



Udruga Agencija Lokalne Demokracije
Agenzia Democrazia Locale - Local Democracy Agency
Trg Sv. Zenona 4, 52474 BRTONIGLA – VERTENEGLIO, ISTRA – ISTRIA, CROATIA
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E-mail: info@lda-verteneglio.hr Web: www.Lda-verteneglio.hr



2019/2020

EUROPEAN VOLUNTARY SERVICE

INFOPACK

PROJECT TITLE:

E.P.I.S.T.O.L.E.

**“European Project, Ideas, Skills, Together in
Original Local Events”**

01st September 2019 – 31st July 2020
Brtonigla – Verteneglio, Istria, Croatia
PLEASE, READ ALL THE INFO CAREFULLY!



Erasmus+

Sponsored by the Erasmus + programme



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SHORT OVERVIEW

Project Title

E.P.I.S.T.O.L.E.

“European Project, Ideas, Skills, Together in Original Local Events”

Project Type

Learning Mobility of Individuals
Mobility of learners and staff
European Solidarity Corps – Volunteering Project

Project Duration and Location

Project duration: 11 months
01st September 2019 (Arrival day) – 31st July 2020 (Departure day)
Brtonigla - Istria Region, Croatia

Organization in charge of the Project

Udruga Agencija Lokalne Demokracije Brtonigla - Verteneglio
Local Democracy Agency Brtonigla - Verteneglio

Partner Countries

GERMANY - Open Door International e.V.
www.opendoorinternational.de
LATVIA - Klubs “Māja” – Jaunatne vienotai Eiropai
www.Klubsmaja.lv
ITALY - Soc. Coop. Soc. “Il Piccolo Principe”
www.ilpiccoloprincipe.pn.it
SPAIN - Asociación Egeria Desarrollo Social
www.asociacionegeriadesarrollosocial.wordpress.com

Working Language:

English, Croatian and Italian

Participants:

Each partner country should send 1 volunteer aged between 18 and 29 (at the start of activities)
Total number of volunteers: 4

Costs:

The project is supported by the Erasmus+ programme
Accommodation and food are **covered 100%**.
Travel costs will be reimbursed according to the travel distance per participant. Travel distances are calculated using the **DISTANCE CALCULATOR** supported by the European Commission.

ABOUT THE HOSTING ORGANISATION

The Local Democracy Agency (LDA) of Brtonigla – Verteneglio is a non-profit organization founded in **1996** with the support of Local and Regional Authorities of the Council of Europe and partners from Italy, Switzerland, France, Municipality of Brtonigla and the Region of Istria in order to support the development of local democratic processes, promotion of human rights and active citizenship in Istria County.



Since 2009, LDA acts as association and promotes **democratic, social, cultural and economic development** based on the principles of **tolerance, dialogue, respect of human rights, cultural cooperation** and freedom of expression. Its work is based on reciprocity, involvement and participation of civil society, as well as the exchange of experiences between the partners involved.

LDA of Brtonigla – Verteneglio was founded on the principles of decentralized international cooperation, and since 1996 is a member of the **Association of Local Democracy Agencies (ALDA - www.ald-europe.eu)**, a Europe-wide network based in Strasbourg, France. At the beginning of its work, at that time **Local Democracy Embassy**, as international organization was responding to the current needs of the territory based on the multi-ethnic character of the area and the large presence of autochthons belonging to the Italian national minority who were the main factors in the process organization establishing. In this context, ALD was a successful tool for the promotion of a multicultural society and co-existence in the area, as well as a support in the development of democratic institutions at local level.



In recent years, after Croatian accession to the European Union, ALD is focusing its work on the promotion of European values, informing citizens about the European integration process and the advantages of EU membership, as well as part of its work is directed at young people working on improving and encouraging social inclusion, respect for cultural diversity and active citizenship among young people from Istria.

