

INFOPACK

Project with 2 mobilities by Youth Support Centre

#LGObyYSC #RDYWbyYSC

The Seminar Let's get online

The Training Course Rising Digital Youth Workers

Participating countries:

Poland
Italy
Romania
Czech Republic

Serbia
Greece
Portugal
Turkey

Malta
Croatia
Lithuania
North Macedonia

Project idea



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- ▶ The main aim of the project is to provide youth workers and organisations with knowledge, skills and materials in order to improve quality of their work, upgrade online visibility, develop their online communication and make them more active online to reach their target groups better.
- ▶ Objectives of the project:
 - to provide knowledge, practices to youth workers how to analyse and strategically create communication of organisations on the Internet;
 - to educate and provide direct examples to youth workers about online threats that effect partner organisations and their target groups;
 - to enhance participants ICT skills and competences and raise awareness about importance of new media use;
 - to improve youth workers knowledge and skills in using digital tools, programmes and channels;
 - to foster international cooperation of partner organisations and to develop follow-up activities on local level;

Project activities



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The project consists of two mobilities of youth workers that are the 2 steps for successful learning. **So it is crucial for you to take part in both:**

1. The seminar Let's get online

Location: Jagniatkow, Poland

Date: 07.09-12.09.2019

Duration: 5 working days + 1 travel day

2. The Training Course Rising Digital Youth Workers

Location: Stara Krasnica, Poland

Date: 13.01-20.01.2020

Duration: 7 working days + 1 travel day

Your expectations?



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► Learning outcomes:

- Knowledge about basic issues related to cyber presence and safety (both from the perspective of an individual and an organisation), different types of copyrights, licenses, certain regulations, cross-border publication of media and materials, publishing image of individual and cyber policy in European countries and European Union;
 - Awareness of cyber threats and potential vulnerability and mechanism of attacks;
 - Knowledge, skills and experience on using tools for security check-ups;
 - Knowledge about all the Key Actions of Erasmus+ programme and Youthpass Key competences and Certificate- Knowledge about GDPR and skills of preparing documents for future actions (agreements to store personal data);
 - Experience of working in international environment, knowledge and skills about non-formal methods and workshops;
- Skills to do self assessment and self evaluation on learning process; to freely work in team, team spirit, leadership skills, Breaking barriers, stereotypes and prejudices about other people, cultures, religions and countries;
 - Knowledge on strategically planning follow-up activities, competences on preparing reports and booklets with theory, practicalities, documents challenges; to promote Erasmus Plus Programme and European Union values.

Participants



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Each project partner selects 2 participants.

In total there will be 24 participants, 3 trainers from Poland and Serbia, a project coordinator from hosting organisation, a support staff person from North Macedonia and Poland.

Participants' profile:

- ▶ youth trainers, youth leaders, members, employees, co-workers and volunteers actively involved in life of partner organisations actively involved in social and civic life of youth on local, national and European level.
- ▶ participants selected for the project should be 21 + and should be able to effectively communicate and work in English.

Deadlines



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- ▶ 15/06/2019 - 15/07/2019 selection of participants
- ▶ 15/07/2019 - final list of selected participants
- ▶ 15/07/2019 - 15/08/2019 - preparatory meetings for participants, booking tickets, contact with participants regarding personal details
- ▶ 15/08/2019 deadline for buying the tickets for the Seminar
- ▶ 07/09/2019 - 12/09/2019 - Implementation of the Seminar Let's get online
- ▶ 14/09/2019 - 14/11/2019: promotion and dissemination of first activity's results - more intensive visibility activities (publishing articles, impressions, social media post); participants will organise together with partners inside meetings for co-workers, youth they work with and other local stakeholders to share results
- ▶ 14/11/2019 - 14/12/2019 - midterm evaluation

Deadlines



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- ▶ **14/10/2019 - 14/12/2019** - project administration for the 2nd mobility
- ▶ **till 14/11/2019: deadline for booking tickets for the Training Course**
- ▶ **13/01/2020 - 20/01/2020** - implementation of the Training Course Rising Digital Youth Workers
- ▶ **21/01/2020 - 21/02/2020**: promotion and dissemination of second activity's results - more intensive visibility activities (publishing articles, impressions, social media post); planning and implementing local follow-up activities
- ▶ **21/02/2020-21/03/2020** - summing up the project, all results, follow-ups, final project evaluation with participants, partners, trainers and project team, disseminating project final results, planning of future cooperation
- ▶ **31/03/2020**: official closing

Hosting organisation



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- ▶ **Youth Support Centre** is a non-profit, non-governmental organisation established by youth workers, young people and professionals, motivated to work with non-formal education in addressing the issues that concern our local community, Poland and Europe in general.
- ▶ Youth Support Centre was founded on 29th of April 2015 and is composed of people who are active in civil sector and youth work for many years.
- ▶ Youth Support Centre has been established by young people and youth workers, involved in their local community life and life of their Universities. The main goal of YSC on local level is to involve as many as possible young people into the social life of their communities and to encourage them in that way to take active participation in society.

