



InfoPack



Seminar



07.10. (arrival) -16.10. (departure) 2017



Klafter am Hochficht

Austria

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Die Kinderfreunde
Mühlviertel



Steps for YOUTH

Klafter am Hochficht, Austria; 07.-16.10.2017 (including travel days)

Hosting Organization

The "Kinderfreunde" organization was founded in 1908 to provide children and young people with community, education and fun. The general well-being, their interests and needs are the most important tasks in our work – now as well as then.

"Kinderfreunde" are a non-profit association. In the upper Austrian region called "Mühlviertel", our organization is supported by a regional office in St.Georgen/Gusen, so that way we can provide our services, where they are needed.

Our regional office and voluntary board support our hundreds of volunteers all over the region and are responsible for the "Parent-Child-Centers", our professional family meeting points.

Our voluntary heart

The heart of "Kinderfreunde" is the voluntary work in about 40 local groups all over the Mühlviertel.

Integration

We strongly believe in the idea of a multicultural society. Everyone should be treated equally. We try to get in contact with migrants and bring the cultures together. Especially children should have the chance to experience and learn that working and living together in peace benefits all of our lives. Enabling equal chances to all people is another goal in the topic of integration.

European network

Kinderfreunde Mühlviertel is a member of EBZ (European centers of Education) and IFM (International Falcon Movement). Since more than 10 years we organize European youth-meetings and international seminars.



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Steps for YOUTH

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General Information

Description of the project:

The main aim is developing the level of competences in personal development methods for youth workers.

The specific objectives are:

1. Experimenting self-knowledge and personal development methods for the youth workers;
2. Increasing the knowledge level in personal development and facilitating personal development methods of the participants;
3. Developing skills in order to facilitate personal development methods of the participants;
4. Developing appropriate attitudes for the approaching of the personal development methods learned by the participants;

The project activities are:

- a. Management activities (organizational, monitoring, evaluation, dissemination)
- b. Specific activities
 - Self-development workshops
 - Methodological workshops
 - Preparation activity
 - Practical workshops
 - Workshops for professional development



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Die Kinderfreunde
Mühlviertel



Steps for YOUTh

Klafter am Hochficht, Austria; 07.-16.10.2017 (including travel days)

Short Overview

Countries: Austria, Portugal, Romania, Greece, Slovakia, Spain, Czech Republic, Italy

Working language: English

Participants: 3 youth workers from one organization; Each partner organisation is in charge to select suitable participants inside the organization itself: (gender balance, please)

Profile of a participant:

- # Over 18 years old
- # With very good English communication skills
- # Taking honest tasks
- # Respectful
- # Active
- # Motivated
- # Creative
- # Reliable
- # Punctual
- # Cooperative
- # Open-minded

Also each participant has to fill in a questionnaire and the sending organization has to collect them and send to the organizer until the **05.09.2017**:

Questionnaire

First and last name(optional).....

Country of origin:

NR.	QUESTIONS	YES	NO
1.	Are you a youth worker?		
2.	Do you have any psychology background?		
3.	Have you ever participated to personal development workshops?		
4.	Would you like to participate another time to other personal development workshops?		
5.	What topics would like to take part in?		
	1. personlity		
	2. interpersonal relationships		
	3. stress management		
	4. professional and personal roles		
	5. processing the past		
	6. interpesonal communication		
	7.time management		
	8. conflict management		
	9.values and resources		
	10. personal development plan		
6.	Do you usually use non formal methods?		
7.	Do you know how to adapt the non formal methods?		
8.	Do you know the types of questions used in non formal methods?		
9.	Do you know to manage a group's emotional processes?		
10.	Is there something that hold you in approaching the PD		
	a. lack of specialized knowledge		
	b.lack of abilities		
	c. failure fear		
	d. fear of participants'strong emotional manifestations		
11.	would you like to develop your working skills in the youth personal development		

Questionnaire

Arrival and Departure details

Arrival: 07.October, from **15:00** (local time) and latest till **19:00**

Destination: Aigen-Schlägel, from there you will be picked up and brought to the venue, Klafter.

Important: when you are in Linz and have just taken the train to Aigen-Schlaegel, then please contact **immediately** our trainer, Mihaela and inform her, when the train arrives in Aigen-Schlaegel. Only if you do this, the person who picks you up will go to the train station in Aigen-Schlaegel

Keep in touch with her on that day, please! So that we know, when exactly you are going to arrive etc.

