

“3Levels UP in Erasmus+”

International training course on Project Design and Management

Gyumri, Armenia

June 12 – 20, 2024



Practical Information

1. General Information about the TC

Gyumri “Youth Initiative Centre” NGO from Armenia and **Nouveau Départ NGO** from France will host a 8-day international training course on Project Design and Management.

Youth work is a progressive field that provides space and opportunities for young people to shape their own future and has very important role of encouraging them to take responsibility for others and get involved in shaping society beyond more individual interests. Reaction to ongoing and sudden challenges that European society facing today, CSOs and youth workers react and adapt to the changing dynamics with wide range of approaches they have in nature such as, youth unemployment, refugees and migrants and others. Thus, recognition of Youth Work and Youth Worker as professional sector shaping societies development through the skills and competences is essential. In this matter, “3Levels UP in Erasmus+” focuses on the Erasmus+ KA1 projects with high number of implementation around Europe and Partner Countries Neighbouring the EU thus to increase the quality of the design and content of projects, its impact, dissemination and MLE in order to strengthen the impact of KA1 projects and monitor the further stages and evaluation as such.

Aim: To develop competences of project managers on how to structurally design educational activities within KA1 projects of Erasmus+ programme by focusing on the aspects of its quality, monitoring, learning and evaluation.

Objectives:

To transfer knowledge to youth workers, project coordinators/managers about structural and quality design of KA1 projects in the field of youth,

To build up skills on the conduct of monitoring and evaluation within KA1 projects in the field of youth,

To introduce concrete mechanisms to ensure learning of the participants of mobility projects,

To enable an environment for networking and practice sharing in relation to the implementation of KA1 projects.

The project includes three essential dimensions:

- Design and structure of KA1 projects
- Quality provision of KA1 projects
- Monitoring, Learning and Evaluation of KA1 projects

Methodology:

The TC is based on the principles of non-formal learning and will further contribute to the recognition of it. The experienced project team will support learning process of participants, and

also will help them plan the application of skills and knowledge.

2. Profile of Participants:

The project will bring together 24 participants. Age limits: **18 +**

The participants should meet the following criteria/have the following criteria:

- Involved in organizations as project managers, project coordinators, European Solidarity Corps coordinators, youth workers, mobility project coordinators experienced in youth work but newcomers in Erasmus+ project application development,
- Motivation and interest to take part in a mutual learning process in a very intercultural setting,
- Good level of English to follow the course and ability to participate fully in the event,

* European volunteers under the ESC programme are NOT allowed to participate.

! The participants are expected to participate fully in all activities. Unauthorized absence from activities and workshops will not be permitted and will result in cancellation of the travel reimbursements. We would really appreciate energetic and active participation!

Country	Organization	Number of participants
ARMENIA	GYUMRI YOUTH INITIATIVE CENTRE	2
FRANCE	NOUVEAU DÉPART	2
AUSTRIA	COOBRA – COOPERATIVA BRACCIANTI	2
BULGARIA	SDRUZHENIE WALK TOGETHER	2
GREECE	UNITED SOCIETIES OF BALKANS	2
GEORGIA	YOUTH ASSOCIATION DRONI	2
UKRAINE	CENTER FOR EUROINITIATIVES	2
MOLDOVA	INSTITUTUL DE INSTRUIRE IN DEZVOLTARE "MILLENIUM"	2
LITHUANIA	VSI "UMUNTHU"	2
ITALY	IDENTITIES	2
ESTONIA	MITTETULUNDUSUHING CONTINUOUS ACTION	2
TUNISIA	ASSOCIATION SOLIDARITE ECHANGE ET DEVELOPPEMENT	2

The selected participants should fill in the following [Participants Registration Form](#) till the 5th of May, 2024.

3. Project Team

MARIAM GHARAGYOZIAN



Project Manager

Armenia

NELLI MINASYAN



Project Coordinator

France

JULIETA SARGSYAN



Project Assistance

Armenia

Trainers

MARCUS VRECER



Austria

ANNA YEGHOYAN



Armenia

4. Venue & Accommodation

The TC will be held in Gyumri – the city where the hosting organization is based and which is the second city of Armenia. The hotel where the participants will stay is called “Berlin Art Hotel” right in the city centre (Haghtanaki Street 25). The training venue is equipped with all the necessary facilities and conveniences. The participants will be accommodated in 2-beds and 3-beds rooms. Each room has private bathroom and toilets. Bed linens and towels are provided.



