

Society of St Vincent de Paul - Council General
Société de Saint-Vincent de Paul - Conseil Général
Sociedad de San Vicente de Paúl - Consejo General
Sociedade de São Vicente de Paulo - Conselho Geral

MANUAL FOR VIN-PAZ

(Vincentians for Peace)

Paris: 10th May 2006

VIN PAZ MANUAL

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INTRODUCTION

The desire to serve others, the desire to serve and be of use to the poorest, the founding principle of our Conferences, must be subject to constant and hopeful renewal.

Just as the concepts of poverty and suffering change from one period to another, even from one country to another during the same period, our ability to tackle them must also evolve. In other words, very little should remain inalterable for the Conferences, in terms of the techniques used to help those who suffer, except the very concept of “hopeful service” that is expressed in our motto. Hope allows us, firstly, to firmly believe in our ability to detect any new forms of suffering that may appear and, secondly, to confidently trust in our ability to tackle them and to do so appropriately.

“Vincentians for Peace” is one of the initiatives that arose from the Conferences as a response to modern times and these few lines provide an introduction to its first Manual.

At this time of globalisation, it seems obvious that the Society of Saint Vincent de Paul must make use of the enormous capacity that it possesses. This capacity includes, most importantly, the enormous strength of many thousands of volunteers who strive to serve the poor every day.

Many of these Vincentian volunteers have the skills necessary to travel to other parts of the world, far from their places of residence, to use their knowledge and experience in directly helping other human beings on the ground, to overcome the reasons for their poverty and, in short, their suffering. Some years ago, the Society began a new Vincentian service for such volunteers: “Vincentians for Peace”.

After having gained sufficient experience, the moment has come to equip ourselves with a set of rules which will enable the initial idea to be developed harmoniously.

Without doubt, they will enable the initial idea to be developed harmoniously but they will also, through their reading, serve as a calling to many of our brothers and sisters who wish to temporarily carry out a more committed service to those that Saint Vincent called “our masters and lords”: the poor.

That is how I wish it to be understood by our members throughout the world. Above all, by our brothers and sisters in richer countries and those who have greater training and experience in all areas. Those who, by spending a few months away from their usual places of residence, could offer so much to the poorest on earth to help them better their situation.

José Ramón Díaz-Torremocha
14th President General

TO NATIONAL PRESIDENTS AND MEMBERS
OF THE INTERNATIONAL EXECUTIVE COMMITTEE

Dear Sisters and Brothers

DRAFT VIN PAZ MANUAL

The Vin Paz Commission has pleasure in presenting for the consideration of National Presidents and members of the Executive Committee of the International Council General a draft of a Manual for Vin Paz.

This draft draws on the experience of Vin Paz since its establishment some years ago by our President General and seeks to define what Vin Paz is about – its strategic objectives; the vision, mission and values that inspire it; the nature of a Vin Paz project and the role of volunteers as well as setting out practical aspects of the operation of Vin Paz.

The draft now circulated was approved in principle by the Permanent Section meeting in Paris on 10 May 2006. Taking account of comments received from those to whom the draft is now circulated it is proposed to submit a final draft for the approval of the International Executive Committee at its next meeting in October 2006.

All those wishing to submit comments on the draft now circulated are cordially invited to do so to the undersigned by 30 September.

LARRY TUOMEY
Co-ordinator – Vin Paz

Email: ljuomey@iol.ie

1. WHAT IS VIN PAZ

VIN PAZ – Vincentians for Peace – is that part of the International Structure of the Society responsible for promoting and encouraging members willing to make a full time voluntary commitment for a period of time to work in collaboration with the local Society in any part of the world in the development of that Society and its response to need; in assisting in the aftermath of disasters and in strengthening the Society in areas where it is weak or non-existent.

2. ORIGIN OF VIN PAZ

In his first Circular Letter on the occasion of his installation on 27th September 1999, the President-General, José Ramón Díaz-Torremocha, introduced the concept of Vincentians for Peace – the notion of a corps of members prepared to go to any part of the world to help the Society there as required.

The President-General invited Vincentians to consider making a personal commitment for a time to work where their skills are needed in supporting the Society to be more effective in helping people in need.

He encouraged members to dream of imaginative new solutions to problems facing the Society – a dream that Vincentians for Peace (Vin Paz) are invited to help realise.

3. INITIAL DEVELOPMENT OF CONCEPT (2000-2005)

To develop the Vin Paz idea, a Vin Paz Commission of the International Council-General was formed in 2000 with Erich Schmitz as Co-ordinator and members drawn from Egypt, India, Ireland, Netherlands, New Zealand, Spain, Ukraine, United States and Zambia. The Vin Paz Commission held its first meeting in Rome in March 2001.

