

# Final Activity Report

## EU-CIS Training Course on YOUTH Partnership Building and Project Management

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03.03.2005 - 09.03.2005

Minsk, Republic of Belarus



This project has been carried out with the support of the  
YOUTH programme of the European Community.

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## Introduction, aims and objectives:

The EU - CIS training course on YOUTH programme partnership building and project management was carried out with the intention to further stimulate the development and support the implementation of EU – EECA volunteer and youth exchange projects under the YOUTH programme. It had been developed in cooperation with EU and EECA youth organisations which had shown increasing interest to engage in projects related to social inclusion of young people by offering them opportunities within the YOUTH programme. Against the limited capacities and information in developing and implementing such projects, the training focussed on capacity building of EECA and European Union youth NGO's to engage in partnerships and to implement theme-related Youth for Europe and European Voluntary Service projects.

The activity report is structured according to the programme schedule. Some of the used material and presentations, as well as results of the training course in form of project outlines can be found in the annex.

We would like to thank all participants for their valuable contributions, enthusiasm as well as group spirit which created a positive and warm working atmosphere and led to promising results.

Andreas Schwab  
ICYE International Office



## Programme overview

<u>Date:</u>	<u>Time:</u>	<u>Activity:</u>
03.03.05	pm	<b>Arrival</b> of participants Welcome and get-together
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04.03.05	09.30 – 11.00	<b>Opening and presentation of programme</b> <b>Introduction</b> to participants' organisations/projects (part 1)
	11:30 – 13:00	<b>Introduction</b> to participants' organisations/projects (Part 2)
	15.00 – 16.30	<b>Presentation</b> on "Situation of young people and youth work in Belarus / EECA countries - a challenge for East - West youth work"
	17:30 – 18:30	<b>Report</b> on Working groups results in Plenary Plenary Discussion on EU-EECA cooperation in the youth field  <b>Intercultural evening</b> with dance, songs, typical food and drinks from both regions
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05.03.05	09.30 – 11.00	<b>Presentation:</b> "THE EU YOUTH Programme – Opportunities for EU-EECA co-operation"
	11:30 – 13:00	<b>Presentation</b> of YOUTH Projects / Examples of Good Practice: Action I, Action II, Action V
	15.00 – 16.30	<b>Introduction to</b> "Partnership Building and project development in EU - EECA International Youth Exchange / Voluntary Service Projects"(followed by working groups)
	17:00 – 18:30	Working groups on "Priorities for EU EECA YOUTH projects"

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<b><u>Date:</u></b>	<b><u>Time:</u></b>	<b><u>Activity:</u></b>
<b>06.03.05</b>	09.30 – 11.00	<b>Presentation</b> of working group results in plenary and agreement on common quality standards regarding contents and methodology as basis for the future cooperation
	11.30 - 13.00	<b>Workshop Part 1</b> DEVELOPING EU - EECA YOUTH Action 1,2 and 5 Projects
	17.00 – 18.30	Presentation of workshop results in plenary and assessment of project applications developed.
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<b>07.03.05</b>	09.30 – 13.00	<b>Workshop Part 2</b> PLANNING AND BUDGETING FOR EU - EECA YOUTH Action 1,2 and 5 Projects
	12.00 – 13.00	Presentation of workshop results in plenary
	15.00 – 16.00	Visiting the office of BYPU NEW FACES
	16.00 – 18.00	Guided tour - Minsk
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<b>08.03.05</b>	09.30 – 11.00	<b>Workshop Part 3</b> MANAGING and Implementing EU - EECA YOUTH Action 2 Projects / Presentation
	15:00 – 16:30	Working groups to plan and agree on implementation of EU – EECA Youth exchange / EVS projects
	17:00 – 18.30	Presentation of working group results
	20:00 – 21:00	Final Evaluation of the activity
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<b>09.03.05</b>	09:00 – 13:00	<b>Departure</b> of participants

## Daily Reports by participants

*Daily report: Friday, 04.03.05*

### **Morning session:**

All participants were warmly welcomed by Andreas Schwab on behalf of the organizers and the prep team wishing a fruitful and pleasant meeting. He then thanked the local organizers Belarusian Youth Public Union "New Faces" for the support in hosting the meeting. After a few announcements concerning the programme and the meeting place, we went in a round to briefly present ourselves and played some games to get to know each other better.

After this introduction, we shared our expectations, both what we hoped to contribute to the course and what we hoped to learn and achieve. After the coffee break all participants were given some time to prepare a presentation of their home organizations.



The following is a brief summary of those presentations:

### **ICYE Sweden**

IKU (Internationellt KulturUtbyte) was founded in 1973. It joined ICYE in 1995 as National Committee for Sweden. It consists of staff and volunteers, most of which are former participants of exchange programmes run by IKU's member organizations. The national office is based in Stockholm and run by a part-time staff. ICYE Sweden has more than one thousand members, the organization puts great emphasis on involving returnees in their projects. The main aims are intercultural learning, peace and solidarity. They issue their own member magazine.

### **ICYE Finland**

Mailmanvaihto - ICYE Finland was founded in 1958 and now has more than 400 members.. Mailmanvaihto has an office in Helsinki and is supported by a strong network of active co-workers. The organisation is independent but has close ties with other voluntary service organizations. The biggest part of their projects is connected with children.

### **ICYE United Kingdom**

ICYE - UK aims to promote peace, cultural understanding and youth empowerment through opportunities of international exchange and voluntary work overseas. For the period from year 2003-2004 the ICYE UK sent and hosted 116 volunteers worldwide. The organization is growing and aims at developing and implementing new projects with Eastern European and EECA- countries.

### **ICYE Iceland**

The National Committee was founded in 1961 by the National Icelandic Church. ICYE Iceland (AUS) was established as independent organisation in 1983. The national office, with a full-time staff is located in Reykjavik, The programme is mainly run by former exchangees. ICYE Iceland offers their volunteers different projects opportunities both in urban and rural areas.

### **FYCA Armenia**

The Federation of Youth Clubs of Armenia was established in 1999 and won the prize as the Best Youth organization of Armenia in 2003. It provides non-formal education in the fields of ecology, environmental protection, human rights. They organize training courses for young leaders as well.

### **ICYE Russian Federation / Swallows**

“Swallows” is an associated member of the ICYE Federation since 2001. Since the end of 1998 it increased the sphere of its activities and started to deal with the problems of young people in Samara, providing legal consultations, psychological assistance, support in job placement. The organization is growing and is going to host 18 volunteers for the period 2005-2006. “Swallows” has the representatives in 6 cities including Moscow.



### **AYAFE – Azerbaijan**

AYAFE - Association of Young Azerbaijani Friends of Europe is a youth NGO, established in November 1997, with the general aim of contributing to the integration of Azerbaijan into the European Institutions. The organization mainly deals with volunteers' exchange (work camps, EVS, LTV). Also part of their work is conflict resolution and projects aimed at domestic displaced people.

### **ICYE Lithuania – DEINETA**

The organization was established in 1988 as a union of several student clubs. DEINETA is an independent non-political voluntary service organization, fully responsible for its budget and interior structure. It runs both long-term and short-term volunteering projects and works in cooperation with Eastlinks and the Alliance of European Voluntary Service organizations. Among "Deineta's" programmes are several social work centres such as Foreigner's Registration Centre, Refugees Reception Centre, Child Rehabilitation Centre)

### **League of Young Voluntary Georgians (LYVG) – Georgia**

The League of Young Voluntary Georgians is a self-financed organization which was established in 2003 and worked as a sending organization till 2005. At the moment LYVG is cooperating with ICYE in order to take part for the first time in an Action 2 multilateral project and host volunteers from the EU.

### **Voluntary Service of Armenia (HUJ) – Armenia**

Voluntary Service of Armenia (HUJ) was founded in 1965.

HUJ is registered as a non-profit NGO. It is a full member of the Alliance of European Voluntary Service Organizations, works actively as a sending organization (including short-term projects), is a member of the Coordinating Committee of International Voluntary Service (CCIVS) supported by UNESCO, as well as a member of the European Youth Ex-change (EYE) Network.

### **ICYE Germany - Internationaler Christlicher Jugendaustausch (ICJA) – Germany**

ICYE Germany runs youth exchange and EVS programmes, as well as the National Civilian Service. It has a widespread network of 13 regional groups of co-workers who take care of the support to volunteers and host placements on a local level, help to organize EVS-trainings, participate in working groups and the decision-making bodies of ICYE Germany.

### **Voluntary Service Promotion Association (FIYE) – Poland**

The Voluntary Service Promotion Association, founded in 1993, is a co-coordinator of Eastlinks – the regional Network of Voluntary Service Organizations of Central and Eastern Europe. FIYE is working in the field of co-operation and dialogue between Eastern and Central Europe.

### **ADVIT - Moldova**

The organization ADVIT is quite new and develops different activities in the field of youth exchange and voluntary service such as work camps, au-pair, language programmes. In cooperation with the ICYE International Office, ADVIT is now getting involved in EVS projects for the first time as sending and host organisation of a multilateral EVS project on youth and social inclusion.

### **Mir Tesen – Russian Federation**

Mir tesen is a voluntary, non-government, non-commercial organization based on membership. The main purpose of it is to create the conditions for satisfying spiritual and non-material needs of young people. The organization also runs EVS-projects, International short-term volunteer camps ( most of them aim at preserving the cultural heritage), youth exchanges and trainings.

### **BYPU “New faces” – Byelorussia**

BYPU “New faces” is non-governmental non-profit organization registered on February 20, 1997. “New faces” is running a long-term training project to establish cooperation among youth NGO’s in Belarus. They are also active in educational seminars, conferences, cultural festivals, workshops, and participate in Action 2 of YOUTH programme as a sending organisation within the ICYE multilateral project on youth and social inclusion.

After the presentations by the present organisations, the participants were asked to express their expectations and wishes with regards to their participation in this training course. Main expectations expressed by participants were:

- to find new partners in EECA and EU countries and jointly develop new, interesting projects
- to work on the contents of projects so they could be more efficient and could include young people with less opportunities
- to learn about rules and procedures for developing and managing projects under the YOUTH Programme, as well as discuss perspectives on how the YOUTH programme could contribute to improve the situation of young people in EECA countries
- to get to know the participating organisations and learn from the personal experience of the participants,
- to get more information and know-how regarding the implementation of all Youth Programme Actions, in particular Actions I, II and V.

Anja Reefschläger then presented the programme of the TC as prepared by the prep team and encouraged all participants to play an active role also in making proposals and suggestions for improvement.

**Afternoon session:**

After lunch break we started the afternoon session with an introduction on the multilateral EVS projects coordinated so far by ICYE between EU and EECA countries. It was mentioned that this training course was organised to further stimulate and support the implementation of EVS and Youth for Europe projects between both regions with particular emphasis on including youth with less opportunities.

After this introduction, Anja Reefschläger gave us a handout with a brief introduction to YOUTH Programme terminology in order to facilitate further discussions. This was important as we had noticed during the presentation of participants that we all had different levels of experience in working with the YOUTH programme.

After a small break, the lecturer Yanina Zinchenko, the chair-person of National youth council BUYCPA "RADA" was introduced and started her presentation: "Situation of young people and youth work in Belarus and other EECA countries – a challenge for East- West cooperation in Youth Work". After a brief introduction to her own background she informed us about the existing possibilities of youth work and structures and explained how youth organizations work in Belarus. To this end she introduced the mechanism of alliances on national level by youth NGOs, forming national youth councils, as well as - on the next level - becoming part of international organizations and networks such as the European Youth Forum. The speaker then focussed on main aims, activities and projects of the National youth council of Belarus. She characterized the current situation regarding youth policy in Belarus, as follows: Youth Policy has a great tendency to be monopolized by the government meaning that all independent and autonomous organisations are excluded from any discussion or decision regarding the national youth policy. This has led to:

- 1) Active "cleaning" of the youth field: public associations trying to keep their independence and autonomy are not able to gain official recognition which is denied due to formal pretexts, governmental structures which had been established to foster a dialogue with youth NGO's are being dissolved.
- 2) Artificial and forced creation of a monopolistic pro-governmental youth policy within governmental frames of activity with deeply ideological and servile functions
- 3) The state youth policy is a tool to support the regime to stay in power. The youth policy as it is promoted by the government does in no way reflect the interests and problems of youth in Belarus, as it does not consider or even allow independent opinions and dialogue.

The speaker concluded saying that even though the need to do something for young people in Belarus is very urgent, many independent youth NGO's gathered under the umbrella of the National youth council BUYCPA "RADA" find themselves in a deadlock situation which limits their development as they have no power to influence the situation.

The lecture was followed by numerous questions by participants and a discussion on the conditions and particular challenges of youth work in Belarusian Society. Comparisons were drawn between Belarus and some of the participant's countries, which enabled a good overview on possibilities and limitations of youth organizations in Eastern Europe.

### **Working groups:**

We were then divided into two mixed groups, with participants from both EU and EECA countries. The topics discussed were: "Situation of young people in our countries, needs assessment and priorities for youth work". The first group discussed issues such as the lack of knowledge of voluntary work and the fact that young people often are reluctant to get involved in projects or organizations and often hang around in public places without perspectives to do anything for themselves and for society. We then discussed, whether it is the personal development of the volunteer which is the most important outcome of the volunteer program, or if it's the contribution to the work placement which should be focused on. We agreed, that by promoting youth mobility and voluntary service programmes i.e. the EU YOUTH programme our organisations can contribute a great deal to a positive development of youth work in our countries / regions. After one hour of group discussion, the two groups met again in plenary to round up the afternoon session.



### Intercultural Evening:

Right after dinner, participants started to prepare their presentations and the gifts they had brought for the intercultural evening. Each country was then presented in an entertaining and creative manner from.... Azerbaijan dance presentations to ....Swedish Folk songs, in which the whole group actively and enthusiastically participated.



After the round of cultural presentations, participants were invited to taste the diverse mixture of traditional food and drinks they had brought along from Eastern and Western Europe.





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**Daily report: Saturday, 05.03.05**

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**Morning session:**

After breakfast and an energizer the programme started with a presentation on the “European Union Youth programme – Opportunities for EU – EECA cooperation”, by Andreas Schwab, ICYE International Office. The presentation (Annex III) started out with a distinction between informal, non formal and formal education, mentioning that the YOUTH programme works in the field of nonformal education. We were then given an overview on all actions under the YOUTH programme followed by an explanation on the three Actions, which are currently open for cooperation between EU and EECA countries – Actions 1, 2 and 5. The presentation furthermore contained information on the priorities for the YOUTH programme in the year 2005 (cultural diversity and social inclusion) as well as a brief presentation on actors such as SALTO-YOUTH Resource Centres. We also heard about the preparations going on regarding the new generation of the YOUTH programme 2007-2013.

After the presentation participants were encouraged to ask questions and to make comments reflecting their opinions and views with regards to the YOUTH programme and the opportunities it provides for their organisations. Participants from EECA countries in particular expressed the wish of their organisations to become more involved in YOUTH project activities and to find reliable partners in EU countries.

After a short break the session on “Examples of Good Practice” was introduced by showing 3 Videos on EVS to the group. One had been broadcast by a famous German TV Channel, the other one had been taped and edited by volunteers themselves in the frame of the ICYE Information project in SEE countries. Finally we saw a short film by the Alliance of Voluntary Service Organisations about volunteers with less opportunities taking part in short term projects (workcamps).

Anna Arkhangelskaya, international secretary of “New Faces” then introduced examples of good practice of Action 1 projects, such as an international youth exchange project on "Democracy. Ways to resolve conflicts" which was held in Portugal. Another one was the project “Youth delinquency prevention”, where youth from Spain, Portugal, Armenia, Sweden, Russia and Belarus gathered in Belarus discussing the situation of youth delinquency in their countries and exchanging experience on how this could be prevented.

The third example was an international youth exchange project called "Women Traffic". This multilateral project, taking place from 20<sup>th</sup> – 28<sup>th</sup> of June 2005 in Kiononia aims at:

- discussing the problem of women trafficking in general
- analyzing the present situation in various countries, in particular EU and Belarus

- To exchange experience on preventive measures and role of young people in raising awareness about the risk of women trafficking

Anna emphasised positive and negative results with regards to these activities. She stressed the importance of preparing the participants before the project start, as well as to have a balanced involvement of all partners in all phases of the project and a good monitoring system.

**Afternoon session:**

The video material and presentation of examples of good practice had provided a good introduction to the following brainstorming on how EU and EECA youth organisations could start developing innovative projects and partnerships and how young people with less opportunities could benefit from these activities in future. As a result, many participants stated their interest to become involved in such activities and to pay particular attention to young people with less opportunities in the following workshops.

The group was divided in three mixed groups. The objective of the workshops was to collect the ideas participants had with regards to EU EECA youth exchange or voluntary service projects and to give them a chance to openly discuss them with potential partners.

In the second part of the afternoon, both groups were asked to see whether they could agree on some projects which could fit under action 1, 2 or 5 of the YOUTH programme and to elaborate these ideas further.





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**Daily report: Sunday, 06.03.05**

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**Morning session:**

After breakfast the working groups presented the results of the working groups of Saturday afternoon. The presentations aimed to share conclusions of the groups and to classify participants into new groups according to Action 1, Action 2 and Action 5.

**Presentation of group I:**

Priorities for YOUTH activities:

1. Democracy (civil society, Human Rights, active citizenship) – the group expressed an urgent need for projects to foster the development of democratic values in EECA countries. For this purpose, youth exchanges and information campaigns can provide a forum for young people and youth workers to discuss issues regarding democracy and their role in society.
2. HIV-AIDS (including drug abuse among young people, unemployed crime) – The elaboration of projects in these fields are among the priorities of the participant organizations from both, EU and EECA countries. Therefore, awareness-raising activities and training of youth leaders on these issues can contribute to the solution processes. The development of new EVS projects, organization of study visits and trainings can be among possible future activities. Different value systems in Eastern and Western European societies have to be considered when establishing East-West partnerships.
3. Multi-ethnic & multi faith understanding – Taking into consideration that the problems related to this field are still very common and affect all societies, there is a need for development of innovative projects, seminars, trainings, youth exchange, all kinds of activities which bring together participants from different backgrounds to promote tolerance and foster intercultural learning.
4. Youth with less opportunities – This work field includes youth work with street children, orphans, rural youth, natural disaster victims. EVS volunteers cannot solve the problems of youth with less opportunities, but they can be an added value for the projects and organisations working in this field.

**Presentation of group II:**

The group first emphasized the following priorities / needs which have to be taken into consideration for the development of YOUTH projects:

- Promotion of voluntary work; crossborder cooperation;

- Involvement of youth in society;
- Raising awareness of own traditions/culture
- Discuss OUR future PERSPECTIVES
- Methods how to motivate volunteers

The following priorities are defined by group:

- Peacebuilding
- Youth exchange
- Projects in rural areas
- Information projects / Campaigns

The following activities were suggested by group members during discussions corresponding to Action 1 and Action 5 of the Youth Programme:

#### **Action I**

- Peace building youth exchange
- Youth exchange on cultural heritage
- Workcamps

#### **Action V**

- Seminars, contact making events aimed at Peace-building, democracy,
- Training for trainers
- Training activities with returnees from EVS or youth exchange projects
- Sharing experience regarding the work with rural youth

The presentations were conducted in a very interactive form, which increased the efficiency of our work. The participants were actively involved in discussions. The discussions were followed by questions and comments aiming at improving the presented project proposals.

#### **Workshop part 1: Developing EU – EECA YOUTH Action 1, 2 and 5 projects**

As an introduction to the next session: “Developing EU-EECA YOUTH Action 1, 2 and 5 projects“, participants first were asked to name criteria which they thought have to be considered for developing and implementing quality projects under the YOUTH programme:

After a round of comments and discussion, the following key quality criteria were determined:

- Visibility and easy access to information on the project for all young people
- Well defined project aims
- Clearly defined target groups
- Efficient recruitment of participants
- Sustainability
- Qualified personnel for project management
- Social and cultural activities form integral part of programme
- Monitoring and support system has to be in place

After recalling the results of the working groups presented, participants were then asked to take a decision whether they wanted to work on an Action 1, Action 2 or Action 5 project. The group then divided into those 3 working groups with the task to elaborate projects using the respective YOUTH application forms.

#### ***Afternoon session:***

After the coffee break we shared the results of the previous working groups as follows:

#### **Group I:**

The first group presented a multilateral project with 24 participants from 6 different EU and EECA countries – Action 1 with the title: “local heritage and identity in a globalizing world.”

#### **Objectives of the project:**

- Allowing young people to give free expression to their sense of solidarity in Europe and the wider world, as well as supporting the fight against racism and xenophobia
- Promoting a better understanding of the diversity of our common European culture and shared heritage as well as of our common basic values.
- Introducing a European element into projects which will have a positive impact on youth work at local level.

Nowadays young people living in a globalized world and in Europe in particular often forget about values of their culture, trying to become citizens of EU and common Europe in general. On the other hand the feeling of European citizenship has advantages and disadvantages. During the exchange we will try to look at our own cultural identity versus national or European identity.

Furthermore we discussed our own opinions on European citizenship. We found the theme very inspiring and believe it will be interesting to discuss it with young people from different countries in the frame of a youth exchange.

### **Group II:**

The second group then presented a multilateral long-term EVS project with 10 participants from 6 different EU and EECA countries. The title of the project was: "From country(side) to country(side) - Multilateral EVS project on rural development in EU and EECA countries". (see Annex)

The main themes for this activity were rural development, youth leisure and local community.

In the end we had different views and discussions about how to make the project interesting for volunteers and dealt with the question whether it is a good idea to send a volunteer from a rural area to another rural area or whether a volunteer from a rural area would not prefer to be placed in an urban environment.

### **Group III:**

The last group presented a training project with 24 participants from 12 EU and EECA countries. (see annex)

### **Objectives of the project:**

- Establish new contacts and partnerships in and between organisations from regions with ethnic conflicts
- To provide participants with knowledge and the possibility to share experience on how they include these issues in youth work, as well as with better knowledge on the situation and background of (potential) ethnic conflicts in both EECA and EU countries.
- Improve quality of YOUTH ACTION I and II projects by including innovative working methods, target groups from a variety of ethnic backgrounds and fostering youth dialogue.
- Including young people from areas where international contacts and mobility are limited.

**Main themes:** multiethnic conflicts and peace building

**Working methods:** Workshops, Forum/Invisible Theatre, case studies, role games, team building, practical learning lectures, brainstorming;

To improve the learning results of such a training, we proposed to involve an expert organisation in the field of peace-building to have examples of best practice to learn from. We also thought it might be enriching for our organisations to continue the cooperation with such an organisation after the training.

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**Daily report: Monday, 07.03.05**

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**Morning session:**

**Workshop part II: Planning and budgeting for EU – EECA YOUTH Action 1, 2 and 5 projects**

We started with an overview on funding rules for Actions 1, 2 and 5. We then looked at each budget item appearing in the YOUTH application forms and had a chance to ask first questions which came to our mind.

The rest of the morning session was done in group work. Each group had the task to:

- read the user's guide section which relates to their action (I, II and V). and clarify questions
- plan the budget of the YOUTH project the group had chosen in accordance with the funding rules of the respective action
- Simulate the implementation of their project by defining management and coordination tasks

**Afternoon session:**

After the lunch our great group, finally, was on the way to this mysterious town which was founded in the 10th century and carries the proud name Minsk. The excursion began with the small walk among the snowed trees to our means of transportation. For this purpose we had a bus, with which we were driven to the office of Belarussian Youth Public Union "New Faces". We got to know the working atmosphere of the organization and met some of the staff and members. It was another step to establish future partnership and cooperation.



After that we continued exploring the history, customs and traditions of Minsk by a guided tour. We found out many things we did not know before about the capital of Belarus.



Also we had some free time which we could well use to buy sweets and local souvenirs for our relatives and friends. At last we got familiar with national cuisine of Belarus by having a wonderful dinner in a local restaurant and fully integrated in local community by dancing and singing various songs.



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***Daily report: Tuesday, 08.03.05***

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***Morning session:***

During the morning session Andreas Schwab of the ICYE International Office introduced important tasks of implementing / managing multilateral EVS projects and presented the respective reference documents as follows:

- Contract, financial agreement with European Commission: countercheck and sign agreement, inform partners, inform TAO about changes, etc.
- Insurance enrollment and handling of claims: Online enrolment, printing enrolment form and get signature of volunteers, send enrolment form to AXA and TAO, hand over insurance pack to volunteers, inform AXA and TAO about any changes regarding the EVS duration, how to file a claim, etc....
- Travel, Visa and Arrival arrangements: Book return flight, send information to partners, request pickup information, send welcome letter and national profile to volunteers, etc.
- Partnership agreement: Draft partnership agreement based on the project description used for the application, send it to volunteer, host organisation and sending organisation to get signatures and/or modification requests.
- Volunteer meetings: Organize and carry out predeparture, on-arrival training meetings as well as mid-term and final evaluation. (see guidelines for these meetings in annex)
- Financial management and administration tasks: Agree on distribution of funds with partners, administer funds according to guidelines, collect and send proofs for real expenses, etc...
- Collecting and submitting reports
  - Part V – host org report (done by volunteer placement!)
  - Part V – Volunteer report (including the statement on pocket money received!)
  - Annex to Certificate (done by volunteer placement and volunteer jointly!)

After each introduction, participants already working at project management level were encouraged to share their experiences and to make recommendations how these tasks should be dealt with.

As it was the 8th March, we celebrated the international women's day with a cake which our few male participants served to us:)) It was very nice of them!!!

### **Afternoon session:**

The afternoon session started with collecting ideas and interests of participants with regards to the activities which had been elaborated during this training course and to assess whether these – or other projects - could be concretized as follow-up projects of the training course. After a 15 minute reflection phase, participants stepped forward to present their interests and ideas on little sheets of paper, whilst the facilitators' team classified them according to theme and type of project.

During the presentation it became obvious, that most participants already had chosen the theme/activity of their personal interest and that the group majority was in favour of concretizing the plans for implementing the three projects which had been elaborated during the previous days.

After this, the group divided into three groups according to the three projects to be worked upon, an Action 1, an Action 2 and an Action 5. The task was to come up with a more concrete planing and distribution of tasks regarding these follow-up projects.

The last session of the training course started with the presentation of the project proposals as agreed upon by the three groups as follows:

**The first group** presented the Action 1 Project named “**Local heritage and identity in a globalizing world**”. 6 organizations would be involved (EU: Lithuania / CYVA Deineta, Sweden / ICYE Sweden, Finland / ICYE Finland, EECA: Armenia / FICA, Belarus / New Faces, Russia / ICYE Russia) represented by 24 participants plus 6 group leaders (one from each country). The project would be lasting for 4 months (including the exchange in Yerevan, Armenia).

The coordinator of the project is FYCA (Armenia). During the period of preparations the EU countries will decide which organization will become the applicant.

The general aim of the exchange is to raise awareness about cultural identities of participants and to reflect on identity in a globalizing world. The specific objectives are to raise awareness about differences and similarities between the EU and EECA countries' identities, to inspire the participants to share their views on this subject with other young people in their countries and to explore the concept of identity. The expected results are that participants would reflect about the concept of identity and become more self-confident by analyzing their local heritage.

**The second group** presented an outline for an Action 2 project “**From country(side) to country(side)**” with the aim to support rural areas and young people from these areas with fewer



opportunities. The duration would be 8 months, and the project would include 6 countries: Poland, UK, Iceland, Ukraine, Armenia, Russia. The general objective is to empower youth with less opportunities from rural areas. The specific objectives are to send young people (from rural areas?) to rural areas in other countries in order to work with children there (non-formal activities, e.g. art, music, sports, games). The most important benefits for participants would be a new experience and improving his/her intercultural skills. The volunteer would get to know the other culture, learn a new language and have a chance to develop youth activities based on non-formal education in his/her own country. FIYE Poland will be the coordinating and applicant organization. The period of preparation includes a volunteer's report on the situation of young people living in rural areas in his/her country.

**The 3rd group** presented the Action 5 project named **“TC on fostering understanding between youth groups from different ethnic background in conflict zones/countries”** (duration: 5 days). There will be about 24 participants from EU and EECA (Spain, UK, France, Lithuania, Slovenia, Romania, Azerbaijan, Georgia, Moldova, Armenia, Russia, Belarus) plus experts in peace building.

The main objective is to develop youth programs and future cooperation between Youth organizations and expert organization in peace building and develop multi-ethnic understanding between youth groups of conflict existing conflicts.

**The specific objectives are:**

- To develop awareness of young people regarding existing conflicts
- Elaboration of the strategy regarding conflict resolution
- Sharing of experience on conflict resolution

Among the participants of the TC there will be youth leaders, program managers, trainers, experts.

During the period of preparation the following activities are planned:

- establishment of relationship between expert organization on conflict resolution / peace building
- the development of training activities
- preparatory meeting

## FINAL EVALUATION

During our final evaluation every participant had an opportunity to share his/her opinion about the TC in one sentence. The sentences were connected to each other, so we jointly came up with the following story:

“Once upon a time people from here and there came to Belarus. Everyone brought his/her best mood from his/her own country. We had a great first evening, introducing to each other national food, drinks and culture. Although it was quite cold. For some of them it was a cultural shock, but a positive one! These wonderful people shared their positive feelings with each other and became a group of friends, a united group. This very united group worked hard during the day and contributed with wonderful ideas. In the evenings we had a great time learning about life in Belarus and surviving under hard conditions. We integrated into local community and inspired each other for future projects....

As the time went by, the atmosphere became warmer and warmer. Today is the last day. Everyone feels satisfied but a little bit sad. However, we are sure that we want to meet each other again in Baku, which has been chosen as the next seminar venue. We’ve learnt a lot and it was a fruitful seminar laying the ground for future partnership and co-operation. “

After this very positive outlook, the evaluation forms were distributed and all participants were encouraged to evaluate the activity as a whole and to share their final comments with the group.

The programme ended with a warm applause and thanks to the organizers as well as to all the participants who had been actively contributing to the seminar.



## Conclusions

This training course, held in Minsk from March 3<sup>rd</sup> to 9<sup>th</sup> 2005, enabled a transfer of know-how on partnership-building and project management, promoted EU-EECA YOUTH cooperation in the field of social inclusion and provided training for youth workers from both regions on the practical aspects related to the implementation of EVS and Youth for Europe projects.

The participants who came from diverse backgrounds and levels of experience found that their major interests were reflected in the training course programme. The information provided on the Youth Programme was considered useful and the methods applied adequate. A series of workshops enabled the participants to gain management and organisation skills with regards to the implementation of Youth for Europe and EVS projects. The discussions on the situation of youth and youth work in EU and EECA countries were highly appreciated as they supported the participants' understanding of the challenges of EU EECA partnerships.

Another positive aspect was the joint development of project ideas and proposals for EU – EECA YOUTH projects which resulted in numerous cooperation agreements dealing with the empowerment of youth with less opportunities.



**ANNEX 1 / Participants List:**

<b>Surname</b>	<b>Name</b>	<b>Organisation</b>		<b>Gender</b>	<b>E-mail Address</b>
Muravyants	Maria	HUJ	Armenia	F	<a href="mailto:huj@arminco.com">huj@arminco.com</a>
Allakhverdyan	Emma	FYCA	Armenia	F	<a href="mailto:Emushik00@yahoo.com">Emushik00@yahoo.com</a>
Amrullayev	Emin	AYAFE	Azerbaijan	M	<a href="mailto:emin082@rambler.ru">emin082@rambler.ru</a>
Markova	Inesa	BYPU NEW FACES	Belarus	F	<a href="mailto:newfaces@newfaces-belarus.org">newfaces@newfaces-belarus.org</a>
Arkhanhelskaya	Hanna	BYPU NEW FACES	Belarus	F	<a href="mailto:newfaces@newfaces-belarus.org">newfaces@newfaces-belarus.org</a>
Gaevskaya	Marina	BYPU NEW FACES	Belarus	F	<a href="mailto:newfaces@newfaces-belarus.org">newfaces@newfaces-belarus.org</a>
Yurkoska	Elena	BYPU NEW FACES	Belarus	F	<a href="mailto:newfaces@newfaces-belarus.org">newfaces@newfaces-belarus.org</a>
Samkharadze	Lisa	LYVG	Georgia	F	<a href="mailto:lyvg@rambler.ru">lyvg@rambler.ru</a>
Alexandrov	Natalia	Advit	Moldova	F	<a href="mailto:advit_ewb@yahoo.com">advit_ewb@yahoo.com</a>
Kornyakova	Maria	Swallows	Russia	F	<a href="mailto:hobbitm@mail.ru">hobbitm@mail.ru</a>
Gritsenko	Darya	Mir Tesen	Russia	F	<a href="mailto:daryagrits@nm.ru">daryagrits@nm.ru</a>
Omelchenko	Iana	Alternative	Ukraine	F	<a href="mailto:omelchenkoyana@yahoo.com">omelchenkoyana@yahoo.com</a>
Ismayilov	Asif	AYAFE	Azerbaijan	M	<a href="mailto:Asif_ismayilov@yahoo.com">Asif_ismayilov@yahoo.com</a>
Mezhevich	Maria	ICYE Germany/ (ICJA)	Germany	F	<a href="mailto:areefschlaeger@icja.de">areefschlaeger@icja.de</a>
Hyvärinen	Camilla	ICYE Finland	Finland	F	<a href="mailto:camilla.hyvarinen@bit.spt.fi">camilla.hyvarinen@bit.spt.fi</a>
Magnússon	Gunnar	ICYE Iceland	Iceland	M	<a href="mailto:gunnama@hi.is">gunnama@hi.is</a>
Dinapaite	Gintare	ICYE Lithuania	Lithuania		<a href="mailto:csa@kaunas.omnitel.net">csa@kaunas.omnitel.net</a>
Zamecki	Lukasz	FIYE	Poland	M	<a href="mailto:lzamecki@yahoo.com">lzamecki@yahoo.com</a>
Wimmer	Karin	ICYE Sweden	Sweden	F	<a href="mailto:iku@swipnet.se">iku@swipnet.se</a>
Coxon	Josie	ICYE UK	UK	F	<a href="mailto:europa@icye.co.uk">europa@icye.co.uk</a>
Zinchenko	Yanina	BYPU New Faces / RADA	Belarus	F	<a href="mailto:newfaces@newfaces-belarus.org">newfaces@newfaces-belarus.org</a>
Reefschläger	Anja	ICYE Germany	Germany	F	<a href="mailto:areefschlaeger@icja.de">areefschlaeger@icja.de</a>
Schwab	Andreas	ICYE International Office	Germany	M	<a href="mailto:icye@icye.org">icye@icye.org</a>

**ANNEX 2 / Evaluation Questionnaire:**

1. Please identify your 5 (maximum) most important learning points of the Training Course:

- Development and implementation of action 2 and 5 and their clear definitions
- Partnership building
- Budgeting of projects
- Knowledge about the rights and responsibilities of volunteers
- A better understanding of some “key problems”
- Intercultural communication

2. Has the Training Course dealt with some of your difficulties or weaknesses in developing / implementing YOUTH Action 1 or 2 projects?

- Yes, especially on Action 2 and its financial matters
- Yes, it has dealt with the applications and the specific rules of the programme
- Yes, with budgeting

3. Using the 5 statements below, how do you rate your present feelings about participating in future YOUTH programme projects? (Please tick a box)

<i>I feel well prepared</i>						<i>I feel overwhelmed</i>
1	2	3	4	5	6	

**Rating Average: 2,2**

<i>I feel supported</i>						<i>I feel alone</i>
1	2	3	4	5	6	

**Rating Average: 1,7**

<i>I have the skills</i>						<i>I am inexperienced</i>
1	2	3	4	5	6	

**Rating Average: 2,3**

<i>I feel confident to go ahead</i>						<i>I am unsure what to do</i>
1	2	3	4	5	6	

**Rating Average: 1,7**

<i>I am committed to developing projects</i>						<i>I feel sceptical</i>
1	2	3	4	5	6	

**Rating Average: 1,5**

4. Were the project visits interesting and useful for you?

<i>Very interesting</i>						<i>not useful</i>
1	2	3	4	5	6	

**Rating Average: 1,6**

5. How did you like the facilitation and input provided – any suggestions for future Training Courses?
- Very good!!
  - The input provided by the TC was just great! For a future TC: I'd like to have special workshop on project implementation!
  - Useful and practical – The TC ended up in concrete suggestions of projects and also gave important input on my work
  - I thought it was excellent! The TC was very informative, clear and interesting!
6. How did you like the logistical arrangements for this workshop (accommodation, organization, food, etc.)?
- It was cold!
  - Very good!
  - Too cold at the beginning, and the food could have been slightly better, but then I really started to enjoy.
  - The Organization was good!
  - First it was very cold, then everything went just fine!
7. Is there anything else you would like to add?
- I really enjoyed my stay in Byelorussia and I feel I have learned and developed so much!
  - Thanks to the organizers of the TC I hope to be involved in at least 10 new projects
  - I'd like to have such trainers in every course. Thank you!

**Annex III.**

PowerPoint Presentation on EU Youth Programme - Opportunities for EU SEE Cooperation

Legal Basis

- established by Decision No 1031/2000/EC of the European Parliament and of the Council of 13 April 2000. It includes activities already existing under previous programmes such as “Youth for Europe” and “European Voluntary Service”.
- The Programme caters for the interests of young people and youth workers, not only by offering financial support for their projects but also by providing information, training and opportunities to develop new partnerships across Europe and beyond.

**THE YOUTH PROGRAMME:**

- Offers young people opportunities for mobility and active participation in the construction of Europe.
- Aims to contribute to building a “Europe of knowledge” and to create a European arena for co-operation in the development of youth policy, based on non-formal education.
- Encourages the concept of lifelong learning and the development of skills and competencies, which promote active citizenship.

Where/how do young people learn?

- Formal education - within the formal system, followed by suitable grading and status system
- Informal education - unplanned learning, which takes place within the “school of life”, through socialization processes, in the family, with friends, through media.
- Non-formal education - planned educational activities realized outside of the schooling system, aimed at gaining different skills and knowledge, as well as personal development of participants in these programmes
- Role of Youth NGO’s..
- Main Challenge: Social Recognition
- Non-formal Learning Opportunities -for young people?

The EU supports these learning opportunities through different programmes – I.E. YOUTH PROGRAMME AS A TOOL FOR NONFORMAL LEARNING

- constructing “Europe of Knowledge” (Memorandum on lifelong learning and other documents), European Commission acknowledges and supports three different settings of learning/education: formal, informal and non-formal.

**European Union:**

The Structure of Youth Field

SOCRATES Education	LEONARDO vocational training	YOUTH non formal education
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## **YOUTH:**

Action I: YOUTH EXCHANGES

Action II: EUROPEAN VOLUNTARY SERVICE

Action III YOUTH INITIATIVES

Action IV JOINT ACTIONS

Action V SUPPORT MEASURES

## **OBJECTIVES AND PRIORITIES**

Balance between young people's personal development and collective activity in order to promote:

Facilitating the integration of young people into society encouraging spirit of initiative.

- Helping young people acquire knowledge, skills and competencies, and recognising the value of such experience.
- Allowing young people to give free expression to their sense of solidarity in Europe and the wider world, as well as supporting the fight against racism and xenophobia
- Promoting a better understanding of the diversity of our common European culture and shared heritage as well as of our common basic values.
- Helping to eliminate all forms of discrimination and promoting equality at all levels of society.
- Introducing a European element into projects which will have a positive impact on youth work at local level.

## **Priorities?**

- Within the framework of the aforementioned general objectives and priorities, the European Commission and National Agencies draw up specific priorities each year. In 2005, priority will be given to applications, all Actions of the YOUTH programme included, dealing with:
- cultural diversity (e.g. by facilitating dialogue and joint activities of young people from multicultural, multiethnic and multifaith backgrounds) and the fight against racism and xenophobia;
- the inclusion of young people with fewer opportunities.

For further information on the Inclusion Strategy, please consult: <http://www.salto-youth.net>

## **What types of projects does the YOUTH Programme support?**

### **Action 1 – Youth for Europe:**

In youth exchanges groups of young people can meet to explore common themes and learn about each other's cultures.

### **Action 2 – European Voluntary Service (EVS):**



Young people can spend up to 12 months abroad as European volunteers helping in local projects in various fields.

**Action 5 – Support Measures:**

Support for activities which consolidate or enhance the benefits of other YOUTH programme Actions and raise the quality of youth projects.

Action 3 and 4 are not open for EECA countries

**Who can participate?**

- Young people aged 15/18 – 25
- Project managers, youth workers, youth leaders, trainers or organisers in the youth field
- Non-profit-making NGOs
- Public authorities
- Others experienced in the field of youth and non-formal education
- European youth organisations which are based in a Programme country and have member branches in at least 8 Programme countries

**Who implements the Youth Programme?**

The European Commission, which initiated the Programme, is ultimately responsible for its smooth running. It manages the budget and sets priorities, targets and criteria for the Programme on an ongoing basis

The YOUTH programme National Agencies primary role is to promote and implement the Programme at national level. They have experience with European programmes for young people and are familiar with the relevant issues and organisations.

- Each National Agency acts as a link between the European Commission, project promoters at national, regional and local level, and the young people themselves, and is a key contact point.

**Other Structures?**

Three additional types of structures provide complementary expertise to the implementation of the YOUTH programme:

- The SALTO-YOUTH Resource Centres, which play an active role in the field of youth training and cooperation;
- The Eurodesk network, which are also relevant information relays in the youth field.
- The Council of Europe: the training-kits developed in the framework of the Partnership between the European Commission and the Council of Europe can serve as useful tools for planning and implementing projects (Actions 1, 2 and 5)

**Which countries in Eastern Europe and Caucasus  
can participate?**

Partner countries		
-Armeni a -Azerbai j an -Bel arus -Georgi a -Mol dova -Russi a -Ukrai ne	•SEE Countries •Medi terranean Countries	Latin American Countries

**Objectives for co-operation with other regions**

- Promotion of universal peace, dialogue, tolerance and solidarity among young people
- Building of long-lasting and solid partnerships
- Exchange of youth work expertise and know-how between non-governmental and governmental structures in the EU and partner countries
- The activities should give participants a better understanding of their own situations and cultures and help them explore their identities.
- Development of the voluntary sector and civil society in the partner countries.

**General rules for activities with partner countries**

- Only Action 1 (Youth for Europe), Action 2 (European Voluntary Service) and Action 5 (Support Measures) are open to third-country co-operation
- Projects should involve third countries from the same region, i.e. projects with third countries in EECA cannot involve partner countries from other regions.
- Pre-accession and EEA/EFTA countries involved in a project should not outnumber EU Member States
- Activities can take place in any of the countries which are involved in the respective project.

Special criteria for Action 2 -European Voluntary Service

EVS projects with partner countries may involve:

1. One sending country and one host country (one-to-one)
2. Several sending countries and one host country
3. Several sending countries and several host countries in the same region

**Perspectives 2007-2013**

- Age Limit most likely to be extended

- Youth of the World – a new Action for projects with all regions?
- Opportunity to engage EVS volunteers in collective Volunteering / Humanitarian Aid

**Annex IV:**

**YOUTH programme  
Action 2 – European Voluntary Service**

**EVS Volunteer Training  
Guidelines and Minimum Quality Standards**

**1. Introduction**

European education programmes are constantly challenged to prove their potential for an added educational value. They shall promote European awareness, active citizenship and might eventually lead to the shaping of a European identity. They shall encourage young European citizens to take an active role in social action and community development; they shall offer a once-in-a-lifetime experience for personal development. Like the other Actions of the YOUTH programme, the European Voluntary Service (EVS) addresses directly to the individual young person as a learning person. One of its features is a range of training provisions guiding young volunteers through a learning process during their service period abroad. This document takes up the question what should be the framework, the contents, the methods and the possible achievements of training for EVS volunteers.

Volunteer training is not a stand-alone subject. Information and support for the volunteer's project, continuous counselling and guidance before, during and after the service period, training for project managers, mentors and trainers add up to a complex set of measures, accompanying volunteers, promoters and organisations all through the experience called European Voluntary Service.

In order to monitor the developments and current situation related to EVS volunteer training the Commission has carried out a study on related documents, previous reports from seminars and conferences tackling the topic of volunteer training and a survey, in which the National Agencies and the European Nongovernmental Youth Organisations (ENGYOs) were requested to contribute with working material they developed for volunteer training. The survey led to a grand collection of different documents, written for different purposes and not necessarily meant to represent an official statement. Nevertheless, it constituted a valuable resource serving as a base for developing the Minimum Quality Standards for EVS Volunteer Training.

Findings from the collected material acknowledge that there is a real variety of providers implementing fairly different volunteer training activities. During the course of their service period, volunteers would often get different types of training offered by different providers. For this reason, volunteer training needs to follow a complex of minimum standards, implemented in a structured learning process, and complementing other support offered during the voluntary service period. The term "EVS Volunteer Training", should be here and after understood as a 4-format concept comprising the pre-departure training, the on-arrival training, the mid-term meeting and the final evaluation.

The aim of this document is to promote a common approach to EVS Volunteer Training through a set of minimum quality standards. The minimum quality standards are based on the conclusions from the abovementioned survey and represent a response of the Commission to the needs and recommendations presented by the YOUTH Programme National Agencies, ENGYOs, EVS training providers, and by young volunteers themselves.

The main objective is to provide minimum quality standards for each of the four formats of EVS Volunteer Training adding up to a coherent approach to training of EVS volunteers. In addition one can find an overview on the current training practices reflecting the variety of EVS project types and activity formats. This includes training for volunteers in individual EVS projects, in multinational EVS projects, at local, national or European level, in International Cooperation with Partner Countries and the Mediterranean partner countries of the Euro-Med Youth Programme.

**3. Minimum Quality Standards for EVS Volunteer Training**

The aim of volunteer training within the Action 2 of the YOUTH programme and Euro-Med Youth Programme is to provide the young volunteers with continuous guidance and support throughout the long-term perspective of a voluntary service period. Training of volunteers contributes to the education process and the personal development of the individual young person. The volunteer training concept also serves

as a mean of conflict resolution, risk prevention and evaluation instrument. EVS Volunteer Training consists of four parts: pre-departure training, on-arrival training, mid-term meeting and final evaluation. All four sessions have the same aim but specific objectives. They complement each other and correspond to the different stages of the project development and the learning process of the volunteer. Many volunteers receive training from different providers. Minimum quality standards have the task to help connecting and harmonising one and another format of training. They indicate which topics and issues volunteers and trainers can trust that they have been covered in the respective training session. They help creating a consequent and coherent covering of different topics at the appropriate project phase, and they help avoiding repetition of subjects over and over again. Minimum quality standards outline the least that should be covered by a training session. They do not limit trainers and organisers in terms of adding country or project specific features that they deem necessary or interesting for the participants attending their training event. Minimum quality standards clarify what can be expected as achievements from a training session; be it the organisers of the next training event, the project supervisors, the mentors or the volunteers themselves. Training providers can build a connection between the different phases of training while avoiding overlaps of topics and contribute to the creation of a continuous learning process for the volunteers before, during and following their service period.

