

## VSE WORK PROGRAMME 2022

This document gives an overview of the VSE 2022 work programme, yearly activities and deliverables. The papers also gives a clear overview on the VSE team structure, and how the activities are divided among different teams. In general, all the activities are delivered within a set time frame but some potential delays or risks can occur.

All the activities as well as the risks and delays are marked in the table as following:

Risk for delivery – **marked in red**

Delays – **marked in orange**

Completed - **marked in green**

Additional activities if any – **marked in blue**

Work in progress – **marked in purple**

	Office Management, Admin & Finance	Advocacy and Policy	Training, Skills and knowledge development	Membership and Capacity Building	Victim Care	Comms, Events and Platforms	Project Management, Development and Fundraising
Ongoing	<p>HR and Administration</p> <p>Training activities for staff planning</p> <p>Platforms update and administrative support</p>	<p>Advocacy meetings internal and external (with focus on EU throughout 2022;</p> <p>UN and Council of Europe mainly in second half of 2022)</p> <p>attendance on conferences, events etc.</p>	<p>Management of Training Academy &amp; Hub (ongoing until end of year)</p>	<p>Membership expansion - more members &amp; promote associate members to full membership</p> <p>Develop clear membership policy</p> <p>Start thinking on other topics for a Centre of Excellence</p> <p>FYDO - Centre of Excellence on facility dogs?</p>	<p>Replying to victims, members, organisations all year</p> <p>Develop info on countries - factsheets all year</p>	<p>Report on VSE's engagement with victims</p> <p>Finalising the deliverables of 2022</p> <p>Develop and maintain victims' information page (throughout 2022)</p> <p>Project Comms + Advocacy/Policy Comms (throughout 2022)</p>	
January	<p>Ethical Sponsorship policy paper</p> <p>VSE governance Policy Paper/ Code of Conduct for Board</p> <p>VSE Office Management Policy</p>	<p>VSE feedback 1st EU consultation Victims' Rights Directive (VRD)</p> <p>EU NGO Roundtable (discussion on EU Victims' Rights platform + priorities for 2022)</p>	<p>OPP Project (training component and project management)</p> <p>Online Module: Introduction to EU Victims' Rights &amp; Legislation</p>	<p>Centre of Excellence - 1st online meeting</p> <p>Organise Membership Management System (MMS) training for VSE staff</p>	<p>Develop internal tools and indicators</p>	<p>Planning of communications strategy 2022</p> <p>Plan project communications plan 2022</p>	<p>CREST Citizen Training Materials Deliverable</p>

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	<p>Paper/ Code of Conduct for Staff</p> <p>2022 staff job objectives</p> <p>Inventory of the equipment and Back to the office planning</p> <p>Start research in two policy papers</p> <p>Training Share point staff</p>		<p>Academy &amp; Hub development</p> <p>Training capacity building</p>	<p>CEPOL (Greek) Training – Assisting</p> <p>Organise national member meetings with Hungary, Czech Republic, Poland, (Cyprus)</p>		<p>Sustain a communication working group with VSE members - ongoing 2022 (evaluation of 2021 campaign + involvement in 2022 comms activities)</p> <p>Draft advocacy/policy comms plan 2022</p>	
<b>February</b>	<p>External Audit</p> <p>MTM</p> <p>EBM</p> <p>Transparency register</p>	<p>VSE Public response to Violence against Women (VAW)</p> <p>Directive proposal (start collecting evidence and position). 6-9-month advocacy on negotiation of VAW Directive</p>	<p>Development and Delivering OPP Training</p> <p>Developing VSE training module on Empathy (through until April)</p>	<p>CEPOL (Greek) Training – Attending</p> <p>Train VSE staff in how to use MMS</p> <p>Develop workshops/webinars for capacity building</p>	<p>Assessment of VSE online pages - Confirm if need to better explain VSE work and help that can be provided to victims; update privacy policies; possible development of</p>	<p>Cleaning the website layout</p> <p>Develop zoom polls, broadcasting for 22 Feb event + tech assistance</p>	<p>ISF proposal on Child Sexual Exploitation; CERV proposal on strategic litigation; Just proposal on Awareness Raising Campaign on Victims' Rights (ICF)</p>

