



Health and the Roma Community, Analysis of the Situation in EU

1st STC MEETING

Minutes

PROMOTOR



FINANCING



1. Dates:

11, 12 and 13 February 2008.

2. Location:

Fundación Secretariado Gitano Headquarters (Madrid - Spain)

3. Participants:

Name	Organization
<i>Tsvetelina Chobanova</i>	Initiative for Health Foundation (Bulgaria)
<i>Stefan Panayotov</i>	Health of Roma Foundation (Bulgaria)
<i>Magdalena Dinu</i>	Roma Centre for Social Interventions and studies-Romani CRISS (Romania)
<i>Monika Strakova</i>	Partners for Democratic Change (Slovak Republic)
<i>Sandra Araújo</i>	Rede Europeia Anti-Pobreza REAPN (Portugal)
<i>Angeliki Tseva</i>	EFXINI POLI (Greece)
<i>Jaroslav Marousek</i>	Office of the Council for Roma Community Affairs (Czech Republic)
<i>Nuria Serrano.</i>	Fundación Secretariado Gitano- FSG (Spain)
<i>Maite Andrés.</i>	Fundación Secretariado Gitano- FSG (Spain)
<i>Miren Donezar</i>	Fundación Secretariado Gitano- FSG (Spain)
<i>Inés Cedrón</i>	Fundación Secretariado Gitano-FSG (Spain)

4. Objectives:

- Identify general partner's situation with regards to the project.
- Discuss main objectives of the project and make a consensus to develop cooperatively those are not clear enough.
- Prioritise and plan actions project.
- Establish a common methodology.

5. Briefing of the main issues discussed during the meeting and main agreements achieved.

February 11

The meeting started at 9:00 a.m. with the official welcome by Nuria Serrano (coordinator of the project) who gives to each participant: schedule, list of participants, project document and a questionnaire.

The participants introduced their organisations, explaining its mission, vision, target group, etc. Some of them are exclusively Roma specialised organisations and others are

contributing to combat social exclusion with general population but also with Roma community.

From 11:30 to 13:00, on plenary session, different aspects of the project were analysed:

- Firstly, Nuria Serrano, spoke about the logic intervention framework of the programme: objectives, results, indicators, methodology and the five work packages. The main aspects of the project were highlighted in a brief summary.
- It was emphasized the need to keep a good and constant communication among partners as well as to achieve the deadlines in the schedule.
- Lately, Miren Donezar (Administration Office in FSG) pointed out some administrative questions:
 - The **duration project is 24 months since 1/11/2007**. The eligibility period is from 1/11/07 to 31/10/09. Over this period the expenditures undertaken will be not considered, either the ones explicit in the budget allocation approved.
 - The **total allocation is 611,775.00 euro**. The maximum overhead is 7% and it is not needed to justify it.
 - The Agency gives us 367.056,00 euros: 60% of the total.
 - Those countries that do not have euro as official currency must do any conversion into euro at the monthly accounting rate established by the Commission and published on its website for the first day of the month following the end of the reporting period¹. The partners will send bills numbered with a list sheet made in English.
 - Only up to a 20% eligible expenditures will be transferred.
 - Transport and subsistence allowance will not be taken into account if the distance is less than 100 km. Due to the difficulties this requirement involves an alternative will be consulted by the coordination.

In the afternoon, each partner made a presentation of the Roma community in their country remarking: types of groups, population involved, localisation, socioeconomic and health situation, etc.

It was evidenced a common aspect: how usually the Roma community is in disadvantage with regard to general population in socioeconomic and health issues. Furthermore, a lack of data is spread in every country as official figures and estimated do not coincided. The variation in some cases is over 500,000 inhabitants and this situation could represent an obstacle for data collection and the representatively of the survey.

To date, in general, the partners did not know relevant studies made by its governments about health situation to be taken into account for a comparison with the Roma community.

