



I'VE Experienced: OUTPUTS
Annex II. Work program and schedule



OUTPUT 01 Desk Research Publication: Youth work, Volunteering, Recognition and Employability	
Dates	01-11-2014 - 30-01-2015 Publication that will compile the main results of the desk research about the state of art of recognition and validation of competences of volunteering in a national and European level.
Description	Desk Research on the state of art of recognition and validation of competences in volunteering at European level as well as in the different states involved. First of all, the partners will identify the definition of the main competences of volunteers, and then they will look for best practices as well as recommendations and points to improve in this area, and identifying the main stakeholders involved. The findings from this research will be published, and the main conclusions will be used to guide the following research, that is, the Field Research, as well as to identify the main aspects of the recognition system that will be developed.
Tasks and role of each organisation	The Finnish Youth Research Society will lead the research, due to their experience in the field of youth research and in coordination of research projects, both at the national and international level. They will guide the research work of the other partners involved in this phase, elaborating the guidelines and compiling the results. Each partner involved will collaborate in the research at their local, regional and national level, while the Finnish Youth Research Society and ISIS will conduct the research at a European level. The organizations from partner countries participating in this activity will provide the experience and knowledge due to their collaborations with universities that are already involved in research studies regarding volunteering and employability.

	Organization	Days
Leading organization:	Finnish Youth Research Society	25
Participant Organizations:	CBB	10
	Alliance	10
	Isis	10
	CSV	10
	Lunaria	14
	VIVE Mexico	5
	CSV	5
*The other partners will give a support on this output		

OUTPUT 02 Field Research: The recognition players	
Dates	15-01-2015 - 30-04-2015 Publication that will compile the main results of the field research about the different perspectives on the volunteers competences and their recognition and validation, from the different sectors and geographical perspectives.
Description	The field research will be done through interviews and focus groups with different agents and stakeholders related to the project aims, that are: volunteers, voluntary organizations, local associations who run volunteer activities, employers, representatives from schools and universities, local, regional, national and european authorities, Centers of Volunteers at local, regional, national and european level (European Volunteer Center - CEV), and other relevant stakeholders identified during the previous preparation phases. The field research will bring the different perspectives from the different sectors and different geographical levels on the volunteers competences and their recognition and validation. The results will be compiled and the synthesis of the main results will be published and will be used for the conception of the recognition system.
Tasks and role of each organisation	ISIS, will guide the Field Research. ISIS have a long experience regarding research in European projects, and will guide the other members of the Steering Committee, who will take part in this phase of the research. ISIS will develop the guidelines and questionnaires to be used in this phase, and will compile the results from the other partners. In this case, also ISIS together with the Finnish Youth Research Society will develop the field research at a European level, while the other partners members of the SC will do it at a local/regional/national level.

	Organization	Days
Leading organization:	ISIS	25
Participant Organizations:	Lunaria	12
	CBB	10
	Alliance	10
	Finnish Youth Research Society	14
	IWO	10
	VIVE Mexico	5
	CSV	5
*The other partners will give a support on this output		

OUTPUT O3 IC Tool - Web	
Open on-line software that will guide the volunteers in their recognition of competences. At the end of the session the website will validate the learning outcomes and will produce a certificate for the volunteer.	
O3 - A1 Content Development of the website	
Dates	01-05-2015 - 30-04-2016
Description	Development of the main contents that will be included in the website, taking into account the identification of competences done in the previous phases and its structure, as well as the best way to make the volunteers identify their new competences. The development of the website will be done in two phases: 1. First draft of the contents that will allow to create a first website used for the pilot actions; 2. Definitive website, created after including the improvements from the evaluation and assessment results.
Tasks and role of each organisation	The Steering Committee will develop these contents, while Lunaria will lead the activity and will facilitate the next phase - Technical Development of the App. The other partners will pilot the tools and produce evaluation and assessment reports.

	Organization	Days
Leading organization:	Lunaria	8
Participant Organizations:	CBB	3
	ISIS	3
	Finnish Youth Research Society	3
	Alliance	3
	*The other partners will give a support on this output	

O3 - A2 Technical Development of the website	
01-05-2015 - 30-04-2016	
Description	The web based tool will be developed by experts ora agencies contracted to this task. The technical development involve the tool and its graphic interfaces. Lunaria will collate three offers (both for development and for graphic layout) that should follow the technical specifications representing standards of usability, open access, dataset and alorytm perimeter.
Tasks and role of each organisation	Lunaria will collate three offers (both for development and for graphic layout) that should follow the technical specifications representing standards of usability, open access, dataset and alorytm perimeter. Lunaria will guide this activity and will make the link with the developers who will have the task to develop and update the website, according to the inputs and piloting assessment reports produced by the partner organizations.

	Organization	Days
Leading organization:	Lunaria	
Participant Organizations:	External Service	
*The other partners will give a support on this output		

OUTPUT O4 IC Tool - App	
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Application for mobile devices (tablet and smartphone) that will guide the volunteers in their recognition of competences during the recognition session. At the end of the session the app will validate the learning outcomes and will produce a certificate for the volunteer.

