

Active **C**ommunities *against* **T**rafficking

ACT FORUMS

What are they and how
do I set one up?



STOP THE TRAFFIK
PEOPLE SHOULDN'T BE BOUGHT & SOLD

Introduction and contents

Human trafficking affects us all from the clothes we wear and the chocolate we eat to forced begging on our high streets and the sex industry.

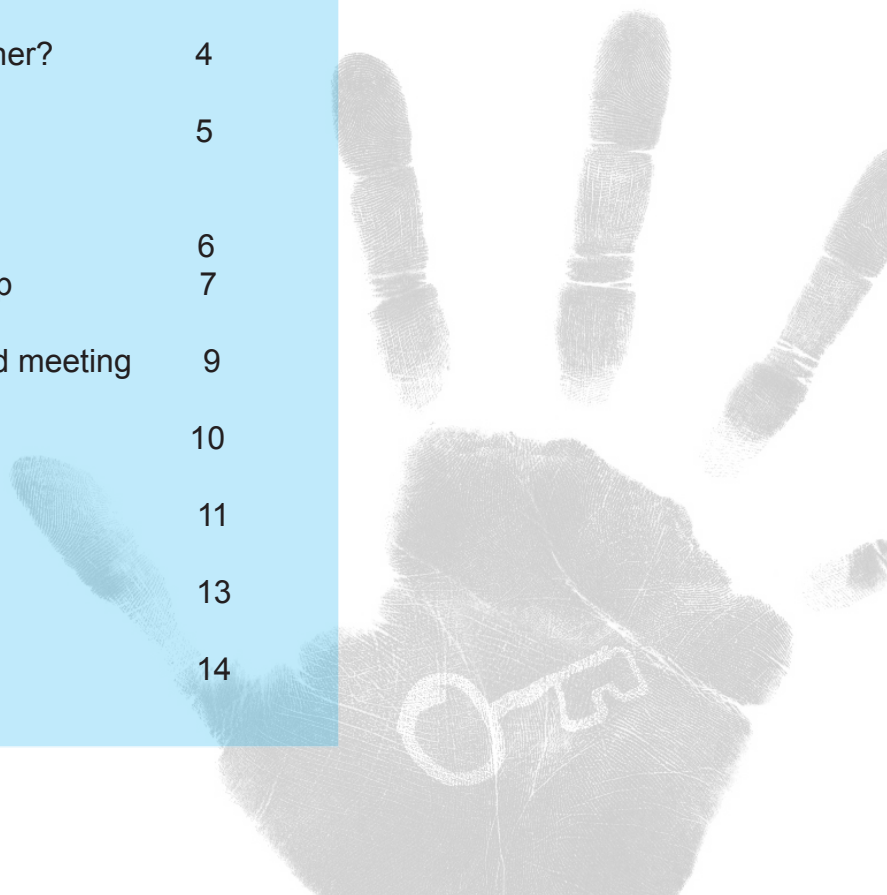
Students around the world are among the most informed and active when it comes to campaigning and social justice issues. Wherever you are, you have access to smart brains, politically aware and active individuals – exactly the kind of people to lead a campaign fighting human trafficking!

You do not have to follow these guidelines. A number of ACT forums and societies have sprung up around the world without any STOP THE TRAFFIK involvement at all. This resource is here to offer you a step by step guide if you wish to use it. You can use the bits you think most useful, adopt all of it or cut up the paper you printed it on and turn it into a recycled note pad. The choice is yours!

You should also refer to the general ACT group formation pack which can be found in the How To section of the ACT website (www.stophetraffik.org/act). The group formation pack has additional information such as ice breakers, directions on creating a team agreement (a useful tool to enable group cohesion) and suggestions on what to do if you have more than 10 members in your group.

