

**ACTIVITY AGREEMENT****European Solidarity Corps (ESC)****Between supporting organisation, hosting organisation and volunteer****PROJECT**

<b>Project title</b>	<b>FESTIVAL SOCIAL TUDANZAS 2024 - EXPERIENCIA DE GRUPO</b>	
<b>Lider Organization</b>	Associació Cultural TUDANZAS	
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	<b>Activity start</b>	<b>Activity end</b>
	25/04/2024	15/05/2024

**VOLUNTEER DATA**

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## PARTENERS INFO

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## ***1. Resume***

This is a project, which in a practical way includes volunteering in the context of community art in the neighbourhood of Sant Pere, Santa Caterina i la Ribera in Barcelona. The presence of the volunteer will enhance all existing and new TUDANZAS activities that may arise. It also makes the principles and bases of this collective increasingly robust, because since its genesis it believes in volunteering as an enhancer of a more inclusive and solidary society, which is built with the cooperation of everyone.

In these days the volunteer will support and help the TUDANZAS team in different projects and activities, being able to learn, from the practice, dynamics of TUDANZAS Cultural Association with a horizontal structure and self-management.

This project will be managed by the Cultural Association TUDANZAS (hosting organisation).

## 2. Responsibility Partners

### 2.1 Volunteer

The individual volunteering is **full-time** (30-38 hours week). The volunteer can neither be studying nor working during the duration of the project. This prohibition also includes working from home and working on weekends. Accordingly to the ESC rules, the volunteer must be dedicated to the project on a full-time basis: [https://youth.europa.eu/solidarity/young-people/volunteering\\_en](https://youth.europa.eu/solidarity/young-people/volunteering_en)

This said, the volunteer will be active in the Associació Cultural TUDANZAS. The volunteer will integrate the TUDANZAS team, helping the organisation of the Association and giving support to their projects and activities.

*For that, the volunteer is responsible for:*

- 1. Attend to yoga and dance morning TUDANZAS sessions;*
- 2. Respect the ethical code Tudanzas;*
- 3. fill in the gratitude form daily;*
- 4. write a weekly personal blog;*
- 5. fill in the follow-up sheet weekly;*
- 6. fill out the weekly evaluation and learning assessment;*
- 7. make weekly social media posts tagging the European Solidarity Corps, Tudanzas Associacion, and the supporting organization;*
- 8. Participate in the training and initiatives that the entity sees as essential for its growth as a volunteer, such as yoga morning group sessions for self-development.*
- 9. Participate in the ESC initial and intermediate training (when requested by the program).*

***10. The awareness of his health status, creating a co-responsible environment to protect himself and the people around.***

***11. If problems arise, contact the coordinating and hosting tutor directly asking for a Meeting. Sometimes the answers won't be immediately so patience and discretion are kindly required.***

Being involved in TUDANZAS activities, the volunteer will come into contact with different spaces, people, and tasks and will be able to interact with different groups and collaborate with different individuals.

The volunteer will develop different social, artistic, civic, personal and organizational competences with the support to the realization of the artistic initiatives in the concepts of: Dissemination and Publicity; Merchandising; Production; Team and Organization Meetings and Volunteer Coordination.

***It is important that the volunteer shows proactivity and the ability to adapt to the different dynamics and groups that the team TUDANZAS works with - from official organization that collaborate with the initiatives, up to the diverse groups of individuals involved in the activities, coming from different backgrounds, physical and mental conditions and age.***

Speaking Catalan/Spanish and basic English language (or starting to learn it before one's arrival) is really important.

#### **Covid mesures**

- informing of his status, keep distances, clean the desktop after work, not be part of parties or events that don't follow the normative of Spain and Barcelona government;
- visit weekly the following websites to be updated about Covid-19 in Catalonia and Spain:
  - <http://web.gencat.cat/en/activem/restriccions-territorials/catalunya/index.html>
  - <http://www.exteriores.gob.es/Embajadas/JARTUM/en/Noticias/Pages/Articulos/Important-information-for-entry-in-Spain.aspx>

- <https://es.usembassy.gov/covid-19-information>

**Notes:**

Associació TUDANZAS avoided all the responsibility in terms of extra costs due to personal injuries, Covid-19 manifestation.