O4 - A1 Content Development of the App	
01-05-2015 - 30-04-2016	
Description	Development of the main contents that will be included in the App, taking into account the identification of competences done in the previous phases and its structure, as well as the best way to make the volunteers identify their new competences with tho approaches: peer-to-peer and selfassessment. The development of the App will be done in two phases: 1. First draft of the contents that will allow to create a first application used for the pilot actions; 2. Definitive App, created after including the improvements from the evaluation and assessment results.
Tasks and role of each organisation	The Steering Committee will develop these contents, while Lunaria will guide the activity and will facilitate the next phase - Technical Development of the App. The other partners will pilot the tools and produce evaluation and assessment reports.

	Organization	Days
Leading organization:	Lunaria	3
Participant Organizations:	CBB	3
	ISIS	3
	Finnish Youth Research Society	3
	Alliance	3
	*The other partners will give a support on this output	

O4 - A2 Technical Development of the App	
01-05-2015 - 30-04-2016	
Description	Technical Development of the Application for the smartphones. Part of the dataset will come from those data provided by the volunteers when applying for a voluntary service project. This is possible thanks to the already agreed dataset among more than 100 youth volunteering organizations.
Tasks and role of each organisation	Lunaria will collate three offers (both for development and for graphic layout) that should follow the technical specifications representing standards of usability, open access, dataset and alorytm perimeter pf the App. Lunaria will guide this activity and will make the link with the developers who will have the task to develop and update the APP, according to the inputs given by the partner organizations.

	Organization	Days
Leading organization:	Lunaria	
Participant Organizations:	External Service	
*The other partners will give a support on this output		

OUTPUT 05 Peer recognition curriculum	
Dates	01-05-2015 - 30-04-2016
Description	The curriculum will describe the training session in which participants will have the opportunity to analyse their competences development. This document will concretely state the main points of the session, the methodologies and the time schedule for each activity.
Tasks and role of each organisation	The development of the curriculum will be done in two phases: 1. First draft of the contents that will allow to create a first structure used for the pilot actions; 2. Definitive curriculum, created after including the improvements from the evaluation and assessment results.
Tasks and role of each organisation	The Steering Committee will create the curricula, while Lunaria will lead this activity, with the aim to include all the necessary information and to find the best way to organize the contents and methodologies. The other partners will pilot the curriculum and produce evaluation and assessment reports.

	Organization	Days
Leading organization:	Lunaria	24
Participant Organizations:	CBB	6
	ISIS	6
	Finnish Youth Research Society	6
	Alliance	6
	CSV	6
	Solidarites Jeunesses	6
	Alliansi	6
	INEX	6
	COCAT	6
	GSM	6
*The other partners will give a support on this output		

OUTPUT 06 Handbook for Facilitators	
Dates	01-05-2015 - 30-04-2016
Description	Handbook that will guide the facilitators when assisting the sessions in which the participants will reflect on their competences development. The handbook will include the methodologies to guide this process, a serie of advices and recommendations, and different ideas to use during this session.
Tasks and role of each organisation	The development of the Handbook for Facilitators will be done in two phases: 1. First draft of the contents that will allow to create a first structure used for the pilot actions; 2. Definitive Handbook, created after including the improvements from the evaluation and assessment results.
Tasks and role of each organisation	The Steering Committee will develop the Handbook for Trainers, while the Alliance will lead this activity, in which the Pool of Trainers of the network will have an important role, due to their previous experience in creating and facilitating training sessions. The other partners will appoint the facilitators to use the Handbook to pilot the recognition system and produce evaluation and assessment reports.

	Organization	Days
Leading organization:	Alliance	18
Participant Organizations:	CBB	4
	Solidarites Jeunesses	4
	Alliansi	4
	INEX	4
	COCAT	4
	GSM	4
	Lunaria	4
	ALTV	4
	SFERA	4
	VSS	4
*The other partners will give a support on this output		

OUTPUT 07 Guidelines for Users	
Dates	01-05-2015 - 30-04-2016
Description	Guidelines for participants in the recognition system, to facilitate their competences recognition path.
Tasks and role of each organisation	The development of the Guidelines for Users will be done in two phases: 1. First draft of the contents that will allow to create a first structure used for the pilot actions; 2. Definitive Guidelines, created after including the improvements from the evaluation and assessment results.
Tasks and role of each organisation	CBB will lead the creation of the Guidelines for Users, with the collaboration of all the partners in the Steering Committee, who will contribute to the ideas that should include the Guide and the way to describe it in a clear way for participants. The other partners will use the Guidelines to implement the piloting actions and produce evaluation and assessment reports.

	Organization	Days
Leading organization:	CBB	18 (+4)
Participant Organizations:	Solidarites Jeunesses	4
	Alliansi	4
	INEX	4
	COCAT	4
	GSM	4
	Lunaria	4
	ALTV	4
	SFERA	4
	VSS	4