



IMPACT LAB

an international working and capacity-building meeting for youth organizations interested in long-term co-operation with a focus on quality and strategic impact

VILJANDI - ESTONIA

Monday 23RD APRIL (ARRIVAL DAY)
Monday 30TH APRIL (DEPARTURE DAY)
2018

PARTNERS AND PARTICIPANTS GUIDE



TAKE ME WITH YOU AND DON'T LOSE ME!

WELCOME

Congratulations! You are a partner in the capacity building “*IMPACT LAB*” and you are among the 29 participants that will take part at the training. There will be participants from Estonia, Italy, Austria, Croatia, Cyprus, Denmark, Czech Republic, Greece, Hungary, Iceland, Macedonia, Lithuania, Poland, Slovakia, Slovenia, Romania, Spain and Turkey.

You are among these participants, because we believe that you will benefit from the project. As well, we believe that you will be the one that can share his/her experience with others and therefore be the source of enrichment for the other participants.

We hope that those 8 days you will spend at “*IMPACT LAB*” will be for you a vivid and useful intercultural experience. To achieve this, we need to look at some practical needs as well and therefore we have prepared for you this “participants survival guide”, which will help you to answer many questions and as well to prepare for the project.

Read the guide carefully and keep it with you on your travels so you can check the information whenever you need.

THE TEAM

If you hoped to see our pictures in this part then we are sorry. You will have to wait until you get to Estonia to find this out. However, we can tell you that the team of organisers and facilitators are from Estonia, Hungary, Brazil and Austria.

Marco Marcus Tairi Noemi

And how will we do it? It will be a capacity building, but not like one where you can sit back and relax. We will use active methods, based on experimental learning in combination with practical theory. This means that you will work in workshops, with role plays and exchange the experiences you have from your day to day work and work on concrete future project plans.

WHAT LANGUAGE WILL WE USE

Despite many of you speak many different languages the official training language will be English only.

THE CONTENT AND ACTIVITIES

This event is an opportunity to enhance the managerial capacities of your organization to meet international partner organisations and to foster future co-operation and joint projects. What makes it special is that a focus is put on quality in youth work, as well as on strategic planning and long-term impact.

Aim:

“IMPACT LAB” aims at providing an opportunity to organisations active in youth work to enhance their managerial capacities and to foster future co-operation and joint projects, all with a focus on quality, strategic planning, boosting and measuring impact, and visibility.

OBJECTIVES:

- getting to know each other and creating a safe and creative learning and working environment
- sharing of realities of youth and youth work in the regions of Europe that we represent
- in-depth presentation of all participating organisations, including their values, mission, target groups and desired impact on society
- sharing of good practices and tools in youth work, with a focus on impact, quality and visibility
- reflection and capacity-building on how to achieve and measure quality, visibility and impact in our work
- presentation of Erasmus+ and other funding opportunities and support structures
- fostering of partnerships and projects with a focus on long-term co-operation and strategic impact
- ensuring a strong dimension of transfer of competences and learning points after the international meeting, as well as a widespread dissemination and multiplication of the results.

INTERCULTURAL EVENING

During the project, we plan to arrange an InterCultural Evening. You will present your own cultures - national, regional, personal or any kind of culture you feel you belong to.

This means that all options are possible. A culture may be presented by a song, a story, a poem, a dance, some drink or food, etc. You may bring pictures, music or anything which you consider to be most appropriate to present your culture. There be as well dvd/video/audio player and data projector within the time limits. However, we appreciate if you find more creative way to present your culture.

We will not have a kitchen to prepare the meals for the intercultural evening, so we suggest that you adapt your food and drinks to that reality (we can arrange a refrigerator, if necessary).

So, in short it should not be actually presentation, it should be an activity or something and it is up to you to replace the word something.

MARKET OF ORGANISATIONS

One of the nice side effects of international training is the opportunity to meet new nice and interesting people from different organizations all over Europe. So, let us know which context are you recently active in and present your organization and their work. Bring you promo materials and use your chance to meet future partners!

