



## Information letter

# Value Of Diversity- Turning the key of inclusion

*From the 12th until 18th of March 2012*

**Hollókő, Hungary**

**Egyesek Youth Association**



**EGYESEK**  
*ifjúsági egyesület*

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# Training Information

## Who is this course for?

This course is for young people who

- ✓ play a key role in their communities: e.g. youth workers, educators, trainers, mentors, coaches, members and leaders of project teams, organisations, communities
- ✓ work with groups and teams of diverse backgrounds: e.g. cultures, social groups, geographical backgrounds, generations, organisational cultures.
- ✓ are between 16 – 30 years old
- ✓ are from the member states of the Council of Europe.

## What is the purpose of the training?

To improve your performance in communication and create flow in cooperation.

## What skills can I improve here?

- ✓ listening
- ✓ observation
- ✓ body language and the use of physical space
- ✓ identifying and stepping over thoughts and emotions
- ✓ creating and maintaining the connection in communication
- ✓ practicing different communication styles
- ✓ choosing your words
- ✓ forming your message

## What is your training approach?

**Shortly:** instead of talking on the WHAT, we focus on the WHO and practise the HOW

**In other words:** we switch focus from general knowledge to personal skills and attitude.

### **In detail:**

Everyone has their unique way of thinking and expressing themselves. We will start with exploring the elements your style. You can explore your personal and cultural patterns – sets of elements of which your thinking and behaviour is composed. By exploration you can understand better how you function in human interaction. You also develop your observation, listening and your sense for these elements and you can identify better how other people function in relation to you. This is the level of knowing – and we believe, this is available for all.

From here we want to go further: to the level of *DOING*. We will practice these elements as techniques, to understand how they work and to acquire them as skills, this way widening your personal resources. With more elaborate skills you will be more effective in your communication – this brings a new quality into the groups, teams, communities where you are active, creates a better flow and increases performance.

By training we mean constant action and practicing in an accumulative cycle of learning – like sportspeople do: exercising, reflecting upon and evaluating the outcome, adding new techniques to the ones we already have and practicing, practicing, practicing. We will do these according to the principles of non-formal learning, like learning by doing and active experimenting. Techniques and best practices from NLP, team coaching and group dynamics, synergy trainings, and the 15 years of experience of Egyesek.

## What will I do for a week?

You will participate in a variety of processes: workshops and games from theatre, dance & drama pedagogy, simulations and structured exercises, all focused on cooperation. Some of them you may find playful and funny while others can be deep and serious. Some of them involves physical movement, others thinking and talking. Some may take place outdoors.

You will practice techniques in couples, trios, and small groups which will be re-mixed each time.

The trainer and the assisting team will present the techniques to be practiced, explain theories and show videos to provide a background to the techniques. They will guide the processes, facilitate the reflection and debriefing sessions.

What you experience and learn here depends highly on the level of your active participation as a member of the group.

## What results can I have?

As a result of this course you may become skilled to

- ✓ communicate more effectively with individuals in groups, in a variety of situations
- ✓ recognise your own style of communication and thinking
- ✓ adapt to the communication and thinking styles different from yours
- ✓ practice inclusion on the daily level
- ✓ create a flow in cooperation
- ✓ improve your performance as a team member or leader
- ✓ enjoy interaction
- ✓ have an impact you want to have
- ✓ perceive diversity as opportunity

## How does it connect to my activity at home?

Non-formal education, youth work and civic activity has different levels of recognition in different parts of Europe. In most countries, especially in Central-Eastern Europe and the Balkans, great initiatives have emerged in the past decade, constantly facing a few challenges common to all of them:

- ✓ multicultural project teams
- ✓ generation gaps
- ✓ social exclusion
- ✓ recognition of youth work and non-formal education
- ✓ recognition of civic activity and volunteering
- ✓ networking with organisations who have priorities and procedures different from yours (e.g. mayors' office, other NGOs, schools, grant program agencies)
- ✓ low cross-sectoral cooperation

Analysing needs and experiences we came to the conclusion that in situations like the ones above, mostly the goals and wanted results are clear, however, the start is unclear or skipped. From here we asked the question: how to create a clear start? As intervention point, we chose communication as a tool and the person, you, who wants have an impact.

In the course we will not discuss these issues, neither we offer solutions or models to handle them. There are plenty of courses and materials available to do so. You may bring your examples and case studies into the course, as a tool, to be used in order to work with yourself.

By improving your own skills of communication, you may become

- ✓ more effective in handling the challenges your organisation or community is facing
- ✓ able to inspire and support other people in doing so.

