



Fundacja  
Arena i Świat

**INFOPACK**

Seminar

**Now GO!**

**PARTICIPANTS' AND PARTNERS' GUIDE**

**Seminar dates: 18. 02. 2018 - 22.02.2018**

17.02.2018 - Arrival Day

23.02.2018 - Departure Day

LESZNO, POLAND



Dear partner and possible participants, feel very welcome to get to know our Seminar which will be held in Leszno, Poland. It will receive 27 participants from 6 different countries who will discuss how to involve youth in local activities, through organizational work.

We hope those 5 days of activity will be great in exchange of knowledge and experience between all of us. The present Infopack goes through most of the information connected with the seminar.

Read the guide carefully and keep it with you during your travel when you come to Poland, so you can check the information at any time.



## 1. The Project

One of the challenges the European Union faces nowadays is the amount of youth excluded and without opportunities to take part, actively, in the society. There are "too many young people [...] running a high risk of being unemployed and socially marginalized", with no trust in institutions and political parties<sup>1</sup>.

Young people are a very important element in drawing the society nowadays toward the close future they want to have and in which they will live. Thus, a possible solution for social exclusion problem can go by involving and empowering young people, their surrounding environment and their peers and develop their skills, encouraging their participation in democratic and social active life through organisational work and by empowering and involving them in develop activities in the local society.

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<sup>1</sup> EU Youth Report 2015, published by the European Commission.

Youth organizations and youth workers, as the people working closely with the local communities, they play a key role in involving youngsters and promoting inclusion. In order to accomplish this mission and fulfill our purpose we need to increase quality and quantity of opportunities given to young people to participate on all levels. An international partnership, which will share the best practices around Europe and give us the chance to develop future partnerships might be an answer to involve youth and solve common challenges (such as exclusion) at international level. Now GO! puts us on track to grow in all levels of cooperation and in accordance improve youth participation going through all levels creating a more desirable and measurable impact on our respective communities, on the future society and in the future generations' social impact.

## **1.2. Objectives of the Project:**

- To Increase quality and quantity of youth participation opportunities provided by partner NGOs on local, national and international levels.
- To share local activities and national cooperation strategies, then discuss efficiency and feasibility among multinational groups, and conduct national mandates to improve them based on good practices and different international perspectives coming from participating NGOs.
- To share local impact studies on international participation in participating countries and insights from the participating NGOs, create an open space to include local communities and youth needs into the discussion, then conduct a desired impact on local/national level based on good practices and different international perspectives coming from participating NGOs.
- To share experience between experienced and upcoming NGOs , foster cooperation between them nationally and internationally and encouraging young organizations to grow and develop their international presence.

The objectives of the project contributes directly to the achievement of the overall objectives of the renewed framework of cooperation in the youth field.

1- Supporting the work of youth associations in order to improve young people's participation and social cohesion.

By capacity building for NGOs and youth workers we support the associations staff to have an efficient community intervention. To be more aware of the needs of young people and to be more initiative to their diversity. Thus, offering more open and inclusive local programs that promote for active participation and inclusion regardless of backgrounds or difficulties of participation youth can have.

2- Promoting for voluntary activities among young people to develop their sense of responsibility and citizenship.

By developing more Erasmus+ projects targeting young people from diverse communities and highlighting the profits of these mobilities. We offer support, mentoring and a learning experience that fits young people's needs, as well as the responsibility of their learning objectives

3- Encouraging greater understating and knowledge on youth.

By international cooperation.

## Schedule:

<https://docs.google.com/spreadsheets/d/1rCeSa5ngiUij1WmzCoUvDmx7er9KbuYneQ1X657zCBM/edit?usp=sharing>

## 2. Language used

As there are many different native languages in the project and we have to communicate between all of us, the main language used will be **English**. Participants must have good English skills (meaning that they must be **able to communicate and express themselves and their thoughts in English**).



### 3. Participants' profile & Preparation of groups:

Participants should be:

- ⇒ Youth workers, youth leaders and active members of the organization,
- ⇒ They should be someone who can influence quality of local programs while sustaining transnational cooperation.

Optionally, each national team can be partially built also by

- ▶ Educators, coaches or trainers who are in a close link with the local youth and with the projects and activities.

In this way, will be also possible to build a bridge between Formal, non-formal and informal education and increase interest between all of them.

