

INFO PACK

Training Course

Tools for European Solidarity Corps

7 - 11 April 2019 - Burgos, Spain

SUMMARY OF THE PROJECT

In cooperation with 9 partners from EU Programme Countries, the Spanish organization Amycos aims to realize a training course to strengthen the partnership among NGO's operating in the European Solidarity Corps (ESC).

This project wants to offer an opportunity to team members of youth organization active in volunteering project to meet, to share their best practices, methods and values on EVS and others program adapt them at the new program ESC identifying the new opportunities.

As a result cooperation between youth NGO's is aimed to plan and implement more inclusive volunteering project designed on the target group and needs of youngster and reinforcing the trust and the communication among partners.

By using a set of non-formal educational methods such as group work, role plays, exercises and trainee-led workshops, the participants are expected to improve also their soft skills in intercultural team work and communication and it will provide space to the participants share their experiences in youth field, and facilitate an open exchange of competencies among them.

Additionally, around 5 follow-up projects shall be planned during the project. These follow-up projects should be international projects in the frame of the ESC or Erasmus+ addressing community needs and tackling young issues.

Moreover, partnerships between the project partners will be established for an exchange of educational resources such as manuals, handbooks and guidebooks, exchange of educational personnel and sharing of project documentations.

EXPECTED RESULTS

- Establish and reinforce long lasting partnership;
- Create full trust among the participants and allow them to establish personal and professional connections;
- Define application to be presented at the next deadlines of the 2019;
- Improve the quality in volunteering project and defining some working quality criteria: exchange best practices, reflect about problem solving;

PROFILE OF PARTICIPANTS

This project is addressed to 21 NGO's responsible coming from 10 different countries, directly involved in volunteering in their function as project coordinators or tutor on the supporting and hosting side and interested at the new opportunities of the ESC program.

In order to ensure concrete partnership, optimize the working days of the responsible of all the NGO's involved, being able to gain high benefit both for the April/October deadline and in a long term perspective, we believe that an accurate selection of the participants play an essential role.

For this reason, we kindly ask you to do a pre-selection of the participants directly involved in volunteering respecting the deadline. After the deadline we will inform if they are selected according to their profile.

ROLE OF THE PARTNER

We ask every partner organization to have an active role in the project, paying special attention to the realization of the following steps:

- Pre-Selection of the participants in a long-term perspective;
- Preparation meetings with the selected participants;
- Provide all the information related to volunteering vacancies, profile of candidates to be able to work and share efficiently;
- Taking care of the logistic issues together with the participants (travel, reimbursement, etc) and administrative task (visa request, etc.);
- Fill in and submit a feedback questionnaire;
- Promotional and visibility phases of the project;
- Dissemination and exploitation of the results (collecting report from the participants after the training course, publishing a report on the website, etc...).

TIMING DEADLINE

1. By 6st of February: Fill in the attached Participant Form (for each participant) and send it to europa@amycos.org
2. Selection result will be on 26th of February
3. By 3rd of March: deadline to fulfil the logistic and travel tasks: Purchase of travel tickets and provides us with all the needed information for the Visa request. Start looking for flight connections BUT DON'T BUY TICKETS UNTIL WE GIVE YOU CONFIRMATION
4. By 31st of March: deadline to fulfil the homework!

Tools for European Solidarity Corps (ESC)

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	Arrival Day – Sunday. 7 th	Day 1 – Monday 8 th	Day 2 – Tuesday 9 th	Day 3 – Wednesday 10 th	Departure Day – Thursday 11 th
By 7.30	Arrival of participants	Breakfast	Breakfast	Breakfast	Breakfast
10		Welcome and practical matters	E-Forms: Where, When, What, Who, Why and How?	The Market for Ideas	Participants Departure
11:45		Expectations & Fears	Brainstorming: Concepts and Items of the ESC	Open Space Technology	
11:45		Coffee Break	Coffee Break	Coffee Break	
12:45		Team building and networking	Word Café: go into the concepts in small groups	Open Space Technology	
14		Lunch	Lunch	Lunch	
16:15		Quality label: Criteria and Features	Presentation of the work's groups	Presentation of the Project Ideas	
17:45		Break	Break	Break	
18		European Solidarity Corps: A global view of the program	Defining guidelines for future projects	Youthpass ceremony	
19:15		Reflection Groups	Reflection Groups	Final Evaluation	
21:30		Dinner	Intercultural Dinner	Dinner	
	Free Night		Free Night	Farewell Party	

SEMINAR PLACE

The training course is located in a social centre in the city named **FORO SOLIDARIO CAJA DE BURGOS**. The course is starting on Monday 08/04/2019 – at 10 am.
Address: Street Manuel de la Cuesta, 3 (C/ Anna Huntington, 3) - Burgos

<https://www.forosolidariocajadeburgos.com/>



ACCOMMODATION:

The lodging will be held in Hostel Burgos, right out the Bus Station. In the hostel, two-three participants of the same sex and different nationalities (if we don't have any other specific indications) will share one room. The hostel provides bed linen but NO towels and others personal care products. There are toilets and bathrooms in the rooms. There is a deposit for a key room. The breakfast for the four days will be served in the Hostel.



