

From Idea to Reality & Execution - F.I.R.E.

Training course 1 PARTNERSHIP | 12- 20 January 2019

**TOPIC:** Leadership skills and knowledge in the field of youth**WHEN:** 12 January 2019 – 20 January 2019 (12 January and 20 January – days for traveling)**WHERE:** The Towers Lodge, Elspark, Germiston, South Africa,**WHAT:** Hereby we are presenting you information on our Erasmus+ KA2 project **“From Idea to Reality & Execution - F.I.R.E.”**. Please make sure to read this information carefully.

The project is designed for youth workers who seek to incorporate leadership skills into their daily work, and consists of preparatory phase, training course, dissemination and follow-up activities. The training course will bring together 20 participants from 5 countries in order to learn how to analyze and evaluate the leadership styles and tools for work with youth.

Specific OBJECTIVES:

- ✓ to give youth workers the ability to build knowledge, skills and leadership behavior
- ✓ based on different styles of management of group of people;
- ✓ to promote non-formal learning and cooperation in the field of youth work;
- ✓ to exchange good practices about leadership models that can be transferred to various contexts of youth work;
- ✓ to explore the dimensions of diversity in civic related issues;
- ✓ to support the professional development of those who work in education, training

and youth fields.

All participants will gain a more in-depth knowledge about the current situation with youth work in various countries. By developing critical thinking skills participants will learn how to identify local problems and needs, how to motivate the team to reach the goals and how to keep the interest of the followers. The working methods will be varied and in balance between theory and practice. It will include interactive presentations, experience-exchange sessions, facilitated and self-facilitated discussions, thematic leadership workshops, team working workshops – analysis of case studies, debates, and skills development activities. Participants are expected to assume an active role during the program and share their knowledge and experience.

We have to underline, that the project doesn't consist only of the training in South Africa but also includes:

1/. Visibility of the training activities,

2/. Dissemination activities before and after the project

3/. As well as follow-up activities.

It's very important to keep this in mind before engaging into the training itself and be ready and willing to participate in dissemination and follow-up activities too.

Participants and countries:

Open Space Foundation (*Bulgaria*) **4. Participants**

Centre for the Advancement of Citizenry Participation in Inter (*South Africa*) **4. Participants**

Chamwino Arts Center (Tanzania) **4. Participants**

DISHA (India) **4. Participants**

Child Life Network (Uganda) **4. Participants**

All partner organizations are chosen based on ambitions, commitment and work scope. Let's build on that together

PROFILE of PARTICIPANTS:

- ✓ Youth workers, volunteers working in partners' organizations with young people and also teachers who work with non-formal education methods.
- ✓ Being minimum 18 years-old, youth worker with fewer opportunities or working with this target group.
- ✓ Being motivated and able to share the project results in his / her local context and involved in dissemination and follow up process;
- ✓ Active members, volunteers or youth workers, youth leaders, multipliers, trainers working in the field of youth and open to enrich their knowledge and awareness regarding the other cultures and leadership topic.
- ✓ All participants selected for this training course must be actively involved in the organization and in general in the youth field in their community. They have to be able to attend the full duration of the training course and fully committed to act as multipliers after the end of the training course. There can be youth workers with and without leadership experience among participants, but should have this mission to be the leaders in their community. Participants with fewer opportunities are welcome to take part in this project.

- ✓ Both men and women (preferably in equal numbers!)

IMPORTANT: All participants must be on time to all sessions, respecting all the program of the training course, which will be sent before its implementation. Moreover, we emphasize that this is NOT a tourist stay or a vacation, and the participants must be motivated and interested in the project topics.

- ✓ As one of the aims of this project is to reinforce the partnership, we ask each partner to select motivated participants who are interested also in networking for future cooperation.
- ✓ Working language of this training course is English. Some of the participants will be able to communicate in other languages as well, but we encourage the use of English during the informal time as well.

PREPARATION:

Each participant has to make a small research and to identify what are the main problems / needs regarding young people in their community and how these problems are covered in local and national media.

Another task is to find various news or practices in your and other countries that trying to resolve the problems of young people.

