

Graphic material developed by the NGEurope project



ACTIVE CITIZENS
THRIVING COMMUNITIES



Co-funded by the
Erasmus+ Programme
of the European Union

2017-1-PT01-KA204-035759

This project has been funded with support from the European Commission.

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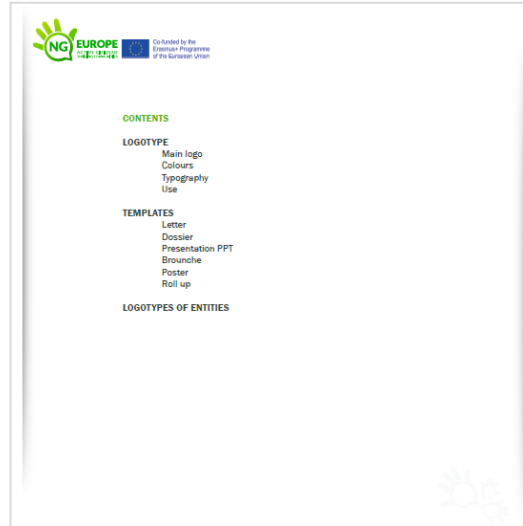
www.ngeurope.net



Partners



Corporate Identity Guide



101. RESEARCH REPORT TO DIAGNOSE OPPORTUNITIES AND NEEDS

NGOS ACROSS EUROPE: A RESEARCH REPORT TO DIAGNOSE OPPORTUNITIES AND NEEDS

Co-funded by the Erasmus+ Programme of the European Union

2021-10101-AD-000000000

Introduction

The Erasmus+ NG4Europe project aims from the need to generate community participation and active citizenship in the environment and in the society. This involved in the countries that covered the intervention by social science experts who have on these issues both locally and globally. With five partner countries - Austria, Greece, Ireland, Portugal and Spain, the main scientific objectives were to: 1) generate a general diagnosis of the opportunities and needs to support existing initiatives and/or launching new ones; 2) generate a general diagnosis of the opportunities and needs to support existing initiatives and/or launching new ones.

Methodology

In order to write this report, it was necessary to activate the research framework and the topics to be taken into account within the project. This involved in the countries that covered the intervention by social science experts of each of the five partner countries.

AUSTRIA

How would you characterise the active citizenship in your country?

In general, the work of NGOs in regulated activities, but the degree to which people are active is not very high. It is more focused on the local level, and there are many initiatives and projects that are not typically part of any decision-making process. Many organizations try to find new members or supporters by addressing people in their own way, which means they are not typically part of any decision-making process. Many organizations try to find new members or supporters by addressing people in their own way, which means they are not typically part of any decision-making process.

How important is the NGO sector in your local and national area?

NGOs are very important in the Austrian society because there are a big number of them and they offer services which might be available otherwise. This is especially true for the social sector, where NGOs play a key role in providing support and care for people with disabilities and other vulnerable groups. NGOs also play a key role in providing support and care for people with disabilities and other vulnerable groups.

Is the NGO sector active in your local and national area?

The NGO sector is very present in Austrian society and the majority of people are aware of its existence. However, the participation in NGOs is not very high, and there are many initiatives and projects that are not typically part of any decision-making process. Many organizations try to find new members or supporters by addressing people in their own way, which means they are not typically part of any decision-making process.

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AUSTRIA

What are the most common funding mechanisms used by NGOs in your country?

Funding for NGOs is mostly obtained from the national, regional or local governments, but it is becoming increasingly difficult to get people to connect to volunteering, which is a responsible, steady way to be able to pay for activities. There are also some private foundations and individuals who provide funding, but this is not the main source of income for most NGOs.

What are the main challenges when managing an NGO in your country?

Finding new members, especially young people, is challenging for many NGOs as it is becoming increasingly difficult to get people to connect to volunteering, which is a responsible, steady way to be able to pay for activities. There are also some private foundations and individuals who provide funding, but this is not the main source of income for most NGOs.

