

Quality EVS 4 Inclusion

Mobility of youth workers: partnership building activity

Organized by: Seiklejate Vennaskond – ESTONIA

Funded by European Union Erasmus+ programme (key action 1)

Project dates: 11. – 21. July 2017

SUMMARY OF THE PROJECT:

"Quality EVS 4 Inclusion" is mobility of youth workers is partnership building activity with seminar elements. Activity will take place in Vardi, Viljandi county from 11th to 21st July (10th and 21st being travel days) 2017. Estonia will be the hosting and coordinating organization, others sending organizations (Portugal, Romania, Spain, Morocco, Jordan, Ukraine, Georgia, Greece, France, Poland, Bulgaria, Lebanon, Macedonia, Armenia, Bosnia and Herzegovina, Egypt, Croatia, Italy, Tunisia and United Kingdom). Partnership building activity will be bringing together 26 participants (youth workers working with EVS volunteers) from 21 countries.

The main aim of our project is to build good quality EVS partnerships between programme countries and neighbouring countries.

Concrete objectives are:

- To bring accredited EVS organizations from programme countries and neighbouring countries together to create new contacts, build solid partnerships and create a network
- To provide participating organizations with new tools to improve the quality of EVS projects and learn from experience and good practice of other organizations
- To provide space for intercultural learning, getting to know local reality in host countries and broaden the world view of participating organizations
- To create materials to support the quality preparation, support and mentoring of EVS volunteers
- To build a strategy to include and involve young people with fewer opportunities in EVS
- To give partners opportunity to work on new EVS projects from idea to application to have equal involvement of all parties

All working methods will be non-formal: such as teamwork, for in pairs, roleplays, story-telling, study visits, actions in town etc.



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Organizer: SEIKLEJATE VENNASKOND
(<http://www.seiklejad.org>)

Seiklejate Vennaskond is youth and civil society organization, which connects active adventurous people together. We work mainly with young people, but also with youth workers, trainers and teachers and organizations active in non-formal education field and lifelong learning. Our members have participated and organized different youth exchanges, seminars and training courses concerning equality, media impact, innovation, fight against racism & xenophobia, human rights, mobility and migration, HIV prevention, environment protection and other issues. Our volunteers gather every month to take up new ideas and think how to put them into practice. We sincerely believe that young people today can make a difference and we all work for this purpose.

Read more:

<http://www.seiklejad.org/in-english.html>

Number of participants: 1 per country

Participant profile:

The participants will be youth workers – EVS coordinators from partner organizations who are able to make decisions in the name of their organization.

- Participants must be motivated by the topic and ready to participate actively 100 %
- Participants must be able to communicate in English
- Participants must be 18+

Participation fee: 20 € per person (will be taken off from travel reimbursement). Fee will be used to organize canoe trip in the nature / visit to another town.

Selection of participants:

All selected candidates (**no exceptions**) must fill in application form. Selection of participants will be done by partner organizations and candidates need to be confirmed by organizer & trainers. In case participants' don't match the selection criteria or lack motivation, **coordinator can reject the candidacy** and ask partner to review the selection.



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PARTNERS:

Name of the Organisation	Country of the Organisation	Type of Organisation
SEIKLEJATE VENNASKOND	Estonia	Non-governmental organisation/ association/social enterprise
TEATRO METAPHORA - ASSOCIACAO DE AMIGOS DAS ARTES	Portugal	Non-governmental organisation/ association/social enterprise
Wild Carpathia	Romania	Non-governmental organisation/ association/social enterprise
ASOCIACION JUVENIL INTERCAMBIA	Spain	Non-governmental organisation/ association/social enterprise
Non-governmental organization "Kharkiv association for active youth "Stella"	Ukraine	Non-governmental organisation/ association/social enterprise
EUROCIRCLE	France	Non-governmental organisation/ association/social enterprise
Youth Association DRONI	Georgia	Non-governmental organisation/ association/social enterprise
JORDAN Youth Innovation Forum	Jordan	Non-governmental organisation/ association/social enterprise
KINONIKI SINETAIRISTIKI EPICHERISIELLINIKI SYMMETOCHI NEON	Greece	Non-governmental organisation/ association/social enterprise
Train of Future	Morocco	Non-governmental organisation/ association/social enterprise
*LAB Design and Research Group sp. z o.o.	Poland	Non-governmental organisation/ association/social enterprise
Bulgarian Youth Forum	Bulgaria	Non-governmental organisation/ association/social enterprise
Young Women's Christian Association-Beirut	Lebanon	Non-governmental organisation/ association/social enterprise
Center for education and development	Former Yugoslav Republic of Macedonia	Non-governmental organisation/ association/social enterprise
Knowledge-based Society NGO	Armenia	Non-governmental organisation/ association/social enterprise
Udruzenje "Mladi Volonteri"	Bosnia and Herzegovina	Non-governmental organisation/ association/social enterprise
MI HI For Training And Development	Egypt	Non-governmental organisation/ association/social enterprise
Hrvatska skola Outward Bound (HSOB)	Croatia	Non-governmental organisation/ association/social enterprise
Associazione Attiva-Mente	Italy	Non-governmental organisation/ association/social enterprise
Association de volontariat et échange culturel et action des jeunes	Tunisia	Non-governmental organisation/ association/social enterprise
Youth Discovery Ventures Ltd	United Kingdom	Non-governmental organisation/ association/social enterprise