Three pilot projects were undertaken, one in Haiti (ongoing) where 2 young Vin Paz volunteers from Ireland work in support of the National Council in that country and two projects in Zambia (one project to assist the National Council of Zambia develop a self-sustaining agricultural farm and the other (now concluded) to encourage the participation in the Society of young people in rural areas). All 7 Vin Paz volunteers on the Zambia projects were Zambian nationals.

Financial support for the Vin Paz pilot projects was received from the Society in Australia, Ireland, Netherlands, New Zealand, Spain, United States and the International Council-General. Irish Government support was received for the volunteers in Haiti.

Each Vin Paz volunteer undertook a training programme. In Zambia a 14 day programme of Vincentian Formation was provided. Fr. T. Barquin CM (Spiritual Adviser to Vin Paz) participated. Technical Training was also offered as appropriate (in farming issues for the farm volunteers and in HIV/AIDS prevention to the other volunteers). The Vin Paz volunteers in Haiti undertook an orientation programme before going overseas.

The Vin Paz projects undertaken in the first phase of the development of the concept have been a valuable learning experience which will be very helpful as the next phase unfolds.

4. MISSION OF VIN PAZ

The Mission of Vin Paz is to respond to approved requests for support from the International Structure and/or National Councils in situations of need where volunteer intervention is needed. This is realised by recruiting, training and supporting suitable Vin Paz volunteers willing to work full time for a period in any part of the world in support of the local or international Society, as required.

The Mission of Vin Paz is also to provide the means whereby, as encouraged in Article 4.1.2 of the International Rule, members of the Society may realise their personal commitment to devote part of their lives reaching across geographical and cultural boundaries to where their skills are needed to work with Vincentians in other countries in the development of the Society and at the same time serve as a personal witness of Christ's message and an expression of solidarity with the world wide Society.

5. VISION/VALUES/SPIRITUALITY OF VIN PAZ

Vision

Vin Paz volunteers acting always in the spirit of St Vincent de Paul and Blessed Frederic Ozanam will demonstrate through their time, energy, skills and talents their commitment to assisting the Society in whatever part of the world they may be called to develop, expand and to improve its service to those in need.

By their commitment to their Mission; by their actions and example, Vin Paz volunteers will become compassionate ambassadors to the entire Vincentian Family helping to bring comfort and support to broken bodies and souls in every corner of the world.

By their presence and carrying out of their Mission, Vin Paz volunteers will demonstrate the solidarity which must exist among all parts of the Society worldwide.

Values

Vin Paz volunteers are invited to dream of new imaginative solutions to helping people in need in the countries where they are assigned. They are called to "dream as Vincent did when he set up the Daughters of Charity and sent them worldwide without being bound to a convent; obliged only to serve the poor in whom they could find Christ" (Commentary: Article 2.5 of International Rule).

Vin Paz volunteers respect and work through the structures of the Society where they are based. Vin Paz is not a separate or parallel organisation. It operates always in support of the host National Council.

Vin Paz volunteers remain in an area no longer than is necessary. Their aim is wherever possible to build up the local Society and make it self-sustaining.

Capacity building rather than creating dependency is the objective of Vin Paz.

Vin Paz volunteers will work together collaboratively in the spirit and manner of a Conference of the Society and with cultural sensitivity and respect.

Vin Paz volunteers will endeavour to empower the people, communities and organisations with whom they work.

Spirituality

“You will be witnesses for me in Jerusalem, in all Judea and to the ends of the Earth”
(Acts 1:8)

Heartened and encouraged by their love of God and of his poor and open to the inspiration of the Holy Spirit, Vin Paz volunteers will continually strive to share the compassionate and liberating love of Christ with all they encounter wherever they find themselves.

All Vin Paz volunteers will undertake a programme of Vincentian Formation.

6. STRATEGIC OBJECTIVES

To respond to requests approved by the International Structure of the Society to augment the capacity of a National Council to deal with specific needs or situations with which the local Society of itself cannot cope adequately.

The special needs or situations to be dealt with can be broadly defined as any situation where a suitable Vin Paz volunteer can make a positive contribution in support of the local Society.

This includes such needs as leadership training, formation and training programmes for members; assisting the structures of the Society in a country to operate properly and increasing the capacity of the local Society to respond to specific major issues affecting poor people such as lack of education, malaria, HIV/AIDS, refugees, homelessness and inadequate food supply. See Appendix 2 for examples of types of potential Vin Paz projects.

