



T.C. GİRESUN VALİLİĞİ

INFOPACK

# Up&Up

ERASMUS + TRAINING COURSE

GİRESUN, TÜRKİYE

1-9 SEPTEMBER 2023



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GİRESUN VALİLİĞİ

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### DATES

Arrival day : 1 September 2023

Departure day : 9 September 2023

### VENUE

Project Venue : Giresun, Türkiye

Airports : Ordu-Giresun Airport (OGU)

WARNING : Ordu-Giresun Havalimanı (OGU) is a joint airport for two cities, Ordu and Giresun.

### ACCOMMODATION

We are going to stay in Giresun Uygulama Oteli for our project. Training activities will also hold in the same place. Participants will share a room with two people.

[https://giresunaotml.meb.k12.tr/meb\\_iys\\_dosyalar/28/01/878613/fotograf\\_galerisi\\_400151.html](https://giresunaotml.meb.k12.tr/meb_iys_dosyalar/28/01/878613/fotograf_galerisi_400151.html)

### OBJECTIVES OF THE TRAINING COURSE

- To raise awareness among youth workers from partner countries about the importance of entrepreneurship
- Widen the knowledge, equipping with the right skills and competencies for starting a business.
- Exchange knowledge, experience, and good practices in entrepreneurship
- Encourage youth participation in starting their own business as entrepreneurs.
- Foster creativity, competitiveness, and a sense of initiative toward self-employment.
- Empower youth workers to take initiatives in promoting entrepreneurship and self-employment on a local level.
- To create concrete business start-up plans through the teamwork of the youth workers in a multicultural environment through non-formal education methods.
- To strengthen networking among NGOs and the youth work and to encourage youngsters to participate in the EU projects.

### ACTIVITY PLAN

It will be sent to the selected participants separately.

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### WORKING LANGUAGE

The language of the training course will be only **English**.

All participants are expected to speak in English.

### PROFILE OF PARTICIPANTS

Profile of the **youth workers** participating in this project are:

- 18+ years old (no age limit)
- youth workers working with young people, especially NEETs
- who are willing to learn about NEET and youth unemployment
- who are willing to develop themselves in youth entrepreneurship
- who can work in English
- youth workers: trainers, project coordinators, tutors, mentors, volunteer coordinators, and work coordinators in youth organisations

### PARTNER ORGANISATIONS AND NUMBER OF PARTICIPANTS

Partners	Country of Origin	City	Total N° of Participants
Fundacja Centrum Aktywnosci Tworczej	Poland	Leszno	4
Asociación "Eo, Eo"	Spain	Alhaurín de la Torre (Málaga)	4
Klub Za Osnazivanje Mladih 018 Udruzenje	Serbia	Nis	4
Phoenix Association	Ukraine	Cherkasy	4
Qendrat Rinore Perspektiva	Albania	DURRES	4
Oriel Aps	Italy	San Giovanni Lupatoto, Verona	4
Giresun Valiliği	Türkiye	Giresun	4
I am you peace global	Bulgaria	Varna	4
Gençlik Çalışmaları Derneği	Türkiye	Bursa	4



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### TRAVEL COST LIMITS

Partners	Distance band	Budget per participant
Fundacja Centrum Aktywnosci Tworczej	500-1999	275 €
Asociación "Eo, Eo"	3000-3999	530 €
Klub Za Osnazivanje Mladih 018 Udruzenje	500-1999	275 €
Phoenix Association	500-1999	275 €
Qendrat Rinore Perspektiva	500-1999	275 €
Oriel Aps	2000-2999	360 €
I am you peace global	500-1999	275 €
Gençlik Çalışmaları Derneği (Green Travel)	500-1999	320 €
Giresun Valiliği	100-499	180 €

**These travel limits are maximum. If you exceed them, you will get the maximum amount.**

### REIMBURSEMENT PROCEDURES AND FINANCIAL DETAILS

- There is **no participation fee**.
- Reimbursements will be calculated **with the real prices** of the tickets, and the rest of the travel cost will stay in the hosting/coordinating organisation.
- Travel limits are explained above; **no payment will be done above these amounts** per participant.
- The hosting organisation must approve all international tickets **before buying them**; buying tickets without approval will not be reimbursed.
- Limitation for the international travel costs will be calculated according to the Erasmus+ Distance Calculator which is mentioned above as well.
- Taxi and private cars **will not be reimbursed** if there is a chance to use public transportation. Taxi and private cars may be reimbursed only after the approval of the hosting organisation with the price.
- The participants will buy international tickets, and all the reimbursement will be done by bank transfer **to the sending organisation's account** after the hosting organisation receives all travel tickets (from all participants).
- Participants **must bring all financial documents**, such as invoices, electronic tickets, boarding passes etc., of all relevant travel costs to be reimbursed.

