



# Better access of the Roma community to the health care in the SR by means of trained health field workers

## LOT 1 - Deployment of a System of the health field workers for selected microregions

### Monthly report- November 2005

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**Original**



## IDENTIFICATION

Type of Report:	monthly
Reporting period:	1.11.2005 – 30.11.2005
Project title:	Better access of the Roma community to the health care in the SR by means of trained health field workers – LOT 01
Company:	EuroPlus Consulting and Management, s.r.o Kari
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#### LIST OF ABBREVIATIONS

HFW	Health Field Workers
MH SR	Ministry of Health of the Slovak Republic
CSW	Community Social Worker
SFW	Social Field Worker
PT	Project Team



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## A. OVERALL PROGRESS

The month of November paved the way to a significant step forward – the 40 health field workers (HFW) have been approved by the Ministry of Health (MH)

Based on the above, the performed activities of the project team in the month of November can be divided into two basic groups (see below – Detailed description of the implemented activities):

- Project activities, implemented before the approval of the HFW by the MH SR
- Project activities following the approval of the HFW

After the HFW have been approved by the MH SR the working contracts have been signed with the HFW on 21.11.2005 and in the month of November the HFW delivered 8 (with 2 exceptions) working days during which:

- HFW participated in working sessions with mayors of relevant municipalities within the given microregion,
- HFW undertook monitoring of the current state situation in the municipalities according to the survey forms provided by the project team,
- HFW visited doctors with whom they will cooperate,
- Based on the lists received from doctors (Roma who should undergo a medical check up, prevention check-up, vaccination, etc) the HFW commenced their field work directly in the municipalities,
- In majority of cases the HFW visited the directors of the elementary schools and/or special schools in the given microregion.

The vaccination of HFW against flu, TBC, hepatitis A and B will be carried out in three phases: there is a time difference between the first and the second vaccination, which is followed by a third one after six months. The project team decided to run the first vaccination during the first training cycle (14 to 18 December 2005) followed by the second one during the second training (11 to 15 January 2006). The third round of vaccination will be done during the coordination meeting in Prešov in the month of July 2006. This is why in the month of November no vaccination was carried out.

### A.I. DETAILED DESCRIPTION OF CARRIED OUT ACTIVITIES

As stated above, the activities of the project team carried out in the month of November can be divided into two basic groups:

## A.II. PROJECT ACTIVITIES CARRIED OUT BEFORE APPROVAL OF THE HFW

### Visits to the selected municipalities (settlements)

The visits took place on 3, 4, 7, 8 and 9 November 2005. The project coordinators and the team leader visited settlements in the selected municipalities (especially those which were not identified as central ones and thus were not visited by the project team during the kick-off meetings with mayors or the selections). These were the following: Varhaňovce, Soľ, Spišské Tomášovce, Bystrany, Letanovce, Rudňany, Huncovce, Spišský Štiavnik, Markušovce, Rakúsy, Žehra, Frička, Betlanovce, Žehňa.

The visits enabled the project team to get acquainted with the situation in the given municipalities – do the Roma live in segregated settlements?, do they live in the brick houses or in wooded huts?, do they have access to water, electricity, etc.

During the visits the team discussed with the local Roma inhabitants the situation in the area of hygiene, health care and health status. The coordinators introduced the project that would soon commence in the municipalities stressing the advantages that the project brings along for the Roma inhabitants. It is crucial that the coordinators know well the individual municipalities in order to be able to coordinate and direct the work of the HFW.

### Regular working meetings of the project team

Working meetings of the project team before the approval of the proposed HFW took place on 2, 10 and 11 November 2005 and focused on:

- Establishment of the office (furniture, equipment, connection to the internet)
- Preparation of the information campaign
- Preparation of the document “Practicum for HFW” see attachment 1
- Preparation of written announcements for the mayors about selected applicants – see attachment 2
- Preparation of the written announcements to the selected applicants – see attachment 3
- Preparation of written announcements to non-selected applicants – see attachment 4
- Preparation of documents and information necessary for signing of working contracts with the HFW after their approval
- Coordination of the project team (visits to municipalities etc).