In collaboration with the International Structure to assist in the establishment of the Society in new countries.

In collaboration with Twinning, to establish pilot projects which may provide model solutions and ways of working which can be replicated by the Society in other countries.

In collaboration with the International Structure, to assist in the Society's response to relief assistance programmes in cases of disasters.

To recruit, train and supervise suitable volunteers to work on a full time basis in approved Vin Paz projects for a period of time at no remuneration (subsistence allowance only paid).

To be a focal point within the International Society of information, guidance and encouragement for members interested in the concept of full time active voluntary service and developing imaginative solutions to needs in developing countries.

7. CRITERIA FOR THE SELECTION OF PROJECTS

Source:

Vin Paz projects stem from the following sources:

- Response to exceptional needs or special missions proposed by any one or combination of the following:
 - President-General
 - International Structure
 - Project Development Head
 - Vin-Paz Commission
- Needs identified by the National Council in a country which requests the services of Vin Paz.
- A Pro-Forma Project Proposal Form (preliminary) as set out in Appendix 3 should be completed by National Councils seeking the establishment of a Vin Paz Project.

Approval Process

Once a Vin Paz project has been proposed, in accordance with the procedure laid down, it is the responsibility of the Vin Paz Co-ordinator in conjunction with the Vin Paz Commission to prepare a feasibility study and recommendation for circulation to the Project Development Head and the Deputy Vice-President General (International Structure).

If a project is approved at that level it goes for final approval to the Board of the International Council General and if approved becomes an official Vin Paz Project.

In circumstances where a proposal for a Vin-Paz project is declined at any level an appeal of that decision may be made by the proposer to the President-General, whose decision is final.

Nature of Project

While, as set out in the Strategic Objectives above, the nature of a Vin Paz project can vary widely, an essential feature is that it involves the active participation of Vin Paz volunteers and that it is of a type that means a Vin Paz volunteer is capable of making a positive contribution to the need being addressed. Please see Appendix 2 for examples.

Ability to Finance

When a Vin Paz project has been officially approved, it is the responsibility of the Vin Paz Commission in conjunction with the International Structure to endeavour to secure the necessary funding (see the section on Funding below for further details).

If within 6 months from the date of approval of the project adequate funds have not been sourced then the project lapses and funds obtained are returned to the donor or with the donor's consent are retained in the Vin Paz account for use on another project.

Any potential Vin Paz project that lapses due to lack of funding may be reinstated if the funding position changes.

Priorities

Given the magnitude of the problems and challenges faced by the Society throughout the world and particularly in developing countries, the potential demand for a Vin Paz project is enormous.

Each Vin Paz project will require considerable human and other resources in relation to the selection, training and supervision of volunteers.

The number of Vin Paz projects that can be operated concurrently is therefore limited and in the decision making process for the approval of a project priority will be given to projects of greatest need and highest strategic importance for the Society.

Contracts

Vin Paz will normally enter into a contract with the National Council of the country in which a Vin Paz project is based outlining the roles, rights and obligations of each party and the shared objective of making projects self-sustaining and of the greatest benefit to those in need.

Disasters

In relation to Vin Paz involvement in the aftermath of disasters, a key criterion is that Vin Paz would operate solely in support of programmes initiated after due consideration by the local Society and would not be involved in independent action. This is likely to be in the second phase of response to disasters.

Only volunteers who are specialists in the discipline required to fulfil the local Society's intervention (e.g. builders/engineers in a housing development) would be included in the Vin Paz team working in the aftermath of disasters in conjunction with the local Society.

A register of members with such skills and expertise who would be willing (with reasonable notice) to join a panel for selection as a Vin Paz volunteer for the aftermath of disasters is to be maintained by the Vin Paz Co-ordinator. Generally such members will be over 22 years of age and be qualified and experienced professionals. A willingness to commit to at least two months on the project will be required.

8. VOLUNTEERS

How are Vin Paz Volunteers Selected

When a project has been officially approved and funding secured, the Vin Paz Co-ordinator will issue an invitation to members of the Society to apply for a position on the project team. Please see Appendix 4 for the Vin Paz Application Form.

This invitation will be project specific and will set out the experience and skills required for each volunteer for the successful operation of the project. There may also be geographical and language criteria.

A short list of candidates will be drawn up and interviewed by members of the Vin Paz Commission. All other things being equal, there will be positive discrimination in favour of younger members of the Society.

