

# **TREED LIFE**

**Third sector and the youth work**

**“Overview of the seminar, its activities  
and its outcomes.”**

## What is Treed Life?

In the scenario where the NGOs and Cooperative enterprises are growing, the third sector is the new work field for young people with competences in project management, non formal education, international cooperation and community development.

"Treed Life" will be a seminar which brings together experts and young people from different organizations in order to reflect about what is the third sector, what are the needs and which are the tools useful to analyze and develop it. The main objective is to foster the quality in the youth organizations. The Giosef Italy association runs this European 7-days seminar - with travel days - in Enna (Sicily), from March 12 to March 18 of the year 2015. It cooperates with Hungary, Romania, Turkey, Portugal, Spain and Poland, involving 6 people from each Country for a total of 50 people including staff and facilitators. The topics will be the needs, the law, and the economic tools of the organizations belonging to the third sector, in particular the ones working in the youth field. The goals are to provide tools to analyze this sector and define what it means to work in this field and also how many different kind of job profiles are in it. We will produce a video to disseminate the project and a final document where will be collected the basic lines regarding the link between third sector and law, economy, dynamic groups, need analysis and work tools in an intercultural and inclusive frame. The seminar will be concluded by some workshops to define possible future cooperation and trainings fostering a strong follow-up of the project itself, in every topic tickled during the seminar. The aim is to start a virtuous process to professionalize and develop the youth organizations of the third sector and to create a network of organizations that will cooperate in a long term perspective on this topic, becoming a resource also for the other organizations all over Europe who want to grow in this field.

The name "Treed Life" is composed of two words: the first is the mix between the word "third" and "tree" because the main goal is to foster the grow of this particular "Tree" starting from the comprehension of the roots, analyzing its bole in order to flourish. The second word, "Life", underlines the fact that, for a lot of people, working in this field means life and that we have to care about it as well as understand the important role the third sector plays in the European development strategy.

## What is aim of this booklet?

The aim of this booklet is to share the activities carried during the seminar and its achievements in terms of good practices sharing.

# THE ACTIVITIES

## ➤ TIMETABLE

	12 <sup>th</sup> march	13 <sup>th</sup> march	14 <sup>th</sup> march	15 <sup>h</sup> march	16 <sup>th</sup> march	17 <sup>th</sup> march	18 <sup>th</sup> march
<b>8.00-9.30</b>				<b>Breakfast</b>			
<b>10.00-11.30</b>	<b>Participants arrival</b>	Participants check in - Introduction to the project	<b>OPEN CONFERENCE DAY</b> Study case: the third sector in Italy law, financial tools	Project management /development good practices	Lobby and political actions for youth good practices	Project planning session: the idea and the aims	<b>Participant departure</b>
<b>11.30-12.00</b>				<b>Break</b>			
<b>12.00-13.30</b>		Get to know each other and <i>fears and expectations</i>	The job contracts for youth in the third sector: which one?	Brainstorming and Working groups on the topic <i>Middle valuation</i>	Brainstorming and Working groups on the topic	Project planning session: the activities and the agenda	
<b>13.30-15.00</b>				<b>Lunch</b>			
<b>15.00-16.30</b>		What is the third sector?: our common vision	How to develop professional and personal skills of youth workers?	Community development good practices	Skills development in youth organizations good practices	Project planning: results and long term goals	
<b>16.30-17.00</b>				<b>Break</b>			
<b>17.00-18.30</b>		Law and Financial tools Background in each Country	The group dynamics in a youth organization	Brainstorming and Working groups on the topic	Brainstorming and Working groups on the topic	<i>Final evaluation</i>	
<b>20.00</b>				<b>Dinner</b>			
		Intercultural night	Pizza	Folk night	Relax night	Farewell party	

## ➤ DETAILED DESCRIPTION

### 12TH March – Arrival of the participants

Be familiar with the place and the other participants

**Activity:** Treasure hunting

**Person in charge:** Giosef Italy staff

### 13TH March – Morning

#### “Arrival”

**Activity:** Participants check-in and delivering of the material for the seminar.

**Person in charge:** Giosef Italy staff

#### “Our travel”

Introducing the project and its goals.

**Activity:** Introduction to the project by a Prezi presentation with the metaphor of the travel.

**Person in charge:** Laura

**Duration:** 1h30

**Material/Places needed:** Projector, timetable distributed to each participant and stuck to the wall.

#### “The Energy drink list”

Find people who will be able to take care of the energizers; they are split in two groups:

Shake your body - 1st session of the morning (activity connected to the body movement)

Shake your brain - 1st session of the afternoon (activity connected to brain awakening)

**Activity:** Animators list

“Call for volunteers” to be the “energizer man/woman”

**Person in charge:** Laura

**Duration:** 15min

**Material/Places needed:** A flipchart to stick on the wall

### “Name game – ping pong”

Get to know each other’s name and trying to hear how a foreign person would pronounce someone’s name. This activity is made to energize and solidify the group.

**Activity:** The participants throw a soft ball to each other saying loudly their names while trying to not send it twice to the same person. In an advance version, they can also switch their position.

**Person in charge:** Igor

**Duration:** 5-10min

**Material/Places needed:** A room with enough space for all groups.

### “Communication circle”

Get to know each other and establish the communication between participants.

**Activity:** The group makes two circles of equal sizes; one of the circles stays face out while the other’s face in. The facilitator provides a topic to talk about and gives 1 minute. Both partners facing each other should be able to carry on a conversation within this minute. After the whistle, the facilitator says the name of the circle that has to turn, indicating the direction and the number of steps. This way, new partners are created and the facilitator provides another topic to talk about within another minute.

The facilitator repeats it as many times as needed.

After the activity, a talk is organized to get some feedbacks about the feelings of the participants and their comfort in talking in such a situation.

