



Erasmus+ *arco*



Erasmus+ Mastery

6-13 February, 2019

Tbilisi, Georgia

Information Pack for Partner Organizations & Prospective Participants

Dear partners and future participants,

Beautiful Georgian landscapes and cuisine are waiting your arrival in Tbilisi for the Training Course “Erasmus+ Mastery”.

We have prepared an attention-grabbing and entertaining program for you, full of interesting activities.

We hope that this info pack will provide you with all the necessary information and make your preparation process easier. Please, read it our through carefully.

Project Team

Project Description:

The Training Course “Erasmus+ Mastery” will bring together representatives of youth organizations, youth workers, young leaders and active young people from 9 countries: Germany, Poland, Georgia, Armenia, Portugal, Romania, Turkey, Bulgaria and Croatia.

The training course will be based on the principles of non-formal learning and the main education methods used will be: getting started with energizers, brainstorming sessions, active discussion and experience sharing, work in small groups and interactive presentations of the work results, role-plays and etc. Training course will take place in Tbilisi/Georgia and most of the activities will be done there. We will have a team reflections in different ways after sessions in the evening and final evaluation.

The training course aims:

TC “Erasmus+ Mastery”: aims to empower youth workers, (facilitators, coordinators members of NGO’s, etc.) from 9 different countries and equip them with project writing and management skills to take actions and develop initiatives by themselves at local and international level. The TC also has really important and interesting objectives.

Project Objectives

- To explore the Erasmus+: Youth in Action Programme with a special focus on quality activities and international cooperation;
- To understand the role of the Erasmus+/YiA Programme within a long term local strategy;
- To develop participant’s competences in planning Non Formal Education and Intercultural Learning processes;
- To empower participants with quality project writing and management skills to take actions and develop initiatives by themselves at local and international level.
- To develop key competences of skilful project writer, managers, coordinators by means of sharing knowledge and best practices, tips and tricks for filling Erasmus+ application.

Travelling Schedule and Outlines:

Arrivals: 06 February, 2019

Departure: 13 February, 2019

The training course program will start on Feb 6th in the evening and finish in the evening of 12 Feb. All participants have to arrive in TBILISI in the morning of February 06 (by 12 noon). Participants can depart on 13th any time on (again, some flights leave at night, between 3 and 7 AM).

Organizers will provide board and lodging between February 6th (morning) and 12th (Late night) only. Upon arrival, participants will be picked up from the airport, train or bus station by our volunteers. They will be the ones holding up a paper with the title of the PROJECT.

A final program will be forwarded to participants 1 week prior to the Training Course. Information about the accommodation will be provided by September.
Information about Georgia: [http://en.wikipedia.org/wiki/Georgia_\(country\)](http://en.wikipedia.org/wiki/Georgia_(country))
Welcome to Georgia: https://www.youtube.com/watch?v=wi3v_UPRauY



Venue & Accommodation:

Capital City of Georgia, Tbilisi is one of the very beautiful destination full its fascinating architecture, which is a mix of medieval, neoclassical, Beaux Arts, Art Nouveau and the Modern structures, full of historical places and nice cafés..

Participants will be accommodated in very cozy hotel equipped with all necessary facilities for Training course. Accommodation includes shared double/triple rooms, on full board, coffee breaks and the use of conference facilities. Participants will be sharing a triple room with one or two people of the same sex. Each room has one bathroom; towels and bed linen - provided.



- ! Note:** Organizers will NOT provide any accommodation for additional stay in Georgia. If participants plan to arrive a few days earlier or depart a few days later they are kindly requested to inform us and we will be glad to offer assistance with finding and booking a ho(s)tel.

Travelling to Georgia and Visa Arrangements

None of the participant countries need visa for Georgia, so you don't have to worry about it! You can book and purchase cheapest flight tickets to Tbilisi via Air Baltic, Pegasus Airlines, Turkish, Georgian and Ukrainian airlines, WizzAir, LOT, etc.

Note: Although participants can plan their travel individually and arrive earlier/depart later, the organizers can only commit to reimburse and organize board and lodging during the mentioned training days.

Georgia is not yet in the EU, so please **BRING along your PASSPORTS!**

For more information on visas, see <http://www.mfa.gov.ge>



Reimbursement:

- Since the start of the new program Erasmus+, the European Commission uses a different *rule...*
- **Participants will be reimbursed based on REAL COSTS** which they spend on travel up to the limit provided by the Erasmus+ programme (see below the limits per country)
- The exact distance category you belong to can be calculated by the official European Commission distance calculator. This is the link to the tool: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm In the application we applied for the following amounts, which are indicated above;
- Reimbursement of travel costs will only be done upon presentation of **all** (including return tickets) **original tickets, receipt/invoices and boarding passes**. It means that once home after the training, you will be requested to send us the originals of all return documents and boarding passes. Please, remember to bring the original invoice(s) with you – there will be no reimbursement **without** the original ones.
- If you have paid for your ticket with a credit card, you are requested to bring along the confirmation of payment (i.e. credit card slip and/or bank statement).
- Reimbursement will be done in **Euros**, regardless of the currency indicated on your ticket and receipt/invoice. If you buy your ticket in a local currency other than Euro, we will

calculate your travel costs according to the exchange rate of the moment of your ticket purchase.