### **What is the language of the training?**

The working language of the course will be English, in a simple, easy-to-understand style.

### **Who will guide the training?**

The program will be guided by Krisztina Győry, youth worker, personal development trainer and coach, with 15 years of experience in trainings and 20 years in multicultural projects . She will be assisted by an international team of volunteers. Guest experts will join the program to contribute to certain program elements.

### **What is the background of the training?**

The course is realised within the project „Value of Diversity – turning the key of inclusion”, supported by the Council of Europe, European Youth Foundation.

# Practical Information

## Where am I going to stay?

The exchange will take place in Hollókő, Hungary, an old village in the north of Hungary that is part of the UNESCO World Heritage. During the program you will see a lot from the surroundings, the Cserhát Hills and villages of the Palóc culture ([www.holloko.hu](http://www.holloko.hu)).

Accommodation and the program will take place in the youth training centre Creative Space. There are bedrooms of 4 with a separate shower and toilet each. We have a wireless internet connection. There is no washing machine. ( [www.kreativ-ter.hu](http://www.kreativ-ter.hu) )

## What is the application and selection procedure?

### **EXTENDED DEADLINES**

*Participants who need visa: 16th December 2011.*

Participants who don't need visa: **16th January 2012.**

Send your application form(Attachment 2.) to the following address: [vod.egyesek@gmail.com](mailto:vod.egyesek@gmail.com)

*Selection will be done and confirmation will be sent by 20th January 2012.*

The ones not selected in the first round will be on the **waiting list** and as soon as there is an empty place we will contact them.

We will take care that the age, gender and intercultural diversity of the group is ensured.

**Do NOT buy your tickets till you get the confirmation letter!**

If you are selected for the training you will receive a confirmation letter. If you have received this letter you can start arranging your travel. In the letter you will also receive the travel information and a list of things you need to bring with you.

After you received the confirmation letter you can arrange your travel. Your registration is final when you arranged your travel and send us your arrival and departure times for the training.

Take care that you arrive before the start and leave after the end of the program. Arrival or departure after or before the program times of the training is not accepted. The training is a whole, start and closing .

If you are under 18, send also parent's consent (Attachment 3.).



## What are the dates?

<b>Arrival days</b>	until: 18:00	11th March 2012.
<b>Start of the program</b>	18:00	11th March 2012.
<b>End of the program</b>	22:00	18th March 2012
<b>Departure day</b>	until: 10:00	19th March 2012.

### **Arrivals and departures:**

We are asking you to arrive on the date given above, to the accommodation of the exchange:

*Creative Space Training Centre, 31. Orgona str., Hollókő, Hungary*

We expect you to participate on the whole program!

(It means coming later or leaving earlier is not allowed!)

If you arrive 1-2 days earlier or leave later, please arrange your own accommodation for the extra time.

A trip to Budapest or other touristic venues of Hungary is NOT part of the program. If you would like to visit these places, arrange your travel in a way that you can do it before or after these dates.

## How much does it cost?

### **Egyesek covers the following costs:**

- ✓ accommodation
- ✓ food
- ✓ the costs of the program
- ✓ 70% of the travel costs of foreign participants, according to the conditions described in the attachment.
- ✓ part of visa costs

### **Participants cover the following costs:**

- ✓ The rest (30%) of your travel costs from your living place to the program venue.
- ✓ Your own insurance

### **Participants' contribution:**

- ✓ Participants who are coming from European Union Countries: **60€**
- ✓ Participants who are coming from non European Union Countries: **30€**

To be paid in cash in € on arrival.

The procedure and the conditions of the reimbursement is described below in the attachment nr.1. Please read it carefully and if you have questions, contact us in advance.

## How can I get the reimbursement?

### Reimbursement

In the grant we will receive a certain amount of money for this purpose, which we are not allowed to exceed. These amounts are based on the costs our partner organizations told us when we wrote the application. Amounts given are for return tickets between your place of living and Hollókő.

We reimburse public transport tickets and taxi costs from Budapest or from cities where you change transportation only if they fit into your limit and you bring the invoices of them .

