

Agenda A.C.E.

Action, Contact, Excellence

Chain Training Course on Project Management
19-26 October 2015 Turku Finland


Infopack for participants

Erasmus+ 2015 Key Action 1, Youth Mobility Project

Stage 1: 19-26 October, 2015, Sauvo (Turku), Finland

Stage 2: 11-17 January 2016, Czech Republic

Stage 3: 02-09 May 2016, Estonia

 Dear Participants, this document includes all the useful information concerning the training course in Turku "Agenda ACE". Please take a moment to carefully read through all the information

Project Summary

The project „Agenda ACE: Action-Contact-Excellence“ is a chain of three training courses implemented in Finland, Estonia and Czech Republic during the period of October 2015 to May 2016.

The project aims to improve the quality of projects submitted by young people to the Erasmus+ by providing environment and a training program for youth leaders to develop necessary competences and create strong international cooperation bonds.

Projects sets the following objectives:

- ✚ - To trigger future international cooperation through common project development.
- ✚ - To raise the quality of projects submitted by the organizations and share it with the rest of the network.
- ✚ - To foster entrepreneurial attitude in young people for raising the quality of project management.
- ✚ - To develop project management skills, knowledge and attitudes in youth leaders.
- ✚ - To motivate young leaders to actively participate in international youth work through project development and execution.
- ✚ - To lead through and give the chance to live through the whole process of preparing a project within the Erasmus+ programme with appropriate support measures.
- ✚ - To train participants on maximizing the impact from youth projects
- ✚ - To build up creativity and communication skills, support inter-cultural exchange, foster mutual understanding between young people in different countries, which helps to increase quality of projects.
- ✚ - To work on the key competences for active participation among youngsters.

The project will gather 30 young youth leaders from Finland, Estonia, Czech Republic, Bulgaria, Macedonia and Italy to train them from starting cooperation and initiating their project ideas all the way to implementing and planning dissemination and evaluation of their funded projects. „Agenda ACE“ plans to shape competent and fully ready project managers from young NGO members without practical experience in project writing and project management.

„Agenda ACE“ will dare to achieve results through three stages. First stage of project writing and initial cooperation. Second stage of application finalization and task distribution. Third stage of evaluation, practical planning and preparation of implementation.

The project will be carried out using various methods of non-formal-education that are expected to help participants create ready projects under the Erasmus+ programme of high quality. By this training course we aim to empower 30 participants and expect a long-term benefit of all of the projects carried out with involvement of these participants will raise the whole level of projects submitted by NGOs to the Erasmus+ programme.

19-26th of October, Finland

11-17th of January, Estonia

2-9th of May, Czech Republic

Profile of the participants:

Participants of the training course are youth leaders who have experience in international projects as participants and have a will to become applicants and develop their own international projects. However, not all of them have the relevant knowledge, skills, international network or courage to apply at this stage. Thus, we would like to give the chance to these youngsters to gain the missing resources and confidently apply with high quality projects involving their own partners that they would trust. Participants will be selected through motivational letters amongst the young members of the organizations.

Participants of the training course will be guided through the whole process, from zero to excellence by the experienced team of trainers, which will maintain the permanent contact with them and monitor their progress.

Recruitment of the participants will be done by the partner organizations.

Selected participants are expected to attend all three activities in order to achieve the high quality result and solid learning experience.

The Venue of the 1st activity: Turku, Finland



Special needs:

in the application form you will find the gaps for the special needs (like vegetarian, vegan...etc.), please carefully fill them out

- ❖ please also take into consideration that internet access is limited in the camping area.

Traveling to Finland:

Participants should arrive to Turku (<http://en.wikipedia.org/wiki/Turku>)



If you are coming from Helsinki you can take a bus from Helsinki airport. **Express Busses** from Helsinki airport to Turku can be easily found in front of airport. The timetable can be checked on the following website: <http://www.expressbus.fi/timetables-and-tickets>.

The organizers going to take care of travelling arrangements from Turku to the TC venue, just **REMEMBER to inform us about your arrival and departure time!** You are kindly asked to arrive in Turku on 19th of October, 2015 before 11:00 o'clock. The meeting point is in the heart of the center of Turku (address: Aurakatu 16, 20100 Turku).

REIMBURSEMENT:

Reimbursement of your travel costs [within the country budget allocated by ERASMUS+ http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf programme] subject to submission of travel documents and invoices in original on arrival).

The payment will be done in Euros Maximum travel expenses per participant:

NGOs	TO	Number of pax	Amount per person
FI	FI	6	180€
EE	FI	6	180€
CZ	FI	7	275€
IT	FI	4	360€
BG	FI	4	360€
FYROM	FI	5	360€

✚ Important note: please make sure to have all the documents connected to travelling with you

- Payment for tickets
- Boarding passes
- Bus tickets
- All other documents with other expenses

The reimbursement will be done according to that documents!

PARTICIPATION FEE:

Participation fee will be 20 EURO. Participation fees will be taken out from the reimbursement costs.

INSURANCE

WE STRONGLY ADVISE YOU TO TAKE OUT A FULL TRAVEL INSURANCE POLICY FOR THE DURATION OF YOUR STAY IN THE FINLAND

PLEASE NOTE INSURANCE COSTS OF ANY KIND WILL NOT BE COVERED BY TYS.

The organisation will not be able to reimburse you for any losses.

Please also note that private medical care in the Finland is expensive.

ACCOMMODATION

You will be accommodated in a camping area which is 10 kilometres from the city centre. You will be living in shared cottages with other participants of same sex. Each cottage has got separate bathroom and small kitchen. Bed linen will be provided but bring your own towel.

LANGUAGE

The training course will be in English language.

DO NOT FORGET TO BRING WITH YOU:

- Warm cloth;
- Towels;
- Traditional food and drinks to represent your country and culture;
- And of course - Lots of positive energy;
- Bring documents, leaflet, picture of your organization to share with others.

Deadline:

Deadline for selecting the participants is 17th of September 2015.

Please send the application forms to Ms. Alexandra Deimann on the following address:

acetrainingcourse@gmail.com

We are looking forward to see you in Finland and spend very fruitful week, which will be a successful beginning of the chain project and lead us to excellence!

Sincerely,

Your Team

Hasan Habib (Project Coordinator)

Pavel Vassiljev (Trainer)

Lela Bernatova (Trainer)

Ucha Burduli (Trainer)

Alexandra Deimann (Technical Support)