



# INFOPACK

## KA1 WAY TO GO, E-COMMERCE!

**Torremolinos, Spain**  
**5-12 May 2020**





## 1. ABOUT TRAINING COURSE

- ✓ **“Way to go, E-commerce!”** is a mobility of youth workers, KA1 Training Course, under Erasmus+ and will be implemented by Copernicus Berlin e.V. with the support of Asociación EuropeYou. The training course will take place in Torremolinos (Málaga area), Spain and it will involve 32 youth workers between 20-35 years old, from 8 different countries (Germany, Denmark, Czech Republic, Romania, Estonia, Bulgaria, Italy and Spain).
- ✓ Consumer shopping habits have changed drastically over the last few years thanks to the explosion of e-commerce and now consumers can shop from anywhere and at any time. They no longer have to wait until store hours to make a purchase. E-commerce has brought the shopping experience to their fingertips via computers and mobile devices, completely changing the way consumers shop.

So, young people without ICT competences cannot exploit the potential offered by e-commerce and all this is also certified by studies of EU commission which highlights how although 9 in 10 jobs in the future will demand digital skills, 44% of Europeans are still lacking even basic digital skills. Consequently, interfacing e-commerce with youth entrepreneurship presents a critical opportunity to foster growth and jobs as well as to reduce the digital skills shortage.

- ✓ The training course **“Way to go, E-commerce!”** project will provide youth workers with more specialized knowledge on e-commerce tools applied to youth entrepreneurship.
- ✓ The project is implemented by 8 organisations and financed by the European Commission through Erasmus+ programme.



## 2. ABOUT THE COORDINATOR

Copernicus Berlin e.V. (coordinator) is a non-profit organization established in Berlin, in 2000, which pursues the goal of providing of talented and socially-engaged students from specific regions (Eastern Europe, Central Asia, and Caucasian countries), an opportunity to enhance their educational and professional experience. Moreover, the organization increases students' employability by enhancing their professional qualifications. Copernicus Berlin e.V. selects socially-active students and works to further develop their critical thinking and analytical skills. This allows them to have an effective impact within their social spheres.

## 3. PROJECT TIMELINE

<b>Training Course: 5-12 MAY; Torremolinos (Malaga), Spain</b>	
<b>21<sup>th</sup> January 2020</b>	<b>Infopack release Call for participants opening</b>
<b>20<sup>th</sup> February 2020</b>	<b>Deadline for participants selection</b>
<b>5<sup>th</sup> March 2020</b>	<b>Deadline for travel arrangement</b>
<b>5<sup>th</sup> April 2020</b>	<b>Participants preparation (content, culture and organisation representation). Project partners have to ensure that participants had read the infopack, get with them their European Health Card etc.</b>
<b>5-12 May 2020</b>	<b>Activities take place</b>

Project partners and participants have to disseminate project results and activities in their website and social media channels within 2 months of the end of the training week.



## 4. TARGET GROUP

### 4.1. The number of participants for each partner:

Country	Organisation	Number of Participants
GERMANY	Copernicus Berlin e.V.	4
BULGARIA	Alternativi International	4
ESTONIA	RNUN	4
DENMARK	Danish Youth Team	4
ITALY	Futuro Digitale	4
ROMANIA	GEYC	4
CZECH REPUBLIC	Czech Youth Association z.s.	4
SPAIN	Asociación EuropeYou	4
<b>TOTAL:</b>		<b>32</b>



**For the participants' selection the following criteria will be taken into consideration:**

- ✓ Youth workers with a strong motivation to participate in the training course and with at least basic ICT knowledge.
- ✓ Demonstration of social sensibilities (socially active youth workers/volunteers with a role in local communities that can share project results and new acquired knowledge)
- ✓ Experienced or interested in working with Erasmus+ programme;
- ✓ **The participants will have the following tasks:**
  - To complete the Participant's mobility report sent by EU
  - Make at least one publication or article, presentation or other/online (on organization website, Facebook or other social network)
  - Everything else that you could do or organize as a dissemination of the project will be warmly welcomed and appreciated from us.

4.2 We encourage participants of **all eligible ages** to take part in our project.

**4.3 Regarding gender balance, we shall take care that the proportion of females and males participating to be close to 50%/50%.**

4.4 Moreover, equality of chances is one of the values shared by Copernicus Berlin e.V. and its partners; we will not tolerate any kind of discrimination throughout this project, especially regarding the selection of the participants.

4.5 On National Agency request, the partner organisations have to be able to justify the integration of their representatives in the target group. Only the participants belonging to the target group could be funded in the frame of this project.

