

A GUIDE TO SPEAKER TOURS FOR HUMAN RIGHTS DEFENDERS: BUILDING SOLIDARITY

A meaningful
experience
for those who
are travelling



A guide to speaker tours for human rights defenders: *Building solidarity*

A meaningful experience for those who are travelling

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STARTING AT THE BEGINNING...

TABLE OF CONTENTS

BEFORE THE JOURNEY	6
1) Introductions	7
Resource 1. Introductory Postcard.....	9
Resource 2. My expectations.....	10
2) Documentation And Other Practical Questions	12
Resource 3. Things I Mustn't Forget.....	12
3) Agreeing The Advocacy Strategy With My Organisation	15
Resource 4. Advocacy Road Map: The Things That Must Be Talked About.....	16
4) Discover The Country Or Countries I Am Travelling To	19
Resource 5. Get Your Binoculars Out.....	19
Resource 6. Share Treasures.....	20

5) Prepare Yourself Physically And Emotionally.....	22
Resource 7. Reading Our Emotions And Acting On Them.....	23
Resource 8. Looking After Yourself Is A Revolutionary Act!...	26
6) Taking Care Of Our Farewells.....	31
Resource 9. Ensuring Harmony In Our Farewells.....	31
DURING THE SPEAKER TOUR.....	33
1) The Big Journey: Planes And Immigration.....	33
Resource 10. The Great Day Has Arrived.....	33
2) Arriving At Your Destination.....	39
3) Formal Advocacy Scenarios:.....	42
Resource 11. I'm So Nervous! I Have Formal Meetings Today	42
4) Free Time And Rest:.....	45
Resource 12. Learn And Relax.....	45
5) Self Care: Self-Care Kit.....	47
6) Dealing With Difficulties And Conflicts:.....	48
Resource 13. March To Rhythm Of Change.....	49
Resource 14. It's time to talk!.....	51
7) Prevention Measures, For Your Protection During The Tour.....	52
<i>A) During public events (attended by people we do not know).....</i>	<i>53</i>
<i>B) Digital: social networks and emails.....</i>	<i>54</i>
<i>C) The media.....</i>	<i>56</i>
8) Taking Care Of Your Farewells.....	57
Resource 15. Farewell.....	57
Resource 16. What should I take home with me?.....	59

AFTER THE JOURNEY: RETURNING HOME..... 60

1) Evaluation: Advocacy As A Process Of Accumulation..... 60

2) Return: Being Greeted By My Family And My Organisation..... 61

3) Following Up Agreements And Commitments..... 63

Resource 17. Evaluation Form..... 64

ANNEX 3:

LIST OF THINGS I MUSTN'T FORGET..... 66

Two Months Before..... 67

One Month Before..... 68

During..... 69

After..... 70

STARTING AT THE BEGINNING...

Welcome to this opportunity to learn and gain new experiences and commitments in the context of your human rights defence work and resistance by organised social processes.

We invite you to think about the speaker tour in which you will take part in activities and participate in meetings designed to influence individuals and/or institutions that are capable of influencing the situations faced by HRDs and to monitor the results of any actions taken.

The tour is also a way of expressing solidarity with organisations and with human rights defenders (HRDs). Furthermore, it provides an opportunity for you to escape your daily realities, to regain energy, describe what is happening in your region, increase the protection available to your organisation, and build new relationships.



This guide has been written to deal with all these aspects of speaker tours, considering the breadth of emotions that they will provoke. In it, you will find a series of suggestions to help ensure the tour is a positive experience for individuals and for organisations alike.

It is intended to be a useful tool for “beginners” in this kind of adventure, but we hope that it will also be a useful update for others who have more experience taking part in speaker tours.

The guide is made up of a series of resources, that are easy and practical to use. Select those that you find most relevant to you at any given time.

BEFORE THE JOURNEY

Preparation for the tour starts from the time it is decided that you will be the person travelling. Congratulations! This means that you are about to have an enriching experience.

The preparations start now. They will require excellent communication and coordination with your organisation and with the people organising the tour.

Let's have a look at what needs to be prepared:

Jointly, with others:

1. Personal and institutional presentations and exchange of expectations with the organisation that has invited you on the tour
2. Documentation and other practical matters
3. Preparing the agenda and the advocacy strategy for the tour

On a more personal level:

4. Find out about the country or countries you will be visiting during the tour.
5. Prepare yourself physically and emotionally.
6. Get ready to say your farewells to your loved ones and your organisation.

1) INTRODUCTIONS

The organisation that is going to host you wants to know who you are and to understand your organisation. Even if there is a long-standing relationship between the two organisations it is advisable not to go without updating the information available on the organisation and especially on the person who will be travelling: that is, you.



the first step is to send information about your organisation:

- + A presentation of its work. This might be written, a video or photographs, or a link to a web page.
- + An explanation of the specific themes or regions on which your organisation focuses.
- + You might also include past and present relations with international development agencies, NGOs or other organisations based in the countries you will be visiting during the tour.
- + The potential contribution the tour might make to strengthening your organisation.
- + The difficulties and protection issues faced by your organisation, such as threats or acts of aggression.



the second step involves you presenting yourself: an explanation of who you are, allowing the people who will be accompanying you to get to know who you are, and think of ways in which they could accompany you better.

Give this process the importance and time it merits!

- + Presentation of your history as a person and in your organisation.
- + Your current role in the organisation.
- + Any needs or concerns you might have in relation to the journey. This is the time to mention any worries about your emotional or physical health, your organisation or your family that might affect your participation in the tour (if a family member is unwell, if you have young children, or if you think you are the only person in your organisation with specific responsibilities). This will make it easier to bear the information you have provided in mind when it comes to adjusting timescales and activities.



It tends to be more difficult **FOR WOMEN** to travel because of their family responsibilities.

Don't hesitate to speak openly about these issues, and try to resolve them to your satisfaction.

REMEMBER: if you are able to travel, you open the door to others doing it in the future

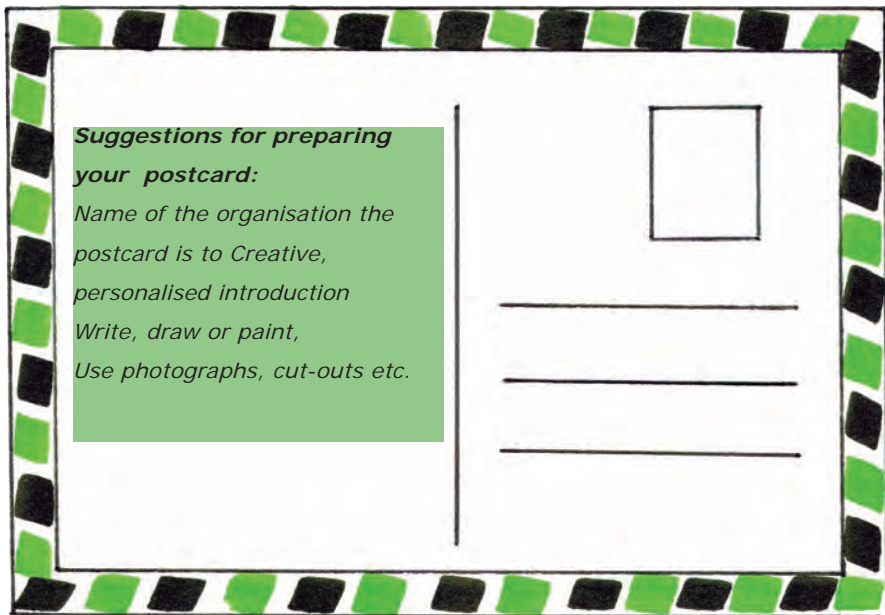
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RESOURCE 1. INTRODUCTORY POSTCARD



Key tip: What do I want to share? What do I want them to know about me?

