

INFO PACK

PRO

Project Readiness for Erasmus+ Organisations

TRAINING COURSE

Project within Erasmus+ accreditation

Kopparberg, Sweden

13 - 20 May

13-05-2026 Arrival day
20-05-2026 Departure Day

WELCOME!

You can be one of the 20 participants who will participate in the training course “PRO – Project Readiness for Erasmus+ Organisations” between 13th of May to 20th of May 2026 in Sweden.

The training course will be held in Kopparberg, located 219 km west of Stockholm. Kopparberg is a small village famous for the brewery that makes Kopparbergs cider and is located one hour from Örebro – the sixth largest city in Sweden.

We want you to have a great experience and we prepared this info pack with all the practicalities you need to know and a bit about the project itself. We look forward to meeting you all in Kopparberg!



AWESOME PEOPLE ABOUT US

Your coordinator and host organisation is Awesome People, a youth NGO founded back in 2013. Awesome People is based in Örebro and Kopparberg with a mission of making people be and feel awesome – one learning experience at a time – for people to create a better world for themselves, for others, and for the planet.



Check us out!



ABOUT THE PROJECT

The project "PRO - Project Readiness for Erasmus+ Organisations" consists of one Training course in Sweden where you will get:

- Intercultural experience
- Learn how to plan, implement and close high quality Erasmus+ KA1 projects
- Work in international teams
- Create your own Erasmus+ structure for your organisation's Erasmus+ KA1 projects

After the training course you will go back home where you will spread the knowledge to other youth workers in your local community.

We envision this training course inspiring youth workers to take practical steps toward more qualitative and more easy-run Erasmus+ KA1 projects.



The **aim** of the project is to **engage** youth workers in the topic of coordinating high qualitative Erasmus+ KA1 projects, **empower** them with practical tools of how to plan, implement and close high quality projects and **connect** youth workers from different countries to learn from each other.

This project is an external activity of the KA2 Small-scale partnership erasmus.mt where Awesome People together with Projekta Malta create resources & a digital platform for Erasmus+ organisations. In this training we will test the developed resource: Erasmus+ KA1 Playbook - A practical guide for planning, implementing and closing high-quality Erasmus+ projects. Participants will get the guide full of practical examples, templates & checklists.

Objectives

- Provide time and space for youth workers/coordinators to learn how to plan, implement and close Erasmus+ KA1 projects in an effective and qualitative way
- Empower youth workers with tools by testing the Erasmus+ KA1 Playbook - A practical guide for planning, implementing and closing high-quality Erasmus+ projects.
- Create their own Erasmus+ structure for their organisation's Erasmus+ KA1 projects

SCHEDULE

Date Time	13/5 Wednesday	14/5 Thursday	15/5 Friday	16/5 Saturday	17/5 Sunday	18/5 Monday	19/5 Tuesday	20/5 Wednesday
08.30 - 09.30		BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
09.30 - 11.00		Training course opening + intro to the project Getting to know each other	<i>Learning Reflection</i> The Erasmus+ landscape	<i>Learning Reflection</i> Building a strong project concept	<i>Learning Reflection</i> Go to Örebro	<i>Learning Reflection</i> Delivering High-quality activities	<i>Learning Reflection</i> Your Erasmus+ structure	DEPARTURES
11.00-11.30		FIKA	FIKA	FIKA		FIKA	FIKA	
11.30-13.00		Teambuilding	From idea to impact	Amplify with AI		Monitoring & Evaluation	Your Erasmus+ structure	
13.00-15.00		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
15.00-16.30		Youth worker Competences Learning Journey	Quality in Erasmus+ projects	Budgeting - How does it work?	Free time	Dissemination & Impact	Learning journey & Evaluation	
16.30-17.00		FIKA	FIKA	FIKA	Youth voices on Erasmus+	FIKA	FIKA	
17.00 - 18.30		NGO Presentations	The PRO system - The Playbook	Project management and coordination		Closing the project	Youthpass & Closing ceremony	
19.00-	ARRIVAL Welcome Dinner	Dinner Intercultural evening	Dinner	Dinner	Dinner	Dinner	Dinner See you soon party!	

