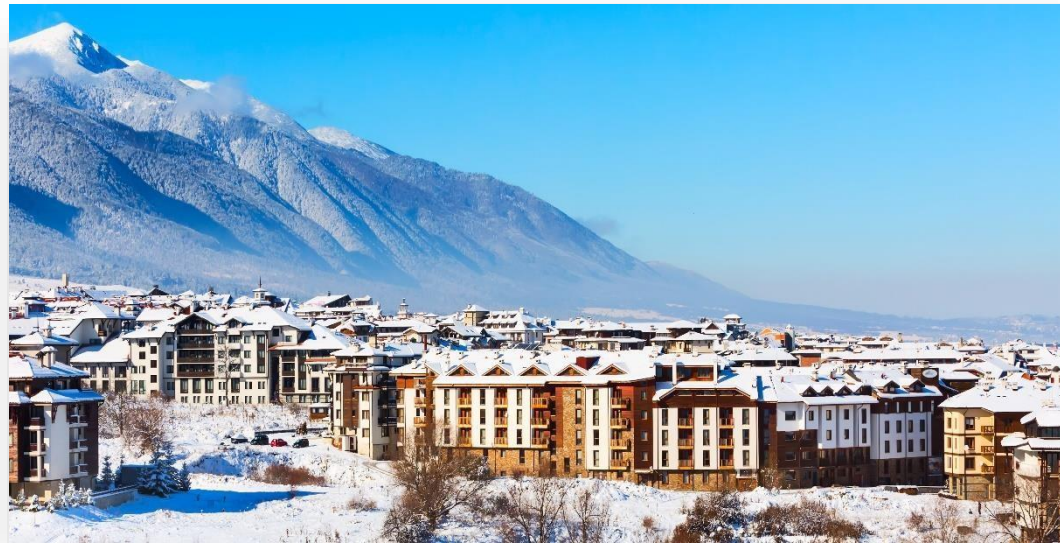




INFOPACK

KA1 Act Now For Today

Bansko, Bulgaria
10th to 18th October, 2022





1. ABOUT THE TRAINING COURSE

- ✓ **“Act Now For Today”** is a mobility of youth workers, KA1 Training Course, under Erasmus+ and will be implemented by Copernicus Berlin e.V. with the support of Provision International. The training course will take place in Bansko, Bulgaria, and it will involve 30 youth workers (20+), from 6 different countries (Germany, Turkey, Spain, Romania, Italy and Bulgaria).
- ✓ This project is in line with the objectives of the Erasmus + program, by training 30 youth workers, members of youth organizations. Act Now For Today will bring together youth workers from different backgrounds and environments, with considerable different knowledge about climate change and sustainable practices. The project will promote responsible and (self)-reflective living, friendly to environment. Throughout the project, the participants will have an opportunity to reflect about the importance of individual acts and get to know some positive practices of sustainable living related to fair investments and local production. Nevertheless, the project will give the participants and participating organisation an opportunity to reflect about personal lifestyle and to “act now”, not wait for a worst tomorrow. The main topics of the project will be environment and ecology, climate change, overconsumption and pollution problematic, recycling, personal and common responsibility for the planet, sustainable living, cultural learning and mutual enrichment.
- ✓ Therefore, the main objectives of the project will be to raise youth workers competences and awareness about the climate change and environmental problematic, improving knowledge on the climate change, fostering positive examples of sustainable living, exchanging experiences and mutual learning, raising the capacity of critical thinking about the information provided by (social) media, raising awareness about importance of solidarity towards environment and society.
- ✓ The project will use nonformal learning methodology including methods such as: ice breakers, energizers, name games, reflection groups, working into intercultural subgroups, facilitated discussion, creative presentations, simulation, case study and debates.
- ✓ **“Act Now For Today”** is implemented by 6 organizations and financed by the European Commission through Erasmus+programme.



2. ABOUT THE COORDINATOR

Copernicus Berlin e.V. (coordinator) is a non-profit organization established in Berlin, in 2000, which pursues the goal of providing of talented and socially-engaged students from specific regions (Eastern Europe, Central Asia, and Caucasian countries), an opportunity to enhance their educational and professional experience. Moreover, the organization increases students' employability by enhancing their professional qualifications. Copernicus Berlin e.V. selects socially-active students and works to further develop their critical thinking and analytical skills. This allows them to have an effective impact within their social spheres.

3. PROJECT TIMELINE

Training Course: 10th – 18th October; Bansko, Bulgaria	
29th August 2022	Infopack release Call for participants opening
10th September 2022	Deadline for participants selection
20th September 2022	Deadline for travel arrangement
30th September 2022	Participants preparation (content, culture and organisation representation). Project partners have to ensure that participants had read the infopack, get with them their European Health Card, have valid COVID-19 certificate if needed etc.
10th – 18th October 2022	Activities take place

Project partners and participants have to disseminate project results and activities in their website and social media channels within 2 months of the end of the training week.