### **Contact with the relevant partners**

The telephone or personal contacts with mayors, representatives of the municipal offices, regional CSW (community social worker), local SFW (social field worker), applicants for the position of the HFW, etc took place between 3 and 9 November 2005. Taking into account the delay caused by postponed approval of the HFW it was necessary to inform the relevant persons and institutions about the current state and expected deployment of HFW.

## **A.III. PROJECT ACTIVITIES AFTER THE APPROVAL OF THE HFW**

### **Regular working meetings of the project team**

Working meetings of the project team after the approval of the HFW took place on 25 and 29 November 2005. The meetings focused on:

- Coordination of working meetings with the selected HFW, content of meetings, necessary outputs (ID, birth number, health insurance, etc),
- Preparation of the kick-off meeting with the HFWs in Presov, logistic, organisation and content issues,
- Activities regarding information campaign,
- Activities related to the preparation for the Steering Committee,
- Preparation for meetings of the project teams of lots 01 and 02 (to be held on 1 December 2005)
- Coordination of distribution of information to the relevant partners (signed written announcements to mayors, selected and non-selected applications, list of HFW, regional CSW),
- Preparation of a second meetings with HFW (objectives: delivery of information about first training, provision of assistance in elaboration of time sheets and monthly reports for the months of November as the first working month for the HFW)

### **Initial telephone contact with the selected HFW**

The initial telephone contact with the proposed/selected HFW took place from 12 to 14 November 2005. The aim was to gather information from the HFW necessary for finalisation of their working contracts to be announced to the social and health insurance. At the same time a date for personal meeting with the HFW for each microregion was agreed. Taking into account the limited accessibility to the majority of the HFW (limited mobile telephone coverage, wrong telephone number provided, etc) we contacted the given municipal offices (14 November 2005). The responsible employee invited a HFW by means of the municipal radio. We also used asked social field workers active in the given settlements for assistance in contacting the HFW.



### **Kick off meetings with the selected HFW**

The meetings were held on 15, 16, 17, 18 and 21 November 2005 in each of the 17 microregions. During this meeting we completed information necessary for signing of a working contract. The HFW were informed about the first meeting (held on 22 November 2005 in Prešov, Hotel Senátor) and time and place for meeting (9.00 bus station Prešov) etc.

### **Kick off meeting with the HFW in Prešov**

The kick off meeting of HFW took place on 22.11.2005 in hotel Senátor in Prešov with the presence of the project team – Peter Németh, Miroslav Sklenka, Miroslav Balon, Nicole Fuchsová and 38 HFW (2 were absent)

#### Programme of the meeting:

- Transport and registration of attendants, distribution of equipment and prepared documents,
- Introduction of the project team: the project team was introduced to the HFW in terms of the professional experience. The team introduced their expectations for the project and its contribution to the target groups,
- The HFW introduced themselves according to the microregions,
- The team leader introduced the project from different points of view:
  - Project objectives
  - Target groups
  - Microregions
  - Division of microregions between the coordinators
  - Project activities
  - Expected results and outcomes.
- The work content of HFW was discussed. The responsibilities as well as the first activities until the first training were explained to the HFW as they still lacked information necessary to professionally perform their tasks in the field. The system of the work of a HFW, communication with the project team and local authorities, monitoring of communities, distribution of questionnaires and drafting of monthly reports, reimbursement of travel costs were all explained in details.
- HFW were informed about the planned dates for training, its content and preliminary place where the training would be held.
- The following administrative issues were discussed:
  - Elaboration of questionnaire for the use of insurance companies,
  - Completion of declaration for tax matters,
  - Explanation of working contracts (working time, reimbursement of catering costs and telecommunication costs, duration of employment, salaries, etc).