In certain types of projects it will be possible to invite non-members of the Society with specialist skills and who share our ethos and values to apply to be a Vin Paz volunteer.

What Commitment is Required

A volunteer must be prepared to:

- (1) Travel to that part of the world where the project for which he/she is selected is based.
- (2) Commit to work full time for a specific period (this may be 3, 6, 12 months or longer, depending on the project).
- (3) Accept a modest standard of living while working on the project (living expenses and a modest personal allowance will be paid for by Vin Paz).
- (4) Engage in the training programme required by Vin Paz.
- (5) Work harmoniously with other Vin Paz volunteers in the spirit and manner of a Conference of the Society.

- (6) Undergo a medical examination to determine fitness for the project.
- (7) Enter into a formal contract with Vin Paz.

What Training will be Provided

All Vin Paz volunteers will participate in a programme of Vincentian formation of about 7/14 days duration provided by the Vin Paz Commission.

In addition, if the nature of the project requires some technical knowledge, basic technical training in that field will be provided.

Induction into the culture, economic and political situation of the country in which the project is based will be provided to the volunteer.

Training Centres

It is an aspiration of Vin Paz to have a dedicated residential training centre(s) for Vin Paz volunteers where the required training programmes could be delivered and an *esprit de corps* could be developed. This is something that could be pursued in collaboration with the Twinning Commission and the Historical Commission of the Council-General.

One such centre for Africa and one in Europe is a medium term objective.

In the interim, training will be carried out where practicable close to the territory where the Vin Paz project is based.

Contract

Each Vin Paz volunteer will enter into a formal written contract with the Vin Paz Commission in the usual form of a contract of employment covering such areas as description of duties, expenses and allowances to be paid, medical and other insurance, disciplinary procedures, notice period, term etc.

A copy of this contract is available on request to the Vin Paz Commission.

Funding by Volunteers

In many international organisations, those volunteering to work overseas are often responsible for raising the funds to pay for their own travel and subsistence expenses. This may not be a practical proposition for our volunteers coming from developing countries but it is recommended that it be considered for volunteers from the Society in developed countries. In particular a volunteer might be sponsored by his/her National Council /Regional Council/Conference or private donors.

Many Governments in developed countries have aid schemes to support their nationals to work in specific developing countries. It is recommended that full

advantage should be taken by Vin Paz volunteers of such schemes and other forms of local/national sponsorship.

Youth Volunteering

Many Vin Paz projects will require experienced members of the Society – members with appropriate skills and expertise tailored to the nature of the specific Vin Paz project and with some experience of leadership in the Society in their home country.

While it is not intended to prescribe a rigid minimum age limit for such members it is unlikely that members under 22 years of age would have the necessary qualities.

There is however an important role for younger and less experienced members of the Society as Vin Paz volunteers willing to give a short term commitment. For example, many organisations in developed countries organise short trips (1 or 2 months' duration) by students to work on specific projects in developing countries which are suitable for short term intervention (e.g. in education or construction or sporting areas).

Such students generally fund raise in their own countries to finance their trip. The young volunteers gain a unique insight into the reality of life in another country and their practical action is seen to help build a fairer world.

Vin Paz has a pivotal role in acting as a clearing house for such projects – putting youth, school and university Conferences in developed countries in contact with the appropriate Society branch in a developing country which has a project that would benefit from short term voluntary intervention.

Risk Assessment

Vin Paz Volunteers will be required to take all the medically recommended health precautions applicable to the country in which they will be based.

Health Insurance cover will be put in place. Appropriate accommodation will be provided to volunteers. Volunteers will be advised not to engage in any activities that could be a danger to themselves or the project. Supportive links will be formed between the Volunteers and the local Society.

Volunteers will not be required to carry out tasks that are not appropriate to their competence and experience.

9. ORGANISATION - VIN PAZ COMMISSION AND VIN PAZ CO-ORDINATOR

Vin Paz is directed by a commission of the International Council General – the Vin Paz Commission – under the leadership of the Vin Paz Co-ordinator appointed by the President General.

The members of the Vin-Paz Commission are nominated by the Vin Paz Co-ordinator and confirmed in their role by the Deputy Vice President-General (International Structure). Members of the Vin Paz Commission come from different countries and represent the worldwide Society.

The Vin Paz Co-ordinator reports to the International Council-General through the Head of Project Development and the Deputy Vice-President General (International Structure).