TEAM:

Umberto Ademollo (info@lda-verteneglio.hr) - President

Eric Persel (eric@lda-verteneglio.hr) – Project Manager, Project coordinator, administrative officer

EVS Info pack for applicants – 2019/2020

Project E.P.I.S.T.O.L.E. “European Project, Ideas, Skills, Together in Original Local Events”



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PROJECT IDEA

The long-term project EPISTOLE represents specially designed programme, structured with the purpose to provide an opportunity for four young European volunteers, passionate and motivated to promote the European project's idea, to elaborate, formulate and conduct campaigns and messages in order to address the youth in the rural small communities in the region of Istria, Croatia, by becoming communicational managers of the LDA Brtonigla's youth policy and working together with the agency's team for eleven months. The main goal of this project is to raise the awareness and the recognisability of the opportunities which the various EU programmes and particularly European Solidary Corp provide for learning, training, educational and professional development in order to enable and develop the capacity and talents of the young generations of Europe for fulfilment of their potential and as the best way to ensure prosperous and peaceful future for the European project. The chosen volunteers will have the chance to act as the agency's communicational managers in the area of youth policy, spreading the knowledge and understanding of EU, its structure, youth policy and concrete programmes, objectives and requirements, reaching to the maximum wider public, through various forms, as direct meetings, celebrations, debates, collaboration with the agency's partners, as schools, youth councils, touristic centres, the Italian communities in even the smallest villages across the region, the traditional media, and especially using the high popularity of social media with the full support of the LDA's team. Their personal life experience as volunteers and the progress made in every day during their service period in Croatia will be shared and expressed personally by the volunteers in thematic blog, spreading the experience with the maximum wide audience.

During the service period the agency will provide weekly classes of Croatian and Italian languages. An important aspect of the project is that the chosen volunteers will have the opportunity to develop their own ideas for youth exchange project, draft a proposal and apply it, receiving the support of the LDA Brtonigla's team in the process.

By implementing the project activities, the volunteers will be able to gain new knowledge and skills, practice and learn new languages, train presentational skills, public talking, collaboration and team work in intercultural environment, organizational and interpretational skills, while develop sense of independence, self-confidence, entrepreneurship attitude, empathy and personal relations with the local community, culture and traditions.

For the local community, this project will bring closer the notion of the EU as shared values, solidarity in common projects, knowledge for programmes addressing the youth's challenges regarding development opportunities and reaching to many young people who are facing, limited perspectives due to economic or social challenges.

The project will involve **4 volunteers** from **Spain, Germany, Italy** and **Latvia**. The service will take place in **Brtonigla** and surroundings from **September 2019** until **July 2020**. The countries have been selected on purpose, to include young people from both European Member states.

EVS Info pack for applicants – 2019/2020

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OBJECTIVE AND ACTIVITIES

General activities will take place during the week, not more than six hours per day. Volunteers will share the office space located at the Future Museum of wine and rural creativity in Brtonigla (Mlinska 2), where the head office of LDA is located. The working methodology used will be a mixture of informal and formal learning.

Volunteers will be able to modify the weekly timetable/schedule according to their needs and expectations.

1. Working on the daily basis with the agency's team – job shadowing and assisting the team of the agency in their daily activities, learning and getting trained in the daily dynamic of the office: communications, project writing and management, collaborations with local institutions on thematic activities, etc. The volunteers will be able to learn and gain experience on the working together with the team of LDA, they will manage according to their vision and applying their creative solutions is the communication with the youth through the social media accounts of the agency, act as social media managers of the agency representing and communicating actual information regarding EU youth policy, the ESC in focus, the themes of volunteering as an instrument for personal development and solidarity with the local communities in Europe. The shaping of working habits, familiarity with the NGO work, focused on democracy and youth, cooperation and management within international team, speaking different languages and being able to express creativity and ideas and realize them together in cooperation, social media management and strategy development, confidence to defend position and to learn from the whole environment dynamic.

2. Collaboration with the local kindergarten “Kalimero” in Brtonigla – the kindergarten is a long-time partner in the volunteering projects of the agency, host a volunteer to help and assist the team of teachers and interact with the children following the working programme of the institution, bringing a new European dimension to their education, as well as trains many specific skills in working with children, knowledge and understanding of educational system in Croatia and language skills.

3. Collaboration with the Centre of Inclusion in Buje –the centre is a long-term partner and host a willing volunteer who is interested in the functioning of the social system for working and development of the people who face some mental or physical challenges in their normal life. This activity can lead to building up a set of specific skills and deeper awareness for the social work, shapes attitudes and knowledge of Croatian language.

