

WELCOME

Congratulations! You are part of the training course “Participatory Europe” and you are among the **28 participants** from Estonia, Italy, Croatia, Portugal, Spain, Czech Republic, Slovakia, Romania, Turkey, Lithuania, Greece, Bulgaria.

You are among these participants, because we believe that you will benefit from the project. As well, we believe that you will be the one that can share his/her experience with others and therefore be the source of enrichment for the other participants.

We hope that those 10 days you will spend at “Participatory Europe” will be for you a vivid and useful intercultural experience. To achieve this, we need to look at some practical needs as well and therefore we have prepared for you this “participants survival guide”, which will help you to answer many questions and as well to prepare for the project.

Read the guide carefully and keep it with you on your travels so you can check the information whenever you need.

THE TEAM

If you hoped to see our pictures in this part, then we are sorry. You will have to wait until you get to Estonia to find this out. However, we can tell you that the team of organisers and facilitators are from **Estonia, Brazil and Italy**.

Marco Lorenzo Dotyi Helena

And how will we do it? Participatory Europe will be based on a wide mix of non formal education methods, experiential learning, discussions and creative workshops.

WHAT LANGUAGE WILL WE USE

Despite many of you speak many different languages the official training language will be **English only**.

THE CONTENT AND ACTIVITIES

Youth Workers and Youth Organisations nowadays are becoming more and more distant from politics, with almost a feeling of rejection or even repulsion towards the essential governance and core system of democracy. This training course wishes to provide a background set of competences to bridge that gap and to foster the grassroot youth sector to be, both, more interested, as well as becoming a key player in the world of politics and policy making.

A training course which takes youth workers on a journey through politics, policies, decision-making and advocacy in order to bring young people closer to the democratic institutions and to have their say on the matter by exploring the implications and specifics of citizenship and participation, up to how to create and draft a policy paper.

The activities will be based on a wide mix of non formal education methods, experiential learning, discussions and creative workshops.

AIM

To increase the awareness of youth workers and young people and equip them with tool to construct an enabling environment for youth workers and youth organisations to take part in political decision-making and problem-solving processes.

OBJECTIVES

- ✓ To create a common definition and understanding of what is politics and how it functions in a modern democracy.
- ✓ To foster the connection between active participation and the European Charter of Fundamental Rights
- ✓ To understand what are policies and how they are created, and what are the processes and mechanisms implied, and learn about existing tools like Structured Dialogue and Co-Management applied to youth policies.
- ✓ To learn about advocacy and communication in the world of politics and governance
- ✓ To discover how politics function at European level, the importance of networking with other societal sectors
- ✓ To plan local actions where youth organisations and youth workers get involved with local/national decision-making bodies, by designing a youth policy amendment, propose it, network, and submit to the relevant authorities.

INTERCULTURAL EVENING

During the project, we plan to arrange an Intercultural Evening. You will present your own cultures - national, regional, personal or any kind of culture you feel you belong to.

This means that all options are possible. A culture may be presented by a song, a story, a poem, a dance, some drink or food, etc. You may bring pictures, music or anything which you consider to be most appropriate to present your culture. There be as well dvd/video/audio player and data projector within the time limits. However, we appreciate if you find more creative way to present your culture.

We will not have a kitchen to prepare the meals for the intercultural evening, so we suggest that you adapt your food and drinks to that reality. Nevertheless, there is a possibility to keep the goods in the fridge.

So, in short it should not be actually presentation, it should be an activity or something and it is up to you to repace the word something.

PARTICIPANTS

Participatory Europe will gather 28 participants from 12 different countries.

Organisation	Country	Number of participants
Noored Ühiskonna Heaks	Estonia	2
Udruga gluhih i nagluhih Nova Gradiska	Croatia	2
EUDUCATE	Spain	2
Asociatia GEYC	Romania	2
EduEra	Slovakia	1
European Youth Center Breclav	Czech Republic	2
Youth Empowerment Center	Greece	2
SINOP EGITIM PROGRAMLARI VE EVRENSEL VE KULTUREL AKTIVITELER DERNEGI	Turkey	2
Associazione Culturale Strauss	Italy	1
Oriel	Italy	1
Asociacija "Aktyvus jaunimas"	Lithuania	2
Mladejki centar za razvitie- Vzaimopomosht	Bulgaria	2
ProAtlântico	Portugal	1
Bué Fixe- Associação de Jovens	Portugal	1

PROFILE

- youth leaders/workers
- Members of Youth Council
- People interested in youth policy making and political lobbying

COSTS

There is a participation fee of **30 euros per participant**, which you can pay during the reimbursement procedure. Board, lodging and programme costs will be provided and paid 100% by grant from the Estonian Erasmus+ National Agency. But it is recommended to have a disposal for drinks, small shoppings, etc.

