

Activity description

1. Name of the activity

“Stakeholder breakfast/brunch”

2. Short description (max 10 lines)

On local level relevant stakeholders from the field of volunteering (volunteer led organisations and initiatives, NGOs, associations, volunteer centers ...) and from the field of disability & mental health (homes and work places for people with disabilities, self-help groups, disability representatives, clinics, professionals in the field, researchers ...) are invited for a joint meeting in an “informal” setting in order to create a good atmosphere and a friendly communication and cooperation.

The host will provide content related input, but the different partners will have lots of opportunities to communicate with each other, to identify common ground and to exchange experiences and know how.

The host will collect joint findings and moderates the process of founding a new or strengthening an existing network among the stakeholders.

3. Aims & Objectives

- Promotion of the empowerment of people with disabilities or mental health issues through volunteering
- Promotion of and support for inclusive volunteering on local level
- Participants understand, agree and support the practical implementation of inclusive volunteering
- Creating a strong and supporting network consisting of experts from the field of volunteering, but also from the field of disability or mental health
- Exchange of knowledge and expertise
- Understanding each other’s background, activities, services, needs, challenges and opportunities in order to identify common ground for cooperation and support of inclusive volunteering
- New volunteer opportunities for people with disabilities and mental health issues
- New participants for “Inclusion buddies” training
- New marketing and promotion channels for us

4. Expected outcome

- **Skills**
 - networking

- good communication (e.g. active listening)
 - empathy
 - collaborative working
- **Knowledge**
 - Knowing the different network partner organisations and their services & activities, but also how they work
 - Understanding principles and idea of inclusive volunteering and empowerment
 - Different needs of people with disabilities or mental health issues
 - Topic of the day (e.g. easy language)
- **Attitudes**
 - Empowering people with disabilities and mental health
 - Being more open minded, tolerant and patient
 - Treating people with disabilities with respect and on eye level (e.g. as volunteers in our organisation)
 - Being cooperative
 - Embracing inclusive volunteering
 - List Paragraph- bullet points

5. Implementation and session plan

Phase 1: Invitation and acquisition of participants

- Do a research, which organisations are working in the field of disability or mental health issues and the ones, who can provide volunteering opportunities. Then create a list of the organisations and the contact persons.
- Draft an invitation letter for potential networking partners and prepare an information sheet about the Improve project and the idea of the stakeholder breakfast
- Send the information and invitation and decide on a way for registration (ask also for allergies). If you have not enough registrations or if some important partners haven't registered yet, do personal phone calls or visit them.
- Collect all registrations in a list of participants.

Phase 2: Preparation of premises

- Find a nice big room with small tables and chairs, which you set up in the room that it allows only max. 4 people to sit around one table.
- Make sure, you can also show presentation, which can see be seen by all participants.
- Make sure you can provide coffee and tea, soft drinks as well as food for a nice breakfast/ brunch, which is enough for all participants expected. Be aware of existing allergies of participants, so that you can provide food accordingly. Also provide cutlery, serviettes, etc.
- If possible showcase an exhibition on inclusive volunteering

Phase 3: Preparation for the event

- Produce written material about the project and its objectives
- Prepare a presentation (e.g. ppt-Format), which includes lots of photos about people with disabilities volunteering
- Try to prepare for questions participants might have
- Identify good seminar games, which will help participants to connect much easier and exchange their expertise and ideas. Prepare the material you need for these exercises
- Prepare the seminar materials needed
- Set up seating cards in order to mix participants by professional backgrounds and different organisations, so that you have participants from volunteer involving organisations AND from organisations working with people with disabilities or mental health issues. Make a plan, so that the person welcoming staff can tell participants where they are seated.
- Prepare a breakfast buffet

Phase 4: Welcoming participants & registration

- Have at least one person to welcome participants, sign the list of participants and show them where they are seated.
- People are welcome to take drinks and food, while waiting for the event to start.
- Maybe you as host can introduce them to each other, especially the people sitting at a table not knowing each other
- Encourage them to talk to one another

The first stakeholder breakfast will last 3 hours max., all the next ones 2 hours max.

Phase 5: Implementing the stakeholder breakfast

This is a suggestion for the

Min'	Content	Description	Material needed
10	Welcome & introduction	After greeting participants host presents the project and its objectives, as well as the objectives of this stakeholder breakfast	Presentation about the project
10	Getting to know each other	Start with an interactive session, so that people get to know about each other in a very quick time. Ask people to e.g. position themselves in the room (if answer A, go to right side, if B to the left) according to the answers of for example following questions: <ol style="list-style-type: none">1. Is your organisation working A) with people with disabilities, B) with people with mental health issues, C) Volunteers, D) other2. Do you work directly with pwd? A) Yes, B) No3. Does your organisation provide opportunities for volunteering?	

		<p>A) Yes, B) No</p> <p>4. Have you volunteered or are you volunteering yourself? Please make a line where the longest active volunteer is at the beginning and the least on the end of the line</p> <p>Once people are grouped during the questions you can ask individuals questions related to the answer (e.g. Like question No. 3: ask people standing at the A side, which type of volunteering positions they provide)</p>	
15	First round of table discussions "What is inclusion?"	Each table has to discuss following questions: "If inclusion would be reality, how would you notice it on your workplace/ in your organisation? What would be different?"	A4 papers with the question placed on each table
15	Defining inclusion	Collect the answers of the different groups, and based on their answers write the definition on a flipchart	Flipchart paper, pens, pins, and moderation cards, moderation board,
15	Second round of table discussions "The benefits of inclusive volunteering"	Each table has to discuss following questions: "Why is it a good idea to give pwd the opportunity to volunteer? What are the benefits for them, the organisations, the society?"	A4 papers with the question placed on each table
15	Arguments for inclusive volunteering	Collect the answers of the different groups, and based on their answers write the definition on a flipchart	Flipchart paper, pens, pins, and moderation cards, moderation board,
10	Break	If you think it makes sense, you can regroup the participants, but please make sure, you have mixed groups again	
15	Challenges and barriers to inclusive volunteering	Each participant at a table has to answer following question: What are/ could be problems within your organisation, if pwd want to volunteer (at your organisation)? One person within this group has to write down the problems/ barriers on moderation cards (each problem on one card. And mark, if the organisation is x – a volunteer involving organisation or + an organisation working with or for pwd and y others	A4 papers with the question placed on each table Moderation cards, pens
20	Overcoming barriers and challenges for promoting and supporting inclusive volunteering	You collect the cards of each table and hand them over to the next table, so that each table has a set of moderation cards, they didn't collect themselves. Then each group has to find solutions for the problems described – on a separate moderation card for each problem.	Moderation cards, pens
20	Solutions for challenges and problems of inclusive volunteering	Each group presents their solutions Then participants, who raised their concerns can give feedback on the solutions presented, if this would help	Moderation cards, pens and moderation board
10	Presenting the	Host present their idea of a network	Presentation (ppt,

	network idea	“Everyone can volunteer”, explaining their ideas 2 breakfast-meetings per year, communication and cooperation strategies etc. Then ask participants for feedback ⇒ Joint decision	prezi or flipchart)
5	Feedback round	Each person has to say one thing they take away from this meeting	

Here is an example on how to implement the next stakeholder breakfasts

Min'	Content	Description	Material needed
10	Welcome & introduction	After greeting participants host presents the new developments of the project, as well as the objectives of this stakeholder breakfast	Presentation about the development of the project
10	get to know each other better	interactive exercise so that participants get to know each other better	Depends on your method
15	Input	Choose a topic which is useful and interesting to all participants, sometimes it can be more focussed on the topic disability (e.g. Easy language, barrier free websites ...) and sometimes on volunteering (e.g. new trends in volunteering, good practice examples of inclusive volunteering) or joint topic (active communication, new laws or regulations ...)	Depends on your input
15	First round of table discussions related to the topic or a related exercise	Each table has to discuss a specific question related to the input topic; or they have to perform a joint exercise related to the topic (e.g. easy language: give them a text in “normal” language and they have to translate it as a group).	A4 paper with question or material needed for the proposed exercise
15	Share your results/ findings	Participants share their results or experiences	
20	Improve my city	Each table has to identify solutions for problems we faced or heard within our improve project (e.g. finding suitable volunteer positions for a certain volunteer; competition among providers, etc.)	Moderation cards, pens
20	Solutions for my city	The tables present their solutions, other participants can contribute; host moderates the process and the presentation of results	Moderation board, moderation cards, pens and pins
10	Network	Host provides updates for the network and gives room for requests, ideas, improvement	Presentation (ppt, prezi, flipchart) Flipchart, flipchart paper, pen
5	Feedback round	Interactive, short feedback round	

6. Material equipment needed

Flipchart paper

Projector

Laptop

Internet access

Markers

Pens

Pins

Moderator cards

Post-it

Paper

Moderation board

Scissors

Sticky tape

Other:

7. Requirements for facilitators (e.g. minimum number of supporting trainers, educational background, and expertise needed etc...)

You need at least 3 people in the team for organising the stakeholder breakfast: one person responsible for greeting participants, getting their signatures, showing them where to seat.

One person responsible for the breakfast (fresh coffee and tea, collecting dirty dishes, helping if something happens).

And a moderator, who should have good communication and presentation skills and can lead a discussion in an effective way.

8. More resources or materials for supporting the activity (e.g. videos, pictures, templates...)

- A ppt-presentation about the project (corporate design)
- Project video
- A photo exhibition about pwd volunteering
- An invitation letter template for the “stakeholder breakfast”
- Photobook for NGOs
- Templates for cooperation partners (e.g. job descriptions for potential volunteer positions)
- Promotional material for different target groups