<b>Countries</b>	<b>Number of participants from these countries (all together)</b>	<b>Maximum 100% travel costs / person (€)</b>	<b>Maximum 70% travel costs / person(€)</b>
<i>Croatia, Slovenia, Serbia, Slovakia, Romania, Austria, Ukraine – regions near the Hungarian border</i>	<b>10</b>	<b>80</b>	<b>56</b>
<i>Germany, the Netherlands, Belgium, Luxembourg, Czech Republic, Poland, Montenegro, Bosnia-Herzegovina</i>	<b>12</b>	<b>200</b>	<b>140</b>
<i>Italy, Grece, Bulgaria, Moldova, Belarus, Latvia, Lithuania, Estonia, Scandinavian countries, Albania, Kosovo, Macedonia, Ukraine – Kijev or farther regions</i>	<b>6</b>	<b>300</b>	<b>210</b>
<i>Spain, Portugal, France, Georgia, Armenia, Russia, Azerbaijan</i>	<b>3</b>	<b>400</b>	<b>280</b>
<i>Hungary</i>	<b>4</b>	<b>0</b>	<b>0</b>

*Find more detailed information about the reimbursement int he attachment 1.*

By the Hungarian bookkeeping law and the funding rules of the grant program we must keep certain administrative procedures. We are asking for your support and cooperation in keeping these rules.

**Please make sure that you read and understand the conditions and the procedure.**

### Conditions of reimbursement:

Only if you participate in **the whole program** can you get the reimbursement.

Save your **original** tickets and receipts, invoices and all related documents, because you can only get reimbursement for costs of which you can prove the amounts with original tickets and receipts. Only the amount written on the ticket will be reimbursed – that is, if you want your return ticket to be reimbursed, you have to give it to us. We cannot reimburse anything that you buy *after* the training.

### **ALL the following ORIGINAL documents will be needed:**

all your tickets and boarding passes

invoices of buying your tickets described below

passport or ID

Official document from the bank or travel agency stating the exchange rate from your currency to Euro and/or HUF of the day you buy your ticket.

### **What is an invoice?**

This is a document, signed and stamped by the seller.

The invoice of flight ticket must contain your **name, the starting and finishing place and the date of the journey and the price of the ticket**. Whatever official is your paper, if these data are not on it, you **can not** get it reimbursed!!! Use your name from your passport, no nicknames!

For all the other tickets that you buy in Hungary you need a special invoice, called ÁFÁS SZÁMLA, you need to ask for it when you pay. It needs to be for the following address as buyer:

**Egyesek Ifjúsági Egyesület  
1137 Budapest  
Radnóti M. u. 4-6. I./14.**

### **E-tickets:**

An e-ticket is NOT an invoice! If necessary, call the airline/train company/etc., explain them the situation and ask them to give you a receipt/invoice with the data given above. If you buy tickets online, take care that you tick the box indicating that you want an invoice, and you fill in the address of Egyesek where the invoice has to be sent by the airline company.

A simple receipt printed by the cassa, only containing date and amount is NOT an invoice, amounts proved by such receipts WILL NOT be reimbursed..

Reimbursement will be done after the training, by bank transfer. We do not reimburse any costs on spot. The exact procedure is described below. The exchange rate we will be the rate of the day we receive the grant.

**Reimbursement limits per country**

In the grant we will receive a certain amount of money for this purpose, which we are not allowed to exceed. These amounts are based on the costs our partner organizations told us when we wrote the application.

Amounts given are for return tickets between your place of living and Hollókő.

We reimburse public transport tickets and shuttle bus costs from Budapest or from cities where you change transportation only if they fit into your limit and you bring the invoices of them for both way (retour tickets).

Countries	Number of participants from these countries (all together)	Maximum 100% travel costs / person (€)	Maximum 70% travel costs / person(€)
<i>Croatia, Slovenia, Serbia, Slovakia, Romania, Austria, Ukraine – regions near the Hungarian border</i>	10	80	56
<i>Germany, the Netherlands, Belgium, Luxembourg, Czech Republic, Poland, Montenegro, Bosnia-Herzegovina</i>	12	200	140
<i>Italy, Greece, Bulgaria, Moldova, Belarus, Latvia, Lithuania, Estonia, Scandinavian countries, Albania, Kosovo, Macedonia, Ukraine – Kijev or farther regions</i>	6	300	210
<i>Spain, Portugal, France, Georgia, Armenia, Russia, Azerbaijan</i>	3	400	280
<i>Hungary</i>	4	0	0

**Reimbursement procedure:**

1. The amount of the reimbursement will be calculated as follows:  
We take the 70% of your travel costs between your hometown and Hollókő, only those costs of which you have the tickets and invoices. From this we will calculate your reimbursement with the €/HUF exchange rate of the day we receive the grant.

In case your costs exceed the limits given below, the maximum amount you can get is calculated from the 70% of your allowed limit. Limits are given above. Based on the invoices you give us, we will exchange your costs into euros and from euros to HUF.

