



Ontario Immigrant Women's

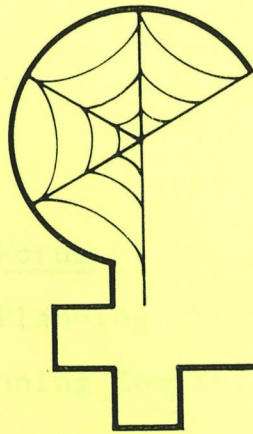
COMMUNITY FORUM

28 - 30 August 1985

A Record

Prepared by:

The Forum Planning Group
July 1986



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Part III

Looking Back on the Forum

- A. Evaluating our efforts
- B. Follow-up Activities
- C. Financial Statement

Appendices

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PREFACE

Over the past 15 years, organizations and initiatives to serve the pressing needs of immigrant women across Ontario have grown in number and scope, and have achieved much through the exercise of self-development, constant adaptation to the diverse requirements of this disadvantaged community, and commitment. These efforts have covered a great deal of geographical, social, and practical ground. The many experiences which make up the record of our achievements in pursuit of self-reliance and independence constitute both a story of the past and a tool for the future.

The Immigrant Women's Forum was conceived out of a desire to celebrate this evaluation and to bring together some of its main contributors to share our gains and to plan for further growth. At the same time, it was designed as an active element in the development of a more extensive resource book for immigrant women which will document the history of this area of community development.

The major achievements of this forum were to clarify the bonds between the participants by identifying their common needs, perceptions and directions in a wholly participatory context; to provide the immigrant women's movement with further options for improving and expanding their skills; and to generate, within the Forum, a creative and constructive atmosphere from which the participants and their work could draw strength.

The major recommendations fell into the categories of :

- . Improving/maintaining communications between groups in the movement
- . Provision of more training and skill development workshops
- . Strong follow-up on the initiatives of the Forum

The overwhelming conclusion from the interaction during the Forum, and evaluations of it afterwards, was that the experience was invaluable both in its immediate educative and unifying effects, and in its function as a basis for future planning.

The Forum Planning Group gratefully acknowledges the contributions of the following organizations and individuals:

Ontario Ministry of Citizenship and Culture, funder
Ontario Women's Directorate, funder
Larissa Cairncross, editor
Access Data Services, word processing

We hope this report will provide other immigrant women's groups across the country with some useful guidelines for undertaking similiar activities.

Forum Planning Group:

Belinda Li, Salome Loucas,
Christine Almeida, Diana Abraham,
Naldi Nomez, Saddeiq Holder,
Maria Wallis, Tania das Gupta

July 1986

INTRODUCTION

Women who work with immigrant women in community development activities came from all across Ontario to participate in the Immigrant Women's Community Forum held in Toronto, August 28th - 30th, 1985.

The Forum was co-sponsored by four community organizations: The Ontario Immigrant Women's Network, Women Working with Immigrant Women of Metropolitan Toronto, the Ontario Council of Agencies Serving Immigrants, and the Cross-Cultural Communication Centre, Toronto.

Participants in the Forum came from as far north as Red Lake and Kenora, and from a variety of cities in this province. One hundred and thirty women attended and contributed a great deal of energy and creativity.

The Forum was designed to facilitate collective analysis of community development efforts in the past 15 years' or so, as well as to engender unity and collective strategizing for future activities around our common concerns.

This report contains an account of the activities undertaken to make this event possible, a description of the Forum itself, and conclusions and follow-up plans recommended by participants and organizers.

PART I

BACKGROUND TO THE FORUM

In the past 15 years, immigrant women in Ontario have been involved in a number of innovative and exciting community development processes. These processes were initiated and facilitated in a number of different community and organizational contexts, by women with a variety of experience. Some were initiated by women whose immigrant histories reach back several generations. Others had their genesis within the community of women who are themselves first-generation immigrants. Still others have involved collaborative efforts which included both first-generation immigrant women and women born in Canada.

These community development processes have covered a wide spectrum of needs, have been implemented in different time periods, and in different areas in the province. The particular geographic, socio-economic and cultural contexts in which the processes were initiated determined the specifics of each case. The women who were involved in organizing and facilitating these endeavours have therefore acquired a wide range of experience and skills.

In January 1985, the Cross-Cultural Communication Centre of Toronto began to develop the Immigrant Women's Resource Book, in order to research and document some of the community development processes outlined above. It is anticipated that the resource book will both document the history of community development activities within the immigrant women's community, and act as a tool for the development of future activities and programs.

The Advisory Committee for the Immigrant Women's Resource Book proposed to organize a Community Forum to complement and enrich the production of this resource book and to provide women who are working with immigrant women in Ontario with some specific skills, training, and knowledge which would enhance their ability to work effectively in their communities. Women Working With Immigrant Women, Toronto (WWIW) sought funding and took overall responsibility for this project.

The Community Forum not only served the purpose of checking findings and obtaining feedback on information gathered for the book, but also had a mobilising, networking and educational effect. Finally, the Forum directed the research methodology for the book towards a participatory model, so that ownership of the study and product will be shared with women involved in community development among immigrant women in Ontario.

1.A Organizing and Planning the Forum

In June 1985, the Advisory Committee of the Immigrant Women's Resource Book held an expanded organizing meeting where three ad hoc Forum committees were struck: Program Planning, Logistics and Finance.

The Forum was thus organised collectively by a group of about 15 women working in these three ad hoc committees and the Advisory Committee. The way the groups worked together was an example of mutual, collective responsibility, and commitment. We believe that the cohesiveness that developed was a direct result of many of us working together for many years and coming to an understanding and respect of each other's work styles and perspectives on the work we do in immigrant communities. For the planning group, the relationship developed in the course of organizing the Forum is one of its most important achievements, particularly in terms of the possibilities for future collective work.

Forum Objectives

The overall objectives of the Community Forum were designed to meet the research and community development needs of the immigrant women community:

To reflect on and analyse our activities of the past 15 years, to define what we have learned, and what we can apply to our future work.

To identify our training needs and propose plans for training in program planning, organizational development, group facilitation, and accessing government structures.

To propose ways the network can facilitate the exchange of information and skills through training and other joint activities.

The Advisory Committee of the Immigrant Women's Resource Book

The Advisory Committee was composed of Tania Das Gupta, CCCC staff member responsible for developing the Resource Book, and the following community workers: Belinda Li, Salome Loucas, Christine Almeida, Diana Abraham and Naldi Nomez. The Advisory Committee jointly with WWIW remained responsible for the overall organizing of the Forum and also took the responsibility of setting up and monitoring selection criteria for the Forum's participants.

Selection Criteria for Forum's Participants

In order to achieve the objectives set for the Forum, the Advisory Committee felt strongly that the Forum had to be primarily for women currently involved in community development among immigrant women in Ontario. It also recommended that the Forum:

- * have regional representation from the Province;
- * emphasize efforts to draw out women who serve immigrant women from various ethno-cultural backgrounds which are not usually represented at such gatherings, eg. West Indian, Portuguese, South East Asian, Philippino;
- * reach out to women who have not been recognised previously;
- * send invitations to individuals within organizations because of their particular contributions;
- * allow a maximum of 2 participants for each organization.

Finally, the Advisory Committee recommended that other women who did not meet the selection criteria, could be invited to all or part of the Forum at the Advisory Committee's discretion, depending on how beneficial their input was considered in the field of immigrant women's community development. Late in June the Advisory Committee developed a mailing list of prospective Forum participants which was used for all the Forum's publicity.

1.B The Program Planning Committee:

MANDATE To develop the Forum program and content

MEMBERS: Maria Wallis, Becky George, Veronica Moreno, Tania Das Gupta, and Diana Abraham

Deborah Barndt was contracted as a program design consultant

Naldi Nomez was hired as the program coordinator

MEETINGS The Committee met once every two weeks, beginning in March, and later once a week throughout July and August.

DEVELOPMENT OF THE PROGRAM CONTENT AND FORMAT: Once the overall objectives of the Forum had been determined the committee initiated a process of program design to attain the stated objectives.

The Learning Loom, a program planning model developed by Deborah Barndt, Bev Burke and Rick Arnold, was the general framework on which the program content was designed. See Appendix A.

IDENTIFICATION OF CASE STUDIES: Eight "case studies" of community development projects which illustrated the "empowerment" of immigrant women were decided upon for presentation at the Forum.

IDENTIFICATION OF WORKSHOP TOPICS: The aim of the workshops was to identify the training needs of participants in the Forum, and not to provide actual skill training, as the time was very limited.

DEVELOPMENT OF A FORUM LOGO A graphic design artist, Stephanie Martin, who is also an immigrant woman community worker, was contracted to design the program logo.

IDENTIFICATION OF CASE STUDY AND WORKSHOP RESOURCE PEOPLE Thirty women who worked within the immigrant women's community were contacted to be the workshop resource people and facilitators.

DESIGN AND PRINTING OF THE FORUM'S PUBLICITY FLYER AND PROGRAM Once the logo had been developed, an initial flyer announcing the Forum was designed and distributed. Once the Forum's content and format were determined, a program of activities, which included a Forum registration form, was printed and distributed.

DECISIONS RE VIDEOTAPING OF FORUM ACTIVITIES:

Claire Prieto was contracted to videotape some of the activities of the Forum with the objective of developing a resource on the community development aspect of the Forum.

FOLLOW-UP AND EVALUATION:

A Forum evaluation form was developed. Several post-forum meetings were held to evaluate the process. A decision was made to publish the report on the Forum in a format which would be useful to other organizations and individuals.

1. C The Logistics Committee

MANDATE: To arrange and organize all logistics related to the successful implementation of the Forum.

MEMBERS: Pamela Goyal, Jenny Marinaccio
Christine Almeida was hired as the Logistics Coordinator.

MEETINGS: Between the end of June and the Forum at the end of August, members of the Logistics Committee met formally twice to plan its activities. Informal meetings to coordinate activities took place frequently.

ACTIVITIES: The activities of the Logistics Committee fall into two broad categories: 1) arrangements made before the Forum and 2) arrangements during the Forum. These activities are described in chronological sequence below.

