

Act Local Be Social
2019-20
Training course: Sunday 12th-19th April 2020
Woodrow High House, HP70QG, UK

Important information - please read

Congratulations on being selected to join Creative Opportunities, and many others from across Europe, to learn about social action, campaigning, and mobilising young people to create change. This pack will give you all the information you need to know before coming on the Training Course. It will cover the following:

- General Information about the project (E+ / KA1 / Partners)
- Project team and participants
- Target groups
- Project objectives, and how we will meet them
- Project timetable
- Dissemination and expected impact
- The venue and how to get there
- Costs, reimbursements and participation agreement
- Kit list
- UK info (Currency, weather, electricity, health and insurance, dietary / special requirements)

Please read it carefully, and get in touch if you have any questions or queries.

General Information

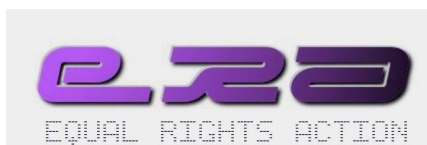
Creative Opportunities is delivering a first stage training course for youth workers. We are specifically looking for people who regularly work directly with young people, in order to equip them with the necessary knowledge, understanding and tools to be able to mobilise the young people they work with to campaign on the issues that affect them. This course builds on a previous project delivered by Creative Opportunities in 2018 called Supporting Youth to Act Local and Be Social, which looked more broadly at the landscape of campaigning and activism across the UK.

This project, and the training course you are attending, is co-funded by the Erasmus Plus Program of the European Union under Key Action 1, Mobility of Youth Workers, and is managed by the UK National Agency Ecorys. We hope that this project will lead us, and all those involved to undertake more projects including youth exchanges, job shadowing, capacity building, strategic partnerships, and maybe even dialog with policy makers.



Partners

This project has been put together by Creative Opportunities. However, in order to make the project a success and increase dissemination and impact, we have partnered with specific organisations across Europe. These partner organisations have committed to supporting their participants before, during, and after the training course. They also work on a range of issues relating to social justice across Europe. Your role as a participant from your country links in closely with the partner organisation, so please make sure you are in contact with them and work together to make this truly impactful. A list and link to partner organisations is below. Get in touch, stay in touch, and create positive relationships for potential future projects.



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Project Team

Ashar

Ashar Smith is the Founding Director of Creative Opportunities. Since founding the organisation, he has designed and delivered a multitude of social action projects with hundreds of young people, going on to support them in creative approaches to social change, increasing their confidence, resilience and employability.

Josh

Josh is an experienced educator and facilitator. From 2012 - 2015, he worked with schools across the UK on developing cultures of leadership, before joining the campaigns team at Bite the Ballot to work on democratic engagement, and political education. He works as an educator on The Advocacy Academy, a fellowship for students from south London that takes them through campaigning, lobbying, grassroots organising, and direct action training. He's participated in three Erasmus Plus projects in Macedonia, Azerbaijan, and Italy. He attended NEON's Movement Builders training in London, and worked on the SYTALBS programme in 2018.

Sam

Sam has worked with Creative Opportunities over the past year, supporting Ashar in the daily operations of the organisation. He has accompanied Ashar to NEON's Movement Builders Training for Trainers and recently observed a similar training programme delivered by Community Organisers Ltd. He will be supporting both Ashar and Josh with ALBS 2020 by managing the budget and providing administrative and operational support throughout the programme. In his spare time, Sam writes and records music and is a keen Manchester United fan. He has never been to Amersham.

Kelsey

Kelsey is a feminist campaigner and full-time mischief-maker based in London, organising in campaigns against state violence, and working to explore and build alternative roots to justice and community-led responses to violence, specifically addressing violence experienced by women of colour and other marginalised groups. As a freelance facilitator and trainer with grassroots collectives she delivers workshops on bystander intervention, power and privilege, and tools for campaigning and movement building.

Participants

There will be 35 participants in total, from 14 countries. Each of you currently:

- Work with young people to create social change
- Have an idea about what issues affect young people where they work
- Understand the importance of equality, inclusion, anti-discrimination
- Are open to meeting new people from different countries and spending an intense period of time together
- Are motivated and dedicated to learn and contribute to the training course

- Willing and ready to share the outcomes of the training course with your young people

Some of you may come with more direct experience in one or more areas, and others with less specific experiences, wishing to deepen their knowledge, and are open to changing their attitudes.

