Success Story, means an experience properly identified in time and context that uses a methodology or more, which produced results that are similar or better than expected.

Best Practice means a strict and empirical construction made up of success stories concerning the use of methodologies, which are repeatable, transferable and able to deliver measurable results in a context with adequately defined conditions.

Each partner conduces an examinations among own specific experiences (e.g. policy, training) independently. After the sheet will be shared by the partners with the aim to create a set of common practices. Naturally the project should produce new best practices as results of the work done with stakeholders and schools.

The proposed selective process, better known as *Moussakà process*, consists in an initial collection of at least one experienced methodology considered by each partner suitable for the project.

The process continues with the distinction in those that can be considered "best practices" and those that can be considered "useful tools".

1) DATA OF THE ORGANISATION / INSTITUTION	
Name	Youth Attention Service (Youth Office), Municipality of Sabadell
Address (n° and street)	Blasco de Garay, 19
City	Sabadell
Province	Barcelona
Postcode	
State	Spain
Telephone	
E-mail	
Website	www.sabadell.cat/saj
Contact person of the experience	
Title of the experience	Workshops on bullying
Last name	Sales
First name	Nuria
Qualification	Psychologist, Technical advisor in the youth office
Willingness to make materials of methodology available to	

partners on line or on digital supports	
No	[X]
Yes	[ ]
Availability to support other organisations/institutions even remotely (e.g. skype, e-mail)	
No	[X]
Yes	[ ]
Write your email contacts	

2) GENERAL INFORMATION	
Title of the experience	Workshops on bullying
Start date	2014(?)
End date	Still in place
Place	Sabadell, Catalonia
Field	
Describe only if it is a field relevant for the project	Education
Beneficiaries	
Brief description of target / beneficiaries	Students in middle schools in the municipality of sabadell.
Why can the experience be considered innovative?	
Brief description of the experience's innovative aspects (e.g. development of new professional profiles, new teaching methodologies, new organizational patterns, new services for the territory, etc.)	It is a new service for the territory, very positively evaluated by schools.
Did the experience conduct together with other organisations/institutions?	
No	[ ]
Yes (brief description)	Yes, with the schools involved.
Did other organisations/institutions collaborate to the experience?	

COLLECTION FORM FOR COLLECTING GOOD METHODOLOGIES FROM PARTNERS	

No	[X]
Yes (brief description about the kind of collaboration and/or agreements/protocol)	……………
Did the experience trigger changing and/or development processes in the context of reference?	
No	[X]
Yes (brief description of the impact on the environment, social and/or economic sphere produced by the experience)	……………
Source of financing obtained	
None	[ ]
Regional	[ ]
National	[ ]
ESF	[ ]
FESR	[ ]
EU	[ ]
Other (specify)	Local
Is the experience still repeated at the organisation/institution?	
Yes	[X]
Yes, but partially (briefly explain how and why)	……………
No	[ ]

3) EXPERIENCE PRESENTATION	
Summary of the experience	
Description of the experience and the context of reference	2 hours workshops on bullying addressed to middle schools classes (mostly 1st year students)
Motivations and goals	
Brief description of issues and specific needs which justified the initiative	The need to address the bullying phenomenon in Sabadell
Description of main goals pursued	Raise awareness on the bullying phenomenon among middle school students
Beneficiaries	
Number of people to who the initiative was addressed	Information not provided
Expected results	
Brief description of expected results	Make students more sensitive and aware of the bullying phenomenon and its consequences.

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Acquired results	
Brief description	Increased awareness and sensitiveness on the topic.
Timing and workload	
Brief description	These workshops take place during the first 3 months of every school/year (from September to November)
Activities carried out	
Description of realization phases and main activities	The availability of the workshops is publicised to the diverse middle schools and the directors ask the Youth Office for having the workshops in them.
Used methodologies	
Description of methodologies used during the experience	Diverse motivational dynamics and games.
Tools	
Description of tools used or created during the experience	Materials adequate for the dynamics, and a booklet with information and resources regarding bullying.
Achieved results	
Description of achieved results and any deviations from the expected results (explaining the possible causes)	By now, all middle schools in Sabadell have received these workshops.
Monitoring and evaluation tools	
Ongoing satisfaction questionnaire	[ ]
Satisfaction questionnaire at the end	[ ]
Regular meetings (between the drivers of the experience, project partners, users)	[X]
Field observations (for gathering qualitative data)	[ ]
Management of working plan, human resources, budget, etc.	[X]
Other – specify briefly	
Evaluation methods	
Structured tests (true/false, completion, multiple choices, etc.)	[ ]
Semi-structured tests (project work, thematic research, conceptual maps, etc.)	[ ]
Other – specify briefly	Informal feedback by teachers and administrative staff in the schools involved.
Did you check the final results of the experience on users?	
No	[X]