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The concept

An ACT Forum is a group of individuals campaigning in a university / college / secondary school who make it their mission to

- ▣ Discover what trafficking is and how it affects them
- ▣ Raise awareness and increase understanding about human trafficking in their college / university / school and how to spot it
- ▣ Empower others to get involved
- ▣ Become advocates for those hidden or vulnerable
- ▣ Campaign and lobby for local, national and international change

The forum can be solely student led or include teachers / professors - it's your choice!

In taking part, you can develop a variety of transferrable skills and gain valuable work experience in the voluntary sector. Please see the transferrable skills list in the Student Forum section of the ACT website.

Along with personal development, the existence of ACT forums will help create communities where people have their eyes open making it **harder for traffickers to hide themselves and their victims.**

Please email act@stopthetraffik.org to let us know about your activities and what you are planning to do. You could also write for our international blog and tell the world what you're up to - you will be an inspiration for others!

ACT: Case Study

In Northern England Lucy decided to walk up a mountain to raise money for STOP THE TRAFFIK. In collecting sponsorship she got talking to her colleague. After hearing about human trafficking, her colleague said she had seen something suspicious. A few days before she saw Eastern European girls being rushed into a house sounded by security cameras with a metal grate behind the door.

Knowing these can be indicators of trafficking, Lucy told her police contact who passed it on so it could be investigated further.....

It's amazing what can happen when one person talks to another

What should we expect from each other?

▲ **STOP THE TRAFFIK: Principles and Ethos**

STOP THE TRAFFIK is not an anti – prostitution campaign, it is a global movement aiming to reduce and help prevent the harm inflicted on people through trafficking

STOP THE TRAFFIK strongly adheres to a philosophy of inclusion regardless of ethnicity, faith, age or gender

▲ **Aims of the forum**

- To help reduce the harm inflicted upon those trafficked and hidden in a community
- To raise awareness and create understanding in your community about human trafficking and what your community can do about it
- Increase the profile of STOP THE TRAFFIK

▲ **Commitment**

STOP THE TRAFFIK will

- Respond to questions and queries promptly by phone and / or email
- Provide necessary resources for ACT forums to campaign on different types of trafficking. These are available via email and the ACT website
- Respect and be grateful for skills and time given by each ACT forum member
- Listen to any concerns raised about the ACT project and respond to them promptly
- Do the best we can in order to make your participation in ACT a productive and rewarding experience.

▲ **Each ACTivist will**

- Respect the aims, principles and ethos of STOP THE TRAFFIK as stated above
- When necessary report problems or concerns to STOP THE TRAFFIK
- Remain focussed on trafficking and not engage in a campaign against immigrants, brothels or those in the sex industry
- Be supportive of other forum members
- Respect the role and responsibility of the forum leader
- Keep STOP THE TRAFFIK informed of successes, concerns and difficulties

▲ **Time Commitments**

- As a member of the forum, you should try and attend as many meetings as possible
- Meetings should not take up too much of an ACTivists personal time but a certain level of commitment is required
- The frequency and duration of meetings are to be set by each individual ACT forum
- As much notice as possible should be given when changes and cancellations occur

Getting started....

If you are building a group from scratch, it may take some time to find the right people. Do not be put off if you feel you have got to a slow start. If you would like help at any point, please email act@stopthetraffik.org or phone 0044 207921 4258