In general, how does the NGO communication work in your country?

The determination of what is the best way for an NGO to reach its target audience depends on the type of organization, different sectors work in different ways, which has to be taken into consideration. NGOs should make it a goal to reach a large audience, it might not be an effective tool to communicate with members. NGOs should make it a goal to reach a large audience, it might not be an effective tool to communicate with members.

GREECE

How would you characterise the active citizenship in Greece?

Until 2020, active citizenship in Greece was limited, as local grassroots organizations (such as associations and civil society) were not very active. However, the pandemic and the economic development of the country have led to a strong renaissance of the state and the citizens' role in the provision of social services. Local government support through NGOs and the role of the private sector are also important factors in the development of the NGO sector.

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IRELAND

How would you characterise the active citizenship in your country?

Despite their small size, NGOs in Ireland have a high level of activity and are very active in their communities. They are often involved in a wide range of activities, including social care, education, and environmental protection. NGOs also play a key role in providing support and care for people with disabilities and other vulnerable groups.

How important is the NGO sector in your local and national area?

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FINAL SUMMARY

Lack of awareness

Despite the importance of the NGO sector being considered fundamental for the present societies, for cultural reasons, it is still not as effective as it should be. This is especially true for the social sector, where NGOs play a key role in providing support and care for people with disabilities and other vulnerable groups. NGOs also play a key role in providing support and care for people with disabilities and other vulnerable groups.

Internal Management issues

Some of the main challenges when managing an NGO in your country are: finding new members, especially young people, is challenging for many NGOs as it is becoming increasingly difficult to get people to connect to volunteering, which is a responsible, steady way to be able to pay for activities. There are also some private foundations and individuals who provide funding, but this is not the main source of income for most NGOs.

Communicating and Future Planning

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102. INTRODUCTION TO MENTORING NGO INTERNS

Co-funded by the Erasmus+ Programme of the European Union

INDUCTION TO MENTORING NGO INTERNS

HELPING YOUR INTERN GET THE MOST FROM THEIR PLACEMENT

Partners:

2021-2023 ERASMUS+ ACTION 102

www.ngoerpe.com

MODULE 1 Introduction to NG Europe Intern programme

7 partners 5 countries Who is NG Europe

Why Host an Intern?

- By working with you, interns will be able to learn skills, gain support and be inspired to become change makers in their own community.
- Immersion into the social/ green entrepreneurship landscape gives hands-on experience in the sector. The insights, as well as personal and professional development gained through this placement can provide the intern with the best path towards making a difference in their community.
- Your influence on an intern can be life changing for them. Your intern will be looking to you as role model. They will want to know how you got started, they will be wondering if their idea or concept is viable and will benefit from honest feedback from you.

Role of NGO Mentor in Internship

- To provide an opportunity for the intern to experience at first hand, the daily operations of an NGO.
- To provide a plan for the intern for the duration of their placement.
- To inspire and provide leadership to the intern.
- To ensure the intern is welcomed to the NGO and any barriers to learning are minimised.
- We ask that the host takes responsibility for the intern for the duration of the placement. The intern may be lacking in confidence and they need extra care and attention. We ask that you are available to discuss the expectation of the individual intern and put realistic plans in place.

INDUCTION TO MENTORING NGO INTERNS

HELPING YOUR INTERN GET THE MOST FROM THEIR PLACEMENT

MODULE 1 Introduction to NG Europe Intern programme

MODULE 2 Adult Learning Styles & Approaches

Module Aim

To introduce the learner to the unique characteristics of adult learners and give them an understanding of how activities can be adapted to facilitate learning styles, and to introduce common learning approaches that help adult learners.

