



ERASMUS+ small scale partnerships
Ref. No: **2022-1-HR01-KA210-YOU-000081830**

GREEN-IN

INCLUSION OF ALL PERSONS FOR A GREENER FUTURE

Summary of outcomes for Activity 1: Preparation and
selection of candidates

2023.

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.*





I. Introduction – The purpose of the activity

This activity was organized to ensure that the training and other activities could follow. It was focused on the selection of candidates that were included in the training programme for young volunteers in Croatia and Italy. There was also the development of the shared Calander. By detailing how the activity was organized, how the overall outputs and discussing the deviations that occurred in the activity, others wishing to implement similar activities in the future can do so more easily.

II. How the activity was implemented

After the kick-off meeting, in which ŽIR and Cavriago overviewed the project approach and its goals, ŽIR and Cavriago developed a selection criteria in line with the terms in the application form. The main criteria included:

- Age group between the ages of 18-30;
- Resident of Croatia (Varaždin County) or Italy (Cavriago, Reggio Emilia);
- At least 1 previous volunteer experience;
- Completed high school and/or college;
- Knowledge of the English language (at least B1 level).

ŽIR and Cavriago informed citizens and volunteers in its network about the opportunity for young persons to gain new capacities so as to support persons with disabilities in their efforts to achieve social inclusion. Both ŽIR and Cavriago published calls for candidates in order to gain applications¹.

In Croatia, 6 suitable individuals sent their applications and 5 were selected to participate in the training programme. Each candidate submitted their CV, motivation letter and proof of education. They also signed a declaration as assurance of their participation in the training in the project. The interviews with each candidate helped to confirm their suitability to participate in the project.

In the case of the Italian candidates the selection process was streamlined due to the fact that no candidates were found via the Call. The main documents that had to be submitted by candidates were limited to the candidates' CVs, the interview with Cavriago representatives and having the candidates provide statements and declarations in order to assure their commitment to participate in the project. Cavriago reached out to its local partners (associations, sports groups, citizens connected to youth policies, etc.) and was able to come to an agreement with the sports association *CSV EMILIA ODV – sede di Reggio Emilia* (which has a section called „ALL-INCLUSIVE SPORT“), located in nearby Reggio Emilia. The mentioned association has young tutors who work with other youth (including those with disabilities) in learning sports activities, and since these young tutors are motivated to learn how to better include persons with disabilities into their work and would greatly benefit from

¹The calls for applicants are found at these websites: 1) <https://cestica.hr/vijesti/novosti-iz-opcine/1508-udruga-zir-poziv-za-pripravnike-u-okviru-erasmus-projekta-green-in?tmpl=component&print=1> (for ŽIR in Cestica); 2) <https://www.comune.cavriago.re.it/multiplo/notizie-di-multiplo/riapertura-termini-green-in-programma-erasmus-small-scale-partnerships-including-all-persons-for-a-greener-future> (For Cavriago, IT in Emilia Romagna)



the project, they were therefore considered the best candidates. The main documents that had to be submitted by candidates were limited to the candidates' CVs, the interview with Cavriago representatives and having the candidates provide statements and declarations in order to assure their commitment to participate in the project. In total, 6 Italian participants were selected and they committed to taking part in the training in the project.

The project team established an evaluation grid in order to screen and justify the selection of candidates. The following form was used below:

Assessment grid for Candidates

Name of candidate: _____

A – CV Assessment		
Age 18-30	Yes/No	
Reside in Croatia or in Italy	Yes/No	
Have at least 1 volunteer experience	Yes/No	
Presented previous diplomas/Education in relevant fields	Yes/No	
Proficiency in English (B1/2)	Yes/No	
Reside in Croatia (Varaždin County) or Italy (Cavriago, Reggio Emilia)	YES/NO	
Volunteering in the community already	YES/NO	
Number of volunteer experiences (from 1 to 3)	YES/NO	
B - MOTIVATION LETTER ASSESSMENT		Total
Grammatical correctness	5	
Completeness of communication in terms of content	10	
Effectiveness of communication	10	
TOT =	25	
C- INTERVIEW ASSESSMENT		Max points
Communication skills	10	
Enthusiasm and commitment	10	
Fluency in English	10	
Previous similar experiences	5	
Knowledge of the topic/s addressed	10	
Clarity of his/her ideas for the future	5	
TOTAL C	50	
TOTAL B+C	75	

