



INFOPACK

NEET to work

YEREVAN, ARMENIA

9th – 17th September, 2021





1. ABOUT THE TRAINING COURSE

- “NEET to work” is a mobility of youth workers, KA1 Training Course, under Erasmus+ and will be implemented by Copernicus Berlin and Copernicus Yerevan. The training course will take place in Yerevan, Armenia and it will involve 32 youth workers from 8 different countries (Germany, Poland, Spain, Denmark, Russian Federation, Georgia, Ukraine and Armenia).
- The main aim of “NEET to work” project is to equip youth workers with the necessary skills and educational tools in order to be capable to offer voluntary activities which will help NEET to make the first step, either for employment or education/training. In this regard, some of the specific objectives of the project for youth workers are: to understand the impact of having young people in a NEET situation and explore local realities, to learn about interventions and forms of support to early school leavers and so prevent future NEET situations, to understand how Erasmus + and other EU programmes can be used to include young people in NEET situation.
- The project will use non formal learning methodology including methods such as: icebreakers, energizers, name games, reflection groups, working into intercultural subgroups, facilitated discussion, creative presentations, simulation, case study and debates.
- The project will involve 32 participants, 4 for each of the Partner Countries, over 18 years. The project is implemented by 8 organizations and financed by the European Commission through Erasmus+ programme.



2. ABOUT THE COORDINATOR and HOST NGO

- 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.
- Copernicus Yerevan (host organization) is a non-governmental organization with the mission to promote the establishment of a modern, healthy, inclusive and educated society, working mainly in education, social and cultural fields on a local and international level with different target groups. The organization serves the values of democracy, tolerance, equality, justice, and public education in the field of youth between the European standards.

3. TARGET GROUP

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

- Mix of existing and experienced youth workers but also youth workers who are new or newish to youth unemployment, inclusion of youth, career guidance and NEETs.
- Demonstration of social sensibilities (socially active youth workers/volunteers with a role in local communities and interested in promoting projects for activate young NEETs).
- Personal beliefs and attitudes (interest in actions of providing guidance to others and interacting effectively in a multicultural context, effort to generalize non-stereotyped behavior and to avoid prejudice).



- 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 follow up activity (on organization website, Facebook or other social network). In addition, everything else that you could do or organize as a dissemination of the project will be warmly welcomed and appreciated from us.
- We encourage participants of all eligible ages to take part in our project.
- Regarding gender balance, we shall take care that the proportion of females and males participating is close to 50%/50%.
- Moreover, equality of chances is one of the values shared by Copernicus and its partners; we will not tolerate any kind of discrimination throughout this project, especially regarding the selection of the participants.
- 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.
- The Youthpass will be released at the end of the training to all participants;

4. PROJECT TIMELINE

- Infopack release; Call for participants – **20th of July**
- Deadline for participant selection – **10th of August**
- Deadline for travel arrangement – **20th of August**
- Participants preparation (content, culture and organization representation). Project partners have to ensure that participants had read the infopack. – **1st of September**
- **Training course: 9th - 17th September; Yerevan (Armenia)**
- Visibility, dissemination & multiplication activities. Project partners have to disseminate project results and activities in their website and social media channels – **17th of October**



5. TRAINING LOCATION AREA

Yerevan is the capital and largest city of Armenia as well as one of the world's oldest continuously inhabited cities. According to the official estimate of 2016, the current population of the city is 1,073,700. Yerevan is the administrative, cultural, and political center of the country. The history of Yerevan dates back to the 8th century BC, with the founding of the fortress of Erebuni in 782 BC. Yerevan was named the 2012 World Book Capital by UNESCO. Tourists usually visit the Matenadaran which contains one of the largest depositories of ancient books and manuscripts in the world, Tsitsernakaberd (the official memorial to the victims of the Armenian Genocide), Yerevan Opera Theatre (the main spectacle hall) and the Cascade (a giant stairway made of limestone).

6. TRAINING VENUE

- During the project duration (**9th-17th September, 2021**), the participants will be offered (free of charge) accommodation in double or triple rooms for 8 nights, 3 meals and 2 coffee breaks a day, materials etc.
- The participants will be accommodated at [Nova Hotel Yerevan \(10/5 Sayat-Nova Ave, Yerevan 0001\)](#), Armenia, located in the center of the city. Breakfast will be served as buffet, lunch and dinner will be served with a great variety of food.
- Participants can get inside the hotel and make their check-in starting from 2.00 pm on 9th of September, 2021.





