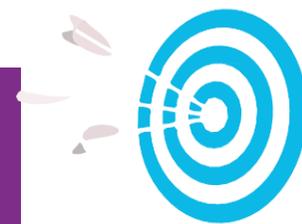


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INFOPACK



Practical guide for partners and participants.



Project's aim and objective

To promote the responsible and active European citizenship and the concept of social responsibility on the Internet among the participants;

To identify and promote relevant measures for personal, social and professional security on the Internet among participants;

To develop visual tools for the promotion of the social responsibility on the Internet and online safety;

To develop the creativity and the digital skills of the participants;



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Project's calendar



Project Duration - 15.10.2019 - 31.01.2020

YOUTH EXCHANGE - 11/11/2019 - 18/11/2019



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Project's background

Taking in account the general needs of socialization of young people, they expose themselves on the internet without knowing methods and measures through how to use the social networks in a conscientious, responsible and safe way.

At general level we can observe a weak social virtual responsibility among young people. Behind an avatar, they feel free to experiment, without any awareness of the real life impact.

The general need of socialization of the young people, in the context of modern technology and social networks development, facilitated also the development of the virtual threats, at social, personal and professional level.

Thus, in the last years, the number of cyber bullying cases increased dramatically, especially those cases where the young people were the victims.



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Activities and methodology



During the youth exchange, the young participant will get involved in activities special designed to contribute to their self development, most of them based on non formal education methods with a big impact on their intercultural learning process and many other active and creative methods, games or exercises meant to facilitate the transfer of knowledge and the exchange between participants.



working session

10:00 - 11:30 1st working session
11:30 - 12:00 Coffee break
12:00 - 13:30 2nd working session
13:30 - 15:30 Lunch break
15:30 - 17:00 3rd session
17:30 - 19:00 4th working session
19:00 - 19:30 Reflection groups
19:30 - 20:30 Dinner
21:00 - 22:00 Evening activities

Arriving day (10/11/2019):

We will start after dinner with [GET TO KNOW EACH OTHER GAMES] and continue with an [welcome party]

Day 1 (11/11/2019):
AM: [Project's presentation, Get to know each other games] [Teambuilding games]
PM: [Expectations, Contributions, Fears. Setting the group rules] [Erasmus+ & YouthPass Certificate]
Evening: [Teambuilding evening]

Day 2 (12/11/2019):
AM: [Group dynamics - Treasure hunt I] [Group dynamics - Treasure hunt II]
PM: [Social Networks around the world] [NGO Fair]
Evening: [Intercultural evening]

Day 3 (13/11/2019):
AM: [Why and what for a social network - categorizing the social networks] [SN for personal development]
PM: [SN for professional development] [The psychological impact of social networks]
Evening: [Intercultural evening]

Day 4 (14/11/2019):
AM: [SN and European citizenship] [SN and the Intercultural dimension]
PM: [Debate: The advantages and the disadvantages of social networks]
Evening: [Intercultural evening]

Day 5 (15/11/2019):
AM & PM: [Creative workshop: Social responsibility and virtual safety - VideoVoice activity]
Evening: [Intercultural evening]



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working session

10:00-11:30 1st working session 17:30-19:00 4th working session
11:30 - 12:00 Coffee break 19:00 - 19:30 Reflection groups
12:00-13:30 2nd working session 19:30-20:30 Dinner
13:30 - 15:30 Lunch break 21:00 - 22:00 Evening activities
15:30-17:00 3rd session

Day 6 (16/11/2019): AM&PM:[Lip dub - Social responsibility on the Internet]
PM: [Personal action plan]
Evening: [Intercultural evening]

Day 7 (17/11/2019): AM: [Photo exhibition in Gostivar Park][Paper motion animation - No hate speech in virtual world 1] PM: [Paper motion animation - No hate speech in virtual world 2 & 3]
AM & PM: [Intercultural visit to Gostivar and presentation to local high schools]
Evening:[Intercultural evening]

Day 8 (18/11/2019): AM: [Youth pass self assessment and learning outcomes] [Project's logistics and Filling the Youth pass]
PM: [Follow up and dissemination] [Final evaluation]
Evening: [Youth pass ceremony]

Departure day (19/11/2019)



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Intercultural evenings



The intercultural dimension of any international project is very important, as it is a great opportunity for you to present your country, your national food and drinks, traditions and so on, but also your way to be, your lifestyle, your way to communicate, etc.

