**SAPPIN MEETING**

**CAPE TOWN**

**9-10 MARCH 2022**

**MINUTES OF THE MEETING**

**Present:**

Robyn; Rachel, Nonhlanhla, Mandisa, Rozanne, Vanessa, Thamsanqa, Kaathima, Mahlatse, Katharine, Thandi, Patrick, Manhloti, Roslyn, Sebolelo, Lowina, Divya, Makhosazana, Nicky, Susan, Angela, Wilmi, Judy, Claudine

Karen joined on Day 2.

**Apologies:**

Gloria

1. **Minutes of previous meeting and matters arising:**

* The issue of freelancers came up and it was suggested that any free lancers should get a letter from the organisation that they are representing. Katharine has a letter from Ububele in order to continue as a consultant on SAPPIN
* There was discussion about SAPPIN membership – organisations should mandate their staff attending and this be part of their job description and function, not seen as an extra task.
* DSD and the parenting map – it was stated that DSD do not give feedback on parenting map

1. **Feedback since our last meeting**
   1. DBE

Katharine has shown infographic to DBE. They haven’t yet paid for it but are very excited about it. We have ownership of the infographic, and will discuss with DBE how it can be used. USAID can maybe be accessed as to how to distribute this and eg printing. We need advocacy to think about it. There may be other role-players in this process.

* 1. Western Cape VPF

Wilmi and Kaathima are both on the steering committee of the WC VPF. At the last meeting held in October Wilmi presented the evidence work the research committee has been working on and it created a lot of excitement with some of the members on the forum. A result was that Kaathima and Wilmi are now both on a steering committee of the Department of the Premier to work on the Families Strengthening Programmes.

* 1. Intersectoral Forum - Sub Committee on Social Protection and Parenting Programmes

Forum with Government and Ngo’s with a focus of developing parenting programmes to support young children. The committee is not very effective, but it does meet monthly and has created a platform; terms of reference have been created. SAPPIN has presented on the WhatsApp Parent Line. It is good that SAPPIN is taking part on this platform, however the DBE will be taking over leading the forum when the ECD function shifts to DBE.

* 1. Supervision

Based on the principle of needing support and debriefing for staff members, and it is one of SAPPIN’s principles that this becomes embedded into each organisation. The work of this subcommittee has commenced. Katharine has begun running a supervision group, which is already showing signs of being creative and supportive; another group is likely to begin shortly because of the demand for it. It has been a very rich experience thus far. Dlalanathi has battled to participate because of lack of time and staffing restraints. JPCCC has not participated as they have an intensive supervision structure within their organisation. Not necessarily open to all staff of organisation staff, but just those who attend the SAPPIN meetings. It is being held fortnightly on Wednesdays from 10 - 11.15.

* 1. Anglo

Proposal was put into Anglo to accept a GBV programme. Met with Anglo in October 2021. Want the programme to be delivered to organisations allied to them or their other projects. The contract has just been signed and the process to create the programme will commence shortly.

* 1. CCC

This programme was created during Covid to assist and support teachers in the classroom; teachers need ongoing support, and even post Covid. It is a wonderful programme that has been offered and is very exciting. Dlalanathi and Seven Passes are training in the programme. There is an opportunity to present in April and to take it further as part of the School Safety Project.

In summary it is a very simple programme for teachers to use in the classroom, with simple methods and ideas for teachers to implement on classroom level. Encourages teachers to take on the ideas and to internalize them and be able to practice these continuously. M&E needs to measure whether teachers are able to continuously put these practices into daily life in the classroom, to deal with the trauma that seeps into the classroom. M&E needs to be a slightly different process.

* 1. Workplace Intervention

This is a project where ISS is partnering with Seven Passes to develop a programme that addresses gender and family-based violence. Currently in the testing phase of the research, which has been very intense. There has been a merging the two areas of violence prevention together, and testing has been done in the agricultural workplace. Work is being done with facilitators who have helped to develop content and delivery of the programme. Want to eventually hand over to the SAPPIN organisations to run in their communities. It has been very interesting and successful thus far.