**Person in charge:** Igor

**Duration:** 15-40 min.

**Material/Places needed:** A room with enough space for a circle of 25 people and a whistle.

### “The backpack”

Create a “learning agreement” based on “what I can do and bring to the project”. This activity is the first part of the learning zone and is supposed to bring out participant’s fears and expectations.

**Activity:** For this activity, it is better to divide a big group of participants in smaller groups of 10-12 people. Before starting, backpacks have to be printed (one per participant) and every backpack should be of a different color. When all the backpacks are printed out, they have to be cut in 10 pieces as a puzzle. They are then mixed and randomly put in envelopes (10 pieces in each one). The envelopes have to be an A4 size and in plastic. One envelope per person.

In the beginning you tell a legend: "Now you will receive something that belongs to you. It is so obvious, that you will immediately recognize it (it means the name stickled on a part of the backpack). But you are so surprised about the fact that the others also have something that belongs to you that you are not able to speak anymore. It means that all actions will have to be done in silence. Plus, you cannot take something you need, you can only give to someone what belongs to him. As well, it is forbidden to ask the others to give you something you need, you have to wait until somebody realizes he has something yours."

Every participant receives one envelope with pieces of puzzle inside. It will take some time for them to realize what to do, and after a while the exchange process will start. Your task as a facilitator is to remind rules from time to time: "You cannot take, but give", "Do not ask, but think about others", "Silence is everywhere" and so on. When you see that participants start to put the puzzle together, put glue-sticks, scissors and white A4 paper on the floor and invite people to stick their backpacks to the sheet of paper, so in the end it is possible to cut out a personal backpack.

When everybody has his own backpack, the 4 trainers take in charge one group and start a conversation about:

- The symbolism of the backpack according to our project.
- "What I bring with me on the travel to share with the others?" (good practices)
- "What I'd like to bring back?" (expectations)
- "What can I do to make the travel easier?" (the rules as commitment)

**Person in charge:** Laura

**Duration:** 2h15 (overlapped with the "communication circle" and "name game" activities)

**Material/Places needed:** Backpacks printed in different colors 12 x 4 + transparent envelopes; glue and/or double tape. Blank stickers to write names; pens.

## 13TH March – Afternoon

### "What is the third sector? Our common vision."

**Aim:** To develop a common vision (definition) of the "Third sector"

**Activity:** The trainer starts with a funny energizer to bring the participants to a creative mood. He will also apply an Aromatherapy method in order to stimulate their concentration for 15min.

The participants will then split in 4 groups of 10 people and the material brought.

The participants get the task to find a definition (common vision) about what is the "third sector". The trainer will give them some inputs (present them firstly some very basic information about the topic – NGO, Social economy, volunteerism).

After 25 min of work in groups, group 1 and 3 and 2 and 4 will mingle.). They will then work together to find a common definition from their work in the subgroups. After 10 minutes of work, both groups will present in plenary their common visions and altogether try to conclude with a final definition of what it is the third sector. The definition will be written on a flip chart paper and put on the wall. Maybe this could be "Our TC Credo".

**Person in charge:** Florin

**Duration:** 45-50min.

**Material/Places needed:** Flipchart paper, markers.

#### **Output: Our common definition of “Third Sector”**

The third sector is part of the economy system, it fills the gap between the other sectors and individuals providing professional services and values. They use the sources to the main goal for social innovation and global action for a sustainable word.

#### **“NGO go through Law”**

**Activity:** Reflection about law and financial tools background of each country.

People will be divided by groups of nation. Each one will work on a flipchart creating the visual path of the NGO establishing steps of their country (they can also use sources from internet).

They have to stick questions on the flipchart and write answers around it, and on another paper make a kind of visual path (infographic).

After finishing this work, each group will present its work to the others.

**Aim:** Learn how to establish and run an NGO in different countries while discovering the differences on each of them and get to know the basic law requirements.

**Person in charge:** Igor

**Duration:** 40min.

**Material/Places needed:** Flipchart papers (2 per group)

One printed paper per group with questions on it:

What do you need?

How you begin?

How you proceed?

How much does it cost?

How long does it take?

Markers; space for each group to work separately; (computers with internet access if possible)

To see the results of this work and learn the basic steps to found a NGO in Poland, Turkey, Spain, Italy, Romania and Portugal, go to the annex.

### **“Money Spent”**

**Activity:** Reflection about Law and Financial tools background of each Country.

Groups of 6-7 people from the same nation are asked to plan and manage the budget in their NGO for a one-year project (can be invented).

They get cards with necessary costs and a fixed budget they've got from donations. They also need to plan sources for the extra costs and a short plan to get them.

**Aim:** Learn the finance management and financial responsibility in organization thanks to this simulation game.

**Person in charge:** Igor

**Duration:** 40-50min.

**Material/Places needed:** Printed materials (papers)

Flipchart paper, markers.

### **“The learning backpack”**

At the end of each day we'll give 10 minute to choose from different pictures/images (collected from reviews) one picture where they can write on what they have learned today. They have to save it and put in the backpack done in the beginning.

## 14TH OF MARCH – Morning

### Conference



The poster features a central title in large, bold, blue and red text: "GIORNATA DI STUDIO INTERNAZIONALE LE ORGANIZZAZIONI GIOVANILI NEL TERZO SETTORE". Below it is a subtitle: "Coltiviamo competenze. Mettiamole a frutto.". At the top, there are logos for TREED LIFE, giosef, Erasmus+, ANG, and the Comune di Enna. The text "Saluti del Sindaco del Comune di Enna, PAOLO GAROFALO" is present. A "PANEL" section lists speakers: PIPPO DI NATALE, MICHELE PAGLIARO, ANGELA PERRUCA, ROSARIA IANNIBELLI, and ANTONIO FERRARA. It also mentions the location: "CENTRO POLIFUNZIONALE, ENNA ALTA (Via dello Stadio)" and the date: "SABATO 14 MARZO 2015 - DALLE 9,30 ALLE 13,00". Logos for FORUM, CGIL SICILIA, and Legacoop are at the bottom.

