



## WELCOME

Congratulations! You are a partner in the Training Course “*Step Out - Step Up*” and you are among the 32 participants that will take part at the training. There will participants from Estonia, Italy, Austria, Georgia, Bulgaria, Bosnia Herzegovina, Czech Republic, Ukraine, Spain, Serbia, Moldova, Romania, Armenia and Hungary.

You are among these participants, because we believe that you will benefit from the training course. 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 9 days you will spend at “*Step Out - Step Up*” 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.

We are looking forward to meet you in Estonia!

## 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 the Estonia, Georgia and Brazil.

Marco Eva Ucha Pavel

And how will we do it? It will be a training course, but not like one where you can sit back and relax. We will use active methods, based on experimental learning in combination with practical theory. This means that you will work in workshops, with role plays and exchange the experiences you have from your day to day work and work on concrete future project plans.

## 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

The practice of **outdoor education** has been an active part of non-formal education for years, and due to its interactive character it has experienced many stages of development: both in theoretical, conceptual, pedagogical, practical and case-to-case ways. The term ‘outdoor education’ has been defined and used in many ways. Some time ago outdoor education was used as a synonymous with environmental education and outdoor recreation. The term, however, has transformed itself from environmental education to broader meanings and now it is frequently applied to programs or activities that can be, and usually are,

*Step Out - Step Up* - Participants Guide - Designed by *Step Out - Step Up* team©

"This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

conducted in the out-of-doors, and implying an interaction between the participant and the outdoor environment.

The general essential characteristics of outdoor education nevertheless have stayed the same. It occurs in the out-of doors, it has its participants directly involved in the activity, it involves the interpretation of original objects, it defines relationships rather than reciting individual, apparently isolated facts, it involves as many senses as possible and it invites participation because activity is perceived as being interesting, challenging and/or even fun. So, outdoor education activities now seek to develop values relating to group work (in-group versus out-group), leadership and self-esteem.

This training course is designed aiming at quality and applicability of experiential learning methods of outdoor education, with a perspective on improving and including those groups of youth that are faced with social exclusion for numerous reasons (cultural background, sexual orientation, socio-economical position, etc.).

### Aim and Objectives

Improving quality of inclusive youth work by rising trainers' competences and youth workers to use and know the limitations of outdoor education and experiential learning methods, as renewed ways to reach a more diverse group of youth.

The objectives below make this aim more specific:

- Giving the target group tools to deal with quality experiential learning in outdoor education.
- Exchanging and sharing experiences, concepts and methods of outdoor education and experiential learning.
- Exploring ways to incorporate diversity management into the work and trainings the participants do.
- Developing cross-cultural awareness by providing structured space for sharing, experiencing and addressing intercultural learning.
- Increasing knowledge of the theoretical and pedagogical background of outdoor education and experiential learning methods.
- Developing teamwork, leadership and cooperation skills of the participants.
- Raising ability to transfer outdoor education and experiential learning concepts into day-to-day youth work practice.
- Setting basis for positive future cooperation within the Erasmus+ program.

It is foreseen that one of the main results of the project will be increasing quality of youth work the participants are doing by rising their competence, experiences, skills and knowledge to use, adapt and create new outdoor education and experiential learning methods to their needs and wishes. Therefore there is space foreseen for increasing individual skills of the participating youth workers in the fields mentioned above (for example a session where participants will be developing their own methods, workshops, activities within the outdoor education and experiential learning concept), which will have direct influence on quality of your future youth work.

## INTERCULTURAL EVENING

During the training course 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.

These presentations, you will çasy one evening to each country, should not be a “lecture” but should be done in the creative way. 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 might not be 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 (we can arrange a refrigerator, if necessary).

**So in short it should be actually presentation, it should be an activity or something and it is up to you to replace the word something.**

## MARKET OF ORGANISATIONS

One of the nice side effects of international training is the opportunity to meet new nice and interesting people from different organizations all over Europe. So let us know which context are you recently active in and present your organization and their work. Bring you promo materials and use your chance to meet future partners!