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Yes (specify briefly)	[ ] ……………
Other – specify briefly	……………
Referring to the given definition of "success story", does the experience be considered a success story?	
Yes	[X]
No	[ ]
Possible observations in brief	……………
Was the experience repeated in other contexts?	
No	[ ]
Yes, already done. Specify the context in brief.	[ ] ……………
Yes, the process is ongoing. Specify the context in brief.	[ ] ……………
Produced materials	
Brief description of produced materials for the experience: texts, software, multimedia materials, educational materials, etc.	Materials adequate for the dynamics, and a booklet with information and resources regarding bullying.
Strengths	
Description of main strenghts of the experience	It is a resource available and its format does not require major intervention at the schools involved.
Possible improvable aspects	
Brief description of the aspects that could be improved	……………

Follow-up	
Follow-up of the experience (brief description, time and ways of follow-up activities)	……………
Was the experience consequent of previous experiences (with same or different users)?	
No	[ ]
Yes, briefly explain how	……………
Experience drivers	
Staff of the organisation/institute	[X]
External staff	[ ]
Briefly describe your roles (e.g. facilitator, tutor, researchers, coach, ecc.)	……………

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Did the experience involve other organisations/institutions?	
No	[X]
Yes (briefly describe the collaboration)	The schools involved
Main issues of the experience	
Internal coordination	[X]
Coordination with external experts	[ ]
Coordination with other organisations/institutions	[ ]
Definition of tasks and responsibilities	[ ]
Logistical resources	[ ]
Technical resources	[ ]
Economic and financial resources	[ ]
Human resources	[X]
Information and data exchange	[ ]
Organizational problems	[ ]
Relations with users	[X]
Monitoring and evaluation process	[ ]
Deviations between expected results and achievements	[ ]
Other – specify briefly	
Tips to overcome any critical issues	
Briefly describe suggestions that reduce or eliminate the critical issues encountered	……………
Self-assessment of the replicability of the experience	
Briefly describe what kind of initial conditions and contexts need in order to repeat successfully the experience in the partners' countries.	……………
Finished filling out the form:	20-nov-2016
By:	Patsili Toledo, based in an interview to Nuria Sales

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1) DATA OF THE ORGANISATION / INSTITUTION	
Name	Education Department, Catalonia
Address (n° and street)	
City	Barcelona
Province	Barcelona
Postcode	
State	
Telephone	
E-mail	
Website	http://xtec.gencat.cat/ca/centres/projeducatiu/convivencia/recursos/resconflictes/assetjament_iguals/index.html
Contact person of the experience	
Title of the experience	(On-line) Protocol for the prevention, detection and intervention bullying among peers
Last name	Agrado
First name	Àngels
Qualification	Responsible of the Area of School Life, Education Department (Catalonia)
Willingness to make materials of methodology available to partners on line or on digital supports	
No	[ ]
Yes	[X]
Availability to support other organisations/institutions even remotely (e.g. skype, e-mail)	
No	[X]
Yes	[ ]
Write your email contacts	

2) GENERAL INFORMATION	
Title of the experience	Protocol for the prevention, detection and intervention bullying among peers (on-line tool)
Start date	2012/2013
End date	Still in place

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Place	Catalonia
Field	
Describe only if it is a field relevant for the project	Education
Beneficiaries	
Brief description of target / beneficiaries	It is addressed to all middle schools in the Catalonian territories.
Why can the experience be considered innovative?	
Brief description of the experience's innovative aspects (e.g. development of new professional profiles, new teaching methodologies, new organizational patterns, new services for the territory, etc.)	It is the first comprehensive model to address the bullying phenomenon in Catalonia
Did the experience conduct together with other organisations/institutions?	
No	[X]
Yes (brief description)	……………
Did other organisations/institutions collaborate to the experience?	
No	[X]
Yes (brief description about the kind of collaboration and/or agreements/protocol)	……………
Did the experience trigger changing and/or development processes in the context of reference?	
No	[ ]
Yes (brief description of the impact on the environment, social and/or economic sphere produced by the experience)	It constitutes until now the basic reference document with regard bullying in Catalonia, so it is used by diverse stakeholders in their interventions.
Source of financing obtained	
None	[ ]
Regional	[X]
National	[ ]
ESF	[ ]
FESR	[ ]
EU	[ ]

Other (specify)	……………
Is the experience still repeated at the organisation/institution?	
Yes	[ ]
Yes, but partially (briefly explain how and why)	The protocol is available on line. It has been divulged in the territory, but only in the high level (education department representatives), as it does not have resources or further (off-line) implementation. It just relies in the interest from professionals involved to use it.
No	[ ]

