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## Introduction/Overview

Every year, EULAR provides a defined grant to the educational visits programme. The programme is designed for patient organisations who wish to develop their skills by learning from the experience of other organisations in the EULAR network.

The programme is open to EULAR member organisations of PARE and organisations with co-opted delegates in the Standing Committee of PARE.

The amount available for this programme in 2012 is € 15.000.

By participating in this grant scheme, organisations are asked to develop project ideas which develop professional capacities within the organisation and detail these ideas on the application form.

## Content of your application

Applicants should demonstrate in their application:

- Clear aim which professional capacities should develop within the organisation (e.g. fundraising capacities; administrative processes)
- Clear description of steps that need to be taken or which learning's will be made to achieve this aim (e.g. training course about fundraising; learning how to build a registry database and maintain it).
- How this project will strengthen the partnership among the organisations.
- Criteria to measure and evaluate the impact of the project on a long-term basis (e.g. 10% more funding in two years; specific data collected about members).

Project ideas need to be discussed with the potential partner organisation and the aims and objectives agreed before submitting the application to the EULAR secretariat. For reports of previous successful projects, please see the on the right side of the section on the EULAR website. [http://www.eular.org/pare\\_educational\\_visits.cfm](http://www.eular.org/pare_educational_visits.cfm).

## Successful applications

By successfully completing a project, an organisation

- Will be able to apply the gained knowledge in the organisation and/or the branches of the organisation.
- Will be able to implement the learning objectives and translate it into enhanced organisational capacities.

- Will be able to teach the gained knowledge to other members / staff of the organisation.
- Will have strengthened its partnership with the partner organisation(s).

Preference will be given to project applications which actively involve people with rheumatic diseases.

### **List of organisations, organisational capacities and contact persons**

For a list of professional capacities in the different organisations, please see the Appendix from pg.3 of this document.

For a list of contact persons in the respective organisation, please follow this link:

[http://www.eular.org/member\\_social\\_leagues.cfm](http://www.eular.org/member_social_leagues.cfm)

### ***Application schedule***

**Deadline for applications: 30 April** each year:

Jury review and decisions

**1 May – 15 July:** Review of application(s), discussion of outstanding questions and review with applicants.

**Announcement of successful applications: around 15 July.**

Project start: Projects may start after announcement of successful applications.

### ***Successful applications***

After completion of the application review process, EULAR contacts the successful applicants.

Next steps include:

- The organisations are then asked to commence the projects and contact EULAR about the start of the project.
- Upon notice of the start of the project EULAR pays 70% of the grant allowance to the applying organisation.
- Approved projects must be completed within 12 months after the notification of a successful application (e.g. notification August 2012, project should be finished by August 2013).

### ***Role of Partner/ Mentor organisation***

The mentor organisation is expected to plan the program of the visit.

The programme of the project should be designed and developed

- To allow the applying organisation to learn the necessary skills set out in the aims and objectives of the project application.

- To allow the applying organisation to learn how to implement the lessons learnt and to achieve the aims and objectives set out in the application form, ideally on a long-term basis.

### ***Role of applying organisation***

The applying organisation should focus on learning

- Necessary skills set out in the aims and objectives of the project application.
- How to implement the lessons learnt and to achieve the aims and objectives set out in the application form, ideally on a long-term basis.

**Project report:** The organisation is required to submit a 3 – 6 page report to the EULAR secretariat, consisting of

- reporting on learning's
- referencing project aims and objectives
- Summarising next steps for implementation of the learning's.

**Financial report:** A detailed financial report will be filed with the secretariat, consisting of

- a front cover
- summary of expenses
- original receipts wherever possible.

**Deadline for submitting reports:** 18 months after the deadline for applications.(e.g. application received before 30 April 2012, project and financial reports due before 30 November 2013).

After receipt of both reports, financial and project report, the EULAR secretariat pays out the remaining 30% grant money.

### ***Acknowledgment partner organisation***

We acknowledge that the partner organisation is giving valuable time to the applying organisation. For this reason, it is appropriate to include in the budget an allowance payable to the partner organisation for the time it is donating to the project. This allowance will be 500€.

### ***Decision process***

Incoming applications will be reviewed by a jury consisting of

- Chairman Standing Committee PARE
- 2 member of the PARE Board
- 1 member from another Standing Committee (e.g. ESCET)

Stand by – jury members (in case of conflicts of interests)

- Chair-elect Standing Committee of PARE
- EULAR Vice President representing PARE organisations

### ***Conflict of interest***

A member of the jury abstains from voting in case his or her national organisation is involved in the application. To ensure the same number of votes for each application, the stand-by jury members will take the role of a voting jury member.