It works better when introduction is entertaining, so if you are able, take a risk and be creative. We invite you open the envelope attached to this page and to remove the blank postcard it contains. Take a pencil or some crayons and...





the third step is to review your organisational and individual expectations. Organise a meeting to ask, **what do we want to get from the tour?** Take your conclusions into account when preparing the agenda. And now is the time to re-examine the expectations that emerged from your feelings and thoughts. **What are you hoping for?**

RESOURCE 2. MY EXPECTATIONS



Key tip: Allow my needs and what I want to emerge

Identify the expectations you have for the tour, writing it on the postcard, in a list ranked from most important (1) to the least (5):

MY EXPECTATIONS

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Try to speak about these expectations with your organisation and with the people who have asked you to participate in the tour. Bear these expectations in mind right up until the day you travel, above all if you feel the agenda or the conversations you are having have not made things totally clear. Speaking about your expectations will help you make adjustments and prevent unwelcome surprises.

For every expectation, ask yourself, **what would be the consequence if this were not fulfilled?**. This might help you deal with the frustration you might feel if all are not met

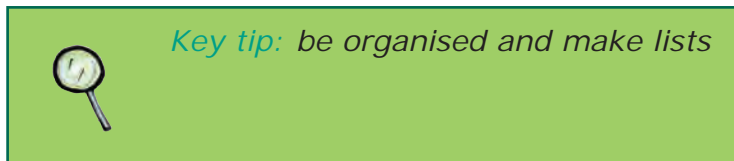


2) DOCUMENTATION AND OTHER PRACTICAL QUESTIONS

Preparing documentation is always hard work. Try to organise your time to make sure there are no problems – especially in relation to your passport and visa. Remember that these are issues that can only be solved in person and will doubtless take longer than you think.

Sometimes it helps prepare written lists of the things you need to do, rather than keeping them in your head. There follows a list that will help you be certain you have done everything you need to do.

RESOURCE 3. THINGS I MUSTN'T FORGET



LIST OF THINGS I MUSTN'T FORGET

- ✓ I am clear which countries I am going to visit and the dates.
- ✓ I have my plane and other travel tickets
- ✓ I have checked the validity of my passport and my identity card
- ✓ A copy of my passport and biographical data (full name, date of birth, place of birth, telephone number, email...) have been sent to the host organisation

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- ✓ If I am going to need a visa, do I have all the papers I need and the time to complete the application?
- ✓ I have checked whether there are any other immigration requirements
- ✓ I have had the compulsory vaccinations
- ✓ I have provided information on my health status and stated my dietary needs
- ✓ I have a printed copy of my letter of invitation
- ✓ General information on my organisation (objectives, themes or fields of work, regional coverage...) has been sent
- ✓ Information on threats and acts of aggression against the organisation have been sent
- ✓ The collaboration agreement with the host organisation has been signed
- ✓ We have agreed our objectives, goals and advocacy requests
- ✓ I know the potential activities I am going to be engaged in.
- ✓ I have been given information on the organisations and people with whom I am going to meet
- ✓ I have a note of all the contact details I need, including the person who will be picking me up at the airport and/or accompanying me
- ✓ I have noted details of all the places I will be staying
- ✓ I have calculated how much money I need and I have enough to cover my costs

It is important to retain all the receipts and other payment records for all the purchases you make

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- ✓ I have collected together all the reports, publications and other material I shall be taking with me
- ✓ I have checked into my flight.

This confirms that you will be taking the flight. You can do this on the airline's website or directly in the airport (you need to check that the airline doesn't charge extra for checking in at the airport)

👂 It is important to retain your boarding passes, as they must be provided as evidence when preparing the financial report.

PREPARE YOUR OWN LIST:

Other things I mustn't forget:



When you are thinking about the clothes you will need, bear in mind the climate and the kind of activities you will be carrying out. Take advice from people who have knowledge of this.

And take into account the number of days you will be away from home and how much opportunity you will have to wash clothes.

3) AGREEING THE ADVOCACY STRATEGY WITH MY ORGANISATION

Once you know the tour agenda, the next challenge is to ensure that your colleagues get involved in developing the advocacy strategy. Sometimes it is not easy to get them to pay enough attention to planning the tour...



TWO (OR MORE) HEADS ARE BETTER THAN ONE

- ✦ So as not to overload your colleagues, you should decide together what needs to be agreed collectively, and what you can deal with yourself.
- ✦ If it is impossible to get the whole team together, try to meet with some of them, or at the least with a selected few.
- ✦ We suggest that you develop the advocacy strategy jointly with the host organisation, ensuring an informed dialogue and a shared approach. Agree the agenda with them!
- ✦ Preparing a tour is a lot of work. With your organisation, reflect on all the benefits it will bring you: advocacy, learning opportunities, alliances and coordination with others.

RESOURCE 4. ADVOCACY ROAD MAP: THE THINGS THAT MUST BE TALKED ABOUT



Key tip: Work as a team

INITIATING DIALOGUE

🔗 I Initiate your discussions by attempting to answer the question, **What do we want to achieve with the speaker tour?**

🔗 Clarify what kind of advocacy activities you will carry out on behalf of your organisation. Different kinds of advocacy include:

- ✦ Education: organise forums or workshops to raise awareness or provide training.
- ✦ Creating networks: formalising alliances and support networks with other organisations, universities or communities in order to address the problems you face.
- ✦ Public awareness raising: press conferences, publication of articles, or campaigns .
- ✦ Lobbying: dialogue with strategic actors.
- ✦ Mobilisation: marches, sit-ins or vigils.

You should speak with other members of your organisation if you are not sure what is expected of you in relation to the advocacy tasks, or if you are not sure you have the necessary skills.

BUILDING A MESSAGE BANK

👂 The objective is to develop clear, focused, realistic messages about the problems that affect your community and/or organisation.

👂 Construct a message bank. For this, you will need to make list of the problems you wish to deal with, choosing the information and arguments required to do this.

👂 Identify what you would like to ask the people or institutions you are going to meet, given their responsibilities or influence. It always helps to have a clear "ask", appropriate to the responsibilities of the individual in question.



ORGANISATION, PERSON OR INSTITUTION WITH WHICH YOU WILL BE MEETING	THEIR RESPONSIBILITIES OR POSSIBILITY THEY WILL PROVIDE SUPPORT	OBJECTIVE	MESSAGES	REQUESTS

👂 Prepare a written document that sets out the problems affecting the community and the specific requests you want to make during the tour, all of which should have been discussed beforehand. We suggest you carry a typed version of these with you, ready to hand them over to the organisation, person or institution you are meeting with.