Participants are requested to bring at least one idea for the future potential project. Prepare a description of your projects / experiences and the lessons learned from your previous project and NGO and youth work; bring pictures, brochures, multimedia presentations or other materials.

ACCOMMODATION:

The Towers Lodge, 125 KingfisherAve, Elspark, Germiston, <http://www.towerslodge.co.za>

We are going to stay in a hotel 30 min from Tembo airport Johannesburg

Check in: Check in time is Saturday, January 12, 2019 from 16:00 o'clock.

Leaving the hotel: 20 January 2019 till 11:00 o'clock. Earlier departure: 19 January 2019 after 16:00 earlier

FACILITIES:

Sleeping arrangements depends on gender division (max 3 or 4 in one room)

REMEMBER: Please bring your own cosmetics and pills if you use something.

The hotel will provide; pillows and blankets.

MEALS:

Meals

Prepared by the hotel kitchen team. Would be nice if we know in advance for your food diets, allergies or something specific (if you have).

TRANSPORT:

Transport from the airport to project location:

in the airport will waiting you a car, for you and for the rest people from your country.

IMPORTANT: We are not able to cover the expenses or provide accommodation for you before/ after these dates. If you want to travel to South Africa in order to get familiar with the country/ culture and see the sights you can do it for your own expenses.

REIMBURSEMENT:

Please note that the organizers will not cover any accommodation and food costs outside the project dates. Further, eligible travel costs are only those from home to the activity's venue and back, thus travel from another project's place and back won't be eligible. You can come or leave one or up to two days earlier or later to discover South Africa, but you have to fully attend the program of the training course. If you plan to come or leave earlier, you understand that you will have to sustain on your own expenses. We will be happy to assist you on logistics, accommodation and places to visit.

Travel reimbursement:

Travel reimbursement grants

Financing: The training will be financed according the Erasmus+ Programme rules (cost of accommodation and food will be covered by the organizers).

International travel cost will be reimbursed based on the distance calculator (http://ec.europa.eu/programmes/erasmusplus/tools/distance_en.htm) after the submission of the necessary original documents:

- flight: tickets/itineraries,
- invoices,
- the original boarding passes; train, bus: tickets indicating the price.

The invoices can be issued to the name of the partner organisation or to the name of the participant. The maximum travel reimbursement is as follows:

Open Space Foundation (*Bulgaria*) amount limit is 820 euro per person

DISHA International Foundation trust (*India*) amount limit is 820 euro per person

Chamwino Arts Center (*Tanzania*)..... amount limit is 360 euro per person

Child Life Network (*Uganda*) amount limit is 360 euro per person

Centre for the Advancement of Citizenry Participation in Inter (*South Africa*)
amount limit 20 euro

IMPORTANT: Please obtain and keep:

- original invoice
- original tickets of flight/ train or bus
- original boarding passes (the slip).

Before participants by the tickets, the organizer must be updated with the plan for the travel.

BE AWARE: Please, don't buy any tickets before your visa is ready.

FINANCING of traveling:

Financing of the travel costs: 2 options:

1/. The travel costs will be reimbursed in EUR after the training if all the documents are provided in original to the organizers and if the report on the activities is filled in the google drive (link will be sent to the emails of the participants after the training). After the training, please send us back all your complete travel documents in ORIGINAL by

post via registered mail as well as your bank account details (name of account holder, name of the bank, IBAN code, BIC/SWIFT code). Missing or lost tickets are not reimbursed. **Any costs for taxi, travel expenses incurred by private carriage such as Uber, private car are not reimbursed.**

The reimbursement of travel costs will be done by bank transfer to the partner organizations only after we have received all travel documents in original form and after the project has officially ended. Travels not adequately reported cannot be reimbursed.

Or

2/. The coordinator of the project will buy your ticket. Your duty will be to collect all boarding passes and to present them to the coordinator of project (Mr.Ognyan Popov). Keep in mind that is **OBLIGATORY** to present all boarding passes in our financial report to EU. Without boarding pass the EU commission will not allow us this expenses and you have to refund the money for your traveling.

