

Meaning of “inclusion” in the English Dictionary:

the idea that everyone should be able to use the same facilities, take part in the same activities, and enjoy the same experiences, including people who have a disability or other disadvantage.



PRACTICAL GUIDE FOR PARTNERS INFOPACK FOR PARTICIPANTS



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PROJECT'S CALENDAR



Preparation phase - 03/04/2017 - 16/10/2017

(Evaluation of the preparation phase included)

TRAINING COURSE - 17/10/2017 - 30/10/2017

[Arrival day: 17/10/2017][Departure day: 30/10/2017]

The project's main activity is a **training course**, a mobility of youth workers from partner countries, to be held between **17th and 30th of October 2017** in Slănic Moldova (Romania) with the participation of **44 youth workers** from Romania, Bosnia and Herzegovina, Spain, Bulgaria, Malta, Italy, Moldova, Poland, Estonia, Greece, Croatia, Sweden, Georgia, Azerbaijan, Turkey, Macedonia, Portugal, Albania, Serbia, Lithuania and Lebanon.

Tc's Follow Up phase- 01/11/2017-15/02/2018

[Dissemination phase included]

Project's final evaluation - 16/02/2018 - 02/03/2018

[Centralization of the project's final results and reporting included]

AIMS AND OBJECTIVES



The project is an intensive 5 months coaching and training programme, which aims to contribute to young people social inclusion by developing the capacity of 44 youth workers from 21 countries to develop inclusive projects, adapted to their local communities' problems and needs.

The project aims to develop 44 youth workers' ability to understand the importance of young people with fewer opportunities' social inclusion (in the context of EU enlargement, the current challenges at European level and the principle of cultural diversity) and the difficulties they face, as a starting point for their inclusion in youth projects;

To develop 44 youth workers' specific skills to identify, approach, select, prepare and work with young people with fewer opportunities;

To develop the quality of youth projects approaching the social inclusion of young people with fewer opportunities by developing key persons in the partner organizations;

To develop a visual tool for the promotion on the internet of young people with fewer opportunities' social inclusion.



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PROJECT'S MAIN ADDRESSED TOPICS

youth work

social
inclusion

intercultural
learning

PROJECT'S BACKGROUND

In general, the young people with fewer opportunities face social exclusion and the more marginalised they are and the bigger their obstacles are, the more difficult is for them to get involved. The main youth workers' obstacle is the fact that usually the young people with fewer opportunities are more suspicious, even hostile when it is about a stranger to get in their lives.

The youth workers play an essential role in the social inclusion of young people with fewer opportunities, in their development and support thought involvement in non-formal education projects and international learning mobilities.

Their participating youth workers needs should be strongly connected with your needs as partners, regarding the development of key persons to work with young people with fewer opportunities or to facilitate their participation in inclusive educational projects at national and international level, but also relevant to your local community's needs, taking in consideration the fact that the youth workers will get involved in creating new inclusive projects and the number of young people with fewer opportunities participating in inclusive projects will grow.



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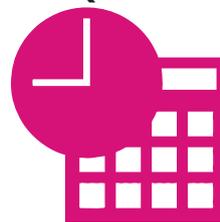
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TIMETABLE'S STRUCTURE

- 08:30 - 09:30 **Breakfast**
- 10:00 - 11:30 **1st working session**
- 11:30 - 12:00 **Coffee break**
- 12:00 - 13:30 **2nd working session**
- 13:30 - 15:30 **Lunch break**
- 15:30 - 17:00 **3rd working session**
- 17:00 - 17:30 **Coffee break**
- 17:30 - 19:00 **4th working session**
- 19:00 - 19:30 **Reflection groups**
- 19:30 - 20:30 **Dinner**
- 21:00 - 22:30 **Evening activities**

PLEASE REMEMBER that all the participants **MUST arrive** in Slanic Moldova (Bacau County), Romania **NO LATER** than **17th of October 2017** (Romanian time 17:30) and **MUST leave** from Slanic Moldova (Bacau County) **NO SOONER** than **30th of October 2017** (Romanian time 13:30).



WORKING SESSIONS

Active participation in all sessions is mandatory!

Day 1 (17/10/2017): Arrival day

- 12:00-17:30 Participants arrival
- 17:30-19:30 Get to know each other and ice-breakers
- 21:00-22:30 Team-building games

Day 2 (18/10/2017):

- 10:00-11:30 Project's presentation, Timetable's presentation, Get to know each other
- 12:00-13:30 Group dynamics - treasure hunt
- 15:30-17:00 Expectations, Contribution, Fears / Setting the learning agreement with participants
- 17:30-19:00 *Youthpass certificate / Learning monitoring tools **
- 21:00-22:30 Teambuilding night

Day 3 (19/10/2017):

- 10:00-11:30 *Formal, Non-Formal, Informal and Vocational training **
- 12:00-13:30 *Recognition of Individual Learning Styles **
- 15:30-19:00 *Cultural diversity and Intercultural learning (2 sessions) **
- 21:00-22:30 NGO Fair (1)

Day 4 (20/10/2017):

- 10:00-11:30 *The future of Europe: Young people's inclusion and participation **
- 12:00-13:30 *Who are the young people with fewer opportunities? **
- 15:30-17:00 *Young people with fewer opportunities' obstacles **
- 17:30-19:00 *The values and challenges of working inclusively **
- 21:00-22:30 NGO Fair (2)

Day 5 (21/10/2017):

