

INFO-PACK  
FOR AN INTERNATIONAL TRAINING COURSE



**GIVE**

*Growth and Inspiration  
through Volunteering and Empowerment*

**17-25 SEPTEMBER 2016,  
RIGA, LATVIA**

## The Organizer:

“**Inspiration by Motion. Latvia**” is a non-governmental international organization for active youth, youth workers, and leaders who want to participate in social development in local, national and international level. “I.B.M. Latvia” inspires people to improve the world by changing their vision through active participation in social life. Organization was created by ambitious group of people and promotes solidarity, equality, overcoming of cultural and ethnic barriers; and the concept of voluntary and social work. Therefore, it stimulates young people to develop their personal skills that will help them through their life and professional careers. Organization supports youth initiatives, intercultural learning experiences, non-formal education, social entrepreneurship, sport, health, job creation opportunities, mobility, and exchange.

“Inspiration by Motion. Latvia” mission is to make strong international network between youth and society through sharing knowledge and experience of people with different backgrounds; to build intercultural understanding and cooperation, to develop the skills, strategies, and habits of mind required for better understanding within the same community and with others.

## PRACTICAL INFORMATION

### The venue – RIGA

The training course will take place in Riga- the capital and the largest city of Latvia. With 641,007 inhabitants (2015), Riga is the largest city of the Baltic states and home to one third of Latvia's population.





Latvia is a country in the Baltic region of Northern Europe, one of the three Baltic states.



Iceland

Latvia has 1,973,700 inhabitants and a territory of 64,589 km<sup>2</sup> (24,938 sq mi).

The country has a temperate seasonal climate.



## PROJECT BACKGROUND

The training course "**GIVE-Growth and Inspiration through Volunteering and Empowerment**" addresses the need of promoting and supporting volunteer movement.

The aim of our training course is providing the youth workers and active volunteers with tools and skills to work with and for young people. We'd like to review and enhance participant's competences in volunteer management. It's important to give the participants ideas and partnerships for new volunteer activities and projects. The objectives of the training course include intercultural learning, development of pro-active approach of life and key competences which will inspire and empower the participants of the project.

All of the above will increase the awareness of the participants about the importance of quality in volunteer management and their interest in new projects. The knowledge gained about volunteering and its promotion will be transferred to the partner organizations, contributing to their sustainable development. More people will gain the information about the possibilities of active participation as well.

### **The objectives of the training are:**

- To create a space for reflection on the meaning of volunteering in European, national, local and personal and professional contexts and create common standards on what a good quality volunteering means.
- To increase participants' awareness on the power and potential of volunteering as a tool of youth work, community development and inclusion tool for youngsters with fewer opportunities.
- To promote partnership-building and networking between participants.

The main objectives follow:1) to build up competences of the participants in empowering others, specifically: - coaching, mentoring and feedback- learning and self-assessment 2) to explore with the participants what are participation, active citizenship.

### **Profile of the participants:**

- Aged 18 and older,
- At least basic knowledge of the role of youth work in processes of social change
- Knowledge of the situation of young people in the own country and of the specific work context for empowerment work with young people with fewer opportunities
- Motivation to take part in a mutual learning process in a very intercultural setting
- Good level of English to follow the course and to contribute to it
- Resident of one of the participating countries.
- Available for the whole duration of the Training Course.



# TRAVEL INFORMATION



Arrival date: 17th of September in Riga, Latvia

Departure date: 25th of September from Riga, Latvia

You're free to arrive earlier or leave later but additional costs of accommodation, food, etc. have to be paid by yourself.

In this case you can buy the arrival airplane tickets maximum 2 days before the starting date of activities and your departure airplane tickets maximum 2 days after the date of the end of activities and, if request, we can assist you in finding accommodation and arranging local transport.