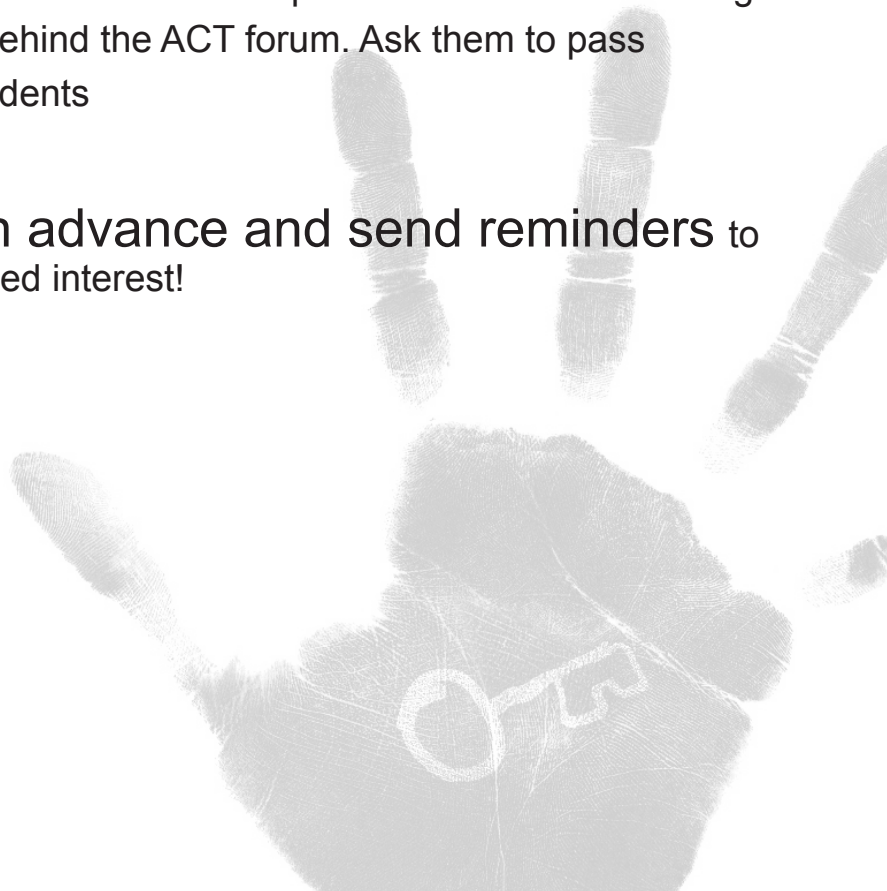
If you are already part of a student group or you know people who would like to get involved already you can choose to leave it at that or try and recruit new members regardless - each group will be unique.

Essentially, all you need is a **room** with **people** in it

So, to get started:

1. **find and book a room** though your university / college - how to do this will vary depending on where you are so ask a teacher / the students union / someone at reception how to do it. Make sure the room has any equipment you need.
2. **advertise** / your first meeting. You can do this by...
 - ▲ Putting up the poster available on the ACT website
 - ▲ Talking to students / handing out fliers / manning a stall with information – this will help create a buzz around the forum
 - ▲ Ask to speak in assemblies / other society meetings
 - ▲ Create a page on Facebook / any other social networking site
 - ▲ Write to tutors / professors teaching subjects like politics, human rights, development, international relations etc. Explain what human trafficking is, outlining the concept behind the ACT forum. Ask them to pass information on to their students

Make sure you **advertise in advance** and **send reminders** to tutors and anyone who expressed interest!



Introducing the forum

You can choose from one of these two options on how to run your first session.

