

**Tenerife, Spain**

**1<sup>st</sup> of November – 6<sup>th</sup> of November 2016**

*Host organization:*

**ASOCIACIÓN PARA LA PARTICIPACIÓN, OPORTUNIDAD Y DESARROLLO**

**Calle Fray Juan de Jesús 48, Puerto de la Cruz, Santa Cruz de Tenerife, España**

**T: +34 601387365 E: [spain@asociatiapod.ro](mailto:spain@asociatiapod.ro)**

**[en.asociatiapod.ro](http://en.asociatiapod.ro)**

**[www.facebook.com/P.O.D.Association](https://www.facebook.com/P.O.D.Association)**

## About the Seminar

**CMSIE - Contact Making Seminar for Inclusion in Europe** is financed through the Erasmus+ Program – Key Action 1, reference number 2016-1-ES02-KA105-007670

**Countries involved:** Spain, Bulgaria, Cyprus, Czech Republic, France, Greece, Croatia, Italy, Poland, and Portugal

**The dates of the Seminar:** 01/11/2016 (arrival) - 06/11/2016 (departure)

**Location:** Tenerife, Spain

**Project's group:** 20 participants, 2 people from each partner NGO

- Key members of the partner NGOs (decision makers/directors, project/program coordinators) that are familiar with its activity and can represent the institution in decision making activities related to future cooperation/projects
- Experience in local, national and/or international projects that involve youngsters with fewer opportunities
- Motivated to participate in the seminar and interested in the topic of the project
- Able and willing to actively participate in all the planned activities – preparation, seminar and dissemination/follow-up activities
- Open-minded
- Open to new challenges
- Medium – high level of English
- Gender balanced group (one man and one woman)

**\*This is a learning experience with mandatory attendance at all the activities, so please do not see it as a touristic visit.** If you fail to comply with this condition of actively attending at all the sessions planned, we, as organizers, can decide not to cover the expenses for your participation.

For tourism you are allowed an extra of maximum 2 days prior and 2 days after the activity's dates. You can come a day or 2 earlier or leave after the seminar's period but the expenses related to local transportation, the accommodation and meals for these extra days won't be reimbursed from the project.

No public transportation on the island will be reimbursed before the 1<sup>st</sup> of November or if you chose to leave later than the 6<sup>th</sup> of November.



This project is designed to meet the collective needs of organizations of European islands and small communities of continental Europe with different practices and working methods, but similar experiences in promoting tolerance, acceptance of diversity and increasing potential for disadvantaged youth.



These experiences are complementary and could be beneficial to share and learn from each other. We therefore propose a 4-day meeting, where representatives of 10 European NGOs try to find ways to work together against discrimination in its many forms and involve more affected groups. We want to respond to a need for cooperation between European youth organizations and building new partnerships between civil society of the islands and the mainland.



## Arrival and departure

**The program will start on the 01/11/2016 at 20:00 after dinner and departure will be on the 06/11/2016.**

Tenerife has 2 international airports, one in the south of the island - Tenerife South (Reina Sofia) Airport, and one in the north part - Tenerife North Airport, formerly Los Rodeos Airport.

**The project's venue will be in the North part of the island so we recommend for you to book your flights to land on the Tenerife North Airport.**

If you can't manage that there is a good bus service on the island called Titsa. <http://www.titsa.com/index.php?idioma=1>

Please consider to use public transportation when planning your transportation on the island, as taxis are not eligible costs. The tickets can be purchased in the bus stations or from the bus driver.



## Reimbursement expenses

We will reimburse 100% of the transportation costs, in the limits granted by the Erasmus+ for each distance that was communicated to you in advance. You have to use the cheapest means of transportation – no first/touristic class or any other type of tickets that are not economic or 2<sup>nd</sup> class (for train/bus) will be reimbursed.

