



Project Guidelines

1. Introduction

The European Commission awarded a grant to the project EU:SPORT:FUTURE. The project aims at

- collecting the opinion of citizens on the future EU competence on sport and
- providing recommendations to the future European sport competences on various aspects like health, social inclusion, employment, education and volunteering.

2. Commitment

As a participating organisation, you are an important part of the project management of EU:SPORT:FUTURE and co-implement it. Although the bulk of the workload will be carried out by the project team located in Brussels, your cooperation represents nevertheless an integral part of the implementation and success of EU:SPORT:FUTURE.

The distribution of the workload and the list of tasks will be presented, discussed and decided upon together among the participating organisations during the first project meeting.

Your allocation of resources to the project EU:SPORT:FUTURE like personnel, travel and/or accommodation costs will be reimbursed from its budget according to the rules set out in the signed grant contract between the European Commission and ENGSO. As a general rule, we have allocated some 200 working hours (25 working days) for the period of February 2009 to November 2009 to each participating organisation.

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Your contribution to the project can mean:

- Co-drafting the questionnaire
- Sending out the questionnaire
- Participation in the team meetings (4)
- Selection of participants to workshops
- Organisation of workshops
- Co-drafting of workshop report
- Participation in final conference

3. Summary of the project

The project EU:SPORT:FUTURE aims at collecting the opinion of citizens on the future EU competence in sport. By collecting the opinions of citizens, the project will provide recommendations how the future EU competence in sport should be shaped. The collection of opinions will be structured in the following way:

- Questionnaire: A questionnaire will gather opinions of citizens on the future EU sport competence.
- Analysis of the questionnaire
- Citizen panels (workshops): The workshops will focus on five specific topics such as education, society, volunteering, health and employment. The people of the workshops will consist of experts appointed by the project team and of citizens who will be drawn out of the pool of submitted questionnaires.
- Final conference
- Final report including the recommendations, workshop papers as well as the results of the questionnaire

Panels (Workshops):

EU:SPORT:EDUCATION

This panel explores interrelations between sport and education. The discussions shall also take into consideration the results of the European Year of Education through Sport 2004.

EU:SPORT:SOCIETY

This panel looks upon the societal role of sport. Sport brings people together and is a cohesive force in Europe. Participants will discuss how sport can contribute to the development of society with regards to social inclusion, fair play, tolerance, solidarity etc.

EU:SPORT:VOLUNTEERING

Sport clubs provide (public) services to society which public authorities would never be able to finance. To be able to offer these services volunteers are necessary. This panel will focus on the issues related to volunteering and the promotion thereof.

EU:SPORT:HEALTH

Sport is a very cost-effective and efficient tool for providing health care. Strategies have to be developed to bring more people to do sports and be physically active. The panel will discuss among other things of how to create a culture of lifelong physical activity.

EU:SPORT:EMPLOYMENT

Sport is recognized to contribute substantially to national wealth. Studies have shown that employment grows faster in the sport sector than in the traditional economy. What challenges for sport lie ahead and how sport can be more professionalized shall be discussed in this panel.

Gender and disability issues are cross-cutting themes and will be dealt with in each workshop.

The citizen panels (workshops) discuss the above mentioned topics.
Each panel is preceded by

- an introductory presentation on “Sport and the European Union”,
- a presentation of a project which is related to the topic to be discussed and which has been identified by the project management as a model of best practice.
- a presentation on the results of the poll (questionnaires).

Then, the participants will discuss the present situation. Building on these discussions, the ideal situation (vision) regarding EU and sport shall be outlined. In a next step, tools and measures shall be proposed in order to achieve this ideal situation.

Each panel has to produce conclusions (workshop paper). The conclusions will be presented and discussed in an intermediate seminar during the ENGSO General Assembly. The intermediate seminar will serve as a rehearsal for the final conference and checks if the project is going into the right direction.

The final conference will fine-tune and adopt the final paper including recommendations for the European Commission. The final paper and recommendations will be forwarded to the European Commission. Furthermore, the final document will be also transmitted to European and national sport organisations and to national and regional public authorities dealing with sport.

The visibility and dissemination of results are essential for a great impact of the project. The results of this discussion project will be widely communicated. The different channels such as internet-websites and journals of the participating organisations will feature reports on the project and process of EU:SPORT:FUTURE. Press releases will be drafted by the responsible project team and sent out (to the press).

3.1. Core elements of the project

Questionnaire:

A questionnaire will be designed by the project team to collect widely opinions of citizens on the issues that will be dealt with in the panels.

