



9,30 a.m. : start of proceedings at the CNV.

### Presentation of the participants and of the CNV:

**Slovakia:** the centre where Diana Ekmeova and Lenka Suchà work is called ASSP (Association of Supervisors and Social Advisors), and deals prevalently with family and workplace crises. The approach used at the centre is to provide support directly in the homes of those undergoing crisis.

Their expectations with respect to 2 MINDS are to train operators in family mediation, and to become part of a European network dealing with these themes.

**Slovenia:** Alenka Uorin Vatovec works for "Slovenska filantropia", which deals principally with people who do not have any medical insurance, working with various groups: children, women, alcoholics, migrants (above all coming from the republics of the former Yugoslavia or from Africa, who bring with them problems relating to separation and/or reuniting), with whom they practise a sort of mediation. In fact, from the project they expect to find out more systematic knowledge of mediation techniques.

**Lithuania:** the Social Innovation Fund association deals prevalently with self-help groups for women. In Lithuania there are more than 60 organisations which deal with families in crisis. They hope that the project will give them the opportunity to examine the theme of family mediation in more depth.

**Romania:** Fiore Zaniboni works for the Association "Curcubeu". In Romania there are two halfway houses for young men and women who at the age of 18 find themselves obliged to leave their orphanage. Their history arose prior to the entry of Romania in the European Union with work camps organised by the association *Arci*. The Two Minds project is expected to provide better knowledge of how mediation works, and an examination of the possibility of bringing to bear the experience of Romania.

**Latvia:** Inese Ruka is a psychologist and psychotherapist working for the Crisis Centre "Skalbes", which offers psychological support. For over 10 years they have been operating a support phone line open 24 hours a day, manned by voluntary workers (they also organise training seminars for voluntary workers). In addition, the association offers face-to-face psychological help and legal advice in cases of domestic violence. The association is housed in the same building as the minors' tribunal and cooperates with it to offer psychological support to minors whose parents are facing separation. In the last two years in Latvia, several family mediation experiments have been carried out; and now a law on mediation is in working process. They expect the project to provide them with greater knowledge of how family mediation works in order to be able to offer it to their users. In addition, they are very interested in creating a European network dealing with family mediation, above all because in Latvia there is a high rate of emigration to other European countries. In fact, there is an ever growing number of situations of strong conflict between parents regarding the decision as to which should be the country of residence of the

minors in the family.

**Belgium:** Hélène Van Den Steen of the "Centre Européen de Médiation" – ASBL explained that in her country mediation is understood in a wider sense, experiences ranging from school to company mediation. Since 1991 the State has seen to the training of mediators, which lasts two years and can be done side by side with a professional activity. Training is permanent, with 11 hours of training per week. Among the various types of mediation available, family mediation is offered to families also in cases of violence, the aim being to come to an understanding of what has happened so as to prevent further violence. One of the facilities of the "home centre" is a meeting room where a parent not living with the minor can meet him in safety, above all where there is the risk of abduction. The objective is to be able, in the space of around three months, to allow child and parent to meet outside the confines of the protected areas.

In Belgium there exist several types of mediation: civil, commercial, neighbourhood and company; the law supports the implementation of mediation.

**Bulgaria:** Anna NiKolova is a psychologist who deals above all with trafficking in people. The Foundation SOS Families in risk, at which she works, deals with both prevention and the provision of assistance and protection to victims of abuse. They have two centres, one in which they offer counselling and legal assistance in cases of trauma, and the other which can house up to 8 people. In 2004 a law was passed on mediation in Bulgaria, and the territory has operators trained at the European Forum; although they do not practice family mediation, they do apply some of its techniques and approaches. From the project they expect to exchange experiences and to learn how to use the technique of mediation for situations involving abused mothers and children, since communication between them is often broken down by the experience of abuse.

Belgium: Camilla works for the CEV (Centro Europeo Volontariato) [European Centre for Voluntary Work], which is formed of a network of 65 voluntary organisations. The activity of the CEV is to promote collaboration between the various voluntary organisations by making their actions more efficient, through the exchange of good practice. From the project they expect to be able to map the European mediation situation, and to understand how the various organisations work, attempting to put them in touch with each other as far as possible. As in the previous project, at the end of 2MINDS the results of the research work will be published.

**Italy:** Raffaella has dealt with family mediation for Caritas, and currently applies mediation at the counselling centres. She collaborates with the CNV as...