On completion of this module learners will be able to:

- List 3 characteristics of adult learners
- Explain 3 adult learning styles
- List 3 activities relevant to learner's NGO that will facilitate learning for a green or social enterprise intern on their upcoming placement depending on learning style.
- Demonstrate a basic understanding of a range of approaches to helping adults learn
- Encourage cooperative learning with your NGO/enterprise

Adult Learning Styles:

- Research suggests that adults learn better when the instruction they receive is tailored to their preferred way of learning. Therefore understanding how different people learn is important so that your intern will be motivated and put the new knowledge and ideas into practice.
- Adult learners have unique needs that need to be taken into consideration.

MODULE 3 Conducting a Risk Assessment before your NG Europe Intern arrives

Module Aim:

To provide the learner with basic information to risk assess before their intern arrives.

On completion of this module learners will be able to:

- Explain the meaning of a risk assessment in relation to the NG Europe project
- Identify hazards in the learners own NGO that may impact the intern
- Determine the level of risk
- Put in controls and inform the arriving intern

Your NG Europe intern must receive induction training and must be shown how to work safely in your environment.

- It is advisable to share your safety statement with your intern prior to their starting their placement. Interns must read the safety statement carefully, particularly the risk assessment sections relating to their job, and ensure that they fully understand this information.
- If the intern has an accident at work who should report it? If an intern is injured in the course of his or her placement, what should happen?
- Identify any risks that are specific to your NGO and that the intern is unlikely to have come across before? What controls can you put in place to ensure the safety of the intern in this situation?
- Does your intern require PPE? PPE means 'personal protective equipment' and includes items such as ear protection, eye protection, safety shoes, and high-visibility vests. Employers must supply PPE where risks cannot be eliminated or adequately controlled. PPE must be used correctly. Your NG Europe must comply with the training and instruction given on its correct usage.
- What health and safety provisions should be in place for interns with disabilities?
- Safe access to and egress from and circulation within the workplace should be provided as necessary. Access to all welfare areas, e.g. sanitary facilities, washing facilities, facilities for taking meals, should also be provided. You should ensure that adequate assistance is available for the safety evacuation of those with a disability in the event of an emergency.

https://www.youtube.com/watch?v=236H83kQs0c

MODULE 4 Developing a customised 'induction pack' for the incoming intern

Module Aim:

To provide the learner with templates designed to assist their work as a mentor and guide the intern in their new role and define the role of the intern within the learner's NGO

On completion of this module learners will be able to:

- Customise a series of templates provided based on the individual circumstances of the learner's NGO.
- Define a clear role for the intern
- List the supports available to the intern during the placement
- Design a brief induction programme for the social or green intern.

Attached templates

- NG Europe Induction Plan
- NG Europe Induction Check List

What will your NG Europe interns do?

The role your intern will play in your NGO is entirely up to you, but it is critical that the intern gets an opportunity to develop their skills and learn some new ones. Some of the areas that they may need experience in are below.

Administrative

- Documentation
- Learning how to email

Finance

- Managing money in an NGO on a daily basis
- Budgeting

Planning

- How to develop an idea to a viable enterprise
- Creating a monthly / yearly plan for the future

Government / Legal issues

- Country specific requirements for creating an NGO
- Procedures for creating policy documents

Promotion / marketing

- How to market services of an NGO
- Planning a promotion for your NGO

It will not be possible for your NG intern to learn all of the above so it is important to spend time with your intern at the beginning of their placement so you can both establish clear roles and expectations.

NGEurope Internship Induction Checklist

The following checklist has been created to help you in welcoming your new intern. Plans, pointing out first aid and emergency procedures and briefing on safety procedures.

Prior to your intern arriving

It's a good idea to start planning early for your interns first day, as there are a few things you'll need to organise.

Ensure you have:

- Told the intern before their first day where, when and who they should report to and whether they need to bring any tools or equipment
- Organised building and IT access as well as any uniforms (if necessary).
- The intern's emergency contact details
- A copy of any licences held by the intern needed for the job e.g. Drivers Licence.

Also, make sure you keep all interns up-to-date in secure personnel file.