Citizen Panels (Workshops):

5 thematic workshops on education, society, volunteering, health and employment will be organized. The workshops will be chaired by experts appointed by the project management. The project management will structure in cooperation with the 5 workshop experts the process of the workshops. A workshop guideline which has been developed beforehand has to be used to lead the workshops. Each issue/item of the guideline has to be addressed during the

workshop. However, the guidelines will allow enough flexibility and adaptability to the respective workshop situation.

Each workshop is preceded by

- a short presentation of the topic “Sport and the European Union”
- a short presentation of the results of the questionnaire
- a presentation of a project which is related to the topic to be discussed and which has been identified by both the project management and respective expert as a model of best practice

Already during the presentations the participants will be stimulated to speak up and make their voices heard. The moderator of the workshop will ensure that the ensuing discussions are based on the presentations. The expert will moderate and guide the discussions and ask the participants of their opinion on the present situation. Based on these discussions, the group will outline an ideal situation of the respective workshop topic. In a next step, tools and measures (recommendations) shall be proposed in order to achieve this ideal situation.

Each workshop has to produce a pre-structured workshop paper (which is related to the workshop discussions). The workshop paper will have the following structure:

- I) Analysis of present situation
- II) Definition of ideal situation / definition of objectives
- III) Recommendations: Tools, measures to achieve ideal situation (objectives)
- IV) Follow up, quality assurance

Final Conference:

The final conference will adopt the final paper comprising the workshop papers and recommendations how a future EU sport competence should look like. An intermediate seminar on the final paper will be held during the General Assembly of ENGSO in April. The experts of the workshops will be selected by the project management in cooperation with the project team on the basis of pre-established criteria. The citizens will be drawn from the pool of the submitted questionnaires.

Due to the broad membership base of sport organisations it can be guaranteed that ordinary citizens of different demographic, geographical, social and professional backgrounds will participate in the project. The selected participants will be invited to attend the respective workshops and provided with adequate information about the project.

The workshop leaders are experienced not only in their respective workshop theme but have also moderated workshops before. However, the workshop guidelines will also consist of a chapter dealing with how to facilitate debate, pay attention to minority opinions and encourage everybody's participation.

3.2. Products of the project

- **Poll/ questionnaire:** The Questionnaire of the project will be sent out to a wide circle of citizens in whole Europe, and thus raise awareness about the project and its topic.

- **Homepage:** A website EU:SPORT:FUTURE will be set up. The participants as well as the public will be able to get information about the project and issues via this website. The website will feature the different workshop papers as well as the final document including the recommendations on a future EU sport competence.
- **Media work:** The project team will draft press releases and send them out to the media contacts ENGSO has. The publication of the press releases will increase the visibility of the project and make it known to the wider public.

Using own **media channels:** Furthermore, the project will be communicated via the media channels of the participating organisations. Press articles will feature the websites and journals of the participating organisations.

- **Info-mail:** 3 info-mails will be drafted and sent out to the ENGSO-network. The national members of ENGSO are asked to forward the info-mail to their national, regional and local network.
- **Workshop paper/ leaflets:** Leaflets summarize the results of the workshops. The workshop papers encompass all aspects of the workshop.
- **Final document:** The final document including the recommendations, workshop papers as well as the results of the questionnaire will be submitted to the European Commission and sent out to participants and the ENGSO-network. The national members of ENGSO are asked to forward the final document to their national, regional and local network.
- **Final conference:** In the framework of the final conference EU:SPORT:FUTURE the results of the project will be presented to European sport stakeholders. The press will be invited and during a press conference the results and recommendations of the project will be communicated. High profile figures in the public administration (Council, EC, CoR, EESC, EP, national ministries), economy and sport will be invited to attend the final conference.
- **Events:** ENGSO will present the results of EU:SPORT:FUTURE during its own meetings but also at meetings ENGSO is invited to like the European Sports Forum.

More information about the project can be obtained from the application form EU:SPORT:FUTURE submitted to the European Commission whose final version has been forwarded to you. The application is available upon request from the project management.

4. Quantitative criteria of the project

Number of people targeted			
Directly targeted		Number of citizens	Remarks
	Workshop 1	35	
	Workshop 2	35	
	Workshop 3	30	
	Workshop 4	35	
	Workshop 5	35	
	Project team meetings	28	4 project meetings x 7 participants
	Intermediate Conference	50	
	Final Conference	100	
	Subtotal	348	
Indirectly targeted			
	Info-mail	> 600	3 info-mails x 200 e-mail addresses
	Questionnaire	> 200	Questionnaire will be sent out to at least 200 citizens
	Website	> 1.000	
	Press releases	> 200	
	Press work	> 200	
	Final Report	> 200	
	Subtotal	> 2.400	
Total		> 2.748	