

Info- pack for APV

Youth Exchange Program "Breaking Walls, Building Bridges"

11-12.3.2019

Arrival: 11/03

Departure: 13/03

Athens/ Greece

Key Action 1 Project: Youth Mobility

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Project summary:

The ERASMUS + KA1 Project called "**Breaking walls, building bridges**" has been approved by the Greek National Agency with contract number **2018-3-EL02-KA105-004485** and will be implemented by ENTREPRENEURSHIP AND SOCIAL ECONOMY GROUP (E.K.O.).

It is a transnational initiative for young people (18-30) from four (4) different countries: Armenia, Cyprus, Greece and Turkey. E.K.O will organize and coordinate the project, which will take place in Athens, Greece, from **26th March – 4th April 2019**.

This project serves as the continuation of a longer, multi-stage effort that aims to improve the problematic relations among the participating countries, since it can be conceptualized as the complementary follow-up of an equivalent project already implemented in Armenia, and the predecessor of two projects, one in Cyprus and one in Turkey. The central objective of the project is to unite young people through dialogue, cooperation and cultural sharing, so as to break the habit of prejudice and the course of racism from the root and to promote non-discrimination, respect for cultural diversity, a sense of solidarity and a strong commitment to protecting peace, even at the face of conflict.

Through a wide range of interactive workshops, seminars and creative activities, based on the methodology and principles of non-formal education, as well as a series of intercultural evenings and city visits, the participants will share ideas and deepen their understanding with regards to factors that lead and prolong conflict and intolerance, enhance their interpersonal, critical thinking, and decision-making skills, boost their confidence and participatory approach and learn about the other countries' history, cultural heritage and habits. It is expected that through their direct contact and shared experiences during the Youth Exchange, the young participants will discover that what is fundamentally human remains the same irrespective of political, cultural, or religious differences.

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Partner Organizations

A/A	Country	Organization	Number of Participants for APV*	Number of Participants for main project
1	Armenia	Armenian Progressive Youth	1 representative of the organization	8 young participants +2 leaders
2	Cyprus	Youth for Exchange (YEU) and Understanding Cyprus	1	8+2
6	Turkey	Doğal Yaşam Derneği - Natural Life Association	1	8+2
7	Greece	E.K.O	1	8 +2
Total number			4	40

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- Please note that in the APV only **one person of each organization** can participate. If one organization prefers to send more than one person then the organization must cover all the costs for the other person (tickets, accommodation and food).
- It is highly important that the representative who attends the APV meeting will also participate in the main project**
- Please note that each team consists of **10 members**. Because of the large number of participants in each team, you can have 1 or 2 leaders (no age limit). The rest 9 or 8, respectively, members should be young participants. Please see page 7 for *participants' selection criteria*.

Project Dates:

APV

APV Dates	Activity
11/3/2019	Arrivals of organizations' representatives Meeting point: Hotel lobby at 17:45
12/3/2019	Meetings
13/3/2019	Departures

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Main Mobility

Main Project Dates	Activity
26/3/2019	Arrivals of participants (morning flights) Introduction activities, starting at 17:00pm.
26/3-4/4/2019	Activities
5/4/2019	Departures

Daily Programme of the APV

Timetable	Activities
<i>DAY 1 (11/3/2019) - Monday</i>	
08:00-17:00	Arrival of participants
18:00-19:30	Presentation of participating NGOs
19:30-21:00	Expectations from the project's implementation - Specification of goals and objectives
21:00-23:00	Welcoming dinner
<i>DAY 2 (12/3/2019) - Thursday</i>	
09:30-11:00	Ideas and ways of collaboration during the project
11:00-11:30	Coffee break
11:30-13:30	Update of the activities program during the 10 day main project
13:30-14:30	Lunch
14:30-16:00	Agreement on role allocation (e.g. moderators for each activity)
16:00-16:30	Coffee break
16:30-17:30	Dissemination strategy - Ways to enhance visibility and multiplier effects
17:30-18:30	Logistics - Way and time of reimbursement - Necessary documents for the reimbursement
18:30-19:30	Tour in the centre of Athens
20:00-21:00	Dinner
<i>TRAVEL DAY (13/3/2019) - Friday</i>	

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Project venue

Hotel Xenophon



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Hotel Xenophon is a centrally located 4-star hotel, with easy access to public means of transportation (150 meters from the train station **Kato Patisia**, green line). Participants will be hosted in 2-bed rooms, with same gender participants. Bathrooms are private for each room.

- **Breakfast** will be served at the Hotel.

