

INFOLETTER

Training for Youth Workers on Debriefing

LEARNING FROM GAMES!

**Debriefing for Social Inclusion
and Sustainable Development**

22th March 2011- 30th March 2011

Hungary , Galyatető

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WHAT?

Learning from Games!

As youth leaders we often use games and activities as informal teaching methods. The activities give the youth a chance to have fun, work together, learn about themselves and improve their skills. But are our activities having the desired affects? Debriefing is a method of questioning participants after an activity in order to turn their 'experience' into 'learning'. Without debriefing an activity we can lose these potential learning moments.

But what is debriefing? How do we do it? When/where/with whom can we use it? Are there creative methods of debriefing? What purposes can debriefing be used for (such as: social integration, understanding our dependence on the environment, responsible action, enhancing motivation of marginalized groups, etc.) and how? These are the questions we will investigate during the week.

And: This training is meant for 'hands-on people'. You will take an active role in all parts of the training – from joining an international group to cook a meal or two for the group to trying out new activities and new methods of debriefing. Everyone will play a part in the success of the training

PARTICIPANTS & TEAM

Participants:

age limit: 18 + years

experience: Youth Workers, Workshop Leaders, Trainers

Trainers:

Trainers will be from Code-X Hollandia and Servus Salutis Fellowship, Hungary.

PRACTICALS

Dates Arrival till	18:00	Tuesday, 22th, March 2011
The program starts	08:30	Wednesday, 23th March, 2011
The program finishes	22:00	Tuesday, 29th, March, 2011
Departure till:	12:00	Wednesday, 30th March, 2011

Arrivals and departures

We are asking you to arrive on the date given above, to the accomodation of the exchange:

Galyatető – Fogadó a Táncoló Kecskékhez

(photos: <http://www.tancolo-kecskek.hu/galeria/>)

If you arrive 1-2 days earlier or leave later, please arrange your own accommodation for the extra time.

We expect you to participate on the whole exchange! (It means coming later or leaving earlier is not allowed!)

Venue

The exchange will take place in Galyatető, Hungary.

In the accommodation there are 2- 3-4 bed bedrooms with shower.

How to get there?

Arrange your trip to arrive on time at the arrival day!

Take a flight from your country till Budapest Ferihegy Airport.

Catch a bus till Kőbánya-Kispest (metro station) and go with the metro BLUE till Deák Ferenc tér! ATTENTION! You have to buy ticket for the vehicles (price: 320 HUF). For each journey one ticket!

From Deák Ferenc tér You change metro line to the RED one and go till Stadionok station.

At Stadionok station go to the ticket officer at the bus station and ask a ticket to Galyatető! Watch out there are buses go there directly 3 times a day. Time schedule is: 8:15; 13:15; 16:45.

What to bring?

The training will be mostly indoor with some outdoor elements. Bring comfortable and warm clothes, sleeping bag, some typical food or objects from your country and medicines.

Checklist:

Sleeping bag

Some food and drinks from your country

Your own medicines

Documents

passport or other official identification

bills and tickets described in the attachment

insurance (described below)

Hungarians: TB card

COSTS

Servus Salutis covers the following costs:

accommodation

food

the costs of the programme

maximum 70% of the travel costs of foreign participants, funded by the Youth in Action Programme, according to the conditions described in the attachment.

For this we received grant from the Youth in Action Programme, for participants from the countries mentioned above, 18 + years.

Participants cover the following costs:

The rest of your travel costs from your living place to the project venue, which can be 0 – 100% of your travel costs, depending on what kind of funding you are coming with.

Your own insurance

The procedure and the conditions of the reimbursement is described below in the attachment nr.1.

Please read it carefully and if you have questions, contact us in advance.

We reimburse public transport tickets and taxi costs from Budapest or from cities where you change transportation only if they fit into your limit and you bring the invoices of them.

Organisation	Country	Number of participants	Max. travel costs per person	Max. 70 % of travel costs	Participant's contribution
Turgutlu District National Education Directorate	Turkey	2	330	231	99
Associação Máquina do Mundo	Portugal	1	400	280	120
Outward Bound Romania	Romania	2	160	112	48
Youth Leaders Coalition	Latvia	1	400	280	120
Gabinete de Desenvolvimento Associativo e Cidadania - C.M.M.	Portugal	1	500	350	150
Language and Cultural Center World at Our Home	Litvania	1	400	280	120
MTÜ Viljandimaa Vabatahtlike Keskus	Estonia	2	300	210	90

Code-X International	Holland	3	330	231	99
Studio Zazitku Outward Bound Slovakia	Slovakia	2	32	22,4	9,6
Sports Club Economist	Bulgaria	1	370	259	111
C.L.E.A.R.	Ireland	2	350	245	105
Bulgarian Youth Organization BioAlternative	Bulgaria	1	370	259	111
Student's Representative Body of Mykolas Romeris university	Litvania	2	400	280	120
Tiziana Grech	Malta	Unfortunately we didn't get financial support for these two organisation. If another organisation steps back and doesn't send participants, then there is opportunity for them to come!			
Aithria: Agro- Environmental Research and Action Team	Greece				

APPLYING

Participants: until 28 February, 2011.