👂 Create a PowerPoint presentation with clear messages, photographs or videos that can be used to make presentations in meetings, press conferences, or other advocacy spaces. We recommend that the presentation lasts no more than 5-7 minutes. **TIME IS MONEY!**



Sometimes it is harder **FOR WOMEN'S** voices to be heard in meetings. Bear this in mind, and talk about it with your colleagues and with the host organisation, in order to take the measures needed to counter this tendency.

With your team, agree the follow-up that might be needed during your advocacy activities: e.g. requests for documentation from your advocacy targets; summaries of agreements made during certain meetings; agree dates with your organisation to carry out activities agreed during the tour; discuss any changes or unexpected events that might occur during the tour...

REVIEWING EXPECTATIONS AND SHARED POINTS OF VIEW



In addition to these strategic questions, this is also an opportunity to talk about how you think things are going and how you are feeling.

Some of the following questions might help initiate this collective conversation:

- ✓ ¿What expectations do we have of the tour?
- ✓ ¿What do we think the implications of the tour might be for our organisation in terms of risk and workload (for the people who stay behind and those who travel)
- ✓ ¿What do we want to achieve with the speaker tour?
- ✓ ¿How do we feel about the challenges and commitments we have entered into?

4) DISCOVER THE COUNTRY OR COUNTRIES I AM TRAVELLING TO

If this is the first time you are visiting a country or a region, try to gather as much information as you can.

You can start by using the internet to do your own research, and note down any doubts you would like to resolve with the host organisation.

RESOURCE 5. GET YOUR BINOCULARS OUT



Key tip: curiosity

- ✦ Find the country or countries you are about to visit on the map and research their climate, culture, language and food.
- ✦ Get to know the political, social and cultural situation of the country.
- ✦ Remember to exchange money before you travel. Sometimes you will need to change into Dollars or Euros before converting them into other currencies. If this is the case, make sure you know where to change these into the local currency (airport, bureaux de change...).



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- ✦ Look at your own personal budget, and take a copy with you if you want to buy anything while you are away, or get something to eat, or for the times when you are alone. **KEEP ACCOUNTS!**
- ✦ Check time zones when you are on the plane, bearing in mind that the time may vary between the different countries you are visiting.
- ✦ Have your mobile phone unlocked. This is easy for any mobile phone technician to do, and will allow you to use a sim card in your destination country so you can communicate with the people accompanying you. You will also be able to receive calls from your family and members of your organisation. Ask beforehand if you'll be given a sim card and how much it would cost if you have to buy it (they're usually very cheap, so it's well worth doing). Many people also use WhatsApp when they are away.

RESOURCE 6. SHARE TREASURES



Key tip: sisterly and brotherly solidarity

Having researched the country or countries you are going to visit, and discovered things about them, ask yourself, **will I have an opportunity to contribute something to people there or to share things?**

Think of the collective treasures that we, as HRDs and protectors of land and territory, have to offer: symbols, books, reports and the like. We invite you to think of something symbolic you could take with you to share with your host organisation. This symbol of sisterhood and brotherhood will help create a sense of mutual confidence and identification with your hosts.

Remember, you don't necessarily have to spend money on this.

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Below, we provide a few examples of possible gifts:

📁 **Collective products:** Leaflets, reports, videos... things your organisation has produced that you feel proud of.

📁 **Little pieces of home:** Handicrafts or artisan work, or things made by the community and/or organisation, in celebration of the ancestors, resistance and cultural preservation.

📁 **Little pieces of home:** Handicrafts or artisan work, or things made by the community and/or organisation, in celebration of the ancestors, resistance and cultural preservation.

📁 **Photographs:** Share memories of moments, places, where you live, or your community.

*NOTA: Esto es solo una sugerencia. No te sientas en la obligación de llevar algo.



5) PREPARE YOURSELF PHYSICALLY AND EMOTIONALLY

THE MOST IMPORTANT THING IS YOUR HEALTH...

If you have some kind of health problem make sure you make all necessary arrangements in order to cover your needs while you are away.

Tell the organisation preparing the tour about any provisions that may be needed for your health, even if you don't consider them important or serious.

If you have specific dietary requirements don't forget to say



The organisation preparing the tour will make sure it has purchased health insurance for the time you are away from home.

If you have a health problem agree a plan to deal with it with your host organisation(s).

AN INTEGRATED FOCUS: DON'T FORGET YOUR EMOTIONAL HEALTH

Direct contact with situations of human rights abuse, as well as the pressure you will experience as a result of participating in the tour will have effects on your physical, mental and emotional health. These are seldom identified or given the importance they deserve.

It is therefore very important to be aware of your emotions, listening to your body about how it is feeling and how intensely, so that you can decide on any self-care measures you might need to take. This exercise can be carried out before and after the tour.

¡Get listening!

RESOURCE 7. READING OUR EMOTIONS AND ACTING ON THEM



Key tip: I listen to myself, I connect with myself and I act on what I hear

EMOTIONAL THERMOMETER

This is a tool you can use before and during the tour:

INDICATORS

RED: I am feeling intense and frequent pain. A feeling of “not being capable” (of getting up in the morning, of speaking...), strong enough to prevent me from carrying out my usual activities. Paralysing fear or anxiety

AMBER: I am experiencing some new, more intense, pain, difficulties sleeping, irritability and negative emotions. I find it hard to be with other people. Recurrent negative and confused thoughts. Doubt, anxiety and fears that are beginning to affect my life.

GREEN: I am enjoying things. My health, my sleep patterns and level of worry are within limits I recognise as normal for me.



WHAT I AM EXPERIENCING

RED: I feel terrible physically and emotionally, most of the time. I don't know if I'll be able to carry on with the tour.

AMBER: I'm beginning to feel that something is going wrong and I'm worried. I am noticing different signs ["señales diferentes" es bastante vago] and I am not clear about what to do.

GREEN: I feel good, sure of my capabilities. I am experiencing the normal day-to-day concerns about my work and family, and a level of nerves appropriate to a speaker tour.

NOW ACT ON IT



If your thermometer is **IN THE RED**, it is time to DO SOMETHING, it's urgent!!

- Explain the situation clearly to your organisation. This is not usually an easy thing to do! When necessary, we invite you to be brave enough to tell others of your needs. If it is particularly hard to speak about it, try to write it down.
- Doubtless it is not sensible for you to continue on the tour. It doesn't matter. You have the right to look after yourself.
- Contact a doctor or medical professional for help. Everybody needs help sometimes.



If your thermometer is **AMBER** it is time to DO SOMETHING. Don't lose the opportunity.

- Take what is happening to you seriously. It's important it doesn't get worse.
- Take the measures you are able to take and speak to someone you trust so they can support you. . it's always important not to feel alone at times like this.
- Talk about it with someone from your organisation.



If your thermometer is **GREEN**, don't forget to look after yourself!!

Bear in mind the general self-care recommendations and pay attention to how you are experiencing the different moments of the tour.

RESOURCE 8. LOOKING AFTER YOURSELF IS A REVOLUTIONARY ACT!



Key tip: Make your daily routine something sacred

Not everyone looks after themselves in the same way. There is no single formula that works identically for everybody.

Bear in mind the following everyday factors that will help you control, deal with and prevent your emotions from reaching the red zone of the thermometer.