The Vin Paz Co-ordinator is responsible for:

- Evaluating, in conjunction with the Vin Paz Commission, requests for Vin Paz assistance from all over the world and presenting a recommendation to the International Structure of the Society.
- In conjunction with the Vin Paz Commission, recruiting and training suitable volunteers to work on approved Vin Paz projects and ensuring their support and supervision in the field in accordance with the contractual obligations entered into.
- Being a focal point within the International Society of members and others interested in offering their services as Vin Paz volunteers and a source of information on volunteering for the International Society.
- Maintaining a register of all Vin Paz Projects worldwide and of all contracts entered into with Vin Paz volunteers and with local branches of the Society.
- Maintaining a register of qualified members willing to volunteer to assist in the aftermath of disasters.
- Submitting to the International Council General an annual report on Vin Paz activities.
- Links with Government and Church agencies and NGOs concerned with international volunteering to fight global poverty and disadvantage.
- Three members of the Vin Paz Commission will constitute a Vin Paz Finance Sub-Commission.
- Funding permitting, the Vin Paz Commission will endeavour to meet at least annually; coinciding where possible with a meeting of the International Council General.

10. COMMUNICATIONS

The Vin Paz Commission will prepare a leaflet describing in an attractive and contemporary manner the challenge of Vin Paz and the role of its volunteers and conditions of service, for circulation within the International Society and externally.

The material from the leaflet will be placed on the International Society's web-site (OZANET.ORG) and maintained up to date with news of Vin Paz projects.

The Vin Paz Manual when approved will be circulated to the leadership of the Society in each country worldwide. The publication of the new Vin Paz Manual will provide an opportunity for the formal relaunch of Vin Paz – Phase 2 within the Society.

A simple "Newsletter" containing information on Vin Paz projects and activities will be prepared periodically and circulated to the worldwide Society, subject to funding.

Regular progress reports are to be sent to the donors supporting individual Vin Paz projects.

11. FUNDING

Funding for an approved Vin Paz project will be sought by the Vin Paz Commission from the Society throughout the world in a spirit of Vincentian solidarity.

Funding may also be sought as appropriate from any other agencies that may be willing to support overseas volunteering to combat poverty and disadvantage (Church, Governmental Agencies, NGO's and the Corporate sector). Prior approval for such external appeals to be sought from the International Structure.

In respect of appeals for funds by the Vin Paz Commission within the Society, such appeals should:

- Be approved by the International Structure
- Be project specific
- Present the challenge to be faced in an attractive manner that will capture the imagination of members and leaders of the Society
- Be aimed at National Councils and/or Diocesan or Particular Councils within a country and/or Conferences as considered appropriate by the Vin Paz Commission.
- National Councils in a country will be informed in advance of any Vin Paz appeals to be circulated in their country.
- Vin Paz volunteers from developed countries will be expected to source the cost of their travel and subsistence on the project from the Society or other sources in their country of origin.
- Projects initiated at the request of the International Council-General will normally be funded by the International Council General under whose auspices Vin Paz acts.

- The annual administration and operating expenses of Vin Paz will be borne by the International Council-General, in the event of other funding not being available for this purpose.
- Donations for a Vin Paz project from Conferences or Councils must be authorised by the President of the Conference or Council and should be reported in the normal financial report to the next higher Council.
- Vin Paz will report all donations received to the International Council General through the International Structure and these donations shall be included in the accounts of the Council-General. All donations will be lodged in the first instance to the appropriate bank account of the Council-General.
- Vin Paz must utilise donations received for the purpose for which they were donated. Only with the permission of the donors may funds be used for another Vin Paz purpose.
- Donors will be given regular reports on the progress of the Project they supported.

12. BUDGETARY PROCEDURES

An annual budget for the running costs of the Vin Paz Commission will be prepared each year by the Vin Paz Co-ordinator and submitted to the Head of Project Development and the Deputy Vice-President General (International Structure) for approval.

Financial Budgets will be prepared for each Vin Paz project and included in the project appraisal.

Amendments to budgets of existing projects should be advised through the reporting structure and approval obtained.

13. BANKING AND FINANCIAL REPORTING

All funds donated to Vin Paz directly will be lodged to a designated account of the International Council General.

Transactions on this account for Vin Paz will be requested by the Vin Paz Co-ordinator and executed by two of the usual signatories on the account.

The bank account of the Council General to which funds for Vin Paz should be remitted is

Crédit Industriel et Commercial
Paris BAC

2, Boulevard Raspail, Paris 75007, France.

