



# INFO PACK SEMINAR #1

**ROMANIA 12>15 Nov. 2019**

*Arrival 11 Nov. / Departure 16 Nov.*



This info pack is about the seminar #1 which will take place from 12 to 15 November 2019 in Romania (arrival expected for the 11<sup>th</sup> of November / Departure one the 16<sup>th</sup> of November.

For information about Seminar #2 in France, please, refer to the other info pack.

All information for participants are freely available and accessible on the GDrive of the project:  
[https://drive.google.com/drive/folders/1Y\\_4mpVnVK8UJbCAPob1FdYUG1jasq3Vd?usp=sharing](https://drive.google.com/drive/folders/1Y_4mpVnVK8UJbCAPob1FdYUG1jasq3Vd?usp=sharing)

## 0 – About CYED

"Cooperation for Youth Exchanges Development" (CYED1920) is a mobility of youth workers project. They rally, for two mobility activities, 50 youth workers from Romania, Spain, Estonia, France, Greece and the Czech Republic.

The project includes 2 seminar activities. The first will take place in Romania in November 2019 and the second in France in January 2020. The 50 participants mobilized are "youth workers with little or no experience in the field of international youth mobility, but who have the will and the means to put in place in the near future ". Participants take part in both activities.

The partners share the following observations:

- International youth exchange activities are meaningful and part of their goals and activities.
- Youth actors / workers have - frequently - a prescribing role for the implementation of these projects; they are proactive in their ability to consider the needs of their target audiences (young people - indirect beneficiaries of the project).
- Youth workers face obstacles in the implementation of these projects (lack of training, benchmarks, turnover in organizations, lack of information from their hierarchy ...) .

CYED1920 sets the following 4 goals:

- Remove the obstacles encountered by youth workers in setting up a mobility project (language practice, administrative management of projects, lack of benchmark for the construction of intercultural projects, creation of partnership ...)
- Allow organizations impacted by the project to measure the relevance and feasibility of youth exchange projects and their contingencies.
- Measure the opportunities offered by the Erasmus + program; develop new project designs relevant to the changing needs of audiences.
- Share high quality practices / equip youth workers to conduct project of international youth exchange.

At the end of the second activity, it is expected as a result of the project that the participants will implement / support the implementation of youth exchanges for the coming months (if possible, youth exchange project submission to the round # 1 2020 or round # 2).

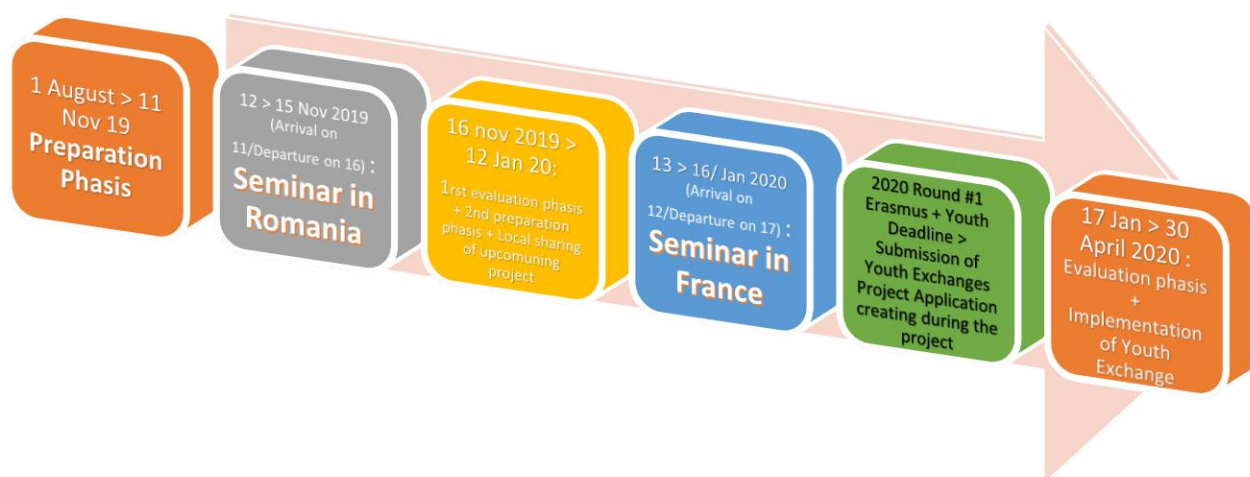
**CYED is a seminar about implementation of international and intercultural Youth Exchange** for 50 youth workers/leaders that will be held in 2 times (activities).

