



Vademecum of the Job Shadowing Activity

MIGRANTS Project

MIGRANTS is a three-years cooperation project funded by the EU through the Erasmus + Program and including partners from Italy, UK, Spain and Tunisia. The main objective of the Project is to improve the quality of Tunisian higher education and enhance its relevance for the labor market and society in order to support its capacities in local, international cooperation and global partnerships for safe, orderly and regular migration, in line with national priorities, policies, action plans and strategies, through a whole-of-government and whole-of society approach.

The Project aims at developing a new Joint Master Degree in “Migration Studies: Governance, Policies and Cultures” between three Tunisian Partner Universities and intends to improve the Tunisian teaching staff’s capabilities by a comprehensive program of training, job shadowing, coaching and mentoring activities.

Both the Master program and the training activities (including the job shadowing, which will be addressed to the Tunisian professors) will provide an interdisciplinary and multidimensional overview and approach to migration.

What is job shadowing?

Job shadowing is a type of **on-the-job training**, implemented with an organization/institution whose know-how is relevant for the participants. Through this activity, an individual has the **opportunity to work alongside another person and observe/participate to his/her job**. This training experience allows participants to acquire an insight on the role, activity and methodology of the organization “shadowed”. Moreover, it can prove valuable for expanding the network and sharing as well as improving knowledge and skills.

Job shadowing may include activities based on observation and job sharing. In those based on observation, the visitor will spend the agreed period of time observing the day to day work of the host by participating, for example, to meetings, conferences and other activities in which the organization is involved. In those based on job sharing, the visitor will shadow the host for specific activities and will start to undertake some of the tasks that has observed.

Within the framework of MIGRANTS Project, **the job shadowing experience will provide visiting professors the opportunity to observe how organizations working in the field of migration**, with different approaches/competences and from different points of view, operate. Thus, visiting professors will be able to understand which kinds of activities these organizations carry out and how they implement them.

Examples of activities in which the visiting professors can be involved

- Briefing, short training sessions
- Meetings
- Conferences
- Awareness raising events
- Field visits and researches

Job shadowing benefits for the visiting professors

Through the job shadowing, visiting professors will:

- **Get acquainted with the selected organizations' job:** topics, approaches, methodology, skills, training and/or advocacy activities, staff, funding, etc.
- **Gain insights into the different perspectives** from which migration can be addressed and analyzed.
- **Learn the methodologies to be applied and the tools to be used** for properly conducting field researches and interviews as well as collecting data and information about the subjects and topics of concern of the Master.
- Understand which communication tools and techniques organizations use in order to organize **advocacy and awareness raising activities**.
- Learn how to do **networking** by getting in contact with different organizations and associations as well as by observing how they interact with each other.

Job shadowing benefits for the hosting organization

- **Network** with the Project partners (NGOs, associations, European and Tunisian Universities), academic professionals and institutions involved in the action, as well as with the other organizations/associations taking part in the job shadowing activity both in Europe and Tunisia. This network may conduce to further future cooperation with these actors.
- Acquire greater **visibility** through the dissemination tools of the Project (e.g. website, Facebook page, articles, press releases and conferences).
- Gain benefits from the interaction with the visiting professors having specific skills and core competences.
- **Get support** for specific field or reporting activities during the job shadowing experience.
- **Develop coaching and mentoring skills**.

Job shadowing activity organizational aspects

- **The job shadowing will last one working week**, from Monday to Friday. The schedule will be adapted to the needs and duties of the receiving organization, but it should be of at least 4/6 hours a day.

