

INFOPACK

KA1 Women with big dreams

Paola, South of Italy
9TH – 17TH June, 2023



**Funded by the Erasmus + Program of the European Union and France Youth & Sport Agency.
The infopack is a legal document so everything written in it must be respected.**



1. ABOUT THE TRAINING COURSE

- ✓ **“Women with big dreams” (WWBD)** is a mobility of youth workers, KA1 Training Course, under Erasmus+ and will be implemented by Together For Youth with the support of Futuro Digitale APS. The training course will take place in Paola, South of Italy (Calabria region), and it will involve 27 youth workers (21+), from 7 different countries (Poland, France, Spain, Bulgaria, Denmark, Romania and Italy).
- ✓ The main aim of WWBD project is to prepare youth workers with the necessary knowledge and skills to foster women entrepreneurship. In this respect, the specific project objectives for youth workers are to discuss the links between the key competencies of entrepreneurship and gender, identify gender issues affecting women in entrepreneurship, to understand potential barriers and other major obstacles to female entrepreneurship, explore the different parts of a business plan and help youth workers acquire important skills and knowledge on how to create and grow a successful business, to provide youth workers with information on EU support tools and opportunities offered by EU programmes to promote female entrepreneurship;
- ✓ The project will use nonformal learning methodology including methods such as: ice breakers, energizers, name games, reflection groups, working into intercultural subgroups, facilitated discussion, creative presentations, simulation, case study and debates.
- ✓ **“Women with big dreams”** is implemented by 7 organizations and financed by the European Commission through Erasmus+programme.

2. ABOUT THE COORDINATOR

Together For Youth (coordinator) is a dynamic, pro-active and fast paced youth NGO based in France, created by a group of professional people with a huge previous experience in intercultural learning and international projects both in Europe and South/Central America. The organization aims to create opportunities and help young people to develop their skills and competences in order to be more active in society on a local and international level, to be more competitive on job market, to be more open-minded and self-confident.

3. PROJECT TIMELINE

Training Course: 9th – 17th June; Paola, Italy	
13th March 2023	Infopack release Call for participants opening
27th March 2023	Deadline for participants selection
10th April 2023	Deadline for travel arrangement
20th May 2023	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.
9th – 17th June 2023	Activities take place

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
Poland	Idea For Life	3
Denmark	Danish Youth Team	4
Romania	ATIC	4
Bulgaria	Provision International	4
Spain	Asociación EuropeYou	4
France	Together For Youth	4
Italy	Futuro Digitale	4
TOTAL:		27

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

- ✓ Mix of experienced youth workers but also youth workers who are new or newish to women entrepreneurship and gender equality.
- ✓ Interested to acquire new competences in the field of women entrepreneurship.
- ✓ Open to challenge themselves and learn how to act for promoting women entrepreneurship and



empowerment and promoting gender equality in business.

- ✓ Ready to actively participate in the whole project (preparation, training course and follow up)
- ✓ 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
 - Implement at least one activity for publicity sharing the result of the project (blog interview, article, FB post, etc.), and make at least one follow up activity using the experience from the training (individually or together with another person from the same country)
 - Everything else that they could do or organize as a dissemination of the project will be warmly welcomed and appreciated from us.

- ✓ **Following GDPR rules**, please note that we will be taking **photos during the project** with the idea of disseminating and sharing the project results. These photos will be published in the social media channels of Together For Youth and its partners. Coming to this project you automatically accept that these photos and media contents will be shared with the public, via offline and online.

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 Together For Youth 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 organizations 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: **[WWBD]** - [Nomination] - Your organisation - Your country
- E-mail to: T4yfrance@gmail.com and europyouth.ngo@gmail.com
- **Deadline: 27th March, 2023**

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:

- Subject: **[WWBD]** [Travel validation] - Your name - Your country;
- Address: T4yfrance@gmail.com and europyouth.ngo@gmail.com
- **Deadline: 10th April, 2023**

Together For Youth is not responsible of reimbursing tickets without our prior validation.

- ✓ **Just Economy class, Second class ticket and cabin baggage will be reimbursed. You need to choose lowest cost plane company when possible.**
- ✓ **Business, first class ticket 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 (checked baggage, meals and drinks, etc..) will be NOT reimbursed. Priority will be covered for low cost companies.**

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

7. REIMBURSEMENT PROCEDURE

Country	Organization	Reimbursement per participant
Poland	Idea For Life	230
Denmark	Danish Youth Team	230
Romania	ATIC	230
Bulgaria	Provision International	230
Spain	Asociación EuropeYou	230
France	Together For Youth	230
Italy	Futuro Digitale	-----

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). 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);

Please note that SCREENSHOTS for boarding passes are not accepted. We need from you the PDF online boarding pass or the original paper one in case they give you before your trip.

