

Volunteer management enhanced (Volu.M.E)

Weimar, Germany | 23rd – 30th of March 2018

Lysos Paphos, Cyprus | 7th -13th of July 2018



Volu.m.e



ABOUT Volu.M.E

The European Voluntary Service (EVS) is one of the most developed educational programs (already 20 years old, but constantly developing as is now visible in the creation of the „European Solidarity Corps, ESC), as it hosts a large number of young people each year, a number which is growing day by day, project by project, country by country. VOLU.M.E. project was born from a need to offer participants an advanced learning experience on EVS & ESC, which will deal with the quality and support measures of the implementation of the EVS & ESC projects as meaningful learning processes.

The project is named Volu.M.E. - wanting to be heard of course as loud as possible - VOLUNTEER MANAGEMENT ENHANCED - deeper into issues. This project will deal with Volunteering, Youth participation, International Volunteer Management and Mentoring.

“VOLU.M.E” Volunteer Management Enhanced will include one Training Course & one Seminar focused on offering an experience in the Volunteer management process to persons in organization which already have at least ONE experience as international EVS / ESC hosting organisation (that will be confirmed with an activity agreement number).

The Training Course together with the Seminar aim at developing competencies of youth workers and organisations in the processes of volunteer management and mentoring of European volunteers. The purpose is to enhance the quality of EVS & ESC volunteering projects as learning experiences in all levels - from the writing of a project right through the closing and evaluation.

RESULTS AND IMPACT ENVISAGED:

The participants will benefit from the project by:

- Improving competencies in management of European volunteers and projects;
- Developing tools or documentation that will be implemented in the on-going EVS & ESC projects in their organisation and thus will enhance their quality and the learning process quality;
- Becoming more competent in mentoring and the learning development of volunteers;
- Having a wider and deeper overlook on the ESC program and what it can create

The project will use the local reality as a tool for learning and achieving mutual influence both on the local community and the international group.

Previous experiences with this type of projects have shown us that participants, when they return home, they share stronger European values and are willing to motivate their community to engage in local and European events and projects, as they see their concrete results. Therefore participants will be supported to design local activities for other people (from the neighborhood, organizations etc.) to disseminate the results of the project when it has finished.

The project includes the following activities:

- **Activity 1: Training Course in Weimar, Germany (23rd – 30th of March 2018)**
- **Activity 2: Seminar in Lysos-Paphos, Cyprus (7th -13th of July 2018)**

During the period between A1 & A2, partner organisations will:

- Implement tools & documentation that will be agreed during the training (A1)
- Maintain communication amongst partners in monitoring the process
- Create projects & future cooperation under Erasmus+ / ESC (especially taking advantage of the upcoming deadlines in 2018)

Especially in regard to the upcoming efforts to implement the „European Solidarity Corps (ESC)” we consider the project as an important contribution for all parties involved in EVS / ESC.

PARTNERS INVOLVED

1	Austria	Plattform Generation Europa
2	Cyprus	POLITISTIKO ERGASTIRI AYION OMOLOYITON
3	Germany	Stiftung Europäische Jugendbildungs- und Jugendbegegnungsstätte Weimar
4	Greece	SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY
5	Hungary	Compass Európai Ifjúsági Közösségért Egyesület
6	Italy	JUMP - GIOVENTU' IN RISALTO
7	Netherlands	Stichting Internationale Werkkampen
8	Poland	POLSKA FUNDACJA IM. ROBERTA SCHUMANA
9	Portugal	Cruz Vermelha Portuguesa, Delegação de Braga
10	Romania	Team for Youth Association
11	Spain	XERACION VALENCIA
12	Sweden	Örebro Kommun Gymnasieförvaltningen, Kommunala aktivitetsansvaret

PROFILE OF PARTICIPANTS:

EVS / ESC coordinators or Mentors or Ex Volunteers or persons who are involved in EVS / ESC projects and are coming from Austria, Hungary, Spain, Greece, Germany, Romania, the Netherlands, Sweden, Poland, Portugal, Italy and Cyprus. The facilitators will be from Cyprus, Germany and Romania.