## PREPARING FOR THE CONTENTS

In this section you can find web-links which will help to broaden your understanding of the Erasmus+ programme, non-civic and intercultural education in the European context. These links will be useful for you before the training (in terms of introduction) and after the event (in terms of future project implementations as well as training opportunities).

### General information on European Youth Program

- [http://ec.europa.eu/youth/index\\_en.htm](http://ec.europa.eu/youth/index_en.htm)  
Information on the European Youth in Action Program. User’s guide is available.

### Non-formal education and intercultural learning

- <http://www.infed.org/biblio/b-nonfor.htm>  
Formal/Non-Formal/informal Education background.
- <http://www.efc.be/ftp/public/cpi/TCFF%20Intercultural%20Learning.pdf>  
Intercultural learning.
- [http://www.youth-partnership.net/youth-partnership/publications/T-kits/T\\_kits](http://www.youth-partnership.net/youth-partnership/publications/T-kits/T_kits)  
T-kit publications connected with european youth work.

## NUMBER OF PARTICIPANTS

Step Out - Step Up will gather 32 participants from 14 different countries. Estonia will be represented by 2 participants, check bellow to discover how many placements your organisation have.

Organisations	Country	Number of Participants
GEMMA - Germeshausen und Mak	Austria	2
ACE Armenia	Armenia	2
European Youth Center Breclav	Czech	2
Droni	Georgia	1
Grupo de Desarrollo Rural Valle del Guadalhorce	Spain	2
Miras Moldova	Moldova	2
ARCI Strauss	Italy	2
Eko Planeta	Serbia	2
AEGEE - Dnipropetrovsk	Ukraine	2
Cercul Exceletei	Romania	2
Association „Focus“	Bulgaria	2
Association „Youth Volunteers“	Bosnia and Herzegovina	2
Tihanyi Foundation	Hungary	2

## COSTS

There is a participation fee of **25 euros for participant**, which will be discounted out 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 home town to the venue in Estonia (Viljandi) and back (if you are not travelling from your hometown, contact us previously). We suggest Tallinn International Airport as your arrival place.
- You have chosen reasonable and economic means of transportation (e.g. APEX or student fares for flight tickets, cheap airlines, 2<sup>nd</sup> class trains).

*Step Out - Step Up* - Participants Guide - Designed by *Step Out - Step Up* team©

"This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

- Your travel dates are according to the programme (one day plus or minus is O.K., if you can prove that this transfer is cheaper, in other cases please contact us previously).
- You have a receipt or invoice for the cost of your plane ticket and the boarding cards or the train/bus tickets. (If you go by plane and book an e-ticket please send us a copy by email [marco@nyh.ee](mailto:marco@nyh.ee))

If you have booked your tickets, please, send us the following details as soon as possible:

- Name of the Traveller (Participant)
- Date and Time of the Arrival and Departure
- Price of the ticket(s)

## TRAVEL BUDGET

According the rules of Erasmus + Programme and the budget that was financed in the Estonian National Agency, here is the maximum amount that each participant can use for the travel to Estonia and back:

Organisations	Country	Maximum Budget per participant travel (100%) in Euros
GEMMA - Germeshausen und Mak	Austria	275 Euros
ACE Armenia	Armenia	360 Euros
European Youth Center Breclav	Czech	275 Euros
Droni	Georgia	360 Euros
Grupo de Desarrollo Rural Valle del Guadalhorce	Spain	400 Euros
Miras Moldova	Moldova	275 Euros
ARCI Strauss	Italy	360 Euros
Eko Planeta	Serbia	275 Euros
AEGEE - Dnipropetrovsk	Ukraine	275 Euros
Cercul Exceletei	Romania	275 Euros
Association „Focus“	Bulgaria	275 Euros
Association „Youth Volunteers“	Bosnia and Herzegovina	275 Euros
Tihanyi Foundation	Hungary	275 Euros

As the coordinator is Noored Ühiskonna Heaks, We intend to make the reimbursement by cash to all participants who bring the necessary documents already mentioned before. Attached you have the bank details that you need to fill.