1) ARRANGEMENTS BEFORE THE FORUM

ESTIMATES The Logistics Committee obtained cost estimates from various caterers, venues, and hostels. Recommendations were then made to the Advisory Committee for approval.

VENUE Meeting space was booked at the Centre for Christian Studies, 77 Charles Street West, Toronto, after the Program Committee determined the type of space that would be needed.

CATERING Arrangements were made with the Groaning Board Restaurant to cater a meal for 125 people on each of the 3 days of the Forum.

ACCOMMODATION Space was reserved at Neill-Wycik College-Hotel for out-of-town participants who were required to make their own bookings.

MAILING LIST A mailing list of approximately 200 agencies was distilled from the combined mailing lists of the four sponsoring organizations.

PUBLICITY MAILING TO AGENCIES At the end of June a mailing went out to Ontario agencies working with immigrant women. It contained a flyer announcing the Forum and a short bulletin describing the event.

REIMBURSEMENT POLICY

The Logistics Committee collaborated with the Finance Committee in the formulation of a policy for the reimbursement of accommodation and travel expenses of out-of-town participants.

REGISTRATION SYSTEM

After the Program Committee designed the event, a system was developed by the Logistics Committee to record registrations for the various workshops and case studies.

PROGRAM MAILING TO AGENCIES

At the beginning of July programs and registration forms were mailed to Ontario agencies. Agencies outside Toronto also received information on travel and accommodation, and registration forms for accommodation.

NEWS RELEASE TO MEDIA

Two weeks before the Forum a news release was mailed to ethnic and mainstream media in Toronto.

PHONE BLITZ

As the Forum approached, an effort was made to contact all those organizations on the mailing list who had not responded, especially agencies working with under-represented immigrant groups and agencies in remote locations.

PARTICIPANT DIRECTORY

On the eve of the Forum a directory of participants, facilitators, their agencies, addresses and phone numbers was prepared for inclusion in the Forum kit.

MATERIAL PURCHASE

Basic workshop materials, such as flip chart paper, felt markers, masking tape, name tags, folders, note pads, etc. were purchased.

PHOTOCOPYING

The committee was responsible for the duplication of materials for mailings and for the kit.

KITS

Kits were assembled for each participant. They contained an acknowledgement of funders, information on the sponsoring organizations, a descriptive agenda of the Forum, an evaluation form, a participant directory, a bibliography of resources related to the topics covered, and note paper.

2) ARRANGEMENTS DURING THE FORUM

SET UP

The committee worked with several volunteers to arrange rooms before and between sessions at the Forum.

REGISTRATION

At-the-door registrations were attended to by the committee. Each participant received a kit and a name tag coded to show the sessions she had selected. Out-of-town participants received forms with which to claim their accommodation and travel reimbursements.

1. D The Finance Committee:

MANDATE

Three persons with experience in financial management and accounting formed the committee with the task of coming up with a set of guidelines for financial procedures to be followed and policies regarding registration fees, travel and accommodation subsidies etc. These guidelines were then to be submitted to the overall Planning Committee for approval. The Committee was also responsible for opening a bank account and monitoring the cash outflow. It was not necessary that the committee be larger than three persons given the tasks to be accomplished and given the experience of the committee members.

COMMITTEE MEMBERS:

Belinda Li, Saddeiga Holder,
Claudia Pisa

Description of activities and guidelines:

SETTING UP OF A SEPARATE BANK ACCOUNT

Although the four sponsoring organizations had bank accounts and funding applications were submitted with WWIW as the main contact, it was necessary, in terms of financial control, to establish a separate bank account. Signing authority was given to five people -- two representatives from the sponsoring organization WWIW (for reasons of legal liability), one from another sponsoring organization (for the purpose of financial control and monitoring), and the two coordinators (for convenience).

BOOKKEEPING

In this case, the coordinators of the Forum were responsible for the day-to-day bookkeeping functions. This was not part of their "job description" so to speak. However, the proven skills of the coordinators made it unnecessary for the Finance Committee to carry out this task.

FIXING POLICY ON AMOUNT OF TRAVEL AND ACCOMMODATION SUBSIDIES AND MECHANISM FOR REIMBURSEMENT

Clearly established policies allow for better budgeting and mean that forum organizers and participants are aware well in advance of what costs will be incurred. The accommodation and travel policies were established in the context of the total amount of funds applied for and considering broad estimates as to the amount of money to be allocated to other budget categories, e.g. honoraria, food, workshop materials, etc.

REIMBURSEMENT OF ACCOMMODATION

Accommodation was reimbursed for the full amount provided that participants stayed at Neill Wycik College where arrangements had been made.

REIMBURSEMENT FOR TRAVEL

For those people coming from locations farther than 450 km from Toronto, a return economy fare was wholly reimbursed. For locations within the 450 km radius of Toronto, travel by bus or train was fully reimbursed. People were encouraged to form car pools wherever possible.

For car pools mileage would be reimbursed at a rate of .20c km. Individuals driving alone would be reimbursed at the rate of the cost of the bus fare (return) to Toronto.

COMPENSATION FOR WORKSHOP FACILITATORS

It was agreed that facilitators be paid a set fee for their participation in workshops rather than on an hourly or per diem basis.

COMPENSATION FOR COORDINATORS AND PAY MECHANISM

A set fee was established on a per diem basis. Each working day consisted of seven hours and coordinators would record their time and bill the Forum accordingly. This purchase of services means that UI and CPP premiums etc. do not have to be calculated and deducted. The individual is responsible for declaring income for tax purposes.

OVERALL BUDGETTING

The Forum requested funding from two sources which meant two different dates of confirmation and receipt of funds. The uncertainty meant that two versions of the budget had to be developed - an original one based on receiving the full amount requested and a second revised one in the case of not receiving the full amount requested. This was a necessary exercise since the Forum received 25% less than was originally budgeted. The two sources of funding were the Ministry of Citizenship and Culture and the Ontario Women's Directorate.

REGISTRATION FEE FOR VOLUNTEERS

It was decided that all active planning committee members and resource people would be exempt from registration fees. Also one person from each co-sponsoring organization would be exempt from registration fees.

FINANCIAL REPORT

The Finance Committee's last task was that of reconciling the books and bank statements and preparing a financial statement for reporting to funders.

PART II

THE FORUM

The program for the Forum was developed around five main themes:

- A. Spinning Our Webs & Celebrating Our Cultures
- B. Recovering Our Past
- C. Digging Deeper...Learning from Our History
- D. Strategies for Skill Development
- E. Strategies for Collective Action

The web metaphor was used throughout the Forum to symbolize the linking of immigrant women's activities in past and present community development efforts.

A. Spinning Our Webs & Celebrating Our Cultures

We began the Forum on Wednesday, August 28th, with a social/cultural evening facilitated by Deborah Barndt and Diana Abraham. We had dinner together and learned about each other through activities which enabled us to identify the things we shared and express our cultures. Women danced, sang, wrote poetry and presented handicrafts.

The "Spinning Our Webs" activity was designed to create an atmosphere of common identity and purpose and helped break the ice from the start.

Participants "spun webs together" in response to the following calls from the facilitator:

Our countries of origin...in small groups get to know each other and find out about what parts of the country you come from

Our mother tongues...in small groups exchange names and organizations. Each group yell out the word 'woman' in their mother tongue

Regions of the province represented...

Years in Canada...exchange names...discuss what was going on in your country when you left

Number of years you've been working in programs with immigrant women...exchange names, what you are doing and what you like best

Program area you're working in ... ESL, Job Training, Health.

Celebrating Our Cultures

This part of the program was planned to be a celebration of our cultures through poetry, music, photography, dance, theatre, crafts. Participants were invited to share their favorite cultural forms. Some people brought artifacts from their homeland. One woman brought a beautiful wedding dress for others to see and try on. Other women taught us the dances and songs of their countries of origin. Culture included but went beyond ethnic or national boundaries. As illustrated in the following poem and song, created that evening, it was the culture of immigrant women and those who had come together at the Forum that emerged as the focus of spontaneous celebration.

WOMEN'S WEBWORK

So many different cultures
So many different tongues
Laughter, joys and pleasures
Meant for all of us - old and young

What has been our background
Where do we all come from
We share a common vision
The same struggles to overcome

We weave our web together
Each woman taking part
With one and one in sharing
We form the woman's heart

Our webwork isn't fancy
But it's built with common thread
Entwined are different cultures
Spun for roses and for bread

- Joy Fedorick
- Lil Ilomaki
- Val Bezanson-Moore

Immigrant Women's Community Forum
August 28, 1985

The Immigrant Women's Forum Song

Immigrant Women
Leaving their homes
Coming to Canada

Can't speak the language,
Need to learn English
How can we understand?

Who do we know?
We have to find a job
When will racism end?

The dust in the factory's
Getting in my lungs
Will you make our workplace safe?

I feel all alone, but look at
all the women
We need to organize

Come to the Forum
Let's celebrate our past
Come to the Forum
Let's talk about our present
Come to the Forum
Let's plan for our future
Together we are strong

Spinning webs of history
See all that we have done
All over Ontario

Spinning 'round the cases
Learning from past programs
Getting ideas for our own

Spinning out into the future,
Growing stronger every day
No one can break our web

The Songwriters - Mary Ellen Nettle
Deborah Barndt
Maria Wallis

August 1985

Address by the Minister of Citizenship & Culture, Hon. Lily Munro

To begin the second day of the Forum, Thursday, August 29th, the Hon. Lily Munro, Minister of Citizenship and Culture, made a brief address to participants. In her presentation, she recognized the struggles which immigrant women face and acknowledged the contribution which those present had made in their work with immigrant women.

B. Recovering Our Past

All Forum participants were involved in a visual and verbal reconstruction of community development activities within the immigrant women's community over the previous 27 years. A giant web provided the graphic background on which we reconstructed our history.

As each piece of the history was narrated, a woman involved in that stage of our growth was called upon to come forward, place a card on the web, identify the work of the organization or program and comment on its significance. One by one, women of different ethno-cultural groups and from different parts of the province came up and described a piece of the history which makes up our collective past.