Target Group - who are we running this project for?

We are running this project for youth workers, who regularly work directly with young people, through schools, youth clubs, sports activities, arts activities, or community-based groups. We hope that participants will share your learning, and support your young people to drive the change they want to see. This course aims to help the participants to undertake campaigns for social change, locally, nationally and on a European level.

Objectives - why are we running this project?

- To learn how to tackle various indicators of inequality and under representation within your work, passing on this attitude to the young people you work with
- To reflect on and discuss issues of identity and community, to learn and collaborate together on local and wider issues that affect young people in your localities
- To develop resilience to various risks or challenges when supporting young people to undertake social action of their own in future
- To develop networks to be able to continue to catalyse positive change in your communities, through leadership, volunteering and civic participation
- To increase the professional development of youth workers across Europe to be able to address issues that affect young people

Activities

Act Local Be Social is not just a training course - it is an entire project. As such, there are tasks to be completed before, during and after the training course.

We welcome any other ideas for things you can do to achieve the objectives set out above, and would love for you to share your ideas with us. We will then be sure to share them with other partners. Below is a list of some of the things we would like you to do as participants of this project, to help everyone make the most of the experience. Those in ***bold italics*** are more important, others would give added value. We don't want you to stress – it's just to get your brain juices going for now. We are all in this together and to support, share, learn and create a bigger community.

Before the training course

Join the Facebook group:

<https://www.facebook.com/groups/727631374369832/?ref=bookmarks>

This is where we'll be sharing project related resources, communicating updates about the programme, and the best place to share ideas on the issues you're working on. We encourage

you to prepare information about your organisation, and its relevant activities to share with the group. Contribute your ideas, thoughts, opinions and research.

We recommend participants and their colleagues at the partner organisations take part in a pre-departure meeting. This will be an opportunity to revisit the project aims and objectives, and to discuss the strategy of the partner organisations towards the project and the individual activities. Arriving on the course with objectives of your own will help you get the most out of the programme.

- *Share example articles and views and opinions linked to the subject matter*
- *Share terminology linked to topics in their languages*
- *Research issues that the young people they work with are passionate about and collating some case studies of youth led campaigns in their localities to share*

During the training course

We will ask you to present your organisation to the group, with some information about the work you do, and explain how it fits into a wider social and political context locally. We recommend preparing a presentation before you arrive.

Residential training courses are long and intense. There will be a lot of information, for many in a second language. You should be prepared to use lots of energy, and recharge during free time, and at night. Bring things that make you feel comfortable, and take the space you need when you need it. It's important to support each other, create a safe space, ask questions, and look after yourself.

There will be an opportunity to share any food, drinks or snacks from your home countries with others in the group, so please bring something to share!

After the training course

We want you to apply your learning back home, and take practical steps to organise and mobilise the young people you work with. This could be through building local campaigns, mentoring, and training.

Sharing your activities through some of the methods below can increase your impact:

- *Do a written, video or audio blog post about the project, what you have learnt and done, to share via social media*
- *Write to local newspapers, politicians and policy makers, letting them know about the project and its outcomes*
- *Share information about your learning and the subject matter to any new person involved in your work*
- *Engage in the Facebook Group and other personal social media sites (twitter, websites, blogs etc) for sharing knowledge, information, ideas and experiences*

- We would love you to talk to people, tell them about the project, answer their questions and put them in touch with information if they are interested in knowing more.

The Venue

Woodrow High House, Cherry Ln, Amersham HP7 0QG. It is a 17th century manor house set in a 24 acre woodland site, and is owned by London Youth - a network of diverse community youth organisations serving young people of all backgrounds right across the capital. It is based just outside of London and 'close' to a London Underground Station, so you can go to the city on your free afternoon. Woodrow High House is in the countryside outside London. It is a beautiful venue, and during our stay we'll have access to the land and facilities surrounding the house, including a football pitch, sports hall, swimming pool.

