



NETWORK FOR EUROPEAN CITIZENSHIP  
AND IDENTITY

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# INFO PACK

## K.A.1 Pass the Ball, Score for Social Inclusion

Project: 27/09/15 – 27/06/16

Activity: 24/03/2016 – 31/03/2016,

Larnaca, Cyprus

2015-2016

Larnaca, Cyprus, 24 - 31/3/2016

28 Youth workers from 12 European countries  
will experience and share NFL through sports  
to empower themselves for a  
more inclusive society



The Project is financed by Erasmus + Cy, Youth

Mobility of learners and staff, Training Course

2015-1-CY02-KA105-000439

Partners: a) NECI Cyprus, b) NECI Malta, c) Educate, d) LIBOSK

e) NGO Youth Club Active, f) PECO, g) Hellenic Youth Participation

h) Sporten Klub Chempiyns Faktori, i) Neformalna Skupina MVA,

j) STEP, k) Stowarzyszenie Zamojskie Centrum Wolontariatu,

l) Evropske centrum mladeze Breclav.

Organizer





Erasmus+

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**Content of the info pack:**

1. Info about the programme;
2. How to prepare for the training;
3. Financial and obligation issues;
4. Travel details;
5. Appendix:

Readings (will be given shortly)

Agenda of Activities

Dear partners,

We are glad to welcome you to the “Pass the Ball, Score for Social Inclusion”, Erasmus+ Project.

The Project period lasts 9 months, from 27/09/2015 to 27/06/2016.

The Activity (Training Course) will be implemented in **Larnaca, Cyprus in the period of 24 March to 31 March 2016**. You will find below some practical info about the Project and the Activity (TC).

Please take your time to read carefully all the practical information.

We are looking forward to meeting you and we wish you a safe and worry-free trip!

The team

## **1. INFO ABOUT PROJECT AND PROGRAMME**

### **1.1 Summary of the project**

"Pass the Ball, Score for Social Inclusion" [PBSSI] is a nine months project along with an activity training course under KA1 Erasmus+ which aims to support youth workers in the

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acquisition of key competences in order to be more effective to develop and improve inclusive practices. The method and learning procedure will follow basically non formal techniques and activities influenced by Sports and Healthy lifestyle. The 28 participants come from 12 countries (Cyprus, Malta, Czech R., Estonia, Bulgaria, Romania, Italy, Spain, Turkey, Greece, Poland, Slovakia) to Cyprus for 7 days training course

carrying their own bags of knowledge, experience, personal and professional needs and they are willing to learn and contribute for the aims of the course. NECI as applicant organization has organized a partnership with other European partners who share similar worries, fears and situations where youth workers are not so confident or aware on how to assist youngsters being more active and socially included. Moreover, all partner organizations face same needs on developing the competences of their youth workers in order to enhance social inclusion through their communities. Our suggestion is that sports-healthy lifestyle and non formal learning activities can bridge this gap and overcome any barriers to inclusion and inactivity.

Therefore, the main idea for the project and the training course is to develop all youth workers' proficiency and competences, suggest, design and implement inclusive practices and in long term to enhance social inclusion for the society through sports in combination to Non formal learning. This way we will support youth workers on their role which is to motivate youngsters to turn into more healthy (in mental, social and physical level) and active socially included citizens for their own improvement and development. Thus they will contribute in micro level to their local and regional community progress and in macro level to European and international community development.

1.2 The objectives of the project are:

*For youth workers*

1. To increase awareness on how sports can empower social inclusion;
2. To assist youth workers to develop and improve their practices of social inclusion through sports activities, for their community and personal improvement;
3. To support youth workers in the acquisition of key competences with a view to improving their personal development
4. To support the professional development of youth workers with a view to innovating and improving the quality of their work in the framework of social inclusion in partners' organizations;
5. To suggest and plan ways and methods that support more healthy lifestyle (for mental physical and social health);
6. To increase awareness on the benefits of sports on healthy wellbeing;

### *About Partner Organizations*

7. To share successful practices and experiences between partners in the field of sports and inclusion;
8. To bridge cultural differences between partner countries/participants;
9. To create long term partnerships for future collaboration in the youthfield;
10. To increase awareness about the power of Erasmus+ programmes for supporting social inclusion through sports;
11. To help participants acquire high-quality Youthpass Certificates with their new learning outcomes.