# Appendix: Educational Visits Programme

## List of skills and needs in organisations



Member organisations	Skills	Needs
Austria		<p>How to win more members for your organisation</p> <p>How to work successfully in the political arena</p> <p>How to run a successful campaign and development of campaign</p> <p>How to work successfully with industry</p>
Clair organization	Raising awareness by organizing successful campaigns	<p>How to recruit volunteers</p> <p>Self management training</p> <p>Special training for young people / parents</p> <p>Media training</p> <p>Lack of staff and volunteers</p>
ReumaNet association	<p>Fundraising training</p> <p>Special training for young people / parents</p> <p>How to develop your own members magazine</p> <p>How to run a successful campaign and development of campaign</p> <p>How to work successfully with industry</p> <p>A good example of user-led organization</p> <p>Organizing special activities for children with RD</p> <p>Good at lobbying</p>	Lack of staff and volunteers
Croatian league	Implementing Charter for Work	Lack of financial resources and volunteers
Cypriot league	<p>How to recruit volunteers</p> <p>How to win more members for your organisation</p>	<p>Lack of financial resources</p> <p>Lack of expert knowledge in fundraising campaign</p>

	<p>How to develop your own members magazine</p> <p>How to work successfully in the political arena</p> <p>Establishing strong networks of volunteers Good at lobbying Successful implementation of Charter for Work</p>	
Czech Republic	Raising public awareness	<p>How to recruit volunteers</p> <p>How to win more members for your organisation</p> <p>Fundraising training</p> <p>Self management training</p> <p>Helplines</p> <p>How to work successfully in the political arena</p> <p>How to run a successful campaign and development of campaign</p> <p>How to work successfully with industry</p> <p>How to run an EU project</p> <p>Lack of financial resources and volunteers</p>
Danish association	Offering special services to the members of organizations and supporting them in various ways	<p>How to run an EU project</p> <p>Lack of financial resources and volunteers</p>
Estonian league		<p>Lack of financial resources</p> <p>Working with media</p> <p>Establishing a strong association</p>
Finnish association	<p>Self management training</p> <p>Helplines</p> <p>How to develop your own members magazine</p> <p>How to run a successful campaign and development of campaign</p>	<p>Lack of financial resources, Recruiting young volunteers</p>
Nora organization (FYROM)	<p>Establishing an educational center</p> <p>Work successfully with media</p>	<p>How to recruit volunteers</p> <p>Fundraising training</p> <p>Self management training</p> <p>How to develop your own members magazine</p> <p>How to work successfully in the political arena</p>

		<p>How to run a successful campaign and development of campaign</p> <p>How to work successfully with industry</p> <p>Media training</p> <p>How to run an EU project</p> <p>Lack of financial resources Lack of expert knowledge in lobbying</p>
Deutsche Reuma liga	<p>How to recruit volunteers</p> <p>How to win more members for your organisation</p> <p>Helplines</p> <p>Special training for young people / parents</p> <p>How to develop your own members magazine</p> <p>How to work successfully in the political arena</p> <p>How to run a successful campaign and development of campaign</p> <p>How to work successfully with industry</p> <p>Fundraising Exercise groups from their members</p>	<p>Recruiting young people Education on self management</p>
Hellenic league	Helplines	<p>How to recruit volunteers</p> <p>How to win more members for your organisation</p> <p>Self management training</p> <p>How to run a successful campaign and development of campaign</p> <p>Media training</p> <p>Lack of financial resources and lack of volunteers</p>
Hungarian league	Raising awareness	<p>How to recruit volunteers</p> <p>How to win more members for your organisation</p> <p>Fundraising training</p> <p>Helplines</p> <p>How to work successfully in the political arena</p> <p>How to run a successful campaign and development of campaign</p>

		How to run an EU project
Icelandic association	Special campaigns for children with RD Providing rehabilitation services to their members	Lack of financial resources Lack of expert in lobbying
Irish organization	Lobbying for children with RD	Educating members of the league on self management
Israeli organization	<p>How to recruit volunteers</p> <p>How to win more members for your organisation</p> <p>Fundraising training</p> <p>Self management training</p> <p>Helplines</p> <p>Special training for young people / parents</p> <p>How to develop your own members magazine</p> <p>How to work successfully in the political arena</p> <p>How to work successfully with industry</p> <p>Media training</p> <p>Lobbying for children with RD by organizing special conference</p>	Lack of financial resources and volunteers
Italian league	Implement successful fundraising campaign for juvenile arthritis through sms and advertisements	Lack of financial resources and volunteers
Latvian league		<p>How to recruit volunteers</p> <p>Fundraising training</p> <p>Helplines</p> <p>Special training for young people / parents</p> <p>How to develop your own members magazine</p> <p>How to work successfully in the political arena</p> <p>How to run a successful campaign and development of campaign</p> <p>How to work successfully with industry</p> <p>Media training</p> <p>Lack of financial resources and volunteers</p>

