VALMOPRIS

Communication Plan and Guidelines

During the first Steering Group meeting, to be held October 2015, all partners will agree a framework of communication and understanding. Effective communication depends on mutual understanding of each other's perspectives and the framework will take into account the full range of perspectives involved in the project;

- Management/Monitoring/Compliance perspective
- Project Coordinator perspectives
- Teaching staff perspectives
- Cultural and language issues
- Social, economic and equalities issues

The communication framework will be informed by project objectives and detail all partner responsibilities; ensuring stakeholders are understood and respected. Informed by a stakeholder map and project plan. Key elements of the communication framework will include:

- List of partners
- Project management infrastructure
- Communication mechanisms to be used (such as written reports, webinars, workshops, videos, e-mails, newsletters, dropbox etc)
- Key elements of information to be distributed by the different mechanisms - including frequency and information collection and collation
- Roles and responsibilities of key individuals responsible for ensuring communication is adequate / appropriate and timely
- Identification of how unexpected information from other parties will be handled within the scope of the activity
- Evaluative and dissemination activities

Business Development, as coordinating partner, will hold regular internal project working-group meetings and use the following checklist to ensure that good communication is maintained to facilitate the successful achievement of project objectives:

- Has the information given to partners met their requirements?
- Has the information received from partners met the programme/project owner's requirements?
- Has all the necessary information been disseminated?
- Have the roles and responsibilities of the individuals involved in the communication strategy been understood by them?
- Have these roles been carried out satisfactorily?
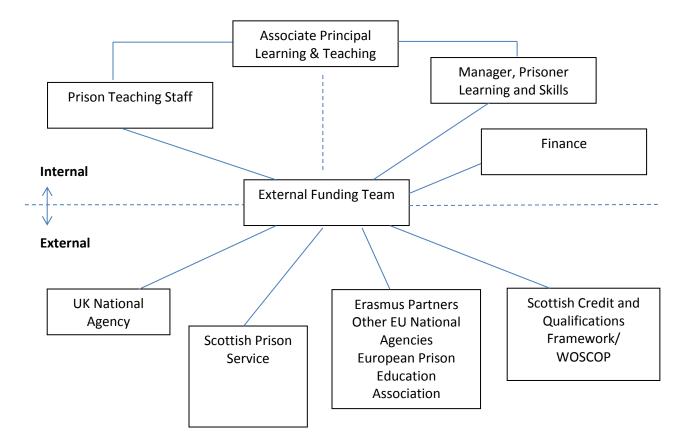
VALMOPRIS
Framework of Communication and Understanding

Purpose

The purpose of this document is to provide an effective framework of communication and understanding for 2015 – 2016 MOBILITIES activities. A number of stakeholders with different perspectives and requirements play integral roles in this project and it is important that all stakeholders are identified and consulted on their requirements.

1.1 Stakeholder Map

Internal

External

1.1.2 Modes of Communication

The External Funding Team will communicate with the stakeholders illustrated above using the following means of communication:

- Email – External Funding Team to communicate directly with external partners on financial, monitoring and travel arrangements

- All communication relating to the project to both external and internal partners will be managed via email and dropbox via the Manager, Prisoner Learning and Skills
- Skype conferencing (between partners in between visits)
- Quarterly Steering Group meetings – internal between External Funding Team and Manager, Prisoner Learning and Skills with involvement of nominated prison teaching staff

1.2 Stakeholder Contact Details

1.2.1.1 Internal Stakeholders

Department/Faculty	Contact	Email	Extension/Phone No.
Business Development	Jim O'Donnell	Jim.odonnell@nclan.ac.uk	7229
Business Development	Julie McShane	Julie.mcshane@nclan.ac.uk	7349
AP Teaching and Learning	Carolyn Laird	Carolyn.laird@sps.pnn.gov.uk	07703806548
Prisoner Learning and Skills	Kirsten Sams	Kirsten.sams@nclan.ac.uk	2201
Prisoner Learning and Skills	Ryan Dobbin	Ryan.Dobbin@sps.pnn.gov.uk Ryan.Dobbin@nclan.ac.uk	01698 232201
Prisoner Learning and Skills	David McCusker	David.Mccusker@sps.pnn.gov.uk	0141 770 9700
Prisoner Learning and Skills	Marisa Farrell	Marissa.Farrell@sps.pnn.gov.uk Marisa.Farrell@nclan.ac.uk	01698 23277
Prisoner Learning and Skills	Anna MacKenzie	Anna.Mackenzie@sps.pnn.gov.uk	0141 770 9700