#### 1.3 Participants' Profile:

Each partner shall involve youth workers 18+ years old of both genders,

- (a) who are active on Sports and Social Inclusion practices or
- (b) who are active on one of these two themes but wish to be developed further on social inclusion practices through sports.
- (c) Who can use English language at basic level

#### 1.4 Agreement with the participants:

- (a) Will attend all sessions and activities during the Activity week
- (b) Will be punctual on their arrival at each session everyday
- (c) Will not arrive later than 24<sup>th</sup> March
- (d) Will not depart earlier than 31<sup>st</sup> March
- (e) Will promote visibility of the project during the TC week
- (f) Will work on the production of dissemination products during the TC week
- (g) Will be active on dissemination of the results as a multiplier of new experiences, info and knowledge when back to his/her country by organizing a small scale local TC within their organizations (between 1<sup>st</sup> April and 27<sup>th</sup> May). Photos of the event are required.
- (h) Will prepare a reflection diary (1-2 pages) with photos of the TC and share it in the Lifelong learning community , as well send a copy to the organizer
- (i) Will take part in the Mobility Tool+ assignment (a questioner that will be sent through email by EU Platform after the TC)
- (j) Will provide all necessary documents (invoices, visa expenses, travel reservations, ID copies etc)

#### 1.5 Agreement with Partners:

- a) Share materials related to good practice,
- b) Intercultural evenings preparation,

- c) Visibility and dissemination of the project and project results,
- d) Establishing impact,
- e) NGO fair for partners matching,
- f) Selecting two participants/youth workers according to 1.3 and 1.4,
- g) Will conduct interviews from their youth workers who participated at the Activity (TC) about reflections and experiences
- h) Will conduct observations (based on qualitative research) whether their members/youth workers implement/change/improve their practice after their participation to the Activity.
- i) All results and data from (h) and (i) will be sent to the Organizer by 27<sup>th</sup> May.
- j) Contribution to the products\*:
  - a. Cyprus-Hosting organization, applicant, organizer, providing support staff and a trainer
  - b. Matla- Sending a co-trainer, updating the Social Network with the Activity outcomes
  - c. Italy-Spain: Preparing the digital photo album of the Activity
  - d. Czech Rep.-Greece: Create Social Network Page and keep it updated daily with results of the Activity
  - e. Greece-Romania: Organizing new material and products of the Activity in MS form for publication
  - f. Poland-Estonia: Video capturing and editing moments of the Activity week and editing the final video of the TC.
  - g. Slovakia- Turkey: Conduct interviews from the participants during the Activity week

**\* Details will be provided during the 1<sup>st</sup> day of Activity (hence 24<sup>th</sup> March)**

## **2. TO PREPARE FOR THE TRAINING**

(a) Cyprus Weather conditions: Have a look at the weather websites that you trust the most. Part of the programme will be outside! Bring light clothes, sports clothes and shoes and sunscreen.

(b) The event will be hosted at a hotel in Larnaca town. You will be hosted in same gender/three beds rooms. The hotel's name is Sunflower Hotel (<http://cactushotelcyprus.com/>)

In the hotel there is a swimming pool. The beach is also few minutes on foot from the hotel. Since it's going to be late March the weather is expected to be warm enough, but be prepared also for unexpected rain.

(c) There will be an evening free after the lunch break. The day will be announced later.

(d) For better preparation, please find out what does it mean EU programme ERASMUS +KA1 and read the attachments that we have provided you for reading.

(e) Home task:

Find an application form attached in this e-mail. Take your time and filled it as honest as possible. Please return it back to **renosge@gmail.com** by 15.02.2016

This will help the organizational team to fine-tune the programme's workshops to meet as many as possible of the participants' special needs and to empower them with the knowledge and expertise they need most for their specific groups/organisations/schools. Participants will be provided with readings relevant to the training.

(f) Remember that activities will be interactive based on non formal education. Please be prepared for interaction, some outdoor activities, open discussions and nice energizers.

(g) **Do not book or prepaid your** airticket (or bus ticket) until we will let you know. In case you will do it without our notice then your expenses are not eligible and will not be reimbursed.

(h) In case you have no facebook (or other social network) account you may create one. We will work with dissemination issues via this tool.

(i) Please find out what does "non formal education" mean in your country and how is linked to youth work, sports and social inclusion. Any examples from your country are more than welcome.

(j) Some of you need Visa. The following link will provide you info regarding the procedure.

[http://www.mfa.gov.cy/mfa/mfa2006.nsf/consular02\\_en/consular02\\_en?OpenDocument](http://www.mfa.gov.cy/mfa/mfa2006.nsf/consular02_en/consular02_en?OpenDocument)

We need the full names and data of birth (as they are on passports), and passport copies of the participants of the countries need visa in order to prepare an invitation letter and the hotel booking. Then you will proceed with this invitation, along with the Training Course agenda for making your visa. Please proceed fast because some of you might need time.

