

# **“Do it Right”**

## **International training course**

*Torosgyugh, Armenia*

*19-26 May, 2017*



## **Practical Information**

## 1. General Information about the TC

**Gyumri “Youth Initiative Centre”** NGO from Armenia and **Kultur Aktiv e.V.** from Germany will host 7-days international training course aims at developing competences of project managers on how to structurally design educational activities within KA1 projects of Erasmus+ programme by focusing on the aspects of its quality, monitoring, learning and evaluation.

Youth work is a progressive field that provides space and opportunities for young people to shape their own future and has very important role of encouraging them to take responsibility for others and get involved in shaping society beyond more individual interests. Reaction to ongoing and sudden challenges that European society facing today, CSOs and youth workers react and adapt to the changing dynamics with wide range of approaches they have in nature such as, youth unemployment, refugees and migrants and others. Thus, recognition of Youth Work and Youth Worker as professional sector shaping societies development through the skills and competences is essential. In this matter, “Do it Right” focuses on the Erasmus+ KA1 projects with high number of implementation around Europe and EEAC thus to increase the quality of the design and content of projects but its impact, dissemination and MLE in order to strengthen the impact of KA1 projects and monitor the further stages and evaluation as such.

**Aim:** To develop competences of project managers on how to structurally design educational activities within KA1 projects of Erasmus+ programme by focusing on the aspects of its quality, monitoring, learning and evaluation.

### **Objectives:**

- **To improve** knowledge about structural and quality design of KA1 projects.
- **To build up** skills on the conduct of monitoring and evaluation for KA1 projects.
- **To learn** concrete mechanisms for ensuring learning and following up the application of learning of participant of KA1 projects.
- **To get engaged** in networking and practice sharing in relation to the implementation of KA1 projects in home organization and countries.

### **Methodology:**

The TC is based on the principles of non-formal learning and will fatherly contribute to the recognition of it. The experienced project team will support learning process of participants, and also will help them plan the application of skills and knowledge.

## 2. Profile of Participants:

The project will bring together 24 participants. Age limits: **18 +**

The participants should meet the following criteria/have the following criteria:

- Project Managers, Project Coordinators, EVS coordinators, youth workers, mobility project coordinators; experience in youth work; strong interest and motivation on the topic;
- Ready to be engaged in non-formal learning process in an intercultural setting and be willing to transfer the gained knowledge and skills to his/her reality by ensuring high quality aspects in running KA1 activities from planning till follow-up stages;
- Possessing strong interest in working on follow-up projects and embedding the learning outcomes into the management of KA1 activities and making them as guidelines.

\* European volunteers under the EVS programme are NOT allowed to participate.

**! The participants are expected to participate fully in all activities. Unauthorized absence from activities and workshops will not be permitted and will result in cancellation of the travel reimbursements. We would really appreciate energetic and active participation!**

Country	Organization	Number of participants
ARMENIA	GYUMRI YOUTH INITIATIVE CENTRE	3
GEORGIA	YOUTH ASSOCIATION DRONI	3
SPAIN	FUNDACIÓ CATALUNYA VOLUNTÀRIA	3
GERMANY	KULTUR AKTIV E.V.	3
MOLDOVA	CENTRUL REPUBLICAN PENTRU COPII SI TINERET ARTICO	3
POLAND	LAB DESIGN AND RESEARCH GROUP SP. Z O.O.	3
ITALY	JUMP IN ASSOCIAZIONE CULTURALE	3
UKRAINE	CENTER FOR EUROPEAN INITIATIVES	3

The selected participants should fill in the following [Participants Registration Form](#).

