



## Training Course

### ***EVS4U***

for Sending and Hosting Organisations from  
Eastern Europe and Caucasus countries

22<sup>nd</sup> -26<sup>th</sup> September, 2004

**Chelmsko Śląskie, Poland**



## Report

# Preface

“Who are you? Where do you come from? Where are you going?” – Once this question of the watchman greatly puzzled young Artur Schopenhauer (1788-1860) and gave the stimulus for the development of his philosophy. Thousands of young people meet the same question every minute, while standing at the crossroads of their lives on their way to the choice, which will change them. Why do many young people choose EVS – European Voluntary Service? Every volunteer has his or her own explanation. The only thing we can state is that the person can be a volunteer only then, when he or she answers positively to the appeal from those looking for help. This shows the key value in people’s life – their freedom. Voluntary work creates a unique chance to discover within you those merits, inclinations and needs, which in the past were closed to you. In addition, maybe, what is more important, it creates the ability to discover yourself.

The European Commission’s YOUTH Community Action Programme provides a great possibility for young people to realize themselves within the European Voluntary Service. EVS is aimed at providing a non-formal intercultural learning experience for young people, encouraging their social integration and active participation, improving their employability and giving them opportunities to show solidarity with other people. A key element of the EVS is the balance between providing service to the community and non-formal learning.

The White Paper “*A new impetus for European youth*” identifies voluntary activities as a priority theme for future co-operation in the youth field. It considers voluntary activities as a form of social participation, an educational experience and a factor of employability and integration. They thus represent an instrument for the development of active citizenship.

On April 2004 in Communication from the Commission to the Council “*Follow-up to the White Paper on a New Impetus for European Youth*”, the Commission proposed the following overall goal for voluntary activities of young people:

*In view of enhancing active citizenship and solidarity of young people, voluntary activities should be developed, promoted, and recognized at all levels.*

Young people from so-called Partner Countries, who want to engage in voluntary activities, meet a number of difficulties. These difficulties are of different natures: lack of social protection, refusal of visa and residence permits, language problems, lack of training, heavy procedures, etc. Nevertheless, voluntary work has its own history in EECA Countries. The fact that almost all NGOs in the region exist on a voluntary basis can be evidence of it. Providing the opportunity for participation in EVS for young people from non-European Union countries, the YOUTH Programme opens new horizons not only for them, but for itself as well.

## Origin of the Course

The SALTO-YOUTH (Support and Advance Learning and Training Opportunities) Eastern Europe and Caucasus Resource Centre, is primarily aimed at raising awareness and visibility of the YOUTH Programme in EECA countries. The European Union YOUTH Programme from its side puts major emphasis on developing the voluntary and civil sectors in society in the partner countries within Third Country co-operation strategy.

Organizations from within the European Union and EECA countries, as well as all participants involved in the development, implementation and evaluation of YOUTH projects, are confronted with bigger obstacles and challenges and when trying to answer the requirements of the YOUTH Programme. On one side, there are the special needs and current situations in their countries and on the other side, specifically in the areas of project management, intercultural communication and methodology of YOUTH projects.

Therefore, in order to build an effective platform for co-operation between the Programme and the EECA countries as well as strengthening existing partnerships, the EECA Resource Centre according to the work plan for 2004 had developed training events, destined for Hosting and Sending Organizations from EECA regions already active in the European Voluntary Service.

From the needs, assessment provided by the Resource Centre and the evaluation of previous development activities, (Contact Making Seminar: 2-7 April 2004, Warsaw, Poland; Short Study Visit – Youth Work in Ukraine: 21-27 June 2004, various places in Ukraine). It was seen on one hand to lack partnerships within Action 2 – EVS, low quality and quantity of the projects, and on the other hand – high interest in developing and promoting EVS in Eastern Europe and Caucasus as a new possibility for life-long learning and intercultural dialog between countries and those partners involved.

### **"EVS4U" took place between 22-26 September, Wrocław, Poland.**

The **main aims** of the Training Course "**EVS 4 U**" were:

- To prepare EECA partners to efficient co-operation with organizations from Programme countries in the frame of the EVS
- To stimulate understanding and to promote the idea of Voluntarism in EECA countries

**An additional aim** of was to find potential EVS multipliers, who are ready to promote and inform on EVS and the YOUTH Programme in Eastern Europe and Caucasus as well as to co-operate on this issue with the EECA Resource Centre.

### **Objectives**

- To train and prepare potential partner organizations from EECA, who can host and send volunteers in the frame of EVS (Action 2)
- To learn about EVS philosophy
- To multiply EVS ideas
- To get to know the obligations and responsibilities of organizations participating in the EVS
- To develop the necessary knowledge, skills and attitude to organize an EVS project
- To train in EVS project management
- To get to know the basic knowledge about the YOUTH Programme
- To provide knowledge about possibilities of co-operation with Eastern Europe within the YOUTH Programme
- To present examples of efficient and successful EVS projects hosted in Poland



### **Participants and Target Group**

The main power of the training was in its participants, who represented seven countries from Eastern Europe and Caucasus: Armenia, Azerbaijan, Belarus, Georgia, Moldova, the Ukraine and Russia. The **EVS4U** description and the application form were available on the SALTO web site. A wide range of organizations was asked to inform and distribute course information among their networks and partners. Although the training was designed according to the needs of the participants, general criteria had formulated for them beforehand:

- Must have experience of work within voluntary service (preferably having personal volunteer's background) in their country
- Must be ready to develop new EVS projects (hosting and sending) in their countries
- Must be an active member of organization being able afterwards to co-ordinate and implement EVS projects
- Must have non-formal education background (participants representing companies are not allowed to participate)
- Should be prepared to participate in follow-up or evaluation activities organized by SALTO-YOUTH network
- Should be prepared to actively attend and contribute during the full duration of the "**EVS 4 U**"
- Should be prepared for participating in the training modules in English and Russian
- Preferably have knowledge about the YOUTH Programme and some experience from previous projects
- Must be willing to play the role of multiplier of EVS and the YOUTH Programme and be prepared to pass on the information, skills and contacts stemming from the event through their future activities

However, more recipient information about their expectations and organizational experience was collected on the application forms, which were aimed at needs assessment as well. The profile of participants in the **EVS4U** training course as resulting from the interpretation of the applications has the following main characteristics:

### **1) General Profile of Organizations and Participants**

It was not the aim of the organizers to gather organizations with the same background and the same spheres of their activities on the youth field. Thus, the application forms showed the big diversity of participants. Their youth work experience and level of responsibility as well as tasks in their organizations was very different. Nevertheless, it was possible to recognize simply their similarities.

In general organizations presented encompassed mail fields of youth work in their countries: peace education, human rights, social inclusion, conflict management, European dimension, environmental protection, social assistance, and, of course, volunteerism, voluntary youth movements, etc. From the applications, we could find that most of the participants were working with young people. Some of them worked with children, some with adults as well. The most prevalent target group was 18-35 years old. Quite a lot of participants came from a similar background: working with refugees, orphanages, disabled, unemployed and unprivileged young

people. This youth work field was not a specific criterion for the participants' selection. However, we can therefore conclude what kind of organizations work on or want to begin EVS programs.

As said before, participants carry out different roles and tasks in their organizations. Nevertheless, they can be divided into 2 groups: those, who are involved straight in organizational management (mainly heads of organizations), and those, who are dealing with volunteers (mentors, coordinators, supervisors) both with national and international projects. The important thing is that only two of the participants work on a professional level, others described their activities as *voluntary*. The duration of participants, work experience ranges from one to nine years.

## **2) Motivation and initial expectations**

All participants expressed opinion that they see EVS as a great chance for young people to find new ways at looking at things, to be active and useful in their communities, to undertake the initiative, to have a possibility "to try" multicultural environment, to gain new knowledge, to realize themselves, and "to get a strong commitment to civic values".

Of course, the most frequent answers about expectations were those, related to **EVS**:

- To start EVS
- Knowledge and skills of EVS
- How to work with volunteers
- How to train volunteers
- To develop the EVS project
- EVS & its perspectives in EECA

As some participants had experience in EVS already, they expected to share it, to get valuable feedback, and to improve knowledge. Another group of expectations concerned future co-operation between organizations and the YOUTH Programme, SALTO Resource Centre, other participants: strong partnership & network were expected. Most of the participants pointed out their willingness to spread the information they received during the Training Course, to provide consultancy on the issue, to promote EVS in their countries. There was the balance between interest of organizations and participants' personal interest in the course as a tool for further self-development. There was also high interest expressed in ICL and learning new methods and models in youth work.

## **3) Experience in Voluntary Activities**

All participants had previous national experience in volunteer activities: all of them as volunteers, some as organizers events for volunteers as well. Eight people had also international experience of volunteering abroad (mainly work camps or group-volunteer projects). These programs were short-term. Some of the participants were acquainted with European

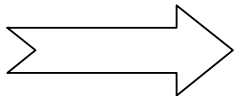
Voluntary Service (running the project, co-ordinating, mentoring, and providing language courses). Three participants were at the beginning of developing their first EVS project.

