

TRAINING COURSE

HUMAN RIGHTS

4-12.05.2023 Rewa, Poland



ABOUT THE PROJECT

The main goal of the project is to equip youth workers with the competencies and tools necessary to prevent discrimination, harassment and violence in schools as well as among young people. The project will focus mainly on peer mediation.

The planned activities will be attended by 4 people from Poland, 4 from Italy, 4 from Croatia, 4 from Spain and 4 from Romania.

What is a training course and who can take part in it?

The project will help gain experience and new competencies in working with young people. The main themes of the project will be a combination of knowledge of the European Convention on Human Rights, the Charter of Fundamental Rights, the practice of the European Court of Human Rights, and knowledge and practical workshops on peer mediation, including practical knowledge of communication, conflict management.

The training will be conducted by an expert in this field, so we mainly invite teachers, people working with young people in educational and childcare centers, day care centers, people working in youth organizations.



**Co-funded by
the European Union**



INSTYTUT WSPÓŁPRACY
REGIONALNEJ



PARTICIPANTS

Participants profile:

1. Gender balance.
2. All participants must be at the age 20-40 years old.
3. Each national group should include participants with fewer opportunities – cultural, economic or geographical difficulties.
4. Participants must be committed to attend for the full duration of the training. If a participant refuses to participate in planned activities, arrive late or departure early IWR will reduce a final reimbursement by organisation costs - 59 EURO/day, adequately to absent days/sessions.

Deadline for sending list of participants: 07.04.2023.

Deadline for travel arrangements: 10.04.2023.

Travel expences

For participants from Poland: 0 - 180 EURO (depends on the place of residence)

For participants from Italy, Romania and Croatia: 275 EURO

For participants from Spain: 360 EURO

We encourage you to use the '**GREEN TRAVEL**' option for which there is an increased of travel expences limit.

What is **GREEN TRAVEL**?

Participants will arrive by:

Buses, train, bicycle, and carpooling (a shared travel by car, belonging to one of the passengers, on the same route and with the same goal) are considered by the Erasmus+ programme to be ecological means of transportation. Travel by any other means of transportation does not meet those criteria.

GENERAL SCHEDULE:



Arrival day: 04.05.2023 - accommodation from 5 p.m.

Departure: from 11.05.2023 around 5 p.m. or on 12.05.2023 after breakfast

Activities will be divided into 2 merythorical sessions each day;

Morning session - from around 10 a.m. to 1 p.m.;

Afternoon session from around 3 p.m. to 6 p.m.;

Additionally, on some days there will be cultural evenings after the dinner;

Full board will be provided - breakfast, lunch and dinner;

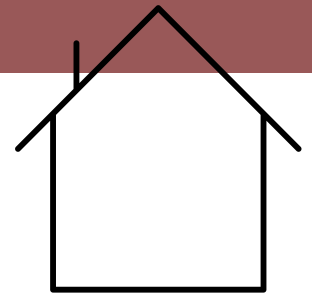
A coffee break will also be provided during the morning and afternoon sessions;

WHAT TO PREPARE BEFORE ARRIVAL:



- Activity games aimed at getting to know the participants better and breaking down cultural barriers (energizer, icebreaker) - these will be conducted before or during the substantive classes as a "break";
- Cultural evening - each national group will conduct a cultural evening to present the country and its culture (dance, food, music, etc.);
- Presentation of your organization;

ACCOMODATION



Venue: Na Fali

Address: ul. Jantarowa 1, 81-198 REWA/near Gdynia

The guesthouse is located about 500 m from the sea. There are several grocery stores and restaurants open all year round.

Accommodation, meals, activities will be carried out in one building.

There will be 2-3 persons rooms with bathrooms.

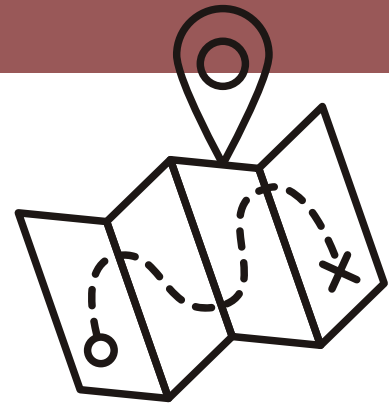
And at the disposal of guests are:

- 1 towel per person
- kettles, cups
- hair dryers,
- WiFi.

When planning your trip, take into account that accommodation starts at 5 pm on May 4th. Also, try not to arrive later than 8 pm because dinner will be waiting for you



TRAVEL ARRANGEMENTS



In general, participants are entitled to reimbursement of travel expenses for arriving at the site of activities and returning. Participants should arrive by public means of transportation such as airplane, train, bus.

