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НАЦИОНАЛНА АГЕНЦИЈА  
ЗА ЕВРОПСКИ ОБРАЗОВНИ  
ПРОГРАМИ И МОБИЛНОСТ



## **INFO PACK (technical and financial information) about Networking Seminar of organizations working in the field of Youth Work**

**Ref. Number: 2022-1-MK01-KA151-YOU-**

**Coordinator:** Coalition of youth organizations SEGA (SEGA)

**Seminar Dates:** 02/08-06/08/2023 (Arrival to Hotel 01/08/2023, Departure from the Hotel: 07/08/2023)

**Accommodation / Place:** Struga, N.Macedonia – Accommodation and meals will be covered by the Project. Accommodation will be at Hotel Ambient, Struga, N.Macedonia. It is easily accessible from Bus Station. All meals will be served at the hotel.

**Number of Participants per each organization:** 2 participants per organization, who are:

- youth workers and educators, strongly connected with the partner organisation (it is not important if they are employees, working on project basis from project to project or volunteers, but it is important they are involved in the partner organisation activity, can represent it and have capacity to work for this organisation on future international projects in field of Youth in Erasmus+)
- at least 18 years old, but preferably more experienced ones
- ready to work in English
- ready to actively take part in all parts of the programme
- mostly important have the organizations' mandate in order to establish future cooperation/partnership for further projects between partners involved

### **Context of the project**

The seminars' objective is to bring together representatives of organizations that are working with youth, who are open for new partnerships to work on new Erasmus+ projects (in the field of Youth) and to provide them opportunities to get to know each other's work and to design new project ideas.

Through the seminar participants will work on developing sustainable network of partners in order to take advantage of the innovative methodologies' tools in the frame of youth work and will share good practices of their work with youth.

The result of the networking seminar would be established sustainable partnerships for youth work initiatives for future opportunities round within the framework of Erasmus



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programme.

During the activity, will be implemented activities related to increasing participants' capacity to organize international projects, to share ideas and practices, to reflect on approaches and methodology used in youth activities, to strengthen sustainability through partnership building activities.

**Insurance:** It is participant's responsibility to make the insurance arrangements. Please make your travel insurance (covering health issues) prior to coming to the event. Other expenses such as travel, accomodation, meals and etc. will be covered by the Project in parallel with the rules of Erasmus+ Programme.

## TRAVEL

You have to use the cheapest way (i.e. economy class for planes/busses, recommended no use of taxi– only the public transportation etc.) of travel. It is very important for you to collect all receipts for reimbursement. Otherwise, costs cannot be reimbursed.

Please note that, travel costs are based on the address of your organization. If any of the participants travels from a near distance the travel subsistance will be lower as stated by the Erasmus+ Programme rules (please taking into consideration Distance Band Calculator):

100 - 499 km: 180 € / 500 - 1999 km: 275 €

Total lump sum for travel costs will be transferred to the partner organizations. Travel reimbursements to participants will be done by their organizations upon the submission of travel documents to SEGA in scan version and after sending by post. To receive the reimbursement, you need to provide us with all the original documents of transportation (plane, train or bus) that are used during your trip from the departure city to the event venue. This includes: tickets, receipts, boarding passes, invoices.

Important Note: If you decide to leave the project earlier without a valid reason (force majeure) and without contacting with the coordinator, travel costs cannot be reimbursed, and accommodation expenses will be charged.

## IMPORTANT NOTES

- Check if your travel documents (passport or ID for participants from countries that can enter Macedonia) are valid.
- Remember about travel documents. Do not forget to collect your boarding passes and any other bills/tickets from your travel.
- Take medicines that you use and please let us know in the application form.
- Please bring information about your organization and activities that your organizations are doing (promotive materials such as leaflets, one page



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summary, contact cards, etc are recommended).

- The programme will include intercultural evening thus you are welcome to bring with you something to taste, some music or anything presenting your culture.

## TASKS FOR PARTICIPANTS

### Before the Project

- You must follow deadlines.
- Each organisation need to prepare very well all the participants.
- You should bring materials for cultural night (food, typical clothes, drinks, flag etc), presentation or videos or other materials.
- You must join the virtual a meeting (via zoom) before the event.

### During the project

- You should attend at least 95% of the program to get reimbursement. (unless there is a force majeure)
- You should respect the program schedule in order to carry out successfully the activities
- You should be actively involved in all activities.

### After the Project

- The partners should share the information of the project and it's results through their web sites, pages in social networks and presentations in their communities, etc.
- The participants will have to fill in report by the end of the project on Erasmus+ platform (Each participant will receive e-mail with invitation to fill in the report).

## TRAVEL REIMBURSEMENT DOCUMENTS

Electronic tickets will only be reimbursed on receipt proof of payment (invoice, paper of booking/purchase printed from internet, copy of credit card-slip showing the transfer of the money for the ticket, payment confirmation from internet) and on presentation of the boarding pass for the outward journey.

Note, that the booking paper alone is not enough to prove your travel expenses. You should present as well the boarding passes, a bill, receipt, etc..

All travel documents must be kept during the trip: boarding passes, bills, slips, tickets etc., because we absolutely need them!



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## HEALTH ISSUES

Personal health is very important that you notify us of any health risk or possibly necessary medicines (if you did not note it yet in your application form, please let the team know about it as soon as possible via email). The information you provided on any special needs does not remove your own personal responsibility for ensuring your own health.

Concerning special needs (diets, medicine) you need to tell us beforehand if you need any assistance from us in this matter.

## APPLICATION FORM FOR PARTICIPANTS:

After confirming partner organizations their participation by sending signed and stamped Mandate letter and Partnership agreements, their participants should fill in contact information in the following form : [PARTICIPANT'S FORM](#)

Each participant will be contacted in their e-mail for further preparational activities.

## CONTACTS:

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