

# Info Pack

## *Capacity Building Project*

Project title: Youth Empowerment Support to Non-Formal Learning - YES  
TO NFL

YES2NFL

Info pack for *Study Visit in Estonia*

Tallinn, Estonia

Arrival Day: 13.03.2020

Departure Day: 18.03.2020

### Project partners

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Better Life in Kosova – BLINK – Kosovo (Coordinator)

Nevladina organizacija "IUVENTA" – Serbia

Qendra Per Progres Rinor – Albania

SFERA Macedonia Bitola – North Macedonia

LINK – Italy

Alphabet Formation – Belgium

Eesti People to People/Estonia (**host organization for Study Visit**)

Youth and Civil Initiatives in the Rose Valley, Bulgaria

## Short information about the project

Youth Empowerment Support to Non-Formal Learning - YES to NFL is a European Project in the same line with Erasmus+ Program General Objective that contribute to the renewed framework for European Cooperation in youth field and the achievement of the Europe 2020 Strategy, including the headline education target. Western Balkan Countries and European Countries (Albania; Kosovo; Serbia; Belgium; Estonia; Italy; Bulgaria and Macedonia) with different backgrounds in NFL will come together and contribute in the promotion and recognition of NFL as an adequate methodology for youth work. Through this project the partner organisations aim to improve youth competencies and skills; to promote a modern education system through NFL; to strengthen the cooperation between all involved stakeholders and to improve intercultural dimensions in the youth field.

Local and Transnational Activities will be organized during the lifetime of the project and more than 460 youth will be participating and gaining/improving skills in these activities.

The Kick off Meeting will help to prepare the most satisfying and compliant with the current issues in the educational program sphere as well as outline the guidance for the activities and strengthening the partnership between all involved countries.

The Study Visit will allow participants to build capacities for developing and implementing projects aiming to increase the recognition of youth work, to explore possible links between recognition of youth work and employability/employment of young people, to share and discuss experiences, examples and possibilities of working towards recognition and to develop partnerships for future action

The Training Course will help to establish connections in the formal education sector in our respective countries. The representatives of the formal education sector, on the other hand, will broaden their horizons in NFL. They will be able to use non-formal education tools during their work and therefore diversify their pool of methods for working with youth. Training Course participants are also expected later to be involved in the Erasmus+ projects, and not just as part-takers, but as organizers of activities. Furthermore, it is expected that participants will design a module with Non-Formal Activities. Participants will be in charge to lead local activities back in their community to validate all the designed activities within the module.

Seminar is one important activity which is expected to contribute on finalizing and returning the module in a more professional manner which afterwards will be as a ready-tool for different entities.

Attending the foreseen activities will allow participants to build capacities for developing and implementing other new projects aiming to increase the recognition of youth work in European and Western Balkan Countries as well.

Planned project activities will start on November 2019 and will end on 31 December 2020.

In order to achieve this, we will organize a set of activities for youth workers, youth leaders, NGOs referring to these objectives (in European level) that are designed in cooperation with partner organisations:

- To promote awareness for the importance of NFL in local, national and transnational level.
- To raise youth competences and skills in NFL field by making adequate forms of modules;
- To gather the most experienced Youth Leaders, Trainers, Youth Workers, Project Managers, and people from NGO's to develop common tools, to increase the quality of youth work and non-formal education;
- To promote awareness for modernisation of education system through NFL and sharing experience between participant countries.
- To strengthen the cooperation between all involved stakeholders;
- To improve intercultural dimensions in the youth field.

Planned project activities will start on November 2019 and will end on 31 December 2020.

## Information about the study visit

A 6 days Study Visit (arrival day: 13.03.2020 – departure day: 18.03.2020) will be held in Tallinn, Estonia and all participating countries will have the chance to share the Non-Formal Education situation of their countries. An Exchange of Information will happen and at the end of this activity we will come up with an analysis of the current situation of Non-Formal Learning in each country and we will provide also recommendations on how to validate and recognize the Non-Formal Learning.

Objectives of Study Visit:

- An analysis of the current situation of Non-Formal Education in each country.
- Exchange of information for each country participating
- Recommendations on how to validate and recognize the Non-Formal Education.
- Strengthen the cooperation between all involved stakeholders.
- Promotion of awareness raising for modernization of education system through NFL and sharing experience between participant countries.

The general objective of the study visit will be: To promote awareness for modernization of education system through NFL and sharing experience between participant countries.

**During the study visit we will be in different institutions (including parliament), therefore, for security purpose when you choose the participants, please do send us a scanned copy of the passport of the participant.**

A detailed daily schedule of the activity will be sent during February 2020.

## Accommodation

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We will be accommodated in the Pirita Marina Hotel & SPA\*\*\*, Hotel location: Purje 9, Tallinn, Estonia, <https://piritamarinahotel.ee/>. It is approximately 6km from city centre and located in sea side.

