

An advanced training course on
mentorship for EVS projects
“Dare to be creative”

21st - 28th April 2013
Lyskovo, Nizhniy Novgorod region,
Russia



**CONTACT
INFORMATION :**

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ABOUT PROJECT :

“SFERA” movement is happy to invite you to participate in “Dare to be creative” an advanced training course on mentorship for EVS projects which will take place in **Lyskovo town, Nizhny Novgorod region, Russia from 21st till 28th of April 2013** with the support of Austrian National Agency of Youth in Action Programme

The aim of the training – to encourage EVS mentors and to provide them with a set of techniques how to address youth participation issues in the most appropriate way. We see youth participation is driving force leading to democratic and inclusive society and almost each EVS projects includes young people with diverse back ground, and it is very common when EVS volunteer directly works with youth, and the role of mentor, as a young local person is crucial, because he or she can help EVS volunteer to be more efficient.

Objectives:

- To understand the diversity of local context; expectations of the host organization and EVS volunteer;
- To train the ability to see the development of EVS volunteer in perspective and to show him possible input to local community
- To discuss the Roles and tasks of EVS mentors in different countries and contexts
- To share about youth participation realities and to brainstorm on the role of EVS volunteer and mentor
- To develop mentor’s competences needed to provide learning support to EVS volunteers;
- To deepen understating of the key competences and Youthpass process;
- To understand what is learning process and how to reflect on personal learning
- To identify potentials and dangers in EVS mentoring process;
- To share possible tools and methods for EVS mentoring;
- To find out creative approaches to mentorship
- To discuss the motivation aspects: what motivates us as mentors and how we can encourage volunteer
- To reflect on mentorship styles and approaches
- To discuss different levels of support for volunteers (before. during and after the project)
- To reflect on Intercultural competences

CONDITIONS :

Participation fee is **EUR 60**. It will be paid on arrival.

The organizers shall cover the accommodation for the duration of the TC, checking in 21st April and checking out 28th April 2013, at the designated venue (details shall be furnished in due course).

Meals during the official dates from 21st April to 28th April 2013 (including dinner on the arrival day and breakfast on the departure day) have been arranged and will be covered by the organizers.

Participants should participate in 100 % of the training course; it means that you should organize your travel in a way to be at the meeting point in Nizhniy Novgorod by 2 pm on 21st of April, and to leave the venue after breakfast on 28th of April. In case if you arrive later or leave earlier due to your travel arrangements, please let us know, will ask our volunteers to help you reach the venue by yourself.

You are in charge of arranging your own insurance for your travel and stay in Russia as well for visa. Organisers will provide you the invitation letter, but you are responsible for getting visa. Visa costs are not covered.

You will be reimbursed the 70 % of your travel costs by bank transfer after the training when you send the original boarding pass for the way back. Please be ready to provide you bank details during the TC.

Please check the maximum sum of travel reimbursement in the table:

NUMBER OF PARTICIPANTS AND LIMITS FOR TRAVEL COSTS:		
Country	Participants	Maximum travel costs (100 %), you will be reimbursed only 70 % of this sum.
Russia	4 (2 participats + 2 team members)	100 Euro x 4 = 400 in total
Austria	4 (1 team member + 3 participants)	400 Euro x 4 = 1600 in total
Romania	1 participant	500 Euro
Poland	2 participants	400 Euro x 2 = 800 in total
Macedonia	2 participants	500 Euro x 2 = 1000 in total
Spain	2 participants	500 Euro x 2 = 1000 in total
Hungary	1 participant	500 Euro
Greece	1 participant	500 Euro
Croatia	1 participant	500 Euro

Germany	2 participants	4000 Euro x 2 = 800 in total
Latvia	1 participant	350 Euro
Slovenia	1 participant	500 Euro
Moldova	2 participants	500 Euro x 2 = 1000 in total
Great Britain	2 participants	500 Euro x 2 = 1000 in total

FINANCIAL ARRANGMENTS :

In order to make the travel reimbursement process easy and fast, please read this section carefully and ensure that you bring all the required documents with you to the training course.

- Your travel expenses can only be reimbursed if you provide all the necessary documents.
- ☒ Participants are required to arrange their journey in the most economical manner possible.
- ☒ Return tickets must be purchased before the start of the journey.
- ☒ We will only reimburse travel expenses incurred according to the guidelines given below.
- ☒ We cannot reimburse visa and insurance expenses, please make sure that you have your health insurance valid in Russia.
- ☒ Electronic tickets will only be considered acceptable as proof of payment if the paid amount is clearly mentioned. It has to be submitted accompanied by the inbound and outbound boarding passes.
- ☒ The participants should participate in the entire training in order to be entitled to travel reimbursement. Participants attending less than 90% of the total duration of the training course cannot be reimbursed.
- ☒ Expenses will be calculated and reimbursed in Euro, and according to the valid European Commission's exchange rates.

