

 plan Be



Invitation to TC Project

Hello my neighbour

From 2nd to 7th of August 2018

Key Action 1: Learning Mobility of Individuals

“Hello my neighbour”

TC PROJECT

From 2nd to 7th August of 2018 - SPAIN

PROJECT DETAIL

Project name: TC Project “Hello my neighbour”

Project dates From 2nd to 7th August of 2018.

Place: Iscar / SPAIN

Organization: Plan Be Association **Number PIC:** 948716649

Participants: Participants in the project will belong to 7 different countries: Spain, Italy, Portugal, Lithuania, Slovenia, Norway and Hungary.

THE ORGANIZERS

PLAN Be, we are an organization that works with youngsters in their Total Care Education giving priority to those who are disadvantaged because of unemployment or cultural, social and economical grounds, providing spaces and projects to help them to develop useful social skills and inclusion ideas.

We work different topics according to the aims and goals to achieve.

- Participate in Programs and Awareness Development Cooperation with the Third and Fourth World.
- Organize and disseminate actions related to training and information on Health and Prevention.
- To inform, sensitize and manage programs, projects, courses and activities related to the environment, both in its protection, defense and training and information dissemination and education and enjoyment.
- Develop activities such as courses, seminars and training days at Leisure and beyond.
- To contribute to the integral development of people, especially those who present the biggest difficulties (social, cultural, economic, physical, mental, origin...), helping to fully realize their physical, intellectual and social potentials, as citizens and members of the Local Community and / or Regional.
- Develop actions and Social Intervention and Integration Programs.
- Develop all the activities as Free Time activities and Non Formal Education
- To promote activities, programs, projects and integration activities and fight for the incorporation of immigrants into our society.
- Develop proposals and actions on gender equality, providing positive support to the women, and promoting their inclusion and an equal participation in our society

Facebook page: <https://www.facebook.com/pages/Asociaci%C3%B3n-PLAN-Be/603243943057406?ref=hl>

Website: <http://asociacionplanbe.wix.com/planbe>

E-mail: hellomyneighbourproject@gmail.com

SUMMARY

The organizers of association **PLAN Be**, are working on the youth field around 12 years and through this period of time we were involved in process of recognition of non-formal education. For us the non-formal methods have a huge role in non-formal development among youth and there are a huge variety of different instruments which youth workers are using in action. According to our background as work in suburban camp and in youth centres we are used to use the tool “game” and through experience recognize a lot of different aspects about this instrument.

R Related to this born the idea to share with our skills and knowledge for developing the TC project “Hello my neighbour”.

A young European citizen without employment or at risk of losing it becomes a citizen at risk of social exclusion, if we add to this a young immigrant or refugee without a native language of the country where he lives and effective employability techniques he becomes a citizen totally excluded. To avoid this situation, it is essential to increase the employability of the young immigrant citizen, such as those we can attend to in our local youth centers or our entities. That is why from our organization we intend to provide those youth workers of the partner organizations of the project with a resource guide that allows them to meet their immigrant applicants of opportunities and the environment that surrounds them, thus reaching a balance between the citizen and employment .

HELLO MY NEIGHBOUR, is a training course project that we will develop in the town of Iscar near the city of Valladolid, in which 14 young youth workers between 24-40 years of age from 7 countries would participate: Spain, Italy, Portugal, Lithuania , Slovenia, Norway and Hungary.

It will be developed between 2th and 7th August 2018 and among the methodology used for the activities, we will have: teamwork, active participation and exchange of ideas, the elimination of communication barriers, commitment to link and diversity cultural, intercultural coexistence, among others.

1. TARGET.

The training course is designed for young volunteers and professional workers who work directly with young people, youth workers and organizations who are interested in creating international exchange projects or trainings.

The course is primarily aimed at those with some experience in organizing international youth exchange projects or trainings. However, it doesn't matter if you are only interested in making a youth exchange or you are planning to develop a new one or if you represent an organization or group with little experience in organizing some of the previously mentioned projects.

2. PURPOSE AND OBJECTIVES

HELLO MY NEIGHBOUR training course, addresses a main issue such as youth UNEMPLOYMENT in immigration, where we will work in parallel the importance of the development of competencies, but above all its recognition through official documents and the achievement of the following objectives:

Main aims:

- To Know basic guidelines for guidance and counseling so that young immigrants can be active participants and agents of change in their community.
- Become familiar with the recognition of competences, including those acquired outside the formal education system according to European guidelines, to raise awareness of the importance of formal, non-formal and informal education and to develop European citizenship.

