



*"Promote the construction of
a democratic society and
diffuse freely and
participatory"*

DETAILED INFORMATION TO THE PARTNERS

The Adamastor is a non-profit cultural association, founded on January 28, 2005. This association has as its mission the exchange of individuals, mostly young people, at EU and third countries, to promote training, support and technical expertise, artistic and cultural activities, social and political awareness as well as putting them together with institutions, companies and other entities to encourage and support integration of these individuals in the labor market.

After all these years working with mobility programs, the Adamastor is looking for new ways to contribute to the consolidation of a European entity and to improve the professional and personal development of our youth. We believe that the experience gained in managing a large number of European projects in the program "Leonardo da Vinci" will help improve employment opportunities and contribute to the improvement of personal, social and professional development the European citizens.

This document presents our association, general information about mobility services we can provide and a description about our hosting procedures.

Adamastor Associação Cultural is a youth association and has its headquarters in Viseu's city integrated in the NUTS III – Dão Lafões, Center Region of Portugal.

The Adamastor Cultural Association is a "factory" of dynamic ideas, which aims to study and promote active European citizenship issues such as, social awareness, cultural exchanges and solidarity activities at local, regional and European level.

Our main aims are to develop and promote integration, friendship and solidarity among the community; Promote the construction of a democratic society and diffuse freely and participatory; Promoting a society committed to strengthening human relations; Promote awareness of the extent and reality of Europe in the strengthening of international relations; Promote the interaction as a means of strengthening social relations.

Adamastor regular activities are the information office for young people, workshops, awareness campaigns, social studies, special events at folk festivals, cultural meetings, the promotion of international youth exchanges, international mobility in non-formal training context, local volunteer opportunities in cooperation with local partners, European meetings. At this moment Adamastor is the only accredited institution for the European Voluntary Service in Viseu's District. We can work as a sending, hosting and coordinating institution.

Adamastor appears as an open door for young people that live in rural/disadvantaged areas in order to motivate them to be more active citizens and participate as key actors in the community transformation.

The association intends to advise community members, especially young people, in search of a direction in his personal and professional, offering various tools for mobility experiences enhancing the European added value of the young generations.

ADAMASTOR SERVICES

LEONARDO DA
VINCI

YOUTH
EXCHANGES

EUROPEAN
VOLUNTARY
SERVICE

YOUTH
VOLUNTEERING
LOCAL/NATIONAL

YOUTH SUPPORT
OFFICE

EUROPEAN AND
INTERNATIONAL
COOPERATION PROJECT
MANAGEMENT

Adamastor Associação Cultural is also a place of discussion and awareness to the local population and we promote activities in the field of gender equality, opportunities equality; non-discrimination, inclusion of people with fewer opportunities; youth coaching and other using public spaces to attract citizens into the action. In this line of action, the Adamastor works with projects within the Program Life Long Learning, having already sent more than 350 young people abroad and host more than 1800 people at Viseu since its creation.

Since 2008 we work with other policy areas as the development of culture and social and cultural heritage, through transfer of innovation projects, carrying out local action plans that promote the use of local heritage as a means of economic development and the use of touristic and cultural aspects, exploring the most of the economic capacity of our region as a meaning of positive synergy.

The Adamastor is dedicated mainly to the promotion and management of projects within the funding scheme of the European Union, with special emphasis on educational / training projects working regularly in Leonardo da Vinci and the European Voluntary Service.

The Adamastor arises from the desire of a group of young people interested in integration aid and European cooperation with the ultimate goal of working with young people through a framework of help and support for internships, learning different languages, training of new professional figures to bring innovation to the region of Viseu and improving knowledge of European labour system enhancing multilingualism and intercultural dialogue.

In Adamastor we cannot understand the personal and social development without knowing, feeling and living other social and cultural realities of different countries of the European Union.

ADAMASTOR ASSOCIAÇÃO CULTURAL AND LEONARDO DA VINCI / EUROPEAN VOLUNTARY SERVICE

The importance of having an intermediary/hosting organisation in your project.

In Leonardo da Vinci projects there's always a sending organisation but not always an intermediary/hosting organisation. Due to our experience it is very important to establish a relationship of trust and provide support to the participants in a more close way because it will be easier for them the integration into a new reality.