4.6 The **Youthpass** will be released at the end of training to all participants;



## 5. PARTICIPANTS REGISTRATION

The **legal representative or the contact person** will need to send a nomination declaration as follows:

- Subject: [**Way to go, E-commerce!**] [Nomination] - Your organisation - Your country
- E-mail to: [eupeyouth.ngo@gmail.com](mailto:eupeyouth.ngo@gmail.com) and [copernicusberlinev@gmail.com](mailto:copernicusberlinev@gmail.com)
- **Deadline: 20th February, 2020**

## 6. PURCHASE OF TRAVEL TICKETS

- ✓ On their own costs, **participants are allowed to arrive and to stay 2 extra days outside the project duration** and have their flight reimbursed. However, in this case, they have to pay the extra days of hotel.
- ❖ As soon we receive the nomination declaration from the legal representative of your organization, you are kindly requested to submit **your travel proposal for validation** including detailed information about the name(s) of the participant(s) envisaged, **itinerary (departure, arrival, dates, hours, transport company, prices), type of transport (flight, bus, train etc.)** and the website where you got the offer from:
  1. Subject: [**Way to go, E-commerce!**] [Travel validation] - Your name - Your country;
  2. Address: [eupeyouth.ngo@gmail.com](mailto:eupeyouth.ngo@gmail.com) and [copernicusberlinev@gmail.com](mailto:copernicusberlinev@gmail.com)
  3. **Deadline: 5th March, 2020**

**Copernicus Berlin e.V. is not responsible of reimbursing tickets without our prior validation.**

- ✓ **Just Economy class and Second class ticket will be reimbursed. You need to choose lowest cost Plane Company.**
- ✓ **Business, first class ticket and Priority Boarding will be NOT reimbursed.**
- ✓ **Taxi cost will be NOT reimbursed.**



- ✓ **If you do not bring/send ORIGINAL tickets, boarding passes, invoices or bills with the ticket price, We can NOT reimburse your travel expenses.**
- ✓ **Additional services of flight (extra baggage, extra meal etc..) will be NOT reimbursed.**

Medical insurance: All project partners are members of European Union so participants just need to come in Spain with their EU health insurance card.

## 7. REIMBURSEMENT PROCEDURE

Country	Organization	Reimbursement per participant
GERMANY	Copernicus Berlin e.V.	275
BULGARIA	Alternativi International	360
ESTONIA	RNUN	360
DENMARK	Danish Youth Team	360
ITALY	Futuro Digitale	275
ROMANIA	GEYC	360
CZECH REPUBLIC	Czech Youth Association z.s.	275
SPAIN	Asociación EuropeYou	-



### How to provide the needed justifying documents?

(**REMEMBER!** If something is missing from the list below, unfortunately we are not able to reimburse your costs.)

✓ **Flight tickets** (economic class/low cost if possible) – all the following are needed:

- **e-ticket** (you receive it by e-mail after you buy the flight);
- **fiscal invoice** (check on the website where you buy the ticket how can you get a fiscal invoice). The invoice can be issued on the name of traveller, or on the name of the organisation you represent OR **proof of payment** (signed and stamped): can be a receipt from where you buy the tickets, can be a payment order (if you pay by bank transfer) or can be a bank or an account statement (if you pay by internet banking);
- **boarding pass** (you get it online and print it at home 24h-30h before the flight or directly in the airport);

In the exceptional case when the amount on your invoice is different that the amount charged, a personal declaration will be needed and only the amount charged is subject of reimbursement.

- ✓ **Train tickets - make sure the date, the itinerary and the price are visible on the ticket, if you can get an invoice is even better;**
- ✓ **Bus tickets - make sure the date, the itinerary and the price are visible on the ticket, if you can get an invoice it is better;**

**IMPORTANT!** Try to provide the documents above in English or German (For German participants). If the documents are written in other languages, we will need a declaration from you to explain the information provided in each document (in English).

- ✓ If the distance band starting from the Partner's participant location is different than Partner's office distance band, the travel costs limit will be calculated according to the minimum of those two;



- ✓ In case, of any damage in Hotel rooms, Copernicus Berlin e.V. will keep the total amount of the damage from participants **travel reimbursement** staying in that room.
- ✓ If all the justifying documents are provided, the Applicant will transfer the reimbursement to the bank or Paypal account of the Partner within 4 months from the moment the documents and the receipt are received;

## 8. PARTICIPANTS PREPARATION

It is suggested to project partners to offer a pre-departure short training to the participants.

