

## SALTO SEE MEETING OF EVS ACCREDITED ORGANISATIONS FROM ALBANIA

29-30 May 2017, Durres, Albania



# REPORT

## AIMS OF THE MEETING:

- 2 to support organizations in exchange of experience and challenges faced in implementing EVS
- ☑ to inform organizations about the support system available by the SALTO SEE Resource Center and the Contact Points for Erasmus+ YiA in Albania
- to support networking between the organizations implementing (or intending to implement) EVS projects
- Ito inform organizations about the novelties in the EVS Programme in the near future

## DATE, DURATION AND VENUE

One and a half day event organized at 29-30 May 2017 in Albanian Star Hotel in Durres, Albania.

#### THE ORGANIZING TEAM

Mr. Andrej Troha, Slovenia (SALTO SEE RC), Mr. Rifat Demalija, Albania (Contact Points for Erasmus+ YiA), Miss. Irena Topalli, Albania (facilitator), Mr. Petre Mrkev, Macedonia (facilitator).



## PARTICIPANTS

There were 22 representatives from accredited organisations from Albania taking part in the meeting. Most of them had either the role of a coordinator or a mentor, while few of them were only active volunteers recently engaged in the organisations, without any EVS experience. There were few of them who had difficulties to communicate in English, so they were encouraged to express in Albanian.

Similarly, the organisations represented in the meeting are accredited for different roles (SO, HO and/or CO) and so far had different experiences in hosting and/or sending EVS volunteers.

## PROGRAM AND METHODOLOGY

Participants had the opportunity to share different experiences, to present their good practices but also the problems and challenges they have faced. The major part of the program was designed in the way to enable participants to actively contribute in every session. The implemented methods included plenary discussions, individual and small groups work, short interactive presentations, world café and open space.

## PROGRAMME

	Day 1 29. May 2017.		Day 2 30. May 2017.		
09:30 - 10:00	Arrivals and Registration	09:30 - 11:00	Project life cycle		
10:00 - 11:30	Welcome & getting to know each other	11:00 - 11:30	Coffee break		
11:30 - 12:00	Coffee break	11:30 - 13:00	Project life cycle (cont.)		
12:00 - 13:00	Sending role (good practices)	13:00 - 13:30	Open space		
			Evaluation and closure		
13:00 - 15:00	Lunch	13:30 - 15:00	Lunch		
15:00 - 16:30	Hosting & Coordinating role (world cafe)	15:00	Departures		
16:30 - 17:00	Coffee break				
17:00 - 18:30	Support system in EVS				
19:30	Dinner				



## Major blocs of the program included:

**DAY I**: Getting to know each other and team building; Exploring Sending Role; Exploring Hosting and Coordinating Role; Understanding support system for organisations and EVS volunteers;

**DAY II**: Understanding project life cycle; Exploration of specific topics as suggested by participants; Evaluation and closing.

#### PARTICIPANTS' EXPECTATIONS

After short introduction, the participants were invited to express the expectations from this meeting and what they would like to achieve from the workshops. The written statements provided us with additional information on the actual learning needs of participants. As a feedback on the question *"In this meeting I hope to ..."* we collected the following expectations:

#### In this meeting I hope to ...

- + Learn more about EVS procedures, HO and SO
- + Learn about the whole procedure we have to pass from day 1 to last day when we host a volunteer
- + Build relationship with other associations to share experience and solutions in different social action. Explore EVS more in details.
- + Share examples of work of EVS volunteers, issues and successful stories
- + How can we protect the organisation from individuals that can use the association and EVS for immigration purpose
- + Know about training opportunities in regional and EU level.
- + Meet SALTO SEE in person
- + Share examples about mentoring and supervising
- + Keep in contact with other HO-s
- + Get to know organiations with experience in EVS
- + Make new friends and collaborations
- + Generate new ideas
- + Know more about strategic EVS
- + Establishing supportive networks with hosting organisations
- + What are activities that a volunteer can do
- + How to monitor and assess learning process of EVS volunteers (concrete tools)
- + Learning tips and tricks on accreditation procedure
- + Learn more on how to become SO
- + Get more info on how to get accreditation as CO and SO



## **EVALUATIONS**

At the end of the meeting all participants were invited to express a verbal evaluation. The feedback was very positive and majority showed gratitude to the team for the information offered and opportunity to exchange. They were additionally invited to fill in the online questionnaire and 16 participants submitted it. Out of the responses received, here are the figures related to the most important content wise questions.