- Copying of personal IDs,
- Reimbursement of travel and accommodation costs related to kick off meeting
- At the end the agreed conditions were reminded as were the dates of the following personal meetings of the project coordinators and maintenance of contacts with the HFW

#### **Distribution of written announcements to the mayors about the selected HFW**

The written announcements about the selected HFW were sent to mayors of all 59 municipalities on 16 November 2005 and were delivered on 18 November.

#### **Distribution of written announcement to the selected HFW**

The written announcements to the selected HFW were sent on 16 November 2005 and were delivered on 18 November 2005.

#### **Written announcements to the non-selected applicants**

The written announcements to non-selected application were sent to all applicants on 18 November 2005 to the address provided in their CV and were delivered on 21 November 2005.

#### **Preparation for Steering Committee**

The preparation to the Steering Committee comprised summary of the performed activities described above

#### **Participation at the Steering Committee**

Steering Committee took place on 24 November 2005 in the premises of the MH SR in Bratislava and was attended by the representatives of the Roma education centre, Government Office SR, Department of Human Rights and Minorities of the GO SR, Plenipotentiary, Ministry of Finance SR, CFCU, GO SF RUVZ, Ministry of Health SR and EuroPlus Consulting and Management.

#### **Second working meeting with the HFW in the given microregion**

The second meetings with the HFW took place on 30 November 2005 (MR 3 and 9) regarding the time sheets, monthly reports for the given microregion and information about the first training. During the first days of December the second working meetings will take place in the remaining MR.

The HFW elaborated for the month of November monthly reports which provide overview of their performed activities.

## B. CHANGES AND RISKS

The changes in the project relates to personal changes in the positions of the HFW. The time gap between the selection (held from 14 to 19 October 2005) and approval of the HFW by the MH SR (15 November 2005) led to the unavailability of two applicants (Mrs. Zapachova, MR 9 and Mr. Pokuta, MR 8) who, in the meantime found other job and declined the position of a HFW. As a result, we proposed substitutes from the selection panel. Mrs. Zapachová was replaced by Ms Čechová with whom the contract was not signed in the end due to health reasons. Mr. Holub replaced Mr. Pokuta. The replacements were approved by the MH SR (Ms Čehová 22.11.2005 and Mr. Holub 30.11.2005). Mr. Holub thus performed one working day in the month of November.

**The risks can be summarised as follows:**

- Communication with the HFW – initial problems with contacting HFW by phones were solved, HFW purchased a mobile phone or provided a contact where they were reachable,
- Non-acceptance by doctors – so far it has been proved that the doctors welcome the possible cooperation with the HFW,
- Non-acceptance by the community – these are specific cases (such as jealousy within one community, refusal of HFW originating from a different village, etc.). It has been however proved that it takes time for the community to accept field workers,
- Insufficient bus connection between municipalities within the microregion,
- Problems with identification of people; in settlements, there are a number of people with the same name and surname. Majority of houses and huts do not bear a number and/or the numbers are aligned chaotically in sequence of construction. This is why it is sometimes difficult to find the person sought by the doctor. It is necessary that the HFW elaborate with the doctor a system (for example apart from a name and surname also nickname and date of birth, or mentioning the part of settlement where s/he lives, etc) in order to ensure efficiency of the work.



## C. OUTPUTS

Quantitative indicators (verifiable by means of the field diary of each HFW):

- Number of employees with whom the working contracts were signed: 40 (39 HFW, 1 team assistant)
- Number of persons who received information in the area of health education
- Number of visited Roma families
- Number of visits to the local authorities
- Number of consultations with doctors and other health care personnel

Quantitative indicators (questionnaire, evaluation of lecturers, local authorities and other persons involved in the project):

- Increase of knowledge of HFW in the area of health care
- Social behaviour of the HFW
- Activity of HFW
- Acceptance of the HFW in the microregions

The outputs will be quantified for each microregion after the introduction of the client pages that will be introduced during first training (14 to 18 December 2005).

During the eight days in the month of November the HFW focused on monitoring of the current state by means of an inquiry:

- Names of doctors in the microregion
- Location of health facilities
- Office hours
- Names of the community social workers
- Existence of community centres in microregions
- Monitoring of the population, requirements and needs of the involved,
- In few cases also introduction of HFW and their colleagues.

Apart from that a significant time was dedicated to compulsory administration necessary at each start of a working contract, and kick off meeting.



## D. INPUTS

Involved experts:

- Mgr. Peter Németh – 22 days
- Ing. Miroslav Balon – 22 days
- Ing. Miroslav Sklenka – 22 days
- Mgr. Nicol Fuchsová – 11 days
- 40 HFW - 8 days.

**Employed HFW:**

- Start of the working contract: 21 November 2005.



## **E. PROJECT MANAGEMENT:**

- Team leader Mgr. Peter Németh
- Project coordinator Ing. Miroslav Balon
- Project coordinator Ing. Miroslav Sklenka
- Team asistent Mgr. Nicole Fuchsová
- 40 health field workers.

The team leader directly manages the activities of the project coordinators who supervise the health field workers.

Similarly, the health field workers primarily contact their respected project coordinators who discuss further steps with the project team leader.

The team assistant fulfils the role of the administrative support to the project.

### **Ways of communication:**

- Personal meetings with project team
- By phone
- By e-mail

### **Communication (project team, HFW):**

Regular phone communication with HFW:

- Project coordinators regularly, or according to needs, at least 2 times a week contact the HFW in the microregions with an aim to discuss the carried out activities of HFW in the given week, fulfilment of weekly working plans, relations in the community, problems in the community, cooperation with mayors and doctors, or other relevant partners. In case of need the coordinators solve problems in microregions by regular phone communication.
- Regular visits in microregions - at least 2x a month the project coordinators visit each microregion aiming to control the activities of the health field workers. They solve problems and direct HFW in their field work.
- Creation of working plan of HFW – first weekly plans of HFW for the month of January will be part of the December monthly report.
- Methodical assistance to HFW – consultations case by case, proposals for solutions, cooperation in development of procedures in the field work, professional guidance.

### **Ad-hoc communication with:**

- Mayors of municipalities involved in the project
- Representatives of the municipal offices
- Medical staff in the regions
- Community social workers



- Local informal partners
- Roma community



## **F. PLANNED ACTIVITIES FOR THE NEXT PERIOD**

For the period from 1 to 31 December 2005 the following activities are planned:

1. Regular visits of the project team in microregions
2. Training for HFW
3. Health field assistance in the microregions,
4. Information campaign about the project,
5. Continuous monitoring and evaluation.

### **Regular visits of project coordinators in microregions:**

Ing. Miroslav Balon

- Responsible for microregions: 3, 4, 5, 6, 7, 8, 9, 10, 11
- At least 2 visits to HFW in each MR during the month of December 2005, including intensive communication during the training
- While visiting the MR, communication with the local authorities, communal social workers, doctors, etc. Communication with mayors and community (field) social workers about the current problems in Roma communities and about the work of the HFW, telephone contact with doctors, visits to involved doctors if needed.

Ing. Miroslav Sklenka

- Responsible for microregions: 1, 2, 12, 13, 14, 15, 16, 17
- During the month of December 2005, including intensive communication during the training
- While visiting the MR communication with the local authorities, communal social workers, doctors, etc. Communication with mayors and community (field) social workers about the current problems in Roma communities and about the work of the HFW, telephone contact with doctors, visits to involved doctors if needed.

### **Training of HFW:**

Programme of training 1:

- Registration of participants: 14 December 2005 at 16.00.
- 15 – 17 December 2005 - training
- Departure of participants: 18 December 2005 at 10.00.

Location:

- Lipovce

Plan for further training:

- 12 – 14 January 2006
- 10 – 12 February 2006



**Meetings for medical personnel:**

- 27 February 2006 (Prešov)
- 28 February 2006 (Spišská Nová Ves)
- 1 March 2006 (Poprad)

**Meetings with the local authorities:**

- 24 January 2006 (Prešov)
- 25 January 2006 (Spišská Nová Ves)
- 26 January 2006 (Poprad)

**Health field assistance in the microregions:**

- Work in the assigned microregion on daily basis, realise health prevention, awareness, health education for the target group,
- Cooperate with the local authorities (teachers, mayors, doctors, nurses, local non-governmental organisation, etc) in the health area,
- Assist the local medical personnel,
- Conduct monitoring of the target group according to the given requirements,
- Regularly visit Roma settlements,
- Provide advice in health issues for inhabitants (recommendations for seeing a doctor),
- Provision of first aid,
- Keep the important phone numbers,
- Communicate with schools, ensure bridging between the school and parents in case of discovering of health problems of their children,
- Gather information from doctors about non-vaccinated patients, persons with health problems and persons not attending health care on long-term,
- Carry out health care awareness in basis and special schools and kindergartens,
- Monitor the health status of Roma in settlements by means of questionnaires.

**Ongoing monitoring and evaluation of the project:**

- Personal visits in the microregions,
- Reports elaborated by the project team,
- Reports elaborated by the trainers,
- Evaluations by the local authorities.





## G. STRATEGY OF THE PROJECT PR CAMPAIGN

The proposed strategy “Public Relations” focuses on the following target groups: project recipients, general and professional public, relevant partners in the project on different levels and media.

From the geographic point of view the proposed strategy is designed according to the target group to: local, regional, national and international level.

### **General communication tools:**

From the content point of view all of the PR tools aim to increase the success of awareness and promotion activities within the PR strategy on all the levels.

**Project LOGO** – light motive – creation of a logo of the project that will be part of all the promotion and information materials distributed within the PR campaign. The logo should be easily recognised for all the target groups.

**Newsletter** – folded A4 format – graphical presentation of basic information regarding the project (description of the project, main objectives, implemented activities, contacts to HFW, expected results etc.).

**Informative panel** – comprising relevant information about the project having an appropriate design (size A0). The mobility of the panels will enable their mobility during the whole project implementation to be available at different presentations of the project (such as meetings with the relevant partners, workshops and conferences).

### G.I. LOCAL LEVEL

#### **Direct information mailing**

The regular direct communication with the relevant partners on the local level (mayors, principals, practitioners, parish, cooperating NGOs, community social workers, etc). The objective of the mailing is to set up a two way information channel for transferring information about the project implementation, implemented activities, achieved results and expected achievements.

#### Timing:

- Regularly once a month
- Beginning – February 2006

#### Content:

- Brief information about the project,
- Contacts to HFW,
- Implemented activities,
- Process of the project implementation,
- Achieved objectives



- Possibilities for cooperation, areas for cooperation,
- Expected results, time frame,  
Implemented by PT, distributed by HFW.

### **Feedback**

to relevant projects partners on the local level. Presentation of results, analysis and carried out surveys to the relevant partners of the project who supplied data for these analyses and surveys. Possibilities for regional cooperation and strengthening of the established communication channels on the local level to increase the acceptance of the local relevant partners.

### Timing:

- Depending on the carried out surveys and analysis,
- Additionally to the regular information mailing (strengthening of the established communication channels with the relevant partners of the project).

### Content:

- Results, summary of the carried out analyses and surveys,
- Elaborated by PT, distributed by HFW.

### **Distribution of information and promotion materials**

Folded A4 format – graphical presentation of basic information regarding the project (description of the project, main objectives, implemented activities, contacts to HFW, expected results etc.). Ongoing and regular distribution of information and promotion materials for clients, or potential clients during the whole project implementation (distribution of newsletters, stickers, posters about the project in the doctors' waiting rooms, schools, community centres, post boxes, etc).

### Timing:

- Ongoing during the project implementation
- Beginning – February / March 2006

### Content:

- Newsletter,
- Handouts,
- Cover letter from the MH SR
- Certificate awarded to HFW after completing training,
- Distributed by HFW according to the needs and requirements.

