



**3° Transnational Meeting: 10<sup>th</sup> -12<sup>th</sup> September 2020**



# Yes Volunteering



Erasmus+



# Meeting objective & agenda

10<sup>th</sup>-11<sup>th</sup>-12<sup>th</sup> of September 2020, Gradz, Austria Daily Program of the meeting

## 10<sup>th</sup> of September

10.00-10.15 **Plenary session:** salutations, short explanation of the work program

10.15-10.30 **Sharing results of the last project implementation** activities

10.30-10.40 **solutions to fulfill missing tasks from previous project implementation step**

10.40-11.00 **meeting working methods:** shared answers to the question: we have some difficulties in reaching some of our goals for outcomes dissemination and external communication (project visibility), how can we work during this meeting to find some solutions and to share some real and reachable tasks to overcome these difficulties? (tomorrow afternoon session will be devoted to this)

## 11<sup>th</sup> of September full working day

### Morning session 10/13

**Introduction Next tasks for project outcomes:** 1) E bok with Guidelines for the management of volunteering programs for inclusion 2) Toolkit for managers of volunteering programs for inclusion and empowerment

**1) Working methods 4 Guidelines:** Explanation, confrontation on the working methods to collect the guidelines – shared analysis and review of the proposed tools

**2) Working methods 4 Toolkit:** Explanation, confrontation on the working method to collect the educational resources – shared analysis and review of the proposed tools

### Afternoon 14-18

**external communication and dissemination:** problems, solutions, tasks; shared activities and practical tasks with special regard to the urgent need to increase followers of social media (facebook views, youtube and website views)

**Next tasks for dissemination of next project outcomes:** 12<sup>th</sup> September 10.00 – 11.00 **Confirming next international meeting calendar/conclusions**

# Results of the research on the entrepreneurs

## Nr of interview collected per country

Italy nr. 41  
Spain nr. 26  
Portugal nr. 50  
Austria nr. 26  
Slovenia nr. 55  
Turkey nr. 34

### Missing activities to finish the research:

1) try to help each other by spreading the link to the online survey to any partner organisations, contacts you have in the country with missing forms to reach at least 50

2) for the missing surveys try to collect also mail address, cause we will use them for dissemination of the research report **REALIZE RESEARCH REPORT: PORTUGAL**

**(LEADING PARTNER)**

**DISSEMINATION OF THE RESEARCH REPORT**

2 dissemination actions per partner to share the research report

1 article per partner

## Results of the collection of the best practices

E book vol. 1 - dissemination done  
E book vol. 2 - Best practice of volunteering in international settings – ready – must start dissemination  
E book vol 3 – best practices of volunteering in emergency situations - ready 4 end of september – start dissemination

**Missing tasks for E book on best practices:**

**4 dissemination actions per partner to share the E book volume 1 and volume 2 with the best practice**



**meeting working methods:**



**shared answers to the question:  
we have some difficulties in reaching some of our goals for outcomes dissemination and external communication (project visibility), how can we work during this meeting to find some solutions and to share some real and reachable tasks to overcome these difficulties? (tomorrow afternoon session will be devoted to this)**



## Next tasks 4 project outcomes:



➔ **1) Guidelines for the management of volunteering programs for inclusion**

➔ **2) Toolkit for managers of volunteering programs for inclusion and empowerment**



# 1) Guidelines for the management of volunteering programs for inclusion : working method



Method:

**Step 1: each partner** select 1 of the 6 steps of management of volunteering programs (selection, placement, training, tutoring, evaluation, certification)

**Step 2:** collection of suggestions from at least 20 stakeholders by mean of focus groups or small team/one by one interviews (tools: 1) guideline form 2) signature paper – all available in drive); target of stakeholders-interview a staff member involved in the management of your best practice of volunteering program or any other effective volunteering program

**Step 3** – put together, select and summarize the most interesting suggestions and guidelines collected from your 20 stakeholders and fill a common version of the guideline form with at least 2 pages from the best of what emerged in the frame of the focus groups or interviews



## 2) Toolkit for managers of volunteering programs for inclusion and empowerment working method



**Method:**

**Step 1: each partner work on the same of the** 6 steps of management of volunteering programs (selection, placement, training, tutoring, evaluation, certification)-keep the step selected for guidelines collection)

**Step 2:** collection of at least 4 tools, methods for your selected step (selection, tutoring..)

**Step 3** – fill the proper section in the form toolkit available in google drive





**Collection of guidelines4quality in volunteering programs management****Partner**

Selection

Italy?

Placement

Austria?

Training

Spain?

Tutoring /monitoring

Turkey?

Evaluation

Slovenia?

Certification / follow up

Portugal?

## Project outcomes - partners Tasks division

Project outcome	Co leading partner
Research report on learning needs of marginalized people	Novomesto
research on employers and on the value they give to volunteering experiences in the applicants	Rightchallenge (Portugal)
E book with collection of best practices on empowerment trough volunteering	Aurive (Italy)
Guidelines for social workers 4 to manage volunteering programs 4 skills empowerment	Interaktion (Austria)
Toolkit of resources to coach, mentor, tutor volunteering programs with disadvantaged	Happy Kids (Turkey)
Collection of materials to manage informative sessions to inform excluded people about volunteering as a tool 4 inclusion	Deses (Spain)

# Tasks for next meeting Slovenia (planned for november (go to december?))

Action	Results
<p>E BOOK VOLUME 2 – E BOOK VOLUME 3 - Dissemination actions with social workers, or trainers in adult education, or vocational training (also in the frame of existing events orgnized by your org or other orgs)</p>	<p>4 dissemination actions per partner to share the book with the best practice</p>
<p>RESEARCH REPORT ENTREPRENEURS – Dissemination actions with social workers, or trainers in adult education, or vocational training (also in the frame of existing events orgnized by your org or other orgs)</p>	<p>2 dissemination actions per partner to share the research report</p>
<p>meetings with stakeholders to collect guidelines on best practice project strengt and weaknesses – use form B to collect suggestions from the stakeholders</p>	<p>2 meetins with at least 10 stakeholders per meeting or 1 meeting with around 20 stakeholders (as you want important is tot. Nr of 20 stakeholders involved)</p>
<p>REPORT WITH GUIDELINES for management of volunteering programs 4 inclusion (each partner select one of the 6 step of volunteering programs management and list at least 3 pages of recommandations about the selected management step (steps are the followings: 1) selection 2) placement 3) training 4) tutoring/mentoring 5) evaluation 6) certification – IMPORTANT -USE THE FORM GUIDELINES AVAILABLE IN GOOGLE DRIVE</p>	<p>1 guideline reports per partner – USE FORM GUIDELINES: including at least 3 pages of guidelines for one of the 6 selected steps of volunteering programs management: 1) selection 2) placement 3) training 4)tutoring 5)evaluation 6)certification</p>

TOOL KIT for management of volunteering programs 4 inclusion (each partner fill the Tool kit form in GOOLE DRIVE with at least 4 educational resources for youthworkers - IMPORTANT – Each partner must collect tools only with regard to 1 of the 6 step of volunteering programs management Keeping the same step of project management selected to list the Guidelines (remember steps are the followings: 1) selection 2) placement 3) training 4) tutoring/mentoring 5) evaluation 6) certification

USE FORM TOOLKIT: each partner must collect at least 4 educational resources for youthworkers -resources must be described using the form and filling the same section selected for guidelines: precisely the selected step of volunteering programs management: 1) selection 2) placement 3) training 4)tutoring 5)evaluation 6)certification

Each month you have to make 1 post on your institutional web site or on your facebook page (in each post published by you must include the link inviting to go to project web site and to the project facebook page, moreover each post must be shared directly by you on the facebook page)

1 post per month but published on multiple communication tools (your web site or facebook page and project facebook page)

articles on newspapers

1 article per partner

Feedback about the quality of the guidelines

Feedback from social workers, trainers in vocational training, workers adult education) – put the link to the e book on your facebook page and use the facebook survey system to collect very basic feedback (e.g likes, emoticons, or other basic feedback – I'll give you guidelines on how to do it easy)

Dissemination actions with social workers, or trainers in adult education, or vocational training (also in the frame of existing events orgnized by your org or other orgs)

4 dissemination events per partner to share the results of the collection of the guidelines

# Communication

## External communication

**social media FACEBOOK+YOUTUBE: management tournaments lasting 2 months:**

1° round: October – november 2020 – TURKEY?

2° round: December – january 2021 -SPAIN?

3° round: Feb-march 2021 – PORTO?

4° round: April-may 2021 – AUSTRIA?

5° round: Juin-july 2021 – SLOVENIA?

6° round Italy: August -sept. october 21 – ITALY?

**Tasks for the partner in charge of the social media management:**

1 post per week (focus on project outcomes dissemination, IDEAS on other contents?)

+ 100 followers per each social media: facebook page and youtube channel

+ 15 views of the videointerviews playlist

# Dissemination

## project outcomes on Eu networks

- list of channels 12 eu network we can use

- tasks division for dissemination actions on 2 networks each

## Project web site

## Next international Meetings agenda

**Transnational meeting 4 Slovenia, Novomesto) 11/2020**

*Partners meeting - results of collection of guidelines, tools, resources for coaching of skills empowerment programs through volunteering*

9<sup>th</sup> November arrival day, 10<sup>th</sup> of November meeting, 11<sup>th</sup> of November 2020 departure day

**Transnational meeting 5 Turkey, Ankara (Derneği) 03/2021** Partners meeting - partners meeting & results of collection of tools / resources for the management of volunteering programs for inclusion

24<sup>th</sup> March arrival day, 25<sup>th</sup> March meeting; 26<sup>th</sup> March 2021 return trip

**Transnational meeting 6 Spain Medina del Campo (Deses) 09/2021** Partners meeting - collection of tools & resources for information and guidance on volunteering as a tool for empowerment and inclusion

1<sup>st</sup> September arrival day, 2<sup>nd</sup> September meeting, 3<sup>rd</sup> September 2021 return trip