Be partner of a intermediary/hosting organisation will avoid possible problems such as:

- Problems with accommodation renting;
- Problems with matching Work placement – Participant profile;
- Problems with a the lack of close Monitoring and Tutoring “in loco”;
- Problems with the compilation of eligible documentation;

In this line of action, Adamastor works with projects within the program Life Long Learning, having already sent about 350 young people abroad, this improved their abilities and skills, and become more competitive, both in language and in terms of technical skills. The training experiences abroad for young give them more confidence, instils them the need to seek new initiatives, enhance entrepreneurship and vision broader market. All these actions enrich the business community in our region and provide local SME's greatest potential and internationalization capability.

Since its foundation Adamastor hosts on average per year, about 250 young people from various nationalities through transnational projects. Within these projects work as entity support, assisting them in finding internships, giving them support the demand for accommodation , language training courses, programs of leisure and culture, etc.. The reception of young Europeans allows us to have direct contact with local businesses and the local public entities that benefit from the experiences and knowledge of the participants of these programs.

Adamastor has a well structured local network of facilities and contacts in order to provide the best solutions to the type of participants that we host and also according to the projects specifications.

Adamastor is aware of the quality commitments in the scope of the European Union demands about sending and hosting procedures in mobility programs as you can see explained above:

ADAMASTOR RESPONSABILITIES AS A SENDING ORGANISATION	ADAMASTOR RESPONSABILITIES AS INTERMEDIARY/HOSTING ORGANISATION
Design of the project and application to the NA	Organisation of Work Placements (matching profile and motivation)
Selection of participants	Accommodation in different modalities
Preparation Interview (Intercultural)	Intercultural programs and language course
Supervision and support (follow-up)	Logistic aspects (lodgement, transfers, local transportation, pocket money and welcoming)
Project Management (general coordination, logistic organisation and management of the project)	Individual Monitoring and Mentoring in all process phases
	Project Management (Evaluation certificates, Final Report, etc.)

ADAMASTOR ASSOCIAÇÃO CULTURAL

Intermediary/ Hosting organisation

CONDITIONS

Adamastor is flexible to discuss access conditions to the services we provide according to budget, prices, quality of organisation and programme.

PERIOD

- Adamastor is prepared to host groups from January to December, however the arrival of groups during the months of August and December may be conditioned due to the work placements availability;
- We adapt our calendar to the necessities of the partner organisations;

WORK PLACEMENT

- The work placement is defined when all the involved parts are matched. We attend firstly to the participants profile, objectives and expectations. The process starts after the reception of the applicants CV and motivation letter. For logistic purposes we advise partners to send us the participants profile one month before their arrival.
- As soon as they arrive to Viseu, we promote individual meetings with participants in order to know them in a more close way and present the possibilities of training placements. A previous visit to the work placement is made before the internship starts in order to get to know the company's tutor and hosting body.
- The training period will start after the language course, its duration will depend on the specifications of the project. Social cultural integration and work experience will be discussed.
- Adamastor has a large network of contacts from different sectors of activity, and the hosting entities are aware of the mobility programs commitments and conditions;

List of work placements by activity sector

Administration and business management; Archaeology; Architecture; Art and Culture; Blacksmiths; Carpentry; Design; Education and Modern Languages; Environment and Renewal Energies;	Electricity; Fashion Design; Health, Beauty and Leisure; ITC and Computer science; Marketing and Advertising; Mechanics; Media and Communication; Museums; NGO's;	Tourism, Hospitality and Catering; Telecommunications; Travel Agency, Tour Operator; Volunteering; Social Care; Webdesign Others
---	---	--

ACCOMMODATION

- Normally the accommodation's facilities are located in Viseu city. However depending on the work placement this may be different (outside Viseu's municipality);
- The accommodation possibilities are to reside in a place and share it with other participants of mobility programs. Adamastor has developed a concept for accommodate participants similar to a guest house/ fraternity house modality. The participants have access to a house fully equipped, surrounded by a private garden, open spaces and common spaces (Private Disco, Bar, TV rooms, Chill out, etc.). We provide all the ménage for the kitchen and linen for bedrooms.
- Adamastor considers the importance of independence and responsibility development as well as social skills so the participants must respect the rules of the Adamastor House as well as respecting the principals of living in shared space.
- Depending on the project specifications Adamastor can also provide accommodation in full board, Hotels or another places located in the city centre;

LANGUAGE COURSE

- The language course, normally, takes place in the facilities of Adamastor Headquarters, in a room equipped for teaching/ training activities. For us it is very important to adapt the teaching/training methods to each person, due to the different levels of language abilities of the participants. For that purpose in the first day teachers/trainers will make a

diagnosis exam and after the evaluation the participants will be placed in the respective level of learning;

- The language course follows the parameters of the Camões Institute and the pedagogic material used is adapted to each person/group. The language course is divided into twelve units distributed in helpful themes more focused for the communication, interaction and understanding.
- The language course occurs from Monday to Fridays, four hours a day from 9:30h to 13:30h and it can take 20, 40, 50, 80 hours, depending on the project specifications.
- The language course programme is defined to include visits to places in order to promote the interaction between participants and the local speakers, to enhance communication comprehension. These visits are monitored by the teacher that works as a communication facilitator (market, museums, shops, public services, etc.)

