Rondine Cittadella della Pace Program
2019. Call for the selection of participants

The mission of Rondine

The Association Rondine Cittadella della Pace, based in Italy, has been working for peace and dialogue for 20 years. Utilizing an original training approach, the program aims at promoting conflict transformation through the experience of young people coming from different cultures or conflict and post-conflict areas.

During a two-year experience, participants deconstruct the idea of the "enemy" and work actively to develop projects with social, political and economic impact in order to contribute to peaceful development in their own countries and in the world.

To achieve these results, students receive high quality trainings on topics connected to conflict management, as well as improve their communication skills and learn about the necessary methodologies needed to create concrete opportunities for development and reconciliation.

In addition to this specific training, students develop their own professional and academic curriculum by obtaining a master's degree or a specialization by high vocational education.

What is *World House*?

The *World House* is an international experience of civic engagement for conflict transformation. It takes place through the experience of cohabitation with other students and through daily activities. This is central part of where the education process and training take place - learning in living.

It is the core of the Citadel, where many innovative courses and projects are explored, and where the young participants are consciously prepared to become leaders, in a context of fast transformation, deep change, high stake conflicts and an increased complexity of relations.
It is the place where the promotion and the diffusion of the mission of Rondine begin.

The program

It is now possible to apply to the current training program which will run from July 2019 to June 2021 and is divided into three main areas: daily life, trainings and academics. All areas are strongly oriented toward the principles and values of Rondine's mission:

1. In the daily context, through cohabitation with others, the participant has to practice respect for the other as a person and is asked for responsible participation in the educative processes. The entire experience is based on relations and active listening, in order to

understand social, cultural and religious diversity and to be able to witness its previous and current experience and to develop projects having social impact.
In practice, the participant is expected to actively contribute to the daily activities of Rondine and to adopt a proactive attitude. Participation and attendance to activities is crucial and present an occasion during which the participant can show and exercise the skills developed during the training courses.

2. In the training context, divided into series of activities aimed at deepening personal competences and soft skills such as leadership, communication, storytelling, team building, active learning and etc. The core of the training is about conflict transformation, which aims to cover the understanding of the causes and consequences of the war in their respective countries, through the confrontation of experiences of different conflicts. The training program also covers human rights, mediation, project writing and management conducted by international and local mediators, trainers and specialized psychologists. They act as facilitators in confrontation between students to be able to share their views on personal identity issues, starting from their culture, history, customs, traditions and stereotypes, to their own approach of the conflict. The topics are addressed through activities and trainings that foster interpersonal communication and gradual expression of their experiences by taking into consideration different points of view.
3. In the academic context, through the work on a master's degree or other type of vocational training courses at the main universities or institutes in Central Italy (Tuscany, Umbria), the participant will complete the personal study curriculum started in his/her country, getting prepared for the job market with greater sensibility and focus on social changes. Rondine fellows generally attend a one-year master (60 ECTS) on a part-time basis, so to be compatible with the Rondine training[1]. The choice of the course will be agreed upon with the educational staff, and it will be bound by the level of study stated in the *Dichiarazione di Valore*[2], a legal document necessary for academic enrolment and to be obtained by the candidate before his/her arrival in Italy. Rondine welcomes students having all academic backgrounds since we strongly believe in the possibility to impact on conflict transformation through civil society and through all the professional sectors.[3]

In all of these contexts, a big consideration has been given to the arts, in all its forms, for its capacity to be a privileged vehicle of a dialogue that is able to overcome borders and resistance.
Music, drawings, photography and all other expressive forms are an important part of Rondine activities and a characteristic sought for in the candidates. Therefore, it will be possible for students to attend courses in art-related international institutions in order to consistently continue and improve the curriculum that the participant started in his/her country.

[1] Please find further information on the Italian academic system at: http://www.cimea.it/en/index.aspx

[2] The 'Dichiarazione di Valore' is the document that proves the value of the title of the degree obtained in a different system than the Italian one. It is drafted in Italian and released by the Italian Diplomatic Representatives Office abroad (Embassies or Consulates), the closest to the city in which is the institution that has released the degree. More information can be found on the following link: http://www.istruzione.it/urp/dichiarazione_valore.shtml

[3] Students who would like to attend **medical** studies are not advised to apply due to the differences between regulations by the Italian ministry of Education and other respective Ministries in their home countries.