### 3. Project Team

**ARTUR NAJARYAN**



Project Manager  
**Armenia**

**GAYANE ARAKELYAN**



Project Assistant  
**Armenia**

**PAULA VOIGT**



Project Coordinator  
**Germany**

#### **Trainers**

**UFUK BAL**



**Poland**

**ANNA YEGHOYAN**

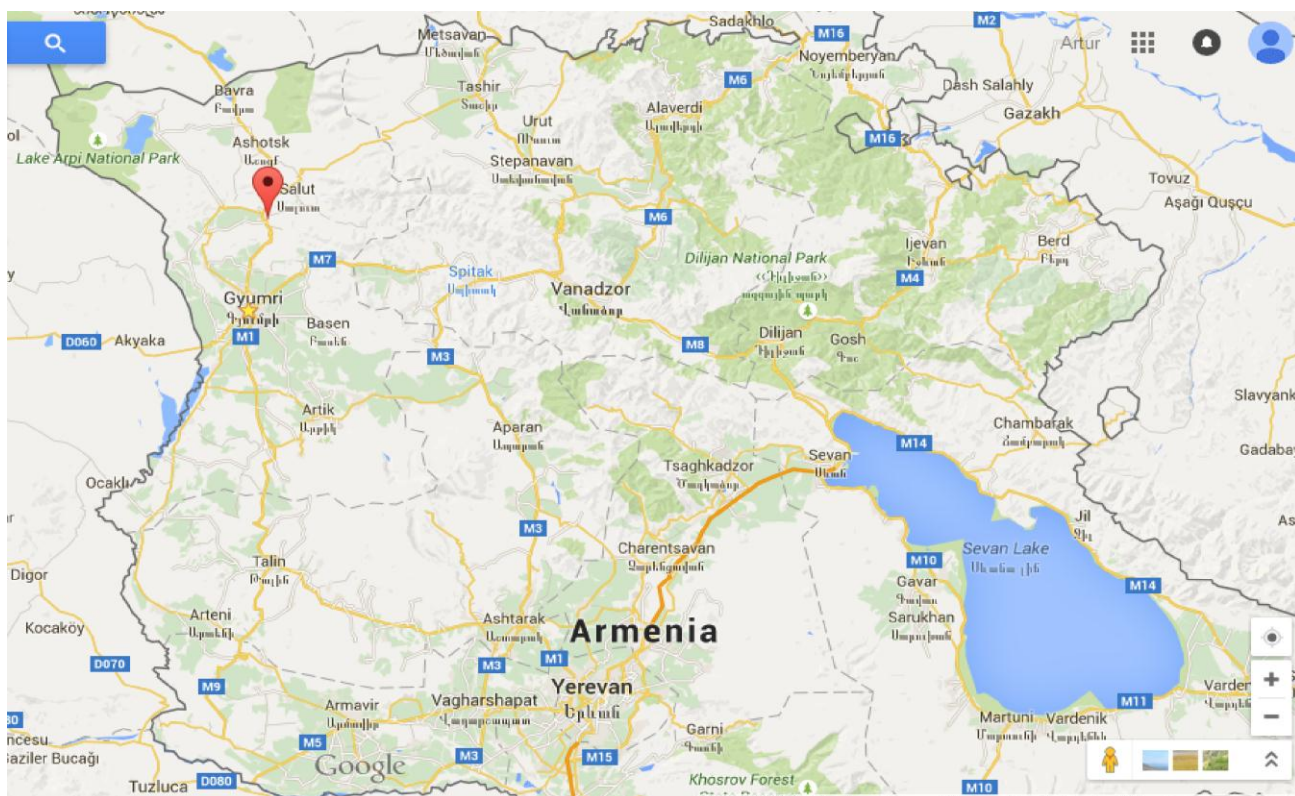


**Armenia**



## 4. Venue & Accommodation

The TC will be held in Toros village (Torosgyugh). The hotel where the participants will stay is called Yereqnuk. The participants will be accommodated in 3-beds and 4-beds rooms. Each room has private bathroom and toilets. Bed linens and towels are provided.



## 5. Travel:



As soon as you search for suitable flights, please contact us at [gayane.arakelyan@yic.am](mailto:gayane.arakelyan@yic.am) and [paula.voigt@kulturaktiv.org](mailto:paula.voigt@kulturaktiv.org) to consult on the dates and times of your travel. By getting a **GREEN LIGHT** from the organizers, you are requested to book your tickets. The travel details should be provided through filling in the following [Google form](#) in order to be able to arrange your meeting at the airport and transfer to the training venue.

### ARRIVAL

#### *Travelling to Yerevan*

You should organize your travel to **arrive** in the capital of Armenia on **19<sup>th</sup> of May**. You will be picked up at “Zvartnots” International Airports, Yerevan (<http://www.aia-zvartnots.aero>), according to the travel details provided beforehand. There will be one of the organizers with the sign of YIC at the airport to meet you up.

#### *Travelling to Georgia*

As soon as you arrive in Tbilisi or Kutaisi you take public transport (in case of Kutaisi-at first a bus to Tbilisi) and from Tbilisi airport you need to take a bus number 37 and get off on Rustaveli street from where a yellow mini-bus number 133 should be taken to **Ortachala bus station**. **From the bus station a mini-bus should be taken towards Gyumri, which departs once a day at 10:30 a.m.** You will be met at the Gyumri bus station by the organizers with the YIC sign.

**You are kindly asked to be in Gyumri on 19<sup>th</sup> of May until 16:00 (4 p.m).**

*In case there will be too many people flying to Tbilisi we can arrange a mini-bus who will take you to the project venue right from the airport.*

## **DEPARTURE**

The participants will be taken to Yerevan or to Tbilisi /according to their flight/ by the organizers. In case you want to stay longer you need to agree that with the organizers in advance (extra days are not covered by the organizers), otherwise your travel costs will not be covered by the project.

In case of emergency or any travel changes, please call **Gayane + 374 98 57 46 57**.

**! Note:** The above mentioned information regarding your pickups, transfer to the training venue and drop offs is initial. It may be changed depending on the arrival place, time and number of participants. As soon as we have the final list of arrival days and times you will get more detailed and final information via e-mails.