Successful projects



- ▶ We have already hosted 4 succesful Training Courses:
- 1. Youth Support Youth 2016, Stara Kraśnica, Poland
- 2. Youth Employability Stimulators of Tomorrow 2017, Szklarska Poręba, Poland
- 3. Youth Employability Leaders of Tomorrow 2018, Wrocław, Poland
- 4. Youth Activator in Harmony 2019, Jagniątków, Poland



Seminar



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| 08:00–09:30 | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast |
|-------------|---|--|--|--|--|--|
| 09:30–11:00 | A R R I V A L S | Specific introduction to the whole project circle, both mobilities , aims and objectives, agenda of the project and methodology | Erasmus+ - understanding the programme and Youthpass Certificates | Cyber safety of NGO - viruses, phishing, security of our social media, access control & privacy settings- definition & check-up | Preparing plans for results dissemination. | D E P A R T U R E S |
| 11:00–11:30 | | Coffee break | Coffee break | Coffee break | Coffee break | |
| 11:30–13:00 | | Personal expectations, fears and contribution | Cyber safety in general: circles of safety, data protection, national and European policy | Copyrights, license in NGOs - types of copyrights, why we should use them. How to publish legally and use different types of copyrights? | Preparing materials for results dissemination. | |
| 13:00–16:00 | | Lunch & Lunch Break | Lunch & Lunch Break | Lunch & Lunch Break | Lunch & Lunch Break | |
| 16:00–17:30 | Opening ceremony | Team – building | Cyber safety in general: circles of safety, data protection, national and European policy | New obligations of the NGO towards EU citizens personal data | Practicalities and agreements for the training course. | T U R E S |
| 17:30–18:00 | | Coffee break | Coffee break | Coffee break | Coffee break | |
| 18:00–19:00 | General introduction to the project Getting to know and ice breaking | Team - building | Presentations, group work (research, presentations), discussion and exchange of good practices | New obligations of the NGO towards EU citizens personal data – PREPARING draft of documents | Final evaluation and closing of the project | |
| 19:00–19:15 | | Daily evaluation | Daily evaluation | Daily evaluation | | |
| 19:15–20:00 | Dinner | Dinner | Dinner | Dinner | Dinner | |
| 21:00–23:00 | Welcoming evening | NGO Fair | Intercultural evening | Free time | Youthpass Ceremony | |

Training Course



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| 08:00–09:30 | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast |
|-------------|---|--|--|---|---|--|---|--|
| 10:00–11:30 | A R R I V A L S | Starting to work together again – team building. | A Youth worker image in the Internet (my online professional identity) | NGO image in the Internet (my <u>organisation</u> online identity) | How to use online media and digital tools for promotion of <u>organisations</u> ? | Website – sharing our <u>ngo's</u> websites and discussing good sides, proposing improvements. | Create a free webpage: <u>Wordpress</u> and other platforms | D E P A R T U R E S |
| 11:30–12:00 | | Coffee break | Coffee break | Coffee break | Coffee break | Coffee break | Coffee break | |
| 12:00–13:30 | | Introduction of the agenda and methodology; Ground rules. | A Youth worker image in the Internet (my online professional identity) | Analysis of the image of partner <u>organisations</u> - tools in practice | How to use online media and digital tools for promotion of <u>organisations</u> ? | Text writing, graphics, web <u>tools, infographics</u> | Follow-up plans | |
| 13:30–15:30 | | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch | |
| 15:30–17:00 | Opening ceremony | Reminder of what happened on the first mobility – the Seminar/ Discussing results of dissemination | Analysis of the image online - tools, reasons, and good practices | Analysis of the image of partner <u>organisations</u> - tools in practice | How to approach our target groups - shaping efficient communication | How to Create webpage | Follow-up plans | |
| 17:00–17:30 | Introduction to the mobility aims and objectives and the venue. | Coffee break | Coffee break | Coffee break | Coffee break | Coffee break | Coffee break | |
| 17:30–19:00 | Team-building | Introduction to the topic - "my online identity" | Analysis of the image online - tools, reasons, and good practices | <u>Macroanalysis</u> - google analytics, <u>facebook</u> tools, | How to approach our target groups - shaping efficient communication | Create a free webpage: <u>Wordpress</u> and other platforms | Evaluation, closing of the project | |
| 19:00–19:30 | | Daily evaluation | Daily evaluation | Daily evaluation | Mid-term evaluation | Daily evaluation | Daily evaluation | |
| 19:30–20:30 | Dinner | Dinner | Dinner | Dinner | Dinner | Dinner | Dinner | |
| 21:00–23:00 | Welcoming evening | My cultural heritage - ICE | Preparing reports of past days | Open space | Sport activities | Preparing reports of past days | <u>Youthpass</u> Ceremony and <u>Kahoot</u> Survey | |