## 9. SEMINAR LOCATION AREA

9.1 Malaga is a municipality, capital of the Province of Málaga, in the Autonomous Community of Andalusia, Spain. With a population of 569,130 in 2015, it is the second most populous city of Andalusia and the sixth largest in Spain. The city is an important tourist destination, known as "**The capital of the Costa del Sol**". Tourists usually visit the birthplace of Pablo Picasso and the Museo Picasso Málaga, the Carmen Thyssen Museum, the old town or the beaches. The Málaga harbour is also the second busiest cruise port of the Iberian Peninsula. A popular walk leads up the hill to the Gibralfaro castle (a Parador), offering panoramic views over the city. The castle is next to the Alcazaba, the old Muslim palace, which in turn is next to the inner city of Málaga. Other nearby attractions are the Roman Theatre, the old Jewish quarter, the Cathedral, and the Church of Santiago in mudéjar style. A popular walk follows the Paseo del Parque (a promenade that runs alongside a grand park with many palm trees and statues) to the harbour, ending in Calle Larios, the main commercial street of the city. There is also a curious museum, the Museum of the Holy Week, which includes an impressive display of Baroque ecclesiastical items.

### 9.2 10 reasons for living in Malaga and the costa del sol 😊



## 10. SEMINAR VENUE

- ✓ During the project duration (5-12 May 2020), the participants will be offered (free of charge) accommodation in double, triple or quadruple rooms for 7 nights, 3 meals and 2 coffee breaks a day, materials etc.
- ✓ Participants can get inside the hotel and make their check-in **starting from 12.00am** on 5th of May 2020.
- ✓ The participants will be accommodated at Hotel Natali in Torremolinos (Málaga metropolitan area). The hotel is one of the most complete hotels in the centre of Torremolinos, with 415 rooms and complete services. It is the meeting point for hundreds of tourists who are looking for a place full of calmness, attentions and comfort near the beach and with the best quality price ratio in Costa del Sol. Breakfast, lunch and dinner will be served as buffet with a great variety of food and vegetarian people will have also a great choice. Hotel Natali is located in the centre of the city.

## 11. ARRIVING TO THE VENUE:

You should arrive to [Málaga Airport - Costa del Sol Airport](#). Málaga Airport (IATA: AGP, ICAO: LEMG), officially Málaga-Costa del Sol Airport (Spanish: Aeropuerto de Málaga-Costa del Sol) is the fourth busiest airport in Spain after Madrid-Barajas, Barcelona and Palma de Mallorca. It is an important airport for Spanish tourism as it is the main international airport serving the Costa Del Sol. It is 8 km southwest of Málaga and 5 km north of Torremolinos.



### From Airport to "Hotel Natali -Torremolinos":

Train "**Renfe CERCANIAS C1 to Torremolinos**" (1.80euro one way, direction Fuengirola).

From the end of 2019, passengers are requested to buy a magnetic card called **+Renfe&Tú** for which you have to pay an extra 0.50 cents. Keep in mind that this card is rechargeable so for your next travel you will pay a regular ticket price of 1.80



euro from Torremolinos to the airport. The card doesn't indicate the price you paid for your ticket so please if you want to receive a reimbursement for your ticket, take also the invoice from the ticket machine.

Trains run every 20 minutes between Málaga City and Torremolinos via Málaga Airport (5.32am to 23:42am).

### **From Malaga centro to Torremolinos, "Renfe CERCANIAS C1":**

You should take the train "Cercanias C1" from the center of Malaga and the entrance it is located inside the train station of Malaga (**Málaga María Zambrano**). **Train station address:** Explanada de la Estación, s/n, 29002 Málaga, Spain.

### **From Train station exit Torremolinos to Hotel Natali (750mt)**

**Address:** Calle Hoyo, 28, 29620 Torremolinos, Málaga, Spain

Ask people or just take a look up to the Buildings and you will see Hotel Natali.





**RECOMMENDATION:** If you arrive in Madrid airport, you can take a bus from the [ESTACIÓN DE AUTOBUSES DE MADRID \(ESTACION SUR\)](#) who will bring you directly in front of the hotel. (direction: Madrid – Torremolinos) [Here you can check the schedule.](#)

## 12. VISIBILITY & DISSEMINATION

According to Erasmus+ grant agreement and the signed memorandum of understanding, it is the responsibility of each partner to assure the visibility, dissemination and exploitation of results;

## 13. CONTACT

- ✓ **Davit Budaghyan** - [copernicusberlinev@gmail.com](mailto:copernicusberlinev@gmail.com)
- ✓ **Debora Dimova** [europyouth.ngo@gmail.com](mailto:europyouth.ngo@gmail.com)

For any questions about the project, your travel, your stay, your good mood and entertainment during the project, we are here to support. In order to facilitate the communication, please include “**Way to go, E-commerce!**” in your e-mail subject together with a specific description of your request.