#### **4) Level of knowledge about YOUTH Programme & future possibilities**

Since the information and level of knowledge about the YOUTH Programme was very important for creating a programme of the event, organizers provided such a question in the application form. It showed high diversity between participants. At any rate, there were not a lot of people who could affirm availability in the wider knowledge about YOUTH, its philosophy and practical things.

	<b>low</b>	<b>medium</b>	<b>high</b>
<b>Action 1</b>	4	7	5
<b>Action 2</b>	6	8	3
<b>Action 5</b>	9	6	1

In addition, the participants were asked, how they were going to use **EVS4U** in their future work. We can distinguish two main ways of participants' interest in it:

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>✓ To develop EVS</li> <li>✓ To multiply EVS</li> </ul> |  | <ul style="list-style-type: none"> <li>as project, as philosophy,</li> <li>as possibility, as way of life</li> </ul> |
|---|---|--|

Some of the participants represented concrete projects promoting EVS that they want to implement. A lot of people described the situation in their countries, which confirmed that EVS is a strong potential for young people from EECA countries as well for those, who are willing to come and to do EVS in this region.

#### **List of EVS4U participants**

<b>No</b>	<b>Name</b>	<b>Surname</b>	<b>Country</b>	<b>Organisation</b>
1	Lilit	Simonyan	Armenia	Stepanyan Youth Centre NGO
2	Suren	Manukyan	Armenia	Human-Rights Youth Movement
3	Haykuhi	Margaryan	Armenia	Independent World Youth Movement
4	Alas	Khudaverdiyev	Azerbaijan	Youth without frontiers

5	Shahin	Bayramov	Azerbaijan	Association of Young Azerbaijani Friends of Europe
6	Anhelina	Hladysheva	Belarus	Belarusian-Dutch NGO Ecological Initiative Burenko
7	Alena	Talapila	Belarus	Centre of Youth Information & Documentation
8	Helena	Zhminko	Belarus	Peace Foundation
9	George	Kakulia	Georgia	Academy for Peace and Development
10	Rusudan	Chkheidze	Georgia	Human Rights Information and Documentation Centre
11	Neli	Saginashvili	Georgia	International Union "Ertoba"
12	Zugravu	Gheorghe	Moldova	Association of International Volunteering - Moldova
13	Roxana	Teodorcic	Moldova	Association of European Youth Exchange, Moldova
14	Natalia	Podkovirova	Russian Federation	Baikal Environmental Wave
15	Mykola	Yerin	Ukraine	AEGEE-Odessa
16	Olena	Yaremko	Ukraine	Academy of Ukrainian Youth
17	Halyna	Khoma	Ukraine	Lion Society
18	Olga	Kurotchyn	Ukraine	Charitable Foundation, „Caritas of Sambir-Drohobych Diocese”

## Organizers and Preparation

SALTO-YOUTH Resource Centre for Eastern Europe and Caucasus was an initiator of the course, its promoter and creator of the **EVS4U** concept. It was carried out in co-operation with the Polish National Agency of YOUTH Programme. The basis of trainer selection was on their experience in the EVS. The proposal was to invite trainers having besides English also Russian language abilities.



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The discussion about the training event and its framework had accompanied the team of SALTO RC since establishing the work programme for 2004. Detailed preparation took place during the preparatory meeting on 19-22 September 2004. An agreement was reached regarding:

- The nature of the TC
- Methodology & identification of qualities
- The proposition for programme and its flexibility
- Developing network on the EVS in EECA
- Evaluation and, especially, follow-up

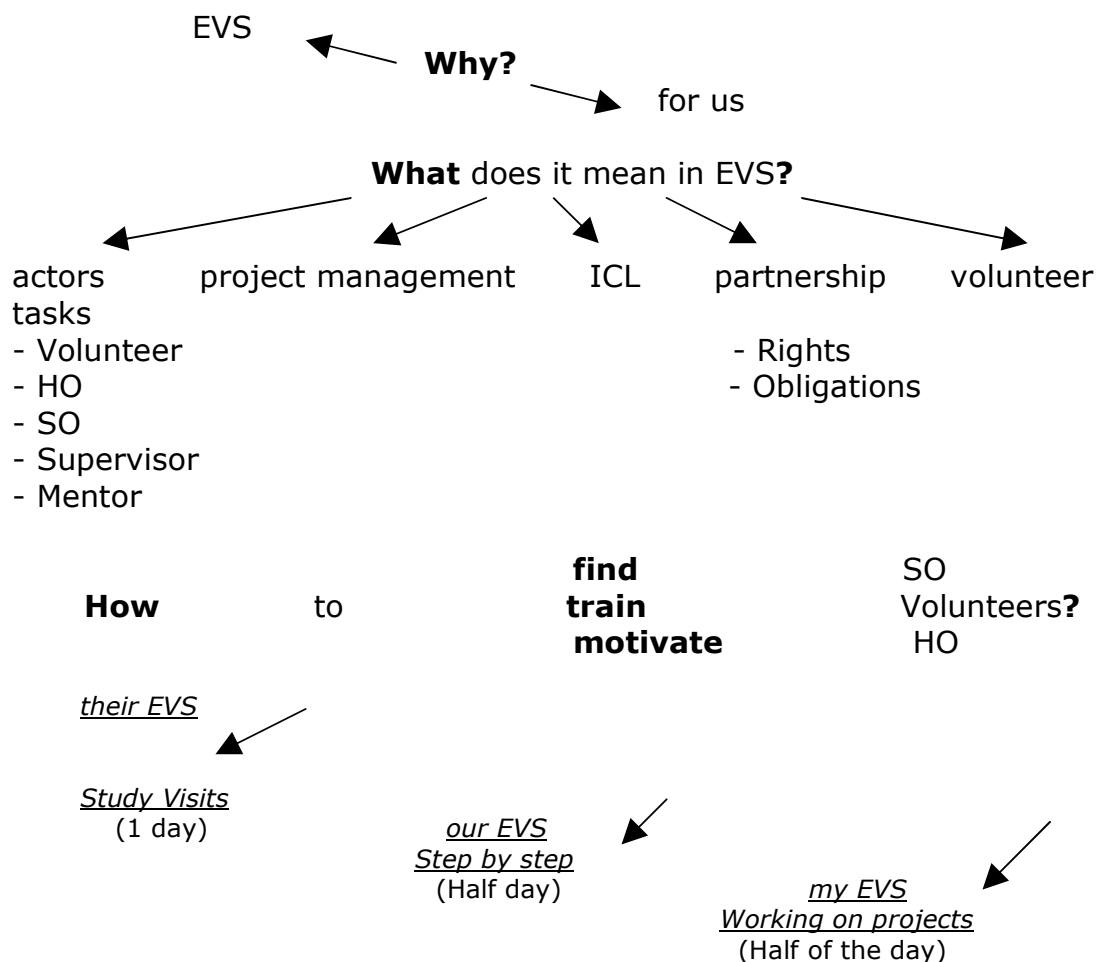
## Contents

The key concepts addressed in **EVS4U** Training Course were developed by the team with the special focus on EVS-cooperation with EECA countries and translated into the detailed programme (see: part "Programme of EVS4U"). The team also agreed on the certain logic and strategy for the event:

Intro to EVS → 1 day

we are, as we are: getting to know each other, group building voluntarism  
+ ICL: start from our own reality YOUTH for Us and We for YOUTH:  
possibilities and contribution

European Voluntary Service: the concept of 3 questions → 1 day



Also the TC was based on current practices of the participants, which served as a basis for analysis and reflections to overcome obstacles and to improve their EVS projects in the future. **EVS4U** was not just a number of themes. It was like a road, a road to EVS and to YOU.

## Methodology

The team of the **EVS4U** course agreed upon an appropriate methodology in tune with YOUTH Programme standards within non-formal education and according to the participants' selection criteria. The methodology focused on both: cognitive (inputs, presentations, group discussions, etc.) and emotional (exercises, simulations, etc.) levels.

It was based on 5 pillars:

- *Learning by knowing*: by contributing knowledge and experience of participants & the team with the opportunity to work in depth in particular subjects
- *Learning by doing*: people retain more of what they learn when they use more of their senses and can apply what they are learning
- *Learning by being*: personal responsibility, autonomy and judgment support learning process in the development of participants' potential

The methodological approach combined a variety of participative learning tools both traditional and innovative.

Some principles of working together were provided:

- ✓ Programme as a starting point → flexibility
- ✓ Personal responsibility for learning → active participation, supported by collective approach
- ✓ Communication & feedback → say whenever you do not understand something
- ✓ 'Take and give' concept → personal contribution and using group as a resource
- ✓ Transfer → theory in practice
- ✓ Value every moment!