February 12

The second journey, the focus was the work on WP1 “Coordination of the Project” and WP4 “Survey on the socio / health situation of the Roma Community and their access to health services”

¹ <http://ec.europa.eu/budget/infoeuro/index.cfm?fuseaction=home&Language=en>

WP4 “Survey on the socio / health situation of the Roma Community and their access to health services”

Concerning this WP4, the health questionnaire used in Spain was analysed by each participant as an example to collect data. One by one, each question of the survey (household, adults and child information) was examined in order to adapt it to the countries involved in the project.

The final survey is almost ready except for questions A and H4. Partners will send proposals to Nuria Serrano to adjust the final survey version in English that will be translated to each language.

The following schedule was approved to monitor the actions of the project:

1. Harmonised questionnaire for the survey on the basis of the Spanish one - **13th February 08.**
2. Organisation of national groups of expert to present them the survey results and possible comparisons with national health surveys. Partners will explore national health surveys existence in their countries - **14 February 08 / 31 October 09.**
3. Translation of the final version survey questionnaire to the 7 partner language and elaboration data collection sheet by coordinators – **2 May 08.**
4. Design of a cross-section sample in collaboration with experts on the matter – **14 February / 2 May 08.**
5. Training interviewers. The training guidelines used in Spain will be translated into English – **2 May / 9 May 2008.**
6. Survey test and interviewers (first interviews) – **12 May / 16 May 08**
7. Field work – research – **19 May / 15 September 08**
8. Supervision and codification of data collection – **16 September / 23 October 08.**
9. Data recording (in each country) in electronic support – **16 September / 23 October 08.**
10. Sending information to Madrid – **24 October 08.**
11. Statistical analysis. It will be done by a Spanish firm. FSG will negotiate this budget in order to achieve the best financial option – **2 November 08 / 15 February 09.**
12. National reports elaboration – **16 February / 16 May 09.**
13. Submit national reports – **17 May 09.**
14. Transnational report of conclusions and recommendation elaboration – **3 July / 15 September 09.**
15. Transnational report publication – **16 September / 17 October 09**
16. Submit transnational report to the PHEA – **25 October 09**

In each country the national expert group on health and Roma community will meet four times to support the project. The experts will provide information and criteria to develop the descriptive study and to systematise survey results. National reports on health and Roma community and the report of conclusions and recommendations should be based on the assessment of these expert groups.

Two transnational expert committees will be organised (once a year) made up with participants of the national expert groups.

WP 1 “Coordination of the Project”

During the last journey, Inés Cedrón (FSG) presented a few coordination tools (technical and administrative), designed by FSG, in order to facilitate the internal management of the project, the information collection and thereafter its transmission to PHEA.

In this sense, a USB was recorded with the following documents:

- Time sheet – Instrument to collect the number of hours dedicated to the project by each organisation.
- Partner’s bank details – Instrument to collect bank account and details of the partners.
- Minutes – Tool to gather meeting information (coordination meetings, expert summits, etc.)
- Reimbursement of per diem and transportation costs – Transport and subsistence allowances expenditures.
- Evaluation form – Required tool to fulfil after every seminar, workshop, etc.
- Technical follow-up – Instrument for the technical monitoring of the project. Every two months should be delivered. The deadline for the **first** delivery to headquarters is **30th April 2008**.
- Financial follow-up – Tool for monitoring the financial aspects of the project. Every two months should be delivered a detailed financial statement coinciding with the technical follow-up. The bills and receipts should be sent only attached to the mid-term and final report (month 11/12 and 23/24).

If it would be necessary, other tools could be developed for a better coordination and follow-up of the project.

February 13

It was considered previously, in the third session, to visit a Social Centre of FSG “El Espinillo” located in Villaverde, to share with the partners some programmes on health and Roma community carried out in Madrid. A professional of this centre could have explained his/her experience with data collection for health survey (already done in Spain).

The day before, the group decided not to visit the centre as the timetable fixed was not achieved in its first journeys.

Thus, WP2 “Dissemination of the results” and WP 3 “Evaluation of the Project” were revised.

WP2 “Dissemination of the results”

This work package, in a first stage, will consider the dissemination of gather information and lately the dissemination of the results (month 1 – 24).