4. TARGET GROUP

4.1. The number of participants for each partner:

Country	Organisation	Number of Participants
Turkey	Nicea Kültür ve Eğitim Derneği	5
Italy	Active Youth for Europe	5
Spain	2Europa	5
Romania	Act O'Clock	5
Bulgaria	Provision International	5
Germany	Copernicus Berlin e.V.	5
TOTAL:		30

For the participants' selection the following criteria will be taken into consideration:

- ✓ Interested to acquire new competences about climate change and sustainable practices, as well as raise awareness about importance of solidarity towards environment and society.
- ✓ Ready to participate actively in all project sessions and activities. Participants **cannot skip any sessions. If a participant will skip one session, he/she will not receive the total travel reimbursement.**
- ✓ Ready to actively participate in the whole project (preparation, training course and follow up)
- ✓ Experienced or interested in working with Erasmus+ programme.
- ✓ Participants must be aware that Copernicus Berlin e.V. and Provision International will not be responsible of



any injuries of the participants.

✓ **The participants will have the following tasks:**

- To complete the Participant's mobility report sent by EU
- Implement at least one activity for publicity sharing the result of the project (blog interview, article, FB post, etc.), and make at least one follow up activity using the experience from the training (individually or together with another person from the same country)
- Everything else that they could do or organize as a dissemination of the project will be warmly welcomed and appreciated from us.

✓ **Following GDPR rules, please note that we will be taking photos during the project with the idea of disseminating and sharing the project results. These photos will be published in the social media channels of Copernicus Berlin e.V. and its partners. Coming to this project you automatically accept that these photos and media contents will be shared with the public, via offline and online medias and tools.**

4.2 We encourage participants of **all eligible ages** to take part in our project.

4.3 Regarding gender balance, it is compulsory that the proportion of females and males participating is equal 50%/50%.

4.4 Moreover, equality of chances is one of the values shared by Copernicus Berlin e.V. and its partners; we will not tolerate any kind of discrimination throughout this project, especially during the training week.

4.5 On National Agency request, the partner organizations have to be able to justify the integration of their representatives in the target group. Only the participants belonging to the target group could be funded in the frame of this project.

4.6 The **Youthpass** will be released at the end of training to all participants;



5. PARTICIPANTS REGISTRATION

The **legal representative or the contact person** will need to send a nomination declaration as follows:

- Subject: **[Act Now For Today]**-[Nomination] - Your organisation - Your country
- E-mail to: george.kuzmanov@gmail.com
- **Deadline: 10th September, 2022**

6. PURCHASE OF TRAVEL TICKETS

- ✓ On their own costs, **participants are allowed to arrive and to stay 2 extra days outside the project duration** and have their flight reimbursed. However, in this case, they have to pay the extra days of hotel.

As soon we receive the nomination declaration from the legal representative of your organization, you are kindly requested to submit **your travel proposal for validation** including detailed information about the name(s) of the participant(s) envisaged, **itinerary (departure, arrival, dates, hours, transport company, prices), type of transport (flight, bus, train etc.)** and the website where you got the offer from:

- Subject: **[Act Now For Today]** [Travel validation] - Your name - Your country;
- Address: george.kuzmanov@gmail.com
- **Deadline: 20th September, 2022**

Copernicus Berlin e.V. is not responsible of reimbursing tickets without our prior validation.

- ✓ **Just Economy class, Second class ticket and cabin baggage will be reimbursed. You need to choose lowest cost plane company when possible.**
- ✓ **Business, first class ticket will be NOT reimbursed.**
- ✓ **Taxi cost will be NOT reimbursed.**
- ✓ **If you do not bring/send ORIGINAL tickets, boarding passes, invoices or bills with the ticket price, We can NOT reimburse your travel expenses.**
- ✓ **Additional services of flight (checked baggage, meals and drinks, etc..) will be NOT reimbursed.**

- ✓ **Priority will be covered for low cost companies.**



Medical insurance: All project partners are members of European Union so participants just need to come in Bulgaria with their **EU health insurance card**. European health card gives access for free to Bulgarian hospitals health services to European citizens.

PLEASE NOTICE THAT DUE TO THE CURRENT COVID 19 CRISIS, WE ASK ALL PARTICIPANTS WHO WILL ATTEND THE TRAINING PREFERABLY TO BE FULLY VACCINATED OR BEING RECOVERED FROM COVID WITH PROOF OF CERTIFICATE.