The entire process was a strengthening and unifying one. Everyone felt that she was a part of the movement of immigrant women as the link between the individual efforts and the larger dynamic was visually realized. Individual women no longer felt isolated, but realized their power to create and contribute to collective goals and objectives. Women who would usually not be vocal came forward to talk about developments of which they were aware.

We discovered women who had been involved in or initiated different programs but had not been identified. We were thus able to identify gaps and fill them as they appeared on the web. The narration was livened up by drum beats and the jingle of maracas, so that the session was not only educational, it was a lot of fun!

C. Digging Deeper...Learning from our History - Case Studies

The afternoon activities of the second day focused on small group analysis and discussion of seven community development projects. These case studies were selected on the basis of their unique contributions to community development within the immigrant women's community and for their potential application in other contexts.

The case study process in each of the small groups included:

- . a presentation by women involved in the project
- . group participants' discussion and analysis of:
 - ways the project could be adapted to different contexts and conditions
 - skills needed to implement these ideas

The following is a list of the case studies and the resource people:

- a. Networking as a Tool for Community Development Erica Mercer, one of the founding members of WWIW and a Family Planning Community Worker, Toronto Public Health Dept.
- Carmencita Hernandez, member of the Coalition of Visible Minority Women's Steering Committee, & President of the Kababayan Community Centre
- Costanza Allevato, member of the Executive Committee, WWIW, and staff member of the Immigrant Women's Centre
- b. Immigrant Women's Mobile Health Unit Miriam Zeballos: one of the coordinators of the Mobile Health Unit
- Winnie Ng: ex-staff member of Immigrant Women's Centre
- c. Making Changes: An Orientation and Employment Preparation Program for Immigrant Women Judith McCallum: author of the very first Making Changes book
- May Ann Kainola: author of Making Changes: An Orientation and Employment Preparation Program for Immigrant Women
- Jill Jones: facilitator of Making Changes programs at Rexdale Women's Centre

d. Co-operative Enterprises Linda Moffat: co-ordinator of Modistas Unidas (Toronto) until it closed.

Sefora Masia: director of Women Immigrants of London, sponsoring agency of Ethnic Food Catering.

e. Job Skills Training Program

Joy Fedorick: board member of Down to Business, Thunder Bay

Luisa Santander: board member and ex-program participant of Down to Business.

Claudia Pisa: staff member of Immigrant Women's Job Placement, Toronto.

Veronica Moreno: staff member of New Experience for Refugee Women, Toronto

f. Maria's Unity House

Makeda Silvera: staff member of the Immigrant Women Shelter Task Force.

Ana Lopes: member of the Immigrant Women Shelter Task Force.

Irene Barbosa: staff member of North York Women's Shelter.

g. Working with Older Immigrant Women

Magali San Martin: co-facilitator of Women of the Third Age Group and staff member of Working Women Community Centre.

Isabella Lau: staff member of Woodgreen Community House and board member of Chinese Home Services - Seniors Support Association.

Enza Colavecchia: facilitator of Italian Widow's Group and staff member of Columbus Centre.

See Appendix C for outlines of the issues and content of these sessions.

D. Strengthening The Webs ... Strategies For Skill Development

Divided into two components, the "strengthening the web" activities of the third day of the Forum were designed to:

- * identify the kinds of skills and knowledge which participants needed for their future work in the community
- * develop strategies for responding to these training needs
- * make recommendations regarding proposed collective actions which could be taken to ensure their implementation

The Friday morning "Strategies for Skill Development" workshops were planned around four areas of focus:

(i) Program Planning

Workshop

Facilitators: Deborah Barndt
Popular Educator &
Writer

Maria Wallis
Member of WWIW,
South Asian Women's
Group & the Coalition
of Visible Minority
Women

(ii) Organizational Development

Workshop

Facilitator: Roxanne Kalimootoo
Community Education Coordinator,
Ottawa-Carleton Immigrant Ser. Organization

(iii) Group Facilitation in a Multicultural Context

Workshop

Facilitator: Diana Abraham
Former Coordinator,
Multicultural
Development Program
YWCA of Metro Toronto

Sabera Desai
Multicultural Worker
Children's Aid
Society of Metro
Toronto

(iv) Accessing Government Structures

Workshop

Facilitators: Vivien Green
Metro Community
Development Officer,
Toronto

Valerie Bezanson-Moore
Director of New
Canadian Services,
Kingston

In each of these sessions, participants were involved in identifying the skills and knowledge (the expertise) which they already possessed in the area, and then examining those areas where they felt further knowledge and skills were needed.

Although they were not intended to be skills training workshops, these sessions nevertheless provided the participants with many new insights and expanded their understanding of the issues as they listened to each other's experience. As resource people, the facilitators in these workshops also provided participants with appropriate frameworks for examining and analysing the issues.

See Appendix D for outlines of these sessions.

E. Strategies for Collective Action

The Final Plenary, facilitated by Veronica Moreno and Becky George, was designed with four objectives in mind:

- * To propose plans for training and action in four areas: program planning, organizational development, group facilitation and accessing government structures
- * To strengthen sponsoring networks for future joint action
- * To evaluate the Forum
- * To celebrate the end of the Forum and the beginning of new webs

Program Plan for Plenary

1. Report back of morning groups (program planning, organizational development, etc.)
 - Representatives from each group come forward with placards (and chants, etc) synthesizing their proposals
 - One spokesperson from each group gives more detailed explanation of proposal
2. Responses from networks and participants
 - Network representatives make short presentations about the history, membership and functions of the network
 - Network representatives respond to action proposals made by 4 groups in terms of possible follow-up
 - Further discussion from the floor of proposals and who might take responsibility for follow-up
 - Other proposals for collective action

Plenary concerns: participants are asked to raise any other issues that have not yet been addressed.

3. Evaluation

- Individual reflection: participants fill out evaluation forms
- Collective summary: facilitator reviews forum objectives and asks for comments from the floor

4. Finale

- Thank you to forum organizers, funders, participants
- Song written for Forum (sung by all, verses added)

Reflections on the Final Plenary

Workshop groups brought in placards highlighting the areas in which they would like further training. One group dramatized its proposals with a skit. Another group came in as a chanting picket line. There was an air of levity and relaxation.

Plans for the final plenary assumed that participants would continue at the same pace and level of energy as in the preceding 2 1/2 days. The reality was that, by this time, people were tired. Although keen to continue talking to each other, and sharing information about upcoming events, they did not have the energy to participate with the intensity that the original plan demanded. The facilitators were placed in the predicament of having to decide the extent to which the original plan could be followed.

There were a couple of logistical gaps. For example had arrangements been made to display the placards, their messages would have been on view for longer. As it was, they piled on top of each other. In addition, the video-camera and crew were in the middle of the room, between facilitators and participants. This obstructed the flow of communication.

Training Needs Identified and Actions Proposed

From each of the four workshop sessions a number of training needs were identified and proposed actions were brought to the plenary.

Immigrant Women's Forum

Training Needs Identified at Final Plenary

PROGRAM PLANNING

- * Workshops by region
- * Skills training series
- * Improve communications by using:
 - Networks
 - Teleconferencing
 - Video cassettes
- * Funding
 - Exchanging strategies
 - Joining strategies
 - Autonomous programs
- * Publishing - directory of skills, evaluation manual
- * Newsletter (WWIW)
- * Exchanging workers
 - Skills: 3 or 4 months
 - Time - monthly
 - Reporting Back
 - Areas: Assessment of needs/techniques with different cultural groups
 - Evaluation systems - all aspects

ORGANIZATIONAL DEVELOPMENT

Major concerns

- * Unite & fight for our rights
- * When will there be change?
- * We want to be understood and respected
- * Immigrant groups unite locally

- * Share expertise, information, support
- * Public awareness of needs and particularities
- * Gather more women. More participation
- * Change system - a. why does it not work?
b. how to change it?

Who - All

When - Now

GROUP FACILITATION

- * WWIW sponsor skill development workshops every 2 months
- * Develop ongoing Forum
- * Lunch together monthly
- * OIWN sponsor local workshops
- * Opportunities to exchange workers
- * Develop video & record history of workshops
- * Pressure government to provide resources
- * Develop directory of resources

ACCESSING GOVERNMENT STRUCTURES

- * Grant Proposal Writing:
 - How to demonstrate special needs, eg. of Caribbean women, etc.
- * How to lobby:
 - Role playing - lobbying funders
 - key community support
- * The government structures, i.e. who does what, who is influential, a lesson in Canadian civics
- * How to deal with big organizations which claim they provide the same services; territoriality

* How can we better coordinate our efforts

- Use networks to deal with government initiatives
- Use Ontario Council of Agencies Serving Immigrants (OCASI), Women Working with Immigrant Women (WWIW), Ontario Immigrant Women's Network (OIWN) for Multicultural Service Program Grant (MSPG) issues
- Use networks to work on issues as they arise, discussion among project officers

PART III

LOOKING BACK ON THE FORUM

Evaluating Our Efforts

In the early days of planning the Forum, the Planning Committee had envisioned a gathering of community workers in the immigrant women's community which would celebrate our collective accomplishments, and acknowledge the work of many individuals who had struggled against tremendous odds to respond innovatively to the needs of immigrant women in Ontario. We also wanted to have a Forum where we could meet, exchange ideas, learn from each other, and plan future actions to increase the effectiveness of our work. Finally, we wanted an event which would strengthen and build the network of women whose common goal is the struggle for justice and equality for immigrant women.

As we became more involved in planning the Forum and got down to the nitty gritty of budgeting, locating resource people, agonizing over format and content, we became increasingly excited about the possibility of realizing our goals. For those who were involved in the planning, the two and a half days of the Forum were as exciting as the planning process and we could see this excitement reflected in the animation and faces of the participants.

That we had accomplished our objectives was also evident in the written evaluations which thirty very tired participants completed on Friday afternoon. See Appendices for detailed evaluation.

