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Progress Report

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1st of December 2006 – 31^{tst} of July 2007

Summary

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Summary of actions for the 8 months

The aim of the project is to draw a qualitative research on men and fathers behaviours and attitude towards work life balance in 4 different municipalities (New Towns) from 5 countries: Belgium, Sweden, Spain, France and the United Kingdom as well as a comparative analysis of national, regional and local policies that directly or indirectly affect work life balance in families.

The project is structured around 3 main phases:

1) Overview (European diagnosis): during this phase, partners are asked to draft an inventory of national, regional and local policies directed to men and fathers on the template provide by our scientific partner (CIR). Each national partner has conduct research in their own country (France, Spain, UK, Belgium and Sweden) on existing practices. The results of this research are intermediate documents that will be integrated in the final transnational report. Documents (available as annexes) were sent to the scientific partner in charge of the final comparative study. A template has been sent to all the partners in order to collect examples of best practices related to work life balance in general with, if possible, a special focus on men.

2) Focus groups: during this phase, each partner has conducted individual interviews and discussion groups with fathers and men to study their opinions, wishes and behaviours, and detect possible hurdles / opportunities for policies aimed at these two target groups. Results grids from interviews and reports of the forum are available as annexes for 3 out of 4 partners; the Municipality of Harlow has planned its forum for the 3rd of August and will send related material as soon as drafted. Results of the other partner's actions have been submitted to the scientific partner for the comparative analysis.

3) Analysis for dissemination: the results of the consultation and focus groups will be scrutinised by a team of international experts and will lead to a final report analysis and publication. A scientific publication will be written and disseminated at the local and European level to local authorities and research centres.

Dissemination about the project has been done during the General Assembly of the ENTTP organised in Sénart on 5th and 6th July 2007. More than 80 participants from 20 new towns across European were informed about the project and its first results.

On the management side, a preparatory work has been done for the launching of the project. Individual Cooperation Agreements were established with each partner. An Intranet (<http://trof.newtowns.net>) has been created in order to facilitate the internal communication between the partners of the project (exchange of documentation, administrative documents, information about events). Two transnational meeting (kick off meeting in Brussels on the 9th of January 2007, a coordination meeting in Brussels on the 12th July 2007) were held to coordinate each phase actions and to allow partners to exchange points of view about the first results of the project and the lessons learned.

Component 1: Management and Coordination

This component is implemented during the whole life of the project and even afterwards for the final financial and content reports.

Administrative and financial management

An important work was done by the ENTP, as lead partner of the project, in the preparation of the administrative and financial procedures of the project:

Several contacts between the ENTP and the European Commission led to the signature of the Grant Agreement.

Following the publication of a work advertisement in a job vacancies website and several interviews, the ENTP recruited a project officer in charge of the financial aspects of the project (See the job description advertisement and CV in annex 17 and 18)

The ENTP designed and signed with each partner of the project the Individual Cooperation Agreement.

Each project partner organised a local team, in order to set up the internal procedures for the administrative and financial follow up of the project. An officer in charge of the administrative aspects was appointed by every partner institution (see contact details of project partners as annex 03).

All the partners ensured the administrative and financial follow up of the project. In order to do so, the duration of the project has been divided in 2 periods according to completion of "work packages". It was so agreed that once a first group of actions were developed, then partners should have sent to ENTP the related results and a mid-term report would have accompanied the first financial claim as supporting document of the work done in the first phase. As per the first phase, the work package include material related to the focus group (individual interviews + forum of participation) and to the policy inventory.

The administrative and financial follow up of the project has been completed for the first period of the project taking place between the 1st of December 2006 and the 31st of July 2007 (month 1 to month 8).

The drafting of the progress report and the financial claim is of ENTP responsibility. These documents summarize the information from each partner document.

The ENTP staff is in charge of the administrative and financial duty of the project establishing a frequent communication with all partners to specify which document are needed and which figures are to clarify.

Partners drafted their internal claims, collated and verified evidence as per lead partner instructions, maintained the book ledger and accounts.

Meetings and internal communication

On the 9th of January, a kick off meeting took place in Brussels, at the ENTP offices, gathering each partner's officials involved in the project. Unfortunately the Consell Comarcal de l'Alt Emporda couldn't attend to the meeting due to calendar overlapping but all the information was sent to them and some phone calls and email exchanges were made to answer their questions.

During the kick off meeting, financial and administrative rules were expounded, an action plan was proposed for approval and mutual contacts were established to coordinate the progress in the actions to develop. Every partner introduced their institution and their interest in the

project objectives according to their policy priorities. The scientific partner expounded the methodology elaborated for this project and gave guidelines to follow a common implementation of the foreseen actions.

