

VOLUNTEERING FOR PEACE

respect

advocating for peace

launching online campaigns

responsibility

active listening

critical thinking

"do not harm"

respect

non-violent communication

giving and receiving feedback

conflict management



fundació
catalunya
voluntària

**KA1 MOBILITY OF YOUTH WORKERS
SEMINAR 'Volunteering for Peace'**

This info kit includes the following sections: **1) when, where and why, 2) seminar objectives 3) expected results; 4) what do we expect from participants; 5) what to bring and 6) how to reach the venue.**

Please read it carefully and do not hesitate to contact us in case you have any questions.
Your contributions and feedback are always welcomed and appreciated.

1) When, where and why

The European Seminar 'Volunteering for Peace' will take place from 1 to 7 April 2019 (including 1 travel day) in Vilanova i la Geltrú (Barcelona), Catalonia, Spain.

Arrival day: participants are expected to arrive on **Monday, 1 April** during the day. If you arrive early, please note that starting from 10:00, the reception of the venue can store your luggage. The seminar will start at 18:00 with an official welcoming.

Departure day: participants are expected to leave the accommodation on **Sunday, 7 April before 12:00.**

Vilanova i la Geltrú is the capital of Garraf County, in the Catalonia (Spain), 40km south-west of Barcelona. With a growing population of more than 60.000 people, it is a major Catalanian fishing port with a long and colorful history, reaching its heyday during the Romantic period. For more information about the city you can check out www.vilanovageltru.com



The venue and accommodation of the seminar will be in **Hotel Cesar**, a family-run hotel located only a few meters away from the beach, in the 'Sea district' ('Barri de mar'), a calm, peaceful and safe area, 15 minutes walking distance to the train station and to the city center. Hotel address: Isaac Peral st. nr 4-8, 08800 Vilanova i la Geltrú, (Barcelona), Spain.

Website: <http://www.hotelcesar.net/eng/index.php>

Phone: +34 93 815 11 25

Participants will be accommodated in 2, 3 and 4 person bedrooms. Bed linens and towels will be provided. The venue has free Wi-Fi access. Breakfast, lunch, dinner, morning and evening coffee breaks will all take place in the hotel. Please bear in mind that you are responsible for your own valuables when staying at the accommodation. We have booked rooms and spaces for the activities, but we have not booked the whole hotel premises, meaning that you will be sharing the common spaces with other clients of the hotel. FCV carries no responsibility in case of lost valuables.



The basic idea of organizing this seminar is to perceive volunteering as a driving force to promote and build peace.

During the seminar we will provide partner NGOs with tools, ideas, practice and inspiration to support young volunteers to be part of initiatives with a positive social impact and more proactive against different types of discrimination, violence and hate speech, while encouraging them to carry on new activities, like awareness and advocacy campaigns, focused on building a more peaceful, inclusive and sustainable societies.

We expect to create inspiring spaces where to reflect on these topics and develop together new tools, practices and methods to empower young volunteers to be peace builders (in a broad sense) and get more involved in organizations' decision making processes and in their own competence development.

The 5 key competences (skills and attitudes) we will focus during the activity are: **active listening; non-violent communication and 'do not harm'; giving and receiving feedback; critical thinking and conflict management.**

We will also learn from each other about **volunteer management, how to launch campaigns and how to advocate for change.**

2) Seminar objectives

Seminar general objectives are:

- To promote cooperation and networking among youth workers and voluntary based NGOs active in the field of non formal learning, volunteering and voluntary service at the European level.
- To encourage a real exchange of ideas and perspectives among youth workers (in a broad sense) about some urgent needs and challenges in their societies, regarding peace related topics and the role of young people.
- To improve the support given to young volunteers so they can be leaders of new activities promoting and building peace in their communities.

Its specific objectives are:

- To learn/understand the basics of culture of peace and peace education and reflect on how to implement them in each promoter organization.
- To learn/understand the basics of conflict management and non-violent communication techniques and reflect on how to use them when managing/supporting volunteers.
- To gain new ideas and tools to identify, develop and recognize specific competences to live in peace and to build peace.
- To gain new ideas and tools to be more inclusive, focus on impact and results and provide with new opportunities for action to young volunteers (including ESC).

3) Expected results

-To explore the connections between volunteering and peace.

- To learn from each other how to support volunteers to develop specific competences useful to promote and build peace, to deal with different conflicts and to communicate non-violently.
- To learn from each other how to implement these concepts and tools in the life and practices of each organization.
- To create a list of competences (skills and attitudes) for young people to act as peace builders, to be used in different contexts and with different target groups.
- To create a new set of tools for volunteer managers to involve individuals to work for peace, including young people who are victims of discrimination and violence in our communities.
- To work together towards the elaboration of competence framework for volunteer managers.
- To promote new projects and create new partnerships related with the seminar topics, at local, regional and international level.