## 14TH OF MARCH – Afternoon

### “Questionnaire about the conference”

**Activity:** Learning the outcomes of the conference

A list of questions (depending on the conference) has to be prepared.

Some examples:

Are the financial tools in Italy for youth organizations sufficient? If not, What could we suggest?

In your opinion, are the new objectives and development goals discussed the right ones to focus on? If not, what could you suggest?

What do you think about psychologists in the 3rd sector?

Do the international cooperation with extra-European Countries need some help? If so, what could it be?

Do you agree with the topic of youth organization and entrepreneurship in the 3rd sector as a tool to cope the youth unemployment? Do you have any suggestion to foster this process?

Do you think that in Italy, youth worker and free lance worker in the third sector have enough rights?

At the end, the questionnaire answers will be collected and the day after, they will be presented on a PowerPoint.

**Aim:** Identify the most important points and focus on the problems and solutions discussed.

**Person in charge:** Laura

**Duration:** 30 minutes (depending on the conference)

**Material/Places needed:** Printed questionnaire and pens.

### **“Make it as a drama”**

**Activity:** The group dynamics in a youth organization

People will be divided in 2 groups (20 participant per group, more or less).

Each group is split in 3 groups of 6/7 people . In every group, people have to reflect about the biggest obstacles they experienced in their organization regarding relations or working methods and have to briefly write it down on their personal paper. They can afterwards

share what they wrote on the paper. Finally, the small groups chose one of the story as the most representative. They start working on an improvised role play in which they have to transpose the story they choose on stage as a drama of a maximum of 5 minutes..

Thereafter, they discuss about the situation for half an hour:

What was the obstacle?

Was it about relations or working methods?

Were there some solutions?

What, in your opinion, blocked the solution process?

**Aim:** Find feasible obstacles and prevent them.

**Person in charge:** Laura

**Duration:** 1h30

**Material/Places needed:** At least 2 rooms, papers and pens.

**Further information: The biggest obstacles experienced in an organization depend on relations and working methods.**

3 theoretical background assumptions explaining why we have to concentrate on these 2 fields as the most relevant ones where obstacles can be found:

1. “In a working group people cooperate on a voluntary base in order to reach a goal doing the activities” (Bion).
2. It is requested to the members of a working group to cooperate and to open themselves to new horizons and knowledge about their own work and to be able to manage their “group life”; it means to be able to understand the group dynamics and emotions.
3. The “civic/social competences”: “communicate constructively in different environments, express and understand different points of view, negotiate with the ability to create confidence and feel empathy are the core of these competences. Individuals should be able to cope with stress and frustration and to express it in a constructive way while being able to distinguish the limit between the personal and professional spheres. Regarding the attitudes, these competences are based on collaboration, assertiveness and integrity”

**Output: Example of group dynamics plays - reflection on problem causes in youth organizations**

### *1. The problem is the Boss*

The play starts with an employee that goes to complain about the boss for not receiving her salary and the backlog. The boss stays behind a desk in a very superb way.

The boss says (in a really not empathic way) that for this month it is not possible to pay the salary for everybody and rapidly other employees come to complain about the same problem, getting more and more angry. Finally the boss says that he will pay the half of the salary for everybody for the current month but will not pay the money backlog; and he will cut half of his salary too. The employees ask if it is true or not and he ensures them saying yes.

### *2. The problem is the lack of motivation*

A participant tells a story about the opening of a new youth organization, the moment where the founders are really motivated and committed in follow the aims and values of their

organization. With the activities they involve other people who believe in the objectives of the organization or who are simply fascinated by them. They start doing meetings and develop several ideas, everybody takes the responsibility for something and they finish the meeting happy of the work and the decisions made together. One day, they arrange a meeting but this time 2 members of the organization come with an idea and impose it. The rest of the members is obviously not happy with this, argument that it is not their idea and nobody asked their opinion. So they leave and the two remain alone in the room.

### *3. The problem is the cold*

There are 6 people and they are glad since their organization receives in a ceremony a building from the municipality to use as the association's head quarter. But to reach this building, you must go to a mountain through hard streets to walk in and inside the building it is so cold that, step by step, people start going away. One by one. And at the end there is nobody anymore.

## 15TH OF MARCH – Morning

### **“Project management /development good practices”**

#### **Activity:**

After splitting participants in 7 groups (multinational groups), we give to each group 7 envelopes with colored papers where all the steps of a project are written. The task here is to rearrange them in the right order.

Afterwards, trainers will briefly present the concept of project management and participants will be asked to prepare a creative presentation of their good practices and experiences within the project management. Before starting, the trainer will give a overview of the important topics that can be approached and ask to focus on past projects that had an impact in their communities.

The trainer will present them, but also give handouts with the following questions:

Please describe your good experience regarding:

- Finding the problem/ situation;
- Needs analyses;
- Building the project team;
- Finding the volunteers;
- Financial issues;
- Designing the right activities;
- Time management;
- Human management;
- Monitoring and evaluating;
- Fulfilling the objectives and reaching the aims;
- Multiplying in the community and follow-up;

At the end each group should present its work.

**Aim:** Learn and develop constructive tools for future successful projects.

**Person in charge:** Florin

**Duration:** 1h20

**Material/Places needed:** Flipchart paper, markers.

To see the results of this work and discover some activities and tools to improve you project management, go to the annex.

## 15TH OF MARCH – Afternoon

### “The community movie”

**Activity:** Description of community

It is asked to the whole group to make a movie about the “community”.

To do it, the group is split in 8 smaller groups and each one of these will work on one part of the movie (see the choices below) and will present it to the audience.