Send your filled in application form to Panna to the following address:

horvath.andrea.panna@gmail.com

If you have any physical limitations, disease and/or use medicine we need to know about, indicate it on the application form. If you are a vegetarian, or have a special diet, let us know, indicating what you cannot or don't want to eat, and also what you CAN eat, so that we can arrange suitable food.

Note that by filling in and sending us your application form, you state that you have read, understood and accept the contents of this information letter.

We are looking forward to see you in Hungary!

Servus Salutis Fellowship

website: www.servus.salutis.hu

The project has received for grant form the Youth in Action Programme of the European Community.

Information on the Programme is available at
http://europa.eu.int/comm/youth/index_en.html

However the content of the project doesn't necessarily reflect the opinion of the EU

and the Hungarian National Agency.

The project is not under the responsibility of these institutions.

Attachment 1 // CONDITIONS OF REIMBURSEMENT

By law and the funding rules of the Youth in Action Programme we need to keep certain administrative procedures. We are asking for your support and cooperation in keeping these rules.

Please make sure that you read and understand the conditions and the procedure.

Conditions of reimbursement:

Only if you participate in the whole program can you get the reimbursement.

Save your original tickets and receipts, invoices and all related documents, because you can only get reimbursement for costs of which you can prove the amounts with original tickets and receipts. Only the amount written on the ticket will be reimbursed – that is, if you want your return ticket to be reimbursed, you have to give it to us. We cannot reimburse anything that you buy *after* the training.

ALL the following ORIGINAL documents will be needed:

- all your tickets and boarding passes
- invoices of buying your tickets described below
- passport or ID
- Official document from the bank or travel agency stating the exchange rate from your currency to Euro and/or HUF of the day you buy your ticket.

What is an invoice?

This is a document, signed and stamped by the seller.
It needs to be for the following address as buyer:

Servus Salutis Egyesület

1037 Budapest

Táborhegyi út 25. A/6.

It must contain your **name, the starting and finishing place and the date of the of the journey and the price of the ticket**. Whatever official is your paper, if these data are not on it, you **can not** get it reimbursed!!! Use your name from your passport, no nicknames!

E-tickets:

An e-ticket is NOT an invoice! If necessary, call the airline/train company/etc., explain them the situation and ask them to give you a receipt/invoice with the data given above. If you buy tickets online, take care that you tick the box indicating that you want an invoice, and you fill in the address of *Servus Salutis* where the invoice has to be sent by the airline company.

Invoices of tickets that you buy in Hungary are called **ÁFÁS SZÁMLA** (this is how you ask for it)

Reimbursement will be in HUF and it will be done by bank transfer. The exact procedure is described below. The exchange rate we will use is defined by the National Agency of the Youth in Action Programme.

Reimbursement limits per country

In the EU grant we will receive a certain amount of money for this purpose, which we are not allowed to exceed.

Amounts given are for return tickets between your place of living and Galyatető.

Reimbursement procedure for participants funded by the Youth in Action Programme:

The amount of the reimbursement will be calculated as follows:

- We take the 70% of your travel costs between your hometown and Galyatető, only those costs of which you have the tickets and invoices. From this we will calculate your reimbursement.

In case your costs exceed the limits given below, the maximum amount you can get is calculated from the 70% of your allowed limit. Limits are given below. Based on the receipts you give us, we will exchange your costs into euros and from euros to HUF.

In case you want that we exchange your currency directly to HUF, you need to bring an official document, signed and stamped original from the bank or the travel agency, showing the official

exchange rate from your currency to HUF of the day when you bought your ticket/visa/insurance.

- **You will check the calculation and sign a document** stating that you checked and you accept the amount, the bank account number where it will be transferred and that you agree that the bank costs are covered from it and that you will send us back the original tickets, documents and invoices within 1 week from your arrival home.
- You will **leave with us all the original documents** that you don't need for your journey home. During the training we will make copies of your documents, so that you can still use your ticket for the way home.
- You **send us back all the original documents** within 1 week from your arrival home.
- As soon as we receive all original documents from your country and the money arrives from the National Agency, we send you your reimbursement by bank transfer. We will **do 1 bank transfer/country**, either to your sending organisation or to the account of one participant from that country. Bank cost is approx 10€ /transfer from our bank, you need to check yourself if it costs anything from your bank or not. Bank cost will be taken from the amount by the bank. We have no separate funds to cover them, so this bank cost is yours. For the bank transfers we need these data from each country: bank account number, IBAN number, account owner name, bank name and address, SWIFT/BIC code

If you come with a funding which is different from the Youth in Action Programme:

The amounts, the criteria and the procedure goes according to the funding rules will be different. This is subject to personal agreements with each person concerned.