5. Travel:



As soon as you search for suitable flights, please contact me at mariam.gharagyozyan@yic.am (in copy nelly.minasyan@gmail.com) to consult on the dates and times of your travel. By getting a **GREEN LIGHT** from the organizers, you are requested to book your tickets.

The travel details should be provided through filling in the following [Travel Form](#) till the 15th of May, 2024 in order to be able to arrange your meeting at the airport and transfer to the training venue.

ARRIVAL

Travelling to Yerevan

You should organize your travel to **arrive** in the capital of Armenia on the **12th of June**. According to the travel details provided beforehand you will be picked up at “Zvartnots” International Airports, Yerevan (<http://www.aia-zvartnots.aero>), where one of the organizers with the sign of YIC will be waiting for you at the airport or you will be provided with detailed instructions how to get to Gyumri.

Travelling to Georgia

As soon as you arrive in Tbilisi or Kutaisi you take public transport (in case of Kutaisi-at first a bus to Tbilisi) and from Tbilisi airport you need to take a bus number 37 and get off on Rustaveli street from where a yellow mini-bus number 133 should be taken to **Ortachala bus station or you will be instructed on how to take a train or a shared transportation to come to Gyumri**. You will be met at the Gyumri bus station or train station by the organizers with the YIC sign or you will be provided with detailed instructions how to get to the hotel.

You are kindly asked to be in Gyumri on the 12th of June by 16:00 (4 p.m).

In case there will be too many people flying to Tbilisi we will arrange a mini-bus which will take you to the project venue right from the airport.

DEPARTURE

The participants will be taken to Yerevan or to Tbilisi /according to their flights/ by the organizers or they will be instructed how to get to the airport. In case you want to stay longer you need to agree that with the organizers in advance (extra days are not covered by the organizers), otherwise your travel costs will not be covered by the project.

In case of emergency or any travel changes, please call **Mariam + 374 77477382** (also Viber and WhatsApp are available by this number).

! Note: The above mentioned information regarding your pickups, transfer to the training venue and drop offs is initial. It may be changed depending on the arrival place, time and number of participants. As soon as we have the final list of arrival days and times you will get more detailed and final information via e-mails.

!! Note: Don't forget to take your passports with you as you will not be able to travel to Armenia only with your ID cards.

6. Travel Reimbursement:

Reimbursement of travel costs will ONLY be done upon full attendance in the training and presentation of the original tickets with boarding passes and receipt/invoices. **Unauthorized absence from activities and workshops will not be permitted and if happening, may result in the cancellation of travel costs' reimbursements and/or expulsion of the event.**

Reimbursement for the countries coming outside of the European Union will be done during the training course in cash and for the EU countries will be done via bank transfer.

!!! Note: Bring original invoices and tickets, print out e-tickets and keep your boarding passes. Price, currency, name of passenger, date of purchase and travel should be clearly visible on all documents, otherwise we will be unable to reimburse the travel costs.

!!!! Note: If you wish to travel on other dates as the project's dates (June 12 - 20), please ask for confirmation before booking the tickets (we accept 2 travel days before the event and 2 days after the event under the condition that no stop-overs are done on the travel).

!!!!!! Note: Reimbursement will be done in EUR, regardless of the currency indicated on the ticket

and receipt/invoice. Any tickets purchased in a local currency other than EUR, will then be converted and calculated accordingly to the exchange rate of the month when the tickets were purchased, as stated in the official European Commission website at: https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en

!!!!!! Note: The costs of pickups and drop offs arranged by the organizers from and to the respective cities: Yerevan/Tbilisi will be included in the travel and deducted from the overall reimbursement of international travel.

Please see the country-specific travel budget limits given below per person, per country which is given according to Erasmus+ distance calculator: **EC Distance Calculator**

The costs of travel will be reimbursed 100% according to Erasmus+ travel framework maximum up to:

Country	Amount
ARMENIA	23 EUR
FRANCE	530 EUR
AUSTRIA	360 EUR
BULGARIA	275 EUR
LITHUANIA	360 EUR
GEORGIA	180 EUR
UKRAINE	275 EUR
MOLDOVA	275 EUR
GREECE	275 EUR
ITALY	360 EUR
ESTONIA	360 EUR
TUNISIA	360 EUR

7. Visa:

The participants will not need visa to enter Armenia.

