **Activity or promotion of final event**	Key responsibility ROM partner All partners to publicise and plan at early stage ie explore group travel to maximise possibility of participants from wide demographic

Remember:

Always use INAR, but logo where ever possible

Maintain log and report key events and actions in monthly report

Upload any relevant images or text to drop box – note uploads in report log for cross reference

Submit log for interim and final report timeously

Diversity

Dominant group → Dominated group
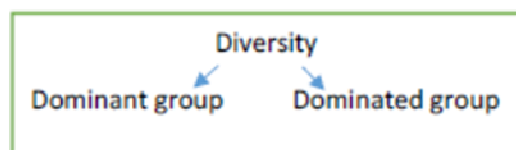
Dominant group may have:

- Misinformation via media etc
- Desire to retain power over decisions and resources
- Rooted institutional racism
- Psychological reasons

Training

Platform for structures, discussion and cooperation about facts, myths, concepts, behavior etc.

BUT
I dont want or need training because...

I am not a racist - I dont *really* have anything against these people - I would never hurt anyone - *but*...	Im afraid they will attack and humiliate me, just because I dont have a minority friend or attend demonstrations	I simply dont have time for such training. This topic has nothing to do with me and I have much better things to do with my time	I dont want to go listening to some stupid „so called" specialists telling me how to think or act against these damn foreigners!	I already know all about racism and could probably teach this course!	Im really tired and will probably fall a sleep during the lectures.	I think Im too stupid and uneducated to follow such a course. I will get really nervous
You will feel safe because of the inclusive methods and you will learn a lot of useful facts and arguments	You will realize that the course is based on cooperation and creative, respectful discussions. No attacks allowed!	You will realize that racism is everyones problem as long as you live in a society and diversity is an advantage for you also	You will realize that not only the trainer will share information but so will other participants. You will be engaged in non-threatening tasks where your opinion will be listened to	You will realize that the training is not only about content but also about methods and that your own knowlege will be useful	There will be only short lectures so you will be active and engaged in the tasks	You will realize that there are no right or wrong answers during the training and nobody will be forced to do more than he/she likes

Because the trainers may be insecure and worried that they cant deal with negative attitudes. The project will develop:

Training course for trainers to deliver which is:
- Active, safe, inclusive, creative and cooperative

- A Handbook with background information, literature and practical tips and techniques with links to film clips that show examples of how to react to negative attitude, disengagement and fear
- Film for trainers with an introduction on how run an anti-discrimination course
- Fb game as homework for participants and other fb users