IN CASE OF THE NEED OF PCR/ANTIGENIC test for arriving to Bulgaria or coming back to your country, please note that you need to cover by yourself the costs for testing.



7. REIMBURSEMENT PROCEDURE

Country	Organization	Reimbursement per participant
Turkey	Nicea Kültür ve Eğitim Derneği	220
Italy	Active Youth for Europe	220
Spain	2Europa	320
Romania	Act O'Clock	150
Bulgaria	Provision International	-
Germany	Copernicus Berlin e.V.	220

How to provide the needed justifying documents?

REMEMBER! If something is missing from the list below, unfortunately we are not able to reimburse your costs.

✓ **Flight tickets** (economic class/low cost if possible) – all the following are needed:

- **e-ticket** (you receive it by e-mail after you buy the flight);
- **fiscal invoice** (check on the website where you buy the ticket how can you get a fiscal invoice). OR **proof of payment** (signed and stamped): can be a receipt from where you buy the tickets, can be a payment order (if you pay by bank transfer) or can be a bank or an account statement (if you pay by internet banking);
- **boarding pass** (you get it online and print it at home 24h-30h before the flight or directly in the airport);

Please note that SCREENSHOTS for boarding passes are not accepted. We need from you the PDF online boarding pass or the original paper one in case they give you before your trip.



- ✓ **Train tickets - make sure the date, the itinerary and the price are visible on the ticket, if you can get an invoice is even better;**
- ✓ **Bus tickets - make sure the date, the itinerary and the price are visible on the ticket, if you can get an invoice it is better;**

IMPORTANT! Try to provide the documents above in English or German (For German participants). If the documents are written in other languages, we will need a declaration from you to explain the information provided in each document (in English).

- ✓ If the distance band starting from the Partner's participant location is different than Partner's office distance band, the travel costs limit will be calculated according to the minimum of those two;
- ✓ In case, of any damage in Hotel rooms, Copernicus Berlin e.V. will keep the total amount of the damage from participants **travel reimbursement** staying in that room.
- ✓ If all the justifying documents are provided, the Applicant will transfer the reimbursement to the bank account of the Partner NGO within 3 months from the moment the documents and the receipt are received;

8. PARTICIPANTS PREPARATION

It is suggested to project partners to offer a pre-departure short training to the participants. Every partner must check that their participants **are able to be involved in all project activities and to remind them that they cannot skip any session otherwise they will not receive their travel reimbursement.**

9. SEMINAR LOCATION AREA

Bansko is a town in southwestern Bulgaria, located at the foot of the Pirin Mountains. It is a popular ski resort. The mountain peaks near the town, the numerous lakes and the old pine woods make it a popular site for recreation.



10. SEMINAR VENUE

- ✓ During the project duration (10th October – 18th October ,2022), the participants will be offered (free of charge) accommodation in 4 stars hotel for 8 nights, 3 meals and 2 coffee breaks a day, materials etc. Participants can get inside the hotel and make their check-in starting from **15.00h on 10th of October, 2022**. Participants will be accommodated in triple or quadruple rooms.
- ✓ The participants will be accommodated in Royal Bansko aparthotel, located in Bansko Bulgaria at the following address: **ul. "Kosherinata" 2770, Bansko, Bulgaria**



11. ARRIVING TO THE VENUE

How to get to BANSKO?

Although there are some different airports, the best option for everybody is to arrive to Sofia. There are several buses leaving everyday from Sofia to Bansko (the first one is at 07:00am and the last one is at 16:45).

You will have to use public transportation to get from Sofia to project venue. For that you will need small change – 1.60BGN (approx. 0.80 euro) for subway ticket and 16 BGN (8.11 euro) for bus from Sofia to Bansko.

If you are arriving at **Sofia airport – Terminal 1**

Outside of the terminal you will find white mini bus with sign TRANSFER SHUTTLE /or simply ask any of the staff where is the free shuttle to Terminal 2/. Once you get in –it will drive you / about 7 min/ to TERMINAL 2 of SOFIA AIRPORT. From there you can get metro / subway /taking the blue line/ - From Sofia airport terminal 2 to station called SERDIKA, there you have to change with the orange line towards OBELYA OR LOMSKO SHOSE and you have to get out at the 2nd station which is called CENTRAL RAILWAY STATION. Once you get out from CENTRAL RAILWAY



STATION you will see large blue building with the sign Central Bus Station. Inside the station you will be able to get the tickets for the bus. Please check the image below:



If you are arriving at Sofia airport – Terminal 2

Once at Terminal 2 of Sofia airport –please go out of the building turn left and go all the way down on the road and you will get to the / subway station of Sofia airport/ 2-3 min walk/ . From there take the blue line/ - From Sofia airport terminal 2 to station called SERDIKA, there you have to change with the orange line towards OBELYA OR LOMSKO SHOSE and you have to get out at the 2nd station which is called CENTRAL RAILWAY STATION. Once you get out from CENTRAL RAILWAY STATION you will see large blue building with the sign Central Bus Station. Inside the station you will be able to get the tickets for the bus. Please check the image below:



How to get from **Central Bus station** to **Bansko**



Once you arrive at CENTRAL RAILWAY STATION go out of the station and you will see large blue building with sign Central Bus Station (photo in the left).