When the Planning Committee met after the Forum to review the process and participants' feedback, the following points emerged:

- * Some participants were disappointed that the historical overview lacked a critical analysis. The Immigrant Women Resource book will incorporate this critical analysis. A major objective of the Forum was to celebrate the accomplishments and recognize the women who were pioneers in the work but had not received any formal recognition.
- * Some people felt that there was no recognition of the accomplishments of women in labour-related activities. We acknowledge that this was a gap, but we were hampered by the need to limit the scope of the Forum.
- * Our aim was to celebrate and recognize those activities which had been consciously created for and with immigrant women. The parent and preschool programs which were started in the '60s were open to all newcomers, of whom the majority happened to be women. We do however acknowledge their ground-breaking role in providing a child care component.
- * As well, our focus was community development at the grass roots level. This would hardly incorporate organizations formed to help professional immigrant women which were mentioned at the end of the historical overview.
- * People also expressed disappointment that there was no actual "skill training" in the workshop sessions. The planning committee felt that in two and a half hour sessions this would be impossible. We decided to concentrate on identifying more specifically the skill needs.
- * People did learn from each other in the exchange. It is important to note that all resource people came from within the community of immigrant women community workers - we were our own experts. Part of our commitment to developing our own leadership skills and abilities lies in relying on our own resources.
- * We were able to draw facilitators from all over the province.
- * The presence of two resource people in each session gave participants the opportunity to observe and draw on new/different models and information providers.
- * Documentation of the case studies was not as adequate as it could have been with more appropriate recording resources.

- * For the members of the planning committee, there was enormous skill building in planning the process. We would like to emphasize our appreciation for the experience of participating in this enriching event, and of sharing our lessons and gains in such a stimulating framework.

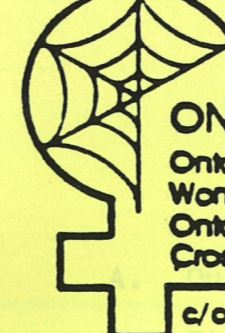
FOLLOW-UP ACTIVITIES.

At the time of writing this report a number of follow-up activities to the Forum were in process. The Immigrant Women's Resource Book was nearing completion, incorporating the material which the participatory research at the Forum had generated.

The Education Committee of Women Working With Immigrant Women in Toronto have begun planning a series of educational/training sessions for community workers.

The Ontario Immigrant Women's Network is incorporating the relevant recommendations into its future program planning.

The video tape of the Forum activities will be edited into a resource which focuses on the Forum as a community development process. We hope it will be a useful resource for other women undertaking similar activities, as well as being a record of the Forum itself. It will also provide a good overview of the kinds of issues which have to be considered in community work with immigrant women and the variety of responses which have been developed to meet the needs.



ONTARIO IMMIGRANT WOMEN'S FORUM

Ontario Immigrant Women's Network (OINW)
 Women Working with Immigrant Women (WWIW)
 Ontario Council of Agencies Serving Immigrants (OCASI)
 Cross Cultural Communication Centre (CCCC)

c/o WWIW, 730 Bathurst Street, Toronto M5S 2R4

FINANCIAL STATEMENT - March 15, 1986.

Revenue

Registration Fees.		1,370.00	
Dinner & Donations		95.00	
Grants:			
Ministry of Citizenship & Culture	13,250.00		
Womens Directorate	<u>5,000.00</u>		
		18,250.00	
Bank Interest		123.27	
		<u> </u>	19,838.27

Expenditures

Coordinators - purchase of service		4,372.00	
Honoraria for Resource persons		4,200.00	
Rental: Forum facilities	640.00		
office & phone	<u>400.00</u>		
		1,040.00	
Meals at Forum		2,113.92	
Accommodation		391.33	
Printing & Postage		205.45	
Design & poster printing		421.93	
Distribution & Delivery		27.20	
Supplies & paper		195.87	
Photocopying		197.63	
Videotaping forum activities		3,037.86	
Travel		1,972.20	
Bank charges		15.83	
Editing of Forum Resource/Report		150.00	
Printing and distribution of resource.			
(Anticipated)		<u>1,497.05</u>	
		<u> </u>	19,838.27,

Prepared by the Finance Committee.

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THE LEARNING LOOM

A Workshop Planning Model

Guiding Thread:

Overall Objectives:

Design Logic	<u>Why</u> Objectives	<u>What</u> Thmes/Sub themes	<u>How</u> Activities Procedures	<u>With What</u> Resources	<u>Who</u> Facilitators	<u>When</u> Time

APPENDIX A: OUTLINE OF LEARNING LOOM

THE LEARNING LOOM
A Workshop Planning Model

Design logic	WHY Objectives	WHAT		HOW		WITH WHAT Resources	WHO Facilitators	WHEN Time
		Themes	Sub-themes	Activities	Procedures			
2) Deepen analysis, develop new skills and tools	To exchange the many 'cultural skills and resources we have		Poetry Music Crafts	4) Cooperatives (Many Hands coop- Ottawa Modistas Unidas - Toronto) 5) Job skills training (Thunder Bay) 6) Developing programs in non-metro areas (Peterborough, London) 7) Shelters for battered women (Unity House) 8) Developing alternative ways of accessing government courses (Immigrant Women into Electronics) 9) Support Groups (Older Women, Toronto)		Registration forms Sheets with questions Flip charts markers tape	9 facilitators 9 recorders 1-2 reps from each case study	4-5 P.M. 7-10 PM Fri 9-12 P.M.
	To identify our training needs and propose plans for training in four skill areas	Program Planning Organizational development Group facilitation Accessing government structures		<u>Strategizing for Skill Development</u> - Divide into 8 small groups: 2 for each skill area - Small group tasks: - exchange experiences in skill area - identify training needs in area - propose action plan for training: program, resources (materials and human); who's responsible	Plenary: small groups report back on the last two questions Cultural evening:	Registration forms Recording sheet		

THE LEARNING LOOM
A Workshop Planning Model

Design logic	<u>WHY</u>	<u>WHAT</u>		<u>HOW</u>		<u>WITH WHAT</u>	<u>WHO</u>	<u>WHEN</u>
	Objectives	Themes	Sub-themes	Activities	Procedures	Resources	Facilitators	Time
3) Develop action plans	To propose ways the network can facilitate the exchange of information and skills thru training and other joint activities	Training programs	Strategies around funding Regional networks	<u>Plenary</u>				
				- Small groups report back proposed plans (in creative way?)				
				- Consolidate and agree upon proposals				
				- Summarize next steps				
				- Upbeat finale				

APPENDIX C: CASE STUDY OUTLINES

Immigrant Women's Mobile Health Unit

The Immigrant Women's Mobile Health Unit case study was facilitated by Myriam Zeballos, one of the Unit's coordinators and Winnie Ng, ex-staff member of the Immigrant Women Centre.

The 6 women who attended the workshop were particularly interested in the general theme, health promotion and prevention, and in the model of service delivery.

After giving a general introduction of the Immigrant Women Centre and of the Mobile Health Unit, and explaining the relationship between the two, the workshop focussed on the following points:

- a. Origins of the Mobile Health Unit
 - original objectives
 - groundwork and lobbying efforts
 - funding
- b. Functioning of the Mobile Health Unit
 - role of the coordinator
 - making contacts and bookings
 - public presentations
 - the clinic
 - clients' follow up
- c. Outcomes of the Mobile Health Unit
- d. Obstacles Encountered and their Resolution
- e. Skills Needed:
 - counselling
 - medical knowledge
 - fund raising
 - record keeping
 - statistical analysis
- f. Group Discussion

The group focused the discussion on exploring possibilities for using what they learned in their jobs. In that context, some important characteristics of the Mobile Health Unit were highlighted: the unit's capacity to go to people, to provide an atmosphere (group sessions and individual counselling) where women can ask intimate questions, to provide health information and health care in a group context.

Making Changes: an Orientation and Employment Preparation for Immigrant Women

The Making Changes case study was facilitated by Judy McCallum, author of the first Making Changes book, May Ann Kainola, author of the second Making Changes book and Jill Jones, facilitator of Making Changes programs at Rexdale Women's Centre.

The workshop involved approximately 16 participants who began by introducing themselves and expressing the reason for being interested in the workshop and their knowledge of the Program. The facilitators proceeded with a workshop designed to combine a great deal of information about the program with an exercise typical of one of the topics and techniques used in the program.

Workshop Outline

1. General description of the Making Changes program: components, general objectives, some aspects of implementation and pedagogical principles.....10-15 minutes. May Ann
2. History and development of the Making Changes program in Canada. .45 minutes.
 - Origins of Making ChangesJudy
 - Making Changes: the development at the C.C.C.C....May Ann
 - Making Changes: growth of new programs and groups.. general..May Ann in Met. Toronto, Ontario and Canada.
3. A case study: Rexdale, how the program was adapted comparison with the process chart.....Jill
BREAK10 minutes
4. Exercise with the participants: Theme: Assertiveness..... 70 minutes. Large group. Questions posed: 1. What do you understand as 'assertiveness'? 2. Can you describe a situation in which you had difficulty in being assertive? Brainstorming responses gathered on flip chart paper.....15 minutes. 3. What are some components of assertiveness training?
Small groups (three or fewer depending on number of participants). Groups will be asked to deal with the following questions: 1. In what situations do you feel that your clients would need assertiveness training? 2. What method or technique would you use to teach your students or clients to become more assertive in one of these situations?..40 minutes
Each group should be prepared to present their 'technique'/ method with an example to the larger group.15 minutes
5. Large group. The participants are asked to answer the following: How would you use Making Changes in your work or program?.....20 minutes

Cooperative Enterprises

The Cooperative Enterprises Workshop was facilitated by Linda Moffat, ex-manager of Modistas Inc. and Sefora Masia, coordinator of Women Immigrants of London who are the sponsors of the Ethnic Food Caterers group. Susan Weatherston from the Multicultural Women's Centre in Ottawa was unable to attend.

The workshop involved approximately 12 participants who began by introducing themselves and describing their particular interests in cooperative enterprises. A few participants were involved in economic development activities in their agencies. Others were interested in initiating such activities.

After giving a brief historical sketch of Modistas and the Ethnic Food Caterers, the facilitators initiated discussion and responded to questions based on the following steps involved in starting a cooperative enterprise:

1. Identify objectives - social change, community development, agency and participants - for whose benefit, to meet whose expectations
2. Decide on a business venture - capabilities and interests of participants, community opportunities and needs, market survey, feasibility study, business plan
3. Capitalization - "internally" available - participant/workers, community
"externally" available - financial institutions, government funding
4. Organizational and legal structure - effective, productive, democratic decision-making, participation and control
5. Education and Skill Development:
 - acquisition of skills and technical expertise required within the business
 - use of short term consultants
 - on the job training
 - education for self-management
6. On-going marketing - for continued viability of business

Much of the discussion revolved around the aspect of "cooperativism", the importance of having or developing a cooperative spirit and the need for involvement of worker/participants in all aspects of the development and implementation of the business.

