



POLICY RULES

Exchange PROJECT



Key Action 1: Learning Mobility of Individuals

“POLICY RULES ” PROJECT

15th – 23rd SEPTEMBER 2015, /SPAIN

PROJECT DETAILS

Project name: POLICY RULES Project

Project dates: 15th – 23rd September 2015

Place: Villacañas / SPAIN

Organization: ARE YOU READY

Participants: Participants in the project will belong to 6 different countries: Poland, Romania, Croatia, Lithuania, Italy and Spain.

SUMMARY

“POLICY RULES” Project to be held during 15-23 SEPTEMBER 2015, It is a youth meeting where they will highlight the participation of young people in local politics, in order to improve, learn to manage their institutions. This project is based on workshops, lectures and organization of groups which discuss and create a list of possible points of performance in municipalities, will present a report to local authorities to be discussed in full.

With this objective, the project involved a total of 38 people from 6 different countries. Throughout the project will develop activities for exchanging experiences on the subject, we will have the participation of professionals who bring their vision of the organization and management of entities nonprofit, visits to related sites, games and group dynamics with which aims not only awareness and advancement of new tactics and strategies, but also the development of information dissemination elements to create a multiplier effect on young people once in their hometowns. At the end of the project, we will develop a document with the most important points of view, so it is possible that our project partners present our conclusions in their towns of origin. Moreover, the project is conducted with the benefit of all European exchanges: the consequent cultural exchange and different perspectives of youth, through the same relationship that includes cultural visits nearby cities, games and cultural events.

The language of the project will be English.

THE ORGANIZERS

ARE YOU READY is an association based in Villacañas, of center of Spain.

The purpose of this association, are to the projects involving all communications with the overall development of youth in ours region addressing the specific needs shown by the same fields.

Today, Association ARE YOU READY has 40-50 members aged from 16 to 35 years. We work to raise awareness of different themes bad social habits and how these are reflected in young people, all this is done through activities and socio-cultural dynamics.

Our proposal is addressed to children, adolescents, young people, with special attention to those who for various reasons suffer some form of exclusion. We also propose as a youth group, the development of activities involving us know and analyze other realities and another way of seeing things through such an important and integral element as the participation and involvement in the development of projects, of which we are actors and responsible.

Facebook page: <https://www.facebook.com/asociacionareyouready?ref=bookmarks>

Website: <http://asociacionareyoure.wix.com/areyouready>

E-mail: asociacionareyouready@gmail.com

Participant countries and associations

CROATIA	Volim Volontirati - "VoVo"	www.vovo.hr
ROMANIA	Asociatia Initiative Sociale	www.initiative-sociale.ro
LITHUANIA	Vilniaus Kolegija VIKO	www.viko.lt
SPAIN	Are you ready	asociacionareyouready@gmail.com
ITALY	Fermata Sud	http://www.zafferanaweb.it/
POLAND	Związek Młodzieży Wiejskiej	http://www.zmw.pl/

Working Methods

Our Youth Exchange will be non-formal learning. It means that learning is based on your experience, your motivation and your needs. During the exchange, non-formal education methods and methods that assure balance between theory and practice will be used such as presentations, group works, workshops, games, role plays, exercises etc

NEEDS

- **6 participants from each country:** 5 young people aged 18-30 years + 1 leaders no age limit. (The minimum of participants is 5 people because otherwise the project would be seriously harmed by the Spanish agency of the program). It is desired that the number male and female gender is similar.
- presentation of your country and your organization. Information about the situation of the main topic in your activities, you NGO and your country;
- traditional foods and drinks for cultural night. (but please consider you won't have a chance to cook something and costs is not covered);
- flag of each country would be great.

PARTICIPANT'S PROFILE

- youth participants of sending organisations, active youth workers and youth information workers.
- capable of speaking, writing and understanding English at least at the medium level;
- interested in the main topic of the exchange;
- capable and willing to develop further projects.

TRANSPORTATION

Arrival: Madrid Airport, 15 of September. (before 14:00, please confirm your flight details).

Departure: Madrid Airport, 23 of September (After 14:00 please confirm your flight details).

You should take a flight to Madrid airport, because it is the main airport near our region and you will find planes from your country easily. About transportation from the airport we will inform you after collecting all participants' flights information, because we normally pick participants up at the airport in one private bus and bring you directly to our project place all together.

ACCOMMODATION

About the HOSTEL where we will settle. This is a very nice, comfortable and with everything you need for optimal project develops. Big meeting rooms, big dining rooms and also there are areas where you can breathe fresh air.

VILLACAÑAS is a municipality located in the [province of Toledo](#), [Castile-La Mancha](#), [Spain](#).