- + Maintain regular eating habits and sleeping patterns.
- + Recognise emotions, and talk about them with people you trust.
- + Avoid getting isolated

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✦ Establish limits: don't overwork. You should be conscious of the commitments that have been entered into in the planning of the speaker tour

💡 Avoid taking work with you to do while you are away (it is not usually realistic in terms of the time available to you, or it will prove too demanding, as it will prevent you from getting enough rest, or you will be constantly worried about things).

💡 Before taking on new responsibilities, think for a while about your real capacity.

💡 Learn to say "I can't", or "that is not something I cannot do" without feeling guilty about it. Everybody has limits, and the important thing is to recognise and respect them

✦ As far as possible, identify quiet spaces, or opportunities to connect with nature or your support network, so that you can recognise what you are experiencing and identify your needs

✦ Separate your personal experiences from work matters: avoid the notorious "working lunch", instead seeking out topics of conversation that are not work-related.

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Physical Self-Care

- Sleep well and deeply
- Have a nice shower
- Have breakfast
- Eat lunch
- Enjoy an evening meal
-
-
-
-

Emotional Self-Care

- A Express gratitude for three things every morning
- Congratulate yourself on an achievement (it can help to look at the list of expectations you drew up before travelling).
- Be aware of your breathing
- Give yourself a little massage (hands, feet, neck or face)
-
-

Social Self-Care

- Talk to someone
- Smile
- Say good morning
- Give and receive a hug
- Tell someone you value them
-
-
-
-

Other Forms Of Self-Care

- Go on a walk
- Engage in some activity you are passionate about
-
-
-
-
-
-

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You can travel with a *self-care kit* or begin to put your own together for the tour

- ✓ A notebook to jot down *meaningful* things
- ✓ An image or picture
- ✓ A stone that is special to you
- ✓ A perfume or scent you like
- ✓ Inspirational words
- ✓ The words of your family or comrades when they said goodbye



6) TAKING CARE OF OUR FAREWELLS

Travelling abroad temporarily on a speaker tour means that your family and work relations will be affected, as your absence requires tasks and responsibilities to be reorganised. It is therefore vital that you plan for your trip with family and colleagues in order to minimise existing fears and tensions related to the trip and remembering that farewells can be opportunities to re-energise and strengthen links with others.

RESOURCE 9. ENSURING HARMONY IN OUR FAREWELLS



Key tip: Clarity about responsibilities and celebrating the journey

Have a look at some of the advice about harmonising farewells that we present below:

- 👂 With your family and colleagues, make a list of motivational words and phrases, with a view to making the farewell a collective act that celebrates resistance and the defence of human rights.
- 👂 Organise a meal and ritual with your family and colleagues as a send-off (music, dance, prayer, symbols, other things) to celebrate this opportunity to raise our voices in defence of life and territory.



👂 With your family and organisation, agree the ways you will communicate – using phone or video calls for example – in order to share what you have discovered, learned or are feeling. Remember the time difference and that your agenda will no doubt be full, so **be realistic and flexible!**

DURING THE SPEAKER TOUR

1) THE BIG JOURNEY: PLANES AND IMMIGRATION

The hours before you board the plane are usually the most stressful. It is useful to know what to expect... what is left is be open to learn and to enjoy the adventure!

RESOURCE 10. THE GREAT DAY HAS ARRIVED



Key tip: Confidence and organisation

IF THIS IS THE FIRST TIME YOU HAVE BEEN ON A PLANE,
BEAR IN MIND...



Pack your bags yourself so you know what is in them and where you can find everything. Try to make sure your luggage is easy to handle and to carry. If someone has lent you the luggage, tie something on the handle, such as a ribbon or a label so you can recognise it easily.

Find out how many kilos each piece of luggage can weigh so you are not charged for carrying excess baggage. If you want to take more than the allowed weight, speak to the organisers of the tour to ask whether they would be able to cover the additional costs.

In general on international flights the permitted weight of luggage, which will travel in the hold, is 23kg.

However, on internal flights, within a country, the weight limit is much lower. So, we suggest you check this beforehand.

Leave free space in your luggage, and check you haven't used all your weight allowance, so that you can bring presents or souvenirs back with you. Remember that organisations might give you books or materials during your meetings, and these will occupy space and weigh a considerable amount.



In addition to this main item of luggage, you can also carry a smaller bag or backpack onto the plane, in which you should carry your documents. Remember that this "hand luggage" cannot be very large (each airline has different rules).

If you were not able to check in for your flight before arriving at the airport, remember to go to your airline's desk and check in there. They will tell you which departure gate your flight will leave from.



You should know that there are more restrictions on the things you are allowed to take with onto the flight as hand luggage than for baggage carried in the hold:

Before travelling, check whether you are carrying over 100ml of any liquids or creams. Anything with a volume greater than this needs to be packed in your main luggage.

This means that you cannot carry water bottles in your hand-luggage, other than bottles bought after passing through security. Or take an empty one with you and fill it up in the departure lounge.

Don't worry about this, as water is generally available before boarding the plane.

SAYING FAREWELL...



Think about the kind of farewell you would like and let this be known... You should feel comfortable when you are leaving:

- 🔊 I prefer to be accompanied to the airport by a family member or members or someone from my organisation.
- 🔊 I prefer to go to the airport alone, or to go through passport control quickly.

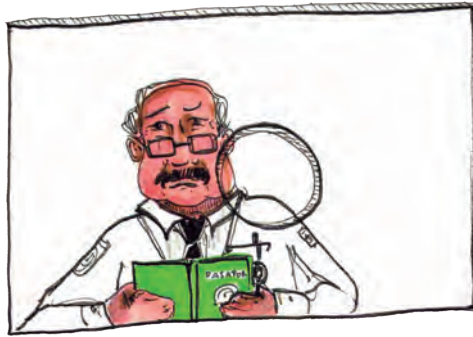
After saying your goodbyes, you will be alone for a while. It's possible to feel lonely even when you are travelling with others! This is a difficult time, when all your doubts crowd in: fears, sadness, a sense of guilt.

Give yourself permission to do what you need to do for yourself (be alone for a while, cry, drink water...)

Next, take a deep breath, and some time for some positive thinking that will motivate you to start the journey: "it's going to be a few days away and I'm capable of dealing with this tour".

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The first thing you will encounter after saying farewell is your own country's passport control. You need to have the following ready:



- 1) Your passport.
- 2) Your letter of invitation.
- 3) Which country you will be landing in, because they will ask you this. If it's difficult to pronounce, practice in advance.
- 4) The name and address of the person you will be staying with. It is best if this is written down.
- 5) Think about the "discourse" or speech: what you will say when they ask you what are going to be doing there.



Adapt the following example to create your own discourse appropriate to you. This will help you when you are leaving your country and when entering the country where the tour is taking place. It is therefore important to remember it.

"...I'm going to Madrid for two weeks.