- Each organization will host 1 or 2 visiting professor/s according to its availability.
- The match between the organization and the visitor will be based on the working field and type of activities carried out by the host and on the experience and preferences expressed by the visiting professors and indicated in specific introductory sheets to be filled in.
- The Project staff has a limited budget that can be used in order to cover logistic costs that might be connected to the job shadowing activity.
- The hosting organization will be provided with an attendance register.
- A final certification signed by the organizations and the Project partners involved will be issued to the participants to the job shadowing activity.
- A final questionnaire will be filled in by both the participant and the hosting organization.
- The whole activity will be governed by an **agreement** containing the ToR (Terms of Reference) of the activity as well as the **guidelines** the hosting organizations and the Project partners must comply with. The agreement will be signed by the stakeholder and the Project partners directly involved in the job shadowing organization. Moreover, the document will contain specific provisions concerning, for example: the rights and duties of the contract parties and the visiting professor/s, the period of validity of the agreement, conflict resolution, the contact person for each contract partner, and the organizational aspects of the activity (e.g. starting and ending dates, number of hours of activity a day, number of visiting professors hosted, the activities in which the hosting organization agrees to involve the visiting professor/s, costs coverage etc.).

Job shadowing activity calendar

Year of the Project	London	Granada	Palermo	Tunisia
1st year	One working week (8 visiting professors to be distributed among the hosting organizations).	One working week (6 visiting professors to be distributed among the hosting organizations).	One working week (6 visiting professors to be distributed among the hosting organizations).	One working week (10 visiting professors to be distributed among the hosting organizations).
2nd year	One working week (6 visiting professors to be distributed among the hosting organizations).	One working week (8 visiting professors to be distributed among the hosting organizations).	One working week (6 visiting professors to be distributed among the hosting organizations).	One working week (10 visiting professors to be distributed among the hosting organizations).
3rd year	One working week (6 visiting professors to be distributed among the hosting organizations).	One working week (6 visiting professors to be distributed among the hosting organizations).	One working week (8 visiting professors to be distributed among the hosting organizations).	

MIGRANTS logical framework - Job shadowing activity

Wider Project Objective:	Specific Project Objective:	Indicator of progress:	How the indicator will be measured:
<p>To improve the quality of Tunisian higher education and enhance its relevance for the labor market and society in order to support its capacities in local, international cooperation, and global partnerships for safe, orderly and regular migration, in line with national priorities, policies, action plans and strategies, through a whole-of-government and whole-of society approach.</p>	<p>To Improve Partner Universities teaching staff’s capabilities by a comprehensive program of training and support in scientific qualification in Migration Studies.</p>	<p>Job shadowing activity carried out: 1 week of job shadowing in Europe during the 1st, 2nd, and 3rd years, and 1 week of job shadowing for each member of the teaching staff during the first and second year of the project in Tunisia implemented in cooperation with the stakeholders’ network.</p>	<p>By verifying that 20 Teaching Staff attended the job shadowing activity. Sources: stakeholders’ network and Scientific Board.</p>

ANNEX I

LIST OF POTENTIAL STAKEHOLDERS FOR LONDON

<p>Migrant Voice https://www.migrantvoice.org/ (Website running better on Firefox)</p>	<p>Migrant Voice is a migrant-led organisation established to develop the skills, capacity and confidence of members of migrant communities, including asylum seekers and refugees.</p> <p>They work to amplify migrant voices in the media and public life to counter xenophobia and build support for migrants rights.</p>
<p>Counterpoints arts http://counterpointsarts.adamjack.co.uk/</p>	<p>Counterpoints arts supports at by and about refugees and migrants. Their work is focused on enabling, producing and learning.</p>
<p>Initiatives of Change https://uk.iofc.org/</p>	<p>IofC is a faith-based organisation that works with people of all faiths and none. They deliver training courses, events and programmes (i.e. “Ethical leadership”, “Sustainable living” and “Trust Building”)</p>
<p>Migration Museum Project www.migrationmuseum.org</p>	<p>The Migration Museum Project has staged an acclaimed series of events, exhibitions and education workshops at venues across the UK since 2013, exploring the central role that migration has played in our society.</p>
<p>Solidarity with Refugees www.swruk.org</p>	<p>Solidarity with Refugees builds networks between grassroots organisations serving refugees and asylum seekers: strengthening the networks between them, linking them to more established organisations, and helping to build effective collaborations that amplify their collective impact and voice.</p>

