ΠΟΛΙΤΙΣΤΙΚΟ ΕΡΓΑΣΤΗΡΙ ΑΓΙΩΝ ΟΜΟΛΟΓΗΤΩΝ

Pro Vobis

EUROPÄISCHE JUGENDBILDUNGS & BEGEGNUNGSSTÄTTE WEIMAR

TRAINING COURSE

Volunteer management enhanced in European Solidarity Projects (Volu.M.E. ESVP)

Weimar, Germany | 7th – 14th of December 2019

Nicosia, Cyprus | 9th – 16th of May 2020

Volu.m.e



PROJECT DESCRIPTION

VOLU.M.E. project was born from a need to offer participants an advanced learning experience on volunteer management, which does not only refer to coordinators but also mentors, ex-volunteers or anyone seeking to deal with the quality and support measures of the implementation of the volunteering projects as a meaningful learning processes. Following the developments, Volu.M.E, as an acknowledged training activity seeks to go deeper into the volunteering experience under the scope of the European Solidarity Corps program, looking back to good practices of European Voluntary Service and looking forward to quality implementation of the new ESC. The project is named Volu.M.E. - wanting to be heard as loud as possible - VOLUNTEER MANAGEMENT ENHANCED - deeper into issues. This project will deal with Volunteering, Youth participation, International Volunteer Management and Mentoring specifically looking at the new European Solidarity Volunteering Projects (ESVP).

We aim for participants to:

- Improve the competences in management of European volunteers;
- Develop tools or documentation that will be implemented in the on-going Volunteering projects in their organisation and thus will enhance their quality and the learning process quality;
- Become more competent in mentoring and learning development of volunteers;
- Have a wider and deeper overlook on the Volunteering projects and what they can create on community/society level.

The project includes the following activities:

1) A1: Training Course in Weimar, Germany (scheduled for 7th – 14th December 2019).
2) A2: Seminar in Nicosia, Cyprus (scheduled for 9th – 16th of May 2020).

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 ESC (especially taking advantage of the upcoming deadlines in 2020).

The Training Course in Weimar aims at the development of competences and understanding, exchange of expertise, investigating good practices, development of tools and documentation that will enhance the quality of ESC projects.

PARTNERS INVOLVED

1	Cyprus	POLITISTIKO ERGASTIRI AYION OMOLOYITON
2	France	Hors Pistes
3	Germany	Stiftung Europäische Jugendbildungs- und Jugendbegegnungsstätte Weimar
4	Greece	SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY
5	Greece	EUphoria Youth Lab
6	Italy	EURO-NET
7	Poland	Centrum Wspolpracy Mlodziezy
8	Romania	Team for Youth Association
9	Romania	Asociatia Pro Vobis - Centrul National de Resurse pentru Voluntariat
10	Slovenia	SOCIALNA AKADEMIJA – ZAVOD ZA IZOBRAZEVANJE, RAZISKOVANJE IN KULTURO
11	Sweden	Örebro kommun, Ung Arena

PROFILE OF PARTICIPANTS

Participants are representatives of the country (please see the distribution below) and involved project partners **(age 18+ years),** who are EVS / ESC coordinators, mentors or former volunteers or persons who are involved in EVS / ESC projects.

NOTE: Participants taking part in A1 **are obliged** to participate in A2 to ensure the continuity of their personal learning path, cooperation and transfer of knowledge.

TRAVEL COSTS (ACTIVITY 1)

We will reimburse the travel costs on the basis of the cheapest possibilities, e.g. second class railway tickets, APEX-flights etc., within the provided limit, accompanied **ONLY by original and/or electronical documents** (tickets, invoices, bookings, boarding passes etc.). Here you find the maximum contribution for travel costs for ONE person per country from hometown to Weimar and back:

Country	Partner Organisation	Number of persons	Max. contribution per person
Cyprus	POLITISTIKO ERGASTIRI AYION OMOLOYITON	4	360,00 €
France	Hors Pistes	3	275,00 €
Germany	Stiftung Europäische Jugendbildungs- und Jugendbegegnungsstätte Weimar	4	20,00 / 180,00 €
Greece	SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY	1	275,00 €
Greece	EUphoria Youth Lab	2	275,00 €
Italy	EURO-NET	3	275,00 €
Poland	Centrum Wspolpracy Mlodziezy	3	275,00 €
Romania	Team for Youth Association	2	275,00 €
Romania	Asociatia Pro Vobis - Centrul National de Resurse pentru Voluntariat	1	275,00 €
Slovenia	SOCIALNA AKADEMIJA – ZAVOD ZA IZOBRAZEVANJE, RAZISKOVANJE IN KULTURO	2	275,00 €
Sweden	Örebro kommun, Ung Arena	3	275,00 €