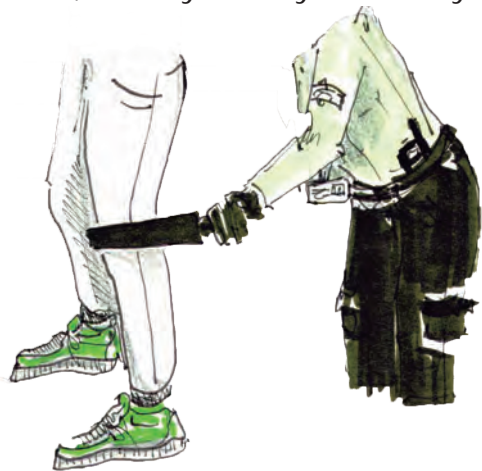
I have been invited by Amnesty International, which has been supporting local peasant and indigenous women's organisations....

While I am there I will have several meetings with different organisations and with the authorities, as well as getting to know the country a bit..."



If you encounter problems before your plane leaves, make sure you know which member of your organisation to call to tell them what has happened. The idea is to resolve the problem as soon as possible and prevent future difficulties.

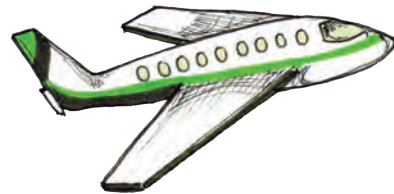
After passing through passport control you will come to airport security, where your bag will be scanned by metal detectors. They will ask you to take your cellphone, money or keys out of your pockets and place them in a tray on the conveyor belt. You will also have to walk through a metal detector. It is standard practice for security staff to open passenger bags, or to tell you to remove your shoes, for example.



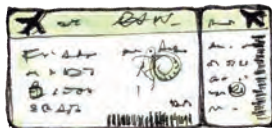
If you are WOMAN, remember that it will be a woman who deals with you as you go through the metal detector.

ON THE AEROPLANE.....

Once you have passed through passport control and the security check, locate the departure gate where you will wait for your plane. There are large screens that display information on flight numbers and gates, while the walkways have signs showing you which way to go find your gate (right, left or straight ahead). You will see your flight number and destination displayed on a screen when you get to the gate. Take a seat and wait until the airline invites passengers to board, which they will do according to their seat numbers. If you are not sure what to do, ask one of the uniformed airport personnel or an employee of the airline you are flying with. Once on board the aeroplane, you will sit in the seat assigned to you, and the cabin crew will give instructions, especially during take-off and landing. If you have any questions just ask them to explain.



Remember that your ticket will generally tell you the kind of meal you will be given on the flight (breakfast, snack, lunch, supper). The cabin crew will pass along the aisle offering food and drink for free. If you have special dietary needs you should request this beforehand, when buying your ticket.



When you are about to arrive at your country of destination you might be asked to fill in a customs form, where you'll be asked to fill in your arrival details and whether you are carrying special equipment of any kind. Remember that you cannot take any agricultural or animal products, seeds, etc., with you. You should complete this form and keep it with you, because you will be asked to hand it over before leaving the airport.

2) ARRIVING AT YOUR DESTINATION...

When you arrive at your destination you will pass through immigration control where you will need to show the same documents you showed to passport control on leaving your country (passport, letter of invitation, name and address of where you will be staying), along with your basic presentation speech.



Next, you will collect your luggage (there might be a delay before this arrives on the conveyor belt) at which point you are free to go to Arrivals, the part of the airport where you will be met by members of the host organisation.

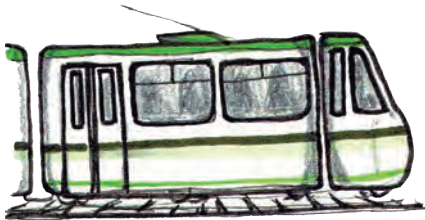
If your luggage has not appeared on the conveyor by the time it stops moving, ask a member of the airline staff what to do. Usually they will send your luggage on to the place where you are staying a couple of days later. Go out to the arrivals area and tell the people greeting you what has happened. Remember that they will be able to help, because it is their country.

When you arrive where you are going to stay, you will notice how tired you are feeling and that you are in a different time zone. This feeling of tiredness when there is a significant time difference between your country and the one you have just arrived in is called "Jet lag".



So: time for a rest!

THERE WILL CERTAINLY BE OTHER JOURNEYS. BEAR IN MIND...



If you travel by bus or train, remember:

Write down the name of the city, station and address you are going to and/or where you need to change bus or **train**. This is particularly important in a foreign country or

where the name is difficult to pronounce because you can ask for help by pointing to what you have written down.

Take particular care if you are travelling by train or bus because there tend to be a lot of stops and it is easy to get confused.

Always have your ticket and your identification document with you. You might be asked to produce them at any moment.

NOW ALL THAT IS LEFT: Enjoy the welcome you will receive!



If you are staying in a family home or with an individual, pay attention to the way things are done in the house, trying to adapt but also speaking up about your own needs.

If you don't speak the same language, use the universal one: gesture. And laugh at any misunderstandings.

3) FORMAL ADVOCACY SCENARIOS

Meetings, speeches or other formal advocacy scenarios are important events that can make you feel nervous and make you lose sleep.

The following might help

RESOURCE 11. I'M SO NERVOUS! I HAVE FORMAL MEETINGS TODAY!



Key tip: Be trusting, and breathe

The most effective way of calming your nerves are:

1. Control your breathing: place your hand on your stomach and move it as you feel the intake of breath reaching that point.
2. Prepare well for your meetings:
 - ✦ Remember who it is you are meeting: male or female, their position, their role...
 - ✦ Remember the objectives, advocacy messages and the time available (which is almost always scarce)
 - ✦ Review the literature you are thinking of handing over (if any). Using documentation can mean you don't have to explain everything, and that the person you are meeting can look at it or go further into the topic later if they want.

A meaningful experience for those who are travelling

- ✦ If you find it helpful, get an exercise- or notebook where you can note down the conclusions of meetings, or commitments entered into.
- ✦ During the meeting, note down the messages, ideas or commitments of the people with whom you are meeting.
- ✦ You can refer to your notebook in order to keep track of what you are trying to say in the meeting.
- ✦ Agree with the people accompanying you how you propose dividing up the topics, and make sure that the advocacy requests you plan to make are appropriate.
- ✦ If you do not speak the local language, factor in the time required for interpretation. Try to speak slowly and in short sections in order to give time for the interpreter to relay what you are saying.
- ✦ Start with a good, brief, presentation of yourself and your organisation.
- ✦ Continue presenting the messages you have prepared. Take a few moments to reflect on your answers, or consult your notebook. Try to use personal examples or experiences to reinforce your arguments..
- ✦ End the meeting with the proposals or requests you wish to present to the person you are meeting with.
- ✦ It is possible that they will ask you to clarify your positions, or make it clear that they do not agree with what you are saying. Remember to stay calm and unperturbed and trust in what you have to say.
- ✦ Don't forget to thank your hosts at the end of the meeting and to agree on ways you can stay in touch in the future (mobile, email...).

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In many of these meetings you will be accompanied by the people who have organised the tour. The **key**, whether you are accompanied or alone, is to prepare carefully.

When you leave the meeting, take a few moments to ensure you have the information you require so you can feed back to your organisation.

You can also have a conversation about the meeting with the people accompanying you, in order to benefit from other perspectives than your own.

Sometimes you will not feel the meeting went well...

Think about learning opportunities and the possibility of improving things for the next meeting, without feeling too negative about what might have gone wrong. Remember, you are on the tour because you have the ability to make it a success.