Activity 1: Training Course in Weimar, Germany (23rd – 30th of March 2018)

The TC will aim at the exchange of expertise, investigating good practices, development of tools, and development of documentation that will enhance the quality of EVS / ESC projects. Please find attached the list showing the amount of participants expected to be present during Activity 1.

TRAVEL COSTS

We will reimburse the travel costs on the basis of the cheapest possibilities, e.g. second class railway tickets, APEX-flights etc., accompanied by the receipt of complete and original tickets, invoices, bills, receipts, boarding cards etc. upon a certain contribution to the travel costs of participants, from their place of origin to the venue of the activity and return". Here you find the maximum contribution to travel costs for ONE person per country from hometown to Weimar and back:

Country	Partner Organisation	Number of participants	Max. contribution per person
Austria	Plattform Generation Europa	2	180,00 €
Cyprus	POLITISTIKO ERGASTIRI AYION OMOLOYITON	3	360,00 €
Germany	Stiftung Europäische Jugendbildungs- und Jugendbegegnungsstätte Weimar	4	20,00 €
Greece	SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY	2	275,00 €
Hungary	Compass Európai Ifjúsági Közösségért Egyesület	2	275,00 €
Italy	JUMP - GIOVENTU' IN RISALTO	2	275,00 €
Netherlands	Stichting Internationale Werkkampen	2	275,00 €
Poland	POLSKA FUNDACJA IM. ROBERTA SCHUMANA	2	275,00 €
Portugal	Cruz Vermelha Portuguesa, Delegação de Braga	2	275,00 €
Romania	Team for Youth Association	3	275,00 €
Spain	XERACION VALENCIA	2	275,00 €
Sweden	Örebro Kommun Gymnasieförvaltningen, Kommunala aktivitetsansvaret	2	275,00 €

CHECK LIST FOR TRAVEL REIMBURSEMENT

1. **Regular air tickets** must be accompanied
 - by the **original invoice** (signed and stamped)/receipt/pay order/proof of payment
 - the **boarding pass**(the small ticket stub you receive before boarding the plane)
 - the **prices** stated in the invoices, receipts etc. must **coincide** with the price on the ticket.
2. **E-Tickets** must be
 - **printed out** and include your **name , the exact fare you paid, details of your flight on the same page**
 - be provided along with **the credit card receipt for the payment or a copy of your bank statement** (clearly showing the payment has been made)
 - given in with the **boarding pass**(the small ticket stub you receive before boarding the plane)

NOTE: Some airlines print „passenger receipt“ at the top of the cardboard ticket. It is not accepted as a receipt of proof of payment. Therefore, if you book your tickets online, please, make sure to print out the e-mail you receive from the airline company upon the payment, stating how much and how you paid.

3. Train/Bus tickets

It is important that that **arrival and departure time** as well **as the price** are visible (+invoices if available).

Other important details:

- Missing or lost tickets are not reimbursed
- Booking paper alone is not enough
- Any **costs for taxi are not reimbursed**
- Return tickets must be bought in advance before the journey

Following the guidelines of the program and internal regulations the travel must be released by the participants on the direct way within maximum 2 days. In case of long pauses or indirect routes (holiday travel), there is no reimbursement of travel costs!

Reimbursement is done in Euro.

After the each event (TC/Seminar) please send us back all your complete travel documents **in ORIGINAL** by post mail as well as your bank account details (name of account holder, name of the bank, IBAN code, BIC/SWIFT code, proven by a bank document) to:

**Europäische Jugendbildungs- und
Jugendbegegnungsstätte WEIMAR (EJBW)**
Markus Rebitschek
Jenaer Str. 2/4
D-99425 Weimar
Germany

