

## TRAINING COURSE



# Co-Make - Contact Making Seminar for EVS Organizations



İSTANBUL, TURKEY

10.01.2017 – 17.01.2017

## PRACTICAL INFORMATION

### COURSE DESCRIPTION:

#### Context of the Project

We (Turkiye Avrupa Vakfi – [www.turkiyeavrupavakfi.org](http://www.turkiyeavrupavakfi.org) ) would like to improve the quality of the projects in the frame of EVS. Cause of the last minute partnerships or not agreeing on the participant profile creates huge problem in the long run, both hosting and sending organizations. Within this project we will be able to share good and bad examples in the frame of EVS for contributing the development of high quality projects. Sustainable partnerships will be formed after our project and we would like to carry out our projects we want to carry out the work on the elaboration of that comply voluntarily with the requirements and expectations.

#### The purpose of our project,

- Pioneering the establishment of sustainable partnerships
- Improving the quality of EVS projects in the youth field
- Providing the suitable projects for young people with fewer opportunities
- Dealing the quality issues on the EVS projects organized for young people with fewer opportunities
- Create an awareness about EVS and youthwork

Our project is planned as Erasmus+ Youth Mobility of Individuals ( Mobility of Youth workers ) in between the dates 10-17 January 2017 from 16 different institutions and 15 different countries ( Czech Republic, Bulgaria, Romania Macedonia, Croatia, Italy, Romania, Portugal, Greece, Estonia, Sweden, Poland, Slovakia, Slovenia, the United Kingdom, Turkey) in Istanbul to create sustainable partnerships in the frame of EVS Programme with 33 participants and 3 experienced trainers.

#### The participant profile :

- Over 18 EVS coordinator / mentor or Youth Worker
- Participated on EVS or involved in EVS Project
- Has an authority to take a decision from sending organization
- Have the capacity to represent himself in English
- Have motivation to work on the issue of inclusion of young people with fewer opportunities

- Previously participated an EVS Project or involved in EVS Process as mentor / coordinator in their organizations

The methodology we will use based on the common non-formal education and our participants can form a partnership in establishing sustainable partnerships between them and the work will be performed by communicating between each other. The process of group work, case studies, field visits are planned using methods such as visual presentations and outdoor activities.

With activities within the scope of our project, the development of information about EVS projects of our participants, formation of sustainable partnerships. The participation of institutions and organizations in the process they will become able to develop strategies for the inclusion of young people with fewer opportunities to develop. Besides that, in the long run, it will increase the visibility of young people with fewer opportunities in EVS projects and at the same time establishing sustainable partnerships, will increase level of the quality of EVS projects.

#### LANGUAGE:

The language of the course will be English.

#### SCHEDULE AND OUTLINE:

**Arrival:** 10.01.2017 Tuesday before 19.00 p.m.

**Departure:** 17.01.2017 Tuesday after breakfast

A final program will be forwarded to participants 1 week prior to the training.

#### THE VENUE:

We will stay in a Hotel, the name and the address of the hotel will be sent to the participants with the final program. It will be a 4 star hotel.

Accommodation includes shared rooms, on full board, coffee breaks and the use of conference facilities. Participants will be sharing a double or triple room with one or two people of the same sex. Each room has one bathroom; bed linen are provided.

**You need to bring your towels.**

! Note: Organisers will not provide any accommodation for additional stay in Turkey. If participants plan to arrive a few days (Max 3 days) earlier or depart a few days (Max 3 days) later they are kindly requested to inform us and we will be glad to offer assistance with booking a hotel.

#### TRAVELLING TO TURKEY:

Participants are allowed to travel by plane to Istanbul. It is recommended to arrive at the Atatürk Airport so that you can arrive at the project place more easily. You can also arrive to Sabiha Gökçen Airport...

We will also inform you how to reach to the venue after you book your tickets...

## TRAVEL COSTS:

100% of participants' travel costs from their home city to İstanbul, Turkey will be reimbursed according to the distance limits defined by Erasmus+ programme. You can see the limits below. According to the rules of Erasmus+, and in order to comply with environmental standards, we kindly ask all participants to take the most environmentally friendly and cost effective alternative available.

! Note: Reimbursement of travel costs will only be done upon presentation of all (including return tickets) original tickets, receipt/invoices and boarding passes. This means that once home after the training, participants will be asked to send the originals of all return documents and boarding passes. Please remember to bring the original invoices – there will be no reimbursement without the original invoices and tickets with indicated names of travellers, description of the journey, indication of cost and currency and date of travel.

!! Note: If participants pay for their ticket with a credit card, they are requested to bring along the confirmation of payment (i.e. credit card slip and/or bank statement).