Job Skills Training Programs

The Job Skills Training Programs workshop consisted of two case studies:

Down to Business Training Program of Thunder Bay

New Experience for Refugee Women (NEW) of Toronto

The part corresponding to the Down to Business program was facilitated by two members of the Board of Directors, Joy Fedorick and Luisa Santander. NEW was facilitated by a staff member, Veronica Moreno, and had the participation of 3 NEW program graduates: Noemi Garcia, Caridad Alvarado and Teresa Conteras.

Workshop Outline

Down to Business Training Program

Time Allocated	Issue and/or Topic	Responsibility
½ Hour	<ul style="list-style-type: none"> * History of Down to Business Training Program <ul style="list-style-type: none"> - origins of project - South East Asian sponsor group - advisory council - role of Employment Development Branch - needs identification * Problems Encountered <ul style="list-style-type: none"> - Experienced by the Board and Staff <ul style="list-style-type: none"> : Employment Development Branch Comprises : Needs Identification (no older immigrants) : Personnel (Need to do good hiring) : Unwritten Philosophy - Experienced by Program Participants <ul style="list-style-type: none"> : Job Placement * Response to Problems <ul style="list-style-type: none"> - For Program Participants <ul style="list-style-type: none"> : Immigrant Women's Employment Place <ul style="list-style-type: none"> - follow-up for job search - participants employed there and on the advisory committee - For Board and Staff <ul style="list-style-type: none"> : Personnel Solutions and Policies : Evaluation : Entrenchment of Philosophy through confrontation * Accomplishments <ul style="list-style-type: none"> : Direct Community Development Results <ul style="list-style-type: none"> - <u>to participant</u>, ie.- skills, jobs, life skills - familiarization with Canadian resources - working fluency in English : Indirect Community Development Results <ul style="list-style-type: none"> - increased self-reliance in immigrant community - introduction to feminist ideas - ie. how Lien's attitude to child care changed 	<p>Joy</p> <p>Joy</p> <p>Luisa</p> <p>Luisa</p> <p>Joy</p> <p>Luisa</p>
10 Minutes	42	.. / 2

Time Allocated Issue and/or Topic Responsibil

* DISTRIBUTE MAP

Joy

- Ask each workshop participant to think of three reasons why an immigrant woman would come to Thunder Bay
 - : kind of employment available for herself and/or spouse
 - : other people of own culture already there, ie. Finnish
 - : weather similar to place of origin
 - : relatives already there
 - : but, especially with South East Asians and other refugees, because they were told by Immigration that they must go to Thunder Bay

Luisa

GROUP

- FLIP CHART their answers

Joy

5 Minutes

* Discussion of problems indicated by people not wanting to come here

- : Lack of support systems
- : Lack of ethnic support systems, ie., grocery and clothing stores, specialized ethnic service organizations
 - these not only provide goods and services, but can serve as a potential employment base
- : Lack of services available multi-lingually
- : Lack of appropriate language programs
- : Thunder Bay's unique immigrant childcare problem, ie. - City won't allow subsidy to immigrant women for child care within City programs for women to take ESL
- : Lack of (especially for Central American and South East Asian immigrants) an older immigrant community of the same place of origin that could assist in settlement in Canadian Society

Luisa

THIS LAST POINT WAS OF PARTICULAR CONCERN TO DTBTP AS NEEDS IDENTIFICATION BECAME MORE AND MORE DIFFICULT BOTH IN TERMS OF LANGUAGE BARRIERS AND CULTURAL DIFFERENCES.

* FUTURE DIRECTIONS

Employment Development Branch has recently informed us that → Immigrant Women are no longer a regional (ie. - North Western Ontario) priority. If the program is to continue next year we must explore the needs of other target groups and adapt the program to those needs.

Joy

5 Minutes

WHY DO YOU THINK IMMIGRANT WOMEN ARE NO LONGER A PRIORITY IN OUR REGION?

GROUP

DISUSSION

10 Minutes

Time Allocated Issue and/or Topic Resonsibili

* FUTURE DIRECTIONS Continued

Some reasons could be: development of a third world workforce for Northwestern Ontario, - Canadians are not willing to take the crummy and dangerous jobs that new immigrants are forced into. By assisting immigrant women to get out of underemployment situations, no one remains to do the minimum wage, dangerous jobs. Other reasons could include the fact that Employment Development Branch Project Officers consistently display inconsistent and irrational behavior that requires projects to jump through hoops.

* Adaptability of Program to Other Areas/Regions/Target Groups

- each region is different in terms of resources, ie. Toronto has a much larger immigrant population and most groups have developed their own ethnic and specialized services and resources. Basic problems we faced in needs identification may not be so prevalent, but other situations such as extreme racism could present themselves.

Joy

- adaptability and flexibility of the program has relied heavily on well-rounded staff skills. In our case, the one very rigid and traditional staff person was never able to respond effectively to the constant change in program, curriculum, language levels, and the target group itself. As all funding agencies represent their own objective, that is, that they; have their own agenda to meet, it is important to realize that control or direction of the program may be influenced extremely by the need to fulfill funding source demands. Staff and board must both be cognizant of the real sphere of influence and power, which most often rests outside of their control. Therefore the need to be adaptable, changeable and flexible, while recognizing necessary compromises for survival and minimizing their effects is most important.

- Demographics, economic and employment bases and community resources either available or lacking, are other major points of consideration.

* SUMMARY

- Problems/Solutions
 - *** Personnel Problems, policies and practices
 - *** Needs Identification
 - *** Concrete and Articulated Philosophy and need for all, including, staff to adhere to philosophy
 - *** Employment Development Branch — the ultimate solution

Joy

* Questions and Answers

Luisa & Jo

Workshop Outline

New Experience for Refugee Women

1. History of NEW
NEED Grant
Advisory Committee
Changes recommended
2. Problems Encountered:
by staff -incorporation of life skills
-developing contacts for on-the-job training placements
-necessary support from Board of Directors.

by participants
-unadaptation to NEW program
-inability to acquire in-depth life and work skills
-more tools for job search (group 1)
3. Response to Problems
-hiring of new staff
-improvement of Job Search Techniques
-English geared to Employment or Work situations
-introduction of pre-selection Information Session of program components and expectations of prospective participants
4. Accomplishments:

Noemi Garcia
Caridad Alvarado
Teresa Contreras
5. Brief description of components of NEW
6. Creation of curriculum materials for Life Skills sessions
7. Development of Occupational Skills curriculum
8. On the job training placements:
Noemi
Caridad
Teresa
9. Future of NEW
10. Group discussion on adaptability of NEW to other contexts

Both case studies provided a great deal of information and insights. Participants were part of a lively and rich discussion throughout the workshop.

The following is a summary of some of the recommendations made and concerns and program ideas discussed:

- * Child care is a fundamental program component when working with immigrant women, especially in Thunder Bay where the City does not provide child care subsidies for immigrant women who are studying English as a Second Language (Down to Business is considered an ESL training program).
- * Day care arrangement practised by NEW was discussed as a good model to apply in areas such as Kingston. NEW provides child care for the first 6 weeks of the program. At the same time NEW assists the women in locating permanent child care close to their homes and in obtaining child care subsidy.
- * Job placements in a variety of workplaces which meet the needs of women with diverse backgrounds are far more appropriate than training and placements in a single occupational area. However, funding programs tend to stream projects to a single occupational area.
- * Program workers need time to develop life skills and job orientation curriculum relevant to the needs and reality of the women.
- * Funding uncertainty and changes in funding criteria and priorities force the projects to constantly revise target groups, program content and focus. For example, immigrant women in Thunder Bay are no longer considered a regional priority.

This inconsistent and irrational behaviour of funding bodies prevents projects from implementing sound program plans which are the result of formal evaluations (as requested by funders themselves) and direct experience with the women in need of job skill training.

Working with Older Immigrant Women

Responding to the particular reality of Older Immigrant Women is a new issue within the immigrant communities. There are very few program initiatives for older immigrant women and this workshop was an attempt to start exploring the needs of older immigrant women and to begin planning for action to meet some of these needs.

The workshop was facilitated by Isabella Lao, Woodgreen Community Centre, Enza Colavecchia, Columbus Centre and Magali San Martin, Working Women Community Centre.

The workshop gave an overview of the situation of Chinese senior women, followed by a presentation on a group of Latin American older women and a presentation about the Columbus Centre's programs for senior women.

The workshop involved a small but motivated group of 7 participants. Because they had all been working with older immigrant women they focussed the discussion around concrete strategies to start addressing the problems facing older immigrant women, and decided:

- * To form a Committee to look at the needs and resources of our communities.
- * To organize a Coalition of individuals to develop a lobbying system to obtain resources for senior needs.
- * To approach government resources for funding, rebuilding, trips, etc.

Since the workshop was held, the participants have met and are planning a mini-conference on the needs of older immigrant women.

APPENDIX D: WORKSHOP PROGRAMS

IMMIGRANT WOMEN IN ONTARIO - COMMUNITY FORUM.

Friday, August 30th - STRATEGIES FOR SKILL DEVELOPMENT

Workshop - "Group Facilitation in a Multicultural Context"

Group facilitation is a basic skill for community development workers.

Working as we do with groups which are multicultural, multilingual and multiracial presents additional challenges to our ability to be effective facilitators. Much of the formal training which is presently available in this area does not take these factors into consideration.

This workshop will seek to identify some of the skills and resources which participants have developed working in multicultural group situations, and the areas where further training is needed. Participants will also complete a brief assessment of their group facilitation skills, do a short exercise which provides some insight into their "value orientations" and work together on a small group activity which will build on their skills for problem solving in multicultural group situations. Oh yes, it should also be fun!

