



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.

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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	
	Max	Total
B - MOTIVATION LETTER ASSESSMENT	Points	
Grammatical correctness	5	
Completeness of communication in terms of		
content	10	
Effectiveness of communication	10	
TOT =	25	
	Max	
C- INTERVIEW ASSESSMENT	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:



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.







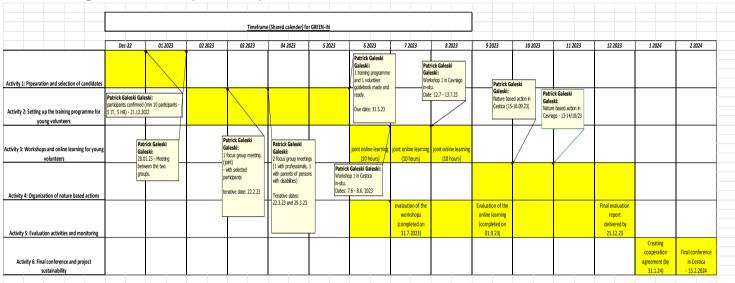




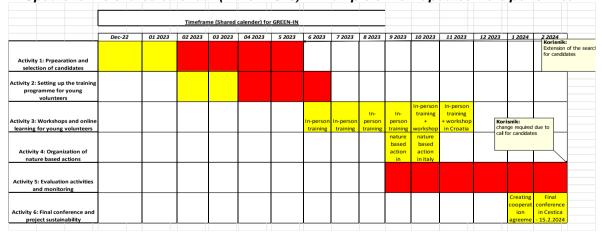
Shared Calendar

Prior to the selection of candidates, a shared Calander 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. Calanders) 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.





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













Overall, this tool proved to be useful as it gave a clear picture of what activities had to 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 calender 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.





