



## **"Are you/th visible?"**

**Seminar on** project management of KA1 Mobility project for young people and youth workers and KA2 Strategic Partnerships in the field of Education, Training and Youth with special focus on Visibility, Dissemination and Exploitation of these projects

**14 – 21 February 2015 Recoaro Terme, Italy**

### **Themes of the seminar:**

One of the biggest challenges in the last decade among youth workers, youth leaders, project managers, young people who are enough brave to apply for a youth application of European Commission through its youth programmes e.g. Youth programme, Youth in Action programme, and now Erasmus + programme to find relevant and useful tools, techniques and methods how they can make their youth projects more visible, how they can spread the results of their projects more efficiently and how they can support other organisations, young people, youth workers or even politicians to use or adapt their project results as exploitation. How to reach the micro – level impact and the meso – level impact or even to achieve the macro – level impact with their visibility, dissemination and exploitation activities. Now in the new Erasmus + programme, there is even bigger request from European Commission for these actions, to make huge waves of the supported projects, to reach more people from locals, from Europe and even among youth policy makers. So with our project, we plan to initiate such type of youth projects under KA1 and KA 2 which from the beginning give a huge focus on visibility, dissemination and exploitation as good practices for other youth workers, young people that they can participate then use the tools and techniques and methods in their projects as well.

**The overall aim of the seminar** is to provide space and opportunity for youth workers, youth leaders to get to know more about methods, tools and techniques of visibility, dissemination, exploitation of youth projects supported by Erasmus + programme under KA1 and KA2. Through common project ideas and project developments to invent and adapt tips and hints for methods, tools and techniques in order to make these new projects more visible, and how to disseminate and exploit its results. Provide opportunity for youth workers, youth leaders, project managers, young people to find solid partnerships, getting to know more about KA1 and KA2 youth projects of Erasmus +, invent together new projects with practicing already how to use tools, techniques and methods of visibility, dissemination and exploitation of their youth projects.

**Learning objectives of the seminar are:**

- To refresh the knowledge of youth workers, youth leaders, project managers and young people on international youth exchanges, EVS and trainings regarding to project management according to the proposals of Erasmus + Programme Key Action 1 Mobility project for young people and youth workers;
- To enhance competences to use the new Key Action 2 Strategic Partnerships in the field of Education, Training and Youth with special attention its project management;
- To make a difference and define what is visibility, dissemination and exploitation of these projects' above and share tips and hints how they can be made efficiently in these projects;
- To invent new projects according to the proposals of KA1 and KA2 with special focus on its visibility, dissemination and exploitation.

**The methodology of the seminar:**

The seminar will be built on the 5 pillars of non – formal education. It will be learner – centred, so based on the needs and expectations of participants and partner organisations. From the beginning partner organisations have to set up their organisational needs, find themes for inventing new youth projects based on the needs of the organisations, local communities and target groups, their participants have to represent the organisational aims, their own learning needs and bring the youth project ideas with themselves as representatives of the organisations. The seminar will be led by experienced trainers who will create and invent new creative and participatory methods in order to support self – directed learning of participants. Space will be provided for self – assessment regarding to learning process and recognising learning outcomes. Seminar will be mostly practice oriented with some theoretical inputs.

Methodological flow of the programme:

- General overview of Erasmus + programme;
- Project management of KA1 Mobility project for young people and youth workers;
- Project management of KA2 Strategic partnerships for Education, Training and Youth;
- Definitions of Visibility, Dissemination and Exploitation;
- Through invented projects practicing visibility, dissemination and exploitation with special tools and methods e.g.:
- SWOT analyses;
- Micro – level impact, Meso – level impact, Micro – level impact;
- AIDA – model.

**Who can participate in the seminar?**

- Youth workers representing local youth organisations who are directly working with young people with fewer opportunities, having experience of running at least one international youth project supported by youth programme of European Commission;
- Youth leaders representing local youth organisations who are having experience of running at least one international youth project supported by youth programme of European Commission;
- Young people with fewer opportunities representing local youth organisations, having experience of participating at least one international youth project supported by youth programme of European Commission;
- Ready to take part in the whole seminar;
- Have organizational support for further activities with young people with fewer opportunities and realise the youth project which will be invented during this training course;
- To be able to communicate English.

**Eligible countries:** Italy, Hungary, Bulgaria, Armenia, Georgia, Finland, France, Turkey, Belarus, Croatia, Spain, Portugal

**Applicant organisation:** Studio Progetto, Italy

## Preliminary programme:

Hours	Arrival day	Day 1 Getting to know Day	Day 2 Day of project management of KA1, KA2	Day 3 Day of VDE	Day 4 Day of idea and project development	Day 5 Day of our projects	Day 6 Day of Europe in the future	Departure day
8.00 – 9.00	<i>Arrival of participants</i>	<i>breakfast</i>	<i>breakfast</i>	<i>breakfast</i>	<i>breakfast</i>	<i>breakfast</i>	<i>breakfast</i>	<i>breakfast</i>
	<i>Registration and accommodation</i>							
09.30– 11.30		Getting to know each other  Group building activities	Project management of KA1 Mobility project for young people and youth workers;	Definitions of Visibility, Dissemination and Exploitation;	Idea and project development for KA1 and KA 2 projects with special focus on visibility, dissemination and exploitation  Consultation	SWOT analyses of my project	Impact of my project: micro, meso and macro levels	<i>Departure of participants</i>
11.30– 12.00		Coffee break				Coffee break	Coffee break	
12.00– 13.30		Intro of the seminar Aim and objectives Day by day programme  Expectations  Learning needs				Visibility of my project	Presentation of the projects Tips and hints Feedback Personal and group action plan	
13.30– 15.00		<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	
15.00- 16.30		Presenting our organisations and target groups	Project management of KA2 Strategic partnerships for Education, Training and Youth;	Micro – level impact, Meso – level impact, Micro – level impact;	Sightseeing  Free afternoon	Dissemination of the results of my project	Fill in Youthpass certificate – dialogue space	
16.30 -		<i>Coffee break</i>		<i>Coffee break</i>			<i>Coffee break</i>	

