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HUMAN
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Training Course for youth workers:

“Youth worker - the modern profession”

12th November – 20th November 2023
Sofia, Bulgaria



Organized by:

**EUROPE IN YOUR HAND
BULGARIA**



Welcome to “Youth worker - the modern profession ” training course!

Dear friends and partners,

In the following pages, we have summarized the information you need to know about training course: “Youth worker - the modern profession“.

We are very glad that you have decided to participate in our project, and therefore we will strive to offer a warm welcoming to you in Bulgaria.

If you have further questions, do not hesitate to contact us at project.euhand@gmail.com

Enjoy exploring the practicalities!

Welcome to



The Project is hosted by:

“Europe in your hand”, Bulgaria

Who are we?

"Europe in your hand" is an organization of youth leaders and volunteers, which was created to support various public causes, and which implements a wide range of activities and programs at local, national and European level. The organization promotes the idea of developing the potential and increasing the capacity of young people, and in particular of its members, by looking for ways to improve their competences, gain new knowledge and experience in the non-governmental sector. The organization is based on the idea of active citizenship, promotion of the European values and the benefits of integration, non-formal education (for youths and adults) and sustainable development.



One of the main principles of the NGO is the promotion of participation in national initiatives and European projects of disadvantaged people and those with low social status. We wish to provide equal opportunities for professional growth to all youth volunteers regardless of their religious or racial affiliation.

"Europe in your hand" is a non-governmental organization for all active young people who are looking for ways to develop themselves and to work for the benefit of society.



Amongst our aims are:

- Promotion of active European citizenship and non-formal education among young people.
- Promotion of European values and the benefits of European integration.
- Stimulating intercultural dialogue and providing a platform for young leaders from different countries to perform.
- Promotion of education through sports and outdoor activities.
- Encouraging the participation of young people in society, and supporting social integration and personal fulfillment.
- Supporting and promoting European practices in the field of sustainable development and ecology.
- Stimulating the development of culture, music and art among young people.
- Stimulating innovation in the youth sector.
- Promotion and work on the creation and implementation of initiatives in the economic, social, cultural, ecological and civil aspects related to the development of the regions in Bulgaria.
- Assisting central, local and regional authorities, non-governmental organizations and businesses to define socially beneficial project ideas.

Information regarding the Training Course

What is the main goal of the project?

Increasing the quality of the youth work implemented by the organizations through innovative educational products and virtual initiatives.

The aim is to conduct quality trainings on current topics and meetings for the exchange of experience of youth workers, through which "Europe in the palm" can increase their knowledge and skills for working with young people and thus increase the capacity of the Association and partner organizations and the quality of the offered youth activities and services.

Youth workers must follow new trends in the sector, train and qualify in order to learn new methods and skills for working with young people. An important highlight of the results of the activities under this goal is the sharing and exchange of good practices in search of the new - the educational dynamics dictated by the technological needs of young people, thereby contributing to the technological development of the EU. By realizing this goal, "Europe in the palm of your hand" will meet the need for updating methods of working with youth



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Who will participate?

Participants & Partner Organizations

The youth training will consist of 32 participants from 5 countries:

Country	Number of participants	Partner organizations
Bulgaria	5	Europe in your hand
Czech Republic	4	Evropske Centrum Mladeze Breclav – European Youth Centre Breclav z.s
Greece	4	GoAlive NGO
Italy	4	EUROSUD
Lithuania	4	Tavo Europa
North Macedonia	4	CET Platforma Skopje
Poland	4	CET Platform Hellas
Participant number per organization: 4 participants (age: 17-45 and over)		





When will the project take place?

Participants' Arrival day: 12th November 2023

Start of the program: 13th November 2023

End of the program: 20th October 2023

Departure day: 21th October 2023.

If you plan to **arrive earlier** or **leave later**, and you need to find an accommodation, let us know, so that we can support you. Your expenses out of the days of the training will not be reimbursed by the organizers.

It is possible to extend your stay for a maximum of 2 days in total (1 before, 1 after, or 2 before/after). In case your stay exceeds the 2 day limit we cannot reimburse your travel expenses. Any additional expenses (accommodation/food/ other personal expenses) which occur over the course of these “extra-days” have to be covered by yourself.

Important Note: ALL participants must travel from their home country to Bulgaria and back. This is the new rule we have from National Agency and Erasmus+ Programme. We cannot host people who come from different country than the Sending Organization’s country.

Financial and practical conditions

First of all, there is NO participation fee for this project! 😊

Travel reimbursement & Insurances

Board and lodging will be provided and paid by the Organizers of the Training Course. There will be travel reimbursement according to the Erasmus + regulations (see the table below). Please pay attention to the figures and conditions.