In case you want that we exchange your currency directly to HUF, you need to bring an official document, signed and stamped original from the bank or the travel agency, showing the official exchange rate from your currency to HUF of the day when you bought your ticket/visa/insurance.

2. **You will check the calculation and sign a document** stating that you checked and you accept the amount, you give the bank account number where it will be transferred and that you agree that the bank costs are covered from the amount of the reimbursement, and that you will send us back the original tickets, documents and invoices within 1 week from your arrival home, by registered post.

3. You will **leave with us all the original documents** that you don't need for your journey home. During the training we will make copies of your documents, so that you can still use your ticket for the way home.
4. You **send us back all the original documents** within 1 week from your arrival home by registered post.

As soon as we receive all original documents from your country and the grant arrives from the funder, we send you your reimbursement by bank transfer. We will **do 1 bank transfer/country**, either to your sending organization or to the account of one participant from that country. Bank cost is approx 10€ /transfer from our bank, you need to check yourself if it costs anything from your bank or not. Bank cost will be taken from the amount by the bank. We have no separate funds to cover them, so this bank cost is yours.

**For the bank transfers we need these data from each country:**

**bank account number, IBAN number, account owner name, bank name and address, SWIFT/BIC code**



1137 Budapest, Radnóti M. u. 4-6. Felnevelési nyilvántartási szám: 00980-2008  
 info@egyesekek.hu www.egyesekek.hu Intézményi akkreditációs lajstromszám: AL-2220

**Value Of Diversity-**  
**Turning the key of inclusion**  
 From the 12th until 18th of March 2012  
 Hollókő, Hungary



Filled application send to: [vod.egyesekek@gmail.com](mailto:vod.egyesekek@gmail.com)

Please fill in the data exactly as they are standing in your passport or ID.

Country:	
First name:	
Last name:	
Name you want to be called in the training:	
Address:	
Zip code:	
City:	
Date of Birth:	
gender:	
<b>For people who need visa:</b> Passport number: Expiry date of Passport: Place of birth (city and country) Mothers' full name:	
Phone number - Regular: Phone number - Mobile:	
E-mail address:	
Special Diet:	
What is your present health condition? Detail health problems and their present state. Specify and describe any medication you take or have taken within the last 6 months	
<u>Contact person in case of emergency</u> Full name: Address: Phone numbers: Relationship to you:	
Do you have a medical insurance valid in Hungary:	
How did you know about this training:	
Level of English (bad, medium, good, excellent):	
What other foreign languages do you speak ? What is the level?	

## SURVEY OF LEARNING NEEDS

**Please answer each question carefully. By taking time and giving specific and thorough answers, you contribute to the development of the program of the training course.**

Which organisation do you represent?	
What way is diversity present in the activity of your organisation?	
What is your role and function in the organisation?	
How long have you worked with this organisation? How often and how many hours do you work here?	
How is this training course relevant for you? How does it connect to your work and life?	
What way is diversity present in your life?	
What are the challenges you as a person face in communication?	
Describe 1 specific situation in which you personally are challenged in communication. Give specific details. Describe your role in it.	
What skills do you want to develop in the training?	
What are the challenges your organisation faces in communication?	
Describe 1 specific situation in which your organisation is challenged in communication. Give specific details. What is the role of the organisation in it? What is your role in this situation?	
How can you contribute to solving this issue? How can the training support you in it?	
How will you contribute to the success of the training?	
Imagine that this training has been successful. What are your results? What can you do now?	
Anything else you find important to mention:	
<b>By submitting this application I, the undersigned, confirm that I have read and understood the Information Letter and accept the conditions of reimbursement about the meeting <i>Value of Diversity-Turning the key of Inclusion</i> and I know and accept the conditions of participation.</b>	

Place:

Date:

Signature:



1137 Budapest, Radnóti M. u. 4-6. Felnőttképzési nyilvántartási szám: 00980-2008  
info@egyesek.hu www.egyesek.hu Intézményi akkreditációs lajstromszám: AL-2220

**P A R E N T S ' C O N S E N T**

**If you are under 18, we need this form from your parents.  
You need to send us a copy and bring the original with you.**

I, \_\_\_\_\_ (name of parent),  
the undersigned, confirm that I have received the necessary information about the project

\_\_\_\_\_ (project title)

\_\_\_\_\_ (date, place of project)

and I agree that my son/daughter \_\_\_\_\_ (name of participant)  
participates in the program.

Place:

Date:

Signature: