

# YES

Youth Exchange System

**KA1. Training Course**

**Vinci, Italy 20th -26th June 2017**

Ref. 2016-3-IT03-KA105-009679

# INFOPACK

PROPOSED BY



CO-FUNDED BY



SUPPORTED BY



## KA1 Training Course YES – Youth Exchange System

YES is a TC aimed to empower organisations (especially newcomers) and Youth workers in planning and **developing quality Youth Exchanges**. It is planned in order to provide learnings and tips on quality system in each phase, from planning idea to implementation to dissemination of results. At the end it will support participants in developing their own project Application forms and creating partnerships. It offers 1 month of mentoring by the Trainers on the Project idea and Application form.

**VENUE and DATE:** Vinci, (Tuscany)- Italy - 20th - 26th June 2017

**PARTNER COMPOSITION:** **10 partner organisations** from EU (newcomers in Erasmus+ or willing to improve quality in their Youth Exchange projects): *Associazione Agrado - Italy, Associação Check-IN - Portugal, Ayuntamiento de Majadas - Spain, Hellenic Youth Participation - Greece, Almyras - Cyprus, HVSF - Hungary, Sveikatingumo Idejos - Lithuania, Zdruzenie Pavel Satev Kocani - Republic of Macedonia, Youth Association Bedekovcina - Croatia* and *The change is in you - Bulgaria*.

**PARTICIPANTS PROFILE AND NUMBER:** Youth workers, Project managers and coordinators, Responsible of Organisations.

Requested 2 motivated participants **with high decisional capacity in their organisation**, from each organisation (gender balance, please!)

### **AIMS:**

- Provide youth workers with know-how on **planning and developing Youth exchanges**, focusing on each **phase of the project life, partnership and communication**;
- Support participants in putting in **practice the learnings gained, submitting quality application forms to their NAs** (through planning project ideas in partnership during one TC session and offering a mentoring support after the TC);
- Facilitate the creation of **partnership for further projects** among the organisations;
- Strengthen **participants and organisations competences and capability in youth work** and international dimension and cooperation.
- Enhancing **Non Formal education methods** and recognition of NFE learnings.

**METHODOLOGIES:** We will use non-formal and interactive tools, exercises and games. Teamwork, simulation games, and evaluation tools for self-assessment.

## Welcome to the TC

# YES

Here you will find all the main information about your participation, regarding travels, accommodation, program and all the practical information that will help you before, during and after the project.

Thank you for your participation!

## DAILY PROGRAM (Draft)

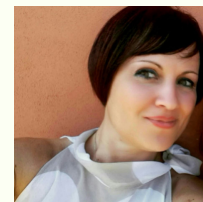
### Activity A1 - "YES - Youth Exchange System" - Training Course

Vinci, Italy - 20th - 26th June 2017

Simple Schedule	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
	Arrival and presentations	Entering Erasmus+ world	Quality in YE phases I	Quality in YE phases II	Put in practice: Application form	Final Evaluation	Departures
08.30	Breakfast						
09.30	Arrival of the participants	Team Cooperation + Expectations & contributions	Obstacles and difficulties - Skills to gain	Cultural Visit to Vinci	Facing the Application Form	After Training	Departure of participants
11.00	Coffee-Break						
11.30	Arrival of the participants	Organisations Market	Partnership quality	Cultural Visit to Vinci + Major Visit	Facing the Application Form	Final Evaluation	Departure of participants
13.00	Lunch						
15.00	Arrival of the participants	Erasmus+ YE Quality Criteria and Project life cycle	Project Idea: Activity design (Topics, objectives, activities) and NFE	Dissemination of results and outputs	Facing the Application Form	Final Evaluation and assessment Post-then-pre	Departure of participants
16.30	Coffee-Break						
17.00	Presentations- Introduction to the project	Good and bad practices in Youth Exchanges	Evaluation and assessment- Learning to learn- YOUTHPASS	My own project idea-Fair- Partnerships finding	Counseling and support on reviewing application	Youthpass-	
18.30		Reflection Time	Reflection Time	MID-TERM Evaluation	Reflection Time		
19.15	Free Time						
20.00	Dinner		Blind Dinner	Dinner			
22.00	Welcome evening	Intercultural Night	Trust Games	Intercultural Night	Web radio night	Final party	
23.00							

## Trainers

### LARIS GUERRI - ITALY



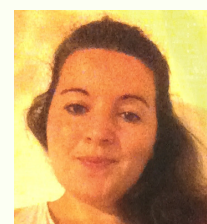
President of Associazione Agrado and founder of it in 2000. Trainer in the Pool of Trainers of the Italian National Agency, specially in EVS. She has expertise on skills development, Team building and conflict management. She is also a professional psychological counselor and applies these techniques in facilitating evaluation steps and skill assessment sessions with participants. Expert in KA1 project design and management (Youth Exchanges, TC and Seminars, EVS,..). Written, organised and managed 6 Youth Exchanges and several Training Courses, EVS and KA2.