### **Promotion in municipalities**

Regular promotion on the local level: local radio, local information billboards, billboards at the municipal offices, information boards in the schools, health facilities, parish, etc in order to increase promotion to general public and clients of the project about the process of project



implementation. The content of the information provided will be continuously updated.

Timing:

- At least biweekly announcement by means of the municipal radio,
- At least monthly updating of information boards,
- Start – February 2006

Content:

- Brief information about the project,
- Contacts to HFW,
- Implemented activities,
- Process of the project implementation,
- Achieved objectives
- Possibilities for cooperation, areas for cooperation,
- Expected results, time frame,

Elaborated by PT and HFW, managed and updated by HFW

**Local media**

Distribution of information by means of the local media: local newspapers, regional newsletters, journals. Establishment of both-way information channels. Provision of information about the process of the project implementation, carried out activities, achieved results and expected further developments in the project to the professional and general public.

Timing:

- According to publishing frequency of the local media
- Start – March 2006

Content:

- Brief information about the project,
- Contacts to HFW,
- Implemented activities,
- Process of the project implementation,
- Achieved objectives
- Possibilities for cooperation, areas for cooperation,
- Expected results, time frame,

Elaborated by PT and HFW

**Door to door campaign**

Direct provision of information and addressing relevant partners on local level and provision of information to clients and potential clients of the project. Distribution of information and promotion materials.



Establishment of a regular, functional and effective communication with the relevant partners of the project.

Timing:

- Regular, daily activity (under the responsibility of HFW)
- Start – ongoing, from the launch of the project implementation

Content:

- Ongoing information about the project
- Contacts to project team
- Implemented activities within the project
- Process of the project implementation
- Achieved objectives and results
- Possibilities for cooperation, areas of cooperation
- Expected development in the project

Prepared by PT and HFW, distributed by HFW

**Meetings**

with the relevant partners of the project on the local level. Possibilities of using the planned meetings with the local authorities and medical staff for establishment of two-way communication channels between PT, HFW and project target group.

Timing:

- 3 training for local authorities
- 3 training for local medical staff
- start – February / March

Content:

- Relevant information about the project
- Contacts to project team
- Implemented activities
- Process of project implementation
- Achieved objectives and results
- Possibilities for cooperation, areas of cooperation
- Expected development in the project

Managed by PT and PT of lot 02

## **G.II. REGIONAL LEVEL**

### **Coordination meetings with relevant partners**

Launch of a PR campaign as a tool for establishing communication with the relevant partners and regional media on the regional level – regional



steering committee with the presence of media. Relevant partners on the regional level – Regional Office – Department of xenophobia, racism and anti-society activity, Higher Territorial Unit – department of minorities, Regional Medical Chamber, District medical chambers, Regional Office of Public Health, Field offices of the Office of the Plenipotentiary of the Government Office, District offices of the Slovak Red Cross, Regional coordinator of the Social Development Fund, Regional Coordinator of the community field work, NGOs active in the area of marginalised groups. Regular meetings will pave the way for transfer of information about the process of project implementation and will create strong communication linkage with the relevant partners of the project on the regional level. The aim is to directly involve the representatives of media of the regional nature into this communication relationship.

Timing:

- Regularly every three months
- First meeting during the training for HFW, 9 February 2006

Content:

- Information about the project
- Contacts to project team
- Implemented activities
- Achieved objectives and results
- Possibilities of cooperation, ways of cooperation
- Expected development in the project

Managed by the PT in cooperation with the MH SR

**Press release**

System of communication with the media on the regional level providing information about the project implementation, achieved results, carried out activities and other facts related to the project.

Timing:

- Regularly once in 2 months
- First press release after the meeting of the relevant partners in Lipovce, 9 February 2006

Content:

- Ongoing information about the project implementation
- Carried out project activities
- Achieved objectives and results
- Expected development in the project

Managed by PT in cooperation with the MH SR



### **Press conference**

Communication system with the media and, in case of need, presentation of unexpected situations (exceptional achievement, exceptional threat, etc) during the project implementation on local, regional or national level.