- The title of the movie
- The main story of the movie
- The beginning of the movie
- The core of the movie
- The end of the movie
- The main characters
- The people opinion outside the cinema
- The critics opinion about the movie

The groups have 30 minutes to talk about their topic and then decide who will be the storyteller. The trainer will at the same time write each story on a paper.

At the end, all the parts of the story will be sum up and the audience will have to give its opinion about it.

Afterwards, they will split in mixed groups and will have 5 minutes to think about the following questions and answer to them:

- Do you agree that the definition of community comes from the game?
- If yes, what young people could do in these kind of communities?
- What would you like to add to the definition of community we realized with this game?

It has to be a quick conversation, like a brainstorming that will help the participants to do the next activity.

**Aim:** Create and have a common definition of community.

**Person in charge:** Laura

**Duration:** 1h30

**Material/Places needed:** One big room, paper.

To explore a list of organizations regarding the good practices in community development, their websites and their activities, go to the annex.

## “Word cafe’ on community development”

**Activity:** Community development, what is that?

We place 7 tables with the following words: social problems, projects impact, development, social parts involved, youth organization role, your role,

In each table, 6 participants talk for 10 minutes about the topic that was assigned and one person will be chosen as the reporter for the “topic”. This person will list the answer of each “discussion group”; the group will help him or her for 5 minutes after the discussion.

To finish this activity, it will be asked to the reporter to share the sentences or the summary of them to the rest of the groups.

**Aim:** Share the good practices regarding community development

**Person in charge:** Laura

**Duration:** 1h30

**Material/Places needed:** 1 big room and 7 tables.

**Further information:** The United Nations define Community development as "a process where community members come together to take collective action and generate solutions to common problems." It is a broad term given to the practices of civic leaders, activists, involved citizens and professionals to improve various aspects of communities - typically aiming to build stronger and more resilient local communities.

Community development seeks to empower individuals and groups of people by providing them with the skills they need to effect change within their communities. These skills are often created through the formation of large social groups working for a common agenda. Community developers must understand both how to work with individuals and how to affect communities' positions within the context of larger social institutions.

Community building is a field of practices directed toward the creation or enhancement of community among individuals within a regional area (such as a neighborhood) or with a common interest. It is sometimes encompassed under the field of community development.

A wide variety of practices can be utilized for community building, ranging from simple events like potlucks and small book clubs, to larger-scale efforts such as mass festivals and building construction projects that involve local participants rather than outside contractors.  
(WIKIPEDIA)

## 16TH OF MARCH – Morning

### “Activity about lobby and political actions”

**Activity:** Explanation of the terms “advocacy” and “lobby” followed by a debate.

Explanation of “structured dialogue. Flipcharts, debate

**Aim:** Get a common vision of advocacy and lobby, and discover what is the structured dialogue.

**Persons in charge:** Lorenzo, Veronica and Corina.

**Material:** Flipcharts

## 16TH OF MARCH – Afternoon

### “ You worker – this stranger”

**Activity:** Exploring how to develop professional and personal competences of youth workers To start, the trainer asks the question: Do you define yourself as a youth worker? There are three corners where every participant can stand, representing YES, NO and I would like to/I am on the path to become. In each corner a trainer stands with one of the answers.

When the 3 groups are created, each trainer will talk to its group for a 10-minutes time, giving the definition of youth worker with some examples and references.

A reflection to define professional and personal competences of youth workers regarding attitudes, knowledge, skills, tools is then done. To do so we divide the participants in 4 groups. Each group gets one flipchart and has to draw a path (it can be a spiral or straight for example) showing all the characteristics youth workers should have in that aspect.

Each group has 10 minutes to prepare a 5 minutes-presentation that they will present to the plenary after and a scheme on youth worker competences will as well be done.

Using the SWOT analysis each participant reflects on the competences they should improve as a youth worker and to finish, a final debriefing will be done.

**Aim:** Get a common understanding of personal and professional competences of a youth worker and reflect on personal skills as a youth worker.

**Person in charge:** Irene

**Duration:** 1h30

**Material/Places needed:** One big room, papers with YES, NO, MAYBE written, slides with youth worker definition and competences, 4 Flipcharts with attitudes, knowledge, skills, tools, markers, white papers, pens

## “The hat”

**Activity:** Developing skills in youth organizations.

We start the activity with an explanation of the activity and split the group in 7 smaller ones. They sit in a circle and in 3 rounds of 10 minutes each, will share three best practices. On the first round, one person wears the “best practice” hat and share his/her experience. The other participants receive different cards: “how it works”, “why it is important”, “negative aspects”, “positive aspects”, “how it can be applied in other contexts”, “reporter” (she/he will write down all the answers and present them afterwards) and will ask questions to “good practice” depending on the card they received. In the following rounds participants mix the cards and chose a different one. If they wish, participants can change the hat on the other side, which is “worst practice” and discuss about it.

The reporter from each group remains on its table while the rest of the groups move from a table to another to listen to the description of the “best practice”. Each time the reporter changes in order for everyone to listen at least one of the best practices.

All the participants have three post-it and, at the end of the presentation, have to chose which “best practice” are in their opinion the best ones. A flipchart will be posted on the walls for everyone to look at it and stick their preferences.

Each group decides of 2 persons that will be in charge of typing the document in a word file (and then send it to us).

**Aim:** Share good practices and problems on youth worker personal and professional development.

**Person in charge:** Irene

**Duration:** 1h30

**Material/Places needed:** 7 hats, 40 cards, flipcharts, markers, post-it

## 17TH OF MARCH - Morning

### **“Project tables and project gallery”**

**Activity:** Project planning session: the idea and the aims, the activities and the agenda, results and long term goals .

