

Guidelines for hosting International Conferences on Safe Communities, (SafeComm-xx)



A Series of International Conferences on Safe Communities - initiated by the:



**WHO COLLABORATING CENTRE
ON
COMMUNITY SAFETY PROMOTION**

For information contact:

Karolinska Institutet
Department of Public Health Sciences
Division of Social Medicine
WHO Collaborating Centre on Community Safety Promotion
SE-171 76 Stockholm, Sweden
Visiting address: Norrbacka, 2th Floor
Phone: + 46 (0)8 524 801 43
Professor Leif Svanström, Chairman
E-mail: leif.svanstrom@ki.se
Moa Sundström, Coordinator
E-mail: moa.sundstrom@ki.se

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Below at http://www.phs.ki.se/esp/who_conferences_en.htm

**C: Conference /Guidelines for hosting future international conferences on Safe Communities SafeComm
2009**

1 Conference objectives and stakeholders

1.1 Introduction

In most countries around the world, health policies are increasingly focusing on prevention as the necessary complement to effective cure and care and to increase the safety of population. Safety promotion and injury prevention at the local level, involvement of the local communities resources, the s.c. Safe Community model should be seen as priority issues in that respect, as injuries rank third among the major causes of death and second in terms of years of life lost due to premature death.

Severe injuries are a major threat to health in the community and present a great financial burden for society at large, there is a great challenge for society to strengthen efforts in injury reduction and safety promotion. This implies significant changes in public attitudes and behaviour concerning safety as well as in professional commitment: we must accept that death and injuries, due to violence and accidents, are not “accidental”, and that much can be done to reduce them effectively.

The Safe Community model for injury prevention has been successful, and has in some instances shown injury reductions on average 30% - even up to 60%.

1.2 The Safe Community Network

A network of demonstration programmes has been established since 1989, the s.c. *Safe Community Network*, with currently 158 members (July 2009). The following countries are involved by fulfilling the “6 Indicators”

www.phs.ki.se/csp/pdf/indicators_2004/indicators_for_international_safe_communities.pdf for the programme: Australia (17) communities; Austria (14) ; Bosnia and Herzegovina (1); Canada (6) ; Chile (1); China *Mainland* (15) (*Hong Kong* (6) Province of Taiwan (7); Czech Republic (1); Denmark (1); Estonia (1); Finland (2); Iran (4); Israel (1); Japan (1); South Korea (4); Norway (17); The Netherlands (1); New Zealand (9); Poland (1); Peru (1); Republic of Serbia (2); South Africa (2); Sweden (17); Vietnam (8); USA (5).

The number of programmes involved in the Network are increasing rapidly. Further information on the communities involved in the Network is available at the web:

http://www.phs.ki.se/csp/who_safe_communities_en.htm

1.3 The Affiliate Safe Community Support Centres

An organization can be appointed as an Affiliate Safe Community Support Centre, by providing advice and assistance in the field of safety promotion to the communities. The following centres so far have been appointed (July 2009):

Australia: (1)	Royal Children's Hospital Safety Centre, Melbourne
Bangladesh: (1)	Centre for Injury Prevention and Research, Bangladesh (CIPRB)
Canada: (1)	Safe Communities Canada
China: (2)	The Occupational Safety and Health Council, Hong Kong China Occupational Safety & Health Association (COSHA)
New Zealand: (1)	Safe Communities Foundation New Zealand
South Africa: (1)	Centre for Peace Action, Johannesburg
Czech Republic: (1)	Centre for Injury Prevention, Prague
South Korea: (1)	Center for Injury Prevention and Community Safety Promotion, Suwon
USA: (3)	Peaceful Resources Center, Tucson National Safety Council, Chicago University of North Carolina Injury Prevention Research Center
Uganda: (1)	Injury Control Center
Republic of Serbia: (1)	National Center for Injury Prevention and Safety Promotion, Novi Sad

http://www.phs.ki.se/csp/who_affiliate_centers_members_en.htm

1.4 The Certifying Centre for Safe Community Programs

Certifying Centres serve as primary resources for Safe Communities programs globally through program assessments, certifications and ongoing evaluations of community safety promotion efforts. The following centres so far have been appointed (July 2009):

- 1. Safe Communities Foundation, New Zealand**
- 2. Centre for Peace Action South Africa**
- 3. Center for Injury Prevention and Community Safety Promotion, South Korea**
- 4. Australian Safe Communities Foundation, Australia**
- 5. Swedish Association for Safe Communities, Sweden**
- 6. Universidad del Valle, Instituto CISALVA, Colombia**
- 7. Safe Communities Canada**

http://www.phs.ki.se/csp/who_certifying_centres_network_en.htm

1.5 Objective

To facilitate the exchange of information and experiences between communities around the world.

