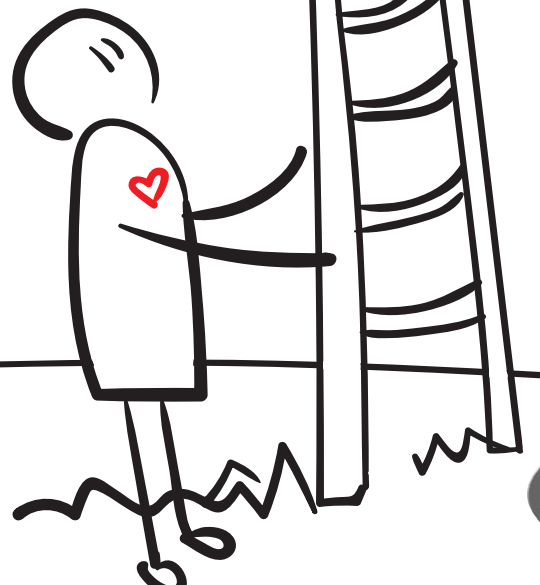


PARTICIPANT GUIDE >>>



TRAINING
COURSE!



www.gemma.cc



- WELCOME -

ERASMUS+ PROGRAMME

KA 1.4.3 – MOBILITY OF YOUTH WORKERS

TRAINING COURSE ON HOW TO ACT WISELY AND BEING ACTIVE LEADERS IN THE CIVIL SOCIETY USING NON-VIOLENT COMMUNICATION

Velden am Wörthersee, Austria

Monday 5th October 2020 (arrival day) – Tuesday 13th October 2020 (departure day)

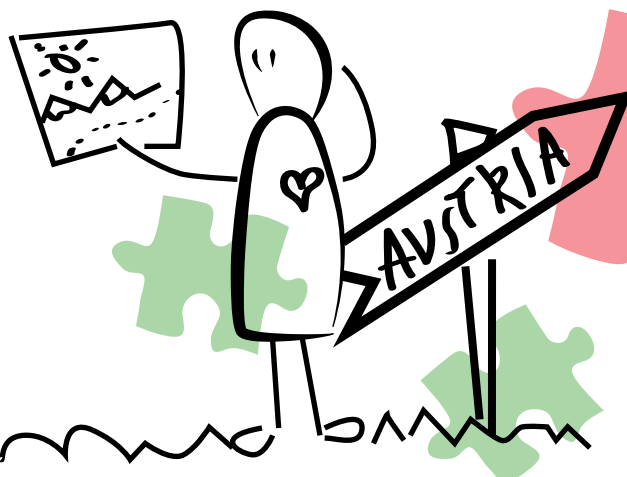
Congratulations!

You are a partner in the Training Course **“TRANSFORMATION EUROPE LAB”** and you are among the 30 participants that will take part at the training. There will be participants per country from Estonia, Italy, Austria, Lithuania, The Republic of North Macedonia, Croatia, Hungary, Slovakia, Greece, Romania, Bulgaria, Spain.

You are among these participants, because we believe that you will benefit from the training course. As well we believe that you will be the one that can share his/her experience with others and therefore be the source of enrichment for the other participants.

We hope that those 9 days you will spend at “Transformation Europe Lab” will be for you a vivid and useful intercultural experience. To achieve this we need to look at some practical needs as well and therefore we have prepared for you this “participants survival guide”, which will help you to answer many questions and as well to prepare for the project.

**Read the guide carefully and keep it with you on your travels
(so you can check the information whenever you need).**



We are looking forward to meet you in Austria!

- THE TEAM -

The team is fixed but you have to wait until you get to Velden am Wörthersee in Austria to check us out. We can tell you that the team of organizers and facilitators are from Estonia, Italy and Austria and are very excited to work together with you.



And how will we do that? It will be a training course, but it's not like the ones where you can sit back and relax. We will use active methods, based on experimental learning, in combination with practical theory. This means that you will work in workshops, with role plays and exchange the experiences you have and plan concrete future projects.

We are all ready and prepared to meet you soon in our project!

- CONTENT AND ACTIVITIES -

“Transformation Europe Lab” is aiming to create a deeper understanding of the civil society actors and the role they have in our nations.

To approach this topic we will start with exploring the meaning of the words conflict, youth movement, peace etc. and at the same time we will follow an itinerary from historical social movements for democracy and justice, movements against discrimination and racism and we will explore present developments in different regions, movements born during the economical crisis in Europe and other important actors around the world and especially Europe.