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Travel costs:

Participants should use the cheapest means of transport (economy class plane tickets, 2nd class train tickets etc). Use of **taxi is not allowed**. Use of private vehicle or hired transport may only be used if agreed **beforehand** with organizers and it's **highly justified** (it's cheaper or it's only way of transportation and receipts are provided).

*All tickets must be confirmed with organizers before buying, otherwise the costs will not be reimbursed! Participants need to use the cheapest means of transport and it is **NOT** allowed to pay for tickets in cash.*

Travel cost reimbursement maximum limits per participant from home to Tallinn:

Country	Distance	Max. limit
Portugal	4000 – 7999 km	790 €
Romania	500 – 1999 km	245 €
Spain	3000 – 3999 km	500 €
Ukraine	500 – 1999 km	245 €
France	2000 – 2999 km	330 €
Georgia	2000 -2999 km	330 €
Jordan	3000 – 3999 km	500 €
Greece	2000 – 2999 km	330 €
Morocco	3000 – 3999 km	500 €
Poland	500 – 1999 km	245 €
Bulgaria	500 – 1999 km	245 €
Lebanon	2000 – 2999 km	330 €

Macedonia	500 – 1999 km	245 €
Armenia	2000 – 2999 km	330 €
Bosnia and Herzegovina	500 – 1999 km	245 €
Egypt	3000 – 3999 km	500 €
Croatia	500 – 1999 km	245 €
Italy	2000 – 2999 km	330 €
Tunisia	2000 – 2999 km	330 €
United Kingdom	500 – 1999 km	245 €

Travel cost reimbursement limits depend on starting point of the participant. For this reason there might be changes in travel limits if starting point changes. To check your distance please use European Commission [distance calculator](#) (adding your city and as destination “Vardi” in Estonia). For example in case Spanish participant travels from Malaga (3236 km) the limit is 500 €, in case from Madrid (2862 km) the limit is 330 €. **We have already taken off 30 € for local transport from Tallinn to project location and back by private transfer. You need to arrive to TALLINN (airport).**

We encourage participants to buy all the tickets **online** (do not use travel agencies, cash payments are not allowed!) and **always** make online check-in where possible. This will speed up the reimbursement process and is more environmentally friendly. All tickets should be sent before the project to haaletaja@gmail.com.

Participants are allowed to stay up to 5 days longer in Estonia if they want, but they need to pay for their own accommodation/food.

Extra travel day.

As participants need to arrive to Estonia before 14.00 on 11th July, we recommend to start travelling on 10th July, which is official travel day for this project (does not apply for Estonians). In case needed and requested beforehand (before 15th June) organizers will book basic hostel in Tallinn for the ones arriving on 10th July.

Reimbursement:

Reimbursement of travel costs can be done as soon as we have all original documents from participant and participant has carried out follow-up activities and posted about it in the blog. We will make bank transfer. We have printer available in project location to print boarding passes.