Therefore the WHO Collaborating Centre on Community Safety Promotion launched the annual International Safe Communities Conferences to be able to share experiences among professionals and practitioners.

Earlier conferences see Appendix.

1.6 Major stakeholders

The basic responsibility for organising these conferences lies within the hosting community with support from the World Health Organization, through the role of WHO Collaborating Centre on Community Safety Promotion, Stockholm, Sweden.

2 Preparing your bid and the selection procedure

2.1 Introduction

The purpose of this note is to help those interested in preparing an offer for hosting one of the future International Conferences on Safe Communities SafeComm-xx, and Regional Safe Communities conferences.

Before preparing a bid in writing, it is advised to contact the Chairman, Professor Leif Svanström (E-mail: leif.svanstrom@ki.se) at the Karolinska Institutet. (K.I.)

If you are interested in hosting one of the future conferences, you should provide the WHO Collaborating Centre on Community Safety Promotion with detailed information on:

Date, location and the proposed major theme of the conference.

Detailed information on the organisation and logistics, including a well documented financial budget, and sponsors.

This bid should be conveyed to the WHO CC on Community Safety Promotion at in advance, preferably more than 2 years ahead.

2.2 Evidence with respect to the organisation and logistics

This should include information about the accommodations offered on site, such as:

1. available conference accommodation, and preferred options (confirming availability at the planned dates);
2. details with respect to conference halls available, number of seats etc (both for main hall and for concurrent meetings) and available audio-visual equipment /support;
3. transportation facilities in areas for the guests;
4. details on opportunities for social events (reception/conference dinner);
5. information on available hotels, in various categories;
6. proposed Professional Conference Organiser (PCO), its credentials as well as a full report on the services provided and costs.

This should result in a detailed financial prognosis, detailing;

1. Fixed costs: Venue

Staging
Printing & Stationery
Administration & Staffing
National Organising Meeting
Public relations & marketing
Fellowships and scholarships
Meetings with Executive Committee
Exhibition
Management
Insurance
Conference budget shall include 2 people from WHO CC **at the Karolinska Institutet** (travel, conference participation and hotel costs)
+ 20.000:- SEK in administrative costs.

2. Variable costs:

Catering
Social Events
Materials
Abstract book
Proceeding from the Conference

3. Income:
- Sponsorship
 - Exhibits
 - Participants fee
 - Advertising
 - Government funding

3. Responsibilities of International Organising Committee (IOC) and Local Organising Committee (LOC)

3.1 Introduction

The purpose of this note is to provide a listing of all activities related to organising a Safe Community Conference.

Experiences from past events have shown, that it is of crucial importance for a successful working relationship between the co-organisers to maintain an excellent communication- thorough, honest, clear, early and in writing.

The following provides a checklist for a division of tasks and responsibilities between the LOC and the IOC.

The first part deals with tasks and responsibilities of the IOC, covering subjects areas, which concern policy matters on which all partners should agree.

The second part narrows down to tasks and responsibilities for the material organiser of the event, the LOC.

3.2 International Organising Committee (IOC)

Oversight on time planning and meeting schedule

- Objective, scope and composition of the LOC, and brief introduction of co-organising parties;
- Chairmanship of the LOC and its Secretariat;
- Various LOC-committees to be established during the preparatory stage, during the conference;
- Standing Orders of the Conference;
- Timetable for all relevant actions (call for abstracts and registration) to be undertaken by the LOC with support of the WHO Collaborating Centre on Community Safety Promotion

Decisions on programme content

It should be agreed by all partners that programme policy and professional content are the responsibilities of the IOC and the LOC. Further items to be decided jointly are:

- Objectives of these conference and its major themes;
- Target groups and professional bodies to liaise with;
- Keynote speakers;
- The LOC-proposals for handling and reviewing abstracts (including 1 representative from the WHO CC).
- Opening and closing ceremony requirements
- Pre- and post- conference seminars and social programme.