Workshop
Facilitators:

Diana Abraham
former Coordinator,
Multicultural Development Program
YWCA of Metro Toronto

Sabera Desai
Multicultural Worker,
Children's Aid Society
of Metro Toronto

OBJECTIVES: To learn about each other, our strengths and further training needs related to group facilitation

To develop an overview of the issues of concern to participants

To gain some insight into our personal value orientation and its impact on our facilitation style

To build on our skills for problem-solving in multicultural group situations

To identify further training needs and prepare a presentation to the plenary

Agenda:

9:10 Presentation of Agenda & Objectives

9:15 Identifying our strengths and difficult situations

9:40 Report back

10:15 Break

10:30 "Value orientation" exercise

11:00 Some "problem solving in group situations"

11:30 Identification of further training needs and preparation of presentation to plenary

KINDS OF GROUPS	STRENGTH OF PARTICIPANT	PROBLEM AREAS AS IDENTIFIED BY PARTICIPANTS	STYLE (How you handle the identified situation)
<p>namely Women's Groups</p> <p>Cross-cultural</p> <p>Educational</p> <p>Health</p> <p>Orientation</p> <p>Lifeskills</p> <p>Working Skills</p> <p>ESL (English as a Second Language)</p> <p>Business Training</p> <p>Committees</p> <p>Advocacy</p> <p>Therapeutic Group</p> <p>Group for ex-psychiatric patients</p> <p>Unions</p>	<p>demonstrated ability in:</p> <ul style="list-style-type: none"> - flexibility - being informal - being alert - having a good sense of humor - being non-judgemental - non-intimidating - keeping on track - being able to resolve difficulty effectively - keeping energy of group up - being able to draw women out - being supportive - addressing concerns of participants - being able to facilitate cross-cultural communication - listening - being concrete - dealing with emotions - organizational skills - being empathetic - being creative and well-prepared 	<p>how to:</p> <ul style="list-style-type: none"> - motivate group - work with different objectives within the group - deal with intimidation - deal with disruptive participants - mediate - work with older women (especially when one is younger i.e. question of credibility) - work with shy women - deal with passivity - get a group back on track - deal with anger of newcomers (i.e. new immigrants) - deal with sensitive topics - separate oneself from group - facilitate different languages (how and when to allow participants to speak in their own language) - establish and maintain cohesiveness of group - deal with value differences - deal with group conflict - deal with derogatory comments such as 'putdowns' and racism - deal with hidden agenda 	<ul style="list-style-type: none"> - be calm - would like to confront group without alienating anyone - be level-headed - have group rules - be relaxed with facilitating - does not confront - learns about different culture - sleeps over the problem - have core group for supporters and workers - be more secure and self-confident

B.

OVERALL NEEDS

- cohesion
- lessen sense of isolation in work we do
- provide support group

TRAINING NEEDS AND SKILLS (Identified in the course of workshop)

- problem solving
- conflict of interest
- communication
- effective goal setting
- facilitating multi-language groups
- decision-making models and leadership styles
- motivating women to learn to have greater voice/take control
- dealing with the different roles people play when we are not facilitators
- how can we not get 'shut out' and how to deal with being labelled as advocates in organization
- groups in 'collective structures'
- dealing with being the 'token' representative
- one to one skill training
- how to deal with conflict in a peer group
- how do you help group/committee deal with aims and objectives which are in conflict with those of the larger organization
- dealing with the changing roles which get thrust on us

ACTION PLANS AS SUGGESTED BY WORKSHOP PARTICIPANTS

- WWIW sponsor workshops every 2 months
- techniques of how to work with groups
- need to develop ongoing forum
- have lunch together once a month
- small workshops in local areas (OIWN coordinate)
- opportunities to learn by observation/on the job
- OIWN develop videos/manual around the issues identified - made accessible province wide
- pressure government to fund materials/resources

Networks

- use/share strengths expertise and resources in our own community
- develop a directory of our resources - people/material - MC group work

PROGRAM PLANNING Workshop

A. The Overall Process

1. Involving people in planning
2. Assessing your needs
3. Generating program ideas
4. Designing an implementation plan
5. Contingency planning

B. Choosing a Program.

C. Strategies: Making Programs Happen

D. Evaluation

Objective

To develop an overview of the program planning process, our resources and needs in this area, and ways we can further develop our skills

What is Program Planning? (Participants brainstorm) measurable

- Event/activity
- Process of achieving/ organizing an event
- Identify needs of community
- Stages - to reach objectives
- What is the problem - why?
- Means to reach goal
- Objectives that can be measured
- Community participation in the process

Where and when do we use it?

When you identify a need...
courses - ESL, health care
job skills training
workshops
support groups
life skills
making changes
events - to publicize work
staff meetings
projects vs long-term planning

Participants needs

Record keeping (data, program evaluation)

- ***How to assess needs in cross-cultural situations
- which techniques are appropriate for which groups?
translation, questionnaires,
staff of same culture
personal contact

How to use community media for outreach

***Evaluation

- define criteria for success
- involvement of participants in evaluating
- as an ongoing process
- follow up
- quantitative vs qualitative

Follow up (contact with clients after program)

Generating creative program ideas that build on peoples interests.

Outreach skills

Strategies of funding program

How to make general ideas concrete/

- Hot to search/weed out your assumptions your goals fo program
- How to do contingency planning
 - How to coordinate various programs
 - Adapting programs to funding requirements or adapting funders to our real goals

THE LEARNING LOOM
A Workshop Planning Model

Guiding Thread: Building action plans based on our own resources and needs

Overall Objective: To develop an overview of the program planning process, our resources and needs in the area, and ways we can further develop our skills

Design logic	WHY	WHAT		HOW		WITH WHAT	WHO	WHEN
	Objectives	Themes	Sub-themes	Activities	Procedures	Resources	Facilitators	Time
<p>1) Start with experiences and perceptions of participants</p> <p style="text-align: center;">↓</p> <p>2) Deepen analysis, develop new skills and tools</p> <p style="text-align: center;">↓</p> <p>3) Develop plans for action</p>	To identify our perceptions of program planning, and the situations where it is used	Definitions of program planning		Review objectives and agenda		On flip chart	Deb	9 - 9:10
	To assess our own experiences and needs in program planning	Situations where immigrant women use p.p. skills		<u>Defining program planning: what and where</u>		Flip charts		9:10 - 9:30
	To exchange experiences and collectively analyze problem areas in program planning	Resources and needs of participants		<u>Self-assessment of program planning skills</u>		On flip chart	Maria	9:30 - 10
	To identify priority needs in program planning	Difficult situations of program planning		- Introduce stages of p.p. process - Participants fill out form identifying in each of 5 stages:		Self-assessment form		10 - 10:45
	To propose action plans to meet needs identified	Areas of greatest need		Have ex- Could teach Would like perience others to work on				
	To identify priority needs in program planning	Difficult situations of program planning		<u>Small group exchange (3 groups of 7)</u>		Flip charts		10:45 - 11:15
	To identify priority needs in program planning	Areas of greatest need		- Introduce each other - Tell stories of difficult experiences in program planning - Compile resources and needs of group (based on self-assessment tool) - Develop common priority needs for group		Flip charts		10:45 - 11:15
	To propose action plans to meet needs identified	Training programs		<u>Plenary develops priority needs</u>		Common list Colored dots	Deb	10:45 - 11:15
	To propose action plans to meet needs identified	Other collective actions		- Small groups report back priorities - Dot-mocracy: everyone choose top two priorities with dots to determine overall group priorities				
	To evaluate the workshop	Evaluation as a stage in prog. plan.		<u>Develop action plans</u>		Chart form	Maria	11:15 - 11:35
	To evaluate the workshop	Evaluation as a stage in prog. plan.		- Brainstorm different forms of action to meet priority needs - Chart action plans - Small group to make placards, slogans - Select spokesperson for plenary				
	To evaluate the workshop	Evaluation as a stage in prog. plan.		<u>Introduction of learning loom model</u>		Handout this form	Deb	11:35 - 11:45
	To evaluate the workshop	Evaluation as a stage in prog. plan.		<u>Evaluation: "structured criticism"</u>		On flip chart		11:45 - 12:00
	To evaluate the workshop	Evaluation as a stage in prog. plan.		- What found useful/would change?				

ACCESSING GOVERNMENT STRUCTURES - MAINLY MONEY!

1. Most government ministries have:
 - a) application forms;
 - b) standard procedures for applying for money;
 - c) set criteria but these change in focus depending on priorities;
 - d) a project officer/staff person:
 - this person is a civil servant;
 - technician;
 - make recommendation to the politician - their people don't make the decision but most often are influential;
 - these people play a greater or lesser role in helping formulate an application.

2. The wording, terminology is extremely important in grant applications - each ministry often has its own buzzwords, these may change.

We learn this through networking, the project officers, making mistakes and looking around and determining who's being funded by who.

3. Changes indicate a new directive in some ministries that limit strictly money spent on salary, essentially, setting salary levels.

4. Ministries are different - some only fund salary money; some only fund limited amount to salary and will cover other costs.

Whenever applying for a grant, find out the most you can about that 'beast you are dealing with' (funding body).

5. Generally there are two streams of funding - project and core:
 - a) Project funding is very specific, related to specific objectives, and a finite time-frame. Almost - 'they are buying a particular project which will come to an end'. With creative proposal writing, it is sometimes possible to receive project funding for subsequent proposals even through the project officers will say they can't fund the same proposal twice. It often can be a matter of how you describe or 'package' your proposal.

In this kind of funding, it is critical to keep track of money received - often separate accounts, etc...

Usually, this kind of funding covers salary and key programme expenses. It is expected that the agency will cover basic administration and overhead costs.

- b) Core funding is meant to support the total operation of an agency and is a recognition that in order to carry out your basic agency's objectives there are certain ongoing costs (i.e. people - staff, desks - furnishings and equipment, a place - rent, taxes).

Core funding dollars are not tied to covering specific costs or programme components but are pooled into the general revenue pot of money - to cover all expenses.

6. It is necessary to know what the fiscal year (time-frame of the money) is for each funding body.

They differ greatly and any one agency may be dealing with three or four different fiscal year.

7. Be aware of deadlines for applying for funding. Many ministries have a deadline and only accept applications once a year. (If deadline is June 30th, and you miss it, you must wait for next year).

