

Sport Action NeTwork Europe (SANTE)

Framework Document

Introduction

This Framework Document is meant as a guide to partners and other interested parties of the SANTE project. It (hopefully) gives a relevant overview of SANTE's objectives and how partners can expect to benefit from their involvement in the project.

Already planned activities are described where possible and the document is ended by presenting a few forms that involved partners are required to use when implemented SANTE financed activities.

This document is supplemented with more specific and updated information at SANTE's web platform – www.mysante.info.

1. Timeframe

01/12/2009 – 31/03/2011

2. Background and objectives

SANTE is an ambitious effort of 17 partners across Europe representing sport organizations, esteemed universities, businesses and local government. The partners have united resources in the SANTE project to address and act upon the contemporary challenge of improving Europeans' health.

SANTE has been developed out of recognition that sport collectively holds great potential for promoting health-enhancing physical activity. SANTE has a special focus on supporting and promoting cross-sector innovative partnerships to foster learning across Europe's borders and inform future actions within health enhancing physical activity.

Sport is a well recognized social movement and tool for achieving societal goals. The EU White Paper on Sport and the EU Physical Activity Guidelines both refer to the potential of sport organisations and grassroots sport in particular.

It is a major challenge to get the most out of this great diversity of actors and institutions, to reach more citizens and to avoid overlapping or duplication of efforts. Several examples of cross-cutting initiatives and projects are available, but results are of varying quality and often not well documented or disseminated.

SANTE objectives

<p>1. Promote health enhancing physical activity with a starting point in sport organisations.</p> <p>2. Engage national and local sport organisations from Europe in networking and best practice exchange with a view to qualifying existing and developing new initiatives.</p> <p>3. Highlight and promote cooperation between sport organisations and business, schools, local governments, health organisations and others</p>	<p>4. Establish partnerships and cooperation between international/European organisations and stakeholders in the field of health enhancing physical activity</p> <p>5. Collect, document and valorise examples of innovative cross-sectoral cooperation in health enhancing physical activity.</p> <p>6. Prepare future actions in health and physical activity</p>
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3. The SANTE Partners

Association	Contact person	Position	e-mail	Telephone	ISCA Contact
CASPV (Czech Association Sport for All) Czech Republic	Miroslav Zitko Vlasta Syslova	Secretary General Member of EC	zitko@caspv.cz vsyslova@seznam.cz	+420 257213286	Saska
DGI (Danish Gymnastics and Sports Associations) Denmark	Anders Kragh Jespersen	Development Consultant	anders.kragh.jespersen@dgi.dk	+45 20 80 93 50	Anders
DTB (German Gymnastics Federation) Germany	Pia Pauly	Head of department sport development/ gymnastics for all	Pia.Pauly@dtb-online.de	+49 6967801136	Anders
FEPI (Federation for the European Play Industry) Belgium	Alberto Bichi	Secretary General	alberto@fepi-play.org	+32 2 502 28 64 / +32 497 477 298	Anders
FIAF (Federazione Italiana Aerobica e Fitness) Italy	Mimi Adami Paolo Adami	Technical Director Director	m.adami@fiat.it p.adami@fiat.it	+393356227877	Saska
INATEL (Instituto Nacional para o Aproveitamento dos Tempos Livres dos Trabalhadores) Portugal	Rui Lanca	Director	rlanca@inatel.pt	+351 21 00 27 134	Anders
LTSA (Latvian Trade Sport Association) Latvia	Katrina Gorbatenkova Aiga Salmane	International Coord. Project Manager	ltsa@riga.lv	+371 6722 6215	Anders
Municipality of Florence, Italy	Dr Elena Toppino	Director - Servizio Sport del Comune di Firenze	e.toppino@comune.fi.it	+39 0552625137	Anders
NEMUNAS (The Nemunas Country Sport Clubs Association) Lithuania	Kestutis Levickis Ausra Nesteroviene	Secretary General Project manger	kestutis@zum.lt ausra7nest@yahoo.com	+370 5 239 84 88	Saska
NSA (Netherlands Sports Alliance) Netherlands	Leonie Hallers	General Director	l.hallers@sportalliantie.nl	+31 (0) 882468100	Anders
SALSC (Scottish Association of Local Sports Councils), UK/ Scotland	Oliver Barsby Jim Conn Millar Stoddard	Secreatry General President Member of EC	oliver@salsc.org.uk jimconn@btinternet.com millar.stoddart@southlanarkshireleisure.co.uk	+44 1383820950	Saska
SOKOL (Czech Sokol Organization), Czech Republic	Oldrich Lomecky Vladimir Dostal	President Secreatry General	olomecky@sokol.eu VDostal@sokol.eu	+420 257007254	Saska
SUS (Sports Union of Slovenia) Slovenia	Rado Cvetek Damir Karpljuk	Ex. Director Member of EC	rado_cvetek@sportna-unija.si damir.karpljuk@gmail.com	+386 1 42 32 142	Saska
UBAE (Union Barcelona of Association of Sport) Spain	Toni Llop	Director	ubaetoni@ubae.net	+34932081750	Saska
UISP (Italian Sport for All Association) Italy	Carlo Balestri Rita Scalambra	Project manager President for national affairs	scalambra-r@libero.it uisp@uisp.it	+39 3453669043 / +39 3483927429	Saska
UNICAS (University of Cassino) Italy	Giovanni Capelli Antonio Borgogni	Professor Ass. Prof.	g.capelli@unicas.it a.borgogni@unicas.it	+39 0776 2992922	Anders