Publications

Checklists of publications and time-table to be agreed on:

1. First Announcement and Call for abstracts

- abstract form included;
Abstract shall be sent:
As a Word format ELECTRONICALLY at the web page for the conference
- provisional conference programme;
- including programme on-line 1-1,5 year before conference;
- including if any. Travelling seminar;
- to be distributed during the previous conference closing session
an advertisement in the he Safe Community Monthly News send to: koustuv.dalal@ki.se
- and moa.sundstrom@ki.se
- Logos to be included on the announcement:

1) Hosting Institution

2) Safe Community Logo

3) Karolinska Institutet;

4) WHO Collaborating Centre on Community Safety Promotion;

*Logos 2-4: will only be permitted to use after request to WHO CC in Stockholm
(E-mail: moa.sundstrom@ki.se).*

5) The WHO logo will only be permitted to use after request to the WHO, Geneva .

Dr. Etienne Krug, Director Injuries and Violence Prevention

World Health Organization

20, Avenue Appia

CH-1211 Geneva 27, Switzerland

E-mail: kruge@who.int

Fax: + 41-22-791 3111

6) Invitation shall be sent to WHO Head Quarter:

Dr. Etienne Krug, Director Injuries and Violence Prevention

World Health Organization

20, Avenue Appia

CH-1211 Geneva 27, Switzerland

E-mail: krug@who.ch

Fax: + 41-22-791 3111

7) and to WHO Office in the Region for the Conference:

Addresses for Regional Offices: <http://www.who.int/entity/en/>

2. Second Announcement and Call for Registration

including preliminary programme

- 6-12 months before the conference

3. Final Programme

4. Abstract book

1. Participants list and addendum

- Title, Surname, Family name, Institution, Address, Zip code, City, Country, Phone, Fax, E-mail.

2. Record of proceedings (after the conference) or Conference report

3. Regular press releases and News letters

4. Declaration, Manifesto, Action Plan

Proof-reading

Please send proof to leif.svanstrom@ki.se and moa.sundstrom@ki.se and we will be proof-reader for Conference Announcements.

Sponsoring policy

Commercial exhibitions are permitted, but they, commercial exhibitors, are not allowed to have presentations in the Sessions of the conference. Sponsors can only be listed in the Conference Programme and Conference report.

3.3 Local Organising Committee (LOC)

Liaison with IOC secretariat

- Establishment of procedures;
- Transmission of minutes of local meetings, committees.

Financial Policy

Responsibility for the overall budget;

Responsibility for approval of budget inclusions;

Financial control, budget and keeping of accounts

Drafting the budget;

Bank accounts (opening and checking);

Monitoring cash flow, funding accounts, checking and paying of invoices;

Checking on insurance needs and local/national taxes, local/national subsidy possibilities;

Receiving income (e.g. registration fees, sponsor funds);

Reporting on account's developments;

Production of final accounts and evaluation.

Programme development

Number, type, scope and structure of sessions, and poster corners.

New Session: "Economics of Safe Communities: Analysis of organizational and Financial issues" where Koustuv Dalal e-mail: koustuv.dalal@ki.se will lead the session (from Aug. 09).

- Handling of introductory and keynote reports (by whom are main reporters invites and by what criteria);
- Call for abstracts/papers and handling of them
- Deadlines for reports, abstracts and papers;
- Chairmanship during the Conference (Chairperson and Vice-Chairperson) according to the number of sessions);
- Invitations to Chairpersons (by whom and by what criteria);
- Provisions offered to Chairpersons and main reporters(reduced registration fee);
- Recording of meetings (taping of original language for record of proceedings);
- Issuing of guidelines/instructions for speakers and poster corners (by whom, contents);
- Responsibility for briefing Chairpersons, speakers and ev. interpreters during the Conference;
- Technical assistance to Chairpersons of sessions (technical secretaries);
- Responsibility for administration of presented papers.

Production and distribution of documentation (pre-conference and during the conference)

Proposal for logo, colour scheme for printed matters, lay-out of letterhead;

- Drafting and producing printed matter;
- Establishing and maintaining printer's deadline;
- Proof-reading printed matter;
- Direct liaison with printer and distributor of printed matter,
- Production of announcement, call for abstracts/papers, programme, press releases, newsletters/articles on the Conference, list of participants and its addendum, abstract book, introductory reports, record of proceedings etc., and their contents, lay-out.