Visa is required only for nationals of Tunisia.

Visa to Armenia can be obtained:

- by [E-VISA](#) system
- at the Armenian Embassies and Consulates
- at the border of Armenia, **if they present a valid visa (sticker) or a valid resident card issued by the countries listed below:**
 - [EU and Schengen member states](#)
 - [GCC member states](#)
 - USA
 - Australia
 - New Zealand
 - Republic of Korea
 - UK
 - Canada
 - Russian Federation
 - Japan

More details can be found here: <https://www.mfa.am/en/visa>

8. COVID-19 rules:

Travelling to Yerevan

At the moment the passengers are NO LONGER REQUIRED to present a COVID-19 PCR test or a Certificate of complete vaccination against COVID-19 to enter the Republic of Armenia.

For foreigners, the entry to the Republic of Armenia continues to remain open both via air and land borders.

For further information and more details check [here](#):

Travelling to Georgia

Citizens of any foreign countries, traveling to Georgia via any route (by ✈️ air, land and 🚢 sea) are no longer obliged to present either Covid-vaccination certificate or PCR-examination negative result report from June 15, 2022.

For further information and more details check [here](#):

9. Participants' contribution

THE SELECTED PARTICIPANTS WILL BE ASKED TO CONTRIBUTE **25 EURO PARTICIPATION FEE EACH**. The participation fee should be paid by the participant during the project dates in Armenia to the hosting organization. The participation fee is the contribution of each participant to cover the very small part of the project organizational expenses. The symbolic amount is the participant's contribution in the quality project.

10. Health Insurance

The insurance is the responsibility of the participants; please make sure you are covered with an insurance plan during your stay in Armenia!

11. Things to bring:



Each national group should present shortly their country and culture during the intercultural evening. Additionally participants may present food or whatever they prefer from their country and region and any other items about their country (brochure, pictures, costumes, etc.) that they want to share with the group.

12. Communication:

Sim Cards/Mobile Phones:

In case you need a Mobile/Sim card with Armenian number, please ask for it just after your Passport Control at the airport. There are 3 main operators in Armenia: Vivacell-MTS, U-Come and Team Telecom Armenia. In case you get a local Sim card you'd better choose Vivacell. 😊



Internet Access:

There will be Wi-Fi in the whole hotel building.

13. Money:



The Armenian Currency is called **ARMENIAN DRAM**.

Banknotes: 1000 DRAM; 2000 DRAM; 5000 DRAM; 10000 DRAM; 20000 DRAM; 50000 DRAM and 100000 DRAM.

As Coins DRAMS in low sum are being used, such as 10 DRAM, 20 DRAM, 50 DRAM, 100 DRAM, 200 & 500 DRAM.

If you want to see the specimens of banknotes and coins access the web site: <http://www.cba.am>

Approximate exchange rate is:

1 USD = app. 390 AMD

1 EUR = app. 410 AMD

In the shops US dollars and Euros are not taken. However there are many places you may exchange money in. The ATMs are widely spread. In public transport and local shops, they take just cash.

14. Weather



In June the weather is warm though evenings can be chilly. Have some jackets with you. For an accurate information on the weather, make sure you look up the weather in Gyumri www.bbc.com/weather.

15. Public Transport:



Public transports accept only cash in Armenia. The approximate cost of transportation:

Type	Cost
City bus or "marshutkas"	100 AMD
Taxi (in the city)	100-120 AMD per 1 km

16. Contact Information:

If you need help, have questions or need further information please contact:

On behalf of the hosting organization YIC

MARIAM GHARAGYOZYAN

Mobile: + 374 77477382 (also Viber and WhatsApp are available by this number)

E-mail: mariam.gharagyozyan@yic.am

Regarding travel reimbursement details, please contact **NELLI MINASYAN**

(on behalf of the applicant organization Nouveau Départ)

E-mail: nelly.minasyan@gmail.com

Mobile: +33 753866868

Have a nice trip 😊

See you in