We collect and stick all the flipcharts done during the training in different areas of the room presenting the 5 topics:

- Law and financial tool for the third sector in my Country
- Project management /development
- Community development
- Lobby and political action for youth
- Skills development in youth organizations

Each one of them have to choose one topic but they can suggest to other topic group some ideas: we'll give them 15 minutes and some post it to stick on the other table the ideas . Finally they have to go to the table where they would like to work about the project. How to choose the table ? on the competences and experience you have to share.

So they will be split in the table working groups and we'll help them in doing a brainstorming about the project ideas. The groups will be big and so they have to split again in other subgroup. They have 20 minutes of this discussion and to define the main structure of the projects.

Will give them a grid to fill to define: aims, call, description ,timetable and all the details (I'll print it out). They have time to write it down on a flipchart and we'll put it on the wall. And we'll do a PROJECT GALLERY. Everybody will have 2 post-it: one for the further suggestion and one to add the name of their organization as partner of the project.

**Aim:** To have prepared drafts of projects together for the 30th of april deadline on each specific topic of the seminar

**Person in charge:** Laura

**Duration:** 2h

**Material/Places needed:** 1 big room, papers, pens and flipcharts.

## 17TH OF MARCH – Afternoon

### **“Youth pass final evaluation”**

**Activity:** Final evaluation

We split the whole group in groups of 4 people. A grid of the 8 competences is given to them and we invite them to put in the same square the images chosen in the days before during the back pack activity. They have to do it by themselves (also if they want they can put the competences in the same square than the others) and have a 15-minute time. A discussion about each square is afterwards done and, finally, they can add in their personal grid (in a paper that is given to them) the competences they feel they gained.

For those willing to send us this paper, a youth pass certificate duly filled and signed will be sent to them.

**Aim:** Make a final evaluation of the competences gained

**Person in charge:** Laura

**Duration:** 1h

**Material/Places needed:** One big room, papers, pens and flipcharts.

## ➤ Annex

### 1. Basic steps to found a NGO in Poland, Turkey, Spain, Italy, Romania and Portugal (information given directly from local people)

#### Portugal

“The main steps to constitute a youth/voluntary association in Portugal.

Actually, in our country, it's easier to do it, because the government decided to create a special measure to facilitate it, by using the “Association at the time” it becomes possible to constitute a membership in a single place and (almost) immediately.

Thus, from now on, it is not necessary to obtain in advance the certificate of eligibility of the firm, with the National Register of Legal Persons.

It's even no longer necessary to hold a public deed, the physical shipment of this scripture to prosecutors, or the deposit in the Civil Service or publications in the Official Gazette.

But first, and basically, you should get a name!

If you have previously established the main statutes as well, define the main purpose, ideas, motivation of all members, as well as the headquarters, you receive immediately the electronic card of legal person by assigning a viewable access code in the net place [www.irn.mj.pt](http://www.irn.mj.pt), or [www.empresaonline.pt](http://www.empresaonline.pt), is notified to them and the identification number of Social Security.

You also obtain the extract from the document constituting the association and its statutes, as well as the memorandum and articles of association are published immediately on the website <http://publicacoes.mj.pt/>, public and free.

It is also assigned domain registration in Internet.pt the association.

This functionality is performed by DNS.PT Association and is free during the first year of the association.”

## Turkey

Here you can find the an idea of the steps you should follow to found an NGO in Turkey.

### 1. What do you need?

At least 7 real people

Foundation Notification Form (\*2)

A list of authorized people for correspondence and notification (at least three people) (\*2)

Charter (\*2)

### 2. How to begin?

Applying to local authorities with the indicated documents

### 3. How does it proceed?

The organization or foundation should reach at least 21 people in 6 months to be able to hold a congress meeting to form necessary organs.

In children NGOs legal entities cannot be a founder or a member.

In children NGOs a warrant is needed.

### 4. How long does it take?

Reply will be given in 1 month

### 5. How much does it cost?

No budget is needed. But the available resources should be indicated in a file.

## Romania

Here you can find the an idea of the steps you should follow to found an NGO in Romania.

### 1. What do you need?

identifying the need(s)

identifying the people

identifying the costs and opportunities

### 2. How you begin?

use of legal framework

. associations, foundations and federation law

Association: min. 3 people

Foundation : min. 1 person

Federation: min. 3 associations/foundations

. law on youth

youth led association: 2/3 young people (14-35 years old)

organizations for youth (majority of the objectives have to address the youth)

### 3. How you proceed?

write and register the statutes

rules of procedure (internal)

legalizing the statutes

checking the availability of the name (n.b. it has to be made before registering the statute)

lease contract for the office

proof of social capital

fiscal records (for founding members)

opening a bank account + fiscal code

### 4. How long does it take?

Approximately 3 months

### 5. How much does it cost?

Associations : 1 minimum wage per capita ( aprox. 200 euro)