### ANTONIO GOMES - PORTUGAL



President and Founder of Check-IN Association in 2010. He was a Trainer in the Pool of Trainers of the Portuguese National Agency and he is Multiplier for Eurodesk. Full-time Trainer, national and internationally, especially on Project Management, Project Design, European Volunteer Service, Volunteering, Facilitation, European Projects planning,.. Coordinated a big project: 100 EVS volunteers for short project in 2007, three Youth Exchanges with 60 participants and several Trainings courses.

### ILARIA PROTTI - ITALY



Active member of Legambiente Prato, a local branch of one of the most important environmental organization in Italy, since 2007, as environmental educator and guide. From 2011 she is EVS/erasmus+ coordinator for Legambiente Prato: worked with more then 40 evs volunteers and almost 10 italian civil service volunteers. Experience both in the field of task-related support, project planning and grant application/management of EVS projects. Math/Science teacher in the public secondary school.

## LOGISTICS IN VINCI

### Vinci



Vinci is an historical town (15.000 inhabitants) in the Centre of Italy- Tuscany- between Florence (30 minutes by train) and Pisa (35/40 minutes by train).

It is famous because it gave birth to Leonardo da Vinci, the Genius of the Renaissance Age.

It's rich in history, art, culture and nature. Famous for the typical Tuscany landscape with olive trees and vineyards on the hills.

### Accomodation

Participants will be hosted in a simple building close to the small and ancient Church of Petroio (Vinci) on a green hill in the countryside, isolated in the green.

You will sleep in rooms for 7 persons: we kindly ask you to respect your roommates and work with them to achieve the comfort that all need. The rooms will be made according to the gender.

Bathrooms are shared, so please pay attention to the cleaning and respect for the space and the others

The building has 4 big bedrooms with bunked beds (27), one meeting room, an office, a place for meals, an equipped kitchen, toilets and showers, but especially it has amazing outdoor spaces in the green where developing many activities.



### Food



Meals will be cooked there by 2 professional cooks- Breakfast, lunch and dinner + 2 coffee-breaks a day! We will take into consideration your diet needs and allergies, creating an healthy and good menu for all! Please write your alimentary and health needs on Application Form!!!! Genuine Italian food!

### Internet Connection

Unfortunately there is NO Internet Connection.

Totally in the nature!!! But we promise human connection! :)

# WHAT TO BRING

Bring with you the following: you'll need it and it will be necessary to present during the project:

## PERSONAL STUFF

- **Sleeping-bag (or sheets for bed) IMPORTANT!!!!**
- Towels for shower
- Flipflops (the bathroom is shared)
- Personal hygiene products (shampoo, toothpaste, etc..)
- Fresh and comfortable clothes and shoes
- Your Health European Card



## ORGANISATION INFO MATERIAL

- Leaflets, brochures of projects, publications, info material on your organisation.....: All that can be useful for "building" here a creative presentation of your organisation

## INTERCULTURAL NIGHTS

- NO POWER POINT!!! We want to connect and enjoy! ; P

- Typical food/drink from your country: **Ready food** - snacks, cheese, drinks, biscuits,..
- 1 night-game from your country, to make people connect each other (MAXIMUM 7 minutes);
- 1 brief & creative COUNTRY presentation (theatre, posters, stereotypes..) (MAXIMUM 3 minute)

## WEATHER FORECASTS



Weather is supposed to be warm and sunny..

In the evening the temperature can go down, so bring also something to cover your shoulder.