Address: 340, Acharnon str. 11145, Athens/ Greece

Tel: +30 2102020310/ Fax : +30 2102020320

E-mail: info@xenophon-hotel.com

Web-site: <http://www.xenophon-hotel.com/en/index.aspx>

For information about how you can reach the hotel from the airport, please consult this info-pack's **annex II**

Participant selection criteria

Each team should consist of 10 members: **8 young participants** and **2 leaders**.

The participants of your team should comply with the following criteria:

Non-negotiable characteristics

- Age (**18-30**)
- **Very good command of English**, to make sure participants can integrate in the group and participate actively in all activities of the project.
- Citizenship or longer-term residence in the respective partner country, where your organization is based.
- **Strong motivation and commitment for active participation throughout the project. Please make sure that your participants are very well aware this Youth Exchange is not free vacation!**

Preferred characteristics

- Gender balanced teams
 - The existence of socio-economic or cultural barriers
 - Demonstration of social sensitivities (socially active) young people with a role in local communities
 - Interest & awareness on issues of cultural diversity, xenophobia, discrimination & intercultural conflict management. Relevant educational background is welcome but not necessary
 - Previous experience in similar Erasmus+ projects is welcome but not necessary
- Please note that there is no age limit for the leader of the team

As soon as you select your participants you are kindly requested to fill in their names and contact details in the following link:

https://docs.google.com/spreadsheets/d/1HjfkCAfmRdt0CTvhwST1SS14Re_ZSCRNjthYTqc2n8/edit#gid=0

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Working methods and preparation for project

Methods:

- A wide range of interactive workshops, seminars and creative activities, based on the methodology and principles of non-formal education
- Cultural visits
- Intercultural nights

The main principle of this project is **active and equal participation** for all! Young participants will take up key roles and actively contribute to the activities of the project. In particular:

Role of moderators

The role of the moderator refers to **national teams** and not to individuals. There are TWO TYPES of moderators:

Moderator of the Day (MoD)

The moderator of the day ensures that the daily program runs smoothly for a particular day

Responsibilities:

- Choose and coordinate icebreaking activities & Energizers of the day
- Take up the “link” between sessions
- Coordination and methodology specification for the daily evaluation



Moderator of the Activity (MoA)

MoA's take up the design and coordination of the activities they are in charge of

Responsibilities:

- They design the activity: e.g. defining the methodologies, structure, working groups, rules, deliverables etc
- They coordinate the activity during its implementation



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For more details about what the MoD and MoA roles entail, please read **Annex I** of this info-pack.

Preparation of participants

Theoretical

To ensure that the program of activities is of high educational value for the participants, both as receivers, but also as transmitters of knowledge, leaders ought to make sure that participants are aware of the roles they are required to play and have thought about relevant parameters of the project's topics.

Practical

- Please, make sure that all practical matters concerning your team's departure (e.g tickets, insurance, filling in of forms etc) are dealt with. Flight bookings are better to be arranged as soon as possible, as prices are getting higher the closer we get to departure date.
- Please, make sure that the participants are aware of their expected contribution to the activities (i.e. coordination of the sessions, where they are moderators/active participation in all sessions) and ready to interact with a culturally diverse group in a harmonious way.
- Please, emphasize the fact that participants will be sharing rooms with people from other countries and that there will be no changes in roommate combinations (except if there's a real and serious reason)

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Visa Preparations!!!

Visa issuing will be accommodated by EKO upon partners' request. EKO will prepare and send invitation letters to the embassies and consulates of the partners' countries together with all the requested documents long before the participants' travel.

PLEASE START WITH THE VISA ARRANGEMENTS EARLY ON, to deal with any problems with the process in a timely manner. Costs for rejected visa applications are not reimbursed.

Communication

Don't forget to make a request to our FB group, and request the participants of your team to do the same!

This group is going to be the main tool for our communication during the project!

The name of the group is: **BWBB: Breaking Walls, Building Bridges**

(link: <https://www.facebook.com/groups/2307858306111121/>)

Dissemination

In order to receive the grant for the reimbursements, there is a need to publicize the program beforehand and disseminate the outcomes afterwards.

Therefore, you are kindly requested to **publicize the project's summary**, which we sent you along with the required logos (EU flag, Greek NA etc), on your organization's website and distribute information about the project on relevant Facebook pages and twitter accounts or through any other dissemination means prior to the project.



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After the project, the same process should be repeated for the project's press release, outcomes, photos and any other audiovisual material.

Please send us the links from all your publication efforts, prior, during and after the project!

Financial conditions

The Project covers 100% of:

- accommodation costs (hotel and meals)
- visa costs, if eligible
- transportation cost with public means within Athens (tickets that cover your whole stay in Athens are provided)

This refers to both the APV meeting & the main project.