- 10:00-11:30 *Inclusion and exclusion - How social exclusion works? - Same House game **
- 12:00-13:30 *Inclusion and exclusion - How social exclusion works? - Take a step forward **
- 15:30-17:00 *Why young people participate? How to develop young people with fewer opportunities' motivation **
- 17:30-19:00 *Sharing best practices: How to make the activities more attractive for the young people with fewer opportunities **
- 21:00-22:30 Intercultural night (1)



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Day 6 (22/10/2017):

10:00-11:30 *Inclusive work in practice - How to step by step approach the young people with fewer opportunities **

12:00-13:30 *Inclusive work in practice - Building trust **

15:30-17:00 *Inclusive work in practice - Building self esteem **

17:30-19:00 *Inclusive work in practice - Peer education **

21:00-22:30 Intercultural night (2)

Day 7 (23/10/2017):

10:00-17:00 Visiting local NGOs, sharing best practices with other youth workers from social inclusion field and meeting young people with fewer opportunities

17:30-19:00 How to adapt or select the working methods in inclusive youth working

21:00-22:30 Intercultural night (3)

Day 8 (24/10/2017):

10:00-13:30 *Practice laboratory - Methods to enhance Social inclusion (2 sessions) **

15:30-19:00 *Practice laboratory - Methods to enhance active participation (2 sessions) **

21:00-22:30 Free evening

Day 9 (25/10/2017):

10:00-13:30 *Practice laboratory - Methods to enhance cultural diversity (2 sessions) **

15:30-19:00 *Practice laboratory - Cultural diversity conflict management (2 sessions) **

21:00-22:30 Romanian intercultural evening

Day 10 (26/10/2017):

08:00-20:00 Intercultural visit to Bran and Brasov; Flash mob in Brasov city center to promote cultural diversity and social inclusion; Photovoice activity in Brasov - Cultural diversity

21:00-22:30 Free evening

Day 11 (27/10/2017):

10:00-11:30 *Inclusive work in practice: Find your partners and reach your target group **

12:00-17:00 *Inclusive work in practice: Design your own inclusive project (2 sessions) **

17:30-19:00 Inclusive work in practice: Presentations of the projects

21:00-22:30 Thematic movie and debate

Day 12 (28/10/2017):

10:00-19:00 Promoting social inclusion and cultural diversity through visual creative methods

21:00-22:30 Play! Video presentations

Day 13 (29/10/2017):

10:00-11:30 *Erasmus+ Presentation **

12:00-13:30 *Youthpass self-assessment and learning outcomes **

15:30-17:00 Follow up and dissemination strategy

17:30-19:30 Project formal evaluation and ending games

21:00-22:30 Youthpass ceremony

Day 14 (30/10/2017): Participants' departure

10:00-13:30 National groups coaching on follow up

13:30-19:30 Participants departure

All the training sessions marked with “*” must be facilitated by participants.

In total there are 30 available working sessions. Every each national group (formed by 2 participants) will facilitate at least 1 working sessions from the available sessions. We will work on the preparations (preparing the sessions) before the training course. So please, no later than 1st of October, let us know, which sessions you would like to facilitate. Also, for more information about them (learning objectives and so on) please do not hesitate to contact us.



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INTER-CULTURAL EVENINGS

The intercultural dimension of any international project it is very important, as it is a great opportunity for you to present your country, your national food and drinks, traditions and so on, but also your way to be, your lifestyle, your way to communicate, etc.

As you already know, in 3 evening, between 21:00 and 22:30 we will have intercultural evenings. So, for this one and a half hour, 6 or 7 national groups will be responsible to prepare an activity (games, thematic parties, etc.) in which you will also present your country, your national food and drinks, dances, etc.

The 6 or 7 countries will be decided randomly during the first activity day.



NGO FAIR



During the 3rd and 4th Activity Days, there will be a working session called NGO Fair. It is a partnership building activity. During this session, you (every each national group) will have to present your sending organization. You can bring electronic presentations (.ppt, prezi.com, etc.) but also flyers, brochures, or any other promotional materials you would like to share with the others.

Every each country will have 8 minutes for its sending organization presentation. Be creative and promote yourself as much possible, because this projects it is not just an opportunity to develop friendships between people, but also an opportunity for NGOs to develop partnerships and future projects together.

The 7 countries (per evening) will be decided randomly during the first activity day.



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PARTICIPANTS PROFILE



A. Number and age of participants

Every each partner will be represented during the Training Course by **2 YOUTH WORKERS** with the age **above 18 years old**. Still, taking into consideration the fact that at 18 or 19 years old it is very difficult to be a youth worker, but also taking into consideration the expected results of the project and their involvement in the follow up activities, **we do recommend the participants to be older**. Also, **participants must prove their experience as youth workers through their CV**.

B. Participants' background

The 2 participants from every each group should be young workers interested in the project's topics, motivated to participate in the training course by the learning process and also opened to get involved in the dissemination and follow up activities. **The 2 youth workers must be actively involved in organizing educational activities with the young people with fewer opportunities from their local communities**. They must be even active members or collaborators with your organizations, even volunteers coordinators – directly involved in inclusive activities with your volunteers, or even international projects responsible for the selection and preparation process of young people with fewer opportunities to involve them in international learning mobilities. **It is mandatory to prove your participants are youth workers** (active in the youth field, working with young people, leaders or coordinators in your organizations, etc.)

C. Gender balance

It is important that in the participants' selection process to take into consideration also the gender equality criteria (it is recommended that your group to be composed by 1 male and 1 female).

D. Participants with fewer opportunities

Taking in consideration that Erasmus+ is a program that develop opportunities also for those with fewer opportunities, this project it is a good opportunity for you to involve also the youth workers with fewer opportunities from your own organization. This is why, **we highly recommend you that at least one participant from every each national group to be with fewer opportunities** (financial difficulties, geographical difficulties, special needs, etc.)

- **Social obstacles:** young person facing discrimination because of gender, ethnicity, religion, sexual orientation, orphan, person coming from broken family.
- **Economic obstacles:** person with a low standard of living, low income, dependence on social welfare system; in long-term unemployment or poverty, homeless, person in debt or with financial problems.
- **Cultural differences:** descendant from immigrant or refugee family, person belonging to a national or ethnic minority;
- **Geographical obstacles:** person from remote or rural areas; person living on small islands or peripheral regions; person from urban problem zones; person from less serviced areas (limited public transport, poor facilities, abandoned villages).



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WHAT IS A YOUTH WORKER



Youth workers work with young people aged 13-25, encouraging them, providing them with support and helping them to achieve their potential. The primary focus of youth work is on the personal, social, cultural and educational development of young people.

The majority of youth work projects are designed to help disaffected youths with social problems, who live in communities that are affected by crime, unemployment and anti-social behaviour. Youth workers may also, on occasion, provide help, support and guidance to people as young as 13, and as old as 25.

These guys are mainly employed in places such as council-run community centres, youth centres, religious youth groups, schools, colleges and other educational institutions.

Youth workers may work directly with individuals on their personal issues, assessing their needs, listening to their problems, establishing goals, counselling them and supporting them through tough times.

They may also get involved with organising community-based projects, which provide young people with avenues to express themselves, raise concerns and discuss their aspirations.

It's all about empowering youths and giving them opportunities that they would otherwise miss out on. These programmes of support enable participants to make choices about their present and future options, regarding education, health, careers, drugs, sex and social situations.

Youth work also has a more administrative side to it, and youth workers are regularly required to draft reports and maintain administrative records, which detail the progress of the young people in their caseload.

Recommended youth workers profile:

- Has interpersonal and communication abilities;
- Has a strategic thinking and is focussed on results thinking;
- Has a positive and supporting attitude;
- Has Team spirit;
- Pays attention to details and promotes a positive attitude among the participants;
- Has coordinating, planing and organizing abilities;
- Has english speaking skills (at least medium level);
- Has experience in volunteering, non formal education and youth working;
- Is a good mediator;
- Has facilitating abilities;
- Has evaluating abilities.



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PARTICIPANTS' SELECTION

Every each partner organization it is in charge with the selection of its participants. We, Active Development Association, as the hosting association, will help you (if needed) in the selection process. We will also supervise the entire selection process, taking care of the fact that the selected participants will meet the participants' profile for this project.

We highly recommend you that in the selection process to take into consideration the following aspects: **candidates' learning needs** (how this project can solve their needs), **their learning objectives** (how this project meets their learning objectives), **their expected learning outcomes** (if the project meets them), **age** (above 18 years old, but we do prefer actually older than 25), **gender** (to ensure the gender balance within the group), **motivation** (their motivation to participate), **their disponibility to participate in the training course** (it is mantatory that the participants to actively participate during all the training course activity days) **and after, in the dissemination activities and follow up activities, their special needs** (youth workers with fewer priorities), but most important **THEIR EXPERIENCE AS A YOUTH WORKER**.

Of course, you can have your own criteria, but please do not forget to take into consideration the participants needed profile.

We also attach to this infopack an application form for the participants. You can use this application form for the participants' selection but it is not mandatory (as we want to facilitate also the best practice exchange between us, the partners). Still, we will need (after the selection), that all the selected participants to fill in this application form because it contain important details that we help us preparing everything.

The deadline for sending us the participants' application forms along with their CV's is 1st of September 2017. It is very important for you, as partner, to choose wisely the youth workers, as they will have a very important role during the entire project.

We reserve the right to accept the participants only if they filled in the application form and through their CV they prove that they are youth workers and they meet the participants' profile for this project.

Also, the deadline for the participants to buy their travel tickets is 15th of September 2017. On 16th of September we will open the call for participants outside the consortium (the partner organizations) if there will still be free places.

If you need help in the selection process, please let us know in time.



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PARTICIPANTS' PREPARATIONS

The participants' preparations should be done at three main levels, after the selection process. This is why, it is very important that the contact persons from every each partner organization to get in touch all the time with the participants and give them permanent support.



Logistic preparations:

First, the contact persons should inform the participants about all the project's details. Second, he has to help them to establish all the logistic details regarding their travel to Romania. This will include: travel plan, buying tickets, medical insurance, etc. He should also check if the participants understood all the details regarding the exchange.

Learning process:

The contact persons should help the participants to establish their personal learning objectives. He is also in charge with monitoring and evaluating participants' learning objectives. Is in charge with tasks sharing within the national group. They need to ensure that all the participants from their group are aware about the learning process and that the training course is a learning experience.

Social and cultural level:

The contact persons should know the youth workers from his group and to facilitate the cooperation, dialogue and teambuilding within the national groups before the training course. They have to promote tolerance and solidarity within their groups and to inform the participants about the cultural differences, the cultural context within the project will be held, but also about the group rules

Before the TRAINING COURSE, participants must:

- Document the young people with fewer opportunities context in their country (issues they are facing, their needs, the community development needs etc.);
- Analyse the national strategies and policies from their countries regarding the young people with fewer opportunities inclusion.
- Analyse the existing opportunities to develop educational inclusive programmes for the young people with fewer opportunities.
- Reflect upon their own learning process and to become aware of the continuously need for improvement of their knowledge and skills in youth working.
- Every each national group (formed by 2 participants) will facilitate at least 1 working sessions from the available sessions. We will work on the preparations (preparing the sessions) before the training course. So please, no later than 1st of October, let us know, which sessions you would like to facilitate. Also, for more information about them (learning objectives and so on) please do not hesitate to contact us.



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INTERNATIONAL TRAVEL

FROM YOUR COUNTRY TO ROMANIA

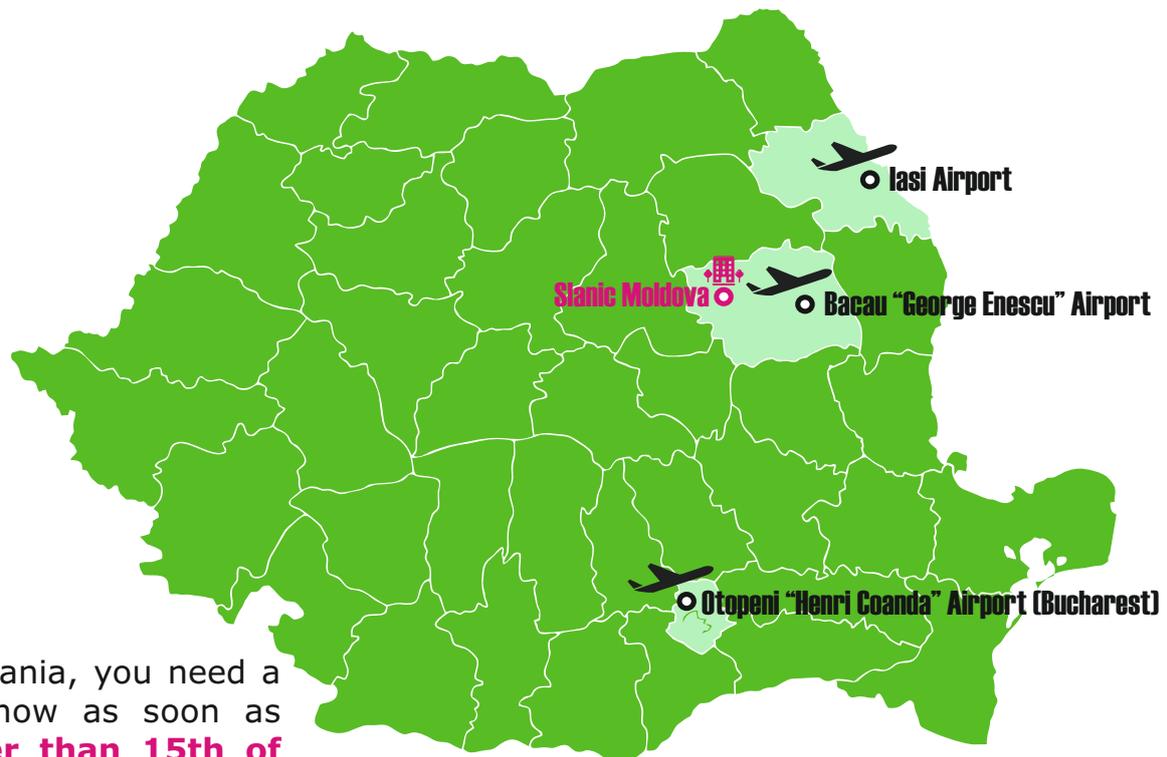


If you choose to travel by plane, you can search for flights to Otopeni Airport (Bucharest), Iasi Airport or even to Bacau Airport (on Bacau airport it is flying only BlueAir), which is the closest city to Slanic Moldova, the place where the training course will be held, but usually the flights to Bacau are more expensive. It is better if you land in Romania in the morning on 17th of October and you depart from Romania in the evening on 30th of October, as the TRAINING COURSE will be held in Slanic Moldova, Bacau county, and you need to take into consideration the internal travel, from the airport to the place where the project will be held.

You can check for the tickets, but before buying them let us know about the price and the full schedule of your travel. **Just after our approval you may buy your tickets.**

Please take in consideration the fact that **ONLY THE TICKETS FOR BUSESSES AND TRAINS ARE ALLOWED TO BE PAID IN CASH. FOR THE AIRPLANE TICKETS YOU WILL HAVE TO PAY THEM THROUGH BANK (credit card, online tranfer, payment order, etc.) EVEN IF YOU ARE BUYING THEM ONLINE OR DIRECTLY FROM THE AIRLINES COMPANY OF ANOTHER TRAVEL AGENCY.**

You can find attached also a Travel form. After establishing your travel plan and you buy the tickets, please fill in the travel form and send it to us no later than 15th of September 2017. We need it to be able to organize your internal travel to Slanic Moldova.



VISA

If for travelling to Romania, you need a visa, please let us know as soon as possible **(and no later than 15th of September 2017)** to be able to help you with the visa procedures.



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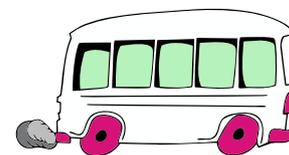


