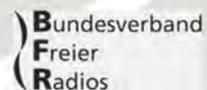
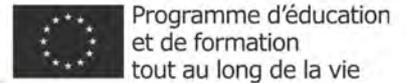


Community Media in Europe

Training Curriculum



European collective production - July 2015
Coordinator : Eric Lucas

Community Media - Professional Euro Certification
Leonardo Project
France - Allemagne - Autriche - Danemark - Espagne -
Finlande - Irlande - Norvège - Suède - Suisse

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- UNIKOM Union Nicht-Kommerzorientierter Lokalradios (Switzerland)
- SAML Sammenslutningen Af Medier i Lokalsamfundet (Denmark)
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- NLR Norsk Lokal Radioforbund (Norway)



COMEPEC team, Leipzig, may 2015

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1) Definition and fundamentals of the professions at Community Radios in Europe

Values in Community Media

Community Media:

- Are non-profit organizations that stimulate democratic participation in the European media landscape
- Provide public service and public access to European societies.
- Promote and implement active participation and democratic expression for all citizens (including groups of population that have little or no access to self-expression) in order to contribute to local democracy and regional development.
- Provide information and services for local and community development and active citizenship
- Provide media education and contribute to social inclusion

In order to promote usage of, and keep up-to-date with the technological development in society, Community Media need to be pro-active and offer education and training to volunteers and employees in order to develop new competencies and access to new jobs (e. g. Smartphone, Web, TV). By using the new technological tools and communication forms, Community media can enhance intercultural dialogue between generations.

The descriptions of Professional tasks and skills is already very well described in Part 2 -Job classification in the common reference framework for professional skills (June 2013) Pages 60-78

2) Objectives and outcomes of this training curriculum framework

Purposes of the European Training Curriculum Repository

A) Definition:

The training manual is intended to describe, based on the realities of the profession and strictly in terms of skills, a structured vision of training needs. It should aim to optimize individual, social and professional skills and to enhance the efficiency of companies and employing organizations in achieving their missions.

The acquisition of this knowledge, know-how, and expertise that are referenced here can be done gradually or in stages as part of Life-Long Learning.

The training manual is built around the acquisition of skills required for the performance of the various employment-related activities. It is organized to bring together the knowledge to be acquired and to develop the required skills.

It allows the professional audio-visual sector, as either training prescriber or provider, and training organizations, as providers, to build pedagogical training sequences.

These units, that derive their coherence from the training curriculum, may lead trainers to re-organize the order of concepts, learning, activities, and tasks based on a linear logic, or based on complementariness, and even better, based on a logic of transversal learning.

Units may present general theoretical or technical knowledge, but priority should be given to practical application exercises and tasks.

B) Job-skills inventory and training curriculum: two different but complementary tools

The **Job-skills inventory** for community radio in Europe, published in June 2013, as the outcome of a Leonardo project partnership, described tasks carried out in professional activities:

There are three major areas of professional activities practiced:

- Management, including financial and human resources management, administration, leadership
- Presenting, journalism, radio content production and programming
- Technical support, sound engineering, and computer programming

It describes the nature of the various tasks, and for each it identifies in detail the skills required, in five categories:

- Knowledge: useful, important, and essential theoretical and practical knowledge
- Procedural knowledge: useful, important, and essential knowledge of methods required for considering whether to implement an action
- Know-how skills: practical professional skills for effective implementation of the action
- Interpersonal skills: personal, social and communications skills
- Initiative: the capacity to adapt, innovate, take action, and contravene the usual rules if they do not adequately contribute to advancing or resolving a situation.

The training manual describes in an organized way the skills and related knowledge to be acquired during the training, leading to recognition of acquired skills (certificate, certification, or diploma). It is drawn from the activities of the job skills inventory. It is divided into two parts. The first, of general interest, indicates the goals of the skills inventory, the educational aims, the list of targeted competencies and the matrix of learning objectives, while the second describes the training units.

This training curriculum is divided into:

- Overall skill areas within radio professions (3)
- Key Professional situations
- Training Units (18)

The training curriculum specifies for each unit or module:

- Training objectives
- The associated knowledge (theoretical, procedural and practical)
- Content Elements

Knowledge is approached in a transversal way so that correlations and connections can be made with the learners' previous experience, and the training is structured around occupational situations to allow the mobilization of skills to understand, apply, and transpose.

This training curriculum is intended to specify neither practical activities, nor exact course content, nor teaching strategies, nor even teaching methods. Indeed the exact indicators, methods, assessment and certification tools should be developed by training organisations depending on the educational objectives determined unilaterally or in agreement with the student or trainee, but using the training curriculum as a basis from which to develop their own tailored training.

This training curriculum may be considered as not only a methodological basis, but also as a tool for fostering dialogue and discussion. It should not be taken as an absolute or definitive reference with preconceived content, and does not intend to impose standardized practices. Indeed, the curriculum is intended to be flexible so that training courses may be modified and adapted to different situations and the specific needs of trainees. Depending on the target audience and their objectives, any individual unit can be given more or less importance. The training curriculum is therefore intended to guide training organizations in the construction of their course offerings, and to allow assessment based on explicit and consistent objectives. It can be a handy tool for evaluation after training and can facilitate the evolution of training depending on the changes affecting the professional field.

C) Why a European training manual:

It seems important to develop professional training for the sector of community radio with a European dimension. Therefore it is likely that a common reference curriculum will be a tool to:

- Promote the development of training specifically adapted to the reality of work in community radio
- Better identify in a European spirit, the nature and the level of skills required and acquired
- Contribute to the strengthening and recognition of skills beyond national boundaries
- Facilitate the mobility of European community radio professionals
- Create or strengthen ties to other citizen media (community television, web, other media) in a spirit of complementarity and transversalism
- Build integrated European courses for trainers and trainees from several countries.

3) Principles and recommended training methods

Methods recommended that fit to radios:

- For international training courses, the most important thing is to be aware of the diversity of backgrounds of participants and the different media situations in different countries. Also, it is important to keep in mind the language barriers that might affect communications.
- As a basic tool for planning international training workshops, it is helpful to use the job-skills inventory for community media, a product that was produced by a previous Leonardo project (entitled Radio Euro Qualification) and this training curriculum.
- Obviously in workshops it is important to use a variety of methods to keep the trainees as active participants, not just passively listening to the trainer speaking about a topic. For the planning of the workshops, there has to be a clear catalogue of topics and learning targets, so that the workshop can be planned with a narrow focus: the less input from outside, the more output from inside can come out.

Following is a list of some methods that can be used in workshops:

- *Video/Audio*: Examples from community media that illustrate different formats and ways of working on the topic. Audio/video can be implemented in many ways: for example analysis through discussion. It is important to elicit a variety of points of view to provide insight into the diversity in approaches and work methods. Ideally participants should bring their own material, so they also get feedback on their own work.

- *Discussions*: The trainer raises a question, and participants express their points of view. Variations of discussions can be done: for example, a Fishbowl where a handful of participants are in discussion while the others sit around the outside of the circle and observe the discussion. Group work: small groups discuss together, then report back to plenary. It is important not to let the discussions go on for too long, always keep an eye on the time, and ensure clear focus on the topic.
- *Practical application*: Training should always include hands-on exercises: trying out new material, for example recorders, transmitting equipment, editing programs without over-instruction in advance. The trainer can ask a few questions like: 'find out how to.....' and the participants must find out themselves and explain to the group afterwards what they figured out.
- *Problem-Solving*: The trainer provides a situation or a topic, and groups work on the specific question of the topic. Each group presents their results afterwards, and together compare the different solutions or answers to the situation or question.
- *Role-play*: understanding different situations by acting them out and then analysing what happened in the interactions afterwards.
- *Group audio or tv production*: if there is enough time, each group creates an audio or video output collectively. The trainer checks that the targeted skills and information learned in the workshop have been used, demonstrated or incorporated during the work on the audio/ video.
- *Informal meetings and free time*: it is important to plan enough time for small breaks in the workshop schedule, which allow for informal exchanges and discussions between participants, because these can be very useful and fruitful discussions and even quite inspiring. These down times allow people to exchange more freely and enhance the flow of ideas and sharing of experiences and knowledge.
- *Glossary*: is best handed out before the workshop with keywords in English and translated to several other languages depending on the nationalities in the group.
- *Hand-outs*: provide participants with a general overview of the topic and more detailed information for those who wish to take it a step further, and adapt the contents to different media dimensions.

4) Overall professional fields represented within community radio and community media in Europe

The history of radio and community media in each European country reveals a constant: they are mostly made up of volunteers, activists who work for opening up access to the airwaves so that those populations who were excluded may have a public forum for their views and culture. These activists set up community radios and media, launched them and have assumed responsibility for their operation and development. The non-profit nature of these media is such that it is mostly volunteers who have ensured their survival, mostly as elected representatives in the associations that manage these media.

To improve the efficiency and continuity of this work, there has been a strong tendency towards professionalization. However, the extent of this professionalization remains dependent on the media's financial resources. Where reliable long-term public support for community media is ensured and backed financially, it has been easier to hire professional staff in long-term contracts.

That is why there is a great diversity between countries in the make-up of staff in terms of numbers, but two constants can be noted across all countries:

- There is great versatility and polyvalence in the daily work because the relatively small staff implies an imperative of teamwork
- There is a clear need for staff to appropriate the values and spirit of community radio or media

The job skills inventory established by the Leonardo partnership "REQ" in 2013 had noted a real homogeneity in the distribution of functions and tasks. This is what led the authors to divide the professional skills into three main areas of professional activity.

The functions of management:

- Manager
- Director/Administrator
- Financial Manager



The following activities were identified:

- Management activities and human resources management
- Economic and cashflow management
- General Strategy
- Communication
- General administration and monitoring
- Ensuring broadcasting and programming

The functions dedicated to program content:

- Journalist
- Presenter
- Director of radio content
- Programmer



The following activities were identified:

- On-air presenting, entertainment
- News reporting
- Content production.
- Editing Programs
- Investigative reporting
- Sound engineering
- Community outreach
- Volunteer Coordinating
- Project Management

Technical functions:



The following activities were identified:

- Studio mixing and broadcasting
- Sound editing
- Programming systems management and computerized broadcasting
- Computer Network Maintenance
- Computer Network Installation
- Mobile studio set-up and ensure links with the studio
- Broadcasting Techniques
- Participate in investment plans
- Train volunteers
- Welcome visitors

In developing this training curriculum, the contributors have considered that in terms of curriculum design and development of training programs, other combinations or dissociations of these professional activities could be more relevant depending on each context. However, the division into the three main areas was unanimously agreed to be the most logical basis for organizing training.

5) Key professional situations and knowledge, skills, attitudes and awareness for management, administration, and financial management:

Recommendations for further training for station managers:

Three general areas of training for station managers in Community Media were derived from the results from the European Common Reference Framework for Community Radio Professions developed in the previous Leonardo Project 2011-2013:

1) General management:

Training content:

- Leading a team (staff and volunteers)
- Internal/external communication
- Legal obligations
- Writing reports
- Quality management (external standards)
- Conflict management
- Human resources
- Anticipation of problems

2) Financial management:

Training content:

- Financial planning including
- Budgeting
- Monitoring budgets
- Cross-checking accounts
- Accounting skills

3) General strategy:

Training content:

- Strategic planning (how to write business plans)
- Structuring the organization
- Writing up project plans and grant applications (flexibility, experience)
- Making use of collective intelligence

Ethics of community media work should be a basic guideline for all trainings.

The training sessions for managers held in Switzerland as part of the **COMEPEC** project focused on conflict-management and team-leadership. In this field particularly, as in others, training curricula need to take into consideration that national legislation and contextual circumstances may differ significantly from country to country and in different time periods.

Recommended trainings:

- Leading a team and ensuring clear communication
- Quality management
- Writing grant applications and project reports
- Financial planning and basic accounting skills
- Strategic planning
- Structuring an organization and taking into account collective intelligence

6) Key professional situations and their required Knowledge, Skills, Attitudes and Awareness: live broadcasting, journalism, content production, , programming, sound-editing...