## Programme of the Training Course EVS4U

21 – 26 September 2004

<b>Tuesday 21/09</b>		<b>ARRIVAL DAY</b>
<b>Hours</b>	<b>Events</b>	
	Arrival of participants Participants are transported to the hotel	
22.30	Dinner in Chełmsko Śląskie, some quick getting to know	

<b>Wednesday 22/09</b>		
<b>Hours</b>	<b>Events</b>	
8.00	Breakfast	
9.00	Start of the EVS4U Presentation of the programme Expectations, contributions, fears	
9.30	Organisation's fair	
11.00	Coffee break	
11.30	Introduction to the EVS in the YOUTH Programme context, its philosophy (questions & discussion) – PowerPoint or overheads	

	presentation
13.30	Lunch
15.00	What are the roles of the EVS "triangle" (Sending Organisation, Hosting Organisation, Volunteer), how to create partnership in EVS, special focus to the Third countries co-operation
16.30	Coffee break
17.00	Expectations of the volunteer and Hosting Organisation... ( pointing out non-formal education character of EVS project, necessity of Intercultural Learning as one of basic elements) Questions and discussion
19.30	Dinner
20.30	Intercultural evening

<b>Thursday 23/09</b>	
<b>Hours</b>	<b>Events</b>
8.00	Breakfast
9.00	How to motivate and find volunteers
11.00	Coffee break
11.30	EVS volunteer tasks (what can be part of project, concrete examples of EVS projects, on what we have put attention, where can appear possible obstacles)
13.00	Lunch
15.00	Role of the Mentor and Supervisor in EVS project
16.30	Coffee break
17.00	Trainings in EVS (pre-departure, on-arrival, mid-term)
19.30	Dinner

<b>Friday 24/09, Study Visit Day</b>	
<b>Hours</b>	<b>Events</b>
8.00	Breakfast
8.30	Departure to Bystrzyca Kłodzka
9.30	Visit to the Hosting EVS project in Bystrzyca, meetings with volunteers
12.00	Departure to Wrocław
13.00	Lunch in Wrocław
14.00	Visit to the Hosting EVS project in Wrocław, meetings with volunteers
17.00	Free time in the city
20.00	Dinner in Wrocław
22.00	Departure to Wrocław

<b>Saturday 25/09</b>	
<b>Hours</b>	<b>Events</b>
9.00	Breakfast
10.00	Reflections concerning visited projects – questions, discussion
11.30	Coffee break
12.00	Work on own Hosting project ideas
13.30	Lunch in the City
15.00	Continuation of work + consolations with the team (expert's corner)
16.30	Coffee break
18:00	Presentation of outcomes
20:30	Farewell party

<b>Sunday 26/09</b>	
<b>Hours</b>	<b>Events</b>
8.00	Breakfast
9.30	Evaluation of the TC, written, visual
11.30	Lunch
12.30	Departure to Wroclaw

## **Training Implementation and Outcomes**

### **▪ Group Development**

It is said that people are the biggest potential of every organization and structure. Nevertheless, sometimes this potential isn't used in a proper way. Each training course contains a number of activities pointed at group development as an obligatory part. SALTO RC, while preparing the programme and developing the strategy of EVS4U, was influenced by considerations that not only the team, but also a strong future network for organizations interested in multiplying EVS, as well as the whole YOUTH Programme in their countries are needed to be built. The group development was considered as a process followed by the individuals and the whole group during the course. Thus, different activities were planned in the formal working time, but also the participants were provided with the "informal space" in their free time that contributed to the development of group dimension and its dynamics.

#### **1.1 Getting to know each other**

##### **21.09/22.09**

The first welcoming evening started with a group dinner, followed by the presentation of the trainers and co-ordinators of the event, and a short introduction of the training programme, mostly given up to practicalities of the training course.

The next morning of the first working day was the official continuation of getting to know each other. Due to provided activities, participants were able to find out more information about themselves:

- ✓ Names, names, and names :-)
- ✓ Where do they come from
- ✓ Important things about themselves
- ✓ Their experience in EVBS
- ✓ Methodology: name games, icebreakers, work in pairs, etc.

## 1.2 Expectations and Concerns

### 22.09

Organizers, having in mind motivation and initial expectations of the participants expressed in their application forms (see: Participants & Target group), wanted to clarify individual needs of each recipient at the beginning of the course.

The participants were asked to put their comments under the next sentences (all answers were classified in the next structure):

□ I would like to get to know...

How EVS works?	Practical information, good practices & failures in EVS projects, roles of actors (HO, SO, mentor, coordinator, etc.), their rights & duties, how to write a successful application, trainings for volunteers and their specific features, hot buttons of EVS project, EVS for my country?
How to find, train and motivate volunteers?	Volunteering techniques, volunteer abroad, group of volunteers?
How to be involved in EVS?	Information that can be adopted for countries' realities, detailed information, EVS in Partner countries
What is YOUTH Programme for us?	YOUTH activities in Partner countries

□ This training will be great if...

Sharing experiences  
 Intercultural experiences  
 Meet new people  
**network**  
 Developing common projects  
 Ideas for the projects

Separately the issue of promotion of and information about EVS in MY country was stressed.



### **1.3 Team Work**

**22.09/23.09**

For the team work 2 activities were proposed:

<i>title</i>	<b>...Sharks...</b>
<i>Aim</i>	Group building and support co-operation – ways of working together
<i>Time frame</i>	1,5 hour
<i>Materials/resources</i>	Free space (outdoor activity), wooden bars (the numbers depend on the group)
<i>Description</i>	The group was placed in the following situation... You are on the island and you need to cross the sea with sharks in order to reach other coast using limited number of materials.
<i>Comments</i>	When nobody stood on one of the wooden bars, shark swallowed it – the group was free in choosing strategy for finding the solution and implementing the task; the participants were able “to try” different ways of working together and to build their cooperation by themselves.

<i>title</i>	<b>...The Spiderman...</b>
<i>Aim</i>	Group building and support co-operation – ways of working together – development of networking
<i>Time frame</i>	45 minutes
<i>Materials/resources</i>	25 meters of rope, 2 trees to fix the rope (outdoor activity)
<i>Description</i>	<b>1.</b> The trainers should have built the web (max. 1,60m of height, 5m wide between the trees, included holes of different size) <b>2.</b> The task was: the group had to reach the other side of the spider web by passing through its different gaps. There was a maximum amount of people, who were allowed to pass through the same gap (for example: 1st gap – 4 people, 2 <sup>nd</sup> gap – 2 people etc.). The participants were not allowed to touch the web. In case they did, the whole group had to return.
<i>Comments</i>	There were no time limit; the group had to solve the task together.

After each activity the debriefing was provided. The main goal of it was to create common vision of working together as a team. During the first discussion the next principles were underlined:

- Listen to each other
- Don't hurry
- Co-operation
- Common goal

- Discuss the rules
- Division of tasks
- Involve every "body" :-)
- Concentrate
- Be sure that everyone understand what to do
- Celebrate time spent together
- We can work together!

As these activities were not implemented during one day, the realization of the second game was influenced by the results of the previous working day. Thus, after finishing the activity the participants stressed the points that should have the priority for team work because of the difficulty in putting them into life. The group mentioned:

- Trust!
- Listen to each other
- Celebrate time spent together
- Don't allow the emotions to rule
- To know each others abilities
- Don't hurry



<i>Aim</i>	To give people the space to present their work of their own organization – to share information and experiences concerning the situation of young people, youth work and volunteering in the participants' countries in a structured and comparable way – to encourage future co-operation between participants
<i>Time frame</i>	Approximately 3 hours for the preparation and formal part
<i>Materials/resources</i>	Wallpapers, coloured marker pens, brochures, photos, etc.
<i>Description</i>	<b>1.</b> Before the training course participants were asked to gather some information about their organizations and materials about their previous projects <b>2.</b> During the first evening participants were asked to make up wallpaper to use as a tool to help them to present the aims and work of the organizations <b>3.</b> After it was done, participants were split into 3 groups according to the name of one of the greatest composers, which were written on the papers that participants got before it <b>4.</b> each group had approx. 20Min for short presentation
<i>Comments</i>	Such activities play an important role in expressing the participants' organizational, cultural, national identities. Here it had more then one goal: it was the presentation of themselves, their organizations, group work, first steps for network.

### **1.4 Presentation of organizations**

**22.09**

### **Intercultural learning**

Intercultural learning implies the development of a greater openness towards other cultures, the appreciation of cultural diversity, the overcoming of cultural bias and of ethnocentrism. ICL is necessary in situations where people of different cultural backgrounds and languages live together.



Speaking about the European Voluntary Service, everyone involved should take into account one of the main spheres of international volunteers' life – intercultural communication. It takes place between

volunteer and other individuals, as well as between volunteer and the society. Thus, ICL is not just the priority of YOUTH Programme, but it is an essential part of volunteers' daily lives, which can "provoke" both the happiness of communication and frustration or cultural shock. In order to allow people, who are going to be active in EVS, as organisers and promoters, to become more aware about it, the issue of ICL was also included in the working programme, as well as in out-of-programme activities.

## **2.1 What is ICL?**

**22.09**

Aim: to provide the group with the space to discuss and share their views of ICL as such. It was done using carousel method, so the participants could find more about each other's opinions and considerations. At the end of the activity the quick-list was made as an attempt to create common understanding.

work on conflicts      trust      respect      cultural diversity  
 understanding      communication      tolerance      NFE  
 exchange      active citizenship      equality      awareness  
 knowledge      new points      **ICL**      experience      fun      protection  
 active learning      solution      development      socialization  
 common approach      perception      opportunity      globalisation

## **2.2 Intercultural evening**

Aims:

- To enable all participants to introduce their countries
- To exchange information about countries
- To create an enjoyable atmosphere for the rest of the course

As it was mentioned before, ICL was a topic throughout the training programme. On the second night an intercultural evening was organized, which was more an informal programme topic. This evening was a really special one: the representatives of the countries that were "neighbours" during the time of the USSR and re-opened themselves to new rich cultures, which they thought they knew about...