1. **Portfolio presentation: Advocacy** 
   1. WHAT HAS BEEN DONE

Keeping eyes and ears open for opportunities to speak to decision makers

Defining who should be involved

ISF / GBV / WC - all these are being used as opportunities for advocacy

Currently defining what can be helpful to various departments and organisations

DBE is about to take on Early Childhood Development, but the question was raised as to whether they are prepared to take on the parenting aspect. There is no answer to this yet. Looking at White Paper for parenting to guide practice and to show government what they agreed to in the first place. It was asked how people respond to SAPPIN, and it was stated that there is an interest in SAPPIN, but not yet being approached. Still need to put in a lot of work in this regard.

* 1. WHAT WILL BE DONE

Creating an advocacy Statement

SAPPIN event where the hope is to entrench the Advocacy statement, and have the right people attend whom the Sub Committee has already engaged.

Need to clear about who the correct and relevant people will be who should attend.

1. **Portfolio presentation: Finance**
   1. WHAT HAS BEEN DONE

Have had 3 meetings, and need to develop a 3-year and 5-year plan. SAPPIN needs to Identify priorities as a whole and to determine the SAPPIN programmes so that a finance plan can be developed. Programmes by individual partners need to be included in this.

There was some discussion about research funding and funding for the different portfolios

The portfolio has tried to put together a model including costs of training etc.

R1500 – R2000 per trainer, and the rate for 2 trainers, remembering to distinguish between the seniority of the trainer; R1500 was suggested as a benchmark for training within the SAPPIN network. The idea is to keep it low so that as many people as possible within the group can benefit from the budget. Also included in the budget is a per deum cost, with travel and accommodation as extras. There will however be a ceiling.

It was pointed out that WCF funding is coming to an end, and so there is a need to look at budgeting for future proposals and funding

* 1. WHAT WILL BE DONE

Further refine and decide on budget seeing that members did not agree with the proposed numbers (working with research and capacity building).

1. **Licensing**

The value and respect of programmes needs to be in place so that they are not exploited or mis-used. Kaathima shared how Mikhulu Trust handles this. Mikhulu Trust has had the benefit of being founded on a programme that has been through an RCT. MT can therefore implement and run the programme, but changing the programme has to be done in conjunction with the founders. Adaptation is allowed, but only in conjunction with MT.

A simple MOU should always be signed, in order for those using the programme agree to implement training as it was presented, unless they request adaptations, which MT will take this under review. May not use the programme to generate an income, and no one may be discriminated against if cannot afford the training.

There is still more discussion and work that needs to be done, and should be added to the Capacity-building sub-committee, but some discussion about the issue included:

-A question was asked if the programme can be “stolen”. It can be, and the owners of the programme would be prepared to seek legal assistance. Most local NGO’s will not have the money for legal assistance.

-Need to decide about the trainings in SAPPIN – are these SAPPIN programmes or are they individual organisation programmes.

-It is more about the principle of how you can use licensing as a tool to manage the quality of the programme.

-Licensing should include a clause on financial aspects of the training ie cost of training and whether those who cannot afford should not be discriminated against.

- Decide why we need licensing:

- fidelity to the original concept

- honour the source of the programme / reputation

- financial protection

- SAPPIN needs to be careful to manage quality but still enable the course to be

disseminated

- it’s about partnership and relationship and therefore there is a level of trust with training

partners

- legality comes into place if there is a dispute

- what are the criteria that create a package and response to the need

- ultimately want care for those who are suffering, but at the same time protect the content

- it’s also about the management of contracts and funding;

- possibly depends on who is using the programme – if corporate, then it should be paid for.

- it’s about getting more people trained.

- what works in rest of world may not work for SA.

Action model needs to be developed that can be shared with all organisations that will enable SAPPIN and finance subcommittee to look at costing issues and find more - to ensure that we are covering costs and gaining the right reward. This aspect and action should be linked with research committee and the capacity-building committee.