This training will give competences and methods to participants to analyse the social conflicts, will teach them how to act wisely and being active leaders in the civil society using nonviolent communication.

****WORKING LANGUAGE**

Whilst many of you speak many different languages the official training language will be
ENGLISH ONLY!



“TRANSFORMATION EUROPE LAB” Training Programme will achieve the following objectives:

- To give the participants tools and competences to understand what civil society is and what is its role in our own societies.
- To familiarize the participants with concepts and approaches of non violent actions i.e. how to use it best and adapt it to local contexts and realities in order to promote peace building.
- To equip the participants with skills to act in order to fulfill their goals.
- To empower the young people to act wisely in conflicts on individual as well as societal levels.
- Review and enhance participants' competences (knowledge, skills, and attitudes) in working as multipliers and activists on peace building using non formal education tools.
- To enable participants to develop activities and campaigns for multipliers in conflict transformation and non-violent actions, at international, national or local level.

- INTERCULTURAL EVENING -

During the training course we plan to arrange an Intercultural Evening. You will present your own cultures – national, regional, personal or any kind of culture you feel you belong to. These presentations, you will have one evening per country, should not be a “lecture” but should be done in the creative way. This means that all options are possible. **A culture may be presented by a song, a story, a poem, a dance, some drink or food, etc. You may bring pictures, music or anything which you consider to be most appropriate to present your culture.**

We appreciate if you find catchy and creative way to present your culture.

**We will not have a kitchen to prepare the meals for the intercultural evening, so we suggest that you adapt your food and drinks to that reality (we can arrange a refrigerator, if necessary). More details will follow during the training.

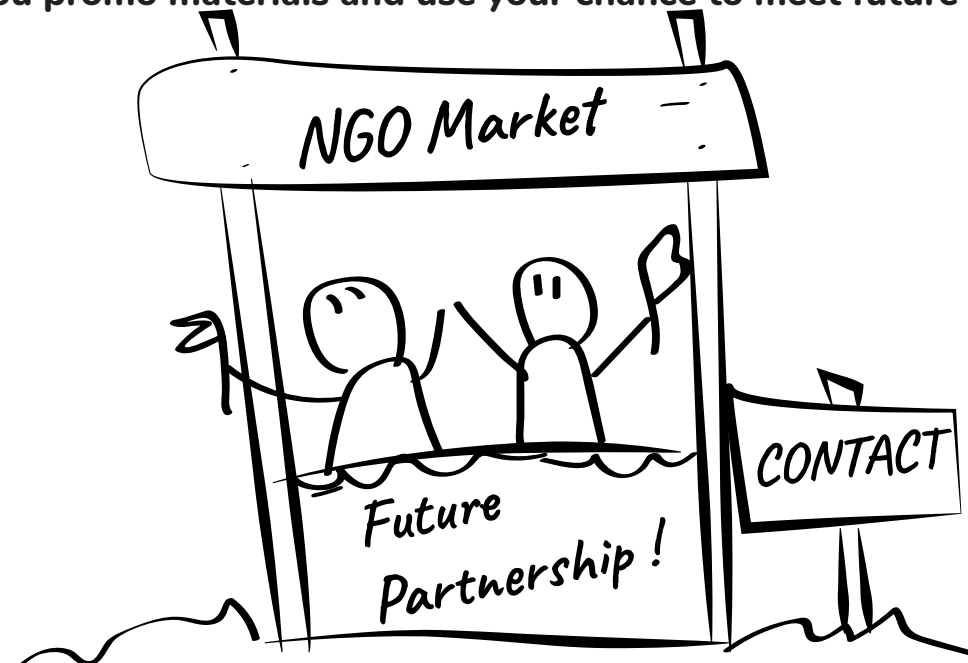
*Please notice also there is **no alcohol allowed** during the Intercultural Evening as well as during the whole project and on the premises.*

- MARKET OF ORGANISATIONS -

One of the nice side effects of international training is the opportunity to meet new nice and interesting people from different organisations all over Europe.

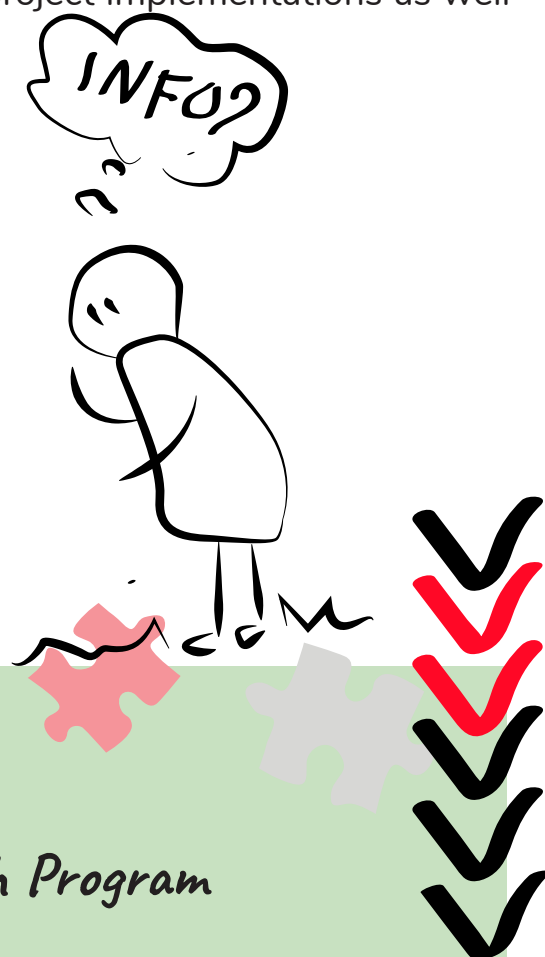
So let us know which context are you recently active in and present your organization and their work.

Bring you promo materials and use your chance to meet future partners!



- PREPARING THE CONTENT -

In this section you can find web-links which will help to broaden your understanding of the youth in action programme, non-civic and intercultural education in the European context. These links will be useful for you before the training (in terms of introduction) and after the event (in terms of future project implementations as well as training opportunities).



Check out all of those useful links:

General information on European Youth Program

- http://ec.europa.eu/youth/index_en.htm

Information on the European Youth in Action Program. User's guide is available.

Non-formal education and intercultural learning

- <http://www.infed.org/biblio/b-nonfor.htm>

Formal/Non-Formal/informal Education background.

- <http://www.efc.be/ftp/public/cpi/TCFF%20Intercultural%20Learning.pdf>

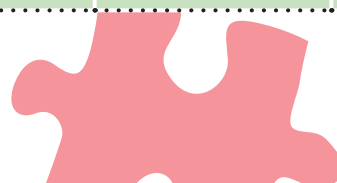
Intercultural learning.

- http://www.youth-partnership.net/youth-partnership/publications/T-kits/T_kits
T-kit publications connected with european youth work.

- NUMBER OF PARTICIPANTS -

Training Course **“Transformation Europe Lab”** will gather 30 participants from 12 different countries. Check bellow to discover how many placements your organisation have.

Organisation	Country	Total No. of Participants	No. of Trainers	No. of participants fewer opportunities	Travel grant per participant (EUROS)
GEMMA	AUSTRIA	4	2	1	20.-
MITTETULUNDUSUHING NOORED UHISKONNA HEAKS	ESTONIA	4	1	1	275.-
ORIEL	ITALY	3	1	1	180.-
ARCISTRAUSS	ITALY	1	0	1	275.-
Loesje Bitola	NORTH MACEDONIA	2	0	1	275.-
INSTITUTE OF YOUTH POWER	CROATIA	2	0	1	180.-
Hidak Ifjusagi Alapitvany	HUNGARY	2	0	1	180.-
EduEra	SLOVAKIA	2	0	1	275.-
INFINITYGREECE	GREECE	2	0	1	275.-
GEYC	ROMANIA	2	0	1	275.-
NIE	BULGARIA	2	0	1	275.-
Jarrón Club	SPAIN	2	0	1	275.-
Mano Europa	LITHUANIA	2	0	1	275.-



- COSTS -

There is a participation fee of **EUR 30,00** per participant, which you can pay during the reimbursement procedure. Board, lodging and programme costs will be provided and paid 100% by grant from the Austrian Erasmus+ National Agency. But it is recommended to have a personal disposal for drinks, small shoppings, etc.

We have a budget for travel costs. According to the restrictions of the Erasmus+ Programme we can only refund up to some of the travel cost, if the following points are fulfilled:

- Your travel route is from your home town to the venue in Austria (Velden am Wörthersee) and back (if you are not travelling from your hometown, contact us previously).
- You have chosen reasonable and economic means of transportation (e.g. APEX or student fares for flight tickets, cheap airlines, 2nd class trains).
- Your travel dates are according to the programme (two days plus or minus is O.K., if you can prove that this transfer is cheaper, in other cases please contact us previously).
- You have a receipt or invoice for the cost of your plane ticket and the boarding cards or the train/bus tickets. If you go by plane and book an e-ticket please send us a copy by email (valeriya@nyh.ee).