(k) We ll have intercultural nights, so please prepare something that represents your own country, culture, music and cuisine (always on a moderate level and be innovative, avoiding presentations of products in the style of merchandisers).

### **3. FINANCIAL AND OBLICATION ISSUES**

(1) There is a 30 euros participation fee/person:

(a) We will have a night out at a traditional tavern/restaurant with music, dances and lots of local food.

(b) We will also have a day trip to cultural places of Cyprus.

(2) The travelling expenses (air ticket, bus) will be reimbursed based to the travel distance per participant in accordance to the new rules of the Erasmus+ Programme . Partners must ask from their participants to find the cheapest and safest means of travel for their participants (as it is suggested by the partnership Agreement)

Your arrival boarding passes, invoices and bus tickets will be collected the first few days while being in the Training place. In case you can provide us the boarding pass and invoices of your departure (through e-checkin) before you depart it will be great as well. If possible we will reimburse on the spot. If not, we will reimburse between 1<sup>st</sup> April and 1<sup>st</sup> June.

In 14 days maximum, after the end of the TC, you have to send us the return tickets (boarding passes). Few weeks later the transfer/reimbursement will be made to partner organization or individual/participant account. Reimbursement will be made by 1<sup>st</sup> June 2016 the latest as long as we have all documents.

Participants from non EU countries: Reimbursement will take place at the training place as long as you provide us the return boarding passes, because bank transfer to these countries charges big amount of commission. In case you will not be able to provide us the boarding passes then we will reimburse through paypal.

Please be sure that all legal aspects as well as checks, transfers, original tickets, boarding passes, visa invoices/receipts, etc are provided and keep them with you until we will copy them during the training.

**Have with you all bank details for the international transfers as IBAN, SWIFT/BIC, addresses of the bank, your personal ID numbers/passports, etc. Transfer will be in euro.**

Make a copy of your ID and Passport and put it separately from original, take it with you, just in case.

(3) Arriving and leaving dates should be maximum +1 day In case you are planning to stay longer or arrive earlier than the above mentioned dates, then one of the trips will not be accepted as legal expenses (not eligible).

The programme covers accommodation and meals as follows:

Accommodation: 24/3/16 to 30/3/16

Dinner 24/3/16, Breakfast 31/3/16,

Breakfast, Lunch, Dinner, Coffee breaks: 25/3/16 – 30/3/16

(4)

Organization	Num of persons	From	To	Granted/ Participant
NECI	5	Cyprus	Larnaca International Airport/hotel	0
NECI	3	Malta		275
Hellenic Youth Participation	2	Greece		275
SURF THE EARTH PROJECT-STEP	2	Romania		275
Sporten Klub Chempiyans Faktori	2	Bulgaria		275
LIDOSKD	2	Turkey		275
Neformalna Skupina MVA	2	Slovakia		360
NGO Youth Club Active	2	Estonia		360
PECO	2	Italy		360
European Youth Centre Breclav z.s.	2	Czech R.		360
Stowarzyszenie Zamojskie Centrum Wolontariatu	2	Poland		360
EUducate	2	Spain		530

(5) Participation in all sessions and days is 100% obligatory and arriving is not later as mentioned in programme.

(6) All training expenses as well as accommodation on full board and local transportation (if it's included in the programme) will be covered by the organizers

(7) All **visa** documents, checks, invoices/expenses should be collected and originals to be presented to our facilitators at training time.

#### 4. TRAVEL DETAILS

(1) Please note that Cyprus is **not yet fully-fledged member of the Schengen area**; so you will have to present a valid passport or an ID (from EU) at the passport controls.

(2) **Book your ticket to Larnaca International Airport (LCA), or Paphos International Airport (PFO).**

**IMPORTANT NOTICE: ERCAN Airport is illegal entrance to Cyprus. It's not internationally recognized airport. DO NOT BOOK to there.**

(3) Arriving to Paphos Airport is 160 km from Larnaca town. You will need to get public transport (bus to Limassol and then to Larnaca). It costs around 20 euros one Paphos-Larnaca (one way). This amount will be reimbursed if it is included in the maximum travel allowance.



(4) Please let me know about your arrival and departure details till **15/02/2016 (Monday)**. If we will not have details for your youth workers/participants by 15<sup>th</sup> February we will proceed on our own finding ones.

