



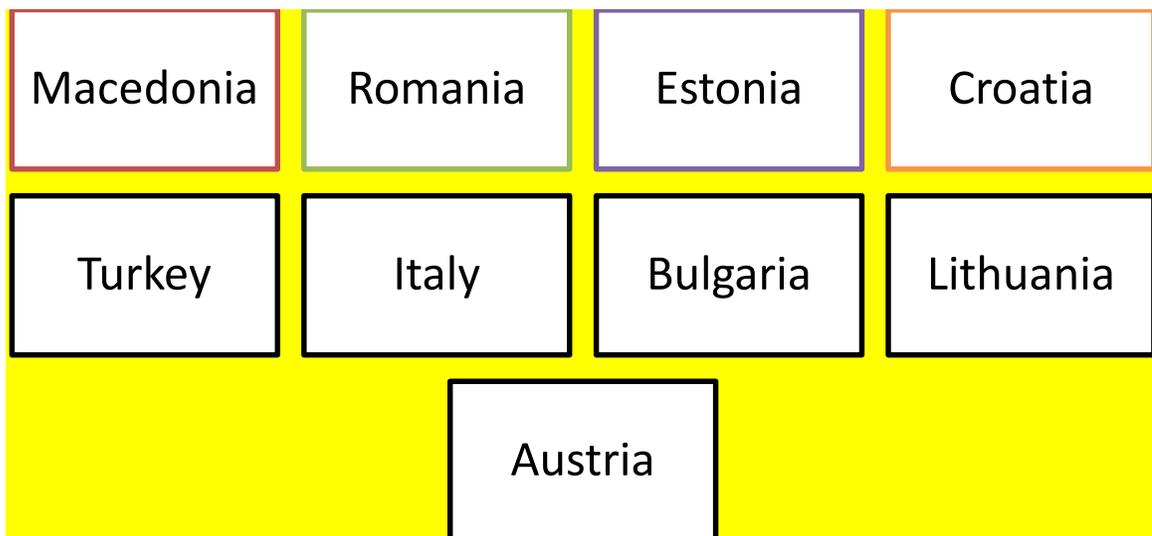
Credibil - Youthwork

INFO PACK

Training Course

Be Proactive Be ProYouth

24-30 **September** 2016, Vienna Austria



This project has been funded by Erasmus+ programme with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



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Erasmus+

Welcome!

Hello, a warm hug from Austria! We are happy to have you as a participant! In the following pages we are giving you the information you need in order to deliver a successful and useful TC together. Please read this info-pack carefully and if you have any questions please do not hesitate to ask. We are here to clarify all the details of the project, to help and support you!



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About the Training Course 'Be Proactive Be ProYouth'

Project "Be Proactive Be ProYouth" is 7 days training course taking place in the district of Vienna, Austria. It will bring together 32 youth workers and young leaders over the age of 18, from Austria, Bulgaria, Turkey, Romania, Macedonia, Croatia, Italy, Lithuania, and Estonia with aims to educate youth workers about forms of active participation of young people, active EU citizenship, strategies and legal framework. Applicant organization Credibil-Youthwork.

Main objectives of this Training Course are:

- To further explore "Erasmus+" Programme as a significant tool for promoting Active Citizenship within youth work;
- To raise awareness about the active EU citizenship in multicultural societies;
- To address key participation related issues concerning youth workers nowadays;
- To enhance intercultural dialogue and mutual understanding;
- To increase awareness of active participation as a social construction in broaden European dimension.
- To give practical tips and tools for enhancing active participation in youth work;

This project will put special focus on including opportunities offered by EU tools, funds, and other possibilities for young people. The overall aim of the seminar is to train youth workers, youth leaders, teachers, social workers, etc. on empowering staff and networking related to the activities aiming to rise awareness of young people on local, national and EU level about active participation. As result of the project participants will create strategies and recommendations for communication with young people in different local communities (e.g. unemployed youth, youth of minority groups, rural youth, youth in big cities, etc) which will be available for use not only by partner organisation, but also by other European youth organizations dealing or interested in dealing with similar issues.





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Methodology used during project will be series of European youth non-formal learning methods including case studies, debates, discussions, presentation, simulations, brainstorming, work in the group, input and other relevant forms.

The whole training will be implemented by the use of non-formal education, learning by doing approach and the learner centered approach to be guided and led by professional trainers of the topics. The participants will be the main key actors of the whole preparation, implementation and follow up of the activity.

This project is coming as follow up of similar international initiatives.

Also, participants will learn how to make proposals and write applications on European youth projects with special focus on Active Participation in Local communities. Above all, it will be a great opportunity to improve their youth work abilities with new tools and methods, but also to gain project management skills at European level.

Participants will be coming from 9 different countries: **Austria, Macedonia, Lithuania, Italy, Bulgaria, Estonia, Romania, Turkey and Croatia.**



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Methodology

The whole training approach is defined according to the uniqueness of the training topics, the overall goal and learning objectives of the project, as well as, of the needs and characteristics of the target group. Thus, the Training course will be organized with the use of non-formal educational methodology by a rich combination of methods and techniques in order to satisfy the participant's needs & with the added value of the expertise offered by the trainers, such as practical exercises and opportunities for experiential learning. Given that, this project will include group activities, skills-development workshops on cultural awareness, self-assessment, improvement of key competences, project planning, cultural presentations and outdoor activities which will encourage participants to discuss and share views about the project's theme.