Following the kick off meeting, all the presentations with relevant information were sent to the project partners, together with the approved agenda and each partner contact details.

Please find documents related to the kick-off meeting in annexes 01 to 10.

A delegation of three members of the ENTP team participated to a meeting organised by the European Commission on the 15th of February in order to discuss the EC expectations about the research contents.

The second transnational meeting foreseen by the project was held in Brussels on the 12th of July. The CIR couldn't attend to the meeting due to agenda overlapping. Each partner reported on the progress of the implementation of the activities and gave a presentation about the results of this first phase. The schedule of the action plan underwent some modification as some partners' agenda encounter a slight delay. Nevertheless those modifications didn't have an impact on the work programme and calendar adopted by the Commission in the Grant agreement.

Documents related to the second meeting are enclosed in annexes 12 to 16.

Even, if it was not plan in the Grant agreement, an internet website was designed for the project in order to facilitate the exchange of information, make all partners documents available for screening and sharing, and provide publicity about the project and increase its visibility. The website is online at the following address: <http://trof.newtowns.net>

Component 2: European diagnosis

The implementation of this component was foreseen in the Grant agreement between months 2 and 8.

1. Work done

One of the main goals of the Work Life Balance project is to identify existing practices of policies in Europe (local, national, but also from the private sector) that promote the role of men and fathers in the reconciliation of private life and work.

On the base of the report developed within the previous ENTP project "Local policies for an increased men and father's role in the reconciliation of work and private life", the present research aim at enlarge the inventory of national, regional and local policies and services targeting men and work / life balance through a double step phase.

First step requires national partners to draft a review of implemented policies and good practices inside their country. Each partner is expected to produce a 10 pages report providing an overview of their national, regional and local legislation and listing a sample of good examples as case-studies. Following our meeting with the EC representatives in February 2007, we also sent to the partners a template to collect Best practice in order to produce a list of good practices.

Second step involves our scientific partner, the CIR, to produce a comparative study of the existing policies and practices on the subject.

The transnational inventory of policies and good practices was planned to be drafted during the first periods of the project (month 1 to month 8).

The period covered by this report was dedicated by each partner to the national review of policies. The research work was so organised:

- The Municipality of Harlow to draft the inventory for United Kingdom
- The Consell Comarcal del Alt Empordà to draft the inventory for Spain
- The Municipality of Hässelby-Vällingby to draft the inventory for Sweden
- The ENTP to draft the inventory for Belgium
- The CIR to draft the inventory for France
- The CIR to draft the comparative analysis and extended the research at the European level for the final document.

The CIR designed a template and a methodology for the collection of facts and figures. The ENTP provide a template for the collection of good practices, a number of three/four examples for each country was agreed.

Please find methodological templates for the inventory in annexes 19 to 22 and 27.

By the end of month 8, these inventories were available:

- United Kingdom (final version in annex 29)
- Belgium (final version in annex 28)
- Spain (draft in Spanish in annex 30, translation to come)
- Sweden (draft version in annex 31, final version to come).

The partners of the project sought the help of different sources in order to collect material on the content of the research. Contacts gained through previous experience and developed internal capacity showed very useful and efficient to gather the relevant information and solicit document from specialised bodies and organisations. Sector databases and libraries were

consulted and local specialists on gender issues were contacted. Research through internet was also a powerful tool to obtain update references.

2. Work to be done

In August, all the final documents will be submitted to the scientific partner (CIR) in order to launch the research phase leading to the comparative analysis. This analysis will be done in accordance with the work programme and calendar approved by the European Commission (from month 6 to month 12).

In order to include, the suggestions made by the representative of the European commission we met in February 2007, for the end of September 2007, partners are expected to find example of good practices and fill the template sent to them.

Component 3: Focus groups

The implementation of this component was foreseen in the Grant agreement between months 5 and 8.

1. Work done

The project identified Focus groups as an efficient tool to study the attitudes of fathers regarding the work / life balance, including the sharing of tasks within the family, the role played by gender roles and stereotypes and the national/local contexts.

During this phase, partners were supposed to lead discussion groups with fathers to study their opinions, wishes and behaviours, and identify possible hurdles or opportunities for policies targeting this group

Methodology

The scientific partner of the project, CIR, designed a common methodology for each partner to follow in order to allow a better comparability of the results and respect scientific criteria. Partners were so invited to conduct individual interviews to people representing the target group, report the interview and fill a result grid with the main topics of each dialogue. Second step was to gather some of the interviewees to lead a discussion group, and then provide a summary report of the discussion. All interviews and forums should be recorded and be conducted in the local language.

Before the interview and discussion group phase was implemented, the project partners established a frequent exchange of information with the scientific partner in order to avoid misunderstanding of the proposed methodology or an unsatisfactory implementation.

