

TRANSFORMATION EUROPE LAB

KOLDING, DENMARK

WEDNESDAY 25TH OF OCTOBER 2023 - THURSDAY 2ND OF NOVEMBER 2023
(INCL. ARRIVAL & DEPARTURE DAY)

CONGRATULATIONS!

You are a partner in the training course “Transformation Europe Lab” and one amongst the 26 participants that will be joining the training course in Kolding, Denmark. In this training course we will have participants from eleven partner countries including **Denmark, Estonia, Italy, Czech Republic, Greece, Cyprus, Portugal, Germany, Spain, Turkey and Bulgaria.**

You have been selected to participate in the training course “Transformation Europe Lab” because we believe that you can benefit from the project activity while having a lot of experiences to share and valuable insights to exchange with the rest of the group.

We hope that these **7 days** you will spend at “Transformation Europe Lab” will be for you a **vivid and rich intercultural experience.**



To ensure this, we need to look at some practical needs as well. For these purposes we have prepared for you this guide we call “participants survival guide”, **which will help you by answering many questions that you might have.** At the same time this guide is here to prepare you for the training course and shape a little bit the picture around what you should expect while you are staying in Kolding.



Please read the guide carefully and keep it with you on your travels so you can check the information whenever you need to.

TRAINING OBJECTIVES

The goal of “Transformation Europe Lab” is to provide an overview on how to build communities via community organising and non-violent direct actions (NVDA).

In the modern age with the migration crisis, climate crisis, post-pandemic recovery, international war and extremism on the rise across Europe, **we feel the urge of equipping youth workers with skills of community development**, which they can transfer to youth.

Through the training we are aiming at:

1	promoting peace building by introducing past successful non-violent actions, that made real impact
2	providing participants with skills and tools necessary for transforming social and inter-group conflicts
3	making participants aware of their role in civic society and promote activism and social responsibility
4	making participants able to spread the ideas and knowledge on community building and NVDA to young people all across Europe.

SCHEDULE

	25.10	26.10	27.10	28.10	29.10	30.10	31.10	01.11	02.11		
A R R I V A L S	Breakfast										
	Nice to meet you	What is a community	Social Identity	Field Visit	Social Conflicts	Community Organising	Feedback	D E P A R T U R E S			
	Opening	Community organisers	Building Realities				Next Steps				
	Lunch Break										
	Working together	Holistic approach	Identify the Issues	Free Time	Group-Think	Action Plans	Erasmus+				
	Enter the Topic	Analysis Tools	Power Analysis		Risk Analysis	Action Plans	Evaluation				
	Daily Feedback			Daily Feedback	Daily Feedback		Closing				
	Dinner Break										
	Welcome	Outdoors Walk	Free	Diversity Evening	Free	Free	Free			Goodbye	

WHAT LANGUAGE WE WILL USE

Despite many of us speaking many different languages, the formal training language will be exclusively **English**.

THE TEAM

The organisation and facilitation team come from **Brazil, Vatican City, Greece, Denmark**, but you need to arrive in Kolding to find out the rest about us. What we can share with you for now is our names:

Marco Lorenzo
Iben Melina



PREPARING FOR THE CONTENTS

- 1. Identify and investigate** about a community in your reality, for example can be a neighbourhood, or a specific group of sports people, or a sub-culture that exists in your reality. (can also be a community where you feel you belong)
- 2. Make a list** of issues and problems this community is currently facing and why.
- 3. Be ready to present**, and to use these case-studies throughout the training.

TASKS AND OBLIGATIONS FOR PARTNERS ORGANISATIONS

- **All organisations are responsible for** the preparation, support, and monitoring of your participants in the training.
- **Each partner is responsible for** selecting 2 participants, of whom there can be included persons with fewer opportunities. The selections will be made taking into account the skills of the youth worker and their motivation, making sure that their profile is compatible with the planned activities.
- **The partners undertake to** sign and comply with the provisions of the mandate, which governs in detail the legal obligations and rights of partner organisations.
- **Each partner will participate and support** in the 2 complementary activities (follow-up) and will contribute to establishing strategies for the dissemination and use of the project's results together with their participants.

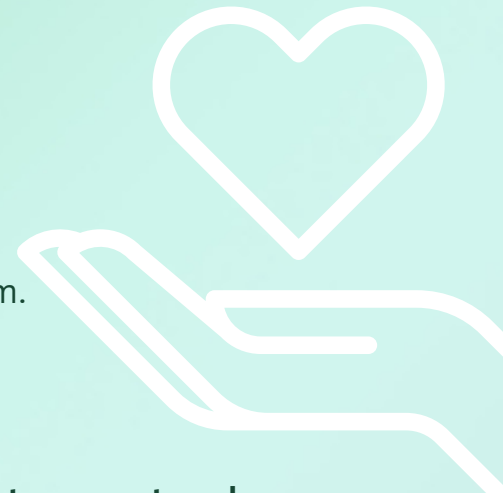


PARTICIPANTS INFO

The “Europe Transformation Lab” will gather 26 participants from different European Countries and Participants involved shall agree with the founding values of the European Union on human dignity, freedom, democracy, equality, rule of law, and human rights.