- To Promote lifelong learning from parameters established by the European Commission, to increase knowledge about the European Credit System of Vocational Training (ECVET)
- To involve participants to be a part of self-assessment process through playing and with help of YouthPass competences (use this certificate as an instrument). Allow to the participants reflect on their learning and become familiar with the Youthpass - the strategy on recognition of non-formal learning in the field of youth, technical tool for producing Youthpass Certificates, and its application in youth exchanges;
- To Provide the opportunity to meet potential partners groups and make contacts in other countries;

Working Methods

- * Different types of practical games (team-building activities, ice-breaking, games to know each other, sport games, night games, simulations games, games for trust and so on).
- * Workshop “Laboratory” (non-formal learning recognition, concept of the tool “game” and self-assessment process as a youth worker who are ready to use gained knowledge in action)
- * Brainstorm (“game” is our future, it helps to force youth to communicate between each other)
- * Presentations (types of the games, their structure)
- * Role game (introduction with about formal, non-formal and informal learning)
- * Learning Diary (reflection time with Personal and Group Reflection exercises, self assessment process through YouthPass competences)
- * Group work (Management & Development, to develop projects among the partners)
- * Laboratory in Action (use gained outcomes from Laboratory in practice as a Open space in local organization)
- * Session YouthPass (Final Evaluation, conclusion of the Learning Diary and according to it fill in the YouthPass)

The language of the project will be English.

Participant countries and partner organizations:

ITALY	EQUAMENTE	www.assoequamente.it/
PORTUGAL	ESN MINHO	www.esnminho.org
LITHUANIA	PBL INSTITUTE	www.pblerasmus.com/english.html
SLOVENIA	YOUTH CENTER BIT	http://mc-bit.si/
NORWAY	NORDIC SPIRIT	nordic_spirit@outlook.com
HUNGARY	COMPASS EGYESÜLET	www.compassgyesulet.hu
SPAIN	PLAN BE	http://asociacionplanbe.wixsite.com/planbe



NEEDS

- **2 participants per country. Portugal, Lithuania, Slovenia and Hungary**
 - **2 youth workers** or volunteers with experience in the management of youth exchange projects, training courses, project management or youth centers.
 - Participants need to be aged over 18 years old.
- **1 participant per country. Italy and Norway.**
 - **1 youth workers** or volunteers with experience in the management of youth exchange projects, training courses, project management or youth centers.
 - Participants need to be aged over 18 years old.
- **Your task during the Training Course:**
 - Presentation of your country and your organization.
 - Information about the situation of the main topic in your country context.
 - Traditional foods and drinks for cultural night.
 - Flag of each country would be great.

If you find more participants interested in participating in the total number that corresponds to your country, we invite to that you make a list of participants on hold according to the criteria that we establish, because not always you can ensure the participation of the total number of participants in the event that any participant has some unexpected last minute.

PARTICIPANT'S PROFILE

- Youth participants of sending organisations, active youth workers and youth information workers.
- Capable of speaking, writing and understanding English at least at the medium level;
- Interested in the main topic of the exchange;
- Capable and willing to develop further projects.



TRANSPORTATION

Arrival: Madrid Airport, 2nd August. (before 10:00, please confirm your flight details).

Departure: Madrid Airport, 7th August. (After 15:00 please confirm your flight details).

You should take a flight to Madrid airport, because it is the main airport near our region and you will find planes from your country easily. About transportation from the airport we will inform you after collecting all participants' flight information, because we normally pick up the participants at the airport and bring them directly to the project site, all together, by a private bus.

- No regular Bus to Iscar at all hours.
- The cost of a private bus is much cheaper for each participant, that a public bus trip. You can Check this yourself.

The cost of this private bus per participant is 15 €, this price, including travel go and return to the airport. We believe that is a more than fair price for all these trips.

This 15 euros **are not include** in the travel cost because it is private (National Agency rules).



ACCOMMODATION

Iscar is a Spanish town and municipality in the province of Valladolid and the autonomous community of Castile and León. It has about 6000 inhabitants, although in the summer season the population can grow up to 10500 persons.

It has a wonderful castle with year of creation in 939 which can be visited with a guide and you can see medieval representations.

Iscar's economy is based on agriculture and especially in the production of doors for homes and factories. Iscar at the time became the producer of 80% of doors throughout Spain.





ACCOMMODATION

“RESIDENCIA DEPORTIVA DE ISCAR” Youth Hostel. Iscar SPAIN.

Accommodation, local transportation and other activity costs are covered by the hosting organization only during the project’s dates (2nd to 7th August of 2018.).



COSTS AND REIMBURSEMENT

“Hello my neighbour” Training Course Project is implemented with the financial support of the European Commission and the ERASMUS + Programme. Accommodation, food, as well as activities costs will be covered from the project budget. It is recommendable to get travel insurance, however the cost of this will not be covered by the project budget.