!!! Note: Reimbursement will be done in EUR, regardless of the currency indicated on the ticket and receipt/invoice. Any tickets purchased in a local currency other than EUR, will then be converted and calculated according to the exchange rate of the month when the grant agreement for this project will be signed by the NA, as stated in the official European Commission web-site at <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

!!!! Note: Please check Annex 1 for the travel budget limits at the end of this document. If travel costs exceed the amount budgeted in the project, the organisers will only be able to reimburse participants the limit of travel costs indicated in the travel budget. Participants are therefore strongly advised to book trip travel well in advance.

!!!! Note: Finally, please make copies (or even better, scan or take photographs) of all tickets and invoices and email these to [activecitizenseurope@gmail.com](mailto:activecitizenseurope@gmail.com) before attending the training. This will be very helpful to organisers to begin processing the financial and reimbursement data so that all payments may be made as efficiently as possible.

The following only applies to participants travelling by plane:

Please RESERVE the tickets, but DO NOT BUY them before consulting with the organisers.

## VISA ARRANGEMENTS:

Turkey is not yet in the EU so please bring along your passports!

## PARTICIPATION FEE:

There is no participation fee for this course. But 10% of the travel costs will be asked as contribution from the participants, We want that the participants try to find the cheap way to arrive to Istanbul.

## HEALTH INSURANCE:

Health insurance is not provided and will not be reimbursed by the organisers. All participants are strongly advised to purchase private travel insurance, as costs of private health care in Turkey are quite high.

**WEATHER:**

The weather in Istanbul, Turkey in January is cold, you can expect temperatures between -5 to 5 degrees .

**PREPARATION:**

If a participant represents an organisation, kindly bring information and materials about the organisation, i.e. photos and reports from former projects and further material, which will help to present the organisation to the other participants. Furthermore, we kindly ask all participants to bring some national drink, snacks and music from their home countries, as a contribution to the Sharing and Caring evening!

**PARTICIPANTS:**

Our group of participants is composed of:

Promoter	Country of residence	Number of participants	Profile of participants
TURKIYE AVRUPA VAKFI	Turkey	2	Youth Workers or Youth Leaders  People over 18 years old
Evropske centrum mladeze Breclav/European Youth Centre Breclav z.s.	Czech Republic	2	
The Starry Start of Talents Foundation	Bulgaria	2	
Asociatia D.G.T.	Romania	2	
ASSOCIAZIONE DI PROMOZIONE SOCIALE JOINT	Italy	2	
ASSOCIATION CENTER FOR INTERCULTURAL DIALOGUE - KUMANOVO	Macedonia	2	
Noored Ühiskonna Heaks	Estonia	2	
Suncokret Centre for Community Development	Croaiata	2	
Asociatia de Tineret Cultura si Educatie "Speranta Ramniceana"	Romania	2	
Youthfully Yours Gr	Greece	2	

Magna Carta n.o.	Slovakia	2
Stowarzyszenie Zmiana Tematu	Poland	2
DRUSTVO ZA OBSTUDIJSKE DEJAVNOSTI PEDAGOSKE FAKULTETE KOPER SIRENA	Slovenia	2
Nefelieducationcic	UK	2

All participants will receive a certificate of participation and have the possibility to register for an EU Youthpass and add this event at: <http://www.youthpass.eu/en/youthpass/>

#### CONTACT:

For questions related to Programme Content and educational issues, Logistics, practical issues in Turkey, as well as international travel and financial issues, please contact with

Hatice Yıldırım

[mobility@turkiyeavrupavakfi.org](mailto:mobility@turkiyeavrupavakfi.org)

ANNEX 1: Travel budget limits: Budgeted amount per person from original destination to İstanbul, Turkey:

Promoter	Country of residence	Total costs /€ (100%)
TURKIYE AVRUPA VAKFI	Turkey	<b>0</b>
Evropske centrum mladeze Breclav/European Youth Centre Breclav z.s.	Czech Republic	<b>275</b>

The Starry Start of Talents Foundation	Bulgaria	<b>275</b>
Asociatia D.G.T.	Romania	<b>275</b>
ASSOCIAZIONE DI PROMOZIONE SOCIALE JOINT	Italy	<b>275</b>
ASSOCIATION CENTER FOR INTERCULTURAL DIALOGUE - KUMANOVO	Macedonia	<b>275</b>
Noored Ühiskonna Heaks	Estonia	<b>360</b>
Suncokret Centre for Community Development	Croiaata	<b>275</b>
Asociatia de Tineret Cultura si Educatie "Speranta Ramniceana"	Romania	<b>275</b>
Youthfully Yours Gr	Greece	<b>275</b>
Magna Carta n.o.	Slovakia	<b>275</b>
Youth In	Sweden	<b>275</b>
Stowarzyszenie Zmiana Tematu	Poland	<b>275</b>
DRUSTVO ZA OBSTUDIJSKE DEJAVNOSTI PEDAGOSKE FAKULTETE KOPER SIRENA	Slovenia	<b>275</b>
Nefelieducationic	UK	<b>360</b>

#### **HOW TO APPLY:**

Which form to use?

You are requested to use the standard application form that has been attached along with this document.

Which language to use?

You are requested to write your application in English