According to the 2006 [census \(INE\)](#), the municipality has a population of 13600 inhabitants It is located just 125 km from Madrid and 90 km from the beautiful city of Toledo. It features a fantastic museum silo well preserved.



<http://www.homeaway.com.mx/propiedad/p6372538>



COSTS AND REIMBURSEMENT

Policy Rules Youth Exchange Project, is implemented with financial support from the European Commission and the ERASMUS + Programme. Accommodation, food, as well as activities costs will be covered from the project budget. It is recommendable to get travel insurance but it will not be covered by the project budget.

All participants must consult with the organizers on prices & routes (please contact policyrulesproject@gmail.com), before buying any tickets.

Travel expenses will be covered after collecting travel all the documents go and return, on condition that the participants use the cheapest ways of transportation and submitted original invoices for plane tickets, boarding passes, train and bus tickets. Private cars, Taxi and first class tickets will not be reimbursed.

Please keep the boarding passes from your airport check in as well.

Reimbursement will be done in **EURO**, regardless of the currency indicated on your ticket and receipt/invoice. Please note if you bought your ticket in your local currency which might be different than EUR, we will calculate your travel costs according to the exchange rates from official European Commission web-site, on the day of the purchase

<http://ec.europa.eu/budget/infocuro/index.cfm?Language=en>

Note !!! Please make the copies (better scan or take photographs) of your tickets and invoices before coming to Spain and send us all your travel documents to this address Email: **policyrulesproject@gmail.com** as soon as you buy them. If you have tickets and invoice, make sure that you e-mailed copies of both.

TRAVEL COST

This amount is different for each country and shouldn't be exceeded. In case of exceeding the maximum allowed, the refund will be made with the maximum amount fixed for each person by country, never larger.

We will inform you about your travel limit costs once the Project is approved and which countries will be participants.

These are the cost official the new program detailing the maximum cost per participant, but the obligation of the participating associations according to the criteria of the program is to find the cheapest flight at the right time. Mileage calculated with the official program tool.

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Country	Distance in kilometers from	€ per participant
Poland	Warszaw – Villacañas 2328.93 km	270 EUR
Croatia	Zagreb – Villacañas 1715.94 km.	170 EUR
Italy	Zafferana Etnea - Villacañas 1613.14 km	170 EUR
Romania	Constanta - Villacañas 2676.52 km	270 EUR
Lithuania	Vilnius – Villacañas 2704.58 km.	270 EUR

These are approximate distances in Kilometers.

For the reimbursement of the money, you have to bring us all original documents:

- **invoices,**
- **e-tickets,**
- **proof of payment (if you pay in cash you have to bring us the receipt, but if you pay online you have to bring us the bank statement)**
- **Original boarding passes**

We strongly encourage you to buy flights that have the possibility to do online check-in and in this way you will be able to give us the return boarding passes before coming Spain, without having to send it to us by post when you return home. Of course, if for your airline is not possible, you still need to send us the boarding passes by post mail after the project.

It is very important to have all your travel and financial documents with you for each person, otherwise the reimbursement is NOT possible!

No Visa is required for EU citizens, participants will need to have only valid ID card (for some countries only) or international passport.

Please, check the **VALIDITY** of the passports before the departure – Passport must be valid at least for 6 (six) months.

INFORMATION NEEDED

- List of participants and personal APP each participant **until 7th of August 2015.**
- The arrival and departure details in order to prepare his transport from airport of Madrid to Villacañas
- One contact person in your home country (for in case) (e.g. family member); full name and telephone.

If any participant have any special diet that affects your health or have a different alimentary option, must communicate in the personal application before coming to Spain.

RULES

You are expected to participate fully in all activities. Unauthorized absence from activities and workshops won't be allowed. We would really appreciate energetic and active participation.

Smoking is prohibited inside of the buildings, so all smokers will have to leave the building in case they want to smoke a cigarette.

HEALTH AND TRAVEL INSURANCE

Health insurance will NOT be provided or reimbursed by the organizers. All participants are required to purchase health insurance individually, or get the free of charge formulary E-111 from your national social security that covers medical costs around EU member states (European Health Insurance Card).

CULTURAL NIGHT

Don't forget to bring some traditional music for the intercultural evenings! Every country will have a separate evening to present their culture, so prepare some presentation of your country in a creative way (try to avoid PowerPoint and movies from tourist agencies). We hope, that your culture means you something more than national food and drinks. Also bring flag or your country. It would be nice if you bring also some small souvenirs with you (costs are not covered).

Here are a few examples from our past projects to trigger your imagination



CONTACT

If you need help, have questions or need further information please contact via e-mail:

policyrulesproyect@gmail.com

Thanks for your interest!!!!