



## Volunteering – Way to Employment Volvem

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*1<sup>st</sup> international meeting of partners  
26<sup>th</sup> – 28<sup>th</sup> November 2012, Ústí nad Labem, Czech Republic*

### **Meeting Venue:**

Dobrovolnicke centrum (Volunteer Centre)

Address: Prokopa Diviše 1605/5

400 01 Ústí nad Labem

Czech Republic

### **Expected attendees**

1. Partner 0 – Matej Bel University, Slovakia: Alžbeta Brozmanová Gregorová, Miroslav Žabka
2. Partner 1 – Platform of Volunteer Centres and Organisations, Slovakia: Alžbeta Mračková, Jana Vlašičová, Ramona Dragomir
3. Partner 2 – Volunteer Development Scotland, UK: Eliane Reid, Grace Martin, Adrian Murtagh
4. Partner 3 – Dobrovolnicke Centrum /Volunteer Centre, Ústí nad Labem, CZ: Lenka Černá
5. Partner 4 – Centrum dobrovolnictva/Volunteer Centre, Banská Bystrica, SK: Jana Matejzelová
6. Partner 5 - Prešovské dobrovoľnícke centrum/Volunteer Centre, Prešov, SK: Michaela Skybá
7. Partner 6 – Dobrovoľnícke centrum Košického kraja/Volunteer Centre, Košice, SK: Dominika Hradiská
8. Partner 7 - Komunitné centrum/Community Centre, Nitra, SK: Jana Andreasová, Beáta Dvořáková

### **Programme**

#### **Monday, 26<sup>th</sup> of November 2012**

Arrival of participants to Ústí nad Labem and a common dinner (optional) at 7.30 p.m. Restaurant to be announced.

#### **Tuesday – Wednesday, 27<sup>th</sup> – 28<sup>th</sup> of November 2012**

Partners' meeting from 9am to 6 pm in DC premises. Lunch and the refreshment provided by DC.

Both evening there is a common dinner at 7.30 pm (Restaurants to be announced).

### **Objectives of the Meeting**

The meeting will be focused on the following issues:

- Partners introduction
- Project issues description
- Project introduction
- Action plan: divisions of the tasks and time schedule
- Dissemination activities
- Project Evaluation
- Project communication, financing and documentation
- The training of the "Vitej" method

### Meeting Agenda

<i>Tuesday, 27<sup>th</sup> of November 2012</i>		
<b>Time</b>	<b>Topic/Activity</b>	<b>Partner</b>
09:00	Welcome	The Platform of VCO, DC (CZ)
09:15	Partners' introduction and presentations (max. 15 minutes per partner – please bring your ppt presentations)	All partners
11:00	Coffee & Tea break	
11.30	Project vocabulary – definitions and current status quo of the following areas in the project countries (Slovakia, CZ, UK): Volunteering in project countries Level of unemployment Work with unemployed volunteers Accreditations/awards linked with non-formal learning (The partners prepare short presentations – max. 20 minutes per country)	MBU, Platform, VDS and DC (CZ)/ all partners
12:30	Short presentation of the products to be transferred to Slovakia (V-skills and Vitej) (15 minutes per partner)	VDS, VC (Usti nad Labem)
13.00	Lunch (in the building of the VC)	
14:00	Project introduction, the task distribution/ responsibilities, the schedule and the action plan – activities to be implemented in the project	Platform
15:00	Dissemination activities – plans Each partner will prepare the short presentation on the planned dissemination and promotion activities (5 minutes per partner)	VDS, VC (Usti nad Labem)
15:30	Coffee & Tea break	
16.00	Project Funding and Financial Management	MBU
17.00	Project communication, project websites, project evaluation and the obligatory reports for EU	Platform, MBU
18.00	End of the meeting	Platform
19:30	Common dinner	All partners

<i>Wednesday, 28<sup>th</sup> of November 2012</i>		
<i>Time</i>	<i>Topic/Activity</i>	<i>Partner</i>
09:00	Training in "Vítej" – Welcome method (Training provided in Czech language with simultaneous translation into English)	DC (CZ)
11:00	Coffee & Tea break	
11.30	Training in "Vítej" – Welcome method (Training provided in Czech language with simultaneous translation into English)	DC (CZ)
13.00	Lunch (in the VC building)	
14:00	Training in "Vítej" – Welcome method (Training provided in Czech language with simultaneous translation into English)	DC (CZ)
15:30	Coffee & Tea break	
16:00	Training in "Vítej" – Welcome method (Training provided in Czech language with simultaneous translation into English)	DC (CZ)
18.00	End of the meeting	Platform
19:30	Common dinner (optional)	

Technical information:

Computer and LDC projector will be available at the venue.

Wi-Fi is available in the meeting venue (a weak signal) and in the VC office.

Contact phone numbers:

Logistic and travel information: Lenka Černá (Volunteer Centre, Ústí nad Labem, CZ): +420 606 512 905

Information related to the project content: Alžbeta Mračková (The Platform of VCO, SK): +421 904 368 693