



TRAINING COURSE

ABC CREATIVITY

INFOPACK

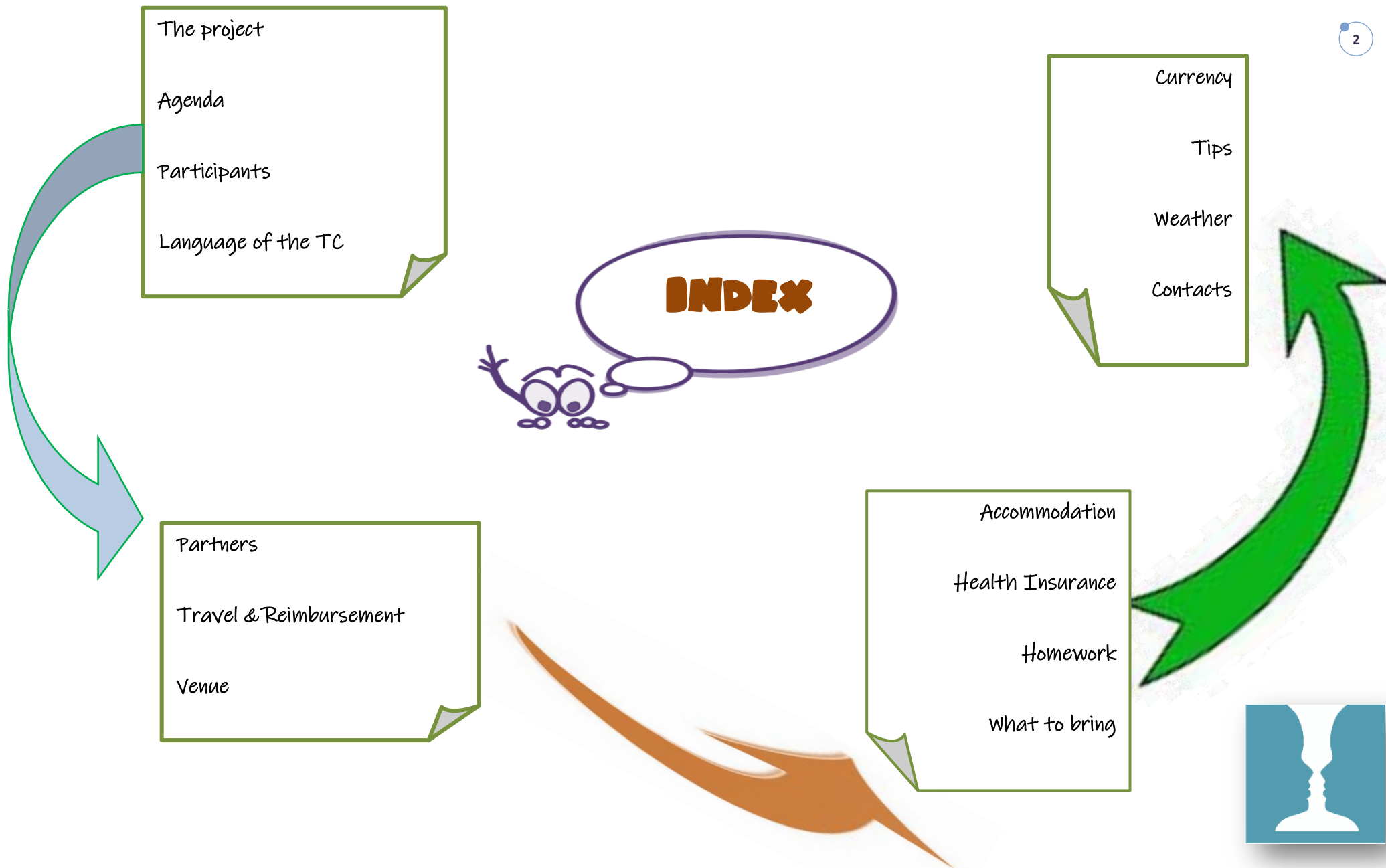
Venue: LESZNO, POLAND

Dates: 21 – 27.01.2019

Arrival Day: 20.01.2019

Departure Day: 28.01.2019





## THE PROJECT

In a society constantly changing, and in a technological and digital era, which affects deeply the societies, new challenges will surely come up in the future years. Europe and its individuals need to be ready to work on those changes and adapt to it.

