

INFOPACK

**PROFESSIONAL DEVELOPMENT ACTIVITIES (PDA'S)
- TRAINING COURSES
MEMBER STATES AND ASSOCIATED COUNTRIES**

Cultural Kaleidoscope: Harmony in Diversity

**5-13.03.2024
REWA, Poland**

**WE KINDLY ASK YOU TO READ THIS INFO-PACK
CAREFULLY.
IT CONTAINS ALL THE IMPORTANT INFORMATION ABOUT
THE PROJECT.**



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ABOUT THE PROJECT

Project "Cultural Kaleidoscope: Harmony in Diversity," a dynamic initiative aimed at fostering intercultural dialogue and understanding.

The main objective of this project is to enhance cross-cultural competence among Youth Workers to foster inclusive intercultural dialogue in non-formal education and to strengthen their key competences.

Specific objectives of this project are to provide participants with a unique opportunity to broaden their knowledge about diverse cultures, fostering a sense of unity and collaboration in a multicultural environment.

Through a comprehensive activities related to professional development, financed by the European Union participants will engage in enriching experiences designed to promote cross-cultural awareness, appreciation, and communication.



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GENERAL SCHEDULE

- **Arrival day: 05.03.2024 - accommodation from 5 p.m.**
- **Departure: from around 5 p.m. on 12.03.2024 or in the morning 13.03.2024**
- **Activities will be divided into 2 methodological sessions each day (in days 06.03-12.03)**
- **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.**

PARTICIPANT'S PROFILE

- **Gender balance.**
- **All participants must be over 18 years old.**
- **Each national group should include participants with fewer opportunities – economic or geographical difficulties (a minimum of two people from each organization).**
- **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 FWIRL will reduce a final reimbursement by organisation costs 66 EURO/day, adequately to absent days/sessions.**
- **It is obligatory to have European Insurance Health Card (EHC), if not participants must themselves provide private insurance.**

DEADLINE FOR SENDING LIST OF PARTICIPANTS: 02.02.2024
DEADLINE FOR TRAVEL ARRANGEMENTS: 09.02.2024.



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ACCOMODATION

**When planning your trip, take into account that accommodation starts at 5pm on 05.03.2024.
Also, try not to arrive later than 8 pm because dinner will be waiting for you.**

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 2-4 persons rooms with bathrooms (1 towel per person, kettles, cups, WiFi).



SOME PICTURES FROM “NA FALI”



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WHAT TO PREPARE BEFORE ARRIVAL?

Cultural evening - each national group will conduct a cultural evening to present the country and its culture (dance, food, music, etc.)



Each national group is to prepare 5 energizers or ice breakers and carry them out during the project



Presentation of your organization



At least one participant from each national group should bring a laptop.



TRAVEL EXPENSES

The cost will be calculated based on the distance in a straight line from the place of residence to the place of implementation of the project.

Link to Distance Calculator: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>



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



Distance	Standard travel	Travel using ecological means of transport (green travel)
10 - 99 km	23 EUR	
100 - 499 km	180 EUR	210 EUR
500 - 1999 km	275 EUR	320 EUR
2000 - 2999 km	360 EUR	410 EUR



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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.

TRAVEL ARRANGEMENTS

The nearest airport is located in Gdańsk.

To get to Rewa, you first have to get to Gdynia.

There is a direct city train from Gdańsk airport to Gdynia GŁÓWNA.

**From Gdynia GŁÓWNA, you will have a direct bus to REWA
(bus 146: <https://zkmgdynia.pl/rozklady/0146/0146r002.htm>)**

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.

- **by train:**

You can get to Warsaw, Krakow or Katowice directly to Gdynia from Vienna, Berlin. If you want, you can search for the connections on the Polish railroads website: <https://rozklad-pkp.pl/en>.

Remember to consult your trip with us.



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 highly recommend you to download the app '**jakdojade**' for local trains and buses. It can be very useful not only at the arrival or departure but during the whole stay. In the application you can also buy tickets.
- If you buy 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 „jak dojade” or at a kiosk/tabac shop or from the driver. Tickets bought at the kiosk or on the bus should be punched at the ticket validator located on the bus.

Please remember to keep all tickets and sign them with your name and surname on the back.

DISSEMINATION

- Each partner/group needs to publish information about the project on its website - photos, a short description in English and in the native language of each organization and through other possible communication channels (e.g. local press);
- Each group/partner must organize a webinar and present details about this project and partner organizations as well as the products developed during it. (a minimum of one meeting for about 5-10 people - youth workers, teachers, youth, etc.);
- Submit to the FWIRL or upload to a dedicated folder a photo report and a short report of the workshop, screenshots from websites and social media posts about the project and its results with statistics and others (e.g., scans of newspaper articles).

Report, all photos, and statistics from published posts are to be included in one PDF file - we will send the template after the project is completed.

Deadline for sending all travel documents (for reimbursement) and completion of dissemination phase: 12.04.2024.



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REIMBURSEMENT

In order to receive reimbursement, participants and sending organizations are obligated to:

- complete dissemination phase
- send all original travel and dissemination documents
- Beneficiary module report - survey



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

IMPORTANT INFORMATION ABOUT TRAVEL AND REIMBURSEMENT

Deadline for sending list of participants: 02.02.2024

Deadline for travel arrangements: 09.02.2024.

Deadline for sending all travel documents (needed for reimbursement) and completion of dissemination phase: 12.04.2024.

We kindly ask leaders or coordinators from partner organisations to send send the travel plans of all participants in one e-mail rekrutacja@fwirl.org.pl

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. Travel costs will be reimbursed upon presented original travel documents and invoices or receipts after completion of each activity (training course and dissemination phase).

According to the rules within the 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".

If the project does not take place for reasons beyond our control we do not guarantee reimbursement for costs incurred by participants, in particular the purchase of tickets. 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).

WE WON'T REIMBURSE:

- **EXCESS LUGGAGE CHARGE (FROM THE AIRPORT),**
- **EXTRA CHARGES FOR CHECK IN AT THE AIRPORT,**
- **TAXI, UBER, BOLT ECT.**
- **YOUR OWN PRIVATE TRANSPORT**
- **PRIVATE TRAVEL INSURANCE (FOR THE FLIGHT, STAY IN POLAND, ETC.).**



IF YOU INTEND TO ARRIVE TO / DEPART FROM / OUR VENUE IN REWA AT A TIME OTHER THAN THE TIME PROPOSED BY US (SEE PAGE 3), **YOU HAVE TO CONTACT US TO CONSULT** YOUR TRAVEL PLAN, OTHERWISE WE MAY NOT REIMBURSE YOU.



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REMEMBER!

ABSENCE



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: **66 EUR** per day/session of absence (or deduct the appropriate amount from the travel reimbursement),

CURRENCY

Currency in Poland is polish złoty: PLN. You can exchange money in Gdynia or Gdańsk (its best to bring euro to exchange it to PLN). In Poland you can pay by card in 95% of shops, restaurants, trains.



WEATHER

The weather in Rewa will oscilate between 3-5 degrees. Take warm clothes! Remember that because it is a seaside location, the temperature may seem cooler. Also take something for the rain and the wind.



CONTACT US



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