In the evaluation questionnaire the participants were also asked to list the most useful and the least useful sessions during the meeting. Here are the responses received:

Th	e most useful sessions were	The least useful sessions were			
ŧ	Project cycle	ŧ	Everything was useful		
ŧ	Project Life Cycle	ŧ	Support system of EVS		
ŧ	Project cycle because it gave the useful	ŧ	None		
	information about the whole project	ŧ	They were all useful		
+	SoHo roles	ŧ	The games		
+	The sessions about the sending and receiving	ŧ	All were useful		
ŧ	project cycle because I learn new things	ŧ	I think they were all very useful		
+	Project life cycle	ŧ	None of them		
+	Project life cycle	ŧ	All sessions were useful		

## SALTO-YOUTH SOUTH EAST EUROPE RESOURCE CENTRE



## Erasmus+

- Project management cycle, because it condensed into a learning moment the information brought by the experiences of all the participants and the trainers.
- EVS Project cycle. Where with the help of eachothers and Trainers we touched every step and detail on how to apply, contact, find, search, implement, report etc. Including sharing tip and tricks for the latest law and rules updates.
- The life cycle project of EVS, because it was explained step by step the procedures of the project and where we should be more careful.
- Exchange of experience among participating NGO-s
- The most useful information was about the procedures to send volunteers abroad and to host them.
- Project Life Cycle because a lot of details from concrete situations came up.
- + The detailed explanation about the role of the organizations and the duties that they should do to ease the volunteer's work.
- The life cycle of a project, because we had shared different experience from more experienced associations

- SO Role. Since I am accredited for sending only and mostly of the duties were still the same I can consider this part the least useful.
- + There was no less useful program
- + The games were entertaining, but not so useful.
- + None
- + None, actually. Everything was useful and time-worthy.
- According to my opinion, all the programme sessions were useful to improve all the information that I had known till now.
- + The bureaucracy part. Each organization has its own different procedure.

Finally, the questionnaire asked about their recommendations for the preparation and organization of similar meeting next year and here are their suggestions:

## Recommendations given from participants for future:

- + It could be in a more long time because there were some questions they didn't get the answer.
- + I would like to focus more in the procedures for applying in EVS projects.
- + To be the same organizations as participants in order to follow up the latest updates.
- + To discuss more on how to motivate organisations to develop more projects that include marginalized and stigmatized youth.
- + More days, 1 and 1/2 day was not enough
- + It could be in a longer period because there were lot of information.
- + Perhaps, divide the project life-cycle itself in 3 sessions.
- + During the afternoon, more physical activities were needed and less theoretical activities because in



this way you get the full attention of the participants.

- I suggest that it's better to divide associations based on their experience's history, to put in the same sessions the associations which have already host/send 200 persons and those that don't have yet send/host nobody, it's not the best way, different challenges to face, different problems to resolve.
- I also think that the dinner and after dinner can be used to reinforce spirit of the group, between not formal learning, some games to resolve for the next morning, Something fun to create friendships and consolidate the team.



#### SESSIONS CONTENT

#### DAY I

#### SESSION: SENDING ROLE

The first session was dedicated to the Sending Role of the associations. In these regards the session started with a panel discussion where two more experienced participants were invited to present their experience. *Ms. Antonela Tomco* on behalf of *Beyond Barriers Association - BBA* and *Mrs. Oltjana Rama* on behalf of *Projekte Vullnetare Nerkombetare - PVN*, shared their experience as Sending Organisations and gave their opinion on different questions coming by the participants and by the team. They have been contacted prior to the meeting in order to discuss the structure of their presentations and to be prepared for additional questions.

**PVN** is a voluntary based organisation that has previously organized working camps and volunteers were mainly involved in the preparation and implementation of these camps. PVN is also active at local level with marginalised communities. In terms of EVS sending role PVN has sent 7 EVS volunteers so far and has followed the whole procedure and secured to a good support scheme for preparation and support during the service for each volunteers. As a best example they mentioned that sent EVS volunteers are an asset once they return



back, with more knowledge, experience and they get involved in the association to support the hosted volunteers in the role of mentors or coordinators.