1. **Indaba**

Complex enterprise to bring about an Indaba that SAPPIN can work towards, which World Childhood will support and fund. The event ( 7 and 8 Sept) + set up/dry run day (6 Sept) suggested. There will not be a 2 day meeting in the 2nd half of the year. Angela will finalise the dates by the end of March. **Everyone is to be available for dry run day on 6 September**. Everyone is expected to attend the big event. SAPPIN will pay for travel and accommodation for those who don’t live where the venue is. All committees should now be working towards the Indaba and its content.

Suggestion that there be a debrief after the event online, or alternatively, doing the Indaba for 1,5 days with the last afternoon being for debrief.

The Indaba will focus on offering something unique and experiential, so that the event reflects some of the principles within SAPPIN, so that those attending feel the nurturing and care of the organisation. There is a desire to include open spaces, where attendees will contribute to the content, so it will therefore be a hybrid – open space (where we generate the content with the attendees) plus some high level speakers to address the event.

3 event phases:

1. Event design and Sponsorship

Angela presented a blue print of what is possible. There is a need to tap into facilitators for the various events. It was suggested that we create the feeling of “home”, as want people to feel heard and part of something. Hosting the indaba in a house was suggested.

Name: various names were presented: indaba, imbizo, mashura, action, consultation, equal, family meeting, family indaba, family lekgotla, home room, change family to families or family’s, umhlangano wekhaya, imbizo ye khaya, masikhulume ekhaya, family conversation, imkhulumo yomdeni. The advantages and disadvantages of these were also discussed at a later stage of the meeting. It was suggested that there be sub-themes and alternative names surrounding the main name.

Audience: policy people, government, funders and donors, media, service providers etc.

Sponsorship: All organisations must contact and write proposals to their donors to sponsor the event. Ball Park figure should be approximately (venue, food and beverage, décor, branding and event, speakers, staffing, staff costs, entertainment, gifts and giveaways, marketing, event coverage) R1 350 000 – R1 500 000. Have R450 000 from World Childhood Foundation. All must try to identify any company that may offer their facilities, and target companies that offer services and goods to family and kids. A mailer will be drafted for everyone to speak same language and saying the same things. Suggestions made were:

Unilever – Nonhlanhla

ORMS – Mandisa

JJ - Mandisa

L’Oréal - Vanessa

Avon – Angela

Spar – Vanessa and Wilmi / RCL Foods

Angel – Vanessa

Ball Foundation – Vanessa

DG Murray – Kaathima

Anglo – Wilmi and Thamsanqa / Katharine and Vanessa

Vodacom -

Investec -

ISS –

Consultant retail – Karen

Lego – Kaathima

Sasol – Nonhlanhla and Vanessa

GPG – Vanessa (Turbine Hall)

High Level speakers suggested were:

Dr Elmarie Maleck (?)

Yvonne Chaka Chaka

Tumi Morake

Dr Motsepe

Graca Michel

Children’s Parliament / City Council to do Welcome

Thuli Madonsela

Nelson Mandela Foundation Director

Trevor Noah Foundation

Charlise Theron Foundation

Dr Kopano Rathebe

Rev Frank Chicane

Afrodaddy

Uenene Foundation

Anyone high up in business can be approached as part of the sponsorship could also be speakers.

Voice of beneficiaries

Alan Knott Craig Foundation

Lefika will do an art therapy activation that guests can take part in

1. In-depth Planning

To be undertaken by the event portfolio together with Bloom and Stone

1. Event + post event.

There was some discussion/ revisit on the Thursday morning about the overall aims and objectives of the Indaba. It is an opportunity to showcase what we do and offer and why it is important, and for funders to see what we do and where we are having an impact.

Positive Parenting should be showcased. It is a vehicle to serve parents, children and families in the long run. It was suggested the focus be on parenting specifically and not family and this was debated. It was felt that it is the family relationships that count and that if there is something in the indaba that focuses on the relationship, and the role it plays, that would be helpful. It was said that the goal is to strengthen families through parenting. We should recognize that African families take very different forms; child headed households eg

“Family” encompasses the term of parent/parenting. The driver group need to specify the outcomes rather than a broad vision so that we achieve this.

