

## AIFO INDIA BIENNIAL MEETING 16 – 19 Nov 2005, ORBIT, Humnabad, Bidar

### Objectives

1. To Re-affirm AIFO's vision, current financial position and strategic plans for the years 2007 - 2009
2. Analyse IEC activities
3. Presentation of project findings

### Outline

- AIFO team facilitated different sessions on main areas which included AIFO's vision, financial position, groups in Italy, IEC activities and strategic plans for the future
- The project managers presented their project findings using participatory methodologies during the plenary sessions. Poster presentations, PowerPoint and transparencies were used to facilitate small group and plenary sessions.
- A social evening was organised by the ORBIT team to entertain the participants on 18<sup>th</sup> Nov evening

### Participants



## Highlights – Minutes of Meeting

### Day 1 – 17/Nov/2005



- Prayer Song by Students of Shanthi Kiran Technical School
- Welcome Speech by Mr. Jose, Regional Representative for AIFO India, Bangladesh and Nepal
- Lighting the Lamp by the Bishop of Gulbarga Diocese, Rt. Rev. Dr. Robert Miranda, Dr. Francesco Colizzi, President, AIFO-Italy, Ms. Tulsiram & Ms. Kushi, Students and Ms. Anima Baa, Project Manager, Simdega.
- Address by Dr. Daisy, Dr. Giovanni, Dr. Colizzi and Rt. Rev. Dr. Robert Miranda, Bishop of Gulbarga Diocese



Speaking on the occasion, the Bishop congratulated AIFO for extending its help all over the country and also collaborating with the government of India. He said the charity work should be taken as the vocation given by God. He also stressed that NGOs should not take the social work as a profession. He said that the NGOs should make sure that the help should reach the needy to its full measure. Lastly he congratulated AIFO and the NGO participants for their dedicated work in the field.



Dr. Colizzi explained about the Basis of AIFO, fund raising strategies and functioning of board members. He also envisaged the vision of AIFO on the Philosophy of Raoul Follereau.



Dr. Giovanni stressed that AIFO stands by its policy irrespective of EU policies towards other nations and that AIFO's policy stands on humanitarian grounds irrespective of country, religion and the like.

The participants were divided into 3 groups to present their project findings. Each group was represented by a secretary who recorded the proceeding and finally presented the consolidated report in the plenary session.

### **Plenary Session - A Summary**

The groups presented their Project programmes & activities, achievements and failures. Some majors points discussed are as follows

#### Programmes & Activities

- Survey And Assessment
- Camps For Detection
- Advocacy Programmes
- Networking With Go's & Ngo's
- Rehabilitation Services

#### Achievements

- Prevalence Rate brought down
- Extension of project area, population and programmes
- Making use of government provisions
- Better acceptance of persons with disability in the society

## Difficulties & Failures

- Lack Of Proper Documentation
- No Regular Treatment And Follow Up
- Lack Of Training Of Staff / Volunteers Specially In IEC, Advocacy

## Children Project

### Strength

- More than 80% children benefiting
- Change of attitude on the part of the community
- Reduction of Child labor
- School Dropouts controlled

### Limits

- Lack of Sufficiently qualified staff
- Lack of exposure to similar projects

### Possibilities

- Providing quality Education
- Learning from the present experience
- Continuing to create social awareness

## CBR Project

### Strength

- Primary data collection
- Role of SHG's
- Mobilizing local resources
- Building leadership
- Network with other NGOs
- Sensitizing the communities and the beneficiaries
- Community Volunteers

### Limits

- Lack of commitment and perseverance
- Caste, religious and social stigma
- Lack of cooperation from Bureaucracy
- Lack of monitoring from institutional level

### Possibilities

- Well equipped Staff
- More community involvement
- Vocational training
- Increased Social awareness
- Advocacy & Lobbying

**Mr. Jayanth Kumar, CBR Coordinator presented common findings of all the CBR projects as follows**

- ✓ Concept of holistic and sustainable development
- ✓ Strength existing SHGs and DPOs
- ✓ Promote mainstream/inclusive education
- ✓ Design simple systems and procedures to maintain records
- ✓ Encourage balance of male and female staff
- ✓ Aim at complete empowerment of PWDs



**Dr. Manimozhi, medical coordinator, presented common areas of strengths, limitations and areas for future improvement of all projects.**

**Based on the presentations, several issues were raised and discussed namely referral centres, IEC activities, POD care, management of DTST, exposure for children projects, Advocacy and DPOs promotion, regular capacity building activities, staff dropouts, sustainable development, developing links with government, mobilising financial resources and future plans.**

Post evening session was focused on the display of documentary film. Film developed by AIFO team from Italy, Sumanahalli programme particularly about Tsunami relief work and Warangal's slide show. This was followed by the screening of a motivating and educative movie '**Black**'

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## Day 2 – 18/Nov/2005



### **Dr. Manimozhi in an introduction to IEC, focused on issues related to IEC. The major points are noted as follows**

- ✓ Documenting various IEC activities
- ✓ How to plan an IEC programme for a year / a month / for the day
- ✓ How to gather information needed for IEC programmes
- ✓ How to gather people for IEC activities
- ✓ Implementing IEC activities

Continuing on the topic in the post noon session, Dr. Manimozhi emphasised on strategies, commented on some observations - old methods and difficulties of using IEC terminologies. He also stressed on need of education and improvement in health services. He stressed on the basic requirement that IEC activities should be complemented with appropriate health services followed with monitoring and evaluation. During the sessions he focused on communication skills related specifically to the listening, observing and talking skills.