Lithuanian league	Educated in self management	How to win more members for your organisation  Recruit young volunteers
Maltese league	Good at raising awareness Editing Newsletter	Helplines How to develop your own members magazine How to run a successful campaign and development of campaign Media training  Lack of financial resources and volunteers
Montenegro		Fundraising training How to work successfully in the political arena How to work successfully with industry How to run an EU project  Lack of financial resources and volunteers Lack of education
Netherlands	How to recruit volunteers How to win more members for your organisation Self management training Helplines How to develop your own members magazine How to work successfully with industry  Experts on self management programmes	How to win more members for your organisation Fundraising training How to work successfully in the political arena Media training How to run an EU project  Lack of expert knowledge in fundraising
Norwegian association	Helplines Special training for young people / parents How to work successfully in the political arena  Organizing successful campaigns Experts on fundraising campaigns  Volunteer recruitment	Recruit younger members

Polish society of Rheumatology		<p>Raising awareness Improving communication between people with RD and HP</p> <p>Specific first years of activity; How to begin non governmental organisation and maintain after first years in post-socialist country</p>
Portuguese League	Self Management Training	<p>How to recruit volunteers</p> <p>Fundraising training</p> <p>Special training for young people / parents</p> <p>How to work successfully in the political arena</p> <p>How to run a successful campaign and development of campaign</p> <p>Media training</p> <p>How to run an EU project</p>
Russia		<p>How to recruit volunteers</p> <p>Fundraising training</p> <p>Self management training</p> <p>How to develop your own members magazine</p> <p>How to work successfully in the political arena</p> <p>How to run a successful campaign and development of campaign</p> <p>How to work successfully with industry</p> <p>Media training</p> <p>How to run an EU project</p>
Romanian league	Raising awareness through website	<p>How to recruit volunteers</p> <p>How to win more members for your organisation</p> <p>Fundraising training</p> <p>Special training for young people / parents</p> <p>How to develop your own members magazine</p> <p>How to run a successful campaign and development of campaign</p> <p>Media training</p>

		How to run an EU project
		of financial resources and Volunteers
Swedish association	<p>How to win more members for your organisation</p> <p>Fundraising training</p> <p>Self management training</p> <p>Special training for young people / parents</p> <p>How to work successfully in the political arena</p> <p>How to run a successful campaign and development of campaign</p> <p>How to work successfully with industry</p> <p>Media training</p> <p>How to run an EU project</p> <p>Raising awareness about the importance of exercise</p> <p>Experts in editing informative brochures and magazines</p>	<p>Need to define better target groups of organization</p> <p>To strengthen the public image of the organization</p> <p>To use patient research partners in the cooperation with the researchers</p>
Arma	<p>How to win more members for your organisation</p> <p>Fundraising training</p> <p>Self management training</p> <p>Helplines</p> <p>How to develop your own members magazine</p> <p>How to work successfully in the political arena</p> <p>How to work successfully with industry</p> <p>Established a strong net of volunteers</p> <p>Good at lobbying</p> <p>Running a helpline</p> <p>Experts in editing informative brochures</p>	<p>Lack of financial resources</p> <p>How to run an EU project</p>
Slovakia		<p>How to recruit volunteers</p> <p>Fundraising training</p>

		<p>Self management training</p> <hr/> <p>How to develop your own members magazine</p> <hr/> <p>How to work successfully in the political arena</p> <hr/> <p>How to work successfully with industry</p> <hr/> <p>How to run an EU project</p>
Slovenia	<hr/> <p>Fundraising training</p> <hr/> <p>Self management training</p> <hr/> <p>How to work successfully in the political arena</p> <hr/> <p>How to run a successful campaign and development of campaign</p> <hr/> <p>How to work successfully with industry</p> <hr/> <p>How to run an EU project</p>	
Switzerland	<p>Fundraising training</p> <hr/> <p>Self management training</p> <hr/> <p>Special training for young people / parents</p> <hr/> <p>How to develop your own members magazine</p> <hr/> <p>How to run a successful campaign and development of campaign</p> <hr/> <p>How to work successfully with industry</p>	