SUPPORTING DOCUMENTS

You will be given a travel reimbursement form at the beginning of the activity. Please complete it carefully and attach to it photocopies of all your travel tickets - including an invoice as proof of payment. Please note that you have to submit your travel forms and all the necessary documents during the course.

E-TICKETS

You must provide a printout of the ticket with your name on it, the exact fare that you paid, and the details of your flight. We also need an original invoice or a copy of your bank statement showing that the payment has been made, please note that only Apex ticket or reduced tariff of economy class can be reimbursed. For all airline tickets you must provide the outbound (return) journey boarding pass.

TRAIN TICKETS

Please, provide the original ticket. In case of emergency also a copy is sufficient. Please note that the arrival and departure time as well as the price need to be visible. Please note that only second class tickets can be reimbursed.

REIMBURSEMENT PROCEDURE AND BANK DETAILS

Reimbursement will be done through bank transfer as soon as you provide all the documents.

Please be ready to provide your complete international bank details:

☐ *name and full address of the account holder*

☐ *name and full address of the bank:*

☐ *IBAN & SWIFT (BIC)*

Please make photocopies and/or electronic scan copies of all your tickets before you travel, this will speed up the process!

THE VENUE:

The place where we will stay is called "Parus" <http://parrus-hotel.ru/> and it is located in Lyskovo town, 70 km away from Nizhniy Novgorod. We will all go there on 21st of April in a day time by bus that will be ordered exactly for this 😊

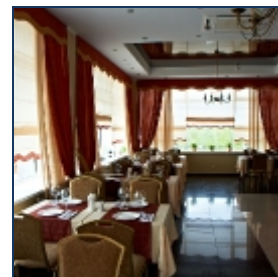
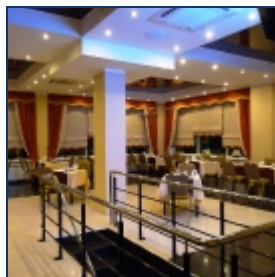
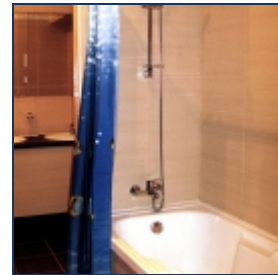
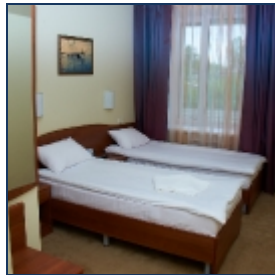
Participants will live in 2 person rooms; there is a restaurant where we will have breakfast, lunch and dinner and there is also a bar where we can buy the drinks and snacks if we need them. Also coffee breaks will be organized during the training course.

The hotel is located on the river side, so we can enjoy nice views and have some activities outside during the sessions.

This place is located in a very picturesque area, close to Makariev Monastery, one of the oldest and the most famous in Russia:



Some pictures of the hotel



If you want to arrive couple of days earlier we can advice you this hostel in Nizhny Novgorod, that is located in a city centre.

Gorky Hostel, that is located on the main street of the city – Bolshaya Pokrovskaya <http://gorkiy-hostel.ru/en/>

Hostel “Naberezhniy” located on the on the main embankment <http://www.bereghostel.ru/en/>

Bugrov hostel, close to the main train station <http://bugrovhostel.ru/en/>

But it will be your own responsibility as our training place is out of the city and we will not be able to take you there before 21st of April.

NB!

WHEN YOU CROSS BORDER WITH RUSSIA YOU SHOULD FILL THE MIGRATION CARD IN. YOU SHOULD GET IT IN THE AIRPLANE. YOU ARE NOT ALLOWED TO CROSS BORDER WITHOUT HAVING THIS DOCUMENT. PLEASE ASK FOR IT IN THE PLANE OR AT THE BOARDER / AT PASSPORT CONTROL. Please keep this document during your stay in Russia, you need to have it because you have to be **REGISTERED** if you stay in one city for more than 7 days. It is a very important official procedure. And SFERA Movement will register you here in a period of the training. If you would like to arrive more than 7 days earlier or leave more than 7 days after the training because you would like to do a bit of sightseeing within Russia please make sure you will be registered (almost all hotels do it but not hostels I guess or you better check it in advance) or if you plan to spend no more than 7 days in any city you visit **please keep all your tickets** in originals. You might be asked to show it.

