6° Trasnational Meeting: 21th -23 th April 2021

Yes Volunteering

Meeting objective & agenda

21th-Ankara Turkey Daily Program of the meeting

Daily Program of the meeting

21**th** of April

9.30-10.30 **Plenary session:** salutations, short explanation of the work program
Presentation of the first final outcome Tool kit
First decisions about budget

22**th** of April - Meeting day

10.00 - 13

Presentation of the second final outcomes
Dissemination of the final outcomes
International actions for dissemination of all the outcomes trough online platform (sharing tasks with one official platform assigned to each partner)
Dissemination events virtual events - agreement and tasks
Guidelines for piloting actions
Poject web site and social media overview
Plans for enhanced external communication by social media and web site

Proposal for a final international press conference

Administration and issues related to payements

Administration and possibility to move a fee of the budget for execptional costs related to online dissemination (proposal to move part of the budget from meeting in person, to budget for ict like online platform for virtual career days or guidance days for volunters and related dissemination event

1**th** of April - Meeting day

9.30-10.30 **Plenary session:** conclusions (round tour for comments)); Shared evaluaton - Open space for any proposal for

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for any proposal for follow up projects on coming Erasmus+ deadline To do list

Shared decision about budget

Nr of interview collected per country

ADDITIONAL FINANCIAL AND CONTRACTUAL RULES APPLICABLE ONLY TO PROJECTS THAT ORGANIZE VIRTUAL / BLENDED ACTIVITIES DUE TO COVID-19

Beneficiaries are authorized to transfer up to 60% of the allocated funds of some budget categories, including Transnational Project Meetings, to any other budget category, with the exception of Project management and implementation Exceptional costs Transfer of funds within the limit of 60% does not require prior authorization from the National Agency Beneficiaries are authorized to transfer up to 10% of funds from any budget category, based on unit costs, towards Exceptional Costs in order to cover the costs relating to the purchase and / or rental of equipment and / or services necessary for the implementation of virtual mobility activities due to the Covid-19 emergency, even if no funds were initially foreseen in this cost category.

Proposal move some of the budget for virtual dissemination events?

Budget calculation

Trasnational meetings	60% of budget pox to trasnfer to other budget units	10% of the 60% budget transfer to exceptional costs (necessary for the implementation of virtual mobility activities
€ 37.460.	€ 22.47	€ 2.247.60

Outcome toolkit for trainers

1.3 Our Approach

The collection of the toolkit was realized in a way to value the best educational
and project management resources available within the partnership of the "Yes volunteering" project.

Each partner valued its own specific expertise and selected 3-4 quality resources
used in volunteering programs, as following:

- Tools for selection (SPAIN)
- Tools for Placement - ITALY
- Tools for Training - PORTUGAL
- Tools for Tutoring/mentoring - TURKEY
- Tools for Evaluation – SLOVENIA
- Tools for Certification – AUSTRIA

Next tasks 4 project outcomes:

1) Guidelines for the management of volunteering programs for inclusion

2) Toolkit for managers of voluntering programs for inclusion and empowerment

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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 intresting suggestions and guidelines collected from your 20 stakeholders and fill a common version of the guideline form with at least 3 pages from the best of what emerged in the frame of the focus groups or interviews

Tools for dissemination	Partner
Otlas	Italy
Epale	

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

Method:

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

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

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

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)

2) tasks divisions and ideas on working methods 4 guidelines
ROUND CIRCLE
1) in which one of the 6 volunteering project management step y[ ] organisation is more experienced in and why?

4) have you ever organized a focus group? Share your experience or please tell us how the focus group you organized was managed

2) on what sort of target do you think we should focus and which we could be really able to reach?

3) in your previous projects have you ever worked to realize some guidelines for social workers? Please share your experience

4) how do you think we should work to organize some focus groups? what sort of share d tools can we have to invite people? Manage the sessions? Should we do this online? Like online events? Can some of this be held interrnationally and jointly managed?

2) focus group simulation 1 hour

Situation:
A short case study about a disadvantaged young people who want to j
now Esc but can't manage to be selected for a vacancy

e participants explored the issues within this topic to identify barriers and solutions to overcome this situation.

Challenge:
How is it possible to make selection in Evs now Esc more inclusive?

Issues/barriers to the challenge:
We identified that the volunteer wanted to participate but didn't know how, about the possibity to ask for additional support for special needs

….

..

Solutions:
The group shoul discuss and each pax should propose
a different way to overcome this:

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REPORTING – MID TERM REPORT DEADLINE 1° OF OCTOBER
Each partner must fill, sign and send :
1) Mid term report
to be filled and posted to coordinator e mail <u>within the 20th of september</u>
(use the mid term report form available in the smart meeting drive)

2) Dissemination form
(in the drive – folder communication – sub folder dissemination)

for partner who did it: please <u>check everything and add anythig missing</u>
For Turkey and Portugal please <u>upload the form it on the drive </u>f you did it
also this must be done <u>within the 20th of september</u>

<u>folder dissemination (4 compulsory contents per country:</u> 1) screen shoots to proof
dissemination by mailing list and other: see sample in the drive from austria, 2) scan of
articles on newspaper 3) link to websites pages where e book or other project outcomes
are published 4) photo, video recording, signature for event and online events)

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

Action	Results
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)	4 dissemination actions per partner to share the book with the best practice
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)	2 dissemination actions per partner to share the research report
meetings with stakeholders to collect guidelines on best practice project strengt and weaknesses – use form B to collect suggestions from the stakeholders	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)
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	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

TOOL KIT for management of volunteering programs 4 inclusion (each partner fill the Tool kit form in GOOLE DRIVE with at least 4 educatuonal resources for youthworkers - IMPORTANT – Eeach 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 educatuonal 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 istitutional 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. ocotber 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 throgh volunteering	9th November arrival day, 10th of November meeting, 11th of November 2020 departure day
Transnational meeting 5 Turkey, Ankara (Dernegi)03/2021 Partners meeting - partners meeting & results of collection of tools / resources for the management of volunteering programs for inclusion	24th March arrival day, 25th March meeting; 26th March 2021 return trip
Transnational meeting 6 Spain Medina del Campo (Deses) 09/2021 Partners meeting - collection of tools & resporces for information and guidance on volunteering as a tool for empowerment and incusion	1th September arrival day, 2th September meeting, 3th September 2021 return trip