Agreement



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- ▶ Participants should be aware of all the obligations towards the project circle.
- ▶ It is crucial to participate in both mobilities: in the Seminar and the Training Course. We are more than sure that you will be happy to come back to Poland and meet our friends again. **If you participate in the seminar you will be accepted to participate in the Training course in priority.**
- ▶ **Participants will receive travel costs reimbursement by bank transfer within 2 weeks after each mobility.** Participants should be ready to work in international environment.
- ▶ Participants has to respect all the rules given by hosting organisation before and during the mobilities.
- ▶ Participants agree to collect their personal data for project administration, and to be caught in video recordings, and/or photographs, taken/recorded during the project.

Before you apply



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- ▶ Make sure you know all details about the project
- ▶ You agree on given deadlines and rules
- ▶ You understand the importance to take part in the seminar and in the training.

Participants who will participate in the Seminar on Sep 2019 will be in advance accepted to participate in the Training Course on Jan 2020.



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Youth Trainers for the Seminar Let's get online

The Seminar will be facilitated by:

- ▶ **Michał Marcinkiewicz** works with local schools, other organisations, groups of young people and elders. He is a youth trainer with many years of experience and used to work also for Fundacja Krzyżowa dla Porozumienia Europejskiego and is member of Lower Silesian Youth Council, has experience and skills in evaluation of project, learning process and project cycle. He is an entrepreneur and has professional background in marketing communication (Working on University of Wrocław as lecturer) and he was project manager marketing sector in an international corporation.
- ▶ **Agnieszka Janik** has experience in coordinating and facilitating international projects for youth and youthworkers. She is active in non-formal education as youth trainer more than 10 years, used to work also for Fundacja Krzyżowa dla Porozumienia Europejskiego and is member of Lower Silesian Youth Council, has experience and skills in evaluation of project, learning process and project cycle.



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Youth Trainers for the Training Course Rising Digital Youth Workers

The Training Course will be facilitated by:

- ▶ Michal Marcinkiewicz
- ▶ **Vojislav Vujic** - Certified trainer of National Democratic Institute (NDI), member of the Pool of trainers of National Youth Council of Serbia. Involved in international non-formal education projects since 2010. Experienced in decision making process and youth policy development on local level as member of Belgrade City Parliament, 2008-2012. Thematic focus on communication, online communication, campaigning, European citizenship and inclusion. Vojislav was working as trainer for different youth NGOs in Europe, was involved in projects and activities of Salto-SEE regarding Western Balkans - EU youth policies and CoE Study sessions designed by National youth councils of East and South-east Europe.

Accomodation & Food



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- ▶ Everyone will be accomodated in cozy rooms/apartaments with private bathrooms.
There are several lobbies for common use.
Workshops will be held in a specious working room.
- ▶ There will be served during the day: breakfast Swedish buffet, lunch (soup and warm dish) and dinner (warm dish and cold snacks) plus 2 coffee breaks (coffee, tea, water, snacks). Food will be prepared in the local restaurants based on Polish traditions, so if you need any special things, bring them with yourself. 😊
- ▶ Each participant will receive a questionnaire regarding food preferences, allergies etc.
- ▶ If you participate together with your partner, let us know (rooms availability).
- ▶ The Seminar will be hosted in Villa Jagniatkow, Jagniatkow (2.5 h hour from Wroclaw)
<https://willajagniatkow.pl/>
- ▶ The Training Course will be hosted in Gosciniiec pod Grusza, Stara Krasnica (1.5 h from Wroclaw)
<https://www.gosciniecpodgrusza.pl/>



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Venue of the Seminar

Let's get online

07-12.09.2019, Jagniatkow, Poland

<https://willajagniatkow.pl/>

- ▶ The Willa Jagniatkow is located in the village Jagniątków , the neighbourhood of Jelenia Góra - beautiful city in Lower Silesia region <https://en.jeleniagora.pl/content/welcome?q=content/welcome>.
- ▶ There is huge green space, gardens, swimming pool, sauna to chill out.
- ▶ Free time: visit the Castle Chojnik <http://www.chojnik.pl/> and relax in the evening in Cieplice Termal Baths <https://www.termiecieplkie.pl/en>.