Travel Reimbursement

Also **travel costs** are covered according to the table below

A/A	Country	Organization	Number of Participants for APV*	Travel Grant per Participant (Euro)
1	Armenia	Armenian Progressive Youth	1	275
2	Cyprus	Youth for Exchange (YEU) and Understanding Cyprus	1	275
3	Turkey	Doğal Yaşam Derneği - Natural Life Association	1	275

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- The travel grant refers to the maximum amount of travel expenses eligible for reimbursement in Euros. This grant is based on the distance between the city of the sending organization and Greece, as calculated by the official distance calculator tool of Erasmus+ Programme. Travel grants correspond to the maximum amount of eligible reimbursement valid during the period of submitting the proposal. For more information you may check the following link: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.
- The participants (or the partners) are expected to purchase their own travel tickets, and the actual costs will be reimbursed by E.K.O. after the project through **bank transfer**, on the basis of the relevant justifying documents handed in to E.K.O.
- Transport cost coverage and reimbursement includes **transport from and to the airport in Athens, in addition to the transportation from your city of residence to the nearest airport within your country and back.**

- Please note that taxi drives are not reimbursed. It is preferable that flights are not late in the night as Athens metro does not function after 23:30 or before 06:30 in the morning. If you arrive very late or leave very early you would need to take a taxi at around 50 Euros (during night shifts) **which is not** reimbursed by the program or travel by airport shuttle bus from the Airport to Syntagma and then by taxi to the hotel (a cheaper choice)
- The reimbursement for those attended the APV meeting will be done separately from that of the main phase of the project. For that we need the **information of your personal bank account and your date of birth.**

Travel Rules

- The travel of the participants must be from the country of their sending organization to Greece and back, in order to be eligible for reimbursement
- It is essential that the participants' arrival time at the hotel is before the start of the project's activities (for both the APV and the project) and their departure after the end of the project's activities. For the Green Cities project that is:

APV

- Arrival: **11th of March 2019**, no later than 15:00
- Departure: **13th of March 2019** any time, or if necessary 12th of March late evening (20:30 and on)

MAIN MOBILITY

- Arrival: **26th of March 2019**, no later than 15:00
 - Departure: **5th of April 2019** any time, or if necessary 4th of April late evening (22:30 and on)
- If you wish to travel to Athens a few days earlier than the start of the program and/or leave later than its end you can do so (travel expenses will be reimbursed). Note, however that **for the extra days you have to cover all other expenses yourself.**

Documents for Reimbursement

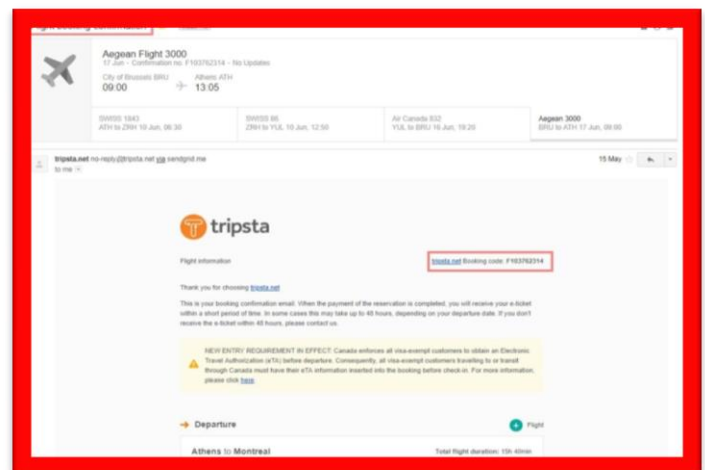
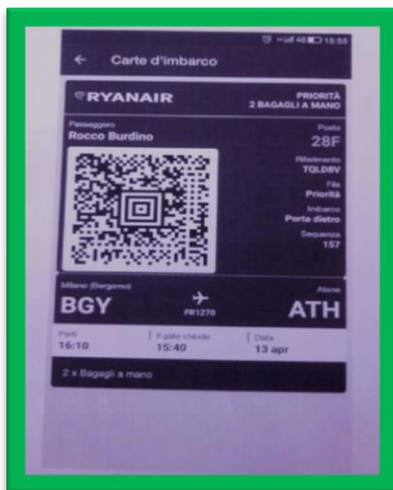
These documents are obligatory for the reimbursement of travel costs:

- A **fiscal invoice of the flight** showing (i) the *name* of the participant (ii) the *dates and times* of travel and (iii) the *amount paid*
- **Boarding passes.** It is essential that the boarding **are electronic** and sent to us by email. Electronic boarding passes are the documents received AFTER on-line check in, which have a **barcode** (not the booking confirmation mails).