From there you can buy ticket to Bansko. The journey will be about 3h and it will cost you 16 Bulgarian leva.

There are few buses a day running from Sofia to Bansko with schedule:

Route	Departing hour	Price
Sofia- Bansko	09:45	20 BGN
	11:25	20 BGN
	14:00	20 BGN
	16:45	20 BGN

If you are arriving after 16:45 and you are not able to get the public bus there is option for renting a private shuttle that needs to be paid by each of the passenger and it's upon request.

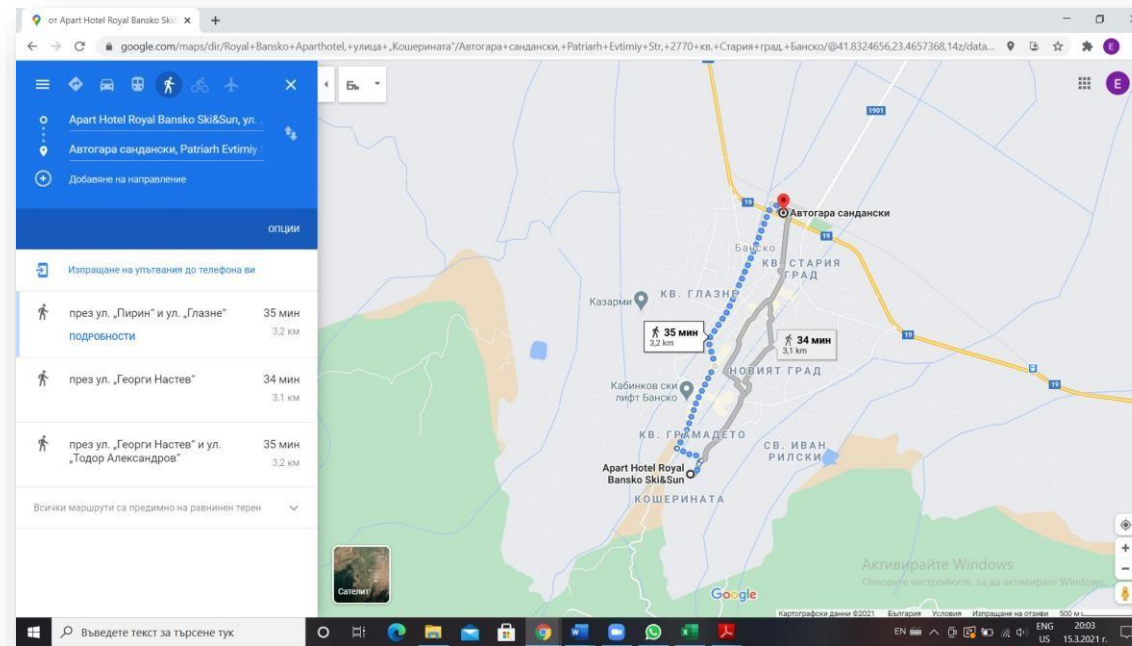
For the way back from **Bansko** to **Sofia**

Route	Departing hour	Arrival hour	Price
Bansko - Sofia	05:05	08:05	20 BGN
	06:50	10:20	20 BGN
	12:50	15:50	20 BGN

From Bansko bus station to hotel Royal apart hotel Bansko:

You have two options to get to the hotel.

- 1) You can take a taxi which you can find just in front of the main entrance of the Bus station and will cost you about 10-15 BGN /5-7 euros/ per car. So, if you are more people you can share the costs.
- 2) You can walk to the hotel following the map below and will be approx. 25-30 min





12. VISIBILITY & DISSEMINATION

According to Erasmus+ grant agreement and the signed memorandum of understanding, it is the responsibility of each partner to assure the visibility, dissemination and exploitation of results.

13. CONTACT

Main contact for travel arrangements and receiving authorization to purchase the tickets:

Georgi Kuzmanov: george.kuzmanov@gmail.com (activity programme responsible)

For any questions about the project, your travel, your stay, your good mood and entertainment during the project, we are here to support. In order to facilitate the communication, please include “**Act Now For Today**” in your e-mail subject together with a specific description of your request. See you in Bulgaria! 😊