

ESC INFO PACK

Concerning the following project:

AYUNTAMIENTO DE RIBADAVIA

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SELLO DE CALIDAD 2021-1-ES02-ESC50-016967

Division of rights and responsibilities

The **HOSTING ORGANISATION** undertakes to co-ordinate the partnership between all partners in the European Solidarity Corps of Erasmus + programme. The hosting organization organises the selection of the young volunteers, where appropriate in co-operation with the sending organisation, taking into account the needs of the host organisations.

The hosting organization ensures that the project runs smoothly and is responsible for monitoring and evaluation of the European Solidarity Corps project activities.

The hosting organization manages:

- accommodation, food, local and other travelling, OLS and different practical needs
- provides a "personal" tutor who helps the volunteers in their free time activities and helps solve their problems (e.g. go to the doctor, open a bank account, etc.)

The hosting organization is the body responsible to the Commission for the implementation of the ESC project.

The hosting organization accepts one or more voluntary workers to take part in non-profit-making activities, which should benefit the host community, in the social, environmental or cultural fields. These activities should provide an added value for the host community. The activities of the young volunteers must not be indispensable to the continuation of the project undertaken by the host organisation. Under no circumstances may they replace an existing or potential job. The hosting organisation undertakes to take all steps to help the young volunteers to integrate into the project and the host environment.

The hosting organisation recognises that, in view of their status, the young volunteers may not automatically be subject to the same rules or obligations as paid/permanent staff in the organisation.

The hosting organisation provides a tutor for the volunteer. The hosting organisation shall appoint one or more persons who shall be directly responsible for supervising the young volunteers and to whom the young volunteers may turn if they have any problems.

The **SENDING ORGANISATION** undertakes to select, prepare, support and monitor the volunteer before, during and after the ESC activities, arrange insurance of volunteer Cigna, assist volunteer with international travel arrangements, visa/vaccination requirements (if required), provide co-ordinating organisation with receipts of costs, liaison with NA on pre-departure training and help with the final report (if any).

The sending organisation shall help the young volunteers to demonstrate the value of this experience, by ensuring that they benefit not only themselves but also the sending community. In order to do so, the sending organisation undertakes to monitor the voluntary workers in an appropriate manner after their return.

The **YOUNG VOLUNTEERS** undertake to participate voluntarily in an active citizenship and informal education experience with the aim of acquiring social, intercultural and personal skills, enabling them to lay the foundation for their own future and at the same time contribute to the well-being of the community. The volunteer takes part in an unpaid non-profit-making activity, which is of importance to the community and in the common interest. The European Solidarity Corps aims to provide young volunteers with an intercultural learning experience and the opportunity to acquire many skills which will be useful for their social and professional integration.

The young volunteer will embark on this adventure with an open mind and the resolve to discover and appreciate another culture, to integrate into a foreign community and to participate actively in activities, which are of benefit to the local community. The young volunteers will also be involved in preparing host projects, drawing on their own culture and putting forward a new approach based on their own experience, thereby benefiting the project and expending time, energy and enthusiasm in the interests of the host organisation.

They undertake to respect the practices and rules of the host organisation, provided that this does not entail loss of freedom.

Division of the Community grant:

The Community Grant is transferred to the HOSTING ORGANIZATION and the division of the expenses hereinafter:

After the money transferring from National Agency, the HOSTING ORGANIZATION will transfer to the SENDING ORGANIZATION,

* Sending Activity costs (350 €)

70% in the beginning of the project, as soon as we received sending invoice

30% at the end of the project as soon as we received sending organization final report

* International travel costs (275 €)

100% International travel costs since local country to the project, as soon as we received travel invoices, travel tickets and/or boarding passes

The HOSTING ORGANIZATION pays in cash or by bank transfer every month to the

- VOLUNTEER	150 €/month pocket money
	155 €/month food money

THE HOSTING ORGANIZATION manages and provides

- Accommodation in a flat with other volunteers with a single room per person. (The flat is equipped with necessary things. The flat is near the workplace.)
- OLP (Online Linguistic platform)
- Meetings with other ESC volunteers
- Meetings between volunteer and host organisation
- Evaluation of the project between sending and hosting organisation
- Administration
- Tutor

Description and details of the project and activity of the young volunteer. Normal weekly schedule for the activities of the young volunteer, number of days per week, number of hours per day, number of days rest per week, expected learning outcomes

Activity Dates:

30/01/2022 – 30/01/2023

The volunteer will be integrated in the activities carried out in the Municipality of Ribadavia, in the Youth Centre where is located the Youth Information Centre. The purpose for our volunteers is to give young people, in our organization and in the region, a better European awareness. We wish to widen young people acceptance and understanding of different cultures. With a volunteer present it helps spreading the knowledge about Erasmus + and its various actions.

