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Learning Opportunities, Instruments and Integration Techniques
to boost the growing of innovation in MSMEs/PEVAs in Europe

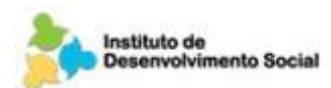
Title: Training Course (*english version*)

Partner: Associazione Omnis

Date: September 2018

Intellectual Output: IO2

Partners



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TRAINING STRUCTURE

MODULES	COMPETENCES NAME
MODULE 1	To be able to identify the professional competencies of the Consultant in Analysis-information & research of missing people (A.I.R.M.P) <i>(for each partner country)</i>
MODULE 2	To be able to collect and gather useful information from the forms/questionnaires in use by the Institutions
MODULE 3	<p>To be able to provide assistance to the families and managing the personal relationships of the missing people</p> <p>To be able to carry out the investigation in the framework of the personal relationships of the Missing People</p>
MODULE 4	To be able to plan the activities connected with the research and the finding of the person
MODULE 5	To be able to use the modern technological tools and systems to solve the missing cases
MODULE 6	To be able to carry out the analysis of all available data
MODULE 7	<p>To be able to carry out field survey</p> <p>To be able to assign a classification to the disappearance</p>
MODULE 8	<p>To be able to manage the relationships with the enforcement law and judicial authorities</p> <p>To be able to draft reports respecting the phases of the research</p>

PLANNING OF THE TRAINING COURSE

TITLE MODULE 1	The Professional Consultant in “Analysis-information & research missing people (A.I.R.M.P) and the normative framework of reference
LEARNING OBJECTIVES	<ul style="list-style-type: none"> • To deepen the skills, knowledge, skills and behaviors required to the professional profile. • To understand the characteristics of the working environment, the tasks and the position of the professional profile in both national and international regulatory contexts. • To understand the rules to be able to interact with all the actors involved in the disappearance (relatives, acquaintances, etc...) and start the mediation and relationships with the competent institutions.
KNOW HOW LEARNING CONTENTS	<ol style="list-style-type: none"> 1. The activities, outputs, competencies and behaviors required to the Consultant in "Analysis-Information & Research Missing People (A.I.R.M. p) in the different professional environments (2h) 2. Professional and fiscal framework (1h) 3. Professional deontology (1h) 4. National and international normative framework; 2h 5. Elements of the civil law related to disappearance (2h FAD) 6. Elements of criminal law related to disappearance (2h FAD) 7. Operational protocols (1h FAD) 8. Elements for the management of the approach to be used with the family context of the disappeared person (3h) 9. Elements for the management of the institutional relationships (2h) 10. Elements for the management of the relationships with the voluntary bodies and associations (2h) 11. Forms and modalities of the disappearance (2h) 12. Forms and modes about the dissemination of the researches (2h) 13. 13. Practical exercises and simulations (4h)
Duration	26 h
Situation and training modality	Lecture in attendance (17h), Distance learning (5h), Simulation (4h)
Assessment of the learning	Open Questionnaire and/or multiple choice questions Solution of professional cases

TITLE MODULE 2	The disappearance: nature of the event, collection of the first information and approach to the case
LEARNING OBJECTIVES	<ul style="list-style-type: none"> To acquire the ability to identify the constituent elements of the disappearance. To organize your work in team by a division of tasks and skills.
KNOW HOW LEARNING CONTENTS	<ol style="list-style-type: none"> General Introduction (1h) The assumptions of the disappearance (2h) <ol style="list-style-type: none"> Strategy Environment Doubt Constitutive elements of the disappearance (2h) <ol style="list-style-type: none"> Person Context Warning system Systems of integration and the environmental interaction issues in the cases of disappearance (2h) Stages, timing and locations (4h) Analysis of the criticalities (2h) The creation of the Team (6h) <ol style="list-style-type: none"> Constitutive elements and tasks Team organization and Research Management Standardization of procedures Interaction mode (strategic briefing and debriefing) Tutorials and Simulations (10h)
Duration	29h
Situation and training modality	Face to face lessons (19h), exercise (2h), simulation and role play(8h)
Assessment of the learning	<p>Solution of professional cases</p> <p>During the exercise the level of acquisition/comprehension of the theoretical parts will be assessed.</p> <p>During the simulation the ability of each participant to work in the different roles will be assessed.</p>

TITLE MODULE 3	Assistance to the family and identification of the reference relational context
LEARNING OBJECTIVES	<ul style="list-style-type: none"> To acquire skills to manage relationships with the family of the missing person: assistance and gathering information, documentation, objects. To acquire the necessary competencies to identify the dynamics of the context in order to comprehend and define the environmental interaction, collection and selection of the useful information to the research
KNOW HOW LEARNING CONTENTS	<p>How to manage the approach with the relatives:</p> <ol style="list-style-type: none"> Study of the environmental and family dynamics (2h) Identification of the contexts (2h) The relational levels of the disappeared person (2h) Instance Management (2h) How to collect information: (2h) <ol style="list-style-type: none"> Reports Verbalization Registration Location Analysis: procedure/methods of access and inspection of the place (2h) Limits and potentialities of the research activities within the environmental context (2h) Methods of survey and gathering traces (2h) Study of the real cases (4h) Exercise and Simulation (6h)
Duration	26h
Situation and training modality	Face to face lessons (16h), exercise (6h), study of real cases (4h)
Assessment of the learning	Solution of the professional cases to evaluate the modalities of a correct approach to the environmental and family context