1. **Seminar 1** (S1): In Romania - For 4 days (excluding travel day)
2. **Seminar 2** (S2): In France - For 4 days (excluding travel day)

CYED 19/20 will stand in 3 phases: **discover / exchange / build**. We will **use non-formal learning methods, active participation, peer-to-peer learning but also formal intervention from expert**.

**The main objectives of the projects are to:**

- ▶ Understand the Erasmus + program, including the opportunities it offers.
  - Priority is for KA1 – Mobility of individuals;
  - European Solidarity Corps, KA2 Strategic Partnership and KA3 Structured Dialogue could be optional topics.
- ▶ Allow youth worker/leader to have intercultural collaboration experience
- ▶ Build efficient partnerships for the development of youth exchanges projects
  - We target application for Youth Exchanges projects for round #1 2020
- ▶ Share and exchange good practice in accompanying and supporting youth groups
- ▶ Afford mobility experience for Youth Worker/Leader.



## 1 – About the organizations

The project involves 6 partner organizations from 6 program country of the E+ Program

Organization	Country	Status in Seminar #1	Status in Seminar #2
Greece	OE NEF	Sending organization	Sending organization
Czech Republic	EYCB	Sending organization	Sending organization

Estonia	ENU	Sending organization	Sending organization
Spain	Europa 2020	Sending organization	Sending organization
Romania	A. Hair Redivivus	Hosting organization	Sending organization
France	R2AS	Sending organization Coordinator	Hosting organization Coordinator

- Sending Org.: Organization responsible for sending participant to an activity
- Hosting Org.: Organization responsible for hosting an activity
- Coordinator: Responsible of the overall project implementation / applicant near the National Agency for Erasmus + funding the project.

The project is carried by R2AS (France).

## 2 – Participant profile and registration

### Profile

**Participants from Seminar 1 and Seminar 2 must be the same. It will not be possible for a participant to take part only in Seminar 1 and not in Seminar 2 (vice versa).**

The profile is “Youth worker/leader with no or a little experience in European youth exchange and willing to develop it”. She/He has the “free hands” and the “green light” from her/his (potential) supervisor to

1. participate to Seminar 1 and Seminar 2 and
2. to start working on youth exchange project.

The language of the project will be English.

### Registration

**You need to register to the Participant Portal Registration (PPR).**

Selection of participant is made by each delegation. The partner organization will send you the link to the PPR. Please, register and give all the information needed.

After your registration, please send a picture (ID) to [direction@mjcmonplaisir.net](mailto:direction@mjcmonplaisir.net) (it's for the “trombinoscope”)

### Keep in touch!

Email and facebook group will be our main means of communication.

We kindly ask you to check your spam filter and add the coordinator's email address to your registered email address.

## 3 - What to bring

### Basics

As we are planning a seminar for youth worker, we consider that we don't have to tell who which cloths bring in your suitcase. However, regarding the time of year, we invite you to take clothes adapted to the temperatures. We also invite you to take comfortable clothes. Some workshops can take the form of physical activities (not too hard, do not worry!).

Towels, soap and sheets are provided for 1 week.

### Medical treatment

If you have a medical treatment, we invite you to anticipate the quantities for the duration of the seminar.

### Food & beverage

In order to prepare and organize the cultural evening, we invite you to provide some traditional food and drinks typical of your country. We invite you to consult at the level of your national delegation to coordinate. We remind you that we will be 50 people.

It will not be possible to cook on site and we will have little space in the fridge. Also, we invite you to prioritize foods that can be easily stored.

#### **Laptop/computer**

If possible, we ask you to bring a laptop. It will not be needed for most of the workshop but could be useful for some project preparation time.

#### **Documents**

Please, provide document from your organization (leaflet, posters ...). If possible, in english...

#### **Disclaimer**

All documents, objects, supplies ... that you bring is and remains under your full responsibility. Although the spaces are secure, we ask you to be vigilant for your belongings as for that of others. The organizers cannot be held responsible for any theft, loss or damage to the personal belongings of the participants.

