

International training course

Make It *happen*

12th-19th April 2023
Saku noortelaager (Estonia)



Erasmus+



erasmus+ and
european solidarity
corps agency



Shokkin Group
International



ABOUT THE PROJECT

"Make It Happen" will be a training course aiming to equip **youth leaders and active young volunteers of NGO's** with tools and frameworks of implementing youth exchange projects and empower them to cooperate internationally.

The main **goals** of the training activity are:

- to discuss the **importance of youth exchange projects** and their local/international impact;
- to equip participants with **project idea development tools** in order to raise the quality of youth exchange projects carried out in the consortium through a practical laboratory;
- to trigger **international cooperation** through hands-on development of at least six participatory youth exchange ideas;
- to equip participants with **tools and frameworks** of coordinating a participatory international youth exchange projects;
- to **empower youth leaders** to actively participate in international youth work through fostering collaborative work approaches;
- to support participants through the whole process of **developing a youth exchange project** within the Erasmus+ programme;
- to **raise the quality and impact of projects** carried out by the participating organizations and share know-how internationally.

After the training course participants will have their **own youth exchange concepts created in international teams** with reliable partners and will have a network of partners with whom to directly apply their youth exchange ideas in the future.



PARTICIPANT PROFILE

The training course is designed for **youth leaders and active young volunteers** of the NGO's partner in this project or institutions from their local communities.

Participants are expected to have **interest** to gain the skills/knowledge concrete to this training (development of international youth exchange projects) and the **attitude** to transfer and incorporate the learning in their practice in the youth work field.

Participants need to be **official residents** of one of the partner countries, be **over 18 years of age** and have at least an **intermediate level of English**.

Participants are expected to **participate fully** in the program and **commit to the dissemination activities**.

NUMBER OF PARTICIPANTS

The training course will include **2 participants per country**: Bulgaria, Croatia, Portugal, Estonia, Lithuania, North Macedonia, Romania, Slovenia, Greece, Italy, Czech Republic and Spain.

[Link to application form](#)



TRAINING PROGRAMME

The training course will include **4 practical sessions** starting at **9:30AM** and finishing around **6:00PM** (*a schedule will be sent to participants shortly selection*).

Participants are required to bring a laptop/tablet with them.

PREPARATION

Closer to the training, selected participants will receive a **home task and a preparation package** to get up to date with the non-formal education methodology and main aspects of the program.



VENUE

The project will be organized in the picturesque [Saku Noortelaager](#), which is located 25 km away from Tallinn. Accommodation will be provided in **shared rooms of 2-3 people of the same gender and mixed countries with shared bathrooms**.

During the training course, breakfast, lunch (*which in Estonia is usually light and consists of the traditional hearty soup and desert*), dinner and two coffee breaks will be provided.

The event will take place in a conference room and in some outdoor working spaces if the weather allows. Please, **bring indoor shoes/socks/flipflops**, as it's not allowed to use shoes from the street inside the house! The venue also has a **sauna (of course!)**, so make sure to bring your **swimsuit** if you want to enjoy an old sauna tradition in Estonia.

Towels and toiletries are NOT provided in the venue, so don't forget to take your own. As well as any **medication** you might need during the week.

The weather in April can still be quite "fresh" in Estonia with temperatures around 12°C, so you are advised to take a **warm jacket, thick socks and waterproof shoes**.

There is **WI-FI** in the venue, but we cannot guarantee it will be working 100% at all time. Besides, for the benefit of the activity and in order to guarantee your full involvement in the experience, **we ask selected participants NOT TO PLAN online meetings/appointments during the training time**.

There is **no shop in walking distance** from the venue, so you are advised to bring all the necessities with you. If you will need extra snacks/personal items at the beginning of the week, then **make sure to buy them in Tallinn before our meeting!**



TRAVEL AND REIMBURSEMENT

We expect selected participants to organize their travel according to Erasmus+ and [SGI reimbursement rules](#).

When arranging tickets, bear in mind that there is a fixed maximum amount reimbursable for your individual trip costs.

Travel costs exceeding the maximum reimbursable amount will not be covered. Travel budgets according to each countries can be found below:

Portugal: 500 EUR

Greece, Spain, Italy: 340 EUR

**Bulgaria, Croatia, North Macedonia,
Romania, Slovenia, Czech Republic: 255 EUR**

Lithuania: 160 EUR

Reimbursement procedure

Reimbursements will be made by bank transfer to the organization or appointed responsible participant after all necessary travel documentation and proof of dissemination activities are sent to the hosts (we will make the transfer within 14 days from the moment we have everything needed from a country group).



Photos of the venue exterior, training room and rooms.



PRACTICALITIES I



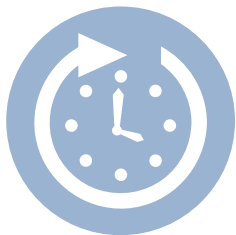
Participation Fee:

The training course has a **participation fee of 20 EUR paid on the spot in cash or via bank transfer**. The participation fee amount will be used to provide extra materials for participants and cover additional expenses of the project.



INSURANCE:

It is highly recommended to have a valid medical insurance (i.e. **European Health Insurance Card**) during your travel. The host organization will not cover any personal health costs. If you need help, please contact your sending organization.



ARRIVAL/DEPARTURE:

Participants are required to **arrive to Tallinn before 17:00h on 12th of April**. The local bus will drop us back at the meeting point on **19th of April after 11:00**, so we expect everyone to book tickets according to the given times.



EXTRA DAYS:

At your own expense you can stay in the region **up to 4 days before OR after** the training course. If you exceed this amount of days, you might not be subject to travel reimbursement.



PARTICIPATION:

Failure to participate in the **content sessions** or **inappropriate behavior** might result in reimbursement not being given to the participants with a notice provided to the sending organization or exemption of the participant from the course.



PRACTICALITIES II



MEDIA MATERIAL:

Pictures and videos taken during the activities might be used to document the training and promote the project in reports, partner websites, social media accounts and in further promotional materials.



Dissemination:

Each country group is expected to lead a **local open workshop within 3 months after the activity for colleagues and anyone interested to carry out or join a youth exchange development process** and provide the hosting organization with pictures and a short description of the event.

Dissemination proof will be a **necessary requirement in order to complete the reimbursement process.**



WHAT TO BRING NOT TO BE DISAPPOINTED

Materials, meals adapted to expressed needs, some games and beautiful nature will be provided. However, **if you have additional extra requirements (*espresso coffee, earplugs, guitar*) please make sure you bring them with you to the training.**

**Application deadline:
28.02.2023**

[Link to application form](#)