1. **Portfolio presentation: Research**
   1. WHAT HAS BEEN DONE

4 main tasks:

Have continued with research process

Evidence based agenda –they have been busy creating an article, and this will possibly be submitted to the Southern African Journal of Health before submission to an international publication

A call was sent out for assistance from various sectors to partner with for research

* 1. WHAT WILL BE DONE

The research process will be used to inform focus group.

The article will be prepared, and will be possibly partnered with Exeter University

Still to look further into defining supervision and also the cost of this; unlikely to get to this within the next 6 months. Finish the paper - Divya to edit

New data will be processed: analysis and decide on papers that will come from there (focus on question 4 and 7) - 1page summary for the event that comms can assist us with.

The group is awaiting website portal and Google drive before we work further on collating evidence

Long term plan is in 2023 to define supervision and cost drivers, as well as look at staff selection and retention

There was a suggestion of contact with the Research Portfolio with VSP

1. **Portfolio presentation: Communication** 
   1. WHAT HAS BEEN DONE

New logo and new design website for SAPPIN

Developed some business tools – letter head, business cards, templates etc

Have been working on the video, the first draft has been produced

* 1. WHAT WILL BE DONE

Business tools will be distributed again to all members

Finish the video and distribute

Further enhancements to the website in terms of functionality, which becomes the hub of all the information and research; including an interactive map to see where programmes are being implemented – it therefore becomes a tool for donors and programmes; members portal; improve search so that SAPPIN comes up as a hit; ongoing analytics (time limited contract);

Involved in Indaba, and are finalizing a social media plan, using it to market the Indaba.

To improve internal coms, which already exists, but to demonstrate it to members how to use it.

Newsletters should be used – will try to do 4 in next few months, working out what gets featured; should follow the work of the various portfolios.

There is a SAPPIN email address, which Wilmi will take over and answer from now on;

1. **Research focus group**

The google-form based research done by Nicki was the basis of this discussion, and this was then brought to the meeting as a discussion, hoping that it would bring a broader and more focused discussion to this research. (Permission was given by the entire group to record this session of the meeting).

1. Nicki summarized the process, stating that the Aim was to understand factors that inhibit the implementation of violence prevention and parenting programmes at work.

*What in your organisation is regarded as evidence of impact of vp or parenting or both*?

* Informal and formal methods reported
* Use of evaluation forms
* Therapist evaluations
* Self-reporting
* M&E social worker who monitors/evaluates the impact of the programme is
* Clients evaluate and offer input
* Various levels of forms, discussions, and focus groups (many are one at the beginning, one mid-way and one at the end)
* Measurement of impact of programme
* Measurement of the effectiveness of the programme
* Discussion and measurement of work on an individual level
* Need scientific evidence process including baseline and then using that to determine what you have achieved / what the impact is;
* Long terms process
* Interaction with other role players
* DSD stats in terms of indicators
* Some organisations have structured and formal structure
* Anecdotal stories – is this sufficient and how is it gathered and put together?
* Anecdotal evidence is also more relatable for some funders

There was some discussion about needing to get evidence to get the funding as opposed to a real process of evaluating programmes. There may be shifts in knowledge and understanding but then don’t implement the programme in day-to-day life. M&E is expensive for Ngo’s, but there is a need to be completely built in to organisations

Task is: what do we need to know and what info do we need to give the donor?

Learning about our work and being sure that the work we do is moving towards our objectives is critical. How are you managing the data and how do you use it to change/update/ alter the way we work?

If not connected to university, then it doesn’t seem to have power/basis (there is a power base to research issues). There should be equal value and significance (university research and community-based research). Many argued that the NGO sector is good enough to gather their own evidence. Don’t underestimate the processes that we do have and what information we have.

Creating a baseline or pre programme is challenging if have no relationship with them

Also the end evaluation is often rushed and people not vested in completing it.