Useful Topics for future workshops for editors:

- Ethos of Community Radio and Community Media
- Regulatory frameworks
- Production: Research, Media Literacy
- Presenting on-air : voice, pacing
- Training the trainer: passing skills on to target groups
- Writing for speaking

7) Key professional situations and their required Knowledge, Skills, Attitudes and Awareness : Sound-engineering technicians

Areas of knowledge:

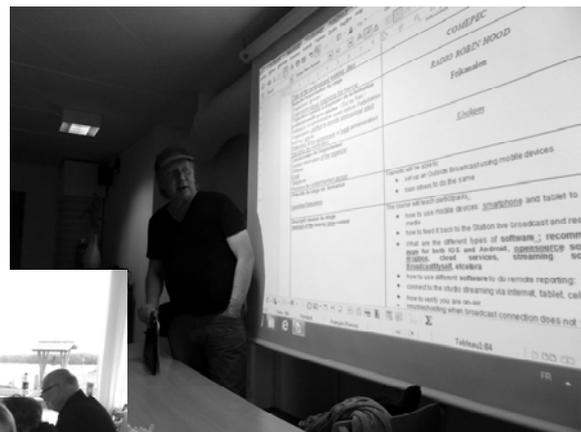
- Ensure proper planning and anticipation of all technical needs and equipment
- Study the broadcasting connection possibilities of the place we want to broadcast from
- Be aware of all the current technical systems available
- Be able to choose one system depending on the real needs and resources of the media
- Know how to enable all systems to work properly at any site

Training units:

- Mobile reporting: general aspects and technical issues and challenges.
- Study of the place we want to broadcast from (how to check Internet connection, physical aspects, regulations, etcetera)
- Different technical systems and means to broadcast from a mobile studio (from simplest to most expensive ones, radio and TV)
- Software for audio/video broadcasting
- Mobile reporting and live shows. How to set up a studio depending on which kind of coverage is needed
- Streaming: general concepts
- Adapting journalists to technical systems

Details on training units:

- What is mobile reporting? How does it work technically? Technical aspects of signal carrying and devices involved in the process
- How to know if we will be able to broadcast from the place we want to? Technical aspects of broadband connection and needs for video and audio. 3G, 4G, wifi and others.
- Devices used for mobile reporting: IP cameras, Connection devices, mobile switchers, adaptors, Skype-type hardware solutions, etcetera
- Software for mobile audio/video reporting: desktop software, online tools, mobile apps, etcetera
- Mono-camera and multi-camera solutions. Use of mobile phones for mobile reporting. How to set up a multi-camera mobile studio in an easy and affordable way. How to set up a mobile radio studio.
- Streaming: what is streaming and what do we need to know in order to stream optimally? Free solutions (Ustream, Livestream, Youtube...), setting up one's own solutions, servers, etcetera
- Teaching non-experts how to use mobile reporting devices: basic connections, settings, parameters, concepts, and so on.



*Hoganas / Helsingborg / Sweden
Workshops, plenaries sessions,
and intercultural conviviality*

8 a) Training units: management, financial management, administration

We deliberately decided not to give any indication of time, as we consider that each unit can be developed in different formats.

Training module: M-1	Team leadership
Objectives of the training:	Train future managers of community media
The trainee should be able to:	Communicate organizational vision and strategy within the ethos of community media, to effectively manage a team in order to achieve the strategic objectives of the organization
Proposed contents:	
<ul style="list-style-type: none"> - Understanding group dynamics: for example the value of empathy when working with community volunteers - Effective communication strategies: for example active listening skills, - Promote consensus-based decision-making and collective responsibility - Delegation and benchmarking - Empowerment of individuals and the group - Strengthen weaknesses and continuous professional development of staff and volunteers - Balancing the needs of staff and volunteers - Management styles : for example micro-management, horizontal decision-making, etc - Problem-solving and conflict resolution (can be its own module) - Effective coaching techniques - Overview and communicate strategy with team - Impart the mission and values - Leading by example - Acknowledgement and reward of effort and success 	

Training module: M-2	Writing applications for funding and reports
Objectives of the training	Improve trainees' skills in business writing and give working knowledge of the funding application process
The trainees should be able to	Competently apply for funding and report on activities
Proposed contents:	
<ul style="list-style-type: none"> - Understand the context and framework of an application or a call for bids - Analyse expectations of the funding organizations - Ensure deliverable objectives and compliance by all parties involved in a project - Include third-party partners in the application and communication process - Evaluate, monitor, and assess activities - Understand different report-writing formats for national and European contexts - Understand jargon and use of appropriate language 	

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Training module: M-3	Financial planning and basic accounting
Objectives of the training:	Best financial practices
The trainee should be able to :	Understand and implement management accounting, reporting mechanisms and best financial practices in order to maintain financial transparency of the organization
Proposed contents:	
<ul style="list-style-type: none"> - Use accounting software - Budgeting processes - Spreadsheets and graphs - Understand and monitor cash-flow - How to compile management accounts - Make projections - Early warning signals - Financial governance - Recording procedures - Communicate to the board of administration 	

Training module: M-4	Quality management
Objectives of the training:	Know and implement community media policies and procedures
The trainee should be able to :	Effectively develop and implement the organization's policies and procedures in order to meet internal and external standards
Proposed contents:	
<ul style="list-style-type: none"> - Strategies for implementing governance and compliance - Strategies for implementing labour laws - Strategies for implementing advocacy and lobbying - Strategies for implementing health and safety laws - Strategies for developing and implementing policies and procedures of the community media organization - Strategies for implementing ethics of community media work - Know and implement broadcasting legislation 	



Reflexion step by step (Salzburg, may 2014)

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Training module: M-5	Strategic planning
Objectives of the training:	To develop a comprehensive strategic plan
The trainee should be able to :	Know how to develop and implement a strategic plan
Proposed contents:	
<ul style="list-style-type: none"> - Formulating strategic goals and plans - Budgeting - Risk assessment - S.W.O.T. analysis (Strengths Weaknesses Opportunitites and Threats) - P.E.S.T analysis (Political Economic Social and Technological factors) - Scheduling and benchmarking - Statistical evaluation - Consensus-building for implementation of strategic plans - Research and development - Proactive monitoring of new technologies and new trends in media and society 	

Training module: M-6	Structure of organizations and human resources management
Objectives of the training:	Develop practical skills for understanding and enacting structures of a community media organization
The trainee should be able to :	Understand, identify and implement best practices within a community media organization
Proposed contents:	
<ul style="list-style-type: none"> - Identifying and making best use of collective knowledge - Shared decision-making processes - Roles and responsibilities - Job descriptions - Finding the right person for the task - Hiring, firing, and interviewing techniques - Organizational and management structures - Company and non-profit legislations - Democratic processes 	



Although to know each other in a group (Coruna university, april 2014)

8 b) Training units: Live broadcasting, Journalism, Radio Production, Editing

Train the trainer: passing skills to different target groups

As a trainee, keep in mind that you will be a trainer in the future.

Training module: B-1	Ethos of community radio
Objectives of the training	Understand the meaning of Community Media globally, nationally and locally (own station) Know the differences between the media sectors Understand the different charts (AMARC/ national federation/ own media organisation) Know the official code of ethics in own country Know the diversity of Media Law in Europe
The trainee should be able to :	
Proposed contents:	
<ul style="list-style-type: none"> - History of Community Media in Europe - Official definition of Community Media in Europe → AMARC Europe, CMFE - Organisation of Community Media in Europe → AMARC and the different associations in the countries - National Community Media Federations - Official code of ethics (from all countries participating in the training) 	

Training module: B-2	Regulatory framework
Objectives of the training	Understand media nationally and internationally Understand the hierarchy of Media Law Understand the impact of Media Law on daily work in Community Media Know about “grey areas“ Know about possible sanctions
The trainee should be able to :	
Proposed contents:	
<ul style="list-style-type: none"> - International law: Charter of Human Rights and international charters (eg: Helsinki Convention) - National Media Law (from all countries participating in the training) - Prime examples of Community Media - Copyright laws 	

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Training module: B-3	Production: Research, media literacy
Objectives of the training	Understand the power of Media (impact on society)
The trainee should be able to :	Understand responsibility of journalistic work Compare different sources of information Value information from different sources Understand the background of sources Understand the Media market Learn to question and value own opinion and motivation Learn to understand different points of view and integrate them into journalistic work Where applicable, ensure that the viewpoint of the presenter is declared personally and not as the opinion of the station.
Proposed contents:	
<ul style="list-style-type: none"> - Media market - Role of Journalists - Subjectivity vs Objectivity 	

Training module: B-4	Presentation: Voice and diction training
Objectives of the training	Practice warm-up exercises
The trainee should be able to :	Control breathing Taking care of the voice Find his/her own voice Listen to her/himself and analyse own voice Adapt the voice to different subjects Read radio or TV text naturally
Proposed contents:	
<ul style="list-style-type: none"> - Warm-up exercises - Breathing exercises - Recording and listening to own voice - Adjusting voice according to context - Emphasizing connection between voice and posture 	

Community Media in Europe - Training Curriculum

Training module: B-5	Writing for radio & TV
Objectives of the training	Know the difference between reading and listening Understand the difference between writing for the Printed Word and writing for the Spoken Word Experience different techniques (free-speaking / script with bullet points or text) Develop own best practice Layout of script Learn about language code for different target groups Adapt language to different Media and Formats
The trainee should be able to :	
Proposed contents:	
<ol style="list-style-type: none"> 1) Reading vs Listening 2) Ad-libbing / Improvisation vs Script 3) Radio / TV Formats 4) Spoken language vs Written language (different syntax/ create pictures/ simple language/ narrative) 5) Distinguish between writing for Radio and writing for Television 	



*Civil media conference on Community TV
Visit Television
Objectives, equipment, management
(Salzburg, may 2014)*



8 c) Training units: Sound-engineering

Training module: T-1	Mobile reporting - general aspects
Objectives of the training	Setup an outside broadcast using mobile devices
The trainee should be able to:	Train others
Proposed contents:	
<ul style="list-style-type: none"> - How to use mobile devices to create media including the use of relevant apps and technology - Remote reporting - Sharing the final product - Troubleshooting 	

Training module: T-2	On-site preparation (OB outside broadcasting)
Objectives of the training	Recognize and know how to solve potential problems of broadcast location
The trainee should be able to :	Train others
Proposed contents:	
<ul style="list-style-type: none"> - Preparing and checking the equipment - How to know if we'll be able to broadcast at the location - Comply with regulations (e.g. permits, release forms) - Troubleshooting 	

Training module: T-3	Broadcast systems
Objectives of the training	Have an understanding of the various broadcast systems (from simplest to most expensive)
The trainee should be able to :	Teach others
Proposed contents:	
Become familiar with various broadcasting equipment Setting up, operating and packing up the system for mobile reporting OB Team planning Troubleshooting	

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Training module: T-4	Software for audio/video broadcasting
Objectives of the training	Become Proficient in relevant software
The trainee should be able to :	Have an understanding of streaming and export formats teach others
Proposed contents:	
<ul style="list-style-type: none"> - Introduction to different software options - Constructing an edit - Exploration of different format and streaming options - An ability to break down and explain the workflow - Troubleshooting 	

Training module: T-5	Mobile reporting and live shows
Objectives of the training	Set up a mobile studio
The trainee should be able to :	Set up a single and multi-camera system Use mobile phones for audio and video broadcast Teach others
Proposed contents:	
<ul style="list-style-type: none"> - Wiring up and synchronizing a mobile reporting system - Learn how to use a video mixer to live edit - How to set up a mobile radio station - OB team planning - Troubleshooting 	

Training module: T-6	Streaming, general concepts
Objectives of the training	Set up a live streaming solution
The trainee should be able to :	Choose the right streaming method Ensure stable internet connection Perform maintenance on stream Teach others
Proposed contents:	
<ul style="list-style-type: none"> - Learn about the various streaming options - Learn how to set up and maintain your own stream - Troubleshooting 	

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Training module: T-7	Adapting technical systems to journalists
Objectives of the training	Configure a basic mobile reporting system
The trainee should be able to:	Explain to the journalist how to operate equipment Anticipate common mistakes Teach others
Proposed contents:	
<ul style="list-style-type: none"> - Teaching non-experts - Simplifying the equipment - Simple troubleshooting 	



*Visit Radio Blau
Plenary meeting
Sharing practices
Groups "training units" management, sound-engineering, editing
Finalisation bilingual writing
(Leipzig / may 2015)*



9 a) Recommendations for future European training

General recommendation:

Today there are still many EU member countries that do not have specific community media laws that support community radio and TV. Thus it is important to work towards all EU member countries developing community media laws in the future.

