TRAINING COURSE

Fostering a Youth work as a Prevention Mechanism for Human Trafficking in Europe



GEORGIA

JANUARY 2013

FUNDACJA kierunek rozwój

Youth Association DRONI

AFYCA FEDERATION OF YOUTH CLUBS OF ARMENIA

Ukrainian Association for Youth Co-operation ALTERNATIVE-V

International Youth Activity Centre Bulgaria

iG INFORMAGIOVANI Network europeo per il volontariato sociale

PRACTICAL INFORMATION

COURSE DESCRIPTION:

"Fostering a Youth work as a Prevention Mechanism for Human Trafficking in Europe" is a training course (TC) set to take place in Bakuriani, Georgia in January 2013. The theme of the project is youth participation in Human Trafficking (HT) prevention & safe migration. It aims to address and raise awareness on challenges related to Human Trafficking, poverty and mobility in Europe. Central to the project will be the role of young people in Human Trafficking prevention.

Participants will gain knowledge and skills necessary in developing HT prevention projects. Follow up initiatives in their countries and communities will result in the establishment of a network that will be used as a mechanism for raising awareness on Human Trafficking prevention through Human Rights education, exchange of information and best practices, what will boost the development of a sustainable anti-trafficking mentality in Europe. It will gather 24 youth/social workers, youth leaders and multipliers dealing with migration and HT issues from Poland, Georgia, Armenia, Bulgaria, Ukraine, Italy and Turkey.

The program will include inputs by experts, group discussions and artistic workshops providing participants with learning opportunities. Emphasis will be placed promoting a constructive debate on HT prevention in Europe and on cooperation in the youth field. Trainers and invited experts will share practical and theoretical knowledge on the topics, through plenary sessions, discussions, workshops, creativity sessions, role plays, intercultural & interactive exercises and other non-formal educational methods e.g: LSD (learning, space and dynamics). Essential throughout the TC will be the input and experience sharing by participants as well as the creation of short movies on trafficking prevention.

PROJECT OBJECTIVES:

- To develop the knowledge of the reality of Human Trafficking in Europe and EECA;
- To help to generate and exchange best practices in Human Trafficking prevention;
- To encourage to implement joint projects and activities on youth trafficking prevention;
- To develop competences and skills on designing effective programs on Human Rights education for youth trafficking prevention;
- To introduce Human Rights education as a powerful tool for youth trafficking prevention and combating the phenomenon;
- To stimulate development of Human Trafficking prevention programs at local level;
- To promote cultural diversity and unity of youth as a main power for combating youth trafficking;
- To foster capacity building of participating organizations;

LANGUAGE

The language of the training course will be English. Participants should be proficient in English and able to communicate.

SCHEDULE AND OUTLINE

Details information about schedule and outline will be sent soon to you. We are still waiting for confirmation.

All participants will be met at the airport and will be taken to venue by Bus.

A final program will be forwarded to participants 1 week prior to the training.

THE VENUE

Hotel: to be decided within two weeks.

Accommodation includes shared double/triple rooms, on full board, coffee breaks and the use of conference facilities. Participants will be sharing a double or triple room with one or two people of the same sex. Each room has one bathroom; towels and bed linen are provided.

! Note: Organisers will not provide any accommodation for additional stay in Georgia. If participants plan to arrive a few days earlier or depart a few days later they are kindly requested to inform us and we will be glad to offer assistance with booking a hotel.

TRAVELLING TO GEORGIA

Participants from EU countries are allowed to travel by plane to Tbilisi.

Participants from Armenia are requested to travel by train or bus.

The cheapest flight connections to Tbilisi are via Riga (Air Baltic), Istanbul (Turkish Airlines), Kiev (Georgian and Ukrainian airlines) or Prague (Czech Airlines). You can also find connections through Munich or Frankfurt (Lufthansa) and Vienna (Austrian Airlines or Georgian AIRZENA).

! Note: Although participants can plan their travel individually and arrive earlier/depart later, the organisers can only commit to reimburse and organise board and lodging during the mentioned training days.

TRANSPORT TO AND FROM THE VENUE

Upon arrival, participants will be picked up from the airport, train or bus station by one of our volunteers. They will be the ones holding up a paper with the title of the PROJECT. All participants will be provided with the contact details of our team in Georgia before travelling, in case there are any travel of flight delays. Before departure, participants will be taken to the airport, train or bus station.

TRAVEL COST

70% of participants' travel costs from their home city to Bakuriani, Georgia will be reimbursed. According to the rules of YiA program, and in order to comply with environmental standards, we kindly ask all participants to take the most environmentally friendly and cost effective alternative available.

Also, we will cover the costs of further transportation related to the training, such as the sightseeing tour once in Georgia.

! Note: Reimbursement of travel costs will only be done upon **presentation of all (including return tickets) original tickets, receipt/invoices and boarding passes.** This means that once home after the training, participants will be

asked to send the originals of all return documents and boarding passes. **Please remember to bring the original invoices** – there will be no reimbursement without the original invoices and tickets with indicated Names of travellers, description of the journey, indication of cost and currency and date of travel.

!! Note: If participants pay for their ticket with a credit card, they are requested to bring along the **confirmation of payment** (i.e. credit card slip and/or bank statement).

