



INFOPACK



Dear Volunteers,

On behalf of BACKUP team we would like to welcome you as part of our project.

We will be very pleased to have you here with us and we believe we'll have a great project together. We hope this infopack will be useful for you and help you with your preparation and adaptation period.

PROJECT DETAILS

Venue: Vila Real de Santo António, Algarve, Portugal

Dates: 15th June 2017 – 31st December 2017

Hosting Organisation: Associação Backup

<https://www.facebook.com/portugalbackup/>

www.yourbackup.pt

DESCRIPTION OF THE ORGANISATION

We are a non-profit youth organization located in Vila Real de Santo António (Algarve, Portugal). We have local focus in the sub-region of Baixo Guadiana, but we also work at European scale. We define ourselves as an incubator, start-up and accelerator of youth and citizenship initiatives. Our key-actions involve “Youth Empowerment”, “Community Empowerment”, “Civil Society” and “Entrepreneurship”. For that, we separate our actions in three different fields:

a) BACKUP DEMOcratic

In this field, we intend to intensify youth civic participation firstly, but we also want to improve civic participation of the general population, promoting structural dialogue

b) BACKUP POWER

- BACKUP INCubator: we look for youngster with entrepreneur and leadership profile, offering them the space and mentorship for them to develop their personal skills. We also look to capture innovative ideas that can create projects/movements that can improve the community;
- BACKUP START-up: we look to offer, to the youngsters, projects and ideas giving them logistic support, training and mentorship necessary to the implementation of pilot projects;
- BACKUP ACELERator: we support all the project/youngsters in order for them to accelerate the growing of their ideas and/or projects, by giving them logistic support, training, mentorship and a network.

c) BACKUP ACTIVATE

In this last field, we provide knowledge, through non-formal education. This process is complemented with the programme ERASMUS+ with training courses, youth exchanges and EVS projects.

LOGISTICS & PRACTICAL INFO

OUR CITY

Vila Real de Santo António is a city located in the south region of Portugal (Algarve). It was built after the earthquake in Lisbon in 1755, using the same architectural and construction techniques that were used in the reconstruction of Lisbon. The city is situated in the Guadiana River and its located in the border with Spain (you can visit Spain by ferry for 3€ roundtrip ticket).

Our city it's not a very big city, and it lives mostly by the tourism which means that in the Summer there is a lot of people, but in the rest of the year there is not so many people to be seen on the streets. One big problem that comes from a touristic city is that there are not so many opportunities for people with higher education so the youngsters that go away to study usually don't come back to the city. That was one of the reasons why Backup was founded.

Apart from the mentioned problems, it is a great city to live. It's a quiet city, close to the beach, there are lots of opportunities to practice sports, people love to spend time outdoors just chilling with friends or doing pic-nics, the weather is really nice and you don't feel a lot of pollution in the air, among so many other things that we can speak about if you are interested to come.

We've attached some photos of the city and a Youtube video for you to check:

<https://www.youtube.com/watch?v=irgDviDFRC0>



ACCOMODATION AND TRANSPORTATION

Associação BACKUP, will provide the lodging in a flat near to the office and to the city center. The volunteers will have to share the room with another volunteer. The flat is fully equipped and the location is near to supermarkets, pharmacy and shops. Volunteers will have access to internet at home and also at the office. We will give to the volunteers a mobile card with which they will be able to make calls between them for free. Charging the card will be the volunteers' responsibility. The volunteers won't need to use public transportation on a daily basis. Nevertheless, they will have bicycles that they can use to walk around the city and go to nearby cities (the city is very flat and there are great conditions on the roads for bikes).

FOOD ALLOWANCE & POCKET MONEY

A monthly allowance of 145€ will be provided by BACKUP to cover food expenses. Every month the volunteer will receive 100€ for pocket money. The money is going to be transfer to the personal account of the volunteers in the beginning of each month and it is the responsibility of the volunteer to manage it well.

WORKING HOURS & DAYS OFF

Volunteers will have two days off per month, meaning that in the total 6 month project they will have 12 days-off. They will, also, enjoy the official national holidays. The standard timetable for the volunteers is from 10h-18h00. Volunteers have days off on Saturday and Sunday. If there's an event during the weekend that the volunteers have to work, they can take 2 days-off to compensate.

LINGUISTIC SUPPORT

ERASMUS+ agency will provide an e-learning portuguese language course during all the project to the volunteers. However, in order to accomplish better portuguese knowledge, BACKUP will provide dictionaries and learning books to the volunteers, as well as extra language support through informal workshops, which will be provided by BACKUP team members.