Conference site

- Conference centre contract, negotiation, and agreement;
- Proposal allocation of space:
 - A. Technical parallel sessions;
 - B. Poster corner session;
 - C. Social events;
 - D. Desk for registration, speakers/reporters, handling in AV-material speakers /reporters (+USB preview), enquires, travel, social events, technical visits, excursions/tourist office, bank and post office;
 - E. Meeting points (sitting out areas for participants);
 - F. Catering,
 - G. Secretariat Offices Conference, Chairman, LOC, IOC;
 - H. Press office;
 - I. VIP Room special guests;
 - J. Pre- and Post Conference storage;
 - K. Exhibition, book display, displays country documentation;
 - L. Lost and found
 - M. First aid.

Contents participants kits

- Final Programme
- Speakers list(s)

- Participants list (provisional and addendum);
- Poster Corner list(s);
- Abstract book
- Application forms for free discussion
- Questionnaire participants pool;
- Information sets from co-organising organisations;
- Badges, invitations, coupons;
- Conference site information
- City and transportation plans,
- List of hotels (address and telephone number);
- Tourist information;
- Information sponsors.

Technical programme and back-up

- **Technical support**
 - A. Film, video, overhead, USB and access to www;
 - B. Microphones, earphones, interpreters booths;
 - C. Tape-recording
 - D. Technicians, floor/room managers, hostesses in meeting rooms;
 - E. Material support poster sessions;
 - F. Application forms for contributions to the free discussions;
 - G. Directional signs
 - H. Stage sets, speakers desk at the rostrum, screens, speakers indications, calling system for urgent incoming messages for participants, decorations,
 - I. Setting up and breaking down
- **Equipment and furniture**
 - A. Photocopier;
 - B. PC sets, printers;
 - C. Office furniture, lockable cupboards;
 - D. Secretarial stationery etc.;
 - E. Setting up and breaking down;
- Liaison with organisers of private meetings (business meeting, meetings of Safe Community Network, Meeting of WHO Affiliate Safe Community Support Centres and Certifying Centres, Regional Network Meetings, Safe Schools meeting, and of other groups.)

Staffing on-site

- Registration and enquiry (multilingual) staff- timetables, contracts, recognisability (uniforms?)
- Secretariat, timetable, contract;
- Speakers/reporters desk;
- Catering staff and supervision;
- Technical assistance and wards in each session;
- Pre-conference briefing of all staff including timetable, schedule, programmes, speakers lists.

Language and translation management

Appointment of official translation service;
 Programme and planning of translations, proof-reading, deadlines;
 Appointment of professional interpreter teams;
 On-site arrangements for interpreters.

Exhibitions policy

- Are exhibition facilities available in/close for the Conference Centre?
- Is a trade or technical exhibition to be organised?

- Should it be a source of income to the Conference?
- Which would be its main objective and target group (information developing countries)?
- At the responsibility for the LOC and/or delegated to a professional exhibitions organiser?
- If the latter, who takes the financial risk?

Promotion and publicity

- Timetable and deadlines for printed material to be established, agreements on decisions of tasks and type of publications to be made;
- Decision on number of copies for each publications to be taken;
- Proposal for mailing lists for each publication to be agreed (who does the collection of addresses, who updates collected lists?)
- Distribution plan (individual, bulk or combination there of), to be proposed by IOC;
- Requesting agreement on mailing lists;
- Requesting agreement on choice of (advertising) media;
- Liaison with media, editors, journalists;
- Management of mailings, type of distribution (individual and /or bulk or re-distributors?), postal rebate system;
- Research on related associations and related events for additional distribution of Conference information;
- Participation and promotion at related events (at no extra costs for Conference budget);
- Info kits for host country's embassies/consulates world-wide.

Registration

- Registration procedure:
 - A. Setting-up systems (computerised);
 - B. Organisation and supervision of participant's kits packing, badge production, pre ordered tickets, invitations, written confirmations of participation;
- Advanced registration:
 - A. Deadlines for advance registration and early booking fees;
 - B. Receipt and monitoring of registration fees, checking registration of authors of accepted papers;
 - C. Maintenance of registration fee account;
 - D. Issuing of confirmations and receipts;
 - E. Handling cancellations and refunds;
 - F. Collection unpaid fees;
 - G. Repayment of overpayments received;
- On-site registrations:
 - A. Setting-up desk registration system;
 - B. Cashier arrangements;
 - C. On-site ticketing, name badges, distribution of participants kits;
 - D. Addendum to participants lists.

