**Infopack**

**Long Term Training Course**
**“LET- Learn-Educate-Teach”**

**17.02.- 25.02.2018,**

**04.09-11.09.2018**

 **Wisła, Poland**

2017-2-PL01-KA105-038939

Project "LET(LearnEducateTeach)meTRY" is an international training of youth workers, leaders of intercultural facilitation organizations, involving 26 youth workers (and 2 experienced trainers) from Poland, France, Greece, Italy, Macedonia, Bulgaria, Turkey, Malta, Cyprus, Hungary, Romania, Spain.

The long-term project involves three phases:

* Mobility of youth workers - training in the context of the facilitation of intercultural groups. It will allow you to thoroughly understand the specificity and importance of culture, its directions, its approach and the complexity of the intercultural environment (as well as its challenges: misunderstandings, conflicts, "false debates", tensions). Second, provide participants with the tools they need to work on the issue, through in-depth understanding of the logic of non-formal education, the importance of group dynamics, the diversity of leadership approaches, the exploration of mediation attitudes in intercultural work.

- A local phase in which staff will test and adapt the created methods to excluded youth groups, intercultural communities with whom they work every day.

- Mobility, in the context of work on re-evaluation of local action and the quality of methods used in the context of international projects and the inclusion of young people with fewer opportunities

Project goals:

- Create a portfolio with new innovative methods of social inclusion, with particular emphasis on terms: discrimination, stereotypes, intercultural learning, and exclusion.

- Raising awareness among youth workers about the specificity and complexity of facilitation during intercultural meetings and training.

- Strengthening the competences of youth workers in the context of planning and implementing effective learning activities at international level

- Exploring the different dimensions of culture and how they are linked to intercultural learning

- Test and qualitative evaluation of the developed tools on various groups of excluded youth

- Creating a portfolio with a set of methods and tools of coaching work in an intercultural environment, with particular emphasis on the inclusion of discriminated groups

**Age of participants: 18-35**

**Participants must take part in all 3 phases (training course, local phase, evaluation meeting).**

**All participants should be involved into youth work as trainers, facilitators or youth workers or they are willing to work in mentioned field in future.**

**Dates of the first part of training course: 17.02.-25.02.2018** **(a shuttle bus will be arranged from Kraków’s city center and departure at the afternoon at 17th of February- a certain hour will be announced before TC, at 25th of February departure time from the venue will be provided after a morning session and a lunch at 13:00).**

**Dates of the second part of training course (evaluation meeting): 04.09.-11.09.2018** **(a shuttle bus will be arranged from Kraków’s city center and departure at the afternoon at 4th of September- a certain hour will be announced before TC, at 11th of September departure time from the venue will be provided after a morning session and a lunch at 13:00).**

**Participant’s form: https://goo.gl/forms/miZ6nZzMIi053SqR2**

**ACCOMONDATION/ VENUE**

During the main part of our project You will be accommodated in a guesthouse in Wisła (Beskidy mountains) http://relaks-wisla.pl/

**FINANCIAL CONDITIONS**

Transportation costs of all participants will be covered by project’s budget up to Erasmus + limits of transportation costs for a certain country, based on Erasmus+ distance calculator.

**Transportation is reimbursed up to national limits of travel (look below) from city where partner’s organization is based to our venue (Wisła) and way back.**

**A shuttle bus cost will be charged from participants’ reimbursement limit (25-30 euro)**

Buying all tickets is an obligation of participants (with partners’ organization support).

All costs related to accommodation, and food (3 meals per day- breakfast, lunch, supper and 2 coffee breaks) will be covered by project’s budget.

Limits of transportation costs for partner countries are:

-Participants from **Poland** **20€ (only on the distance: Będzin-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(4 participants)** will be **80€** (max.)

-Participants from **Italy** **275€ (only on the distance: Palermo-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **550€** (max.)

-Participants from **Italy** **275€ (only on the distance: Poggiardo-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **550€** (max.)

-Participants from **Hungary** **180€ (only on the distance: Veszprém-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **360€** (max.)

-Participants from **France** **275€ (only on the distance: Pessac-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **550€** (max.)

-Participants from **Bulgaria** **275€ (only on the distance: Sofia-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **550€** (max.)

-Participants from **Greece** **275€ (only on the distance: Mytilene-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **550€** (max.)

-Participants from **Spain** **360€ (only on the distance: Cerralba, Pizarra (Málaga)-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **720€** (max.)

-Participants from **Romania** **275€ (only on the distance: Bucharest-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **550€** (max.)

-Participants from **Macedonia** **275€ (only on the distance: Tearce-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **550€** (max.)

-Participants from **Macedonia** **275€ (only on the distance: Kumanovo-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **550€** (max.)

-Participants from **Malta** **275€ (only on the distance: Naxxar-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **550€** (max.)

-Participants from **Turkey** **360€ (only on the distance: Gaziantep-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **720€** (max.)

-Participants from **Cyprus** **360€ (only on the distance: Limassol-Wisła)**will be reimbursed **per participant**

total %100 for whole group **(2 participants)** will be **720€** (max.)

Mentioned amounts are the maximum level of possible reimbursement.