Comments on the candidate:

Date:

Name and signature of partner representative:



Apart from that, the consortium also used the form “declaration of participation” to confirm that the candidates would be able to attend the organized training in the project. The following template was developed and used in the project. The comments were added to ensure that instructions were available in English, Croatian and Italian:

Ref. No: 2022-1-HR01-KA210-YOU-000081830

01.06.2023

Izjava o sudjelovanju/ Declaration of participation/Dichiarazione di partecipazione

Ovom izjavom potvrđujem da sam mlada osoba (30 godina ili mlada).

Ovu izjavu potpisujem u svrhu sudjelovanja na aktivnostima ERASMUS KA210 projekta "GREEN-IN - Inclusive all persons for a Greener Future" (Ref. No: 2022-1-HR01-KA210-YOU-000081830) koji je sufinanciran EU sredstavima.

Ime i prezime:

OIB:

Potpis:

Napomena: Obrazac služi kao podloga za elektroničku obradu podataka. Unesite tražene podatke čitljivim tiskanim slovima. Potpisom dajete privolu Udrugi "Život i radost" da prikuplja i obrađuje Vaše podatke u svrhu evidentiranja aktivnosti. Udruga "Život i Radost" osigurava evidentiranje i zaštitu navedenih podataka u skladu sa Zakonom o zaštiti podataka i Općom uredbom (EU) 2016/679 o zaštiti osobnih podataka.

Note: The form serves as a basis for electronic data processing. Enter the required information in legible block letters. By signing, you give your consent to the Udruga "Život i radost" to collect and process your data for the purpose of recording the activity. Udruga "Život i Radost" ensures that the above information is registered and protected in accordance with the Data Protection Act and the General Regulation (EU) 2016/679 on the protection of personal data.

Nota: il modulo funge da base per l'elaborazione elettronica dei dati. Inserisci le informazioni richieste in stampatello leggibile. Firmando, dai il tuo consenso alla raccolta e al trattamento dei tuoi dati da parte del Comune di Cavriago allo scopo di registrare l'attività. Comune di Cavriago garantisce che le informazioni di cui sopra sono registrate e protette in conformità con la legge sulla protezione dei dati e il regolamento generale (UE) 2016/679 sulla protezione dei dati personali.

Commented [PG1]: Add the place of signing...Cestica or Cavriago

Commented [PG2]: Adjust to your language.

Commented [PG3]: In English....
With this statement, I confirm that I am a young person (30 years old or younger). I am signing this statement for the purpose of participating in the activities of the ERASMUS KA210 project "GREEN-IN - Inclusive all persons for a Greener Future" (Ref. No: 2022-1-HR01-KA210-YOU-000081830), which is co-financed by EU funds.

In Italian....
Con questa dichiarazione confermo di essere una persona giovane (30 anni o meno). Firmo la presente dichiarazione con lo scopo di partecipare alle attività del progetto ERASMUS KA210 "GREEN-IN - Inclusive tutte le persone per un futuro più verde" (Ref. No: 2022-1-HR01-KA210-YOU-000081830), che è cofinanziato dai fondi UE.

Commented [PG4]: Name and surname/ nome e cognome

Commented [PG5]: ID number

Commented [PG6]: signature

Commented [PG7]: or Comune di Cavriago.

Commented [PG8]: Or Cavriago....depends on who is collecting info.

Commented [PG9]: Italian version

Erasmus+
Obogaćuje živote, širi vidike.

Sufinancira
Europska unija

AGENCIJA ZA
MOBILNOST I
PROGRAME EU

By making the necessary changes and taking a proactive approach to this activity, young volunteers for the training were confirmed. In total there were 5 Croatian participants 6 from Italy that were deemed appropriate for the project's training programme.



Shared Calendar

Prior to the selection of candidates, a shared Calendar was developed so that the project team (ŽIR and Cavriago) could track the progress of the project and effectively schedule events. The schedule was established in November 2022 with the intended schedule of events; however, the document remained mainly “offline” as the representatives of the project normally used these tools (e.g. Calendars) in this manner in past projects. When major updates were made to the schedule, the calendar would be adjusted and resent to the partner representatives. The following tables (as examples) show how the shared calendar was prepared and updated.