Country	MAX. TRAVEL REIMBURSEMENT PER PERSON
Czech Republic	275€
Greece	275€
Italy	275€
Lithuania	275€
North Macedonia	180€
Poland	275€

*****Above amount is for travel costs from home to the venue of the project and return.**



Very important!!!

Your tickets are an essential part of the accounting of the project that we must keep and present to the Erasmus + National Agency, the main funders of the training.

Therefore, if you cannot provide your original tickets, boarding cards, receipts, insurance and invoices clearly stating the travel agency, your name and the exact costs of the tickets, we will not be able to reimburse you.

Please DO NOT BUY any tickets before approval of the organizers !

Please note if you bought your ticket in your local currency which might be different than EUR, we will calculate your travel costs according to the exchange rates from the official European Central Bank web-site:

https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html

Travel expenses

The travel expenses (from your home town till the venue of the course and return) are reimbursed on presentation of the relevant receipts **up to the maximum amount listed in the table above**. In the frames of the project the reimbursement will be done only for travel expenses incurred according to the rules given below:

- **Travel expenses** will be reimbursed only upon presentation of **documentary evidence** of the sum actually paid: original invoice or/and a copy of credit card slip. **The documents** must have the date, price, name of the traveler, destinations of the travel and the bill has to be completely clear.
- **Electronic tickets** will only be reimbursed on receipt proof of payment (invoice, paper of booking/purchase printed from internet, copy of credit card-slip showing the transfer of the money for the ticket, **payment confirmation from internet**) and on presentation of the boarding pass for the outward journey.
- Kindly note, that **the booking paper alone is not enough to prove your travel expenses**. You should present as well **the boarding passes**, a bill, a slip of payment and print-out from your bank account to confirm the sum paid for your ticket.
- **Keep all travel documents** you get during your trip, in order to receive the reimbursement for transportation: boarding passes, bills, slips, tickets etc., because we absolutely need them! We strongly suggest you make scanned copies just in case – and you can send us your documents, or part of them at any moment to project.euhand@gmail.com
- **Taxi fares** cannot be reimbursed.
- We are strongly recommending you to have insurance while you are in Bulgaria. Each participant will be in charge of purchasing one, because no private insurance will be reimbursed.



Organisers will reimburse **100%** of eligible travel costs up to the limit.

50% of travel cost will be reimbursed after participants provide their original tickets.

Remaining 50% of travel cost will be reimbursed after approval of project report. If travel costs are less than 100 Euro we will reimburse 100% during the project activities.

Reimbursement will be done by bank transfer after approval of project report and **upon completion of the participant's report in Mobility Tool+ (considered mandatory under the Erasmus+ Programme, further info will be provided on spot during project).**

Note that, only participants attending the entire training course can be reimbursed. The Commission **solely** reimburses public transport costs.

Please note that the organizers will be in touch with each participant for the organization of the participant's travel. **Participants MUST inform the hosting organization of their intended travel reservations – dates of arrival/departure and travel costs – and the hosting organization will PRE-APPROVE and CONFIRM that these arrangements meet the project's requirements so that the participant can continue with the payment/booking of these travel services.**

ANY TRAVEL COSTS DONE BY THE PARTICIPANT/S WITHOUT THE HOSTING ORGANIZATION'S EXPLICIT APPROVAL AND/OR IN EXCESS OF THE ABOVE MENTIONED AMOUNTS WILL NOT BE REIMBURSED.

Personal health

It is very important that you notify us of any health risk or possibly necessary medicines (if you did not note it yet in your application form, please let the team know about it as soon as possible via e-mail).

The information you provided on any special needs does not remove your own personal responsibility for ensuring your own health.

What to bring?

- Clothes and shoes **suitable for sports and walking.**
- Your **original tickets for the entire trip, the invoice** of the travel agency (the price clearly indicated on the ticket), **the boarding passes.**
- Your **travel insurance** contract and a legible copy of it.
- Your **ID/passport.**
- Your own **medication.**
- Your **willingness to reflect on your own skills, knowledge and attitudes.**
- Your **motivation, inspiration and energy for an exciting project week.**
- Your **spirit to share your experience, questions and doubts.**

Important: There will be intercultural nights!!!

Please be prepared to present your own country and culture in the most creative and interactive way. You can make PowerPoint presentations, show videos and use multimedia.



Please bring:

- Something typical about your country such as food, drinks, music, traditional objects, promotional materials and whatever else you want to present to share with all participants.
- Materials about your organization.

Where will the project take place?

