**Principles of cooperation**

The conception of trainings in frames of Training and Evaluation Cycle

of European Voluntary Service (EVS)

One of the key features of EVS is the training and evaluation it provides, guiding Young volunteers through a non-formal learning process before, during and after their period of service abroad.

The training and evaluation dimension within EVS aims at providing young volunteers with continuous guidance and support throughout their voluntary service period. Such training and evaluation contributes to the education and development of each young person. It also helps resolve conflicts and prevent risks, and provides a means of assessing the volunteer's EVS experience.

Quality is the main objective of preparation, training and evaluation. Given the diversity of countries, National Agencies, and volunteers, there is a large degree of flexibility in the training format, whereas the quality indicators should be common to all training sessions. At the same time, the National Agency or the relevant SALTO should as far as possible try to ensure that the training/evaluation opportunities offered to each volunteer are in line with his/her specific needs.

**Guidelines:**

The guidelines of the pedagogical program of the trainings are based on European Commission document *“Training and evaluation cycle of European Voluntary Service”* and on practical experience of organizing EVS trainings by SALTO Eastern Europe and Caucasus (SALTO EECA) in years 2000 – 2013 within YOUTH and Youth in Action programmes.

The pedagogical program of the EVS training cycle should encompass volunteers realizing their EVS projects in countries of Eastern Partnership region and in Russia, and also project coordinators from hosting organizations responsible for volunteers and other projects supporting the functioning of the whole Program.

During seminars there are used active methods respecting experience, interests and needs of participants as well as needs and goals of SALTO EECA. The final shape of its program is created by trainers running the training, in consultation with participants, thanks to which they can feel co-responsible for training’s success. The methods that are being used during the training need to be based on methodology of non-formal education: simulation games, discussions, small groups work, drama methods, integration games and others. The program can be completed with trips/thematic walks and with meetings with experts about discovering of the local culture. There are also introduced a conception of the Key Competences and the Youthpass.

Trainers should create frames, that will help participants to discover different aspects of their service abroad and of being a volunteers, confrontation with a different culture and tradition – they should become aware of their strengths and weaknesses, to find their own ways of how to solve difficult situations. Aside from passing a concrete knowledge, trainers should show participants where and how they can find useful information by themselves.

The pool of trainers running EVS trainings should, as far as it is possible, be complementary as for knowledge of foreign languages. Its members should be people experienced in work with young people and with volunteers, especially those working within international voluntary services. The pool should know the pedagogical conceptions from different countries regarding work with youth as well as make common preparations and summarize each training.

The number of trainings depends on number of EVS projects approved by National Agencies.

#  Evaluation event (Annual EVS Event)

**The aim:** to evaluate the experience gained by the volunteer during the EVS project abroad, to reflect on the learning process, acquired competences, skills and worldview. Discussion about the culture shock connected to the return to the home country; to obtain more information and practical advice concerning future perspectives on the labor market, the planning of possible follow up activities and other training possibilities.

**Target group:** volunteers who have finished their service during the past 12 months, min. 10, max. 40 people

**Duration:** 3 days

**Timing:** up to 12 months after the volunteer's return from the project.

**The content may include:**

1. Presentation of volunteers’ EVS projects (interesting information, key moments, difficult moments and positive facts).
2. Intercultural education including cultural shock towards a culture of a foreign country and return to the home country.
3. Non-formal education, reflection on acquired skills, competences and worldview. Paying attention to the learning process, personal improvement.
4. The rules, exchange of experience, project management.
5. Continuation of the learning process: life after the project, Europass, conditions of the labor market in the home country and Europe, how to start your own non-governmental organization, business, other forms of volunteering in the country and abroad.

**Additionally:** • invited experts
 • creative workshops and other unconventional methods of learning

**Seminars for foreign young people arriving to the Eastern Partnership countries and Russia**

The shape of the program and the methods used should take into account the multiculturality of the group, which the language used during the program directly affects. Often a common language is English, although it can not be assumed that every participant of the group can speak it. In specific cases complementary language skills of trainers responsible for an activity are helpful to provide opportunity to communicate in native language of the participants.

**On-arrival training:**

***Aim****:* to introduce the host country to the volunteers, preparing them for the service period and the EVS experience. It also allows volunteers to get to know each other and to build a network.

***Target group***: young volunteers coming from EU countries for projects lasting longer than **two months**, arriving to the organization located in Eastern Partnership countries or Russia

***Duration***: 5 days

***Number of participants:*** min. 6; max.25 (+2 optional, after consultation with trainers)

***Timing****:* at the beginning of volunteer’s stay

***Language***: English + translation into the language(s) understood by the majority of participants of the training

***Content****:*

1. **Reminder** of basic information about EVS (eg. The responsibilities of the sending and host organizations, mentor). Checking the insurance and visa’s rules.
2. **Work in the project** - communication, working with the target group, difficult situations, conflicts, system of support, teamwork, the local community and the impact of the project on the local community
3. **Intercultural learning**

**Additionally the program of On-arrival training may contain:**

- Issues related to different roles in EVS projects: volunteer, mentor, etc.
- City tour,
- "National evening" - workshops,
- Youthpass - the concept and possibilities of use.

**Mid-term meeting**

***Aim:*** evaluation of the current progress of the project; sharing experience, meeting other volunteers; obtaining information about a variety of educational and career opportunities, other volunteer programs or programs linked to vocational education.

***Target group***: young volunteers from various projects lasting min. 6 months, arriving to different organizations in Eastern Partnership countries or Russia

***Duration***: 4 days

***Timing****:* approx. in the middle of the duration of the project

***Language****:* English or another language comprehensible for a group (eg. Russian)

***Number of participants:*** min. 6; max. 25 (+2 optional, after consultation with trainers)

***Content****:*

1. **Evaluation** of the current progress of the project (work in the organization, integration, new skills and experience.

The exchange of experience with other volunteers. A look at the rest of the project - what can be improved / changed and how?

Feedback for an SALTO and NA

1. **Problems and conflicts** in the project and beyond – determination of problematic aspects in work and personal life and developing of strategies for solving conflicts
2. **Plans for the future** - what I want to do after my EVS project, how to use new skills in the labor market? Youthpass - the concept and possibilities of use.

**Additionally the program of Mid-term meeting may contain**:

- City tour
- Visiting interesting places, type of museum, theater in connection with sessions at the meeting