BIC: CMCIFRPP

IBAN: FR76 3006 6100 4100 0105 8120 129

BENEFICIARY: Ste Saint Vincent de Paul – Conseil Général

REFERENCE: Vin Paz

Expenditure of Vin Paz other than approved budgeted project expenditure (see above) will be approved by the Vin Paz Finance Sub-Commission and submitted for the approval of the Head of Project Development for reimbursement from the designated International Council-General account.

An advance of 4 months running expenses will be given to the Vin Paz Co-ordinator who will justify such expenses every two months.

Accounts for each Vin Paz project and for the running expenses of Vin Paz will be prepared annually and submitted with supporting documentation and progress report to the International Structure of the Society not later than 3 months from the end of the period to which they relate.

14. COLLABORATION WITH TWINNING

Vin Paz and the Society's Twinning activity are complementary ways of supporting the Society in developing countries to combat poverty and disadvantage.

Twinning is defined as "The awareness of acute poverty in a great number of countries and the Vincentian preferential option for the poor spur Councils and Conferences to assist others with fewer resources. The activity between two Conferences or Councils, a fundamental activity of the Society, is an expression of Vincentian fraternity and Solidarity" (International Twinning Manual).

Twinning is an activity that can be managed by the Society in a twinned country whereas Vin Paz is concerned with special projects or situations that cannot be managed by the Society in that country.

Vin Paz volunteers are in a country for a defined period only to augment the capacity of the local Society. The project they have been engaged in or the special situation they have been dealing with often need to be continued by the local Society. Twinning has a role in supporting the local Councils or Conferences to continue that work.

Model solutions to challenges facing the local Society will sometimes emerge from the work of Vin Paz volunteers. Twinning has a role in assisting local Conferences and Councils to implement such model solutions either in the country from which they emerged or elsewhere.

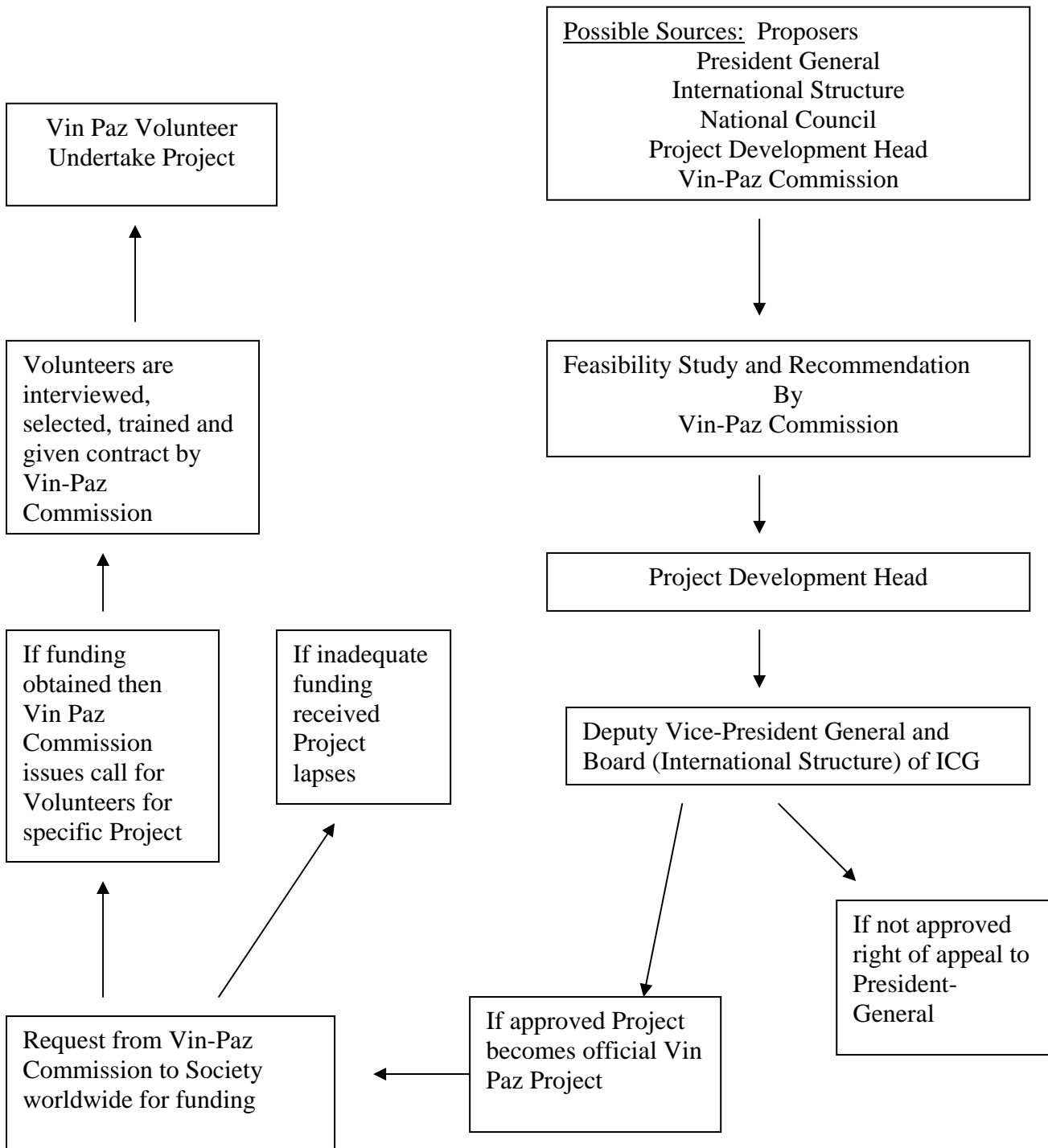
At International level Twinning and Vin Paz will be in regular communication through their respective Co-ordinators on developments of mutual interest to ensure complementary and synergistic contributions from one to the other. This communication will be facilitated by having both Co-ordinators report to the Head of Project Development.