**BBA** is a voluntary, nongovernmental organisation based in Tirana and with a long history in hosting, sending and coordinating EVS volunteers. BBA aims to defend the rights and the interests of the young people aged 15-35 years old. The mission of BBA is to promote equal opportunities for all youngsters, especially for those with social disadvantages and different abilities, by offering them support to get empowered and be active part of the community's life. Their final goal is to integrate the youngsters with social problems and disadvantages in the life of the society, through various inclusive projects and initiatives in local, national and international level. BBA has so far hosted and coordinated about 200 EVS volunteers in short and long term projects (mostly group EVS projects) and has also sent about 50 Albanian youngsters in EVS around Europe.

Both presenters highlighted the following points as important in the role of SO:

#### 1. Recruitment Procedure:

- Local volunteers database – PVN and BBA both have their internal databases where youngsters register if they are seeking an EVS project. After registering their needs, preferences for the EVS topics/themes they use this information to find partnerships with organisations in EU whom could possibly host the EVS. They both mentioned that organisations are open to any young person who wants to do n EVS project, but priority is given to those whom the associations have in their database and know already from local volunteering work. BBA shared as a good example their recruitment from the local volunteer's service database, where they engage annually hundreds of volunteers in local level. Most of the time the future EVS volunteer come from this target group as they are the ones who get in touch with hosted EVS and become interested to do an EVS abroad.

- Other volunteers – any other young person interested about EVS who comes to the association for information OR who has found a project and they need a SO.

- Targeted recruitment: - this was the case that BBA explained by the example of the continuous partnership they have with Volunteering Matters in UK. This organisation host 1 year long EVS from BBA, youngsters whom work with disabled young people. The project is not a very simple one, as well as getting visa and residence to UK is difficult, therefore BBA does target recruiting by finding the volunteer from the well known local volunteers who worked with disabled youngsters before.

#### 2. Finding the partner

Two different cases were introduced here: 1. When the SO has already a partnership with a HO organisation and opens a call for the volunteer in their database OR 2. When the volunteers look for their project with support of the SO. Volunteer are provided with information on sites where they can search and read more about the project, as well as how to apply, how to prepare a motivation letter/video, how to contact the association etc.

#### 3. Informing the volunteer - EVS info pack, EVS Charter, Welcome letter.

When the project is approved we do start the preparation process with the volunteer. It's very important to have meeting face to face with the volunteer and be able to explain everything in detail. It is also very



important to mention the EVS Charter; the Rights and Responsibilities of the volunteers; conditions offered by the project; how many hours they will work in the project; costs they have in disposal; living conditions; inform them about the AA and make sure they read it well before signing; Insurance scheme; EVS training cycle; visa procedures when involved; cultural shock aspects etc. **Obstacle**: Sometime volunteers at this phase get scared when they see the amount of food allowance and pocket money available, so it's important that the SO coordinator explains them very well the purpose of EVS and the financial aspects to clarify any doubts for the volunteer. Giving them other concrete examples also works in this case.

#### 4. Contacts with hosting organisation

AA and all the details involved therein such as costs, pocket money, technical issues like use of telephone, internet, living conditions are clarified with the HO. Most importantly here is the tasks and responsibilities of the volunteers. Make sure that you clarify with the HO what will the volunteer do, how many hours of work will they have, what type of support will the volunteer get, will they have a mentor and if so get their contacts already (must be included in AA), will the volunteer get any language support and to what frequency and emergency contacts for the volunteer in the HO country.

#### 5. Pre departure meeting

Pre departure is very important and it's good if it happens not long before the departure to the project, to make sure the information given is fresh and has been well received. Here it's important to remind the volunteer on the above mentioned details once again, give him/her any supporting document for the travel but most importantly tackle the elements of learning in EVS and cultural shock. BBA explained how they do a half day training on these two aspects in order to prepare the volunteer for residing and working in another country. PVN emphasised that NFE and informal learning are two important issues that volunteers must know well in advance before they go in the project. Inter personal and professional development should also be tackled during this preparation phase.

