**Friendship Group Book**

**QUESTIONNAIRE FOR RESPONSE BY 18 SEPTEMBER 2017**

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| AusTimorFN is developing a book that showcases the unique story of the Friendship Groups in Australia and Timor-Leste. The book is intended for publication as a printable pdf in English and Tetun.  The book will give an overview of the Friendship ‘movement’ as a whole, and will include a section highlighting key information about each Friendship Group (informed by responses to this survey). Quotes, testimonials and photographs will also be included throughout the book.  The book will not include any financial details (e.g. funds raised or committed to specific projects). This is to avoid assumptions about the comparative effort of individual groups, where monetary measures may not truly reflect the contributions made or outcomes achieved.  **To assist in drafting the book, please:**   * **Provide responses to the four questions in this Word document** * **Email the questionnaire (as a Word document) with any photos to FGBOOK@austimorfn.com by Monday 18 September 2017.**   **The History of your Friendship Group – when it was formed and how – will be taken from the “2015 Report on Friendship Groups”, which most Friendship Groups contributed to. If we do not have this information about your group, we will contact you for it.**  Once your response has been included as draft text for the book, we will provide it back to you for factual review.  Note: Local Government Victoria is assisting AusTimorFN to develop the book, and may contact you if they require clarifications on your responses.  **Please direct any queries to FGBOOK@austimorfn.com** |

**Friendship Group name:**

**Contact name** *(person completing survey)***:**

**Phone:**

**Email:**

**Question 1: What have been the key achievements of your Friendship Group?**

(suggested maximum 150 words, noting that you may use dot points)

*Note:*

* *while we’d like to capture the full history of your group’s activities, you may wish to focus predominantly on more recent activities to ensure current relevance, as per the overarching guidance, please note that financial amounts will not be published in the document.*

**Question 2: Who have your key partners been in Australia, and any Timorese organisations?**

(suggested maximum 75 words)

*Note:*

* *you may wish to build this into the question above if appropriate.as per above, while we’d like to capture the full history of your group’s activities, you may wish to focus predominantly on recent partnerships to ensure current relevance and indicate the duration of the partnership.*

**Question 3: What involvement (if any) has your local council had in supporting your Friendship** **Group?**

(suggested maximum 75 words)

**Question 4: Do you have any interesting observations or very short stories that may interest readers?**

*Note: This only needs to be brief – we’ll follow up for more detail if we decide to include your story/observation in the book.*

**Quotes**

We wish to include short quotes from Timorese people involved with your Friendship Group, especially those who have benefited from any of your specific projects.

We ask you to consider:

* Providing any existing quotes that may be relevant
* Contacting your key Timorese stakeholders to request a quote

Please provide no more than three quotes.

PLEASE NOTE: In providing quotes for consideration, you are confirming consent of the individual to publish the quote attributed to them.

**Photos**

We will include a range of photographs within the book, and we welcome images provided by Friendship Groups for consideration.

Images will cover a range of subject matter, such as: projects in Timor-Leste; scenery in Timor-Leste; relevant activities in Australia (including fundraising events); Friendship Group participants in action.

Should you wish to provide images, please:

* Attach up to four photos (preferably in JPEG format)
* Ensure a clear photo with reasonably high resolution for publication i.e. over 500kb in size
* Provide a caption with a sense of location, activity, and individuals featured (if appropriate)
* Provide the photographer’s name (to attribute photo credit)

PLEASE NOTE: In submitting photographs, you are confirming your approval for publication of the image in this book, and confirming consent of any individuals featured to have their image published in this book.