Departure: 16. October, in the morning

You will be brought to Aigen/Schlaegel, from there it's the same procedure.

Deadline for sending these data: 27.09.2017

Who are in?

Grupo de Jovens Novo Mundo - Portugal

Asociatia Pas Alternativ- Romania

Kinoniki Sinetairiski...- Greece

A.D.E.L- Slovakia

Asociacion Juvenil- Spain

Youth Centre Breclav- Czech Republic

Scambieuropei- Italy



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Die Kinderfreunde
Mühlfurth



Steps for YOUTH

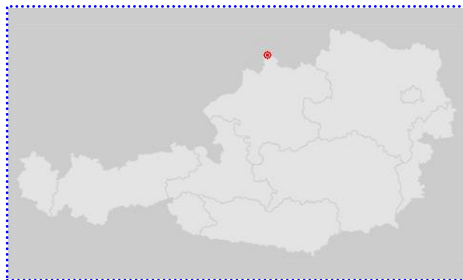
Klafter am Hochficht, Austria; 07.-16.10.2017 (including travel days)

Klafter am Hochficht (short: Klafter)

Klafter is situated in the province of Upper Austria.
The community has 1.318 inhabitants
and covers an area of 28 km².

If you'd like to be
inspired from nature,
Klafter is the right place.

It's located near a skiing field, which
makes this corner of nature in winter
pretty attractive for many people.



In summertime people love
to visit the herbs garden,
which is located next to Muehl-fun-viertel. By the way, it's the biggest one in
Austria.

Accommodation

Participants will be accommodated in the centre for children, youth and families (Muehl-fun-viertel).

The building is situated in the middle of a nature paradise in a quiet countryside near a small lake.



There are toilets, bathrooms in the rooms. The participants will sleep in rooms with bunk beds.

Male and female participants are in separate rooms.

It's possible that in one room are more than one Nationality. We kindly ask you to respect your roommates, other participants, the general exchange and house rules during your stay.

There will be 3 meals: breakfast, lunch and dinner. All meals will be planned before the event takes place. We would like to consider your special needs (allergies, diets, etc.) and ask you kindly to inform us about your requirements in advance.

There is an Internet connection (Wi-Fi), you will get the login data from the trainers.

This Family & Children Center has always many guests. We kindly recommend you to leave your precious stuff at home, or just don't leave these one in your room. Attention: We don't carry responsibility for lost or broken belongings of yours!

<http://www.muehlfunviertel.at/>

Things to bring...

Personal Stuff

- # Towels
- # Shampoo and soap
- # Other hygiene and personal products
- # Medicine, if needed
- # Hair-dryer
- # Waterproof/comfortable shoes
- # Comfortable/warm clothes
- # House shoes, if you need some
- # Insurance card, which is valid abroad
(please clarify that in your country BEFORE the project)

ORGANISATION INFO MATERIAL

Leaflets, brochures of projects, publications, info material on your organisation.....: All that can be useful for presenting your sending organization;

INTERCULTURAL NIGHTS

Traditional dishes (Ready food - snacks, cheese, drinks, biscuits,..) costumes, dances, customs, games etc., no power-point presentations, please

Responsibilities during the seminar

Greece and Slovakia-outdoor team-building activities, board games

Romania-treasure hunt, psychodrama methods, coordinating all activities including daily evaluation and rules

Italy- daily reflection sessions on learning (needed for youth pass)

Spain- daily energizers

Portugal and Czech Republic-visibility and dissemination, evening activities

Austria-organizing working space, preparation and management of supplies, equipment usage

Responsibilities after the seminar

All participants have to organize in their country a dissemination workshop and workshops on methods learned during the seminar. The results of this should be also sent until the 07th of November 2017 to the organizers.