#### 6. Support during after EVS

During the EVS project it's important to keep a continuous communication with your volunteers, using various tools (mail, Skype, facebook, telephone etc). BBA shared that they remain in contact with the volunteer during the project requesting from them to prepare a monthly report which will show the progress of the project. The sending coordinator also stays in contact with the HO in order to follow volunteer's development in both channels. Once the volunteers are back in the SO, it's important to show them support in the re-integration process in their local community, to give them space to be active in the association, or may be use them as mentors for hosted volunteer, support them to organise a personal project and support them into practicing the new skills learned through EVS.





After these presentations there was a space for participants to ask questions or clarifications and to give comments related to the Sending Role. The following aspects were discussed:

Questions	Answers				
During the recruitment of volunteers, do you involve Hosting Organisation? Do you prefer to build a project for the volunteer, or do you first prepare the project and then find volunteers?	Oltiana: We mostly trust the partner to select the EVS because they are those who will host the volunteers. We send them different applicants and they make the selection in consultation with us. Ira: Ideally a good EVS project is written with the collaboration of the SO, HO and the volunteer. In any case we must not forget that according to the rules of E+ YiA for organisations from Western Balkans we must first write the project in collaboration with the HO, and only after approval of the project we can select the volunteer to be sent. IF the project is being applied by the HO then they can already recruit the volunteer at the project preparation phase and we assist in finding the volunteer.				
What happens if the volunteer does not want to go in EVS anymore even though s/he has done all prep phase? What are my consequences as SO?	Ira: This also happens in EVS that the volunteer will change their mind for a different reason and will not go in EVS. As a SO, you have the responsibility to support the HO in replacing the volunteer (when agreed so with the HO), and preparing another volunteer. We cannot oblige the volunteer to go if they have a valid reason, and we must not forget its volunteer work, free of will and free of charge. <i>Example:</i> in BBA we had an EVS prepared, received Visa to Poland and only three days before her departure she announced that she will not go. We informed the partner about this, and asked to postpone the starting date of the project so we could prepare another volunteer from the shortlisted ones. Another important step to do in this case is to make sure that embassy is informed to cancel enrolment. This information should also be sent to SALTO since the volunteer will be in their database, once registered in insurance plan.				
What if the EVS volunteer comes back without finishing EVS?	<b>Ira:</b> The volunteer can decide to leave the project at any moment for a valid reason, and after a negotiation phase when they realise there is nothing more to be done to change the decision. The volunteer MUST not have any cost if he/she leaves the project. The HO/SO need to inform the NA or EACEA about the volunteer's departure and close that volunteer position for that project. In most of case it cannot be replaced. IF the volunteer has already done 2 or more months in this project, they must receive a YOUTHPASS but				

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	they cannot do another EVS project.					
What are the consequences of the SO if the EVS does not come back?						
What does happen if the volunteers remain in EU?	<b>Ira:</b> In BBA we have a strict procedure about this and we explain it to volunteer in pre departure. Volunteers are asked to sign a declaration with BBA that they take responsibility to return to Albania after EVS and show in our office at least 1 week latter for the Evaluation meeting. In case the volunteer stays abroad, BBA will immediately report them to police and the respective NA.					
	<b>Example</b> : Two volunteers stayed in UK after their project. As soon as we were informed about this we communicated it to the HO, filled in the Report Form and sent it to British Council. British Council sends this legal report to police and they followed the case with the Embassy.					
Is it better to start with a short or a long term sending project?						
If we involve an EVS with disabilities, can he/she go in the project with an assistant?	n costs for the assistant need to be already included in the application of the					
How do we choose the EVS volunteer?	This is mutual decision of partners, or it can be that the applicant partner makes this decision. Important is that the partners decided together about this procedure and select the volunteers profile who fits to the project. ALSO it's important not to have many criteria in the selection that can become excluding for different young people.					
What about the financial distribution among partner promoters? How can the SO ask for this cost because in E+ the division is not that clear?	Aution among partnerpartners to discuss, negotiate and collaborate in deciding how much theyters? How can the SOreceive as a SO. In most cases when a small amount is given to the SOthis cost because in E+Preparation Cost for the Volunteer, you will only get this after the volunt					
We are only hosting, and we are still expecting costs byPece: Think about your actual motivation when you have decided to involved into EVS Programme and have become accredited. I believe that						



partner organisations that we	money was not the part of your motivation once you started your EVS				
did not receive (the 20%).	involvement.				
What can we do in this case?	<b>Ira</b> : Partners will delay payments, and it does not all of the time depends on them. It depends on National Agencies, when they will review and approve the final report, how long it will take for the transfers, if all documentations are provide etc. make sure you sign an agreement with your partner and decided the instalment dates prior to starting the project, in order to know when you should expect the instalments.				
How do you find your partners?	<b>Oltiana:</b> There are different ways: through other international partnerships we have already established; through SALTO website OTLAS section, participation in different international activities; yahoo groups, etc. You can also apply and participate in Partnership Building Activity and create new contacts, specifically dedicated to EVS.				