The end of the program and return home

After the end of the experience in Rondine, participants go back to their home Countries more motivated; they join their families and are ready to face the difficulties of managing the socio-cultural changes of their realities.

Once participants are back home, they become part of an association of former Rondine students, named "Rondine International Peace Lab" (RIPL). Founded in 2017, RIPL is comprised of a network of around 170 students, managed by a Board and a President elected by consultation among the alumni.
The association aims to promote cohabitation, dialogue, conflicts transformation and peace-building through the realization of cooperative development projects and social entrepreneurship initiatives among members of divided communities.

Who can participate?

Participants will be selected among candidates showing the following characteristics:

- Ages between 21- 28;
- Sensibility and readiness to work on the topics of conflict of the country of origin and conflicts in general;
- Predisposition to leadership;
- Predisposition to public speaking and communication;
- Predisposition to team and group work and active listening;
- Predisposition to taking on roles of responsibility;
- Predisposition to team building and active involvement;
- Predisposition to civic engagement and volunteering;
- Predisposition to entrepreneurship and social innovation;
- Project-oriented attitude, aiming at implementing social projects upon return to his/her home country;
- Knowledge about civil society and the non- profit sector;
- Sensibility about global sustainability or at least about some of the following topics: climate change, cooperation, welfare, civil and social economy;
- A wish to deal with conflict management, during his/her own personal professional growth.

Please, note that Italian is the official language for communication and activities in Rondine. For this reason, the program starts with a 3-month intensive course of Italian language and culture. Knowledge of English is also required for a profitable participation in the Rondine training.
On a comparable assessment of the previous characteristics, the presence of a candidate's sponsorship by a legal entity such as foundations, NGO's or other non-profit bodies are an added value. Sponsorship has to demonstrate relatedness to topics close to Rondine's and actual support – even financial, to the candidate.

Selection process

The selection of participant includes the following phases, all of which required for successful completion:

- **Application form**: the candidate has to complete the request of admission and send it before the indicated deadline, attaching all of the required documents.
- **Pre-selection**: from the pool of application forms sent on time, those that fulfil all the formal requests will proceed to the next step. This phase may include online tests.
- **Individual interview**: the candidate will then be interviewed individually with the aim of verifying his/her personal characteristics and his/her motivation to carry out the experience of the World House. Special attention in this phase will be given to the discussion of the social project that the candidate presented. Priority will be given to the in-person interviews, conducted in the candidate's country, though exceptions could be made for interviews done via Skype.
- **Candidate selection:** Rondine Admission Team will inform selected candidates at the end of the interview phase (April-May). To accept the participation to the program, candidates sign a Learning and Participation Agreement. After the receipt of the Learning and Participation Agreement the necessary organisational and administrative steps will be undertaken, supported by the Rondine International Relations Office.
- **The trial period in Rondine**: selected candidates arrive in Rondine to start a trial period, aimed at verifying motivation and personal attitudes of the participant. The trial period lasts three months (July-September), at the end of which candidates that are deemed eligible will be officially accepted into the World House. During this period, candidates will take part in an intensive course of Italian language and culture, in order to use the language as the official language of communication in the World House during the two years of their stay. Candidates are evaluated during the entire trial period.

Organizational and economic aspects

During the whole period of the participant's stay, the association takes responsibility of covering the following costs:

- Cost of the training activities in Rondine
- Cost of the lodging and board
- Cost of the academic or vocational training (enrolment fees, learning material, transportation)

Expenses under the responsibility of the student include: expenses for the travel to/from Italy and visa procedures, holiday travels, personal and medical expenses and every other cost not specifically included among the expenses covered by the Association.

A more detailed description of the economic aspects will be part of the Learning and Participation Agreement that the candidate will be asked to read and sign before the start of the trial period.