Community media create cohesion, provide identity, promote common interests, and preserve cultural and linguistic diversity. Community media contribute to the goal of improving citizenship and media literacy through their direct involvement in the creation and distribution of content. Therefore, Community media are important for European democracy.

Future European training recommendation:

Development of e-Learningtools that allow education throughout Europe within a common platform (with several languages), consisting of three modules:

- Module A- Radio journalism
- Module B- Cross-media journalism
- Module C- Train the trainer

Module A, B and C each have 40 hours of e-Learning, 40 hours of face-to-face seminars and about 40 hours of practical projects. The host organisation (any European radio station, for instance Radio Bazar from Aarhus, Denmark) should appoint someone to be responsible for organisational and technical questions and this person needs to be available during the entire training course.

The tutor of the e-Learning training course is a professional instructor of the course. In the end, the radio station (for instance: Radio Bazar, Aarhus/DK) delivers a certificate (from the Danish Federation) to the participants in which the acquired learning aims are documented transparently.

After acquirement of the Danish Federation certificate, the participant now needs to have a European practical period of 2 months at another European radio, for instance, Radio Fabrik, Salzburg, Austria.

After a successful accomplishment of this European practice, the Austrian Federation provides a certificate to the Danish participant.

The Danish and the Austrian certificates together with the "Europass" are the necessary European qualifications that would allow the Danish participant to apply for a job at any European radio station, for instance, in Ireland.

After successfully completing the 3 modules on-line, it would be necessary to do a practical period of 2 months in another European Country (for example: if a Danish technician has successfully accomplished the 3 modules on-line in Denmark, he or she could then go to Austria, and would have 2 months practice at Radio Fabrik in Salzburg. Radio Fabrik and the Austrian Radio federation would have the responsibility for this period. The Danish technician would finish his/her practice in Salzburg and obtain a diploma attested by the Austrian Federation).

9 b) One example plan for one training unit (from CRAOL - Ireland)

Expressing Yourself through Media (FETAC Level 3 Media Expression 3N0792)

This course aims to empower and enthuse learners to express themselves through media, including a practical introduction to the use of media and the importance of active engagement with media.

Learners will be able to:

- Identify the various media outlets available to them and the barriers to media expression
- Understand the various techniques and production approaches that are used by the media
- Use recording and IT equipment for media expression
- Work in teams to prepare and record a short radio programme
- Explore how audiences are targeted and use media

Course content/ specific outputs

By the end of the course, learners will be able to:

- Identify a limited range of programme formats and production features
- Identify the audience segments targeted by familiar television or radio programmes to include differentiation by age and gender
- Describe alternative production elements, to include storyboards, programme running orders, voice-overs or presentation links, for familiar television or radio programmes
- Use a limited range of technical language appropriate to recording for radio or television production
- Use storyboards or programme running orders to describe short sequences or programme structures
- Prepare a short programme for radio or television, to include developing a production plan, identifying team members and roles, preparing storyboards or programme running orders and scripts.
- Use recording equipment correctly to make a short programme
- Examine familiar television or radio programmes to include production methods and alternative ways of approaching their production
- Apply appropriate health, safety and personal hygiene procedures in television or radio production.

Duration, Time & Venue of the Course:

The course consists of 31 hours class contact time. The emphasis throughout is on practical skills for media expression, with participants producing a number of media pieces that reflect their learning during class time.

Pre-Requisites:

This course is open to anybody, no specific prior knowledge is required. It is particularly suited to community radio contributors, Transition year, students, or members of community groups. It is also suited to those considering volunteering with Community Radio stations, those who wish to build their confidence in communicating, and those who wish to gain a basic understanding of how the media production process works.

How is the Course Assessed?

The course is assessed by Portfolio. This Portfolio, containing 5 pieces of work is carried out during the course.

Award:

This course is a nationally accredited course leading to a QQI (formerly FETAC) Level 3 Media Expression (Minor Award) on the National Framework of Qualifications.

Course Progression:

Following on from completion of the Level 3 in Media Expression learners may wish to complete the FETAC Level 4 in Community Radio and/or the Craol Short Course in Media Literacy.

Details of Training Provider:

The course is offered by CRAOL – The Community Radio Forum of Ireland and delivered locally by Community Radio Stations in your area.

CRAOL is a quality assured training provider registered with QQI/FETAC. See www.craol.ie for more details.

Level 3 - Expressing Yourself Through Media

The CRAOL Level 3 course *Expressing Yourself Through Media* is designed and validated according to the QQI (formerly FETAC) Quality Assurance Guidelines, which require a minimum course duration, certain delivery methodologies, assessment modes etc. The course designed by CRAOL as outlined in the CRAOL *Expressing Yourself Through Media - Trainer Manual*, conforms to these guidelines and requirements.

How can a station running this course adhere to the standards required of the course while maximising station resources?

Here are some tips:

The course duration is 31 hours, (with a further 60 hours to be completed outside of class time, by the learner on their own. see No. 2 below for outline of this element).

These 31 hours break down into two parts,

- 21 class contact hours - where the tutor is present and teaching
- 10 additional hours of practice and assessment work during which depending on learner profile and needs, the tutor or their assistants are available to supervise or answer queries.

In practice therefore the tutor is in front of the class for 21 hours and organises a further 10 hours during which the learners *complete their assessment work* (and can also practice with equipment inside and outside the studio, carry out research in groups, sit in on programme teams and carry out practical exercises etcetera) with as much tutor support as they require depending on their needs.

Depending on the learner profile (especially where learners are minors), these 10 hours can be carried out with the support of the tutor or other qualified members of station staff or senior volunteers/members. Depending on the learner needs of the group, more or less supervision and support will be required and the tutor is free to organise these hours in a way that suits the particular needs of the learners involved.

In the *Expressing Yourself Through Media - Trainer Manual*, these 10 hours are accounted for in Sessions 7, 8, and 9.

In reality some learner groups will need close supervision and much support in carrying out their practice with equipment etcetera while other groups will be more independent and will need less intensive supervision.

To become totally proficient and to put the learning from the course into practice it is felt that a learner must carry out an additional 60 hours of self-directed learning, i.e. putting their learning into practice in their own time.

In practice, in order to maximise the benefit of the course for learners, they should be encouraged to immediately put into practice the skills and knowledge acquired on the course. This might involve encouraging in-training and newly trained learners to shadow staff or senior volunteers in programming making, encouraging learners to spend time reflecting on their learning, listening to radio, looking at other types of media and doing further research and reading in areas of the course that are of particular interest to them. You might encourage learners to keep up the Media Diary that they began in week one as an optional extra way for them reflect on their engagement with media.

10 a) Feedback from the experimental European Training Class organized by the Comepec partnership, held in Winterthur, Switzerland in February 2015

To see if the idea of an international training course could work how the project designers had anticipated, several different evaluations were used. Assessment of the course was done with the participants, with the trainers and with the project partners. Evaluation was done on five levels:

- Observation of the trainings
- Questionnaires for the participants
- Round-table discussions with the participants and outside observers
- Interviews with the trainers
- Round-table discussions with the project coordinators

The overall outcome of these assessments is that this international training course was a really good opportunity for networking between community-radio people in Europe and was a chance to transfer knowledge, share experiences and best-practices

However, several aspects would have to be adjusted for future training courses, to make the actual trainings more useful for all the participants. This is because the main positive reactions referred more to the informal parts of the courses, and less to the training itself.

Specific examples of positive feedback include that especially people who had not attended international meetings before, enjoyed a great feeling of solidarity, in other words "I am not alone with what I am doing".

Further, most participants reported back that it was very valuable to learn how other community media are working, also, to learn how the media situation is different in each country. In the context of an international meeting, the workshops were held in English, so most of the participants stated that they could improve their English skills and other language skills during the informal part of the meeting.

Content-wise, the feedback was different: mainly the participants did not think they had learned enough of the stated objectives, in other words they did not learn a lot of new topics or even methods to train the trainer. A lot of participants said it was good to refresh knowledge, but they would expect to learn more.

The main criticism concerned the organisation of the event: the participants did not get a workshop-description in advance, and some were upset about the costly lunch. Generally, one can conclude that an expensive country like Switzerland is not an ideal place to hold an international meeting.

This is disappointing because the project coordinators thought the training-targets were clear, and the COMEPEC group had worked hard to detail three very focused and clearly-defined workshops. There was a structured workshop design and it was clear that the focus would be on transferring skills to train-the-trainer, so that knowledge acquired could be taken back to the community media by the participants.

Perhaps it was over-ambitious to hold three workshops concurrently. It would have made it easier to organize the different workshops at different times in different places. One suggestion was to hold a workshop for each group every year, but to hold them at different times of the year. Finally, it was suggested that workshops should be held in centrally-located yet less expensive countries, so the participation would be more affordable for the majority of people who are interested.

For COMEPEC as designers of the workshop-modules and employer of the trainers, several insights have been gained on what should be improved while organizing international training workshops. Mainly, it's important to have a clear attribution of responsibilities, and to have clear communication between the host organization, the trainers and the participants.

The most important responsibilities are:

- *Communication with the trainer:* giving a clear, specific mandate of course objectives and contents to the trainer, to design a workshop based on the topics and targets agreed by COMEPEC (or other group) for example, the mandate should also emphasize the importance of using a variety of different teaching methods and the contents must also focus on train-the-trainer aspects. The workshop organizers must remain in constant contact with trainers in order to double-check the workshop schedule, to verify that all the topics and course objectives are included as intended, and to adjust content if needed. Also, the host organization must check infra-structural needs with the trainers, inform trainers about the participants needs and contexts, ensure that participants receive all necessary information in advance in order to prepare for the workshop, and verify hand-outs and workshop materials before distribution. All important information must be communicated to the person responsible for communication with the participants, the person organizing the logistics, the person in charge of the daily routine during the workshop, and to the person writing the workshop descriptions.

- *Communication with participants:* since the host organization is in communication with all the people involved, they must send clear and concise information in advance about: the location, the accommodations, the workshops and if needed preparation information or solicit open questions. The host organization must answer participants' questions and forward the information to a responsible person if needed. It seems preferable to not send out masses of e-mails, but preferable only a few that compile all the useful information.

- *Organizational logistics:* The host organization must stay in regular contact with all the people involved, and must select a location with appropriate infrastructure for training courses and meetings.

For example, they should organize optional lunches and provide a list of nearby places to eat and forward this list to the person in communication with the participants. They must also be in regular contact with the person in charge of the actual workshop facility.

- *In charge of the daily routine:* The host organization must stay in regular contact with all the people involved, and must establish and update the daily schedule, communicate any changes during the meeting, organize special meetings if needed, and plan times and venues for informal meetings if needed.

The overall conclusion of this assessment is that international trainings do really work but there has to be a clear mandate given to trainers, and the contents and organizational logistics must be monitored and ensured by the people responsible for the workshops. For the workshop planning and contents, it is also important to consider the different backgrounds and media situations of the countries and people that participate in the training.

Community Media in Europe - Training Curriculum

We feel it is important to continue implementing international training courses. But in order to achieve it successfully, we would need a constant and small group of leaders in charge of organizing and planning such events. There is a real need for such work to be done, so there must be careful consideration of who would be interested in doing this, and which formats could be developed for implementation.