**The most important, your smile and a positive attitude toward other participants!**

## **4 – Accommodation**

**Casa cu Tei pension** - Drumul Schelei 207, Sărata-Monteoru 127366 - Romania

- Rooms of 2 or 3 with private bathroom
- Towels, soap and sheets provided for 1 week
- <http://www.casacutei.ro/sitenou/>
- Google Map: <https://goo.gl/maps/fTknMDxnUCTb1FVh6>

#### **Food:**

Food will be served at the restaurant of the pension and there will be 3 meals every day and coffee breaks. Please indicate in the appropriate box in the Participant Portal Registration your special needs concerning food: no pork, no meat, vegetarian or any allergies

#### **Facilities:**

Pension in Sarata Monteoru is 10 minutes from village center where you can find shops with basic things. There are no bankomats and hardly you can pay by credit card in local shops, so be prepared to have CASH in RON or EURO - you cannot pay with euro, but we can exchange there some euros to RON (lei). In hosting pension, you can use credit cards to buy things that are not included (drinks...)

#### **Internet:**

There is very good wireless in the pension and also in hotel in Buzau.

## **5 – Transport**

#### **Flights:**

- Closest Airport: Bucharest Otopeni (OTP)

**Local transfer:**

For those arriving earlier in Bucharest Otopeni and want to explore the city there are buses that run almost every 20 minutes from 5 am till 11pm.

You can find signs in the airport to reach bus station. The ticket is 8.6 lei (2 euros) a round trip card, that you have to validate when you step in the bus.

The bus 780 EXPRES and 784 EXPRESS go to train station – BUCHAREST GARA DE NORD and takes depending on the traffic 45-60 minutes. To go to city center of BUCHAREST you can take 783 EXPRES

**Departure to Sarata Monteoru:**

Public transport to Sarata Monteoru by your own is not so easy: from airport are minibuses to **Buzau center** (2 hours, 9 euros) and then by bus from Buzau train station to Sarata Monteoru (40 minutes, 1 euro) but only until 19.00

Depending on participants arrival we can organize;

→ FOR PEOPLE ARRIVING BEFORE 11 nov. OR on 11nov. in the morning:

Transfer from Bucharest train station GARA DE NORD on 11 November around 17.00 - there is the meeting point in train station GARA DE NORD in front of KFC fast food. We'll go by our arranged bus directly - the trip takes 2.5 hours -we 'll have dinner on arrival. Cost of bus will be 13-18 euros depending of number of persons. per person and is deductible for reimbursement in the limit of travel costs approved.

→ FOR PEOPLE ARRIVING ON 11 NOV. IN THE AFTERNOON UNTIL 17.00:

We can pick you up from airport with same bus and same costs at 17:30

→ FOR PEOPLE ARRIVING ON 11 NOV. AFTER 17.30 - we can find solutions but more expansive and only at certain times.

**SO TRY TO ARRIVE IN BUCHAREST UNTIL 17:00!!!**

→ For departure, we recommend not to book a flight before 11 am.

**We will ask, after your registration, your arrival and departure time as well as your flight number in order to coordinate the transfer.**

**6 – VISA and invitation letter**

Normally, for Schengen area participants, no visa is needed.

If you have any doubt, please check the webpage of your embassy in Romania.

You can find more information in the website of the Romanian ministry of foreign affairs :

<https://www.mae.ro/en/node/2035>

If you have any questions, please ask the staff. If you need an invitation letter, please ask the staff.

**7 – Reimbursement for travel costs****What is a “Travel Cost”?**

Can be considered as travel costs, expenses related to your travel from your home to the venue where the activity take place – round trip.

Travel cost can be related to expenses for planes, trains, local transport (buses, metro, tramway ...) in 2<sup>nd</sup> class only. Taxi is not covered within the travel cost budget. Travel costs covered only “means of transportation” (plane, train ...). They do not cover additional expenses (i.e.: lunch during a transfer at the airport ...).

Travel cost must be done during the “eligible cost period”: between the **1st of August 2019 and the 30 of April 2020**.