**Italy:** Ksenija Fonovic works for the SPES (*Centro Servizio per il volontariato del Lazio*) [Centre of Voluntary Services of Lazio], and collaborates with the CNV in the evaluation of the project. She deals above all with Europe to promote active citizenship and to find out why an exchange of opinions can improve the quality of the work.

**Italy:** Nazarena Simonetti, a lawyer, works in Lucca; she is a Civil and Commercial Conciliator collaborating with the tribunal of Lucca, in particular as a legal guardian of minors who come to Italy as emigrants. She collaborates with the CNV in the study of the Italian and European law on the theme of mediation and migration.

**Italy:** Rossana Caselli, co-ordinator of the 2 MINDS project for the CNV

**Italy:** Silvia, external consultant of the CNV for the European planning, deals above all with the administrative and financial aspects of the project.

**Italy:** Pilar

**Italy:** Luciana Zambon, psychologist, psychotherapist and family mediator for the City Council of Lucca for over 13 years, member of SiMef (Società Italiana Mediazione familiare) [Italian Society of Family Mediation].

**Italy:** Angela will deal with the organisational and secretarial aspects of the 2MINDS project.

**11,00 a.m. Rossana Caselli presented the CNV and illustrated the project and its principal stages**

Rossana Caselli began by relating that, starting from the first Daphne programmes, it was realised that many associations practised family mediation without knowing exactly what it was. In fact, one of the objectives of the project is to try to combine the best of the various methods of mediation in Europe.

Rossana Caselli illustrated the programme of 6<sup>th</sup> April, proceeding with an explanation of the various stages of the project:

### **Stage 1**

At the start-up stage, the intention was to carry out an initial **focus group** for the sharing of the objectives of the project, the roles of each partner within the work programme, the research plan to be activated, the budget and its management, the system of evaluation to be adopted and the programme of implementation of the various stages (Brussels).

It is thus intended to stage an international seminar with the partners of all the countries in which the CNV has co-ordinated the Daphne projects on the theme of family mediation, after the carrying out of a **brief inquiry** (research into regulatory and social aspects and pilot experiments) into what has been achieved in each country up to the present, since the conclusion of our project. At the international seminar, which can take place in Italy, there will be an exchange of **information as to the activities carried out and the good practices** that have developed in the various countries on the subject of family mediation understood as a phase of a wider and longer process of remaining good parents beyond the untying of the conjugal knot. In addition, the **indicators of the identification of good practice** will be optimised also in terms of training, and **the characteristics of a basic training package will be redefined**, so as to develop the competence needed to improve good family mediation practice, thus preventing the violence of family conflict and developing "good parenting" also in cases where families are broken up because of ongoing migration, so that the choices to be made can be more informed ones.

### **Stage 2**

**Seminars** will be arranged (one in each partner country), which will be open to public and private social operators and to institutional representatives in the partner countries,

to acquaint them with the project and its aims and the feasibility of family mediation; there will also be a **focus group** among all the partners to prepare and evaluate the seminars themselves, highlighting the specific nature of each country so as to be able to adapt the training packages to the training needs of each individual partner country. Meetings will be promoted with parents "in difficulty" in families at risk because of internal or "external" conflict.

### **Stage 3**

An open competition will be announced for the partner countries in which our project will be enacted, to select 20 people to carry out the training course to be arranged in Italy for public and private social operators and family mediators, with a specific module dedicated to the strengthening of the confidence of parents in their roles beyond their conflicts.

The training will be subdivided into two parts, each consisting of 8 days of classroom activity for a total of 120 hours, including a part in FAD for a further 30 hours. Between the first and the second part, there will be periods of experimentation as envisaged in the training course, in each partner country. In particular there will be evenings for parents and some special initiatives in schools for adolescents and children aged between 10 and 18.

### **Stage 4**

The creation of the training package both on paper and in electronic format, complete with didactic materials and evaluation systems, also to be submitted for final evaluation to reference groups of parents in the partner countries.

### **Stage 5**

The organisation of a concluding event with all the partners of the Daphne projects on the theme of family mediation, presenting the results of the project, evaluating them jointly and circulating them throughout the 12 partner countries both "old" and "new", extending the invitation to all the co-ordinators of the Daphne projects on the theme of parenting. Web site with data bank.

