

## INFO KIT

### KA1 MOBILITY OF YOUTH WORKERS SEMINAR 'Equal Volunteering Opportunities for All'

This project info kit includes the sections: when, where, why, who, how, calendar, partnership conditions, what we expect from the participants and information about the venue and accommodation. Please read it carefully. Contributions and feedback from promoter organizations is strongly encouraged during the whole project length.

#### When

The seminar will take place from 1<sup>st</sup> to 7<sup>th</sup> September 2019, including travel days.

#### Where

The seminar will take place in **Vilanova i la Geltrú**, a small city 40 km south of Barcelona (Catalonia, Spain). A city with a growing population of more than 60.000 people, it is a major Catalan fishing port with a long and colorful history, reaching its heyday during the Romantic period. For more information about the city you can check out [www.vilanovageltru.com](http://www.vilanovageltru.com)



#### Why

The reason why we are convening leaders from NGOs and volunteer centers from around Europe is **to reflect and learn together about the nature of volunteering**, which is seen as an activity to be enjoyed by everybody, while thinking forward about its potential to engage one specific group of people that is often ignored : **young people who are nationals of third non-EU countries** (excluding Turkey and North Macedonia, E+ program countries) who are living in Europe, including migrants, refugees and members of a cultural minority, with fewer opportunities and at risk of social exclusion and poverty, due to several factors, including being discriminated against and seen by an increasing number of people as 'newcomers' or 'foreigners', even if they were born in Europe. This seminar is about why and, specially, **HOW we can encourage their participation in volunteering activities and projects**, as a valid way to be part of the society, develop relevant competences and, even, to become leaders of new initiatives, promoted by voluntary based NGOs, **including the seminar promoter organizations themselves.**

The fact is that this target group doesn't have the same access to opportunities, including volunteering opportunities, as in many cases, **they CAN NOT volunteer, due to the legal framework, that lacks the existence of a RIGHT TO VOLUNTEER**, recognized as an individual right and expression of human rights and freedoms that exists in Europe for decades.

According to our experience, the positive impact of volunteering does not only imply to the people who are receiving the help, care and support from the volunteers and organizations, but also to the volunteers themselves, who, during their volunteering activities, are able to enjoy the opportunity of finding **new interests, building new relationships and gaining new competences.**

In other words, the basic idea behind this seminar is to help NGO leaders to play a more decisive role in helping young migrants and refugees to become active volunteers and community leaders, while helping us and our colleagues in the volunteering and youth sectors to understand the genuine nature of volunteering as an expression not only of citizenship, but also of freedom and human dignity.

The 4 general objectives are:

- To learn how to be more inclusive to people with a diverse cultural background, both in theory and practice.
- To learn how to diversify, increase and improve the support given to young people who are migrants, refugees and part of a cultural minority to encourage them to become leaders of new projects and activities.
- To encourage a real exchange of ideas, information, tools, methodologies, practices, activities and projects regarding integration of third national countries.
- To promote cooperation and networking among youth workers (volunteer leaders, managers, mentors and supervisors) and NGOs active in the field of non-formal learning and volunteering at the European level.

The 3 specific objectives are:

- To learn/understand the basics of intercultural competence (including intercultural communication), and reflect on how to implement it, especially when recruiting/managing/supporting volunteers with a different cultural background, and gain new ideas and tools to identify, develop and recognize this competence.
- To share inspiring stories, practices and experiences, successful or not, we can learn from this to empower the target group to become active volunteers, leaders and citizens.
- To collect and spread the inspiring tools, ideas, practices and experiences at the local, regional and national level, in our communities and at the European and international level.

Our approach is to gain ideas and inspiration from each other concerning managing diversity, giving value to different competences and perspectives, fighting against discrimination, fear and hate speech, to learn how to support young individuals who are suffering from uncertainty, unsafety and discrimination in many corners around Europe.

The 5 specific key competences (knowledge, skills and attitudes) we are suggesting focusing on are: **1) Volunteer management; 2) intercultural communication; 3) cultural diversity management; 4) conflict management and 5) global awareness.**

Participants will learn basic concepts and theories of conflict management, to understand how to identify, prevent and transform a conflict, and about global education, to increase awareness and have a wider perspective about global issues and the impact of an unbalanced north-south political and economic relationship defined by culture of war.

### Who

We rely on the unique contributions, experience and know-how of all 20 promoter organizations, NGOs that have the common purpose of incorporating young people from cultural minorities, migrants or refugees in each NGO. Organizations that have relevant experience but are still willing to improve their capacities to organize more inclusive, participatory and results focused volunteering programs.

