

BORDERNETWORK KICK-OFF MEETING**MINUTES****Wednesday, 30.06.2010, 17:00 – 18:30 h****Project's horizontal Work Packages (WP1,2,3)****Moderation: Elfriede Steffan/SPI Forschung****Participants:** all associated partners and the present collaborating partners**Protocol:** Christine Körner/ SPI-Forschung*WP 1 – Coordination*

1) At first the internal communication plan was presented and discussed with all partners. Thereby the various levels of communication were specified: e.g. Co-ordinator – all associated partners; Co-ordinator-individual partner; Co-ordinator – WP leaders, WP leaders – participating partners etc.

As ground rule all partners agreed that a right proportion and frequency of the internal communication is needed – “neither too much, nor too less”,

The following decisions have been met:

- One “ALL BORDERNETwork PARTNERS” mailing group will be established for the purpose of ongoing communication between the co-ordinator and the associated partners. One at maximum two team members from each associated partner will be members of that group, communication will run in English;
- There will not be a separate mailing group for the administrative and financial issues of the project, the main contact persons, members of the mailing group will ensure forwarding the relevant information to their organisation's administrative and financial departments;
- Bilateral e-mail/phone/skype communication will be maintained between co-ordinator and individual partners for handling of separate issues in order not to overload the mailing group;
- The core WPs Leaders will establish separate e-mailing lists for their own work packages, considering that the contact persons for their respective WP might differ from the main contact persons for the ALL PARTNER mailing group. The WP-mailing lists will address each time in CC:// appointed SPI team representative, who will be in charge to support the respective cooperation area:
Elfriede Steffan (e.steffan@spi-research.de) will be addressed under CC for the emailing lists of WP5 and WP7;
Tzvetina Arsova Netzelmann (arsova-netzelmann@spi-research.de) – WP6 and WP8,
Christiane Firnges (c.firnges@spi-research.de) – WP9

2) Besides the ongoing email/phone/skype communication the further instruments to be used are website, e-newsletter, on site visits (part of the last day's agenda), regional

network meetings, international steering committee (ISC), specific project events (workshops, meetings)

- Website: SPI maintains the BORDERNETwork website: www.bordernet.eu , which has been extended and is under construction, deadline for delivery was June 2010 (M6), but there is a significant delay in that respect due not least to the very prolonged negotiation with EU and the delayed contract signature. The website is reconstructed with the introduction of a CMS, but no interactive platform for communication will be implemented via the website. There will be only two access possibilities: WP-leaders and Coordinator can upload information, the other partners – to review and download documents and materials;
- The working language in the network is English, official documents will be in English, instruments for surveys (Reports for assessment, guidelines) have to be translated from the national language into English;
- 3) As a third point the role of the collaborating partners in the project was discussed. So far there are 16 collaborating partners, some of them - participants and guests at the meeting. All partners have been informed via email about the start of the project and were submitted with executive summary.
An official acknowledgement letter can be written by SPI for the collaborating partners on request. Open issue for discussion was which new collaborating partner should be contacted and involved from the perspective of the associated partner and their country contexts. Additionally decision has to be met about which collaborating partner to invite as member of the international steering committee

WP 2 – Dissemination

- 1) Dissemination plan will be issued as main deliverable of that work package, also delayed due to late signature of project's contract;
- 2) Main instrument for dissemination on ongoing basis is the website.
- It will be linked to the partners' websites,
- 3) Email-Newsletter – twice yearly, the first issue will be distributed after the kick-off meeting – it will address partners and further stake-holders, the mailing lists of all partners should be used for that purpose;
- 4) Updated data base with contacts of relevant partners and stake holders, each partner should provide a list with email addresses of the relevant institutions to be addressed with E-Newsletter among others;
- 5) Promotion and networking of the project with other European projects and platforms – contacts have been established already with AAE and CORRELATION, presenting information on the project;
Additionally the project's profile is presented at the Clearing House Platform/EU Projects of AAE (see below)
- 6) Presentation of the project outcomes in forums and conferences, Publications of reports and articles - all electronic and printed/ published material should contain the project's name, logo and co-funder's statement and logo, the coordinator SPI Forschung should be also mentioned; in case of additional national co-funders: they also can be mentioned on the material;
- 7) Shared authorship and responsibility for the products of the project, example was made with an abstract submitted by RKI and SPI at the WAC2010.

In the second part of the work on WP2 a guest speaker presentation delivered by Ms Martine van der Meulen from Soa Nederlande aimed to present the new design of the Clearing House of AIDS Action Europe which is one of the most powerful instruments for dissemination of good practices in HIV prevention among NGOs and CBOs in Europe and Central Asia.

The clearing house platform has more than 300 members currently with the aim to unite civil society, NGOs and CBOs in 45 countries. At the site of the EU-Funded projects 13 projects are presented among them BORDERNETwork. There are two core lines of the activities of AAE: - policy dialogue and empowerment of civil society, through the civil society forum and – facilitation of continuous exchange among NGOs on best practices in European context.

The Clearing House created in 2007 is the main instrument, the central data base for exchange and dissemination in Europe, with 812 users' accounts.

There are two possibilities to disseminate information and materials through it:

- Information, announcement, invitation for upcoming events – through the News site of the AAE;
- Materials produced and evaluated as good practice by the project - i.e. survey reports, training models, guidelines, education and prevention materials – through the clearing house, organised in specific cluster of topics/target groups/area of coverage. Important quality indicator is that all materials are peer reviewed by the editing group before being posted

WP 3 – Evaluation

- 2 levels of Evaluation (internal Evaluation and external Evaluation) have been outlined, SPI will be responsible for the ongoing internal process evaluation;
- For the external evaluation call for tender will be issued by SPI, the partners were welcomed to propose potential candidates;
- The external evaluation should start in October 2010 with drafting of an evaluation plan. The selected evaluator will attend the next ISC meeting to take place in Berlin in March 2011 (M15);
- During the next ISC meeting the active role of the WP leaders in the internal evaluation will be discussed as well;
- At the end the indicators of the project were presented outlining the difference between process, output and outcome with the example of a specific work package.
- The indicators have been already readjusted during the pre-start up meeting of coordinator and WP leader which took place in Berlin in February 2010 (M2)