### **12,30 p.m. Presentation by Pilar Martin: "an initial evaluation of the efficacy of family mediation":**

The hypothesis behind the research work carried out is to verify the efficacy of family mediation as a means of solving conflicts. Hence it was necessary to combine a theoretical part with field research carried out using different methodologies so as to be able to examine family mediation from three points of view:

- that of the family mediator, by means of interviews with privileged observers: Dr. Bernardini, Prof. Scaparro and Dr. Cella, mediators with lengthy experience;
- that of an outsider to mediation, by means of non-participating observation;
- that of the parents who have undergone a course of family mediation, by means of interviews with former partners.

Once the initial question had been defined, the research was divided, for each of the points to be analysed, into four Stages: the identification of the reference population, the setting up of the research instruments, the provision of the latter and the analysis of the

data gathered.

The research approach utilised was of a qualitative nature, thus designed to find out new knowledge not by means of statistics but through an examination of the life histories of people and of their relationships. It should therefore be specified that the qualitative approach is applied to small-sized samples, which enables the researcher to study the differing cases in sufficient depth.

In this research study the sample selected involved a total of 53 parents, of which there were:

- 10 couples of parents, with whom a joint interview was carried out;
- 15 couples observed for a total of 22 mediation sessions;
- 3 parents observed during individual sessions.

From the use of the first instrument, the interviews with privileged witnesses, two key points emerged:

- the necessity to define a deontological profile of the mediator and his training ;
- the importance of the development of a new culture concerning conflict and its management.

Going back in synthesis over the principal results emerging, it was possible to outline a profile of the couples who turn to mediation in terms of socio-demographic characteristics and evaluation of the experience. Mediation is sought by couples who have had little more than 10 years of marriage and 5 of living together, and with not particularly high levels of conflict at the time of mediation. In fact, almost all these couples chose consensual separation. 50% of the couples have one child from the sundered union, 38% have 2, 10% have 3 and the remaining 2% have 4. The couples under examination have medium- to high-level study diplomas: 60.4 % have a higher stage secondary school leaving certificate, 37.5 % a university degree and the remaining 2% a lower stage secondary school leaving certificate. Breaking down the data by gender, we see that more women result as having higher certificates of education (20.83 %) than men (16.6 %).

The analysis of the data yields a picture of couples predominantly employed in the third sector and in freelance professions. Those who define themselves as "employees" represent 38 % of the total of those observed. Although the other professions are somewhat heterogeneous (photographer, restorer, restaurateur...), they have in common a "medium-to-high" position in terms of salary and social prestige. This is an important element that is linked to another factor emerging from the research: the channel through which they find out about mediation is prevalently the informal one of word-of-mouth (friends, colleagues...). This has both advantages and disadvantages. The advantage is that those undergoing separation may feel that in an informal network there will be a more sympathetic attitude, so that they can seek help without being judged; the disadvantage is the risk of transforming mediation into an élite recourse designed for the middle and higher social classes.

In addition, it was important to have a direct evaluation on the part of the parents of their experience of mediation. The aim of this direct evaluation was to find out as objectively as possible the opinion of the parents as to the principal aims of a course of mediation

Those interviewed were asked to express a judgement on a scale from 1 out of 10 (1: minimum satisfaction to 10: maximum satisfaction) on the most significant aspects of the course of mediation:

- the quality of the agreement at the end of mediation;
- the stability of the agreement over time;
- the efficacy of the agreement on a pragmatic level;
- the sharing of the parental role;
- the competence of the mediator.

The direct evaluation results as being extremely positive, with a mean judgement of 8.42: there emerges a gender difference, that is, that mothers, with a mean judgement of 8.66 as against the 8.18 of fathers, seem to be more willing to evaluate the mediation positively and to underline the benefits achieved also on a personal level and not only on a parental one, which, bearing in mind that this is a selected sample of formerly married couples undergoing a joint interview after their marriage has ended, denotes a good level of co-operation.

From the research there emerged some positive aspects and various critical points that can serve as a starting point for the redefinition of certain mediation practices. An initial aspect underlined was the temporal dimension of the mediation process: half of the parents expressed the need for more sessions. This can be interpreted as a sign of the presence of nuclei of suffering that particularly affect families in the throes of conjugal separation, parents thus feeling the necessity for a longer "management" time. From this critical element, however, there emerge some positive evaluations on the capability of mediation to help parents to reach good-quality agreements after 10/12 sessions. The reaching of an agreement thus presupposes the forming of an interactive dimension between the two partners. The parents interviewed emphasised that mediation had helped them to work out their sense of guilt and suffering, leading indirectly to a positive change also with respect to the emotive problem. A significant advantage that arose from the help given was the acceptance of the separation; in cases where the choice to separate comes from only one of the spouses, mediation offers concrete help to the other partner in coming to terms with the end of the relationship.

