



Next Door IO4 Guidelines

Fostering neighbourhood participation to protect and
care for elderly citizens

Project Number: 2020-1-FR01-KA204-080560

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Table of contents

Introduction	3
What is a Local Social Ressource Group (LSRG) ?	3
What is expected ?	3
Methodology to set up the LSRG	4
To keep in mind during the first session	6
To remember during each session :	6
After the session	6
Timeline	7

Introduction

According to the work plan, the output IO4 « Next Door Model for neighbourhood participation to protect and care for elderly citizens » foresees 5 phases:

- Creation of model structure and contents
- Review process, inputs from all partners & preliminary version
- Launch of local social resources groups & recommendations
- Collection of follow-up assessment results & report
- Final version of model & mainstream of replicability factors

The Model structure will include the present guidelines to set up and launch one local social resource group in each country partner of the Next Door project as well as the recommendations issued by each group.

What is a Local Social Resource Group (LSRG) ?

- The LSRG is based on the model of **Employee Resource Groups** which are made for support and career development, engagement, for reference and understanding a business) to set up local recommendations (min 2 per country, total of 14).
- It is meant to support the sustainability of the project as it will gather a group of stakeholders as a sort of **community committee** addressed specifically at elderly protection and engagement of their neighbors.

What is expected ?

In order to reach the desired results, each partner will

- Set up **1 Local Social Resource Group**
- **Issue at least 2 'recommendations'** to improve the community by supporting neighbourhood participation to protect and care for elderly citizens

Methodology to set up the LSRG

1. Communication.

The first step to set up the LSRG is to start communicating about it by reaching out to the target group.

This communication should include :

- An explanation on the goal of this group,
- A preview to some topics that will be discussed and
- The possibility to propose more topics and give input on the proposition

2. Who to reach out to ?

The Local Social Resource Groups should not gather more than **10 people** including the animator to ensure that all participants have the space to express themselves fully.

The Following profiles of participants could be included :

- NGO'S
- Social enterprises
- Lifelong learning associations
- Professionals of the Social field
- Municipality representatives
- Senior citizen's clubs
- Community centers
- Volunteering associations
- Public health care services
- Students
- Volunteers
- Senior community members
- Neighbors

3. HOW?

One recommendation is to make this LSRG informal by setting it up around a morning coffee or during tea time in the afternoon to make the participation of elderly citizens easier.

This has to be adapted to each national context.



The room should be set up in a circle if possible to facilitate the group discussion.

The animator will be defined for the first sessions but the role can then be passed on after the end of the Next Door to keep the dynamic rolling if the need to do so is identified by the participants.

The first session should be face to face to create a dynamic in person, it can then be adapted to the participants either online or face to face.

The communication between participants should stay open in between sessions via email and a shared online space can be dedicated (such as google drive) to share relevant resources.

4. WHEN?

The group should meet at least once a month (or every 6 weeks) for a duration of **four months**.

Each session should not last more than 1 hour to ensure participation.

5. WHERE?

The location should be rotating between the participants (if they agree to be host), the first two sessions can take place in a place secured by the project partner and will then be defined by the group.

The LSRG can also be organized in a public location such as a café or Online.

6. QUESTIONS/TOPICS to address during the LSRG

The following list acts as a suggestion and can be improved with proposition from all partners and participants :

- Raising awareness on elder citizens needs
- Centralisation of local resources and services to support elder citizens
- Fighting seniors isolation
- Fighting Ageism
- Digital literacy
- How to create a support network for the elderly



- Leisure activities dedicated for the elderly
- Mobility
- Facilitating communication between elderly people and local realities
- Promote intergenerational interaction/relationships
- Give value and exploit seniors' experiences/knowledge

The Goal is to use 1 or 2 Topics as a starting point during each session, to link them to a local, regional, or European policy and to discuss them in order to issue recommendations in order to improve the local, regional, national or European situation.

To keep in mind during the first session

The first session is important to launch the group, take the time to introduce the project and the goal of the group. Each participant should introduce themselves and at the end of the sessions, the date and place of all sessions should be set (Or at least the next one).

The Agenda of the first session should be very clear to make sure that participants know why they are here and the goal of the LSRG.

To remember during each session :

- **Take the minutes** of each session to issue the follow up report at the end **AND** to communicate it to the participants before the next meeting as a reminder and starting point of the next session.
- **Define the Agenda** of the Next Session with the participants
- **Closing** : The facilitator should debrief the group around the next steps, issue a recap on the recommendations to this date and remind the date of the next meeting

Note: if you organize your meeting online, you can use tools like Jamboard or Ideaboard to have a visual support during the sessions.

After the session

Afeji and Aproximar will provide all partners a report template in March 2023 that each partner should complete at the end of the fourth month of the piloting of the LSRG.



Timeline

ACTIVITY	DEADLINE
Development of guidelines (Afeji)	15.03.23
Feedback (All partners)	24.03.23
Piloting of the LSRG (All partners)	15.07.23
Issuing of the report (All partners)	21.07.23
Inclusion of the LSRG in the final guide of IO4 (Afeji)	28.07.23