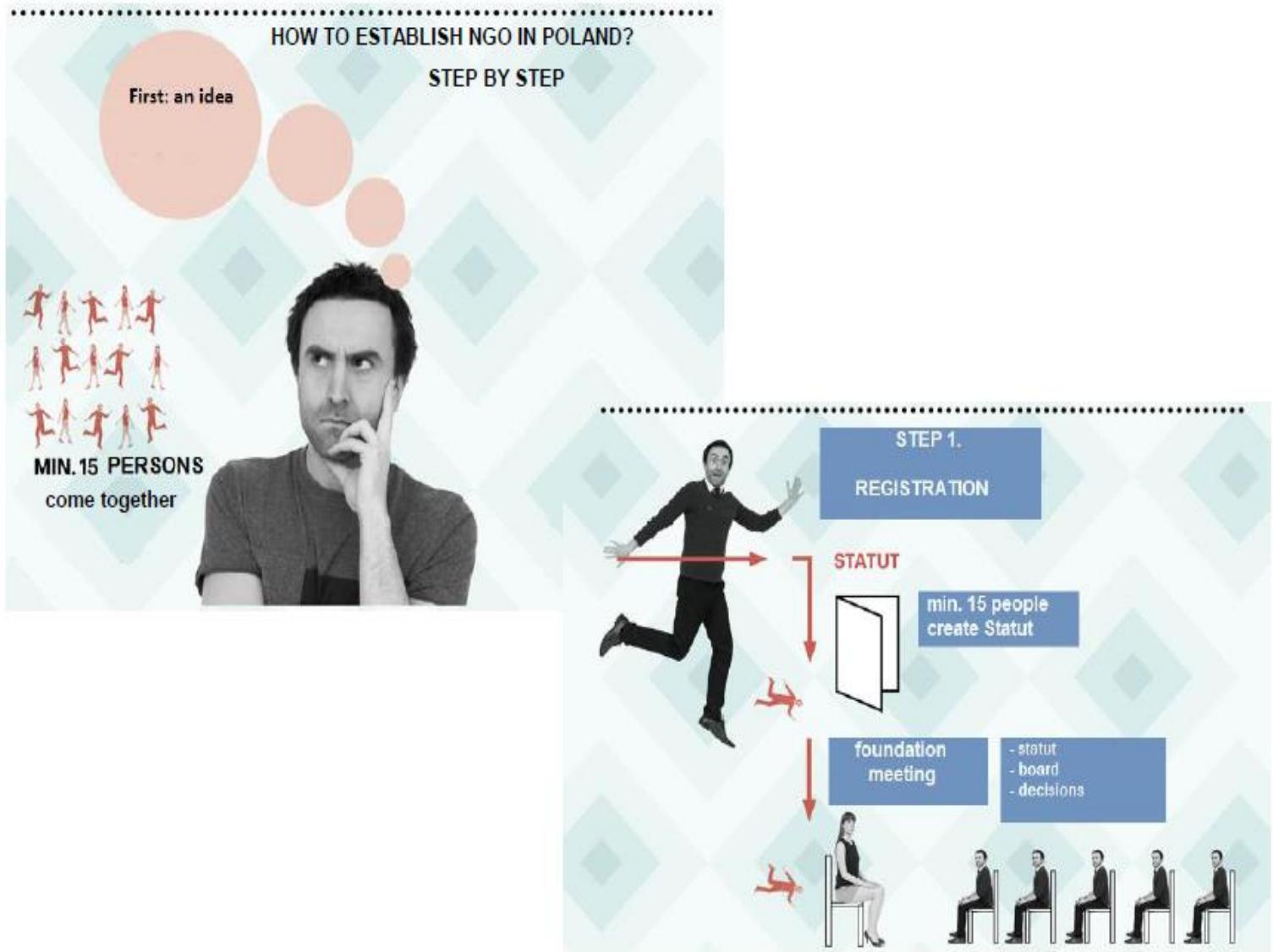
Foundations : 100 minimum wages per capita (aprox. 20.000 euro)

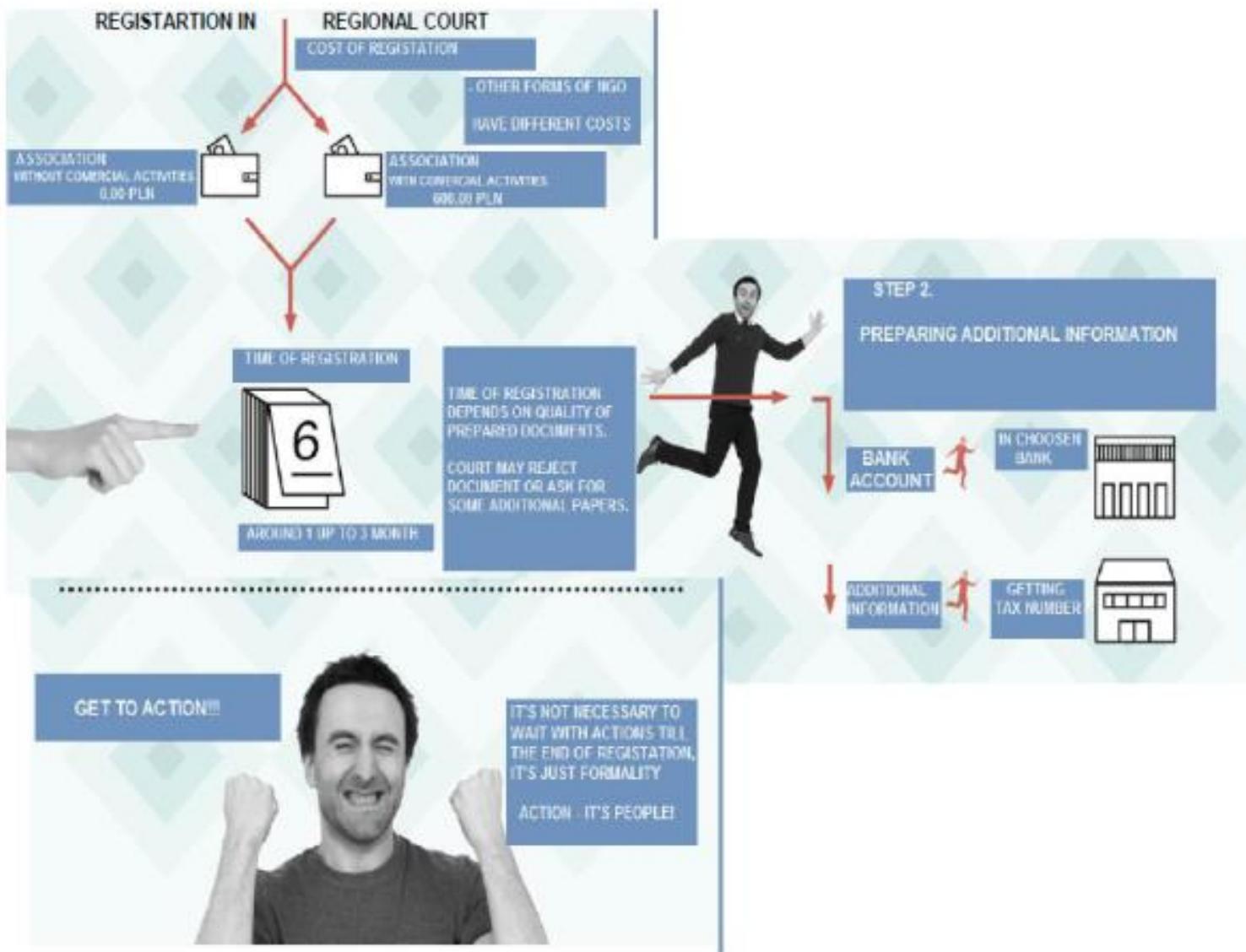
Federation : 1 minimum wage per capita ( aprox. 200 euro)