Tasks of volunteer:

During the long term project from end of January 2022 up to the end of January 2023 we are willing to host 4 volunteers: 4 young persons that are actively involved in their local social life. The hosting organization of the ESC in Spain will be the Town Hall of Ribadavia, however within this project is implicated the cooperation with other institutions and organizations from Ribadavia.

The Town Hall of Ribadavia is linked to local associations, and the volunteers – together with the full-time staff of the Youth Information Centre – will collaborate together with these associations, with the Culture House and Cultural activities (music festival, medieval festivals, theatre Festival, Ukelele Festival, Halloween..), Social Services (accompaniment of elderly people for the fight against loneliness among the elderly in rural areas), Environment area (ecological garden) and Turist Office Information from the Municipality of Ribadavia.

The volunteers receive information about the work of the Youth Information Centre, particularly and mainly in the field of youth information on the local, regional, national and international level. They will create videos, design posters and a bulletin of the Youth Information Centre which contains all the information about upcoming events and they will support in a recent area created in the municipality to childhood and youth support to get young people to participate more actively in the decision making of the town hall and local policies and make them more active citizens. Furthermore the ESC will have the opportunity to cooperate in local events that take place in Ribadavia during the year, like Festa Da Istoria (Medieval festival), Noite Meiga (Halloween night) , Arteficial Music Festival, Festival or UKPDAY (Ukulele youth festival), in our online Radio of OMIX, in our ecological garden and accompaniment to older people.

Working hours of the volunteer:

In the morning the ESC will work from 9:30 until 14:00 h from Monday to Friday and Monday, Tuesday and Thursday from 17:00 to 20:00 h and their task is going to be divided into different municipal institutions like the Youth Information Centre and the Culture House depends of the activities. In the afternoon they will also ESC will participate in the language classes on the Online Linguistic Plataform and free time leisure activities. They will have the possibility to use the town's gym (sports centre) in their free time for free.

Four hours per week, the ESC will participate in Spanish classes with the Mobility Tool provide by the National Agency. We consider learning Spanish (Castellano) as a very important part of the project to make the process of adaptation easier in the local society. Furthermore we consider learning Gallego (the official language of the Comunidad Autónoma de Galicia) an important aspect of further integration into society. For this reason the volunteers have the opportunity to take classes of Gallego in the Youth Center and also in the beginning of the project we will have a Spanish teacher to help them to adapted.

During the first week the ESC will receive a short technical and cultural training that will give them all the basic information they need to know about the local background not only socio-cultural but also about their work. There will be a guided tour through Ribadavia, 'Comarca do Ribeiro' and the region so that they can discover the local culture and the most characteristic places here. According to rich, interesting and big Galician tradition, there are a lot of places to see, the guided visits are going to be divided into few parts according to the special background of the places.

During their voluntary service the ESC can participate in various events and projects that are being offered (organized and sponsored) by the Town Hall.

During the long-term project of volunteering in Ribadavia the ESC will receive support from a tutor, who will help them adopt themselves into the local society and work at professional and personal level. Having experience with other volunteers hosted by us in Ribadavia we had developed steps of adaptation of the volunteers not only at environmental aspects but as well at aspects of volunteering that furthermore that the project *Ayuntamiento de Ribadavia* achieve its the aims.

The volunteers' support consists of supporting full-time workers in the Youth Information Centre and cooperation in the Cultural Center in organizing, developing and creating cultural events at local and international level.

Activities of the volunteer:

The responsible of the activities will be Manuel Araujo Montero, also responsible of the Youth Information Office.