TRAVELLING TO THE EJBW

The best option to come to Weimar by plane is to use the airports Berlin or Frankfurt. From Frankfurt and Berlin regular trains are going. Please check out the webpage of the German Railways (DB): <https://www.bahn.com/en/view/index.shtml>. Much cheaper and comfortable are meanwhile new bus connections to Weimar from all major German cities. They offer special prices ranging from 10 EUR up to 30 EUR for the trip to Weimar. Here you can find all information (portals comparing all lines and prices):

<http://www.busliniensuche.de/>
<http://www.fernbusse.de/>
<https://meinfernbus.de/>

After arrival at the main train station: take bus no. 1 (direction: Ehringsdorf) from outside the railway station to the Goetheplatz – change to bus no. 2 (direction: Bodelschwingstraße) or bus no. 9 (direction: Süßenborn) and disembark at the bus stop “Hellerweg / EJBW”.

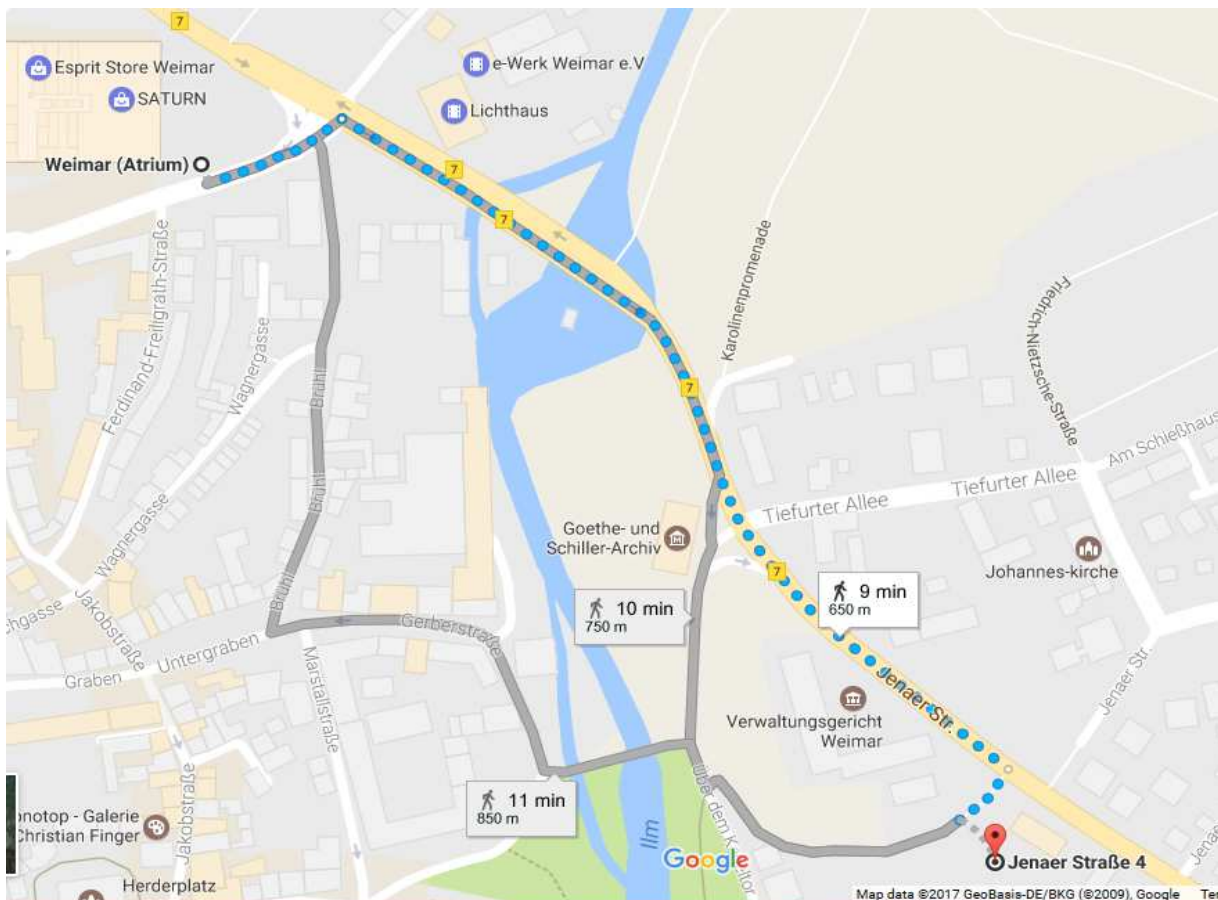
Further you can just take bus no. 1 (direction: Ehringsdorf) from outside the railway station to the bus stop “Friedensstraße / Atrium” and follow the main road (Jenaer Straße) uphill for approx. 500 m and enter the area of EJBW at your right.