During the Training Course Participants commit to the following **Code of Conduct**:

- Trust
- Care
- Professional Responsibility and Integrity
- Respect
- Inclusion and protection of targeted individuals
- Respect for People’s Rights and Dignity
- Participant Guide done by Europe Transformation Lab team.



ORGANIZATIONAL VALUES

We base our value system on three solid pillars; commitment, respect and openness. Food Reformers are committed to engaging in the activities, taking ownership of their tasks and to collaborate with other members and external stakeholders while always respecting the community, the members and the environment. We encourage clear communication for creating a safe space.

Food Reformers respect the personal needs and professional endeavours of each member, and we are open to anyone who wants to be a Food Reformers or join our activities regardless of age, gender, ethnicity or background. **We focus on** the Zero waste philosophy, United Nations Sustainable Development Goals (SDGs), Social Responsibility, Up-cycling and circular economy, Participatory Entrepreneurship and Designing Methods among others.

Participants pledge to support the physical, mental, and legal integrity of all involved, while in our training course.

The failure of the commitment to the items above can lead to the termination of the partnership and participation, including any certification and/or financial compensation involved among partner organisations and participants.

TRAVEL BUDGET

According to the rules of the Erasmus + Programme and the budget financed by the Danish National Agency, a lump (fix) sum that depends on the distance from your city to the venue of the activity in Kolding, Denmark.

The costs for participation in the training course “Europe Transformation Lab” are mainly covered by the grant received from the Danish Erasmus+ National Agency, with the exception of a small participation fee of 30 euros - amount that can be deducted during the reimbursement procedure.

This includes: board, lodging, and programme costs. Additionally, there is an available budget for travel costs. According to the rules of the Erasmus+ Programme we can only refund up to a specific amount of travel costs and only if the guidelines below are respected fully.

Travel budget per participant:

- Between 100 and 499 KM: 180 euros
- Between 500 and 1999 KM: 275 euros
- Between 2000 and 2999 KM: 360 euros
- Between 3000 and 3999 KM: 530 euros



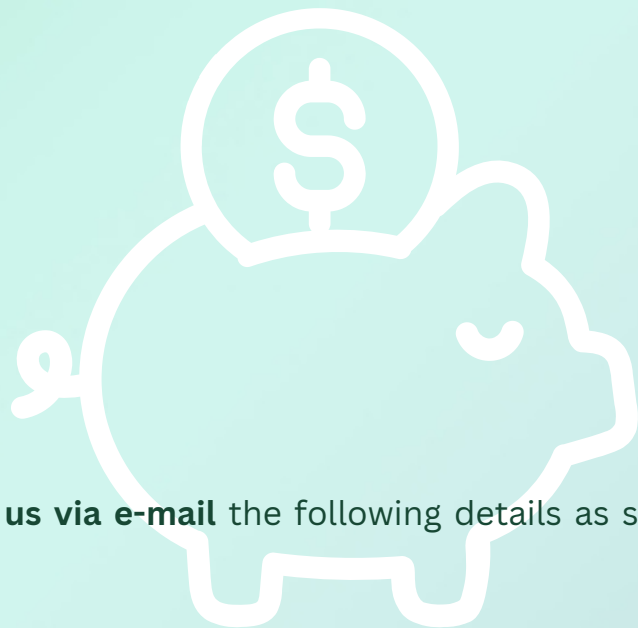
Please use the official Erasmus+ distance calculator [here](#) to find which rule applies to your case. In case you have any doubts please contact Melina Niraki via email at melina.niraki@gmail.com.

Travelling costs that exceed the amount allocated per participant back and forth will not be reimbursed and are to be covered by the participant. Therefore we suggest you book your tickets well in advance to ensure that you will stick to the amount covered by the grant.

If you want to stay longer in Denmark, you can book flights up to 2 days before/after arrival/departure of the dates of the training. **Tickets with the dates longer than 2 days after/before the dates of the training will NOT be reimbursed.**

General rules for coverage of travelling costs:

- **Your travel route is from your hometown to the venue in Denmark (Kolding)** and back (if you are not travelling from your hometown, contact us previously).
- **You have chosen reasonable and economic** means of transportation (e.g. APEX or student fares if available for flight tickets, cheap airlines and fares, 2nd class trains).
- **You have a receipt or invoice** for the cost of your plane ticket and the boarding passes, as well as the train/bus tickets when applicable. (Remember! Once you have booked your ticket and you have proof eg email, pdf invoice or receipt you must send them to melina.niraki@gmail.com).
- **You have previously contacted the project coordinator Melina Niraki with your suggested routes / tickets via email and have received the approval to proceed with the booking melina.niraki@gmail.com**



Once tickets are booked, **please send us via e-mail** the following details as soon as possible:

- Name of the Traveller (Participant)
- Date and Time of the Arrival and Departure
- Copy of the Tickets

Although food and logistics are covered it is highly recommended to have a disposal for drinks, personal shopping etc.