Option A - a presentation

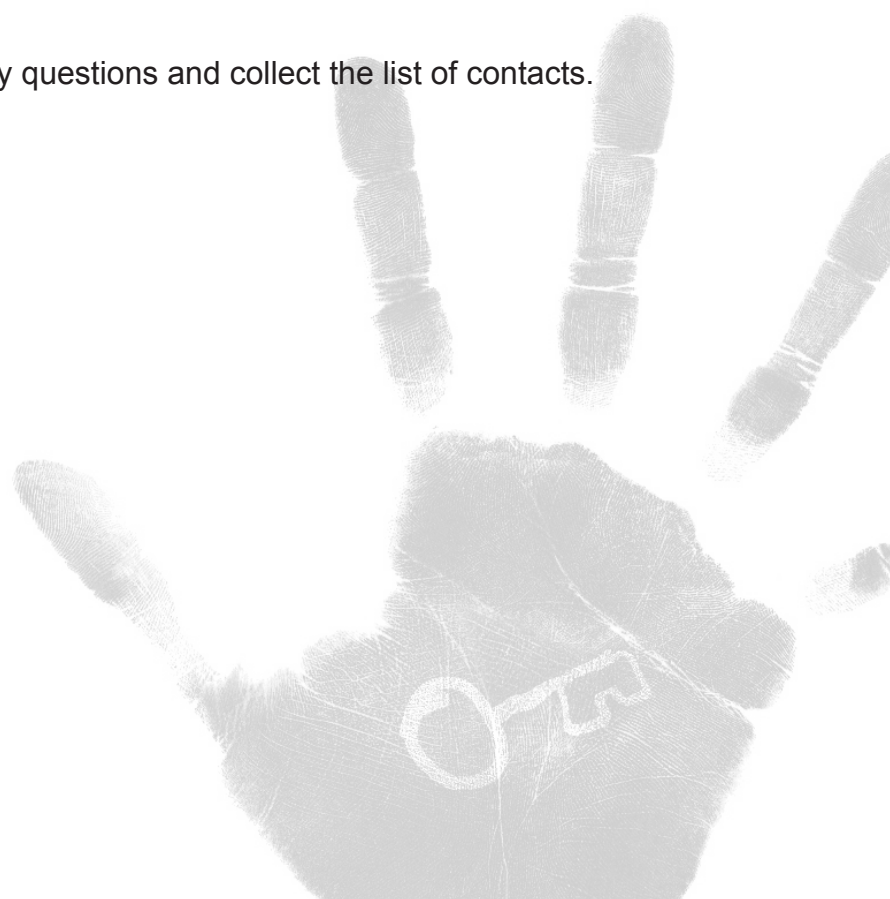
Use the presentation found in the ACT How To section of the website (www.stophetraffik.org/act) to introduce and highlight the importance of community action in combating human trafficking. You can change parts of it to make it more culturally relevant / specific to your location. There are notes to accompany and guide you through the presentation.

During the presentation, as well as the general trafficking scenarios given, discuss the ways human trafficking is particularly relevant in your community. For example if you're in Egypt, you may wish to mention camel jockeying, if in India the garment industry, in West Africa domestic servitude and in South America trafficking for forced begging.

Close the presentation explaining what an ACT Forum is, why it is important and why those present should get involved. Re-read the concept of the forum on page 3 and hand out the list of transferable skills to help (available in the How To section on the ACT website).

Have a sign up sheet and ask people who want to get involved to leave their contact details (a sign up sheet is available from www.stophetraffik.org/act under the How To section).

When you have finished, stay for any questions and collect the list of contacts.



Option B - an interactive workshop

▲ Part 1

The first part of the session will introduce what trafficking is – all the information you need is provided on the powerpoint and the accompanying notes. You should get as far as the statistics but stop at the 'how does trafficking affect me / where do trafficking victims end up' section.

▲ Part 2

Break into smaller groups of about 4 or 5.

Write about 5 or 6 types of trafficking on a board making sure everyone can see. Topics should include: sexual exploitation and chocolate. Add other areas for example: domestic servitude, street crime, cannabis cultivation, forced marriage, benefit fraud, camel jockeying, witchcraft and sacrifice.....

Ask each group to choose one topic.

When each group has a topic, hand out an accompanying fact sheet. On the ACT website, you can find fact sheets on a few different types of trafficking (more will be added regularly) but we do not have fact sheets for all types of trafficking. If you want to look at a type of trafficking we do not have a fact sheet for – create your own!

HOW TO CREATE a fact sheet....

If you want to create a fact sheet on camel jockeying for example, type 'camel jockeying human trafficking' into Google or any search engine and see how many hits you get! You should also look in local and national papers / news websites.

You can check our website as well as UN.GIFT and other anti-human trafficking organisations such as
www.humantrafficking.org
www.ecpat.org
www.unodc.org

If you create your own fact sheet or you alter the fact sheet we have provided to make them more country specific, remember to send us a copy so we can add it to the re-



Part 3

Explain that each group needs to read their fact sheets and present what they have learnt - teaching each other about the different forms of trafficking. Encourage them to be as creative as possible.

