

TRAINING COURSE

“PROJECT DEVELOPMENT FOR BEGINNERS AND ESC SOLIDARITY PROJECTS”

• ABOUT THE PROJECT	1
• LOCATION	2
• TRAVEL	3
• REIMBURSEMENT	4
• CONTACT	5

09.11 - 18.11.2023

BERLIN, GERMANY



TC “Project development for beginners and ESC Solidarity Projects” aims to develop competences of youth workers, youth leaders and volunteers in the development of the Solidarity project from the initial idea to writing a project application. Participants will go through the process of developing a project so they can transfer this knowledge and methodology to youth in their local communities, and empower them to develop their own Solidarity projects.

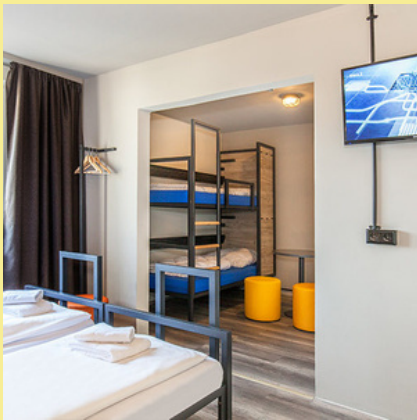
What will the TC look like?

Each working day will include 4 workshops in duration of 90 minutes each. Two of them will be implemented in the morning session (before lunch break), and two of them will be implemented in the afternoon session (after lunch break).

A coffee break for a duration of 30 minutes will be organised between each of them. At the end of every working day, we plan to organise self-reflection and evaluation sessions led by trainers and the staff team.

During the evenings, we are planning to organise some free time activities. Still, participation in them will be voluntary based, and participants will have a chance to develop them on their own mostly. Such activities are intercultural nights where they will have an opportunity to present their countries, cultures, traditions, food, and drinks through interactive games or presentations; NGO fair where participants will be able to present their organisations and the regular work they do in local communities.

The whole training course will be based on non-formal education and learning by doing methods. We are planning to use general methods: working in smaller groups, interactive and creative presentations, brainstorming, working in national groups, simulation activities, role plays, etc.



Participants are expected to attend the full duration of the TC (9th –18th November 2023).

All participants will be accommodated at [A&O Hostel Berlin Mitte](https://www.aohostels.com/en/berlin/berlin-mitte/)

Köpenicker Str. 127-129

10179 Berlin

Tel.: +49-(0)30 80947 5110

Website:

<https://www.aohostels.com/en/berlin/berlin-mitte/>

Map:

<https://maps.app.goo.gl/tfABGe5HpdYuXCa76>

The hostel is located in the area Mitte, very central and well connected to the main spots of interest.

We are expecting you on the 9th of November 2023 in the afternoon (between 16:00 and 18:00 o'clock).

The Welcome Program will start at 16:00 and dinner will be served at 19h. The departure is envisioned for the morning of 18th of November 2023 after breakfast.

Participants will be placed in rooms of 4. WI-FI connection, towels and bed sheets are provided.

The Training Course will be held at the residence.

Breakfast, lunch and dinner will be served daily at the residence.

- Check-in from 15:00 (it is possible to leave the luggage in a storage room)
- Check-out 11:00 am



For all information about booking your tickets and coming to Berlin, you should be in contact with Veronica Braccacini – in charge of project logistics, by using the official project e-mail (you can find all contacts below). We are kindly asking you to choose the ecologically and economically friendly means of transport, if possible.

Travel costs will be reimbursed only for the cheapest way of transport and for the return tickets. Travel expenses are covered by the organisers 100% up to the maximum of unit cost per distance calculator and means of travel, including bank transfer and other appropriate fees (for all the original tickets and ways of travel that are plane, bus, train, ferry, carpooling, NOT taxi).

For distances, less than 500 km one way (by Distance Calculator | Erasmust+), the preferable means of transport are land transportations, such as train and/or bus. If other mean of transport is selected for such travels, e.g. airplane, those will be reimbursed 60% of airfare, in accordance with the principle of environmental awareness and protection.