## ***2.2 Coordinating organisation***

In relation to training & support, the coordinating organisation will organise:

- Scheduling of arrivals/ on-arrival-orientation;
- On-arrival training;
- Resident permits when needed;
- Mentoring, mediation, crisis management;
- Language support, evaluation/reports and support for volunteers.

The coordinating organisation is responsible for the overall project management and for providing administrative and quality support to all partners that are described in the Activity Agreement.

The *coordinating organisation is budget responsible*. This means it will take care of:

- Formulation and submission of the grant application;
- Formulation and submission of activity and supporting agreements ;
- Send the volunteer offer to the volunteer;
- Get the volunteer on the Mobility Tools platform;
- Overall budgetary management of the project;
  - liaison with supporting organisation on supporting activity costs;
  - arrange and pay for accommodation;

- arrange and pay for food;
- ensure prompt payment of volunteer allowance;
- arrange and pay for travel (\*).

(\*) For the travel arrangements, the volunteer will get reimbursed her/his train or flight ticket upon arrival in Barcelona in return for an invoice on Associacio Cultural Tudanzas, CIF G66661653, Carrer Sant Pere Mitjà, 65, 08003, Barcelona with a maximum **of 275 € for ticket**.

The volunteers do not replace paid staff. So their function is to support the daily tasks and provide help in organizing and doing TUDANZAS activities.

The coordinating organisation also makes sure that the volunteer participates in an activity (Laboratory Creacion TUDANZAS) related to integration, communication, management abilities, dance and art basic training. This training is an important part of the learning and integration component of the project.

***Other responsibilities of coordinating organisation are:***

- making sure they are enrolled into Training and Evaluation cycle;
- monitoring;
- quality assurance;
- reporting, dissemination;
- enabling and supporting to organise volunteer`s own initiatives/projects;
- providing traineeship;
- social program;
- integration to local society trough community projects;

## ***2.3 Hosting organisation***

The hosting organisation is responsible for providing working schedules as well as safe working conditions to the volunteer throughout the project activities.

The hosting organisation will also provide personal supervision and the coordination of work related support and training to enable a full integration into the project.

The hosting organisation is responsible for:

- the organising and coordinate activities;
- providing safe and convenient working environment;
- inclusion of the volunteer in the TUDANZAS team;
- developing a programme in cooperation with volunteers and partner organisations;

### **COVID-19 measures**

- Associació Tudanzas will provide covid measures: small groups working and isolation, alcoholic products to sanitize the desk and surfaces, alcoholic gel for personal hygiene
- **Covid -19 PCR test is not covered by the Associació cultural TUDANZAS.**

## ***2.4 Supporting organisation ( in case of having it)***

The supporting organisation is responsible for:

- Support and monitoring of the volunteer before, during and after the European Solidarity Corps (ESC) activities;

Assist the volunteer with international travel arrangements (visa/vaccination requirements, if required);



- Arrange liaison with the National Agency for pre-departure training and support the volunteer in any follow-up and valorisation activities.
- **Covid measure:** assist the volunteer with international travel arrangements (visa/vaccination requirements, **Covid-19 test**, if required); Visit the following websites to be updated:
  - <http://web.gencat.cat/en/activem/restriccions-territorials/catalunya/index.html>
  - <http://www.exteriores.gob.es/Embajadas/JARTUM/en/Noticias/Pages/Articulos/Important-information-for-entry-in-Spain.aspx>
  - <https://es.usembassy.gov/covid-19-information>

## 3. Practical Arrangements

### 3.1 Accommodation

The volunteer will be in hostels with **other volunteers and other people**.

**Note:**

Towels and washing machine aren't included.