17.00								
17.00– 19.00		General overview of Erasmus + programme		AIDA model		Exploitation of the results of my project	Evaluation of the seminar	
19.00- 20.00	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner out</i>	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner</i>	
20.00-	Social & informal evening	Cultural evening with locals	Treasure hunting evening by young people	Good practice evening	Party with locals	Working evening on our projects	Farewell evening	

**Financial conditions:**

The food and accommodation will be provided and paid by the organizers. Travels costs will be reimbursed by bank transfer after the course (in Euros €), after receiving all the original tickets and boarding passes.

**There is 30 EUR participation fee!**

The reimbursement fee will be counted according to the distance calculator of European Commission:

<b>Country</b>	<b>Maximum travelling reimbursement (tickets, invoices will be needed!!!)</b>
<b>Hungary</b>	<b>€ 275,00</b>
<b>Bulgaria</b>	<b>€ 275,00</b>
<b>Armenia</b>	<b>€ 360,00</b>
<b>Georgia</b>	<b>€ 360,00</b>
<b>Finland</b>	<b>€ 360,00</b>
<b>France</b>	<b>€ 180,00</b>
<b>Turkey</b>	<b>€ 360,00</b>
<b>Belarus</b>	<b>€ 275,00</b>
<b>Croatia</b>	<b>€ 180,00</b>
<b>Spain</b>	<b>€ 530,00</b>
<b>Portugal</b>	<b>€ 275,00</b>

Please, fill in the Registration form below and send it back till 20 November 2014 to the following email address: [progettazione@studioprogetto.org](mailto:progettazione@studioprogetto.org)

If you have any questions, please don't hesitate to contact us!

## REGISTRATION FORM

### Personal Data

The contact details you provide us below will be used for all correspondence!

First Name [as on your passport]		Family Name [as on your passport]	
Nationality	Age:	Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Complete address			
Postal code	Town	Country	
Phone (preferably mobile) [with full international dial codes]		Fax [with full international dial codes]	
Email		Website	

**Language(s) abilities:** Please mention all languages in which you are able to work and indicate your level for each (B-basic, G-good, VG-very good, F-fluent, MT-mother tongue). The main working language of the TC will be English.

	Listening	Speaking	Reading	Writing
English				
Other languages [please specify]				

Do you have any **special needs or requirements** that the host organisation should know about?

(E.g. mobility, medical needs, allergies, dietary restrictions, smoker/non-smoker)

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Do you need **VISA**?

If YES, please fill in this datas:

Passport Number	
Date of issue	
Date of expiry	
Date of birth	
Place of birth	

**Your organisation**

Name			
Complete address			
Postal code	Town	Country	
Phone [with full international dial codes]		Fax [with full international dial codes]	
Email	Website		
Activity level	<input type="checkbox"/> local	<input type="checkbox"/> regional	<input type="checkbox"/> national <input type="checkbox"/> international

**Please describe your organisation briefly**

What are the objectives, main activities and target group of your organisation?

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What are your roles (volunteer, youth worker, board member, director ...) and your tasks? Please tell us how long you have been involved in youth work?

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**Knowledge and experiences**

What type of training (if any) have you followed regarding media, dissemination, exploitation, Erasmus + programme?

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What is your level of knowledge of the programmes listed below?

	Low	Medium	High
EU "Erasmus +" programme in general	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KA1 youth exchanges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KA1 European Voluntary Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KA1 Youth workers mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KA2 Strategic partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Please shortly describe your experience regarding to Erasmus Plus programme and the Key Actions above.

(E.g. type of projects, your role - organiser / participant / trainer or facilitator etc.)

**Motivation and Expectations:**

Please describe briefly your experiences regarding to media as a tool for youth projects?

Please describe briefly your understanding about dissemination and exploitation of youth projects' results?

What would you like to learn, understand and experience during this seminar?

What contributions can you bring for the seminar?

Please describe your idea (if you have such now) for future projects regarding to youth exchanges, EVS or Youth workers mobility and Strategic partnership regarding to the proposals of Erasmus + programme with for and by young people with fewer opportunities?

How do you plan to use the experience from this seminar in your work within your organisation afterwards?

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Please indicate us the name and full contact details of a person to be contacted in case of emergency during the course:

Name				
Complete address				
Postal code		Town		Country
Phone [with full international dial codes]			Fax [with full international dial codes]	
Email				

Please take note of the following conditions that will apply, if you are selected to take part in the seminar.

1. I commit myself to participate in the whole process, including:
  - to prepare myself carefully for the seminar and to do all remote preparation work the team will ask for,
  - to take part in the full duration of the seminar
  - to participate in the whole evaluation process
2. I understand that the information I provided on my special needs does not remove my own personal responsibility for ensuring my own health.

Signature of applicant:

Date:

***Supporting signatures:***

I confirm my organisation / institution / Local Authority wishes to take part in transnational activities through the seminar "Are You/th Visible?", and that the above named person has the support of my organisation and has obtained full permission to be released from his/her usual duties to undertake this seminar.

Name and Position (manager / senior officer / board member) of organisation's representative:

Signature of organisation's representative:

Date:

**Applications should be sent by e-mail to [progettazione@studioprogetto.org](mailto:progettazione@studioprogetto.org) not later than **November 20th, 2014.****

If for any reason you are no longer able to attend the seminar, please inform us as soon as possible so that the training organisers can ensure a replacement from the waiting list.