Mediation would thus appear to respond to indirect therapeutic needs, although it uses a technique that has little to do with treatment practices.

To conclude, it can be affirmed that the research study revealed family mediation as being an effective means of meeting some of the needs arising during separation. Mediation is capable of managing conflict constructively; the feelings that are most likely to be resolved positively in this way are the parents' anger and anxiety, their sense of guilt and their fear for the future for themselves and for their children.

**1,00 p.m. Lunch break**

**2,00 p.m. Presentation of the web site:**  
[www.centrovolontariato.net/daphne/2minds](http://www.centrovolontariato.net/daphne/2minds)

**Ore 14,15 The sharing of a common glossary**

Luciana Zambon proposed a group work session, opening by asking us to write down individually the words that each of us considers as being fundamental to the theme of family mediation. From this first step a list was produced of around 40 key terms relating to mediation; out of these, we chose 9 that seemed to us to be the most important ones:

conflict

family  
mediation  
parental responsibility  
crisis  
voluntary participation  
confidentiality  
the rights of the minor  
confidence

The work proceeded with an analysis of each of these terms. We had time to discuss only the first three of these:

conflict: not all the participants approved of the use of the term "conflict" for the situation that can lead people to turn to mediation. Some of us considered the term "crisis" as being more appropriate. We all agreed, however, that the basis from which the concept and practice of mediation arise and develop is the presence of a conflict/crisis and the need to overcome it, and that to achieve the latter we need to go from the logic of agreement to that of conflict as a vital element in the development of the social and family corpus. According to the perspective emerging from the discussion, conflict should be considered in the light of its potentiality for evolution. Therefore what matters is whether and in what way the conflict is managed. In fact, if managed carefully it is not necessarily destructive.

family: from the start of the discussion on the term "family", it was clear that the family should be considered as being a structure in which there is an indivisible mixture of psychological, social, economic, juridical, political, religious and moral aspects, and that each of these elements is closely interrelated with the others. In fact, the family is a dynamic structure, its roles and functions constantly changing and evolving. The contemporary family presents new features, being both a social group, in that its members are linked by a set of interpersonal relationships, and a social institution regulated by codes of behaviour having to do with the legal, political, economic and religious practices prevailing in a given country. As a consequence, public and private needs clash and merge within the family. It also emerged that a transition period is currently under way: the scenarios in which we move are in continuous change and hence the evolving concept of the family.

Mediation: from the discussion it emerged that the term "mediation" includes a wide variety of techniques in use to settle disputes in many different environments, including neighbourhood and community, accommodation, civil and commercial, separation and other types of family arguments, health, school, the workplace, the judiciary and penal system and international disputes. In all these environments, mediation is used in differing ways to facilitate communication and to aid the disputants to reach consensual decisions. Its particular nature lies in the fact that it is neither a compromise nor an arbitration, the role of the mediator being precisely to move the parties towards self-persuasion and/or self-determination based on co-operative interaction. Mediation aims to make the parties responsible for seeing the importance of interests that they have in common and that it would be foolish to sacrifice for the sake of a "vendetta". It was also underlined that mediation is not always appropriate or possible and that, even when it is, it may not produce an

agreement, since it has its limits and its results are variable; there are situations in which other procedures, including judiciary measures, are needed as much as or more than mediation.

The discussion on the common glossary was efficacious and profitable, it emerging that each of us applied differing shades of meaning to each word, enabling us to analyse the common glossary in terms of its complexity. A work of this type undoubtedly requires a longer management time, and we concluded this part of the work by setting ourselves the task of reflecting individually on the common terms so as to be able to compare notes at the next meeting.

**4,00 p.m. Debate with the European partners on the first results of the questionnaire**

### **QUESTIONS**

- 1 Do you consider that in your country there are experiences comparable to family mediation (albeit not formally such) that constitute an important support for families in crisis?
- 2 To your knowledge, are there family mediators and/or family mediation centres in your country?
- 3 What training do family mediators receive in your country? Do you consider them as being adequate?

### **ROMANIA**

In Romania the figure of the mediator has existed since 2006; in each province there are mediation centres at which mediators operate, not only in the field of family conflict but also in school, financial, economic and community environments, for example. The mediators work in private studios, non-governmental organisations, hospitals and consumer associations, their professional role being recognised by a law (192 of 2006). The figure of the mediator is thus of recent appearance.