Hostel Burgos
Calle Miranda 4
09002 Burgos, Castilla León , España
Tel: +34 947 250801 Mov: +34 654 492 979 Email:
info@hostelburgos.com -- Web: www.hostelburgos.es



FINANCING RULES:

Accommodation, meals and working materials are provided by the organisers. Travel costs to the venue and back will be reimbursed up to the maximum of the amount indicated by the distance calculator provide by the program (see the travel costs max reimbursable below). There will be no participation fee.

TRAVEL COSTS MAX REIMBURSABLE

ORGANIZATION	COUNTRY	PARTICIPANTS	MAX REIMBURSABLE
AMYCOS	Spain	3	0 €
AMESCI	Italy	2	275 € per person
CLUBE INTERCULTURAL EUROPEU	Portugal	2	275 € per person
THE STARRY START OF TALENTS FOUNDATION	Bulgaria	2	360 € per person
FARHAT HACHED INSTITUTE FOR RESEARCH AND DEMOCRACY	Tunis	2	275 € per person
SOCIETY BRIDGE TO THE FUTURE	Georgia	2	530 € per person
NEOI ELLADOS SE EYROPAIKI DRASI	Greece	2	360 € per person
ASOCIATIA DE TINERI DIN ARDEAL	Rumania	2	360 € per person
UDRUZENJE MOST	Bosnia	2	275 € per person
ASSOCIATION CONCORDIA	France	2	275 € per person

For further information about reimbursement, check TRAVEL REIMBURSEMENT RULES.

TRAVEL DETAILS

The ARRIVAL day is Sunday 7th of April. Please, try to stay in Burgos before 21:15 in order to have a dinner all together.

The DEPARTURE day is Thursday 11th of April.

HOW TO GET TO BURGOS:

Flight

The main and better connected airport to Burgos in Spain is *Madrid Barajas* and in a few case you can find a good connection from Santander, Vitoria and Bilbao.

Madrid Barajas is the best connection with Burgos; there are buses directly from the Terminal 4 to Burgos and take 2 hours and half to arrive to Burgos Bus Station.

Santander, Vitoria and Bilbao airports are nearer but there are fewer connections and flights.

Please, pay special attention to the flight departure because you can risk to sleep overnight in the airport if there are no connections to Burgos.

Bus

The Bus is the best way to arrive to Burgos. For those landing in Madrid the best solution is take directly the Bus from the Terminal 4 to Burgos. When you land at Madrid airport, check the terminal and take a free shuttle to the Terminal 4. At the arrival floor there is a desk of the BUS Company "ALSA".

In others airports, right out of the exit doors you have to take the shuttle bus to the main Bus Station of the city and then take another bus to Burgos. You can check the timetable using the link below and for any questions or doubts just ASK ME!!

<u>On Sunday 7th of April</u>	
Airport Madrid - Barajas T4	Burgos - Station
00:45	03:15
07:45	10:45
08:15	10:45
09:15	11:45
10:45	13:15
13:15	15:45
15:15	17:45
18:45	21:15
19:15	21:45
22:15	01:00
00:45	03:15
00:45	03:15

<u>On Thursday 11th of April</u>	
Burgos - Station	Airport Madrid - Barajas T4
03:45	06:15
04:15	06:45
07:30	10:10
08:15	10:45
11:15	13:40
12:00	15:00
15:00	17:30
18:00	20:30
21:45	00:15

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

Once you are on the bus, please send us a Sms/WhatsApp to +34 653065097 to inform about your arrival time in Burgos. Anyway the Hostel is right out the bus station.

TRAVEL REIMBURSEMENT RULES

Travel reimbursement criteria:

- Most economical criteria: you have to find the most economic transport fares
- Taxi will be reimbursed only in particular cases to be agreed with us in advance.
- Extra-days: following the guidelines of the Erasmus+ programme the travel must be realised by the participants within a maximum of 2 days (1 day before and 1 day after) from the project's dates, in case of longer stays the travel will not be reimbursed.
- Food and accommodation for extra-days will not be covered by the organisers.
- Maximum Reimbursable limit: each country has a budget limit reimbursable, please, check it in the respective section of this infopack.