The list of 20 promoter organizations (from 15 countries) is:

- Aventura Marão Clube and Clube Intercultural Europeo (Portugal).
- CEIPES and Associazione Xena (Italy).
- United Societies of Balkans and Inter Alia (Greece).
- System and Generation-Turkey and Community Volunteers Foundation- TOG (Turkey).
- Active Bulgarian Society and Bulgarian Youth Forum (Bulgaria).
- Egyuit Ható-Association for Community Development (Hungary).
- Association for Sustainable Development SFERA Macedonia (North Macedonia).
- NGO Continuous Action (Estonia).
- European Association 'World at Our Home' (Latvia).
- Pro Vobis National Resource Volunteerism Centre (Romania).
- Volunteer Centre Augsburg (Germany).
- Volunteer Centre Osijek (Croatia).
- Volunteer Ireland (Ireland)
- Creativity Works Preston (United Kingdom).
- Fundació Catalunya Voluntària (Catalonia/Spain).

We don't know yet the final number of participants. In the application we plan to be 30 people in total, youth workers in a broad sense, with experience as NGO leaders, managers, volunteer coordinators, mentors, supervisors, trainers, educators, etc. actively involved in one of the promoter organizations, capable to communicate in English. More concretely, 25 participants, 3 facilitators, 1 reporter and 1 support person, but we need to receive the official communication to learn the final number of participants. Each promoter organization is responsible to make the selection of only one person, to participate in the seminar on its behalf and 3 organizations are responsible to make the selection of a second person, to participate in the seminar as a facilitator, who would assume relevant tasks in relation to the preparation, implementation and evaluation of the program of activities, but we don't know yet from which promoter organization.

### How

On June 2019 we will convene contact persons from each promoter organization by email to an online conversation, to provide basic information about the seminar and answer any requests for information.

Once the participants are selected by each promoter organization (deadline is 30<sup>th</sup> of June), we will convene each of them, by email, to an online conversation, to share information about their expectations, interests and contributions.

During the seminar we will use various non-formal and intercultural learning methods, such as presentations, workshops, games, role-plays, open debates, group work, a tool fair, a conference and a set of workshops done by participants themselves, so that everyone can enjoy a meaningful, interactive and participatory learning experience.

Participants will have the opportunity to share some concerns about some intercultural challenges and conflicts in each country and their ideas for possible solutions; we will dedicate some time to discuss the youth potential, gaps and key elements for a valid and strong strategy to integrate minority groups into voluntary based NGOs.

FCV will provide some innovative tools and practices to support volunteer recruitment, participation, continuous learning and competence development strategies to the promoter NGOs.

**IMPORTANT:** the final program will depend on the contributions of each promoter organization and on the background and expertise of each participant and facilitator.

Our approach is that the unique background and experience of each promoter NGO and of each participant will be the ground floor for the whole group to gain new competences.

### Expected results

We expect to develop together new tools, practices and methods to support the target group to become active volunteers and, through that, improve the organizational impact and sustainability. We are also interested in filling the gap in the legal frameworks that in many countries, are not allowing individuals to volunteer due to their administrative status.

The 3 specific foreseen results we are suggesting promoter NGOs and volunteer centers to focus on are:

- A list of competences (skills and attitudes) for volunteer managers to manage cultural diversity.
- A collection of tools for volunteer managers to improve the above-mentioned 5 specific competences.
- A valid tool to advocate for the recognition of the right to volunteer at the European scale.

The seminar will also encourage the development of new projects related with the project topics, at local, regional and international level and with the support of E+.

### Project calendar

We suggest the following working calendar:

- **19-21 June:** Skype meetings with contact persons.
- **30<sup>th</sup> of June:** deadline to make the selection of the participant/representative by completing the online registration form at this [link](#).
- **1-15 July:** Skype meetings with the selected participants.
- **15<sup>th</sup> July:** deadline to make the purchase of the flight tickets to Barcelona.
- **From 1 to 7 September 2019. 7 days (including travel days):** SEMINAR

### Partnership conditions:

Promoter organizations are mainly responsible:

1. To select one participant following the given criteria and deadline.
2. To participate in one online conversation.
3. To support the NGO's participant/representative during the whole project length (preparations, travel, specific contributions, follow up and dissemination activities, etc).

Since the project is approved by the Spanish NA and has the support of the Erasmus+ Youth program of the European Commission, the accommodation, food, materials and local transport will be provided by the organizers free of charge.

