

Organizer, Applicant: NECI Cyprus



# *Tools for Sustainable Social Inclusion*

Training Course on Professional development activities - Programme Countries:

2021-1-CY02-KA151-YOU-000007121

Partners: Network for European Citizenship and Identity Cyprus, NECI Portugal, MERAKI Croatia, Youth Club Active Estonia, Asociatia HAIR REDIVIVUS Romania, CET Greece

Larnaca, 02-10/05/2022

**Training Course**





# INFORMATIONAL PACKAGE

(version 2)

## 1. Project Summary

This project is designed to promote Non Formal Learning through which 18 representatives of the partner organisations will share personal and professional experiences, contribute based on their competences, work collaborative, irrespective background and develop a programme which will meet the following objectives:

Objective 1: International cooperation between experienced and not experienced. Organisations and individuals but also between target group, youths and youthworkers who aim for eliminating discrimination and marginalisation through social inclusion practice.

Objective 2: There are many youths in our community who do not have motivation to know (more) about their rights and the opportunities they may have as EU citizens, but also do not have concern or empathy of human rights.

Objective 3: We aim through multiple activities to help youths to understand that european identity is something unique for everyone and each one has same rights, share common concerns for common future.

The project also meets International, EU and E+ objectives because:

- encourages participation of youthworkers and youths, especially the ones with fewer opportunities
- secures safety and pleasant NF learning environment
- promotes the development of:

\*learning outcomes and improvement of basic key competences

\*practices for intercultural learning, equity and social inclusion

\*it's a project from youthworkers to youths and community

The Training course will be held in Cyprus, hosted by NECI EU and will have the following topic:

- (a) To support intercultural learning through non formal education
- (b) To increase awareness on social inclusion and intercultural learning for enhancing cooperation
- (c) To suggest, design and organize tools which can support the work of youthworkers and organisations on their effort to social inclusion
- (d) To design and promote dissemination on the importance of the project outcomes and impact

## Venue

Arrival: 02 May 2022 /Departure: 10 May 2022

The Training Course will take place to Protaras. The accommodation is located 65 km from the Larnaca International Airport.

Participants will be accommodated in small houses of 3 rooms. They will sleep 3 persons per house (1 double bed/2 single beds/2 sofa beds). Each participant must bring his/her towels and other necessary shower stuff (shampoo, etc).



## 2. Participants' Profile

Partners NGOs will send 3 youthworker/representative (20 + years old) with experience as a trainer or facilitator or project manager in Erasmus+ projects.

Profile:

- (a) Joined the APV in March 2022
- (b) Have knowledge and previous involvement in organizing and designing Activities in the topic of Inclusion
- (c) Have basic experience on Tools and KITs of Erasmus+ and Social Inclusion
- (d) be ready to support visibility during and dissemination after the project Activity of the topic.
- (e) Have basic skills on digital and media technology
- (f) MUST be able to communicate and write fluently in English
- (g) Will have a laptop **or** a tablet (either his/hers or from his organization)
- (h) Priority to participants with fewer opportunities (social, economic, health, geographical barriers)

(i) will support visibility of the project process and content

### 3. Selection of Participants

- 1 Organisations need to inform their members and bring them in contact to NECI EU in case of need for further questions. Then they need to organize interview and discussion with the candidates who meet the profile of the participant and select the representative who will be able to attend the Mobility (Training) too.
- 2 Application: <https://forms.gle/4QFSWT8ncyaWeJys6>

Deadline to complete this application form: **10/04/2022**

- 3 Furthermore, the representative of each partner in accordance to NECI EU must look for flights and the sooner possible to book the flight to Cyprus for the whole group as one (not individually) **ONLY WHEN THEY WILL BE ADVISED BY US** as well.
- 4 Deadline for booking tickets and inform us about it: between 22 March to 15 April 2022.
- 5 We WILL NOT ACCEPT flights that DO NOT DEPART OR RETURN TO COUNTRY OF ORIGIN/REGISTRATION OF THEIR NGO, since this practice is not accepted by NA Cyprus. Therefore we will not reimburse their tickets and expenses.
- 6 We WILL NOT ACCEPT ANY PARTICIPANT WHO BOOK HIS FLIGHT WITHOUT PREVIOUS COMMUNICATION WITH US.

