



**Contact-making Event in March 31 - April 7, 2019 in [Gauja](#), Latvia**

Erasmus+co- financed project no.2018-3-LV02-KA105-002322

#### GENERAL IDEA

The main idea of this project is bring together **26 people from 13 organizations** who are relatively new to Erasmus+: Youth in Action programme, but want to **find out more how YOUTH EXCHANGES work and develop some project idea** that could be implemented. During 6 intensive working days participants will have the chance to **meet partners for their projects** and sit down and start working on a youth exchange project ideas that would involve the young people from their organization/youth centre/community.

If you want to find out how youth exchanges work and to have the space to sit down with potential partners and work on YOUR youth exchange idea that you could later on apply for and implement, this is a project for you!!!

Despite growing numbers of young people and organizations that are involved in youth mobility projects all over Europe, there are still far too many that have never heard of such projects and never had the chance to get involved. So, with this project, we want to widen the “circle” of people who are benefitting from such youth projects and build the skills of new generation of youth leaders and youth workers to develop and manage youth exchanges.

To avoid the situation that youth exchanges are developed only with the thought of already active young people (the ones, who already have many opportunities), we expect that in each of future projects also young people with fewer opportunities will be involved (from rural areas, with social difficulties, health issues and disability, etc.).

#### CONTENTS OF THE CONTACT-MAKING EVENT

- Understanding own motivation to be involved as a youth leader/coordinator in YE
- Awareness about needs and interests of young people, especially INCLUSION needs of so called marginalized young people
- Knowing better how Erasmus+ - Youth exchanges work and how to develop good quality projects that could get approved
- Meeting project partners and building trust
- Developing concrete youth exchanges – formulating idea, developing programme, writing it down in the application and receiving feedback in order to improve it
- Agreeing on further plan in order to submit the application for next deadline and implement the YE

## WORKFLOW AND COMMITMENT

It is very crucial to realize that by getting involved in this project, all participants will be expected to be actively participating not only during the project meeting days Latvia, but we DO all participants to be devoting some time also to prepare for the project (~3-5 h) before coming and to have time to get involved in further development of project application right after the time in Latvia in order to manage to submit it for 30<sup>th</sup> of April deadline 2019.

PREPARATIONS (“HOME-WORK”) (February, March 31)	CONTACT-MAKING EVENT in LATVIA (March 31 - April 7)	IMPLEMENTING YOUR YOUTH EXCHANGE PROJECT (April 7 - October 1)
<ul style="list-style-type: none"><li>Participants discuss with the sending organization and local young people some ideas for youth exchange clearly identifying who could be the young people that would be involved in the future youth exchange. Also clarifying if the organization could take the responsibility of being applicant organization.</li><li>Researching (reading) more information online on how youth exchanges work and watching some videos on it</li><li>Preparing poster about organization in order to identify partners</li></ul>	<ul style="list-style-type: none"><li>Active participation in all the sessions – finding out more how Youth Exchanges work, building partnerships, working on Youth Exchange application and programme, making a plan with partners</li><li>If you want to manage to do some sightseeing, unfortunately during the contact-making event days there will be almost no time for it...so, we recommend you to come/stay few days earlier (on your own cost) and see at least Riga ;)</li></ul>	<ul style="list-style-type: none"><li>Finalizing application with involvement of all partners and submitting the project application to the National Agency before the deadline of April 30 (or exceptionally, October 1)</li><li>Implementing the project during autumn 2019 or at some point in 2020</li><li>Reporting your success stories (through project’s Facebook group or in other way)</li></ul>

## PROFILE OF PARTICIPANTS & APPLICATION PROCEDURE




Each partner organisation will be expected to select 2 participants (aged 18+), who should be:

- Currently involved in working with young people (on volunteer basis, or as professionals), who are aged 13-30 years old in some youth organizations, youth centers, schools or other institutions that provide youth work, social work or extra curricular activities
- Interested to get involved in youth work even more by taking responsibility of developing a YE and becoming a host or group leader
- Well connected with actual young people in local communities/above mentioned organizations – including also young people that are currently marginalized and motivated to develop projects that include young people who are usually not that privileged...
- Have experience in some E+ project as participants (YE, or some training)
- Ready to actively participate in the whole project (preparation, CME and have time to implement YE as a follow-up in autumn '19 or winter '19 or '20)
- Fluent in communication in English

If your organizations have difficulties finding suitable participants, please let us know and we will try to see what we can do. To guarantee higher quality of participants, we also publish the call in SALTO.

In order to apply, all participants must complete [the online application form](#) before **January 25th**.