The deadline and the documents for completing the application

Those interested in participating in the Rondine program must send the documents mentioned below before the **13th January 2019** to the following email addresses: international@rondine.org, or international.rondine@gmail.com

The required documents are:

- Application form (here attached or to be filled online at: https://goo.gl/forms/fHea9mcpUqZmo19g1);
- Copy of passport, valid at least until June 2020;
- Motivation letter;
- Curriculum Vitae or Resume;
- Copy of the last qualification or certificate, diploma or degree earned;
- The social impact project proposal that the candidate is planning to develop during his/her experience at Rondine and to implement upon return to his/her home country. The project should include the following points:
    - Social and geographical contest in which the project will be developed;
    - Objectives of the project;
    - Expected activities;
    - Methodologies to be used;
    - Expected time-frame;
- At least one recommendation letter, signed by a professor from the student's university, or a supervisor of a non-profit or association in which the candidate is active;
- If relevant, proof of sponsorship;
- Copy of the driving license[4];
- Notice on personal data protection (*hand-signed*)

For more information

For additional information related to the present call for applications cycle, please visit http://www.rondine.org/callforparticipants/it/ or contact Rondine International Relations Office via telephone: +39 0575 299666 or e-mail: international@rondine.org

[4] To drive in Italy, an International Driving Permit (IDP) is required. It is any valid, required by law identity document that allows the holder to drive a private motor vehicle in any country or jurisdiction that recognizes IDPs. To be valid, the IDP must be accompanied by a valid driving license issued in the holder's country of citizenship.
Selected candidates already having a driving license, shall obtain the IDP before their arrival in Rondine. Please, look for further information regarding regulations and authorized bodies that release IDPs in your country.

Rondine Cittadella della Pace Program 2019-2021
Application Form

General information:

Photo

Name .....

Surname .....

Gender Male ☐ Female ☐

Date of birth.....

Place of birth.....

Nationality .....

Complete address.....

.....

Telephone contacts .....

e-mail.....

Obligatory military service requirements absolved: Yes ☐ No ☐

Marital status Married ☐ Single ☐

Children Yes ☐ No ☐

Ethnic background (where applicable) .....

Do you consider yourself an artist? Yes ☐ No ☐

If yes, please describe briefly in which field of art .....

.....

RONDINE

Educational background:

(if currently attending a post-graduate course, please write both your obtained degree and the expected one)

Latest degree obtained or expected .....

Date or Expected Date of award..... ..

Final result.....

At (name of University or other Institute).....

Preferred field of study for the Academic or Vocational Program that you wish to attend in Italy:

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Work experience:

Are you currently employed? Yes ☐ No ☐

If yes, what is your profession at the moment? .....

Briefly describe your past work experience .....

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Have you, or are you currently pursuing any extracurricular activities?.....

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Additional information:

Father's name and surname .....

Profession..... Date of birth .....

Address .....

Mother's name and surname .....

Profession..... Date of birth .....

Address .....

How did you find out about this application?.....

.....

Do you have any special needs (diet or medical)? Yes ☐ No ☐

If yes, please provide details .....

.....

References of the applicant (academic, professional or civic engagement sphere):

Please write name, position, contact and relationship to applicant

1.(obligatory) .....

.....

2.(optional).....

.....

3.(optional).....

.....

I have included the following documents (tick all included documents):

- ☐ Copy of valid passport (must be valid until at least June 2020);
- ☐ Cover letter of motivation;
- ☐ Curriculum Vitae;
- ☐ A draft of the project that I intend to implement upon return to my home country at the end of my stay at the World House;
- ☐ Copy of last diploma/degree obtained;
- ☐ Reference letter/s;
- ☐ Documents proving sponsorship, if available;
- ☐ Driving license (if available);
- ☐ Notice on personal data protection (*hand-signed*)
- ☐ Documents proving artistic experience;

If accepted in the Program, I fully understand and commit myself to be responsible for preparing and supplying to Rondine the following documents:

- Italian Entrance Visa for Study/University;
- *Dichiarazione di valore* added to any other document for the enrollment in an academic or vocational program;
- General health medical certificate;
- International Driving Permit (if driving license available);
- Any other documents specifically requested by the Association.

If NOT accepted in the Program, I wish to be updated about the next application rounds and other Rondine projects Yes ☐ No ☐

I hereby declare to have read the entire call for application.

