

## **EVS MID-TERM EVALUATION MTE 28 2016-2017**

**From the 23<sup>rd</sup> October to the 26<sup>th</sup> October of 2018**

Vitorchiano (VT) – Lazio

Dear mentors and project managers,

following the lists transferred by the National Agency for the Erasmus+:Youth in Action program, Cemea del Lazio is sending to you the invitation for the attached list of volunteers for the mid-term evaluation seminar that will take place at the Hotel La Dimora di Vitorchiano of Vitorchiano (VT)– Lazio

**from Tuesday the 23<sup>rd</sup> of October 2018**

(arrival within 12.30 o'clock at the Orte Station)

**to Friday the 26<sup>th</sup> of October 2018**

(departures within 09.00 o'clock from the Hotel)

The mid-term evaluation seminars are an opportunity to reflect and evaluate the experience lived up to that time and to meet volunteers involved in other projects in Italy.

The mid-term evaluation is mandatory for all the volunteers who make a service that lasts more than 6 months.

Considering the small amount of time that separates us from the training event, please send us a confirmation of the attendance with a simple e-mail specifying the information indicated below about the volunteer, **by Monday the 08<sup>th</sup> of October 2018 at 18:00**

- Name:
- Surname:
- Gender:
- Nationality:
- Date of birth:
- Type and Number of identity document:
- E-mail:
- Cell phone (also foreign):
- Mentor's cell phone (for emergency):
- EVS project's number:
- Exact location of the project in Italy:
- Actual arrival date of the volunteer in Italy:
- Number of months of service already realized:
- Presumed Italian language level (from 1 to 10):
- Specific physical and food needs or allergies:

- Mentor's recommendation to bring to the attention of the training team (disability, particular difficulties, need for specific medicines, etc...):
- Did the volunteer take part in an "On-arrival Training"? If yes, when?:

The general aim of the mid-term evaluation is to ensure to European volunteers the acquisition of those personal and cultural tools of self-assessment that are essential for the best outcome of their path also in terms of future life perspectives.

An intercultural long-term experience, as the European Voluntary Service, needs adequate support for any difficulties resulting from the adaptation process to life in another country, for the discomfort and difficulties of the volunteer. The mid-term evaluation allows the volunteer to get out of the everyday life of his/her EVS activity and to make a critical reflection on the various dimensions of learning, which occurred in the first part of his/her experience. The same is valid for the reintegration process in the country of origin, precisely for the need to find his/her own dimension, definitely different from the initial one, strongly changed thanks to the intercultural path undertaken.

The evaluation allows to identify, through the structured steps, potentialities and personal limits that came to light during the EVS experience and allows to find resources and appropriate responses to overcome them.

The participation of mentors and managers of the hosting project in this type of event is not foreseen by the program; on the website dedicated to the trainings, it will be possible to find uploaded the tools and reports that will allow you to follow also this stage of the path of your volunteer. (<http://www.replaynet.eu>)

If there are difficulties for the volunteer's participation in the seminar, you have to submit, as soon as possible and always by the date indicated, a written withdrawal form (justifying why the volunteer renounces to the evaluation) countersigned by the volunteer. The form is attached and you can also download it from the web page has been prepared for this event. It can be transmitted by email and it must be sent to Cemea del Lazio - Replay Unit who will send it to the National Youth Agency.

Below you will find some specific details regarding the organization of the evaluation seminar; attached you will also find the means of transportation indicated to reach the nearest station and the directions to the location of the mid-term evaluation. In case you intend to use a means of transportation different from the one indicated, we ask you to contact us beforehand, agreeing timing and total sum of the ticket, before making any purchase.

We ask for your cooperation in not necessarily waiting until the deadline to confirm whether or not the volunteer intends to participate, so as to enable us to invite any substitutes on time.

We remain available for any clarification, and we take this opportunity to extend our most

Friendly greetings

Segreteria Valutazione SVE - REPLAY -  
Resources for European Projects  
and Learning Activities for Youth

## ADDITIONAL INFORMATION

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### EDUCATIONAL LOCATION

A structure of great landscape value, that makes it possible both to contextualize and give value to the training activities, has been chosen to implement the mid-term evaluation activities. The space for reflection and concentration, as well as modular training areas are the fundamental elements that characterizes the place.



Just a few kilometres from Viterbo and Orte, the Hotel La Dimora di Vitorchiano is located in a charming position in the middle of a park and a rich natural and cultural territory. The hotel has flexible spaces both indoors and outdoors and it is ideal for training courses that need serenity and concentration. The working rooms available are spacious and equipped while outdoor spaces allow the realization of outdoor activities.