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INTERNAL TRAVEL

HOW TO GET TO SLANIC MOLDOVA



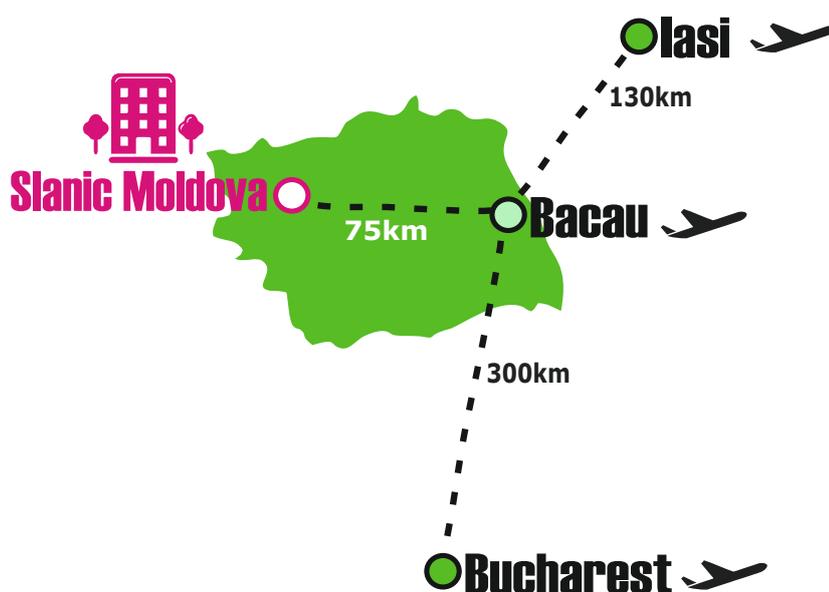
After receiving all your travel plans, we will help you to organize the internal transportation, from Bucharest to Slanic Moldova on 17th of October 2017 and from Slanic Moldova to Bucharest on 30th of October 2017.

There are 3 daily busses from Bacau to Slanic Moldova. At 7:30am, 12:30pm and 4:10pm. From Iasi, there is only one bus to Slanic Moldova, that leaves at 2pm and arrives in Slanic Moldova at 6pm.

From Bucharest there are no busses to Slanic Moldova. Still, there are plenty of transportation ways from Bucharest (even straight from the Otopeni Airport) to Bacau, including busses and trains, but the last bus from Bacau to Slanic Moldova is at 4 pm (16:00) and arrives around 6pm in Slanic Moldova.

Still, the easiest way to get to Slanic Moldova is to rent a bus to bring all participants from Bucharest straight to the hotel. This is just the first option and it is the most suitable one. The costs for the rented bus will be split among the participants using this bus. If more participants are using the bus, the costs will be shared and the price will be cheaper individually. Also the costs for this bus are part of your travel costs and will be reimbursed according to the already approved budget limit. If you choose this option, please let us know in time, to be able to organize everything. The bus will leave from Bucharest after the last participant who choose to use this bus will land, but no later than 1 or 2 pm to be able to get in Slanic Moldova at least at 6 or 7 pm.

You will receive further information about the intern transportation as we centralize all your travel plans, in the first half of October 2017 , with at least 7 days before your travel to Romania.



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TRAVEL AND VISA COSTS



Accommodation and food are 100% covered by Erasmus+ Program.

Terms and conditions related to the costs:

To be able to cover the costs for the accommodation and food, participant needs to sign at the end of their mobility a participant statement and the participants' list. A participant aborting his mobility (leaving earlier) means covering the accommodation and food by himself/herself for the days he misses, as there is signed an agreement with the hotel and there are involved some costs meaning that we still have to pay for the days remained from the project. Also, at the end of the mobility participant must fill in the individual report, on Mobility tool website in maximum 7 days after the mobility ends, according to Erasmus+ rules.

Travel costs are budgeted according to Erasmus+ conditions (using the distance calculator from the city where your sending organization it is registered to the city where the project will take place: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm:

Bosnia Herzegovina -	275EUR / participant + 35EUR (VISA COSTS)/participant
Malta -	275EUR / participant
Italy -	275EUR / participant
Poland -	275EUR / participant
Estonia -	275EUR / participant
Greece -	275EUR / participant
Croatia -	275EUR / participant
Sweden -	275EUR / participant
Georgia -	275EUR / participant + 35EUR (VISA COSTS)/participant
Azerbaijan -	275EUR / participant + 35EUR (VISA COSTS)/participant
Turkey -	275EUR / participant + 60EUR (VISA COSTS)/participant
Macedonia -	275EUR / participant
Albania -	275EUR / participant + 35EUR (VISA COSTS)/participant
Lithuania -	275EUR / participant
Lebanon -	275EUR / participant + 60EUR (VISA COSTS)/participant
Spain -	360EUR / participant
Portugal -	360EUR/ participant
Bulgaria -	180EUR/ participant
Moldova -	180EUR/ participant
Serbia -	180EUR/ participant

The amounts above represents the maximum amount that may be reimbursed for one participant, depending by their sending country.

According the Romanian National Agency rules, the reimbursement of the travel and visa costs will be done **after the activity** in the bank account of your sending organization, per national group and not individually, based on all travel documents in original.

Please read very carefully the Reimbursement procedures and bring all the travel documents with you during the Training Course!



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DOCUMENTS YOU NEED FOR THE REIMBURSEMENT

FOR THE FLIGHT TICKETS:

1. The electronic ticket with the travel plan.
2. All boarding passes. The return boarding passes can be send after the project, by post.
3. An invoice from the travel agency/website/airlines company you bough your tickets.
(The e-mail confirmation of your flight is not replacing the invoice, so please ask for the invoice when you buy the flight tickets.)
4. The payment confirmation: If you paid through bank (credit card, bank transfer, online payment, etc) you need a bank extract or a printed statement released by your bank showing the payment/transaction. If you paid in cash, then you need the original printed receipt signed by the travel agency or company from where you bought your ticket.

FOR ANY OTHER TRAVEL TICKETS (BUSSES, TRAINS, FERRY, ETC.):

1. If you buy your tickets from a ticket office, in cash, then you need the ticket in original, with the price on it.
2. If you buy your tickets online, then you need the electronic ticket and the payment confirmation (bank extract or a printed statement released by your bank showing the payment/transaction).

