



Locality

INFOPACK

international training course about how to
plan local structured dialogue (KA3)
projects



WELCOME

Dear Participants,

Soon you will arrive to Hungary to attend the training course which you have found interesting and remarkable enough for your personal and professional development. On behalf of the organizers we would like to say thank you that you have chosen us and it will be a pleasure to us hosting you here.

In this information package you will find useful details about the program, venue and all sorts of things which may help you to get prepared and excited.

Best regards,
Joana, Judit and Barnabas

ABOUT THE TRAINERS



Joana Pinto

Graduated in Psychology with a Master's Degree in Psychological Intervention, Education and Human Development, by Oporto University.

Is a member of the pools of trainers from the Portuguese National Youth Council and the Portuguese National Agency, as well as former trainer of the European Youth Forum Pool of trainers. Frequently collaborates with these institutions on the capacity building of CSOs.

Is very experienced in youth consultations and structured dialogue processes at regional, national and International level, with experience in processes as the Structured Dialogue at European level and the African-Europe Cooperation process.

As a consultant, works in collaboration with many public entities and NGOs, having experience with designing projects and applying for funding opportunities at local and national levels in different countries.

Interested in youth participation, intercultural dialogue education and global education, inclusion, volunteering, and non- formal education.

ABOUT THE TRAINERS



Judit Lantai

Studied Educational Science with the core motivation to learn how to support others to grow. This drive and various training experiences lead her to delivering trainings and NFE activities to youth and civil society organizations from the local through the national to the international level (e.g. the Student Union, ESN, the National Youth Council of Hungary, the European Youth Forum and so on).

Her fields of experience include youth participation, active citizenship, democracy, human rights, global learning, intercultural learning and advocacy.

Was a representative of the National Youth Council of Hungary as a member of the International Committee, one of the EU Youth Delegates of the country to the Structured Dialogue process between 2015-2017 and is one of the co-chairs of the Migration and Human Rights Network of the European Youth Forum.

Was in charge of coordinating the Structured Dialogue process in Hungary last year. Currently works as a freelance trainer and youth worker.

ABOUT THE TRAINERS



Barnabás Gulyás

Has university degrees from Hungary and Australia on social work, and graduated as community and civic expert.

Has relevant experience in the field of youth work, especially in topics such as active citizenship, democratic processes and project management in youth work.

Passionate about non-formal education and eager to contribute to improve the quality of it.

Active leader in a national umbrella organisation in Hungary, member of different networks (No Hate Speech Movement, Informal group of Hungarian Trainers, etc.).

Has numerous experience as trainer both on the national and the international field, worked with partners such as National Agencies, NGO's and international organisations like the Council of Europe.

Salto TOY profile:
<https://www.salto-youth.net/tools/toy/barnabas-gulyas.3443/>

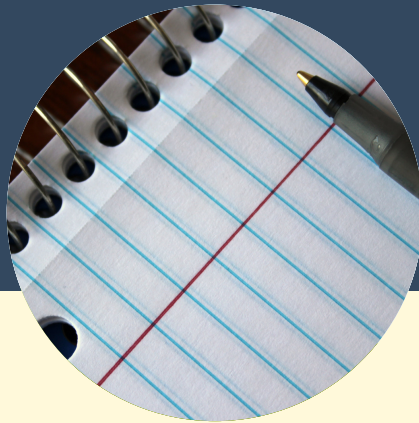
ABOUT THE CONCEPT I.



Locality merges experience and curiosity within its program, and it has been designed with the aim to support organisations to realize and prepare for carrying out their own Structured Dialogue related projects of any kind. As one can see above, the organizers and trainers have many years of involvement in the Structured Dialogue process which should help with reaching this goal even easier.

The training course on one hand is an opportunity to get more acquainted with topics such as the Structured Dialogue, the learning process in Key Action 3 (KA3) projects, partnership and cooperation with decision makers; but also it's a possibility to build a network and finalize together future partnerships that contribute to and utilize the opportunities the Structured Dialogue has to offer to all parties involved.

ABOUT THE CONCEPT II.



Therefore, the TC is recommended for youth workers, staff from municipalities or other relevant stakeholders who are ready to cooperate at any level towards a better youth participation in decision-making processes. The TC will be a platform for the participants to work on their own proposals and also to join projects that were submitted before but haven't been accepted so far.

Daily we are planning to have around 6-7 hours of prepared program. The detailed program will be published by the end of February. The preparation team is having its meeting to finalize the program in mid-February, and we would like to inform you about the program once its ready. Thank you for your understanding.

IMPORTANT DATES, TIMES, PLACES

Arrival: 22nd of
March (no later
than 12.30) to
Budapest

**Meeting time and
place:** 13.15, Liszt
Ferenc International
Airport 2A Terminal,
Arrival Hall

**Program
starts:** 16.00
in Hollókő

Program ends:
the evening of
the 27th of
March

Departure: 28th
of March

**Farewell
program:** 21.00
in Hollókő

LET'S GET TUNED FOR THE TRAINING



The training course for sure will be an intense learning opportunity for all of you. But it makes sense to prepare for it, and to arrive to the TC with ideas and proposals. For that reason we are kindly asking the representatives of the partner organisations (participants) and the partners as well to discuss any project proposals already. We also welcome concrete ideas or submitted proposals that has not been accepted yet. For the success of the project, the commitment from organisational side either as applicant or partner organisation in future projects is really important.