4. Collaboration with the local youth - meetings with the people in the local institutions and youth organization, schools, together with other

volunteers or on special thematic events where the youth can interact directly and ask questions which raise their understanding on volunteering and various EU topics, and specially how they can use them to further and gain the necessary and desired experience and training.

5. Project writing - Develop and create volunteers' original ideas for youth exchange project, write the draft while being supported by LDA's team, and presented on the next possible date in front of the N.A.

6. Creation of a thematic volunteering blog - Write and maintain her/his own blog, following the experience and reflecting on the life and work during the EVS and its personal meaning for the future perspective;

7. Collaboration with the Touristic office - collaboration with the touristic organization in the preparation of local festivities: team cooperation with the office team, as well as direct interaction and solidarity in community life, celebrations, and getting to know the local traditions and culture.

8. Attend language classes of Italian classes – the volunteers will gain initial writing, speaking and understanding skills in Italian, organized by the LDA team alongside the OLS croatian course.

9. Creating their own classes in the Italian community centre- depending on their will, the volunteers can teach a class of some skills: language, photography, yoga, painting, programming, etc. – this way they can share their knowledge and get involved in common activity with the local people, adding value to the skills of the local representatives.

MAIN TASKS OF THE VOLUNTEERS APART THE MAIN ONES:

- To assist in project writing and preparation of project activities;
- To help with translations;
- To participate in the organization of activities (Info days) and promotion of the Erasmus + programs and EVS in high schools and local communities;
- To assist in the organisation of local events/manifestation aimed at the promotion of local territory (seminars, workshops, fairs, etc.);
- To participate in volunteering actions;
- To update social media accounts and LDA website;
- To editing articles, videos and photos about the EVS experience;
 - To organise intercultural events for locals such as intercultural nights, tandems, workshops and free language courses; etc.
 - To assist in the administrative tasks related to the above topics;
 - To participate in different educational events such as seminars, workshops, mobility's, etc., in order to develop personal and professional skills, etc.



The volunteers will work directly with the staff and the volunteers of the NGO, supporting all the activities carried out by LDA on a local, regional, national and international level. They will provide support in all activities related to the organization. We are **open to all ideas** implemented by the volunteers. They will be able to take responsibility for their own development goal and both plan a personal project and carry it out.

Besides, volunteers will have the opportunity to **cooperate with local bodies** and institutions such as the Municipality in Novigrad/Buje, the Italian and Croatian Elementary schools, High Schools, the Italian Communities in Buje, Brtonigla or Umag etc.

VOLUNTEER PROFILE

LDA is looking for Volunteers from **4 volunteers** from Latvia, Germany, Italy and Spain, **aged from 18 to 29 years (at the start of the activities)** who are **serious** and **motivated** to come to LDA for a period of 11 months. LDA places importance on gender balance, therefore two female and two male volunteers will be selected. The volunteers will acquire as much independence and responsibility in leading the activities, as willing to undertake. The organization would be flexible and allow helping in any way that he would find comfortable.

We are looking for **MOTIVATED, CREATIVE OPEN MINDED** and **INDEPENDENT** youngsters. Your skills will further develop while working together with us. We require the volunteer to have at least **basic skills in English** and ready to learn Croatian and Italian language in order to communicate with the local community. Our daily operations require volunteer's creativity and energy, necessary while working with people with all different ages and backgrounds, responsibility, patience as well as the ability to work in a team.

- MOTIVATED to learn and share knowledge and skills!
- Good EDUCATIONAL and SOCIAL SKILLS, to be able to work with several target groups;
- Good COMMUNICATION SKILLS and motivation to cooperate with your colleagues and with other volunteers;
- OPEN MINDED and FLEXIBLE ATTITUDE towards working hours, days in very busy periods;
- To have a RESPONSIBLE attitude and take INITIATIVE towards tasks;
- Be able to WORK in a TEAM;
- Good COMPUTER KNOWLEDGE (Microsoft Office, e mail, internet, Photoshop);
- ADMINISTRATIVE and ORGANIZATIONAL SKILLS;
- Be able TO LIVE INDEPENDENTLY and to fill in your own free time!