Following elements of the program and methodology are foreseen:

- Intro/ Team Building - during the first working day and the morning of the second working day, participants will be introduced with background of the project, aims and objectives, youthpass and instructions for daily youthpass reflection on learning outcomes.
- Active Participation - Different forms of active participation will be discussed and presented throughout the day.
- Groupwork, Online Participation - participants will make online platforms that can involve young people and offer them possibility to participate online.
- Framework and solutions - followed by meeting in local NGOs, participants will be introduced to EU tools, opportunities, strategies, policies and other useful information. Structure of Local information strategies will be presented.

In addition to foreseen methodology and elements of the program that will be organized in two sessions in the morning and two sessions in afternoon 90 minutes long each, there will be coffee break between each of them. Reflection groups and evening activities will take place at the end of each day. Reflection groups will involve personal reflection and writing learning outcomes for youthpass, then making considerations on any potential issues that may arise and elaborating proposals for the rest of the project.



Evening activities will have welcome party with series of ice-breakers, two intercultural evenings on which participants will present their culture, movie-night related to the topic and "See you soon party!" on the last evening of the project.

TARGET GROUP

- youth workers, representative of NGOs, youth activists, leaders, teachers, social workers seeking to improve their intercultural competences in working with different target groups e.g. minorities, immigrants, Roma young people, etc.
- the participants should be older than 18, and to be able to communicate in English and fill in the application form until the deadline listed below.

We will gather 32 participants in Vienna, Austria, 3 participants from each country + Trainers and support staff

We can share experiences and questions as well as ideas on the Facebook group:
Be ProActive Be ProYouth

Feel free to join on the following link:

[\(https://www.facebook.com/groups/148450292253591/ \)](https://www.facebook.com/groups/148450292253591/)



ERASMUS+

2014 - 2020 programme for Education,
Training, Youth, and Sport





Venue

About Austria: **Austria** officially the **Republic of Austria** (German: *Republik Österreich*) is a federal republic and a landlocked country of over 8.66 million people in Central Europe. It is bordered by the Czech Republic and Germany to the north, Hungary and Slovakia to the east, Slovenia and Italy to the south, and Switzerland and Liechtenstein to the west. The territory of Austria covers 83,879 square kilometres (32,386 sq mi). Austria's terrain is highly mountainous, lying within the Alps; only 32% of the country is below 500 metres (1,640 ft), and its highest point is 3,798 metres (12,461 ft). The majority of the population speak local Bavarian dialects of German as their native language, and Austrian German in its standard form is the country's official language. Other local official languages are Hungarian, Burgenland Croatian, and Slovene.





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THE WEATHER: The average **temperature** in **Vienna** in **September** is 15°C, which is already four degrees fewer than it was in August, but still also five degrees more than it will be in October. In the afternoons, the mercury climbs to a still comfortable 19°C high, but at night, it drops to a chillier low **temperature** of 10°C, so prepare Yourself and bring both cold and warm clothes too. Anyway, later on we will send you the weather forecast, so You can organize Your clothes.

VENUE & ACCOMMODATION

The Venue of this Training Course is **Vienna, Austria** happening from **24 – 30 September 2016**.

Vienna is the capital and largest city of Austria, and one of the nine states of Austria. Vienna is Austria's primary city, with a population of about 1.8 million (2.6 million within the metropolitan area, nearly one third of Austria's population), and its cultural, economic, and political centre. It is the 7th-largest city by population within city limits in the European Union.



For more on Vienna, please click on the following links:

- <https://en.wikipedia.org/wiki/Vienna>
- <https://www.wien.info/en>
- <http://www.aboutvienna.org/>

Accommodation – Hotel

Durring this project participants will be accommodated in hotel or Hostel in Vienna. It will be decided this days. There will be 3 meals per day, and 2 coffe breaks, Hot water and internet wifi. There will be a meeting room where sessions, lectures and presentations will be performed.



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NOTE: Accommodation is **100% covered** with support of the Erasmus + Programme and the European Commission. There will be boys or girls rooms, and expect to be in mixed national rooms, which means your roommates will be from country different than you

**During all preparation period feel free to contact us.
We are ready to assist when planning your travel as to
provide you any additional information.**

Contact email:

beproactivebeproyouth@gmail.com

webpage/blog:

<https://beproactivebeproyouth.wordpress.com/>

Participating partner organizations and travel budget per person:

SNC Akademiya na Uspeha	Bulgaria	3 participants	275 eur
Yellow Shirts	Romania	4 participants	275 eur
Umit Kultur Dernegi	Turkey	3 participants	275 eur
Scambieuropei	Italy	3 participants	275 eur
Lietuvos studentu sajunga	Lithuania	3 participants	275 eur
Europski Put	Croatia	3 participants	180 eur
Mittetulundusühing Smart Up	Estonia	3 participants	275 eur
Youth Council Next Generation	Macedonia	4 participants	275 eur



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TRAVEL TIPS

You can reach Vienna by plane <http://www.viennaairport.com/en/passengers> and then take a bus to the city centre. Or Bratislava airport <https://www.bts.aero/en/>. Or you can use bus or train.

