

ANNEX 3



A meaningful
experience
for the
organisation

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BEFORE THE JOURNEY

Preparation for the tour starts from the time it is decided that someone from your organisation will be the person travelling. Ideally this will be a positive experience for the person travelling, but also for their close family members. If a tour is to be successful, both preparations and follow-up must be good.



¡Let's begin the preparations!

¡It is the responsibility of everyone to make sure it is a successful tour!

¡¡LET'S DO IT!!

It is fundamental to:

- 8) Be clear about the agenda and the country or countries the person going on the tour will visit, and who they will be meeting with.
- 9) Prepare yourselves for the absence of the person going on the tour.
- 10) Plan your farewells



🔊 SUPPORTING THE SPEAKER TOUR

The person going on the tour will be representing the entire organisation. So you need to demonstrate the support and backing necessary for it to be a success. The fundamental thing will be to participate in planning the **TOUR AGENDA**

FIND YOUR OWN WAY TO SUPPORT THE TOUR

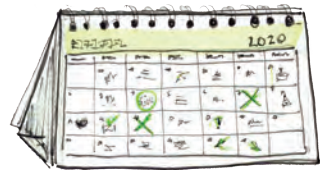


*Key tip: Work On The Agenda
Together As A Team*

1) Developing the agenda means:

Defining the dates, countries and places your comrade will visit, in accordance with the possibilities of the host organisation, and the needs and time available to yours.

You must find a happy medium between taking advantage of the opportunity and planning an impossible agenda.



NOTE ADDRESSES AND CONTACT NUMBERS

🔊 Use the planned agenda and note the ways in which they can be contacted:

| DATE | PLACE | NAME AND TELEPHONE | OTHER WAYS TO CONTACT THEM |
|------|-------|--------------------|----------------------------|
| | | | |



VERY IMPORTANT

Decide who will be responsible for follow up and monitoring. That is: who from your organisation will be responsible for the agenda and communicating with the person who is travelling.

2) Developing the advocacy agenda

- ✦ Initiate discussing by answering the responding to the question: What do we want to achieve from this speaker tour?
- ✦ Clarify the kind of advocacy you want to develop with this tour:
 - ✓ Education: organise forums or workshops to raise awareness or provide training
 - ✓ Creating networks: formalising alliances and support networks with other organisations, universities or communities in order to address the problems you face.
 - ✓ Public awareness raising: press conferences, publication of articles, or campaigns.
 - ✓ Lobbying: dialogue with strategic actors.
 - ✓ Mobilisation: marches, sit-ins or vigils.

BUILDING A MESSAGE BANK



✦ The objective will be the development clear, focused, realistic messages about the problems that affect the community and/or organisation.

Construct a message bank. For this, you will need to make a list of the problems you wish to deal with, choosing the information and arguments required to do this.

✦ Identify what you would like to ask the people or institutions you are going to meet, in light of their responsibilities or influence. It always helps to have a clear “ask”, appropriate to the responsibilities of the individual in question.

| ORGANISATION, PERSON OR INSTITUTION WITH WHICH YOU WILL BE MEETING | THEIR RESPONSIBILITIES OR POSSIBILITY THEY WILL PROVIDE SUPPORT | Objective | Messages | Requests |
|--|---|-----------|----------|----------|
| | | | | |

3) Preparing the necessary documentation

Preparing the documentation needed to travel is always hard work, and requires time. These are issues that can only be resolved by person travelling. Your organisation should take this into account understand that this is part of the work of the person travelling.



4) Introductions



The organisation responsible for the tour wants to know about your organisation, even if there is a long relationship between the two. Even if there is a long-standing relationship between the two organisations it is advisable not to go without updating the information available on the organisation.

They will need:

- ✦ A presentation of your work
- ✦ What the tour might contribute to strengthening the organisation
- ✦ The difficulties and protection issues faced by the organisation, such as threats or acts of aggression



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Alongside these presentations they will send a list of expectations, so a meeting should be organised to decide **what you want to achieve with this tour?**

The following exercise is designed to be completed at an organisational level in a meeting, with the person who will be responsible for monitoring the tour, or by members of the management team. The important thing is to pin down expectations.

Identify the desires and expectations you have for the tour. You can write your shared expectations on a postcard in a list ranked from most important (1) to the least (5):

MY EXPECTATIONS



It is important to share expectations! Think about your own and listen to those of others.

5) Make sure that that the person travelling is ready and prepared to do so...

We have asked the person from your organisation who will be going on the tour to prepare themselves physically and emotionally for their journey.

The health of the person travelling might be a matter of concern for those who will stay behind, far away. So, make sure they have everything they need to meet their health needs.

In terms of their emotional health we have suggested they use an “emotional thermometer” (a copy of which you will find in your copy of this guide), to help them **monitor their emotional state**, helping them gauge if they are in a good place, doing alright, or in a state of alert.

It might be a good idea to talk about this, especially if their thermometer is in the red and they are going to have to take decisions about their participation in the tour.



The thermometer might also be useful to you.

¡THE DAYS LEADING UP TO YOUR JOURNEY!



Pista clave: Paciencia y confianza

Be aware that **NERVES** will dominate this day, and probably those leading up to it! Therefore, your best ally is **PATIENCE**. Try to imagine what it's like to be the person who is travelling, and to understand their behaviour.



DEALING WITH NERVES...

Nerves are contagious, so anticipate them and do what you can to remain calm: do breathing exercises, think before speaking ...

This is not the moment for reproaches. If you think something needs improving, make a note of it and wait for a good time to talk about it (after the journey or when the person travelling arrives at their destination and is calmer and more relaxed).

Sometimes nerves makes us say or do things that we regret later, especially with the people we love most and with whom we feel most confident...

Don't take this personally, and wait to mention it until they get home.