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## SESSION: HOSTING & COORDINATING ROLE

Divided in small groups the participants were first invited to individually identify various challenges from their experience in hosting EVS volunteers ( if they have already hosted ) and afterwards to discuss them into small groups, in order to propose possible solutions for identified issues. After presentation of each group the other groups could add their comments and suggestions. The issues related to coordinating were not that much tackled, while the main aspect was put on the hosting role of organizations.

Group 1	Group 2	Group 3		
CHALLENGES				
Rights and responsibilities – of volunteers and organisations The volunteer is disappointed from different activities or lack of activities in the hosting	Finding a mentor; when, who is the most appropriate Personal projects, what kind of support is needed, who provides it	Who is responsible for the selection of EVS volunteers? Volunteers involvement into projects of other organizations		
organization Language support - how long, how often, how professional ( done by volunteers or schools or private teachers )	Visa and registration issues; how much they influence the project and motivation of volunteers or of the organizations?	Budget issues — money are too late or not coming at all Who prepares the Activity Agreement?		

## Session: SUPPORT SYSTEM IN EVS

This session was organised in the form of a TV Show the participants were live audience while three guests were answering their questions or questions from the 'host journalist'. The guest were representing:

- SALTO SEE RC Andrej Troha
- Contact Point Offices in Albania: CYP Rifat Demalija and BBA Irena Topalli

The main highlights of this session are summarized below.

#### SALTO / SALTO SEE RC

Salto stands for Support for Advanced Learning and Trainings Opportunity. There are 8 SALTO Resources Centre that support the implementation of the program Erasmus+ in the world. SALTO South East Europe supports the implementation of the program in 5 countries Albania, Bosnia and Herzegovina, Montenegro, Kosovo and Serbia. The SALTO-YOUTH South East Europe Resource Centre promotes the participation of



young people and other actors in the field of youth and non-formal education from the Programme's Partner countries in the Western Balkans in the Erasmus+: Youth in Action programme. It acts as a support service for:

- + the network of Erasmus+: Youth in Action National Agencies in the field of co-operation with this region and
- Youth organisations, youth leaders, youth workers and other actors in the field who are interested in developing co-operation between Programme countries and Neighbouring Partner Countries in the Western Balkan region.

In these regards SALTO support the implementation and organisation of the following:

• EVS Training Cycle in WB

SALTO SEE is in charge to annually organise the EVS training cycle for the EVS volunteers who come in the WB for their service. On Arrival Training Course, Mid Term Evaluation Meeting and Annual EVS event are the 3 key activities that gather volunteer to provide them with support and learning during their EVS. All the Hosting/Receiving Organisations in the WB, which receive EVS volunteers, are obliged to inform SALTO SEE about their volunteers' project, and enrol them accordingly in the training cycle.

#### • Accreditation of EVS Organisations in WB

SALTO SEE, with the support of the Pool of Accreditors is also in charge to do the accreditation procedure of the organisations whom want to join and get involved in EVS in one (or all) of the roles as RO/HO, SO/CO. In the moment that one organisation applies for accreditation, SALTO opens a call for accreditors in the POOL where 2 accreditors will be appointed. First Accreditor is the local one (i.e. the Albanian accreditors for organisations in Albania) and the Second Accreditor is the external one (i.e. any other accreditor of the POOL who will assess the accreditation in distance).

If any of the organisations present here have any issue regarding accreditation they must contact Andrej about it. If your accreditations have expired and you wish to be re-accredited you can now do this and request an accreditation for the whole period of the Erasmus+ programme.