Cross-sharing of methodology and resources within the network

Maybe the SAPPIN network should collect and collate research and information and so become the voice and the keeper of information that can be used as evidence for our programmes

Have a responsibility to collect and use own evidence (and various forms of evidence)

SAPPIN should collaborate to assist with ethics, ideas and methods. How can we share these resources.

*What are the 3 key or crucial elements for successful implementation of vp or parenting programmes*?

* Desire to do work / make a change / inspiration
* Choice of beneficiary (free will) and ownership by participants, which in turn has an effect on policy
* Does the service fit with the objectives?
* Capacity (in terms of staff, time,
* Practical
* Good fit
* Doable for those who we are trying to reach
* Experiential
* Integrates existing research and programmes that are tried and tested
* Tapping into other services and resources
* Ongoing support and referral system for beneficiaries
* Using research for advocacy / impacting legislation – policy shift and alignment
* Capacity to sustain - do you have systems in place in terms of sustainability and resources, and in terms of sustaining the quality of the research
* Robust and adaptable
* Culturally competent
* Support from the organisation
* Knowing when to exit a community or end a programme, or to change strategies
* Accessibility/ensuring programmes cater for everyone irrespective of diversity
* Robust and adaptable
* Ownership and therefore enabling
* Transparent

The group evaluated and agreement that this has been a valuable process and should be a regular part of the SAPPIN process and meetings.

1. **Portfolio presentation: Membership** 
   1. WHAT HAS BEEN DONE

Gloria was not present at this meeting in order to give full feedback. However Angela indicated that a lot of the work of this portfolio will need be fed back to Bloom and Stone to use for the website. This portfolio has begun the process of setting criteria for membership. Thamsanqa did not attend any of these meetings and asked to be re-included in this sub-committee

* 1. WHAT WILL BE DONE

It was suggested in the meeting that if some organisations don’t meet the criteria, could SAPPIN assist them to develop these criteria. It was suggested that there be a membership fee and this would need to be finalized soon

Individuals should be mandated to attend – or the SAPPIN criteria should change to include individuals who act as a consultant. Reiterated that an individuals with affiliations need to provide a letter to verify the affiliation.

Wilmi asked that all partner organisations provide the driver group with the requested stats. This needs to be made part of membership criteria. This is used for feedback to funder. A request was made for a google form to be sent with a clear outline of time frame for data to be submitted. It was also requested that reporting dates be given ahead of time so that organisations can be ready to submit them. If organisations don’t submit stats, there may need to be some form of exclusion, for example not paying invoices, but this would be a final step, and it was requested form all present that they do complete stats requests.

It was suggested that 9 new members will be invited per year in the past. The Driver group feels that processes need first to be in place, and defined, and whether the process will continue as it has been conducted. This all needs to be determined before inviting new organisations.

1. **Parenthood platform – Kaathima**

Kaathima reported on this. At the beginning of Covid, there was a process of trying to determine what parents need. Ideas eventually developed into a support system for parents on a WhatsApp support line, mirrored on the Lifeline service. Instead of talking, it is done through texting. A funding proposal resulted in money granted by WCF to explore and research the concept and to run for 12 months as a pilot project. Excellent research was undertaken with parents to design something according to their needs, and it is now at the point of making decisions around what will be developed and its form. Research has shown that people don’t trust government, and trust community based organisations a lot more, and that there is a general lack knowledge of support services.

It was clarified that Mikhulu Trust is the implementer of the programme

Parents will receive information to help them on their parenting system, in the form of:

Guidance, information, referrals, tips and resources.

Topics will be covered including discipline, mental health, role of fathers etc.

There are generally 3 levels of service including crisis intervention, general information and ongoing problem areas.

The meeting discussed how service providers will be loaded as a referral source.. This needs to be defined as an operational model and how member organisations can play a part and be involved; How will SAPPIN members work together to contribute relevant content to the platform? How relevant content will be put on the platform to be accessible to parents.Questions in the meeting were raised about how will member organisations contribute, who will manage it and also will SAPPIN members contribute, how and will they be reimbursed.