Close the meeting on a personal note, with a positive thought.

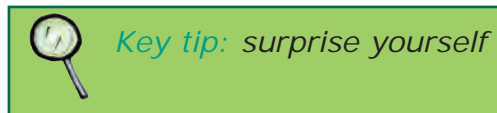


4) FREE TIME AND REST:

A tour implies a major commitment, involving considerable physical and intellectual labour. It is therefore important to enjoy free time so you are able to relax, clear your mind and look back on what you have done already.

From a psychological self-care perspective we recommend that free time or rest periods is planned into the agenda. Agree to this and arrange to be accompanied if you want or, if you prefer, make it clear you'd rather be alone and more autonomous.

RESOURCE 12. MEET PEOPLE AND RELAX!



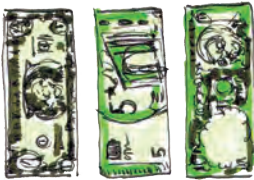
Once you have agreed on your free time, we recommend the following:



- ✓ Note down the address of where you are staying and take it with you.
- ✓ Take the name and phone number of the person who has accompanied you to the meetings with you.
- ✓ Take your papers or a photocopy of your passport with you.

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✓ Carry your mobile phone with you, and make sure it is charged. This way, you will be able to show photos of the places you are trying to visit. This is especially important if you have managed to get a local sim card, which will allow you to contact your accompanier if you feel you might have got lost, or consult Google Maps if you have a smartphone.



✓ Carry cash in the local currency.

✓ Calculate how much you can afford to spend on yourself every day, by noting how much money you have and how many days of the tour are left. This will allow you to keep track of how much you have left to spend in your free time and whether you can afford to buy gifts and souvenirs.

- ✓ Enjoy every moment of free time you have.
- ✓ Take the chance to go for a walk, and surprise yourself with new experiences.
- ✓ If your language skills allow it, speak to people you don't know (as long as they do not pose any threat to your security) and ask about local customs.
- ✓ Try the local food.



FOR WOMEN, public space is more hostile and less safe because of the greater likelihood that we will be victims of violence. For this reason we tend to be fearful of walking in places we do not know.

If you don't like going out alone, ask if someone will accompany you until you feel safer, or only go to places where you feel secure. Trust your instincts!

5) A SELF-CARE: SELF-CARE KIT

SELF-CARE is a way of pampering or being kind to yourself.

SELF-CARE is political. It's a revolutionary and an everyday act, nourished by small acts.

This should be a part of your agenda, alongside all your other responsibilities!

If these actions are going to be effective, you need to be very much in touch with your needs, identifying what you require to feel good and how you can raise your energy levels on a day to day basis.

REMEMBER: identify what you need to bring with you for your wellbeing and make sure your emotional thermometer is in the green.



You can do many of these things for yourself, while for others you will need to seek help. If you need this, we hope you will have the strength to speak to others about your needs, for example the person who is accompanying you on the tour.

6) DEALING WITH DIFFICULTIES AND CONFLICTS:

Life is flux. This implies that even when an agenda or a timeline have been prepared even weeks or months in advance, unexpected events may occur, and any of the following situations might arise:

- 🔗 Appointments or meetings have to be rescheduled, and you might learn of these changes even while you are on the way to the meeting
- 🔗 You end up meeting a different person from the one you expected
- 🔗 The time allotted to an event is reduced or may be extended, taking up time that was earmarked for rest
- 🔗 Less time is available for eating and sleeping.
- 🔗 Delays or changes to flights or public transport schedules.

RESOURCE 13. MARCH TO RHYTHM OF CHANGE



Key tip: Improvisation and patience

👉 Always have a pen and paper at hand to note things down, and carry a written reminder of your plans for the tour, the messages you want to transmit, and the agreements, commitments, etc., you want to achieve.

👉 It can be frustrating, or even make you feel angry, when timings change unexpectedly; or you might lose confidence in yourself. It's fine to feel angry or even a little bewildered when these things happen, as they force you to face a new, challenging, situation that demands a lot of you and requires considerable commitment.

We therefore suggest you try to keep your emotional thermometer at green. If, despite your efforts, you feel it might be changing to amber or even red, it can be very useful to know that each of your fingers, and your thumb, has a connection with a different emotion.

Enclose the appropriate digit with the fingers of your other hand and massage it gently, while you breathe. You will become aware that you are unblocking an emotion.

Thumb: this is for tears, pain and anguish. Holding your thumb will allow you to calm yourself, and to believe you are capable of overcoming your concerns and feeling more secure.

Index: will help you listen to your fears, as if you were your own counsellor, and not to become paralysed by your fears.

Middle: allows to recognise your anger and rage about a situation you feel is unjust or outrageous. It helps you channel you away from anger and towards action and change.

Ring: for nervousness and anxiety. When you feel you are losing control over your emotions this finger will help you recover your sense of peace and confidence.

Little: helps you build self-esteem, to feel more dignified and that you deserve to be where you are.



For many people this technique proves very helpful. Try it and see!

*SOMETIMES, THE DIFFICULTIES LIE WITH THE PEOPLE WHO
ARE ACCOMPANYING US...*

A meaningful experience for those who are travelling

When you spend a lot of time with other people or live with them, disagreements may occur. This is normal, and happens in all human relations. Everyone is a universe unto themselves and our experiences and interpretations of events differ. This is even truer when cultures are different.

Therefore, it is important to take into account your patterns of communication with your accompanier or with the people you are sharing time with.

RESOURCE 14. IT'S TIME TO TALK!



Key tip: Dialogue

Do your best to express yourself to the other person without apportioning any blame; don't present yourself as a victim. Try using the procedure presented below, expressing your emotions openly. Being clear, but non-judgemental, about our emotions opens the door to fluid communication and to a willingness to encounter a mutually satisfactory solution.

- ✓ When you do this _____ I feel like _____
- ✓ I have felt like this _____, as a result of this situation _____
- ✓ The way in which you spoke to me when you said _____ made me feel _____
- ✓ Say what you need to say: I need _____
- ✓ When this situation is over, I would like to _____

7) PREVENTION MEASURES, FOR YOUR PROTECTION DURING THE TOUR

Tours usually give you an opportunity to experience a sense of freedom and security, during which you can feel the support of people and organisations who, though from far away, are interested in your struggle and want to help.

That's why it is unusual for security problems to occur during a tour. You should still be careful though!

Be vigilant and note any security incident that might occur



STEP 1: If anything happens that seems uncomfortable or strange to you, down:

- + Place, date and time
- + ¿What happened and how?
- + ¿Who was present and how many people were there?) If the incident involved other people: make

a note of what they were wearing, their physical characteristics and tone of voice, their accent – anything you remember.

- + If a vehicle was involved, note down its characteristics (model, number plate...).
- + If a threat was sent by SMS (a text message on your cell phone) or you received an email, don't delete them

STEP 2: Speak about the incident openly with the organisation accompanying you, even if you are not sure it is important enough to do so.

STEP 3: Analyse the case with the organisation accompanying you, and take any measures you jointly consider necessary.