Allow 5 minutes for the groups to read and digest the information and a further 15 minutes to plan their presentation. Limit presentations to 5 minutes each.

Optional: Offer a prize for the best presentation.

Part 4

Ask each group to come forward and present their topic. After each presentation, you could offer additional facts or information to clarify and see if anyone has questions.

Option: Take a vote on the best presentation and give prizes.

Part 5

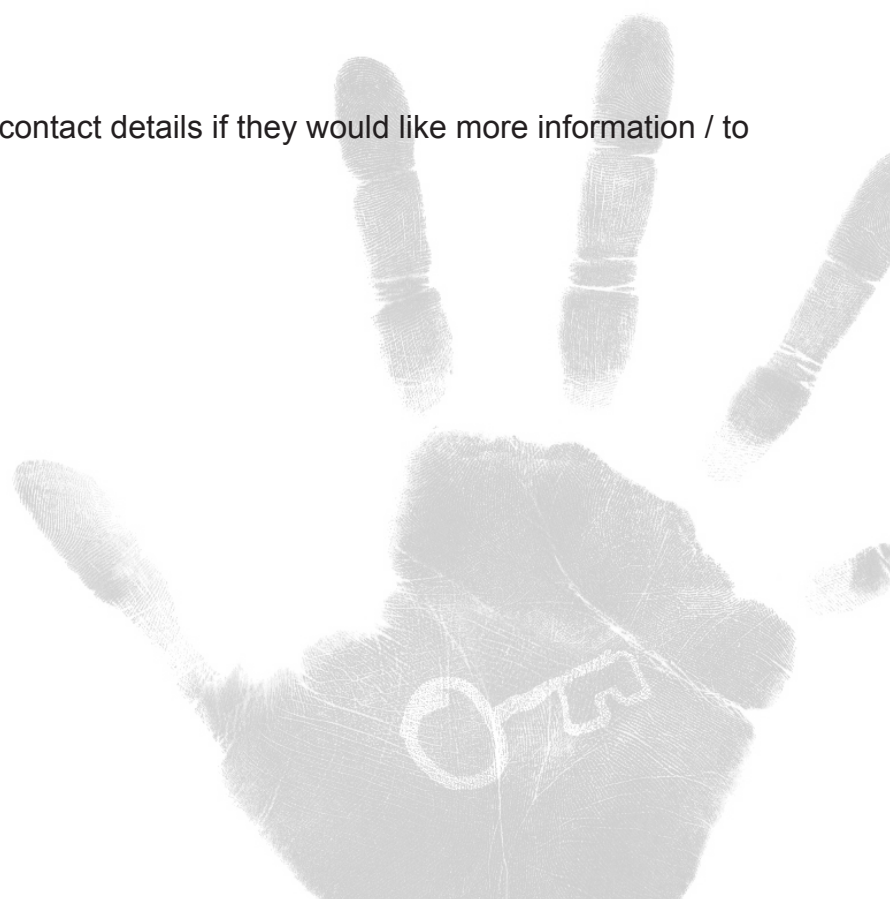
Ask each group to think for a minute about which topic they would most like to campaign on in the university and one idea of how they could raise awareness

Part 6

Explain that STOP THE TRAFFIK believes community action and empowerment are the most effective ways of stopping human trafficking and that you want to run a campaign in the university or college on one of the topics discussed.

Wrapping up

Ask people to leave their name and contact details if they would like more information / to get involved.



From talk to action

It is important to email those interested as soon as possible to capture their enthusiasm for taking part. Send them an email with a date for the first ACT forum meeting where you will give out more information and discuss what you would like to campaign on.

In your email, make sure you.....

- give a time and location for the next meeting
- outline what you hope to achieve at the end of the meeting so people know what to expect
- remember to tell them to bring a friend!