✓ **OK e-boarding passes received after online check-in, with a barcode**

✗ **No booking confirmation, received after booking your flight**

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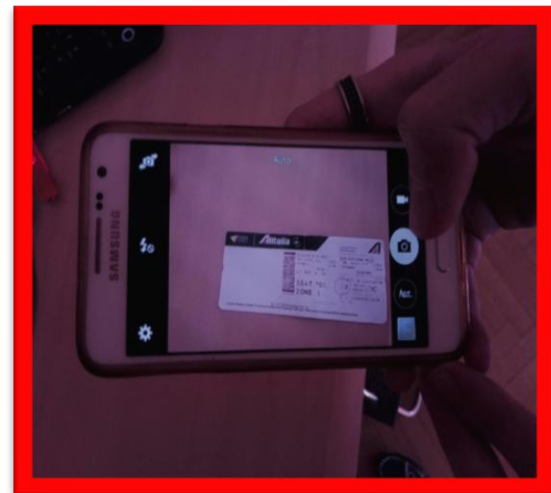


On the occasion your airline does not offer the possibility of online check in, and you have your boarding passes printed at the airport, we need the **original boarding passes** (no photos or scans).

✓ **OK Originals**



✗ **No photos or scans of printed tickets**



- Electronic or printed bus/train tickets from and to the Airport of your country of origin (including transportation to the city, where the Airport is located, if applicable)

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✓ **OK e-tickets OR Originals (no photos or scans)**

- The receipts of the metro tickets from and to the Airport in Athens (not the ticket itself)

✓ **OK Receipt**
(date & amount paid shown)

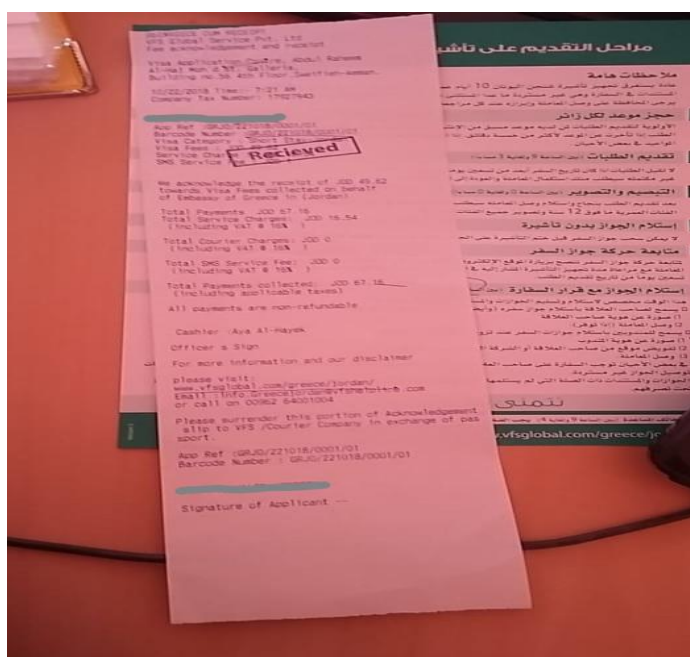


✗ **No ticket**



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- The **ORIGINAL Visa Receipt** (if applicable)



No reimbursement can be made unless we have all boarding passes, flight invoices & all other required documents for all participants of each group (i.e 1 person for the APV, 10 persons for the main project).

Important notice

- The participants should be resident within their organization's country.
- Participating organizations are responsible for their participants' **insurance coverage** during their travel and stay in Athens. If applicable, it is strongly recommended that participants, in the project, are holders of a European Health Insurance Card or similar insurance card in non European countries (please see in the Erasmus+ Programme Guide, version 1 (2018): 25/10/2017, Part A General Information about the Erasmus+ Programme, page 10, sub-chapter: Protection and Safety of Participants)

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SOS FOR ALL PARTICIPANTS

Attention: You must be very careful when you use public transportation or are in crowded places. There are many pickpockets, and we had many incidents of stolen items in the past. It is necessary to leave all documents at the hotel (passport, visa, ID card etc), while it is recommendable to take a photo / photocopy of them. Carry the minimum amount of money needed well hidden under your clothes. Please be careful of your personal belongings and keep an eye on them at all times. **DO NOT** take anything valuable with you. Mind your mobile and camera.