Date ..... Signature .....

SUBJECT: Notice pursuant to and by effect of Article 13 of the EU GDPR 2016/679 regarding personal data protection

Associazione Rondine Cittadella della Pace informs you that, for establishing and managing the processes held to select candidates for the international student house, it is the Data Controller of data of yours which can be classified as personal data pursuant to the Data Protection Act.

Data Controller
The Data Controller, pursuant to Article 4.7 of EU Regulation 2016/679 is Associazione Rondine Cittadella della Pace – Loc. Rondine, 1 – 52100 Arezzo (AR), tel. +39 0575 299666 in the person of its *pro-tempore* legal representative.

Data Protection Officer (DPO)
Pursuant to Articles 37 to 39 of EU Regulation 2016/679, the Data Controller has appointed a Data Protection Officer (DPO) who can be contacted at the following email address: dpo@rondine.it.

Purpose and legal basis of the processing
Pursuant to Article 6, paragraph 1, letters a) and b) and Article 9, paragraph 2, letters a) and d) of EU Regulation 2016/679, your personal data are collected and processed:

1. to fulfil obligations envisaged by the law, by regulations and by the European Community legislation ("personal" data);
2. before the contract is finalised, to fulfil specific requests made by the Data Subject (both "personal" and "specific" data);
3. to establish and manage the selection processes for the international student house (both "personal" and "specific" data);
4. to compile documentation in which your photograph, image, interviews, television footage, etc. may appear;

and they will be subject to processing based on the principles of fairness, legality, transparency and the protection of your confidentiality and rights. Your personal data will be processed for the entire duration of the selection process for the international student house and also subsequently for the fulfilment of all legal requirements and, if applicable, for re-contacting you in relation to new selection processes, subject to your explicit consent.
Solely for the purposes of use in relation to the selection processes for the international student house, the association can process data that the law defines as "personal" (name/company name, registered office, first name, surname, address, Vat number, Tax Code, etc.) but also the category of data that the law defines as "specific" (condition of health, religious faith, etc.).

Processing methods
Data is processed for the purposes explained above using both automated means, on electronic or magnetic media, and non-automated means, on paper, in compliance with the rules of confidentiality and security envisaged by the law, by the regulations deriving from the law and with internal guidelines.

Location of the processing and data communication
The data are currently processed and filed at the registered office of the Association.
Without prejudice to the communications performed for the purpose of fulfilling obligations dictated by the law and by the relative contracts, all the data collected and processed can only be communicated within Italy for the above-mentioned purposes to:

- companies for the performance of psychometric tests pursuant to Article 28 of EU Regulation 2016/679.

Additionally, when your data are managed, they may come to the knowledge of the following categories of persons responsible for processing (*ex* Article 29 of EU Regulation 2016/679) and/or Data Supervisors (*ex* Article 28 of EU Regulation 2016/679) identified in writing, to whom specific written instructions have been provided:

- employees and partners of the International Relations and Training Department;
- service companies operating on behalf of our Association.

The full updated list of data recipients can be requested from the Data Controller, at the addresses indicated under the heading "Rights of the Data Subject".

Mandatory or optional nature of data conferral and the consequences of any refusal to confer data
Conferring your data is mandatory for all the purposes required by the legal and contractual obligations in force. Therefore, any refusal to provide all or part of the same can lead to the Association being unable to execute the contract or correctly perform all the fulfilments required for the purpose of managing the selection process.

Transfer of data abroad
Your personal data will not be transferred to other companies with registered offices in non-European third countries.

Presence of an automated decision-making process
There is no automated decision-making system in place.