Please contact us before buying your ticket, and wait for our confirmation.

Flight reimbursement:

To obtain the reimbursement of your flight you need to keep all your boarding passes and provide an evidence from the Travel Agency / Flight Company that must contain the following data:

- Has to be clearly written in English and not handwritten.
- There must be written "paid" or easily understandable.
- Date, place and number of the travel documents.
- The name of the passengers
- The full details of the flight (departure/destination and travel days)
- The total amount of the flight

We will not assure the reimbursement if the invoice does not contain all these elements.

Tickets (bus, train):

They can be reimbursed only if they're legally valid documents.

They must contain clearly the price and the dates. If these info are missing, please, ask to the responsible of the service to add it and put their stamp to validate it.

Reimbursement:

Only original tickets and flight complete with boarding pass will be reimbursed. Please keep all the bus, train and airplane tickets, including boarding pass as well.

Amycos can cover travel costs when all travel documents (all the bus, train and airplane tickets, including boarding pass as well) are sent within 2 weeks after closure training course to hosting organisation scanned by email.

Email: europa@amycos.org

Expenses will be calculated in Euro and the reimbursement will be paid in Euro.

Anyway the final reimbursement will be done by bank transfer after receiving the original tickets and boarding passes by post:

AMYCOS ONG,
Calle Molinillo 3,
09002 - Burgos,
Spain

Lost or missing tickets will not be reimbursed.

WHAT TO BRING:

- Materials to present your NGO (brochure, video, gadget etc.);
- Food & drinks, music and games, for the Intercultural Dinner;
- Endless amounts of good mood and motivation for work and leisure!
- Bathroom stuff (towels, shower gel, shampoo, toothpaste, etc.)
- Warm and waterproof clothes (Burgos is cold city and in April could surprise you. Check the weather forecast!!)
- Any dictionaries you might require

LUNCH AND DINNER

First day: We advise preparing your own food for the trip, as it is long. However, we are waiting to you for a dinner in Burgos at 21:30.

Second day: We will eat at the Casa Felipe Restaurant near the Foro Solidario. The dinner will be an Intercultural dinner hold with all the participants of the project.

Third day and Fourth day: We will eat at the Casa Felipe Restaurant near the Foro Solidario. The dinner will be in the city centre all together.

We strongly recommend participants to inform the organisers about any special needs of participants such are dietary, vegetarian or any other kind of special needs.

INTERCULTURAL DINNER

It's an important moment which **all the participants can share different things about their country and culture.**

We invite all the participants **bring and share food** and/or whatever else could be useful to live intercultural moments. At the same time the **local participants will cook typical food from their country.** For the dinner we have the opportunity to use a kitchen but just for easy and fast preparation. (**No Elaborate dishes!!**)

The result of that will be an intercultural dinner in a nice and funny atmosphere. For this you can bring: musical instruments, costumes, typical costumes or other elements that help you make your presentation. But as **we want to promote your creativity**, we ask you to go thinking of ways to present it that are NOT audiovisual presentations. (No power point, video, etc...)

MORE USEFUL INFORMATION

HOSTING ORGANIZATION:

AMYCOS ONG

WEB: <http://amycos.org/>

FB: <https://www.facebook.com/amycos.ongd/?ref=bookmarks>

PHONE CONTACT: For any communication you can contact us to the number: +34 653065097 (Alessandro)

EMAIL CONTACT: europa@amycos.org

INSURANCE: Health insurance is not provided by the organizers. All participants are required to purchase health insurance individually.

EMERGENCY: 112

POLICE: 091

TAXI: 947277777

THE TEAM

Guido Spaccaforo (Amesci) – Facilitator.

Guido is trainer in the non-formal educational field and is specialized in volunteering, youth mobility, non-formal and informal learning processes. He has been involved in international youth programmes since 1999, and he's collaborating as project designer, coordinator, trainer and facilitator for different events. Actually he is the coordinator of the On Arrival Training seminars and trainer in the frame of the EVS training cycle in Italy.

Alessandro Zuottolo (Amycos) – Logistics

In 2013, Alessandro entered on the board of the Spanish NGO Amycos where he is working as trainer, European project manager and is responsible of the international volunteering programs.

PASSWORD

If you read the info-pack till here, please send an email to europa@amycos.org with the object:

Info-pack "ORANGE" . 😊

Thanks!!!