Single fare – 2,00 Euro

Single fare (4-ticket-set) - 6,30 Euro

1-day ticket – 5,00 Euro

Arrival by car: From the A4 motorway take the exit to “Apolda”. Follow the B87 in the direction of Apolda until you reach the main traffic lights at Umpferstedt. Turn left towards Weimar on the B7 and follow the road into Weimar until you reach us on the Jenaer Straße.



GOOD LUCK ☺

ACCOMMODATION IN WEIMAR

During the Activity 1 we will stay in the facilities of the Stiftung Europäische Jugendbildungs- und Jugendbegegnungsstätte Weimar (Foundation “European Youth Education and Meeting Centre in Weimar), EJBW

The facilities include:

- 162 beds in single, two and three bed rooms with shower and toilet
- 15 modern, fully-equipped seminar rooms
- Computer room
- 2 internet terminals
- Elegant fireside room
- Sports facilities and playground
- W-LAN on the whole area

Please bring your own towel(s)!

<http://www.ejbweimar.de/>



Program of Activity 1 (Weimar, 23.03.2018-30.03.2017) (Please, note, there may be slight modifications and changes in the existing program)

23.03.2017	24.03.2018	25.03.2018	26.03.2018	27.03.2018	28.03.2018	29.03.2018	30.03.2018
	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
		Introduction to the training course topic - volunteers and volunteering	Step 1 in Volunteer Management - Preparation - part 2	Step 4 in Volunteer Management - Orientation and Training	Step 6 in Volunteer Management - Motivation - part 1	The roles of key actors in EVS/ESC - Challenge fair	Departures
	Connecting to the place and to each other	Our background in EVS/ESC	Step 2 in Volunteer Management - Recruitment - part 1	Step 5 in Volunteer Management - Supervision - part 1	Step 6 in Volunteer Management - Motivation - part 2 Step 7 in Volunteer Management - Merit Recognition	Harvesting and Future Plans - part 1	
	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
Arrival of participants	Team-building activities	Volunteer Management - the 9 steps Step 1 in Volunteer Management - Preparation - part 1	Step 3 in Volunteer Management - Selection Intermediary evaluation of the training	Step 6 in Volunteer Management - Supervision vs. Mentoring	Step 8 in Volunteer Management - Monitoring Step 9 in Volunteer Management - Evaluation	Harvesting and Future Plans - part 2	
	Daily Reflection Groups	Daily Reflection Groups	Daily Reflection Groups	Daily Reflection Groups	Daily Reflection Groups	Evaluation of the training Closure	
DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	
Welcome Evening	Interpersonal evening	Intercultural evening	Free evening	Free evening / Night in the city	Free evening / Night in the city	DIY Farewell Party	

Activity 2: Seminar in Lysos Paphos, Cyprus (7th -13th of July 2018)

The seminar will involve the same organisations. **It is strongly preferred that the same participants from A1 from each organisation attend the seminar as well, as there they will deal with the feedback and reflection on implemented tools (products of the training) in real life situations of EVS / ESC projects.** The seminar will focus on refining the tools for dissemination to other organisations involved in EVS / ESC volunteering projects, firstly during the seminar in the last days, through a press conference run by participants and later on upon returning to their communities. Please find attached the list showing the amount of participants expected to be present during Activity 2.