Others, specifically, Sec. State, will accept applications at any time over the year.

Constitution of Canada:

Constitution of Canada lays out the responsibility of each layer of government. The levels of government are:

- Federal - politician - M.P.
- Provincial - politician - M.P.P.
- Local Municipal - Alderperson

C.E.I.C.:

- Employment programme
- Settlement
- Immigrant

ISAP:

- Canada Works - summer student
- Employment Initiatives - LEAP, Job Corps, etc... Some economic development

Sec. State:

- Intention to develop long-term participation/integrate into the community
- Focus on:
 - citizenship development;
 - group development; and
 - leadership development.
- Divided into various areas:

<ul style="list-style-type: none"> - Women's programmes - Multi-cultural programmes 	}	<p>Long-term</p> <p>Increasingly groups applying in a joint application to both; however, internally presently, whichever area funds layer proportion will recommend and take charge of project - acts as consultant.</p>
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- There are occasionally new directorates formed like Youth Directorate (for IYY), these are possible to access.

Ministry of Health:

- Pilot projects
- Needs assessments
- Have had summer projects

M.P.'s sometimes have actual dollars that they have some discretion powers over. This is part of the political game, often only available before elections - is totally discretionary.

Provincial:

Citizenship & Culture:

Both capital (actual building costs) and programme, project funding and New Initiative - core funding to Multi-cultural services.

Under other pots of dollars, Wintario, there are opportunities for funding that are cost shared - 50% from Ministry of Citizenship and Culture and 50% from your own community or agency. Plus equipment and translation.

Variety of other arrangements - shared costs between levels of government, and Newcomers Long Orientation Classes.

There are many, many potential programmes in Ministry of Citizenship and Culture. In order to learn about these, the project officers have the specific information; however, most of these are not 100% funding by Ministry of Citizenship and Culture.

Of the few numbers where Ministry of Citizenship & Culture provides 100% of the money there are:

- MSPG - New Initiative operating - core
- Project - Newcomers Long Orientation Classes
- Citizenship Development Grant

Community & Social Services:

The ministry ultimately is responsible for Social Services. Some of its money groups can directly apply for (Purchase of Service Agreement). Other money is administered through the local municipality (i.e. you apply through the local government). Particularly seniors programming, Home Help, Meals on Wheels; children, Parent/Child programmes, etc.

Women's Directorate:

Used to be Women's Bureau. Recent changes have resulted in Women's Directorate having money to disperse.

United Way:

This is not government money. It is voluntary money made up from contributions from corporate sectors, and private individuals. United Way does play a significant role in social services funding - there are standard applications and is much more tightly controlled than other private foundations, etc.

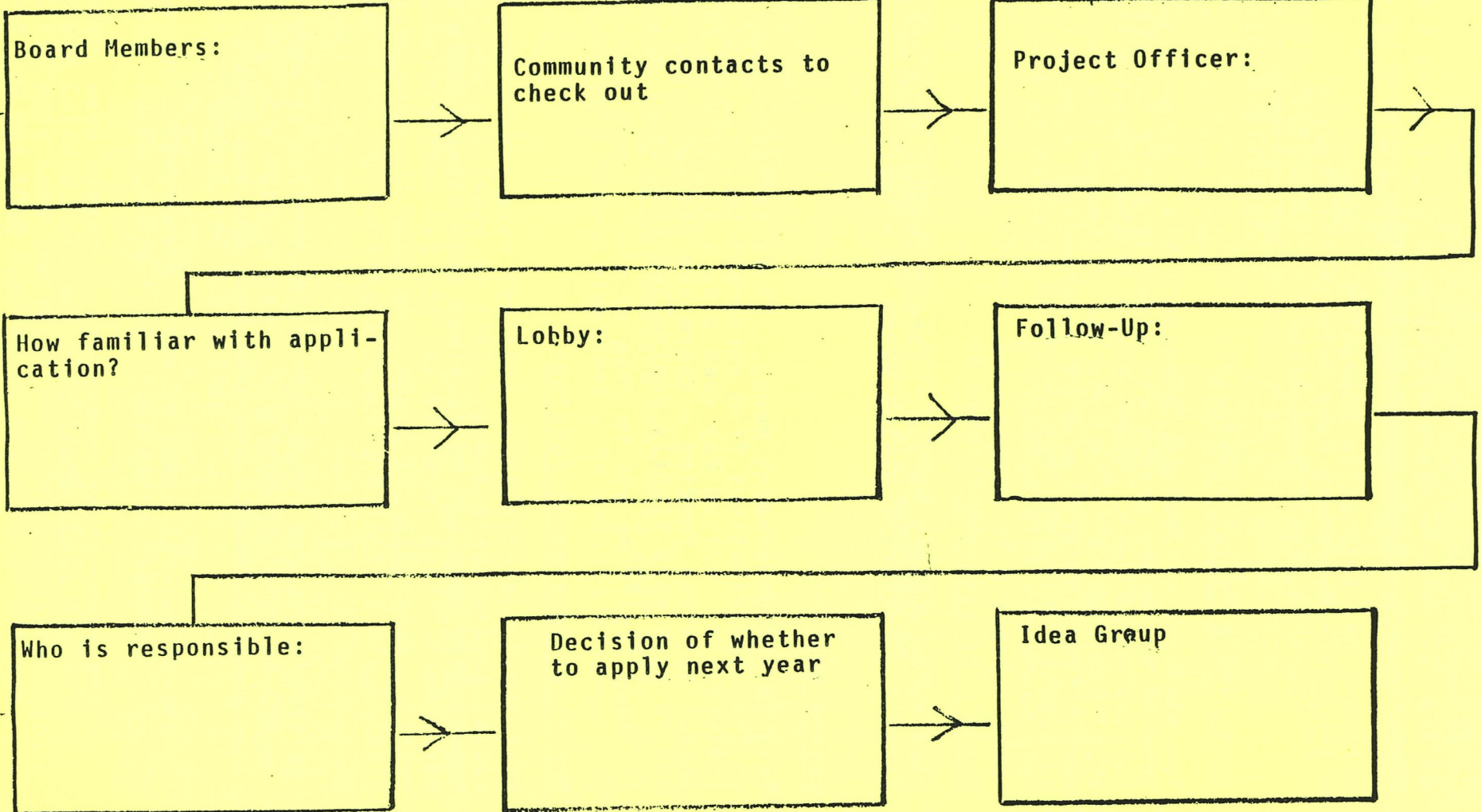
Municipal Government Funding:

Most local municipalities (cities) have some money for social service programmes. This is usually a smaller amount than what can be received from other levels of government. Each locality has its own application procedures, generally the bigger the city the more sophisticated the process and slightly more money available.

FUNDING FLOW CHART

The Funding Process in Your Agency

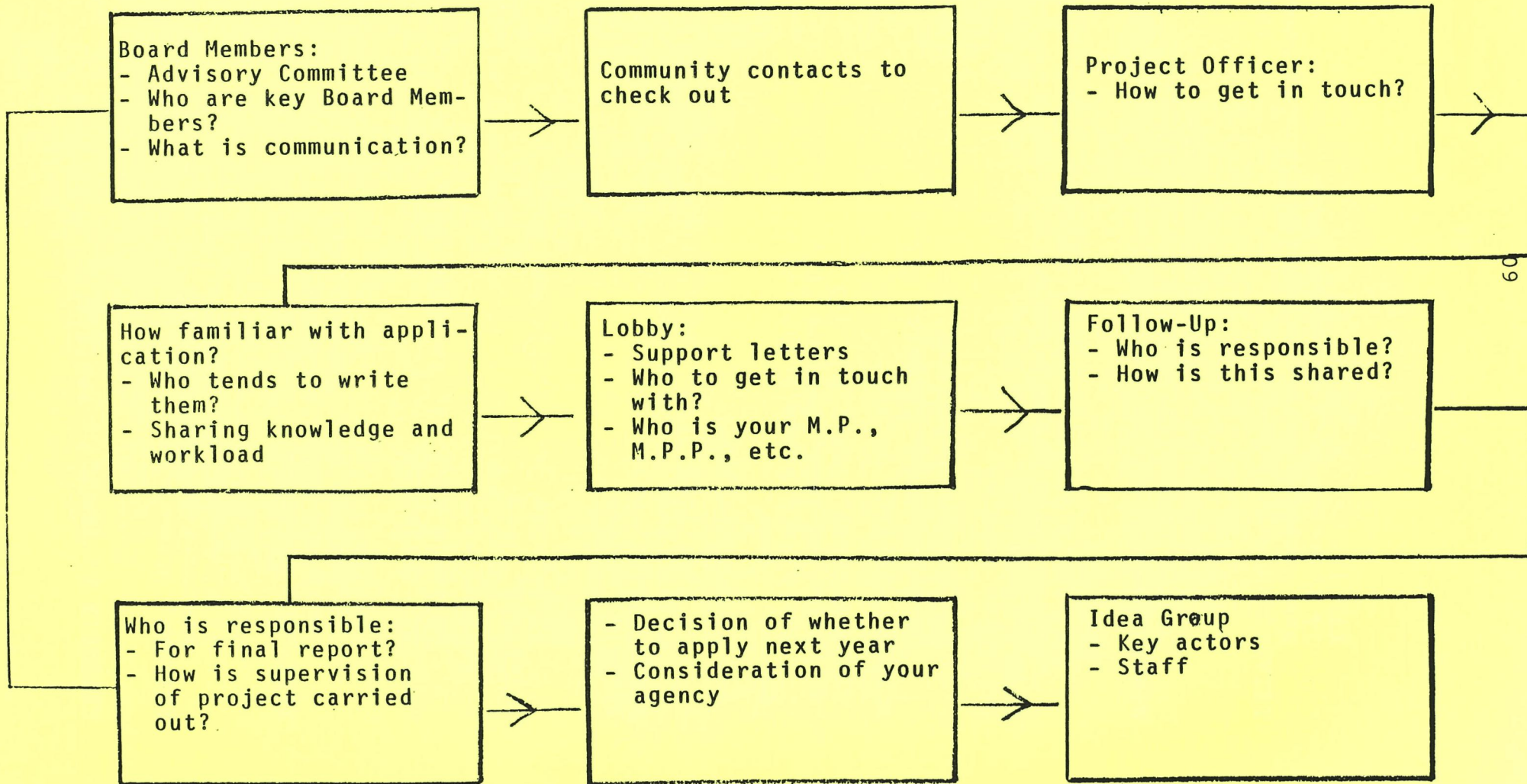
Year Cycle



FUNDING FLOW CHART

The Funding Process in Your Agency

Year Cycle



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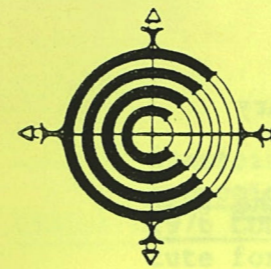
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APPENDIX F:

CROSS-CULTURAL COMMUNICATION CENTRE

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IMMIGRANT WOMEN COMMUNITY FORUM: BIBLIOGRAPHY

This bibliography has been compiled for the Community Forum "Immigrant Women in Ontario". The selection of the Centre's resources has been based on relevance to the topics being covered in the Forum. The Library holds many other materials on immigrant women which are available for use by the public. It is hoped that the Community Forum will both stimulate increased use of the existing documents and the production on new materials.