- Finally, please make copies (or even better, scan or take photographs) of your tickets and invoices and email these to **Robin Riedel** (email: international@arco-wiesbaden.de) before you come to the training. This will be very helpful to organizers to begin processing the financial and reimbursement data.

*You can reserve the tickets, but **Don't** buy them before consulting with us!*



Language:

The working language during the TC will English. If any participants have a difficulty to understand or speak English, their team members are kindly asked to provide help.

Health Insurance:

Health insurance isn't provided and will not be reimbursed by the organizers. All participants - strongly advised to purchase private travel insurance, as costs of private health care in Georgia are quite high.

What to Bring with You:

- Food, drinks, snacks and anything that's representing your country/culture
- Original tickets, invoices, boarding passes etc. (see below)
- Warm clothes (see weather)
- Motivation and super enthusiasm, positive vibes to learn!

NGO FAIR: Please be prepared to represent your organization during the TC. Bring some information materials about your organization, i.e. photos and report from former projects and further material which will help you to represent your organization.

INTERCULTURAL EVENING:

During the training course we will have “Intercultural evening.”

Use your imagination! The idea behind this evening is that we will have the opportunity to discover each other’s region/country in a more alternative relaxed way, through sharing foods, snacks, drinks, traditional dances, games..etc.

Participants:

Country of Residence	Promoter Organization	Number of Participants
Germany	Arco - Erlebnispädagogik e.V.	4
Georgia	ProActive Group Georgia	4
Armenia	Gyumri "Youth Initiative Centre" NGO	3
Poland	Fundacja "Zielony Slon"	3
Turkey	Genclik ve Degisim Dernegi	3
Croatia	Platypus	3
Bulgaria	DRUJESTVO ZNANIE	3
Romania	ASOCIATIA „ASSOCIATION COLOUR YOUR DREAMS"	3
Portugal	Solidaried'arte - Associação de Integração pela Arte e Cultura	3

ANNEX 1

Travel budget limits: Budgeted amount per person from original destination to Georgia:

Promoter	From	To	Means of Transport	Total Costs per Person (EUR, 100%)
Arco-Erlebnispädagogike.V.	Wiesbaden	Tbilisi	Plane, Bus/Train	360 EUR
PROACTIVE GROUP GEORGIA	Zugdidi	Tbilisi	Bus/Train	30 EUR
Gyumri "Youth Initiative Centre" NGO	Gyumri	Tbilisi	Bus/Train	40 EUR
Fundacja "Zielony Slon"	Lublin	Tbilisi	Plane/ Train, Bus	275 EUR

Gençlik ve Değişim Derneği	Diyarbakir	Tbilisi	Plane, Train Bus	275 EUR
Platypus	Zagreb	Tbilisi	Plane, Bus/Train	360 EUR
DRUJESTVO ZNANIE	Sofia	Tbilisi	Plane, Bus/Train	275 EUR
ASOCIATIA „ASSOCIATION COLOUR YOUR DREAMS"	TARGU JIU	Tbilisi	Plane, Bus/Train	275 EUR
Solidaried'arte - Associação de Integração pela Arte e Cultura	Ponta Delgada	Tbilisi	Plane/ Train, Bus	820 EUR

Weather

During February, we can expect temperatures between -4 and +10 degrees (Celsius), so please bring warm clothes, including warm jackets, jumpers, and at least two pairs of shoes/trainers.



Currency

Euro, US Dollar can be easily exchanged across Georgia. ATMs (cash machines) are very popular in Georgia.

1 USD = 2.5 GEL

1 € = 2,9 GEL

Example prices:

Bread 0,8GEL

Beer (0,5l) in shop 2 GEL

Cigarettes 1 pack 2.5–4 GEL

Coca Cola (0.5l) 1.3 Gel



How to apply

You are requested to use the standard **application form** that has been attached along with this document.

You are requested to write your application in English.

Expenses for food and accommodation will be fully covered by the Erasmus+ programme via the German National Agency.



Please feel free to fill in the attached application form and send it to us before the:
30/10/2018

Contact:

If you have any questions, do not hesitate to contact us!

E-mail: agirbaigiorgi@yahoo.com ; international@arco-wiesbaden.de;

Phone / Whatsapp: +995 592 245221 Giorgi ;

Contact person : Giorgi Agirbaia

Contact person: **Robin Riedel**