(5) In case you arrive 1 day earlier you have to pay the accommodation yourself. The arriving time in the Hotel is 14:00. In any case let me know about your arrival time.

(6) How to get to the hotel: There is a bus connection from the airport of Larnaca to Phoinikoudes street (around 2 euros). The hotel is only 20 minutes walking from Phoinikoudes street. If you get a taxi from the airport to the hotel it cost around 12-15 euros –TAXI costs are not eligible and will not be reimbursed. As soon as we will know your arrival schedule we will contact you and inform you how to avoid inconvenience on arrival to the hotel.

### **(5) PERSONAL INSURANCE**

Insurance cover for personal effects is the responsibility of the individual participant. You are strongly recommended to insure your personal effects for the whole period of your absence from home. Neither NECI nor any venue used during the event can entertain claims against loss of or damage to personal property. You are recommended to ensure that you have adequate medical insurance to cover the period of your stay in Cyprus. Contact your health insurance or travel agency for more details. You are also advised to issue the European Health Insurance card.

### **OTHER IMPORTANT INFORMATION**

**Weather** - March is considered to be quite hot month with an average of degrees 25 - 32 °C. Recommended clothes are light-weight apparel and sweaters for night.

**Sports/comfortable clothes:** Make sure to bring comfortable clothes and walking shoes with you as during your free time you may wish to explore the city.

**Internet:** At the hotel it is possible to use internet for free (WIFI) if you bring along your own computer or wifi device.

Electricity: **Cyprus has the 240 Volt/ 50 Hz 3 pin electricity plugs – so you will definitely need adaptors make sure your bring at least one with you (and your chargers for mobile phones, cameras etc ;-)**



Cyprus Time Zone: UTC (or GMT) +2

Cyprus International Dialing Code: +357

Local currency of Cyprus: euro

### **WHOM TO CONTACT**

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### **EMERGENCY PHONE NUMBERS WHILE IN CYPRUS**

Police – Citizens line:	1460
Larnaca Hospital:	(+357) 24 800360
First Aid:	(+357) 24 800369

### **Trainers' Team:**

Renos Georgiou ([renosge@gmail.com](mailto:renosge@gmail.com))- NECI Cyprus - 0035799465221

Desiree D'Amato -NECI Malta

Support Staff/facilitators from NECI:

Kyriakos Stouppas

Yioula Joseph

Andreea-Madalina Bucur

# Agenda of Activities

Larnaca, Cyprus, 24 - 31/3/2016

28 Youth workers from 12 European countries  
will experience and share NFL through sports  
to empower themselves for a  
more inclusive society



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Mobility of learners and staff, Training Course

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l) Evropske centrum mladeze Breclav.

Organizer



	24/3/16 Thursday	25/3/16 Friday	26/3/16 Saturday	27/3/16 Sunday	28/3/16 Monday	29/3/16 Tuesday	30/3/16 Wednesday	31/3/16 Thursday
7:00-9:15		Breakfast						
8:15		Morning Sports						
9:15		Welcoming  Teambuilding	Aspects of Healthy lifestyle	World Cafe	Sports for All (Indoor)	Erasmus Plus Opportunities	Youthpass Self Assessment	Departure
	<b>10:45</b> Nutrition: What's so important about it		<b>11:00</b> Social inclusion for empowering participation and collaboration	<b>11:00</b> Sports for All (Outdoor)	<b>10:30</b> NGO Bazaar	<b>12:00</b> Evaluation		
				<b>12:00</b> OST				
13:15 15:00		Lunch Break						
15:00	Arrival of the participants	Tools for Inclusion	Setting up the teams	Planning the session for All	Designing/re-creating sports for All	OST	Evaluation	
		<b>16:00</b> Social Inclusion vs Fx		<b>16:30</b> Implementation of Social Inclusion theory into practice	<b>16:30</b> Implementation and evaluation of the planned games.			
		<b>17:00</b> Marginalization and stereotypes in the field of teamgames						
		<b>18:00</b> Evening Sports	<b>17:00</b> Evening Sports	<b>18:00</b> Evening Sports	<b>18:00</b> Evening Sports	<b>18:15</b> Evening Sports	<b>18:00</b> Evening Sports	
	Welcoming-Icebreaking	<b>18:30</b> Comfy Group	<b>18:30</b> Comfy Group	<b>18:45</b> Comfy Group	<b>18:45</b> Comfy Group	<b>19:15</b> Comfy Group	<b>19:00</b> Comfy Groups	
19:40		Dinner						
21:00		Intercultural Evening			Intercultural Evening	Intercultural evening	Night out at a traditional tavern	