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Compiled by Melanie Milanich, August 1984

ONTARIO IMMIGRANT WOMEN'S FORUM

APPENDIX G:

EVALUATION FORM (please fill out and return)

1. What would you consider the most useful part of the forum?

2. Can you identify one way in which you can immediately apply to your work?

3. What did you like the least? Why?

4. What would you have done differently?

5. Please Rate: Not Useful Very Useful

5.1 Opening session/Social evening on Wednesday | _____ |

5.2 Recovering our past/Mapping out our history..... | _____ |

5.3 Case Study
(please print the one
.....
you attended) | _____ |

5.4 Workshop
(please print the one
.....
you attended) | _____ |

5.5 Closing Plenary..... | _____ |

APPENDIX H: PARTICIPANTS' EVALUATION

1. What would you consider the most useful part of the Forum?

- * The most useful part, in terms of organized activities, short term, was the workshop on accessing government services - getting in touch with women from other groups, long term.
- * Meeting other women and finding out what they've done.
- * Every part of the forum was useful - the linkage was excellent - one without the other perhaps not as effective.
- * I found the small group case studies very useful and encouraging.
- * Discussion, sharing of points of view, experiences, etc.
- * Meeting other immigrant women and learning about the projects they are involved in.
- * Opportunity to share with other women doing the same work.
- * I only attended on Friday. The workshop was useful. Lunch time was excellent because of its informality and gave an opportunity to meet and talk to other friends.
- * It gave me an opportunity to meet other service providers and share our experiences and concerns.
- * The workshop was good in that people who normally would not speak in a large group would do so in a small one. However, the pleasures, the eating time, seems the best as we were able to exchange on a large scale.
- * The spinning of the web and the narration of the history by Tania. The workshop on accessing government funding.
- * The workshop - "Accessing Government Structures".
- * I met other groups.
- * Case studies (and group discussion).
- * As first experience for me, I found the forum very useful, related case study.
- * ---

- * Friday workshop on Group Facilitation. Recognizing leadership styles and mainly accessing needs in that area.
- * Networking, sharing information and experiences with other immigrant women.
- * Spinning the Web (Wed. evening), the cultural expression and the workshops.
- * Inter-act. - sharing experiences.
- * The workshops.
- * The history session.
- * The opportunity to meet with other immigrant women, both from the past and present.
- * Getting to know other women from other organizations. The feeling of sisterhood. The workshops.
- * The historical development of immigrant women movement. To meet many delegates from various provinces.
- * Being with other visible minority women; hearing how things are going where they are working.
- * Historical reflection - actually seeing the web.
- * Workshops and case studies.

2. Can you identify one way in which you can immediately apply the Forum to your work?

- * Finding funding for the organization - getting clearer on what has been most applicable.
- * There was good material on Funding - cultivation.
- * Delving into feasibility of mobile Health Unit in my community since our focus, of recent, is the health area.
- * Since most of the time I deal with immigrants on one-to-one basis I can only apply some of the knowledge gained through participation in the workshops.
- * Various points that emerge during the discussions.
- * ---
- * Make use of the network. Be able to help my clients better.

- * The time schedule for grant applications from government funding bodies.
- * ---
- * The networking certainly applies very much to tie work. The workshop helped as I work in the context of committees, small groups, seldom on one-to-one.
- * Writing a proposal for projects my organization has in mind.
- * I am in the process of applying for funding and had quite a bit of "scoop" in funding.
- * Not immediately, we will be thinking to do.
- * Re-evaluating purpose and effectiveness of own current networks.
- * Check in the area of North York, the possibility for a similar project in conjunction with existent main organizations in the area.
- * ---
- * ---
- * Funding skills.
- * ---
- * ---
- * Yes. Dealing with government funding/relations.
- * Motivation to stay with the struggle - encouragement from the richness of our collective personal resources.
- * Not necessarily to my present work. Contacts I made or reconnections made were valuable links.
- * The "Making Changes" workshop.
- * Advocacy for immigrant women's rights.
- * Issues that NAC can use in lobbying/new fed. job
- * Evaluation strategies.
- * To be more involved with the Ontario network.

Where there were responses, the majority of answers to evaluation questions 3 and 4 - What did you like least? Why? and What would you have done differently?, related to the accommodation provided the out-of-town participants; a few people did not like the food; and one person stated "the videotaping of the proceedings became disruptive."

The following compilation of participants' ratings of the various components of the Forum provide a spectrum of responses, but again the overwhelming response is very positive.

n.u. = not useful
v.u. = very useful

5. Please Rate:

5.1 Opening session/ Social evening on Wednesday	5.2 Recovering our past/ Mapping out our history	5.3 Case Study	5.4 Workshop	5.5 Closing Plenary
. very useful, fun too	very useful	Facilitated, Making Changes	Accessing Govt. very useful	no comment *
. " " exciting	very useful, exciting	---	Org. Dev., n.u. Access, v.u.	---
. " " excellent!	very useful	Mobile Health Unit Excellent	Prog. Pl., v.u.	Unique added ways of presenting mini workshop!
. ---	very useful	Maria's, very useful	Gr. Facil., v.u.	very useful
. didn't attend	didn't attend	didn't attend	E.L., v.u.	---
. " "	interesting, but bit too long	Job Skills, interesting but 1st presenter wandered a lot	Access. Gov., useful but basic	---
. very useful	didn't attend			
. ---	Web was good graphic for mapping history. Could identify.	didn't attend	Access. Gov. --	Too slow!
. very useful	very useful		Prog. Pl., v.u.	---
. didn't attend	didn't attend	didn't attend	Access. Gov., v.u.	---
. very useful	very useful	very useful	Gr. Facil., v.u.	very useful
. attended (no comment)	Interesting	Making Changes --	Access. Gov., v.u.	very useful
. very useful	no comment	Working with Immigrant Women - interesting	Access. Gov., v.u.	---
. very useful	very useful	Job Skills --	Prog. Pl., v.u.	---
. very useful	very useful	Networking, v.u.	Access. Gov., v.u.	very useful
. ---	Nice, but too long	Mobile Health, v.u.	Org. Dev., v.u.	very useful
. didn't attend	very useful	Co-op. Ent., v.u.	Group Facil., v.u.	---
. didn't attend	didn't attend	didn't attend	need more time Group Facil., v.u.	very usefull

Question #5 - continued

<u>5.1 Opening Session/ Social evening on Wednesday</u>	<u>5.2 Recovering our past/ Mapping out our history</u>	<u>5.3 Case Study</u>	<u>5.4 Workshop</u>	<u>5.5 Closing Plenary</u>
• didn't attend	no comment	didn't attend	Gov. funding --	informative
• very useful	very useful	Job Skills, n.u.	Org. Dev., v.u.	very useful
• didn't attend - heard good reports	very useful	I.W.M. Unit, v.u.	Group Facil., v.u.	very useful
• very useful	very useful	Accessing, v.u.	Assess., v.u.	very useful
• very useful	very useful	Mobile Health, v.u.	Group Facil., v.u.	---
• didn't attend	very useful	Making Changes, not	didn't attend	very useful
• very useful	great idea - need for recognizing very useful /our roots	/enough time Making Changes, v.u.	Group Facil., v.u.	not useful
• didn't attend	very useful	Maria's, no comment	---	not useful
• didn't attend	very useful	Mobile Health, v.u.	Gov., v.u.	very useful
• very useful - great	very useful, good	didn't attend	Access. Gov., so so	OK
• attended (no comment)	very useful	Making Changes, v.u.	Prog. Pl., v.u.	--

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Finally, the 'other comments' speak for themselves:

Other comments:

- * The taping/documenting through the video will perhaps be appreciated later, but sometimes it was annoying, disruptive.*
- * Closing Session - 1) workshops should have had a person reporting back, 2) a committee should have had a proposed plan suggested to take away proposals.
- * It was felt that facilitator workshops on job orientation be offered, i.e. Making changes. Ask C.C.C.C.!!
- * Every area of workshop informative, stimulating and most worthwhile. It was an honour and pleasure to be a part of every aspect!
- * I am from out of town and enjoyed every bit of the 2 1/2 days. I was able to network quite a bit.
- * What I liked better is the difference with other Forums or Conferences, this forum is a reflection of our past, our present, but we came out with action plans for the future,
- * Need for some documentation for training needs of frontline workers and for financial assistance to participants in training courses, Good if follow up report says this.
- * If there is money, are we going to get ideas, feedback etc. from the various workshops etc.
- * Organizers are commended on their efforts very creative - drums, flower frog, turtle, playcards. Facility, 77 Charles, very accommodating, excellent food, very accommodating re biloting, re Neil Wyck situation points to ponder -
 - . designated smoking area - smokers have rights too - outside in rain - is remembrance of high school days
 - . handouts from workshops
 - . starting time - keeping on schedule
 - . more info re training re OCASI
 - . ending earlier on Friday - especially before long weekend and out of town participants
- * Registration table and display table - very helpful