

Act for Europe: Theatre for Active Citizenship

Erasmus+ Youth (Key Action 1)

Mobility of Youth Workers - Training Course

Tirana, Albania, November 16-24, 2014

Information Pack





Erasmus+



Project summary

This is an Erasmus+ (Mobility of youth workers) project aimed at developing youth workers' competences in using theatre methods to promote active citizenship of young people in Europe.

The project is part of a series of three eight-day training courses to be held in the UK, Albania and Albania. The main themes of the project are art, theatre and active European citizenship.

The project's context and origin are connected with GTC's involvement in three regions: EU, South-East European countries and Eastern European and Caucasus Countries (we implemented projects in all three regions).

This training course will bring together participants from 9 organisations in 9 countries (Albania, Kosovo, Macedonia, Serbia, UK, Croatia, Romania, Italy and Poland).

Project objectives

The objectives of the project are:

1. To explore the concept of active European citizenship and its relevance in contemporary youth work practice
2. To improve participants' competences in using theatre methods in youth work
3. To share experience and good practice in using theatre methods for active citizenship
4. To increase the capacities of partner organisations in fostering young people's active citizenship
5. To raise the profile of international youth work and the Erasmus+ Programme

Working methods

A non-formal education, participatory learning approach will be used, following principles of acting and being an active citizen, respecting individual knowledge and skills, enabling participants to co-facilitate the learning process, sharing creative ideas and information, using art and theatre to promote active European citizenship.

Please note this is not an academic conference or a professional theatre course!

Participant profile

The course is open to youth workers, youth leaders and volunteers in youth organisations, aged 18-35, and interested in using theatre methods in youth work.

Project dates

16-24 November 2014

The course programme will start on November 16 in the afternoon and finish in the evening of November 23.

All participants have to arrive in **TIRANA** on **November 16.**

Participants can depart at any time on November 24.

Organisers will provide board and lodging between November 16 (check-in at the hostel possible after lunch) and November 24 (check-out after breakfast) only.

What to bring/prepare before the course

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



Language

The language of the training course will be English. Participants should be proficient in English and willing to communicate in English throughout the whole course duration.



Venue of activity

The course will be held in the capital of Albania, Tirana.

Info about your accomodation:

- ✓ Tirana is a nice city located in central-western Albania. It's 40 min away from the sea
- ✓ The hotel is situated in the city district Don Bosco. It takes approx. 10 min. by bus or 20 min walk to the city centre.
- ✓ Participants will be accommodated at „My Hostel Tirana” in double and triple rooms. There is free wifi available a the hostel.
- ✓ The participants will be mixed nationalities in rooms in order to get to know and learn more about each other.



Erasmus+



the
GLOUCESTER
THEATRE
COMPANY

- ✓ Meals are served in the hostel (breakfast, lunch, dinner and two coffee and tea breaks). All dietary needs will be catered for (please note those in your application form).
- ✓ Our working room is near the hostel (around 4 min walk).
- ✓ Beds linen is provided
- ✓ Please bring your own towels.

Hostel website: www.myhostel.al

For more info about Tirana see: <http://www.inyourpocket.com/albania/tirana>

For more info about Albania see: <http://www.albaniantourism.com/>

! Note: Organisers will not provide any accommodation for additional stay in Albania. 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 booking in advance in the hostel.



!! Note: Please make sure you notify us about any dietary requirements before the course.

Weather

In November, we can expect temperatures of around +10 to +15 degrees (Celsius), which a high chance of rain, so please bring warm clothes, including warm jackets, jumpers, and at least two pairs of shoes/trainers.



Currency

Euro can be easily exchanged across Albania. ATMs (cash machines) are very popular in Albania.

1 € = 140 Albanian Lek (ALL)



You can bring euro with you and can change in Leke currency near to the hostel. There are exchange offices and banks in the city that are open until 9 PM.

A beer costs 150 leke, a coffee 100 leke, a big pizza 500 leke, a coca-cola 1.5 L = 150 leke.

Travelling to Albania

Participants are expected to choose the most economic and direct route to Tirana, Albania.



! Note: Stopovers of more than 12 hours have to be authorised by the NA.

!! Note: If you intend to arrive earlier/depart later from Albania, please let us know in advance as we need to seek the UK Erasmus+ National Agency's approval; the organisers can only commit to reimburse and organise board and lodging during the mentioned training days.