Please find methodology guidelines in annexes 23 to 26.

Implementation

-The ENTP made interviews of fathers and organised a forum of participation on Friday, the 29th of June

-The Municipality of Hässelby-Vällingby made interviews of fathers and organised a forum of participation on the 20th of June.

-The Consell Comarcal del Alt Empordà made interviews of fathers and organised a forum of participation on the 14th of June

-The Municipality of Harlow made interviews of fathers and planned its forum for the 3rd of August.

The following reports are available:

- individual interviews results grid and forum of participation report by ENTP (in annexes 34 and 35)

- individual interviews results grid and forum of participation report by the Consell Comarcal del Alt Empordà (in annexes 32 and 36)

- individual interviews results grid and forum of participation report by Hässelby-Vällingby (in annexes 33 and 37)

2. Work to be done

The ENTP will ask to the Spanish and Swedish partners to make a short sum up of those documents in English

The interviews results grid and the report of the forum organised by the Municipality of Harlow are planned to be submitted to ENTP at the beginning of August when they will organize their Forum.

All the results, following completion of action, will be sent to the scientific partner in charge of the comparative analysis.

4: Analysis and dissemination products

The implementation of this component was foreseen in the Grant agreement between months 6 and 12.

1. Work done

Dissemination

- Creation of a website (<http://trof.newtowns.net>)
- Information about the project during the ENTP General Assembly in Sénart on 5th July 2007 gathering 80 participants (politician, civil servants, experts) from 20 new towns across Europe. Please find the program as annex 40.
- Involvement of members of the Réseau Hommes Belgique in the project activities (please find as annex 38 the ENTP letter to RHB and as annex 39 the RHB website page).

Database and documents

- Updating of the database of Belgium NGOs, institutions etc.... interested by the topic
- Collection of documents, article, report about the topic

Scientific publication

- Definition of the 3 main themes of the scientific publication
- Advertisements in some websites to collect article for the scientific publication
- Contacts with some contributors to write article for the publication

Final report

- The final report will include: the transnational inventory done by the CIR and the good practices collected by the partners. This work is in progress (see components 2 and 3)

2. Work to be done

- coordinate the scientific publication
- Coordinate the final report
- Make some copies in PDF of those two documents for dissemination
- Disseminate 500 CD-ROMs at the local and European levels

Annexes

Section “Meeting documents and administration”		
<i>Documents related to the kick-off meeting in Brussels (09/01/07)</i>		
01	Agenda of the kick-off meeting in Brussels (09/01/06)	EN
02	Minutes of the kick-off meeting in Brussels (09/01/06)	EN
03	Contact details of partners	EN
04	List of attendance for kick-off meeting (09/01/06)	EN
05	Presentation on previous project results	EN
06	Presentation on project methodology	EN
07	Methodological introduction	EN
08	Presentation on the action plan	EN
09	Action plan	EN
10	Presentation on financial and administrative rules	EN
11	Update of the action plan	EN
<i>Documents related to the transnational meeting in Brussels (12/07/07)</i>		
12	Agenda of the transnational meeting in Brussels (12/07/07)	EN
13	List of attendance for the transnational meeting (12/07/07)	EN
14	Presentation on ENTP progress	EN
15	Presentation on Alt Empordà progress	EN
16	Presentation on financial guidelines	EN
<i>Documents related to the project financial officer recruitment</i>		
17	Announcement of job vacancy & job profile	EN
18	CV of the selected candidate	EN
Section “Methodology”		
19	Template for Belgian inventory of good practices	EN
20	Template for Spanish inventory of good practices	EN
21	Template for Swedish inventory of good practices	EN
22	Template for UK inventory of good practices	EN
23	Outline for focus groups and interviews + questionnaire	EN
24	Swedish translation of Outline for focus groups and interviews + questionnaire	SW
25	French translation of the questionnaire	FR
26	Results grid for interviews	EN
27	Outline grid for good practices	EN
Section “Products”		
<i>Inventories of policies and good practices</i>		
28	Belgian inventory	EN
29	UK inventory	EN
30	Spanish inventory (draft)	SP
31	Swedish inventory (draft)	SW

<i>Interviews results grids</i>		
32	Grid from Alt Empordà	SP
33	Grid from Hässelby-Vällingby	EN
34	Grid from ENTP	FR
<i>Reports on focus groups</i>		
35	ENTP focus group	FR
36	Alt Empordà focus group	SP
37	Hässelby-Vällingby focus group	SW
Section “Dissemination”		
38	ENTP letter to RHB members	FR
39	RHB website page hosting ENTP letter	FR
40	ENTP general assembly program	EN