4. Methodology & Activities

SANTE is a project based on knowledge sharing and organizational development, where all partners are engaged in SANTE to develop their organization through cross European learning. SANTE takes its starting point in sport and its organisations. However, the project is very focused on partnerships with other organisations and sectors (such as municipalities and schools) in the field of health-enhancing physical activity.

ALL planned and ongoing SANTE activities can be followed at the SANTE web platform – www.mysante.info

SANTE activities and methodologies are complementing and mutually reinforcing and comprise the below described initiatives.

4.1 Kick-off and Closure

SANTE is formally launched at a Kick-off meeting in Copenhagen (March 5-7) where Project Partners are getting a shared vision of project objectives and define a specific project implementation plan. This shared vision is laying an important foundation for the project, including the planned activities and focus on good HEPA practices (see more under section 5.6).

See www.mysante.info for outcomes of the Kick-off meeting, including presentations and a 1st outline of the SANTE action plan.

A *Closure Meeting* will round off SANTE where project partners as well as external stakeholders will summarize and review project results and define strategies for future collaboration. The Closure will also be an opportunity to discuss recent strategic challenges in health-enhancing physical activity and to discuss recommendations for the European Commission in the light of project experiences.

For the Calendar:

- *Kick-off Meeting, Copenhagen, March 5-7*
- *Closure Meeting, location tbd, 1st quarter of 2011 (is expected to be held together with Thematic Seminar, see more under 4.3)*

4.2 Political Forums

Political leaders of project partners and stakeholders will have their own strategy and development sessions called Political Forum.

The forum serves to ensure there is strong organisational/political support inside sport associations that want to focus on health-enhancing physical activity while at the same time giving political and organisational leaders inspiration for their priority-setting.

The Political Forums assists in meeting **project objectives 1** (*Promoting health enhancing physical activity with a starting point in sport organisations*) and **6** (*Preparation of future actions in health and physical activity*).

For the Calendar:

- *1st Political Forum, Copenhagen, March 5-7*
- *2nd Political Forum, Brussels, planned for late June*

4.3 Thematic Seminars

Thematic Seminars (envisaged for 3 nights/2 days) will deal with contemporary health challenges of a European wide nature and will have a specific focus on innovative partnerships with other sectors.

The Thematic Seminars assist in meeting **project objective 2** (*Engage national and local sport organisations from Europe in networking and good practice exchange with a view to qualifying existing and developing new initiatives*) **and 3** (*Highlight and promote cooperation between sport organisations and business, schools, local governments, health organisations and others*).

