

Info pack for Contact-Making Event for NEWCOMERS in Erasmus+ to develop a YOUTH EXCHANGE project

PAY IT FORWARD

THROUGH A

YOUTH EXCHANGE

2-9 DECEMBER 2018

AMSTERDAM, THE NETHERLANDS



GENERAL INFO

The main idea of this contact-making event (CME) with some elements of training is to gather 28 active and relatively NEW members from our organizations that already have experienced 1-2 Erasmus+ (E+)project as a “receiver”, have appreciated it and wish to become more active and “pay it forward” by giving also other youngsters a chance to experience it!

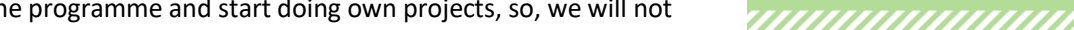
With this project we want to encourage new motivated people to join the programme and start doing own projects, so, we will not only equip the participants with necessary knowledge and skills on how to manage Youth Exchangee projects (YE), but also provide a space for partnership-building and developing actual projects that can be implement later on.

OBJECTIVES

- To build the trust among participants and letting them get to know each other closer so that personal and professional connection serves as a basis for stable partnership in the future youth exchange projects

**IT'S TIME
FOR
YOU!!!**

IT'S TIME FOR FRESH BLOOD IN
ERASMUS+



- To share the challenges, needs and interests of young people in their communities and explore how these could serve as basis for developing youth exchange ideas
- To build participants' understanding about the crucial quality criteria in E+ youth exchanges, paying special focus on youth participation, inclusion, intercultural dialogue and learning dimension and motivate youth leaders to become promoters of these common values among their young people
- To develop CONCRETE YE IDEAS that could be applied for the nearest deadlines to E+ programme and implemented

"After all the very essence of YOUTH EXCHANGE projects is that these should be the projects BY the young people & FOR the young people & WITH the young people."

THE TRUTH :)

Due to unique character of the project, it is very crucial for us that Partner organisations spread the information through suitable channels and select relevant participants (we keep the right to reject participants that do not fit the profile).

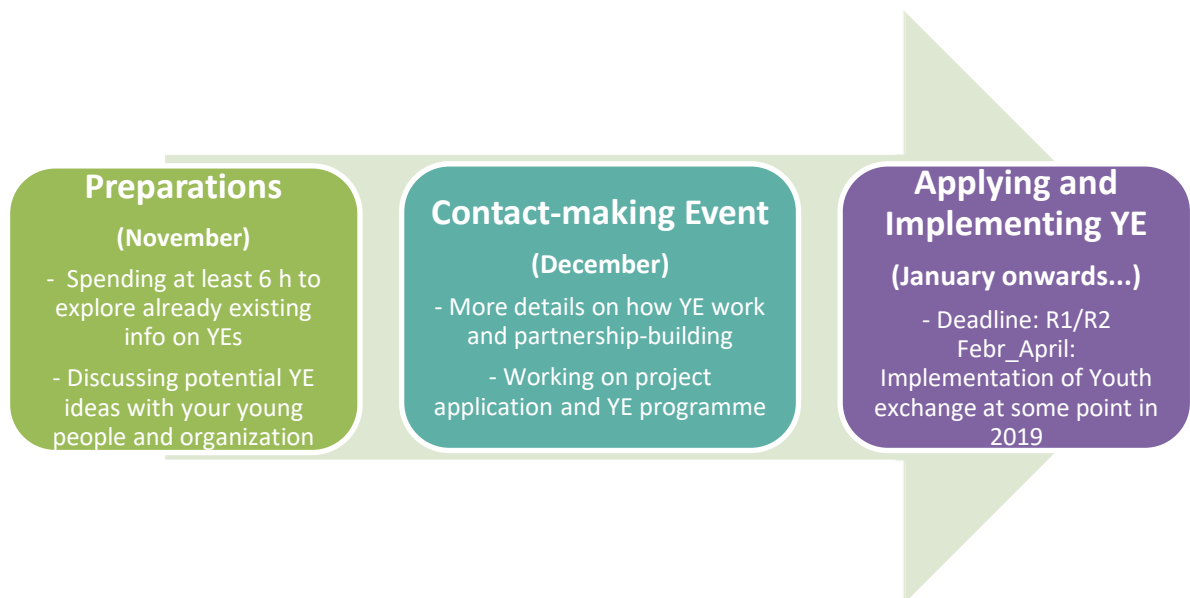
PROFILE PARTICIPANTS

- Currently involved in working with young people – work with youngsters 13+ with whom they have a good connection
- Interested to get involved in youth work even more by taking responsibility of developing a YE related to promoting common European values and becoming a host or group leader and involving local youth – including also young people that are currently “left out”
- Ready to actively participate in the whole project and have time
- Have serious intentions with the help of sending organization to apply (for February or April deadline) and implement YE in summer/autumn 2019
- Open to challenge themselves and learn
- Fluent in communication in English

DURATION

Arrival Day: **2nd of December 2018** (travel day) preferably in the morning/afternoon – in order to manage some sightseeing in Amsterdam

Departure : **9th of December 2018** (travel day) departure from training venue in the morning



VENUE

Within 20 km of Amsterdam, The Netherlands

- There will be 3 meals per day – breakfast, lunch and dinner
- There will be WiFi, you will get login data upon arrival

You will be hosted in rooms of 3-4 people, same gender. You will share your room with someone from different nationality.