Please note that you have to collect all original tickets, boarding passes, purchase conformations in order to receive reimbursement.

We won't reimburse private transport such as taxi or Uber or private car.

Please, do not book or buy ANY tickets before confirming your travel plan with our team!

If you book tickets that haven't been confirmed by our team we are not going to reimburse the expenses you made.

To get to Rewa, you first need to get to Gdynia or Gdansk first by train, bus (such as FlixBus) or plane. Later, you can get from Gdynia to Rewa by city bus.

Getting to Poland:

- by plane:

The nearest airport is located in Gdańsk (Lech Walesa Airport) - we recommend to travel to this airport.

The next two most popular airports are located in Warsaw (Chopin Airport) and in Modlin near Warsaw (Modlin Airport).

- by bus:

You can also get to Poland by bus, for example, by Flixbus or other international lines. The buses reach Warsaw, Gdansk and Gdynia.

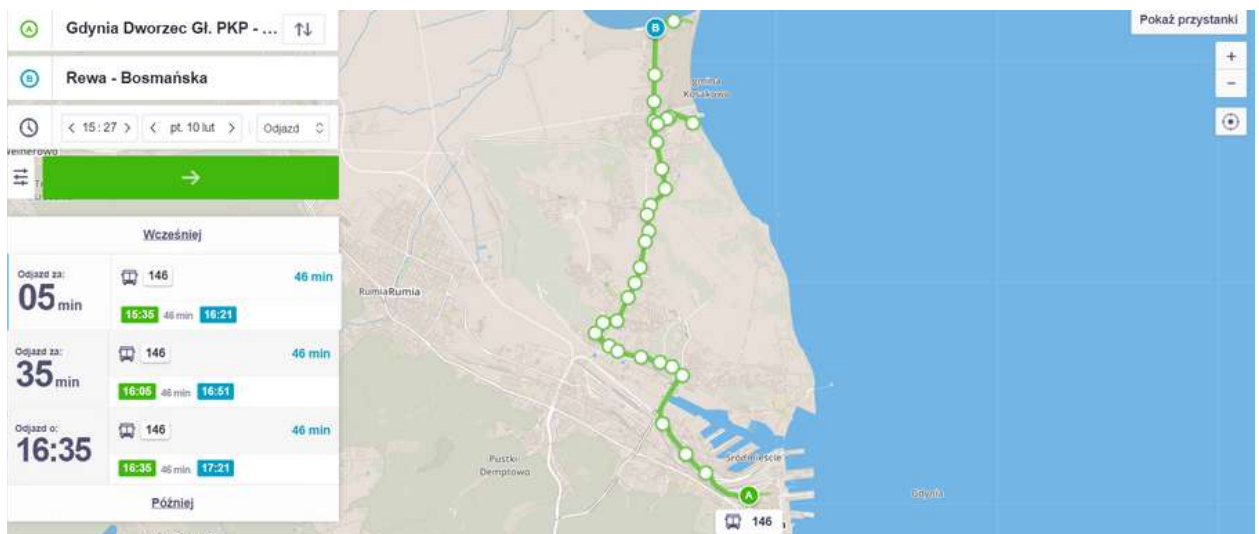
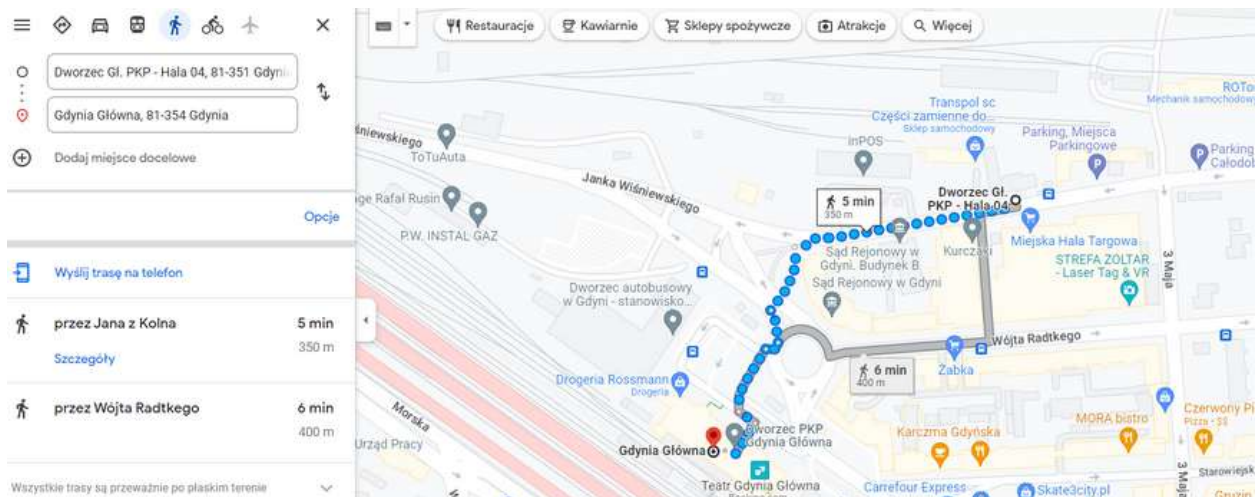
- by train:

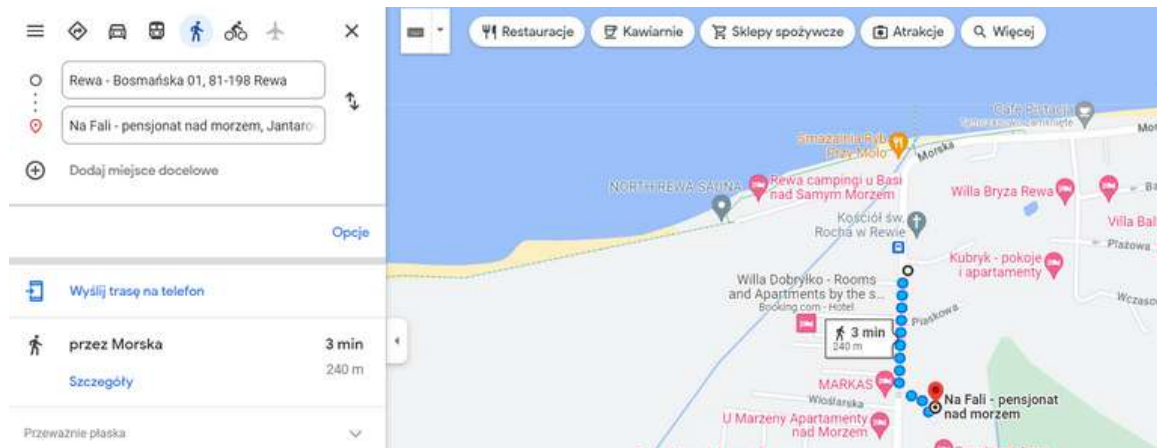
You can get to Warsaw, Krakow or Katowice directly from Vienna (Austria) or Prague (Poland), and maybe you have some connection to Prague or Vienna from your town. If you want, you can search for the connections on the Polish railroads website: <https://rozklad-pkp.pl/en>.

Here is a short guide on how to get to Rewa from Warsaw, Gdansk or Gdynia:

Gdańsk Airport -> Rewa

1. Catch a train to Gdynia city center ("Gdynia Główna" Station) from the platform situated in front of the airport. You can buy tickets on the platform or from the conductor in the train. One way ticket costs around 7 PLN. The trip will take around 30 minutes. You can also take the train that goes to "Gdańsk Wrzeszcz" Station, get off at this station and change to an SKM train going in the direction of Gdynia, Reda, Rumia, Wejherowo or Łębork and get off at the "Gdynia Główna" station. The trip will take about an hour.
2. When you get to Gdynia exit the station (exit near McDonalds) and go to the bus stop behind the Market Hall- The stop is called "Gdynia Dworzec Główny PKP - Hala". (see 1st map below)
3. From there catch the 146 bus in the direction of Rewa. Get off at the stop "Rewa - Bosmanska". (see 2nd map below)
4. Walk a few hundred meters from the bus stop to the guesthouse. (see 3rd map below)





Gdańsk Dworzec Autobusowy -> Rewa

1. If you arrived in Gdansk Główny ("Dworzec Autobusowy" - Bust station) by bus (e.g. Flixbus) then go down to the tunnel under the tracks and there find the platform from which SKM trains depart in the direction of Gdynia. You can take a train to Lębork, Wejherowo Gdynia, Rumia. Get off at the stop "Gdynia Główna" Station. The ticket will cost about 7 PLN. The trip to Gdynia will take about 35 minutes.
2. When you get to Gdynia exit the station (exit near McDonalds) and go to the bus stop behind the Market Hall- The stop is called "Gdynia Dworzec Główny PKP - Hala". (see 1st map above)
3. From there catch the 146 bus in the direction of Rewa. Get off at the stop "Rewa - Bosmanska". (see 2nd map above)
4. Walk a few hundred meters from the bus stop to the guesthouse. (see 3rd map above).