CHECK LIST FOR TRAVEL REIMBURSEMENT

1. **Train/Bus tickets**
   It is important that the **arrival and departure times** as well **as the price** are visible (+invoices if available).

2. **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 **price** stated in the invoices, receipts etc. must **coincide** with the price on the ticket.

3. **E-Tickets** must be:
   - **printed out** and include your **name , the exact fare you paid, details of your flight;**
   - given with regular or electronical **boarding pass** (be sure to save your electronical boarding pass in advance).

NOTE: Some airlines print „passenger receipt“ at the top of the cardboard ticket. It is not accepted as a receipt of the 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.

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 first event (the Training Course) 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 WEIMAR and EJBW

By Train:

Please use Deutsche Bahn (German railway) connections to travel abroad and within Germany. You can reach Weimar from any city here: https://www.bahn.com/en/view/index.shtml

By Bus:

Check the best option from your location to Weimar or use FLIXBUS www.flixbus.com to reach the place. You can also check for alternative connections via Go Euro web-site: www.goeuro.com

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.

By Airplane:

The best option to come to Weimar by plane is to use the airports Berlin or Frankfurt. From there you can take direct trains or buses to Weimar. The cheapest flights you can check via www.skyscanner.com
Train connection: DB Berlin or Frankfurt – Weimar Hauptbahnhof
https://www.bahn.com/en/view/index.shtml
Bus connection: Berlin or Frankfurt Airport/Central Bus station – Weimar Hauptbahnhof (use FLIXBUS www.flixbus.com)

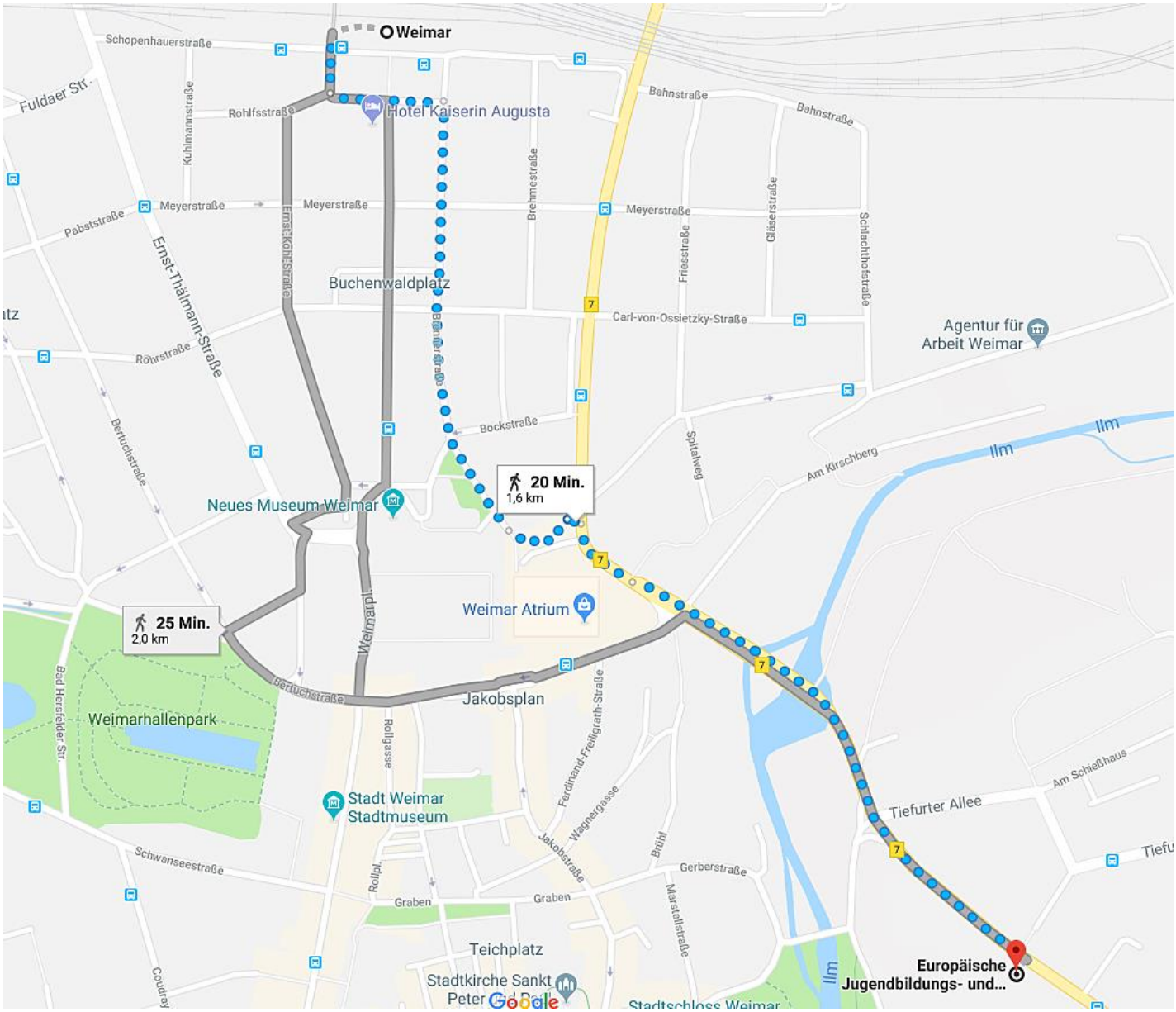
NOTE: Please consider using more sustainable forms of travelling such as train and bus. European and North American societies already consume double or triple of the resources nature can reproduce. Showing respect to the natural basis of human life by choosing train, bus or ride sharing can offer you quality time, learning to know foreign people and a more fulfilling connection to the place where you are.

