

## CALL FOR PARTNER ORGANISATIONS

# “inclusion LAB 2020”

an international training course on how to efficiently use non-formal education  
to foster inclusion and participation

location & duration: **Romania • February 12<sup>th</sup> – 20<sup>th</sup> of 2014**  
organizer: **Y.A.Y. (youth around youth)**  
participants: **24 participants from 8 different countries**  
main donor: **Romanian National Agency for Youth in Action (Action 4.3)**

### MAIN ELEMENTS OF THE TRAINING COURSE

- **non-formal learning:** approaches, methods, limits, competences
- **exclusion, inclusion, participation:** what groups and individuals are we talking about? What do we want to reach with & for them?
- **planning and designing non-formal learning activities for inclusion groups:**  
matching of target group ↔ needs ↔ objectives ↔ methodology, how to ensure impact & relevance
- **exchange of experiences, showcase of best practices**
- **tools for efficient communication and interpersonal support:**  
feedback, strength-based coaching and mentoring, body language
- **implementing non-formal learning activities for inclusion groups:**  
teamwork, facilitation, debriefing, practical considerations
- **and AACTION!** designing and running non-formal learning activities in front of the group
- **assessment and evaluation techniques, DEOR**
- **personal, professional and organizational development:** self assessment and action plan
- **fostering of new partnerships and projects** with a focus on inclusion and participation

### APPROACH AND METHODOLOGY

The training course will be based on the **specific needs** of the participants and their organizations and will be **highly participatory**. Diversity, e.g. in the group of participants, will be considered as a resource for the **building-up and transfer of competences**. There will only be few frontal lectures, the main part of the training course will be delivered in the form of practical sessions implemented by the participants in a **learning-by-doing** fashion. The trainers will take care of creating a **supportive and safe learning environment**, where participants are **encouraged and coached while mastering challenges** that contribute to their **personal, professional and organisational development**. Special attention is paid to making the learning points of the training course **relevant, sustainable and transferable**, eg by giving ample room for **reflection and assessment**, by producing **exhaustive documentation** and by providing templates and guidance for **tailor-made development and action plans**.

## ELIGIBILITY CRITERIA FOR PROSPECTIVE PARTNER ORGANISATIONS

*In order to become a partner organisation in this project, interested institutions must comply with the following criteria:*

- ➔ you are legally established in a **country belonging to one of the following groups**:
  - the 28 EU member states
  - Iceland, Liechtenstein, Norway, Switzerland, Turkey
- ➔ you are **non-profit making and you work for the benefit of society** (e.g. Civil Society Organisations, NGOs and NPOs, municipalities and local administrations, ...)
- ➔ you work (among other) **with and for youth**
- ➔ you have a **strong dimension of inclusion and/or participation** in your work
- ➔ you **share, promote and live European values**, especially solidarity, respect, human rights, intercultural dialogue, unity in diversity, cohesion, inclusion and participation
- ➔ you have a strong **local and/or transnational dimension** in your projects
- ➔ you **commit yourself to full participation in all stages of the project**. This comprises of:
  - **PREPARATION**: you identify suitable participants, and you support them for their active participation in the training course, including the execution of preparatory tasks assigned by the coordinator, and the arrangement of travel, insurance and if necessary visa
  - **IMPLEMENTATION**: you stay in touch with your participants and with the coordinator at all times and make sure you and your participants make relevant contributions to the project and get benefits for your organisation and your target groups
  - **FOLLOW-UP**: you make sure that the learning points and outcomes of the training course are transferred back to your organisation (e.g. via a report by the participants), you commit to implementing the learning points and outcomes of the training course in the work of your organisation (eg via follow-up projects), and you make sure the learning points and outcomes of the training course are further multiplied and disseminated (eg via local training courses, dissemination of the reports via web 2.0, follow-up projects etc).
- ➔ you agree that if you do not succeed in recruiting suitable participants for this project, the coordinator will recruit **replacement participants from your country on your behalf**

## PROFILE OF PARTICIPANTS

*The partner organizations will nominate suitable participants to the training course. These participants should be ...*

- ➔ **non-formal learning practitioners**, this can be a trainer, a facilitator, a workshop leader, a youth worker, a project manager in charge of pedagogic aspects and impact, ...
- ➔ in a **position to influence the decision making of their organisation(s)** and/or to ensure the implementation of new projects
- ➔ able to **participate for the full duration** of the training course
- ➔ able to **fully communicate in English**

## CONDITIONS AND ARRANGEMENTS

The training course takes place from **February 12<sup>th</sup> – 20<sup>th</sup> of 2014, in Romania**. Financial support is applied for at the Romanian National Agency for the European Commission's Youth in Action programme (A 4.3). If granted, the following **financial conditions** apply:

- ➔ The international **travel costs are covered with 70%**, up to a reasonable maximum amount decided by the donors
- ➔ Board, lodging, local transports, all materials and the content of the training course are fully covered for a **participation fee of EUR 40**.
- ➔ Participants are in charge of arranging **their own insurance** for their travel and stay in Romania.

## NEXT STEPS

If you are interested in joining this training course as a partner organisation, then please duly fill in the following **online form**:

<https://docs.google.com/spreadsheet/viewform?formkey=dDFFVTBjV0tJSzIWUnNaMIJnUUVWeHc6MA#gid=0>

**The deadline for receiving this electronic form from you is Saturday, September 28th of 2013.** Please make sure when filling in this electronic form that you clearly elaborate on your needs, expectations and potential contributions to this training course, as it will be one of the main criteria for the selection of partner organisations, as well as the basis to fine-tune the objectives, content and approach of the training course to YOUR specific needs and realities. The selected organisations will be notified on the morning of Monday September 30<sup>th</sup> and will be requested to duly sign a "partnership agreement", which needs to be scanned and sent back to us that same day by e-mail. In other words:

**ONLY APPLY AS A PARTNER ORGANISATION IF YOU ARE ABLE TO SEND US THE PARTNER AGREEMENT EXACTLY ON MONDAY, SEPTEMBER 30<sup>th</sup>!**

Also, please forward this call to any person, organisation or network you deem possibly interested, thank you! We look forward to co-operate with you!

## CONTACT DETAILS

**Y.A.Y.**

contact person: **Ms. Daniela CIBOTARI**  
daniela.cibotari@gmail.com

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Romania, February 12<sup>th</sup> -20<sup>th</sup> of 2014

	Day 0 • Feb 12 <sup>th</sup>	Day 1 • Feb 13 <sup>th</sup>	Day 2 • Feb 14 <sup>th</sup>	Day 3 • Feb 15 <sup>th</sup>	Day 4 • Feb 16 <sup>th</sup>	Day 5 • Feb 17 <sup>th</sup>	Day 6 • Feb 18 <sup>th</sup>	Day 7 • Feb 19 <sup>th</sup>	Day 8 • Feb 20 <sup>th</sup>
	ARRIVAL (α)	SETTING THE FRAME	INCLUSION & PARTICIPATION	LEARNING & NFE	ENTER PRACTITIONER	X-PEERIMENT	COMPETENCES & CONSEQUENCES	THE FUTURE AND BEYOND	BYE BYE (Ω)
08.00–09.00	arrival & check in @ venue	breakfast							
09.30 – 11.00		<div>official opening</div> <div><div>▪ programme expectations</div></div>	<div>inclusion &amp; participation: mapping of target groups</div>	<div>learning and NFE</div> <div><div>▪ learning styles</div><div>▪ methodologies</div></div>	<div>X-PEERIMENT</div> <div><div>▪ preparation</div><div>▪ coaching</div></div>	<div>X-PEERIMENT</div> <div><div>▪ ACTION &amp; feedback</div></div>	<div>X-PEERIMENT</div> <div><div>▪ ACTION &amp; feedback</div></div>	<div>assessment &amp; feedback</div> <div><div>▪ SWOT</div><div>▪ Beblin’s SPI</div><div>▪ power shower</div></div>	
11.00–11.15		coffee break							
11.15-12.30		<div>getting to know each other &amp; group building</div>	<div>inclusion &amp; participation: strategies and approaches</div>	<div>learning and NFE</div> <div><div>▪ matching of target groups, needs and methods</div></div>	<div>X-PEERIMENT</div> <div><div>▪ preparation (cont’)</div><div>▪ coaching (cont’)</div></div>	<div>X-PEERIMENT</div> <div><div>▪ ACTION &amp; feedback</div></div>	<div>X-PEERIMENT</div> <div><div>▪ consequences</div></div>	<div>development, inclusion strategy &amp; action plan</div> <div><div>▪ me</div><div>▪ my organisationl</div></div>	
12.30–14.00		lunch							
14.00–15.30		<div>exclusion &amp; inclusion: common grounds</div>	<div>inclusion &amp; participation: sharing practices</div>	<div>learning and NFE</div> <div><div>▪ experiential learning, facilitation &amp; debriefing</div></div>	regional discovery, free time & traditional dinner	<div>X-PEERIMENT</div> <div><div>▪ ACTION &amp; feedback</div></div>	<div>X-PEERIMENT</div> <div><div>▪ assessment</div><div>▪ competences</div></div>	<div>future co-operation</div> <div><div>▪ ERASMUS+</div><div>▪ fishnet &amp; open space</div><div>▪ expert café</div></div>	
15.30–16.00		coffee break				coffee break			
16.00- 17.30		<div>inclusion: why? controversial issues</div>	<div>learning and NFE</div> <div><div>▪ what is learning?</div><div>▪ what is NFE?</div><div>▪ competences</div></div>	<div>X-PEERIMENT</div> <div><div>▪ feedback &amp; self-awareness</div><div>▪ matching of groups</div></div>		<div>X-PEERIMENT</div> <div><div>▪ ACTION &amp; feedback</div></div>	<div>the quality helix</div> <div><div>▪ evaluation tech’s, SDL, DEOR &amp; impact, sustainability</div></div>	<div>presentation of results</div> <div>evaluation</div>	
17.30-18.00		steaming groups				steaming groups			
18.00-19.30		learning diary & quality time				learning diary & quality time			
19.30–20.30		welcome evening	dinner				dinner		
21:00 - 22:00	<div>inclusion party</div>		<div>relaxation</div>	<div>intercultural evening</div>		<div>world cuisine</div>	<div>movie night</div>	<div>C U soon party</div>	

colour scheme: → frame of the TC and quality time

→ tools & concerns in non-formal education & inclusion work

→ X-PEERIMENT

→ development based on competences