!!! Note: Reimbursement will be done in EUR, regardless of the currency indicated on the ticket and receipt/invoice. Any tickets purchased in a local currency other than EUR, will then be converted and calculated according to the exchange rate of the month when the grant agreement for this project will be signed by the NA, as stated in the official European Commission web-site at **http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en**

!!!! Note: The minibuses from Tbilisi to Bakuriani and back will be provided by the organisers. Participants will be asked to pay 30% of the travel cost Tbilisi- Bakuriani-Tbilisi. The trip will not cost more than 15 EUR/person (return).

!!!!! Note: Please check Annex 1 for the travel budget limits at the end of this document. If travel costs exceed the amount budgeted in the project, the organisers will only be able to **reimburse participants 70% of the maximum travel costs** indicated in the travel budget. Participants are therefore strongly advised to book trip travel well in advance.

!!!!!! Note: Finally, please **make copies** (or even better, scan or take photographs) of all tickets and invoices and **email these to monika@droni.org** before attending the training. This will be very helpful to organisers to begin processing the financial and reimbursement data so that all payments may be made as efficiently as possible.

The following only applies to participants travelling by plane:

Please RESERVE the tickets, but DO NOT BUY them before consulting with the organisers.

IMPORTANT: DO NOT BOOK ANY TICKETS OR INCUR ANY COSTS UNTIL WE SAY - OTHERWISE NO REFUNDS CAN BE OFFERED. PLEASE WAIT FOR A GREEN LIGHT FROM US.

VISA ARRANGEMENTS

Georgia is not yet in the EU so please bring along your passports!

EU citizens do not need visas to enter Georgia, Participants from Russian Federation and some other nationals can obtain visas at the border. (will be consulted by the organisers)

For more information on visas, see **http://www.mfa.gov.ge**

HEALTH INSURANCE

Health insurance is not provided and will not be reimbursed by the organisers. All participants are strongly advised to purchase private travel insurance, as costs of private health care in Georgia are quite high.

PREPARATION

If a participant represents an organisation, kindly bring information and materials about the organisation, i.e. photos and reports from former projects and further material, which will help to present the organisation to the other participants. Furthermore, we kindly ask all participants to bring some national drink, snacks and music from their home countries, as a contribution to the intercultural evenings!

PRACTICALITIES

Please note that internet access at the hotel is limited; wireless access will be available only in the hall and in a couple of seminar rooms

Euro and US Dollars can be easily exchanged across Georgia. ATMs (cash machines) are very popular in Georgia. Cash is the preferred payment alternative; these facilities are available not far from the hotel. The type of electric plugs in Georgia is European.

PARTICIPANTS

Our group of participants is composed of:

COUNTRY OF RESIDENCY	PROMOTER	NUMBER OF PARTICIPANTS
Fundacja Kierunek Rozwój	POLAND	4 (2F-2M)
Youth Association DRONI	GEORGIA	4 (2F-2M)
Federation of Youth Clubs of Armenia	ARMENIA	4 (2F-2M)
International Youth Activity Centre Bulgaria	BULGARIA	4 (2F-2M)
All-Ukrainian Association for Youth Cooperation ”Alternative-V”	UKRAINE	4 (2F-2M)
Associazione InformaGiovani	ITALY	4 (2F-2M)

All participants will receive a certificate of participation and have the possibility to register for an EU Youthpass and add this event at: **http://www.youthpass.eu/en/youthpass/**

TRAINERS

Our team is composed of:

1. Beata Bankowska (Turkey) beata@droni.org
2. Justyna Frydrych (Poland) justyna.frydrych@gmail.com

CONTACT

If you need help with your travel booking or have any questions regarding the training course, please feel free to contact:

Monika Maksym (support staff):

Email: monika@droni.org Mobile Phone: **+99 571 620 330**

ANNEX 1: Travel budget limits: Budgeted amount per person from original destination to Tibilisi, Georgia:

Promoter	From	To	Means of transport	Total costs (100%) per person
Fundacja Kierunek Rozwój	Warsaw, Poland	Tbilisi, GE	Train, Plane, Bus	500,00 EUR
Federation of Youth Clubs of Armenia	Yerevan, Armenia	Tbilisi, GE	Bus, Train	60,00 EUR
International Youth Activity Centre Bulgaria	Sofia, Bulgaria	Tbilisi, GE	Train, Plane, Bus	600,00 EUR
All-Ukrainian Association for Youth Cooperation ”Alternative-V”	Kiev, Ukraine	Tbilisi, GE	Train, Plane, Bus	500,00 EUR
Associazione InformaGiovani	Palermo, Italy	Tbilisi, GE	Train, Plane, Bus	650,00EUR

! Note: As previously mentioned, the amounts in the last column represent 100% of costs allowed; participants will be reimbursed 70% of it (upon evidence of original receipts and tickets).

HOW TO APPLY

You are requested to use the standard **application form** that has been attached along with this document.

You are requested to write your application in English.

Before sending your e-mail please, remember name your filled application like this following example:

“your country_your name_ Human Trafficking TC”

WHERE TO APPLY

After naming your application as stated above,

Kindly submit your application to our project address:

monika@droni.org

Please feel free to fill in the attached application form and send it to us before the **deadline 4.11.2012**