## ▪ **The YOUTH Programme**

The Head of SALTO RC - Tomasz Bratek led of YOUTH Program and SALTO Resource Centre for Eastern Europe and Caucasus presentation.

Within the European Commission, and the Directorate General Education and Culture, lies the 'Youth Unit', which has the responsibility for the YOUTH programme, for youth information through Euro desk ([www.eurodesk.org](http://www.eurodesk.org)) and for the White Paper on Youth, which they have been developing for November 2001.

The YOUTH programme is aimed at young people from 15-18 to 25 years old, youth workers, associations and municipalities. The current YOUTH programme is planned to run for 7 years (2000-2006) and has a budget of 520 million Euros.

The YOUTH programme focuses on non-formal education and promotes its recognition. It promotes mobility, intercultural learning and European citizenship. The YOUTH programme is open to all young people, so it also endeavours to include young people who face exclusion.

The programme countries include the 25 EU member countries, the EFTA/EEA countries and the pre-accession countries that now have full access to all the actions of the YOUTH programme. There are however also priority regions that are targeted, such as the Mediterranean countries, the Commonwealth of Independent States and south and eastern Europe, and, to a lesser extent co-operation with Latin American countries.

The YOUTH programme is composed of different actions (only 3 actions were presented because of their openness for Partner countries):

**Action 1** is the action of Youth for Europe group exchanges

**Action 2** is the funding line for European Voluntary Service (EVS), sending or hosting a volunteer for a period of 6 to 12 months, or for young people from disadvantaged backgrounds from 3 weeks to 6 months.

**Action 5** is support measures aimed at strengthening activities within the other actions (for example job shadowing, training courses, contact making seminars, preparation visits, etc.)



Some measures have been taken within the new YOUTH programme to favour the inclusion of young people from excluded backgrounds. These measures include, for example, a focus on bilateral youth exchanges for socially excluded youngsters. A publication of good practices is being prepared and disseminated and the next version of the User's Guide will include a section specifically on inclusion of young people from excluded backgrounds.

For more information on the different actions, you can refer to the User's Guide, the reference manual of the YOUTH programme, which exists in most European languages. Most of the application forms for the YOUTH programme are available in different languages, but of course it is wise to use a language that you have in common with your partners in the project. All this documentation can be obtained from your National Agency or from the European Commission's website at [www.europa.eu.int/comm/education/youth.html](http://www.europa.eu.int/comm/education/youth.html). The National Agencies have a certain degree of flexibility – they can adapt the procedures and programme to a certain extent.

#### ▪ **EVS: step by step**

One of the main objectives of the training was to deepen the participants' understanding of the philosophy of European Voluntary Service. So it was obvious that we needed to start from the common point: to understand what is EVS for each of us and all of us.

### **4.1 What is voluntarism?**

#### **22.09**

Task: to think about, to visualize and then to present as a symbol the concept of "voluntarism".

Time: 45min

Comments: The participants, one by one, explained their views, so at the end of round the overview of the whole concept was created.

The next points were encompassed:

- keywords of voluntarism
- dimension of voluntarism
- motivation
- attitudes to
- inspirations

## **4.2 Why EVS for US?**

**22.09**

This session put its questions behind the participants: Why are we here? What do we need it for? How can we use it?

### Description:

1. Participants were asked to discuss the question "Why EVS for US" between representatives of the same country. The work in national teams helped to create mutual understanding of the priorities, motivation and needs of each country.
2. Then, all groups were mixed up and new 3 teams were formed. Each team included the representatives of different countries. Thus, this issue was considered from different aspects and from international perspective.

The results of the groups' work were presented:

### ...1...

- To have a volunteer for human resource development
- To work with disabled (physical, mental) people; in orphanages
- To help to develop the web-site
- To help in strategic planning in the organization
- To edit a news bulletin
- To help to develop voluntarism in our country, motivation
- Computer and English classes

### ...2...

- ✓ Strengthening youth organizations
- ✓ Developing ecological projects
- ✓ Give language lessons
- ✓ Work with disabled people
- ✓ Cultural actions
- ✓ Provide trainings/seminars
- ✓ Organize international programmes
- ✓ Fundraising
- ✓ Newspapers, media

...3...

give  
skills, knowledge, experience  
motivation

friend's  
promotion of country  
personal development  
hospitality/time

intercultural learning / communication  
contacts

take  
human resources  
new outlook/insight

organizational development  
creation on positive perception  
about EVS, voluntarism  
money

### **4.3 Presentation of EVS: input**

#### **23.09**

EVS is:

- Non-profit and unpaid voluntary service
- Brings an added value to the host organization and the local community

EVS is NOT:

- Job substitution
- Internship
- Substitute for military service

EVS aims:

- Non-formal
- Intercultural
- Learning experience
- To improve the employability
- Social integration
- Development of local communities
- New partnership
- Exchange of experience between partners



### Projects themes:

- Work with children/youth/elderly people – ecology – anti-racism, against delinquency – European information – culture and art – sport and leisure – etc.....

### Partners in EVS projects:

- Sending Organization
- Host Organization
- Volunteer
- National Agency

### Volunteers:

- Young people (aged 18-25) from Programme countries can participate in an EVS project hosted in one of the EECA countries
- Young people from any of the EECA countries can participate in an EVS project hosted in a Programme country but cannot do EVS in another EECA or Partner Country
- Young people from EEA/EFTA and pre-accession countries cannot participate in one-to-one EVS activities in Partner Countries (and vice versa)

### Possible project structures: bi-lateral – tri-lateral - multilateral

### Length of voluntary service:

- 6-12 months
- min.3 month in view of visa difficulties
- Short-term activities (a weeks – 6 month) for young people with less opportunities

### Trainings for the volunteers:

- *Pre-departure Training (SO):* rights and responsibilities – info about the country, NGO, target group – EVS concept – sharing experience – multinational team – technical questions – conflict management
- *On-arrival Training (HO- first month after arriving):* work, place, meeting local people – needs – language, training – expectations – possible obstacles, dangers – mentor – what should be done + everything connected to your project
- *Mid-term Meeting (HO):* expectations before, now – technical information – what has been done – sharing experience – what to do to make this project better???
- *Evaluation (SO)*

## EVS – a partnership

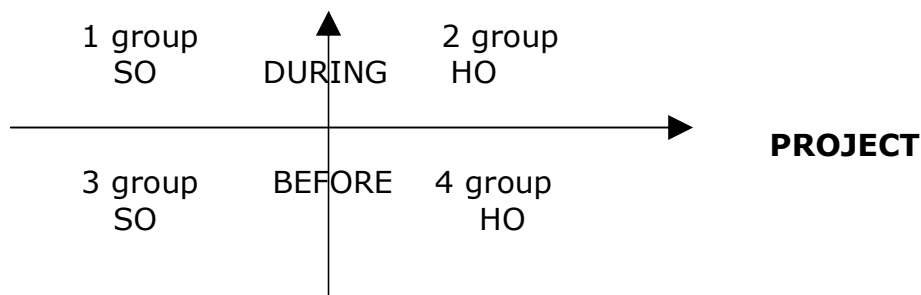
- For the volunteer – life long learning!
- For the community – Europe!
- For the sending organization – new contacts!
- For the host organization – new experiences!

### **4.4 Think about... what actions do we need to undertake?**

#### **23.09**

The participants defined their motivation (read: motivation of their organizations and communities) and got all primary important information about EVS. So...the next step was about discovering what should we do starting EVS and how not to get lost?

The structure of activity proposed by the trainers looked like this:



After working in groups, the participants presented their outcomes, which were discussed and expended in plenary. So, you want to become Host Organization or Sending Organization... Remember:



**SO**

**HO**



### BEFORE THE PROJECT

To find a volunteer (needs, possibilities, etc.)	To conduct needs assessment
To find partner organization	To negotiate about volunteer's work
To discuss conditions of working with partner organization	To have correspondence & negotiations with the volunteer
to write an application form together	To identify clear tasks & responsibilities
	To have a project coordinator
	To find a mentor
	To find accommodation, other practical things
	To apply

### DURING THE PROJECT

To have a contact with a volunteer	Cultural shock
To have contact with HO	Working place at the office, inclusion in the staff
To keep eye on the programme of the project, to be aware of it	Flexibility, the way of communication between volunteer and organization
To ask for the information (report from HO) on regular basis	Impact on local community, to make orientation about local events
To evaluate the project	To deliver GOOD quality trainings
	The problem of free time!
	Conflict management
	Programme issues

#### 4.5 What does it mean to work in EVS?

**23.09**

<i>Type of activity</i>	Simulation game
<i>Objectives</i>	To provide space for experience working in EVS – to gain practical knowledge about implementing EVS project – to give the opportunity to face possible biases and problems in order to think about ways for dealing with conflicts
<i>Time frame</i>	2-3 hours
<i>Description</i>	<p><b>1.</b>To divide the participants into 2 groups represented 2 organizations working with EVS program</p> <p><b>2.</b> Task given to the groups:</p> <p><i>Step 1:</i> Define your roles in EVS project: volunteer, mentor, project coordinator, staff, etc. ⊕15min</p> <p><i>Step 2:</i> Work on project idea to host a volunteer ⊕40min</p> <p><i>Step 3:</i> After getting the proposal for hosting project from your partner (another group), write feed-back to each other ⊕10min</p> <p><i>Step 4:</i> Exchange volunteers and start to work with them ⊕1hour</p> <p><i>Step 5:</i> Back in the groups! ⊕15min</p> <p><b>3.</b> discussion in plenary</p>
<i>Comments</i>	<p>In a certain moment each group got new information from the trainers, which was introduced as a reality: in one group there were no enough attention to volunteers, other group didn't "get" their volunteers.</p> <p>During the discussion in plenary and reflection on the game, the whole process of the implementation of EVS project was considered step by step, because the success of this simulation was that it showed almost all possible obstacles, which organizations meet usually on the way of working with EVS.</p> <p>A great interest was expressed by the participants during discussing case studies, which were provided to plenary as life examples for what the group had experienced before.</p> <p>This simulation was created by the trainers especially for this event!</p>

## 4.6 EVS: step by step

**25.09**

This activity aimed at securing knowledge and skills that the participants could get during the training course.