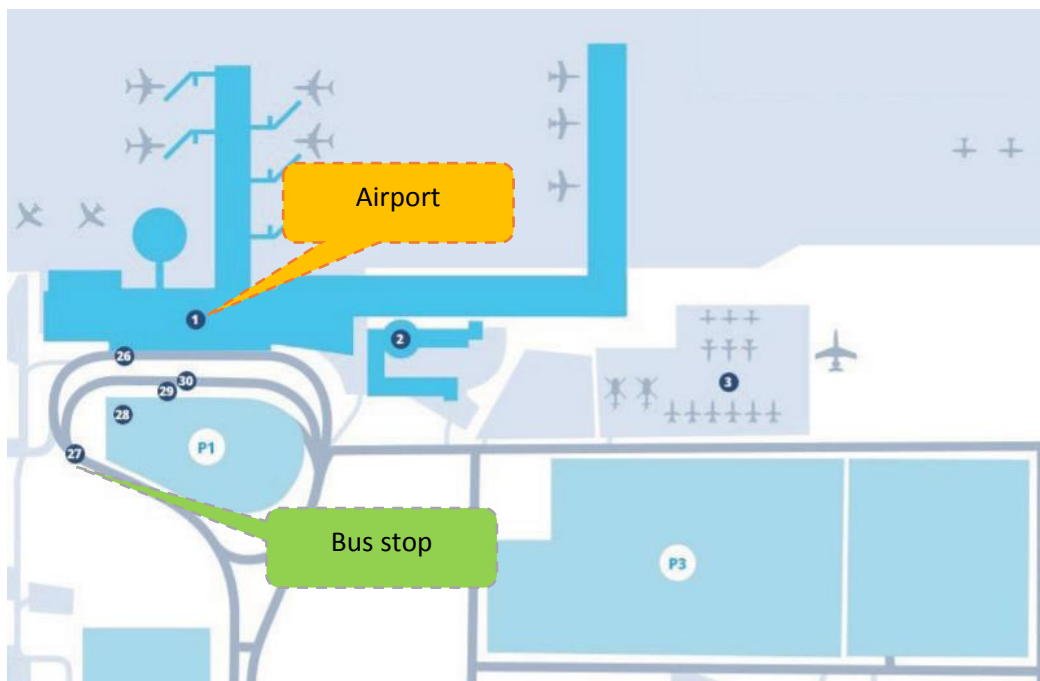
You will arrive to the **Riga International airport** (in Latvian LIDOSTA RIGA) with a good connection to the city centre by bus.

It is necessary to take bus **Nr. 22 - Abrenes iela**. The bus stop is in front of the exit from the Airport (See. scheme of the airport)

Bus ticket you can buy in the kiosk **Navresen** in the Airport, or at the bus stop in ticket machine (don't forget to ask the receipt). To reach the hotel you will need 2 tickets (one ticket price - 1.15 EUR).

**Don't forget to validate ticket in the bus.**

Leave the bus in the stop – **Autoosta**.



**Scheme of the airport**

## ACCOMMODATION INFO

In the city centre, when you will leave the bus in the stop – **AUTOOSTA** (point 22 on the map), you need to go straight till the underpass, go through the underpass ( - - - ) and get out in the exit (point 17 on the map)- bus stop (11, 13, 16, 17). These numbers will be indicated on the wall.

You need to take **trolleybus Nr. 17 – Purvciems**.