⇒ The participants must be selected based on their **abilities to research and present NGO's activities** and **desired impact on local community**. That means, they should be participants who know the organization and who know the local community reality. They should also make a research and collect data from their base community, before the project

**ALL** participants will need to fulfill an application form and the Hosting Organisation must have this information from each participant:

- Full name;
- Gender;
- .- Date of birth and age;
- Place of birth;
- Passport, ID number with issue and expiration date;
- Phone number and email;
- Special needs/ allergies, Food restriction, Health restriction;
- Tshirt size.

The application form is with the partner organisations and it should be sent until **4th of February 2018** to mara.adr@gmail.com.

Also, **ALL** participants must sign a contract with the Hosting Organisation and the contract must be sent back to the same email (mara.adr@gmail.com), until **4.2.2018**.

**\*\*The failing of the partners to accomplish this deadline gives us the right to replace the partnership in accordance to the Programme rules.**

#### **4. Costs and Reimbursement**

◦ **Accommodation, food and materials** - 100% funded by the EU. This includes everything, except for travel costs. However, it's recommended to have a disposal for drinks, small shopping, etc.

◦ **Travel Costs:**

The project covers travel from your home town to Leszno, both ways. A unit cost of the travel costs will be reimbursed after the project, when participants will send the full documentation of their travel tickets. This cost is related to distance calculator.

Please note that travel costs will be reimbursed on the basis of original tickets, boarding passes and invoices/receipts for travel.

Only direct travel from place of residence to Leszno will be considered (no stop-over's exceeding 12 hours).

Only cheapest/economy class travel will be reimbursed and also public transports.

Only actual expenditure/tickets will be reimbursed – no pre-payment for tickets not purchased. The project doesn't cover travel by taxi. Participants who are not able to buy tickets online or in advance and cannot give us tickets before the end of the Training Course, will have to send us the tickets once they get home- **scan it, send it by email and send by post the original tickets.**

None of us would like to have problems afterwards with travel tickets and reimbursements. Due that fact, all participants must contact the project coordinator **BEFORE** buying tickets in order to get the confirmation that everything is all right with dates and flights and the tickets can be reimbursed. Just after that, the tickets must be bought. Any tickets bought without the coordinator's agreement are not ensured to be reimbursed afterwards.



!!! Arrivals after the arrival day (17.02.2018) won't be reimbursed.  
!!! Departures before the departure day (23.02.2018) won't be reimbursed

**REIMBRUSEMENT** will be done when:

1. All the tickets (originals) will get to the Foundation

Address: Fundacja Arena i Świat, ul. Jasna 7b, 64-100 Leszno, Poland;

2. The final report online will be done.

\*\*\*The reimbursement will be done according to the Erasmus+ programme rules. That means that the participants should be engaged in 100% of the project. Punctuality counts as well.

We recommend you to ask for suggestions when you look for tickets. Send us the travel plan, when you get everything done. We are here to help you, just contact us. If you need to fly after the official travel dates, please contact us. **Tickets for travel out of the official dates bought without approval, will not be reimbursed.**

**Travel Limits** per participant:

- Italy , Greece, Romania - 275€
- Portugal, Spain - 360€



**Partners and Number of participants to send to the Seminar:**

○ Poland:

1 of the facilitators + Project coordinator +

- Arena i Świat - 2 participants;

- FUNDACJA CENTRUM AKTYWNOŚCI TWORCZEJ - 2 participants;

○ Romania:

- Civic Orientation and Social Integration (COSI) - 2 participants;

- ASOCIATIA GEYC - 2 participants;

○ Italy:

- CEIPES - Centro Internazionale per la Promozione dell' Educazione e lo Sviluppo, Italy - 2 participants;

- ENNEA cultura territorio società - 2 participants;

○ Greece:

- ACC Navarchos Votsis - 2 participants;

- KINONIKI SINETAIRISTIKI EPICHERISIPELLINIKI SYMMETOCHI NEON - 2 participants;

○ Spain:

- Ticket2Europe - 2 participants;

- Eurodynamis - 2 participants;

○ Portugal:

1 of the facilitators +

- Associação All Humans - 2 participants;

- Associação Intercultural Para Todos - 2 participants.





## 5. Venue

The Seminar will take place in Leszno, Wielkopolska, in Poland. The Seminar activities start on **18.02.2018** in the morning and they finish on **22.02.2018** in the evening. **Arrival day** is on 17.02.2018 and **departure day** is on 23.02.2018 in the morning.