On the first day

To ensure your intern gets off to a good start, it's important that they feel welcomed, well-informed and equipped to do their job.

Orientation and housekeeping:

- Introduce the new intern to other staff
- Show the new intern the kitchen/meal, toilet facilities and where to store personal items (bags, jackets etc.)

Ensure you have:

- Given the intern copies of relevant business policies or procedures e.g. codes of conduct and work health and safety policies or procedures.
- Discussed:
 - The history of your NGO and your mission
 - Who the intern reports to
 - The intern's duties and what training will be provided
 - Hours of work / break times
 - Any workplace policies and procedures including:
 - Uniform or dress code (if any)
 - Procedure if the intern is sick or running late
 - Rules regarding personal calls, and use of social media at work
 - Any bullying, harassment and anti-discrimination policies.
- Completed a workplace health and safety induction

You need to provide your employees with a safe workplace. This can include discussing evacuation.

Workplace orientation

Keys, codes and access to building	
Chair room/ tea and milk arrangements	
Toilets	
Coat stand	
Work station/desk	
Taking storage and supplies	
Recycling and bins	
Post	
Photocopier/printer	
Business cards	
Phones	

Health and Safety

Hazard awareness and safety rules	
Reporting of hazards	
Emergency procedures (including fire)	
Location of fire exits	
First Aid box and name and contact details first aider	
Manual handling	
Personal protective equipment e.g. high-visibility clothing	
Break times	

IT

Meet available team members	
Organisational structure explained	
Meet the manager	

Personnel documentation and checks completed

Emergency contact details provided to line manager	
--	--

Job Role

Duties and responsibilities explained in detail	
Immediate tasks identified	
Objectives of placement agreed	

Personal documentation and checks completed

Emergency contact details provided to line manager	
--	--

Policies and procedures explained

Date Protection	
Confidentiality	
Professional behaviour expectations (personal calls, use of internet, dress code, etc.)	

Checklist

www.ngoerpe.com

NEWSLETTERS

NG EUROPE
ACTIVE CITIZENS · THRIVING COMMUNITIES

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1. NGEurope: Promoting European social cohesion through leadership and change engagement by NGOs.
2. Training course in Louçada, Portugal
3. A trainer's thoughts on the course
4. What trainees said about the first edition of the NGEurope training course

Newsletter 1
September 2018

2013-1-PT01-KA201-02701
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NG EUROPE
ACTIVE CITIZENS · THRIVING COMMUNITIES

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1. The NG Europe Erasmus Training Programme
2. The NG Europe Immersion Programme
3. How to join NG Europe
4. NG Europe Events

Newsletter 2
March 2019

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NG EUROPE
ACTIVE CITIZENS · THRIVING COMMUNITIES

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1. The NGEurope Project
2. The NGEurope Resources
3. NGEurope Events
4. NGEurope Final Conference

Newsletter 4
May 2020

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NG EUROPE
ACTIVE CITIZENS · THRIVING COMMUNITIES

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1. The NGEurope training course
2. The final edition of the NGEurope training course
3. What's coming up next?
4. Calendar of NGEurope events

Newsletter 3
February 2020

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Brochure 2

HOW CAN YOU JOIN?

Get in touch with your local partner organisation from the NGEurope team - you can find all organisations on our website [www.ngeurope.net](#) or contact us directly on Facebook ([@NGEuropeProject](#)). All materials developed in the project, all seminars and the training courses are available for free - all you have to do is get in touch with us!



SEMINARS · TRAINING COURSES · INTERNSHIPS



NGEUROPE

SEMINARS · TRAINING COURSES · INTERNSHIPS

THE NGEUROPE ERASMUS+ TRAINING PROGRAMME WILL ACHIEVE ITS GOALS BY

- Inspiring environmental leadership in communities.
- Providing education and training for environmental leaders in their local communities.
- Empowering organisations to protect their local environment.