Travel expenses will be covered after collecting your travel documents on condition that the participants use the cheapest ways of transportation and submitted original invoices for plane

tickets, boarding passes, train and bus tickets. Private cars, Taxi and first class tickets will not be reimbursed.

Please keep the boarding passes from your airport check in as well.

Reimbursement will be done in **EURO**, regardless of the currency indicated on your ticket and receipt/invoice. Please note if you bought your ticket in your local currency which might be different than EUR, we will calculate your travel costs according to the exchange rates from official European Commission web-site, on the day of the purchase

Note !!! Please make the copies (better scan or take photographs) of your tickets and invoices before coming to Spain and send us all your travel documents to this address Email: hellomyneighbourproject@gmail.com as soon as you buy them. If you have tickets and invoice, make sure that you e-mailed copies of both.

You can't buy any air ticket or any travel cost before of 2 June without authorization from the organization. If this happens, do not refund no amount of money to these participants.



TRAVEL COST

This amount is different for each country and shouldn't be exceeded. In case of exceeding the maximum allowed, the refund will be made with the maximum amount fixed for each person by country, never larger.

We will inform you about your travel limit costs once the Project is approved and the countries will be participants. Mileage calculated with the official program tool.

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

These are the cost official the new program detailing the maximum cost per participant, but the obligation of the participating associations according to the criteria of the program is to find the cheapest flight at the right time.

Country	Distance in kilometers from	€ per participant
Portugal	Braga – Santovenia de Pisuerga 310.42 Km	180 EUR
Lithuania	Vilnius – Santovenia de Pisuerga 2619.14 km	360 EUR
Italy	Torino – Santovenia de Pisuerga 1067.01 km	275 EUR
Norway	Drammen – Santovenia de Pisuerga 2252.49 km	360 EUR
Hungary	Kaposvár - Santovenia de Pisuerga 1864.33 km	275 EUR
Slovenia	Črnomelj - Santovenia de Pisuerga 1652,12 km	275 EUR

These are approximate distances in Kilometers.

For the reimbursement of the money, you have to bring us all original documents:

- **invoices,**
- **e-tickets,**
- **proof of payment (if you pay in cash you have to bring us the receipt, but if you pay online you have to bring us the bank statement)**
- **Original boarding passes**

We strongly encourage you to buy flights that have the possibility to do online check-in and in this way you will be able to give us the return boarding passes before coming Spain, without having to send it to us by post when you return home. Of course, if for your airline is not possible, you still need to send us the boarding passes by post mail after the project.

It is very important to have all your travel and financial documents with you for each person, otherwise the reimbursement is NOT possible!



No Visa is required for EU citizens, participants will need to have only valid ID card (for some countries only) or international passport.

Please, check the VALIDITY of the passports before the departure – Passport must be valid at least for 6 (six) months.

Of course, if you want you can stay 1-2 days before/after the project in order to visit us, our Capital city, but you have to pay by yourself for those extra days.

INFORMATION NEEDED

- List of participants and Personal application of each participant (APP) **until 20th of JUNE 2018.**

- The arrival and departure details in order to prepare his transport from airport of Madrid to Iscar.
- One contact person in your home country (for in case) (e.g. family member); full name and telephone.

If any participant have any special diet that affects your health or have a different alimentary option, must communicate in the personal application before coming to Spain.

RULES

You are expected to participate fully in all activities. Unauthorized absence from activities and workshops won't be allowed. We would really appreciate energetic and active participation.

Smoking is prohibited inside of the buildings, so all smokers will have to leave the building in case they want to smoke a cigarette.

HEALTH AND TRAVEL INSURANCE



Health insurance will **NOT** be provided or reimbursed by the organizers. All participants are required to purchase health insurance individually, or get the free of charge formulary E-111 from your national social security that covers medical costs around EU member states (European Health Insurance Card).

CULTURAL NIGHT

Don't forget to bring some traditional music for the intercultural evenings!

We will have one European cultural night where you can expose your customs, traditional dances and culture, please !!! all teams must prepare some presentation of your country in a creative way (try to avoid PowerPoint and movies from tourist agencies). We hope, that your culture means you something more than national food and drinks. Also bring flag or your country. It would be nice if you bring also some small souvenirs with you (costs are not covered).

Here are a few examples from our past projects to trigger your imagination:



CONTACT AND OFFICIAL FACEBOOK GROUP OF THE PROJECT

Facebook page:

<https://www.facebook.com/groups/2128220504078453/>

Contact

If you need help, have questions or need further information please contact via e-mail:

hellomyneighbourproject@gmail.com

Thanks for your interest !!!!