



Interreg Volunteer Youth PROJECT NOTE

Interreg Project Partner

The Interreg Volunteer Youth (IVY) Initiative is a pilot action to offer the possibility to young Europeans aged 18-30 to serve as volunteers in cross-border, transnational or interregional programmes and related projects. The initiative is aimed at involving young European volunteers to support, promote and report the concrete achievements of these programmes and projects, as well as generally promote European Territorial Cooperation and related values such as solidarity.

The IVY will give volunteers the opportunity to familiarise with European Territorial Cooperation (ETC), make them aware of the many benefits of collaboration among EU internal borders as well as enhance their sense of European solidarity, citizenship and civic engagement.

The Interreg Project Beneficiary willing to become a hosting organisation of an Interreg Project Partner should fill in this project note. The project note should detail:

- A.** How many volunteers you would like to host & if the tasks listed in this Note will be the same for all volunteers (if not, please submit a Note per volunteer):

We would like to host one volunteer.

B. Language skills requested

List the language(s) and tick the level of competence* required:

Language(s)	A1	A2	B1	B2	C1	C2
English					x	
German					x	

*Refer to the Common European Framework to indicate the level of competence for each language:

- A1/A2: basic user (beginner/advanced-beginner);
- B1/B2: independent user (intermediate/upper-intermediate);
- C1/C2: proficient user (advanced/mother tongue).

C. Project scope/field

Underline/highlight maximum 3 topics that best corresponds to the field and scope of your project:

- Social challenges
- Reception and integration of refugees and migrants
- Citizenship and democratic participation
- Disaster prevention and recovery
- Environment and natural protection
- Health and wellbeing
- Education and training
- Employment and entrepreneurship
- Creativity and culture
- Physical education and sport

D. Volunteer tasks

Underline/highlight the activity(ies) that you expect the volunteer to carry out:

- Working with children/young people
- Working with the elderly
- Working with disabled people
- Working with refugees
- Working with migrants
- Healthcare
- First aid
- Interpreting/translating
- Teaching/training/coaching
- Catering
- Environmental/nature protection
- Building/construction/engineering
- Driving
- Arts/music
- IT – website/software/infrastructure development
- Media/communications/events
- Project management
- Other (please specify):

Clearly define the tasks to be assigned to the volunteer (maximum 4500 characters space included) and specify:

- which specific activities foreseen in the project the volunteer is supposed to carry out;

The Euroregion PRO EUROPA VIADRINA stimulates and facilitates cross-border cooperation in different working fields. Our organization, the Mittlere Oder e.V. has mainly two tasks:

- initiating joint activities for developing the region evenly and in a well-balanced manner
- bringing people and institutions from Germany and Poland closer together.

One of our different working areas is the development of own projects. Nowadays we are managing 6 of these projects and we would like the volunteer to carry out the information and event-managing activities in the 4 following projects:

1. Implementation of the People-to-People-Fond (small-projects).
2. Dialog (Organization of language courses, intercultural trainings and study visits to empower and train German and Polish staff responsible for cross-border cooperation in regional institutions).
3. Coaching-Viadrina (Organization of workshops, individual coaching and networking platforms for the purpose of strengthening Knowledge and competences of the institutions interested in cross-border project cooperation in the Euroregion).
4. Museums in the Euroregion PRO EUROPA VIADRINA (Creating a database and brochure about the museums in the Euroregion PRO EUROPA VIADRINA).

We would like to entrust the volunteer with the public relations and parts of event management for these projects. In particular, the following activities would be possible:

- Maintaining the website and the Facebook page (writing reports on current projects, events in the region and event announcements)
- Visit small projects, collecting impressions from the participants, creating a photo documentation and – finally - write reports from these project for our website and the Facebook page
- Visit some of the Museum in the Euroregion to get an impression of the exhibition, creating a photo documentation, writing a small notice, to be used for a database on our website
- Assistance in the organization of events (f.e. speaker and participant acquisition, preparation of reports)

Perhaps it would be possible for the volunteer to write some kind of journal/diary on our Facebook-site about her/his stay in our region.

Given the issue that we would like to document each visited project, event or location by a reasonable picture, affinity and experience in the field of photography is highly welcomed. Of course we provide the necessary equipment.

- the solidarity scope/dimension and the direct contact with the local community of the volunteer's activities (the solidarity scope is indeed an essential requirement given that our initiative is part of the [European Solidarity Corps](#). As a tip, you can stress the Interreg's cooperation dimension within your area - which is about solidarity at the end of the day);

The volunteer will have the opportunity to visit local projects and to have contact with the local population. The participants of these projects are very different - they are children, adolescents, senior citizens, administrators, hobby artists etc. Also the participants of our events come from different areas. The focus is always on the



contact and cooperation between German and Polish citizens and institutions. These aspects should fulfill the solidarity dimension of the internship.

- how (methodology) the activities carried out by the volunteer will help spreading and promoting solidarity as well as raise the awareness of the Interreg impact among targeted project beneficiaries.