**Before buying tickets – ask us about travel plan!**

**Tickets can be purchased from 16th of November 2017, NOT EARLIER!!! (We will not reimburse tickets that were bought before this date or weren’t confirmed by us)**

**Don’t forget** to send via e-mail and bring invoices of your tickets, since we can not reimburse anything without documentation. Boarding passes are obligatory as well.

**Regluar tickets:**

-the original invoice (signed and stamped)/receipt/pay order/proof of payment

-the original boarding pass (the small ticket stub you receive before boarding the plane)

-the prices stated in the invoices, receipts etc. must coincide with the price on the ticket

**E-ticket must be:**

-printed out and include your name, the exact fare you paid, details of your flight on the same page

-provided along with the credit card receipt for the payment or a copy of your bank statement (clearly showing the payment has been made)

-given with the boarding pass (the small ticket stub you receive before boarding the plane)

**NOTE:**

-Some airlines print ‘passenger receipt’ at the top of the cardboard ticket. It is not accepted as a receipt of proof of payment. Therefore, if you book your tickets online, please, make sure to print out the e-mail you receive from the airline company upon the payment, stating how much and how you paid.

-Train/bus tickets must show visible arrival and departure time as well as the price (+invoices if available)

**OTHER IMPORTANT DETAILS:**

**-**Booking paper alone is not enough (we need the invoices)

-Missing or lost tickets are not reimbursed

-Any costs for taxi or petrol are not reimbursed

-Return tickets must be bought in advance before the journey

-Following the guidelines of the Erasmus+/YIA Programme and internal regulations the travel must be released by the participants on the direct way within maximum 2 days. In case of long pauses or indirect routes (holiday travel), there is no reimbursement of travel costs!

All reimbursement will be transferred to participant’s personal account/ partner’s account, after filling in criteria mentioned below:

-fill in a EC’s survey which will be delivered 1-2 day after the main activity via each participant’s e-mail account

-deliver all travel document to hosting organization (Fundacja Młodzi dla Europy)- (originals before or during the main activities)

-participation in all workshop sessions
-dissemination of results

All the calculations will be made due to polish accountancy we operate in currency of "polish złoty" (Poland is outside of the Euro Zone), all tickets should be first of all re-calculated to polish złoty, then we prepare a bank transfer, which includes also a bank fee and a converting rate (it's daily exchange rate from polish złoty to euros, that is daily different), therefore a certain amount of reimbursement that is calculated could be different from a amount that is shown on Your's tickets.

**You are expected to participate fully in all activities, unless you are ill (this information should be provided to trainer or organizations before activities). Unauthorized absence from activities and workshops is not permitted. If less than 90% of the programme is attended, it will not be possible to be reimbursed for the travel costs.**

**WHAT TO BRING**

**-Camera and laptop are necessary during main activities.**

-Comfortable clothes and shoes for workshops which we will organize in indoor and outdoor atmosphere depending on weather, slippers.

Photos will be taken during project by our team as well and at the end of the project we will share on-line with all partner organizations before departure.

-Towels

-Traditional food, drink and souvenirs for intercultural evenings activities.

**INSURANCE & HEALTH ISSUES**

Participants are themselves responsible to get a travel insurance. If anyone who uses medicine should bring with themselves. We don’t give any medicines and we don’t cover insurance fees.

**FOOD**

**If there’s any person with special diet/ allergies, please inform us about this.**

It is especially important for us to know about diets/allergies/special needs.

Participants’ tasks:
Before the activity:
- Presentation of a sending organization during NGO Fair

- At least 1 project proposal to action KA1: Youth

- Prepare one topic for an Open Space session (topic related with a youth work, particular interests, etc)

-Getting familiar with youth situation in a local community of sending organization

- Collect and prepare at least 2 traditional games and toys that can be re-framed into social inclusion methods

- Prepare at least 2 energizers

During the training course:

* to collaborate with international learning buddie (reflection time)- get familiar, exchange experience
* to deliver all travel documents to the hosting organization (Fundacja Młodzi dla Europy)
* to conduct at least one slot during a open space session
* to conduct (with collaboration in international team) one workshop session (up to 1,5 hour) related to the main topic of the TC (group and topic division will be made during the main part in Poland)
* to actively participate in all workshop sessions
* to present a sending organization during NGO Fair session
* to actively collaborate during „alternative intercultural evenings” phase
* to present a good practices and an actual situation according to youth work in participants’ environment

During the local phase:

* to test and implement methods, tools, workshops created/ received during the training course
* to prepare an evaluation with a target group, on which mentioned methods were tested
* to keep informing a hosting and partner organization about results, doubts and challenges during implementation phase

During the evaluation meeting:

* to present results from the local phase
* to actively participate in all workshop sessions
* to conduct (with collaboration in international team) one workshop session (up to 1,5 hour) related to the main topic of the TC (group and topic division will be made during the main part in Poland)
* to collaborate with international learning buddie (reflection time)- get familiar, exchange experience
* to deliver all travel documents to the hosting organization (Fundacja Młodzi dla Europy)
* to actively collaborate during „alternative intercultural evenings” phase

After the main activity:
- to disseminate results, both off- and on- line

* to fill in a EC’s survey that will be delivered via participant’s e-mail

In case of any additional questions feel more than welcome to contact us:

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