As you already know, in every evening (except the first and the last two nights), between 21:00 and 22:00 we will have intercultural evenings. So, for this one and a half hour, every evening, one national group will be responsible to prepare an activity (games, thematic parties, etc.) in which you will also present your country, your national food and drinks, dances, etc.



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NGO fair



During the 2nd Activity Day, there will be a working session called NGO Fair. It is a partnership building activity. During this session, you (every each national group) will have to present your sending organization. You can bring electronic presentations (.ppt, prezi.com, etc.) but also flyers, brochures, or any other promotional materials you would like to share with the others.

Every each country will have 8 minutes for its sending organization presentation. Be creative and promote yourself as much possible, because this projects it is not just an opportunity to develop friendships between people, but also an opportunity for NGOs to develop partnerships and future projects together.



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Participants' profile



Number of participants: Every each partner will be represented during the youth exchange by 4 participants and 1 group leader.

Participants age: 16 - 26 years old. The group leader must be older than 18 years old.

Gender equality: It is important that in the participants' selection process to take into considerations also the gender equality criteria

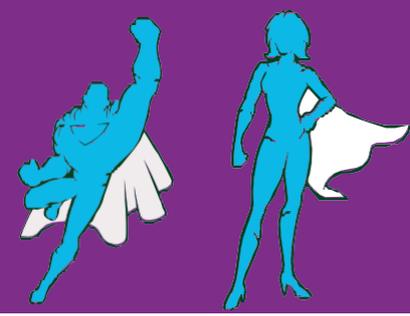
Young people with fewer opportunities: Taking in consideration that Erasmus+ is a program that develop opportunities for young people, this project it is a good opportunity for you to involve also the young people with fewer opportunities from your own community. This is why, we highly recommend you that at least two participants from every each national group to be with fewer opportunities (financial difficulties, geographical difficulties, special needs, etc.)

Participants background: The 4 participants from every each group should be young people interested in the project's topics, motivated to participate in the young exchange by the learning process and also opened to get involved in the dissemination activities.

We are looking forward to meet positive and involved people!



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Group leaders' profile

The group leaders must be youth workers (volunteer's coordinators, facilitators, trainers, etc.) in your organization. They have to be older than 18 years old, with experience in youth working and as a group leader.

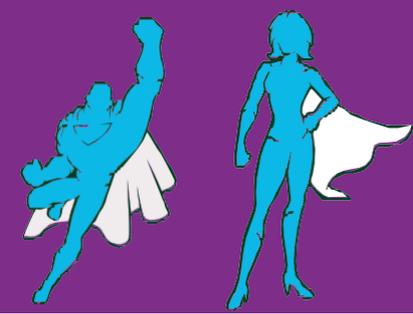
Recommended group leaders profile: Has interpersonal and communication abilities; Has a strategic thinking and is focused on results thinking; Has a positive and supporting attitude; Has Team spirit; Pays attention to details and promotes a positive attitude among the participants; Has coordinating, planning and organizing abilities; Has English speaking skills (at least medium level); Has experience in volunteering, non formal education and youth working; Is a good mediator; Has facilitating abilities; Has evaluating abilities.

The deadline for communicate us the group leader name and his/her contact details is 15th of October 2019. You can also find attached to this email an application form for the group leaders. You can use it for the selection process, but it is not mandatory.

It is very important for you, as partner, to choose wisely the group leader, as he/she will have a very important role during the entire project, especially in participants' preparation and during the youth exchange.