The location on the German-Polish border is considered a peripheral location with a thin population density and a lacking infrastructure. A stay here provides a better insight into the different problems and opportunities associated with the location at the border of two countries.

Through contact with the local population, the volunteer can make her/his own experiences. The volunteer learns about the need for support in the border region and sees how the EU funds directly benefit the local population - through investments or through small projects in which Germans and Poles interact with each other.

The volunteer's public relations work, the reporting on local projects and initiatives should help to spread solidarity and raise awareness of the Interreg impact.

- E. Expected duration of the volunteering project** (minimum 2- maximum 6 months):
Clearly specify the ideal time frame of the volunteering project (e.g. from September 2017 to March 2018) and indicate if this duration is flexible and subject to detailed further agreement with the selected volunteer:

The ideal time frame would be from October 2018 to December 2018. The expected duration of the volunteering project is aimed to be between 3 and 4 months long, although – both- the beginning and the duration are flexible.

- F. Commitment by the hosting organisation to avoid job-substitution and routine tasks**
Declare your commitment to ensure this project is not a routine tasks substitution (maximum 750 characters space included):

The volunteer will not be concerned with routine tasks. We would like the volunteer to be primarily entrusted with public relations, to report on his stay and his impressions of the region and the projects in the social media. A look from outside on our region and on the use of EU funds at the local level would be very interesting for us and for outsiders.

- G. Description of training and support you will provide to ensure the volunteer is put in the best possible conditions to perform his/her tasks** (maximum 1500 characters space included)

The volunteer will benefit from our broad support we provide. From the first day on, he/she will be fully integrated into every ongoing project. He/she will not only get the possibility to participate in our projects but also to play an active role in the whole process of project management. The volunteer will be equipped with his/her own work-space, material required for work will be provided by us. Any time or in case of questions the volunteer can turn to a partner who will take care of him/her.

- H. How Personal support will be ensured**

Indicate:

- the mentor responsible for the volunteer (First Name/Family Name/Role in the organisation): **Joanna Wiśniewska, project manager People-to-People Projekt and Coaching VIADRINA.**

- the measures and actions to integrate the volunteers into the local community:

In order to integrate the volunteer into the local community we will support him/her in finding accommodation. We would recommend the student hostels in Slubice or Frankfurt (Oder), a stay there also allows contact with students of Viadrina University. Furthermore, there is the possibility to provide a language course (Polish) during the whole Interreg Volunteer Youth Project. At the beginning, we organize a city tour through Frankfurt (Oder) and Slubice.

Information about how the hosting organisation will help with practical arrangements, in particular:

- Help to find a suitable accommodation (low cost but decent accommodation arrangements should be eased, please indicate how):

Regarding a suitable accommodation we recommend the student hostels in Frankfurt (Oder) and Słubice. The dormitories have a good standard, are also easily accessible on foot and allow to come after work in contact with students of Viadrina University. We are happy to help with the reservation.

- The Interreg Project Partner will be financially supported by AEBR with an estimated average amount of € 23 per day and contribution for the travel costs of the volunteer will also be provided. This allowance is intended to cover food, lodging, local transport, etc., as well as to provide some pocket money to the volunteer. The AEBR will take care to arrange an insurance policy for every deployed volunteer. However, the hosting organisation is encouraged to outline if it intends to top up the allowance granted to the volunteer with additional resources and how (indicative example: canteen costs, local transport costs or other top up you may see feasible). Please note that the extra money given to the volunteers cannot be risen from Interreg (ERDF) funding, as double use of the same source must be avoided. Therefore, although very much appreciated, you can top up the financial support only by using your own/other sources which are independent from Interreg funding. (maximum 1200 characters space included).

In order to integrate the volunteer into the local community we will support him/her in finding accommodation. Furthermore, there is the possibility to provide a language course (Polish) during the whole Interreg Volunteer Youth Project, which we would pay for. At the beginning, we organize a city tour through Frankfurt (Oder) and Slubice. Moreover, independent from Interreg funding, we will cover the cost for a Berlin-Brandenburg ticket, which allows to travel the entire region, including the capital of Germany, Berlin, with the regional trains. Of course the ticket can also be used during leisure time.

- Declare that you will take care of all the activities related to administrative issues in the host country:



We declare that we will take care of all activities related to administrative issues in the host country.

- I. The Hosting organisation should adhere to the [European Solidarity Corps Chart](#).
Please declare you have read the Chart and agree to adhere.

We declare that we have read the Chart and agree to adhere.

- J. The Hosting organisation should be flagged as a "Reliable Organisation" by the Managing Authority of the Interreg programme (attached declaration signed by the Head of the Managing Authority).
- K. The project note should be signed by the person responsible for the Interreg project in the hosting organisation.

AEBR

Host Organisation

Name:

Name: Toralf

Surname:

Surname: Schiwietz

Date:

Date: 16.07.2018

Place:

Place: Frankfurt (Oder)

Signature:

Signature:

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