### Description:

The whole group was split to 3 working groups. Then, they got a number of papers with the actions, which need to be undertaken by HO and SO, on them.

### The task was:

To put all these actions in a right order (from their point of view). After doing it, groups chose one representative who was responsible for explanation and "protection" their opinion on the representatives' meeting.



### Comments:

While the group of representatives negotiated in order to present common structure, all other participants did the same in the plenary because the exercise provoked strong discussions. Representative group could not come to the one conclusion, thus different considerations were presented. The most important thing for the **HO** was proposed as: specifying recruitment criteria for a volunteer (2 groups), a detailed volunteer's task description (1 group). The same for the **SO**: finding and contacting potential host organization (2 groups), recruitment of a volunteer (1 group).

At the end of the session trainers presented the structure created by people experienced in EVS:

<b>Sending Organisation</b>	<b>Host Organisation</b>
Recruitment of a volunteer	Identifying clear learning opportunities for a volunteer
Finding and contacting potential host organisation	Ensuring that a volunteer will not be a job substitution
Common work on Hosting Expression of Interest (HEI)	Specifying recruitment criteria for a volunteer
Application to the National Agency, submitted by the partner organisation from the Programme country	Finding and contacting sending organisation
Financial Agreements between partners	Recruitment of a volunteer
Visa arrangements	A detailed volunteer's task description
Insurance	Application to the National Agency, submitted by the partner organisation from the Programme country
Pre-departure training	Financial Agreements between partners
Contact with a volunteer and host organisation during the project	Visa arrangements
Final evaluation of the EVS project	Mentor
Evaluation report (project content and finances)	Technical Arrangements (Accommodation, Food, Local transport)
Help a volunteer to reintegrate in a home country	Task related support for a volunteer
	On-arrival training
	Language training
	Midterm Meeting
	Supporting meetings with volunteer
	Final evaluation of the EVS project
	Evaluation report (project content and finances)

## **4.7 Frequently Asked Questions (FAQ)**

### **25.09**

The main *aim* of this session was to provide participants with answers on their questions that had appeared during the whole training course.

*Tomasz Bratek* – the Head of SALTO RC for EECA – explained the most important points and because a lack of time provided the participants with useful documentation and sources.



### **1. Financial agreement**

Financial agreement has 2 levels.

- Between National Agency and applicant (applying organization – only Programme countries have the right to apply and get money for the project): on the base of such agreement NA send money to the applicant, who applies on behalf of HO and SO. This organization receives ALL money – financial support for a project and it is responsible for dividing grant.
- Between Host and Sending Organizations

For the information about financial condition see: User's Guide (page 44 or the last pages of application forms – see different actions)

*Possible financial support:*

#### **SO**

1. Money for a travel (go & back – one travel) – 100%
2. Visa costs – 100%
3. Sending activities €480: communication (fax, phone, internet), local transport, accommodation, books related to project, dictionaries, etc, administration, personal costs €80 per project for co-ordinator, language course for the volunteer (optional)
4. €18 per month for communication with the volunteer during the project (phone, fax, etc.)
5. *Advance planning visit*

**(SO):** 100% of travel costs + €48 per day/per person

#### **HO**

- 1) Activity costs: €480 + €300 monthly: accommodation, food, local transport, language training, communication, administration, mentoring (fee for mentor)/co-ordinating, expenses related to the project
- 2) Pocket money – different amount of money for each country

### **Trainings:**

€300 – Pre-departure (SO)

Mid-term (HO) – 5 days

Evaluation (HO/SO)

€800–On arrival – 5 days: transport, fees for trainers, accommodation.

## **2. HEI – Hosting Expressing Interest**

- It works only in Programme countries
- Only hosting placements in Programme Countries

Contest of HEI – pages 7-8 of the application form

HEI → National Agency → Commission

The project can get red, orange or green light. After the project has got green light, organization can submit the application.

## **3. Insurance**

European Commission has one insurance company for EVS – AXA. It provides many kinds of insurance. Programme Country organizations will fulfil all requirements and expenses. It is very flexible and moreover it can be cancelled.

## **4. Visa**

All partners are responsible for supporting a volunteer in obtaining the required visas. Unfortunately, SALTO RC or National Agencies couldn't influence this process.

## **5. Expectations & reality in mentoring**

It must be somebody who has the skills and correct approach towards people. The mentor shouldn't be a worker of the Host Organization.

Mentoring - is the emotional and educational accompaniment

- Support and being sensitive to volunteer's emotions
- Regular space and time to talk and discuss
- See and understand the progress volunteer does
- Peer support
- Clarifying intercultural aspects and confusions

For more on the rights and responsibilities of the mentor see related documents on the European Commission website <http://europa.eu.int>

Special attention was paid to the following issues: **Technical arrangements before and after, application/report, crisis management, coordinator's role, how to organize trainings, etc.**

*Useful links:*

[www.europa.eu.int/comm/education/youth.html](http://www.europa.eu.int/comm/education/youth.html)

[www.training-youth.net](http://www.training-youth.net)

[www.salto-youth.net/](http://www.salto-youth.net/)

[www.coe.int/youth](http://www.coe.int/youth)

[www.eurodesk.org](http://www.eurodesk.org)

[www.sosforevs.org](http://www.sosforevs.org)

[www.youthforum.org](http://www.youthforum.org)

▪ **EVS in Action: Study Visits to EVS projects in Bystrzyca Kłodzka and Wrocław**

As it was said before, the participants of the TC EVS4U were more practical oriented. A lot of them were interested in meeting 'real' people doing 'real' projects in order to realize how the programme of European Voluntary Service can be transferred to the field of youth work in their countries, how they can pay the way for it.

This need and preference of the target group was taken into account by organizers, thus, EVS4U had mixed nature having 1 full day only for Study Visits to organizations that are active and successful in implementing EVS projects in the region where TC took place.

<i>Objectives</i>	To give for the participants the possibility to visit EVS projects and meet people that implement them – to gain insight into how EVS programme is perceived in these projects – to provide space to speak with volunteers
<i>Time frame</i>	1 full day
<i>Materials/resources Description</i>	Promotional materials from the projects Participants had the opportunity to visit different projects of two organizations – Europejske Forum Młodzieży (Bystrzyca Kłodzka) and Semper Avanti (Wrocław). The visits themselves depended on the information organizations wanted to present and what way they chose for it.
<i>Comments</i>	During the visits in Bystrzyca Kłodzka accent was done on direct communication with volunteers. Also all group of EVS4U was able to see “working” places of the volunteers and to meet representatives of hosting and co-ordinating organizations. It helped to create a general vision of each project from one side and from the other side – to speak to all actors in open atmosphere.

<i>Objectives</i>	To give for the participants the possibility to visit EVS projects and meet people that implement them – to gain insight into how EVS programme is perceived in these projects – to provide space to speak with volunteers
	Semper Avanti the participants were provided not only with the information about the projects and meeting with volunteers, but also with the history of EVS project development in organization, the strategy of co-operation and co-ordination of projects. Participants got practical suggestions and formulas of work in EVS.

### **Overview of visits:**

**Europejskie Forum Młodzieży (EFM)** is non-profit, non-governmental organization from Bystrzyca Kłodzka, concentrating on youth projects for the local community. Target group: young people from high schools living in their region, particularly with disadvantages and with limited opportunities.

Goals:

- 1) To promote European Awareness, passing on accurate and relevant information to youth groups and the local community about EU integration process;
- 2) To develop local democracy and stimulate more involvement and desire to participate in the region's activities and future.