1.2.2 External Stakeholders – Scotland

Organisation	Contact	Email	Phone
National Agency ECORYS	Menzi Sigelagelani	Menzi.Sigelagelani@ecorys.com	44 (0)121 212 8861
SCQF	Julie Cavanagh	J.cavanagh@scqf.org.uk	44 (0) 141 225 2925
Scottish Prison Service	Jim King	James.king@sps.pnn.gov.uk	44 (0) 131 244 8609
Education Scotland	Cath Hamilton	Cath.hamilton@scotland.gsi.gov.uk	00 (0) 141 282 5000
WOSCOP	Dugald Craig	dcraig@woscop.co.uk	+44 (0) 141 630 5034

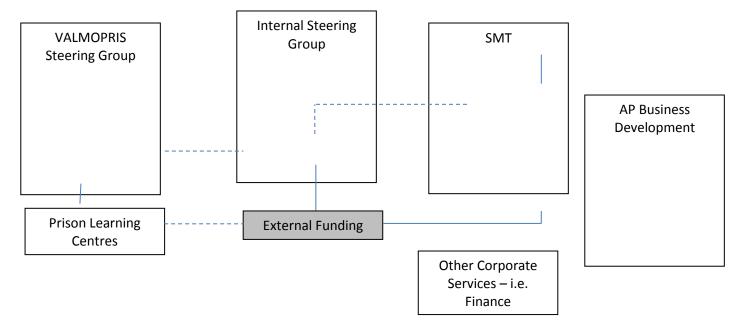#### 1.2.3 External Stakeholders Europe

Organisation	Country	Contact	Email	Phone	Skype
Die Berater	Austria	Maren Satke	M.Satke@dieberater.com	00 43 1 53245450	maren.satke1
Central de Reeducare Buzias	Romania	Alina Zamosteanu	alina_zamosteanu@yahoo.com	00 40 723691933	alina.zamosteanu
Central de Reeducare Buzias	Romania	Ion Flore Serpe	Florin.serpe@anp.gov.ro	00 40 740109388	
EPPEA	Latvia	Aina Vilcane	aina.vilcane@gmail.com	00 37 127026402	Gainis5415
Changes and Chances	Netherlands	Ed Santman	edsantman@gmail.com	00 31 653998535	
Changes and Chances	Netherlands	Erica Kubic	E.Kubic@chello.nl	00 49 1727408322	Erica88821
Euro-CIDES	France	Dominique Anthony	dominique.antony@cegetel.net	00 33 611729254	dimantony
Blinc EG	Germany	Enrica Pautasso	epautasso@blinc-eu.org	00 31 653998535	Enrica.pautasso
European Prison Education Association	Brussels	Paul Talbot	p.r.talbot@live.com	Mob: 07482 925222	talbotprojects

1.3 Project Management Structure

VALMOPRIS Steering Group	Internal Steering Group	SMT

AP Business Development

Prison Learning Centres	External Funding

Other Corporate Services – i.e. Finance

- **All** communication should flow through the External Funding Team
- Members of the External Funding Team are represented on the Valmopris Steering Group are responsible for:
    - o Disseminating information to partners
    - o Monitoring budget spend
      Collecting and monitoring time sheets
    - o Monitoring progress against work programme
- Under no circumstance should other internal stakeholders contact the National Agency without prior approval of the External Funding Team
- The Manager, Prisoner Learning and Skills is responsible for ensuring the prison teacher participants are aware of wider project developments
- The legal signatory for all Valmopris activities is the Assistant Principal, Business Development. The project contact is the External Funding Manager. Correspondence from the National Agency will be copied to both the project signatory and project contact.
- The AP Business Development will provide updates on project activities/progress to the Senior Management Team.
- The AP Business Development will attend the project Steering Group on a quarterly basis

1. 4 Stakeholder Requirements

The following is a list of identified stakeholder requirements:

Stakeholder	Information required	Required By		Required from	Mode of communication
External Funding Team	Completed Budget Statements			All project participants	Monthly by Email on agreed template
	Completed Time Sheets			All project participants	Monthly by Email on agreed template
	Report on Outcomes			Project Leads	Monthly by Email on agreed template
	Other?				

1.5 Meeting Schedule 2015 - 2017

Please see attached proposed schedule of meetings for the duration of the project.

Meeting	When	To be Arranged By	Purpose	Agreed changes (at NA level)
Scotland	October 2015	New College Lanarkshire	Initial kick off meeting/ agree work plan and timescales Agree work plan and outputs and who responsible	
France	June 2016	Euro-Cides	To monitor progress, set targets and deepen understanding of LEVEL 5 methodology	April 2016
Netherlands	January 2017	Chances and Choices		October 2016
Romania	September 2017			

NB   Steering Group meetings will be minuted
          Those in attendance will be provided with a certificate of attendance to confirm
          participation.

All participants will be expected to take a full and active part in proceedings. Should any
nominated representative be unable to attend they **must**:

- Inform the VALMOPRIS lead partner a.s.a.p.
- Nominate a suitable alternative representative to attend in their place

1.6 Key Project Deadlines and Responsibilities

Activity	Deadline/ No later than	Responsible	Information to be sent to