Tips for running a good meeting...

▲ Before

- Understand the purpose/s of each meeting and make sure they are met
- Invite your group members to add things to the agenda
- Prepare and circulate an agenda

▲ During

- Establish and follow ground rules (see 'creating a team agreement' in the Group Formation pack which can be found in the How To section of the ACT website)
- Start on time and follow the agenda
- Share each success, how ever big or small they seem
- Stay focused
- Be as creative as possible
- Agree on certain action points and summarise these at the end

▲ After

- Review each meeting: did you achieve what you wanted?
- Circulate action points and follow them up on time.

Your first meeting

AIM: A short meeting to give people more information (could be organised during a lunch break to get maximum attendance)

1. Recap what was discussed in the last session.

You can do this by asking people to think in groups about the following questions:

What did you find most shocking?

What surprised / didn't surprise you?

What type of trafficking do you think most affects you and your community?

2. Feedback as a group

3. Ask them to think for a few seconds about what type of trafficking they would like to campaign and raise awareness about

4. Hold a vote to see what forum members want to campaign on

5. Brainstorm in small groups all the weird and wacky ways to raise awareness about the chosen issue. Encourage everyone to think as creatively as possible. Have the other ACT resources with you for ideas and inspiration (found on the ACT website)

6. Feedback as a group – someone needs to write down all ideas and suggestions

7. As a group, think about the suggestions and discuss what would have the most impact and is the simplest to do

8. Round up the meeting explaining:

- the forum's first campaign will be on the issue you have just voted on and discussed
- ideas and suggestions discussed will shape your campaign
- there are lots of transferrable skills to be gained as well as volunteer experience in general
- where and when the next meeting will be. Explain that in the next meeting you will decide on a campaign strategy, goals and outcomes.

Your second meeting

Aim: to devise a campaign/s to run at the university and a strategy to achieve it

1. Remind the group what type of trafficking they voted to campaign on
2. Look back to the campaign ideas written down from the last meeting. Talk about which ideas are easy / impossible / would have the biggest impact / would reach the largest number of people / who it is aimed at / possible media attention / no costs involved etc
3. Thinking about the above, begin to narrow down possible campaign actions
4. Decide on a couple of actions / campaign ideas you would like to do
5. Create a vision for your campaign. Ask everyone to think about the end product (e.g. a college with only fair trade chocolate or a town with increased education and understanding about trafficking) and what success would look like
6. Break the vision down into manageable goals and think about what you have to do to make it happen happen (it is easier to do this in reverse order)

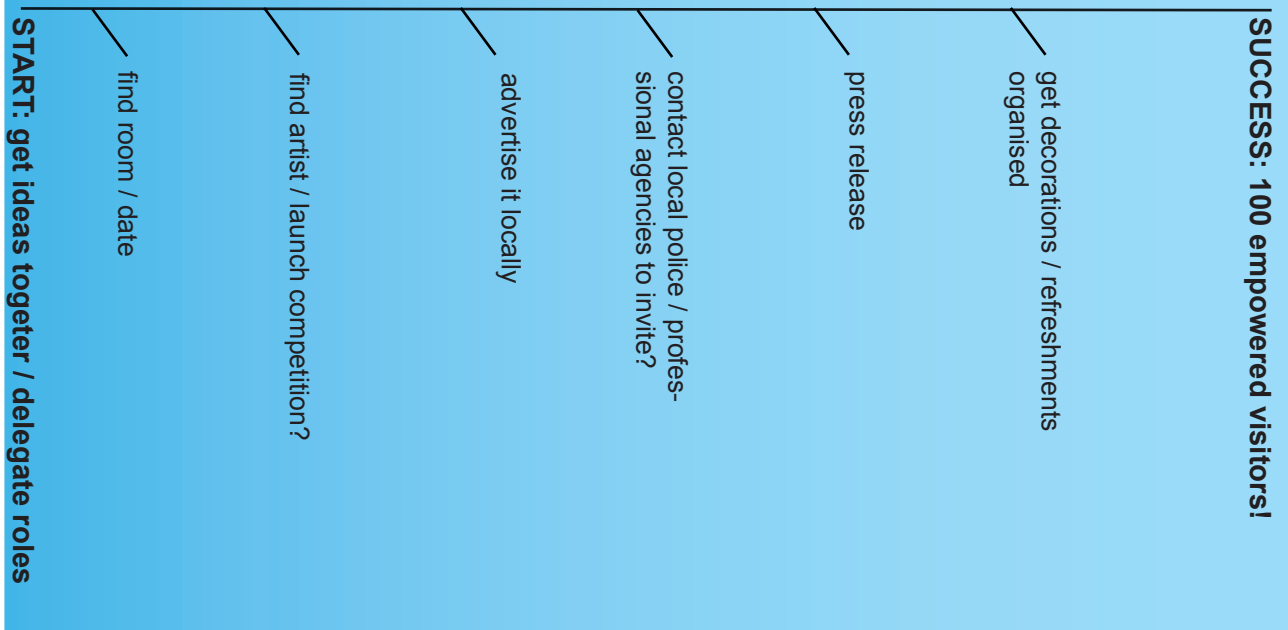
As an example, say your group sets its vision as raising awareness about trafficking throughout your university - success would be if 100 people learnt about trafficking, how to spot it and who to report it to.

