

## **I Care - Reinforce the network and look to the future**

### **INFORMATION PACK**

#### **A FOREWORD FROM THE ORGANIZERS**

**Hello!**

*If you are reading this it means you will be among the 15 participants that will take part to the "I CARE" seminar to be held in Brussels from the 31<sup>st</sup> of October until the 6<sup>th</sup> of November 2016.*

*First of all let me state how happy we are, at A.R.S. for Progress, for the chance to meet you and since the seminar is quickly approaching!*

*The idea of organizing this event arose two years ago, in Palermo, where most of the partner organizations where for a Training course organized by the Ngo "[CSC Danilo Dolci](#)".*

*I was personally there, and remember very well the quality of the relationships we were able to build during that week. I felt that the energy of the group was so good, that a further event was needed to strengthen even more the ties among us and the organizations we are representing.*

*With this objective clear in mind we wrote and submitted the "I Care" project to the Belgian NA: that recognized the potential of the initiative and funded it.*

*Among the characteristics that contributed to perceived quality of the proposal was the "[Care](#)" group on Capacity4Dev: the tool allowed us to keep contacts with all of you, to easily spread call for partners, to launch surveys and to post regular news and updates.*

*For this reason we will keep on using the tool to share the outcomes of the seminar (Photos and videos included!). Hence if any of you is not yet registered, we kindly invite you to proceed with the registration!*

*As said above the main aim of the seminar is to reinforce our network, establishing new partnerships in view of the next deadlines of the Erasmus+ programme, and possibly exploring together other funding opportunities.*

*In this sense we tried to organize a schedule that on the one hand would give all of us the chance to present our organizations, particularly focusing on initiatives open to new collaborations.*

*Also we tried to base the seminar as much as possible in Brussels city center: since it is probably the most lively and interesting part of the city. This was very difficult on a financial point of view: since Brussels is a pretty expensive city. But we finally did it! :)*

*More we tried to respond to your request of meeting relevant stakeholders: by contacting agencies and institutions based in Brussels and working in youth policies field. We managed to organize a visit to the CoE office in Brussels. Also we will have a guided tour of the European Parliament with specific focus on the ongoing debates in youth policies field.*

*Finally we managed to involve in our activities the municipality of Molenbeek, in particular the person in charge for Youth policies and Director of the NGO "Lutte contre l'exclusion sociale": M.me Sarah Turine will take part to one session of the seminar and will present the initiatives that the municipality of Molenbeek is putting in place to fight youth integralism. No need to say that this "partnership" will allow all of us to have an insight of the youth condition in one of the most "controversial" areas in Europe.*

*All this to say: we really did our best to offer you with a stimulating week: both on a professional and personal point of view. We really hope you will enjoy the activities and that we will be able to build together new exciting partnerships and joint initiatives!*

*Alessio – A.R.S. for Progress Secretary General*

## I Care - Reinforce the network and look to the future

**PROGRAMME:** ERASMUS+ - Key Action 1: Mobility of youth workers

### PROJECT ABSTRACT

The project "I Care - Reinforce the network and look to the future" is aimed at fostering the networking of youth workers and organizations working in youth policies field in EU. The project will also promote awareness of the main grant opportunities in youth policies field with particular focus on the EU programs, will improve the participants' key competences and skills in European project management and will foster the establishment of new partnerships and collaborations among the participating organizations.

The project "I Care - Reinforce the network and look to the future" involves ten not for profit organisations, from eight EU countries, operating in the youth policies field at European level. Each organisation is represented by trainers, project developers or youth policies experts who aim to improve the working methodologies through the acquirement of new skills and knowledge. In addition, the youth workers are interested in sharing information and ideas in order to identify opportunities to collaborate and present projects in response to specific calls within the framework of the EU Programmes.

During the seminar to be held in Brussels from the 31<sup>st</sup> of October until the 6<sup>th</sup> of November 2016, the youth workers will participate to interactive sessions on EU Programmes and Fundings, Project Cycle Management, Networking and Communication by contributing with their own specific skills and experiences. In particular, each participant will present at least one project idea that will be discussed and considered as a potential project to be jointly developed. The "final phase" concerns the development of project ideas and the establishment of new partnerships and collaborations between the participating organizations, as well as the submission of projects to the National Agencies.