For more detailed INFORMATION ABOUT ATHENS YOU CAN CHECK: **ATHENS GUIDE**, www.your-athens-guide.gr

In case you have further questions, you can always contact us:

Contact Person: Eliana Vasileiou

E-mail: info@ekogreece.com

USEFUL CONTACTS

Hosting Organization

E.K.O.: (+30) 2105232044

Kitty Panourgia: (+30) 6974300333

Eliana Vasileiou: (+30) 6945831143

Embassies

Embassy of Armenia: +30 2106831130, Consular Section: +30 2106831145

Embassy of Cyprus: +30 210 3734800, Consular Section: + 30 210 37348 (70) / (36) /(37) /(03)

Embassy of Turkey: (+30) 2107263000

Other useful contacts

National Bank of Greece: 181818

General Information Services: 11888 or 11880

El. Venizelos Airport: (+30) 2103530000

Emergency Contacts

Police: 100

Tourist Police: 171

First Aid Center-Ambulance Service (EKAB): 166

Emergency Call: 112

Poison Treatment Center: (+30) 2107793777

Fire Department: 199

ANNEX I

Moderator roles: MoD and MoA

Moderator of the Day (MoD)

Responsibilities

The moderator of the day takes up the responsibility of ensuring that the daily program runs smoothly. More particularly the national team that is moderator for a particular day:

- A. Is responsible for the **icebreaking activities and the energizers** throughout the day.

In the beginning of each day the MoD should coordinate 2-3 icebreaking activities, and during the daily program energizers when needed (e.g. after lunch or whenever you sense the energy of the participants is running low). Icebreaking activities are absolutely necessary in the first 3 days. Afterwards, they might be waived, depending on the needs of the group. Whether they take place or not should be agreed in the leaders meeting the day before.

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- B. Is responsible for **the smooth transition between activities ("link")**

When a session ends the MoD links it to the next (e.g. summing up the previous activity, its outcomes, what we learned etc and introduces the next subject with a few words to give the floor to the next team)

- C. Is responsible for the **daily evaluation**

Daily evaluations will be carried out in mixed nationality "reflection groups". The synthesis of the reflection groups will be determined during the first day and remain the same throughout the project. Each leader will be responsible to coordinate the discussion among the members of his/her group, trigger their reflection and ask them to evaluate the daily activities and express their opinions about all matters related to the project. **The exact methodology may differ from day to day and will be determined for each day by the MoD.**

This means the role of the MoD in the context of daily evaluation is to coordinate the separation of the participants into their reflection groups and specify the methodology of evaluation within those reflection groups in collaboration with their leader.

Moderator of the Activity (MoA)

Responsibilities

- A. Moderators of an activity **design and prepare** the activities they are in charge of. This means moderators are required to:
- have a clear plan about the implementation of the session, taking care that the activity involves all participants and is not too "formal" (e.g. no 1 hour Powerpoint presentations!)
 - define the activity's learning outcomes, process, structure, rules, group separation, deliverables
 - decide on the methodologies to be used
 - inform the organizers about special arrangements needed (e.g. equipment) sufficient time before the activity

This has to be done by the participants themselves (with guidance from the leader) **before the project starts or enough days before your scheduled activity.**

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- B. During the project, MoA's are responsible to **coordinate** the activities they are in charge of. This means moderators are required to:
- Prepare the materials and the room for the implementation of the activity
 - Decide how groups are going to be separated
 - Take care of the time management for the workshops they moderate (how much time should be given to the groups to work/present, adjustment upon delays etc)
 - Ensuring the smooth flow of the activity

! Groups moderating sessions for which prior preparation by the participants is required (e.g Power Point presentation), please let the participants know an adequate number of days ahead.

! There will be flipcharts, markers, post-its, basic stationery & a projector, laptop and speakers. Please let us know what of those materials you need the day before. If you need some special arrangements for the activity you moderate, please let us know well in advance.

ANNEX II

How to get to the Hotel and general transportation tips

To Xenophon Hotel from Athens International Airport

FOR ARRIVALS DURING METRO OPERATING HOURS **(06:30-23:30)**

1. You take the **blue line** of the metro from the Airport (**direction Aghia Marina**) (**Metro not train**: be careful there is also a train leaving from the airport from the same station. Take the metro not the train).
 2. You get off the **Monastiraki** station and change to the **Green Line (direction Kifisia)** – changing lines in the station, do not go out to Monastiraki square you get off the **Kato Patisia** station and the Xenophon Hotel is 150 meters from the train station (Address: 340,Acharnon,Athens, 111 45)
- The metro ticket from and to the airport costs **10 Euros** per person one way. Any ticket is valid for 90 minutes, which covers the distance from the airport to the hotel (Airport to Monastiraki ~ 40 minutes)
 - Remember to keep the **RECEIPT** you receive along with your ticket, as this is the document of proof you need to hand in to get the metro ride reimbursed.

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FOR LATE ARRIVALS, OUTSIDE METRO OPERATING HOURS **(23:31-06:29)**

The last route of Athens metro from the airport is 23:30 and the first at 06:30 in the morning. If you arrive at the airport very late or leave very early you have 2 options:

- A. Take airport shuttle bus **X95**, which takes you directly to Athens city center (**Syntagma square**).