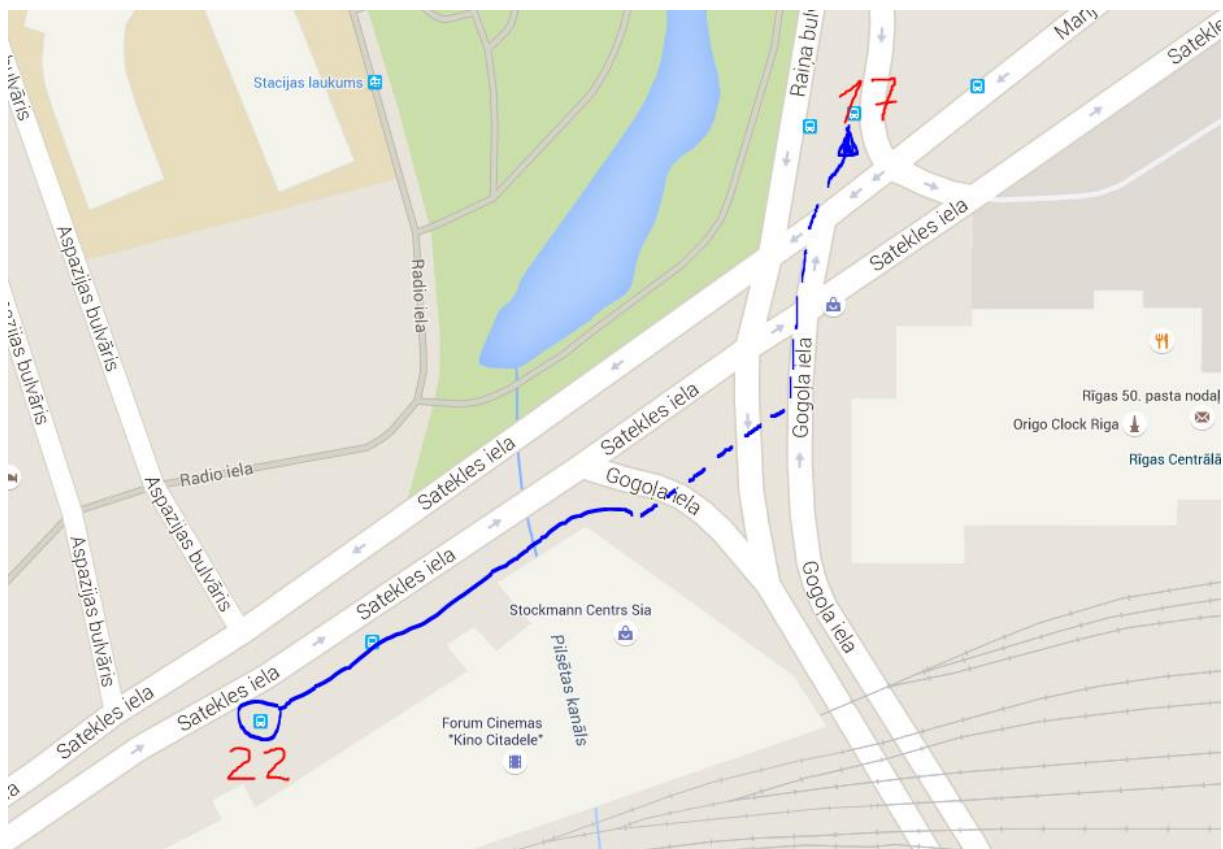
**Don't forget to validate the second ticket in the trolleybus.**

Leave the trolleybus in the stop – **Kastrānes iela**. Go straight, turn left and you will see the hotel.

Public transportation in Riga:

<http://saraksti.rigassatiksmelv/index.html#bus/22/b-a/en>

### From bus to the trolleybus





From trolleybus to the hotel

**The accommodation will be in the hotel APART HOTEL TOMO, Riga**

Check out on this website: <http://www.tomo.lv/en/>

Address: Raunas iela 44, Rīga, LV-1039, Latvija

The accommodation will be in shared rooms – 2 and 3 persons in one room. All rooms are equipped with air-conditioning, free Wi-Fi, comfortable beds, and bathroom.

Free services: free wifi, air conditioner, hair dryer, Bathroom with shower and bathroom toiletries.