ABOUT THE VENUE – BRTONIGLA (VERTENEGLIO)

With its **2.000 inhabitants**, Brtonigla (Verteneglio) is situated in the north-west part of the Istrian Peninsula (between Buje and Novigrad) and it is within reach of the western frontier of our hospitable and friendly Republic of Croatia. The Adriatic Sea washes the western part of the county and the eastern one is reached by the Mirna River. One of the main characteristics of the region

is the **bilingualism**, as Istria is a region in which Croatian and Italian are officially recognized.

Visitors have the real opportunity to see many things of their interest in this small and picturesque **rural place**, as for stance they can admire an unforgettable landscape, beauty of Nature, discover historical traces and centennial culture, can walk numerous pathways those lead to new scenarios and have new experiences as well. Brtonigla, just as other rural places in Istria, has a very interesting history. The settlement was erected on a **picturesque hill** on the place of the former remains of the ancient castle. After Roman conquest fortifications became towns and then feudal castles as well. To this very day this area rich in architectural remains of numerous castles, prehistoric settlements from the Bronze Age is proclaimed the Ancient Monuments. The **sea is only 5 km away** from the main square - the Church of St Zenon, patron saint of Brtonigla - and can be easily reached by bike. Brtonigla has always lived with and from agriculture. In fact, this area is very well known in Istria for its wine makers, olive growers and good Istrian food.

PRACTICAL INFORMATION

ACCOMODATION

Volunteers will be hosted in a private accommodation (two floors apartment) located in the centre of Brtonigla (close to the Church of St Zenon and 2 min of walk from the office).

The apartment is fully furnished and equipped and consists of 2 bedrooms, 1 living room, 1 bathroom, and a fully equipped kitchen.





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TRANSPORT

As local transport is very limited, volunteers will have at their disposal a car. The costs of the fuel for the car will be counted in the monthly allowance. Their responsibility is to take care about the car and wash it regularly.

LANGUAGE COURSES:

The Croatian language courses will be provided through OLS platform. Italian courses may be organized based on the interests of the participants

TRAVEL COSTS:

The tickets from home to the venue of the project will be reimbursed to the volunteers upon their arrival. Reimbursements are calculated using the **DISTANCE CALCULATOR** supported by the European Commission. In case the cost of the travel will be higher than the amount available (check table below), participant have to cover the difference by their own.

Participants travel costs (per person) - round trip

COUNTRY	DISTANCE BAND	REIMBURSEMENT AVAILABLE FOR 1 VOLUNTEER (RETURN TICKETS)
GERMANY	500 - 1999 KM	275.00
ITALY	100 - 499 KM	180.00
SPAIN	500 - 1999 KM	275.00
LATVIA	500 - 1999 KM	275.00



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MONTHLY ALLOWANCE:

Pocket money will be given to the volunteers once per a month in the amount of 150-155€ EURO (5€ per day). Additionally to the pocket money they will receive the money for food. LDA will also cover all the costs for the activities: task-related, linguistic and personal support, mentor, accommodation, food, administration/communication, etc. Preparation of the volunteers: arranging insurance, staying in contact with the volunteer, evaluation, follow-up, administration, and communication will be covered by the sending organization.

RECRUITMENT PROCESS

STEP 1: Candidates will be asked to carefully prepare:

- Curriculum Vitae (Europass format)
- Motivation Letter
- Be already registered on the European Solidarity Corps Database

STEP 2: Send all documents to the coordinating person of your sending organisation (SO) or to us directly **until 30th June 2019**

GERMANY - Open Door International e.V.

www.opendoorinternational.de

LATVIA - Klubs "Māja" – Jaunatne vienotai Eiropai

www.Klubsmaja.lv

ITALY - Soc. Coop. Soc. "Il Piccolo Principe"

www.ilpiccoloprincipe.pn.it

SPAIN - Asociación Egeria Desarrollo Social

www.asociacionegeriadesarrollosocial.wordpress.com

STEP 3: A first selection will be made by the SO's. The SO will contact all volunteers who fulfil basic expectations and the HO will communicate with them through Internet, discussing possibilities and opportunities (skype interviews). The volunteer will be selected according to his/her motivation to work with LDA and according to the skills they have (see "volunteer profile").

The recruitment process will be concluded until **31st July 2019**.

For further information please contact us at: info@lda-verteneglio.hr

Good luck with the selection process!