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Venue of the Training Course

Rising Digital Youth Workers

13-20.01.2020, Stara Krasnica, Poland

<https://www.gosciniexpodgrusza.pl/>

- ▶ The Guesthouse Gosciniexpod Grusza is located in the small village Stara Krasnica, near Zlotoryja city, the land of extinct volcanoes. Surrounded by hills and beautiful nature. On January usually covered with snow.
- ▶ Free time: we plan to have some winter activities on the hills ☺ there is possibility for horse riding as well.



Travel Info



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- ▶ Please find flights to Wrocław Copernicus Airport (WRO). <http://airport.wroclaw.pl/>
- ▶ There are also good connections with bus/train from airports: Berlin Schonefeld, Katowice, Krakow, Warsaw and Poznan to Wrocław city center.
- ▶ We will organise a free of charge Shuttle Bus from Wrocław City Center to the venue of the mobility.
- ▶ The Schedule for the Shuttle bus:
07/09/2019 WROCLAW - JAGNIATKOW departure time: 17:00
12/09/2019 JAGNIATKOW - WROCLAW departure time 8:00
- ▶ Please check your travel options to land in Wrocław before 15.00 o'clock and departure later than 11 o'clock.
- ▶ Before buying the tickets you need to send travel info to the project coordinator of hosting organisation (Kamila Faferrek) and get the approval first.



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Travel costs

- Limits for travel costs reimbursement per person for one mobility:

| | |
|-----------------|------------------------|
| Poland | 20 € |
| Serbia | 275 € |
| Malta | 275 € |
| Italy | 275 € |
| Greece | 275 € |
| Croatia | 275 € |
| Romania | 275 € |
| Portugal | 360 € |
| Lithuania | 275 € |
| Czech Republic | 20 € |
| Turkey | 275 € + 25€ VISA costs |
| North Macedonia | 275 € |

- VISA costs : purchasing the VISA, tickets for the city transport from home to the embassy (all bills in originals should be provided to us).

Reimbursement



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- ▶ In order to receive reimbursement you need to provide hosting organisation with all bills, booking e-mail confirmations, original tickets or pdf, invoices and boarding passes (if you have online tickets and boarding passes - pdf is fine, if you do not have - we need all originals). Bring them for the activity!
- ▶ Reimbursement will be done in EUR within 2 weeks after the activity by bank transfer to one bank account (on yours or on your sending NGO's).
- ▶ Reimbursement will be transferred only if all participants provide all needed documents.
- ▶ Participant is eligible to travel up to 3 days before or after the activity days.
- ▶ Participant cannot travel with first class. Only in certain cases is possible to use taxi or travel by car but please contact the project coordinator first.

How to apply?



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- ▶ Once you take this beautiful decision to become part of something big, you need to agree on given rules and be ready to completely open yourself for new!
- ▶ Please fill in [the form](#) so we can get to know you a little bit before.





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What to take?

We will provide you with fresh towels ☺ bed linen, hair dryer. So you only need:

- ▶ EHIC CARD - European Health Insurance Card
- ▶ Personal cosmetics and medicines
- ▶ **Sport shoes** (we will walk on the mountain)
- ▶ Flip slops for shower and swimming pool
- ▶ **Swimming suit**, if you want to enjoy swimming pool and hot springs in Therms
- ▶ Comfortable sport clothes for workshops (to feel comfortable)
- ▶ *If you have any tiny instruments/games to play and enjoy during evenings*
- ▶ *If you have traditional dress-outs/costumes/ parts of uniforms/T-shirts etc. For intercultural evening*

Intercultural evening and NGO Fair



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- ▶ During intercultural evening we will not be able to use kitchen so plan to prepare something we can try when cold.
- ▶ If possible, please bring then traditional ingredients, snacks, sweets.
- ▶ During that evening it will be fine to taste light % drinks from your country if you want, you are free to bring some national wine/beer/liquor you would like to present.
- ▶ Please think about interesting way to bring closer your country culture, tradiotions and customs (maybe some history and interesting facts) to the others.
- ▶ If you have any proposal how to run the international evening and you would like to facilitate it, please do, would be amazing!
- ▶ Regarding NGO Fair - it is time to promote your sending organisation, so if possible bring some materials about it 😊



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Photo and video agreement

- ▶ We assume you are aware that these kind of projects are not only for direct participants itself but should be available to the bigger audience and all interested target groups, youth workers and NGOs.
- ▶ That is why we will take a lot of pictures of you and record videos with you during workshops.
- ▶ All mentioned will be posted on FB event, website of the project and Youtube channel.
- ▶ Of course we will record only parts of the activity and also in some moments of privacy we will not record at all.
- ▶ We will take care of your comfort zone and feelings so anytime you mind being recorded, please let us know.

Contact Person



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- ▶ Let us know if you have any questions😊

Project coordinator

Kamila Faferrek
President of Youth Support Centre
contact.ysc@gmail.com