TRAVEL COSTS & PARTICIPATION FEE

We will reimburse the travel costs on the basis of the cheapest possibilities, e.g. second class railway tickets, APEX-flights etc., accompanied by the receipt of complete and original tickets, invoices, bills, receipts, boarding cards etc. upon a certain contribution to the travel costs of participants, from their place of origin to the venue of the activity and return. Furthermore as already announced in the call for partners a small financial contribution from each participant is required. The amount is paid in cash on the spot (arrival day, registration and check in) and cannot be reduced from the travel cost reimbursement. Here you find the maximum contribution to travel costs for ONE person per country from hometown to Lysos Paphos and back as well as the expected participation fee per person:

Country	Partner Organisation	Number of participants	Part. fee per person	Max. travel contribution per person
Austria	Plattform Generation Europa	2	45,00 €	275,00 €
Cyprus	POLITISTIKO ERGASTIRI AYION OMOLOYITON	3	35,00 €	20,00 €
Germany	Stiftung Europäische Jugendbildungs- und Jugendbegegnungsstätte Weimar	4	45,00 €	360,00 €
Greece	SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY	2	35,00 €	275,00 €
Hungary	Compass Európai Ifjúsági Közösségért Egyesület	2	25,00 €	275,00 €
Italy	JUMP - GIOVENTU' IN RISALTO	2	35,00 €	275,00 €
Netherlands	Stichting Internationale Werkkampen	2	45,00 €	360,00 €
Poland	POLSKA FUNDACJA IM. ROBERTA SCHUMANA	2	25,00 €	360,00 €
Portugal	Cruz Vermelha Portuguesa, Delegação de Braga	2	35,00 €	530,00 €
Romania	Team for Youth Association	3	25,00 €	275,00 €
Spain	XERACION VALENCIA	2	35,00 €	360,00 €
Sweden	Örebro Kommun Gymnasieförvaltningen, Kommunala aktivitetsansvaret	2	45,00 €	360,00 €

TRAVELLING TO LYSOS

Your only option to come to Cyprus is by plane. Look for flights for either Paphos International Airport (preferred) or Larnaca International airport. July is a high season period do look for different options.

From Paphos Airport you may reach Polis Chrysochous with is the closest city to Lysos Village, by picking a bus directly from the airport to Polis Chrysochous (route 649) (<http://www.pafosbuses.com/busroutes/>) or traveling to Paphos Centre and picking a bus from there to Polis Chrysochous.

From Larnaca airport you must find your way to either Paphos Airport using Kapnos air shuttle (<https://www.kapnosairportshuttle.com/>) or Intercity Buses (<http://www.intercity-buses.com/>) from Larnaca city centre to Paphos city centre.

IMPORTANT: if you arrive before 12:00 in Polis Chrysochous you can pick the bus to Lysos. If you arrive after 12:00 we will arrange a group pick up at 19:00 from Polis.

ARRIVAL DETAILS

Weather - check it out e.g. on <http://weather.com>. July is considered to be the hottest months, with mild and humid weather, and an average temperature of 30-35°C. Recommended clothes are lightweight apparel and hats. Make sure to bring along your sunscreen, and drink plenty of water! Make sure to bring comfortable clothes and walking shoes with you. For all information on Cyprus, weather etc. please visit the official site at <http://www.visitcyprus.org.cy/>

Internet: In the villages we will be working at, there will be very limited access to the internet, but will be provided at the local coffee shop.

Electricity: Cyprus has the 240 Volt/ 50 Hz 3 pin electricity plus – so you will definitely need adaptors make sure you bring at least one with you (and your chargers for mobile phones, cameras etc.) http://www.110220volts.com/Merchant2/kit_img/Plug_adapter_kit517.jpg