Erasmus+ is the European Union's largest programme for education, culture, youth and sports. It is co-funded by the European Union and the governments of the member states.

WHO IS NGEUROPE FOR?

If you belong to one of the following groups, NGEurope is an ideal opportunity for you to learn new things, become active for your cause and make an impact in your community.

ADULT citizens who want to become NGO leaders and entrepreneurs.

Existing NGO staff members who want to be trained from a perspective of lifelong learning.

Existing NGO staff willing to share their expertise and to support new leaders by participating in the project's immersion programme.

Visit our website at www.ngeurope.net to find out more about the NGEurope programme!



ACTIVE CITIZENS. THRIVING COMMUNITIES.

Co-funded by the Erasmus+ Programme of the European Union

EMPOWERING AND INSPIRING COMMUNITY LEADERS TO PROMOTE CHANGE TOWARDS SUSTAINABILITY. ACTIVE CITIZENS. THRIVING COMMUNITIES.



THE TRAINING COURSES SCHEDULE



THE PROJECT

NGEUROPE is an international Erasmus+ project that is all about leadership, engagement, education, resilience and finding solutions. It empowers community leaders to take action on social and environmental issues and creates tools and support for facilitating civic action and participation. The project engages with individuals and communities interested in green and social entrepreneurship and helps them to develop their ideas into a viable enterprise, which can act as a catalyst in creating social and environmental change.

WHAT WE OFFER

TRAINING COURSE

One of the materials developed in the project is a training course for people interested in working in NGOs. Whether you are already an NGO staff member, interested in working for an NGO or dreaming of founding your own NGO, the NGEurope training course will put you in the right direction, further develop your skills and give you new insights.

ENGAGEMENT SEMINAR

Prior to the training course, each participating country organises a two-day engagement seminar, in which an overview of the training course, NGO work and other outputs are presented. The seminar also offers a field trip to a local NGO. Locations, dates and times will be announced on www.ngeurope.net and on Facebook ([@NGEuropeProject](#)) ahead of time.

IMMERSION PROGRAMME

To complete the NGEurope experience, all training course participants complete an internship with the NGO of their choice. Visit the Best Practice Observatory on the NGEurope website to see which NGOs participate in the project. www.ngeurope.net/observatory/best-practices

COURSES 2018	COURSES 2019
TRAINING COURSE 1: Loulé, Portugal	TRAINING COURSE 3: Valladolid, Spain (2019)
TRAINING COURSE 2: Athens, Greece (27 November - 1 December 2018)	TRAINING COURSE 4: Wexford, Ireland (10-14 June 2019)
	TRAINING COURSE 5: Graz, Austria (12-14 November 2019)

If you are interested in participating in the NGEurope training course, but unable to join in person, you can download all available course material free of charge from the project website www.ngeurope.net



IMPRESSIONS FROM THE TRAINING COURSES

Quotes from trainees who attended the first two editions of the training course:

"I had great insights on how to work in a local NGO..."

"I was able to meet other people who were interested in the same things as I was..."

"I learned a lot from the training course..."

"I was able to meet other people who were interested in the same things as I was..."

"I learned a lot from the training course..."

Poster



NG

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SEMINÁRIO | **AÇÃO
CÍVICA E
ASSOCIATIVA**

2018 | **26**th May

**Biblioteca Municipal
de Lousada.**

www.ngeurope.net

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SEMINARIO | **GESTIÓN Y GOBERNANZA
DE FUNDACIONES EN EL
SECTOR MEDIOAMBIENTAL**

¿Cuál es su marco de actuación?
Modelo de financiación, actividades, resultados y
comunicación en el sector.