### **Transportation costs:**

**Portugal (Azores Islands) – 275 €/pax (distance 500-1999 KM) + 300 €/pax (exceptional costs for outermost regions and OCTs)**

**France - 360 €/pax (distance 2000-2999 KM)**

**Bulgaria, Czech Rep., Croatia, Italy – 530 €/pax (distance 3000-3999 KM)**

**Cyprus, Polonia, Greece - 820 €/pax (distance 4000-7999 KM)**

*The participants have to come to the project with the European Health Card to which they have the right as European citizens. No type of insurance (health or travel) will be reimbursed from the project for the participants.*

In Erasmus+ each participant is doing a declaration for their trip and stay during the project and also **the reimbursement will be calculated individually, not per group. So if you go over your individual budget you will have to pay the difference from your pocket.** For the reimbursement you have to bring: flight tickets, invoices, boarding passes, bus/train tickets for national transportation in your country and Spain. Taxi tickets are not eligible expenses so it won't be reimbursed.

**The payment will be done via one bank transfer per country** once we have the originals of all the transportation papers including the ones from return. The bank fee of the transfer will be deducted from the transportation costs, as bank fees are not eligible costs and will supported 100% by the participants or sending organization.

## We are online

If you aren't in the project's facebook group yet please ask to join as we might post some really important information there and it will also good for you to communicate:

<https://www.facebook.com/groups/1053068514783254/>

If you don't have Facebook, don't worry we will update you via email as well.

The project's website page is: <http://en.asociatiapod.ro/projects/spain/2016-2/cmsie/>

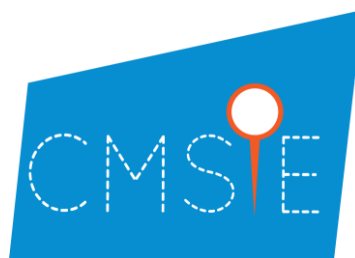
## The Organizational Team

Adelina Luntraru – coordinator  
0034 601387365/ spain@asociatiapod.ro

David Alba - project assistant  
0034 727745459/ podassociation@gmail.com

Cecilia Luis - project assistant  
0034 669414082 / podvolunteers@gmail.com

Vlad Dumitrescu – facilitator  
0040 745122191/ dumitrescu.mc.vlad@gmail.com



1<sup>st</sup> - 6<sup>th</sup> of November 2016

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
7:30 - 9:30	Group's arrival	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
		Theme of the day: INFORMATION	Theme of the day: QUALITY CRITERIA	Theme of the day: PARTNERS	Theme of the day: IMPLEMENTATION PLAN & FOLLOW UP	Departure of all Participants
9:30 - 11:00		Introduction of the Seminar	Young people with fewer opportunities – definition, categories, opportunities and limitations of the Erasmus+ Program	Working in international teams / Project Development	Cooperation and communication in international teams	
11:00 - 11:30		Coffee/Tea break	Coffee/Tea break	Coffee/Tea break	Coffee/Tea break	
11:30 - 13:00		Team cooperation	Analysis of reality (local reality, interests, needs and ideas of others)	Working in international teams / Project Development	Practical aspects of management Next steps and responsibility sharing	
13:00-16:00		Lunch	Lunch	Lunch	Lunch	
16:00 - 17:30		Projects & NGO's market	Youth Projects ideas and Partner search	Presentation of projects and Feedback	Resources and outstanding questions	
17:30 - 18:00		Coffee/Tea break	Coffee/Tea break	Coffee/Tea break	Coffee/Tea break	
18:00 - 19:30		Erasmus+ Programme and the Strategy of Inclusion of the European Union	Youth Projects ideas and Partner search	Free afternoon	Final Evaluation	
		Day evaluation	Day evaluation	Day evaluation		
19:30 - 21:00	Dinner	Dinner	Dinner	Dinner		
21:00 - ...	20:00 - Getting to know each other Welcome party	Intercultural evening	Intercultural evening	Free night	Farewell party	