EFDN Staff Exchange: Improving community programmes

Hosting an EFDN Staff Exchange
Become a host for an EFDN Staff Exchange and offer CSR practitioners from around Europe a fantastic opportunity to exchange knowledge and experiences! Do you currently deliver programmes, of which you would like to improve the quality, but you are not sure if you have time to host a Staff Exchange? Let us make one point clear. **Being a host is way easier than you would expect.** EFDN writes the whole application and supports you not only throughout the preparation process but also during the exchange itself.

Why should your club host an EFDN Staff Exchange?
Creating or delivering a good CSR programme can be challenging, but the benefit of your EFDN membership is that you don’t have to cope with these challenges alone. There is always someone in the network who deals with the same problems or has even found a solution for them. During an EFDN Staff Exchange, we work on solutions and new concepts together. Presentations, group discussions, study visits, but also practical exercises can be on the agenda. The participation of staff members from various clubs throughout Europe contributes to the enhancement of their organisational skills and equips them with knowledge and tools to improve the impact of their daily work. You might think that all these positive outcomes require investments from your own budget and that you can only achieve these by putting in a lot of working hours. **Don’t worry – this is not the case.**

Erasmus Plus Application – All costs covered
EFDN will take the lead on the Erasmus Plus Application for the exchange. EFDN will work together with you to develop a comprehensive activity plan and programme for the exchange so that it aligns itself with the project summary and the objectives of the application. We have gained valuable experience during our last Youth Exchanges and are able to create a programme that not only fits your resources and interests but is also fully funded. The funding covers all costs for travel, accommodation, food, drinks and activities.

Staffing
An important element of the exchange is selecting which of your organisations’ staff members will be involved. EFDN staff will be present for the duration of the event, however, it is imperative that there is a representative of your club present at all times. The EFDN Staff Exchange programme is a great opportunity for staff from the host club to gain leadership skills, and is an excellent way for them to meet new people from various international clubs and to gain experience in leading activities. EFDN will also provide the staff members from your club with guidance and the necessary information for them to be able to fulfil their role.
Building your Staff Exchange around the Chosen Theme
Each Staff Exchange aims to address a particular theme or topic. All the activities, seminars, workshops, exercises, debates and presentations are linked to a topic. For example, past staff exchanges focused on the topics of employability, integration of refugees, social inclusion, life skills and education. Based on the theme you choose for the hosting of your own exchange, staff from around Europe can attend to learn, share and exchange ideas about their related programmes. The Staff Exchange enables project leaders and coaches to reflect, discuss and share ideas.

Planning and preparation
EFDN will prepare an information package in consultation with the host club and share it with all the participating organisations. It will include an overview of the trip, as well as useful information like a programme schedule, maps of the venue and host city, information about accommodation, contact telephone numbers, and recommendations for clothing.

Travel
EFDN will ensure that flights or other means of transport are booked for all attending participants. Together with you, EFDN will develop a transportation and arrival plan for all participants and staff, to include transportation to and from the airport and accommodation as well as transportation during the exchange programme.

Accommodation
EFDN always books adequate accommodation for all participants and staff. We will search together with the host of the exchange for an adequate Hotel that is not far away from the stadium and the city centre.

Meals
You have to help us with the coordination of the catering during the exchange programme. Participants need to submit medical or dietary requirements that they have on their participant details form so that all needs can be accommodated for. Participants will receive breakfast, lunch and dinner each day, and any refreshments for practical activities and the programme sessions. The costs will be covered by the funding.
Facility
Identifying a suitable facility is one of your main tasks as a host. The main facility used during an exchange programme should be a space where you are able to create a positive and comfortable learning environment. Having access to the club stadium is always a fantastic way to engage the staff and the participants. EFDN will bring some equipment for workshops and sport sessions but you will be asked to provide the group with additional equipment.

Facility areas that are useful for a staff exchange programme:
- Classrooms (for presentations, sessions)
- Indoor/outdoor arena (practical sessions, activities)
- Study visit locations

End report & Evaluation
Additionally, EFDN will write an end report which will be sent to the European Union. This report includes a summary of all the activities and outlines to what extent the objectives have been achieved. EFDN always collects feedback from participants to improve the delivery of our Exchanges.

Do you have any questions?
Please don’t hesitate to contact us if you are interested in hosting an EFDN Staff Exchange or if you have any questions. Please send an email to our Project Manager Martyn Rijkhoff (m.rijkhoff@efdn.org) or call our office in Breda. You can find more photos, videos and articles on past Youth Exchanges on our website www.efdn.org. You can also ask your colleagues from Feyenoord, Ferencvarosi TC and IF Elfsborg that hosted the last staff exchanges.