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Participants' selection process

Every each partner organization it is in charge with the selection of its participants. We, CIA Gostivar, as the hosting association, will help you (if needed) in the selection process.

We highly recommend you that in the selection process to take into consideration the following aspects: **candidates' learning needs** (how this project can solve their needs), **their learning objectives** (how this project meets their learning objectives), **their expected learning outcomes** (if the project meets them), **age** (16-26 years old for the young participants and 18+ for the group leader), **gender** (to ensure the gender balance within the group), **motivation** (their motivation to participate), **their disponibility to participate in the youth exchange** (it is mandatory that the participants to actively participate during all the youth exchange activity days) **and after, in the dissemination activities, their special needs** (young people with fewer priorities), etc.

Of course, you can have your own criteria, but please do not forget to take into consideration the participants needed profile.

We also attach to this info pack an application form for the participants (and one for the group leaders). You can use this application form for the participants' selection but it is not mandatory (as we want to facilitate also the best practice exchange between us, the partners).

Still, we will need (after the selection), that all the selected participants to fill in this application form because it contain important details that we help us preparing everything.



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participants' preparation

The participants' preparations should be done at three main levels by the group leaders, after the selection process. This is why; it is very important that the group leaders get in touch all the time with the participants and give them permanent support.

Logistic preparations:

First, the group leader should inform the participants about all the project's details. Second, he has to help them to establish all the logistic details regarding their travel to North Macedonia. This will include: travel plan, buying tickets, medical insurance, parental agreements for the underage participants, etc. He should also check if the participants understood all the details regarding the exchange.

Learning process:

The group leader should help the participants to establish their personal learning objectives. The group leader is also in charge with monitoring and evaluating participants' learning objectives. Is in charge with tasks sharing within the national group. They need to ensure that all the participants from their group are aware about the learning process and that the youth exchange is a learning experience.

Social and cultural level:

The group leaders should know the young people from his group and to facilitate the cooperation, dialogue and teambuilding within the national groups before the youth exchange. They have to promote tolerance and solidarity within their groups and to inform the participants about the cultural differences, the cultural context within the project will be held, but also about the group rules

International travel



If you choose to travel by plane, you can search for flights to Skopje International Airport (SKP) or to Ohrid St. Paul the Apostle Airport. Check for the tickets, but before buying them let us know about the price and the full schedule of your travel. Just after our approval you can buy your tickets.

Please take in consideration the fact that ONLY THE TICKETS FOR BUSES AND TRAINS ARE ALLOWED TO BE PAID IN CASH. FOR THE AIRPLANE TICKETS YOU WILL HAVE TO PAY THEM THROUGH BANK (credit card, online transfer, payment order, etc.) EVEN IF YOU ARE BUYING THEM ONLINE OR DIRECTLY FROM THE AIRLINES COMPANY OF ANOTHER TRAVEL AGENCY.

You can find attached also a Travel form. After establishing your travel plan and you buy the tickets, please fill in the travel form and send it to us no later than 25 October 2019. We need it to be able to organize your transportation from Skopje or Ohrid to Mavrovo.

PLEASE ENSURE THAT YOU PURCHASE YOUR TICKETS AFTER 15TH OF OCTOBER !!!!

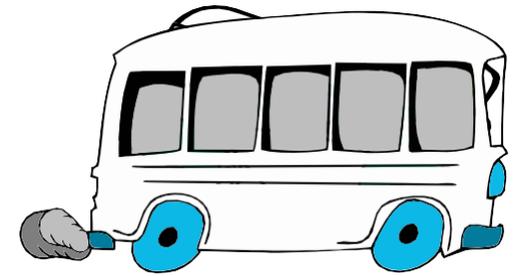


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internal travel



After receiving all your travel plans, we will help you to organize the internal transportation, from Skopje or Ohrid to Mavrovo where the project will be held. Most probably we will rent a bus to bring you all from Skopje or Ohrid to Mavrovo and in the last day to take you back to Skopje or Ohrid. You will receive further information about the intern transportation as we centralize all your travel plans, in the first week of November, with at least 7 days before your travel to North Macedonia.