=> **Sofia, capital of Bulgaria.**

STEM Center. – <https://stem.mon.bg/>

Address: Sofia, gh. East, Bul. "Dragan Tsankov" 21A (Entrance from 7 "D. Debelyanov" Street) - гр. София, жк. Изток, Бул. "Драган Цанков" 21А (Вход от ул. "Д.Дебелянов" 7)

Mission

The National STEM Center at the Ministry of Education and Science is a major provider of professional development for teachers in the fields of science, technology, engineering and mathematics. The center coordinates, supports and consults the construction and development of a STEM environment in every Bulgarian school, creating a model for learning, qualification, working with research methods and tools. The activities of the Center aim to bring Bulgarian education into the international rankings for education and achievements in STEM and to give all young people the opportunity for motivation and career development in the field.

In addition, 3 regional STEM centers have been created for the National STEM Center, which will be built on existing student bases - National Children's Complex in the village of Yastrebino, National Children's Ecological Complex in the village of Kovachevtsi and in the town of Hisarya. For the complete restoration of the three bases, funds have been allocated in the National Plan for Reconstruction and Sustainability (NRSP). According to the Plan, the modernization of the material base in the STEM centers is planned to be completed by 2026 at the latest.

Vision

The regional STEM centers will support the National STEM Center by providing conditions for organizing and holding congresses, conferences, seminars, plein airs and training for teachers, pedagogical specialists and others, as well as preparing children and students for participation in national and international Olympiads, contests, contests, plein airs and other forms of interest-based activities. They are educational and scientific research spaces, where learning through fun will take place, combining the playful and scientific approach with the aim of stimulating creativity, the research approach and the practical orientation of knowledge in children and young people.



Once you arrive in Sofia:

Meeting point: Central bus Station Sofia

How to get to Central Bus Station Sofia

1. From Sofia Airport (Terminal 2) take the metro – the **YELLOW** line to metro station Serdika and change there to metro line 2 – **BLUE** and then go out of the metro at Central Bus and Train station Sofia. Link to digital map of the Sofia metro: =>

<https://www.metrosofia.com/en/maps>



2. From Sofia Airport (Terminal 1 and 2) take buses 184 or 84 towards the center and get down at bus station “Orlov Most” in English “Eagle’s Bridge” – there is a metro entrance – Sofia University and again use the metro lines as described in point 1 above.

Public transport in Sofia is 1,60 BGN (leva) per ride.

1 Euro = 1.95583 BGN (Leva – local currency).

Practicalities

- **European Health Insurance Card:** The card is accepted in every country of the European Union. If you do not possess the card, you can get it easily. You should go to the office recharged with health affairs, and ask for your European Health Card. It's a little blue plastic card, and you can get it for free. It is valid in every EU country for 1 year. Or any other insurance is welcome (organizers are not covering insurance costs);
- **Insurance:** Personal and medical insurance are the responsibility of the individual participant. We will not be responsible for any loss of luggage, currency or personal effects, or any medical costs. We recommend participants to have the European Health Card;
- **Currency:** Bulgaria is still largely cash economy. Visitors should exchange cash at banks or Change Bureaus. Some Change Bureaus charge commissions on both cash and travellers’ check transactions that are not clearly posted. Old, dirty or very worn denomination bank notes are often not accepted at banks or Change Bureaus. The Bulgarian national monetary unit is the Lev (BGN), divided into 100 stotinki. At the present rate of exchange 1 USD is approximately equal to 1,88BGN, and 1 EUR is approximately equal to 1,95 BGN.



Note:

We strongly advise you to exchange currency **ONLY IN BANKS** or with the assistance of one of our representatives at a recommended Change Bureau – please note that the normal change bureaus exchange EUR at the rate of 1.95 and above. If you happen to be at a change bureau that exchanges currency below 1.95 – then please do not exchange money there.

Upon your arrival you will have the opportunity to visit in an organised manner Bulgarian Bank and to exchange your currency.

The working hours of any bank in Bulgaria are every weekday from 8:00 to 17:00.

Other Info:

- No certification or special skills are required (only good knowledge of English language), just bring your enthusiasm and live the event in its proper and cheerful mood! We encourage participants to be an active part of this project, embracing responsibility and enjoy the cultural side of this experience!
- After any participant is approved and completes his travel organization he will be added to a Facebook group of the project where we will be sharing useful info/reminders and will be assisting participants with any issues/questions before, during and after the end of the program.
- **Please make sure to inform us about any special needs you have such as food allergies/intolerances, vegetarian/vegan food, health problems, special diet. A questionnaire will be sent to all participants before the start of the project.**

Contact information:

If you need help, or need further information please do not hesitate to contact us:

“Europe in your hand”

8, Charles Darwin Str.
Sofia 1113, Bulgaria
e-mail: project.euhand@gmail.com
Telephone: +359 88 729 0538

Emergency numbers: SOS number Bulgaria: 112

We are looking forward to meeting you in Bulgaria for a wonderful youth exchange!