European Training
Presentation of the general organization
Training: management
Training: sound-engineering
Training: editing
Diversification of teaching practices
Shared assessment



Annexes

Working documents used for the experimental training sessions



Community Media in Europe - Training Curriculum



Saint Denis, le 3 Décembre 2014

Syndicat National des Radios Libres
Leonardo COMEPEC Partnership
à
Salariés et dirigeants
Radios associatives françaises

Objet : Offre de stage européen
Votre contact :
Eric Lucas, Délégué National à l'Éducation et la Coopération
eric.lucas@snrl.fr 06 08 82 79 87

Chers collègues,

Vous exercez une activité professionnelle dans une radio associative ou communautaire en France et donc en Europe. Cette offre de formation à dimension européenne vous concerne.

Après avoir construit un référentiel-métier spécifique aux radios communautaires et associatives (identification détaillée des actions et des compétences mobilisées pour leur réalisation) des partenaires européens, principalement des fédérations et syndicats de radios ont lancé le projet de construire un référentiel de formation pouvant servir à adapter l'offre de formation européenne aux besoins spécifiques de nos médias. Ce travail qui réunit 11 partenaires sur 10 pays est en cours.

France	SNRL (coordinateur)
Allemagne	BFR
Autriche	VFRO
Danemark	SAML
Espagne	REMC
Finlande	Turun lähiradioyhdistys ry
Irlande	CRAOL
Irlande	DCTV
Norvège	NLR
Suède	NRO
Suisse	UNIKOM

Ce partenariat est inscrit dans un dispositif de « formation tout au long de la vie » dédié à la formation professionnelle des adultes, dénommé Léonardo. Il s'est donné le nom de COMEPEC (Community Media Professional Euro Certification). Son domaine de travail concerne les métiers des médias associatifs et communautaires en Europe: reconnaissance des compétences, référentiel de formation et de certification, accès à la mobilité géographique et à la diversification multimédia.

Dans ce cadre, les partenaires ont prévu d'expérimenter très concrètement la mise en place d'un stage à dimension européenne. Ce stage sera ouvert globalement à 33 participants venus des 10 pays.

Trois formations accueillant 11 stagiaires seront menées simultanément. Elles se tiendront sur 12 heures (10 heures de formation et deux heures d'évaluation collective), pendant 2 jours. Il faut donc envisager une arrivée la veille, une première journée de stage puis une deuxième journée avec un départ au plus tôt vers 17h00. Nous vous proposons de découvrir les trois fiches de description des stages, jointes à cet envoi.

SNRL • Paris-Pleyel • 187, Boulevard Anatole France • 93200 Saint-Denis, France
Tél + 33 (0)1 49 17 94 41 • contact@snrl.fr

Syndicat Loi du 21.03.1984, n° d'existence 93-B-04 184 du 22.03.2004 • N° SIRET : 484 500 038 00027 - Code APE : 9499 Z

Le SNRL est l'organisation professionnelle représentative des radios locales associatives et entreprises assimilées relevant du champ de l'économie sociale, au titre du Livre IV du Code du travail, et de la Loi n°86-1047 relative à la Liberté de communication. Le SNRL est membre de l'Union des Employeurs de l'Économie Sociale (UDES) et de la Fédération des Entreprises du Spectacle, de l'Audiovisuel et de la Culture (FESAC).

www.snrl.fr



Stage N°1	Technique	Utilisation des nouveaux moyens mobiles en situation de reportage Remote mobile reporting
Stage N°2	Animation / programmes	Comment mieux transmettre aux bénévoles des principes de travail propres aux radios associatives ? How can I teach my volunteers to do community media research?
Stage N°3	Gestion des radios	Assurer la cohésion de l'équipe (bénévoles, salariés) en radio associative Management: team building in Community Media

Ce stage se déroulera en **Suisse, à Winterthur, les 27 et 28 Février 2015**. Les voyages et frais de séjours (nuitées et repas) seront pris en charge par les organisations nationales et le coût pédagogique du stage sera assumé par le partenariat grâce au financement européen Leonardo.

L'aéroport le plus proche est Zurich et concernant l'hébergement, les formalités de réservation seront gérées directement par nos hôtes suisses.

Si cette offre vous intéresse vous devez faire **acte de candidature en renvoyant, avant le 20 décembre 2014 (minuit), les fiches de candidatures** dûment complétées et signées. Nous vous fournissons les trois fiches descriptives de stage.

La responsabilité de l'analyse des candidatures et des critères conduisant au choix définitif sera assumée entièrement par le SNRL et ne pourra en aucun cas faire l'objet de contestation ultérieure.

Avec nos cordiales salutations radiophoniques

Eric Lucas
Délégué national à l'Éducation et la Coopération
Coordinateur action « Leonardo Comepec »

Envoi constitué des trois pièces suivantes :

- Lettre d'invitation et appel à candidature
- Fiches descriptives des trois stages
- Fiche individuelle de candidature

SNRL • Paris-Pleyel • 187, Boulevard Anatole France • 93200 Saint-Denis, France
Tél + 33 (0)1 49 17 94 41 • contact@snrl.fr

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www.snrl.fr



Fiche de candidature au stage Européen organisé à Winterthur en Suisse les vendredi 27 et samedi 28 Février 2015 par le partenariat européen COMEPEC, représenté en France par le SNRL (Syndicat National des Radios Libres).

Candidature pour le stage intitulé : merci de ne candidater que pour un seul stage

Références du stage :

Nom	
Prénom	
Adresse personnelle	
Pays	
Adresse email	
Téléphone personnel	
Date de naissance	
Lieu de travail (ville, département, région)	
Nom du média associatif dans lequel vous êtes employé (radio ou TV)	
Adresse du média	
Responsable administratif du média Email Téléphone Fax	
Présentation résumée du média et de ses missions	
Statut professionnel du candidat, dans le média et fonctions actuellement assurées	

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www.snrl.fr



Ce document est à faire parvenir dûment complété entre le 4 décembre 2014 et le 20 décembre 2014, minuit, dernier délai

Par email à :

eric.lucas@snrl.fr et cooperation-europe@snrl.fr

ou par courrier à :

Syndicat National des Radios Libres
Léonardo Comepec / Stage européen
187 Boulevard Anatole France
93200 Saint-Denis

SNRL • Paris-Pleyel • 187, Boulevard Anatole France • 93200 Saint-Denis, France
Tél + 33 (0)1 49 17 94 41 • contact@snrl.fr

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www.snrl.fr

Community Media in Europe - Training Curriculum

	Rythme quotidien Daily schedule	J1 : 10h00 à 17h00 : atelier de formation J2 : 9h00 à 12h30 : atelier de formation J2 : 12h30 à 13h00 : évaluation écrite J2 : 15h00 à 17h00 : discussion collective d'évaluation du stage
	Autre particularité de la session Other details of the sessions	Le groupe Léonardo, ensuite, analysera et évaluera le fonctionnement du stage
Public concerné Target learners	Statuts professionnels Professional status	Dirigeants des radios ou télévisions associatives Gestionnaires de projets en radio ou télévision associative Salariés impliqués dans les radios ou télévisions associatives en gestion ou coordination
	Pré requis pour participer au stage Pre-requirements for the training class	Accréditation de la radio ou de la télévision Capacités basiques de conversation en anglais et français Expérience en radio ou TV associative Lecture préalable des documentations fournies avant stage par les formateurs
	Types de fonction assurée Job responsibilities	Dirigeants Salariés intéressés par les problématiques de management
Effectif du stage / session Number of participants in the training class	Minimum par/per session : 11 / 1 par pays Maximum par/per session : 11 / 1 par pays France : 1 participant	
Coût pédagogique / stagiaire / jour Cost of training/learner/day	Coût pédagogique pris en charge par le partenariat Leonardo Déplacement : pris en charge par l'organisation du pays impliquée dans le projet Leonardo	
Coût pédagogique global Overall cost of the training class	idem	
Formateur / Identité si déjà déterminé Identity of the trainer Qualification Langues parlées/Languages spoken Autres informations/Other information	Eddie Brennan Irlande appui linguistique en français	
Accès au site de stage et résidence Training site details and accommodations Adresse du site de stage Address of the training site Aéroport / Gare la plus proche nearest airport and train station Distance de l'aéroport / de la gare distance to the nearest airport and train station Possibilités hébergements proches / Coûts moyens Nearest accommodations/average cost	Toutes les informations logistiques détaillées seront fournies ultérieurement Aéroport international le plus proche : Zurich Gare la plus proche : Winterthur Préciser le souhait en chambres : single ou double	
Équipements et facilités à disposition Equipment and facilities available	Sous la responsabilité d'Unikom	
Matériel ou documents à apporter par le stagiaire training materials and documents to be brought by the learners	Documentation fournie préalablement Documentation de la station (si disponible) sur elle-même et ses règles internes	
Type de document délivré en fin de stage pour attester de la formation suivie Type of document to be delivered at the end of the training as a certificate of attendance	Attestation de participation à la formation européenne (avec détails de contenu)	
Possibilités de financement de la formation par un organisme tiers (ex France / OPCA) Possibilities of funding for training from outside organisations	Non concerné Financement européen garanti	
Modalités d'inscription How to sign up for the class	Envoyer la fiche de candidature au représentant de votre pays dans le partenariat Leonardo France : SNRL Email : eric.lucas@snrl.fr cooperation-europe@snrl.fr	

Community Media in Europe - Training Curriculum

Vos interlocuteurs Please contact		SNRL : Eric Lucas / eric.lucas@snrl.fr 06 08 82 79 87 Suisse : Unikom / passer par SNRL				
Dominante des compétences visées Major skills areas target of the training (1 à 6)	Gestion - Organisation Projets Financements Diversifications = Management 1	Renforcement et reconnaissance des services aux territoires et populations = community service	Information Communication sociale de proximité = information	Animation Voix Techniques d'animation (interview, etc) = presenting	Radio et Internet Pratiques et techniques = radio and new technology	Technique HF et BF informatisation = HF LF technique

Community Media in Europe - Training Curriculum

<p>Descriptif résumé du stage Summary of the training class content</p>	<p>La formation apportera aux participants les savoirs suivants:</p> <ul style="list-style-type: none"> - Comment utiliser les appareils mobiles, Smartphones et tablettes, pour des créations et réalisations médiatiques ? - Comment alimenter les programmes de la station en direct et en enregistrement ? - Identification des différents types de logiciels: applications recommandées pour IOS et Android, logiciels opensource, services de cloud computing, logiciels de streaming, BroadcastMyself, etc. - Comment utiliser les logiciels de différentes façons pour une liaison à distance ? - Comment connecter le studio streaming via internet, tablette, téléphone portable ? - Comment vérifier qu'on est bien en onde en direct ? - Dépannage lorsque la connexion de diffusion ne fonctionne pas - Solutions alternatives pour télécharger du matériel s'il y a un problème avec son appareil - Travailler avec plusieurs sources pour entrer des contenus en production radio et TV. - Utiliser You tube images pour créer du contenu - Comment transférer ces ces compétences techniques à d'autres personnes - Utiliser des connexions cellulaires multiples - Montrer comment fonctionne l'accès public satellite en bande Ka (comme ceux utilisés dans les bateaux et les véhicules de loisirs) <p>The course will teach participants :</p> <ul style="list-style-type: none"> - how to use mobile devices: smartphone and tablet to create media - how to feed it back to the Station live broadcast and recorded - What are the different types of software : recommended apps for both IOS and Android, opensource software, dropbox, cloud services, streaming software, BroadcastMyself, etc - how to use different software to do remote reporting: - connect to the studio streaming via internet, tablet, cellphone - how to verify you are on-air - troubleshooting when broadcast connection does not work - alternative solutions to upload material if there is a problem with your device - Work with several sources to input content into radio and tv production. - use youtube footage to create content - train the trainees how to train others in these technical skills - using multiple cellular connections - demonstrate KA-band public access satellite (like those used in boats and RVs) 	
<p>Méthodes appliquées durant le stage Methods used during the training class</p>	<ul style="list-style-type: none"> - Présentation de logiciels et outils (projection sur écran) - Mise en application pratique: simuler la mise en place d'une liaison extérieure - Listes de contrôle pour diagnostic et dépannage - Demonstrate the software (projection on screen) - Practical application : simulate the set-up of an OB - Checklists for troubleshooting 	
<p>Nom du site de stage/Name of the training site Adresse Contact téléphonique</p>	<p>Précisions fournies ultérieurement Kaserne / Winterthur</p>	
<p>Durée Length of time</p>	<p>Nombre de jours Number of days</p>	<p>1,5</p>
	<p>Nombre d'heures Number of hours</p>	<p>12</p>
	<p>Rythme quotidien Daily schedule</p>	<p>J1 : 10h00 à 17h00 : atelier de formation J2 : 9h00 à 12h30 : atelier de formation J2 : 12h30 à 13h00 : évaluation écrite J2 : 15h00 à 17h00 : discussion collective d'évaluation du stage</p>