*Any material damage caused by the volunteer will be the responsibility of the volunteer.*

***The volunteer need to be prepared for changes and be able to adapte to diferente living conditions. Like: more people staying in the hostel; different cultural ways of managing cleaning or other diverse situations.***

#### 3.1.1 Guests:

No guests are allowed during the group projects.

## 3.2 Food

During the time of the events, the volunteer will not receive a food money, as food will be provided by a catering.

The volunteer will get **an amount of food money**, correspondent to the days the catering is not provided.

**Every time volunteers** go to buy food, it's obligatory to ask for an invoice with TUDANZAS data and put it in the invoices box.

As in Spain, asking for the invoice is something that sometimes can be stressful, TUDANZAS Team will provide a list of supermarkets and coffee stores, nearby, where you can easily ask for an invoice.

### TUDANZAS DATA:

- Name: Asociación Cultural Tudanzas
- VAT: G66661653
- Address: c/ Sant Pere Mitja 65, 08003 Barcelona.

The volunteer **has to sign a receipt** in order to get the money. The money will be transferred to the account of the volunteer, in a limit of max. 10 labor days, after the day of receiving the receipt signed.

## 3.3 Material

The volunteer ***should bring his/her own laptop.***

The volunteer ***should bring his/her own personal hygiene belongings and 2 towels.***

It's **essential to bring flip flops or indoor-only shoes** for use exclusively within the workspace and Tudanzas home, given the high level of dirtiness in

### ***3.4 Assisting hours & time off***

The individual volunteering is **full-time** (30 - 38 hours per week)

***The volunteer needs to be always prepared to last hours, changes in is schedule.***

Due to the nature of the TUDANZAS activities in the community, the volunteer can be requested to work during weekends and more hours in a week. Then the usual 2 days of rest and extra hours will be then established during the week. Resting days can vary from week to week depending on the activities and the projects.

### ***3.5 Local Transport***

Upon arrival, a team member will greet you at the airport and escort you to the Festival Social Tudanzas pre-production place, with all travel expenses already covered. During the festival in Barcelona your accommodation is within walking distance to the festival venue therefore there is no need to have a local transport ticket.

### ***3.6 Volunteer allowance***

The volunteer will have **6 euros** per day, that corresponds to **pocket money**.

The volunteer has to sign a receipt in order to get the money and after that, the money will be transferred to the account of the volunteer, in a limit of max. 10 labour days.

### ***3.7 Travel rules***

The coordination organisation will take care of the cost of the travel costs.

The volunteer will get reimbursed her/his travel ticket upon arrival in Barcelona in return for an **invoice on Associacio Cultural Tudanzas, CIF G66661653, Carrer Sant Pere Mitjá, 65, 08003, Barcelona, with a maximum of 275 € for a return ticket**

The coordination organisation will take care of the cost of the travel costs.

The volunteer will get reimbursed her/his travel ticket, in return for an invoice on Associacio Cultural Tudanzas, CIF G66661653, Carrer Sant Pere Mitjá, 65, 08003, Barcelona, with a **maximum of 275 €**.

The reimbursement will be paid in the end of the activity, after: **All the duties of the volunteer are finalised** (blog, evaluation form, gratitude form, meetings with parties, testimony of "good memories"); **Give all the travel invoices and signed the receipt of travel reimbursement** with the total amount of travel costs. After all of that, the association will reimburse the travel costs within 10 days of working days.

**Notes:**

1. *The travel, **needs to be direct or with straight connections- with less than an day.***
2. *Ecological travel by train our bus are welcome, and will have a special buget. If that is your case. Let us know in advance by email and we will provide you more information.*
3. *The volunteers should **depart from their country of residence.***
4. **At Arrival:** *Tudanzas will wait for all volunteers at the airport and go with all of them together to the hostel.*
5. **At departure:** *Travel with TAXI-Transportation our AIRBUS is not included.*
6. In case of **resignation to the project**, the association reserves the right **not to reimburse the travel tickets.**
7. **For reimbursement**, the invoice for the travel tickets need to have the data of the Association.
8. The association reserves the right to use the **travel money as an extra warranty for any material or any other economical damage, that the volunteer could cause in TUDANZAS project.**

### **3.8 Rules for the Living**

The volunteer should be careful with common places for a more harmonious living environment. The volunteer should be open to diversity of people and behaviour.