For the Calendar:

- 1st Thematic Seminar: »Active Seniors«. Tentatively planned for 30.8. – 3.9.2010
Preparatory Meeting (also in Scotland) planned for June 9-11

- 2nd Thematic Seminar: »National campaigns to engage more people in PA and Sport«. Planned to take place in conjunction with the MOVE 2010 Congress in Frankfurt, October 20-24

- Potential 3rd Thematic Seminar: »Education and certification of instructors doing HEPA activities. Timing and location tbd – potentially along with Clsing Meeting

4.4 Project Exchanges

Project Exchanges are bi-or trilateral meetings based on mutual learning and discussion of good practices, with an average duration of 3 days/2 nights. They can take form of knowledge sharing study tours, expert consultations, twinnings or the like. All partners will be involved in project exchanges with other partners to develop their own organization through cross European learning.

ISCA staff will assist project partners in choosing exchange type and defining its process as well as with engaging relevant external stakeholders.

Project Exchanges can take form as:

- *Twining* – visiting sister organisations for intensive knowledge sharing and definition of new programmes
- *Consultation* – receiving expert(s) from other organisations for qualification of own national programmes
- *Study Tours* – visiting country-specific events, facilities and organisations for the purpose of observation and inspiration
- *Workshops* – targeted interactive presentations and work sessions in specific thematic areas to partners

The Project Exchanges are the central element of the SANTE Good Practice and Organisational Networking methodologies, and will as such assist in meeting all **project objectives (1-6)**.

4.5 European Sport for All Congress – MOVE 2010

MOVE 2010 will be held in Frankfurt and will provide a large-scale platform for presentations and exchange. The multi-stakeholder nature of the congress will be visible in the programming, where cross-cutting partnerships will be in focus. The congress will be an ideal meeting point for further international umbrella stakeholder organisations in order to discuss future collaboration. 300 fee-paying participants plus project partners are expected to join the congress.

The Congress will thus assist in meeting **project objectives 3** (Highlight and promote cooperation between sport organisations and business, schools, local governments, health organisations and others) **and 4** (Establish partnerships and cooperation between international/European organisations and stakeholders in the field of health enhancing physical activity).

For the Calendar:

European Sport for All Congress, »MOVE 2010«, Frankfurt, October 20-24

4.6 Good Practice Handbook

SANTE is guided by “**good practice**” (not “best practice”) criteria. This means that the project does not try to identify the “one” (or few) “Best Practice(s)” in Europe. First, this would require very specific evaluation criteria, and such criteria have not been established to date. Second, experience has shown that the tremendous diversity in organisational, financial and cultural backgrounds in the area of health-enhancing physical activity does not allow for one model to work “best” in all settings and countries. One size does not fit all.

Good practices can be on local, national and international/European level. For instance, local level good practices could be an innovative health-partnership between a sport club and a municipality. National good practices could be a sport umbrella organisations’ quality mark for club’s health-enhancing physical activities. And international/European good practice could be European qualification levels for instructor education in health-enhancing activities.

Good practices will be identified according to the following dimensions:

- Health enhancing physical activity for specified target groups: Seniors, youth, children, females/males, inactive citizens, etc.
- Health enhancing physical activity in specific settings: Sport clubs, kindergartens, schools, work places, outdoor, urban settings, etc.
- Health enhancing physical activity methodologies and activity types: Quality marks, campaigns, caravans, education, certification and (activity types), team sport, individual training, fitness concepts and new trends
- Health enhancing physical activity partnerships: Sport organisations vis-à-vis health institutions/hospitals, insurance companies, municipalities, patients’ associations, private doctors, food industry, national governments, etc.

The Good Practice Handbook will to a large extent be inspired by interviews with SANTE partners.

5. Activity forms

There are 4 mandatory forms which must be used at all SANTE activities.

The 4 short forms are meant to support your activities and foster learning that we can use onwards when planning new initiatives.

Form 1 is a planning tool and used *before* any activity, while **Form 2, 3 and 4** are used as follow-up to activities. The forms are sent/scanned to ISCA altogether after implementation of the activity.

Form 1: Project Description Form

The **Project Description Form** is a tool used to structure SANTE project exchanges and thematic seminars. It is a simple form that (hopefully) will help SANTE partners to outline objectives of their planned activities and assist in the actual planning of on timing, location, partners, etc.

The Project Description Form is sent by the project holder to ISCA staff (Anders or Saska) in the planning process. ISCA is here happy to contribute with comments, suggestions, etc, if required.