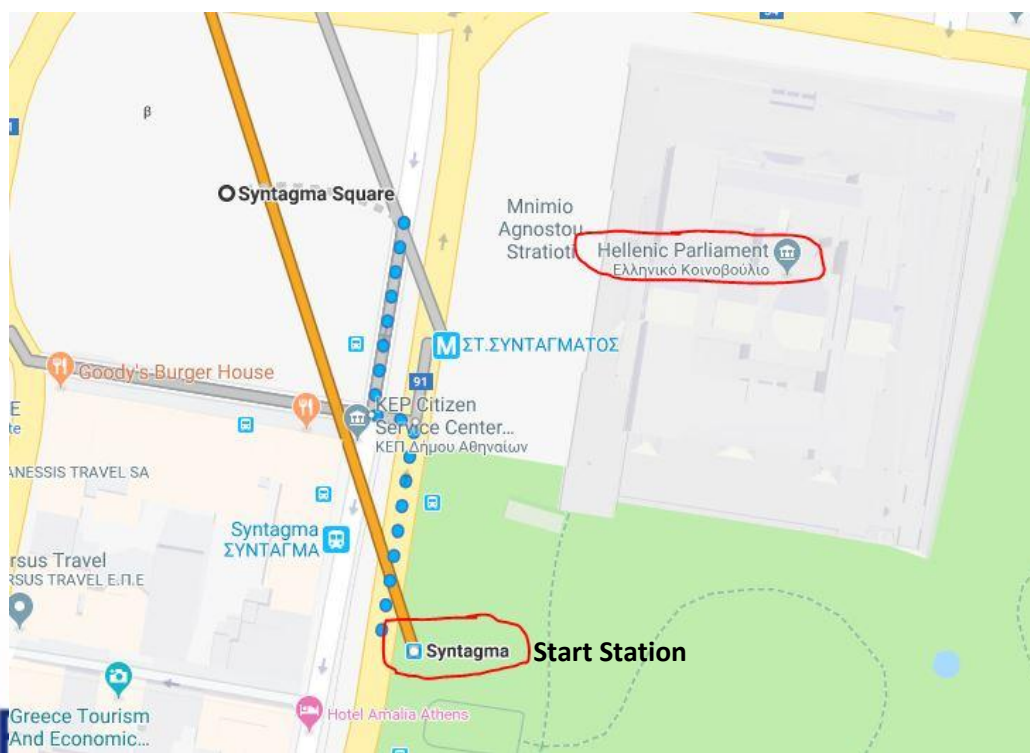
- The duration is about 50 minutes and the cost is 6 euros (or 3 euros with the student's ID).
- You will find the ticket office right next to the bus stop. The bus station is located between Exit 4 and 5 at the arrivals level.
- Departure times, when the metro is closed, from Athens Airport according to their winter timetable (October to June) are the following:

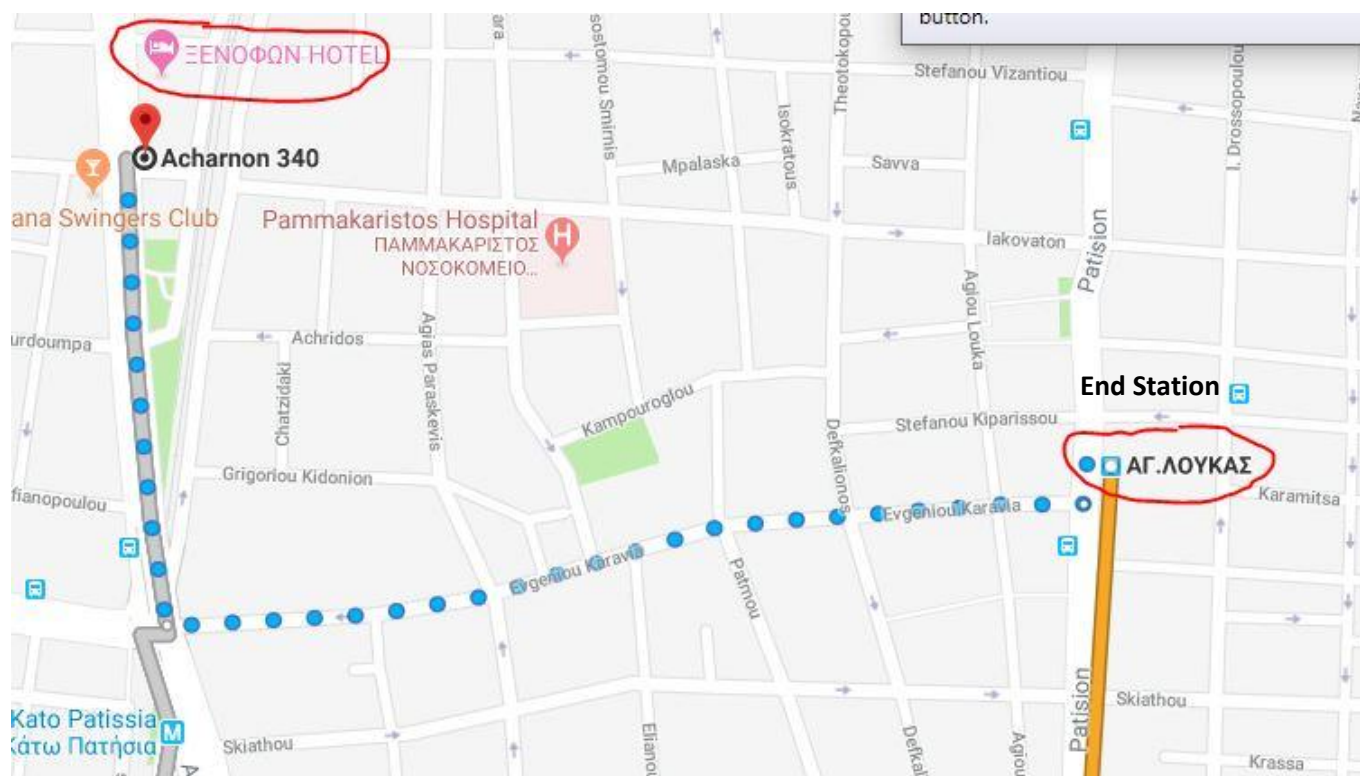
00:10, 00:25, 00:45, 01:00, 01:20, 01:40, 02:00, 02:20, 02:45, 03:10, 03:35, 04:05, 04:30, 04:55, 05:20, 05:45, 06:00, 06:10, 06:25

When you reach Syntagma you can either:

- take a taxi to the hotel (5,5 - 10 euros, depending on the number of pieces of luggage). You can use this tool: http://www.apostaseis.gr/loc_ap/kostos-taxi.asp?lang=en to calculate the approximate taxi cost. This is the most convenient way, but please note that taxi drives are not reimbursed.
- take **bus 11** (direction N.ΕΛΒΕΤΙΑ – Ν.ΠΑΓΚΡΑΤΙ – Α. ΠΑΤΗΣΙΑ) from **Syntagma Station** (at Amalias Avenue opposite to the square, Parliament side). After 12 stops (~26 minutes) you go off at **Ag. Loukas** (ΑΓ. ΛΟΥΚΑΣ) station, which is 10 minutes walking distance from the Hotel. You head south on Patision Avenue towards Evgeniou Karavia Street, then turn right onto Evgeniou Karavia/Karavia, walk for 600 meters, then turn right onto Acharnon Avenue and walk for ~250 meters, where you will reach Xenophon hotel.

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- B. Take a **taxi** from the airport to the hotel (from 5:00am to 23:59 pm the cost is 38 euros and from 00:00am to 4:59 am it is 54 euros, without luggage)

Please note, though, that taxi drives are not reimbursed!

To Athens International Airport from Xenophon Hotel

FOR DEPARTURES DURING **METRO OPERATING HOURS (06:30-23:30)**

[* time to going to the airport and time prior to flight are not calculated in the above hours
– Please calculate these things before your trip]

1. You take the **Green Line (direction Peiraeus)** and get off the **Monastiraki**. There you change to the **blue line** of the metro (direction Airport!). The metro to the airport passes every half and hour. This is the schedule for Monastiraki station:

05:38, 06:04, 06:34, 07:04, 07:34, 08:04, 08:34, 09:04, 09:34, 10:04, 10:34, 11:04,
11:34, 12:04, 12:34, 13:04, 13:34, 14:04, 14:34, 15:04, 15:34, 16:04, 16:34, 17:04,
17:34, 18:04, 18:34, 19:04, 19:34, 20:04, 20:34, 21:04, 21:34, 22:04, 22:34, 23:04

Time to the airport: 40'