Original Calendar (Nov 2022)

Timeframe (Shared calendar) for GREEN-IN															
	Dec-22	01 2023	02 2023	03 2023	04 2023	5 2023	6 2023	7 2023	8 2023	9 2023	10 2023	11 2023	12 2023	1 2024	2 2024
Activity 1: Preparation and selection of candidates							Patrick Galeski Galeski: 1 training programme and 1 volunteer guidebook made and ready. Due date: 31.5.23		Patrick Galeski Galeski: Workshop 1 in Cavriago In-situ. Date: 12.7 - 13.7.23						
Activity 2: Setting up the training programme for young volunteers	Patrick Galeski Galeski: participants confirmed (min 10 participants - 5 IT, 5 HR) - 21.12.2022									Patrick Galeski Galeski: Nature based action in Cestica (15-16.09.23)	Patrick Galeski Galeski: Nature based action in Cavriago - 13-14/10/23				
Activity 3: Workshops and online learning for young volunteers	Patrick Galeski Galeski: 20.01.23 - Meeting between the two groups.		Patrick Galeski Galeski: 1 focus group meeting (joint) - with selected participants tentative date: 22.2.23		Patrick Galeski Galeski: 2 focus group meetings (1 with professionals, 1 with parents of persons with disabilities) Tentative dates: 22.3.23 and 29.3.23		joint online learning (10 hours)	joint online learning (10 hours)	joint online learning (10 hours)						
Activity 4: Organization of nature based actions						Patrick Galeski Galeski: Workshop 1 in Cestica In-situ. Dates: 7.6 - 8.6. 2023									
Activity 5: Evaluation activities and monitoring								evaluation of the workshops (completed on 31.7.2023)		Evaluation of the online learning (completed on 01.9.23)			Final evaluation report delivered by 21.12.23		
Activity 6: Final conference and project sustainability														Creating cooperation agreement (by 31.1.24)	Final conference in Cestica - 15.2.2024

Update to the shared calendar (March 2023) – Example of how updates were performed

Timeframe (Shared calendar) for GREEN-IN															
	Dec-22	01 2023	02 2023	03 2023	04 2023	5 2023	6 2023	7 2023	8 2023	9 2023	10 2023	11 2023	12 2023	1 2024	2 2024
Activity 1: Preparation and selection of candidates															Korisnik: Extension of the search for candidates
Activity 2: Setting up the training programme for young volunteers															
Activity 3: Workshops and online learning for young volunteers							In-person training	In-person training	In-person training	In-person training + nature based action in	In-person training + workshop in Croatia			Korisnik: change required due to call for candidates	
Activity 4: Organization of nature based actions															
Activity 5: Evaluation activities and monitoring															
Activity 6: Final conference and project sustainability														Creating cooperation agreement	Final conference in Cestica - 15.2.2024



Overall, this tool proved to be useful as it gave a clear picture of what activities had to be implemented in an effective manner. This pushed the partnership to remain engaged with its stakeholders, keep on track and adjust the approach to activities that were in need of refinement.

III. Final remarks and conclusions

It should be noted that the approach to finding candidates needed to be altered and the timeframe for activity 1 had to be extended due to no candidates from Italy submitting applications to the call for candidates. It was noted by the partners that by reaching out to the other organizations dealing with youth and persons with disabilities, the partnership was able to gain suitable candidates for the project. Although 11 young persons (instead of 10) were selected and completed the training in the project, future projects should include an approach where organizations in the partners' networks are more closely consulted prior to publishing a call for candidates. This could be done by organizing town hall meetings and/or focus groups as an initial project activity. This approach could serve to deepen stakeholder involvement from the start in the project and ensure that other activities (dependent on this activity's completion) are not hampered.

The shared calendar was changed from an online tool to an offline tool as the partner representatives were more comfortable with that format. By using it as a tool to track the progress on outcomes and results, it was considered to be helpful. It is recommended that future projects should consider the IT skills of the persons managing the project and their communication preferences. By making this adjustment, the project milestones, dates and deadlines and activities could be more easily tracked and compared.