2019 | **14 15**
Marzo

Sede Fundación Cesefor
Pl. Las Casas, calle C, parcela 4, 42005, Soria España

Inscripción gratuita en www.ngeurope.net

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3rd TRAINING COURSE
**Green and social
 NGO LEADERSHIP**

PRAE Valladolid
 Cañada Real, 306. Valladolid (Spain)

Lunch included
 Limited places (12 people)
 Conducted in English (without translation service)
 Free

2019 from **29** March to **2** April
 Information and inscription:
www.ngeurope.net
 nicho.compamer@cese4or.com



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Co-funded by the
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 of the European Union

5th NGEurope Training Course
**Green and social
 NGO LEADERSHIP**

Free of charge. Limited places
 Contact us: dominiika.stiger@enter-network.eu

2019 | **22 26**
 November
 Graz
 Austria

www.ngeurope.net



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Co-funded by the
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 of the European Union

NGEUROPE FINAL CONFERENCE
 Presentation of project results and
 showcase of successful NGOs

The conference will be held on Zoom
 The event is free, but registration is mandatory

29th
 May
 2020
 10.30 AM (CET)

www.ngeurope.net



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Poster web

SEMINARIO
GESTIÓN Y GOBERNANZA DE FUNDACIONES EN EL SECTOR MEDIOAMBIENTAL
 Sorja
 Sede de la Fundación Cesefor

Organiza **cese for.**
 Colaboran: INICIATIVAS NATURALES, ASOCIACION CIVIL INICIATIVAS NATURALES, FUNDACION ALBA NATURA, INICIATIVAS NATURALES, JUNTA DE CASTILLA Y LEON, FUNDACION EMPRESA Y CIUDAD

2019 **14.15** Marzo Gratuito
 Información e inscripciones: www.ngeurope.net

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3rd TRAINING COURSE
Green and social NGO LEADERSHIP
 PRAE Valladolid
 Cañada Real, 306, Valladolid (Spain)

Lunch included
 Limited places (12 people)
 Conducted in English (without translation service)
 Free

2019 from **29** March to **2** April
 Information and inscription: www.ngeurope.net

Partners: lousada, BIO, WIRE, cese for., DZ, ENTER

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ACTIVE CITIZENS THRIVING COMMUNITIES
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from **28** June to **2** July 2019

4th TRAINING COURSE
Green and social NGO LEADERSHIP
 Castlebar, Co Mayo Ireland

Partners: lousada, BIO, WIRE, cese for., DZ, ENTER

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ACTIVE CITIZENS THRIVING COMMUNITIES
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29th June 2020
 10:30 AM (CET)

NGEurope Final Conference
 Presentation of project results and showcase of successful NGOs

The conference will be held on Zoom. The event is free, but registration is mandatory

Partners: NG EUROPE, lousada, BIO, WIRE, cese for., DZ, ENTER

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from **22** to **26** November 2019

5th TRAINING COURSE

Green and social NGO LEADERSHIP

Graz Austria 



ACTIVE CITIZENS. THRIVING COMMUNITIES.  Co-funded by the Erasmus+ Programme of the European Union