****Exact details of accommodation and logistics will follow after all participants are selected.****

HOSTS

Stichting WOW Go Amsterdam, the Netherlands

WOW Go Amsterdam is a non-profit organization, created at the initiative of having the purpose to positively contribute to the life of youth and youngsters. WOW Go Amsterdam started in 2011 and during the years the organization has gained a core group with youth workers and youngsters who are directly involved in the set up and promotions of their activities. We support non-formal education methodology based on activities, projects and events that contribute to the fields of development of educational and social activities. The activities aim to encourage acquisition of new skills that will have a positive impact for their future life and personal growth development.

E-mail: info@wowgoamsterdam.org

Website:

<http://www.wowgoamsterdam.org/en/organisation/>

Facebook:

<https://www.facebook.com/WowGoAmsterdam/>



Our Activities:

- Youth Exchanges
- Training Courses
- EVS (Sending)
- Capacity building in the field of youth (outside EU)
- Local activities AMS

Contact Office:

Postal address:
 Jasmijnstraat 4-1
 1031 EW, AMSTERDAM

Visit address:
 Resedastraat 9-B
 1031 BH, AMSTERDAM

WOW Go Team:

Manuela Renjaan (Founder)

Manuela is the founder of the organization and coordinator of this project. She is working in the field of project management and international cooperation.



Michael van Leeuwen (Project leader)

Michael has been working for several years as a social worker with homeless and addicted youngsters in the centre of Amsterdam. He has been trained as a MTFC-Coach (Multidimensional Treatment Foster Care). Since the start of WOW Go Amsterdam in 2011 Michael is mentoring local youngsters, to train and lead them for international projects and youth exchanges.

Henri Dikkenberg (Youth Worker) has become part of the core team of WOW Go Amsterdam since early 2016. His experience includes working for several years with local NGOs that work with minority groups of children and young people in social care.



PARTNER ORGANIZATIONS

Each organization should be sending **2 participants**

- Walk Together, Bulgaria
- NGO Meraki, Croatia
- KOKEN, Cyprus
- European Youth Centre Břeclav (EYCB), Czech Republic
- Seiklejate Vennaskond, Estonia
- United Societies of Balkans (U.S.B.), Greece
- Young Effect, Italy
- RASIO "Perspektiva", Latvia
- Youth Association Mano Europa, Lithuania
- Youth Ministry of the Baptist Union, Poland
- Novo Mundo, Portugal
- Solomon, Romania
- Intercambia, Spain
- YouthArt, Turkey

TRAINERS

Ieva Grundsteine, trainer (Latvia) has been working in the youth field since 2001 and last 9 years is a trainer of non-formal learning in the field of youth – as a local and European project initiator and manager. She has carried already more than 120 international trainings for different target groups (youth workers, teachers and others): www.salto-youth.net/tools/toy/ieva-grundsteine.1858



Antonio Benaches, trainer (Spain) is youth worker since 1997 and active trainer in international youth projects since 2003; started in youth work in the Scout movement and then participated in local and regional Youth Councils. At the moment, he is working for different local municipalities and for different NA: www.salto-youth.net/tools/toy/antonio-benaches-bodi.2424

COST FUNDED

The project seminar costs related to travel; accommodation and activities are covered within the project, and will be handled by WOW Go Amsterdam. For other expenses (souvenirs, extra food) each participant should bring money as much as he/she thinks will be needed. Accommodation and lodging covered by 100% by the Erasmus.

HOW TO BUY TICKETS? AND HOW WILL BE REIMBURSED?

Flight tickets:

Please book your flight to Amsterdam Schiphol Airport (AMS).

Please buy yourself the tickets through Skyscanner or similar websites. Before buying the ticket, you may need to send us your itinerary and budget for our approval.

If you buy your ticket without our approval, you risk of not get any reimburse for it.

Handwritten invoices are not accepted.

You can start book your flight tickets after 1. August 2018

Please find below the maximum amounts for return travel from your country:

Bulgaria	€ 275,00	Lithuania	€ 275,00
Croatia	€ 275,00	Poland	€ 275,00
Cyprus	€ 360,00	Portugal	€ 275,00
Czech Republic	€ 275,00	Romania	€ 275,00
Estonia	€ 275,00	Spain	€ 275,00
Greece	€ 275,00	Turkey	€ 275,00
Italy	€ 275,00	Netherlands	€ 20,00
Latvia	€ 275,00		

Reimbursement for flight or any public transport (bus/train/metro)

These are maximum amounts for the whole sum spent on all tickets (both ways).