Please note the nearest shop is 4km away. If you smoke, want certain food or drinks, please try bring these with you on the first day, as there may not be time to go to the shop during the training course delivery days. We can not drink alcohol at Woodrow High House, so please do not bring alcohol to consume on the site. There is a pub a 20 minute walk away, which you can go to in the evening if you choose to. During the training course, we will have access to our training room and a common room to relax in the evenings. Please bring any games, cards or entertainment to share with the group. Woodrow High House traditionally hosts youth groups. There will be a youth group using a different part of the venue while we are there. Please be respectful of them and their space, as they will be of ours.

Woodrow High House is very old, and so does not have lots of places to charge phones around the building. There is very limited mobile phone signal, and unfortunately WiFi access is not available to everyone. Please be prepared that you won't get a proper internet access whilst on the programme. If you do need to access the internet, then we can ask staff on site if we can use their access, and we can use the landline for emergency phone calls if need be.

Participants will be in shared rooms which we will allocate.

Free afternoon

On Wednesday, we will give you the afternoon free. This is your chance to go into London, explore the countryside, or just relax and have some alone time at the venue.

Food

All meals will be provided, and there will be plenty of snacks available during breaks. If you wish to bring anything to share, please do, and of course bring any comfort foods you are used to, to keep you going through the week.

Kit List

- Warm and comfortable clothing for inside and outside – even in May it might be cold, especially at night, and in the UK, we don't always have the heating on super-hot inside!
- Clothes you don't mind getting dirty, in case we do outdoor activities

- Swimwear – if you want to enjoy the swimming pool
- 2 x towel (please note that we do not provide towels and do not have washing or drying facilities for drying towels or swimwear)
- Toiletries (please avoid aerosol products as these can set off the fire alarm)
- Personal medication
- Indoor shoes (e.g. clean trainers or slippers)
- Outdoor shoes or boots (in case it's muddy)
- Water bottle
- Torch (especially if you want to go for walks or to the pub at night!)
- Charging converter (UK electrical sockets are different to other countries)
- Food or drink to share
- Games to play
- Alarm clock – to wake up in the morning!
- Notebook and pens, or what you prefer to aid your learning (i.e. laptop, camera, audio recorder)
- Tobacco if you smoke
- Anything for comfort (personal teas, snacks, pillow, blanket – home comforts will make the intense process a lot easier to handle)

Arrival and departure times

We will be ready to receive participants from 2pm on Sunday 12th April. Please arrive before 6pm, so we can show you your room, and you can have dinner together. Lunch will not be available that day, so please make sure you eat something before arriving. The training will run until 7pm on Saturday 19th April, and therefore we expect you to be here until that time.

Breakfast is provided on Sunday 19th April, and breakfast will be available either to eat there or take away.

How to get there

If you are travelling to London Stansted, Gatwick or Luton airports, please take a train or coach (see below) to a London Underground Station. At the London Underground Station, you will need to get an Oyster Card (see below). If you are travelling to London City or Heathrow airports, they have a London Underground Station, so you can get the Oyster card there. Once in the Underground, you will need to get to Amersham Station (on the Metropolitan / purple line). People who work at stations in London are very friendly and helpful, so please don't be scared to ask – and if you have WiFi - Google Maps is your best friend.

Please follow our instructions below for information on how to get the quickest / cheapest travel. London is a big city, so from most airports it can take 1.5-2 hours to get to the venue, and trains aren't 24 hours! Please consider this when booking your flight too! Trains / Coaches from Airports Trains and Coaches from Airports are run by many different private companies. Please remember your travel budget below – if you can pre-book tickets from the airport to London Underground this is best (please check all the options below) but sometimes this means you

have to take the specific train/coach you booked. Otherwise you can book when you arrive at the airport. Also, please check how much it is for an open return if you are flying back from the same airport – this could be much cheaper than buying 2 single tickets, and easier for us to reimburse the money.

It is illegal to drink alcohol in public spaces in the UK, so please be aware of this, especially if you are spending some time before or after the training course.

We drive on the other side of the road to other countries - so please make sure you look both ways when crossing!

UK has a different plug adaptor to the rest of Europe, so please don't forget to bring a plug adaptor. The voltage in the UK is also higher than most of Europe. So whatever happens, DO NOT try and put a two-pin plug into our socket - it can blow the fuse and electrocute you.