## **6. Travel Reimbursement:**

Reimbursement of travel costs will ONLY be done upon full attendance in the training and presentation of the original tickets with boarding passes and receipt/ invoices. **Unauthorized absence from activities and workshops will not be permitted and if happening, may result in the cancellation of travel costs' reimbursements and/or expulsion of the event.**

***Reimbursement for the countries coming outside of the European Union will be done during the training and for the EU countries will be done via bank transfer.***

**!! Note:** Bring original invoices and tickets, print out e-tickets and keep your boarding passes. Price, currency, name of passenger, date of purchase and travel should be clearly visible on all documents; otherwise we will be unable to reimburse the travel costs.

**!!! Note:** If you wish to travel on other dates as the project's dates (May 19 and May 26), please ask for confirmation before booking the tickets (we accept travel 3 days before the event and 3 days after the event under the condition that no stop-overs are done on the travel).

**!!!! Note:** Reimbursement will be done in EUR, regardless of the currency indicated on the ticket and receipt/invoice. Any tickets purchased in a local currency other than EUR, will then be converted and calculated according.

To the exchange rate of the month when the tickets were purchased, as stated in the official European Commission website at: <http://ec.europa.eu/budget/inforeuro>.

**!!!! Note:** The costs of pickups and drop offs arranged by the organizers from and to the respective cities: Yerevan/Tbilisi will be included in the travel and deducted from the overall reimbursement of international travel.

Please see the country-specific travel budget limits given below per person, per country which is given according to Erasmus+ distance calculator: [\*\*EC Distance Calculator\*\*](#)

The costs of travel will be reimbursed %100 according to Erasmus+ travel framework maximum up to:

Country	Amount
ARMENIA	180 EUR
GERMANY	360 EUR
POLAND	360 EUR
SPAIN	530 EUR
GEORGIA	180 EUR
ITALY	360 EUR
MOLDOVA	275 EUR
UKRAINE	275 EUR

## 7. Visa:

Participants do not need visa for coming to Armenia.

## 8. Participant contribution

THE SELECTED PARTICIPANTS WILL BE ASKED TO CONTRIBUTE **25 EURO PARTICIPATION FEE EACH.**

The participation fee should be paid by the participant during the project dates in Armenia to the hosting organization. The participation fee is the contribution of each participant to cover the very small part of the project organizational expenses. The symbolic amount is the participant's contribution in the quality project.



## 9. Health Insurance

The insurance is the responsibility of the participants; please make sure you are covered with an insurance plan during your stay in Armenia!

## 10. Things to bring:



to share with the group.

Each national group should present shortly their country and culture during the intercultural evening. Additionally participants may present drinks and food from their country and region and any other items about their country (brochure, pictures, costumes, etc.) that they want



## 11. Communication:

### *Sim Cards/Mobile Phones:*

In case you need a Mobile/Sim card with Armenia number, please ask for it just after your Passport Control at the airport and you will get it free of charge. There are 3 main operators in Armenia: Vivacell-MTS, U-Com and Beeline. In case you get a local Sim card you'd better choose Vivacell. 😊



### *Internet Access:*

There will be Wi-Fi ONLY in the training room.

## 12. Money:



The Armenian Currency is called **ARMENIAN DRAM**.

Banknotes: 1000 DRAM; 5000 DRAM; 10000 DRAM; 20000 DRAM; 50000 DRAM and 100000 DRAM.

As Coins DRAMS in low sum are being used, such as 10 DRAM, 20 DRAM, 50 DRAM, 100 DRAM, 200 & 500 DRAM.

If you want to see the specimens of banknotes and coins access the web site: <http://www.cba.am>

Approximate exchange rate is:

1 USD = app. 470 AMD

1 EUR = app. 530 AMD

In the shops US dollars and Euros are not taken. However there are many places you may exchange money in. The ATMs are widely spread. However the interest is taken for cashing if using ATM. In public transport and local shops, they take just cash.

## 13. Weather:



In May the weather is quite cold and wet. Have some warm jackets and clothes with you. It may also be rainy and cloudy, so jackets are must!! For accurate information on the weather, make sure you look up the weather in Torosgyugh at [www.bbc.com/weather](http://www.bbc.com/weather).

## 14. Public Transport:

Public transports accept only cash in Armenia. The approximate cost of transportation:



Type	Cost
City bus or “marshutkas”	100 AMD
Taxi (in the city)	100-120 AMD per 1 km

## 15. Contact Information:

If you need help, have questions or need further information please contact:

*On behalf of the hosting organization YIC*

**ARTUR NAJARYAN**

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**E-mail:** [artur.najaryan@yic.am](mailto:artur.najaryan@yic.am)

**GAYANE ARAKELYAN**

**Mobile:** + 374 98574657

**E-mail:** [gayane.arakelyan@yic.am](mailto:gayane.arakelyan@yic.am)

Regarding travel reimbursement details, please contact **PAULA VOIGT.**

*(on behalf of the applicant organization Kultur Aktiv e.V.)*

**E-mail:** [paula.voigt@kulturaktiv.org](mailto:paula.voigt@kulturaktiv.org)

**Have a nice trip** 😊

**See you in**