We have a budget for travel costs. According to the restrictions of the Erasmus+ Programme we can only refund up to some of the travel cost, if the following points are fulfilled:

- Your travel route is from your hometown to the venue in Estonia (Haapsalu) and back
- You have chosen reasonable and economic means of transportation (e.g. APEX or student fares for flight tickets, cheap airlines, 2nd class trains)
- Your travel dates are according to the programme (2 days before OR after the project dates is allowed, but lodging during these days is on your own expenses)
- You have a receipt or invoice for the cost of your plane ticket and the boarding cards or the train/bus tickets.

Before booking please confirm the tickets with us. After booking, send us an e-mail helena@nyh.ee with the following details as soon as possible:

- Name of the Traveller (Participant)
- Tickets' invoice

TRAVEL BUDGET

Organisation	Country	Max travel budget per participant (100%) in €
Udruga gluhih i nagluhih Nova Gradiska	Croatia	275
EUDUCATE	Spain	530
Asociatia GEYC	Romania	275
EduEra	Slovakia	275
European Youth Center Breclav	Czech Republic	275
Youth Empowerment Center	Greece	275
SINOP EGITIM PROGRAMLARI VE EVRENSEL VE KULTUREL AKTIVITELER DERNEGI	Turkey	275
Associazione Culturale Strauss	Italy	360
Oriel	Italy	275
Asociacija "Aktyvus jaunimas"	Lithuania	180
Mladejki centar za razvitie-Vzaimopomosht	Bulgaria	275
ProAtlântico	Portugal	530
Bué Fixe- Associação de Jovens	Portugal	530

We will NOT reimburse the amounts that get over the maximum budget for each participant. So please book your tickets as soon as possible.

If you would like to stay longer in Estonia, you can book flights up to 2 days before/after arrival/departure of the dates of the training. Tickets with the dates longer than 2 days after/before the dates of the training will NOT be reimbursed.

THE VENUE

During the project we will stay at the countryside of West-Estonia close to Haapsalu. We will be accommodated in **Roosta Holiday Village** - <https://www.roosta.ee/en/>

You will be accommodated in 5 people houses with toilet and shower in every house.

There is free WIFI available. And we will have some evenings in Sauna, so don't forget your swimming suit!

NB: We will be at the countryside. The nearest shop is in a village away from our accommodation (5 km). There are refrigerators available to store any personal food or drinks if you like (bring in advance).

We will organize transport from HAAPSALU (the biggest city nearby) to Kildu Ratsakeskus on the arrival day.

There are 2 options how to get to Haapsalu

1) You can land in **Tallinn** (the capital of Estonia) and you will get a bus from Tallinn Coach Station to Haapsalu Coach Station. Bus ride/train takes around 2 hours. You can check the timetable: <https://www.tpilet.ee/en/>

NB! The last bus from Tallinn Coach Station departs at 21:00. Keep that in mind when buying flights.

The first bus from Haapsalu arrives to Tallinn at 7:45.

2) You can land in **Riga** (the capital of Latvia) and you will get a bus from there to Pärnu or Tartu. Bus ride takes around 2-3 hours.

<https://www.luxexpress.eu/en/> or <https://ecolines.net/ee/en>

From Pärnu/Tartu take a bus to Haapsalu. You can check the buses timetable here: <https://ticket.luxexpress.eu/>

We will organize the transport from Haapsalu to the venue. As soon as we receive your travel details we will inform you about details.

WHAT TO BRING

- Clothes: we don't have any dressing code at our training. Feel free to take whatever clothes make you feel comfortable, but remember that Estonia is a cold country and we advise you to check the weather forecast before. The temperature can get to 0 degrees and it might snow. Pack warm clothes in order to feel comfortable.

- Swimming suit for sauna.

- **Indoor shoes:** in Estonia we don't wear outdoor shoes inside, so bring slippers, flip-flops or whatever you feel comfortable wearing ONLY indoors.

- Promo materials with main information to present your organisation during the evening of Organisation Market.

- Ideas, music, snacks, drinks etc. to present your country and culture in the Intercultural Evening!

HOW TO PARTICIPATE?

The chosen participants must fill in the participation form:

The participation form link will be sent out only to selected and confirmed participants.

All accepted participants are also requested to send a max 2 minute video where they explain why they would like to participate and complete following test:
<http://www.ahima.org/volunteers/applicationtoserve-form>

SEE YOU SOON IN ESTONIA!

YOUR TRAINING TEAM