FOR THE VISA COSTS

For the reimbursement of the visa costs, we need:

1. The invoice (proof of payment).
2. A copy of the visa (scanned copy of the passport).

Only the original travel documents are taken in consideration for the reimbursement. Please be sure that you have and bring all the requested documents with you in Romania during TRAINING COURSE, as without them we cannot make you the reimbursement!

Aborting the mobility/leaving earlier means not receiving the return travel costs! Invoices must be released by official travel companies/offices and not by the sending organizations. The invoices released by any sending organization does not count, as the sending organization is not a travel agency!



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REIMBURSEMENT PROCEDURE

Step 1: All the return documents (return boarding passes, return bus tickets, etc.) or any other missing travel documents will be send by all participants by post.

Deadline: 1st of December 2017

Step 2: We will collect all your travel documents from you (including the return ones) and we will centralize them in one reimbursement document for every each participant. Then, we will send this reimbursement documents back to you, by email to sign them (also your sending organization - as the receiver of the reimbursement - will sign and stamp them).

Deadline: 15th of January 2018

Step 3: Your sending organization will send us by email the reimbursement documents, signed by all participants and by its legal representative.

Deadline: 31th of January 2018

Step 4: After receiving the signed reimbursement documents we will make the money transfer through bank in the bank account of the sending organization.

Deadline: 15th of February 2018

The deadlines can suffer changes, depending on how fast you send the documents.

It can be much earlier, but not later than 2nd of March 2018, when the project officially ends and no payment is eligible anymore.



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ACCOMMODATION AND FOOD

The accommodation is 100% covered by Erasmus+ Programme, between 17th of October 2017 (Check in after 14:00) and 30th of October 2017 (Check out before 14:00). You will stay in rooms of two, three or 4 people. Some of the rooms are TWIN, others have a matrimonial bed. If you want to stay in the same room with a particular person please let us know. During the project you will be staying at **Pensiunea Poiana Verde:** <http://www.poiana-verde.ro/>



The food and coffee breaks are 100% covered by Erasmus+ Programme. There will be three meals per day (breakfast, lunch and dinner) and 2 coffee breaks per day. On the arrival day (17th of October 2017) it is included just the dinner and on the departure day (30th of October) it is included both, breakfast and lunch. **It is very important to tell us if you have any allergies or if there is something that you do not eat, if you are vegetarian, have a diet, etc. This is why please fill out carefully the application form and do not forget to send it to us before 1st of September 2017.**

OTHER INFORMATION

We recommend you have a medical travel insurance before coming for your staying in Romania. The medical help might be expensive here if you do not have a travel insurance. The travel insurance cost isn't an eligible cost for the project budget so it cannot be reimbursed.

If you want to stay more in Romania, (one or two more days before or after the project), we can help you to find a hostel/hotel, but we are not able to pay for it, as it is not an eligible cost (accommodation or meals). So, staying one or two more days it is all on you. Still, if you decide to stay more, please let us know, as we need to request the National Agency's approval.

We also recommend you to have with you your personal medicines (during the TRAINING COURSE we will have a First Aid Kit and some general medicines in case someone asks for it).

Please bring comfortable warm clothes. The average temperatures are usually oscillating between 10 and 17 Celsius degrees during the day and 0 - 10 Celsius degrees during the night for the period when the project will be held. We will give you further information about the weather as the training course gets closer.

Also, please bring your favourite music and anything else you consider necessary, as hair dryer, slippers, etc.

At the hotel, there is internet access.



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DISSEMINATION AND FOLLOW UP



All participants and partners must get involved in the dissemination and follow up activities as this is one of the selection criteria.

Before the Training Course: You should promote the project on your facebook page, website or other communication own dissemination channels. We will send you soon the official poster of the project and the information you already have it here.

During the Training Course: You should upload photos from the activities on your facebook page or on other social networks or dissemination channels.

After the Training course: You should write an article (a small report) and publish it on your blog, site or other dissemination channels (as newspapers, etc.), but also to organize a dissemination activity (conference or meeting with other youth workers) where you will present the project results.

It is very important that the participants to be involved in the dissemination activities after the training course. Also, you must send us proofs (pictures or links) and a small report (what happened, when happened, where happened and who participated) with your dissemination activities.

Deadline: 31th of January 2018

About the project's follow up, all participants will get involved in developing 7 inclusion projects for the young people with fewer opportunities, as a main result of this project.

EVALUATION ACTIVITIES

For a good implementation of the project, but also for developing best practices in youth working and youth projects, your feedback counts for us. Thiswhy, during the entire project, there will be more evaluation phases (Before the TC, After the TC, Final evaluation) when you will be asked to fill in evaluation questionnaires or we will have skype meetings to discuss about the project implementation. Ofcourse, anytime you would like, your feedback it is more than appreciated, so do not hesitate to give us every your sugestions or why not your appreciation.

At the end of the mobility all participants must fill a individual report. All participants will receive an email containing a link to EU Survey. Also, after the training course, all participants must fill in the individual report from Mobility tool.