Cyprus Time Zone: UTC (or GMT) +2

Cyprus International Dialling Code: +357

Important information about traveling to Cyprus

Following a military invasion by Turkey in 1974, the island of Cyprus has since been divided, making Nicosia the only divided capital in the world. Parts of this project will be conducted very close to the buffer zone, which is controlled by the United Nations, and which is off limits to civilians. We highly advise you to avoid crossing the border, as by doing so you would be entering the occupied territory and would be beyond the legal and constitutional control of the Republic of Cyprus or the European Union. Politistiko Ergastiri will not be held liable for damages or claims arising from entry to the buffer zone or the occupied areas. Entry into the Republic of Cyprus is allowed only through the legal ports and airports (Larnaca airport and Paphos airport). According to the Ministry of Foreign Affairs of the Republic of Cyprus: “Any possible use by international traffic of the illegally operating “Ercaan” airport in occupied Tymbou violates international law, contravenes U.N. Security Council resolutions, the ICAO and the EUROCONTROL Conventions, and the EU acquis communautaire, while ignoring these instruments’ and their related bodies’ respective norms, standards, procedures and recommended practices.”

ACCOMMODATION IN LYSOS, CYPROS

During the seminar, we will be residing in a rural village in Cyprus, Paphos area, called Lysos. It is a remote area and probably you would not have a chance to visit it in other occasions. Accommodation is arranged in four different locations in the village. The accommodation is set as in Agrotouristic settings and therefore it is a mixture of traditional and modern buildings.

The facilities include:

Rooms to be shared by 2-4 persons.

- Double and single beds (be ready to share double beds since the setting of the accommodation is agrotouristic).
- depending of the accommodation there are shared showers and toilets
- kitchen facilities

- the training rooms are situated at the village school which has been recently renovated offering a modern space for meetings
- Internet is available in the training room, village square and coffee shop (some accommodation spaces do not have internet access)
- Please bring your own towel(s)!

Since the seminar will be in July in Cyprus please bring with you:

- swim suit
- swim towel
- walking shoes
- a mosquito repellent
- sunscreen cream.



Program of Activity 2 (Lysos Paphos, Cyprus 7th -13th of July 2018) (Please, note, there may be slight modifications and changes in the existing program)

09.06.2018	10.06.2018	11.06.2018	12.06.2018	13.06.2018	14.06.2018	15.06.2018
	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
	Introduction, reconnecting, exploring expectations, seminar objectives and program	Perspectives on volunteering and EVS /ESC - what has changed	Volunteer Management Process - looking back, moving forward	EVS /ESC Improved - our gift to the world	EVS /ESC Press Conference - preparation	Departures
	EVS /ESC Updates - part 1	EVS / ESC Stories - part 1	EVS /ESC in practice - part 1	EVS /ESC Improved - our gift to the world	EVS /ESC Press Conference - public event	
	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
Arrival of participants	EVS / ESC Updates - part 1	EVS / ESC Stories - part 2	EVS /ESC in practice - part 2	EVS /ESC Improved - our gift to the world	EVS /ESC Press Conference - evaluation	
	Daily Reflection Groups	Daily Reflection Groups	Daily Reflection Groups	Daily Reflection Groups	Personal evaluation process	
DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	
Welcome Evening	SHNight	Performance	Free evening	Cyprus evening	EVS /ESC Party	

PROJECT PARTNERS

Austria



Cyprus



Germany



Greece



Hungary



Italy



Netherlands



Poland



Portugal



Romania



Spain



Sweden



WITH SUPPORT OF



Training Course & Seminar

“VOLU.M.E” Volunteer Management Enhanced“

23rd – 30th of March 2018 (Weimar, Germany)

7th -13th of July 2018 (Lysos Paphos, Cyprus)

Stiftung »Europäische Jugendbildungs- und Jugendbegegnungsstätte Weimar« (EJBW)

European Youth Education and Meeting Centre in Weimar

Markus Rebitschek

Jenaer Straße 2/4

D-99425 Weimar (Germany)

Fon +49 (0) 3643 827-0

Legal notice

Text: Markus Rebitschek

Layout: Galyna Sukhomud

Photo: page 6 Steffen Walther & Jan Bernert

Cover: Fader-Parade by kay_1 (photocase.de)

Weimar, January 2018