Surrounded by greenery it offers a relaxing and panoramic view.

Full board: rooms with 2 or 3 beds, bathroom, toilet.

Breakfast, lunch and dinner will cover also from the programme according to your needs (vegetarian etc) please let us know in advance about your dietary needs.

Meals are served in the restaurant of the hotel and some of the lunches/dinners will be eaten outside the.

The hotel provides bed lines and towels but you have to bring with you other stuff for your hygiene.

The training room is inside the same building and the Hotel offers WiFi.

## Travel cost

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The project is implemented by the support of the European Commission program ERASMUS+. Travel Expenses (according to Erasmus+ guidelines), accommodation, food and planned activities will be covered by the project budget.

We will reimburse travel costs as listed below on the basis of the cheapest possibilities, e.g. second-class railway tickets, APEX-flights etc. during the activity and the receipt of all ORIGINAL tickets, bills, invoices, receipts, boarding tags/cards etc is **mandatory**. Following the guide lines of the Erasmus+ program the travel back must be realized by the participants on direct way within maximum 2 days. In case of longer stays or indirect travelling (holiday travel etc.) there is no chance of reimbursement of travel costs. Please, keep the original tickets (**including boarding passes**) in order to get money back.

Your travel expenses will ONLY be reimbursed upon presentation of documentary evidence of the sum ACTUALLY PAID and you need to present:

1. Original Invoices
2. Original travel tickets (train, flight or bus)
3. Bank /credit card overview with your e-tickets payment
5. Original boarding passes for airplanes

| Promoter   | Number of persons | Maximum costs per person in euro  |
|--|-------------------|-----------------------------------|
| <i>NGO Better Life In Kosova - BLINK</i>                                 | 3                 | 825.00 ( 3 x 275 euro per person) |
| <i>Iuventia – Serbia</i>   | 1                 | 275.00                            |
| <i>Center for Youth Progress – Albania</i>                               | 1                 | 275.00                            |
| <i>Sfera International – North Macedonia</i>                             | 1                 | 360.00                            |
| <i>Associazione culturale Link/Italy</i>                                 | 1                 | 360.00.                           |
| <i>Alphabet Formation/Belgium</i>  | 1                 | 275.00                            |
| <i>“Youth and Civil Initiatives in the Rose Valley”<br/>NGO/Bulgaria</i> | 1                 | 275.00                            |
| <i>Eesti People to People/Estonia</i>                                    | 2                 | 0.00                              |

**If the value of a return ticket is more than the approved budget, the project will reimburse up to the amounts written on the budget lines. If the value is less than the budget, the project will reimburse the amount based on cost.**

## What to prepare and bring \_\_\_\_\_

- **Insurance** - We suggest you to buy insurance in order to be safe in case of emergency. Activities of the project are safe, venue also. However, **insurance costs are not covered by the project costs.**
- **About your NGO** - Each organization is kindly requested to prepare a short video (max up to 3 min) where you introduce your organization, objectives, main area of activity and if you want your experience.
- **An analysis of the current situation of Non-Formal Education in each country. Detailed information on the approach will be given to the chosen participants.**
- Good Mood 😊

## How to come to Tallinn, Estonia \_\_\_\_\_

For all of you who are coming by plane the best option is take plane to Tallinn, Estonia. Please be in touch with BLINK or Eesti People to People/Estonia about the local travelling from Tallinn Airport to Pirita Marina Hotel & SPA\*\*\*, Hotel location: Purje 9, Tallinn, Estonia, <https://piritamarinahotel.ee/> – don't forget to take all bills.

There are tram number 4 and bus number 2 from the airport to the city center (till stop Laikma or Hobujaama), than we have to change and take bus number 1, 5, 8, 34 or 38. These buses stop in different places in the city center, the Estonian partner prefer to meet participants and take to the right bus stop. You have to get off on Rummu or Pirita stop and walk to the hotel which is inside Olympic complex.

**Our Estonian partner will facilitate the process/waiting on the arrival for the ones arrive during daytime in Tallinn Lennart Meri Airport.**

We are looking forward to hosting you in Tallinn, Estonia and until that time we will answer all the questions you might have. In such case, please contact: [albertaliu@gmail.com](mailto:albertaliu@gmail.com) Albert Aliu (tel. nr: +38344111188) from NGO Better Life In Kosova – BLINK or [ruta.pels@mail.ru](mailto:ruta.pels@mail.ru) Ruta Pels (tel. nr: +37253088867) from Eesti People to People/Estonia

The weather conditions check don <https://weather.ee/>

Local public transport on <https://transport.tallinn.ee/>

**SEE YOU IN TALLINN, ESTONIA 😊**