## **Pre-departure training**

### ***Objectives of the training***

Pre-departure training provides the volunteers with information about the YOUTH programme, specifically Action 2 – EVS, project management, project life cycle and the different parties involved. The sessions allow volunteers to share expectations, motivation and also concerns with regards to their future project. It is inevitable to provide information on the rights and responsibilities of all project partners - as well as basics of conflict prevention and crisis management. Volunteers might face various difficult situations during the project. Pre-departure training takes into consideration the characteristics of an EVS project, in which the volunteers would integrate and interact with the local community in a foreign country, being confronted with different cultures, lifestyles. It is therefore essential to lay the grounds for guidance through the intercultural learning process.

The objective of pre-departure training includes provision of practical and technical information such as insurance, visa, pocket money, or working hours. The volunteers should become aware that the project does not relate only to the very activities they will be doing; moreover the volunteers would identify their involvement as part of an entire project life cycle from preparation until final evaluation and follow-up.

### ***Framework of the training***

Training practice up to date indicates an organisational framework apparently serving best the purposes of a pre-departure training. The following indicators should be considered as "ideal"; adaptation to each and every national situation as well as project specificity leads to variations:

- *Timing* min. 1 month before the departure of volunteer.
- *Duration* min. 3 working days
- *Group* 5 - 25 participants
- *Venue* residential

### ***Expected achievements of the training***

Differences of national conditions, training practices and organisational possibilities will always prevent predeparture training from being identical in all countries. It does not need to. Nevertheless, predeparture training should leave the volunteers to departure with a proper learning achievement in the following aspects:

- Know about concept and framework of voluntary service and its place within the YOUTH programme / Euro-Med Youth Programme,
- Receive basic information about the European Union (policies, initiatives, institutions, etc.) and European developments in the field of voluntary activities of young people,
- Be familiar with the partners in the voluntary service project framework and their role: Sending Organisation, Host Organisation, Coordinating Organisation, Mentor, and where applicable, National Agency, National Coordinator, European Commission
- Know about the rights and responsibilities of all the partners,
- Have shared their motivations, expectations and fears,
- Have received appropriate practical and technical information on visa, residence permit, legal status as a volunteer, insurance, contract, pocket money,

- Understand the meaning of intercultural learning and be aware of the ongoing intercultural learning process,
- Have received guidance or at least hints on crisis management,
- Be aware of that the voluntary service project is not only the activities but the whole project cycle from the preparation to the final evaluation.

## **On-arrival training**

### ***Objectives of the training***

The main objective of the on-arrival training is to introduce the volunteers to host country and project environment, giving them the ability to cope with the situation around the service placement. On-arrival training supports the volunteers in adapting to cultural and personal challenges. The training allows volunteers to get to know each other, to build a network, to meet up and stay in touch.

At the same time, it equips the volunteers with skills for good communication, be it in aspects of intercultural learning or actual language. An introductory language course helps the volunteers to communicate and to integrate faster in the hosting community. The training helps the volunteers to become aware of the cultural differences and the different models of behaviour. The training is also a time for the volunteers to plan the coming months and to set their own personal goals towards the voluntary service project.

If volunteers have already spent time in their host organisation, they exchange their first experiences and clarify questions related to their project.

### ***Framework of the training***

The following indicators describe the most common operational framework for on-arrival training. Conditions and training practices again determine variations:

- *Timing* within 4 weeks after the arrival of the volunteer
- *Duration* min. 5 working days
- *Group* 5 - 25 participants
- *Venue* residential

Timing is a key factor for on-arrival training. Too much flexibility, e.g. because of organisational constraints are fatal. If the on-arrival training takes place long time after the arrival of the volunteer, it will appear as a meaningless appointment.

### ***Expected achievements of the training***

Considering the national conditions, working realities and training practices, on-arrival trainings will not be and shall not be identical. Nevertheless, on-arrival training should leave the volunteer with a proper learning achievement in the following aspects:

- Have received information on the host country: history, political and social situation, key aspects of the host culture,
- Have received information on structures of former EVS volunteers in the host country,
- Be aware on how to deal with cultural differences and with conflicts,
- Be familiar with the role of each partner in the project and her/his own rights and responsibilities,
- Know the basic communication phrases in the host country language,
- Know the meaning of being a volunteer,
- Have identified clear goals and ideas towards his/her voluntary service project.

## **Mid-term meeting**

### ***Objectives of the meeting***

The mid-term meeting allows volunteers to evaluate their experience so far and to reflect on the project activities. Mid-term evaluation is an essential tool for risk prevention and crisis management, especially in long-term projects like a voluntary service abroad. In this respect the meeting facilitates a conflict resolution - if necessary! Mid-term meetings are not necessarily "only" crisis meetings. Volunteers share as well positive experiences and find further motivation from other volunteers' reports about their activities.

The meeting provides the opportunity to learn from everybody's "EVS story". The meeting enables the volunteers to work on developments and/or further improvements in their projects. This includes the "What next", dealing with the volunteer's perspectives beyond the project. Already at this stage volunteers should have access to knowledge about future possibilities, such as Future Capital.

Overall, the mid-term meeting should offer a relaxed and informal atmosphere so the volunteers feel comfortable to share and say whatever is important for them.

### **Framework of the meeting**

The following indicators outline the most appropriate operational framework for mid-term meetings. Conditions and training practices again determine variations:

- *Timing* min. 2 months after on-arrival training and max. 3 months before project end,
- *Duration* min. 3 working days
- *Group* 5 - 25 participants
- *Venue* residential

The nature of the event as a meeting with other volunteers is essential for this event. Volunteers go to midterm meetings long enough after their arrival in the project, so that they have enough experience for reviewing the project situation, as well as soon enough before the end of the project so that there is time for turning ideas for improvement still into the ongoing activities.

### **Expected achievements of the meeting**

Considering the national conditions, working realities and training practices, mid-term meetings will not be and shall not be identical. Nevertheless, mid-term meetings should leave the volunteer with a profound learning achievement in the following aspects:

- Have done a personal evaluation of the individual project and reflected on the scope of activities,
- Have shared personal experiences (being part of community life, living within a different culture, using the language, having found new hobbies, discovered places),
- Have identified problems, difficulties, conflicts faced or about to face and consequently received satisfying support and clues on “next steps” to solve problems,
- Have worked on an individual action plan referring to the further development of the individual project(during the project),
- Have received information and guidance on what is Future Capital (philosophy, formal criteria, content) and how/where to apply,
- Enjoyed the meeting and have relaxed and freed their minds.

## **Final evaluation**

### **Objectives of the meeting**

The final evaluation of a voluntary service period plays a significant role in the project life cycle. It focuses on bringing together volunteers and their sending organisations to conclude the project, to look back and reflect on what happened during the project. The framework of the evaluation enables participants to address the actual realisation of the project: aims, objectives, motivation, expectations, actual activities, self-initiative, own project development, learning aspects - very much the volunteer’s contribution to the “action” in the host organisation. One topic is the personal support and supervision provided, hence the overall pedagogical approach within the project, both from host and sending organisation. The volunteers and the sending organisation assess their communication and the support provided by the sending organisation to the volunteers during the service period.

A key question addresses the learning effect of the service period. What is it that the volunteers bring back to their “home” community? The final evaluation meeting facilitates the “home” reintegration of the volunteers, guiding onto the next steps: involvement in voluntary work back home, preparation of a Future Capital project, contact with national structures of former EVS volunteers etc.

Last but not least, the meeting asks the volunteers to share experience and to contribute with recommendations referring to the qualitative development of future voluntary service projects.

### **Framework of the meeting**

The following indicators outline the most appropriate operational framework for final evaluation meetings. Conditions and training practices again determine variations:

- *Timing* max. 3 months after end of the service period,
- *Duration* min. 2 working days
- *Group* min. 5 participants; the sending organisation should at least be represented
- *Venue* residential

### **Expected achievements of the meeting**

Considering the national conditions, working realities and training practices, final evaluation meetings will not be and shall not be identical. Nevertheless, final evaluation meetings should leave the volunteer with a profound learning achievement in the following aspects:

- Have evaluated the entire project life cycle together with the Sending Organisation, including the cooperation between the volunteer and the sending organisation,
- Have reflected specifically on the service period: activities, own projects, personal contribution to the host organisation and the host community, personal support and supervision obtained, the overall pedagogical approach of the organisations involved,
- Have assessed their learning achievements (personal, professional, social), be aware of their personal capacities and skills,
- Have reflected upon their increased knowledge on Europe, understanding for cultural diversity and their attitude towards Europe,
- Have elaborated the idea of using the skills to contribute within their home community, their sending organisation, and/or the national structure of former EVS volunteers,
- Have shared their EVS experience with peers,
- Have had the chance to present their recommendations related to qualitative improvement of future EVS projects.