*Step Out - Step Up - Participants Guide - Designed by Step Out - Step Up team©*

"This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

We will NOT reimburse the amounts that get over the maximum budget for each participants. So please book your tickets as soon as possible. **YOU SHOULD BUY YOUR TICKETS ONLY AFTER 4<sup>TH</sup> MAY!!!**

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, and not previously agreed, will NOT be reimbursed.

## **PARTICIPANTS AND PREPARATION OF THE GROUPS**

Each country will select the participants from 18 to 30 years old.

We will need the following information about each one:

- Full Name
- Gender
- Birthdate / Age
- Passport Number or ID number with issue and expiration date
- Phone number and e-mail
- Special Needs (Allergy, Food restriction, Health restrictions)

Please find the Application Form attached to the letter.

**DEADLINE: All partners have to give information about their participants and the travel details before 15<sup>th</sup> June 2015!**

*Failing to accomplish this deadline will give us the right to replace the partnership in accordance of the Programme rules.*

## **VISA**

Armenia, Georgia, Ukraine and Moldovan citizens require visa for entering In Estonia!

Georgia: [http://www.tbilisi.vm.ee/consular\\_information/visa](http://www.tbilisi.vm.ee/consular_information/visa)

Armenia:

[https://estonia.visahq.com/requirements/Armenia/?js\\_widget\\_requirements\\_link](https://estonia.visahq.com/requirements/Armenia/?js_widget_requirements_link)

Ukraine: [http://www.estemb.kiev.ua/eng/consular\\_information](http://www.estemb.kiev.ua/eng/consular_information)

Moldova: You need biometrical passport so you don't need to apply for VISA. If don't: <https://estonia.visahq.com/embassy/moldova/>

We can provide you the Invitation Letter for those who need to apply for VISA. We need the following info for that: Full Name; Gender; Date of Birth; Passport Number; Date of Issue; Date of Expiration; Home Address.

We will refund all the VISA costs up to 120 Euros, if invoices from the embassy or related serviced would be presented in original!

Serbia and Bosnia and Herzogovina also need biometrical passport!!!

## WHAT TO BRING:

- Clothing depends on weather, but in any case we ask you to bring comfortable clothes, suitable for active motion. Be prepared for very various climate changes (rain, hot sun, wind etc.), extreme outdoor activities (hiking) and cozy evenings spent by the fire place. Try to be in a good physical shape, as it's an outdoor project and we will be in the nature all the time, also we will have hiking, and furthermore, it's good for your health!
- Comfortable rucksack for hiking, Warm clothes, Rain coat, HIKING shoes, (at least 2 pairs) Sun cap or headscarf, (sun cream also helps a lot) Anti mosquito reliant, A pocket light, Towel, sleeping bag, Rolling pad, any kind of outdoor equipment that you think you might need while being in the nature, (Hiking sticks, Thermal clothes, Ropes etc.) Medicaments, (For sure we will have a box of first aid on the project but in case if you need any special medicines please bring them with you)
- Other stuff you might need - sun glasses, camera/film, toilet things, etc.

**Tents are provided!** But feel free to bring your own tents in case if you would like to sleep in your own one - in that case, please inform us!

Important to know is that we will go for a hiking trip for 3 days long during the training in south Estonia in a natural swamp park (Sooma National Park). Therefore you need to bring all the necessary equipment that is required (rug sack, mattress, spoon and fork = see the list above).

**! Note:** *Please note that we won't have the internet during the hiking trip as we will be staying in the nature.*

- 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!

## CONTACT DETAILS YOU MAY NEED

If you have any questions concerning the programme of the training course, please contact Marco Santos [marco@nyh.ee](mailto:marco@nyh.ee)

If you have any questions concerning the organisation of the training course, please contact Eva Kobin [evakobin@gmail.com](mailto:evakobin@gmail.com)

**SEE YOU SOON IN ESTONIA!  
YOUR TRAINING TEAM**

*Step Out - Step Up* - Participants Guide - Designed by *Step Out - Step Up* team©

"This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"