4) What do we expect from the participants

We expect from participants to take part throughout the entire program and to share personal and professional experiences and good practice examples. Every participant will have space in the program where to contribute with their inputs by:

- 1) Participating in interactive activities, workshops and discussions, which will be done in small groups, on specific topics (using open space technology, games, exercises, simulations, etc), during the whole seminar.
- 2) Making a classic 3-5 min presentation about the organization, using a flipchart or handouts (not a powerpoint presentation).
- 3) 'Selling' an educational tool at the 'NGO tool fair' to promote the benefits of one specific tool that your NGO is using (to manage EVS projects, to prepare/support volunteers, to answer the questions above).
- 4) Leading a 45 min workshop and presenting a successful working method, educational activity, practical tool, game or exercise focused in any of the key competences mentioned above.
- 5) Making a 15 min presentation (i.e. TED talk or conference) on one of the seminar topics.

Important: last 2 activities are optional. Nevertheless, we strongly encourage you to use this opportunity and think about which activity from your NGO's portfolio can inspire and help your colleagues from other NGOs and countries.

Regarding the energisers, free time, evening and night activities, our suggestion/approach is that FCV is responsible to organize them and the participants who are willing to carry them out or support them are more than welcome. Soon we will send you the provisional one page program.

Important: please use the following form in case you want to propose a workshop. Please copy and paste the table in a separate Word file and send it to us.

WORKSHOP OUTLINE TEMPLATE

Workshop title	<i>Please insert the title of the workshop</i>
Time	<i>45 min. In case you need more time please inform us here.</i>
Aim and objective/s	
Competence/s addressed	
Methodology	<i>Step by step description of what will happen in each moment.</i>
Expected outcomes	
Evaluation method	
Materials	<i>In case there is a specific material you need us to provide you for the workshop or documents we might need to print out.</i>

In case you want to participate in the TED talk or conference discussion and share your personal understanding about the relevance of seminar topics and objectives, your unique NGO specific approach, or your personal insights and theories, based on your experience about topics mentioned above or about what does 'volunteering for peace' mean for you, do not hesitate to send us by email a maximum 1 page summary of your speech using the following template.

PRESENTATION TEMPLATE

Title	<i>Please insert the title of the presentation</i>
Time	<i>Up to 15 min time. In case you need more time please inform us here.</i>
Aim	
Topics	<i>Please include a summary of the presentation or a list of topics addressed (in maximum one page).</i>
Materials	<i>In case there is a specific material you need us to provide you for the presentation or documents we might need to print out.</i>

5) What to bring

Please remember to bring with you all the original travel documents you have used for your travel to Barcelona, both ways if possible, plus the invoice of your flight ticket plus any other electronic or physical ticket you will use for your travel, including bus and train tickets from your place to the airport (if applicable). Only after presentation of the original invoices and travel documents, FCV will pay the fixed amount per person. If your travel distance is from 500KM to 1999 KM, the budget for your travel (both ways) is 275€ and, if your travel distance is from 2000 KM to 2999KM, the budget for your travel is 360€. Payment will be done according to the distance calculation system (that you can check on the following [link](#)). Reimbursement of the travel costs will be done after having all the travel documents. We cannot guarantee that the payment of your travel tickets could be done during the seminar even in the case of presentation of all travel documents, but we can commit to make the reimbursement in maximum one month after the seminar.

Accommodation, food, seminar materials and local transport will be provided by the organizers free of charge. A participation fee of 30€ will be discounted from the travel reimbursement. For those participants who require a travel visa, visa costs will be also covered, with a limit of 60€ per person.

Regarding the activities, we kindly suggest you to bring at least one copy of the tools you want to present at the 'Tool Fair' and to bring leaflets, pictures of activities and any other audio-visual informative and promo material you might have. If you have a written project description of your EVS project or a call for partnership or a project proposal you really want to share during the seminar with reliable colleagues from different NGOs across Europe, we suggest you to bring them with you as well. Please bear in mind that English is the only language everybody in the seminar will be able to understand.

You don't need to bring a sleeping bag, sheets or your bath towel, but you need to bring all your personal hygiene tools and a beach towel in case you want to spend some time at the beach. In April, the temperature might vary from 13 to 20 degrees Celsius, so we suggest you to bring comfortable clothes ready for this temperature.

We also suggest you to bring your laptop in case you want to use it (don't forget the charger and wires), plus anything else you would like to bring, including music, instruments, games.

In addition, an intercultural night will take place during the seminar. This event serves as a way to get to know each other, to share cuisine of each country, music and spend a pleasant time together. Please feel free to bring anything you want (sweets, drinks, snacks), if you have some room in your luggage.

Last but not least, don't forget to bring with you the European Health Card (and the card/number of any private insurance health plan, in case you have).