**Annex V: Project proposals elaborated during the training course**

**Action 1 – Youth Exchange  
Local heritage and identity in a globalizing world**

**Type of activity**

Please tick the boxes corresponding to the exchange for which you are submitting this application.

- This project is a youth exchange of the following type : (tick one box only)
- bilateral (2 Programme countries)
  - trilateral (3 Programme countries)
  - multilateral (more than 3 Programme countries)
  - crossborder cooperation (bilateral, trilateral, multilateral)
  - multilateral with Mediterranean Partner Countries
  - multilateral with other Partner Countries (International Cooperation Project)

**Duration of your project**

Please indicate the total duration of the project from preparation to evaluation (= eligible period for costs linked to the project, please consult the User's Guide section B.5 for the exact dates), and also the start and end dates of the actual activities.

The project starts : 01 / 04 / 06      The project ends : 01 / 09 / 06  
(date when the first costs incur)      (date when the last costs incur)

The activities start : 01 / 07 / 06      The activities end : 08 / 07 / 06

Total duration of the activities, excluding travels (in days) : 8

Venue(s) : Armenia, Yerevan

**Part IV. Participants in the project**

Country of residence	Total number of young people	Distribution by gender		Distribution by age group			
		Male	Female	< 15	15-17	18-25	> 25
Belarus	4	2	2			4	
Russia	4	2	2			4	
Armenia	4	2	2			4	
Finland	4	2	2			4	
Sweden	4	2	2			4	
Lithuania	4	2	2			4	

## Part V. Project description

### A. Context and motivation

The idea of this youth exchange came while the project on EU – CIS training course on youth partnership building and project management held in Belarus 3-9 march 2005 (project number ). During discussions we found out that the problem of cultural identity in the globalizing world is quite similar in every country even we have different historical and cultural background. Due to the great interest of the participants of that project to this topic some of the participants decided to realise this idea. And the draft of the application was created and discussed during the training course.

### B. Preparation

First preparation began when the participants of training arrived home and had discussions of the idea and draft of the project in their youth organizations. After that in each country the leaders were defined who continued working out the idea of the project and project application.

And we have several preparation levels:

1. Within our country groups: Each group will have a preparation meeting where the group leader will introduce the project to the potential participants and explain the theme and objectives of the youth exchange. After selecting the participants each national group will prepare according to the programme presentation of their country, youth organization and actual situation with the problem of Local heritage and identity with their countries
2. With partners: As mentioned above, the group leaders will have communication about the contest of the youth exchange in order to work on the project together
3. Advance planning visit: 1 month before the youth exchange begins we plan to have APV for defining final task divisions and final discussions

### D. Theme

The theme of the youth exchange is local heritage and identity in a globalizing world

Nowadays young people in the globalizing world and Europe in particular often forget about values of their culture, trying to become citizens of EU and common Europe in general. On the other hand the feeling of European citizen has many advantages

And during the exchange we will try to look to good and bad sides of globalisation and importance of national identity

### E. Objectives

-Promote discussions and awareness among the participants about national identity and globalization

In relation with personal development of the participants they will think about and discuss the problem of national identity and globalization and the importance of preserving and valuing their own national cultures in a globalizing world

-Inspire the participants to awake interest to national identity among youth of their local society

Matching the priorities of youth program this youth exchange has also the objectives

- Allowing young people to give free expression to their sense of solidarity in Europe and the wider world, as well as supporting the fight against racism and xenophobia
- Promoting a better understanding of the diversity of our common European culture and shared heritage as well as of our common basic values.
- Introducing a European element into projects which will have a positive impact on youth work at local level.

### F. Activity programme

Day 1

Arrival before lunch

Introduction to the theme of youth exchange and ice-breaking

Welcome party

Day 2

Expectations and fears

Brain storming what is national identity and what is globalization

Working groups what is the situation with national identity in your country

Countries presentation (party)

Day 3

Presentation of the results

Guest speaker on globalization tendencies

Role game on prejudices

Presentation of the results

Countries presentation

Day 4

Working groups on advantages and disadvantages of identities and problems of nationalism and conservatism in traditions

Presentation of the results

Visit to the city to museums and so on

Meeting with local young people

Countries presentation

Day 5

The future: what can happen – working groups

Presentation of the results

Plenary session

Countries presentation

Day 6

Change of attitude to countries participating (what we thought and what has changed) Discussion

Opportunities given for youth by Youth program

Farewell party

Day 7

Plans for future projects, country groups

Evaluation / Departure

#### **I. Follow-up and evaluation**

During the exchange feedback groups will be done every evening to sum up the day and be flexible for participants needs and wishes. The final evaluation in both oral and written forms will be done on the last day of activity. Each group, one month after returning home, will send a brief report on their follow-up activities.

**ACTION 2 –  
From country(side) to country(side)  
Multilateral EVS project on rural youth and local development in EU and EECA countries.**

<b>Type of activity</b>	
<i>Please tick the boxes corresponding to the project for which you are submitting this application.</i>	
Type of activity : (tick <u>one</u> box only)	<input checked="" type="checkbox"/> Long-term voluntary service (6 to 12 months) <input type="checkbox"/> Short-term voluntary service (3 weeks to 6 months)
Type of project : (tick <u>one</u> box only)	<input type="checkbox"/> Europe-wide project <input type="checkbox"/> Collective voluntary service project <input type="checkbox"/> International Cooperation Project with Mediterranean Partner Countries <input checked="" type="checkbox"/> International Cooperation Project with other Partner Countries <input type="checkbox"/> Voluntary service project in ENGYO secretariats

<b>Duration of your project</b>	
<i>Please indicate the total duration of the project from preparation to evaluation (= eligible period for costs linked to the project, please consult the User's Guide section B.5 for the exact dates), and also the start and end dates of the actual activities.</i>	
The project starts : (date when the first costs incur)	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>01 / 09 / 05</u> </div> <div style="text-align: center;">                     The project ends : (date when the last costs incur)                 </div> </div>
The activities start :	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>05/09 /05</u> </div> <div style="text-align: center;">                     The activities end :                 </div> </div>
Total duration of the activities (in weeks / months) : 8 months	

<b>Main themes for the activities</b>	<b>Main target groups</b>
<i>Please tick not more than 2 boxes.</i>	<i>Please tick not more than 2 boxes.</i>
<input type="checkbox"/> Art and culture <input type="checkbox"/> Environment <input type="checkbox"/> Heritage protection <input checked="" type="checkbox"/> Rural development <input type="checkbox"/> Urban development <input type="checkbox"/> Equal opportunities <input type="checkbox"/> Anti-racism/xenophobia <input type="checkbox"/> Health <input type="checkbox"/> Anti-drugs/substance abuse	<input checked="" type="checkbox"/> Youth and children <input type="checkbox"/> Elderly <input type="checkbox"/> Disabled people <input type="checkbox"/> Homeless <input type="checkbox"/> Unemployed <input type="checkbox"/> Migrants <input checked="" type="checkbox"/> Local Community <input type="checkbox"/> Other - specify :
<input type="checkbox"/> Social exclusion (in general) <input type="checkbox"/> Measures against delinquency <input type="checkbox"/> Youth information <input type="checkbox"/> Youth policies <input checked="" type="checkbox"/> Youth leisure <input type="checkbox"/> Youth sports <input type="checkbox"/> Media and communications <input type="checkbox"/> European awareness <input type="checkbox"/> Other	

**Summary of your project**

Please give a short description of your project (approximately 50 words). This summary should be filled in English, German or French, regardless of which language you use to fill in the rest of this application.

The project will give the opportunity to young people from rural areas to apply and develop their skills whilst contributing to and learning about a new culture. The children and the local community will benefit from hosting a volunteer from another European region.

**Sending organisation(s)**

Alternative-V	Ukraine	1	
ICYE-UK	UK	1	
ICYE - UK		1	
ICYE - UK		1	
ICYE - Germany	Germany	1	
FIYE - Poland	Poland	1	
FIYE - Poland		1	
Mir Tesen	Russia	1	
Mir Tesen		1	
HUJ – Armenia	Armenia	1	
	<i>TOTAL</i>	10	

**B. Preparation, contact with the volunteer(s) and follow up**

Pre-departure 3 day seminar in the UK about rural youth.

Day 1: general introduction to volunteering, rights and responsibilities, ice breaking games. Expectations and Fears. Support structure

Day 2: Inter-cultural learning. Meeting with ex volunteers.

Day 3: Presentation on the situation of rural youth in volunteers countries. Brainstorm the practice aid of the EVS volunteer including conflict management.

ICYE – UK will be responsible for carrying out this seminar.

**C. On-arrival training**

Host – co-ordinating organisation will carry out an on arrival 3 day training.

**D. Coordination**

ICYE –UK is responsible providing pre-departure and final evaluation camp and matching the volunteers to the projects. Responsible for travel arrangements and insurance from UK to host countries for all volunteers after the seminar. Also responsible for the distribution of funds to the host co-ordinators. Responsible for conflict resolution.

**Part V. Project description (cont.)**

To be described in full detail for each host project. Please consult the User's Guide, chapter D.