Both airports have good connection to Vienna City Centre. We advise you to use several useful apps:

Nextstop Vienna- timetables, Vienna U-Bahn, Citymapper, Waze . . . (Instal offline maps ☺)

NOTE: Please remember that the taxi bills will not be reimbursed.

Finances and financial rules

The food and accommodation will be provided and paid by the host organization Credibil, with financial support of the Erasmus+ Programme and the European Commission.

Regarding tickets for traveling, 100% of travel costs will be reimbursed on the basis of the **CHEAPEST** possibilities, e.g. **second class railway tickets, bus, flights etc.** either by bank transfer after the course or at the end of the course in cash.

WE NEED YOU TO BUY ROUND TRIP TICKETS, AND SEND US A COPY BY EMAIL BEFORE ARRIVING HERE, SO OUR ACCOUNTANT KNOWS HOW MUCH WE SHOULD PREPARE.

WE ADVISE YOU TO BUY YOUR TICKETS AS SOON AS POSSIBLE, SO THAT IT FITS IN OUR LIMITED BUDGET FOR 100% REIMBURSEMENT.

Thus, we ask You to **save all documents (ORIGINAL tickets, boarding passes, invoices or bills with the ticket price)** which are related to Your travel, since the documentation background is obligatory for reimbursement. We kindly ask you to buy all the tickets for the travel for **both directions – return tickets** (plane tickets, train tickets, bus tickets and etc.), because we will be able to reimburse only REAL EXPENSES (made expenses). **IMPORTANT: We can not refund any travel costs done by taxi.**

Please note if you buy your tickets in a currency other than EUROS, we will convert to EUROS according to the exchange rates from the official European Commission website: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>





Participants must travel from the country of the sending organization, and back. Following the guidelines of the Erasmus + programme the travel back must be realized by the participants on direct way within maximum of **2 days**. **(You can arrive in Austria up to 2 days in advance and leave up to 2 days later. The stay for any additional days is not covered from the projects' budget.)**

The accommodation is covered at Accomodation Place only for the days of the activity: **24-30 September 2016**. In case of longer stays or indirect travelling (holiday travel etc.) there is **no chance** of reimbursement of travel costs. **Missing tickets will not be reimbursed as well. You know Vienna is expensive city (accommodation and food) and there will be participation fee of 30 euros per participant, which will be deducted from the travel cost, before reimbursement.**

IMPORTANT: Traveling sometimes requires additional day for catching a flight and staying for an additional night at the city where airport is situated. We are aware of such situations, but organizers can't cover this cost, it is participants own cost too.

For that reason, we recommend you to use hostels (<http://www.hostelworld.com/>) or friends (<https://www.couchsurfing.org/>)



HEALTH & TRAVEL INSURANCE

- Health insurance will not be provided or reimbursed by the organisers. All participants are required to apply, purchase or get health insurance individually. If you live in an EU country and use a national health insurance system there, please apply for a FREE European Health Insurance Card: <http://ehic.europa.eu>
- Travel insurance is important as well, so we strongly recommend it. You can buy travel insurance, but it will not be covered by us, it will be on your own cost.

Preparations

Intercultural evening – all participants will have the chance to present their country and culture. Please bring with you some music, food and drinks representing your country or culture for all to share.

NGO Market - The project will include a session when you will have a possibility to present your organizations, share good practises as work on ideas for future. Thus we would like to ask you to prepare interactive presentation of your organization. Feel free to bring promotional materials of your organization, videos etc...

Should there be any further questions, please do not hesitate to contact us at...

beproactivebeproyouth@gmail.com

Phone: +436766712000

Emergency email: gross.hans@hotmail.com





What should you bring? Checklist

Here is a list of important things that You should bring with yourself to the seminar:

1. **Passport or ID card** (for Traveling)
2. **Two-way travel tickets, invoices, boarding passes**
 - **We can only refund Your travelling costs, if You have the tickets, receipts of the trip.**
3. **Medicines** (anti allergy pills, pain killers, aspirin, etc)
 - For preventive reasons we recommend for those who have health problems to bring their own
 -
4. **Towel and hygiene accessories**
5. **Music USB** (custom made please ☺)
 - We would appreciate some music from Your home country.
 -
6. **Some traditional snacks, drinks or food** (make sure to choose some food that will not go bad during traveling) In order to learn as much as possible about each other’s culture, we will organise an intercultural evening, where You are supposed to share some of Your local specialities with the other participants.
7. **Representative materials about Your sending organisation** (brochures, CD’s, etc.)
8. Other stuff you might need – digital camera, laptop, some cool game, playing cards, etc.

And also: **Be prepared for a lot of intensive work on the training. Bring comfortable clothing.**

Application form link:

<https://goo.gl/forms/izXdzGOj4EY7qfMj2>



SEE YOU SOON IN VIENNA AUSTRIA!