Funds donated specifically for Vin Paz may not be diverted to Twinning and vice versa. There will however be occasions where both Vin Paz and Twinning will be jointly involved in a project in their own distinctive way. In such cases with the knowledge of donors both funds of Vin Paz and Twinning may be utilised for their respective goals.

The distinctive features of Twinning are the link of prayer and mutual support between Conferences/Councils and the sending of material resources, whereas the distinctive feature of Vin Paz is the sending of men and women who want the chance to make a real difference in the fight against poverty and disadvantage.

APPENDIX 1

VIN PAZ PROJECT – FLOW CHART



APPENDIX 2

EXAMPLES OF TYPES OF VIN PAZ PROJECTS

1. In support of Structures of Local Society

- Help to ensure Councils are operating properly
- Develop and start Conferences and Councils
- Extension of the Society
- Leadership Training Programmes
- Formation Programmes for Members
- Preparation of Society Literature and Training Guides
- Spiritual Development

2. In support of response of Local Society to Local Need (Pilot Projects)

2.1 Food Poverty

- Develop imaginative responses using model solutions from elsewhere
- Start Pilot agricultural projects
- Collaborative response with Twinning by enhancing local capacity to distribute aid
- Support agricultural training courses for local people

2.2 Health

Support a response from Local Society to:

- HIV/AIDS Prevention and Consequences (e.g. AIDS orphans)
- Malaria Prevention

- TB Prevention
- Sponsor short term trips to critical areas by specialist medical personnel from developing countries (e.g. doctors/dentists/nurses) and co-ordinate with local Society
- Work with other agencies to enhance local Society response to care of elderly; children with special needs and people with disabilities
- Support construction of clinics and health centres

2.3 Education/Social

- Help community schools for disadvantaged children
- Adult literacy and adult education courses
- Teachers training courses and support
- Promote arts, crafts, cultural, sporting and musical activities for children and young adults
- Construction of community centres
- Community development projects – develop links between schools and communities
- Involvement of Youth Conference members from developing countries in short term educational projects and sporting activities

2.4 Homelessness/Housing

- Programmes and support for Refugees and Asylum Seekers (in collaboration with other agencies)
- Construction of sheltered housing for elderly people and day centres
- Hostels and day centres for street orphans and homeless people
- Half way houses for ex-prisoners
- Support local environmental projects (water, roads, electricity)

3. Assisting Local Society in Response to Disasters

- To provide specialist support to the local Society in the programmes they have devised as the appropriate response by the Society in such areas as
- Reconstruction
- Health
- Education
- Community Development

APPENDIX 3

SOCIETY OF ST VINCENT de PAUL

VIN PAZ

PROJECT PROPOSAL FORM (PRELIMINARY)

1. **Name and Address of Proposer:**

.....

.....

Email Telephone Fax.....

2. **Location of the Proposed Project:**

.....

3. **Please describe the main objectives of the Proposed Project:**

.....

.....

.....

.....

4. **Describe how you believe Vin Paz can assist achieving these objectives:**

.....

.....

.....

5. **Vin Paz Volunteers:**

Number of Volunteers Required?:

Qualifications/Expertise required of Volunteers (please list)

.....
.....
.....

Other qualities Volunteers should have for the Project:

.....
.....
.....