PART OF THE PREPARATIONS:

¿What do we want to share with the people and organisations in other countries?

We have suggested that the person travelling take something symbolic to share with the host organisation. This symbol of brotherhood and sisterhood can create an atmosphere of trust and mutual recognition.

You can help to find things to share with the people they will meet on their journey



We are talking about things like:

- ✦ Collective products: Leaflets, reports, videos... things your organisation has produced that you feel proud of.
- ✦ Little pieces of home: Handicrafts or artisan work, or things made by the community and/or organisation, in celebration of the ancestors , resistance and cultural preservation.
- ✦ Protective stones: Symbols of sisterhood and brotherhood, stability, self-care and wellbeing.
- ✦ Photographs: Share memories of moments, places, where you live, or your community.

****NOTE: This is just a suggestion. Don't feel any pressure***

DURING THE JOURNEY

THE JOURNEY

THE IMPORTANCE OF SAYING FAREWELL

The journey begins with farewells...



Ask about the kind of farewell the person travelling would prefer. Some people like to be accompanied to the airport by many people so they feel protected, while others opt for going alone, to avoid having to say goodbye.

All forms of farewell are equally good! The important thing is that the person feels comforted.

PASSPORT CONTROL

The first thing the person travelling will encounter after saying farewell is their own country's passport control. This can be a moment of tension, and difficulties might arise. So, if this makes you feel better:



Wait until they are through passport control. Agree that they will call you once they have completed this process, or are at the departure gate.

FROM NOW ON...



The important thing is to maintain adequate and regular communication. You will have to take the time difference into account when deciding the best time to communicate.

Agree how often you are going to communicate: once a day can be enough with a simple text or voice message.

If you have to give them bad news, think beforehand about the best way to do so.

FORMAL ADVOCACY SPACES DURING THE TOUR

¡THE RESPONSIBILITY OF FORMAL MEETINGS!



Key tip: Listen and encourage

Remember that, in most cases, the first meetings cause a lot of tension for the person on the tour, and the responsibility of representing the organisation. therefore, AS AN ORGANISATION:

- 🔗 In a phone call or by Skype, review the planned agenda and don't forget to be upbeat and to encourage your comrade about the meeting.
- 🔗 Review the documentation it is planned to hand over (if any) in case there is anything to add or update. It is better if this can be done the day before and not at the last minute.
- 🔗 Avoid insisting on receiving information from your comrade immediately after the meeting. Remember the time difference between where they are and your country.



Sometimes we don't feel very satisfied at the way a meeting has gone...

If you know your comrade has not had a good meeting, listen to what happened, encourage them and make suggestions about how they might make improvements.

Criticisms and evaluations can wait.

FREE TIME AND REST:

;; TIME TO LEARN AND TO RELAX!!



Key tip: EMPATHY

A tour implies a major commitment, involving considerable physical and intellectual labour. It's therefore important to have free time so you can relax, clear your mind. Therefore, free time or rest periods should be included in the agenda.

;; Just because the agenda includes opportunities to relax or get to know the host country does not mean it's a holiday!!

- 🔊 Remember this when you see photos of beautiful places posted on social media by the person who is travelling.
- 🔊 Promote and encourage the creation of these opportunities rather than joining the critics.



EVERYDAY LIFE WITHOUT THE PERSON WHO IS TRAVELLING. DEALING WITH DIFFICULTIES:

🔊 Anticipate and prepare for the time your loved one will be on the tour:



🔊 Be aware of the extra work it will imply

🔊 Think about the logistical questions that might emerge: using bank cards, how much money is available...

🔊 If you are the one who is obliged to do the work of the person who is travelling, be patient with yourself. No one is perfect, but even less so if their workload and worries increase.

It could suggest a way of doing things differently. No one is indispensable!!



If something isn't working very well, make a note of it and try to deal with the problem when the person returns from the tour.

AFTER THE JOURNEY

EVALUATING THE TOUR



Key tip: Positive outlook

Let's share experiences: advocacy as a cumulative process.

The tour that has just finished is an advocacy activity that strengthens the organisation and human rights work as a whole.

So that your advocacy efforts don't come to nothing you must evaluate what you have done: not only the actions carried out and the meetings attended, but also of the relationships that have been established.

Ten en cuenta:

- ✦ Organise a team meeting with the person who has participated in the tour, in order to learn about and evaluate it. Begin by listening to how it was for your comrade – how they felt and what the experience has been like. Ask questions to clarify what happened.

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✦ Next, evaluate the meetings, contacts, relationships and agreements.

✦ Finally, agree an organisational plan to follow-up the commitments entered into during the tour.

✦ You can also evaluate how the organisation functioned during the absence of your comrade, identifying proposals for improvement.

Evaluating the experience implies recognising moments of **learning** and agreeing improvements for future occasions.

If something has not gone well, focus on dealing with **situations** and not individuals. Concentrate on **solutions** rather than problems.

EVALUATION FORM



Key tip: let's make a memory

1.- Preparation.

- ✓ Preparation of the agenda, prior contacts.
- ✓ Preparation of the tour by your organisation.

2.- The Relationships Built As A Result Of The Tour

- ✓ With peer organisations and allies
- ✓ Institutions

A meaningful experience for the Organisation

3.- Advocacy Meetings

- ✓ Topics raised
- ✓ Messages transmitted
- ✓ Rhythm and tone of the meetings
- ✓ Commitments entered into



4.- Coordination And Communication

- ✓ With the organisers of the tour
- ✓ With my organisation

5.- ¿How Did We Feel?

6.- Learning Points For My Organisation

7. - Learning Points For My Organisation

8. - Agreements And Commitments That Require Monitoring. How?

9. - Suggestions For Future Tours, To Bear In Mind: Suggestions For The Tour Organisers