As a first goal you decide on a photo exhibition

To achieve the first goal in reaching your vision, and thinking in reverse order, you need to:

- launch a show handing out fliers
- give a 5 minute presentation about trafficking on opening night?
- set up a bar on the night of the exhibition
- put up photos / get everything set up in the room
- order/ write the fliers
- advertise
- contact the local 'what's on guide' / paper with a press release
- have a fundraiser to cover the costs of the exhibition
- find a room
- book a date
- run a photo competition for students that depicting modern day slavery (would there need to be a prize?)

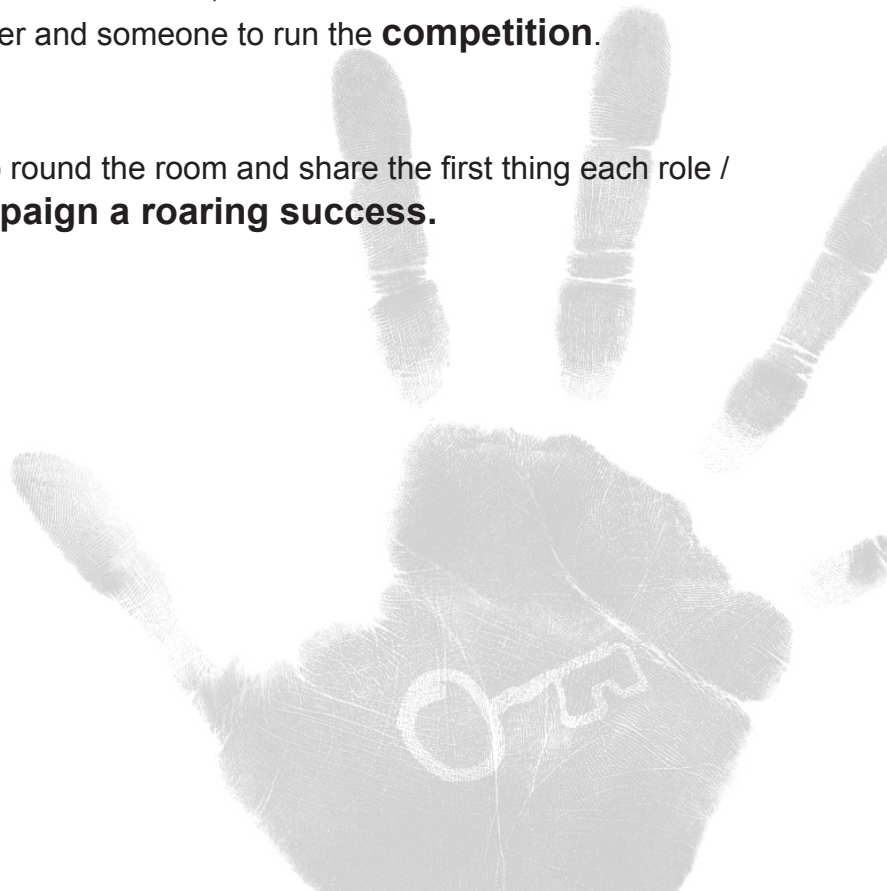
It is a good idea to write it all down for everyone to see on a timeline eg:



Once you have created the timeline of activity, make a list of any **roles** that need to be filled and delegate!

Using the above example, there seems to be a need for a **general coordinator**, someone to **organise** the venue, someone to **advertise**, someone to **send meeting notes** and updates, someone to **talk** at the event, someone to think of a **fundraiser** if there are any costs you need to cover and someone to run the **competition**.

Before the second meeting ends, go round the room and share the first thing each role / person will do to **make your campaign a roaring success**.



Moving on

Ask people to take read STOP THE TRAFFIK's ACT Forum agreement (available in the forum section of the ACT website). This details what can be expected of STOP THE TRAFFIK and the ethos and values we represent. Each member should hand a signed copy back to the leader for filing.

Keep on track with your campaign, if it helps write action plans or month by month goals and celebrate them once achieved. You can find campaign ideas and actions on the STOP THE TRAFFIK website and at www.stophetraffik.org/act

Remember to keep us up to date with how you are getting on.

After you have devised a plan of action, it is an excellent idea to create a team agreement. This needs to be done as a group activity and will help

- ▣ Create an informal and meaningful way of working together
- ▣ Develop an understanding of what you want and can expect from each other to create team cohesion and bonding
- ▣ Give each other a feeling of accountability
- ▣ Put unwritten, important rules on paper e.g. speak up if you are not happy

For a guide on who to create a team agreement, please refer to the Group Formation pack found in the How To section of the ACT website.

You can also find a guide to creating a vision in the Group Formation pack.



Group development

Groups tend to develop in the following way, journeying through 4 distinct phases
Forming - Storming - Norming - Performing

▲ FORMING

This first stage is where individuals tend to behave independently rather than as a team. Forming involves learning about the project and challenges that may arise as well as getting to know, and feel comfortable with each other. The leader will need to be quite directive during this phase - acting as a leader rather than a member of the group.

▲ STORMING

Every group goes through this phase which can become challenging. It is where ideas, realities, expectations and different personalities compete.

This stage is necessary for growth and development and could last just one session or many. Movement from this phase is crucial and will require maturity, tolerance and patience from all team members.

It is fundamental that differences are resolved so members feel they can participate comfortably without being judged. This leads to members sharing opinions and views openly. In this phase, the leader should help guide decision-making.

During the first two phases it is necessary to discuss:

Expectations – are they clear, are they realistic?

Commitment – does everyone feel passionate about the project? Do they consider themselves valuable?

▲ NORMING

During this phase, team members begin to alter their behavior to allow good working dynamic. Team members often work through this stage by agreeing on rules, values, behavior and shared concerns. Trust begins to form. Motivation increases as the team gets more acquainted with each other and the project.

In this phase, team leaders tend to take part more in decisions and discussion rather than direct. Team members take more responsibility for decision making.

▲ PERFORMING

This is the final stage where group members will have developed a sense of pride in what they are doing. Even though each person may have a specific job, the members should feel empowered and united with each other and STOP THE TRAFFIK to accomplish the goals of the ACT project.

Challenging opinions is expected and allowed as long as it is channeled through means acceptable to the team as laid out in the team agreement.

Leaders are almost always participative; the team will make most of the necessary decisions together. Group structure should be horizontal rather than hierarchical. This ensures every member feels valuable and equal.