



Erasmus+



INFOPACK

for EVS Volunteers in
„MilleniuM” Training and Development
Institute

LONG-TERM EVS HOSTING PROJECT



2019

1. What is EVS?

The European Voluntary Service (EVS) is part of the Key Action 1: Mobility for young people and young Workers of the Erasmus + Programme. It supports transnational voluntary service by young people and aims to develop solidarity, promotes tolerance among young people, encourages active citizenship and enhances mutual understanding among young people.

These are general objectives of EVS:

- Helping young people to participate in various forms of voluntary activities, both within and outside the European Union;
- Giving young people the opportunity to express their personal commitment through voluntary activities at international and European level.
- Involving young people in projects fostering solidarity between citizens of the European Union.
- Involving young volunteers in a non-profit-making, unpaid and full-time activity for the benefit of the general public in another country than their country of residence.

European Voluntary Service is based on the following principles:

- increasing your own skills through the practical experience of volunteering abroad;
- encouraging the learning of another language;
- developing the ability to interact with persons of different language and culture;
- spreading tolerance among young people of the European Union;
- promoting active citizenship;
- supporting the development of local communities

European Voluntary Service is NOT occasional, part-time volunteering; an internship in an enterprise, in a humanitarian organization or in an NGO; a recreational or a tourist activity; a language course abroad; a paid job.

The European Voluntary Service is a LEARNING SERVICE through non-formal learning experiences where young volunteers will improve and acquire skills for their personal, educational and professional development, and add to their general social integration.

At the end of your EVS period, you will receive a certificate confirming your participation and describing your project – the Youthpass.

2. What is a YOUTHPASS?

The simple answer is that Youthpass in European Voluntary Service, is a Certificate which confirms the participation of volunteers and describes their specific EVS project. It is also a Certificate that describes what volunteers learned during their project using the Key competences for Lifelong Learning as a framework.

Hosting organization will do an Activity plan where you can explain the competences you acquired during the project, in order to complete the Youthpass easier.

3. „MilleniuM” Training and Development Institute – Hosting Organization. What do you need to know?

“MilleniuM” Training and Development Institute (MilleniuM) is a non-governmental organization that is working with and for young people, youth workers, youth leaders, trainers, teachers and representatives of youth organizations. Our aim is to impel civic activism, intercultural communication, to promote and encourage volunteering and to acknowledge the value of the non-formal education methods among our target group, by developing and implementing training programs, seminars, youth exchanges, on a national and international level. We adopted a policy of distinct educational activities, in order to uphold the idea of development of competences to the full, using experiential learning cycle. Therefore, our organization focuses on projects for educational development, in pursuance of bringing a change in local community and into the society.

MilleniuM strives to support young people and to contribute to organizational and community development by transforming the concepts of collaboration and partnership in youth field within the NGO community in Moldova and abroad.

MilleniuM organizes seminars and trainings focusing on non-formal education, unemployment, career planning, leadership, communication, and other topics for the personal development of youth, youth workers, youth leaders, trainers, teachers and representatives of youth organizations.

MilleniuM develops youth organizations by organizing seminars, trainings, study visits and partnership building activities on project management, volunteering, capacity building, fundraising, strategic partnership and other relevant topics.

Regarding the development of communities, MilleniuM supports and guides communities in their needs to develop successful strategic plans by facilitating community meetings, hosting round tables and trainings, and promoting the active participation of

citizens in the decision-making process. During all of its activities, MilleniumM is striving to identify relevant partners between and among the youth NGOs, representatives of Public Authorities and Business, by promoting synergies and stimulating new forms of cooperation.

3. DESCRIPTION OF THE PROJECT

Project title: Volunteering Activities, Rewarding Experiences

Project number: 2018-1-FR02-KA125-014315

Project terms: 6 months

The EVS will take place in Chisinau, capital of Republic of Moldova, for *six months* in 2019.

In this project volunteers will be placed in the office of “MilleniumM” Training and Development Institute that will allow them to stay in touch with young people from Moldova, and Moldovan young people to be in daily contact with these volunteers from other European countries with whom they can jointly develop activities, discuss current issues and enrich each other in this intercultural experience. We also seek the objective of the project that youngsters see firsthand the opportunities that Europe offers, not only in the field of Justice, Equality and Democracy, but also in field of Education, Youth and Sport through the Erasmus + program that may in the future help them better people and to value their professional training.

The project will let volunteers to increase their personal and professional skills by their participation in different activities made by MilleniumM, so they will be also better prepared for labor market and promote social changes, thanks to interpersonal, languages skills, etc.

The volunteers will be involved in non-formal education activities, with different groups: young people, youth workers, trainers, etc.

They will also help to prepare leisure and cooperation activities for local young people, like workshops, performances, theatre plays, young meetings, cultural excursion.

We think the project will be useful for European volunteers, indeed they will know actively the different ways of youth participation in our local community and they could use them in their future projects in their countries. As the same time, they will teach us how the working way in their countries is, this would be useful to encourage youth participation and to create solid working nets all around Europe.

The volunteer's tasks will be adapted according to his/her profile, learning needs, expectations and competencies as well.

Volunteers' activity will be concentrated around three basic areas:

AREA ONE – YOUTH CLUB

The main aim of the Youth Club is providing a friendly space for young people to interact, communicate, learn and actively participate in different non-formal and informal activities, contributing to development of personal competencies. Youth club weekly meetings are there to help young people understand the world around them. They are there to advise young people with their future, to talk about the past and even help them with the present.

During these meetings, young people will experience different activities which cover different topics regarding European values, Human Rights Education, Global Education, Intercultural Education, etc. Participating in these non-formal activities young people will develop lifelong learning competencies. Also at evenings young people can just enjoy their free time by playing games, socializing with other young people, discovering new things in informal way.

The role of the volunteers will be to design and deliver non-formal education activities for young people in Youth Club. The Youth Club is the place where volunteer will have a great opportunity to apply their creativity and develop competencies in order to obtain new experience. Example of activities in which volunteer can be involved are:

- Prepare and lead activities for youngsters about European Union, Council of Europe, United Nations, Human Rights, European Values, etc.;
- Prepare and lead a Language café – non-formal space where young people can have tea or coffee and learn foreign language, practicing their communicative skills in foreign language;
- Organize movie evenings – informal time during evenings where young people can watch movies and later have discussion about this;
- Create and organize Photo-voice exhibition – activities in order to involve young people in identifying different problems of youngsters and through Photo-voice method to raise awareness of the community regarding these problems;

- Create and organize Flash mobs – activities in order to involve young people in creative tasks in order to get attention of the community actors on different important aspects of our life;
- Create and organize City games – activities in order to explore the city and involve young people from Chisinau in creative tasks in order to get to know the city from the point of view of the EVS volunteers;
- Organize games evenings - informal time during evenings where young people can play different social games, for example Werewolf, Dixit, More than one story, etc.
- Provide assistance towards in day-to-day activities (e.g. create a friendly environment in the office for activities with youngsters, prepare tea and coffee for participants, cleaning after activities, etc.).
- Moreover, the volunteer has the possibility to develop his/her own activities in accordance with his/her interests and skills.

Learning Outcomes:

Working in the Youth Club, the volunteers will develop new knowledge and skills in education, specifically, they will become more aware of the role of non-formal education and its methodologies in personal and professional development of young people. They will acquire new tools of action increasing their professional skills, within the design, implementation and evaluation of interventions in the socio-educational field.

We foresee that the volunteers will acquire or develop:

- knowledge and skills in designing non-formal education activities for youngsters;
- knowledge and increased awareness of the opportunities provided by a multicultural society;
- language and communicational skills;
- intercultural awareness;
- ability to relate to a different youth culture (history, ethnicity, religion, etc.);
- ability to feel comfortable in multicultural contexts;
- sense of responsibility to themselves, the group and the community;
- a new perception of the different ways of understanding reality;
- knowledge and awareness of European values, Human Rights, etc.;
- motivation to participate in the future in new educational opportunities.

AREA TWO – ERASMUS+ YOUTH INFO CENTRE IN MOLDOVA:

“MilleniuM” Training and Development Institute is an organization that manages, since 2017, Erasmus+ Youth Info Centre in Moldova. The main aim of the Info Centre is to provide *information* on opportunities for young people and youth organizations within the Erasmus+ programme and *support* stakeholders in implementation of their projects.

In this context Erasmus+ Youth Info Centre in Moldova is providing informational and promotional campaigns about Erasmus+ Youth in Action programme and its opportunities for youth organizations. Also we are organizing trainings and seminars for representatives of youth organization about different aspects of the Erasmus+: Youth in Action programme and how to design a project and apply for the funding.

Also MilleniuM is working in promoting mobility of young people offered by Erasmus+: Youth in Action Programme. The main idea of this work is to create partnership with other Youth organization across the Europe in order to develop projects under Erasmus+: Youth in Action Programme and implement them in Moldova or abroad. As a result of this activities MilleniuM offer opportunities for young people and youth workers from Moldova to participate in mobility projects such as Youth Exchanges, EVS and different study visits, seminars or training courses.

The objectives of the project are the following:

- exchanging the experiences between young people and youth workers from different places of Europe;
- establishing relations between youth organizations from Europe for future projects;
- increasing the knowledge about the opportunities of Erasmus+: Youth in Action programme towards young people and youth workers from Moldova.

First, the volunteer will inform young people about the Erasmus+ program and above all about Youth Exchanges and EVS, work as project assistant, participate in administrative tasks related to the programme and help to the organization of European projects. The volunteer's tasks will be adapted according to his/her competencies as well. As for his/her activity with the MilleniuM, she/he will develop a informational and promotional campaign, assisting to disseminate information about Erasmus+: Youth in Action opportunities at universities and high schools, connecting directly with young people and being able to share a *first-hand* EVS experience to all of them, giving an example on how to do it, develop Erasmus+: Youth in Action projects for application, etc. Example of activities in which volunteer can be involved are:

- Workshops and speeches about Erasmus +: Youth in Action programme in the university and high schools
- Give information about European projects (EVS, seminars, trainings) to young people
- Update and maintain regularly facebook page of Erasmus+ Youth Info Centre in Moldova in accordance with the activities which are planned
- Provide consultations regarding Youth Exchanges and EVS to the youth organizations
- Support MilleniuM in administrative work
- Contribute to the organization of different trainings and events in order to promote Erasmus +: Youth in Action programme
- Prepare and launch the next hosting project with the help and guidance of our staff, including learning how to apply for funding under the Erasmus+ framework
- Moreover, the volunteer has the possibility to develop his/her own activities in accordance with his/her interests and skills.

Learning Outcomes:

Working in the Erasmus+ projects, the volunteers will develop new knowledge and skills in project design and management, financial management and working with partners from different countries. They will acquire new skills of action increasing their professional competencies, within the design, implementation and evaluation of youth projects.

We foresee that the volunteers will acquire or develop:

- increased knowledge and awareness of the opportunities provided by Erasmus+: Youth in Action Programme;
- presentation and communication skills;
- public speaking skills;
- time management;
- planning and organizing promotional events and informational campaigns;
- sense of responsibility to themselves, the organization and partners;
- knowledge and skills in project writing and project management.

AREA THREE – COMMUNICATION & PR

The activity of the volunteers is first and foremost working in office, but not only that. The Communication & PR area is the place where volunteers will have an excellent opportunity to develop their communication and computer skills and will obtain other competencies related with a potential job. Example of activities:

- Update MilleniuM website and facebook page;
- Create brochures, monthly electronic bulletins and short videos about activities in MilleniuM;
- Write articles about what is happening in other projects and taking pictures to be published on monthly electronic bulletin, MilleniuM web site and facebook page;
- Assist with the promotion of the website and other activities of the network;
- Assist with the web mastering of the virtual communities (Facebook group).

Learning Outcomes:

Working in the Communication & PR, the volunteers will develop new knowledge and skills in promoting activities of organization, specifically, they will become more aware of the role of information and communication technologies and social media in visibility of youth organization. They will acquire new tools of action increasing their professional skills, within the web design, journalism, marketing and PR.

4. WEEKLY ACTIVITIES

	VOLUNTEER for Area 1	VOLUNTEER for Area 2	VOLUNTEER for Area 3
MONDAY	<p>09:00-12:00 Specific tasks on daily basis</p> <p>Preparation and posting the video on social media (Facebook, Instagram account)</p> <p>Preparation of logistical aspects for activities with young people in Youth Club</p>	<p>09:00-12:00 Specific tasks on daily basis</p> <p>Preparation and posting the video on social media (Facebook, Instagram account)</p> <p>Working on promotion Erasmus+ Youth Info Centre in Moldova</p>	<p>09:00-12:00 Specific tasks on daily basis</p> <p>Preparation and posting the video on social media (Facebook, Instagram account)</p> <p>Assist with the promotion of the website and facebook page</p>
	<p>12:00-13:00 Lunch Break</p>	<p>12:00-13:00 Lunch Break</p>	<p>12:00-13:00 Lunch Break</p>
	<p>14:00-18:00 Youth Club meeting: Lead activities about EU, CoE, UN, Human Rights, European values, etc.</p>	<p>14:00-18:00 Working on Erasmus+Projects: Developing design of informational and promotional materials regarding Erasmus+: Youth in Action programme</p>	<p>14:00-18:00 Design and elaboration of promotional materials</p>
TUESDAY	<p>09:00-12:00 Specific tasks on daily basis</p> <p>Preparation for teaching foreign language with young people</p>	<p>09:00-12:00 Specific tasks on daily basis</p> <p>Working on Erasmus+ Info Center Youth Moldova promotional materials, elaboration of banners, leaflets, dissemination of information etc.</p>	<p>09:00-12:00 Specific tasks on daily basis</p> <p>Create brochures, newspaper and film about EVS</p>
	<p>12:00-13:00 Lunch Break</p>	<p>12:00-13:00 Lunch Break</p>	<p>12:00-13:00 Lunch Break</p>
	<p>14:00-18:00 Language Cafe: Non-formal space where young people can have tea or coffee and learn foreign language</p>	<p>14:00-18:00 Working on Erasmus+Projects: Give information about European projects (EVS, youth exchanges, trainings) to young people</p>	<p>14:00-18:00 Design and elaboration of promotional materials .</p>

WEDNESDAY	09:00-12:00 Specific tasks on daily basis Preparation of logistical aspects for activities with young people in Youth Club	09:00-12:00 Specific tasks on daily basis Searching partnership opportunities under the Erasmus+ framework	09:00-12:00 Specific tasks on daily basis Assist with the promotion of the website and facebook page
	12:00-13:00 Lunch Break	12:00-13:00 Lunch Break	12:00-13:00 Lunch Break
	14:00-18:00 Youth Club meeting: Lead activities about EU, CoE, UN, Human Rights, European values, etc.	14:00-18:00 Working on Erasmus+Projects: Prepare and write Erasmus+ projects with the help and guidance of staff	14:00-18:00 Create brochures, newspaper and film about EVS
THURSDAY	09:00-12:00 Specific tasks on daily basis Work on individual project (target group, activities, implement it with the help of the local stuff) Offer consultation for visitors	09:00-12:00 Specific tasks on daily basis Work on individual project (target group, activities, implement it with the help of the local stuff) Offer consultation for visitors	09:00-12:00 Specific tasks on daily basis Work on individual project (target group, activities, implement it with the help of the local stuff) Update project website and facebook page
	12:00-13:00 Lunch Break	12:00-13:00 Lunch Break	12:00-13:00 Lunch Break
	14:00-18:00 Prepare and organize environment for Movie Evening and interactive activities	14:00-18:00 Prepare and organize informational campaigns and promotional events	14:00-18:00 Working in communication and PR area
FRIDAY	09:00-12:00 Specific tasks on daily basis Designing a creative environment of the office, by making posters, coloring walls, writing etc.	09:00-12:00 Specific tasks on daily basis Designing a creative environment of the office, by making posters, coloring walls, writing etc.	09:00-12:00 Specific tasks on daily basis Designing a creative environment of the office, by making posters, coloring walls, writing etc.
	12:00-13:00 Lunch Break	12:00-13:00 Lunch Break	12:00-13:00 Lunch Break

	14:00-18:00 Stuff meeting: sum-up the activities of the week, presentation of the intercultural learning aspect and assignments to discover the local realities. Posting the video as a summary of the week activity of the volunteer	14:00-18:00 Stuff meeting: sum-up the activities of the week, presentation of the intercultural learning aspect and assignments to discover the local realities. Posting the video as a summary of the week activity of the volunteer	14:00-18:00 Stuff meeting: sum-up the activities of the week, presentation of the intercultural learning aspect and assignments to discover the local realities. Posting the video as a summary of the week activity of the volunteer
SATURDAY	Free Day Discovering local realities	Free Day Discovering local realities	Free Day Discovering local realities
SUNDAY	Free Day Discovering local culture	Free Day Discovering local culture	Free Day Discovering local culture

5. THE PRACTICAL ARRANGEMENTS

Working hours / Holidays / Leisure activities

EVS is a full-time service for the volunteer. The volunteer project activities (including language and other training activities relating to the project) will take up at least 30 and not more than 38 hours per week. The volunteer is entitled to two consecutive free days per week (unless arranged differently in mutual agreement between the volunteer and the organization and explicitly stated in the volunteering agreement) and two days of holiday per month.

Working hours and holidays will be agreed in advance with the hosting organization. Leisure activities are varied. For example, volunteers can entertain themselves at sales, malls, bowling alleys, pool holes, fairs, cinemas, operas, ballets, plays, festivals, music events, discos, restaurants, cafeterias, pubs, etc. Many of them are opened 24/24 – 7/7.

Accommodation

Regarding the volunteers living environment, MilleniuM would be responsible for finding and securing safe and comfortable accommodation for volunteers.

EVS volunteer will be hosted in an apartment situated in the slipping area of the city by sharing the room with the other EVS volunteers or members from our organization. The kitchen is equipped with a fridge, gas cooker oven, necessary cutlery. The rooms are provided

with bed, bed linen, pillows, table, chairs. It is prohibited to smoke and make parties in the apartment.

Food

Moldovan cuisine is a style of cooking related to the people of Moldova. It consists mainly of traditional European foods, such as beef, pork, potatoes, cabbage, and a variety of cereal grains. There are many food options in Chisinau: many markets, cafeteria, or even cooking by yourself. The volunteers will be provided each month with 60 euro for food.

Pocket money

Each month, the volunteer will receive pocket money whose amount is set by the Erasmus+ program Guide according to the standard of living of each country. Therefore, it is recommended that the volunteer comes to Moldova with enough money for personal use.

Insurance

EVS volunteers are covered by an insurance plan specially designed to protect them during their period of voluntary activity. The sending organization is responsible to register the volunteer in order to get access to the insurance plan.

Local transport

Trolleybuses. There is a wide trolleybus network operating as common public transportation within city. Trolleybus ticket costs 2 MDL. It is the cheapest method of transport within Chişinău municipality.

Buses. At each stop there is attached a schedule for buses and trolleybuses. There is a big lack of buses inside city limits. Tickets costs at about 3 MDL.

Minibuses. In Chişinău and its suburbs, privately operated minibuses, known as "rutieras" generally follow the major bus and trolleybus routes and appear more frequently. Minibuses services are priced the same as buses - 3 MDL for a ticket.

The city / Weather

Chişinău is the capital and largest city of the Republic of Moldova. To find out about weather from Chisinau, you can check the follow link: <http://www.gismeteo.com>

6. SOME USEFUL LINKS

The Volunteer project Charter

https://www.salto-youth.net/downloads/4-17-3121/Evs-charter_en.pdf

Volunteers Rights and Responsibilities

<http://www.evspedia.ro/wiki/docs/rights-and-responsibilities-of-evs-volunteers/view>

Youthpass in EVS

<https://www.youthpass.eu/en/youthpass/for/evs/>

Health insurance plan: guidelines for volunteers

<https://www.salto-youth.net/downloads/4-17-3272/CIGNA%20insurance%20plan%20for%20EVS.PDF>

7. CONTACT INFORMATION

“MilleniumM” Training and Development Institute office is located in the adress:

26 ap.4, 31 August 1989 street, mun. Chisinau, MD-2001, Republica Moldova

www.millenium.md, www.facebook.com/millenium.md, e-mail: info@millenium.md