INVOLVEMENT OF VOLUNTEERS

The volunteers will be part of the organization at full sense. At first they will support the work in Backup's field of actions. When they already understand the organization's DNA, they will start to, gradually, be in charge of their own projects, always with the help of Backup team. Above all, we wish that this project to be a great opportunity for the volunteers to grow personally and professionally. In the first month, the main goal is to guarantee volunteers' integration in the community and in the organization. This will be the time for them to start to learn Portuguese and Portuguese costumes, to understand how the community and the organization works and the projects that will be happening in the time they will spend in the project. This is the time that they will start thinking about the project they would like to develop, at the same time as they will be receiving the first trainings from us. The sum up, this will be the preparation time, when we'll together create their participation and their learning process.

After the learning and adaption period, the volunteers will start to participate more directly in their foreseen tasks, always with the help of their mentor tutor and organization's staff. A very big important part of the project will be dedicated to the development of one or more personal projects that meet the interests of the volunteer. This will require a pro-active attitude from the volunteer. The volunteers will then have the possibility to share their knowledge by organizing some workshops, and we'll be open to their new ideas and personal skills in other formal trainings and non-formal workshops we promote. The volunteers will bring a strong added-value both to Backup and to the community in general, through the direct results of their work and through the different points of view that they will bring.

ACTIVITIES PROPOSED TO THE VOLUNTEERS

Volunteers will be involved in different tasks, in Backup's action fields. They will be able to choose if they will prefer to work individually or together, always receiving proper support from Backup's team. We would like to provide to the volunteers the opportunity to participate in our youth projects in order to improve their skills and knowledge in youth work and to get useful work experience.

Among other activities that the volunteers can that part we can name a few:

- creation, management and implementation of Democratic Labs and Idea Labs;
- support to the creation of pitching events;
- support to the management and implementation of the project "School of Entrepreneurs"
- support to the management and implementation of leisure time activities to the development of soft skills, team building and entrepreneurial spirit;
- collaboration with local entities for punctual activities;
- workshops and lectures about Erasmus+ program and their experience;
- creation of volunteers' own project
- if the volunteers wish, they can also work with other local NGOs or with the municipally cultural/youth department

STANDARD TIMETABLE OF ACTIVITIES

Please take into consideration, that this is a standard timetable of activities. The daily schedule is subject to change upon arrival when discussed with the volunteers, accordingly to their motivations, interests and learning needs. BACKUP will provide an internal training, when the volunteers arrive to put the volunteers in touch with our projects and working methods. We will create also a personal development / learning plan for each volunteer.

	Monday	Tuesday	Wednesday	Thursday	Friday
10h – 11.30h	Team Meeting	Volunteers' and Backup's Projects	Follow up of the week	Volunteers' and Backup's Projects	Planning the next week and Evaluation
11.30h – 13h	Portuguese Language Course		Portuguese Language Course		Portuguese Language Course
13h – 15h	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
15h – 16.30h	Volunteers' Project Coaching	Backup Activities: INC, START, ACELERA and DEMO	Workshops and other activities	Backup Activities: INC, START, ACELERA and DEMO	Volunteers Learning Assessment (Youthpass and other tools)
16.30h – 18h	Backup Activities: INC, START, ACELERA and DEMO		Backup Activities: INC, START, ACELERA and DEMO		Backup Activities: INC, START, ACELERA and DEMO

TRAVEL COSTS

For travel costs there is contribution based on the travel distance per participant from their place of origin to the venue of the activity and return. Anyway, before completing a purchase of the ticket (just oneway) the volunteer or the sending organization will have to contact with the coordinator of the project, who will give the authorization to go on with the purchase of the ticket.

Country	Organisation	Nº Volunteer	Trips	Maximum Amount for the trips
Spain	Amycos	1	2	275€
Italy	I.N.F.A.P.	1	2	275€
Romania	Asociatia Young Initiative	1	2	530€

Reimbursement of travel costs will only be done upon presentation the original tickets with boarding passes and receipt/invoices. Reimbursement will be done in EUR by bank transfer - regardless of the currency indicated on your ticket and receipt/invoice. After the EVS project, once we receive the boarding passes and all the tickets, receipt/invoices by post from the volunteers.

Please note, if you bought your ticket in your local currency, which might be different than EUR, we will calculate your travel costs according to the exchange rates from official European Commission website for the month of the ticket purchase:

<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

ARRIVALS

FROM LISBON AIRPORT - SETE RIOS BUS STATION – VILA REAL DE SANTO ANTÓNIO:

- Aeroporto – Sete Rios (Bus Station)
- o <http://metro.transporteslisboa.pt/eng/>
- o Price: 1,45€
- Sete Rios – Vila Real de Santo António
- o <http://www.eva-bus.com/>
- o <http://www.rede-expressos.pt/default.aspx>
- o Price: Between 16€ - 20€ (please ask for a youth discount when you buy the ticket)

FROM FARO AIRPORT TO VILA REAL DE SANTO ANTÓNIO:

- If you arrive at Faro airport we will manage to provide you transportation to Vila Real de Santo António.