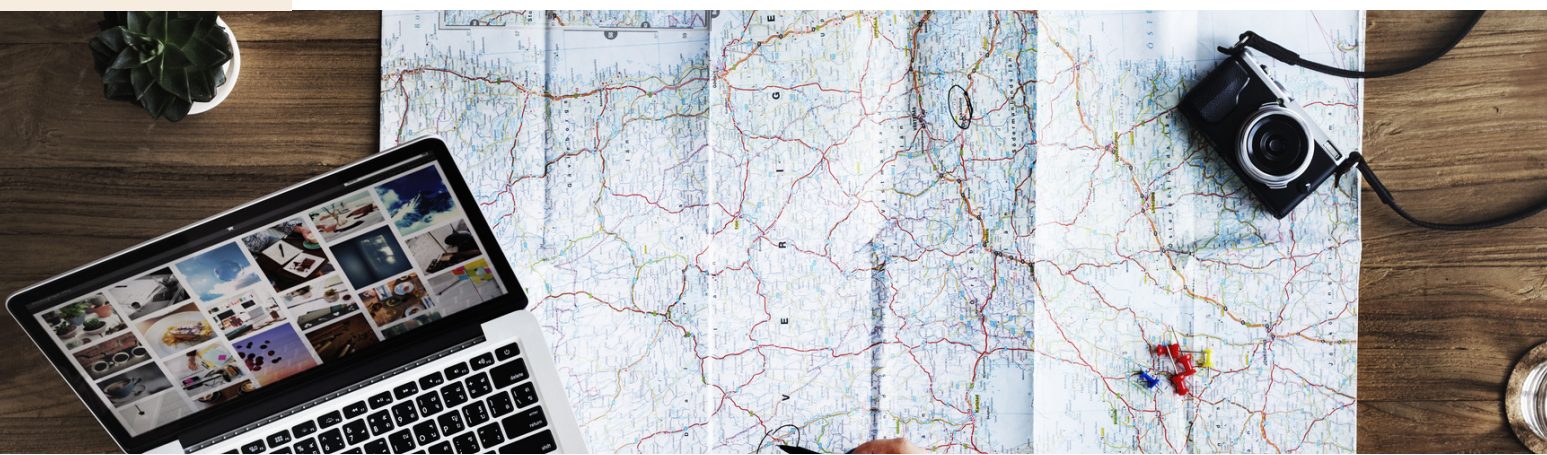
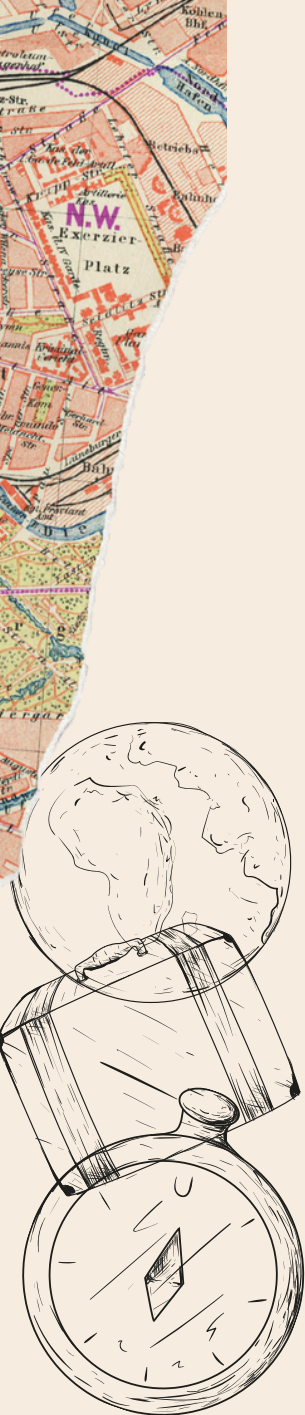
Please don't buy your tickets before we approve them! When you will plan your trip and BEFORE buying your tickets (especially if your planned travel itineraries are different than 9th – 18th November 2023), please inform us in advance, so we can approve your tickets and travel costs.

P.S. AT PURCHASING YOUR TRAVEL TICKET, PLEASE ASK FOR THE INVOICE!

Participants must keep all travel documents (tickets, travel agency invoices and boarding passes) as organizers are able to make any reimbursement only on the bases of presented documents!

We suggest to consider eco-friendly sustainable travel options.*

***Sustainable means of transport (green travel) is defined as the travel that uses low-emissions means of transport for the main part of the travel, such as bus, train or carpooling.**



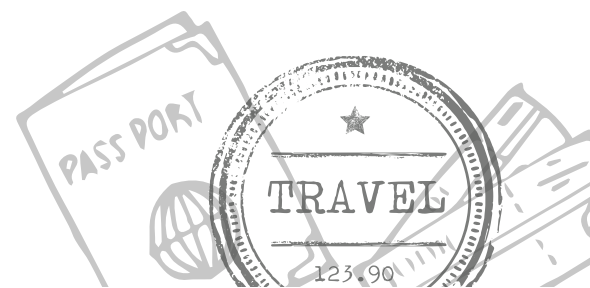
DISTANCE CALCULATOR BY COUNTRY:

GERMANY	up to 180,00€ / 210,00€ for green travel
AUSTRIA	up to 180,00€ / 210,00€ for green travel
ITALY	up to 275,00€ / 320,00€ for green travel
SERBIA	up to 275,00€ / 320,00€ for green travel
SPAIN	up to 275,00€ / 320,00€ for green travel
CROATIA	up to 275,00€ / 320,00€ for green travel
POLAND	up to 275,00€ / 320,00€ for green travel

Further Rules regarding the booking of the tickets and reimbursement:

- Only the cheapest tickets will be reimbursed. We will not cover tickets with the deviation from the direct route (A - B - A), extra unnecessary stops and layovers. We don't cover seat reservation fees, leisure plus tickets, flexible tariff tickets, extra travel insurances, priority boarding fees, local bus baggage, handwritten tickets or bianco nota bills.
- Only tickets purchased online will be reimbursed. We can't cover travel agencies' fees. Travel agencies invoices for the tickets won't be accepted for reimbursement.
- We can't reimburse taxi; only public transport and carpooling will be covered.
- You can arrive maximum 1 day before the activity and depart maximum 1 day after if you want to spend more time in Berlin on your own. In that case, travel expenses must stay within the agreed budget, while accommodation on the extra days is not covered. For green travels, participants can have up to 4 additional travel days.

The travel reimbursement will be done only by bank transfers after you return home and send us the ORIGINAL boarding passes and tickets (and after you submit/send us the filled in evaluation forms of the training course).





CONTACTS

5



YOUTH POWER
Germany

For planning your travel you are directed to contact the project team by using the mail address. Veronica Braccacini is the person in charge of logistics of the project.

In case of any problem during your travel or if you need any further information please don't hesitate to contact us!

OFFICIAL PROJECT E-MAIL

PERSON IN CHARGE OF LOGISTICS:

project4@yp-de.org

Veronica Braccacini

PARTNERS



**Co-funded by
the European Union**