Deadline: 15th of November 2017



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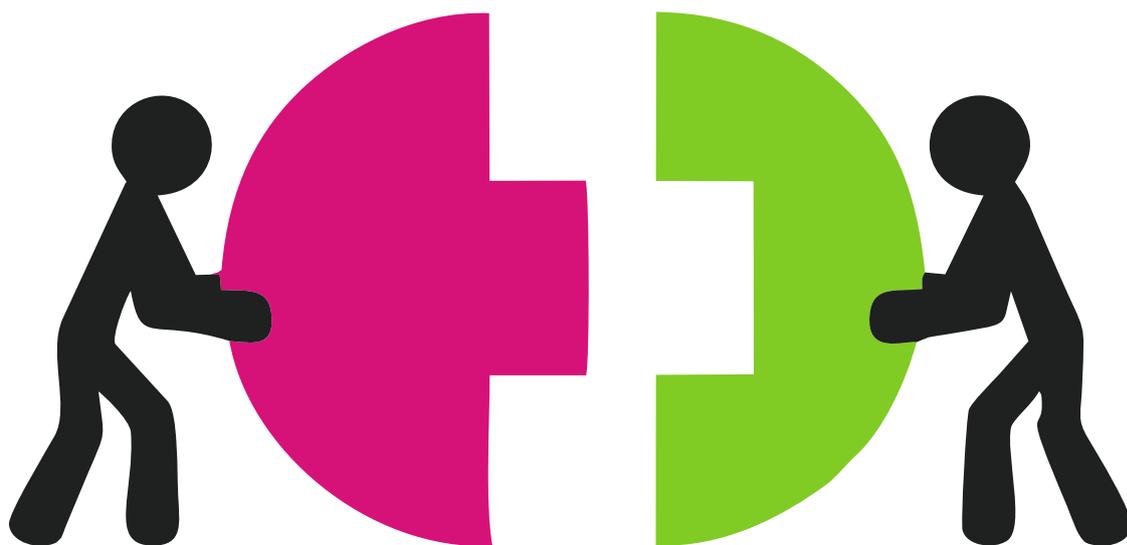


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PARTNER ORGANIZATIONS

1. Udruga Enas, **Croatia**
2. Reto por Europa, **Spain**
3. Awesome People, **Sweden**
4. Associao MED es TU, **Portugal**
5. Fundacja Gloval Wave, **Poland**
6. Worldest Organization, **Turkey**
7. Seiklejate Vennaskond, **Estonia**
8. European Link Center, **Macedonia**
9. Hellenic Youth Participation, **Greece**
10. Associazione Culturale Jumpin, **Italy**
11. Terra di Mezzo TDM 2000 Malta, **Malta**
12. Asociacija Europos Juanimas, **Lithuania**
13. Asociația Obștească Alternativa, **Moldova**
14. Haramoun Marathon Association, **Lebanon**
15. Qendrat Youth for Social Changes, **Albania**
16. Odlar Yurdu Gencler Ictimai Birliyi, **Azerbaijan**
17. Asociația pentru Dezvoltare Activă ADA, **Romania**
18. Iuventa Nevladina Organizacija Udruzenje, **Serbia**
19. Association Focus-European Center for Development, **Bulgaria**
20. Civic Involvement Development Centre Co-Participant, **Georgia**
21. Opcinske Organizacije Crveni Kriz Novo Sarajevo, **Bosnia and Herzegovina**



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ABOUT SLANIC MOLDOVA

THE CITY WHERE THE PROJECT WILL BE HELD

Slanic Moldova is situated on the eastern slope of the Eastern Carpathians (the mountain Nemira) at a height of 530 m on the valley Slanic. The city takes place in a depression covered with deciduous and coniferous forests. Slanic-Moldova, a city in eastern Romania (Bacau County) located Slanic River (a tributary of Trotus) at Nemira Mountains (Eastern Carpathians), elevation 530 m, in a valley surrounded by forests of beech and fir, the 84 km southwest of the city of Bacau (Bacau county).



SCURTU ALEXANDRU
PHOTOGRAPHY

Slanic Moldova is the place to relax and recharge your batteries; it is nature itself around you and delight your eyes. What you to want more than to feel the mountain air as you purify the body, to the steps you walk on trails and paths that open up new horizons ... more modern, brighter, closer to your soul, to live and breathe in a beautiful mountain landscape in which to rediscover that communion with nature to heal itself using power or beneficial to the many springs renowned for their curative effect?



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ABOUT BRASOV AND BRAN

THE PLACES WE WILL VISIT

Brasov is up there with Sinaia and the surrounding mountain resorts as the most visited city in Transylvania, Romania, and this is something that's not in vain. Brasov boasts everything from dynamic modern city life to old world charm and fascinating scenery. Also, it's pleasant to have some of the extras as well, including some of the best cleanliness records in the country, great transport and great food. Even though it's a bit overpriced for Romanian standards, especially in the high season, Brasov is definitely worth it. As some people say, "Why bother coming to Romania if you're not going to see Brasov?"



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Bran Castle, situated near Bran and in the immediate vicinity of Brasov, is a national monument and landmark in Romania. Commonly known as "Dracula's Castle," it is marketed as the home of the titular character in Bram Stoker's *Dracula*. The castle is now a museum open to tourists, displaying art and furniture collected by Queen Marie. Tourists can see the interior individually or by a guided tour. At the bottom of the hill is a small open air museum park exhibiting traditional Romanian peasant structures (cottages, barns, etc.) from across the country.