General rules and requirements during the project

1. Punctuality of each participant to each activity during the project.
2. Allergies, diseases, special diets etc. have to be announced before the project
3. For the beverages/snack from the bar in Klafter, each participant has to pay by him/herself; Taking sth from the bar, you have to fill in what you've taken in the list on the bar (the Austrian leader will give more explanations) and pay for consumed drinks/snacks before your departure;
4. In case of any problems, a participant should announce the trainers immediately.
5. Please leave all your precious things at home, or take a good care of them. We aren't responsible if sth. got lost/broken etc.
6. Don't forget your European Health Insurance Card.
7. There will be shared responsibilities during the project, each participant has to follow them
8. After 23.00 all the noise must be reduced to permit the other participants to sleep and rest

House Rules im Mühl-FUN-viertel

- ✚ Meal times are clearly defined and have to be strictly followed.
- ✚ Please avoid extra noise inside and outside the house after 23 o'clock (appreciate other guests). After 23 o'clock there will be **only one meeting point** for those who want to stay longer (you will be informed about it at the beginning of the exchange)
- ✚ Keep your rooms clean possible and respect your roommates.
- ✚ Please appreciate the work of the house staff:
 - Clear your place up in the dining room (bring the dishes/cutlery/cups etc. to the special indicated places) and leave the place you used same as it was at the beginning.
 - Clear up all materials you needed after you used them (outside and inside)
 - On departure day collect garbage into a garbage can.
- ✚ Smoking in the house and in front of children is forbidden because of the values of the Kinderfreunde. Smoking is allowed over 16 years old. Please use ashtrays while smoking.
- ✚ Drinking high-percentage beverages is forbidden. Beer and wine can be consumed only after 22 o'clock and only for persons over 16 years old.
- ✚ Take care of your room and all facilities of the house
- ✚ Attention: Neither the hosting organization nor the house Mühl-fun-viertel itself carry any responsibility for lost/stolen/broken belongings of yours!
- ✚ For the beverages/snack from the bar, each participant/leader has to pay by him/herself; taking sth. from the bar, you have to fill in what you've taken in the list on the bar and pay for consumed drinks/snacks **before** your departure.

DEOR

Dissemination and Exploitation of Results

Each partner organization has to take an active part in the DEOR of this project. The participating organizations and their teams should work out a strategy plan for the DEOR. This should happen before the project gets started.

After the project each organization has to send a short report of this part. This report can include links to postings on Facebook/Websites/Online Newspapers etc., everything, what was reported about the project beginning with preparations and ending by evaluations. Also it is possible, that the participants write short reports about the project, how it was and what they learned. All this has to be sent by each involved organization until the 7th of November 2017 via email to lana.

Getting to the venue

Before booking flights/tickets

We kindly ask you that before booking/reserving tickets you should ask us. Any decision without consulting with us will be on your own responsibility.

The flight on arrival date should not be in the late afternoon, so that you can catch an appropriate train to Aigen/Schlaegel. The flight on departure date should not be before 12 o'clock, but in the afternoon (from 13- 14 o'clock or later departure), because the train connection from Aigen/Schlaegel to Linz is very bad in the morning.

*Please note: if you arrive somewhere (not in Aigen/Schlaegel or Klafter), and need to be picked up, we can organize the taxi transport, which is much cheaper than the other taxi drivers' offers. The sum for the used taxi service will be drawn off the final reimbursement!

How do you get to Klafter from Vienna International Airport?

1. Variant I : going directly by the train from Airport Railway station to Linz

How to find the airport railway station in Vienna?

After entering the Arrivals hall from the baggage claim area, turn right for the City Airport Train (CAT), which goes directly to the city centre, or **left for the ÖBB to Vienna**. Go down to level 1 and follow the signs. The trains, which go directly from Vienna to Linz are called Railjet or IC, they go ONLY from the ÖBB Company that means **you should go to the left** as it marked over.

Here you can see the examples; the connections you can search here ("Flughafen" means "Airport": <http://fahrplan.oebb.at/bin/query.exe/>

One ticket directly from Vienna Airport to Linz will cost appx. 40,- EUR

2. Variant II getting from Vienna to Linz:

a) From Vienna Airport you take a shuttle bus "Vienna Airport Lines" to Vienna WESTBAHNHOF Railway Station, which is called Wien Westbahnhof. If you take a return ticket, it will be cheaper. Normal price (one way ticket) : 8,- EUR per person

b) We suggest buying **WESTbahn** ticket for Wien-Linz, which is appx. 20,- EUR per person (the kids till 15 years old get a cheaper ticket) (www.westbahn.at). You can book

tickets **online**. WESTbahn Trains go ONLY from Wien Westbahnhof Railway station, NOT from Airport Railway station

Steps, when you arrived in Linz:

- 1) From Linz Main Railway Station (the stop, where you arrive by the train from Vienna) you have to go underground, and take the tram Nr.3 (**direction Landgutsstrasse!!!**). While buying, please choose "midi" ticket (2,20- EUR); by this tram you go till Mühlkreisbahnhof Station (another railway station in Linz and which is the final stop of this tram where you have to get out).
- 2) From this Railway station you take a train to **Aigen-Schlaegl**, a normal ticket price: about 10,-EUR; While going to Aigen/Schlaegel, please contact our leaders, in order they know when exactly you are going to arrive in Aigen/Schlaegel. On the Aigen-Schlaegl railway station you will be picked up by our leaders and brought to Klafter, where the project takes place.

Useful Information for your planning your trip:

<http://fahrplan.oebb.at/bin/query.exe/> (for the train/bus connections, please buy the ticket on the counters on the railway-stations)

www.westbahn.at (one of the cheapest and most comfortable ways coming by a train, the trains WESTbahn go ONLY from the railway station Westbahnhof-> the tickets can be bought on the counters at the railway station WESTbahnhof or directly in a train.

<http://www.postbus.at/de/Fahrplanauskunft/Fahrplandownload/index.jsp?search=true&land=0&fahrplanabfrage=1187>

- Look for PDF ; VIENNA AIRPORT LINES: Bus Nr. 1187 (the timetables Vienna Airport – Vienna Westbahnhof and back)

In the train you can't buy tickets (even if, very seldom), please buy the tickets at the counters on the railway stations or at the ticket machines.

Budget and reimbursement rules

According to the new rules within the Programme Erasmus +, travel costs are reimbursed according to km-distance from home place till the venue (Klafter). According to this the following units apply for the different countries:

Maximum Travel Reimbursement to/from Klafter:

Portugal	max. 360,- EUR/person (travel distance between 2000-2999 km)
Romania	max. 275,- EUR/person (travel distance between 500-1999 km)
Greece	max. 275,- EUR/person (travel distance between 500-1999 km)
Slovakia	max. 275,- EUR/person (travel distance between 500-1999 km)
Spain	max. 275,- EUR/person (travel distance between 500- 1999 km)
Czech Republic	max. 180,- EUR/person (travel distance between 500-1999 km)
Italy	max. 275,- EUR/person (travel distance between 500-1999 km)

http://ec.europa.eu/dgs/education_culture/tools/distance_de.htm here you can check the distance. For the calculation the residence city/town/village of participants will be considered.

Attention: the reimbursement will happen according to real travel expenses/invoices/tickets. E.g. you travel from Rome: the distance is (according to the calculator) around 764 km (is counted for both ways) - 275, - EUR/person. You spent on tickets (for example) 250, - EUR, then only 250, - EUR will be covered (according to your original invoices, boarding passes, tickets etc.). If the sum of the tickets is 280, - EUR, only 275,- EUR will be reimbursed.

To receive a reimbursement we need absolutely all **ORIGINAL** invoices, tickets, boarding passes for each participant, even if the expenses are over the max. unit, we need absolutely all tickets bought on your way to the venue and from the venue to the place you live. You have to travel within the dates of activity or at max. one day before or one day later, for this you need a corresponding motivation. For flights we need only booking confirmations, but invoices too!

The check-list for the reimbursement:

- # Booking confirmations for flights (with the booking date indicated!!!)
- # Absolutely all invoices/tickets MUST have an issue date/purchase date.
- # Invoices for flights with names of passengers, issue date, flight dates, departure/destination, price, issued in ENGLISH/GERMAN
- # Boarding passes
- # Absolutely all original tickets bought for arrival and departure, beginning from your home country to the venue and then back
- # Original mandate (please ask your sending organization)

All tickets/invoices etc. have to be sent to the following address:

Kinderfreunde Muehlviertel

Gewerbestr. 7

4222 St.Georgen/Gusen

AUSTRIA

Reimbursement Process:

The organisation or one of the leaders/participants collects all tickets from participants and sends per post to the hosting organisation (the address will be sent to you after the project) -> the hosting organization is checking everything
 > money transfer directly to the organisation for ALL participants. After we got the tickets it lasts usually about 2-3 weeks till we can make a transfer.

We are looking forward meeting you,

Kinderfreunde Muehlviertel