Below is a list of things that might happen during your tour and that it is important you know how to prevent or deal with:

a) During public events (attended by people we do not know)



Sometimes you will be making a presentation at an event that is open to the public – in other words, which might be attended by anybody interested in the topic you are going to speak about.

In these cases, you might come into contact with people who do not think like you or who wish to sabotage the event.

In general terms, people like this might ask difficult questions at the end of your presentation or openly express positions that contradict what you have just said.

- 🔗 Try to prepare objective arguments and/or statistics supported by other reputable organisations.
- 🔗 Prepare yourself to answer difficult questions that contradict your arguments. Ask yourself what questions you might face, and have your answer ready.

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🔗 Don't get involved in a verbal battle. Feel secure in your arguments and your understanding. No one is going to question your personal experience.

🔗 If you feel strongly questioned or personally attacked at the end of an event, stay calm, thank them for their contribution and ask them, please, not to express themselves with violence. Ask the accompanying organisation or the person chairing the meeting to intervene.

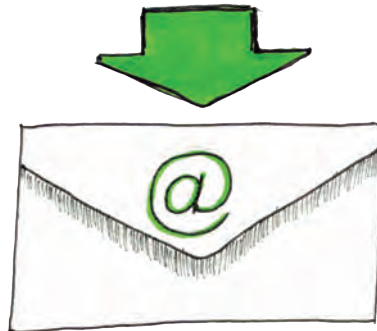
🔗 At the end of the event, evaluate what happened with the organisers and agree measures to prevent it happening next time.

b) Digital: social networks and email

Most acts of aggression that occur during a tour are delivered via the social media we use. Therefore, we need to be very careful about the information we share.

Some tips:

🔗 Separate the digital spaces you use from those most associated with work, and try to keep the information you share on each separate.



A meaningful experience for those who are travelling

- 🔗 Think about the way people who criticise your activities might read your posts (that you are on holiday, that you are away from home, that you have money to throw around...), and take this into account when you are posting photos or comments. In general, avoiding posting personal information (photos of your children, your address...)
- 🔗 The key is to post things that, in order to advance the agreed advocacy agenda, you want to draw attention to or denounce. (Desire to raise the profile of our organisation and/or a particular person, the situation of HRDs, etc.)
- 🔗 Think about whether it is more useful to share this information immediately, or in a few days' time when the activity is over. For example, if you post a photo in Paris and say "A little while ago I got to know Paris", no one will know exactly where you are now.
- 🔗 Avoid expressing strong opinions about the country you are currently visiting.
- 🔗 Talk about any social media "attack" with your allies on the tour and suggest a response in consultation with your organisation.
- 🔗 In general, it is not advisable to respond directly to defamatory statements as this only leads to online conflicts. Any responses you do make should involve presentations of your organisation's work, accompanied by expressions of support from others.



c) The media

The communications media provide a way of gaining a high level of coverage and social impact. But you should take some precautionary measures:

👉 Don't accept interviews with media outlets that are known to you or to the organisations that organised the tour

👉 Prepare the messages you want to impart adequately, in advance. It is best to write these messages down

👉 Try to ensure you have prior knowledge of the questions you will be asked

👉 Prepare a standard answer to difficult questions beforehand: "I'm sorry, but I can't answer that question"



And finally:

Note down anything else that has happened and for which you were not sufficiently prepared.

That way, other people can take them into account!

8) TAKING CARE OF YOUR FAREWELLS

Every moment in the tour is important, be it the beginning, the of the tour or while it is taking place. NO less important is the farewell. This is the moment to express gratitude, establish links, remember agreements and build networks.



RESOURCE 15. FAREWELL



Key tip: Thanks

Thank your accompanier. Remember everything they have done for you and the time they have dedicated to looking after you.

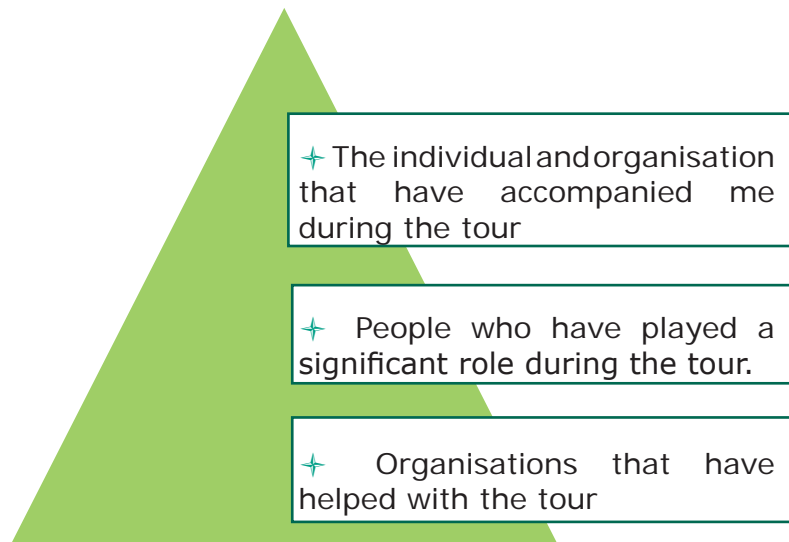
In order to make your farewells memorable, there is no need for an actual object to be involved: words, gestures and thanks are very valuable and remain lodged in our hearts and emotions.

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To prepare the farewell, remember when you were preparing for your journey: how you cared for yourself.

- 🔊 Preparing motivational words and phrases
- 🔊 Organising a meal and ritual to as a send-off (music, dance, prayer, symbols, other things) to celebrate this opportunity to raise our voices in defence of life and territory. Celebrate your victories.
- 🔊 Exchange your contact details. Now is the time to remember our commitments or to agree them.
- 🔊 If you have brought a TREASURE with you, you can share it in ritual form, telling the recipient something of the history of the thing you are sharing.

Here., we provide a list of things you might want to bear in mind when saying farewell. You can add or remove people from the list as appropriate..



RESOURCE 16. WHAT SHOULD I TAKE HOME WITH ME?



Key tip: Positive outlook

All journeys are experiences full of learning opportunities, and this has been no ordinary journey.

As this has been an speaker tour, both your expectations and those of the organisations you have visited, have been high. Equally, your colleagues, and/or your family members - though they have not travelled - sent you on your way equipped with many dreams, words and desires.

This is why it is important that you evaluate things you have experienced, learned and achieved and that you are now taking home with you. To carry out this evaluation you can use the list of expectations, and objectives you made before leaving home. This will mean that the balance you make of the achievements of the trip is more objective.

Before travelling home, while you are still with your hosts, try to find time to carry out a more-or-less formal evaluation with them.

1. What I Have Learnt About Myself
2. Learning Points For My Organisation
3. Agreements And Commitments That Require Monitoring. How?
4. Suggestions To Bear In Mind For Future Tours...
5. Suggestions For The Tour



AFTER THE JOURNEY: RETURNING HOME

1) EVALUATION: ADVOCACY AS A PROCESS OF ACCUMULATION



The work of your organisation includes advocacy, of which this tour forms a part. By going on this tour you have made your own modest contribution to this work, benefitting the defence of human rights, and strengthening your organisation.

To ensure your advocacy efforts don't come to nothing, you should evaluate what has been done: not only the meetings you have had, but also the relationships you have established.