PREPARING FOR THE CONTENTS

In this section, you can find web-links which will help to broaden your understanding of the youth in action programme, non-civic and intercultural education in the European context. These links will be useful for you before the training (in terms of introduction) and after the event (in terms of future project implementations as well as training opportunities).

General information on European Youth Program •

http://ec.europa.eu/youth/index_en.htm

Information on the European Youth in Action Program. User's guide is available.

- **Non-formal education and intercultural learning**
<http://www.infed.org/biblio/b-nonfor.htm>
- Formal/Non-Formal/informal Education background.
- <http://www.efc.be/ftp/public/cpi/TCFF%20Intercultural%20Learning.pdf> Intercultural learning.
- http://www.youth-partnership.net/youth-partnership/publications/T-kits/T_kits
T-kit publications connected with European youth work.

NUMBER OF PARTICIPANTS

IMPACT LAB will gather 29 participants from 18 different countries.

Organisation	Country	Number of participants
Coobra - cooperativa braccianti	Austria	1
GEMMA - Germeshausen und Mak	Austria	1
LOKALNA AKCIJSKA GRUPA VALLIS COLAPIS	Croatia	1
Youth Dynamics	Cyprus	1
Vordingborg Ungdomsskole	Denmark	1
Evropske centrum mladeze Breclav/European	Czech Republic	2
PRAXIS	Greece	1
En Kint Egyesulet	Hungary	1
Hugarafi	Iceland	1
Associazione Culturale Strauss	Italy	1
VulcanicaMente	Italy	1
Tarptautinis bendradarbiavimo centras	Lithuania	2
VCS SKOPJE	Macedonia	1
Stowarzyszenie Absolwentow Radosni	Poland	2
Move and Develop Foundation	Poland	1
Asociatia Nevo Parudimos	Romania	1
Mladiinfo Slovensko	Slovakia	1
GDR Valle del Guadalhorce	Spain	2
Turkiye Avrupa Vakfi	Turkey	1
Zavod Roka	Slovenia	1

COSTS

There is a participation fee of **25 euros per participant**, which you can pay during the reimbursement procedure. Board, lodging and programme costs will be provided and paid

100% by grant from the Estonian Erasmus+ National Agency. But it is recommended to have a disposal for drinks, small shoppings, etc.

We have a budget for travel costs. According to the restrictions of the Erasmus+ Programme we can only refund up to some of the travel cost, if the following points are fulfilled:

- Your travel route is from your home town to the venue in Estonia (**Viljandi**) and back (if you are not travelling from your hometown, contact us previously).
- You have chosen reasonable and economic means of transportation (e.g. APEX or student fares for flight tickets, cheap airlines, 2nd class trains).
- Your travel dates are according to the programme (one day plus or minus is O.K., if you can prove that this transfer is cheaper, in other cases please contact us previously).
- You have a receipt or invoice for the cost of your plane ticket and the boarding cards or the train/bus tickets. (If you go by plane and book an e-ticket please send us a copy by email tairi@nyh.ee)

If you have booked your tickets, please, send us by e-mail the following details as soon as possible:

- Name of the Traveller (Participant)
- Date and Time of the Arrival and Departure
- Copy of the Tickets

TRAVEL BUDGET

According the rules of Erasmus + Programme and the budget that was financed in the Estonian National Agency, here is the maximum amount that each participant can use for the travel to Estonia and back:

Organisation	Country	Max travel budget per participant (100%)
Coobra - cooperativa braccianti	Austria	275€
GEMMA - Germeshausen und Mak	Austria	275€
LOKALNA AKCIJSKA GRUPA VALLIS COLAPIS	Croatia	275€
Youth Dynamics	Cyprus	360€
Vordingborg Ungdomsskole	Denmark	275€
Evropske centrum mladeze Breclav/European	Czech Republic	275€
PRAXIS	Greece	360€
En Kint Egyesulet	Hungary	275€
Hugarafll	Iceland	360€
Associazione Culturale Strauss	Italy	360€
VulcanicaMente	Italy	360€
Tarptautinis bendradarbiavimo centras	Lithuania	275€
VCS SKOPJE	Macedonia	275€
Stowarzyszenie Absolwentow Radosni	Poland	275€
Move and Develop Foundation	Poland	275€
Asociatia Nevo Parudimos	Romania	275€
Mladiinfo Slovensko	Slovakia	275€

