CONSOLIDATION from GUESTS' FEED-BACK

What do we consider as a project's Guest?

The "Guest" is someone acting as professional who will not attend all project meetings. He/she is directly concerned by the topic of the meeting in regard of his/her competences.

In our EU project's environment, two categories of "Guest" could be considered:

The 1st one is a local participant directly involved in the project's topic and interested by a transnational meeting (part-time or full-time) when it occurs on his/her territory during the project's duration. The working agenda has to organize some sessions to let the Guest entering the topic as well as understanding the project's process and goals if we want him to debate with partners (we also must be sure that this Guest is speaking the project's language or is reinforced by a professional translator) and bring experiences.
It's important for a hosting partner to take the opportunity of organizing a transnational meeting to invite local partners, national policy makers, universities, professionals involved in the project's topic…

The 2nd alternative is the Guest that is coopted by one project's partner (they both are from the same country). His/her expenses are often supported for the whole meeting by partner' EU grants. This Guest could be someone from the partner' organization but more important is the fact that this Guest is someone on position to bring help to the national coordinator for implementing the project (someone from university, from ministry…) on his/her local territory, prison…

Several messages were necessary to ask feed-back from Guests who attended different FEFI meetings. Inquiries have been sent in December 2013 (after Mainz kick-off meeting), October 2014 (after Hämeenlinna study visit) and finally February 2015 (after Izmir study visit) with two more messages in March then April 2015.

Strong points

1 – To have some "guests" involved in FEFI transnational meetings allow national coordinators to better implement the project in the prison.

2 – Participation of "Guests" could highlight the importance of the goals as well as the difficulties met during the implementation.

3 – The two Guests who answered their specific questionnaire:
- Reported to colleagues, chief, administrator and also other prisons' managers
- Attended further local meetings coordinated by their national partner
- Brought help *(for one of them)* to the preparation of the transnational study visit before attending it

Weak points

1 – The so few answers (2 of 7) we got as feed-back from Guests attending transnational meetings and who have been for some of them supported for their transport and accommodation by EU grants.

2 – In FEFI project, hosting partners did not really involve local Guests and when it has been done (too rarely) the working program did not allow sufficient debates with these ones.

3 – None of female prisons' managers attended local meetings and/or transnational study visits. They were only met while welcoming FEFI partners to visit the prisons they are managing.

Crossed recommendations

1 – To choose "guest" is very important for the project's implementation. Partners must think carefully about their expectations in regard of results and define who it is important to invite to participate in transnational meetings.

2 – Communication plan is very important to get professionals interested in its development then results. If the opportunity of a transnational seminar/study visit is not seized to communicate (with local professionals but also through medias) on EU project goals, difficulties, experimentation, results, publication,… then we must just talk about project's working sessions (or Project Steering Group) instead of transnational meetings.

3 - To fulfill feed-back questionnaires is part of any project's evaluation process (and is included in EU grants); it's also the job of the project's national coordinators to encourage and remind to their guests that they have to contribute in project's development by sending their feed-back.