Contact: [efm@efm.org.pl](mailto:efm@efm.org.pl)

<i>1. title</i>	<b>European Culture – youth and the region</b>
<i>duration</i>	6-12 month
<i>theme</i>	Youth, culture
<i>volunteers</i>	2 – Joana Palma Galvao de Abreu (Portugal), Anna Gossl (Austria)
<i>tasks</i>	1. supporting Forum's staff and others in organizing cultural events: concerts, performances, exhibitions; 2. supporting in leading workshops: dance, music, arts, fine arts; 3. leading conversations in English or in volunteer's mother language concerning his/her work with youth; 4. administrative work; 5. producing together with the youngsters video and film material, which is to be shown in the public; 6. any other initiative
<i>Host organization</i>	EFM

<i>2.title</i>	<b>Language and cultural development</b>
<i>duration</i>	6-12 month
<i>theme</i>	Youth & language
<i>volunteers</i>	1 – Lelde Zena (Latvia)
<i>tasks</i>	1. Organizing cultural events about her country (concerts, street actions, information campaigns) with the group of local volunteers; 2. Visits in schools telling about her country and culture together with the teachers, working in the youth centre together with the youth worker; 3. Leading conversations for youth, which have regular courses at schools in big groups without many possibilities for practise spoke English; 4. Participating in any initiative; 5. working together with youngsters to produce video and film material, which is to be shown in the public
<i>Host organization</i>	Zespol Szkol z Oddzialem Integracyjnym

<i>3.title</i>	<b>World without borders</b>
<i>duration</i>	6-12 month
<i>theme</i>	Youth & disabled children
<i>volunteers</i>	2 – Christensen Jeanette Bak (Denmark), Peixto Ana Rita (Portugal)
<i>tasks</i>	General aim: To acquire social, intercultural and personal skills, enabling them to lay the foundation for their own future and at the same time to contribute to the well being of the community. The volunteer assists and helps in the day-today running the activities in the following areas: arts/drama and crafts, trade workshops, developing daily skills, computers, sport, foreign language, community interaction
<i>Host organization</i>	Zespol Szkol z Oddzialem Integracyjnym

### **“EuroWeek”**

Besides the daily activities in Bystrzyca Kłodzka, EFM involves the volunteers in the one-week camp “EuroWeek”, which is one of EFM's major activities and in average, takes place about once a month.

For this camp there are coming especially talented young people from all over Poland in order to learn something additional about the European Union, the European Job Market, educational programs and particular European countries. The volunteers are asked to take part in the camp, giving a presentation of their home country and preparing some food typical for it. Later volunteers are also providing other presentations for which they can prepare with the help of magazines, newspapers and Internet.

**Semper Avanti Association** is a regional organization that focuses on international youth work with young people, including youth exchanges, volunteer service and youth initiative.

Main aims:

- To promote international cooperation and understanding among young people from different countries and cultures
- To provide equal access to education, culture and professional experience for young people with disabilities, the unemployed and youth from rural areas
- To encourage involvement of young people in cultural events
- To promote Poland and Lower Silesia in Europe



Some facts:

- Started to host volunteers in 2001
- Till now Semper Avanti hosted around 30 volunteers

The representatives of organization presented their work telling to the participants of EVS4U about EVS structures in the organization, describing how they develop EVS projects, give useful information about EVS cooperation. Also the essential points of EVS co-ordinator were discussed.

***Host Projects in Semper Avanti***

- 1) *Activities with young people in Semper Avanti*  
12 months

Tasks for the volunteer:

- Take active part in local, international projects
- Initiate own projects
- Work in the office: administration, website, contacts and data base, future plan, represent the organization (promotion), documentation.

## 2) *Ethnic dances*

12 months

### Tasks for the volunteer:

- Teach ethnical dances
- Take part in local and international project connected with dances
- Promote active way of life in schools, centres

### Target group for 2 projects:

Youth – local youth from community, local area, schools, universities

### **"Cerebral Palsy Project": Special group animation**

12 months + 3 levels in different placements, 2 volunteers

<b>Gornickiego</b>	<b>Stawowa</b>	<b>"Szafa"</b>
Work with individual groups, most difficult cases of CP, daily activities (feeding, dressing, rehabilitation, stimulation, exercises)	Work with large groups (10-12), workshops groups: cooking, art, photographic, personal development, practical "job" skills, "light" case of CP	Work with one group (8-10), individual and group therapy, outdoor activities, workshops, creativity of the volunteer, mobile programme
<u>Target group:</u> Children and youth with CP	<u>Target group:</u> Youth and adults	<u>Target group:</u> Youth and adults

### **"Blind and Half-blind project": Looking for Colours**

9 months + possible to choose placement + working in schools/follow the schedule, 2 volunteers

<i>Kasztanowa</i>	<i>Kamiennogorska</i>
<ul style="list-style-type: none"> <li>• Assist in daily activities (classroom, gym, library)</li> <li>• Assist during after-school activities (internet)</li> <li>• Retype books to brail letters</li> <li>• Language lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in daily activities (classroom, gym, library, swimming pool; language lessons)</li> <li>• Assist in daily activities in "internet": dressing, feeding, leisure time</li> <li>• Early intervention for children: rehabilitation, stimulation, developing other sensors</li> </ul>
<u>Target group:</u> Youth	<u>Target group:</u> Children

## **Children Centre: Cultural education for children**

12 month one placement / 2 kinds of activities:  
Working with children – working in office

<b>Children</b>	<b>Office work</b>
<ul style="list-style-type: none"><li>• Assist during art workshops (theatre, painting, singing, dancing, movement animation)</li><li>• Assist during events: summer/winter camps, trips, seminars, intercultural/local projects</li></ul>	<ul style="list-style-type: none"><li>• Web site</li><li>• Documentation</li><li>• Contacts, data base</li><li>• Schedule of activities</li><li>• Administration</li></ul>

## ***Karan Project: "Learning Again" activities with children and youth in Karan***

Karan: National association (catholic) supporting families: dysfunctional, alcohol, drugs, violence, sexual abuse + anti-drugs support programme

- Therapies, support groups: youth, adults
- After school centre – host placement: children, youth

Tasks: assist during activities/daily workshops

- ✓ Art, music
- ✓ Centre documentation
- ✓ Ecological
- ✓ Sport, outdoor activities
- ✓ Occasional events
- ✓ Language
- ✓ Individual activities

Besides, Semper Avanti shared their experiences, especially in preparing the start of the EVS.

## **Future EVS: projects of the participants**

One half of the last working day was given up for the work on project ideas. Before starting to develop future EVS, the participants were asked to introduce the concepts they had in mind in few words behind the whole group. So it helped to create teams of interest that continued their work and later presented the results of it. Of course, each group had its own dynamics, and points they started from were different. So, at the end results were different as well. But it doesn't mean that one group was better prepared than the other. Different approaches, different needs, different backgrounds... It just showed that we always need to start from the team building as we did in our training course ☺

## Examples of developed projects:

### **1. Title: "European friend for children and youth in Ukraine"**

#### **Host organization:**

Youth non-governmental organization "Academy of Ukrainian Youth"



#### **"Academy of Ukrainian Youth"**

[www.aum.iatp.org.ua](http://www.aum.iatp.org.ua)

**Community:** L'viv, Ukraine (<http://www.lviv.ua/perlyna/guide.htm>)

#### **Aims:**

To Give Ukrainian children and youth the possibility of developing their knowledge and skills whilst making new friends and getting a healthy lifestyle, by their involvement in spending their leisure time in different, interesting and useful activities in Youth Centres.

- To develop and realize his/her own ideas and initiatives concerning free time activities. Depending on their interests and possibilities.
- To acquaint the Ukrainian children and youth with the traditions, culture and history of the region from where the volunteer comes, and for the volunteer to get to know the history, culture and beauty of the Western Ukraine. This will help to break down some stereotypes about different cultures. We also would like the Volunteer to help partly in language lessons in the school for disabled children. This project will be occasion to exchange mutual experiences, promoting other cultures and foreign languages.

**Selection:**

We would like to host 2 volunteers (a male and a female) open minded and flexible for a different kind of activities. Earlier experience would be an advantage. Command of language: at least basic English or German.

**Tasks:**

From June till September the volunteers help in the organization of summer programs ("Summer Children's School", exchange programs within Action 1 of "Youth" Programme etc). From September till December the volunteers take part in activities in Youth Centres, help in the organization of charity action for poor children - "Saint Nicolas will not forget about you". During the project the volunteers will also have possibility to help in providing English/German lessons for disabled children in school. The choice of tasks depends on the volunteer's hobbies and abilities.

Working in the Youth Centre: preparing the materials for workshops, organizing the workshops, competitions and lecturers games, discussions; provide "Language Courses" and "European Club" meetings; doing paperwork, preparing displaying work created by children; documenting the activities of the Centre by taking pictures, creating a journal type archive, collecting artefacts created by children; presenting their own culture too by teaching songs, cross-cultural games. Work in School for disabled children: to be a teacher assistant, help in providing English/German lessons.

**Contact person:** Olena Yaremko, the head of organization

E-mail: [olena\\_yaremko@yahoo.com](mailto:olena_yaremko@yahoo.com)

Tel. 00380673949230

**2. Title: "EVS Volunteer for Human Rights in Georgia"****Host organization:**

Human Rights Information and Documentation Centre (HRIDC)

[www.HumanRights.Ge](http://www.HumanRights.Ge).

**Community:** Tbilisi, the capital of Georgia

**Volunteer's Tasks:**

Proceeding from the specific character of the two projects in which the volunteer will be involved we need a volunteer who is native speaker or very good at English. We need a volunteer for the period of 6 months starting from the beginning of May.