#### Question: What kind of financial support does SALTO SEE offer?

**Answer**: This is the difference between SALTO and National Agency, we are not an applying agency so we don't grant projects but we are just providing the support in the areas mentioned before. SALTO only finances the accreditation process, the EVS training cycle and the participation of youth workers from WB in events. As well SALTO offers a small financial support annually to the Contact Points in each WB country, so they can promote and assist you all with the involvement and quality implementation in Erasmus+ YiA.

#### Question: Are you a big team in SALTO SEE?

**Answer**: We are 3 people working in SALTO SEE. Sonja Mitter is the Salto Coordinator, Maija Lehto is the Program Officer and myself as Coordinator of EVS accreditations & trainings for EVS volunteers. SALTO SEE is hosted by the Slovenian NA which has more staff, so we work together in an international team.

CONTACT POINTS

## SALTO-YOUTH SOUTH EAST EUROPE RESOURCE CENTRE

The CPs role is to support for project planning and implementation in each country of the region. All contact points have the mission to support organisations and people interested in organising projects in the youth field within the Erasmus+ programme. They offer information and advice and run targeted information and training activities with the support of SALTO SEE. The organisations nominated to act as Contact Points are selected in regular intervals on the basis of public calls.

Albania has two Contact Point offices, *Beyond Barriers Association in Tirana* since 2011 and *Centre for Youth Progress in Kukes* since 2015. Both of them organise different events during the year aimed to promote the Programme and provide specific support and relevant information to all interested parties. For example, beside organising trainings, info sessions and meetings to promote the quality implementation of the





Erasmus+ programme in Albania, BBA also offers an Open Day.

Actually, each Friday from 10:00 until 14:00, anyone can come to their office to ask for more information or clarify any technicalities about the application procedures, deadlines, etc. Similarly, CYP also organises different events with focus on young people in north of Albania and is available to provide concrete information and support regarding the Programme.

## 4 Question: Can organisations send you their written projects for Erasmus+ to check it? Can a CP do this?

**Answer:** Absolutely not, CP is not in any position to check applications and especially not to write projects for any other organisation or individual. There is a misunderstanding and sometimes we get these types of requests, but we want to make sure you all understand the role of the CP. We can support organisation with information prior to application, you can take part in our training courses for project writing or quality implementation but we will not check or write your projects, or accreditations.

**4** *Question:* Do you finance activities? Can organisations apply for projects?

**Answer:** No, we do not finance any activity, any project, neither participation in events. We organise trainings, info sessions or seminars and only within these activities we have a small budget to cover your cost of participation (travel cost, lunch, coffee breaks, materials for the event).



#### INTERNAL SYSTEMS

The other type of support that SALTO SEE offers besides what is mentioned can be summarised as below:

- Consultation and advice you can contact us for any issue related to Erasmus+ implementation in the WB.
- <u>Support activities for different actors in the field of youth</u>
- <u>Production and dissemination of resource materials</u>
- Partner Finding Tool OTLAS
- Accreditation of EVS promoters in WB
- Training for EVS volunteers in WB
- Question: Youngsters from our association have always applied for trainings organised by SALTO SEE and were never selected. How is this selection procedure done?

**Answer**: The trainings published in the Salto Training Calendar, organised from any of the SALTOs, aim to involve youth workers mostly. The objective of our work is to allow you as associations to raise the capacities of your staff and youth workers, through participating in these activities. In any case there are several activities where young people can apply and be selected, but we shall mention that the places for the WB participants are always very limited (one or two selected representatives from teh wholel WB region in each activity).



## DAY II

## PROJECT LIFE CYCLE

This session was dedicated into exploring the different elements to be considered in the project life cycle. A big flipchart is put on the floor divided in 3 sections: Before the EVS project starts, During the EVS project, After the EVS project. Further the group was divided in 5 smaller teams and given time to reflect and come up with the elements of each phase. A summary of the findings and contribution is below and contains each element to be tackled in each project phase. Firstly the participants shred their group contributions, than the other groups could add, comment or ask for clarification, which was usually provided by the team.

The session actually took much more time then it was initially planned - almost three hours, including the coffee break, as the groups identified quite a lot different aspects which requested additional explanations and clarifications.