Community Media in Europe - Training Curriculum

	Autre particularité de la session Other details of the sessions	Le groupe Leonardo, ensuite, analysera et évaluera le fonctionnement du stage
Public concerné Target learners	Statuts professionnels Professional status	Salarié Personnel permanent de radio ou télévision associative
	Pré requis pour participer au stage Pre-requirements for the training class	Connaissances de base en informatique Expérience basique d'usage de tablette ou smartphone Basic computer skills basic use of tablet and smartphone
	Types de fonction assurée Job responsibilities	Technicien
Effectif du stage / session Number of participants in the training class	Minimum par/per session : 11 / 1 par pays Maximum par/per session : 11 / 1 par pays France : 1 participant	
Coût pédagogique / stagiaire / jour Cost of training/learner/day	Coût pédagogique pris en charge par le partenariat Leonardo Déplacement : pris en charge par l'organisation du pays impliquée dans le projet Leonardo	
Coût pédagogique global Overall cost of the training class	idem	
Formateur / Identité si déjà déterminé Identity of the trainer Qualification Langues parlées/Languages spoken Autres informations/Other information	Seppo HURME, Finland experienced technician Finnish, English 30 years experience Eric VOLD, Norway Norwegian, English, (German) Appui linguistique en français	
Accès au site de stage et résidence Training site details and accommodations Adresse du site de stage Address of the training site Aéroport / Gare la plus proche nearest airport and train station Distance de l'aéroport / de la gare distance to the nearest airport and train station Possibilités hébergements proches / Coûts moyens Nearest accommodations/average cost	Toutes les informations logistiques détaillées seront fournies ultérieurement Aéroport international le plus proche : Zurich Gare la plus proche : Winterthur Préciser le souhait en chambres : single ou double	
Équipements et facilités à disposition Equipment and facilities available	Équipements à disposition des formateurs sur site pour faciliter les cours : • connexion Internet • Wi-Fi • Mixeurs mobiles • Microphones • Microphone pour adaptation à téléphone cellulaire • Outil d'évaluation pour vérifier les compétences acquises • Ordinateur portable • Vidéo projecteur Antenne parabolique KA Band Equipment needed to teach the class : ∞ internet connection ∞ wi-fi ∞ mobile mixer ∞ microphones ∞ microphone to cellphone adapters ∞ an evaluation tool to verify the skills acquired ∞ laptop ∞ projector KA Band satellite dish	

Community Media in Europe - Training Curriculum

Matériel ou documents à apporter par le stagiaire training materials and documents to be brought by the learners		Les stagiaires doivent apporter <ul style="list-style-type: none"> - Un Smartphone ou une tablette avec chargeur - Ordinateur portable Learners must bring: <ul style="list-style-type: none"> - Smartphone and/or tablet and chargers - Laptop 				
Type de document délivré en fin de stage pour attester de la formation suivie Type of document to be delivered at the end of the training as a certificate of attendance		Attestation de participation à la formation européenne (avec détails de contenu)				
Possibilités de financement de la formation par un organisme tiers (ex France / OPCA) Possibilities of funding for training from outside organisations		Non concerné Financement européen garanti				
Modalités d'inscription How to sign up for the class		Envoyer la fiche de candidature au représentant de votre pays dans le partenariat Léonardo France : SNRL Email : eric.lucas@snrl.fr / coopearation-europe@snrl.fr				
Vos interlocuteurs Please contact		SNRL : Eric Lucas / eric.lucas@snrl.fr 06 08 82 79 87 Suisse : Unikom / passer par SNRL				
Dominante des compétences visées Major skills areas target of the training (1 à 6)	Gestion - Organisation Projets Financements Diversifications = Management	Renforcement et reconnaissance des services aux territoires et populations = community service	Information Communication sociale de proximité = information	Animation Voix Techniques d'animation (interview, etc) = presenting	Radio et Internet Pratiques et techniques = radio and new technology	Technique HF et BF informatisation = HF LF technique
					1	2

Community Media in Europe - Training Curriculum

<p>Descriptif résumé du stage Summary of the training class content</p>	<p>Transférer des méthodes de recherche pour identifier des sujets pour les médias communautaires différents des sujets retenus par les autres médias</p> <p>Comment faire les recherches alternatives ?</p> <p>Notions d'éthique et de responsabilité concernant la recherche et la sélection de sujets.</p> <p>Comment travailler avec différentes sources selon leur origine ?</p> <p>Attitude à adopter pour avoir accès à des sources, traitement selon les contextes, déclaration de ces sources</p> <p>Les formateurs proposent des méthodes de formation en gardant à l'esprit que les différents groupes-cibles ont besoin de pratiques différentes et adaptées.</p> <p>Echanges d'expériences : sur la formation à aborder des thèmes de façon différente, originale, à prendre des informations, à faire du reportage, de l'investigation, auprès des groupes communautaires sur des domaines variés, politique, social, culture, etc..... Echanges et discussion sur les différentes manières de faire des recherches.</p> <p>Research to identify topics for community media/ non mainstream topics</p> <p>Learning how to teach research</p> <p>a) Ethics and liability concerning research and selecting topics</p> <p>b) Trainer offers her ways of teaching, keeping in mind that different target groups need different ways of teaching</p> <p>a) Exchange of experience (research for different topics: politics, community groups, music, culture) discuss position/ attitude behind your work (because community radios are different)</p> <p>b) Comparing different ways of reasearching a topic</p> <p>c) dealing with sources and knowing background of sources</p>	
<p>Méthodes appliquées durant le stage Methods used during the training class</p>	<p>Apport de l'enseignant mais aussi activités pratiques et interactives. Il est proposé :</p> <p>Introduction pour se connaître les uns les autres et les medias communautaires représentés</p> <p>Exercices individuels et partage d' approches sur un thème commun en groupe de discussion</p> <p>Up to the teacher, but practical and interactive. We propose: Introduction to get to know each other and the community radio behind the person with a short presentation</p> <p>Individual excercise and sharing approaches to a common topic in a group discussion</p>	
<p>Nom du site de stage/Name of the training site Adresse Contact téléphonique</p>	<p>Kaserne Winterthur Technikumstrasse 8 8402 Winterthur</p>	
<p>Durée Length of time</p>	<p>Nombre de Jours Number of days</p>	<p>2 jours (1.5 en formation et + 2 heures évaluation collective) 1,5 teaching + time for evaluation</p>
	<p>Nombre d'heures Number of hours</p>	<p>12</p>
	<p>Rythme quotidien Daily schedule</p>	<p>J1 : 10h00 à 17h00 : atelier de formation J2 : 9h00 à 12h30 : atelier de formation J2 : 12h30 à 13h00 : évaluation écrite J2 : 15h00 à 17h00 : discussion collective d'évaluation du stage</p>
	<p>Autre particularité de la session Other details of the sessions</p>	<p>Le groupe Leonardo, ensuite, analysera et évaluera le fonctionnement du stage</p>
	<p>Statuts professionnels Professional status</p>	<p>Salarié de médias associatifs Permanents de medias associatifs</p>

2

Community Media in Europe - Training Curriculum

Public concerné Target learners	Pré requis pour participer au stage Pre-requirements for the training class	Capacités basiques de conversation en anglais et français Expérience en radio ou TV associative Lecture préalable des documentations fournies avant stage par les formateurs Accréditation de la radio ou de la télévision pour participer au stage
	Types de fonction assurée Job responsibilities	Dirigeants, animateurs, formateurs Personnes qui accueillent et forment les personnes bénévoles qui viennent dans les médias associatifs
Effectif du stage / session Number of participants in the training class	Minimum par/per session : 11 / 1 par pays Maximum par/per session : 11 / 1 par pays France : 1 participant	
Coût pédagogique / stagiaire / jour Cost of training/learner/day	Coût pédagogique pris en charge par le partenariat Leonardo Déplacement : pris en charge par l'organisation du pays impliquée dans le projet Leonardo	
Coût pédagogique global Overall cost of the training class	idem	
Formateur / Identité si déjà déterminé Identity of the trainer Qualification Langues parlées/Languages spoken Autres informations/Other information	Proposé par Unikom Suisse appui linguistique en français	
Accès au site de stage et résidence Training site details and accommodations Adresse du site de stage Address of the training site Aéroport / Gare la plus proche nearest airport and train station Distance de l'aéroport / de la gare distance to the nearest airport and train station Possibilités hébergements proches / Coûts moyens Nearest accommodations/average cost	Toutes les informations logistiques détaillées seront fournies ultérieurement Aéroport international le plus proche : Zurich Gare la plus proche : Winterthur Préciser le souhait en chambres : single ou double	
Équipements et facilités à disposition Equipment and facilities available	Connexions sans fil Imprimante Vidéoprojecteur Tableau avec papier et crayons WLAN Beamer Flipchart with paper and pencils	
Matériel ou documents à apporter par le stagiaire training materials and documents to be brought by the learners	Ordinateur personnel Courte présentation préparée des situations rencontrées au quotidien dans sa radio ou autre média, pour faire passer de bonnes pratiques sur la recherche Own Laptop Short prepared presentation of daily problems when teaching how to do research	
Type de document délivré en fin de stage pour attester de la formation suivie Type of document to be delivered at the end of the training as a certificate of attendance	Attestation de participation à la formation européenne indiquant le détail du contenu du stage List of the learning outcomes	
Possibilités de financement de la formation par un organisme tiers (ex France / OPCA) Possibilities of funding for training from outside organisations	Non concerné Financement européen garanti	
Modalités d'inscription How to sign up for the class	Envoyer la fiche de candidature au représentant de votre pays dans le partenariat Leonardo France : SNRL Email : eric.lucas@snrl.fr cooperation-europe@snrl.fr	
Vos interlocuteurs Please contact	SNRL : Eric Lucas / eric.lucas@snrl.fr 06 08 82 79 87 Suisse : Unikom / passer par SNRL	

3

Community Media in Europe - Training Curriculum

Dominante des compétences visées Major skills areas target of the training (1 à 6)	Gestion - Organisation Projets Financements Diversifications = Management	Renforcement et reconnaissance des services aux territoires et populations = community service 1	Information Communication sociale de proximité = information 2	Animation Voix Techniques d'animation (interview, etc) = presenting 3	Radio et Internet Pratiques et techniques = radio and new technology	Technique HF et BF informatisation = HF LF technique
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Training in Winterthur, Switzerland

26th of February - 1st of March 2015

Roles of organisers, trainers, trainees, moderators, evaluators.....

These are the issues that all participants should consider:

- 1) European training-> barriers, problems
- 2) Was it helpful for your country / your Job
- 3) Theoretical practical balance
- 4) Logistics
- 5) Value for money
- 6) Pre knowledge Put in Form (Trainees)
- 7) What did they learn
- 8) Training schedule
- 9) Materials
- 10) Methodology

ORGANIZERS to make sure about:

- Logistics-> was everything ready, was there everything trainers and trainee needed?
- Did it turn out how we wanted-> organisation in the country (interest ect)

TRAINERS should look at:

- Is the training working in international context (positive and negative points)
- Workshops planning (Schedule, methodology, materials, balance theorie/ practical)
- Engagement of trainees
- Time of preparation, what they learn out of preparing interantional course/ future suggestions;
- Feedback on communication with us-> talk to trainer

TRAINEES should look at the:

- Level of engagement-> who participates, who not
- Is it „valuable“ enough, was it „worth“ travelling?
- Is the content s/t you can transmit-> what
- Theorie/ practical/ methods/ material-> how was it?
- Preknowledge-> did it match with our requirements?
- Logistic, does it work with specific training and were they comfortable using it
- Suggestion for future training
- Were the expectations fulfilled?