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FOR DEPARTURES, OUTSIDE METRO OPERATING HOURS **(23:31-06:29)**

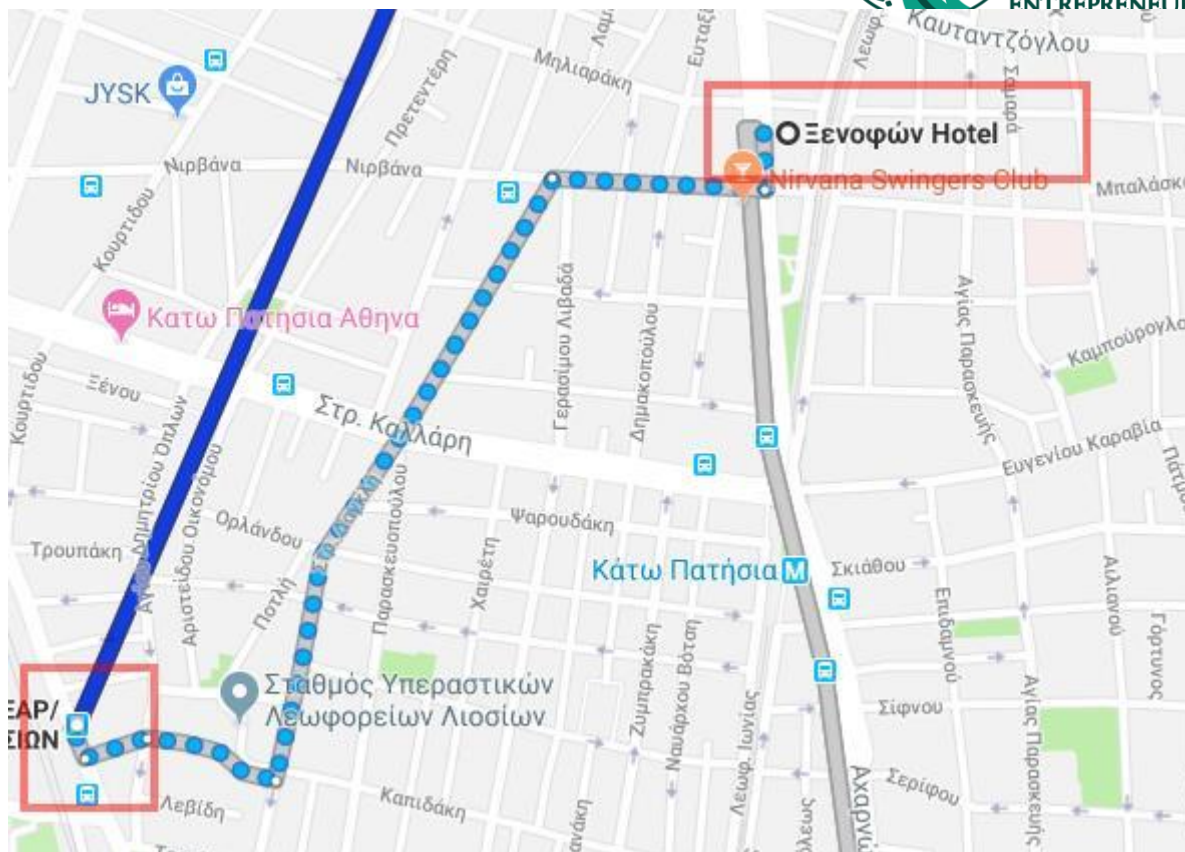
- A. Take the **bus X93** from ΣΤ. ΥΠΕΡ. ΛΕΩΦ. ΚΗΦΙΣΟΥ - ΑΕΡ/ΝΑΣ ΑΘΗΝΩΝ (ΚΤΕΛ ΚΙΦΙΣΟΥ) (station id: 060131), which takes you directly to the airport.

The Bus station's address is: Kifisou Avenue 100, 104 43.

To go there from Xenophon Hotel you have to go south along Acharnon Avenue, then turn right (Nirvana str), then turn left (Dagli str.), then turn right (Gousiou str) and then turn right to Liosion Avenue. The Bus station is on your right side. This is a 14' distance by foot.

If you need to take a taxi to the Bus station the cost for late hours and 3 pieces of luggage will be around **5 euros** (for all three people).

Please note that taxi drives are not reimbursable.



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The Bus to the airport leaves every 30-40 minutes and the duration of the trip to the airport is around 60'.

X93 - Winter timetable (October to June)

00:40, 01:35, 02:25, 03:15, 04:15, 04:55, 05:25, 05:55, 06:20, 06:50, 07:15, 07:45, 08:15, 08:40, 09:10, 09:40, 10:10, 10:40, 11:10, 11:35, 12:05, 12:35, 13:05, 13:35, 14:05, 14:35, 15:05, 15:35, 16:05, 16:40, 17:15, 17:50, 18:25, 18:55, 19:25, 19:55, 20:30, 21:10, 21:45, 22:25, 23:05, 23:50

Get your tickets: Tickets are available from the bus drivers, from the ticket kiosk at the bus departure area and from all the metro stations around Athens.

Ticket price: There are only one-way tickets and **cost 6.00 €**. Half price tickets at 3,00 € are available for students upon showing their **Student Card (University ID)** plus **Passport or ID**.

Athens Airport - Public Transport Services