### DOCUMENTS FOR REIMBURSEMENT

- Reimbursement of travel costs will only be done upon presentation of all **original** tickets (including return tickets)
- **Original electronic tickets** (having route and dates)
- Email Print Will Not Be Accepted. Please download e- ticket and **Receipt/invoices**
- **Boarding passes/cards** and baggage receipts



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- **Travel stamps** (that you get at passport control) and **Passport copies** (All the participants must bring their passports with them even if they can travel with ID, they must use their passport to come. To get a stamp in the airport and proof of entering Türkiye.)
- All tickets must be economy class (2<sup>nd</sup> class for trains). No reimbursement is done for business and first-class tickets.
- **The hosting organisation must approve all international tickets before buying it; buying tickets without approval will not be reimbursed.**
- **If you buy the wrong ticket (dates, route etc.), you must pay for it. It won't be reimbursed.**
- **Deadline to buy tickets: 15<sup>th</sup> of August 2023 – 5.00 pm (CET)**

### PARTICIPANT REGISTRATION FORM

Once you're selected by your sending organisation, please fill out this form:

<https://forms.gle/di9dSwxnUfCAkvwJ6>

### TICKET ARRANGEMENT

- If you fill out the participant registration form, you can start this process.
- If you did not fill out the registration form, fill it out first!
- If you fill out it already, keep reading below:
- You must find the best (cheap, most accessible) ticket online.
- Make a screenshot of it. Include date, time, route and other details.
- Send the screenshot to [upupgiresun@gmail.com](mailto:upupgiresun@gmail.com)
- Once the coordinator approves your offer
- Buy the ticket
- Download the e-ticket and invoice
- Please send it to [upupgiresun@gmail.com](mailto:upupgiresun@gmail.com)

### INTERNATIONAL TRAVEL GUIDANCE

The venue of the project is **Giresun Province**. However, one airport (Ordu Giresun Airport (OGU)) exists for two regional cities. Therefore, we recommend flying to Ordu Giresun Airport (OGU), then you need to take a shuttle bus to the Giresun Centre. **We recommend you buy tickets online from the airport company directly, and you can also get your invoice online.** Then we can quickly reimburse your travel costs with your boarding pass and invoice. Plane tickets must be bought to Giresun; please, do not buy separate tickets to another city or airport.

**If you want to buy it from a travel agency, please get these documents:**

- Electronic ticket (having route and dates);
- Invoice (faktura or similar one, having stamp and signature);
- Boarding passes/cards and baggage receipts;



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- Payment receipt from the bank (you cannot pay it in cash)

**All tickets must be in economic class. And you need to get approval from the hosting organisation before buying! No ticket without approval will be reimbursed.**

### LOCAL TRAVEL ARRANGEMENTS IN GİRESUN TO THE HOTEL

Please wait for the second version of this info pack.

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### VISA

Türkiye is not in the EU yet, so please bring your passport. There is a need for visas for some countries citizens. However, the visa can sometimes be obtained **at the border/ the airport or online at** <https://www.evisa.gov.tr/en/>.

**Please remember that we have no budget for visas in this project. Participants are responsible for it.**

For more information: <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

### PREPARATION TASKS FOR PARTNERS

- Finding motivated participants, according to the profile mentioned above,
- To assist with the travelling arrangements for participants,
- To warn them about the documents and reimbursement,
- To inform them about the schedule, tasks and rules,
- To inform them about Türkiye and prepare them culturally,
- To organise “follow-up activity” to disseminate project results,
- To disseminate the project, write an article to the local and national news.

### PREPARATION FOR PARTICIPANTS

- Basic research on the training course topic.
- Research about “Türkiye” and “Giresun”
- Activities and Erasmus+ projects experience of your sending organisation
- Bringing leaflets, brochures, photos etc. to present your organisation. (No need for PowerPoint or online presentations.) The organisation bazaar will be offline!
- Bring some traditional & national tastes for the intercultural sharing night (drinks, snacks etc.)
- One song which represents your country most (for dancing in the intercultural sharing night)

### BRING WITH YOU:

Shampoo, slippers, cultural objects, cultural drinks, cultural snacks, country flag, charger for your phone and PC, musical instruments (if possible), backpack for a free afternoon, video and photo cameras, computers (optional), smiling face (obligatory).



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### WARNINGS

Participants are responsible for;

- ✗ Buying the wrong ticket (date, place, destination etc.)
- ✗ Missing the plane, bus, train etc.
- ✗ Performing travel out of the route
- ✗ Extra services bought except the ticket during travel (sms, food, drinks, etc.)
- ✗ Personal international health insurance
- ✗ Taxis, private cars, etc. and undocumented travel expenses,
- ✗ Personal expenses for extra stays in Türkiye

### ORGANISED BY



T.C. GİRESUN VALİLİĞİ

and in cooperation with



Gençlik | Youth  
Çalışmaları | Work  
Derneği | Association

### TEAM FOR NOW! 😊

Ali YILMAZ : Trainer / Logistics

Şansel ÇETİNKAYA : Trainer / Coordinator

Mehmet ÇETİNKAYA : Trainer / Coordinator

### CONTACT:

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