Lawyer expanses approximately 100 euro

## Poland

Learn how to create an NGO in Poland with these interactive pictures





## ➤ Annex

### 2. Output: project management and good practices

#### 1) FINDING THE PROBLEM/SOLUTION- NEED ANALYSIS

To manage well a project, you need to first understand the problem. To do so, you can develop:

A research in the street or at the University using creative devices such as questionnaires and direct interviews with people, using cards or white posters to get ideas, such as “Express yourself”, “Let us know your problem”, “Which colour are you now?”

An on-line research about the local community or the reality at any other level as well as reading reports and statistics.

Observations and research about what are the other NGOs doing to not replicate it and to try to cooperate with them, have meetings with institutions and run consultations with other stakeholders.

You should as well take into consideration previous experiences and results.

You can undertake indirect analysis such as a swot analysis of the community within the organization and together with other organizations and the stakeholders, by checking the available resources, improving the outcomes achieved during previous projects and run a market research using scientific methods.

You have to define strategic goals and find the right model for your project plan.

#### 2) BUILDING THE PROJECT TEAM

First of all it is important to well distinguish personal and professional life as much as it is important that everyone shares a common objective.

Then, you should keep an horizontal management of the team (equal treatment for managers, youth workers and volunteers, assuring the happiness of everyone and their personal and professional competences development).

Before looking to external expertise, check the competences within the team and clarify the roles of each one, check the needs and skills required within the project and plan one week of internal team building for the organization (outside the office).

Test the 9 potential roles of a team on your team and prepare meetings before starting the project (for international projects).

### 3) FINDING THE VOLUNTEERS

To find volunteers, you should attract them. To do so, you have to make it look “cool” to be a volunteer, create a facebook page/group and involve them in your “family”. You can as well create gadgets for volunteers to make them feel part of a group and use testimonials to promote your NGO.

Give to volunteers opportunities to learn, grow up, take responsibilities (for instance as leaders), acquire credits for their studies or competences for their CVs.

Invite them to nice events, such as flash mobs, brunch/aperitif (for instance with cakes with your NGO logo), events for international days, trips...

Define very clear goals and activities to do and spread them through attractive materials (videosposters, brochures..) and offer reimbursements for food and local transportation.

Sign an agreement with volunteers to ensure commitment from both sides.

### 4) FINANCIAL ISSUES

Use different grants at the same time, at a local, national and European level. (Read the manual); use crowd funding (an expert is needed).

Find sponsors by using your personal contacts (of all the staff); ask for services/products instead of money; check the abilities of everyone in the staff to attract sponsors.

Wednesday Business breakfast making NGOs and companies meet every week. Companies should be treated as clients/partners to whom NGOs offer a service. It is important to keep a regular contact with them!

Organize Sunday soups (competition of ideas), fundraising dinners with friends and supporters (for networking and fundraising), find Corporate Social Responsibility with common goals.

Check for free equipment and IT , contact the “ICE OF YOUTH” Association.

Use exchange services with companies/other NGOs/Institutions, create a meeting space to rent.

Handcraft to be sold

### 5) TIME MANAGEMENT

You have to target your priorities and respect them.

Give your NGO enough time for planning by creating an activity plan with practical tasks to be done dividing them among the staff through group sessions/meetings with volunteers/partners/staff.

Tool to use: Gantt diagram.

Have in mind indicators when managing the project and prepare a plan A, B and C.

Share the agenda with all the people involved and keep clear what you communicate.

Tools to use: internet calendar/emails/social network

Be flexible but also give realistic timing for the activities.

Give quick answers to critical situations.

Monitor and check human resources and re-assign, if there is the necessity.

Examples: “Involvement for development” (Romania); Pomodoro Technique

## 6) DESIGNING THE RIGHT ACTIVITIES

Make an Advanced Planning Visit, target a group, a culture, an age...

Keep your planning flexible enough (considering the weather, available facilities, resources...)

Examples: Asana.com; wiggio; slack.com; SVN

## 7) HUMAN MANAGEMENT

Use different methods during the writing and the management of projects (like brainstorming, checking motivation and expectations, dividing roles according to competences), motivate your staff/interns/volunteers to professional development.

Set periodical performances assessment and try to establish a clear channel of communication with the working group.

## 8) MONITORING AND EVALUATION

Monitoring and evaluation should work at 4 levels: activities (checking the results), team(controlling the group dynamic and achieved tasks), project (following the indicators) and community (analyzing the satisfaction)

Tools for community: questionnaires, reflection groups (for instance, through art activities), asking for feedbacks

Tools for the staff: establish a schedule and keep it public (also in social networks); keeping a diary; sand play, group thermometer, intermediate reports, to set deadlines, to organize pleasant meetings with all the staff;

Spreading throwing stars (accommodation, atmosphere, food) ???

Evaluation: regular intermediate meeting (depending on the project, daily, weekly, monthly...); using visual methods that allow to sum up the progress.