#### Timing:

- According to needs

#### Content:

- Depending on developments
- Managed by PT in cooperation with the MH SR

### **Supporting media campaign**

Direct usage of the existing media tools on the regional level: regional newspaper, regional radio, local televisions and journals (such as municipal newsletter, etc). By means of discussions, panel discussions, direct and indirect newspaper articles in two campaigns (intensive medial campaign), provision of information about the process of the project implementation to the general public.

#### Timing:

- At least 3 interviews in the local radios
- At least 4 articles in the regional newspapers
- At least 2 articles in journals
- At least one report in the local TV
- In a form of two campaigns
- Start – April / May 2006 (second campaign in September 2006)

#### Content:

- Information about the project
- Contacts to project team
- Implemented activities
- Process of the project implementation
- Achieved objectives and results
- Possibilities of cooperation, ways of cooperation
- Expected development in the project

Managed by PT in cooperation with the MH SR

### **„Journalist in the field “**

Participation of media directly in the field. Establishment of a direct contact between the HFW and media and project recipients – marginalised groups. Possibilities to gain direct feedback from the communities in which the project is taking place.



Timing:

- At least 2 working field visits with the representatives of media
- Start – May 2006, October 2006

Content:

- Verification of the provided information from the project final recipients
- Managed by PT in cooperation with MH SR

**Roma media**

Addressing and direct communication with the representatives of Roma media (such as ROMAPRESS agency, newspaper Romano nevo ľil etc.) aimed at establishing and maintaining a closer communication and information contact in the context of the overall objective and nature of the project (Roma communities). Classification and distribution of information on the regional level for the beneficiary groups of the project.

Timing:

- At least 2 direct working meetings with the representatives of media
- Start – May 2006, October 2006

Content:

- Information about the project
- Contacts to the project team
- Implemented activities
- Achieved objectives and results
- Expected development in the project

Managed by PT in cooperation with the MH SR

**Direct electronic information mailing**

- Designed for the relevant partners on the regional level including regular direct communication in order to maintain two-way information linkage providing information about the project implementation, carried out activities, achieved results and expected development in the project in the next phases.

Timing:

- Regularly once a month
- Start – March 2006

Content:

- Brief information about the project
- Contacts to HFW
- Implemented project activities



- Process of the project implementation
- Achieved objectives and results
- Possibilities for cooperation, areas of cooperation
- Expected development in the project (sequence of activities)
- Realised and distributed by the PT

#### **Distribution of information and promotion materials**

Folded A4 format – graphical presentation of the basic information regarding the project (description of the project, main objectives, implemented activities; contacts to HFW expected results, etc). Ongoing regular distribution of information and promotion materials during the whole implementation of the project for the relevant partners of on the regional level.

#### Timing:

- Ongoing during the whole project implementation
- Start – March / April 2006

#### Content:

- Newsletter
- Distributed by the PT

### **G.III. NATIONAL LEVEL**

#### **Steering committee**

SC is managed by the MF SR. It comprises representatives of the Ministry of Health SR, Regional Office of the Public Health, Office of the Plenipotentiary of the Government Office SR, Department of the human rights and minorities of the Government office SR and selected representatives of Roma organisations. Invited are the representatives of the Central Finance and Contracts Unit of the Ministry of Finance SR and the Aid Coordination Unit of the Government office SR.

#### Timing:

- Regular quarterly meetings or according to the needs

#### Content:

- Implemented activities within the project
- Process of the implementation of the project
- Achieved objectives and results
- Expected development of the project (sequence of activities)

#### **Web page**

The main objective is to strengthen the up to date information about the main project objectives, achieved results and a current state of project activities. The interactive part of the web site will enable its users to





contribute with their opinions in the forum. The web site will be focused on the target group, i.e. general public as well project experts and health field workers.