Before you come, you can check the weather in the following website:

<http://www.ilmeteo.it/meteo/Vinci>

## TRAVELS

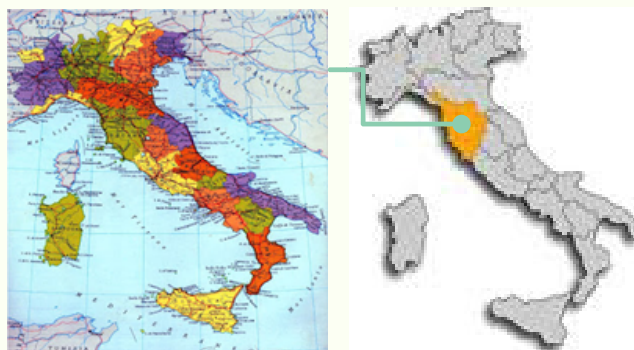
Your destination is **Vinci**, in Tuscany, in the heart of Italy.

The closest Airports to your destination are:

Firenze, Pisa and Bologna.

From your landing Airport, reach FIRENZE or PISA Train Station.

From both the Stations there, you can easily take a regional train to EMPOLI Station, the closest to Vinci.



### Reaching Empoli- from Firenze and Pisa Airports

#### INSTRUCTIONS

- **From Florence Airport:** It takes 25 minutes (bus) + 30 minutes (train)- (One way ticket bus € 6,00 + Train € 4,40)
- **From Pisa Airport:** It takes 8 minutes (bus) + 45 minutes Train (One way ticket bus € 1,30 + Train € 5,50)

In Empoli Station we will pick you up by cars and lift directly to the Project location in Petroio (Vinci)  
We ask you to be waiting for us at the Station door, outside.

We have planned 2 rounds to pick you up there on 20th of June:

- h. 16.30
- h. 18.00

So, please plan your travel timetables in order to fit as much as possible with these.

In case you can't, please let us know and we will provide some solutions.

#### WEB INFO

Train timetables TRENITALIA:  
<http://www.trenitalia.com/>

From your landing Airport, reach  
FIRENZE SMN or PISA CENTRALE Station



From Firenze or Pisa Station,  
take a train to Empoli (30-40 min)



Wait for us in Empoli Station.  
We will lift you up at 16.30 or at 18.00

## BUDGET & FINANCES

### Maximum Travel reimbursement to/from Vinci, Italy:

According to the Programme Erasmus+, travel costs are covered 100% up to the maximum amount defined on the base of the kilometric distance from sending organisation town to the project place, following EU Distance Calculator:

€ 275,00: Portugal, Spain, Greece, Hungary, Lithuania, Croatia, Bulgaria, Republic of Macedonia.

€ 360,00: Cyprus



### TRAVEL COSTS COVERAGE RULES - (see "Partner Agreement" document")

- Reimbursement will be according to the **real amount spent for tickets**, up to the maximum foreseen above,
  - Each Organisation takes care to buy tickets for its participants
  - Associazione Agrado will send Travel costs reimbursement **directly to each Organisation Bank account** - after the project- after receiving from each organisations all the original tickets/reservation, boarding passes and invoices- .
  - To give you the travel reimbursement we absolutely need from you: all the **ORIGINAL and scanned tickets, boarding passes, receipt and travel INVOICES** .
- In case we don't get these, reimbursement is not allowed!!! So collect all of these!*

**IMPORTANT:** Before buying the flight tickets, please inform us on your itinerary and cost, in order to avoid mistakes or misunderstandings. Wait for our confirm. Thanks!

We can also suggest the best itineraries.



# PARTICIPANTS SELECTION

## Selection

Each partner organisation is in charge to select 2 participants inside the organisation itself:

**Participants profile:** 2 motivated participants with **high decisional capacity in their organisation**, from each organisation (gender balance, please!)

Project managers and coordinators, Responsibles of Organisations, Youth workers.

## Further steps after selection - enrollment

1. Once that the organisations have chosen its 2 participants to send to YES TC, the same organisations will have to confirm by email their selected participants name and email contacts to the organiser.

2. After this, the 2 selected participants will enroll in this online Application Form:

[https://docs.google.com/forms/d/e/1FAIpQLSfVKs5\\_FVcz6Ji8-W8V-5tx42mR3STmbP7EHMJrURzYyTA9Og/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfVKs5_FVcz6Ji8-W8V-5tx42mR3STmbP7EHMJrURzYyTA9Og/viewform)

Since this moment, the participation is confirmed!



Website: [www.associazioneagrado.com](http://www.associazioneagrado.com)  
Facebook Page: Associazione Agrado



**YES - Training Course** Group  
<https://www.facebook.com/groups/395546517490428/>

## CONTACTS



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**ADD YOURSELF!**