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FACTS YOU MAY NOT KNOW ABOUT ROMANIA



1. Romania's famous Peles Castle, located in Sinaia mountain resort, was the first completely electrified castle in Europe. The electricity was produced by the castle's own plant.
2. The Voronet Monastery, located in northeastern Romania, is also known as the "Sistine Chapel of the East". Its frescoes feature an intense shade of blue also known as the "Voronet blue".
3. The Astra Museum in Sibiu is the largest open-air museum in Romania, and the second-largest museum of this kind in Europe.
4. Romania not only has rich gold resources but also hosts Europe's only museum dedicated to gold.
5. Romania joined NATO in 2004 and the European Union in 2007
6. Bucharest's Palace of Parliament, also known as the People's Palace, is the world's largest civilian building with an administrative function and the second-largest building in the world after the Pentagon in the US. It covers some 330,000 sqm.
7. Timisoara, in western Romania, was the first city in Europe to have electric street-lighting (1889).
8. Bucharest was the first city in the world illuminated by oil lamps (1895).
9. Romania is home to Europe's largest population of brown bears. According to a 2014 wild animal census, Romania's forests are home to some 6,000 bears. That is why, in some mountain areas, you may see bears searching for food through garbage dumpsters.
10. The Carpathian Mountains are home to one of the largest virgin forests in Europe.
11. The Danube Delta is the second-largest river delta in Europe and the best preserved on the continent. The delta hosts over 300 species of birds as well as 45 freshwater fish species in its numerous lakes and marshes.
12. The famous British auto show Top Gear shot one of its episodes on Transfagarasan in 2009, naming it "the best road in the world".



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FACTS YOU MAY NOT KNOW ABOUT ROMANIA



13. Romania is the twelfth largest wine producer in the world and the sixth largest in Europe.
14. Romanians enjoy some of the fastest internet speeds in the world. According to the Ookla Net Index, nine cities in Romania are among the top 15 cities in the world with the highest download speed of fixed broadband internet connections.
15. Romania has one of the happiest and unusual cemeteries in the world. The Merry Cemetery, located in the village of Sapanta, in Maramures County, became famous due to its colorful crosses and the satirical poetry written on them.
16. Romania also hosts some spooky places. One of them is the Hoia Baci Forest, also known as Romania's Bermuda Triangle. Several paranormal activities and unexplained events allegedly took place there: from ghost and other unexplained apparitions, to UFOs sightings.
17. Romania inspired Bram Stoker's novel Dracula and Jules Verne's The Castle in the Carpathians.
18. Romanian Nadia Comaneci was the first gymnast to receive a perfect score of ten in an Olympic competition. She made history in Montreal in 1976.
19. Romanian Nicolae Paulescu discovered pancreatine, later named insulin.
20. Petrache Poenaru was the Romanian who invented the world's first fountain pen.



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Active Development Association ADA

Active Development Association was formed following the "Youth.ways" project, Action 1.2 - Youth Initiatives, of the informal group of young people Youth.now, a group founded in the summer of 2011 out of passion for non-formal education and active involvement of young people in the community.

Active Development Association aims to initiate, promote and implement sustainable and active development measures regarding the quality of life, seeking to build a responsible and active society in terms of cultural, educational, social and environmental development.

So far we have implemented more european projects, founded even through Youth in Action Programme, even through Erasmus+ Programme:

- Youth.ways - YIA - Action 1.2 - Youth initiative
- A different kind of education II - YIA - Action 5.1 - Structured Dialogue
- Acting European - YIA - Action 5.1 - Structured Dialogue
- Together for Gheraiesti Park - YIA - Action 1.2 - Youth Initiative
- Acting European 2 - Erasmus+ KA 1 - Training course
- Connect yourself - Erasmus+ KA 1 - Youth Exchange
- Find Your Way - Erasmus+ KA 1 - Youth Exchange
- Gheraiesti Park Days 2 - Erasmus+ KA 3 - Structured Dialogue
- Environment and inclusion through Junior Ranger Camp - Erasmus+ KA 1 - Youth Exchange
- Acting European 3 - Erasmus+ KA 3 - Structured Dialogue
- Find Your Way 2 - Erasmus+ KA 1 - Youth Exchange
- Arts Included - Erasmus+ KA 1 - Youth Exchange
- Safe Link - Erasmus+ Ka1 - Youth Exchange
- Environment and Inclusion through Junior Ranger Camp 2 - Erasmus+ Ka1 - Youth Exchange
- Non Formal Education in Action - Erasmus+ KA 1 - Training Course
- Find Your Way 3 - Erasmus+ Ka1 - Youth Exchange
- Inclusion through Arts - Erasmus+ Ka1 - Youth Exchange

Ongoing projects:

- Structured Dialogue Support Group - Erasmus+ KA 3 - Structured Dialogue
- Inclusion+ - Erasmus+ Ka1 - Training course

Upcoming projects:

- Find Your Balance - Erasmus+ Ka1 - Youth Exchange

AWARDS: In 2013, our project A different kind of education 2 - was among the finalists at National Volunteers Awards for the Best volunteering project in education field. In 2014, our project Acting European 3 - was named the Best volunteering project in youth field at National Volunteers Gala. Also in 2014, 2 of our volunteers were named best volunteer in the youth field and best junior volunteer. In 2015 our project Gheraiesti Park Days 2 was one of the finalist at National Volunteers Gala for the best project in youth field and in 2016, the Romanian National Agency for Erasmus+ (ANPCDEFP) awarded us with the title of best project in structured dialogue field (a best practice example) at Public Participation Awards.



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Dear participants,

My name is Victor TOMA, I am the legal representative of ADA (Romania), your host organization, but also this project's coordinator. First of all, I want to wish you a warm WELCOME in our project "INCLUSION+". During the implementation of the entire project I will try to do my best and give you all the support in the preparation, implementation and dissemination of the project.

If you have any questions, please do not hesitate to contact me. We are looking forward to meet you!

Dear partners, thank you for all your efforts to support this project and help the participants. We are really grateful and you hope to have a fruitful and sustainable collaboration.

**Best regards,
Victor TOMA
President of Active Development Association**

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ROMANIA

Project's Facebook Group Link:

<https://www.facebook.com/groups/244385489325790/>



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