Form 2: Project Reporting Form

The **Project Reporting Form** is a tool used to summarize the implemented activity and assess what results came out of it. You are welcome to modify the form as needed to fit your unique context.

The Project Reporting Form is sent by the project holder (email) to ISCA after implementation of the activity.

Form 3: Participant List

Signed **Participant Lists** are required for **all SANTE activities**.

You are welcome to modify the form as needed to fit your unique context.

The Participant List is filled in and signed during the activity and can afterwards be scanned or posted to ISCA.

Form 4: Evaluation Form

Evaluation forms are the natural round-off to all SANTE activities.

The form is to be filled in during the activity by all participants and afterwards scanned or posted to ISCA.

FORM 1: Project Description Form

Overall topic, <i>refer to SANTE Kick-off meeting, if it was discussed there</i>	
Title:	
Objective(s)	
Description of activity, <i>refer to SANTE Kick-off meeting, if it was discussed there</i>	
Timing and location	
Participants	
Contact person(s)	
Budget, please specify	

SANTE Project Reporting Form

Activity title	
Main organizer	
Participants	
Timing and location	
Eventually external guests, external presenters	
Activity outcomes a) <i>Proceedings - what was done? (e.g. agenda, minutes)</i> b) <i>Did you manage to meet the activity's objectives? Please specify</i> c) <i>Were any publications made? If yes, please attach.</i>	
Challenges a) <i>Did you experience any challenges in implementing the activity?</i>	
Future development, follow up: a) <i>How do you see this activity benefitting your organization in the future?</i> b) <i>Are you planning any follow-up activities?</i>	
Budget report <i>(remember to forward documentation for all non-DSA expenses)</i>	

FORM 3: Participant List

Title of activity: _____

Timing and location: _____

	First Name	Last name	Organisation	E-mail	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

FORM 4: Evaluation Form for SANTE Project Exchanges

Title: _____

Timing and location: _____

Dear Friend,

The “event” is almost over and now is the time to recall and analyze in which aspects we have succeeded and which ones could be improved in the future. Please indicate your impression of the items listed below and tick the relevant boxes on the scale.

DURING the “event”

Throughout the “event” how would you evaluate the:	Excellent	Good	Fair	Satisfactory	Poor
2.1. Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2. Reached objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3. Overall quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Programme

Which part of the programme did you like the most and why?

Which part of the programme did you like the least and why?

AFTER the “event”

(4) Will the “event” help you in the future activities and partnerships? If yes, please specify how.

(5) Other opinions (if applicable)

Thank you very much for your contribution!

6. Communication and visibility




Communication products of SANTE comprise:

- SANTE web platform – www.mysante.info (expected ready by early June, 2010)
- SANTE brochure (expect ready by mid June, 2010)
- 2 SANTE Newsletters (expected July and December)
- Good Practice Guidelines, Collection and National project translations (March-December 2010)
- Good Practices Handbook (launched with Closing Meeting, 1st quarter of 2011)
- Follow-up report to MOVE 2010
- Interviews (will figure at www.mysante.info)
- SANTE magazine (expected September 2010)
- Quarterly Status Reports to the European Commission throughout project period
- Highlights from SANTE activities incl. Project Exchanges in ISCA's Newsletter and other communication channels
- Video
- Reports/proceedings from SANTE activities (will be uploaded to www.mysante.info)

All material produced under SANTE must adhere to European Commission's visibility guidelines and must therefore include the following text:

"SANTE is receiving support from the European Commission's Sport Unit, Education and Culture DG, under the program "Preparatory Action in the field of sport" (project no. EAC/21/2009/102)."

All material must also pay attention to the logos mentioned below.

SANTE logo (mandatory)	
EC Sport Unit logo (mandatory)	
ISCA logo (if desirable)	
Partner logo (if desirable)	

Project Contacts

Anders Tharsgaard, ISCA Project Manager, at@isca-web.org

Saska Benedicic Tomat, ISCA Project Manager, sbt@isca-web.org

International Sport and Culture Association (ISCA)

Tietgensgade 65 - 1704 Copenhagen V, Denmark

Tel.: +45 33 29 80 26 / Fax: +45 33 29 80 28 / www.isca-web.org