7. TRAVEL INFORMATION

- As soon you are selected for this training course, we kindly invite you to submit to your sending NGO your travel proposal for confirmation, including the following information (departure, arrival, dates, hours, transport company, prices), type of transport (flight, bus, train, etc.) and the website where you got the offer from.
- Subject: (NEET to work– Travel Validation – Your name and country)
- E-mail address: copernicusberlinev@gmail.com and mobility-office@projuven.org
- Deadline: 20th of August, 2021

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

- Just Economy class and Second class tickets will be reimbursed. You need to choose lowest cost Plane Company.
- Business or first class tickets will be NOT reimbursed.
- Taxi cost can NOT be 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.

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 and food.

Medical insurance: We suggest that participants have a health insurance for the project duration. Coordinator and host organization will not take any responsibility for eventual damages.

PLEASE NOTICE THAT DUE TO THE CURRENT COVID 19 CRISIS, WE ASK ALL PARTICIPANTS WHO WILL ATEND THE TRAINING TO BE FULLY VACCINATED OR BEING RECOVERED FROM COVID WITH PROOF OF CERTIFICATE.



IN CASE OF THE NEED OF PCR/ANTIGENIC test for arriving to Yerevan or coming back to your country, please note that you need to cover by yourself the costs for testing. The cost of PCR test in Yerevan is around 23 euros.

8. HOW TO ARRIVE TO YEREVAN

- You should arrive to **Yerevan Airport – Zvartnots Airport**. Yerevan Airport (IATA: EVN, ICAO: UDYZ), officially Zvartnots International Airport (Armenian: Չվարթոնց միջազգային օդանավակայան) is the busiest airport in Armenia.
- **From Airport to “Nova Hotel Yerevan”**: you can travel with the Airport Express (EliteBus) between the airport and the city. This bus takes you in 30 to 40 minutes to Yeritasardakan metro station, on the edge of the city centre close to Freedom Square (Opera House), which is next to our hotel. The most famous square of the capital of Armenia is Republic Square in the centre of Yerevan, 8min walking from our hotel. The Airport Express departs every half hour between 7 a.m. and 10p.m. from Yerevan Zvartnots Airport and out of the city. Airport Express operates every hour from and to Yerevan Zvartnots Airport between 10 p.m. and 7 a.m. Please consult website EliteBus(<http://elitebusarmenia.com/en/>) for more information.
- You can also arrive **Yerevan Central Railway Station**.
- **RECOMMENDATION**: If you arrive in Zvartnots **Airport or Central Railway Station**, you can order very cheap taxi mobile app: Yandex Taxi (<https://play.google.com/store/apps/details?id=ru.yandex.taxi&hl=de>) or GG Taxi (<https://play.google.com/store/apps/details?id=am.ggtaxi.main&hl=de>). Approximately, from the airport to the main square will cost you around 1500-2000 Armenian dram, which is between 2,41-3,20eu.



9. REIMBURSEMENT PROCEDURE

Name of the partner NGO	Country	Number of participants	Travel reimbursement per participant
Copernicus Berlin e.V.	Germany	4	360 euro
Danish Youth Team	Denmark	4	360 euro
Young Agents of Change	Ukraine	4	275 euro
Georgian Association for Cultural Relations	Georgia	4	275 euro
Idea For Life	Poland	4	360 euro
Asociación PROJUVEN	Spain	4	530 euro
Academic Mobility Center	Russian Federation	4	275 euro
Copernicus Yerevan	Armenia	4	-



Documents you need to provide for the reimbursement:

- 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;

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;
- 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 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 account of the Partner NGO within 3 months from the moment the documents and the receipt are received;



10. 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;

11. CONTACT

Davit Budaghyan - copernicusberlinev@gmail.com

Debora Dimova - mobility-office@projuven.org

For any questions about the project, your travel, your stay and your good mood during the project, we are here to support you. In order to facilitate the communication, please include "NEET to work" in your e-mail subject together with a specific description of your request.

