



Guidelines to Proceed

First step: (before 12th August 2006)

- Each country representative must find a key partner in their country/ries by the launch date of 12th August 2006-06-28
- Ulli will send out the invitation letter to the Peace Child Database, this should mean that each country has a key partner, but some may still need to be sought.
- When you have secured a key partner you should ensure that they sign up online. You should then send them the MOU, a copy of the questionnaire, a copy of the questionnaire guidelines, a copy of the answer sheet, a poster and a cover letter. This will all be made available electronically, and put together in a folder entitled Introductory Pack for key Partners
- Make sure that they translate the questionnaire and send a copy back to yourself, which you should then forward to Ulli in order that he can put it online. The guidelines should also be translated but these are only needed in the country
- Help gather 1000 responses in the United Kingdom
- (all original documents and database will be made available to you by the Faith in Europe Coordinators, please ensure that any translations are in the same format)

Second Step: (before October 2006)

- If possible secure general partners to help reach the required number of answers per state. These partners can get no funding from us, DO NOT SEND THEM THE MEMORANDUM OF UNDERSTANDING. (preferably get them to get people to fill in online)
- Arrange times and places to meet up with partner organisations (Between August and December 2006)
- Support partners in anyway that you can

Third Step: (August- December 31st 2006)

- Meet with partner organisation
- Provide training on the asking of questionnaires and analysis of data
- Take photos and record responses to provide information for the book

Fourth Step: (August- March 2006)

- Collate and analyse information from your designated countries
- Make arrangements with partner about possible editor
- Manage your nations database and analyse results. Passing this information onto the Faith in Europe Coordinators

Fifth Step:

- Editorial Meeting
- Finalise Book

Sixth Step:

- Publicity
- Launch of Book
- 'Faith in Europe' Days