With reservation for changes

LOGISTICAL INFORMATION

Arrival day **Wednesday 13/5/2026** - No later than 7 pm in Kopparberg! (Don't forget to check when there is a train to Kopparberg before you purchase your other tickets!) We will not reimburse tickets if you arrive later than 7 pm!

Departure day Wednesday 20/5/2026 - Before 11.00!

The best option is to take a flight to Stockholm Arlanda Airport and from there take the train to Kopparberg C (the trip takes 3.5 - 4.5 hours) and costs between 40-50 euro check tickets here: www.sj.se. Choose Arlanda C to Kopparberg C. The entrance to the train station is located in Sky City at Arlanda airport. If your first connection is the bus, the bus station is outside terminal 4 at Arlanda airport.

You can also check flights to Gothenburg Landvetter airport or Stockholm Skavsta airport. Be sure to check www.sj.se for connecting trains and buses to Kopparberg.

However, we strongly advise *Green Travel* to and from Kopparberg to minimize our project's ecological footprint. Green travel means that you use more than 50% of your trip with a green option (bus/train and NOT plane), green travel gives you a higher travel budget and two more travel days.

Let us know if you have any questions after checking yourself!

We will meet you up at Kopparberg Central Station if you provide us with your arrival time and guide you to the house and also take your luggage to the house.

Kopparberg Central Station



PRACTICAL INFORMATION

The training course will take place at Awesome People House in Kopparberg, Sweden at Laxbrogatan 24, 714 31 Kopparberg located 5 min walking distance from Kopparberg village center. In the village center there are a few shops, supermarket, pharmacy and more. Map [HERE](#). You will stay in shared 3-4-people bedrooms (mixed country not gender) and have access to shared bathrooms with showers. **Bed linen will be provided but you need to bring your own towel.** We don't wear shoes inside the house so bring slippers if you need. The house has wifi. Accommodation costs are covered by the Erasmus+ program.



Breakfast, lunch, dinner, and coffee breaks (FIKA) will be served in the house. Please, don't forget to mention in the registration form if you have any dietary requirements. All food is covered by the Erasmus+ program. Also, we will organise an intercultural evening where you should bring drinks & snacks representative of your country.



The weather in Sweden in May is usually +10- - +16 degrees but please check it out closer to the arrival and pack appropriate clothes. We will update the weather information in the Whatsapp group closer to your arrival.



Sweden's currency is SEK. All places accept bank cards, not all accept cash since Sweden wants to be a cash free society. If you want to take out money there is ATM 5 min walk from the house.

TRAVEL REIMBURSEMENT

Accommodation and food are 100% covered by Erasmus+. Travel costs are budgeted according to Erasmus+ conditions (using the European distance calculator from the city where your sending organisation is registered to Kopparberg).

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Travel costs exceeding the maximum reimbursable amount will not be covered. If there are any changes in route or special travel requests, please confirm these with the project coordinator **BEFORE** purchasing the tickets. Failure to do so may result in some tickets not being reimbursable. Reimbursements will be made by bank transfer to the organisation or appointed responsible participant **AFTER** dissemination activities are held (within 1 month after the training course based on proof of dissemination) and if all the original documents are provided to the project coordinator.

Travel distance	Green travel	Non-Green travel
10 – 99 km	56 EUR	28 EUR
100 – 499 km	285 EUR	211 EUR
500 – 1999 km	417 EUR	309 EUR
2000 – 2999 km	535 EUR	395 EUR
3000 – 3999 km	785 EUR	580 EUR
4000 – 7999 km	1188 EUR	1188 EUR
8000 km or more	1735 EUR	1735 EUR

STEP BY STEP

- Fill in the internal evaluation form at the end of the week.
- Fill in the form sent by the Erasmus+ system (Beneficiary Module)
- Upload all your travel confirmations, invoices, and boarding pass to the Google Drive folder or AI tool. The link will be sent to you.
- Write a small testimonial report of your experience of the training course
- Hold the agreed dissemination activities within 1 month after the training course.
- Send us the testimonial report, pictures and a small report of the dissemination activities latest 1 month after the training course.