- ✓ **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 France (For French 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, Together For Youth 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 2 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



Paola is an Italian municipality on the Tyrrhenian sea in the province of Cosenza in Calabria. The town is one of the destinations for religious and summer tourism in Calabria. Among the main places of interest are the Sanctuary of St Francis, the Badia, the so-called church of Sotterra (in the locality of the same name – formerly Gaudimare – with paintings of which the oldest ones date back to the early Middle Ages), Roman ruins, Scorza Palace, the castle of Paola and its beach.

10. SEMINAR VENUE

- ✓ During the project duration (9th – 17th June,2023), the participants will be offered (free of charge) accommodation in a 4 stars hotel in triple or quadruple rooms for 8 nights, 3 meals and 2 coffee breaks a day, materials etc. Participants can get inside the hotel and make their check-in starting from **15.00h on 9th of June, 2023**. Participants will be accommodated in triple or quadruple rooms.
- ✓ The participants will be accommodated in the four stars [Villaggio Residence Bahja](#), (Paola, Cosenza Region). This Hotel is 3 minutes walk (21 meters) from the beach and has a private beach of sand and gravel, Villaggio Residence Bahja features a free-form outdoor swimming pool. Accommodations is set in Mediterranean bush, and guests are located 3km from Paola Train Station in Calabria.



- ✓ The guest rooms of Residence Bahja are on the ground floor and come with air conditioning, a satellite TV, and a private bathroom. The apartments feature a balcony or a patio. The restaurant serves buffet-style meals including regional and national specialties, and a themed weekly dinner. Pizza is cooked in a wood-burning stove. Sports facilities at this 10-hectares property include 2 tennis courts, a basketball court, and five-a-side soccer and beach volley pitches.



11. ARRIVING TO THE VENUE

You can arrive to three airports: Napoli International Airport (NAP) or Roma Ciampino Airport or Roma Fiumicino Airport, and then take the train or bus to the venue.

If you arrive to Napoli International Airport, from the main train station called “Napoli Centrale”¹ you need to take the train to Paola. You should purchase the train ticket in advance through using this website: <https://www.trenitalia.com/it> . The typology of trains that you are allowed to buy are: Intercity, InterCityNotte and Regionale. Price is between 12-30 EUR, depends on how much time in advance you buy your tickets.

¹ There are public buses at exit of airport that bring you directly to the train station “Napoli Centrale”. Cost is usually 5 euro and takes 20 minutes time. You purchase the ticket in the bus.



If you arrive to Roma Ciampino Airport or Roma Fiumicino Airport, you have two options to reach Paola:
By Train: from the main train station called "Roma Termini"² you need to take the train to Paola. You should purchase the train ticket in advance through using this website: <https://www.trenitalia.com/it> . The typology of trains that you are allowed to buy are: Intercity, InterCityNotte and Regionale. Price is between 12-40 EUR, depends on how much time in advance you buy your tickets.

By Bus: from the main bus station called "Roma Tiburtina"³ (stazione degli autobus)" you need to take the Bus to Paola. You should purchase the bus ticket in advance through using this website: <https://shop.flixbus.it/> . Price is between 12-32 EUR, depends on how much time in advance you buy your tickets.

Hotel address - Paola - Via Agave Frazione Deuda (C.ta Chiatamone) 88046 (Cs) - IT

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;

² There are private buses at exit of both airports that bring you directly to the **train station "Roma Termini"**. Cost is 10 euro and take 50 minutes time. You purchase the ticket inside the airport.

³ To reach the Bus station from **Roma Fiumicino airport** you should go to the train station inside the airport and take the Train "Regionale" direction Roma Tiburtina. The cost is 8 euro and you purchase it at automatic machine inside the train station.

To reach the Bus station from **Roma Ciampino airport** there are private buses at exit of the airport that bring you directly to the bus station "Roma Tiburtina". Cost is usually 10 euro and take 40 minutes time. You purchase the ticket inside the airport.

13. CONTACT

- ✓ **Léa Barrier** - T4yfrance@gmail.com
- ✓ **Debora Ruberto** - eupeyouth.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 **"WWBD"** in your e-mail subject together with a specific description of your request. See you in Italy! ☺