This beautiful town is located aprox. 90km away from Wroclaw and aprox. 87km away from Poznan, in the western side of Poland.

First of all, you should find a flight to Wroclaw, Poznan or Berlin Airport. You can also fly to Warsaw, but it won't be so easy to reach Leszno. When you get to Leszno, by train, bus or car, this is the main street and the main square:



More info about [Leszno](#) and its [history](#).

### !!! IMPORTANT INFORMATION:

If there will be groups arriving at the same time, **during the night**, it's possible to pick you from the airport. **If two groups are coming in similar time from the airport, we may pick you from the airport (8 people).**

**This information should get to the coordinator in advance. DEADLINE for it: 9th February 2018.**

## 6. Accommodation & Food

Hosting Organisation within the Erasmus+ programme will provide you during the Training:

⇒ Accommodation (2-3 people shared rooms and bathroom)\*

\*More detailed information about hotel location, maps and how to get to the city and Seminar place will be sent in a close future, by email, to the partners;

⇒ Food (Breakfast, Lunch, supper & coffee breaks).

The seminar will start on 18.02.2018 with breakfast and will finish on 23.02.2018 with breakfast.

## 7. Health Insurance

Please make sure that coming to the project you have a valid health insurance, eligible to have a medical treatment abroad! This is absolute crucial if you want to join the project. You can obtain **European Health Insurance Card (EU)** or **buy travel insurance** covering potential medical needs. Costs regarding Health Insurance are not reimbursed by the project.



**FOR FREE for 28 EU countries!!!**

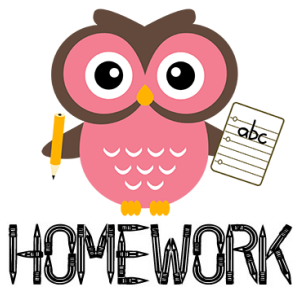
This is the European Health Insurance Card. You can order it in your own country and it's for free.

The free card gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries, Iceland, Liechtenstein, Norway and Switzerland, under the same conditions and at the same cost (free in some countries) as people insured in that country.

**More info here:** <http://ec.europa.eu/social/main.jsp?catId=559>

## 8. What to bring with you:

- All travel documents;
- Energizers which can be implemented during the Seminar;
- GOOD MOOD and POSTIVE ENERGY :)



- Participants must update themselves with Non-formal Learning handouts, as well as Erasmus+ programme in KA1 and KA2;
- Making a research in the organisation reality and projects implementation at local, national and European level;
- Be in contact with the project coordinator, Sending Organisation and facilitators, when needed;
- Prepare to present their organisations at professional level.
- Prepare to present local culture and traditions;
- Bring good practices from their communities;
- Be open to learn and share ideas with their national organisations and with the rest of the organisations.

## 9. Tips



Once you get to Poland and you try to reach Leszno, be aware that English is not very popular and it's not always easy to find an English speaker. Our suggestion after previous projects is: once you try to buy bus or train tickets to Leszno, **SHOW** the name of the city. Don't try to tell it, because you might get to a different city with the same name or to another city with similar one.

Remember to show - **LESZNO; WIELKOPOLSKA**. This is your destiny. :)

## 10. Currency

In Poland we use PLN – Polish ZLOTY. 1 EUR more or less 4,2 PLN. You can change some money at the airport. Once you get to Leszno, there will be also some places to change money. The national place to change money is called KANTOR (the polish word).



## 11. Weather

In February the weather in Poland use to be cold, with high possibility of rain or snow. However, inside the buildings it use to be warm, so you need to bring winter clothes and some clothes lighter to use inside the buildings.



## 12. Contacts

If you have any questions regarding the organization of the seminar, please contact **Mara Rodrigues** - mara.adr@gmail.com, she is the project coordinator.

If you have any questions regarding travelling, please contact the project coordinator **Mara Rodrigues** - mara.adr@gmail.com

If you have any questions regarding the programme of the seminar, please contact the facilitator **Marta Grzesko-Nyczka**, marta.grzesko@gmail.com

Our website: <http://fundacja-arena.pl/>

Our facebook: [https://www.facebook.com/Fundacja-Arena-i-%C5%9Awiat-810698222389743/?ref=br\\_rs](https://www.facebook.com/Fundacja-Arena-i-%C5%9Awiat-810698222389743/?ref=br_rs)

Feel free to join us online!! ☺



See  
you  
soon...