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travel costs

Accommodation and food are 100% covered by Erasmus+ Program. Travel costs are budgeted according to Erasmus+ conditions (using the distance calculator from the city where your sending organization it is registered to the city where the project will take place: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

[Italy: 500-1999KM - 275 EURO/participant]

[Poland: 500-1999KM - 275 EURO/participant]

[Turkey: 500-1999KM - 275 EURO/participant]

[Cyprus 500-1999KM - 275 EURO/participant]

[Spain: 2000-2999KM - 360EURO/participant]

According the Macedonian National Agency rules, the reimbursement of the travel costs will be done after the activity in the bank account of your sending organization, per national group and not individually.

Please read very carefully the Reimbursement procedures and bring all the travel documents with you during the Youth Exchange!



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travel documents

FOR THE FLIGHT TICKETS:

1. The electronic ticket with the travel plan.
2. All boarding passes. The return boarding passes can be send after the project, by post.
3. An invoice from the travel agency/website/airlines company you bough your tickets. **(The e-mail confirmation of your flight is not replacing the invoice, so please ask for the invoice when you buy the flight tickets.)**
4. The payment confirmation: If you paid through bank (credit card, bank transfer, online payment, etc) you need a bank extract or a printed statement released by your bank showing the payment/transaction. If you paid in cash, then you need the original printed receipt signed by the travel agency or company from where you bought your ticket.

Only the original travel documents are taken in consideration for the reimbursement.

Please be sure that you have and bring all the requested documents with you in North Macedonia during the exchange



FOR ANY OTHER TRAVEL TICKETS (BUSSES, TRAINS, FERY, ETC.)

1. If you buy your tickets from a ticket office, in cash, then you need the ticket in original, with the price on it.
2. If you buy your tickets online, then you need the electronic ticket and the payment confirmation (bank extract or a printed statement released by your bank showing the payment/transaction).



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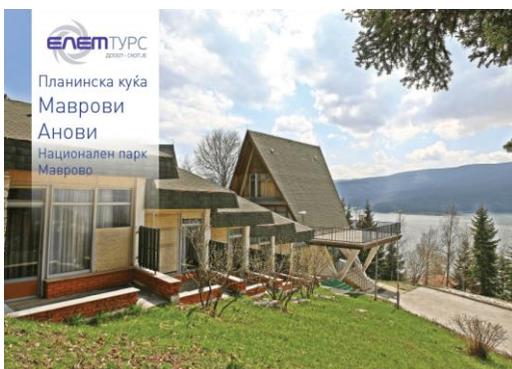
accommodation and food



The accommodation is 100% covered by Erasmus+ Programme, between 10th of November 2019 (Check in after 14:00) and 19th of November 2019 (Check out before 14:00). You will stay in rooms of two, three or four people. If you want to stay in the same room with a particular person please let us know. You can find more about the place we will stay (Mavrovi Anovi Mountain Lodge) on their website: <https://elemturs.mk/planinska-kukja-mavrovi-anovi/>

The food and coffee breaks are 100% covered by Erasmus+ Programme. There will be three meals per day (breakfast, lunch and dinner) and 2 coffee breaks per day. On the arrival day (10th of November) it is included just the dinner and on the departure day (19th of November) included breakfast. It is very important to tell us if you have any allergies or if there is something that you do not eat, if you are vegetarian, have a diet, no pork etc. This is why please fill out carefully the application form and do not forget to send it to us before the project starts.

If you want to stay more in North Macedonia, (one or two more days before or after the project), we can help you to find a hostel/hotel, but we are not able to pay for it, as it is not an eligible cost (accommodation or meals). So, staying one or two more days it is all on you. Still, if you decide to stay more, please let us know, as we need to request the National Agency's approval.