Swot analysis

THE IMPORTANT IS TO FULFILL THE OBJECTIVES AND REACH THE AIM

To build Specific Measurable Achievable Realistic Timing Economical Objectives

## 9) MULTIPLYING IN THE COMMUNITY AND FOLLOW UP

Keep an annual activity report, make movies - publications - pictures

Create a form (guidelines) for a good project

Organize press conferences, be present in newspapers and social media to spread the word, involve key people at a community level.

## 10) Some suggestions for fundraising

Breakfast networking meetings

<http://www.bobclubs.com/>

<http://pomodorotechnique.com/>

Crowd funding successful campaign

<https://www.indiegogo.com/projects/borgo-vecchio-factory>

*Tip: read the indiegogo guide to become a pro in crowdfunding!*

Sunday Soup: a way to grant new ideas

<http://sundaysoup.org/start-your-own>

## ➤ Annex

### 3. Community development – good practices

You can find here some examples of organizations and projects with good practices within community development.

Colectivo Trece  
Boa Mistura  
Guerreros sin armas  
Basurama  
Jr/Inside Out Project  
El Ejercito del amor  
Borgo Vecchio Factory  
USE-IT Network  
Urban Jam  
Sartoria Sociale/Cucula  
Bollenti Spiriti, Laboratori dal basso

#### **Colectivo Trece**

Colectivo Trece, is a group "Artivista". It means, artistic and activist group. All the realized actions are of a urban character, looking for the transformation and the change of the world, from the art and the smiles.

"We do activism from the happiness".

<http://colectivotrececonletra.blogspot.com.es/p/intervenciones-urbanas.html>

Web: <http://colectivotrececonletra.blogspot.com.es/>

Facebook: <https://www.facebook.com/colectivo.trece.3?ref=ts>

#### **Boa Mistura**

Boa Mistura is a group of artists that uses the art as a tool for transformation and change in disadvantaged environments.

Web: <http://www.boamistura.com/>

Facebook: <https://www.facebook.com/BoaMistura>

<https://www.youtube.com/watch?v=cQ7Y-7iDpH8>

<https://www.youtube.com/watch?v=gKRNlxghU94> (TEDx Talk)

### Guerreros sin armas

Guerreros sin armas (Warriors without weapon) is a “school of young activist”. Joining young persons and using the methodology “Oasis”, they enter in poor or disadvantaged neighborhood and work with the community to obtain a small visible change, which encourages the neighbors to continue fighting to change their locality by cooperating between them.

Web: <http://www.gsamadrid.net/>

<https://www.youtube.com/watch?v=2Lfykj05Pco>

<https://www.youtube.com/watch?v=2pAweiPD-ZI>

### Basurama

Basurama is a group of young architects that works with the garbage, using it as a tool to transform the cities and to create spaces of amusement between the neighbors.

Web: <http://basurama.org>

Facebook: <https://www.facebook.com/basurama?ref=ts>

### Inside Out Project (artist Jr)

Inside Out Project is a project of the French artist Jr, who works with the photography as a tool of diffusion, of denunciation and of transformation.

Web: <http://www.insideoutproject.net/en>

Facebook: <https://www.facebook.com/InsideOutProject?ref=ts>

Web Jr: <http://www.jr-art.net/>

Facebook Jr: <https://www.facebook.com/JRartiste?ref=ts>

<https://www.youtube.com/watch?v=0PAy1zBtTbw> (TEDx Talk)

<https://www.youtube.com/watch?v=z7PYMkZu3Ns>

### El ejercito del amor

El ejercito del amor (The army of the love), is an association that works with international cooperation and looks for inns to help disadvantaged persons. The main project was the construction of a school in India after the tsunami of 2004.

Web: <http://www.elejercitodelamor.org/>

Facebook: <https://www.facebook.com/pages/Asociaci%C3%B3n-El-Ej%C3%A3rcito-del-Amor/190168661009496?ref=ts>

<https://www.youtube.com/watch?v=4xj76SoiBQE>

### Borgo Vecchio Factory

It is a project to fight Early School Leaving: a street artist came at Borgo Vecchio (a district of Palermo with social problems and high poverty rate) in order to involve children in street artist workshops. The kids that were on the streets started to come more often to the locals of the association that was leading the after school activities.

### Berceuses du monde

Shows how music involves people from different parts of the world to get to know each other and surpass stereotypes. A group of parents were involved to talk about their childhood in their countries and in order to record a lullaby in a real studio then. One copy of the cd is given to every children born in the town.

<http://www.lile-saint-denis.fr/fr/information/56740/cd-berceuses-lile-chantee>

### USE-IT Network

Brings a new way of mapping and travelling.

<http://www.use-it.travel/home>

### Urban Jam

Brings some really good ideas of how to work on a urban space, in order to regenerate it.

<http://tacticalurbanismguide.com/>

<https://estonoesunsolar.wordpress.com/>

*tip: proposing to administration a community workshop for selfbuilding some public banches of flower pots can be a good way to regenerate and starting to make alive an urban space.*

### Sartoria Sociale/Cucula

Expresses how to involve migrants and refugees in an empowerment process, no paternalistic attitude.

<http://www.cucula.org/>

<https://www.facebook.com/sartoria.sociale.7>

### Bollenti Spiriti, Laboratori dal basso

Presents a new way of learning and teaching method, is based on trade of knowledge, more you can teach more you can participate to learning.

<http://www.laboratoridalbasso.it/>



## Trainers contact

Igor : [igor.lisin@gmail.com](mailto:igor.lisin@gmail.com)

Laura : [laura.birtolo@giosef.it](mailto:laura.birtolo@giosef.it)

Irene : [irene.capozzi@gmail.com](mailto:irene.capozzi@gmail.com)

Florin : [florincristian07@yahoo.com](mailto:florincristian07@yahoo.com)