### PARTICIPATING ORGANIZATIONS:

- [Inter Alia](#) (Greece)
- [Asociacion Iniciativa Internacional Joven](#) (Spain)
- [Centro per lo Sviluppo Creativo "Danilo Dolci"](#) (Italy)
- [Biedriba Eurofortis](#) (Latvia)
- [Foundation Institute for Regional Development](#) (Poland)
- [Proposito Inadiavel](#) (Portugal)
- [ECOS](#) (Portugal)
- [Zavod Nefkis](#) (Slovenia)
- [PROJUVEN](#) (Spain)
- [ARS for Progress of People](#) (Belgium)

**Project identifier:** 2016-1-BE04-KA105-001769

**Project resume on the Erasmus+ database:** <https://goo.gl/zoaLAH>

### Persons of Contact for the "I CARE seminar

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**I CARE - Reinforce the network and look to the future**
**PROGRAMME OF THE SEMINAR – DATES: 31.10.16 / 06.11.216**

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
MONDAY 31/10/16	TUESDAY 1/11/16 BOOM - Café Associatif <i>Rue Pletinckx, 7</i>	WEDNESDAY 2/11/16 ASBL L.E.S. - Molenbeek <i>Rue du Comte de Flandre, 15</i>	THURSDAY 3/11/16 <i>European quarter</i>	FRIDAY 4/11/16 ASBL L.E.S. - Molenbeek <i>Rue du Comte de Flandre, 15</i>	SATURDAY 5/11/16 Café Walvis <i>Rue A. Dansaert 209,</i>	SUNDAY 6/11/16
<b>Participants Arrival</b>  h.20/22 Dinner at “Bistrot du Canal” Rue A. Dansaert 208, 1000 BXL	<b>h. 9:00 / 13.00</b> <b>Presentation of participants and organizations</b> Each participant will focus its presentation on projects/initiatives of the Org. represented for whom the collaboration with the other part. org. is possible/envisaged	<b>h. 9:30 / 10:30</b> <b>Meeting with</b> <b>M. Cristophe Denoel</b> Director of the ASBL «Lutte contre l'Exclusion sociale (L.E.S.) » in Molenbeek.  <b>h.10:30/13</b> <b>Focus on funding opportunities</b>	<b>h. 10:00 / 11:45</b> <b>Visit to the EU/CoE partnership for youth office in Brussels:</b> session on the activities of the Coe/UE youth partnership office. Future policies and opportunities for youth org.  Organised in partnership with ALDA Brussels.	<b>h. 9:00 / 13:00</b> <b>Meeting with</b> <b>Ms. Sarah TURINE</b> President L.E.S. Molenbeek et Responsible Youth Policies – Municipality of Molenbeek	<b>h. 11:00 / 13:00</b> <b>Final evaluation of the meeting</b>	Departure of participants
	<b>h. 13.00 / 14.30</b> Lunch Break <b>BOOM Café</b>	<b>h. 13.00 / 14.30</b> Lunch Break : <b>Bistrot du Canal</b>	<b>h. 12.30 / 13.30</b> Lunch Break : <b>Pl. Jourdan</b>	<b>h. 13.00 / 14.30</b> Lunch Break : <b>Bistrot du Canal</b>	<b>h. 13.00 / 14.30</b> Lunch Break : <b>Café Walvis</b>	
	<b>h. 14.30 – 18</b> <b>Presentation of partner organizations</b>	<b>h. 14.30 – 18</b> <b>Focus on funding opportunities</b> The participants will discuss about funding opportunities for the ideas shared the day before	<b>h. 13.40 – 15.30</b> <b>Visit to the European Parliament</b>	<b>h.14.30 – 18</b> <b>Finalization of partnerships and future projects</b>	<u>FREE AFTERNOON</u>	
	Free dinner	Free dinner	Free dinner	Free dinner	Farewell Dinner	

## ACCOMMODATION

The participants to the “I CARE” seminar to be held in Brussels, will be hosted in the **MEININGER Hotel Brussels City Center**.

### HOTEL WEBSITE:

<http://www.meininger-hotels.com/en/hotels/brussels/>

**ADDRESS:** Quai du Hainaut 33, 1080 Brussels.

**PHONE:** +32 (0) 2 5881 474

**MAIL:** [welcome@meininger-hotels.com](mailto:welcome@meininger-hotels.com)

*Situated directly next to the Canal Bruxelles-Charleroi, the MEININGER Hotel Brussels City Center is run on a carbon-neutral basis! Until recently, this red-brick building, a former brewery in the city centre, was used as an exhibition space for art; since May 2013 the hotel provides 150 comfortable 3-star rooms with 719 beds over 4 stores. Thanks to excellent local transport connections, the city's sites can all be reached quickly.*