After you have booked your tickets, please send us the following details as soon as possible:

- >>>> Name of the Traveller (Participant)
- >>>> Date and Time of the Arrival and Departure
- >>>> Price of the tickets

Please send all the tickets and travel information to our project coordinator:

valeriya@nyh.ee

If you need any suggestions or help with your bookings, please don't hesitate to contact her!

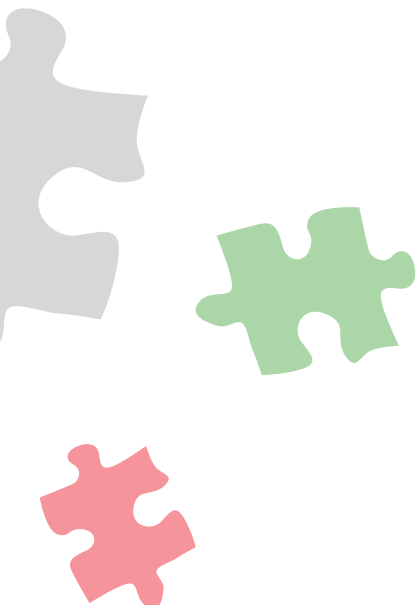
IMPORTANT!

Reimbursement will be made as a wire transfer after we have all the necessary **ORIGINAL documents**. (boarding passes, plane-, bus-, train tickets, etc.).

Charges for wire transfers to non-Euro-countries /non-SEPA-countries **are at participants expense**.

We will not reimburse any amount exceeding the maximum budget for each participant. So please book your tickets as soon as possible.

If you would like to stay longer in Austria, **you can book flights up to 2 days before/after arrival/departure of the dates of the training**. Tickets with the dates longer than 2 days after/before the dates of the training will NOT be reimbursed.



- ABOUT THE VENUE -

We will be hosted:

Youth Hostel Cap Wörth
Seecorso 39 / 9220 Velden



>>>> (http://www.hiyou.at/index.php?article_id=39&clang=1)

We will share nationalities among the rooms. There is a bathroom/shower in each room. Bed linen will be provided by the hostel. **Please take some towels with you.** Breakfast, lunch, dinner and coffee breaks will be provided in the hotel during the whole project.

As you can check in the website, the place offers different activities and possibilities and it can be enjoyed by the participants. Don't forget your **swimming clothes** because there is an amazing lake and an indoor swimming pool in the Hostel Cap Wörth!

HOW TO GET THERE!

Almost all of you will fly to Vienna International Airport and from there you will have to take a train/bus to Velden am Wörthersee. Each group will be instructed separately in the best way to reach Velden am Wörthersee by e-mail **after confirming the arrival time**. All the groups will be picked up by the organizers at the **train/bus station in Velden am Wörthersee**.

Note: Organizers will not provide any accommodation for additional stay in Austria. If participants plan to arrive a few days earlier or depart a few days later they are kindly requested to inform us and we will be glad to offer assistance with booking a hotel.

- PARTICIPANTS AND PREPARATION OF THE GROUPS -



Each country will select the participants from **18 to 30 years old**.

We will need the following information about each one:

- **Full Name**
- **Gender**
- **Birthdate / Age**
- **Passport Number or ID number with issue and expiration date**
- **Phone number and e-mail**
- **Special Needs (Allergy, Food restriction, Health restrictions)**

- WHAT TO BRING -

Clothes: we don't have any dressing code at our training. So feel free to take whatever clothes make you feel comfortable but remember Austria is situated in the Alps and we advise you to check the weather forecast in advance. Evenings might be cold, and raincoats are advisable in this period of the year. The venue has a big outdoor area and a wide range of free time activities. Pack suitable clothes in order to enjoy being outdoors.

Promo materials with main information to present your Organisation during the evening of Organisation Market.

For Intercultural Evening: Ideas, music, snacks, drinks etc to present your country and culture.

DEADLINE:

All partners have to give information about their participants and the travel details

before **25th of August!**

***Failing to accomplish this deadline will give us the right to replace the partnership in accordance of the Programme rules.*

- CONTACT DETAILS YOU MIGHT NEED -

>>>> **Valeryia Shamanova: valeriya@nyh.ee**

Please send all queries regarding the organisation of the Training Course to Valeriya.

>>>> **Marco Santos: marco@nyh.ee**

Please send all queries regarding the content of the Training Course to Marco.

See you soon in Austria!

>>>Your Training TEAM<<<