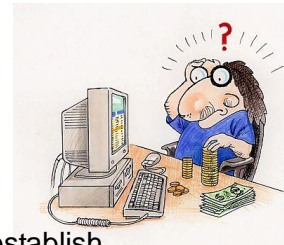
Transport to and from the venue

Upon arrival, participants will be picked up from the airport or bus station by one of our volunteers. They will be the ones holding up a paper with the title of the project (ACT FOR EUROPE). All participants will be provided with the contact details of our team in Albania before travelling, in case there are any travel or flight delays. Before departure, participants will be taken to the airport, train or bus station.



Travel costs

Participants' travel costs from their home city to Tirana, Albania will be reimbursed based on actual expenses according to two criteria:



- Distance from home town to Tirana (please use the official E+ calculator to establish the distance) http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm (Please note that the distance is calculated one-way, but the reimbursement amounts are for return travel)
- Maximum travel reimbursement fees as indicated in the application form (see table below)

EXAMPLES:

Example 1

- A participant travelling from Bucharest, Romania to Tirana, Albania – official distance 617 km; participant spent 160 EUR on their travel expenses; Erasmus+ limit = 180 EUR; amount indicated in the application form = 180 EUR; GTC will therefore reimburse total expenses (in economy/standard class etc.) – 160 EUR;

Example 2

- A participant travelling from Bari, Italy to Tirana, Albania – official distance 249 km, spent 250 EUR in total; Erasmus+ limit (100-499 km) – 180 EUR; although the maximum amount originally indicated in the application is 275 EUR, GTC will only reimburse 180 EUR as the reimbursement is based on the ACTUAL distance; the amounts quoted below are maximum amounts per country based on the information provided by partners at application stage;

We kindly ask all participants to take the most environmentally friendly and cost effective alternative available. You have to use public transport, use of taxis/private vehicles will only be allowed if approved by the UK Erasmus+ National Agency.

! Note: Reimbursement of travel costs will only be done upon **presentation of all (including return tickets) original tickets, receipt/invoices and boarding passes**. This means that once home after the training, participants will be asked to send the originals of all return documents and boarding passes. **Please remember to bring the original invoices** – there will be no reimbursement without the original invoices and tickets with indicated Names of travellers, description of the journey, indication of cost and currency and date of travel.

!! Note: Tickets/invoices in languages other than English have to be translated by participants (key info only: date, venue, route, issuing agent etc.).

!!! 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 grant agreement for this project will be signed by the NA, as stated in the official European Commission web-site at <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

!!!! Note: Local travel from Tirana Airport to city centre will be arranged by the local hosting organisation. Costs will be deducted from the travel reimbursement. The trip will not cost more than 15 EUR/person (one way), possibly less if transfers are shared among more people.

!!!!! Note: Please check Annex 1 for the travel budget limits at the end of this document. If travel costs exceed the amount budgeted in the project, the organisers will only be able to **reimburse participants the actual travel costs** up to the limit calculated by distance. Participants are therefore strongly advised to book trip travel well in advance.

!!!!!! Note: Please **send copies** (scans) of all tickets and invoices and **email them to info@youth4society.org** before attending the training. This will be very helpful to organisers to begin processing the financial and reimbursement data so that all payments may be made as efficiently as possible.

! Please DO NOT BUY tickets before consulting with the organisers.

Participation Fee

A participation fee of 20 EUR will be deducted from the travel reimbursement.

Visa arrangements

Citizens of EU and South-East European countries do not need visas to enter Albania.



Health insurance

Health insurance is not provided and will not be reimbursed by the organisers. All participants are strongly advised to purchase private travel insurance, as costs of private health care in Albania can be high.

Participating countries and travel budgets

(this includes local travel in your home country and local travel in Albania)

Country	MAXIMUM reimbursement per person (return journey) (Actual to be based on the actual tickets/invoices presented and distance as indicated in Erasmus+ calculator)
UK	360 EUR
Croatia	275 EUR
Romania	275 EUR
Italy	275 EUR
Poland	275 EUR
Serbia	180 EUR
Macedonia	180 EUR
Kosovo	180 EUR



Contact

If need help with your travel booking or have any questions regarding the training course, please feel free to contact:

Lorena Bushi info@youth4society.org

How to apply



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

You are requested to complete your application in English.

Before sending your e-mail please, remember to name your filled application in the following way:

“COUNTRY_LAST NAME_FIRST NAME_A4E ALBANIA”

After naming your application as stated above,

Kindly submit your application (in Word format) to our project address:

info@youth4society.org

Please send us your application until **30/09/2014**