Other information

We recommend you have medical travel insurance before coming for your staying in North Macedonia. The medical help might be expensive here if you do not have a travel insurance. The travel insurance cost it isn't an eligible cost for the project budget so it cannot be reimbursed.

WHAT ELSE TO BRING WITH YOU:

We also recommend you to have with you your personal medicines (during the youth exchange we will have a First Aid Kit and some general medicines in case someone ask for it).

Please bring comfortable warm clothes. The average temperatures are usually oscillating between 15 and 20 degrees during the day and 5 and 10 degrees during the night for the period when the project will be held. We will give you further information about the weather as the youth exchange as the project gets closer.

Also, please bring your favorite music and anything else you consider necessary, as hair dryer, slippers, ect.



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Dissemination activities

Before the Youth exchange

During the Youth exchange

After the Youth exchange

You should promote the project on your Facebook page, website or other communication channels. We will send you soon the official poster of the project and the information you already have it here.

You should upload photos from the activities on your facebook page or on other social networks or dissemination channels.

You should write an article (a small report) and publish it on your blog, site or other dissemination channels (as newspapers, etc.), but also to organize a dissemination activity (conference or meeting with other young people) where you will present the project results.

It is very important that the young participants to be involved in the dissemination activities after the youth exchange. Also, you should send us proofs (pictures or links) and a small report (what happened, when happened, where happened and who participated) with your dissemination activities.



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Evaluation activities

For a good implementation of the project, but also for developing best practices in youth working and youth projects, your feedback counts for us. This why, during the entire project, there will be more evaluation phases (Before the YE, After the YE, Final evaluation) when you will be asked to fill in evaluation questionnaires or we will have Skype meetings to discuss about the project implementation. Of course, anytime you would like, your feedback it is more than appreciated, so do not hesitate to give us every your suggestions or why your appreciation



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Partner organizations



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About the venue

Mavrovo is a village and tourist resort in the mountainous region of western North Macedonia. It is located in the Mavrovo and Rostuša municipality. Mavrovo is a destination for tourists throughout the year because of its skiing centre, national park and lake. There are weekend houses, inns and hotels offering accommodation for tourists all year round.^[*citation needed*] The St Nicholas Church in Mavrovo was built in 1850. It was submerged in the local lake in 1953, but due to droughts in the 21st century it has largely appeared out of the lake. For over 50 years, snow, hospitality, tradition and sophisticated tranquility have been attracting winter sports enthusiasts from all over Europe to Ski Center Mavrovo. It is not only ambitious sportspeople who appreciate this heavenly winter landscape. The winter season, which runs from December until April also has plenty to offer walkers, hikers, gourmets and culture lovers.

Mavrovo ski resort is located in the municipality of Mavrovo and Rostuse, nestled in magnificent National Park only 100 km from the capital city Skopje, which makes Skopje International Airport the closest one.

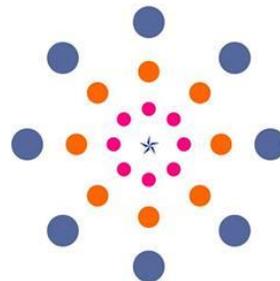
The ski resort boasts the most magnificent views and well-maintained ski runs at 1,255m to 1,860m above sea level providing excellent conditions for skiing on natural and technical snow. The ski area is serviced by 3 chairlifts and 11 ski-lifts and offers 25 kilometres of perfectly maintained ski runs which are varied and ideal for recreational and professional skiers as well as beginners. For additional value of your experience and higher pleasure, night skiing is also happening in Friday and Saturday. The National Park Mavrovo is situated on the North-western part of Republic of Macedonia, at the tripoint of Albania, Kosovo and the Republic of Macedonia, occupying geographic latitudes from 41° 33' 01'' N to 41° 52' 39'' N, and geographic longitudes from 20° 31' 02'' E to 20° 48' 59'' E, between the cities of Gostivar, Debar and Kichevo. The eastern boundary of the National Park Mavrovo on its Northern part extends along the ridge of the Shar Planina Mountain Western slopes, thence continues along the main ridge of the Bistra Mountain. The Southern boundary is an east-west line following the course of Mala Reka River downward to its inflow into the Radika River, thence across the Boshkov Most Bridge goes westward along the Krchin Mountain ridge up to the State border with Albania. The Western boundary of the Park overlaps with the State border with Albania and runs to the North along the ridges of Krchin, Deshat and Korab Mountains. The Northern boundary follows the watershed line of the Radika River on the slopes of the Shar Planina Mountain. The Mavrovo Protected Area occupies an area of 72,204.1 ha, notwithstanding the fact that former calculations for the area were 73,088 ha. The elevation of the Park ranges from minimum 600 m to the highest mountain peak that reaches 2,764 m. Administratively, the territory of the Park belongs to the Municipality of Mavrovo-Rostuse and only small portion to the Municipality of Gostivar.