**The Housing Rules document must be signed before they travel to Barcelona.**

### ***3.9 Caution money***

**The volunteer is required to provide a caution deposit of €200 at arrival to cover any potential loss, breakage, theft, or misuse of any TUDANZAS office and/or house materials.** We define misuse of materials as any use by the volunteer that occurs without prior permission and falls outside the scope of established activities.

Should any material be found to have been misused or show signs of wear and tear, the cultural association TUDANZAS may request a proportionate portion of the security deposit to cover the costs of repair or replacement. Furthermore, any instances of loss, breakage, or theft will also warrant TUDANZAS's right to claim a portion of the security deposit.

In addition, any instances of electricity, water, or gas misuse, as well as behaviors that demonstrate a lack of consideration for the environment, will be subject to review.

Only after a positive review, the caution money is returned alongside with the travel money after the end of the project.

**In the event that the volunteer decides to withdraw from the project, the association reserves the right to retain the caution deposit.**

## ***4. Tasks and Activities***

All weeks all tasks will be written in the Tareas EXCEL, where the volunteer should inform the evolution of their work. Everyday the volunteer should check the tasks.

***Daily tasks can always change.***

#### **General Task:**

1. Support for the organization and weekly cleaning of the TUDANZAS space;
2. Monitoring of weekly tasks; Weekly evaluation form;
3. Daily form of gratitude;
4. Weekly team meeting;
5. Tudanzas Blog - TUDANZAS ESC EXPERIENCE;

6. Dissemination and publicity of its activity in the RSS (daily instastories);
7. Get to know team and neighbourhood members (TUDANZAS partners);
8. Attend TUDANZAS theoretical and physical training;
9. Training of TUDANZAS.
10. Organization of talks and meetings to disseminate their TUDANZAS volunteer experience;

**SPECIFIC TASKS (GROUP):****Activities before the festival:**

1. Gain confidence with TUDANZAS teams;
2. Support for planning social and inclusive activities.
3. Support for the development of creative materials ( videos, fotos, reels )
4. Support for the development of Merchandising for the TUDANZAS social festival;
5. Support the conduct of inventory and merchandising preparation;
6. To participate and support creation in art projects in the community;
7. Support the streaming of the festival;
8. Help in the Kitchen.

**Activities during the festival:**

1. Support team integration activities;
2. Self-coordination: there is a coordinator, but TUDANZAS believes that each section and volunteer has to be responsible for the activities by themselves;
3. Support for the welfare of the artists and persons participating in the festival;
4. Ensuring cleanliness of spaces;
5. Participate in the festival experience: art projects and workshops.
6. Support the recording of videos and photos;
7. Support the construction of a streaming / online festival;
8. Support for Merchandising;
9. Support for the Bar;
10. Help in the Kitchen.
11. Support for space logistics;
12. Materials and equipment support;

13. Support for the collection and storage of technical equipment
14. Support for the assembly and dismantling of technical equipment;
15. Support in the accounting of daily income.

**Activities after the festival:**

1. Support in the inventory and storage of merchandising;
2. Supports accounting tasks;
3. Support with disassembly of equipment and material;
4. Support for the organization of multimedia materials for the Festival;
5. Support for monitoring social and integration activities.

## ***5. Learning Outcomes***

### ***1. Group meetings:***

- Social and relational competences: communicating and reflecting with the group on their experience
- Language skills: communicating with the team and practicing these skills of linguistic adaptation;
- Learning to learn skills: reflecting on community processes and recording as a team and individually, difficulties and learning, creatively (audiovisual, mind maps, etc.).

### ***2. Community Art Projects:***

- Cultural and artistic skills: participating in workshops and creation and training activities artistic community, coming into contact with various groups (children, youth, active aging, situations of social exclusion etc.)

- Social skills: integrating a group of different people

### ***3. Support to the public and the team of the TUDANZAS Social Festival:***

- Competences of interaction with the physical world: contacting different individuals in context of logistical support, diffusion of initiatives and in activities of union of the team of volunteering or group / community work initiatives;
- Language skills: from practice and need for contact with local individuals and not local. Languages such as English, Spanish and Portuguese are expected to be practiced.

### ***4. Support for Disclosure and Advertising:***

- Communication skills: carrying out actions and disseminating activities in various contexts (public and private)

### ***5. Support for Material and Spaces Logistics:***

- Competences to learn to learn: getting in touch and experiencing activities of production and assembly of various spaces, understanding and detecting the needs of each of the spaces (presentation, exhibition, communication, training);

### ***6. Support in the Kitchen:***

- Competences of interaction with the physical world: from the service and organisation of dining spaces for artists and volunteers.

## ***6. Tutorials and Support***

- **Daily follow up with the assigned team coordinator.**
- The participant will be supported by the TUDANZAS team. A team with experience in dynamics of problem-solving and trained in management, art and community, which will help you overcome problems and difficulties proactively.



## 7. Coaching

### **Before Arrival,**

The **coordinating organisation** is responsible to give the volunteer the:

1. TUDANZAS ethical code;
2. TUDANZAS welcome Manual;
3. Memorando TUDANZAS;

The **supporting organisation** is responsible to give the volunteer a **departure formation including :**

4. ESC program information;
5. Duties and rights of volunteer;
6. Youth pass training;
7. Tudanzas vision and mission;
8. Duties of the volunteer tudanzas (*yoga and dance morning TUDANZAS sessions; respect the ethical code Tudanzas; weekly personal blog, follow-up sheet and evaluation form ; daily gratitude form; weekly social media posts; etc.*)

### **On Arrival,**

The **Coordinator organisation** is responsible to give the volunteer the:

1. TUDANZAS ethical code;
2. TUDANZAS welcome Manual;
3. Memorando TUDANZAS;
4. OLS support pass.
5. Insurance

The **supporting organisation** is responsible to give the volunteer a **departure formation including** :

6. ESC program information;
7. Duties and rights of volunteer;
8. OLS basic training;
9. Youth pass training;
10. Tudanzas vision and mission;
11. Duties of the volunteer tudanzas (*yoga and dance morning TUDANZAS sessions; respect the ethical code Tudanzas; weekly personal blog, follow-up sheet and evaluation form ; daily gratitude form; weekly social medias posts; etc.*)

**On Arrival,**

the **hosting organisation** is responsible to give the volunteer through :

12. TUDANZAS welcome formation (online or offline)
  - a. tour to different places of activity (virtual or life) ;
  - b. presentation of different projects and activities.

**During the project,**

The volunteer will receive overall guidance from the host organisation regarding the project activities. For each specific project, there will be support, provided by the coordinator and tudanzas team.

Also, the volunteer will keep in touch through email with the representative from the supportive organization.

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**8. Preparatory sessions with collaborators:**

Meetings via Skype, Messenger, etc., with the support entity to manage agreements and details of schedules, needs and training. Training in the use of Youthpass, in the

dynamics of the program and basic linguistic level at the responsibility of the support entity.

***The quality of the preparation of the participants is a key element to execute a satisfactory project.***

*The TUDANZAS team offers the theoretical and audiovisual documentation to the supporting entities that can support the pre-trip training carried out in the supporting country. (info pack and ethical code)*

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## **9. Training**

### **9.1 Support Organization**

The supporting organisations responsible for training and informing the volunteer of their rights, duties, about the program and its available services before the trip.

It is ensured that the volunteer travel to Barcelona with minimum knowledge of English and Spanish that, allows them to communicate with the team and with the other volunteers of the other collaborating country.