MODERATORS

- To guide discussion between Trainers/ Trainees/ Organizers
- Moderators use different methods guiding discussion

EVALUATORS

Guidance for evaluators:

- To participate in Training
- To observe discussion, make notes
- To write the report

Community Media in Europe - Training Curriculum



Evaluation de satisfaction par les stagiaires

Evaluation of satisfaction of trainees

Stage (intitulé ou référence / Title of workshop) :

Date : du 27 au 28 Février 2015 Site de stage: Winterthur (Switzerland)

Date : 27th to 28th February Place : Winterthur (Switzerland)

Topic of the workshop : management

Synthèse (relevé de réponses)

Dans un souci d'amélioration permanente, ce questionnaire a pour but de nous aider à apprécier la formation à laquelle vous avez participé. Ainsi nous vous demandons de bien vouloir situer de façon individuelle et sincère et pour chacun des points votre degré de satisfaction de 1 à 5 en mettant des croix dans le tableau ci dessous. La hiérarchie est la suivante :

In the interest of continuous improvement, this questionnaire is to help us appreciate the training you attended to. So we ask you kindly to locate personal and sincere way and for each point your satisfaction levels 1 to 5 putting crosses in the table below. The hierarchy is as follows:

- 1 : Très insuffisant- totalement inutile – sans intérêt - mauvais – incompréhensible
1: Strongly disagree
- 2 : Insuffisant- intérêt faible – peu clair
2: Somewhat disagree
- 3 : Satisfaisant – utile – intéressant - bien – clair
3: Somewhat agree
- 4 : très satisfaisant - très utile – très intéressant- très bien – très clair
4: Strongly agree-
- 5 : Desolé, je n'ai pas d'opinion.
5 : Sorry. I have no opinion on that point..

	<i>Mettre une croix dans la case</i> → Please mark with a cross when you have an answer				
	1	2	3	4	5
Le formateur/La formatrice était compétent The trainer was very effective.		X 1	x 1	XXXXXX 6	X 1
Le formateur/La formatrice a une bonne maîtrise du sujet The Trainer had a good knowledge of the subject.	X 1			XXXXXXXX 7	X 1
Le formateur/La formatrice a expliqué clairement. The trainer explained things clearly.		X 1		XXXXXXXX 8	
Le formateur a communiqué clairement les consignes. The trainer communicated instructions clearly.	X 1		X 1	XXXXXXXX 7	
Qualité des documents pédagogiques donnés: Quality of handouts:			Xx 2	Xxx 3	Xxxx 4
Le formateur a laissé du temps suffisant pour les échanges. The trainer gave adequate time for exchanges.	Xx 2		X 1	XXXXXXXX 6	
Le formateur/La formatrice a répondu aux questions clairement. The trainer was able to answer questions satisfactorily.		X 1		XXXXXXXX 7	X 1
Le formateur/La formatrice a su donner des conseils critiques et constructifs. The trainer was able to give constructive feedback to the participants.	X 1		Xx 2	XXXXX 5	X 1
Le formateur a bien géré la diversité du groupe The trainer was able to manage learners' diversity effectively	X 1	X 1		XXXXXXXX 8	
Langue / language			Xx 2	XXXXXX 6	X 1

Community Media in Europe - Training Curriculum

Expérience / experience		X 1	X 1	Xxxxx 6	X 1
Media / media		X 1	X 1	Xxxxx 6	X 1
Pays / country		X 1		Xxxxx 6	Xx 2
<p>Commentaires / Comments :</p> <p>Trainer was speaking fast sometimes I try to be critical ; but there was nothing bad : He did it really very well. Maybe Community Radios work different and some of us are not boss over so many co-workers. Very interesting and complete information. Very useful breaking the class into groups, handout and other information to be emailed to the group . The work of the trainer was very good, it would be helpful if the trainees would have been asked for their special situation, so the trainer could focus on it. Language of the project is French, it's a problem, we have not a french translation. It would be an advantage for the communication .</p>					
Informations reçues avant le stage. Information received before the training class.	xx 2	Xx 2	Xx 2	Xx 2	x
Méthodes pédagogiques utilisées. Teaching methods.		X 1	Xx 2	Xxxxx 6	
La structuration du stage l'a rendu facile à suivre. The structure of the workshop made it easy to follow.	X 1		Xxx 4	Xxx 4	
Le rythme des séquences était approprié. The flow of learning was appropriate.		X 1	Xxx 4	Xxx 4	
<p>Commentaires / Comments :</p> <p>Timetable felt hastily thrown together . Organisation has possibilities to improve concerning timetable to send information, Layout of the information .ff Perhaps for analysis of situations it would be a compliment to use video for the discussion and for the planning of the Role Playing.</p>					

Qualité des lieux de formation. The spot used were suitable for the workshop.		X 1	Xx 2	Xxxxx 6	
Qualité des équipements mis à disposition. The equipment provided was adequate for the workshop.		Xx 2	Xx 2	Xxx 3	Xx 2
<p>Commentaires / Comments</p> <p>Paper and pencil would be helpful. Not much training material was required. No equipment needed. Well organised, thanks for welcome.</p>					
Apport sur le plan professionnel. Relevance to my work.		Xx 2	Xx 2	Xxxx 4	X 1
<p>Commentaires / Comments :</p> <p>I got a lot of inputs for my daily work. It was not so relevant because I'm working in a small organisation . Thus a few topics felt a bit 'on a ground scale. Difference between theory and practical life. It would have been nice if there would have been done more in the conflict management work. It will be good for my work, on the one side I learned a lot from the trainer, on the other hand from the participants. Useful</p>					
Amélioration des connaissances. Improvement in knowledge.		X 1	Xxx 3	Xxxxx 5	
<p>Commentaires / Comments :</p> <p>Refreshment of already existing knowledge in my personal use. Very good : I've learned new methods of reflection. Use and influence of the learning income have to be worked out in the future. Discovery of new concept for management,</p>					

Community Media in Europe - Training Curriculum

Cette formation a répondu globalement à vos attentes This class overall met my expectations (add list of learning outcomes). Commentaires / Comments : List: Communication: to put oneself in someone's position, take care of someone's background. to pay attention to sb.'s body language. Exchange about diversity of realities and experiences. Taking examples of different strategies.	X 1	Xx 2	Xxxx 5	X 1
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Citez un ou deux points plus particulièrement positifs pour vous dans cette formation :
Please list 1 or 2 comments concerning what was positive for you in your workshop:

Good overview of different approach to management and conflict resolution,
The trainer took the inputs of the trainees and used them in a very helpful way.
A lot of good practical exercises.
Getting to know how to better solve arguments/clashes of interest was helpful.
Refreshing ideas on how to solve problems that can occur.
Sitting down with different people gives creativity and perspective.
Meeting all the different people from all different community medias, exchange of ideas, experience, good language training and activation for new brain areas ;)
I met interesting people from other radio stations with similar problems.
Learning about the use of language, body and spoken.
Enrichment in meetings and persons
discovery of other experiences

Si vous êtes insatisfait sur certains points, expliquez pourquoi :
If you were dissatisfied on certain points, please explain what and why:

To many topics to be covered therefore not enough time to go into details.
I think the feedback forms should be anonym.
Question of language!

Remarques, suggestions ou commentaire libre pour ce stage:
Please write any suggestions for improvement for this workshop:

Theory and practice could be combined more efficiently, eg. By working on a realistic situations in community media management focus on fewer issues.
A pencil would be nice.
The various lessons could be more evenly distributed.
More information before.
The first day was to hectic while the second was to relaxed.
Smaller groups.
Perhaps you could give a possibility to make the participants to get in contact with each other.
To be more clear on the justification and the aims of the role plays

Quels stages pensez-vous qu'il serait utile d'organiser à l'échelle européenne?
What topics would you suggest for future European training workshops?

Change management for community organisations
dealing for challenges from outside (technical financial social....)
More technically inclined 'hands on' causes.
Could one workshop be connected to technical, digital fare, where we can see new equipment and listen to informative talks?
How to develop my skills using Adobe Audition?
Harmonization of means of communication used by every body
Possibilities to participate to other projects for radios in Europe , for example partnerships between radios.



Evaluation de satisfaction par les stagiaires

Evaluation of satisfaction of trainees

Stage (intitulé ou référence / Title of workshop) :

Date : du 27 au 28 Février 2015

Site de stage: Winterthur (Switzerland)

Date : 27th to 28th February

Place : Winterthur (Switzerland)

Topic of the workshop : **technicien**

Synthèse (relevé de réponses)

Dans un souci d'amélioration permanente, ce questionnaire a pour but de nous aider à apprécier la formation à laquelle vous avez participé. Ainsi nous vous demandons de bien vouloir situer de façon individuelle et sincère et pour chacun des points votre degré de satisfaction de 1 à 5 en mettant des croix dans le tableau ci dessous. La hiérarchie est la suivante :

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- 3 : Satisfaisant – utile – intéressant - bien – clair
3: Somewhat agree
- 4 : très satisfaisant - très utile – très intéressant- très bien – très clair
4: Strongly agree-
- 5 : Désolé, je n'ai pas d'opinion.
5 : Sorry. I have no opinion on that point..

	<i>Metre une croix dans la case</i> → Please mark with a cross when you have an answer				
	1	2	3	4	5
Le formateur/La formatrice était compétent The trainer was very effective.			xxxx 4	XXXXXXXXX 8	
Le formateur/La formatrice a une bonne maîtrise du sujet The Trainer had a good knowledge of the subject.			Xx 2	XXXXXXXXXX 9	x 1
Le formateur/La formatrice a expliqué clairement. The trainer explained things clearly.			Xxx 3	XXXXXXXXX 7	Xx 2
Le formateur a communiqué clairement les consignes. The trainer communicated instructions clearly.			Xx 2	XXXXXXX 7	Xxx 3
Qualité des documents pédagogiques donnés: Quality of handouts:		Xxx 3	Xxxx 4	X 1	XXXX 4
Le formateur a laissé du temps suffisant pour les échanges. The trainer gave adequate time for exchanges.		X 1	Xx 2	Xxxx 4	Xxx 3
Le formateur/La formatrice a répondu aux questions clairement. The trainer was able to answer questions satisfactorily.			Xx 2	XXXXXXX 7	Xx 2
Le formateur/il a formatrice a su donner des conseils critiques et constructifs. The trainer was able to give constructive feedback to the participants.		X 1	Xxxx 4	XXXXXX 6	X 1
Le formateur a bien géré la diversité du groupe The trainer was able to manage learners' diversity effectively		Xx 2	Xxxx 4	Xxx 3	Xxx 3
Langue / language	Xx 2		Xxxx 4	XXXXXXXXX 8	X 1

Community Media in Europe - Training Curriculum

Expérience / experience	X 1	Xx 2	Xx 2	Xxxx 5	Xx 2
Media / media	X 1	Xx 2	Xx 2	Xxxx 4	Xx 2
Pays / country		X 1	Xx 2	Xxx 3	Xxxxx 5
Commentaires / Comments :					
We were two main types of background : radio and television ; there was an overweight of television relevant content , which made it difficult for radio people to stay interested/learn valuable things for later use. Software and training material were very interesting and opened possibilities but 95 percent concerned TV. Prices for the material very high !					
Informations reçues avant le stage. Information received before the training class.	Xx 2	Xxxxxxx 8	X 1	Xx 2	
Méthodes pédagogiques utilisées. Teaching methods.		X 1	Xxxxx 6	Xxxx 4	X 1
La structuration du stage l'a rendu facile à suivre. The structure of the workshop made it easy to follow.		X 1	Xxxxx 5	Xxxxx 5	X 1
Le rythme des séquences était approprié. The flow of learning was appropriate.		X 1	Xxxxx 5	Xxxx 4	X 1
Commentaires / Comments :					
There was a very good spirit. Infos came a day before course started . The information flow before the course was almost inexistent but it seems this was not the teacher's fault ! Too late information					
Qualité des lieux de formation. The spot used were suitable for the workshop.				Xxxxxxxx 9	Xx 2