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	<p>Start preparing VSE paper on model VRD provisions to influence Commission work</p> <p>Internal development and procedures (SOP for EU consultations...)</p>	<p>Development of online webinar</p>	<p>Research standards &amp; accreditation: survey members</p>	<p>disclaimers (online presence).</p> <p>Confirm if MMS System can be used by the team</p>	<p>Develop Malta Conf. website Prepare the information campaign around 22 Feb event</p> <p>Plan the two information campaigns around our policy and advocacy work</p> <p>VSE Winter 2022 Newsletter</p> <p>Article in Brussels Times (moved the publication for May 2022 to reflect on GBV)</p> <p>Event planning for physical events to be</p>	<p>Training on project management software</p> <p>PREVICT final report</p> <p>Launch of CREST campaign</p> <p>FYDO online partner meeting</p>

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						<p>conducted at Martin's Hotel</p> <p>Contributing to the development of the 6 videos for the Training academy (Big Boy + inhouse designer)</p>	
<b>March</b>	<p>MTM</p> <p>Investment Policy Paper first draft moved to July</p> <p>Preparation for Malta Conference and AGM</p> <p>Finance report</p>	<p>VSE feedback to EU consultation on Traffic in Human Beings (THB) Directive.</p> <p>VSE feedback on directive to modernise judicial cooperation between EU countries (EU consultation)</p> <p>Kick off meeting with European Forum for Restorative Justice (RJ) for joint position</p>	<p>CEPOL (Greek) Training – Assisting</p> <p>Preparation for Maltese conference</p> <p>Watchful waiting webinar</p>	<p>Skalbes meeting to discuss communication difficulties with Latvian government</p> <p>Preparation for Maltese conference</p> <p>VSE actions on Ukraine</p>	<p>Develop staff policy on communication with victims - possible training (to confirm availability with training team)</p> <p>Develop internal review of referral system - confirm all current users; reach out to members using RS; reach out to members that aren't using RS;</p>	<p>Update VSE Intranet content</p> <p>Prepare the information campaign around the Vse Annual Conference 2022</p> <p>Develop supporting information campaigns around EU Commission's awareness-raising campaign</p>	<p>Submission of two e-Just project proposals</p> <p>AREV Community Needs Assessment Report</p> <p>PROTECT training – Portugal</p> <p>Breaking Barriers Community Needs Assessment report</p> <p>Breaking Barriers First Training Module developed</p>

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					<p>assess possibility of having external organisations in the RS</p> <p>Assessment of VSE online pages - Confirm if need to better explain VSE work and help that can be provided to victims; update privacy policies; possible development of disclaimers (online presence).</p>	Marketing strategy for the training academy	
April	<p>Donation policy paper first draft</p> <p>Financial Management System and procedures</p> <p>EBM + workshop for Board</p>	<p>VSE feedback EU consultations on Racial Equality Directive and Pre-trial detention rules.</p> <p>EBM Workshop on policy papers and revision of VRD</p>	Development and Delivering OPP Training	<p>Centre of Excellence - 2nd online meeting</p> <p>VSE actions on Ukraine</p>	<p>Development of standard replies (email, online platforms)</p> <p>Develop internal review of referral system - confirm all current users; reach out to members using RS; reach out to</p>	<p>Review and maintain the interactive online map of victim support services</p> <p>Prepare for adoption the annual report 2021</p>	<p>Submission CERV proposal on gender-based violence and violence against children</p> <p>Potential beginning of projects submitted in Sept 2021</p>

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		<p>Email consultation with EU NGO on VRD revision</p> <p>Attendance Commission Victims Rights Platform meeting on VRD revision</p> <p>Webinar for VSE members on EU VRD consultation</p> <p>Start research and consultation with members on RJ</p> <p>Council of Europe INGO Conference attendance</p>			members that aren't using RS; assess possibility of having	Prep work for the VSE Annual Conference 2022	<p>Finalization of AREV tools</p> <p>Delivery of Breaking Barriers first Training Module (April-June)</p>
May	<p>AGM (Annual accounts voting)</p> <p>VSE annual conference</p>	<p>VSE feedback to 2<sup>nd</sup> EU consultation on VRD</p> <p>VSE feedback EU consultation on VAW proposal</p>		<p>Start developing tools for self-accreditation members</p> <p>VSE actions on Ukraine</p>	Develop internal review of referral system - confirm all current users; reach out to members using RS; reach out to members that	<p>VSE Annual Conference</p> <p>VSE Spring 2022 Newsletter</p>	<p>FYDO in person partner meeting – Italy</p> <p>Delivery AREV trainings with health care and police</p>