Timing:

- Expected launch in the month of March
- Regular update of the web site during the project duration, functionally of the web ensured after the project completion

Content:

- Brief information about the project
- Process of the project implementation
- Achieved objectives and results
- Introduction of the expert team and HFW, direct contact
- Introduction of participating municipalities
- Discussion forum
- Overview of similar projects
- Links
- Attached working materials created in the project

**Direct electronic information mailing**

For the relevant partners on the national level. Regular direct communication aimed at provision of information for the national relevant partners about the project implementation, carried out activities, achieved results and expected development in the project in the near future.

Timing:

- Regularly once in three months
- Start in April 2006

Content:

- Brief information about the project
- Carried out activities within the project
- Process of the project implementation
- Achieved objectives and results
- Possibilities of cooperation, areas of cooperation
- Expected development in the project

Implemented by PT in cooperation with MH SR

**Press release, Press conference**

Shift from the regional communication to the national level, presentation of regional and local outputs on the national level.



Timing:

- In parallel with regional promotional activities

Content:

- Ongoing provision of information during the project implementation
- Carried out activities within the project
- Achieved objectives and results
- Expected development of the project

Managed by PT in cooperation with the MH SR

**Supportive media campaign**

Usage of the existing tools on national level aimed at provision of information about the project implementation to the general public.

Timing:

- At least 2 articles with the national impact
- At least 1 report in radio with the national coverage
- At least 1 report in TV with the national coverage
- Start April / May 2006

Content:

- Information about the project
- Implemented activities within the project
- Process of the project implementation
- Achieved objectives and results
- Possibilities for cooperation, areas of cooperation
- Expected development of the project
- Managed by PT in cooperation with MH SR

**Related meetings**

With relevant partners on national level who are not members of the steering committee aimed at establishment of the communication channel to develop partnerships, ensure networking with implemented activities, maintaining overall projects coordination in the area of marginalised groups, social inclusion and exclusion (such as Slovak Red Cross, PCCS, Roma umbrella and national institutions, etc.

Timing:

- According to the needs – at least 2 times during the project implementation
- May 2006 and September 2006

Content:

- Information about projects



- Implemented activities within other projects
- Process of implementation of projects
- Possibilities of cooperation, ways of cooperation
- Coordination of activities
- Networking of activities
- Managed by PT in cooperation with MH SR

#### **G.IV. INTERNATIONAL LEVEL:**

##### **Translation of information**

Translation of the main information material into English, German and French language aimed at distributing information to the relevant partners abroad

Timing:

- once
- beginning – March 2006

Content:

- Basic information document
- Managed by PT in cooperation with MH SR

##### **Identification of the relevant partners**

This activity will be focused on international institutions dealing with the Roma minority or the marginalised groups of the population as well as organisations dealing with health field work in excluded communities in other European countries.

Timing:

- ongoing
- beginning – March 2006

##### **Information mailing**

Electronic communication with the relevant partners on international level aimed at provision of information about the project implementation process and achieved results leading to potential international partnerships.

Timing:

- At least twice during the project implementation
- Beginning - April / May 2006

Content:

- Main information documents
- Areas and possibilities for cooperation
- Managed by PT in cooperation with MH SR



The above are the proposed activities. Their implementation as well as the content will be approved by the MH SR. The progress of implementation will be described in the relevant monthly reports.



## H. LIST OF ATTACHMENTS

The full versions of the attachments are available in the Slovak version of the monthly report.

Attachment 1 – Announcement of the results from the selection to the relevant partners

Attachment 2 – Written announcement to the successful applicants.

Attachment 3 – Written announcement to the non-successful applicants.

Attachment 4 – Programme of the first meeting with the HFW

Attachment 5 – Administrative manual for the HFW

Attachment 6 – Summarised description of the project distributed to HFW

Attachment 7 – Division of microregions among the project coordinators

Attachment 8 – Job description for the HFW

Attachment 9 – Collection of administrative information from each HFW

Attachment 10 – Inquiry for the HFW – Primary surveys in the microregions