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### DURATION OF THE MID-TERM EVALUATION

The mid-term evaluation is organized on a residential basis and it is developed on 3 actual days of work, for a total of 22 hours of evaluation. To easily take part in the activities you should be at the Hotel by 13:30 on the 23<sup>rd</sup> of October 2018. The activities will end on the 25<sup>th</sup> of October 2018 evening. The departure is scheduled on the 25<sup>th</sup> of October morning by 09.00 am.

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### EDUCATIONAL METHODOLOGY

The Active Methodology, used in conducting the various training modules, alternates different situations and types of volunteers involvement.

Each trainer has at his/her disposal a wide range of more or less structured educational tools; We can mention the work in small groups to discuss and debate about personal experiences, frontal lessons for orientation and specific information as well as for the management of the plenary meeting time, the case study analysis of specific situations based on the real experiences of other European volunteers, the role-play and simulations to facilitate processes of identification in lifelike situations that, by analogy, can expand the awareness of the resources and personal limits in different contexts. An appropriate space and time is dedicated to activities and exercises to get to know the participants in order to structure educational agendas pertinent to resources and difficulties presented by the participants; moreover the contact with the volunteers' reality increases the possibility of exchange of information between participants. Finally, to harmonize the group's dynamics during the training, energizers and creative activities are proposed to stimulate the use of other communication codes and enrich the quality of information available within the group. Each trainer offers himself/herself as a "facilitator of learning processes" alternating new points of view / exercises with sharing moments and debriefing activities; This approach is able to expand the capacity of analysis and the recognition of the main resources of the participants.

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## AGENDA

The evaluation program is based on the concept of evaluation in education, understood as a main element for the recognition of the volunteer's own path of growth and the consolidation of his/her learning. The training program will be developed on the basis of the following evocative titles:

- Welcoming, knowledge, expectations;
- My EVS trip;
- Learn to evaluate;
- The challenges in EVS;
- EVS I wish ...;
- Italy I know;
- Restart from ... EVS;
- Use Youthpass ...;
- Resources, networking and follow-up;
- Final evaluation

The program will naturally undergo changes during the course, because the training team adapts it according to the group, taking care to consider its adequacy and to make the appropriate changes.

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## TRANSPORTATIONS

All transportation costs will be reimbursed by Cemea del Lazio during the training course. The original one-way travel tickets will be held. At the reimbursement time it will be absolutely necessary that the volunteers are in possession of the travel round tickets (return tickets also). Attached to this email you will find the list of the means of transportation indicated by the Replay administrative office to get to the location of the training. After the confirmation of the volunteer participation, the Replay administrative office will also send a personalized trip itinerary.

**In case you want to use any means of transportation different from the one indicated by the Replay administrative office, before making any purchase, the Organizations are asked to contact us agreeing schedules, destination choice and amount of the ticket.**

Refunds will be made only on the basis of the documentation presented during the first day of activities. The reimbursement session usually takes place the day before the volunteers' departure from the course. Only 2<sup>nd</sup> class train tickets will be reimbursed and will not be allowed costs of taxis or anything else considered discretionary compared to the real needs of the volunteer. We will appreciate the use of cards for access to discounts and reductions if the volunteers already possess them.

In case of unauthorized use of a means of transportation different from the one indicated by the Replay administrative office (for example the airplane in the case of participants from the islands), you will be reimbursed on the base of presentation of an appropriate accounting document certifying the expense incurred, for an amount not exceeding the one for a round-trip by train.

In case of submission of cumulative or group tickets, or in the absence of the return tickets, the staff is not authorized to proceed with the reimbursement and so the volunteers will not receive the corresponding amount.

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## PRACTICAL ADVICES FOR THE STAY

The Hotel will provide triple or quadruple rooms, with sheets, blankets and a towel change. Regarding the training, the activities will be characterized by a certain dynamism and, weather permitting, they will also take place outdoors. We suggest you to bring comfortable clothes.

**IMPORTANT: it is necessary that the volunteers are in possession of an identity document.**

The Hotel is not reserved for the exclusive use of the training group and any external person can be admitted to the training.

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## WEB SITE

To promote the self-orientation of both the volunteers and the members of the organizations involved, it is now available a website containing information about transportation, the location of the evaluation, the program, participants, evaluation staff and everything that can be useful to resolve doubts and to search for specific information. The website [www.replaynet.eu](http://www.replaynet.eu) will also host the photos of the event to which the volunteers will have participated.

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Orario di sportello al pubblico:  
dal Lunedì al Venerdì  
dalle 10.00 alle 13.00



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