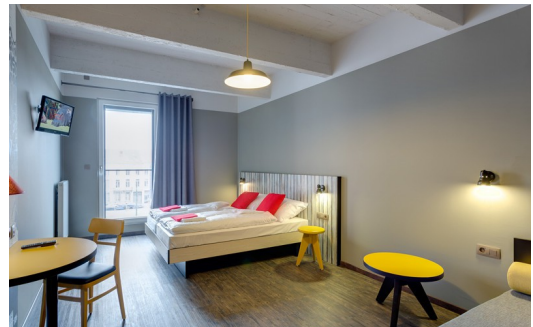


## ROOMS

Participants will be hosted in double and/or triple rooms.

ROOM facilities:

- Free WiFi.
- Rooms with shower/WC and hair dryer.
- Flat screen TV.
- All rooms are non-smoking.
- Access to rooms with key card system.
- Bedding and towels included.



## CHECK-IN / CHECK-OUT

CHECK-IN from 3 p.m. and CHECK-OUT by 11 a.m.

For people arriving before 3pm on the 31.10 or departing after 11 a.m. on the 6.11 the hotel will offer a storage room for your luggage. However the A.R.S. for Progress staff already informed the hotel of your arrival/departing times: the Meininger staff will do their best to ensure you the possibility to access your room at the time of your arrival.

## MEALS

**BREAKFAST** - Breakfasts are included (from 1.11 until 6.11) and will be served in a dedicated space on the ground floor next to the reception (see image on the left).

**Breakfast times:** 6.30-10.30 a.m.

**LUNCH** - Lunches will be organised and offered by A.R.S. for Progress staff. Drinks will be at participants' expense.

**DINNER** – Participants will be set free to decide where to dinner. A set of recommended restaurants will be provided by the organization. Costs for dinner will be reimbursed by the project staff right after the presentation of the receipt.

## HOW TO REACH THE MEININGER HOTEL

### **FROM BRUSSELS AIRPORT (Zaventem)**

- Take in the airport any train that stops to Brussels central Station (ATTENTION: all the trains that passes through Brussels stops in Brussels North, then Brussels Central and finally Brussels MIDI.  
You need to get off at BRUSSELS CENTRAL

### **FROM BRUSSELS CENTRAL STATION:**

- Take the Metro 5 direction Erasme/Erasmus or Metro 1 direction Gare de l'Ouest/Weststation and get off at Comte de Flandres/Graaf van Vlaanderen
- Take the exit Canal/Kanaal, turn right and walk 250 m. You will find the hotel at the right side of the canal.

If for any reason you miss the station: DON'T PANIC! You can also get off at Brussels MIDI and follow the indications below.

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### **FROM BRUSSELS SOUTH AIRPORT (Charleroi)**

- Take the shuttle bus at the Charleroi airport terminal to Brussel Zuid/Bruxelles-Midi.  
ATTENTION:
  - You can buy the bus ticket directly at the airport: get off from the airport main door and turn right: you will see the "BRUSSELS CITY SHUTTLE" ticket desk clearly displaying the logo on the left. In this case you pay 17EUR.
  - OR you can buy your ticket in advance from the website:  
<https://www.brussels-city-shuttle.com/en>  
In this case you will pay 14 EUR
- The bus stops at Brussels Midi Station (Brussel Zuid in Flemish).



### **FROM BRUSSELS MIDI STATION:**

- Take tram 51 direction Heyssel and get off at Vlaamsepoort/Porte de Flandre (ATTENTION! The stop of tram 51 in MIDI station IS UNDERGROUND! You need to follow the directions for the Metro
- Cross the bridge, go left and go straight on along the waterside until Quai du Hainaut/Henegouwenkaai 33. You will find the MEININGER hotel on your right hand side.

## **TRANSPORTS - REIMBURSEMENT INFORMATION**

**Travel costs** are based on the automatic calculation of the costs based on the distance calculator from the European Commission: [http://ec.europa.eu/programmes/erasmusplus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmusplus/tools/distance_en.htm).

**In order to get your reimbursement**, please pay attention to the following procedure:

- 1) First of all, KEEP ALL the receipts (with prices) you get to prove your expenses (bus tickets, train tickets, electronic flight ticket, travel agency reservations, etc.)
- 2) Second: KEEP ALL your flight boarding passes (outward and return). We cannot reimburse you if we do not receive the details and proofs of your expenses!