MIGRATION CARD LOOKS LIKE THIS 😊



-В- (Russia/Departure)	
Российская Федерация	Russian Federation
Миграционная карта	Migration Card
000001	88888888
Фамилия/Surname	THOMAS
Имя/Given name	PETER
Отчество/Patronymic	
Дата рождения/Date of birth	Пол/Sex
Day: 29, Month: 02, Year: 60	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>
№ паспорта/Passport No.	Гражданство/Nationality
010017171000	RF
Дата выдачи/Date of issue	Срок действия в России/Valid in Russia
Срок действия/Valid in Russia	XXXXXXX
Срок пребывания/Term of stay	Срок действия/Valid in Russia
С/From: 4/1/2023	До/Until: 3/1/2023
Въезд/Entry	
U 1040394	
Выезд/Departure	

MEETING POINT:

April 21, 2 pm at Nizhny Novgorod train station (Moskovskiy Vokzal – Московский вокзал) in the middle of the main hall under the big lamp.

TRAVEL INFORMATION

In order to get from the airport to the meeting point please read carefully the following instructions carefully:

Please arrange your travel in a way to be at the meeting point – Moskovskiy vokzal (N.Noovgorod train station) at 2 pm on 21 of April.

IF YOU ARRIVE AT N.NOVGOROD AIRPORT :

If you arrive to Nizhny Novgorod airport, please try to arrive in the morning of 21st of April, the way from Airport to train station will take about 40 minutes.

From N.Noovgorod airport please take a bus № 20, it goes to Moskovskiy vokzal (N.Noovgorod train station) – bus stop in front of the station. If you arrive late please agree this with the organizers. Also, if your lane arrives late after 9 pm please let us know, we try to arrange a pick up for you.

IF YOU ARRIVE TO MOSCOW:

In case you booked your tickets to/from Moscow please note that in this case it is better to arrive 1 day earlier (on April 20th) and leave on April 29th in order to be able to take a night train.

In spite of the fact that there is an international airport in Nizhny Novgorod, we expect that the most of participants will arrive to Moscow. Thus, if you plan your travel to Nizhny Novgorod from Moscow, please read carefully the following information:

Sheremetyevo, Domodedovo and Vnukovo - airports in Moscow are served by most of the international airline companies.

More information about Moscow airports:

- Sheremetyevo airport: <http://www.sheremetyevo-airport.ru/>
- Domodedovo airport: <http://www.domodedovo.ru/en/>
- Vnukovo airport: <http://www.vnukovo.ru/eng/>

NB! Please don't change all your money in the Airport, but only for your travel to Moscow city (10-20 Euro not more). You can change it in Moscow city, it will be more beneficial for you (1 Euro costs 39 - 41 rubbles). And please change them at Currency Exchange only.

When you are in a metro you need to buy a metro-ticket (it costs 28 rubles one way).

HOW TO GET FROM MOSCOW AIRPORTS TO TRAIN STATIONS:

All airports are linked to the city of Moscow by railway; can take aeroexpress that will bring you to one of the following train stations:

From SHEREMETYEVO AIRPORT you will arrive to Belorusskiy vokzal (Belorusskiy railway station)

Follow this link to check the timetable <http://www.aeroexpress.ru/en/sheremetyevo/schedule.htm>

From DOMODEDOVO airport you will arrive to Paveletskiy vokzal (Paveletskiy railway station)

Follow this link to check the timetable <http://www.aeroexpress.ru/en/domodedovo/schedule.htm>

From VNUKOVO airport you will arrive to Kievskiy vokzal (Kievskiy train station)

Follow this link to check the timetable <http://www.aeroexpress.ru/en/vnukovo/schedule.htm>

You can buy **E-ticket** on www.aeroexpress.ru or you can also buy it in the airport. **If you buy an e- ticket you need to print it out before you enter the train.**

- Economy class: 320 Rub. (adult) is about 7,5 euro
- If you buy a return ticket that you will use within 30 days you can get it for 590 rub 😊

After you reach one of the Moscow train stations you follow the signs and go to a metro station (Belorusskaya / Peveletskaya or Kiyevskaya metro station) and until the railway station you need:

Train station	Metro station
Yaroslavskiy vokzal	Komsomolskaya
Kazanskiy Vokzal	Komsomolskaya
Kurskiy Vokzal	Kurskaya
Belorusskiy Vokzal	Belorusskaya

If you look at Moscow metro map you need to take the right direction to get to any of the Train stations where the train for Nizhniy is waiting for you. 😊

MOSCOW METRO MAP:



HOW TO GET NIZHNY NOVGOROD FROM MOSCOW :

Most of you arrive to Moscow on 20th of April. In this case we recommend you to take a night or evening train to Nizhny Novgorod that means you might arrive at 6 or 7 am on April 21st.