Warsaw Chopin airport or Modlin airport -> Rewa

1. When you land at Chopin Airport, use the directions on their website to get to one of those crappy stations in Warsaw: "Warszawa Zachodnia", "Warszawa Wschodnia" or "Warszawa Centralna": <https://www.lotnisko-chopina.pl/en/train.html> or <https://www.lotnisko-chopina.pl/en/public-transport.html>
2. When you land at Chopin Airport, use the directions on their website to get to one of those crappy stations in Warsaw: "Warszawa Zachodnia", "Warszawa Wschodnia" or "Warszawa Centralna": <https://en.modlinairport.pl/page/train>. From Modlin you can also go straight to Gdynia, but not every train stops there, so it would be best to go to Warsaw and from there to Gdynia.
3. From one of these 3 stations you can take a direct train to Gdynia ("Gdynia Główna" Station). You can buy tickets in online or at the station before the train departs. If you want to buy a ticket earlier, take into account more time to catch the train - the bus or other previous means of transport may be delayed. When buying a ticket, also pay attention to the type of train. Trains leave for Gdynia every 1 - 2 hours or so. They all go to Gdynia in about 2.5 - 4 hours, but at the same time they differ significantly in price. TLK and IC trains are the cheapest (ticket prices starting at about 50 PLN), EIC and EIP trains are more expensive (prices start at about 130 PLN).
4. When you get to Gdynia exit the station (exit near McDonalds) and go to the bus stop behind the Market Hall- The stop is called "Gdynia Dworzec Główny PKP - Hala". From there catch the 146 bus in the direction of Rewa. Get off at the stop "Rewa - Bosmanska".
5. Walk a few hundred meters from the bus stop to the guesthouse (see map above).

Warsaw Flixbus station -> Rewa

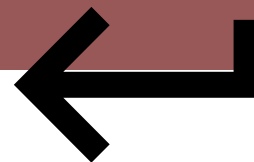
1. If you get to Warsaw by Flixbus, it is best to get off in the Center ("Warszawa Centrum") and from there walk (about 500 m) to the Central Station ("Dworzec Centralny" Station). If you got off at a different stop you will need to take public transportation to the Central Station ("Dworzec Centralny" Station), Western Station ("Dworzec Zachodni" Station) or Eastern Station ("Dworzec Wschodni" Station).
2. From one of these stations you can take a direct train to Gdynia ("Gdynia Główna" Station). You can buy tickets in advance online or at the station before the train departs. If you want to buy a ticket earlier, take into account more time to catch the train - the bus or other previous means of transport may be delayed. When buying a ticket, also pay attention to the type of train. Trains leave for Gdynia every 1 - 2 hours or so. They all go to Gdynia in about 2.5 - 4 hours, but at the same time they differ significantly in price. TLK and IC trains are the cheapest (ticket prices starting at about 50 PLN), EIC and EIP trains are more expensive (prices start at about 130 PLN).
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4. Walk a few hundred meters from the bus stop to the guesthouse (see maps above).

Tips for traveling from Gdynia or Gdansk to Rewa:

- We recommend buying full tickets (not reduced, student tickets), as IDs from foreign schools and universities may not be honored.
- We recommend downloading the "Jak Dojade" application and selecting the city - "Trójmiasto" In the application you will be able to find public transport connections in the entire Tricity (Gdansk Gdynia and Sopot) and surrounding areas. In the application you can also buy tickets.
- If you buy those small tickets for an SKM train at a kiosk or store, you must punch (validate) these tickets at the ticket validator, which is usually located by the stairs leading to the platform.
- If you buy a train ticket from a conductor or at a ticket machine, you do not need to punch them.
- Tickets for city buses in Gdynia can be purchased on the app or at a kiosk or from the driver. We recommend buying a single ticket or a 75-minute ticket. If you buy the whole ticket from the driver then you will get two discounted tickets, which serve as one whole ticket. Tickets bought at the kiosk or on the bus should be punched at the ticket validator located on the bus.



REIMBURSEMENT



1. Deadline for travel arrangements: 10.04.2023. We kindly ask leaders or coordinators from partner organisations to send itineraries of all participants in one e-mail. (send here: rekrutacja@iwr.org.pl)

2. Please keep all your tickets, boarding passes, confirmation of purchase and other travel documents. If you have a boarding pass in the app then take a screenshot on the day of travel and save it, as boarding passes disappear from the app after some time.