... 31 July 2019	1 August 2019 < > 30 April 2020	1 May 2020 ...
Non eligible cost period. Expenses that happen during this period can't be reimbursed	Eligible cost period Expenses that happen during this period to cover a cost during this period can be reimburse.	Non eligible cost period. Expenses that happen during this period can't be reimbursed

### How much can I spend for my travel cost?

According to past document sharing before the submission of the form; According to the financial rules of this action in program Erasmus +; According to the financial agreement signed between R2AS and the French National Agency, travel cost for **Seminar #1 in Romania** will be covered as follows:

Organization	Country	Maximum amount covered for travel cost per participants
Greece	OE NEF	275 €
Czech Republic	EYCB	275 €
Estonia	ENU	275 €
Spain	Europa 2020	360 €
Romania	A. Hair Redivivus	20 €
France	R2AS	275 €

For any special situation (departure from another country...) please contact Brice (direction@mjcmonplaisir.net)

### How will and when I be reimbursed?

Reimbursement for the activity (Seminar #1) will be done by R2AS [French organization that apply for the project nearby the French National Agency].

Travel costs will be reimbursed to the organization after the activity they are related.

- For Seminar #1, travel costs can be reimbursed from the 18 of November 2019

We need 6 conditions to proceed for the reimbursement:

- **You take part in all the workshops** (except for cases of force majeure). As we are implementing a seminar for youth worker, we have a special regard for the use of public fund. We are sure you will acknowledge.
- **We have all the invoices** related to the travel costs
- **We have all the original proof of travel** (boarding pass, train ticket, public transport ticket ...)
- **Expenses happen during the “eligible cost period”**
- **Your give us the invoice and proof of travel before the 30 of April 2020.**
- **You give us your IBAN** (International Bank Account Transfer)

Reimbursement will be done by international bank transfer only.

→ To reduce bank fees related to international transfers, we would like to do as little transfer as possible (if possible: only one transfer by delegation/organization).

### Currency exchange for reimbursement:

Reimbursement will be done in €uro.

For expenditure made in another currency, the applicable change rate will be the "Daily Rate of the European Commission" on the day of signing the agreement between *Les MJC en Rhône-Alpes* and the French NA.

### If I have any problem?

If you have any problem, difficulty or any question; if something is not crystal clear, if you have a hesitation, please ask Brice: [direction@mjcmonplaisir.net](mailto:direction@mjcmonplaisir.net) / +33 6 23 20 63 26.

### Special information:

→ Notice that in case of “no show”, the travel cost won’t be reimbursed because the National Agency doesn’t cover the cost (travel cost or activity cost) for a participant that doesn’t come.

## 8 – What to prepare

Regarding CYED goals we kindly ask you to:

- Prepare your organization for the implementation of potential future youth exchange. It means explain to your board or your responsible the ambitions of the project.
- The intercultural evening
- Information about your country in general
- Information about the frame of youth work and youth exchange (specific regulation...)
- Information about youth and youth work
- Check the Youth Pass website (<https://www.youthpass.eu/>) to feel familiar with the key competences.
- Inform us about your expectation in the PPR
- To arrive fresh and rest

## 9 - Good to know / DOs / DON'Ts

### Weather:

Weather is quite unpredictable in november in hillside. Usually temperature is around 10-15 degrees, but also can rain or be colder. We suggest you to have raincoats and warm clothes. In the last days before arrival we'll be back with better info about weather.

### Telephone:

People with a phone plan from an operator in the European Union will have no roaming charges. Please, check with your phone company.

The code for Romania is +40 or 00 40

### Currency & cash

The currency is the RON (Lei): 1 RON = 0,2 EUR / 1 EUR = 4,7

As mentioned above there are no bankomats close to the accommodation place and hardly you can pay by credit card in local shops, so be prepared to have CASH in RON or EURO - you cannot pay with euro, but we can exchange there some euros to RON (lei). In hosting pension, you can use credit cards to buy things that are not included (extra drinks...)

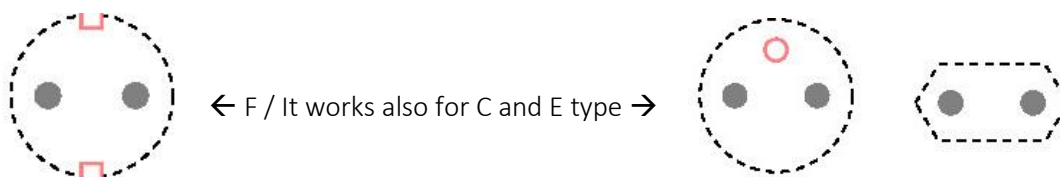
Taking money on arrival in Bucharest seems like a good option.