CULTURAL PROGRAMME

Due to our experience the cultural programme is becoming an important tool to develop the participant's integration in the Portuguese society. The programmes that we promote involve not only a touristic component but there's also a component of comprehension and knowledge of the Portuguese Culture.

Some examples of cultural programmes can be:

- Cultural afternoon in ADAMASTOR HOUSE – promotion of group games/ ice-breaking tools involving aspects of the Portuguese Culture;
- Visit to the historical centre of Viseu – old town, historical aspects, heritage, wine tasting and gastronomy;
- Trekking and pedestrian routes – promotion of natural heritage, thermal places and trekking;
- Extreme afternoon – Spend one afternoon in a forest with full access to extreme outdoor activities in order to promote team building;
- Intercultural Parties – Participants can bring typical things from their countries and share it with other participants;

MONITORING AND EVALUATION

- Monitoring and evaluation is very important in mobility programs. We promote a constant contact between participants and our entity in order to make a correct follow-up and make possible to correct deviations of the participant's expectations. To each trainee it will be assigned two tutors. One from Adamastor and another one from the hosting organisation (training place) to guarantee a positive experience for all parts involved;
- The main objective of this monitoring and evaluation is not to control participant's behaviour but to help them to deal with the new reality and support them in any issue.

-
- All participants will have access to the tutor's mobile phone number that he/she can use 24/7 in case of need;

LOCAL TRANSPORT

- Adamastor will provide all the information about local transportation: work placement – Adamastor- accommodation- Language Course;
- Adamastor can provide solutions for transfers from Airport/Other pick –up points;
- Adamastor provides to every participant a guide with helpful information about how to arrive to Viseu;

HEALTH AND INSURANCE

- Adamastor participants are advice to get the European Health Insurance Card before their departure from the home country. This is a very important point to have access to health care in the same conditions as local users;
- Adamastor only accepts participants that have Civil Responsibility Insurance and Work Insurance, once it is compulsory in many mobility programs and normally it is also mandatory to access to work placements; it is a guarantee for all the involved parts;

PROJECT MANAGEMENT – CERTIFICATES

To all Adamastor participant's it will be provided:

- Language course certification;
- Training Place certification/ Volunteering Certification;
- Europass;
- Youthpass;

OTHER

Adamastor has a flexible structure and a specialised team and we can adapt our services to partner organisations requirements;

ADAMASTOR ASSOCIAÇÃO CULTURAL

Staff

The Adamastor staff ensures continuous training both in terms of quality for the definition of guidelines and planning in the medium and long term, and in terms of ensuring a standard quality management and efficient organization for the activity in which it is involved.

The team is solid and multitasked (Law, Social Work and International Relations Policies) and has a high level of expertise within the framework of the European Union project management;

Hugo Ribeiro: hugoribeiro@adamastor.org.pt

Coordinator of International Mobility Programs

- In particular, Hugo Ribeiro, has a degree in International Law from the University of Figueira da Foz, specializing in criminal investigation. Later he obtained a specialization in human resources management as well as coaching, mentoring and guidance for young people and he is the current President of the Youth Association Adamastor.

Cláudia Afonso : sve@adamastor.org.pt

International Mobility Department

- Claudia Afonso has a degree in Social Work and has experience working with children and youth in the national correction system and is currently specialize in European Social Policies for Youth within the 2nd edition of Masters in Social Work from Catholic University. In Adamastor she worke as a youth tutor/leader in the International Mobility Department.

Andreia Monteiro : yia@adamastor.org.pt

Project Management Department

- Andreia Monteiro, has a degree in European Studies, during her academic curricula she held Erasmus Programme in Poland and an international internship within the scope of the Leonardo da Vinci Programme in Spain, specifically in the area european and international cooperation project management. Currently she has a Post-Degree in Planning and Territorial Organization, specialization in Local and Regional Development. In Adamastor she works in the project management department.

Our goal is to provide to anyone the tools for a professional success throughout life. We help you

PREPARING YOUR FUTURE!