Currency

The domestic currency is GBP (£). In the UK, most places will accept Visa and Master Card debit and credit cards. You can also take cash from the cash machines (ATM) all over the UK, but please check with your bank to confirm if you are able to do that. Otherwise, change money (you're better off doing this outside of the airport) to buy your Oyster Card (London travel card) when you arrive.

Financial Aspects

This project is funded by Erasmus+ (KA1) of the European Union. According to its financial rules, some costs are fully covered, and others are not. Please see below for details:

Accommodation, food and refreshments: 100% covered

Visa costs for participants who are coming from / nationals from Macedonia or Turkey will be reimbursed up to EUR 400€ per participant. This can include travel to get your visa, postage of documents, health surcharges etc.

Travel costs will be reimbursed* fully up to the stated amount in EUR€** below. Please note this is to also cover your internal UK travel from the airport to the venue. Internal UK travel could come to up to €40 return, so please factor this in when booking your flights. You may travel up to two days before/after the training dates, however you must cover any extra food or accommodation costs***. If you are travelling from somewhere other than the Partner Organisation city, we will need a signed letter to explain why.

Country	€ per person
UK	0
Bulgaria	360

Croatia	275
Czech Republic	275
Estonia	275
Germany	275
Greece	360
Italy	275
Latvia	275
Macedonia	275
Portugal	275
Romania	275
Slovakia	275
Spain	275
Turkey	275

Documents we need for reimbursement

- Original invoice of the flight ticket, in English (or translated and signed), with your full name, dates of travel, route of travel, and price clearly visible.
- Copies of boarding passes from your return journey > electronic versions are ok
- Original bus / train tickets and London Underground Oyster Card travel printout
- We will need a written statement if you travelled by uncommon routes (if not from the city of your sending organisation) explaining why, and signed by you and the partner organisation
- We will need a separate receipt for luggage if it is not included in your plane tickets
- We will not reimburse for personal car hire

We will try and pay you back in cash GBP£ as soon as possible (during the course), unless other arrangements have been made with the partner organisation.

IMPORTANT - If you cannot hand over this information, then we cannot reimburse you. If anything is unclear about travel reimbursements, please contact us before leaving for the training course.

** For those who will be paying their travel in another currency to EUR€, the conversion rate will be based on the Erasmus+ site depending on the month the funding was paid into the Creative Opportunities account (August 2019).

*** UK National Agency regulations say that we can only reimburse travel costs that make up one journey. This means that the journey we can pay for must be from your home to the venue, with no unnecessary overnight stays. If you wish to travel to the UK to spend some time before the course, we will only be able to reimburse your flight costs, not your internal travel costs.

**** Although there is no dedicated budget for UK participant travel, we will reimburse the cheapest form of travel from your place of residency to the venue and back, as calculated from two weeks after confirming your place.

Participation fee - €40

Erasmus+ is a co-funded project. To ensure we create the conditions for an impactful training course, we ask that each participant contributes €40. The participation fee can be discussed on a case by case basis e.g. if some participants are paying more than the limit for travel mentioned above, or are unable to pay. The participation fee will be taken off the amount reimbursed.

Insurance

Participants from European Union countries are all expected to bring their European Health Insurance Card (EHIC) with them. This is needed for access to health care in the UK. To find out more about accessing an EHIC, please follow this link:

<https://ec.europa.eu/social/main.jsp?catId=559>. Please note that citizens from outside the EU will not be eligible for the EHIC and must take out private insurance, which is not reimbursable by the project.

In addition, Creative Opportunities highly suggests that participants arrange separate Travel Insurance, including medical cover. Any costs relating to health, loss of possessions, missing travel connections etc. must be covered by the participant. Please kindly provide us with the details of your insurance at least one week before the project starts.

Emergency Procedure

If any participant is subject to an emergency situation (accident, criminal activity etc.), the project coordinator will contact the partner from the sending country. The sending partner will then contact the participant's emergency contact. Please make sure you have communicated with the emergency contact details to your sending organisation before you leave.

Thanks for reading!

Creative Opportunities Team