CAPEJ

**Research and Action
for Emancipatory Policies
for Youth**

CONCLUDE AND COMMUNICATE

Deliverables	• Focus on & assessment of value: approach, action-researchers, results • Celebration of a shared adventure • Learning how to disseminate information • Identification of specific objectives and resources for communication, and plan for their use • Report on the approach, results, production of knowledge
Goals	• *"Say what you're going to do, do what you said, show what you've done."* • *Take the time, and get the resources, to celebrate the human adventure of experimentation* • *Materialise the process by producing deliverables* • *Choose what model to follow to present conclusions (advocacy[1], capitalisation[2], systematisation[3] of the experience, articles, teaching resources, etc.) starting in steps 4 to 6.*
Step-by-step, with some tools	This step should focus on considering productions in terms of research and action, and not only the most visible result. It should finalise the project. It can be thought of like punctuation, putting a full stop on one adventure but also leading on to new horizons, new action-research or projects, new approaches, etc. The final restitution is the high point of the entire project approach, but it must be designed, or at least considered, well before the final step in the process. Starting in **STEP 4** (especially with **what is this horned beast?!**, and **the masterplan at a glance**, the project's targets were defined, along with its objectives and the associated deliverables/ achievements. Those two documents anticipate this step. **Three questions can guide us through it:** • What is the purpose of this conclusion? • How can it be publicised? • What resources are required? Once you have done this, you need to think about and organise the resources you will need. You can use the **[communication dashboard link to the sheet]** for guidance. And finally, an event to celebrate completion of the project is a "project within the project" and needs to be planned in advance and carefully constructed. Tools presented in **STEP 5 AND 6** can help you organise an event and present the results of your project. There are many ways and means to report on a project or action-research. You don't have to make a formal PowerPoint presentation: a video, an exhibition, doing skits on stage, a comic book, a podcast, etc. are all ways to share your results and the process you followed! Having fun is an integral part of such a celebration.

1. Advocacy is the written or oral defence of an opinion, a cause, a policy, or a group of people. Advocacy therefore pushes for improvement in the living conditions and well being of groups with fewer opportunities, or the protection of entities that can't defend themselves: endangered species or the environment for example.
2. Capitalisation is an approach that aims to transform an action and an experience into a shareable learning situation. It can be organised in 7 steps and has 3 objectives (see resources).
3. Systematisation of an experience is the Latin-American cousin of capitalisation.

Reminders	Whatever the results of the action-research, the status of its outputs or actions, or the difficulties encountered … the action-research group has just lived through a human adventure: celebrate it! In addition to the traditional invitations to researchers, partners, elected officials, financiers, etc., remember to also invite your friends, family and neighbours! A conclusion does not necessarily lower the curtain on the approach. On the contrary, it displays everything you have seen, done, experienced, learnt and produced in the time you were given. So, a conclusion can also open doors to other projects and new horizons. As well as being an opportunity to invite other actors to participate in new adventures.
Pitfalls & obstacles	Shining a spotlight on actions and actors can be a double-edged sword! While it is undeniably important to publicise and celebrate your work, you need to make sure that what is presented is acceptable and tenable for everyone in that spotlight. As for images and audio, don't forget people's rights to privacy and to be forgotten!
Tips	• Start this step when you're in step 4. **Designing the action or experimentation.** • The "Communicating effectively" activity sheets in French on the IREPS-Pays de la Loire website are a good resource to start working with the group on all the issues involved in communicating.
What's expected of you: your role, posture, and skills	• Use your ability to sum up • Preserve the documentation that will be helpful/useful in this step throughout the process • Encourage creativity and participation, including in the reporting exercise • Make sure everyone finds his/her own place (even if it's in the "shadows") •
Resources	• "Communicating effectively" activities in French, IREPS - Pays de la Loire: **https://www.cartablecps.org/page-17-22-0.html** • Communicating effectively in a group working on a project, in French: **https://mon-parcours-collaboratif.fr/scenario/communiquer-efficacement-dans-un-groupe-projet?s=5%7C6o#F6** • Communication, Methodology sheet 7 in French (p.38), Graine Guyane: **https://graineguyane.org/wp-content/uploads/2017/09/Partie_2-Preparer-un-projet-participatif-1.pdf** • Methodology Guide on capitalisation, F3E: **https://f3e.asso.fr/wp-content/uploads/guide_capitalisation_experiences_f3e_2.pdf** • Systematising experiences, in French: **https://www.eval.fr/methodes-et-outils/systematisation-dexperiences/** • **[Guidelines Link to the sheet]**