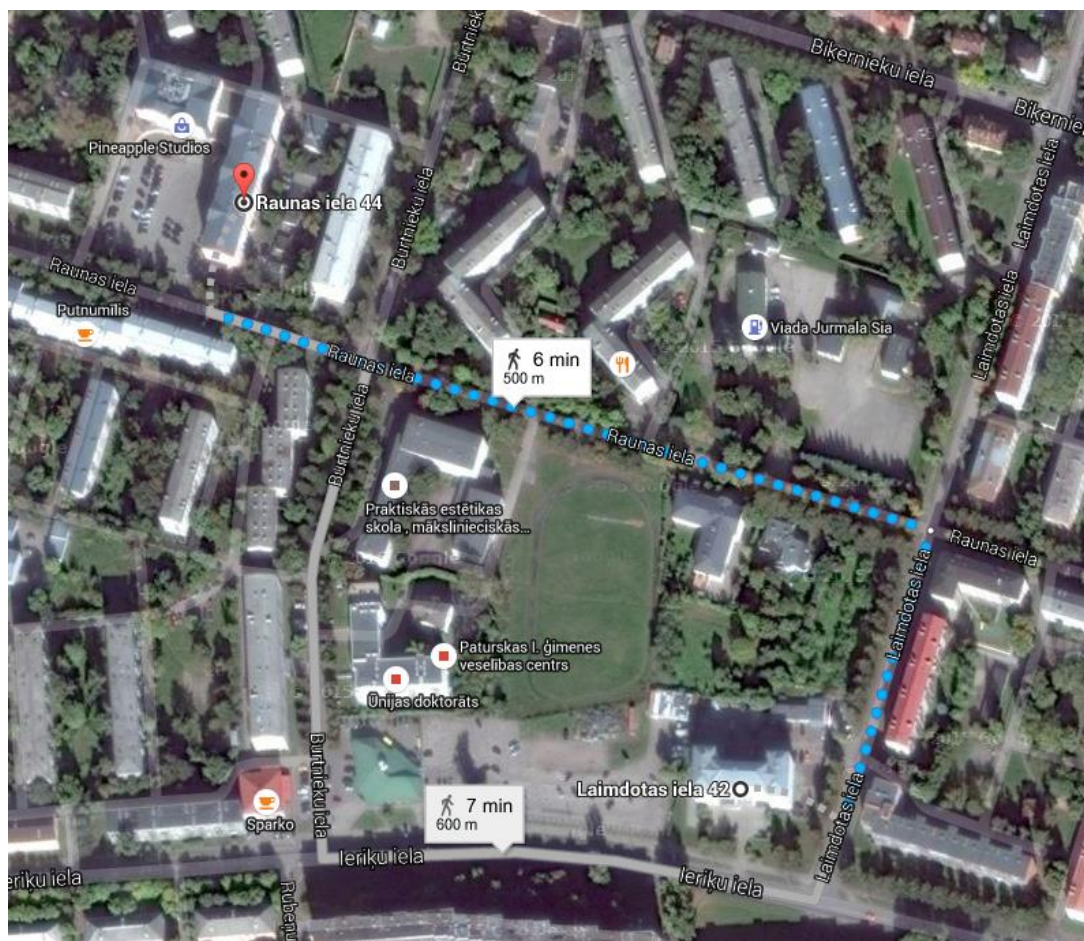
Photos from the hotel

## VENUE INFORMATION

Indoor activities will take place in the NGO house, Laimdotas ielā 42, Rīga.



6 min walk from the hotel to the NGO house





## TRAVEL REIMBURSEMENT



### LIMIT FOR TRAVEL COSTS

COUNTRY	NUMBER OF PARTICIPANTS	TRAVEL GRANT PER PERSON
HUNGARY	3	275 €
UNITED KINGDOM	2	275 €
ITALY	3	275 €
DENMARK	3	275 €
CZECH REPUBLIC	2	275 €
PORTUGAL	3	530 €
GREECE	3	360 €
LATVIA	3	tickets for participants from Latvia to reach venue will be reimbursed as well

Reimbursement will be done in EUR. Participants will receive the travel reimbursement via bank transfer after the training course.

➤ **NOTE: Participation fee! There is a participation fee of 25 EUR per participant (this will be reduced from your travel reimbursement).**

➤ **NOTE!** Please check travel budget limits above. If travel costs exceed the amount budgeted in the project. The organizers will only be able to reimburse participants the maximum travel costs indicated in the travel budget. You are therefore strongly advised to book trip travel well in advance and look for the cheapest option.