Documents which are needed:

- Original invoice of the flight ticket, it should be in **English** and amounts in **euros** (if possible). Please book your tickets in travel site where you can get the documents in English and in **Latin alphabet!**



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- Bank statement of the payment or credit card slip.
- Boarding passes (very important) from your journey to Estonia and from your journey back (electronic versions – make online check-in!)
- Flight tickets with travel times (English! Latin alphabet!)
- Bus/train tickets
- In some cases we will need some statement if you travelled by uncommon routes
- If luggage is not included in plane tickets, try to add it right away while buying the tickets online (separate luggage receipts are not subject to reimbursement)
- Use of taxi / personal car will not be reimbursed

Location:

Project will take place near Viljandi, in South-Estonia. Our accommodation will be Kivi accommodation (<http://www.kivitalu.ee/>). Accommodation will be in rooms of 2-3 people of same sex. The seminar room is inside the house. We will provide 3 meals per day; and 2 coffee breaks (if we are not visiting). Please take into consideration that smoking is not allowed in any place inside the hotel, and only place for smoking is outside.



Background information Training course will take place in Estonia; you can find more information about our country here: <http://www.visitestonia.com/en/>. If you come earlier or leave later (highly recommended!), you can visit our capital Tallinn: <http://www.tourism.tallinn.ee/eng> which has really nice medieval old town and is in the UNESCO world heritage list.



Old town of Tallinn

Weather:

July is the best summer month in Estonia, with temperatures usually between 10 – 30 C. Sometimes it might rain, bring umbrella or raincoat. Check weather here: <https://weather.ee/viljandi/?linn=viljandi>. We also recommend swimming suits as it is warm enough for swimming. For evening take something warmer, as it can be chilly and there are mosquitos outside.

ARRIVAL:

All participants should arrive to Tallinn (TLL) airport before 14.00 on 11th July (or day before). This is the only airport 😊

MEETING POINT AND TIME:

Meeting point and time will be set after we know all arrivals. Most likely it will be in the airport. We will organize transportation inside Estonia – no need to worry about it!

Getting around in Tallinn (if you need for some reason).

The best way to get around in Tallinn is to use bus **number 2**. It stops in the airport (follow signs to get to stop), if you get out in 3rd stop you reach “Autobussijaam” which is 150 m from bus station (go across the road), if you go out in 6th stop A.Laikmaa you are in the centre (5 minute to old town). If you go out in 7th or 8th stop you will reach ferry terminal. And of



course, the bus goes also opposite, from ferry terminal to centre, then to bus station and finally to airport. You can buy ticket from driver, students have discount (1 € /2 €).

Departure:

As it takes for a while to get from project location to Tallinn, departure flights should be after 12 o'clock on 21st July 2017.

What to bring:

- Summer clothes, but something warmer for the evening
- Rain jacket / coat
- Swimming suit /swimming clothes. Towel for sauna
- Personal medicine, cosmetics, sun cream, mosquito repellent
- Eye patches for sleeping (we have very short nights, so sun comes up after 3 AM) and earplugs (in case your roommate in snoring)
- Shoes/slippers for inside – you cannot wear outside shoes in rooms Estonia, so please bring something comfortable to wear inside seminar room (if raining it can be muddy)
- Some materials/flayers/contact sheets from your organization to share with others, maybe something about Erasmus+, if you need it in your language
- Laptop (if you can) – Wifi will be available and we will be looking some materials online and so computer would be really useful
- Some food, drinks or other things of your country you would like to present/show to others... (for intercultural evenings)
- You can prepare some energizer or bring some games, as you like ☺
- Positive attitude and open-minded attitude



What to prepare?

All participants will have some homework. We will share details about it after the participants have been confirmed.

Travel insurance:

If you are European Union citizen, please make sure that you have the European Health Insurance Card (<http://ec.europa.eu/social/main.jsp?catId=653&langId=en>) or temporary certificate. Additionally it's **obligatory** to make travel insurance (for people coming outside Estonia), this is your own contribution and will not be reimbursed. Travel insurance should include medical insurance, trip protection and luggage insurance.



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Visa costs:

Visa costs will be reimbursed up to 100 € per participant depending on the actual cost. Participants need to provide passport photo page copy, copy of visa page, original invoice/receipt for visa, bank statement/card payment confirmation for payment and any other relevant documents received while applying for visa. Visa cost will be reimbursed together with travel costs via bank transfer.

Any questions? Please ask! OUR CONTACT: haaletaja@gmail.com, k.seiklejad@gmail.com



See you soon in Estonia!!!



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