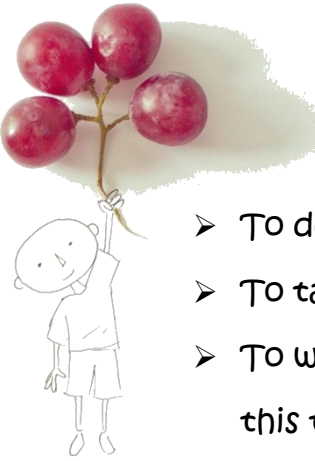
Creativity as a topic to be developed in this project is one of the steps to equip our organisations and youth workers with tools to adapt to the contemporary world, with short and long-term effects.

Creativity is a **resource** which helps to look for solutions in everyday life. It's a **skill**, which can be developed through methods. In practice, it's a **Catalyst for development**, at any level. Creativity can ensure progress and economic growth, as well as fight current problems within a society. It's also seen as a source of development and a mean for social regeneration.

**ABCreativity** is a 7 days Training Course for beginners on the topic of creativity, curious about what means creativity and innovation and how to use it in our local communities and in our NGOs reality. It will take place in Leszno, Wielkopolska, Poland and will gather participants from 8 countries – Poland, Romania, Greece, Italy, Portugal, Bulgaria, Spain and Czech Republic.



## AIMS OF THE PROJECT

- 
- To develop the concept of creativity, raise awareness and importance of it to the society, NGOs and for people;
  - To take creativity as the central discussion for inclusion and equality of people in the society nowadays;
  - To work on and develop creative tools to work with youth and raise quality of youth work in the organisations in this topic;
  - To equip youth workers with tools to develop creative thinking among youngsters, helping them to overcome challenges and empowering them to take actively part in the society;
  - To discuss and understand Erasmus+ Programme and framework and how we can use the Programme to overcome challenges across borders;
  - To raise awareness on topics such as social inclusion, diversity, tolerance and acceptance of individuals and cultures;
  - To work on future ideas under KA1, KA2, KA3.

## SCHEDULE

<https://drive.google.com/file/d/12Oy3OckWZmjw0l7JjC8CQkDhaClhl2x/view?usp=sharing>



## PARTICIPANTS' PROFILE

## LANGUAGE OF THE TC



Participants of the Training Course should be:

- ✧ 18+ youth leaders or youth workers, active members of the organisations.
- ✧ Involved in youth work or education of young people in their daily work.
- ✧ Be familiarized and have experience with NFE methods and tools. They should also be interested in the topic and willing to spread and implement their knowledge from the TC afterwards in their work or in the organizations.
- ✧ They also need to be open to **develop partnerships and create future networks**, as well as engaged during all phases of the project – implementation, visibility and follow-up;
- ✧ **Each organisation is responsible for sending a gender mixed team (one female and one male participant), involving fewer opportunities participants as well.**

The main language used during the TC will be **English**.

Participants taking part in ABCreativity must be able to communicate and express themselves in English.

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## PARTNERS IN THE PROJECT

| Country        | Organisation          | Number of participants to send to the TC |
|----------------|-----------------------|--|
| Poland         | Arena i Świat - HO    |  |
|                | Fundacja CAT          | 2  |
| Romania        | GEYC                  | 2  |
|                | COȘI                  | 2  |
| Greece         | Hellenic YP           | 2  |
|                | Poli.ana              | 2  |
| Italy          | ENNEA                 | 2  |
|                | Farm Cultural Park    | 2  |
| Portugal       | Rosto Solidário       | 2  |
|                | Novo Mundo Azul       | 2  |
| Bulgaria       | Walktogether          | 2  |
|                | Bulsport              | 2  |
| Spain          | Ticket2Europe         | 2  |
| Czech Republic | European Youth Center | 2  |

# IMPORTANT



\* Each partner in the project is sending **2 participants**, whom must be selected according to their **motivation** to take part, **experience** with youth work and **expectations** to take part in the project.

\* It's needed and crucial to gather participants who will be motivated and engaged in the activities to get as much as possible from the partnership in the project.

\* **ALL** participants will need to fulfill an application form and the Hosting Organisation must have this information from each participant:

- Full name;
- Gender;
- Date of birth and age;
- Place of birth;
- Passport, ID number with issue and expiration date;
- Phone number and email;
- Special needs/ allergies, Food restriction, Health restrictions.



The **application form** will be collected by partner organisations and it should be sent to the HO until **10th of November 2018** to [mara.adr@gmail.com](mailto:mara.adr@gmail.com).

Also, **ALL** participants must sign a **contract** with the Hosting Organisation and the contract must be sent back to the same email ([mara.adr@gmail.com](mailto:mara.adr@gmail.com)), until **a week before the TC (14.01.2019** – end of the day).