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		<p>Organisation of a workshop during VSE conference on Restorative Justice</p> <p>Publication VSE Safe Justice Paper (end of May)</p> <p>Publication VSE National Support Framework paper paper (end of May)</p> <p>Start preparing VSE event on model provision VRD (planned for September/October with launch of paper)</p>		Prepare piece on war victims – Victims' Rights Platform	aren't using RS; assess possibility of having external organisations in the RS		
June	Staff Mid-term review + Growth planning	Prepare VSE position on EU proposed regulation on detection, removal	Development of online webinar	Belgian national meeting		Post Annual Conference report	Submission of revised VSE financial



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	<p>Work regulations paper review</p> <p>Decision making process from Governance paper-final</p> <p>Job description staff-final</p>	<p>and reporting of child sexual abuse online</p> <p>Start of research for mini papers</p> <p>Workshop with members on VRD model provision paper</p> <p>EU NGO Roundtable (TBD)</p>		<p>VSE actions on Ukraine</p>			<p>management processes</p> <p>Adoption of new project management software</p> <p>Finalization of Infovictims III - filter on VSE interactive map</p> <p>Internal training on project and financial management</p> <p>Manual on how to work with FYDO deliverable</p> <p>Conduction of AREV webinars</p> <p>Study visit in PT-AREV</p>

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							FYDO online partner meeting
July	MTM	<p>Publication Joint paper on RJ and victims' rights with EFRJ</p> <p>VSE response to EU consultation on review of Child Sexual Exploitation Directive</p> <p>EU NGO Roundtable</p> <p>Research mini papers</p> <p>VSE work on factsheets, internal procedures and further development of the team with a view to 2023 work</p> <p>Focus on policy-related work for VSE ongoing projects</p> <p>Start preparing 2023</p>				21 July - Hate Crime campaign week	ENABLE project evaluation

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<b>August</b>	Mensura : VSE prevention and action plan (5 years)	VSE work on factsheets, internal procedures and further development of the team with a view to 2023 work  Conduct research for mini papers  Focus on policy-related work for VSE ongoing projects	Development of online webinar			21 August - Article in Brussels times	Infovictims III country factsheets  Infovictims III policy paper on how provision of information to victims
<b>September</b>	EBM  SOP-Standard operating procedures  Approval of Investment policy and Donation policy  Team Building ( date TBC)	Publication VSE Paper model provisions VRD  VSE Public event on VRD model provisions (webinar)		Centre of Excellence - Workshop	Development on terrorism respond network	VSE Autumn 2022 Newsletter  Staff Exchange promotion	Infovictims III final conference in Portugal  Policy paper on benefits of FYDO dogs for victims  AREV training  PROTECT training in Italy

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<b>October</b>	MTM	<p>EU NGO Roundtable</p> <p>Publication of Mini papers</p> <p>Organisation of a webinar for VSE members (topic TBC)</p> <p>Council of Europe INGO Conference attendance</p>			Development on terrorism respond network	EU NGO Roundtable promotion	<p>Launch of AREV project tools</p> <p>FYDO Final conference - Brussels</p>
<b>November</b>	Inventory of the equipment update EBM	<p>Organisation of a webinar for VSE members on planning for 2023</p> <p>Finalisation of the planning for 2023</p>	Development of online webinar		Development on report on Victim care team	Awareness-raising week around 25th Nov	<p>Submission Horizon Europe proposals</p> <p>Infovictims III final financial report</p> <p>FYDO publication of policy paper</p>
<b>December</b>	<p>Staff final appraisal process (together with job objectives/ calendar 2023)</p> <p>GM (voting for Board Members)</p>	<p>VSE public position on new VRD adopted by Commission</p> <p>Finalisation of deliverables</p>		Centre of Excellence - 3rd online meeting		VSE Holiday Greetings 2022 Newsletter	FYDO final report

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	<p>Voting for new president</p> <p>Finance report</p> <p>Preparation papers for Moniteur Belge, UBO register, Bank and crossroad of enterprices</p>	<p>Publication ECHR/ECJ case law report</p>					
<b>Risk for delivery - marked in red (please explain why if the activity is under risk)</b>							
		<p>Attendance to INGO Conference Council of Europe in April – VSE didn't attend due to lack of time and resources.</p>					