**IMPORTANT NOTICE:** The structure of the Training course is intensive and demanding, plus requires full attendance and participation. It starts at 10:00 am and will end around 19:00 pm.

#### 4. Budget of the Training

The budget is fixed from the EPlus programme and includes accommodation, meals, transportation and travel and practical expenses.

We will arrange your transportation from Larnaca to Protaras and back with hired bus. There will be two meeting points to pick up the participants. One will be in Larnaca airport and the other one in Phinikoudes Avenue. The transportation will cost 25 euros (for both days). This amount will be part of the maximum allowance of the travel. In case your ticket will cost more than the maximum allowance then you will pay the bus fee in cash.

**Maximum allowance in euro for travelling per participant:**

Country	TOTAL per person	Participants	Destination
Cyprus	20	3	Larnaca airport or Paphos airport
Croatia	275	3	
Romania	275	3	
Greece	275	3	
Portugal	530	3	
Estonia	360	3	
<b>Number of participants</b>			18

We advise participants to arrive at Larnaca International Airport. Ercan airport is not eligible and not legal airport.

## 5. Reimbursement

4.1 Reimbursement will be completed in EURO through Bank Transfer to their Sending Organisation Account between 1 June and 15 July.

What to save and present in original:

Tickets (Planes, trains, bus, metro etc)

Invoices and payments receipts of tickets

Boarding pass (hard copies of online) and a suggestion is to save even the baggage tags which include all of your travel data too.

## 6. Personal Insurance

1) Insurance cover for personal effects is the responsibility of the individual participant. You are strongly recommended to insure your personal effects for the whole period of your absence from home. Neither NECI nor any venue used during the event can entertain claims against loss of or damage to personal property. You are recommended to ensure that you have adequate medical insurance to cover the period of your stay in Cyprus. Contact your health insurance or travel agency for more details. You are also advised to issue the European Health Insurance card.

2) We will follow all protocols in regard to safety and security for participants and guests (especially for covid19). We will expect and demand also from participants to respect the rules and measures and not challenge any unfortunate situations. They will be provided with one-use face mask also (2-3 per day) and antiseptic will be available to the area.

3) PCR or antigen rapid tests (if required for arriving to Cyprus) are covered by the budget of the program, up to an amount which is agreed with the hosting organization. Any claimed expense regarding this paragraph needs to be presented with all necessary receipts of payment, results of test and invoices.

Helpful links:

[Eu covid link](#)

[Cyprus covid info](#)

## 7. What to bring with you:

**Laptop or tablet where you can work**

**Sports/comfortable clothes:** Make sure to bring comfortable clothes for activities, trainers for the sessions but also maybe your free time you may wish to explore the area.

**Swimsuit:** in case you want to visit the seaside

**Personal medication** in case of health issues (allergies, diabetes etc). You can not buy medicine from pharmacy stores without prescription.

**Hat/cap** for our super warm sun but also warm clothes. May has around 30 celsius to 34 celsius during day and 14 celsius to 20 celsius during nights. Extra masks, personal antiseptic gel

**Tools:** Games, ideas, energisers, kits which we will put them in place for our training.

**A small stuff** (like keyring, magnet, tshirt, mug, cap/hat etc) that represents you or your country and you will share/exchange it with others.

