



## INFOPACK FOR POTENTIAL PARTICIPANTS

### GROW IT UP TRAINING COURSE

LIBEREC, 18TH – 26TH OF JUNE 2016 (INCL. TRAVEL DATES)

**Dear participants,**

we would like to invite you for the training course in Czech Republic which will focus on development of your project management skills.

Why we are doing this training course?

We are working **with the community development** for many years and we find out that people are changing in the way we always act. We are happy for this circumstances in our community but still there are some key issues which should be improved. On the one hand we have problem with creating new ideas (we are more and more making copies of succesfull projects in our neighbours without adaptation and profesionalism) and we are doing mistakes in project management, especially in the phase of reflection, impacts and follow ups. We would like to improve quality of community work and give some practical tip showing work with local community after events.

I hope, that community is as well your topic and we have common aim.

We are looking forward to host you in Liberec,

**Trainers team**



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#### Dates and Venue:

**June 18th –26th, 2016 (including travel dates!)**

#### **LIBEREC, CZECH REPUBLIC**

We will be working and living in UNIHOTEL which is in the city center.

Accommodation will be provided in double rooms mostly. Towels will be provided, but please, bring them with you as well (they are small). There is Wi-Fi available in the common spaces as well as in separated rooms.

#### DESCRIPTION:

We would like to make a training course focused on each phase of project management in local work especially with the focus on evaluation and educational aspect of the project. We are reacting on need of raising the quality of community work made by NGO's as well as non formal groups of young people. Our main aim is to raise key competencies of young people among the EU to make an improvements in local community projects by adding educational aspects into it.

#### AIMS AND OBJECTIVES:

- To develop new ideas of community work in our local environments through innovative method of Library of good practices.
- To raise the skills of young people in project management through practical try out all of the phases of PM.
- To develop partnership among partners through common space for sharing good practices of local work.
- To raise the impacts of the local projects through using modern ICT tools
- To support cooperation between stakeholders in this field of interest through the online platform and OST
- To promote volunteering as a part of community life

#### FINANCIAL ASPECTS:

Accommodation and lodging covered in 100% by Erasmus+. There is 25 EUR participation fee.

**Reimbursement will be based on the actual expenses up to the applicable limit stated below:**

**Estonia, Italy, Greece, Spain, Norway, Portuguese, Slovenia – 275 EUR/person**

**Poland – 120 EUR/person**

Only cheapest forms of transport will be accepted (2nd class/economy tickets, use of taxi's or private car will not be reimbursed). We want to partly proceed with reimbursement already during the



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training in cash (CZK). Therefore we suggest you to use electronic boarding passes, and bring tickets for the way back-preferably electronic so we can keep valid copy with us.

Please keep in mind documents we need, in order to reimburse your travel: tickets, boarding passes, and all the necessary invoices. **Please note, that in order to receive reimbursement we will need originals of the mentioned above documents. All of them must have date of purchase, date of travel and price. Plane tickets must also have travelers' name.** Also it important not to arrive/leave more than 1 day before/after the project (*earliest possible arrival 17th., latest possible departure 27th in case you would like to spend one day in Prague*). If you want to come/leave earlier or later than 1 day before/after the project please contact me, and we will consult your case with National Agency to make it possible. **As a destination airport I suggest you to fly to Prague**, from where you can easily travel to Liberec (it is one hour by the bus).

#### GETTING THERE (HOW TO REACH LIBEREC)

We suggest you to fly to Prague. From Prague you can easily reach Liberec, below you can find more details about it.

#### How to get from Ruzyně Airport in Prague to Liberec?

All you have to do after arrival is to buy ticket for Prague public transport (ticket for 32 CZK should be sufficient, as it is valid for unlimited number of travels within 90 minutes from validating it in the first mean of transport) Than you will have to find a bus number 100, which leaves every 15-30 minutes from the arrival terminal, and takes you directly to Metro B, station "Zlicin". Metro goes pretty often, and this line will take you directly to "Cerny Most" - last station. Keep in mind, that for each piece of luggage larger than 25 cm x 45 cm x 70 cm (10 in x 18 in x 28 in), it is necessary to buy a 16 CZK transfer ticket. You can buy tickets either from the kiosk at the airport, or directly from the driver, but than it costs a bit more.

Cerny Most is the station where buses going to Liberec can be found. These are big yellow buses, [here](#) is link to the website of this company - it's recommended to book your ticket in advance, this ticket can't be bought from the driver. When booking - choose Prague Cerny Most – Liberec AN. In Liberec you are only supposed to wait for us, as we will provide you transfer from bus station to the venue of our project☺

#### OTHER EXPENSES:

The project will provide with board, lodging, transportation and program's related costs. Expenses will be covered only from the official date of arrival till the departure date. Organizer will not provide any travel/health insurance. We recommend you to take care of it on your own.



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#### PARTICIPANTS:

All together there will be 24 participants from 9 European countries. The composition of participants following:

- Czech Republic (3)
- Poland (3)
- Norway (3)
- Slovenia (3)
- Estonia (3)
- Italy (2)
- Greece (2)
- Spain (3)
- Portugal (3)

#### PRELIMINARY PROGRAMME:

Please note, that we have indicated below only working days (19th-25th of June). 18th is the arrival day, departures will be on 26th. We haven't planned any official agenda for this two days yet, as everything depends on your arrival/departure times 😊 We will let you know details in this matter after collecting your travel info.

**Day 1 – Getting to know each other, teambuilding, intro to the project management**

**Day 2 – Need analyses, City game, SWAT, Planning phase**

**Day 3 – Study visits, partnership,**

**Day 4 – Budget planning, Implementation phase, Leadership and evaluation**

**Day 5 – Action planning, Preparation of local event.**

**Day 6 – Local event, networking and action planning**

**Day 7 – Evaluation, Work on results**

\* Please, keep this programme as preliminary as it will be upgraded up to complete profiles of participants! You will get the final version first day of the training printed.



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#### WEATHER:

Liberec is located close to the mountains and weather can be really diverse, so the best what you can do is to check it upon your arrival, for instance there. In general it is recommended to bring some warmer clothes with you:)

#### LOCAL CURRENCY:

Please note that currency of Czech Republic is Czech koruna (CZK). The average exchange rate is 1EUR=27CZK. You can easily find exchange offices to exchange EURO or Dollars. In general it is not recommended to exchange money at the airports, as the exchange rate is rather bad.

#### ORGANIZER:

Liberecká Občanská Společnost  
Moskevská 28/23  
460 01 Liberec 1  
Czech Republic  
[www.losonline.eu](http://www.losonline.eu)



#### CONTACTS:

logistics: [damdru@gmail.com](mailto:damdru@gmail.com), +48 504 279 421

content: [antonin.ferdan@losonline.eu](mailto:antonin.ferdan@losonline.eu) +420 720131725

**Please, for the communication keep always CC to both of them.**

#### SPONSOR:

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