**During the TC we will ask you to provide printed copies of:**

- 1) All original tickets and receipts with the price (electronic receipts without the price cannot be considered)
- 2) Outward boarding pass

3) Photocopy of your ID card or Passport. As already states the reimbursement will be up to the maximum cost covered by the EU grant (always on the base of actual costs). The eventual exceeding amount has to be covered by participant's own financial contribution. All your tickets and receipts will be copied and checked with you during the seminar.

The reimbursement will be done by bank transfer after the Seminar, once A.R.S. for Progress has all the originals that prove the expenses: return boarding passes, transport tickets, reservations, receipts from travel companies, etc.



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## **IMPORTANT REMINDER TO ALL THE PARTICIPANTS**

In line with the main aim of the seminar of building new collaborations among the participating youth workers and the represented organizations: it will be very important to get an insight of the projects your organization is implementing.

In this sense we will dedicate the first two days of the seminar to the presentation of the participants and represented organizations.

Please prepare in advance your presentation and let us know if you will need any logistical support.

Also when presenting the current activities, it will be very important to focus on projects that are potentially open to further collaborations.

Most of the participants are experienced youth workers, by sharing with them your ongoing activities you might get back useful indications based on their previous experience!

Also by getting to know more about them you might get great inspiration and good practices that might be transferred in your own target area..

## **SAFETY AND USEFUL INFOS TO FULLY ENJOY THE CITY**



As in any other big European cities, you need to be cautious and take the necessary measures, so that you don't make yourself an easy target for pickpockets. Don't carry around expensive cameras or wear expensive jewelries and avoid walking around dark narrow streets during the night if you are alone.

## WEATHER FORECAST AND CLOTHES

Weather in Brussels is pretty unpredictable: it might change several times from sunny to rainy and back, over the same day, especially when windy.

In any case it is very likely that rain will show up: bringing with you an umbrella might be a good idea.

However locals prefer waterproof jackets: much more practical, especially in windy days! Not sure which one to choose? Well, bring both then! ☺

Despite the rain, humidity is moderate. Temperatures will be – according to the actual forecasts - relatively mild: around 10-14 degrees during days and between 5-8 degrees during nights.

Our suggestion: LAYER YOUR CLOATHES!

**BANKS** - Cashpoints are easily available, even at short distance from the hotel.

**PHONE CALLS** – The international code for Belgium is +32.

**LANGUAGES** – In Belgium there are three national languages: French, Flemish (Dutch) and German. Brussels was originally a Dutch-speaking city, however since it became the capital of Belgium it rapidly turned into a multilingual city with French as main language. In any case, given its international role as capital of Europe and its intercultural vocation: English is commonly spoken everywhere in Brussels.

**LEISURE TIME** – As you might have noticed the seminar will take place in the very city center. This will give you the chance to easily explore the heart of the city and to visit some of its best known attractions.

The A.R.S. for Progress staff will propose you some specific itineraries during the seminar, however we recommend you to get informed a bit in advance on the city attractions, so to build your own itineraries!

Here are some links to sites proposing touristic itineraries through Brussels, enjoy!

**Itineraries proposed by the Brussels tourism official site:** <https://visit.brussels/en/lists/top-20>

**TRIPADVISOR suggests:** <https://www.tripadvisor.com/Guide-g188644-l247-Brussels.html>

**This article of the Telegraph makes pretty sense to us:**

<http://www.telegraph.co.uk/travel/destinations/europe/belgium/brussels/articles/brussels-itineraries>

**FOR EMERGENCIES** - The calls to emergency services 100 - 101 - 103 - 107 - 110 - 112 are **free**.

[At this link](#) you will find a detail of all the emergency services in Brussels.

In any case you **can always contact Alessio and/or Elisa** that will be your persons of contact for the seminar: you will find their contacts in the second page of the present guide.



## MAPS

On following a useful map for the "I Care" seminar to be held in Brussels.

The same map can be visualized through the following link: <https://drive.google.com/open?id=1oD5H7Tq22mHQy-bbX8UOM4ye9Do&usp=sharing>

The map has two levels: the first displays the "Seminar venues" which includes the hotel (in red), the training rooms and the places where we will have lunches and the final dinner together (in orange).

The second level displays some venues (touristic attractions, pubs and restaurants) we suggest for your leisure time in Brussels.

Take particular note of the restaurants with the following icon: 

Those are places in which you can have a nice dinner with a very convenient price!

<https://drive.google.com/open?id=1oD5H7Tq22mHQy-bbX8UOM4ye9Do&usp=sharing>