PARTICIPANT INFORMATION



Participants of the training course should be new NGO leaders/managers/ or coordinators responsible for KA1 Erasmus+ projects or experienced ones who wants new inspiration and be 18+. They should be interested in the topic of the coordination side of Erasmus+ projects and how to make the projects more qualitative. Participants should be prepared to work hands on during the training course.



All participants must be involved in the **preparatory work** organized by the facilitators. All participants must implement a **dissemination event** in their local community within 1 month after the training course and write a dissemination report with personal testimonial.



Each partner organisation can send maximum 3 people and partners should ensure **gender balance** among participants.



It is mandatory to have valid **travel and medical insurance** (i.e., European Health Insurance Card and travel insurance) during your travel. The host organisation will not cover any personal health costs or additional costs connected with travel. If you need help with this, please contact your sending organisation.



We encourage you to bring special snacks, and beverages for the intercultural evening, any favorite games for the evenings. Don't forget your **towel** and **Health insurance** card!



Failure to fully participate in the content sessions or inappropriate behavior might resolve in reimbursement not being given to the participant with a notice provided to the sending organisation or exemption of the participant from the training course.



In Awesome People we encourage people to be themselves and we want all our activities to be a **safe space** for all participants no matter background, gender, sexual identity, religion or other categorization.

ERASMUS+ PRIORITIES

INCLUSION & DIVERSITY



In all Awesome People projects we don't have a participation fee to ensure that we can include people with economical barriers. We always aim to create a safe space where everyone can feel included. Unfortunately our project house is not adjusted for people in wheelchairs. For all other diverse abilities please let us know in advance and we will adjust the project as much as we can for your needs.

DIGITAL

TRANSFORMATION

In this project we will work with digital tools and we advise you to bring your laptop if you can since it will be needed when we work on our coordination strategies.



ENVIRONMENT & FIGHT AGAINST CLIMATE CHANGE



In Awesome People and in our projects we want to reduce our ecological footprint so we encourage all participants to be as sustainable as possible. Here are some ideas for you!

- Use the Green Travel option!
- Take short showers and **don't shower everyday!**
- Pack lightly!
- Bring your **re-usable bottle** and **re-usable shopping bag** if you have one!
- In Sweden we practice **waste sorting**, be sure to throw trash in the right container!
- Be open to try out **vegan** food!

In this project participants will organize an open event for local NGOs and youth workers when they come back home where they will teach about some of the strategies that have been worked on during the training course as one act of participation in democratic life, showing common values & civic engagement!

PARTICIPATION IN DEMOCRATIC LIFE, COMMON VALUES & CIVIC ENGAGEMENT





TO-DO-LIST



TO-DO

Fill in the registration form [HERE](#) Latest 5th of April

We will let you know if you have been selected to the training course.



TO-DO

Book your flight to Stockholm Arlanda Airport and connecting train from Arlanda to Kopparberg C to fit the budget. Better yet, book your Green Travel all the way to Kopparberg C!



TO-DO

Join the Whatsapp group for updated information and ongoing activities **when you have been selected.** You can find it [HERE](#)



TO-DO

Inform us about your arrival and departure time to erasmus@awesomepeople.org so we have a record of when to pick you up. Deadline 11th of May.



TO-DO

Keep an eye on your mailbox for information about the training course



TO-DO

Pack your things and bring an **AWESOME** attitude!



Project Readiness for Erasmus+ Organisations

TRAINING COURSE

AWESOME PEOPLE

QUESTIONS? CONTACT US!

Karin Wouda
Project Coordinator & Facilitator,
Awesome People
erasmus@awesomepeople.org
+46728586672



Olga Attard
Facilitator, Projekta Malta
olga@projekta.mt
+356 7774 0411



Fredrik Wouda
Host coordinator, Sweden
erasmus@awesomepeople.org
+46702693850

*Looking forward to see
you in Kopparberg!*

**AWESOME
PEOPLE**