Exemple of prices :

- |                          |          |        |
|--------------------------|----------|--------|
| • Bottle of water (1.5L) | 2,3 RON  | 0,49 € |
| • Bread                  | 1,97 RON | 0,42 € |
| • 12 eggs                | 6,9 RON  | 1,46 € |
| • Milk (1L)              | 3,8 RON  | 0,81 € |
| • Cigarettes             | 15 RON   | 3,2 €  |

### Electric supply

In Romania plugs are F Type, voltage is 230 V and frequency 50 Hz



If needed, bring an adaptor.

### Alcohol/smoking restrictions

No cigarettes and no alcohol in bedrooms.

Please, smoke only on the allowed area.

As we've already tried it, drugs are not a good option and we do not recommend and prefer our sense of humor to change your mind!

We ask you for respectful and responsible behavior. Drink responsibly.

### Using phones and laptops during workshops

Trainers and speakers come voluntarily. For the respect of these people, we ask you to be fully involved during the workshops. We may all have a lot of business at home and we will benefit from free time on the agenda to check and answers email. If you face an exceptional emergency, please, ask the staff and we could manage some adaptation.

### European Health Insurance Card (EHIC)

Please, bring you EHIC with you. Cards are issued by your national health insurance provider.

More information and list of the national health insurance provider : <https://ec.europa.eu/social/main.jsp?catId=559>

### Social Network

Join the facebook page: <https://www.facebook.com/CYED1920>

Join the facebook private group for participants : <https://www.facebook.com/groups/2435889170016363/>

WhatsApp: It's an easy and really cheap means of communication. We may create a WhatsApp group for participant. If it's done, please, use it only for important information (remind that we are 50!).

## 10 – Extra Days

### What is an “Extra Day”?

An “Extra day” is one (or many) day(s) between your arrival in a country and the beginning of the activity period or the day(s) between the last day of activity and your departure from a country when the activity take place.

- I.e.:**
- I participate to the activity A1 – Seminar #1 in Romania
  - The activity take place from 12 until the 15 of November 2019
  - I arrive in Romania on the 17 of March

€8, 9 & 10 of November are “Extra Day”

8 Nov	9 Nov	10 Nov	11 Nov	12 Nov	13 Nov	14 Nov	15 Nov	16 Nov
Arrival			Arrival @ Accommodation Place	Activity days				Departure from Accommodation Place
Extra Days								

During the Extra Days, you are free to do what you want! Visit the country, visit friends or family ... With the “Extra Day” we can arrive earlier in the country or leave the country later; your travel costs will still be include in the project and reimbursed! (according to the “Notice for Travel Costs)



### How many extra days can I have?

Maximum 4 extra days are allowed by the French NA. Extra days can be taken before the activity, after the activity or half/half.

### When can I take the extra days?

#### Activity 1 – Seminar in Romania

7 Nov	8 Nov	9 Nov	10 Nov	11 Nov	12 to 15 Nov	16 Nov	17 Nov	18 Nov	19 Nov	20 Nov
Extra Days				Arrival @ Accommodation Place	Activity days	Departure from Accommodation Place				
Extra Days							Extra Day			
Extra Days							Extra Days			
Extra Day							Extra Days			
							Extra Days			

### Cost during extra days

The cost for accommodation (hosting, meal...) local transfer, public transport ... during the extra days are the responsibility of the participant. Those expenses can't be covered within the budget of the project.

During extra days, participants are acting on their own responsibility and are not covered within any insurance of the applicant organization (R2AS).

## 11 – Contact of the Staff

Coordinator: Brice Gourdol - +33 6 23 20 63 26 – [direction@mjcmonplaisir.net](mailto:direction@mjcmonplaisir.net)

## 12 – Emergency contacts

In case of emergency, call the **112** – free and available from all phones.

There are no problems! Only solutions!  
If something is not crystal clear, if you have any doubt, please ask!  
There are no silly questions, only ungiven information!