It was also agreed some forms of feedback be given to service providers.

It was mentioned that the “Parent App” feedback was

* Who has smart phones and is the app available to all smart phones?
* Parents used this app if a service provider recommended it and therefore their relationship with the organisation was key ie who invites the parent to participate
* It was in vernacular which was very helpful
* There needs to be feedback to parents
* A lot of work to generate content
* Human interaction has been needed in all interventions
* Translation issues

What content

Language issues arose.

English will be used in the first phase

Need a better understanding of what parents are asking for and need

Principle of creating more good than harm

Commit time to hold this aspect (each org will need to commit a certain number of hours per month)

Align with critical advocacy goals

Decision making to support this platform/what do you need to be able to put content?

Clear understanding of how it all looks and how it works

What form will the content take?

Needs to be linked to the work the organisation does

Writing skills

Continuity

May need to look to get CSI funding where contributors could get a fee for their contributions OR would organisations pay to have their services listed?

Need business model

Questions around fees – who pays? Funder? Is there a service provider fee? Is there a user fee?

People and overhead fees?

Fees for SAPPIN?

Suggestion to reach the missing middle first, as they have more access to resources, which will enable info to begin process of being disseminated

There was some discussion, based on everyone’s level of tiredness, as to whether they are taking this project on board – people responded saying they are very overloaded and would even needed to pay for staff or consultants to generate the content, which may in turn be costly. Also it is new and this stretches everyone.

1. **Portfolio presentation: Capacity-building and Training**
   1. WHAT HAS BEEN DONE

At start of 2022, an invitation went out inviting partner organisations to offer training from their organisations. A Market Place was then held so all member organisations could look at what trainings were available for 2022. A google form was sent out to get feedback, but not much engagement was received

There are 3 priority trainings that will happen regardless (due to funder requirements), and further training options were presented at this meeting.

*Child Participation* – by SC (everyone must do this) online

*Sinovuyo Teens* – Clowns (optional) online or ftf – 5day training for facilitators

*Green String Training on Trauma* – 5 days intense training online followed by 12-week support network: 7 orgs at a time, 2 per organisation, as a way to bring Supervision into organisation (alternative is to join Katharine’s supervision or have supervision within organisation) everyone must do one or the other

*Ibhayi Lengane* – 3 step programme for community workers to work with vulnerable mums, building rel of support so that she can respond to her child and ask for help.

*Caregiver and Infant Relationship* 3 days to be a facilitator; ftf up to 25 hours Ububele – run over 8 weeks, 3,5 hours per week; max 20 participants; online

*Newborn Observational Intervention* - observing newborn behaviour and helping parents to understand what sensitive caregiving looks like; 2 day training to 20 people, can be ftf or online

*Persona Doll training* – emotional literacy; trained how to use a doll in developing emotional literacy and how to use dolls to facilitate conversations with children (1 full day ftf or online)

*Working with Groups* lite training (facilitating groups) – ftf or online

*Google Drive Training* – possible

*Alternatives to Violence* – 2 days of basic and 2 days of advanced

*Community Art Counselling* (Lefika) – hybrid; 8 modules with 4 weeks per module; can do whole training or just one module; focus is lay counselling using art in groups.

*Child Sexual Abuse* (JCW) – dealing with disclosure – 2-day training ftf or online (accredited)

*Men Care* (participation of Fathers) – 2 programmes family planning and pregnancy and enhancing women’s rights so that men share responsibility in raising children.

3 days online or ftf

* 1. WHAT WILL BE DONE

The portfolio subcommittee will take the trainings and rate and prioritise what will be done, decide what is available based on funding, and then partner organisations will need to connect with trainings to arrange. This will all need to be done this year, before September

1. **Portfolio Meetings**

All portfolios had the opportunity to meet and discuss immediate plans for 2022.

The meeting closed with thanks to all of those who travelled and attended the meeting, and all those who contributed to the management and arrangements for the meeting. A vote of thanks was given to Judy for facilitation of the meeting.