About us

Association Center for Initiatives and Action(CIA Gostivar) was formed in 2019 by group experienced in Erasmus+ and Youth In Action projects out of passion for non-formaleducationand active involvementof young peopleinthecommunity.

CIA Gostivar is newly established organization by former members of different organizations from Gostivar Municipality and other regions. CIA is organization which members in the past were involved in different projects and activities, such as European Mobility week, We are Europe, 50 years of Universal Declaration for human rights organized in Gostivar Municipality by other organizations. Also relevant for this application is that members of CIA the last 2 years were working on different kinds of projects that involve Internet safety, preventing hate speech on the internet and working especially with young people because they are the most affected by these topics. Main goal of Center for Initiatives and Action according to the Statute and the organization's plan for 2019 , as the name of the organization is, is to promote active European citizenship, mostly at the youth by raising initiatives and action for different topics who are connected with the people that we are working on.



ЦЕНТАР ЗА ИНИЦИЈАТИВИ И АКЦИЈА
CENTER FOR INITIATIVES AND ACTION



contact

Dear friends,

My name is Dimche Mickoski, I am the legal representative of CIA Gostivar (North Macedonia), your host organization, but also this project's coordinator. First of all, I want to wish you a warm WELCOME in our project "SAFE LINK". During the implementation of the entire project I will try to do my best and give you all the support in the preparation, implementation and dissemination of the project.

If you have any questions, please do not hesitate to contact me. We are looking forward to meet you!

Best regards,
Dimche
Mickoski
President of CIA Gostivar

CONTACT DETAILS

E-mail address:

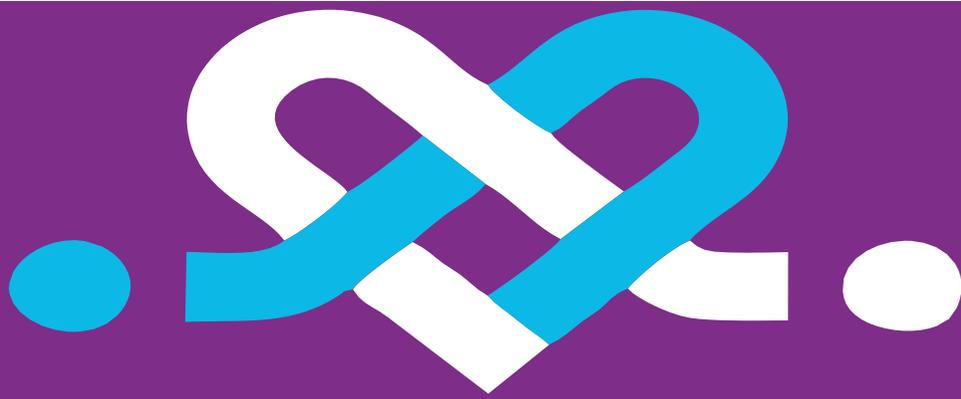
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National Agency
for European Educational Programmes
and Mobility



Erasmus+



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