In case that someone miss the meeting/training, that already have a ticket (miss the plane, or something else) - he/she have to refund money already paid for her/his ticket. Exception are possible only in a case of special circumstances: if you need an emergency surgery, a case of a natural disaster or a military conflict that closes the airport. In any case we will need some evidences to prove this special case/s. All other situations that participant has a ticket and miss the meeting/training - he/she have to cover the expenses for this traveling. Including visa expenses done before that.

VISA:

Visa

Visa application process: the organizers will send you the invitation letter and confirmation for the venue of activities. For visa applying you should have a valid passport and at least 2 empty pages in your passport. Please check in the South African embassy in your country for all necessary documents that you have to prepare for visa applying.

Your Sending organization will take care for payment of visa expenses. The limit of it is **80 euro per person**. Reporting documents: receipts / bank statement for payment visa fee, and visa related expenses (if you have some).

INSURANCE:

All participants are strongly advised to purchase health and travel insurance as a regular procedure for the travel. The project will cover **15 euro per person**. Reporting documents: receipts / bank statement for payment and visa policy, where are visible the name of insured person, insurance covering and the prize of the insurance policy.

BRING WITH YOU:

Medicine you need regularly as you may not find your usual medicines in local pharmacies. Also keep in mind what local food might differ from the one you used to.

Also be ready for rain weather, just in case. Mind that comfortable footwear is important.

We kindly ask each national group to have at least one camera to take pictures.

INTERCULTURAL EVENINGS:

During the project we will have several intercultural evenings. We therefore expect each partner organization to plan a partner/ country specific PowerPoint or other type of presentation (feel free to be creative) in English to show to the rest of the group.

We encourage the participants to present traditional, typical, local dishes; drinks; games; music; dances or whatever you find relevant in order to give the rest of us an 'insight tour' of your country, national identity and culture.

We kindly request you to bring some national snacks, drinks and music from your home country, as a contribution to the intercultural evening. You could prepare presentation about your culture or who you are. Try to think something that we could do together about your culture to promote intercultural learning in an interactive way (interactive means that you involve the audience in your presentation): for example, show or teach the other participants a dance or a song from your country; or prepare a short performance, sketch or quiz to introduce the other participants to your culture.

NGO fair: Please bring information materials about the organization, i.e. photos and reports from former projects and further material which will help you to present your organization. There will be a resource table where you can hand-over your materials and get to know others.

IMPORTANT: The preparation must be done in advance and we will not be able to buy presentation items for you, so you need to bring your own.

PROJECT STAFF:

Open Space Foundation the coordinator of this project will be present with 3 representatives during the activity period. Among them are:

- Ms Pepa Peneva Veleva (Project Manager and Project Training Facilitator)
- Mr. Ognyan Popov (Coordinator and documents keeper)
- Mr. Ivaylo Ivanov (Project Training Facilitator)

From the Hosting organization - Centre for the Advancement of Citizenry Participation in International Relations (CACPIR) (South Africa) will be presented by:

Mr. Tshepo Mashiane - about logistic, questions about South Africa and local issued

WHAT ELSE:

Activity week program

In the first week of January, we will send the activity schedule to the organization contact persons via e-mail and to all confirmed participants via our project specific Facebook group.

IMPORTANT: If you have any suggestions for content (own presentations, games, social events, relevant films or other) besides the mandatory, please inform us and we will consider the possibilities.

On 18 January 2019 we are planning to make a trip in Pretoria. The same day we will visit Bulgarian embassy where participants from Tanzania, Uganda and South Africa will apply for visa for Bulgaria for the Training course 2 in Sofia. After that we will visit a couple of places on cultural heritage of South Africa. Lunch and dinner the same day will be out of the hotel.

In the end of the of the Training course you will receive Youthpass certificate, document that certified the learning achievements and experience in the time of the training as educational experience.

COMMUNICATION:

This is an official project Facebook page:

<https://web.facebook.com/groups/1953808208069830/>

where all participants can communicate with each other and us regarding the project. All participants are to send an access request in order to join the page. Please remember to invite all your participants to the Facebook group, many important information will be given at the Facebook group.

Contact info – Open Space Foundation (Bulgaria)

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Please join to our Facebook page and stay tuned about latest news, preparation, logistical details and all things linked with our project and working together.