**!NOTE:** Please note if you bought your ticket in your local currency which might be different than EURO, we will calculate your travel costs according to the exchange rates from official European Commission web-site: <http://ec.europa.eu/budget/infoureuro/index.cfm?Language=en>

- **Tickets** (there must be price and name of the person stated on it).
- **Boarding passes** (in case of loss – please get a confirmation from the airlines, that the flight was taken)
- **Invoices** – yes, even if you have a ticket, our accounting still needs an **INVOICE**.
- **Online Check-in** should be made before your leave Bari to make sure you give as Boarding Passes from the way back as well.

➤ Insurance Please keep in mind that you are self-responsible for sufficient insurance (illness/personal liability/cancellation/theft etc.)

## APPLICATION & PREPARATION



### Registration form

Selected participants will fill out a registration form (link will be provided to selected participants by their sending organisation).

All the participants should fill in the online Registration Form till 14th of July, 2016. This will help the trainers' team to develop the program that meets your expectations!



**Language:** The language of the course is **English**. Participants should be able to communicate in English.



### Intercultural Evening

During a special evening we will share characteristics from our culture. We ask you to bring foods and drinks to share! You can also think of some other things to share with the group from your culture: stories, dances / songs etc. In case you play an instrument, it might be very nice to bring it. Just no power point presentation or country promotion videos, as it would be the best if you can share something in your own words! By the way, to present something from your culture does not mean it has to be something from your country: it can also be from a region, a city etc.



### Homework and Daily Program

Two weeks before the Training Course we will send you a small homework to complete in your Country group. The Daily program will be also sent after the homework.



### NGO Fair

One of the aims of the Training Course is to develop cooperation and new projects between the NGO's/ That is why we are going to organize an NGO fair where every organization will have a chance to present itself. Make sure you bring some informational materials, flyers, booklets or publications representing your organization.



### Weather

According to the information provided from the metrological association in September the temperature will be between 19-29 °C during the day, and in the night hours the temperature will be between 10-17 °C.

So, take your warm clothes as well, and be prepared in case of rain.



### YOUTHPASS Certificates

All participants will receive a Youth Pass certificate in the end of the Training Course. Upon their request participants will get also Annex to Youth Pass with 8 Key Competences.

## DEADLINES TO FOLLOW FOR SENDING ORG-S AND PAX

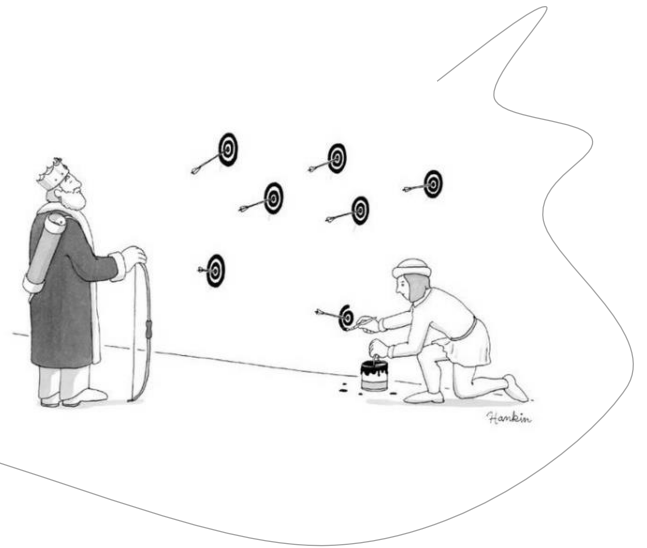
**JULY 10th** – The participants are chosen by the sending organizations.

**JULY 14th** – The Registration Forms are submitted by the participants.

**AUGUST 01<sup>st</sup>** – The tickets are bought by the participants  
(\*beforehand approved by IBM LATVIA)

**AUGUST 15<sup>th</sup>** – The draft daily program is sent to the participants.

**AUGUST 20th** – The arrival list is sent



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