Budget for the travel is the following: for distances up to 1999 KM it is 275€. It applies to participants travelling from Bulgaria, Croatia, Germany, Greece, North Macedonia, Hungary, Italy, Portugal, UK, Ireland and Romania. For distances from 2000 to 2999 KM, it is 360€ per person. It applies to Estonia, Latvia and Turkey. Participants will have to bring with them all the original travel documents used for the travel to Barcelona, both ways if possible, plus the invoice of the flight tickets, plus any electronic or physical ticket used for your travel, including bus and train tickets to the airport (if applicable).

After the presentation of the original invoices and travel documents, FCV will pay the fixed amount per person according to the distance calculation system. We cannot guarantee that the payment of your travel tickets could be done during the seminar even in the case of presentation of all travel documents, but we can commit to making the reimbursement in maximum one month after the seminar.

For those participants who need a visa to enter Spain, after the presentation of original invoices and tickets, FCV will pay the visa related costs up to the approved budget for visa costs (we don't know exactly how much it is yet).

A participation fee of 30€ will be discounted from the travel reimbursement to cover project costs.

### What we expect from the participants

We expect from the participants to take part throughout the entire program and to share personal and professional experiences and inspiring practice examples.

Every participant will have space in the program where to contribute with their inputs by:

- 1) Participating in interactive activities, workshops and discussions, done in small groups, on specific topics (using open space technology, games, exercises, simulations, etc), during the seminar.
- 2) Making a classic 3-5 min presentation about the organization, using a flipchart.
- 3) Showing an educational tool at the 'NGO tool fair' to promote the benefits of one specific tool that your NGO is using.

- 4) Leading a 45 min workshop and presenting a successful working method, educational activity, practical tool, game or exercise focused in any of the key competences mentioned above.
- 5) Making a 15-20 min presentation in the format of a TED talk or a classic conference on one of the seminar topics.

**Important:** the first 2 activities are NOT optional and the last 3 activities are optional. Nevertheless, we strongly encourage you to use one of them at least, as an opportunity to select a tool or an activity from your NGO's portfolio, to share your experience and lessons learned to inspire your colleagues.

We will suggest participants to use the following form to propose a workshop:

#### WORKSHOP OUTLINE TEMPLATE

<b>Workshop title</b>	<i>Please insert the title of the workshop</i>
<b>Time</b>	<i>45 min. In case you need more time please inform us here.</i>
<b>Aim and objective/s</b>	
<b>Competence/s addressed</b>	
<b>Methodology</b>	<i>Step by step description of what will happen in each moment.</i>
<b>Expected outcomes</b>	
<b>Evaluation method</b>	
<b>Materials</b>	<i>In case there is a specific material you need us to provide you for the workshop or documents we might need to print out.</i>

And we will suggest participants to use the following form to propose a TED talk or a conference speech:

#### PRESENTATION TEMPLATE

<b>Title</b>	<i>Please insert the title of the presentation</i>
<b>Time</b>	<i>Up to 15 min time. In case you need more time please inform us here.</i>
<b>Aim</b>	
<b>Topics</b>	<i>Please include a summary of the presentation or a list of topics addressed (in maximum one page).</i>
<b>Materials</b>	<i>In case there is a specific material you need us to provide you for the presentation or documents we might need to print out.</i>

Regarding the energisers, free time and night activities, our approach is that FCV is responsible to organize them and those individuals who are willing to carry them out or help are more than welcome to do so.

After talking with every promoter NGO and participant, we will send the one-page program and, one month before the seminar, we will send a 2<sup>nd</sup> info kit, with detailed information about what to bring and how to reach the venue.

### Venue and accommodation

The venue and accommodation of the seminar will be in **Hotel Cesar**, a family-run hotel located only a few meters away from the beach, in the 'Sea district' (*'Barri de mar'*), a calm, peaceful and safe area, 15 minutes walking distance to the train station and to the city center.

Hotel address: Isaac Peral St. nr 4-8, 08800 Vilanova i la Geltrú, (Barcelona), Spain.

Website: <http://www.hotelcesar.net/eng/index.php>

Phone: +34 93 815 11 25

Participants will be accommodated in 2, 3 and 4-person bedrooms. Bed linens and towels will be provided. The venue has free Wi-Fi access. Breakfast, lunch, dinner, morning and evening coffee breaks will all take place in the hotel. Please bear in mind that that you are responsible for your own valuables when staying at the accommodation. We have booked rooms and spaces for the activities, but we have not booked the whole hotel premises, meaning that you will be sharing the common spaces with other clients of the hotel.



Thank you for reading this long info kit.

For any additional information, please contact us by email, at [projectes@catalunyavoluntaria.cat](mailto:projectes@catalunyavoluntaria.cat)

Best regards

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