What language skills are required:

.....

Gender Preference (Male/Female/Both)

.....

How long would a Volunteer be required to serve?

.....

Is suitable accommodation available for the Volunteers near Project?

.....
.....

5.8 Would the local Society be supportive of the Volunteers? Please comment:

.....
.....

5.9 Will the Volunteers be working alone or in collaboration with local Society members or other agencies. Please comment.

.....
.....
.....

6 Contact Person(s)

Please list the member of the National Council whom you nominate to be the contact with the Vin Paz Commission:

Name:

Position:

Address:
.....

E Mail **Telephone** **Fax**.....

Signed by Proposer _____

DATE: _____

PLEASE RETURN COMPLETED PROPOSAL FORM TO:-

Larry Tuomey
Co-ordinator – Vin Paz Commission
“Tully”
Ballinteer Road
Dublin 16
Ireland

Email: [ljtuomey@iol.ie](mailto:ljtoumey@iol.ie) **Tel.** 353.87.2450.177 **Fax.** 353.1.296.1158

VIN PAZ – Vincentians for Peace

**The Vin Paz Commission of the International Confederation of the
Society of St Vincent de Paul**
(6, rue de Londres, 75009 Paris, France)

APPLICATION FORM

**All information is treated as confidential by the VinPaz Commission
and the International Confederation of the Society of St Vincent de Paul**

1. Full Name
(Surname/Christian Names/ Please: Names as Passport – and print)
.....
.....
2. Present Address
.....
.....
3. Telephone: (Private).....
(Business)
(Fax)
(Email)
4. Date of Birth
Place and Country of Birth
5. Nationality/Citizenship
6. Passport No.
Nationality shown on Passport.....
Date of Expiry of Passport.....

7. Parents (or next of kin)
 Names
 Address.....

8. Your marital status (single/married/separated/spouse deceased/divorced)
 Remarks
9. What type of international driver's licence do you hold?
10. Have you had any overseas voluntary experience similar to Vin Paz?
 Yes/No
 If yes: please explain briefly
11. Which is/are your first language/s
- What other languages do you speak and write?

12. Are there any geographical areas you do not wish to serve in?
 Why?
13. How would you describe your personal health status?
 (Excellent/Very Good / Good / Stable)
14. Have you ever received treatment for a significant physical or mental health
 problem or any addiction?
 (If yes: Explain please briefly in a separate cover and note any treatment you
 receive to manage the above or for any other reason).

15. Do you hold any life or medical insurance policy?
 Brief details of cover:

ETHOS

Vin Paz as part of the International Confederation of the St Vincent de Paul Society seeks to be an authentic witness to the Gospel Truth, social teachings of the Catholic Church and the traditions of the Society.

Applicants must demonstrate empathy for and willingness to support these values as they will be representing the Society during the period of overseas placement. This will be important in the selection of candidates.

16. Religious Affiliation.

Catholic: Yes/No

Other (please state).....

17. Membership in the St Vincent de Paul Society

Member: Yes / No Since.....

National Council:

Town/Region

Conference Name

Details of work and/or functions in the Society

.....

.....

18. Participation in other charitable work/organisation

.....

.....

19. What attracted you to Vin Paz.....

.....

.....

20. Please give the names and addresses of three people (non-relatives who would be able to give valid references for you)

- An Employer (workplace strengths)

Name:

Address

.....

Phone/email

- Community Services Representative (Leadership/Teamwork)

Name:.....

Address

Phone/email

- Church/Community/Priest (Leaders/Spiritual Character)

Name:.....

Address

Phone/email

The next steps taken by the Vin Paz Commission will be to send for references from these referees. Do we have your approval to contact your referees?

Yes / No

CURRICULUM VITAE

It is helpful if we know as much about you as possible especially Society and Church activities you have been involved in. Also your natural talents, interests and experience. Please supply a short curriculum vitae, about your work experience, skills, qualifications and talents.

APPLICATION FORM: CONFIRMATION

I confirm that I have answered all questions in this application accurately and truthfully.

PLEASE NOTE

The completion and submission of this form does not fully commit you or Vin Paz at this stage, or give any guarantee that you will be asked to undertake Vin Paz operations.

Applicant's Signature

Place and Date

PLEASE SEND COMPLETED APPLICATION TO:

Co-ordinator of the Vin Paz Commission
Larry Tuomey
“Tully”, Ballinteer Road, Dublin 16, Ireland.

Tel. 353.87.2450.177

Fax 353.1.296.1158

Email: ljtuomey@iol.ie