\*\*The failing of the partners to accomplish this deadline gives us the right to replace the partnership in accordance to the Erasmus+ Programme rules.

## TRAVEL & REIMBURSEMENT

### ➤ COSTS AND REIMBURSEMENT

Accommodation, food and materials - 100% funded by the Programme.

This includes breakfast, lunch, dinner and two coffee breaks during the Training Course dates. However, it's recommended to have a disposal for drinks, small shopping, etc.

### ➤ PARTICIPATION FEE

There is a participation fee of **10€**, which will be spent on the benefit of the activity. The fee will be paid on the first day of the TC.

### ➤ TRAVEL COSTS

The travel costs are being reimbursed **after** the Training Course ends and all participants' responsibilities are complete.

According to the Programme Guide, the final financial settlements will be based on the distance **from the city from where the participant left to the city where the activity takes place – Leszno**, up to the budget set by the project.

The reimbursement will be done based on real travel costs, up to limit set by the European Commission, according to the distance done **by the participant**.

(For more information check the distance calculator online: [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en) and the limit budget set by the Programme Guide).



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### Maximum reimbursement amount per country\*\*:

- Poland – Distance Band [0-9km] – 0eur
- Portugal, and Spain – Distance Band [2000-2999km] – 360eur
- Romania, Greece, Italy, Bulgaria – Distance Band [500 – 1999km] – 275eur
- Czech Republic – Distance Band [100-499km] – 180eur

\*\* (The reimbursement amount can change if the participants start the travel from a place with a different distance band to the venue – Leszno than the place the organisation is set). For detail information, contact the project coordinator.



Please note that travel costs will be reimbursed on the basis of original tickets, boarding passes and invoices/receipts for travel.

- Only direct travel from place of residence to Leszno will be considered (no stop-overs exceeding 12 hours).

- Only on the shortest way from the departure to the venue place (Leszno) will be reimbursed.

- Only economy class travel and public transports will be reimbursed.

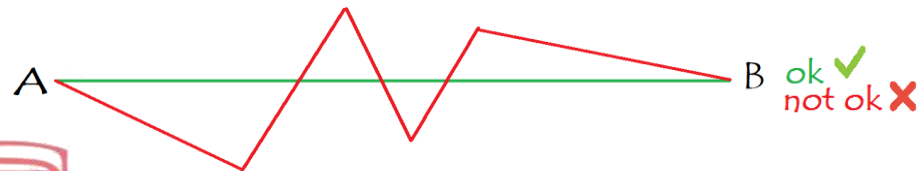
- Only actual expenditure/tickets will be reimbursed – no pre-payment for tickets not purchased. The project doesn't cover travel by taxi, or any private means of transportation. Participants who are not able to buy tickets online or in advance and cannot give us tickets before the end of the Training Course, will have to send us the tickets once they get home- scan it, send it by email and send by post the original tickets.



The participants are responsible for collecting the proper documentation for reimbursement.

 **PLEASE NOTE**

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None of us would like to have problems with travel tickets and reimbursements. Due that fact, all participants must contact the project coordinator **BEFORE** buying tickets in order to get the confirmation that everything is all right with dates and flights and the tickets can be reimbursed. Just after that, the tickets must be bought. **Any tickets bought without the coordinator's agreement are not ensured to be reimbursed.**

**!!! Arrivals after the arrival day (20.01.2019) won't be reimbursed.**

**!!! Departures before the departure day (28.01.2019) won't be reimbursed\*.**

\*Contact the project coordinator for any questions regarding this topic.



## REIMBURSEMENT will be done when:

1. All the tickets (originals) will get to the Foundation

Address: Fundacja Arena i Świat, ul. Jasna 7b, 64-100 Leszno, Poland;

2. The final report online will be done.

\*\*\* The reimbursement will be done according to the Erasmus+ programme rules. That means that the participants should be engaged in 100% of the project.

We recommend you to ask for suggestions when you look for tickets. Send us the travel plan, when you get everything done. We are here to help you, just contact us. If you need to fly after the official travel dates, please contact the Project coordinator. **Tickets for travel out of the official dates bought without approval, need to be confirmed with the coordinator.**

\*\*\* Participants are voluntary participating in the Training Course, due their will to learn and improve themselves and the Organisations they represent. That means they should take part in all the activities and be engaged. Failure of participation in the sessions or inappropriate behavior might resolve in reimbursement not being given to the participants and withdrawal of the course with a notice provided to the sending organization and to the Polish National Agency. As well as failure to organize dissemination activities and provide a report of that.