GDR Valle del Guadalhorce	Spain	530€
Turkiye Avrupa Vakfi	Turkey	360€
Zavod Roka	Slovenia	275€

As the coordinator is Noored Ühiskonna Heaks, We intend to make the reimbursement by cash to all participants who bring the necessary documents already mentioned before. If you intend to receive by bank transfer, please request the bank details document that you need to fill before the trainings.

We will NOT reimburse the amounts that get over the maximum budget for each participant. So please book your tickets as soon as possible.

If you would like to stay longer in Estonia, you can book flights up to 2 days before/after arrival/departure of the dates of the training. Tickets with the dates longer than 2 days after/before the dates of the training will NOT be reimbursed.

ABOUT THE VENUE

During the project, we will stay in the beautiful countryside of South Estonia, in the Vanaõue Vacation Center <http://www.vanaoue.ee/index.php?main=1>

Your accommodation will be in double or triple rooms. Every room has its own toilet and shower. Towels and bed lines are included for each person.



There is free WIFI available. And we will have some evenings in Sauna, so don't forget your swimming suit!

NB: In the forest cottage, there is no possibility to buy anything. The nearest shop is in a village away from our accommodation. There are refrigerators available to store any personal food or drinks if you like.

Suure-Jaani is a small village in South-Estonia, near Viljandi. There are 3 options how you will get there. **Be sure that you flight lands in a time that you would be able to take one of the buses or train!** You can choose between:

- 1) You can land to Tallinn (the capital of Estonia) and you will get a bus or train from there to Viljandi. Bus ride/train takes around 2 hours. The buses are driving really often, you can check the timetable <https://www.tpilet.ee/en/timetable/tallinn/viljandi>
- 2) Trains are driving few times in a day, you can check the timetable <http://elron.ee/en/>
- 3) The second chance is to land to Riga (the capital of Latvia) and you will get a bus from there to Pärnu. Bus ride takes around 2-3 hours. From Pärnu take a bus to Viljandi. You can check the buses timetable <https://www.tpilet.ee/soiduplaan/riga-coach-station/parnu>

We will organize the transport from Viljandi to the venue. As soon as we receive your travel details we will contact each participant for further information.

Note: Organisers will not provide any accommodation for additional stay in Estonia. If participants plan to arrive a few days earlier or depart a few days later they are kindly requested to inform us and we will be glad to offer assistance with booking a hotel.

PARTICIPANTS AND PREPARATION OF THE GROUPS

Each country will select the participants from 18 years old (without upper age limit).

As stated in the call for partners **we are looking for project managers and coordinators directly involved with the organisation.**

Please find the Application Form attached to the letter.

Add your participants in our Facebook group where we will share more info and answer possible questions and doubts about the project:

<https://www.facebook.com/groups/140673079933496/>

DEADLINE: All partners have to give information about their participants and the travel details before 9th of March 2018!

Failing to accomplish this deadline will give us the right to replace the partnership in accordance of the Programme rules.

WHAT TO BRING:

- Clothes: we don't have any dressing code at our training. So feel free to take whatever clothes make you feel comfortable but remember that Estonia is a cold country and we advise you to check the weather forecast before. Evenings might be colder and raincoats are advisable in this period of the year. The venue has big outdoor area and wide range of free time activities (sauna, swings, bow etc.). Pack warm clothes in order to enjoy being outdoors.
- Promo materials with main information to present your Organisation during the evening of Organisation Market.
- Ideas, music, snacks, drinks etc. to present your country and culture in the InterCultural Evening!

CONTACT DETAILS YOU MAY NEED

If you have any questions concerning the programme or the organisation of the project, please contact Tairi Lääts tairi@nyh.ee +372 53535995

**SEE YOU SOON IN ESTONIA!
YOUR TRAINING TEAM**

- Participants Guide - Done by Impact Lab Team