Below are all aspects which were listed in each part of the project cycles:

BEFORE THE EVS PROJECT STARTS		DURING THE EVS PROJECT		AFTER THE EVS PROJECT		
+	Make sure you are accredited,	ŧ	Inform partner on project	+	Finish and submit financial and	
+	Identify needs in the NGO and		approval and when first costs		narrative report,	
	society,		incur,	ŧ	Prepare Youthpass for volunteers,	
+	Identify needs of partner NGO,	ŧ	Prepare process of recruitment	ŧ	Collect evidence for visibility of	
+	Finding a partner organisation,		and selection of volunteer,		the project,	
ŧ	Preparing technical/logistic	ŧ	Recruit volunteer if not done	ŧ	SO supports with re-integration	
	documents,		before project approval		of volunteer,	
+	PIC Number refreshment	ŧ	Inform volunteer on project	ŧ	Expect the 20% final balance of	
+	Write the project proposal,		approval and exact dates of		the project.	
+	Program of activities for the EVS		activity start	ŧ	Support for mentoring when	
+	Exceptional cost to b included in	ŧ	Prepare the volunteer with		volunteer comes back,	
	project application.		needed information	ŧ	Keep in contact and	
+	Make agreement with partner,	ŧ	Sign Activity Agreement with		communicate with EVS even	
+	Find the volunteer,		partner promoter and volunteer		when they left,	
+	Meeting/Skype with volunteer	ŧ	Enrol the volunteer in health	ŧ	Support for follow up activities	
+	Confirmation of volunteer		insurance CIGNA		for local community,	
+	Share responsibility and tasks	ŧ	Inform SALTO about arrival of	ŧ	Return of volunteer in SO country	
	with partners,		volunteers,	ŧ	Contact the SO and ask them to	
ŧ	Keep communication with	ŧ	Keep communication with		support volunteer, ask if they are	
	partners.		volunteer and partner,		going to do follow up,	
		ŧ	Arrange logistics and inform	ŧ	Close of financial details,	
			volunteer about living conditions,	ŧ	If we are so we organise meeting	
		+	ICL awareness training for the		with EVS upon return,	

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	volunteer,	+	Assure they make a follow up and
ŧ	Assure that SO does proper		support them,
	preparation of volunteer,	ŧ	Involve the volunteer in local
ŧ	Make sure volunteer is enrolled in		activities,
	OAT and Mid Term if you are HO,	ŧ	Enrol/Send the volunteer in
+	Assure with your partner that		Annual Event,
	volunteer attends OAT and Mid	ŧ	Organise promotion of EVS by the
	Term if you are a SO		volunteers themselves,
ŧ	Ask volunteers feedback after	Т	Droposo to the return of EVC to
	each training	+	Propose to the returned EVS to
ŧ	Offer to the volunteer linguistic		be a mentor for hosted EVS
	support for local language and	ŧ	Promote the EVS project
	OLS		experience for other young
ŧ	Clarify roles in the association,		people.
	who will be supporting the		
	volunteer		
ŧ	Design a learning plan for the		
	volunteer,		
ŧ	Support the volunteer in		
	reflecting and writing Youthpass,		
ŧ	Keep open and transparent		
	communication with volunteer,		
ŧ	Support the volunteer for		
	personal project		
ŧ	Departure of volunteers (organise		
	a little farewell),		
+	Final report,		
+	and follow up idea		
+	exclusion for work permit,		
+	accommodation arrangements,		
	working and living conditions for		
	volunteer,		
ŧ	mentors for volunteers,		
+	Define and inform volunteers		
	about reporting duties		
	(daily/weekly/monthly/report)		
ŧ	Prepare Youthpass for volunteers.		

## OPEN SPACE

Initially planned Open Space session had to be very limited at the end and actually it happened in the plenary, just before the final evaluation circle. The team enabled few of participants to share their concerns about specific issues related to different aspects of the implementation of EVS projects, where some of their



colleagues actually stressed their position and provided adequate feedback. It also showed that most of the important aspects were actually covered by the previous sessions, especially by the Project Life Cycle.

## USEFUL LINKS

- 1. <u>SALTO SEE</u>
- 2. <u>SALTO SEE on Facebook</u>
- 3. EVS Training Schedule
- 4. Erasmus + Programme of European Commission
- 5. <u>European Youth Portal</u>
- 6. Beyond Barriers website- Contact Point Tirana
- 7. Facebook Group of BBA as Contact Point
- 8. <u>Centre for Youth Progress website Contact Point Kukes</u>
- 9. <u>Facebook page of CYP</u>

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