Please keep in mind that you will need to buy train tickets as well from AMS Schiphol Airport to Central Train Station Amsterdam.

You will only get reimbursement according to the total sum of the invoices.

Exceeding the maximum amount will not be covered.

Travel by car

Expenses can be reimbursed when travelling by car under following conditions:

- Travel by car with BOTH participants from your country;
- Travel by car is cheapest and affordable way

From the distance between the place of residence and the place where the CME is held the travel reimbursement is € 0,19 per kilometer and should be calculated through the distance calculator. The reimbursement will be done per car/country (not per person).

Documents:

- The necessary documents for reimbursement: if all documents provided (original ticket, boarding passes....) the reimbursement will be done, after the course, by bank transfer.
- Kilometer car reimbursement forms will be provided to you right after the course, and will be paid by bank transfer
- Taxis will not be reimbursed.
- We need your all receipts, tickets and boarding passes (for both ways). So when you are coming, keep them. After the project you should send us (scanned by email and originals by post) all the tickets and boarding passes of the travel back home.
- Insurance will be participants' responsibility.

ORGANISATION NOTES

- Taking into account the educational kind of the project, it is forbidden to use alcohol and other drugs during the project activities.
- The project assumes that attendance in all activities for all the participants must be 100%. Failure to attend the activities may result in our inability to reimburse the travel expenses.

If an emergency happens and for some reason you are not able to attend some session, the team should be informed immediately.

APPLICATION PROCEDURE

Each organization will delegate a team of **2** participants to develop their professional competences. Ideally, the participants of this CME will be people that are involved in the partner organizations.

Once you have someone in mind, please ask them to fill in the online application form:



https://docs.google.com/forms/d/e/1FAIpQLSdFXEh-fW-nU04bKOsHwWVXIrevXKuqai1NE1D5X3bH559HxQ/viewform?usp=sf_link

Also, if you are not able to find participants, please let us know as soon as possible. We will be able to help you find suitable replacements out of our own network. **So please start your selection.**

DEADLINE FOR SUBMISSION IS 21ST OF SEPTEMBER 2018

EMERGENCY CONTACTS

Please contact us in case of emergency, during the training: Manuela Renjaan +31-6-1393.4045 (also Whatsapp)

Time / day	December 2	December 3	December 4	December 5	December 6	December 7	December 8	December 9	
8 :30-09:30	Arrivals	Breakfast							
09:30-11 :30		Official Opening &	Understanding Youth Exchanges - why it is relevant for you, organization, young people, Europe...	Presentations groups on topics related to: non-formal learning, active participation, intercultural learning, Youthpass, Inclusion	Creating project partnerships - based on needs and interests	Project development: Partners responsibilities, project management Learning process, outcomes, impact and results (&risks)	Project development VI: Plan and calendar of the work. Application, questions, answers, Share the task in the group	Farewell and departure of participants	
		Introduction							
		Getting to know each other							
11 :30		Coffee break							
12 :00-13 :30		Expectations, contribution, approach, methodology, programme	Life cycle and crucial elements in YE - hoq to assure quality	Tools for Youth Exchanges Partnerships in the YE projects	Project development Needs and interests of young people and community and ideas about the themes of the project, aim and objectives	Project development: Different tools to evaluate the projects and do DEOR	3rd check in - presentation of results in developing projects, feedback from the participants and action plan		
		Intro to Youthpass and Learning Diary							
13 :30-15 :30		Lunch							
15 :30-17 :00		Trust and group-building + Learning contract	Living Library - stories from YEs and E+ projects on Diversity, Intercultural Dialogue and Inclusion	Interactive discovery of diversity in Amsterdam and local realities of youth work	1st check in - presentation of results in developing projects, feedback from the participants (peer-to-peer consultations)	Partners responsibilities, preparatory tasks, project management	Summing up the learning outcomes of project and Youthpass		
17 :00-17 :30	Coffee break								
17 :30-19 :00	Getting to know each other	Working as a Team,	Exploration in groups: non-formal learning, active participation, intercultural learning, Youthpass, Inclusion	Interactive discovery of town and local realities	Project development: Programe and activities (emphasis on intercultural learning and active participation of paxs)	2nd check in - presentation of results in developing projects, feedback from the participants (peer-to-peer consultations)	Follow-up and evaluation		
		Difficulties and Challenges							
		Closing							
19 :00-19 :30		ReflectionTime		ReflectionTime					
19 :30	Welcome dinner	Dinner							
~21 :00		Movie Quiz	Intercultural Night	Dutch evening	Free evening	Games evening	Farewell evening		