If you have not had time to do so before, evaluate the tour with the organisers and the other organisations that have been involved, using Skype, or another virtual communication method.

1. ¿How did it go?
2. Follow up to agreements and tasks



- ✓ Remember to hand over your boarding passes and other important evidence of payments.
- ✓ On your return, organise a meeting with your organisation in order to report back on what happened during the tour: meetings, contacts, relationships, agreements, how you have felt. This is an opportunity to share the photos and souvenirs you have brought with you.

2) RETURN: BEING GREETED BY MY FAMILY AND MY ORGANISATION

Although this has been a relatively short trip, you have been away from your organisation and your home for a number of days, and interrupted your work patterns. When you return you might feel different emotions, which might oscillate between "How great to be back home!" and being overwhelmed at having to return to work and to your normal routines.

¡You might even feel all of this at the same time!



- ✓ Take advantage of the journey home to take stock of everything that has happened. See your experiences as learning opportunities for you and your organisation.

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- ✓ When you get home, visit your family and, if at all possible, take the whole day off to go home, unpack and rest.
- ✓ Nurture your return to your organisation and/or office. Ask your colleagues to explain what has been happening while you've been away and to update you on current and pending work. Identify tasks you think you might be able to carry out, plan out the next few days and explain how the journey went, if only briefly.
- ✓ Don't waste time, and request a meeting in order to explain what happened during the tour and the commitments entered into. Make sure you have an opportunity to explain how you felt during the tour.
 - * *during these meetings you can share your notes and the photos you have taken, talk about your experiences, what you have learnt, and how you have felt.*
- ✓ Be sure to speak of how important it is to plan free time and rest periods during tours. This will open up the possibility that your entire team will come to recognise this principle as necessary and positive.



3) FOLLOWING UP AGREEMENTS AND COMMITMENTS

The meetings you had during the tour must be followed up: by sending follow-up information and maintaining the contacts you have made.

- ✓ Organise your notes, agreements made and contacts established during the journey. If possible, write a report which you can then monitor.
- ✓ It is important to share the relationships and contacts you have created, making them institutional rather than personal. If you have an organisational contacts list note down the email addresses and phone numbers of the people you have met. (If not, now would be a good time to create one).



- ✓ Inform colleagues who are responsible for advocacy activities of the people and institutions have made contact with and of the agreements and commitments you have reached. Prepare a simple advocacy plan, with dates and responsibilities, in order to ensure follow-up for the tour.
- ✓ Share photos, write a thank you note to the people who welcomed and accompanied you on the tour.

You have had the opportunity to take part in a tour, but only because you belong to an organisation. Share what you have learnt..

RESOURCE 17. EVALUATION FORM



Key tip: Create a record of what happened / Post-tour list

1.- PREPARATION.

- ✓ Agenda preparation, adequate information-sharing beforehand, contact and quality of relationship before the tour started
- ✓ Tour preparation and organisation.

2.- THE RELATIONSHIPS BUILT AS A RESULT OF THE TOUR

- ✓ With peer organisations and allies
- ✓ Institutions

3.- ADVOCACY MEETINGS

- ✓ Topics raised
- ✓ Messages transmitted
- ✓ Rhythm and tone of the meetings.
- ✓ Commitments entered into



4.- COORDINATION AND COMUNICATION

- ✓ With the organisers of the tour
- ✓ With my organisation

5.- MONITOR YOUR COSTS: keeping your boarding passes and all the other proofs of purchase for you have spent

6.- ¿How Did I Feel? How Did We Feel?

7.-¿ Were Opportunities Available For Care To Be Offered?

8.- What I Have Learnt About Myself

9.- Learning Points For My Organisation

10.- Agreements And Commitments That Require Monitoring. How?

11.- Suggestions For Future Tours, To Bear In Mind: Suggestions For The Tour Organisers



ANNEX 1:

**LIST OF
THINGS**

I

MUSTN'T

FORGET



CHECK LIST

TWO MONTHS BEFORE

<input type="checkbox"/> Define objectives and themes of the tour	Project
<input type="checkbox"/> Identify the HRD who will be invited	Project
<input type="checkbox"/> Coordinate potential countries and activities with Country Groups (CGs)	Project and CG
<input type="checkbox"/> Confirm validity of passport and national identity card	Project and CG
<input type="checkbox"/> Copy of passport and biographical data (full name, date of birth, place of birth, telephone number, email...) have been sent to the host organisation	Project and HRD
<input type="checkbox"/> Buy plane tickets	CG
<input type="checkbox"/> Buy medical insurance	CG
<input type="checkbox"/> Prepare and send letter of invitation	CG
<input type="checkbox"/> Check whether there are any other immigration requirements	CG
<input type="checkbox"/> Agree final objectives and agenda with all projected activities (advocacy, rest periods and free time, self-care)	CG, Project and HRD
<input type="checkbox"/> _____	

ONE MONTH BEFORE

<input type="checkbox"/> List of contact details for all the people who will accompany the HRD	CG
<input type="checkbox"/> Confirm flight reservations and lodging	CG
<input type="checkbox"/> Agree final objectives and agenda with all projected activities (advocacy, rest periods and free time, self-care)	CG, Project and HRD
<input type="checkbox"/> Ensure the HRD sends introductory information to the comrades who are going to accompany them	Project and HRD
<input type="checkbox"/> All the accompaniers send their introductory postcards	CG
<input type="checkbox"/> Cooperation agreement signed by the organisation of the person who will travel	CG and Project
<input type="checkbox"/> Preparation with the HRD before they travel	Project
<input type="checkbox"/> Confirm the names of the individuals who will meet the HRD on arrival	CG
<input type="checkbox"/> _____	

DURING

<input type="checkbox"/> Meet the HRD on arrival at the airport	CG
<input type="checkbox"/> Inform the Project that the HRD has arrived safely	CG
<input type="checkbox"/> Organise an initial meeting with the HRD to go over the advocacy agenda, confirming the agreements and the commitments it is hoped to achieve during the tour	CG
<input type="checkbox"/> Plan each meeting with the HR, inviting them to describe how they would like to make their presentations and discussing possible changes to content, in order to resolve any doubts	CG and HRD
<input type="checkbox"/> Maintain permanent communication with the HRD about their physical and emotional health. Remember that you will be their principal support	CG and HRD
<input type="checkbox"/> When you leave the meeting, take a few moments to speak about it with the HRD	CG and HRD
<input type="checkbox"/> Make sure the HRD has time available to call their organisation/family	CG
<input type="checkbox"/> Make sure the HRD has free time and opportunities to rest; check what the HRD wants.	CG and HRD
<input type="checkbox"/> Shared opportunity to evaluate the meetings, commitments and pending tasks together	CG and HRD
<input type="checkbox"/> Coordinate the departure and arrival with the next CG or with the HRD's organisation at the end of the tour	CG
<input type="checkbox"/> _____	

AFTER

<input type="checkbox"/> CGs send a report to the project on the activities carried out, important information, commitments, pending tasks and feelings. Base this on agreed evaluation structure	CG
<input type="checkbox"/> The Project will seek a meeting with the person who participated on the tour in order to gather their impressions and feelings and to organise follow-up and fulfilment of commitments entered into	Project
<input type="checkbox"/> _____	





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