Five training centres have been created for mediators, authorised by the Council of Mediation, which answers directly to the Ministry of Justice. There are 700 recognised mediators in Romania, all of whom are on the national register of mediators.

The training courses last 2 weeks, for a total of 80 hours, with a final examination; anyone can take part in the courses who has done university studies, although up to now 80% of the mediators have completed juridical studies. Unfortunately, the training received is insufficient since the courses include only theoretical aspects in their programmes, the accent being placed above all on the development of individual abilities typical of the profession of mediator. There exists no type of specialisation in the field of mediation. Each mediator can, should he wish, eventually specialise on his own (in family conflict, school, economic mediation and so forth).

In Romania today it would be an important step to have figures specialising in the field of family mediation since Romanian families are going through a period of extremely strong crisis: more than 50% of families live in a state of complete disaggregation and this is a fact that we must take into consideration. In addition, among the population there does not exist a "culture" of mediation in the resolution of inter-family conflicts; it is preferred to solve problems "*intra moenia*", without recourse to anyone outside the four walls of the

family home.

Hence the need for collaboration and discussion regarding these themes, such as that offered by the "TWO MINDS" project, to help Romania to set up methods that are more efficient and more suitable for resolving conflicts and for tackling the problems experienced by so many families.

### Latvia

In Latvia family mediation is practised only in the capital city, Riga, by an association of psychologists and psychotherapists at a centre offering counselling; they have set up a call centre that is active 24 hours a day where they offer voluntary worker services and counselling. Among other things, the centre organises training courses for the voluntary workers themselves. The association works with the juvenile court and deals above all with the safeguarding of minors in cases of the separation of their parents.

In Latvia in the last few years there has been an increase in the number of professional mediators, and further in-depth study of the specific experience of family mediation is hoped for. For this reason participation in the "TWO MINDS" project is important if we are to find better and more efficacious forms of family mediation deriving from the experiences of all of us and from the network.

### LITHUANIA

In Lithuania family mediation is only just beginning, and there is a strong need for specific training and for specialised professionals who can deal with problems linked to unease within the family, the defence of the rights of minors and support to parenting. There exist only voluntary organisations, psychologists who privately practise family mediation, and self-help groups for women in difficulty, which do not receive any form of public funding suitable for setting up strategies for the solving and management of family conflict.

The experience gained from participation in the project and the contact with the other partners was very profitable, above all concerning the theoretical-practical training programme.

In Lithuania the number of family separations due to migration is constantly on the rise, so that the services of family mediators and recourse to family mediation itself are called upon with ever increasing frequency.

### SLOVAKIA

In Slovakia at present there are some mediation centres, although there does not exist a professional figure adequately trained for working exclusively with families. Family mediators and centres are registered with the Ministry of Justice and they must prove that they have undergone training in mediation, but in a broad sense. Mediators receive training at the mediation centres, or else they are trained by other mediators, and in their turn become mediator trainers.

What we can say is that we work with families in difficulty, offering psychological support, so that we consider recourse to mediation as a way to be able to do our work in a better way. Hence we welcome the idea of the "TWO MINDS" project and we wish to find out more about all that concerns family mediation specifically.

### SLOVENIA

Mediation in Slovenia is of very recent date, and there is no developed system such as

that in Belgium, for example; it is practised principally by non-governmental organisations. However, a practice has developed as an experiment at the Tribunal of Ljubljana. This consists of family mediation proposed to couples, with the purpose of concluding their divorce with the help of mediation. With the family mediation thus proposed, divorce can be obtained without going before a judge and without divorce proceedings in court.

This form of mediation is conducted by a special service existing within the court. It is practised above all by lawyers.

There are also attempts at family mediation outside the courts. As has already been said, however, these are practised by non-governmental or private organisations.

A training course for mediators lasts 40 hours and is thus insufficient if compared to a course at European level lasting 220 hours.

March of this year saw the setting up of "Il consiglio per la soluzione alternativa dei conflitti" ("The Council for the alternative solution of conflict"). The members of the council are the Ministry of Justice, the non-governmental organisations, judges and lawyers. As can be seen, it is mainly composed of professionals in the legal field.

The council has a very important task: to create standards, or reference models, regarding the alternative solution of conflicts.

Several changes to family law are also being prepared. The problem is that the perception of or the necessity for family mediation is felt solely or essentially during the process of divorce. It is extremely important, however, to underline that mediation can also be used for many other situations involving the family.