The volunteer's tasks will be as follows:

***Help in the work of the on-line magazine***

Our volunteer will work with the group of young journalists as well as the local volunteers engaged in developing the on-line magazine. The on-line magazine is in two languages: English and Georgian. He/she will edit the English version of

the articles, which are translated into English by the office staff; at the same time a volunteer can write some articles in the relevant field (human rights).

**The volunteer will organize meetings with local volunteers to develop the idea of voluntarism.**

### **Work with socially excluded women**

The volunteer will help to fulfil work with the women organizing extra-curricular English Speaking Club. The club will be mainly designed for developing language skills and at the same time some cultural events and history of the countries (Georgia and the country of the volunteer) will be discussed in order to contribute to intercultural learning. He/she will have the opportunity to develop necessary ideas for the club. The club will be organized twice a week. Sometimes the club may be even held outside the office while conducting trips in or around the city.



*It would be nice if the volunteer:*

- Would have skills in working in a team
- Is creative and enthusiastic
- Has basic skills in computers (Word, Internet)
- Has wished to learn other languages.

### **3. Title: "Reconstruction" of historical and cultural legacy"**

**Host organization:** UNITY, Peace Child International

**Community:** Brest region, Brest – Belarus

**Aim:** to work on exchanging of historical and cultural knowledge raising interest to this issue in our country by helping in reconstruction of historical heritage in Belarus

**Objectives:**

- To promote the understanding of differences and similarities as well as cultural diversity of common European Heritage

- To introduce EVS as a new possibility of development intercultural dialogue and as a new element of international partnership on youth field
- To wide outlook of local community by implementing cultural activities and events in co-operation with international volunteer
- To give the opportunities to Belarusian organizations to start new partnerships using EVS

**Duration:** 6 months

**Tasks:** *During springtime* – helping in preparation and implementing workshops related to "the born" of European cultural legacy; work in museums and exhibitions of the history of culture (12-15 century) created by NGOs and initiative groups; work with young people from Youth Centre helping them to develop the strategy and in planning according to the thematic of historical and cultural legacy; presentations of volunteer's country and youth work in it; promotion of EVS as a new opportunity and as a tool in youth work.

*During summer time* – helping in work camps related to the issue; co-operating with the community of NGOs interested in historical and cultural heritage; exploring and reconstructing of castles in Brest region; preparation to the Annual Festival of the Medieval Culture in Brest region.

**Contact:** e-mail: [homo\\_sum@tut.by](mailto:homo_sum@tut.by)



# Evaluation of EVS4U

## Summary

Participants of the training course were asked to complete following points of the Evaluation Questionnaire by rating and giving their opinions on main aspects of **EVS4U** using the scale from one (very poor) to six (excellent). For some points it was expected to get an explanation of choosing the value, for some of them – comments. Few comments are set here that can help to create general vision on the event through the point of objective criticism.

16 among the participants of the TC filled in the Evaluation Form.

### 1. Support and information given by the RC before **EVS4U** – was it enough to prepare to TC?

Ø ≈ **5.1**    no/1 1/0 2/0 3/0 4/2 5/10 6/3

- In general the participants defined the communication before the TC quite sufficiently, but the biggest part of them felt the need to have more detailed information about the programme because it would have helped them to better prepare themselves for the course.
- All participants pointed out a great support given by the RC not only in preparing to content of **EVS4U**, but also in practical arrangements that was, to their mind, more important.
- Some had a lack of time for preparation and missed information about other participants.
- The work of RC was highly valued!

#### Comments:

- "I've got enough info before EVS4U. Thanks for organizers for help in every step!"
- "The information was quite enough. We received the information, which gave us some idea about EVS, also indicated were web-page addresses, which gave me access to the general idea of EVS. So, I think that I was prepared. I received huge practical support as well."
- "Information, which was given beforehand, helped me to understand where I am going and why I am going."
- "It was quite OK, it could contain more detailed information, of course, but what we got was normal and enough, too."

1. Did EVS4U address your learning needs for implementing future EVS projects?

Ø ≈ 5,1    no/0 1/0 2/0 3/0 4/2 5/10 6/4

- All participants stated that the TC met their learning expectations because they feel that they are able to develop an EVS project now.
- In spite of quite high estimation, it was mentioned very often that some of the participants still have questions and their number will arise later, after starting EVS. However, all members of the group believe that it is normal and natural.
- It would have been better to have more time for this course.

Comments:

- "The training course was really informative and I've got a lot of practical info on how to fill the forms, about budgeting, financial rules & lots of different tips. But there's always field for some improvement."
- "Before coming here, I knew about EVS, but I didn't have a frame on how I should understand EVS in Eastern Europe. During the TC I got excellent background, with a lot of practical skills and also with some theoretical inputs. Thanks TC I can say that I am able to implement future EVS projects."
- "Mainly yes, there are some questions, but after one EVS everything will be OK."

2. How do you evaluate general programme of EVS4U?

Ø ≈ 5    no/0 1/0 2/0 3/0 4/3 5/10 6/3

- Participants mostly valued positively that part of the training, which was connected with theoretical information and practical skills concerning EVS itself. They were ready to go deeper in developing their own projects.
- The balance between theoretical and practical parts was helpful for them in their personal and group learning process.
- Participants described the atmosphere in the group – one of the significant elements of the TC during the implementation of the programme – as friendly and amazing.
- Because of the time, there were a lot of questions about putting more concentration on EVS itself and reduce some parts of the programme that were considered as not so important for this TC.
- There were suggestions to have one-two days more: a lot of useful information participants got in last two days, so they needed more time to comprehend it.

Comments:

- "It was seen from the beginning that people came with concrete questions looking for the answers. So, to my mind, the intro to the topic was too long. Sometimes I felt that I wanted to do next step but we were still standing on the previous."
- "Wasn't exhausting, boring. The programme was enough and clear."
- "Practice + theory + experience = accomplishment of the EVS4U. Programme was well developed and well implemented."

3. How do you evaluate methodological approach of EVS4U?

Ø ≈ 5,4      no/0 1/0 2/0 3/1 4/1 5/5 6/9

- The methodology got excellent notes; the diversity of methods was underlined many times.
- The lack of time was one problem for some activities.
- Innovative methods created by the team were appreciated to the high extent.

Comments:

- "I really appreciate the approach that the trainers had. They managed to conduct the training in a very attractive way. The games were a lot of fun and discussions, which followed them, gave food for thought. I just think that it would have been better if we began discussing EVS from the beginning. Then we would have time for more questions."
- "I thank the trainers, organizers for interesting training. I try to remember if any minute I got bored. Never. I was tired sometimes, but even then didn't really want to stop the training."
- "We had a great possibility to ask many questions and to get qualified answers and advice."
- "Such methodology gave the opportunity to think and to work."

a) Getting to know each other

Ø ≈ 5,6      no/0 1/0 2/0 3/0 4/2 5/2 6/12

- Each person from the group said that due to this part of the training the atmosphere of mutual respect and open communication was created. Knowing each other made participants more relaxed and positive towards other opinion.
- The importance of special activities for getting to know each other better as well as informal ones was underlined. Due to this, participants were able to open for themselves unique personality of

each member of the group and find a lot of common things that made this group a team.

- It was visible that people are the power of the course.

Comments:

- "Proceeding from the games provided by the trainers and their friendly and warm attitude to us, I felt very comfortable in this environment. In the games and activities we were supporting each other, had interesting conversations during the breaks. As a result we all have a big wish to meet each other again. Organizers with their attention and friendship greatly supported to creating this wonderful atmosphere."
- "The group was very friendly and open, and it helped us to understand each other cultures, and the discussion we had helped to find more about each other."
- "Quite good. But I think it was the process of the whole training and here the interest and open-hearted way of communication between people in the group played the deciding role."
- "I knew all names after the first day. It's great!"

b) Intercultural Learning session & Voluntarism

Ø ≈ 5      no/2 1/0 2/0 3/2 4/2 5/4 6/6

- Most of the group expressed their opinions about the need to discuss these topics within the EVS training course. For some participants it helped them to realize the real meaning of these two concepts for themselves personally and for their work particularly.
- At the same moment some people said that it was too much time for this especially if we will take into account that almost everyone had experience both in ICL and voluntarism.
- Some of participants felt lost a little bit because they didn't understand why they did what they did.

Comments:

- "I think one idea with the symbols of Voluntarism was very successful."
- "I even don't remember what we did during these sessions."
- "Intercultural Learning and Voluntarism sessions helped us to look at oneself as a volunteer and appreciate our work for society. I think that it was very useful to understand theoretically what we are doing practically in our work."
- "It was too easy."

- "I would have not organized them as separate sessions because the participants weren't beginners and were more or less aware about ICN, so we would have better focus on more practical things."

### c) YOUTH Programme presentation

Ø ≈ 5,5      no/0 1/0 2/0 3/0 4/3 5/2 6/11

- Most participants are satisfied with the presentation of YOUTH Programme especially because of its concentration on co-operation with "third countries".
- Though this part of **EVS4U** got constructive assessment and high value, there are diverse judgments concerning it: some recipients described it like very detailed, for some it was too general; some of the participants gained the presentation like recurrence to what they know before? Nevertheless, everyone agreed that it was productive.
- The structure of presentation was successful. Participants appreciated the movies, which were showed to them.