ANNEX II

LIST OF POTENTIAL STAKEHOLDERS FOR PALERMO

<p>MEDITERRANEA Saving Humans https://mediterraneaescue.org/en/</p>	<p>Italian NGO which witnesses, monitors and documents the violations of migrants' human rights in the Mediterranean area. In 2019 it saved hundreds of people crossing the Mediterranean Sea.</p>
<p>PROXIMA https://www.proximarg.org/en</p>	<p>Social Cooperative, based in Ragusa, which implements integrations and social protection programs addressed to victims of trafficking for sexual and labour exploitation. It has been working on several projects mainly focused on three types of actions: emersion, first assistance and reception of the victims.</p>
<p>CENTRO ASTALLI http://www.centroastallipalermo.it/</p>	<p>Charity organization responding to migrants' socio-sanitary needs in Palermo. It also offers a service of legal orientation and work orientation.</p>
<p>CASA DEI DIRITTI¹</p>	<p>Service provided by the Local Government of Palermo and addressed at the promotion of migrants' human rights, with a particular focus on non-discrimination, as well as reception and integration, especially of unaccompanied minors.</p>
<p>BORDERLINE SICILIA https://www.borderlinesicilia.org/en/</p>	<p>NGO which conducts monitoring and research activities throughout the Sicilian territory on the effects of institutional and private agents' practices on migrants' lives. It also provides legal and social assistance and raises awareness among the local population on themes relating to immigration.</p>
<p>PORCO ROSSO (ARCI) http://www.arciporcorosso.it/sans-papiers-en/#</p>	<p>Cultural association which runs a sans- papiers drop-in service. In particular it provides legal, social and health information, and monitors the conditions of centres and informal settlements. It also organises cultural and political debate events, encouraging the participation of the migrant community.</p>

¹ http://www.attivitasociali.palermo.it/index.php?option=com_content&view=article&id=1089&Itemid=411

ANNEX III

LIST OF POTENTIAL STAKEHOLDERS FOR TUNISIA

<p>AMNESTY INTERNATIONAL (Maghreb) https://www.amnesty.org/en/</p>	<p>International NGO committed to the defense of human rights, with the aim of promoting, independently and impartially, the respect for human rights enshrined in the Universal Declaration of Human Rights and to prevent specific violations. In particular, it works on important dossiers that denounce, torture and violations of migrants' rights in the Maghreb area and Libya.</p>
<p>HUMAN RIGHTS WATCH https://www.hrw.org/</p>	<p>International NGO committed to the defense of human rights.</p>
<p>MAISON DU DROIT ET DES MIGRATIONS https://maison-migrations.tn/</p>	<p>International NGO (French with a Tunisian branch) active in the field of: anti-racism, migration and assistance to, welcoming of and provision of services to sub-Saharan migrants in Tunisia.</p>
<p>ALARM PHONE https://alarmphone.org/en/</p>	<p>Alarm Phone - Watch The Med was established in October 2014 by networks of activists and civil society representatives in Europe and North Africa. The project created a direct and self-organized telephone line for refugees in difficulty in the waters of the Mediterranean Sea.</p>
<p>I WATCH https://www.iwatch.tn/ar/</p>	<p>Small Tunisian association that works mainly on corruption and rights violation in general.</p>
<p>MNEMTY https://www.facebook.com/Mnemty/</p>	<p>Small Tunisian association that works on integration and anti-racism.</p>
<p>IOM – International Organization for Migrations https://www.iom.int/</p>	<p>United Nations Agency. Its programs mainly concern voluntary return.</p>
<p>UNHCR https://www.unhcr.org/</p>	<p>United Nations agency working on asylum and international protection. The Tunisian and Libyan offices are based in Tunis.</p>
<p>MERCY CORPS https://www.mercycorps.org/</p>	<p>International NGO (UK, US) active on both development and emergency. It implements several humanitarian programs on Libya and border areas between Tunisia and Libya.</p>
<p>REACH https://www.reach-initiative.org/</p>	<p>Joint initiative of two international NGOs ACTED and IMPACT and the UN Operational Satellite Applications Program (UNOSAT). Its mission is to strengthen evidence-based decision making by aid actors through efficient data collection, management and analysis before, during and after an emergency. It mainly implements emergency humanitarian programs.</p>
<p>ASSOCIATION RECHERCHE DISPARUS, ENCADREMENT PRISONNIERS TUNISIENS À L'ÉTRANGER https://www.facebook.com/ardepte/</p>	<p>Tunisian association that works on the protection of the rights of Tunisians detained abroad and carries out awareness raising activities about the theme of missing Tunisians abroad and on the dangers of illegal immigration.</p>