Data retention periods
Your Personal Data will only be retained for the time needed to fulfil the purposes for which they have been collected, in compliance with the principle of minimisation as set forth in Article 5, paragraph 1, letter c) of EU Regulation 2016/679. The data provided will be retained in our files in line with the following parameters:

- <u>for activities regarding the selection process for the international student house:</u> your data will be entered and stored in the historical file of the Association should you be admitted to the international student house;
- <u>for re-contacting the Data Subject, if necessary:</u> your data will be stored for use the next time you might participate in a selection process for the international student house based on your explicit consent, provided for a period not exceeding 4 years, unless you revoke the above-mentioned consent;

Rights of the Data Subject

You can exercise your rights as expressed in EU Regulation 2016/679 of the European Parliament and Council of 27 April 2016, by contacting the Data Controller at our registered office at the telephone number +39 0575 299666, sending an email to the address dpo@rondine.org, or writing by post to Associazione Rondine Cittadella della Pace with registered office in Loc. Rondine, 1 – 52100 Arezzo (AR).
Please note that, should the request to access your data be made via digital means, the information will be provided in a digital format of common use.

Pursuant to Articles 13, paragraph 2 and from paragraphs 15 to 22 of the Regulation, we hereby inform you that you can exercise the following rights:

a) **Right to gain access** to the personal data and to the following information:
- confirmation of whether or not any of your personal data is being processed:
- the purposes of the processing;
- the personal data categories;
- the recipients or categories of recipients to whom the personal data have been or will be communicated;
- should the data not have been collected from the Data Subject, all the available information regarding their origin;
- whether any automated decision-making process, including profiling, are present;
- a copy of the personal data subject to processing.

b) **Right to correct** and integrate your personal data;

c) **Right to cancel** the data ("right to be forgotten") if one of the following reasons exists:
1. the personal data are no longer required for the purposes for which they have been collected or otherwise processed;
2. the data subject withdraws his/her consent for the processing of data and there are no other legal grounds for the same;
3. the data subject objects to the processing and there are no prevailing legitimate reasons for its performance;
4. the personal data have been processed unlawfully;
5. the personal data must be erased to fulfil a legal obligation envisaged by the law of the Union or member state to which the Data Controller is subject;

If the Data Controller has made personal data public and is obliged to erase the same, he must request that the other data controllers who process the personal data cancel any links to and/or copies or reproductions of their data.

d) **Right to restrict the processing should:**
1. the Data Subject challenge the accuracy of the personal data, for the period required by the Data Controller in order to verify the accuracy of the same;
2. the processing is unlawful and the Data Subject objects to the erasure of the personal data and instead requests that its use be restricted;

3. despite the Data Controller no longer requiring the personal data for the purposes of processing the same, the personal data be needed by the Data Subject for the verification, exercising or protection of a right in court;
4. the Data Subject has objected to the processing, while awaiting the verification of whether the legitimate reasons of the Data Controller prevail over those of the Data Subject.

e) **Right to make a complaint** to the Italian Data Protection Authority, by following the procedures and indications published on the official website www.garanteprivacy.it.

f) **Data portability right**, that is, the right to receive, in a structured format of common use that can be read by an automatic device, the personal data provided to a Data Controller and, if applicable, the right to send these to another data controller, should the processing be based on their consent, or on a contract, and be performed using automated means. Where technically feasible, the Data Subject has the right to have one data controller send their data directly to another.

g) **Right to object** at any time, to the personal data processing, including profiling, in particular if:

1. the processing is performed based on the legitimate interest of the Data Controller, subject to the Data Subject explaining their reasons behind the objection;
2. the personal data are processed for the purposes of direct marketing.

h) Right not to be subject to a decision based only on **automated processing**, including **profiling**, except in cases in which the decision is required for the definition or execution of a contract between the Data Subject and a data controller, is authorised by the law of the Union or the member state to which the data controller is subject, or is based on the explicit consent of the Data Subject.

i) **Right to withdraw the consent** at any time.

Exercising your rights is not subject to any formal restrictions and is free of charge.

Loc. Rondine, __/__/____

DECLARATION OF CONSENT

I, the undersigned party (first name and surname) _____ having read the above notice, hereby grant my consent for the processing of my personal data by Associazione Rondine Cittadella della Pace for the purposes specified above at point 5 “for compiling documentation on which their photograph, image, interviews, television footage etc. may appear”.

Date _____ Legible signature _____

I, the undersigned party (first name and surname) _____ having read the above notice, hereby grant my consent for the processing of my personal data by Associazione Rondine Cittadella della Pace for the purposes of recontacting me for subsequent selection processes.

Date _____ Legible signature _____