DIVERSITY EVENING

During the project, we plan to arrange an InterCultural Evening in the form of a collective community dinner. During this event you are invited to present your own cultures – national, regional, personal or any kind of culture you feel you belong to.

This means that all options are possible. A culture may be presented by a song, a story, a poem, a dance, some drink or food, etc. You may bring pictures, music or anything which you consider to be most appropriate to present your culture. All the necessary equipment will be available to accommodate this presentation of yours! We highly appreciate it if you find the most creative ways to present your culture.

Additionally there will be a kitchen available to prepare meals for the dinner of the intercultural evening, so if your vision is to present your culture through some food or dessert you are welcome to do so. You can bring things with you or we can proceed with buying necessary things on the spot, up to a reasonable amount always of course! **So, in short it should not be actually a presentation, it should be an activity or something and it is up to you to replace the word something.**



No videos, powerpoints or digital stuff, **get creative!**

THE VENUES

During the days of the project, you will stay in Kolding which is located in Southern Denmark. The accommodation venue will be **Villa Gertrude B&B**, located by the port in Kolding city center <https://www.villagertrud.dk>. You will be accommodated in double or triple rooms, with allocated bathrooms and showers. Towels and bed lines are included.

The training course will take place in Riberdyb 10 (R10), a community space located as well in Kolding city center. <https://www.facebook.com/Riberdyb10>. There, participants will also enjoy their meals.

Both locations have free WiFi.



TRAVEL OPTIONS

You can reach Kolding in different ways the most convenient of which are presented below:

By plane

- To [Billund airport](#) and then by bus number 166 to [Kolding train station](#)
- To [Copenhagen Airport](#) and then by train to [Kolding train station](#)

By train

- To [Kolding train station](#) directly.

If you want to suggest any other means of transport/ routes, please contact the coordinator melina.niraki@gmail.com.

Please remember that if you live nearby where train connections are available you are requested to travel by train! **For environmental reasons we are trying our best to ensure that green travelling means are used whenever available.**



MEALS' DISCLAIMER

At this point we would like to have a brief discussion regarding our meals during the course since this is one of the things we deeply care about in Food Reformers and consists of a huge part of our identity and sustainability agenda.

Food Reformers is a food waste organisation that cooks mainly with surplus vegetables and promotes meatless meals. This action is informed by the huge impact that the meat industry has on our planet and how it contributes to climate change. Additionally, we approach meatless meals as a way to provide more inclusive meal solutions while accommodating most people's dietary restrictions / preferences. To further contribute to food waste management, we aim to cook using surplus vegetables, that our volunteers gather from different sources eg: supermarkets. Surplus food is food that is supposed to be thrown out, but is still eatable and fresh.

Food Reformers will prepare some of the meals and the rest will be provided by Knud's Mad Kitchen, which is a vegan street food restaurant started by one of the Food Reformers board members. Therefore the standard meals will be vegetarian / vegan using nutritious recipes and meat alternatives. In this regard, we understand that some of you might wish to get some meals that will include meat/ fish during the course. Please let us know and we will do so for some of the meals, always advising the rules for sustainable consumption while avoiding cooking extra portions that will end up wasted. During lunch there will always be some cold cuts / fish options.

We suggest you contact the project coordinator melina.niraki@gmail.com for this matter specifically, as **for the rest of your dietary preferences we suggest you put them in the participant's google form, mandatory for everyone participating in the training.**



PARTICIPANTS AND PREPARATION OF THE GROUPS

WHAT TO BRING

- Clothes: we don't have any dress code at our training. Feel free to take whatever clothes make you feel comfortable but remember that Denmark is a cold country and we advise you to check the weather forecast in advance.
- Indoor shoes: in Denmark, we don't wear outdoor shoes inside, so bring slippers, flip-flops, or whatever you feel comfortable wearing ONLY indoors so you can use it while inside the working room (R10) but also when inside the guesthouse (Villa Gertrud).
- Ideas, music, snacks, drinks, etc. to present your country and culture in the Intercultural Evening!

HOW TO PARTICIPATE?

Potential participants must fill in the participation form: https://docs.google.com/forms/d/1Zjg3EBZtWqeQddxyw45peeZ4gZ9cNK4ApH_Un1fqo_g/edit

The google form will assist in the first screening of participants, a process which will be finalised through a small interview.

Add your participants (after confirming selection) to our Facebook group where we will share more info and answer possible questions and doubts about the project: <https://www.facebook.com/groups/295429399838982>

DEADLINES:



- **Participants to be selected by 20/09/2023**
- **Tickets to be acquired by 30/09/2023**



Failing to accomplish this deadline will give us the right to replace the partnership following the Programme rules.

CONTACT DETAILS YOU MAY NEED

In case you have any questions concerning your participation do not hesitate to contact Melina Niraki via email at melina.niraki@gmail.com or via phone/ whatsapp at +4555244559.

**SEE YOU IN
KOLDING AT**

**TRANSFORMATION
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