Family mediation is very important also from the economical viewpoint in Slovenia. In fact, with the help of family mediation a divorce can be obtained in 3 to 5 sessions (a few months), whereas divorce proceedings in court may last up to several years, at considerable cost.

The current Minister of Justice has understood the importance of all this and intends to introduce family mediation as a service also at the other Slovenian courts.

## **BULGARIA**

In Bulgaria family mediation was introduced with a project of the association "Partners Bulgaria". In 2004 a law came out that defined the terms of family mediation offering support in cases of violence to women. Thanks to a bilateral agreement between Bulgaria and Belgium in the years 2004-2005, a first course of family mediators was held with a training schedule of only 60 hours, carried out with support and counselling from the Bulgarian Union of Lawyers.

Following this, in collaboration with the Bulgarian Ministry of Justice a national register of family mediators was set up in 2007.

The type of work carried out by the Bulgarian mediators is above all in the field of prevention and assistance to victims of violence, who are housed in *family homes* and centres that also offer psychological assistance and legal advice.

Unfortunately, it must be said that training in Bulgaria for family mediators is not adequate, given the low number of hours of the course (60) referred to above, which includes both the theoretical and the practical part, hence a generic knowledge of family mediation is taught but no specific skills, and family mediation is not very widespread over the national territory.

The motivation for participating in the "TWO MINDS " project derives from the knowledge of "Ancora Matilde", when there was the co-operation between Bulgaria and Belgium which was considered a useful project for the exchanging of experiences meaningful for prevention and conflict management and for the improving of our work experiences.

Angela illustrated the parts of the budget and the activities.

The project, subdivided into 2 years, envisages:

for 2009, seminars and focus groups to take place in each partner country

for 2010, training activities to take place both in Italy and on line (FAD)

In addition there are envisaged **two international conferences**, at the beginning and at the end of the activities, invitations being extended also to old partners of previous projects (Belgium – CEV; Spain – Department of Sociology; Germany – Sozialdienst Katholischer Frauen E.V.; Lithuania – Social Innovation Fund).

A proposal for a timetable is presented for these (see attached).

To cover the travel expenses and the food and lodgings of the different partners, the following will be distributed:

a reimbursement form to be completed

a financial identification

a payment calendar

Travel expenses will be reimbursed by the CNV on presentation of the original travel tickets and the expense reimbursement form. Before acquiring plane tickets contact the CNV to check if the cost of the ticket is compatible with the budget and to plan arrivals and departures.

Accommodation will always be paid directly by the CNV.

In addition the calendar for the payment times of the different activities will be shown in

#### Latvia, Slovenia, Romania, Bulgaria, Slovakia :

- ✓ Co-ordination (man hours) Co-financing of the association (where envisaged)
- ✓ Interpreter during the meetings: **the quota for this item will be paid in a single (1) instalment.**
- ✓ Experts in family mediation, training and research: **the quota for this item will be paid in seven (7) instalments.**
- ✓ Organisation of the national seminar (and focus groups where envisaged) in the state of appurtenance of the partner. Excluding the buffet and the rooms, rented by the individual associations, all other expenses for food and lodging will be paid directly by the CNV, including the hotel for all partners and all other meals. The quota for this item will be paid in one (1) instalment.

The partner hosting the meeting must book the hotel and restaurants according to the economic guidelines provided by the CNV and in any case indicated in the convention.

#### Belgium European centre of family mediation

- ✓ Tutoring and Audit of the course (supervision): **Quota partly co-financed; the remaining quota will be paid in five (5) instalments**
- ✓ Interventions at initial and final conference: **the quota for this item will be paid in**

two (2) instalments.

- ✓ Interventions in European seminars: The quota for this item will be paid in one (1) instalment.

Italy Istituto degli Innocenti :

- ✓ Co-ordination (man hours) Co-financing of the association.
- ✓ Experts in family mediation, training and research: the quota for this item will be paid in three (3) instalments.
- ✓ Interventions at initial and final conference: the quota for this item will be paid in two (2) instalments.

Italy SPES

- ✓ Co-ordination (man hours): Co-financing of the association.
- ✓ Evaluation (man hours): the quota for this item will be paid in two (2) instalments.

The expense items are always in man hours.

Each partner must specify whether it is a public or a private association.

The co-financing statement can be in man hours counting either an employee or a worker on the project.

As regards the personnel inserted in the project and financed by the project, these personnel must be either:

- of the project
- or an employee paid separately for the project, for instance with overtime pay
- or an employee completely dedicated to the project, who can show that in that period his association took on a new member of staff.