Social Programme

- Overall Responsibility for programme choice-welcome reception, national evening etc.;
- Financial responsibility;
- Agreement on procedures for opening and closing ceremony;
- Guest- and VIP-lists;
- Other official events- President's dinner, government/city hospitality, embassies hospitality;
- Accompany persons programme;
- Pre- and post Conference tours.

Accommodations, hotels

- Appointment of travel agency/tourist office;
- Choice of hotels in different price categories;
- Offer of cheap accommodation;
- Agreements/contracts with hotels;
- Liaison with travel/tourist agency or hotels concerning bookings, rooming lists, deposits, cancellations.

Sponsoring

- Official carrier. Negotiations with airline convention service department and/or Ministry of transport and tourism on:
 - A. Barter;
 - B. Free advertising, convention information lines;
 - C. Incentives;
 - D. Baggage handling;
 - E. Participants reception at airport of arrival, special desk signs;
 - F. Ground transportation from airport to hotel/city;
 - G. Other available services;
- Sponsorships as agreed by IOC.

Technical tours programme

- Choice of visits and hosts;
- Invitations and tickets systems
- Liaison with hosts;
- Arrangements, linguistic guides, coaches, meals etc..

Pre- and post – Conference fee

- Choice of tours;
- Negotiations special fares.

Publicity and Press contacts

- Overall responsibility with LOC;
- PR and publicity plans, content and deadlines to be set by LOC;
- Editorial policy, trade press, national press, periodicals;
- Advertising policy, paid ads on the Conference, space selling in Conference publication, printing of Conference publications paid/done by sponsors;
- Regular articles on Conference items(programme, main reporters, special events etc.) for trade press and specialised if possible with camera ready;
- Camera ready copy for periodicals with Conference agenda;
- Press Accreditation;
- Press release, advance newsletters;
- Press conferences, pre-Conferences, daily during Conference;
- Press officer
- Post conference press releases;
- On-site arrangements, press office.

Shipping of material

- Determine possibilities of shipping material, choice for shipping/carrying along material;
- Clarify custom regulations, provisions;

- Stand material, documentation;
- Local transportation pre- and post-Conference

Final conference report (within 3 months after the conference)

- Report to IOC on conclusions & recommendations from scientific programme;
- Report to IOC on financial results and recommendations for future organisers;
- Report on logistics and organisation of the conference and suggestions for coming conference.

4. Guidelines for abstract handling (addendum to general guidelines)

The Guidelines for the LOC and IOC decide jointly on:

- Major themes of the conference;
- Keynote speakers;
- Handling of abstracts (review and selection procedure);
- Opening and closing sessions;
- Satellite meetings (major themes/financial viability).

Due to request raised during previous conferences, this addendum will give more specific guidelines for abstract handling;

- The LOC send to the IOC for approval a list of national and international experts that will be invited for the Programme-committee, reviewing the abstracts. This committee should be:
 - Multidisciplinary;
 - Cover the entire spectrum of injury issues;
 - Qualified by proper training and experience.

It is advised to have for each sector an Local and International expert.

- The congress secretariat sends a copy of the abstract to at least 2 members (1 local and one international) of the committee for reviewing and rating.
The reviewed abstracts are sent to the chairman of the committee for final conclusion on status. (If the two experts disagree, the chairman decides).
- The resulting list of abstract accepted for symposium presentation and those accepted for poster should be reviewed in its entirety, taking into account a balanced programme in view of:
 - The relevant sectors in the field of Safe community and safety promotion;
 - The relevant interest (programmes, evaluation, research);
 - The geographical representation of presenters;
 - Gender distribution of presenters;
- The programme-committee member should also play a role in:
 - Guiding and coaching speakers before the conference and serve as rapporteurs.

5. Recommended Outlines of 1st Announcement

The xx International Conference on Safe Communities, (SafeComm-xx)

Date, Month, Year

Place, Country

First Announcement

Call for Abstracts



Conference Information

Venue

Secretariat

Language

Important dates

Deadline for abstracts

Deadline for registration

Deadline for hotel reservation

Programme

Pre-conference programme

Call for abstracts

Registration

How to register

Entitlements

Registration fee

Payment by

General Information

Climate

Visa and passport

Health

Shopping

Official carrier

Accommodation

Hotel reservation

Liability & disclaimer

Currency

Transportation

Language

Voltage

Food

International Organising Committee

Local Organising Committee

Organisers:

Name of hosting community

in collaboration with



this logo to the left of the text

WHO Collaboration Centre on
Community Safety Promotion



this logo to the right of the text



Appendix

Earlier Conferences

The first **International Conference on Safe Communities** - SafeComm-1 was held in Falköping, Sweden 3-5 June 1991.

