

# AISD ASSOCIATION



INTEGRA

INTEGRA Project: Improving the INTEGRAtion of Immigrant Youth through Collaboration and Training, 2021-2-ES02-KA210-YOU-000048102

## Project Management Training course



**INFO PACK**



**Cofinanciado por  
la Unión Europea**

## GENERAL INFORMATION

**Title:** Project Managemnet Training Course

**Place:** Bilbao, Spain

**Period:** 1.07 – 8.07.2023, but you should arrive on 30.06.2023 and departure on 09.07.2023!!!

**Participants:** 18 youth workers, young people, and NGOs staff.

**Partners:** Italy, Spain and Romania.

## ABOUT THE PROJECT

The immigration has intensified in recent years. Globally, there were some 281 mil. in 2020, equivalent to 3.6% of the world's population, 128 mil. more than in 1990 (IOM). EU experienced the second highest growth (2000-2020), with an increase of 30 mill. The inclusion of migrants has always been an important part of the phenomenon; however, it is a particularly complex issue today. While the question of how to live together in increasingly diverse societies has become central, the challenges of addressing immigrant inclusion are still far from being solved. For this reason, the INTEGRA project aims to help NGOs with lower organizational capacity to develop their project management and ICT skills through a series of learning activities.



## TRAINING COURSE

The training course on Project Management includes team building activities, presentations on issues related to project management, intercultural evenings, workshops, joint activities with youth organizations from Bilbao and meetings with local authorities. Each participant will receive at the end of the project the **Youthpass Certificate**.

## PLACE

Bilbao, an industrial port city in northern Spain, is surrounded by green mountains. It's the de facto capital of Basque Country, with a skyscraper-filled downtown.





**ACCOMMODATION** You will be accommodated in the comfortable residence of Colegio Mayor Deusto, in single and double rooms. Each room has private toilet and shower. There is Free-Wi-Fi in the entire building. No need to bring towels or sleeping bags.



**FOR MORE INFO:** <https://www.youtube.com/watch?v=Exid8L982aA>

# HOW TO REACH BILBAO

## BY PLANE:



**Bilbao Airport** is located 9 km north of Bilbao, in the municipality of Loiu. This airport is very well connected thanks to buses, which run from the early morning to the late evening. The cost of the bus from airport to Bilbao is about €3. The bus makes three stops when arrives to Bilbao and you should get off at the second one in Gran Via. From there you have the option to take the metro ( €1,3 ) untill the metro stop "Deusto" or to walk about 20-25 min until the residence. From Desuto metro stop you have 3 min of walk until Colegio Mayor.



**Santander Airport**, officially Seve Ballesteros–Santander Airport, is an international airport near Santander, Spain, in Cantabria region. It has various option of low cost flights and it is well conected with the city of Santander. From Santander you can take a bus that will brings you to Bilbao. Here is the link of the bus company where you can check the prices and timetable:

<https://www.alsa.com/en/web/bus/home>

The bus will take you to the main bus station Bilbao Intermodal and from there you can take the metro to "Deusto".



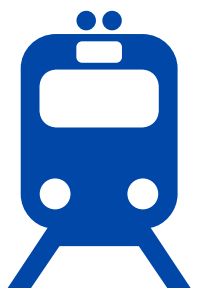
**Madrid Airport** (Adolfo Suárez Madrid-Barajas Airport) that is 5h away by bus from Bilbao.



### BY BUS:

Bilbao is well connected with the major cities. You can check the <https://global.flixbus.com/> the prices and options available. Or in case you decide to book a flight to/from Madrid you also can see Alsa as they have frequent buses from/to Madrid airport from/to Bilbao (Intermodal station):

<https://www.alsa.com/en/web/bus/home>



### BY TRAIN:

Bilbao main train station is in Abando. To find the available options of travelling to/from Bilbao (Abando) by train you can check here:

<https://www.renfe.com/es/en>

Abando is also the metro station and from/to there you take the metro to/from Deusto.



## **WHAT SHOULD YOU PREPARE IN ADVANCE**

Please bring some typical food, drinks, national specialties, songs, brochures etc., to present your culture for the others during the intercultural evenings.

Please prepare some short funny activities (games, energizers, sport activities).

Good mood, positive attitude and enthusiasm.

## **INSURANCE**

The participants are required by Erasmus+ Programme to have valid travel insurance for the whole period of the project including the travel days or the European health insurance card.

## **LANGUAGE**

The official language of the project will be English. All the workshops and sessions will be implemented in English.

## **MEALS**

All the meals will be "open buffet" where you will be able to choose the meals you want. Lunch and dinners will comprise first dishes, second main dishes and desserts. It will be possible to repeat-the only requirement is to eat all you have taken. In case of any dietary requirements please inform us in advance.

## **COSTS AND TRAVEL REIMBURSEMENT**

Food, accommodation, and materials during the training are funded by each participant from the sending organisation budgets.

The travel costs will be reimbursed as soon as you send all necessary documents such as tickets and boarding cards. Travelling by taxi or first-class tickets is ineligible and the costs will not be reimbursed.

For the travel reimbursement purpose participants must provide their tickets, bills and boarding cards in electronic or physical form that includes price, connection description and name of participant (in case of flight tickets). For your plane ticket we will need also your boarding card for each single connection. All the documents need to be delivered in electronic version (PDF) or physical form. Even though you use the mobile app on your phone, download the PDF and send it to us. Because of accounting rules, we can NOT accept print screens from your phone.

The E+ Programme require from participants to use the time and cost-efficient way of transportation. To ensure that obligation, we need from participants, before buying any plane ticket, to consult with their sending organization. We expect to be informed about the chosen connection including time, date and price of your flight.



In case participants want to come earlier or leave later from a project venue, they can arrive few days before the training starting date and depart few days after the training end date, in order to still be eligible for travel cost reimbursement. In that case participants must cover their own expenses in those added days (accommodation, food etc.) and consult this with the coordinator.

Travel reimbursement can be fully removed to the people who:

- do not take part in the whole length of the training,
- skip the workshops,
- repeatedly break the basic rules and not react to warnings or commit serious misbehaviour,
- do not contribute to the dissemination phase of the project.

NGO - Country	Number of participants	Travel reimbursement limit (per person)
Bran Art - Romania	6	360 (standard)/410 (green) Euro
Incredere-Italy	6	275 (standard)/320 (green) Euro
AI SD - Spain	6	23 Euro

**QUESTIONS?**    AI SD - Asociación para la Integración Social y el Desarrollo  
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