Expérience / experience	X 1	Xx 2	Xx 2	Xxxx 5	Xx 2
Media / media	X 1	Xx 2	Xx 2	Xxxx 4	Xx 2
Pays / country		X 1	Xx 2	Xxx 3	Xxxxx 5
Commentaires / Comments :					
We were two main types of background : radio and television ; there was an overweight of television relevant content , which made it difficult for radio people to stay interested/learn valuable things for later use. Software and training material were very interesting and opened possibilities but 95 percent concerned TV. Prices for the material very high !					
Informations reçues avant le stage. Information received before the training class.	Xx 2	Xxxxxxx 8	X 1	Xx 2	
Méthodes pédagogiques utilisées. Teaching methods.		X 1	Xxxxx 6	Xxxx 4	X 1
La structuration du stage l'a rendu facile à suivre. The structure of the workshop made it easy to follow.		X 1	Xxxxx 5	Xxxxx 5	X 1
Le rythme des séquences était approprié. The flow of learning was appropriate.		X 1	Xxxxx 5	Xxxx 4	X 1
Commentaires / Comments :					
There was a very good spirit. Infos came a day before course started . The information flow before the course was almost inexistent but it seems this was not the teacher's fault ! Too late information					
Qualité des lieux de formation. The spot used were suitable for the workshop.				Xxxxxxxx 9	Xx 2

Citez un ou deux points plus particulièrement positifs pour vous dans cette formation :
Please list 1 or 2 comments concerning what was positive for you in your workshop:

Networking with other people,
find solutions for my work and my radio station.
I found many cool new apps and hardware.
It was cool to be able to use equipment recognized by the broadcast industry to be of high quality;
The visit of Radio Stadfilter,
presentation of _____-System
Learning new stuff about both Journalism and technical device – recording multicam with iPhone
Mobile Studio
Mobile Reporting and recommendations regarding apps for my phone was very good and inspiring.
Information on new technologies and ways to broadcast TV.
Access of different technologies
New ways of working
Learned a lot new things, especially in the video area.
I discovered one app that makes it possible to register/edit/transfer per e-mail an interview.

Si vous êtes insatisfait sur certains points, expliquez pourquoi :
If you were dissatisfied on certain points, please explain what and why:

Too much TV in the workshop, but I'm a radio man,
no questions about what people already know and what they want to learn.
Food was quite expensive;
and badly informed about the price, but good.
The television focus was not that relevant to my work, but it was fun to learn.
Most of the topics were related to video and TV and not relevant for Radio production;
The program for the Workshop arrived very late, actually too late.
I work radio and it was predominantly video, I wasn't told it would be.
The explanation of what streaming is felt irrelevant together with the presentation of the HD Streaming services.
Not enough time to cover everything on the plan,
the demonstration by NewTec was too much like a sales pitch
Information of logistics and time schedule was too late,
wrong order of some content
theory directly after lunch is not good.

It was a training announced for media, but concerned to 90 percent TV!
Trainer was speaking very quickly;
The proposed solutions do not fit to the budgets of the community radio stations – too expensive!

Remarques, suggestions ou commentaire libre pour ce stage:
Please write any suggestions for improvement for this workshop:

Information should reach students earlier.
I don't think mixing the technical workshop was a good idea, we should have done separate groups.
To split Radio and TV techniques, more details instead of overviews and short presentations.
Keep up the good work.
Better communication before the workshops, please!
More time of fewer subjects/topics
Longer time for the workshops over a few days.
In spite of all it was very interesting.
Much exchange between the participants in order to invent different working methods.

Quels stages pensez-vous qu'il serait utile d'organiser à l'échelle européenne?
What topics would you suggest for future European training workshops?

Workshop on open source-solutions for broadcast
Workshop on coding for media-professionals;
DAB+, new technologies on radio productions
Studio technology [YARM, signal processing]
Training kids and young people – 12 to 25 years – how to make television and radio on their own!
Cross-border journalism & collaboration
Program scheduling

Community Media in Europe - Training Curriculum



Evaluation de satisfaction par les stagiaires

Evaluation of satisfaction of trainees

Stage (intitulé ou référence / Title of workshop) :

Date : du 27 au 28 Février 2015

Site de stage: Winterthur (Switzerland)

Date : 27th to 28th February

Place : Winterthur (Switzerland)

Topic of the workshop : **journaliste**

Synthèse (relevé de réponses)

Dans un souci d'amélioration permanente, ce questionnaire a pour but de nous aider à apprécier la formation à laquelle vous avez participé. Ainsi nous vous demandons de bien vouloir situer de façon individuelle et sincère et pour chacun des points votre degré de satisfaction de 1 à 5 en mettant des croix dans le tableau ci dessous. La hiérarchie est la suivante :

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3: Somewhat agree
- 4 : très satisfaisant - très utile – très intéressant- très bien – très clair
4: Strongly agree-
- 5 : Désolé, je n'ai pas d'opinion.
5 : Sorry. I have no opinion on that point..

	<i>Mettre une croix dans la case</i> → Please mark with a cross when you have an answer				
	1	2	3	4	5
Le formateur/La formatrice était compétent The trainer was very effective.			XXXXX 5	XXXX 4	
Le formateur/La formatrice a une bonne maîtrise du sujet The Trainer had a good knowledge of the subject.			XXX 3	XXXXXX 6	
Le formateur/La formatrice a expliqué clairement. The trainer explained things clearly.			XXX 3	XXXXXX 6	
Le formateur a communiqué clairement les consignes. The trainer communicated instructions clearly.		X 1	XX 2	XXXXXX 6	
Qualité des documents pédagogiques donnés: Quality of handouts:		X 1	XXXXX 5	XXX 3	
Le formateur a laissé du temps suffisant pour les échanges. The trainer gave adequate time for exchanges.		X 1	XXX 3	XXXXX 5	
Le formateur/La formatrice a répondu aux questions clairement. The trainer was able to answer questions satisfactorily.			XXX 3	XXXXXX 6	
Le formateur/La formatrice a su donner des conseils critiques et constructifs. The trainer was able to give constructive feedback to the participants.		X 1	XXXX 4	XXXX 4	
Le formateur a bien géré la diversité du groupe The trainer was able to manage learners' diversity effectively			XXXX 4	XXXXX 5	X
Langue / language		X 1	XXXXXX 6	XXX 3	

Community Media in Europe - Training Curriculum

Expérience / experience			XXXXX 5	XXX 3	X 1
Media / media			XXX 3	XXXXX 5	X 1
Pays / country		X 1	XXX 3	XXX 3	XX 2
Commentaires / Comments :					
Informations reçues avant le stage. Information received before the training class.	XXXX 4	XXX 3	XX 2		
Méthodes pédagogiques utilisées. Teaching methods.		X 1	XXXXXXX 7	X 1	
La structuration du stage l'a rendu facile à suivre. The structure of the workshop made it easy to follow.			XXXXXXX 6	XXX 3	
Le rythme des séquences était approprié. The flow of learning was appropriate.		X 1	XXXXX 5	XX 2	X 1
Commentaires / Comments :					
Qualité des lieux de formation. The spot used were suitable for the workshop.			XXX 3	XXXXX 5	X 1
Qualité des équipements mis à disposition. The equipment provided was adequate for the workshop.			XXXX 4	XXX 3	XX 2
Commentaires / Comments					

Apport sur le plan professionnel. Relevance to my work.		X 1	XXX 3	XXXXX 5	
Commentaires / Comments :					
Amélioration des connaissances. Improvement in knowledge.		X 1	XXXXXXX 7	X 1	
Commentaires / Comments :					
Cette formation a répondu globalement à vos attentes This class overall met my expectations (add list of learning outcomes).		XX 2	XXXXX 5	X 1	
Commentaires / Comments :					

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Citez un ou deux points plus particulièrement positifs pour vous dans cette formation :
Please list 1 or 2 comments concerning what was positive for you in your workshop:

- Exchange of experience
- Strategies and exercises for research
- I gained confidence about becoming a trainer and the package was enough to do the job
- It was good to hear/learn what other trainers do in their practise
- Listening to others in the group and experience working in their radio stations
- Some good ideas to take away
- Atmosphere
- Trainer reacted spontaneously in questions and needs
- Good discussions
- Opportunity to meet different cultures
- Relevance to my work
- Network between different community radios in Europe (it's great to see we're not alone)
- Good people
- It was very useful to have access to so many people with a variety of experiences

Si vous êtes insatisfait sur certains points, expliquez pourquoi :
If you were dissatisfied on certain points, please explain what and why:

- Too little emphasis on practical solutions or examples
- Better preparation / distribution of content before
- Some more clearance by organizers/participants
- I would like to have a list of the members with their radios and their roles in their roles. It could be useful to keep the network
- Lunch and snacks were not planned well. Felt forced to pay for something not wanted. More options were needed. Planner for weekend should have been sent a few weeks ago.
- Times and breaks didn't work well (people were late, we had to wait)
- Native English speakers spoke fast. Trainers could have told them often to slow down
- There was some repetition on points covered
-

Remarques, suggestions ou commentaire libre pour ce stage:
Please write any suggestions for improvement for this workshop:

- Try to give more specific information on practical exercises
- Create a facebook group for trainees to be able to continue exchanging experiences, information and materials
- I would suggest to have the course somewhere else than Switzerland as it is very expensive
- Maybe some powerpoint
- Prepare funny exercises :-)
- Give more time a location
- Some more background materials available
- Provide more concrete examples/plans/lessons plans

Quels stages pensez-vous qu'il serait utile d'organiser à l'échelle européenne?
What topics would you suggest for future European training workshops?

- Format specific workshops
- Help putting together future workshop would be great
- Documentary training would also be good
- Good structure already
- Maybe more about feedback/evaluation of content
- Scientific research
- Establish local/regional networks
- Maybe a workshop during an European event to work and put contents together
- I would be glad to receive a workshop in Paris
- Music research
- Protection of data/privacy in internet
- Save tool for (international) exchange/communication online
- How to integrate divergent communities together and effectively facilitate their training
- Interview preparations for community radio
- Community participation: Improve participation in our radios
- Communication skills
- European projects management and funding



Evaluation de satisfaction par les stagiaires Evaluation of satisfaction of trainees

Stage (intitulé ou référence / Title of workshop) :

Stage européen Comepec

Date : du 27 au 28 Février 2015
Date : 27th to 28th February

Site de stage: Winterthur (Switzerland)
Place : Winterthur (Switzerland)

Topic of the workshop : **synthèse**

Synthèse (relevé de réponses)

Dans un souci d'amélioration permanente, ce questionnaire a pour but de nous aider à apprécier la formation à laquelle vous avez participé. Ainsi nous vous demandons de bien vouloir situer de façon individuelle et sincère et pour chacun des points votre degré de satisfaction de 1 à 5 en mettant des croix dans le tableau ci dessous. La hiérarchie est la suivante :

In the interest of continuous improvement, this questionnaire is to help us appreciate the training you attended to. So we ask you kindly to locate personal and sincere way and for each point your satisfaction levels 1 to 5 putting crosses in the table below. The hierarchy is as follows:

- 1 : Très insuffisant- totalement inutile – sans intérêt - mauvais – incompréhensible
1: Strongly disagree
- 2 : Insuffisant- intérêt faible – peu clair
2: Somewhat disagree
- 3 : Satisfaisant – utile – intéressant - bien – clair
3: Somewhat agree
- 4 : très satisfaisant - très utile – très intéressant- très bien – très clair
4: Strongly agree-
- 5 : Désolé, je n'ai pas d'opinion.
5 : Sorry. I have no opinion on that point..