TITLE MODULE 4	Planning of the research activities; Management of the acquisition and selection of information
LEARNING OBJECTIVES:	<ul style="list-style-type: none"> To acquire techniques and modalities of planning the research activities To acquire competencies and technique necessary for the collection of information from the context and from open sources.
KNOW HOW LEARNING CONTENTS	<p>Elements for planning the research activities of the information:</p> <ol style="list-style-type: none"> Interview techniques and management of the questions (6h) Study of patrimonial and financial data (4h) Scientific Investigations: (10h) <ol style="list-style-type: none"> Forensic genetics; Forensic entomology; Legal medicine; Forensic informatics; Ballistics; Sound; Possibilities and conditions of access and study of the open sources (4h) Study of real cases (4h) Interview Simulation (6h)
Duration	34h
Situation and training modality	Face to face lesson (24h), simulation (6h), study of real cases (4h)
Assessment of the learning	Solution of professional cases

TITLE MODULE 5	Research strategy in urban, suburban and judicial contexts also with the use of advanced technology tools
LEARNING OBJECTIVES	<ul style="list-style-type: none"> To acquire the capacity of structuring a research strategy on the territory. To acquire competencies for the management of the interaction with institutions and the research teams. To acquire the main techniques and tools used for the research
KNOW HOW LEARNING CONTENTS	<ol style="list-style-type: none"> 1. Research technique in urban and extra-urban environment (2h) 2. Research technique in the judicial field: the main potential and critical issues. 2h 3. Training to operate with canine units (2h) 4. Topography and orienting elements applied to the research and GPS tracking (2h distance learning) 5. Main elements of Investigative Photography (2h) 6. Territorial research Strategy and track preservation (2h) 7. Research techniques with the use of drones and other detection technologies on soil and subsoil; 2h 8. Forensic Anthropology applied to research (2h) 9. Management of the research teams (techniques of briefing and operational debriefing) (2h) 10. Activity reporting and technical documentation. 2h 11. 11. Practical Exercise (12h)
Duration	30h
Situation and training modality	Face to face lesson (16h), distance lesson. (2h), exercise (12h)
Assessment of the learning	During the exercises will be evaluated the ability of the team to coordinate research and to acquire and interpret the technical documentation by means of the external research activity with the support of canine units.

TITLE MODULE 6	Examination of investigative and judicial activities
LEARNING OBJECTIVES	<ul style="list-style-type: none"> To acquire the capacity of collecting information from acts emanating from the competent authorities, with particular reference also to the examination and interpretation of the elements in judicial and investigative documents.
KNOW HOW LEARNING CONTENTS	<ol style="list-style-type: none"> Civil law and administrative issues in the cases of disappearance (4h) Criminal aspects in the cases of disappearance (4h) Conditions of access and study of investigative acts: (4h) <ol style="list-style-type: none"> Reports Circulars Minutes Inspections, searches, seizures Interceptions Conditions of access and study of judicial documents: (2h) <ol style="list-style-type: none"> Civil and criminal procedural documents Judgments/verdicts Provincial and prefectural protocols (2h distance learning) Study of real cases (4h) Practical Exercise (4h)
Duration:	24h
Situation and training modality	Face to face lessons (14h) , distance learning (2h), exercise (4h), study of real cases (4h)
Assessment of the learning	Solution of professional cases.

TITLE MODULE 7	Information organization and classification of the disappearances
LEARNING OBJECTIVES	<ul style="list-style-type: none"> To acquire the capacity of managing, selecting and classifying the collected information, through the use of computer tools and preparatory reports to the research To acquire criteria and methodologies to assign the classification to the specific case.
KNOW HOW LEARNING CONTENTS	<ol style="list-style-type: none"> System of classification of information; 2h Matrices, streams and data entry (2h) Elements for characterizing information (2h) Information assessment criteria in the operational context (2h) Practical case study aimed at the capacity of classifying the information (6h) National and International Classification of Disappearance cases (2h)

	<p>7. The databases of the Disappeared (1h distance learning)</p> <p>8. Criteria for assessing information in relation to the classification of disappearance. 2h</p> <p>9. 9. Exercise (6h)</p>
Duration	25h
Situation and training modality	Face to face lessons (12h) , distance learning (1h), exercise (6h), study of real cases (6h)
Assessment of the learning	During the exercises will be assessed the ability to evaluate the information and to classify the disappearance through the development of a case

TITLE MODULE 8	Management of the relations with the authorities and reporting carried out activities.
LEARNING OBJECTIVES	With reference to each individual phase, the objective of the module is to transfer to the participants the main techniques of analysis and synthesis of the activities carried out and the information acquired through survey reports aimed at managing the relationship with the Competent authorities (prefectures, judicial authorities, judicial police, etc...) and with the family members.
KNOW HOW LEARNING CONTENTS	<ol style="list-style-type: none"> 1. Identification of the Authorities and analysis of the competences; 2h 2. Drafting informative documents; 4h 3. The testimony in the debate/hearing; 4h 4. The independent expert in the context of the criminal procedure; 2h 5. Drafting of final proceedings: (4h) <ol style="list-style-type: none"> a) Information analysis b) Interconnection of data and structure of the examined hypotheses; c) Summary of evidence; d) Classification of the disappearance; e) Logical-deductive evaluation of the results obtained. 6. Case studies (providing information about a real case on which a conclusive report will be produced) (6h) 7. Final practice Exercise (30h)

Duration	52h
Situation and training modality	Face to face lessons (16h), exercise (30h), , study of real cases (6h)
Assessment of the learning	During the exercises the participants will have to face with the same difficulties of a real case demonstrating to have acquired capacity in the collection of the information, management of the researches and in drafting conclusion of the activity.