HOW TO BUY THE TICKET:

1. You can buy it at www.rzd.ru , it is available in English.
2. You can ask SFERA to buy you ticket from Moscow to Nizhny Novgorod, and send you by e-mail, for that we need to know your exact arrival and departure time.

How to read the timetable and the information in the ticket:

- МОСКВА КУР is a Kurskiy train station (Курский вокзал) – Kurskaya metro station.
- МОСКВА КАЗ is Kazanskiy train station (Казанский вокзал) – Komsomolskaya metro station.
- МОСКВА ЯР is Yaroslavskiy trainstation (Ярославский вокзал) – Komsomolskaya metro station.

In case of any problem please call to SFERA office or to Natalia Chardymova (+79200431801 available only at arrival day).

So we suggest you book your flights on 20th of April and 29th of April back in order to have enough time to get the train to and from Nizhny Novgorod/Moscow.

😊 HAVE A NICE TRIP AND SEE YOU SOON! 😊

USEFUL INFORMATION :**Russian Federation**
Information about the countryAdditional info - <http://www.infoplease.com/ipa/A0107909.html>**Geography**

Russian Federation (RF) or Russia is situated in Eurasia continent, part – in East Europe and part – in North Asia. RF is the biggest state in the world.

Its territory is about 17 075 000 square kilometers. The capital of Russia is Moscow.

Political system

Russia is a Federal Republic. The head of the state is the President elected based on general election for 4 years (present – Dmitry Medvedev). The head of the executive authority is the Chairman of the government - the Prime minister (present – Vladimir Putin). Legislature is a two-chamber Parliament - Federal Assembly, which consists of the State Duma and the Council of Federation.

Population

The total population is about 150 millions people (55% - woman and 45% - man). Russia is a multinational state. The state language overall territory of the country is Russian, however local inhabitants are guaranteed to safe their own local languages (such as Tatarskiy, Chuvashskiy, Mordovskiy etc.) There are different religious in Russia. The most popular is Orthodox; inhabitants of multinational Russia also profess Islam, Catholicism, Buddhism etc.

Whether

The climate of Russia is rather various because of huge territory of the country, however on the most part of territory it is continental or moderately continental with long cold winter and in the short not hot summer. Normal temperature in April for the central part (Moscow and Nizhniy Novgorod) is about +5, +8 degree. However the variety of temperatures can be very wide. Before you are leaving, we strongly recommend you to check the weather throw the net (<http://meteo.infospace.ru/cities/html/index.ssi>).

Time

Russia is lasting throw 9 time zones. The local time:

in Moscow GMT +3:00

in Nizhniy Novgorod GMT + 3:00

Currency

Official currency is Rubble. 1 Rubble consists of 100 Kopecks.

The average exchange rate: 1 EUR = 39-41 Rubbles, 1 USD = 30-31 Rubbles.



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Moscow

Information about the city

Additional info - www.moscow-guide.ru

Moscow is the capital and largest city of Russia, the country's leading political, cultural, economic, and transportation center. Moscow lies on the Moscow River in the west central European part of Russia. The Russian emperors, or tsars, made Moscow their base of rule until 1712, when the capital was moved to Saint Petersburg. Moscow was restored as Russia's capital in 1918, and it served as the capital of the Union of Soviet Socialist Republics (USSR) from 1922 until 1991. Moscow proper has a population of more than 12 millions. The area of Moscow is 994 square kilometers.



Nizhniy Novgorod

Information about the city

Additional info –

<http://admgor.nnov.ru/english/>

Unlike Moscow and St. Petersburg, with their large numbers of Westerners, Nizhniy Novgorod offers insights into life in Russia's heartland. In previous centuries, Nizhniy Novgorod was a commercial hub of Russia. Located at the confluence of the Oka and the Volga rivers, Nizhniy Novgorod has been an economical and cultural center of the whole Volga Federal District. The total area of N. Novgorod exceeds 410 square kilometers. With its more than 1,5 million population the city is the 4th biggest city in Russia. N. Novgorod, which was known as Gorki from 1932 to 1990 has gone back to its pre-revolutionary name. It was a closed city for the past 45 years; it was also known to Westerners as the city to which Andrei Sakharov was exiled. At the same time we can say that Nizhniy Novgorod can be proud for completely different world famous handcrafts.