**And most important:** Ideas and cultural aspects from your country and many recreational activities.

## 8. Some more information

1. Arrivals: the latest at 17:00 on 02/05/2022. We will have a dinner at 19:30 and then a brief welcoming. Official programme starts at 09:30 am on 03/05/2022.
2. The hosting organization covers accommodation, meals and a breakfast and 2 coffee breaks
  - Dinner on arrival: 02/05/22
  - Full board: 03/05/22 - 09/05/22
  - Breakfast and lunch on departure: 10/05/22
3. We do not cover anything else that is not at the official agenda/timetable of the Project.
4. All travel documents shall be provided before departure, (if after departure then through mail with tracking number/registered mail)
5. Travel days: 02 May for Arrival and 10 May for Departure. Book/reserve your tickets to these dates.
6. In case you wish to arrive a day earlier or depart a day later it's on your expenses.
7. We have facebook group also which is working since the part 1 of the project, so you are suggested that you need to follow it for information related to the project:



Add your representatives pls.

## 9. Other important information

**Weather** - March is considered to be warm and windy month. Hoodies might be also a good idea.

**Electricity:** Cyprus has the 240 Volt/ 50 Hz 3 pin electricity plugs - so you will definitely need adaptors make sure you bring at least one with you (and your chargers for mobile phones, cameras etc ;-)



Cyprus Time Zone: UTC (or GMT) +2

Cyprus International Dialing Code: +357

Local currency of Cyprus: euro

## 10. Contacts:

[neci.eu@gmail.com](mailto:neci.eu@gmail.com), +35799465221

[renosge@gmail.com](mailto:renosge@gmail.com) -Renos Georgiou

# \*TIMETABLE: 02/05/2022 - 10/05/2022

02/05	03/05	04/05	05/05	06/05	07/05	08/05	09/05	10/05
	<b>07:30 - 9:15</b> Breakfast							
<b>Arrivals</b>	9:30 Ice breaking/name games	9:30 Bridging the gap	9:30 Do we have the right to...?	9:30 Tree competences of	09:30 Tools inclusion for	9:30 Producing our Tools for sustainable social inclusion	9:30 Presenting and promoting our Tools	9:30 Departures
	<b>11:00-13:00</b> Teambuilding Ground Rules	<b>10:45</b> Who stays?	<b>11:30</b> Understanding the difference	<b>11:00</b> Tools inclusion for	<b>12:00</b> Introduction to the Booklet, video, photo album making	<b>10:00</b>	<b>11:30</b> Planning new project	
	<b>11:30</b> National and International Practices for SI							
	<b>13:15-15:00</b> Lunch	<b>13:45-15:30</b> Lunch	<b>13:30-15:15</b> Lunch	<b>13:00-14:45</b> Lunch	<b>13:30-14:00</b> Lunch	<b>13:30-15:15</b> Lunch	<b>13:00-15:00</b> Lunch	
<b>17:00- 19:00 Welcoming Ice breaking</b>	<b>15:00-16:00</b> Youthpass presentation ErasmusPlus	<b>15:30</b> At the Boarders	<b>15:15</b> Factor X	<b>14:45</b> Tools inclusion for	<b>14:00</b> Structured afternoon in Larnaca	<b>15:15 - 18:30</b> Producing our Tools for sustainable social inclusion	<b>15:00</b> Planning the Next steps after the meeting	
		<b>17:30</b> The way to self- development	<b>17:00</b> Factor X				<b>16:00</b> Evaluation	
	<b>16:00</b> Clarification of basic Principles						<b>17:00</b> Reflection diaries	
	<b>17:00</b> Where shall I Stand							
	<b>18:00</b> Defining Inclusion							

	<b>19:00</b> Reflection groups	18:30 Reflection Groups		<b>19:00</b> Reflection Group		<b>19:00</b> Reflection Groups		
	<b>19:30</b> Dinner			<b>19:30-20:00</b> Dinner	<b>20:00-21:00</b> Dinner	<b>19:30-20:00</b> Dinner	<b>20:00</b> Dinner	
<b>20:30- 21:30 About us</b>		<b>21:30</b> Intercultural Ev. and NGO Fair	<b>21:30</b> Intercultural Ev and NGO Fair					

**11. Trainers  
From NECI EU**

WHATEVER YOU NEED TO ASK MORE, IF THERE IS ANYTHING NOT CLEAR, IF YOU HAVE ANYTHING THAT YOU WANT US TO INFORM YOU ABOUT, PLS DO ASK US