Theme: no specific. The conference focused on practical and theoretical models for intervention and injury prevention in the community.

Participants 120 from 34 countries

SafeComm-2 were in Glasgow, UK 7-9 September 1992

Theme: The Impact of Safe Communities on the quality of life”

Participants: 300 from 21 countries

SafeComm- 3 Harstad, Norway 6-8 June 1994

Theme: What works where and why?

SafeComm-4 Fort McMurray (Now changed to Wood Buffalo) Alberta, 5-8 June Canada 1995

Theme: The Energy of Safe / Health Communities

Participants: 250 delegates from 26 countries

SafeComm-5 City of Hume and La Trobe Shire, Australia 22-26 February 1996

Theme: Mainstreaming Community Safety.

Participants: 170 delegates from 19 countries;

SafeComm-6 South Africa, Johannesburg 1997, 15-19 October

Theme: Consolidating Communities Against Violence.

SafeComm-7 The Netherlands, Rotterdam 13-15 May 1998

Theme: Challenges for sustaining safety in large urban environments.

SafeComm-8 Vienna, Austria 7-8 October 1999.

Theme: Networking for Safe Communities and The First European Region Safe Community Conference

SafeComm-9 Dhaka, Bangladesh 26-28 February 2000

Theme: Setting Child Safety Priority within a Safe Community Framework

Participants: 293 from 19 countries

SafeComm-10 Anchorage, Alaska USA 21-23 May 2001

Theme: Safe Work, Safe Play Around the Clock

SafeComm-11 Rainy River in Canada 7- 9 May 2002,

Theme: S.E.E.D.S.- Safety- Education – Equal Opportunities- Dedication- Sustainability . Growing Safe Communities

SafeComm-12 Hong Kong, China 18-20 March 2003;

SafeComm-13 Prague, Czech Republic 2-4 June 2004

Theme: Sustainability within Safe Communities; Development of Safe Communities in Eastern and Central Europe; Safe Children and Safe Schools; Safety for Elderly; Traffic Safety and The Role of Rescue Service;

SafeComm-14 Bergen, Norway 13-15 June 2005

Theme: Violence Prevention in Creating Safe Communities;

SafeComm-15 Cape Town, South Africa 9-11 April 2006

Theme: Creating a Safer Environment

SafeComm-16 Teheran, Iran June 2007

Theme: Impact of Safe-communities on Road Safety

1200 delegates including about 100 international participants from 27 countries.

SafeComm-17 Christchurch New Zealand 20-23 October 2008.

Theme: Working together to make a difference.

More than 500 delegates from 38 countries.

SafeComm-18 Colombia, Cali 13-15 August 2009,

Theme: Community Safety Policies as an axis for development

Later years Regional Conferences are also organised i.e. Asia, Pacific, African, European and Nordic.

The 1st (2002) **Asian Region Conferences** was held in Suwon, South Korea;

the 2nd (2004) 15-17 February in Dhaka, Bangladesh;

The 3rd (2005) in Taipei, China, Province of Taiwan;

The 4th (2007) 22-24 November in Bangkok, Thailand.

Incorporating Global Thinking, Cultivating Local Strategy

25-26 November Post-Conference Tsunami visit

The 5th (2009) 18-20 October Beijing, China

Safety, Health, Harmony

Nordic Safe Community Conferences

The Nordic Conferences have been held:

1996 in Skövde, Sweden;

1997 in Fredrikstad, Norway;

1999 in Reykjavik, Iceland;

2001 in Vejle and Fyn in Denmark

2003 Helsinki, Finland *Borderless Safety*.

2005 6th Nordic Safe Community Conference in Karlstad, Sweden 9-11 November

African

1st Indian Ocean and 3rd African Safe Community Conference 8-10 October 2003

South-eastern Europe

1st Regional South-eastern Europe Conference on Safe Community

"Safe Children in Safe Communities" , 22-25 June 2009, Novi Sad, Serbia

