



Udruga Agencija Lokalne Demokracije
Agenzia Democrazia Locale - Local Democracy Agency
Trg Sv. Zenona 4, 52474 BRTONIGLA – VERTENEGLIO, ISTRA – ISTRIA, CROATIA
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2020/2021

EUROPEAN VOLUNTARY SERVICE

INFOPACK

PROJECT TITLE:

R.E.A.L.M.S.

“Recruit Engage Author in Local Models of Solidarity”

01st September 2020 – 31st July 2021
Brtonigla – Verteneglio, Istria, Croatia
PLEASE, READ ALL THE INFO CAREFULLY!



Erasmus+

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SHORT OVERVIEW

Project Title

R.E.A.L.M.S.

“Recruit Engage Author in Local Models of Solidarity”

Project Type

European Solidarity Corps – Volunteering Project

Project Duration and Location

Project duration: 11 months

01st September 2020 (Arrival day) – 31st July 2021 (Departure day)

Brtonigla - Istria Region, Croatia

Organization in charge of the Project

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

Partner Countries

GERMANY - Open Door International e.V.

www.opendoorinternational.de

POLAND - Fundacja Centrum Aktywności Twórczej

www.fundacja-cat.pl

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



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PROJECT IDEA

The long-term volunteering project R.E.A.L.M.S. represents a structured programme for eleven months, that aims to bring closer and demonstrate the message of European values, principles and policies to the local communities, connect the European youth, empowering them to create and develop original models of European solidarity at local level, to represent these values and message in the rural communities in Brtonigla and Istria as a region and particularly to the youth in Istria, to grow and develop their personal potential by engaging them in various events and activities designed with our partnering organisations, which will enrich their knowledge, train and practice new skills, increase their competitiveness and mutually add awareness and knowledge of the different national aspects of the common European culture.

The programme is designed and structured to pursue defined aims and concrete objectives through developed activities with the agency, as well as together with our long-term partnering organisations and institutions, local, regional, national and at European level, and prepared to assist, advise and support the individual projects of the four volunteers. The activities will strengthen the cooperation of the volunteers within the team of the agency, with the partnering organisations, create connections and understanding with the local population particularly with the youth, gain new language skills through the planned courses of Croatian and Italian languages, build confidence, integrity, discipline, ability to communicate, work and live in international environment and in different languages, writing and presenting in different languages and in front of diverse public.

The programme activities described in the timetable will be divided in 5 office days - from Monday to Friday - each day having 6 office hours (9a.m-3p.m) during the eleven months activity period to be done both inside and outside LDA office situated in Brtonigla, Croatia. Volunteers are expected to conduct themselves with respect to the schedule for the volunteering hours and the working rules of the LDA and the other institutions they will work with. Accommodation will be provided in a private house closely to the office in Brtonigla. Due to irregular and unsubstantial public transport availability, the volunteers will be able to use a car to reach all the working place (if needed), partnering institutions in the neighboring towns and at their disposal during their free time, for markets for food, leisure purposes, exploring Istria.

The project will involve **4 volunteers** from **Spain, Germany, Italy** and **Poland**. The service will take place in **Brtonigla** and surroundings from **September 2020** until **July 2021**. The countries have been selected on purpose, to include young people from both European Member states.

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.

EVS Info pack for applicants – 2020/2021

Project R.E.A.L.M.S. “Recruit Engage Author in Local Models of Solidarity”



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

1. Working on a daily basis with the agency's team – job shadowing and assisting the team of the agency in their daily activities. After initial short period will be discussed with each

volunteer what they want to focus on in the NGO work, and will be supported to be more involved with it – communications, collaborations with local institutions on thematic activities, etc. The volunteers will be encouraged to apply their creative solutions acting as social media managers, as editors of thematic content on youth empowerment and local

solidarity topic, share experience and best practice stories from their local environment in their home towns and regions, sharing actual information on ESC, EU policies, on youth profiles of activism from their home regions, etc.

2. Collaborating with the Centre of Inclusion in Buje – the centre is a long-term partner and hosts willing volunteers, interested in how a local social institution function, can gain insight and get to know the local people from this community. This activity can lead to building up some specific set of skills for the area of expertise, assisting the team of professionals, using the local language, can lead to many creative initiatives and knowledge of the local people, facing some physical or mental challenges.

3. Collaboration with the Brtonigla's kindergarten „Kalimero“ – the kindergarten is a long-term partner of the agency, hosts volunteers interested in assisting the teachers in the institution, interact with the children, following the working programme, bringing a new European dimension to the learning experience of the local children. This activity can train a

set of specific skills, knowledge and understanding of the educational system in Croatia, it can be an opportunity for creative initiatives with the team of professionals and can give excellent insights for further pursue of career in as pedagogue specialist.

4. Collaboration with the local youth – meetings with the young people in local schools, youth centres, in cultural centres, together with other volunteers from Croatia, on specific dates celebrating European policies and values, involving the young local people in direct conversations, sharing their experience, answering questions, expressing opinions and demonstrating the meaning of the ESC for their lives and plans for the future. This will give a clear, understandable and direct idea for the transformative potential of the ESC for the young people who face some obstacles, limited resources, representing the European solidarity, and strengthening the awareness of different cultural aspects of the common European culture.

5. Project writing – an activity that will allow the volunteers to develop their original idea into a youth project and learn how to write a draft, how the process of application works, how an idea can become a tool for activities which will positively influence an existing social challenge or problem.

6. Creation of solidarity project or activity, as a group or each one volunteer with the support of LDA and the local institutions.

7. Collaboration with the Touristic office of Brtonigla – collaboration with the team of the office in preparation and organisation of events for important local festivities and celebration.

This activity will provide insight and experience with the local culture, traditions, languages and strengthen the ties with the local population, working and celebrating together.

8. Attend language classes of Croatian and Italian language – will provide basic communication skills in writing, speaking and understanding.

9. Creating their own classes, teaching a subject of their choice (ex. Yoga, language, instrument, photography, programming) in the local Italian community- this activity will strengthen their ties with the local people, sharing the values of solidarity and the importance of learning and developing new skills with people from all age groups and training teaching and presenting skills.

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 ORGANIZATIONL 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.

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.



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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
POLAND	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 2020**

GERMANY - Open Door International e.V.

www.opendoorinternational.de

Fundacja Centrum Aktywnosci Tworczej

www.fundacja-cat.pl

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 2020**.

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

Good luck with the selection process!