IN WEIMAR

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: Bodelschwinghstraße) or bus no. 9 (direction: Süßenborn) and disembark at the bus stop "Hellerweg / EJBW".

Single fare – 2,10 Euro
Single fare (4-ticket-set) - 6,80 Euro
1-day ticket – 5,40 Euro

Alternatively, 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. 800 m and enter the area of EJBW at your right.



ACCOMMODATION IN WEIMAR

During the seminar 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)!

Check-in time – 15:00
Check-out time – 09:00

http://www.ejbweimar.de/









Program of the Training Course (Weimar, 7. – 14.12.2019) (Please, note, there may be slight modifications and changes in the existing program)

Sat, 07.12	Sun, 08.12	Mon, 09.12	Tue, 10.12	Wed, 11.12	Thu, 12.12	Fri, 13.12	Sat, 14.12
	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	
	Connecting to the place and 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**	Departures
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 1	
	Daily reflection Groups	Daily reflection Groups	Daily reflection Groups	Daily reflection Groups	Daily reflection Groups	Evaluation of the training Closing	
DINNER	**DINNER**	**DINNER**	**DINNER**	**DINNER**	**DINNER**	**DINNER**	
Welcome evening	Interpersonal evening	Passion Night	Free evening	Free evening / Night in the city	Free evening / Night in the city	DIY Farewell Party	

A PROJECT OF

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Pro Vobis

EUROPÄISCHE JUGENDBILDUNGS & BEGEGNUNGSSTÄTTE WEIMAR

WITH THE SUPPORT OF

Erasmus+

YOUTH BOARD OF CYPRUS

Bundesministerium für Familie, Senioren, Frauen und Jugend

PROJECT PARTNERS

France

HORS PISTES

Greece

EUphoria youth lab

Greece

social youth development k.A.NE.

Italy

euro-net

Poland

Centrum WspółPracy Młodzieży

Romania

TEAM FOR YOUTH ASSOCIATION

Slovenia

socialna akademija

Sweden

ÖREBRO

TRAINING COURSE

“VOLU.M.E” Volunteer Management Enhanced in European Solidarity Projects (Volu.M.E. ESVP)

7th -14th of December 2019 (Weimar, Germany)
9th -16th of May 2020 (Nicosia, 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)
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Legal notice

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Weimar, October 2019