	<i>Mettre une croix dans la case</i> → Please mark with a cross when you have an answer				
	1	2	3	4	5
Le formateur/La formatrice était compétent The trainer was very effective. 1	0	1	10	18	1
Le formateur/La formatrice a une bonne maîtrise du sujet The Trainer had a good knowledge of the subject. 2	1	0	0	22	2
Le formateur/La formatrice a expliqué clairement. The trainer explained things clearly. 3	0	1	6	21	2
Le formateur a communiqué clairement les consignes. The trainer communicated instructions clearly. 4	1	1	5	20	3
Qualité des documents pédagogiques donnés. Quality of handouts: 5	0	4	11	7	8
Le formateur a laissé du temps suffisant pour les échanges. The trainer gave adequate time for exchanges. 6	2	2	6	15	3
Le formateur/La formatrice a répondu aux questions clairement. The trainer was able to answer questions satisfactorily. 7	0	1	5	20	3
Le formateur/La formatrice a su donner des conseils critiques et constructifs. The trainer was able to give constructive feedback to the participants. 8	1	2	10	15	2

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Le formateur a bien géré la diversité du groupe The trainer was able to manage learners' diversity effectively 9	1	3	8	16	4
Langue / language 10	2	1	12	17	2
Expérience / experience 11	1	3	8	14	4
Media / media 12	1	3	6	15	4
Pays / country 13	0	2	5	12	9
Commentaires / Comments : Trainer was speaking fast sometimes I try to be critical ; but there was nothing bad : He did it really very well. Maybe Community Radios work different and some of us are not boss over so many co-workers. Very interesting and complete information. Very useful breaking the class into groups, handout and other information to be emailed to the group . The work of the trainer was very good, it would be helpful if the trainees would have been asked for their special situation, so the trainer could focus on it. Language of the project is French, it's a problem, we have not a french translation. It would be an advantage for the communication . We were two main types of background : radio and television ; there was an overweight of television relevant content , which made it difficult for radio people to stay interested/learn valuable things for later use. Software and training material were very interesting and opened possibilities but 95 percent concerned TV. Prices for the material very high !					
Informations reçues avant le stage. Information received before the training class. 1	8	13	5	4	0

Méthodes pédagogiques utilisées. Teaching methods. 2	0	3	15	11	1
La structuration du stage l'a rendu facile à suivre. The structure of the workshop made it easy to follow. 3	1	1	15	12	1
Le rythme des séquences était approprié. The flow of learning was appropriate. 4	0	3	14	10	2
Commentaires / Comments : Timetable felt hastily thrown together . Organisation has possibilities to improve concerning timetable to send information, Layout of the information .ff Perhaps for analysis of situations it would be a compliment to use video for the discussion and for the planning of the Role Playing. There was a very good spirit. Infos came a day before course started . The information flow before the course was almost inexistent but it seems this was not the teacher's fault ! Too late information					
Qualité des lieux de formation. The spot used were suitable for the workshop. 1	0	1	5	20	3
Qualité des équipements mis à disposition. The equipment provided was adequate for the workshop. 2	0	2	6	11	7
Commentaires / Comments Paper and pencil would be helpful. Not much training material was required. No equipment needed. Well organised, thanks for welcome. Very good equipment					

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Apport sur le plan professionnel. Relevance to my work.	1	8	8	11	1
Commentaires / Comments : I got a lot of inputs for my daily work. It was not so relevant because I'm working in a small organisation . Thus a few topics felt a bit 'on a ground scale'. Difference between theory and practical life. It would have been nice if there would have been done more in the conflict management work. It will be good for my work, on the one side I learned a lot from the trainer, on the other hand from the participants. Useful It was more TV stuff than I expected. I have never done any video for my work, but maybe we could start using it more. 98 percent TV, 2 percent audio ; Much information about TV, I only do radio so it was not so relevant for my work. Very interesting but I will not be able to use it ; I work in a radio station and only one hour concerned this media.					
Amélioration des connaissances. Improvement in knowledge.	0	4	12	7	2
Commentaires / Comments : Refreshment of already existing knowledge in my personal use. Very good : I've learned new methods of reflection. Use and influence of the learning income have to be worked out in the future. Discovery of new concept for management, I've learned a lot. Though I cannot use it, I learned some things that I can work with in my radio.					
Cette formation a répondu globalement à vos attentes This class overall met my expectations (add list of learning outcomes).	0	7	9	10	1
Commentaires / Comments : List: Communication: to put oneself in someone's position, take care of someone's background. to pay attention to sb.'s body language.					

Exchange about diversity of realities and experiences.
 Taking examples of different strategies,
 I would be satisfied with what I've learned if I worked for a TV-station.

Citez un ou deux points plus particulièrement positifs pour vous dans cette formation :

Please list 1 or 2 comments concerning what was positive for you in your workshop:

Good overview of different approach to management and conflict resolution,
 The trainer took the inputs of the trainees and used them in a very helpful way.
 A lot of good practical exercises.
 Getting to know how to better solve arguments/clashes of interest was helpful.
 Refreshing ideas on how to solve problems that can occur.
 Sitting down with different people gives creativity and perspective.
 Meeting all the different people from all different community medias, exchange of ideas, experience, good language training and activation for new brain areas ;)
 I met interesting people from other radio stations with similar problems.
 Learning about the use of language, body and spoken.

Enrichment in meetings and persons
 discovery of other experiences

Networking with other people,
 find solutions for my work and my radio station.
 I found many cool new apps and hardware.
 It was cool to be able to use equipment recognized by the broadcast industry to be of high quality;
 The visit of Radio Stadtfilter,
 presentation of _____-System
 Learning new stuff about both Journalism and technical device – recording multicam with iPhone
 Mobile Studio
 Mobile Reporting and recommendations regarding apps for my phone was very good and inspiring.
 Information on new technologies and ways to broadcast TV.
 Access of different technologies
 New ways of working
 Learned a lot new things, especially in the video area.
 I discovered one app that makes it possible to register/edit/transfer per e-mail an interview.

Exchange of experience

Strategies and exercises for research
I gained confidence about becoming a trainer and the package was enough to do the job
It was good to hear/learn what other trainers do in their practise
Listening to others in the group and experience working in their radio stations
Some good ideas to take away
Atmosphere
Trainer reacted spontaneously in questions and needs
Good discussions
Opportunity to meet different cultures
Relevance to my work
Network between different community radios in Europe (it's great to see we're not alone)
Good people
It was very useful to have access to so many people with a variety of experiences

Si vous êtes insatisfait sur certains points, expliquez pourquoi :

If you were dissatisfied on certain points, please explain what and why:

To many topics to be covered therefore not enough time to go into details.
I think the feedback forms should be anonym.
Question of language!
Too much TV in the workshop, but I'm a radio man,
no questions about what people already know and what they want to learn.
Food was quite expensive;
and badly informed about the price, but good.
The television focus was not that relevant to my work, but it was fun to learn.
Most of the topics were related to video and TV and not relevant for Radio production;
The program for the Workshop arrived very late, actually too late.
I work radio and it was predominantly video, I wasn't told it would be.
The explanation of what streaming is felt irrelevant together with the presentation of the HD Streaming services.
Not enough time to cover everything on the plan,
the demonstration by NewTec was too much like a sales pitch
Information of logistics and time schedule was too late,
wrong order of some content
theory directly after lunch is not good.
It was a training announced for media, but concerned to 90 percent TV!
Trainer was speaking very quickly;
The proposed solutions do not fit to the budgets of the community radio stations – too expensive!
Too little emphasis on practical solutions or examples

Better preparation / distribution of content before
Some more clearance by organizers/participants
I would like to have a list of the members with their radios and their roles in their roles. It could be useful to keep the network
Lunch and snacks were not planned well. Felt forced to pay for something not wanted. More options were needed. Planner for weekend should have been sent a few weeks ago.
Times and breaks didn't work well (people were late, we had to wait)
Native English speakers spoke fast. Trainers could have told them more often to slow down
There was some repetition on points covered

Remarques, suggestions ou commentaire libre pour ce stage:

Please write any suggestions for improvement for this workshop:

Theory and practice could be combined more efficiently, eg. By working on a realistic situations in community media management
focus on fewer issues.
A pencil would be nice.
The various lessons could be more evenly distributed.
More information before.
The first day was too hectic while the second was too relaxed.
Smaller groups.
Perhaps you could give a possibility to make the participants to get in contact with each other.
To be more clear on the justification and the aims of the role plays
Information should reach students earlier.
I don't think mixing the technical workshop was a good idea, we should have done separate groups.
To split Radio and TV techniques, more details instead of overviews and short presentations.
Keep up the good work.
Better communication before the workshops, please!
More time of fewer subjects/topics
Longer time for the workshops over a few days.
In spite of all it was very interesting.
Much exchange between the participants in order to invent different working methods.
Try to give more specific information on practical exercises
Create a facebook group for trainees to be able to continue exchanging experiences, information and materials
I would suggest to have the course somewhere else than Switzerland as it is very expensive
Maybe some powerpoint
Prepare funny exercises
Give more time a location
Some more background materials available
Provide more concrete examples/plans/lessons plans

Quels stages pensez-vous qu'il serait utile d'organiser à l'échelle européenne?

What topics would you suggest for future European training workshops?

Change management for community organisations
dealing for challenges from outside (technical financial social...)
More technically inclined 'hands on' causes.
Could one workshop be connected to technical, digital fare, where we can see new equipment and listen to informative talks?
How to develop my skills using Adobe Audition?
Harmonization of means of communication used by every body
Possibilities to participate to other projects for radios in Europe , for example partnerships between radios.
Workshop on open source-solutions for broadcast
Workshop on coding for media-professionals;
DAB+, new technologies on radio productions
Studio technology [YARM, signal processing]
Training kids and young people – 12 to 25 years – how to make television and radio on their own!
Cross-border journalism & collaboration
Program scheduling
Format specific workshops
Help putting together feature workshop would be great
Documentary training would also be good
Good structure already
Maybe more about feedback/evaluation of content
Scientific research
Establish local/regional networks
Maybe a workshop during an European event to work and put contents together
I would be glad to receive a workshop in Paris
Music research
Protection of data/privacy in internet
Save tool for (international) exchange/communication online
How to integrate divergent communities together and effectively facilitate their training
Interview preparations for community radio
Community participation: Improve participation in our radios
Communication skills
European projects management and funding

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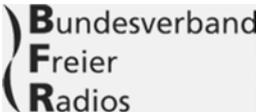
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Germany :	BFR Bundesverband Freier Radios Rudolf-Bultmann Strasse 2b 35039 Marburg www.freie-radios.de	
Finland :	Turun Lähiradioyhdistys ry Itäinen Rantakatu 64 B 20810 Turku www.radiorobinhood.fi	
Ireland :	Community Radio Forum of Ireland Northside Civic Center Bunratty Road. 17 Dublin www.craol.ie	
Ireland :	Dublin Community Television Cooperative Society Enterprise center Taylor's Lane. 8 Dublin www.dctv.ie	
Norway :	Norsk Lokal Radioforbund Skippergata 14 0152 Oslo www.lokalradio.no	
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That's COMEPEC too !!



Various work frames. Very official at the Regional Council of Provence-Alpes-Côte d'Azur in Marseille or under the sun over the ocean in A Coruña



One theory: fish contributes to the relaxation of this presenter and the viewers in Salzburg



Coordinators focused on data, data, data....in Winterthur



European in all sorts of circumstances in Salzburg

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www.snrl.fr
http://www.snrl.fr/COMEPEC-un-projet-europeen-pour-avancer-sur-un-referentiel-de-formation-pour-les-radios-associatives-et-communautaires_a261.html

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Des sites des partenaires et d'organisations nationales ou internationales de radio
It may be downloaded and printed free of charge and copyright at:
Websites of partners and national and international community radio organizations

Il peut être commandé sous format et qualité d'édition sur:
It may be ordered in printed and bound format at:

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Il est conseillé, en complément à ce document, de prendre connaissance du référentiel-métier disponible sur le site :

It is advisable, in addition to this document, to take knowledge of the European Common Reference Framework for Community radio Professions available at:

www.snrl.fr
http://www.snrl.fr/Radios-associatives-et-communautaires-un-1er-Referentiel-Metier-en-Europe_a171.html
http://www.snrl.fr/COMEPEC-un-projet-europeen-pour-avancer-sur-un-referentiel-de-formation-pour-les-radios-associatives-et-communautaires_a261.html





klipp+klang
radioschule
EDUQUA



VÄTTERVÅG FM 98,5

TYRESÖRADION 91,4



dorf tv.



The logos radios inserted on pages 28 and 63 correspond to the radios of the project participants



July 2015