#### Comments:

- "Informative, useful, practical."
- "I liked very much presentation about YOUTH Programme because it helped me to understand better the programme itself. The way it was presented also helped to a better assimilation of the programme. Everybody participated in the presentation feeling attracted to it."
- "Presentation itself was done in a good way. It was just very short and it did not stay strongly in my mind."

### d) Presentation of Action 2 "European Voluntary Service"

Ø ≈ 5,8      no/0 1/0 2/0 3/0 4/0 5/4 6/12

- It was visible that the participants were more practical-oriented: they paid a lot of their attention to all theoretical information provided by the team, but on the other hand they expressed special interest in concrete "life" realization of EVS programme.
- Despite of putting the highest values, participants suggested to have more practical examples about EVS projects (their successful and failure moments) during the presentation. To their mind it would help to remember the theory and to make it alive.
- The whole group came to the conclusion that this part is essential and gives the opportunity to do the next step going deeper into the EVS.

### Comments:

- "It'll help me (I hope) to explain the idea of EVS to other people in my organization and in my country in general."
- "According to me it describes the most important things, which are necessary in EVS."
- "It was what I was waiting for! Nevertheless, I perceived it like compulsory intro to more lifelike things. I've heard and seen different presentations of EVS before but this one was the most "bulky" and showed diverse sides of the Action."
- "The information we got was very useful and practical. At the same time it was presented in an interesting way. The only problem is that it was too much information for one day. It could have been better if it was distributed, but again, this, as I understand, was a problem of lack of time."

### e) Simulation "What does that mean to work in EVS?"

Ø ≈ 4,8      no/0 1/0 2/0 3/2 4/3 5/7 6/4

- New method created by trainers gave a lot of "food for thoughts" and provoke long discussion about both content and structure.
- Due to this simulation, participants encountered with many possible obstacles and barriers that they can meet in reality. Moreover, this experience, which they got during the activity, they defined as necessary for preparation to future real activities.
- On condition that design of the simulation and its timing will be improved, the activity can become one of the best practices for organizations, which want to start implementing EVS.
- Some of the participants still feel dissatisfaction and confusion because of some parts of the game. The pressure of time was one of the distracting elements.

### Comments:

- "This was the best part of the training. We met with real problems, which may occur during organizing EVS project. The discussion and the game process showed that we must be very careful and must not be hurry in organizing EVS."
- "I think it was one of the best exercises during the TC. It gave us a great chance to feel, what kind of problem we can face and what mistakes we can make. It gave us much to think over and I am sure it will help to avoid serious mistakes in future."
- "I was really involved in the game personally, I think about the need of some small changes in rules, like more details, and this will be an excellent practical simulation giving much to participants."

- "The simulation was not well designed. But I can say that at the end it reached its goals."

#### f) Intercultural evening

Ø ≈ 5,6      no/0 1/0 2/0 3/0 4/2 5/2 6/12

- General opinion is that it was very pleasant and nice to spend this evening telling about cultural traditions of their native countries and places.
- It was mentioned that such meetings need to be organized more carefully as other parts of the programme. So, people will be able to provide information about their countries being sure that others will remind it afterwards.

#### Comments:

- "Great!"
- "It was good. I was able to present my country, but organization of it was not very good. That's why people didn't listen to each-other presentations very seriously."
- "Very interesting! A lot of interesting information beside drinks ☺"
- "It was nice to meet cultures that were your family for a long time and understand that we are still together: so close and so unique!"
- "That was very nice. The food was delicious ☺ I can't say that that I've learnt a lot of things about the culture of the representatives' countries, but still it was really interesting. The main thing is that such evenings bring people from different countries together."

#### g) Study Visits of EVS projects in Wrocław and Kłodzka district

Ø ≈ 5,3      no/0 1/0 2/0 3/1 4/3 5/6 6/6

- Study visits were considered as meeting with reality. To see concrete people, to ask them questions, to realize the real possibility to do the same was extremely productive way to motivate participants and to give them an opportunity to dispel their doubts and misunderstanding.
- Participants expressed high interest in meeting with real volunteers. The fact that volunteers were open to talk about the impressions and thoughts concerning their projects supported participants of **EVS4U** in further learning and gave a lot of practical information. Besides, meetings provoked new questions that were discussed during next working day.
- The problem of time aroused: visits should be longer.

Comments:

- "The study visits were organized very well, but we made everything in hurry."
- "It was very necessary to speak with volunteers, but we had not enough time and we were tired, because the trip was so long."
- "For me it was extremely useful, because I could ask directly the volunteers about their impressions, difficulties, etc. and I could understand many things, which we should emphasize while preparing EVS project."
- "The visits were very short. It would have been better if we could have more communication with volunteers."

h) Work on future projects & action plans

Ø ≈ 4,4      no/0 1/0 2/0 3/3 4/6 5/4 6/3

- Most of the participants got new ideas and impulses.
- A lot of participants are satisfied with their work in smaller groups on project ideas and exchange of experiences with other participants on national and international level.
- The learning from the other participants was valued very high.
- Work on projects and planning future cooperation definitely need more time.
- Some of the participants expressed the need to be provided with the information about 'founding partners' process. It wasn't done.

Comments:

- "I should say that I am going to home with ready ideas and projects."
- "It's a pity that work on the project application was given on the last day. I would like to do it during the whole programme – so we could ask questions and not just at the last day."
- "It was too little time and too late and that's why it was not so effective."
- "This is again very practical. Helps to move your mind."

4. Practical arrangements (accommodation, working rooms, food) of EVS4U?

Ø ≈ 5,6      no/0 1/0 2/0 3/0 4/0 5/4 6/12

- In general accommodation was described as 'nice', 'wonderful', and 'excellent'. Some people complained that the place was too far from the city.
- Polish food was met with enthusiasm!
- The one uncomfortable thing was coldness, which sometimes appeared in working rooms.

Comments:

- "It was very good; the women from the reception were very nice and kind."
- "Everything was perfect. Concerning accommodation: probably for work it is good to be so far from civilization but then our work could be harder ☺ or then I would like to be in a city because we lost some info in intercultural learning. But I am not complaining! It was nice and thank you!"
- "Accommodation was really good. I liked the food very much. Sometimes it was cold in our working room."
- "I understood the system well enough."
- "All was very comfortable, and bed was brilliant."

5. How do you evaluate work of the team of EVS4U?

Ø ≈ 5,6      no/0 1/0 2/0 3/0 4/0 5/7 6/9

- All participants pointed out that they benefited from the team as from resource people for their learning process and their project ideas.
- Lot's of people appreciated advices they got from the team.
- Energy, productiveness and professionalism of the team got high value.
- Participants stressed that team was open for communication with them in their free time as well giving feedback, providing information, asking questions.

Comments:

- "Lot's of thanks to the team. You've made a great job. I wish you all the best to continue this work in future. It's much needed. And you are a good team."
- "'5' is the excellent mark in our country."
- "Good! They split very well their responsibility, tasks."
- "Effective!"
- "I would even have given higher scores but unfortunately the maximum was six. The fact that the training was successful is mostly because of their efforts. Thank you for that! ☺"

## 6. How do you evaluate your contribution to the TC?

Ø ≈ 4,2      no/3 1/1 2/0 3/0 4/6 5/6 6/0

- Everybody was trying to be involved in the process as much as possible. They perceived the non-activeness as a lost opportunity to gain more knowledge and skills.
- For some it was difficult 'to count' the contribution. The explanation of it is that this is the business of other participants.
- It was visible that participants took 'take & give' strategy in contributing: the more I give the more I get.

### Comments:

- "I've done all my best to be active in the TC. And I hope I gave something for others, I tried to help if it was possible."
- "All things, which I want to say, I said, it was important...as freedom of the world."
- "I think my contribution will be in future. If I will implement future EVS projects and it depends how I will spread the information about the EVS in my country."
- "I did my best. Hope it was useful."

At the end of the questionnaire the participants were asked to complete 3 sentences:

### 1. *I have learnt...*

#### **EVS:**

- Concept of EVS
- Funding rules
- The procedure of EVS
- Preparing application for EVS
- How to do EVS
- EVS project: step by step
- How to be HO and SO
  
- Particularly everything about EVS

#### **Other countries:**

- Situations in other countries
- Different cultures

**Team work:** how to work together

#### **YOUTH Programme:**

- Co-operation with EECA
- Actions 1, 2, 5, mainly 2
- Voluntary work in Europe

#### **Poland:**

- Some words in Polish
- EVS in Poland

## *2. I have developed my...*

- Understanding of EVS
- Skills of writing projects within Action 2
- Skills, knowledge about YOUTH Programme
- Communication skills
- Personality
- Understanding of our countries in EECA
- Mind

Probably I didn't develop something or at least nothing came to my mind; in general I would say my outlook was widen

## *3. I want to say...*

- I was happy to come here because I gained a lot and even if now it is a bit difficult to measure it I am sure it will give fruits in future.
- That I'm very thankful for possibility to take part in this training. It was very good experience for me. I've learnt lots of new information and met nice people here.
- Thanks to the EECA RC for well organized TC EVS4U. It was really EVS4US.
- Thank you very-very much!
- That this TC gave me the opportunity to understand EVS like it is. The concept of the training was very good.
- ☺!!!