

TRAINING COURSE

TÜRKİYE CUMHURİYETİ
AVRUPA BİRLİĞİ BAKANLIĞI



REPUBLIC OF TURKEY
MINISTRY FOR EU AFFAIRS



Good Mentors, Happy Volunteers!



Erasmus+

İSTANBUL, TURKEY

5.07.2018 – 12.07.2018

PRACTICAL INFORMATION

COURSE DESCRIPTION:

Context of the Project

We (Turkiye Avrupa Vakfi – 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.

As an EVS accredited organization since 2014, so far we have sent 161 volunteers abroad by building strong partnerships under the EVS program. We experienced and realized the importance of mentoring both for our organization and for the partner organizations while running the EVS projects. The aim behind of creating this project to increase the contribution of mentors to EVS process via theoretical training they will get and by implementing those during the project. Because, we believe that building quality standards in the mentoring process and working with mentors that meet these standards will improve the quality and applicability of an EVS project.

Mentoring has a great importance in activities to be carried out under the European Voluntary Service (EVS) and that is why that the mentor has certain qualities within the framework of quality standards will ensure that a European Voluntary Service project will be implemented in a quality way and will ensure that volunteers will benefit most from the institutional process.

The aims that were set within the scope of the project:

- to increase the quality of mentoring service under the EVS in EVS accredited organizations
- to ease working with youth as a mentor by developing their basic their mentoring skills
- to inform mentors about the EVS procedures and to help them to improve their skills
- to improve skills of mentors on crisis management and problem-solving
- to ensure mentors to develop new strategies by meeting and experiencing different mentoring systems

Our project includes the following specific objectives and priorities of the Erasmus+ Youth Program:

- to promote to enhance the quality of youth work, especially through increasing cooperation between youth organizations and/or other stakeholders.
- to enhance the basic skills and competences of youth including the disadvantaged youth groups; to promote participation to democratic life and labor market in Europe, active citizenship, intercultural dialogue, social inclusion and solidarity.
- to raise awareness on EU citizenship and rights arising from EU citizenship or to support active participation of young people in the policy-making process of the EU.

Therefore “Good Mentor, Happy Volunteers!” project is planned as a training course that aims to improve the quality of youth works under the EVS project and mentoring system with the activities to be carried out within the scope of these above mentioned specific objectives and priorities of the Erasmus+ Youth Program. In other respects, it has an aim to increase the level of basic skills and competences of youth. In addition to these, it promotes the active citizenship and active participation by ensuring the involvement of youth to projects as mentor by voluntarily or professionally.

LANGUAGE:

The language of the course will be English.

SCHEDULE AND OUTLINE:

Arrival: 05.07.2018 Thursday until midnight

Departure: 12.07.2018 Tuesday after breakfast

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

THE VENUE:

We are going to stay at Family Hotel; www.otelfamily.com



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 gender. Each room has one bathroom; bed linen are provided.

You do not 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.

TRAVELLING TO TURKEY:

The ones who are coming by bus; You can arrive to Silivri and than you can take the shuttle.

The ones who have to take plane 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 mobility@turkiyeavrupavakfi.org 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 İstanbul.

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 July is really warm, you can expect temperatures between 25 to 35 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

Country	Organization	Number of Participants	Maximum Travel Cost
Romania	ASOCIATIEI DE TINERET CULTURA SI EDUCATIE SPERANTA RAMNICEANA	2	275
Czech Republic	EVROPSKE CENTRUM MLADEZE BRECLAV - EUROPEAN YOUTH CENTRE	2	275
Romania	ASOCIATA D.G.T	2	275
Croatia	OCEAN ZNANJA U REPUBLICI HRVATSKOJ	2	275
Italy	ASSOCIAZIONE DI PROMOZIONE SOCIALE JOINT	2	275
Greece	YOUTHFULLY YOURS GR	2	275
Estonia	Noored Ühiskonna Heaks	2	360
Poland	Stowarzyszenie Zmiana Tematu	2	275

Slovakia	Magna Carta n.o.	2	275
Croatia	Udruga za promicanje pozitivne afirmacije mladih u drustvu "Impress" Daruvar	2	275
UK	STRENGTHENING LINKS BETWEEN THE YOUTH AND NETWORKS COMMUNITIES AND SPECIALISTS	2	360

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/>

What to do	What to do
Confirmation of partner organizations for the project	21 th May
Partner organizations to determine 2 participants and send their application forms to mobility@turkiyeavrupavakfi.org	4 th June
Participants (or partners) to send their preferred flight details and wait for confirmation	5 th June
Participants (or partners) to purchase the travel tickets and send them (e-tickets or scanned tickets) to mobility@turkiyeavrupavakfi.org	6 th June
Participants to join the Facebook group to be created by the organizers and start to follow it until project	6 th June

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