### **Plenary Session - A Summary**

Presentation of Action plan for IEC activities by the groups.

### **Information**

Sources Of Information: Clients, Community, Government, Local Bodies, Health Institutions, Other NGOs, Libraries and Data Banks

Means of collecting Information: Survey, Dialogue And Sharing, IPC Family Visits, Pre Test Questionnaire, Observations

### **Evaluation**

- Most Projects Have Basic Census Information
- Good Networking with Other Agencies For Information
  - No Pre Test Conducted For All Programmes
  - Many Don't Have A Data Bank

## Action Plan

Training the Staff to collect the information - Methods – questionnaire, interview, group discussion, indirect information gathering

Training for classification, analysis, interpretation, possible Intervention – comparing the results with other similar projects in the local area.

### Methodology

- Street plays, role play, PRA, Family Visits, Group discussion, lobbying, advocacy, rallies, debates, print media, AV aids, Wall posters, writings, and folk media
- In-service staff training to employ the above methods to use, to monitor and to evaluate
- Prepare a pilot project – eg. Child laborers / street children

## Communication

### Procedure

- Based on IPC
- Participatory
- Evaluation of IEC Application
- Monitoring Indicators

### Project Practice

- Transfer of skill at all levels.
- Networking & sharing.
- Analyzing competence

## Information

- Regular weekly with grass-root staff
- Monthly meeting with supervisory and managerial level staff.
- Review of records, case files, registers

### Communication

- Participatory
- feed backs

## Cultural Evening

A cultural evening was organised by ORBIT. There was a skit performed by the local group depicting the work of ORBIT towards persons with disability. A song which gives message about literacy was also sung. The audience were deeply moved by the way this educative cultural programme was organised.



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## Day 3 – 19/Nov/2005



**Dr. Francesco Colizzi, president briefed about AIFO's strategic plans for the years 2007 – 2009. He also stressed for the need of proper use of financial resources in order to effectively implement the project.**

Continuing, Mr. Jose said that it's high time to seek the right information so as to plan the project accurately. He also stressed that AIFO continues to support the projects and requested them to plan well in advance and submit to AIFO rather than to wait for AIFO to give them a pre-formatted one, which will not be feasible.

Dr. Giovanni said that the projects supported by AIFO should reach a level where they can be independent and sustainable after certain years of support from AIFO. He also reiterated that AIFO continues to support and gives priority to leprosy oriented projects.

On behalf of all the projects, Fr. George Kannanthanam, director of Sumanahalli, an AIFO supported leprosy projects said they all appreciated and understood the AIFO definitions and policies and fully back-up AIFO's vision. He also appreciated AIFO's stand and commitment to the leprosy projects.

### **Plenary Session - A Summary**

The groups presented their opinions on Appraisal

#### **Ways of appraisal in the projects:**

1. Routine meetings: weekly, monthly, quarterly, half yearly and annual meetings
2. Reports presented by the staff and feedbacks on the reports
3. Quantitative assessment of activities : survey, detection, distribution, exercises, follow up, programmes (IEC, audio visuals, theatre), aids /appliances, surgical corrections
4. Case studies
5. New initiatives , ideas
6. Networking/linkages/advocacy

#### **Evaluation & Staff Appraisal**

- ✓ Evaluation – Present Methodology - Weekly, monthly, quarterly, half-yearly and annual evaluation together with the staff
- ✓ Individually - daily log of the activity report by the staff presented to the Coordinator
- ✓ In Groups - The staff come together and evaluates the qualitative and quantitative aspects of the activities in relation to the goal of the project Evaluation together with key representatives from the beneficiaries

## **Appraisal of the Staff**

Staff appraised according their role in the project and according to the duties, with the help of the Supervisors, who monitor the daily activities in the field.

### Suggestions

- Time-bound, specific and goal oriented, based on IEC principles
- Regular and systematic supervision of the staff
- Feedback from the beneficiaries
- Documenting the evaluation results and action taken

### Evaluation

- Regular weekly with grass-root staff
- Monthly meeting with supervisory and managerial level staff.
- Review of records, case files, registers

### Suggested practices

- Inter partner project evaluation
- External evaluation on yearly basis.
- Proper and updated documentation maintenance.
- Regular training inputs to staff at all level on monitoring and evaluation

Staff appraisal to be carried out once a year to improve efficiency of staff and effectiveness of programme.



**The conclusion of the biennial meeting was a unique event in which Dr. Daisy Kandathil, Amici trust's chairperson was felicitated and honoured on being awarded the first Follereau-Damien Award. ORBIT, Sumanahalli and SRMAB were also felicitated for receiving certain awards during 2004-2005. Dr. Colizzi, Dr. Giovanni and Ms. Cinzia were also felicitated.**

**All the participants appreciated the arrangements done by Fr. Santosh, ORBIT and the meeting was successful.**

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