## TRAINERS AND HOSTS

 <p><b>Ieva Grundsteine</b>, trainer (Latvia) – Ieva has been working in the youth field since 2001 and last 10 years is a trainer of non-formal learning in the field of youth – as a local and European project initiator and manager:</p> <p><a href="https://www.salto-youth.net/tools/toy/ieva-grundsteine.1858">https://www.salto-youth.net/tools/toy/ieva-grundsteine.1858</a></p>	 <p><b>Antonio Benaches</b>, trainer (Spain) is a youth worker since 1997 and active trainer in international youth projects since 2003; started in youth work in the Scout movement and then participated in local and regional Youth Councils:</p> <p><a href="https://www.salto-youth.net/tools/toy/antonio-benaches-bodi.2424">https://www.salto-youth.net/tools/toy/antonio-benaches-bodi.2424</a></p>	 <p><b>Reinis Berzins</b>, Coordinator (Latvia) – extracurricular tutor in earth and environmental sciences, organizer of educational wildlife expeditions and outdoor sports events, mentor of youth science research projects. Hosting organization: Teku Taku</p>
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## TRAVEL REIMBURSEMENT

Click on your country to open a flight/bus search engine to Riga: [Poland](#) (or [bus](#), other [buses](#)), [Bulgaria](#), [Czechia](#), [Denmark](#), [Macedonia](#), [Romania](#), [Slovakia](#), [Croatia](#) - all have limit 275€, [Greece](#), [Sardinia](#), [Valencia](#) - limit 360€, [Latvia](#) - limit 20€ per participant). Adjust as you need (there are no arrival/departure date restrictions) and book no later than February 15, trying to be reasonable and certainly not exceeding the expense limit for your country group. Try to book all your tickets online and immediately email them to us digitally for reimbursement. It will be transferred fully in EUR currency to your bank account as soon as you have submitted all the tickets, boarding passes, invoices and receipts. Later on you will be informed how to reach the training location from Riga.

## ACCOMMODATION & FOOD

The accommodation, 3 meals a day and coffee breaks will be covered fully by ERASMUS+ programme. Training and sleeping will take place at the [guesthouse "Zvīguli"](#) near a small village [Gauja](#) ([more information here](#)). The village is so small that there are no proper shops and places to go out, but it is located next to National park.

Participants will share rooms of 2-5 beds (some with separate shower/bathroom, while some will have to share it with others). Free Wi-Fi will be available, but if you already have a mobile data plan from another EU/EFTA country mobile operator - you can use it in Latvia without additional roaming charges.

## INSURANCE

Before you arrive we recommend all EU/EFTA residents to obtain your free [European Health Insurance Card](#) (click "Select your country" to find which institution in your country issues it).

## QUESTIONS

If you have questions - ask them publicly in our Facebook group: <https://www.facebook.com/groups/NoOnesLeftOut> (so everyone can read and not have to ask again the same question). Or if your question is private - email me personally: [reinis.berzins@gmail.com](mailto:reinis.berzins@gmail.com).

**PROGRAMME** (Changes are surely still possible)

Time / day	March 31	April 1	April 2	April 3	April 4	April 5	April 6	April 7	
8 :30-09:30		Breakfast							
09:30-11 :30	Arrivals	Official Opening &  Introduction and getting to know each other	Youth exchanges - WHY?! – “eagle” and “frog” view (European dimension, participants', organizations' and young people’s dimension)	Exploration in groups: non-formal learning, active participation, intercultural learning, Youthpass, Outdoor Experiential learning	Creating project partnerships - based on needs and interests	Project development: Partners responsibilities, project management Learning process, outcomes, impact and results (&risks)	Project development VI: Plan and calendar of the work. Application, questions, answers, Share the task in the group	Farewell and departure of participants	
11 :30		Coffee break							
12 :00-13 :30		Expectations, contribution, approach, methodology, programme  Intro to Youthpass and Learning Diary	Crucial elements of YE (quality criteria) and YE life-cycle	Tools for Youth Exchanges  Partnerships in the YE projects	Project development Needs and interests of young people and community and ideas about the themes of the project, aim and objectives	Project development: Different tools to evaluate the projects and do DEOR	3rd check in - presentation of results in developing projects, feedback from the participants and action		
13 :30-15 :30		Lunch							
15 :30-17 :00		Trust and group-building + Learning contract	Real life and kitchen stories: sharing realities on implementing YE	Interactive discovery of town and local realities of youth work in Sigulda	1st check in - presentation of results in developing projects, feedback from the participants (peer-to peer consultations)	Partners responsibilities, preparatory tasks, project management	Summing up the learning outcomes of project and Youthpass		
17 :00-17 :30		Coffee break							
17 :30-19 :00		Getting to know each other	Working as a Team,	Presentations of organizations and young people behind (based on posters prepared at home*)	Interactive discovery of town and local realities	Project development: Programe and activities (emphasis on intercultural learning and active participation of paxs)	2nd check in - presentation of results in developing projects, feedback from the participants (peer-to peer consultations)		Follow-up and evaluation  Closing
19 :00-19 :30		ReflectionTime			ReflectionTime				
19 :30	Welcome dinner	Dinner							
~21 :00		Initiative Evening	Lets See...	Latvian evening	Free evening	Sauna	Farewell evening		