The ESC will help to elaborate and edit informational documents and leaflets about the activities and events organized by OMIX (Oficina Municipal de Información Xuvenil): modifying prospects, posters, videos and other documents consisting of youth forums, meetings, activities, workshops. He will support coordination with local, national and international partners as well

as creating new links with new international European organizations. They will participate in workshops that prepare her to be able to help organize and develop events, projects, activities in Ribadavia. According to our experience we think that it fulfils her aims.

The ESC will collaborate in Youth Information Centre where she will give information to young people from Ribadavia who need help and information, and furthermore: youth card, searching grants, courses, training courses, workshops (in Spain and outside the country – within the programme Erasmus+), sponsoring possibilities for the youth and local associations. In this kind of work the support of the European volunteer is indispensable especially according to foreign workshops. We consider it fundamental that the example of volunteer has a big impact in field of youth participation (on the youngsters from Ribadavia).

The ESC will work in the office doing administrative work like answering the telephone, editing papers, translating materials for events or website.

The ESC will visit local youth organizations and educational centres to promote the idea of volunteering and being a volunteer, promoting European Solidarity Corps and participation in the field of citizenship, intercultural learning and the Erasmus + Programme.

One part of the ESC work consists of activities in the Culture House and Youth Centre, as well as continuing activities during the year and preparation and cooperation in local events, celebrations that take place in Ribadavia (Festa da Istoría, Portal, Magostos, Nadal e Ano Novo, Cabalgata dos Reís, Carnaval, Festival Artificial, Festival UKPDAY, San Xoan, Mostra Internacional de Teatro ect.), language workshops, annually.

The ESC will support the activities of the Tourist Information Centre: editing materials, posters, leaflets and papers used for tourists, actualisation of website in English and French, public relation with the tourists visiting Ribadavia, guided tours, supporting events run by Tourist Information Centre, creating new activities.

Establishing new contacts with organizations in her country to create a database of networking increasing undertaking the cooperation between youth projects, creating new links and European projects (Youth exchanges and ESC). Updating the website, the Info Juventud Ribadavia Google group, editing information in website and Google group.

The ESC will be included in an activity called intercultural workshop, actively participating with her ideas from her own culture. The aim of this workshop is to create in the project *Ayuntamiento de Ribadavia* space for European diversity and volunteer self initiative. She can offer information about different countries, show different audiovisual materials, describe the

experience of being a European volunteer and as well tell young people about her own culture, language, customs, traditions, etc.

Within the project the ESC has the space to create her own activity, according to personal interests or passions. For example, last year one of the volunteers organized film screenings, and this year the volunteers are giving language workshops in the Culture House as well as they give graphic design workshops.

The ESC has the opportunity to participate in local activities that are organized by local associations, the Culture House or the Red Cross, such as workshops and excursions about nature, rural development, new technologies, working with children and activities for disabled people. The volunteer can decide to participate according to her interests.

The ESC will participate in meetings to evaluate the work, cultural visits during weekends, seminars, youth exchanges and trainings that take place in Ribadavia (within the Erasmus + programme)

Other activities in free time:

The volunteer can use the sports services that the Town Hall of Ribadavia offers. The ESC has access to the tennis field, gym, and can participate in other sports like soccer, basketball, handball, etc.

Another service that is offered to the volunteer is the use of the local library. The use of books as well as internet is available to the volunteer.

We think that the involvement of volunteers in these kinds of leisure activities helps them to get more integrated in society and get to know (young) people from Ribadavia.

General principles of working with European Solidarity Corps:

- Initial training and support in the long term concerning the realization of work-related tasks:

In the selection of volunteers it was not important if the volunteers had any similar experience to the tasks they will be fulfilling here, however their motivation to do European Solidarity Corps was an important factor in the selection procedure.

The initial training of the volunteers will consist of support and training for all the different tasks they fulfil, which can continue during the project if necessary.

- Responsibility and responsibilities:

The tasks of the volunteers will give them a sense of responsibility, will implicate them in these tasks and will prevent them from being too

responsible, for example when working with children or financial administration – because these activities belong to the responsibility of the employees of the town hall.

- Flexibility:

Most of the tasks have a frame in which are put the most important points of these tasks, but some of them have space in which the volunteers can be creative and use their creativity. In any case, all of the planned tasks are flexible and can be adjusted to the needs that are expressed by the volunteers, to their abilities, interests, and ideas they're bringing in.