ASSOCIATION LA TERRE POUR TOUS https://www.facebook.com/laterepourtous/	Tunisian association that carries out awareness raising activities about the issue of people lost at sea
LIGUE TUNISIENNE DES DROITS DE L'HOMME²	Association active in the field of women's, migrants' as well as refugees' rights.
AFRIQUE INTELLIGENCE https://www.facebook.com/afriqueintelligence/	Association committed to the protection of migrants' rights and dignity. They carry out education, information and awareness raising activities about migration issues.
NOT 4 TRADE https://not4trade.wordpress.com/	Tunisian association committed to defending human rights and raising awareness about the crime of human trafficking by conducting researches, writing articles as well as organizing conferences, workshops, and trainings.
TUNIS CENTRE FOR MIGRATION AND ASYLUM https://www.facebook.com/cetuma.tunis/	Tunisian NGO which conducts researches on migration issues and implements advocacy actions to promote the rights of migrants, refugees and asylum-seekers.
ASSOCIATION MÈRES DES DISPARUS	Tunisian association created by the mothers of Tunisian migrants lost at sea. They carry out awareness raising activities about the phenomenon of people lost at sea as well as the danger of illegal migration
FORUM TUNISIEN POUR LES DROITS ÉCONOMIQUES ET SOCIAUX https://ftdes.net/	Tunisian NGO committed to the protection and promotion of economic and social rights. They carry out researches and awareness raising activities concerning migrants and women' rights.
RADIO LIBRE FRANCOPHONE http://rlf-media.com/	Web radio dealing with migration issues with particular attention paid to the rights and condition of sub-Saharan migrants in Tunisia.

ORGANIZATIONS / ASSOCIATIONS WHICH WORK MAINLY ON GENDER ISSUES AND WOMEN'S RIGHTS, BUT DEAL WITH MIGRATION IN SOME OF THEIR PROJECTS /PROGRAMS

ATFD https://www.facebook.com/femmesdemocrates/	Historic Tunisian feminist association. Interesting programs on women's rights and gender based violence.
AFTURD http://www.afturd-tunisie.org/	Historic Tunisian feminist association with a focus on research activities
BEITY https://beity-tunisie.org/	Historic Tunisian feminist association. One of the most effective and deeply rooted local realities, providing proximity services in the Medina of Tunis.
CAWTAR http://www.cawtar.org/en	Research center on women's rights and gender.

² <https://euromedrights.org/fr/membres/ligue-tunisienne-des-droits-de-lhomme-ltdh-2/>

<p>CREDIF http://www.credif.org.tn/</p>	<p>Research center on women's rights and gender. Particularly interesting for its researches on issues related to economic and social rights, rural development and access to land.</p>
<p>CHOUF MINORITES https://www.facebook.com/chouftn/</p>	<p>LGBTQI + association promoter of the Choufthounna Festival, which is the only festival entirely dedicated to gender and LGBTQI + in the southern shore of the Mediterranean</p>
<p>ASSOCIATION RAYHANA POUR FEMMES DE JENODUBA https://www.facebook.com/association.rayhana/</p>	<p>Tunisian local association with headquarters in Jendouba. It is a multi-service women's center having a women's web radio and a network of local producers.</p>
<p>UNFPA (Tunisian branch) https://tunisia.unfpa.org/</p>	<p>United Nations Agency. They mainly work on demography, population, maternal and child health, and gender based violence.</p>
<p>UN-WOMEN (Tunisian branch) https://www.unwomen.org/en</p>	<p>United Nations agency specialized in gender and women's rights.</p>
<p>ANBAR</p>	<p>Movement of Tunisian black women created in January 2020. It aims at raising awareness about the marginalization, the stigmatization as well as the xenophobia and the social and societal problems that black women have to face in Tunisia.</p>