<b>2. Description of project context, volunteer tasks and practical arrangements</b>			
Host organisation	Mezijirichi Orphan Centre		
HEI ref. (if applicable)			
<b>A. Mentor of the volunteer(s)</b>			
<i>Please note that the mentor should not be the supervisor or another person directly involved in the volunteer's project.</i>			
Family name (Mr/Ms)	Omelchenko	First name	Yana
Position/function	Co-ordinator (EVS)		
Telephone	Email		
Involved / employed	<input type="checkbox"/> other	<input type="checkbox"/> host organisation	<input checked="" type="checkbox"/> host coordinating organisation
	specify :		
<b>B. Staff and volunteers in the host organisation</b>			
<ul style="list-style-type: none"> <li>• Total number of staff in the host organisation, 40</li> <li>• Number of staff and volunteers directly involved in the proposed EVS project, 5</li> <li>• Number of national and international volunteers already working in the organisation. 3 national</li> </ul>			
<b>C. Local community</b>			
<p>Mezijirichi is a small rural village on the west of Ukraine with approx 1000 population. Its approx. 60km from the big city of Mukachevo. There is a primary school, a library 1 shop and a youth club. The staff are residential.</p>			
<b>D. Objectives and motivation</b>			
<p>To give the young people the opportunity to share their knowledge of youth activities in their own community and to get involved in the practical day to day running of the orphanage. They will receive knowledge from the orphanage about specific projects and issues important for young people in the orphanage.</p>			
<b>E. Volunteer tasks</b>			
<p>The volunteer will be working in the garden in the morning and in the second part they will help the children with their homework/give a language class. They will also be involved in projects and cultural events and take part in national holiday events. Depending on the volunteers skills, they can develop a particular project, workshop or after school class in their specialist area.</p>			
TYPICAL WORKING DAY			
AM			
The volunteer will spend the morning learning Ukrainian/Russian and preparing the classes.			
2PM eat lunch with the children			
3 – 4PM volunteer + 5 children work in the garden.			
4 – 7PM Homework assistant and physical activities.			
<p>The volunteer will spend time with the children at the weekend following the needs of the project. They will be given time off in lieu during the week.</p>			
<b>F. Recruitment</b>			
<p>Please give information on general recruitment criteria that apply for volunteer candidates. Gender, age and other requirements need to be justified by explaining the specific conditions of the project environment.</p>			

The volunteer should be motivated to work with children and willing to learn about children who are orphans. The volunteer should also be able to live in the countryside, quite far from the city life. The volunteer should also be willing to utilize her/his skills in developing activities for the children.

**G. Volunteers with fewer opportunities / special needs (if applicable)**

We will provide a strong network of support with a group of 3 mentors within the rural area. The volunteer will take language classes in a social service office in a nearby town so there will be strong support available for her/him.

**H. Practical arrangements for the volunteer**

- Food: Please describe the arrangements for the volunteer.

The volunteer will eat at the project with children and staff.

- Accommodation: Please describe the arrangements for the volunteer.

The volunteer will have their own room at the project.

- Language training: Please describe the language training available to the volunteer during the project.

The volunteer will have language classes twice a week and the length of time depends upon the needs of the volunteer.

- Training and support: Please describe the on-going training and personal support of the volunteer.

The volunteer will receive pre-departure training organised by ICYE UK, on arrival training, mid-term and final evaluation with all the other volunteers provided by Alternative – V and final evaluation provided by ICYE UK with all the international participants of the project. The contact person at Alternative-V will contact the volunteer once per week. Two of the mentors will live in the same village as the volunteer and the other mentor will live in the town where the language classes will be conducted.

**Action 5 TRAINING COURSE -  
MULTI-ETHNIC / MULTI-FAITH DIALOGUE IN YOUTH WORK**

**A. Context and motivation**

Please explain:

- how you came up with the idea of this project,

-proposed by youth leaders from EU and EECA Countries during a TC on YP and PM in Minsk

-emphasising the importance of interethnic youth work / peace issues for the involved EECA countries given their recent history

- why you are willing to do it.

To be able to combine peace building and youth dialogue in YOUTH programme activities youth workers need training and can learn from each others with regards to how different EECA and EU nations deal with ethnic groups/minorities,

**B. Preparation**

Please explain what kind of preparation you have done and will do, and the extent of the involvement of your partner organisation(s)/group(s).

- Two coordinations- one for EU countries and one for EECA countries will be elected. They will send around all necessary material between partner organizations.
- Power Point presentations will be made and all necessary material for presentation of different ethnical conflict's background and current situations by the participants,

**C. Objectives**

Please describe what you expect to achieve with this project in relation with e.g.:

-establish new contacts and partnerships in and between organisations from regions with ethnic conflicts

-to provide participants with knowledge and a possibility to share experience on how they include these issues in youth work, as well as with better knowledge on the situation and background of (potential) ethnic conflicts in both EECA and EU countries

-improve quality of YOUTH ACTION !1 and 2 projects by including innovative working methods, target groups from a variety of ethnic backgrounds and fostering youth dialogue.

-including young people from areas where international contacts and mobility are limited

**D. Beneficiaries**

Please explain:

- who will benefit from the project (target groups, sectors etc.),

youth workers interested/working on mobility and voluntary service activities interested in youth interethnic dialogue

- if and how you intend to disseminate your project results (information, training material etc.),

The presented case studies as well as results of the TC will be circulated with a final report

- if and how you plan to ensure an impact on your local community.

Participants upon return to their communities will engage in projects dealing with these issues with local young people

**E. Working methods**

Workshops, Forum/Invisible Theatre, case studies, role games, team building, practical learning lectures, brainstorming;



**F. Intercultural dimension**

Please explain how you will include the following aspects in your project:

- communication between participants (i.e. how will you address language problems, if any); in case special linguistic support is required during your project, please explain;
- development of intercultural learning process;
- development of mutual understanding, tolerance and fight against racism.

**G. Work programme**

Please attach a detailed daily work programme for the planned project activities.

20 November

9.00 – 20.00 Arrival of participants

20.00 – 20.30 Dinner

20.30 –

- getting to know each other
- ice breaking games

21 November

9.30 – 11.00 Opening and presentation of program

- Intraduction to participants' organizations/projects (part I)

11.00 –11.30 Coffee break

11.30 – 13.00 Introduction to programme: needs and expctations

13.00 – 15.00 Lunch break

15.00 – 16.00 Inroduction to conflicts existing in EECA & EU counries

16.00 – 17.30 Expression of expectations regarding .....etc..

**H. Follow-up and evaluation**

Please give details regarding evaluation:

- during the project,
- after the project is finished,

How do you plan to follow up this project (e.g. other YOUTH activities, ongoing contact with partner(s) etc.)?

How do you plan to measure the outcome of this project (e.g. number of new YOUTH projects, improved quality of YOUTH projects, etc.)?

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## ANNEX 6: YOUTH PROGRAMME GLOSSARY

**Glossary** (source: USER'S GUIDE Version valid as of 1 January 2005):

Some of the terms used are specific to the YOUTH programme or have a specific meaning in European terms. The following are some basic definitions of terminology:

**Member States** – the countries that are members of the European Union (see section B.2).

**EFTA/EEA countries** – the three countries which are members of the European Free Trade Association and of the European Economic Area (see section B.2).

**Pre-accession (or candidate) countries** – countries which have applied for European Union membership and participate fully in all YOUTH Actions (see section B.2).

**Programme countries** – EU Member States, EFTA/EEA countries and pre-accession countries. They can participate fully in all YOUTH Actions (see list of countries in section B.2).

**International Cooperation with Partner Countries** – neither Member States of the European Union, pre-accession countries, nor members of EFTA/EEA, i.e. the Mediterranean Partner Countries as well as the countries from Eastern Europe and the Caucasus, South East Europe and Latin America listed in section B.3. They can participate in YOUTH projects under Actions 1, 2 and 5, subject to specific criteria and procedures as outlined in chapter H.

**Mediterranean Partner Countries** – the non-EU countries located on or near the Mediterranean Sea, that are participating in the Euro-Mediterranean Youth Action Programme (see section B.3).

**Eastern Europe and Caucasus:** Belarus, Russia, Ukraine, Moldova, Georgia Azerbaijan and Armenia

**Euro-Med** – the Euro-Mediterranean Youth Action Programme, which involves the EU Member States and Mediterranean Partner Countries.

**National Agencies** – structures established by the national authorities in each Programme country in order to assist the European Commission with management and to assume responsibility for implementation of most of the YOUTH programme (*see attached list of contact details*).

**Eurodesk** – a European network of relays providing information relevant to young people and those who work with them on European opportunities in the education, training and youth fields, and the involvement of young people in European activities / <http://www.eurodesk.org> (*see attached list of contact details*).

**SALTO-YOUTH Resource Centres** – SALTO stands for “Support and Advanced Learning and Training Opportunities”. These are structures established within the YOUTH programme to provide training and information for youth organisations and National Agencies / <http://www.salto-youth.net/> (*see attached list of contact details*).

**National Coordinators** – structures established by the national authorities in each Euro-Med partner country in order to facilitate implementation of the Euro-Mediterranean Youth Action Programme (*see attached list of contact details*).

**The Partnership** – the Partnership between the European Commission and the Council of Europe fosters the active citizenship of young people by giving impetus to training and research activities in this field / <http://www.training-youth.net/> (*see attached list of contact details*).

**Non-formal education** - projects within YOUTH actively involve young people on a voluntary basis and provide them with opportunities to acquire skills and competencies outside formal education and training systems. Even though they are not part of any formal educational curriculum, YOUTH projects are characterised by a carefully planned programme of personal and social education for participants and apply methods of intercultural learning.

**ENGYO** – European non-governmental youth organisation based in one of the Programme countries and with member branches in at least eight Programme countries (legal statutes).

**Community funding** – financial contribution from the YOUTH programme awarded to selected projects.