1st step: Dissemination of the project purpose itself

- Leaflet: FSG presented a brochure proposal and everybody agreed with the model and decided to supervise the content. Monika Strakova (PDCS) will be on charge of this part. The English version will be translated to the 7 partner languages. **February 08**.

- Dissemination of the leaflet among stakeholders at local, national and regional level. **From March 08.**
- Web page design: FSG presented a draft proposal in consensus with partners. The home page will be located at FSG site and all partners will have links. **From April 08.**
- Management of the website. **From May 08 to the end of the project.**
- Dissemination of the website. **From May 08.**
- Contact with specialised reviews on health and Roma community. **From February 08.**
- Participation in forums. **From February 08.**

It is important to record all information related to this actions: number of examples of the leaflet, list of distribution, number of persons visiting website, wherever project is mentioned, invitations for presenting the project and so on.

2nd step: Dissemination of project results

- Website dissemination. **From May 09.**
- Contacts with thematic review on health and Roma community to spread the outputs of the project. **From June 09**
- Information in seminars, workshops, etc. **From June 09.**
- National seminars – **June - July 09**
- Transnational seminar (the products will be: a Spanish and English version of the brochure, agenda and final report) – **September 09**

The coordinator of each country will be in charge of dissemination activities, collecting key information to accomplish with the deliverables: invitations to seminar, workshops, etc., reviews, television and/or radio presentation, and so on.

Brochures, programme timetables of national and international workshops, and memory reports should be kept.

WP 3 “Evaluation of the Project”

○ Internal evaluation and monitoring of the project:

The agendas of Steering committees (twice a year) must have a monitoring aim. The analysis of obstacles and correcting suggestions should be discussed in order to achieve project objectives. Thus, the second Steering Committee will be carried out in Athens on September (matching dates with the first transnational working group).

To monitor the actions of the project the coordination instrument proposed will be used. This tool will be send to the coordination in FSG.

Formal and non-formal evaluations will be undertaken to assure the knowledge of success and activity consecution: kind of participation, methodology used, material disseminated, local and services given, etc.

The intermediated report (should be send month 12 to FSG) and final report (should be send month 24 to FSG) will be useful to assess project results. Reports² are basic to monitor indicators required in the project.

o Final external evaluation of the project:

Once the project is finished, an external evaluation will be done. For that purpose a firm would be hired. **Month 24**

Even though, all organisations involved in the project must assist the external evaluation team.

The evaluation final report should show up the achievements of the project, satisfaction of participants and utility of actions developed. The terms of reference for the evaluation process will be made with experts and national partners.

6. Study Visit.

Aiming at satisfying the lack of study visit previously planned to the Social Centre “El Espinillo”, the 13th February (in FSG headquarters) two professionals of this centre involved in the health survey explained to the team their experience with regards to the interviews and doubts related.

7. Main Deadlines.

See the following table (as well in excel document attached)

² A model report will be sent

HEALTH AND THE ROMA COMMUNITY, ANALYSIS OF THE SITUATION IN EUROPA
1st Steering Committee.

EUROPEAN PROJECT: HEALTH AND THE ROMA COMMUNITY

1 November 2007 - 31 October 2009

	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Activities / Months	D07	Jr08	F08	M08	A08	My08	J08	Jy08	A08	S08	O08	N08	D08	Jr09	F09	M09	A09	My09	Jn09	Jy09	A09	S09	O09
WP1: Coordination of the project																							
Steering committees			Mad							Ath								Prg				Mad	
Technical report					30																		
Financial report																							
WP2: Dissemination of the results																							
Project Leaflet																							
Leaflet dissemination																							
Web page design																							
Website management																							
Website dissemination						Proj													Res				
Participation in Forums																							
Contact thematic reviews																							
National Seminars																							
International seminar leaflet																							
Transnational seminar																							
WP3: Evaluation of the project																							
Monitoring actions																							
Mid-term evaluation																							
Final Evaluation																						ToR	
WP4: Survey on the socio/health situation of the Roma Community and their access to health services																							
Base Questionnaire			13																				
National Expert Groups (4 meetings per country)			14																				31
Cross-section sample			14			2																	
Definitive questionnaire						2																	
Interviewer training						2	9																