Some points that might help you with the preparation:

- As for a basic understanding, KA3 projects support meetings between young people and decision makers, and can be local, national and international projects
- You are not expected to have had apply to a KA3 project before, you only need an idea on how to improve youth participation in decision making processes.
- Try to fit your idea to your own organization and context - may it be a national umbrella organization or a local NGO, working on youth work in general or in specific areas. Real impact is important.
- The more concrete ideas and proposals you have, the better. If you have some partners in mind already as well, even better!

ABOUT THE VENUE



CREATIVE SPACE TRAINING CENTER HOLLÓKŐ, HUNGARY

The TC will be in Hollókő, the countryside of Hungary, 100 kms from Budapest. The village is situated in North Hungary and it is part of the **UNESCO World Heritage**. You will be accommodated in 4-bedded rooms with separate shower and toilet each. The house and the garden is rented for the time of the TC, in order to have it as a home for you and to have the full privacy of the group. Light housework will be done by the group as well – a daily cleaning, keeping the house tidy, and the cleaning of your own rooms.

Wifi: YES

Pillows and blankets will be provided
Please bring your own towels.

PARTICIPANTS' FORM



We know that you have already applied and gave us some of your details, but we ask you again to fill out a form that is only for the selected and confirmed participants. We ask similar personal details as previously and more specifically some logistic issues.

The deadline to answer all the questions is no later than **20th February**.

It's also the deadline of purchasing tickets.

PLEASE FILL OUT THE QUESTIONNAIRE HERE:
<http://bit.do/Locality>

USEFUL INFORMATION

MEALS

We provide meals for everyone three times a day. All the meals will be served in the venue's dining room. We will consider anyone's special needs if you let us know in time **latest by 20th February**. As a consequence you need to fill out the participant's questionnaire where you can detail your special needs.

There will be no chance for changing menus!

MEETING POINT IN BUDAPEST

As Hollókő is not so far from Budapest (100 km), we plan to start the program with an afternoon session, not to miss any chance of having a possibility for personal growth and development.

A support person (**Dani**) from our organization will wait for you at the airport at the arrival hall of the **2A Terminal**, holding a sign with the name of the project. **He will be present from 11.30.**

The bus will be waiting for us in a nearby parking area so please be on time!

The weather in Hungary can be a bit chilly during March, it traditionally should be also very fresh as start of the spring season. We recommend you to check the weather forecast before you arrive to Hungary a week prior the TC starts.

INSURANCE



We would kindly ask you to organize your own travel insurance for the whole duration of the training course. Insurance fee and costs related to it should be paid by the participants. If you arrive from an EU country make sure you have your European Insurance Card with you!

Taking care of your own insurance is your responsibility.

PACKING LIST SUGGESTION



- Small backpack for little excursions
- A water bottle. We will need them during the program, so bring your own
- Shoes that are good for going outside, we will have few outdoor programs (not hiking)
- Sleeping bag (if you would like to try the small wood houses to sleep).
- Guitar/Ukulele or other instruments if you play one, music from your country (not necessary, we will have at least one ukulele for those who likes to play)
- Practical clothes for different kinds of weather: chilly, rainy
- Rain coat or umbrella in case of rain during the outdoor elements of the program
- Towels
- Personal things: hygiene related, medicines you usually take, or other things you need
- Money for your personal purchases. There's an ATM in the village, and also local souvenir shops

We would like to raise your attention that in Hungary, the currency is Forint (HUF) and not Euro!

FINANCIAL CONDITIONS I.

When you are looking for options to travel to Hungary make sure you choose the most economic way of travelling. If you can, choose low cost flights or travel by train!

You **must** buy an **economic class** flight ticket or a **second class** train ticket.

WHEN YOU HAVE FOUND A SUITABLE WAY OF TRAVEL AND YOU ARE ABOUT TO BOOK YOUR TICKETS:

1

You must ask for an invoice which shows the name and address of our organization:

GYIÖT
Serháztér utca 9.
Hódmezővásárhely, H-6800
Hungary

Please make sure you ask for an invoice, otherwise we will **NOT** be able to reimburse your expenses. Please let us know if you can't request an invoice.

2

Your name, the dates of your travel and the ticket's price must be clearly written on your ticket

3

In case of travelling by train, the ticket must show your name and the dates of your travel too.



FINANCIAL CONDITIONS II.

4

You MUST keep your boarding passes and tickets. After the event you will be kindly asked to post it back to us. In case you arrive by train, you will need to post us your original tickets.

Please book your ticket on yours or your organization's expenses. We plan to reimburse your travel costs during the TC via TransferWise, but only after we received all the needed documents from you! Please be aware that the maximum amount we are able to reimburse you for travel are calculated according to the Distance Calculator of the European Commission which means **180€** if you travel from Slovakia and Hungary, **275€** if you travel from Bulgaria, FYRO Macedonia, Italy, Lithuania and **360€** from Spain and Portugal. There is a top-up cost for higher domestic transportation costs if they reach **180€** for Bulgaria, Lithuania, Spain and Portugal. If you have that, please consult with us.

5

Please buy your tickets on your own no later than **20th February 2018**. Before buying them, please send us the details to **international@gyiot.hu** in order to get a confirmation from us that it fits the time and costs. Thanks!

Once we will have received all your travel details to Hungary, we will inform you with more details on how to arrive to the venue. Please keep it in mind that your **local travel in Hungary will cost around 25-30 Euros, which is also included in your total travel limit.**

There is no participation fee for this course.

CONTACT



Locality Team

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www.gyiot.hu

<https://www.facebook.com/aGYIOT/>

Creative Space

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