3) EXPERIENCE PRESENTATION	
Summary of the experience	
Description of the experience and the context of reference	It is a comprehensive online resource that provides all stakeholders with a general structure to address bullying phenomenon in middle schools.
Motivations and goals	
Brief description of issues and specific needs which justified the initiative	To address the bullying phenomenon in schools.
Description of main goals pursued	To provide guidance to teachers and administrative staff in schools regarding how to identify and intervene in cases of bullying.
Beneficiaries	
Number of people to who the initiative was addressed	All professionals in schools in Catalonia.
Expected results	
Brief description of expected results	Teachers and administrators in schools are informed and aware of the bullying phenomenon and how to intervene adequately in front of it.
Acquired results	
Brief description	As the online protocol has been only divulged partially, its results are also parcial.
Timing and workload	
Brief description	There is no information.
Activities carried out	
Description of realization phases and main activities	The protocol has been placed in the education department website and some meetings have taken place to inform of it to representatives of the department in the territories.

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Used methodologies	
Description of methodologies used during the experience	The materials provided where elaborated on the base of research in the area of bullying and using relevant bibliography in the topic.
Tools	
Description of tools used or created during the experience	The online protocol is the main tool created.
Achieved results	
Description of achieved results and any deviations from the expected results (explaining the possible causes)	The creation of the online protocol.
Monitoring and evaluation tools	
Ongoing satisfaction questionnaire	[ ]
Satisfaction questionnaire at the end	[ ]
Regular meetings (between the drivers of the experience, project partners, users)	[ ]
Field observations (for gathering qualitative data)	[ ]
Management of working plan, human resources, budget, etc.	[ ]
Other – specify briefly	Only informal feedback from stakeholders.
Evaluation methods	
Structured tests (true/false, completion, multiple choices, etc.)	[ ]
Semi-structured tests (project work, thematic research, conceptual maps, etc.)	[ ]
Other – specify briefly	……………
Did you check the final results of the experience on users?	
No	[X]
Yes (specify briefly)	[ ] ……………
Other – specify briefly	……………
Referring to the given definition of "success story", does the experience be considered a success story?	
Yes	[X]
No	[ ]
Possible observations in brief	……………

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Was the experience repeated in other contexts?	
No	[X]
Yes, already done. Specify the context in brief.	[ ] ……………
Yes, the process is ongoing. Specify the context in brief.	[ ] ……………
Produced materials	
Brief description of produced materials for the experience: texts, software, multimedia materials, educational materials, etc.	The online protocol
Strengths	
Description of main strenghts of the experience	It is a tool completely available for all stakeholders and any person or institution interested on the phenomenon.
Possible improvable aspects	
Brief description of the aspects that could be improved	Publicise and increase the number of stakeholders that know and use the instrument; monitor and evaluate its impact.

Follow-up	
Follow-up of the experience (brief description, time and ways of follow-up activities)	……………
Was the experience consequent of previous experiences (with same or different users)?	
No	[X]
Yes, briefly explain how	……………
Experience drivers	
Staff of the organisation/institute	[ ]
External staff	[ ]
Briefly describe your roles (e.g. facilitator, tutor, researchers, coach, ecc.)	……………
Did the experience involve other organisations/institutions?	
No	[ ]
Yes (briefly describe the collaboration)	……………
Main issues of the experience	
Internal coordination	[X]
Coordination with external experts	[ ]
Coordination with other organisations/institutions	[ ]
Definition of tasks and responsibilities	[ ]
Logistical resources	[ ]
Technical resources	[X]

COLLECTION FORM FOR COLLECTING GOOD METHODOLOGIES FROM PARTNERS	
Economic and financial resources	[ ]
Human resources	[ ]
Information and data exchange	[X]
Organizational problems	[ ]
Relations with users	[ ]
Monitoring and evaluation process	[ ]
Deviations between expected results and achievements	[ ]
Other – specify briefly	
Tips to overcome any critical issues	
Briefly describe suggestions that reduce or eliminate the critical issues encountered	Publicise and increase the number of stakeholders that know and use the instrument; monitor and evaluate its impact.
Self-assessment of the replicability of the experience	
Briefly describe what kind of initial conditions and contexts need in order to repeat successfully the experience in the partners' countries.	…………….
Finished filling out the form:	20-nov-2016
By:	Patsili Toledo, based in an interview to Angels Agrado.

<u>References</u>

Commission of the European Communities *Evaluation in the European Community: a guide to the evaluation procedures and structures currently operational in the Commission's external co-operation programmes* (2001)