- Diversity:

The tasks that the volunteers will fulfil, intended to be diverse and varied, in order to give the volunteers the chance to have a project as much enriching as possible. Furthermore, the project intends to be interesting and enriching for local people who work directly or indirectly with the volunteers.

- Utilization of the intercultural aspect:

The intercultural aspect is a basic principle in working with European volunteers. We consider this as an essential element for the cultural enrichment in the Youth Information Centre and other services in the town hall of Ribadavia. In every task of the volunteers they have the possibility to introduce elements of their own culture and nationality.

- Mutual learning:

In every task we have thought of a way to give the volunteers the opportunity to obtain new knowledge, to learn about a new culture, a new town, region and country. As well the way of working with (young) people from our town will provide the volunteers as well as local people with new experiences, knowledge and ideas.

Working hours and days off:

Day	Morning		Afternoon
	OR		
Monday	Youth Centre	Culture House	OLS – Spanish Clases (1 hour) Or workshops Opt.: Rehearsal place / Gym
Tuesday	Organic Garden	Youth Center	OLS Opt.: Gym or others
Wednesday	Social Services	Culture House or Tourist Office	OLS Opt.: Gym or others
Thursday	Organic Garden	Youth Centre	OLS Or workshops Opt.: Rehearsal place / Gym
Friday	Visiting high school to inform youngsters about possibilities/ Youth Centre or to visiting elderly people who are alone in villages		Cultural activities with local youth

Food and Accommodation:

Volunteers will receive the quantity of 155 € at the beginning of each month in order to take charge of their boarding on their own. In this way they have the possibility to buy what they need and to prepare their food just as they like to.

The ESC volunteers will live in a flat in Ribadavia, sharing it with other volunteers, in a single room. Furthermore the flat provides all items necessary for living: a washing machine, blankets, iron, dishes, etc.

Language training:

The volunteers will have the Online Lingüístic Support (OLS), provide by the National Agency. They will have lessons on the OLS according to their Spanish level, so at the beginning it can be from 1 hour/day to 2 hours/week until it's needed. Furthermore there will be conversation training. There's also the possibility to take part in Spanish and Galician language courses offered in Ribadavia for adults and/or foreigners organized by Xunta de Galicia depending on willingness of the volunteer.

Training and support

Before the volunteers will arrive to Ribadavia, we will send them some information about Ribadavia, Galicia, the association, their life like volunteers in Ribadavia, Galicia and in Spain. We also will give them the e-mail address

of the present and ex ESC volunteers, so that they can talk with them about the project.

For the first week here in Ribadavia we have prepared some activities that will help the volunteers to settle in, get to know the town and the people who live there and to feel themselves at home. We will show them the most important places for everyday life and help them to learn things like going to the shop, open a bank account, go to the doctor, etc.

For training, the volunteers will work under the supervision of professional leisure time instructors and other volunteers of the association who will give all information they need to carry out their tasks properly. In the beginning we will focus more on language classes and observation and as progress is made classes will decrease and work in the organization will increase.

They can attend different types of training, seminars and conferences and they have a complete library at their disposal which they can consult for all questions concerning different leisure time activities and socio-cultural instruction.

As for the personal support, the volunteers will have at least one tutor, Martin Vidal Fernández (martinvidalfernandez@gmail.com) and help for another local volunteers . They will attend meetings in the Youth Information Centre of the Municipality of Ribadavia. All types of questions concerning their integration will be treated, such as difficulties of living together, possible problems with the volunteer's tasks and activities and useful information.

Volunteer Allowance:

150€ / month (will be given to the volunteers at the beginning of each month).

Learning Outcomes:

- Experience in working with youngsters and teenagers from Galicia
- Teaching skills
- Knowledge of games and dynamics to motivate the youth from the Ribeiro region.
- Knowledge of working in the International team.
- Knowledge of activities run by support of the Youth in Action Programme.
- Learn to programme, carry out and evaluate activities for the youth from Ribadavia, and develop abilities as an instructor in camps with them.
- Learn to be more patient, more open and more independent.
- Learn the importance of getting to know other mentalities and cultures for his/her personal development and future life.
- Learn to speak and write correctly in Spanish. Understand Galician language.