- The participants are also responsible for disseminate their learning achievements of the Training Course after it ends, in their communities and share those results with the Project coordinator.



## VENUE



The Training Course will take place in Leszno, Wielkopolska, in Poland. The Training activities start on **21.01.2019** in the morning and they finish on **27.01.2019** in the evening. **Arrival day** is on 20.01.2018 and **departure day** is on 28.01.2019 in the morning.

This beautiful town is located aprox. 90km away from Wrocław and aprox. 87km away from Poznań, in the Western side of Poland.



More info about [Leszno](#) and its [history](#).



### Important addresses you might find in the maps:

PKP – Leszno train station (Address: Dworcowa 1, 64-100 Leszno)

PKS – Leszno Bus station (Address: Towarowa 1, 64-100 Leszno)

### !!! IMPORTANT INFORMATION:

If there will be groups arriving at the same time, **during the night**, it's possible to pick you from the airport. **If groups are coming in similar time from the airport**, we may pick you up (min. 8 people) – the cost of the transport will be deduced from the reimbursement budget.

This information should get to the coordinator in advance. **DEADLINE** for it: **14.01.2019**.

## ACCOMMODATION

The Hosting Organisation will provide you during the Training:

⇒ Accommodation – sleeping in *mixed nationalities* (2-3 people shared rooms and bathroom).

\*\* There can be issues with getting wifi at the Hotel.

\*\*\* There can be, in exceptional situation, rooms of 4 people.

Accommodation will be provided from arrival day evening (night of 20.01.2019) to departure day after breakfast (28.01.2019 morning).

## HEALTH INSURANCE

Make sure that coming to Poland you have a **valid health insurance**, eligible to have a medical treatment abroad! This is absolute crucial if you want to join the project. You can obtain **European Health Insurance Card (EU)** or **buy travel insurance** covering potential medical needs. Costs regarding Health Insurance are not reimbursed by the project.

**FOR FREE for 28  
EU countries!!!**



This is the **European Health Insurance Card**. You can order it in your own country and it's for free.

The free card gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries, Iceland, Liechtenstein, Norway and Switzerland, under the same conditions and at the same cost as people insured in that country.

More info here:

<http://ec.europa.eu/social/main.jsp?CatId=559>





# HOMEWORK

- Get update in Non-formal Learning;
- Get introduction on creativity, through documentation given by the trainers;
- Reflect on questions related to creative problem-solving;
- Filling out a survey to create a pre-arrival contacts' book;
- Making a research in the organisation reality and projects implementation at local, national and European level;
- Answering questions regarding learning needs and expectations;
- Prepare to present the sending organisations at professional level;
- Get to know opportunities for youth at local and European level.



## PREPARATION OF PARTICIPANTS

The Sending organisation should meet with the participants and prepare them for the activity/project – explain them KA1 action and the interculturality of the event.

For preparation of participants, please share with them the follow link:  
<https://www.youtube.com/watch?v=9SBCxqpmNrc>  
[What's a Training Course in 2 minutes]

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## WHAT TO BRING

- All travel documents;
- Energizers which can be implemented during the Training Course;
- GOOD MOOD and POSITIVE ENERGY
- . Board games, games we can do inside during our free time, etc ☺

## CURRENCY



In Poland we use **PLN – Polish ZLOTY**. 1 EUR more or less 4,2 PLN. You can change some money at the airport. Once you get to Leszno, there will be also some places to change money. The national place to change money is called **KANTOR** (the polish word).



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Once you get to Poland and you try to reach Leszno, be aware that English is not very popular and it's not always easy to find an English speaker. Our suggestion after previous projects is: once you try to buy bus or train tickets to Leszno, **SHOW** the name of the city. Don't try to say it, because you might get to a different city with the same name or to another city with similar one.

Remember to show - **LESZNO; WIELKOPOLSKA**.

This is your destiny. :)



## WEATHER

In January the weather in Poland use to be rather cold, with high possibility of raining and snowing. However, closer to the arrival dates, the Project coordinator will let you know how the weather is about to be..



## CONTACTS



For any questions regarding the organization of the Training Course, or travelling please contact **Mara Rodrigues** - [mara.adr@gmail.com](mailto:mara.adr@gmail.com), she is the project coordinator and she will direct your questions for anyone else, if needed.

Our website: <http://fundacja-arena.pl/>



Our facebook: <https://www.facebook.com/FundacjaAiS>



Our Instagram: [fundacja.arenaiswiat](https://www.instagram.com/fundacja.arenaiswiat)

Feel free to join us online or follow us on Instagram!! 😊