### **9.2 Host organization**

As a method of understanding the community in which the volunteer is included, a training and recognition session will be organized with different activities:

- Presentation of the Ethical Code TUDANZAS;
- TUDANZAS welcome formation:
- Weekly online training of Yoga or Contemporary dance;
- Weekly training on Community projects ( lab. tudanzas, dance comunitary projects, etc,)

**As a way to improve the volunteer experience, the TUDANZAS team give the volunteer manuals, to improve and support the competences acquired by the process learn- by-doing by carrying out his/her activities.**

On a daily basis, the volunteer will experience and learn dynamics of learning, knowledge assimilation, and body cohesion.

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### **10. Language course**

The volunteers can learn Spanish accessing to OLS.

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### **11. Evaluations**

The evaluation of the process will be based on:

- The analysis and records of the Blog's experience, the testimonies of the volunteer and the audiovisual records of the activities.
- The daily instagram posts images.
- The collection of the weekly activity evaluation and gratitud form.
- Final testimony of **"good memories"**

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### **12. Crisis management**

The host/coordinating organisation takes responsibility for raising awareness of risk assessment, risk prevention and high quality support within the ESC program.

Volunteer will be given advice on crisis prevention and management during formal training just after arrival.

The coordinating organisation will hold all necessary personal information and emergency contact details for the volunteer.

## 13. Grounds for expulsion

### 13.1 Related to the TUDANZAS office environment:

- **Lack of Punctuality:** We believe that a good working environment and respect starts with punctuality. Any behaviour outside of this basic rule of coexistence will be grounds for termination of the project.
- **Lack of respect at work:** In teamwork, listening is one of the key components for a good performance. This is why we consider a lack of listening to be a reason for termination of the project. TUDANZAS core team members give many hours of their free time to the development and learning of the volunteers. However, it is not stipulated by the Spanish National Agency that tutors, coordinators and mentors must be constantly available for the volunteers. For this reason, we consider it a reason for termination of the project if the volunteer needs to have explanations repeated more often than usual, or simply ignores the advice given by the tutors.
- **Gossiping against any tudanzas member:** we will not tolerate a volunteer staying in the TUDANZAS team, feeding the bad energy of gossip and personal criticism.
- **Low focus and motivation:** From TUDANZAS we will stimulate and encourage the volunteers to the maximum, nevertheless we consider laziness, carelessness and neglect of tasks to be grounds for termination of the project.
- **Not asking for invoices for food:** The money volunteers receive is part of the European agency. We consider that not asking for invoices is an attack on European public money, which has been collected through taxes, and paid by the people. Invoices allow us to verify that the volunteer makes the correct use of this public money.

**13.2. Related to Hostel environment:**

The Associació Cultural TUDANZAS reserves the right to terminate the project for any of the following reasons:

- If the volunteer does not respect the TUDANZAS coexistence agreements.
- If the volunteer does not clean up properly as established in the agreement.
- If the volunteer demonstrates a disrespectful attitude towards his/her flatmates.
- If the volunteer invites any friend for dinner or hanging out is allowed in the house.

Also:

- The use of household objects without permission for personal activities outside the Hostel;
- Use of material from Tudanzas for any unjustified reason;
- Lack of care expressed through hits and blows
- Keeping common objects in the room or using them for too long;
- Disturbing the time of flatmates;

**13. Division of Grant ( if is needed)**

*Supporting activity costs* – 100% paid on receipt of the total grant when the National Agency pays the coordinating/hosting organisation at the end of the project.

The supporting organisation will receive for the volunteer as described in the **Annex 1- division of Grants**, between Supporting and Hosting Organisation only.

**Signatures of agreement partners**

We the undersigned are in full agreement with what is written in this document.

***Volunteer states that (s)he has never participated in EVS before:***

I had never participated in EVS before

Name: Sarah HARISON

Passport/national ID number: 201144258014

Signature & Date: 13/04/2024

***Supporting Organisation***

Name:

Represented by:

Signature & Date:

***Coordinating organisation***

Name: Associació Cultural TUDANZAS

Represented by: **Bruna Morgado Alves**

Signature & Date: 13/04/2024