6) How to reach the venue

All participants are expected to arrive to the venue: Hotel Cesar on the 1th of April before 18:00. **Meeting point is at the TRAIN/BUS STATION in Vilanova i la Geltrú.**

Barcelona has one airport **with 2 terminals**. Terminal 1 and Terminal 2 are connected with each other by a free shuttle bus. The transfer bus is green and runs 24 hours per day. It takes about 10-15 minutes between the two terminals. For service schedule and bus stop locations please consult the following web page: <https://www.barcelona-airport.com/eng/transport-between-terminals.php>

From the Barcelona airport there are 2 ways to reach Vilanova i la Geltrú: **by bus or by train.**

By bus: there is a bus line **from Airport Terminal 1 to Vilanova station**, which is managed by **Mon-Bus** company. The bus stop is located in **Terminal 1, floor 0, Arrivals**. The ticket costs 8,25€. Please consult the bus schedule below or here: <http://www.monbus.cat/?lang=en>

Departure from BCN airport Terminal 1: The first bus departs from the Terminal 1 at 06:50 and the last bus of the day departs at 23:50, there is one bus every 30 minutes during the whole day length **at: 20 and at: 50.**

Arrival to Vilanova i la Geltrú (bus/train) station is approximately **1 hour after departure from BCN airport Terminal 1**: To check this schedule for the way back, from Vilanova to the airport, you can click the option *'veure tornada'* (return) in the website. From the Terminal 1 to Vilanova bus there are 12 stops before the Vilanova i la Geltrú (bus/train) station, but the bus might not stop in every stop, so we suggest you to ask the driver to tell you when you will arrive to Vilanova station.

Please find below a **list of the bus stops**:

CITY	STOP
Aeroport de Barcelona	Terminal 1
Sitges	Parc Can Robert
Sitges	Passeig Vilanova, 44
Sitges	La Masia
Sitges	Càmping Sitges
Rocamar	Rocamar
Les Roquetes	Valentí
Les Roquetes	Centre - Plaça Catalunya
Les Roquetes	Miquel Servet, 143
Vilanova i la Geltrú	Rambla Sant Jordi
Vilanova i la Geltrú	Sant Antoni Abad
Vilanova i la Geltrú	Jutjats
Vilanova i la Geltrú	Pobles d'Espanya - C/Pelegri Ballester
Vilanova i la Geltrú	Pl. Eduard Maristany (Estació)



By train: airport train station is at **Terminal 2**. To reach Terminal 2 from Terminal 1, there are **free** shuttle buses going to Terminal 2. Once you are in Terminal 2, the airport train station is located 200 meters outside terminal T2 building. Both infrastructures are connected by a covered footbridge. There you need to buy **one ticket to Vilanova from the ticket machine**. **You need to stop in the stop**, which is *'El Prat de Llobregat'* and **change platform to take another train**, which goes to *'Vilanova'* or to *'St. Vicenç'* (announced in the screens of the train and platform). Train is branded with a **C** (of *'Cercanies-close distances'*).

The trip from El Prat de Llobregat to Vilanova takes about 45/50 minutes by train and the schedule is the following (you can also find it at www.renfe.es, only in Spanish, at *'Cercanias-FEVE'* menu bar and, then, at *'Barcelona'*).

Departure from Terminal 2 Airport	Arrival to Prat Llobregat (change train/platform)	Departure from Prat Llobregat	Arrival to Vilanova
First one is at 05:42	05.47	05.56	06.29
From 06.08 to 21:38 there are 2 trains every	7 min later	11 min later	33 min later

single hour, departing at :08 and at :38			
Example 12:08	12:15	12:26	12:59
Example 12:38	12:45	12:56	13:29
Last one is at 23:38	23:45	23:47	00:20

Please keep all your bus and/or train tickets with you. Their prices will be included in the international travel costs and might be covered by the grants of the Erasmus + program if the total price is not more than the grant corresponding to your travel distance band.

Early arrivals: If you arrive before the arrival day and you travel to Vilanova from Barcelona, the easiest way is by train, that goes from 3 train stations: ‘Estació de França’, ‘Passeig de Gràcia’ and ‘Sants’ (again, destination ‘Sant Vicenç’ or ‘Vilanova’). If you are around the city center, we suggest you to catch the train from ‘Passeig de Gràcia’.

Walking from train/bus station to the venue: if you want to walk from the station to the venue (15 minute walk), you can walk to the hotel which is on C/ Isaac Peral 4, Vilanova i la Geltrú. See map below:



For any additional information you may need, please do hesitate to contact us, by email, at projectes@catalunyavoluntaria.cat, by phone, at +34 934124493 or by Skype at llucmp.

We will contact soon with all selected participants to have a brief online conversation to answer any doubt you might have.

Best regards

Looking forward to meet with you soon!

Fundació Catalunya Voluntària