from **22** to **26** November 2019



5th TRAINING COURSE

Green and social NGO LEADERSHIP

Graz Austria 



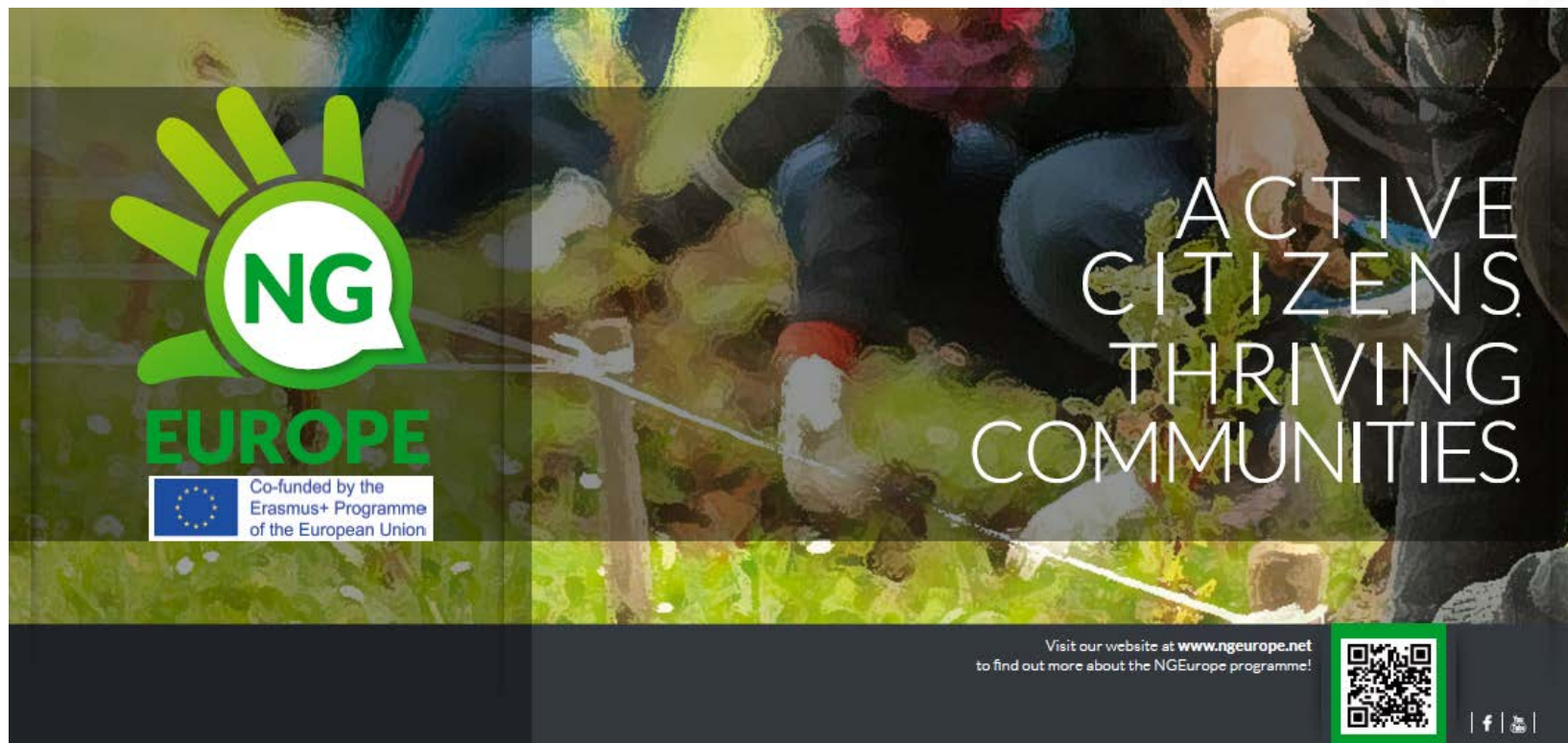
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ICONS








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Flag



ACTIVE CITIZENS
THRIVING COMMUNITIES



Erasmus+



Reusable bag



VERSION 1



VERSION 2



VERSION 3



VERSION 4



Bottle



VERSION 1



VERSION 2



Pen

VERSION 1



Stickers

VERSION 1



VERSION 2



VERSION 3



VERSION 4



VERSION 5



VERSION 6



VERSION 7



VERSION 7



T-SHIRT

VERSION 1. WHITE FRONT



VERSION 1. WHITE BACK



VERSION 2. BLACK FRONT



VERSION 2. BLACK BACK



VERSION 3. WHITE FRONT



VERSION 3. WHITE BACK



VERSION 1. BLACK FRONT



VERSION 1. BLACK BACK



VERSION 2. WHITE FRONT



VERSION 2. WHITE BACK



VERSION 3. BLACK FRONT



VERSION 3. BLACK BACK



USB





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ACTIVE CITIZENS
THRIVING COMMUNITIES



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