3. According to the rules within the Erasmus+ Programme Erasmus+ and accountancy rules we will reimburse the travel costs on the basis of the cheapest possibilities, e.g. second-class train tickets, etc., accompanied by the receipt and original tickets, invoices, bills, boarding passes etc. upon a certain "contribution to the travel costs of participants, from their place of origin to the venue of the activity and return". This contribution is "based on the travel distance per participant".

4. Above you can find the maximum contribution to travel costs for ONE participant per country from the city of registration of the organisation to the venue and back. Travel costs will be reimbursed upon presented original travel documents and invoices or receipts after completion of each activity (training course and dissemination phase).

5. We won't reimburse:

- excess luggage charge (from the airport),
- extra charges for check in at the airport,
- your own private transport,
- private travel insurance (for the flight, stay in Poland, etc.).

6. Due to the Covid-19 participants can purchase a "flex" option which allows to change travel date.

7. If the project does not take place for reasons beyond our control (e.g. because of the closure of borders due to a pandemic) or a participant is unable to travel to the venue because of pandemic restriction increase in the sending or hosting country, we do not guarantee reimbursement for costs incurred by participants, in particular the purchase of tickets. Possible reimbursement will depend on the decision of the National Agency and its decision to qualify the situation in the project as 'force majeure'. Therefore, it is important not to buy tickets before we give the green light to do so (when we are sure that the project will take place).

8. There is no compulsory quarantine in Poland, but in case you will catch it a doctor may recommend it.

9. Eligible travel documents:

Flights:

- original boarding passes
- If you checked- in online: electronic document (PDF) or printed boarding pass; screenshot if you checked- in via app;
- If you checked- in at the airport: original boarding pass that you received at the airport (small stub boarding pass);
- invoice or confirmation of ticket purchase that you received by e-mail/proof of purchase with visible price, flight number or booking number and your name.

Buses or trains:

- original ticket with visible price, time and place of departure and arrival:
- if you bought a ticket online: it can be in PDF document or printed ticket;
- if you bought a ticket in the ticket office or from the bus driver it has to be this original ticket (not a scan of it or photograph);
- if your name isn't visible on the ticket, please write it down on the back of the document. The same applies if the travel date isn't visible.
- additionally, take an invoice if it's possible.

Remember to give us only original travel documents. We won't reimburse travel based on scanned, copied or photographed tickets!

10. Reimbursement process:

- a) Partners/participants send us all original travel and dissemination documents, together with excel sheet which will list all travel documents and ticket prices (we will send you a template). PDF documents can be upload on the dedicated Google Drive.
- b) We will check all documents it and count reimbursement for each participant. If a participant refused to attend activities, arrived late, departed early hosting organisation will deduct the organisational costs from the travel reimbursement: 59 euro per day of absence/session.
- c) The reimbursement will be up to the amount actually spent on the trip (may be less than the limit).
- d) Then **we send the transfer to each partner organisation** and a table with information how much reimbursement is per participant.

11. In order to receive reimbursement, participants and sending organizations are obligated to send all original travel documents, fill in the Mobility Tool survey (leaders only) and complete dissemination phase:

- each partner should publish on their website info about project-short description and photos for TC in English and in mother tongue of each organization and through other possible communication channels (e.g. local press);
- each partner/ group of participants from each country should organize at least 1 workshop for youth - for a minimum of 20 people per partner organisation;
- send to IWR or upload on dedicated folder photo-relation and short report from the workshop, screenshots form websites and posts on Social Media about the project and its results with statistics, and other (e.g. scans of newspaper article).

Deadline for sending all travel documents and completion of dissemination phase: 01.06.2023.

Dissemination reports have to be uploaded on dedicated folder. If participants have originally printed travel documents they have to send it via traditional post (1 group = 1 e-mail/letter).

We will make the reimbursement within 2 months only if all of you will send us all abovementioned documents.

MUST KNOW



- Currency in Poland is polish zloty: PLN. You can exchange money in Gdynia or Gdańsk (its best to bring euro to exchange it to PLN) or just withdraw cash from ATM. But in fact in Poland you can pay by card in 95% of shops, restaurants, trains.
- In May in Rewa it should be sunny, but sometimes it's rainy. Remember to take warm clothes and something against rain. The temperature in May oscillates around 6-18 degrees Celcius during the day (and it can change many times during the day). It may be chilly, so please bring warm clothes.
- Every participant must attend the full duration of the training course. If a participant refuses to attend activities, arrive late, departure early, hosting organisation will request him/her to pay the organisational costs: 59 euro per day/session of absence (or deduct the appropriate amount from the travel reimbursement),



Contact & Communication:

You can contact us via email or FB and Messenger.

rekrutacja@iwr.org.pl

Messenger: Iwr Iwr

Phone: +48 577 707 547

See you!