



Kulturlabor Trial & Error e.V.

ERASMUS + KA1 mobility for youth workers  
training course

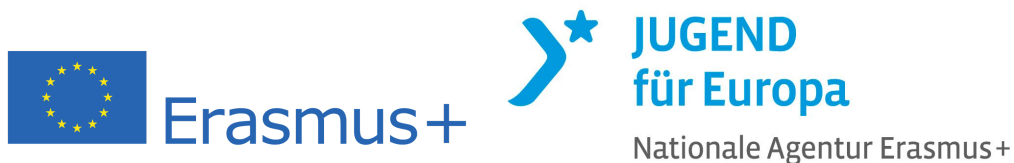
# **sustainABILITY:**

**tools for empowerment of selforganised  
youth groups and collectives**

**17. - 26.03.2017.**

**Berlin & Brandenburg, Germany**

with friendly support of



**Changing lives. Opening minds.**

**Erasmus+**

Welcome to the info guide of the ERASMUS + KA1 training course  
“sustainABILITY: tools for empowerment”!

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# 1. Project aims and objectives

As young people become young adults, regardless the economical, social or political background, there is a remaining need to find place, where one can affiliate with its goals, have a safe environment and opportunity to give feedback, satisfy the economical & social needs and have the place for growth. The reason of organizing TC is to explore alternatives for young people to find their way and place in the adulthood. Alternatives where such factors as community, motivation, own needs and expectations, transparency and equality as well as possibility to engage in all levels of activities in the organisation are playing crucial role, where the opinions, skills and dreams of young people matters, regardless their economical, social or political situation. Alternatives that we as youth workers are responsible to facilitate.

The applicant - Kulturlabor Trial&Error e.V., emerged from youth initiative in a search for the own place, has experimented with selforganisation, collective as an organisational form, horizontal structures, meaningful work and alternative economies, nowadays is working as a facilitator for other young people to take own initiative, ownership over the process and an active and responsible role in own life and society in general. At this point Kulturlabor T&E has realized the need to document and share own experience, expand the youth work capacity by learning from others and connecting with like-minded organisations.

Together with partner organisations, the topics of volunteer management as well as management of financial and informational resources in selforganised collectives has been defined.

**The main aim of the project "sustainABILITY: tools for empowerment of selforganised youth groups and collectives" is to overcome geographical and economical borders in order to raise the quality of youth work in geographic European space by exploring, evaluating and sharing the tools for youth empowerment through facilitating selforganisation in collective forms.**

The aim will be achieved through following objectives:

- 1. to give European context to the problematics of youth work quality, innovative methodology, social inclusion of young people with fewer opportunities,**
- 2. to improve the quality of youth work, empower youth workers working with young people with fewer opportunities,**
- 3. to provide space, time and platform to exchange and network for like-minded organisations,**
- 4. to improve the efficiency and sustainability of youth work with selforganised collectives through, diversifying the tools of working with volunteers, finances and information,**
- 5. provide opportunity to practice skills for working in international, intercultural team, in foreign language,**
- 6. completing the learning experience through sharing experience & disseminating the project results within own organisation, the relevant networks and with the general public, preparing the materials for documentation of TC.**

The objectives will be achieved through implementing 8+2 days TC on tools and methods for youth empowerment with selforganisation, with 38 participants from 8 different countries.

**NB! Activity dates - 17th of March 2017 - arrival day, 18th-25th of March 2017 - program days, 26th of March 2017 - departure day.**

Through improving the youth work quality, we aim to promote active citizenship, especially focusing on participation of youth - it is recognized as one of the core priorities of European cooperation in the

youth field. Ensuring the participation for youth workers working with young people with fewer opportunities, incl economical (BY, UA, CRO, DE, ES), geographical (BY, UA, RS, CRO, LV, SP) & social (SP, IT, DE) obstacles as well as sharing methods and results of the project amongst the local communities of the participants, networks of the participating organisations and online, is directly aimed to reach solidarity of all young people. Sharing tools, methods and experiences on how to establish own collective, making international contacts directly corresponds with the priorities of the ERASMUS + priorities, rising quality of youth work, promoting active participation and entrepreneurial spirit of young people and spreading the European values.

This project addresses the recognised issues of quality of youth work, active citizenship, as well as social inclusion of young people with fewer opportunities.

The relevant needs of youth workers working with and within selforganised collectives that addressed by this project are

- to reflect on facilitation tools for resource management in selforganised collectives,
- to evaluate how the existing resources are being managed, also implement holistic assessment of problems related to resource management,
- to learn from other collectives about the topic and exchange the experience through sharing both best and worst practices,
- need to develop new sustainable tools for youth empowerment.

## 2. Program

NB! Please keep in mind that this is a preliminary program. During the preparation stage certain changes are expected, depending of expectations of the partners & participants as well as availability of trainers and external experts.

The project partners will be informed about all the changes, the final version will be provided latest with the info pack to all the selected participants.

Activity Programme		
Timetable	Activities	Non-formal & Informal learning methods used
<i>17.03.2017. DAY 1: Arrival and welcome round</i>		
Travel		
15:00 - 21:00	Arrival, settling in accomodation, dividing in rooms	
<i>18.03.2017. DAY 2: Getting to know each other, setting the program, team building</i>		
09:30 - 13:00	Welcome round	Introduction of the TC, location, ice breaking activities - speeddating, name games, etc
13:00 - 15:00	Lunch break, individual reflection time	Free time, written reflections, Youthpass time
15:00 - 18:30	Presentation of TC program. Key Competences. Trials & errors of selforganised youth collectives(vol.1) - overview of resources in selforganised youth collectives (examples from participants collectives)	Interactive presentation. Walking session with elements of speedating, storrtelling and active listening
20:30 - ...	Nonformal evening	Open space for participants ideas
<i>19.03.2017. DAY 3: Wo are we &amp; what is an selforganised youth collective, study visit</i>		
09:30 - 13:00	Rules, expectations and achievements. Trials & errors of selforganised youth collectives (vol.2) - overview of resources in selforganised youth collectives (examples from participants collectives)	Personal reflection and group discussion. Walking session with elements of speedating, storrtelling and active listening
13:00 - 15:00	Lunch break, individual reflection time	Free time, written reflections, Youthpass time
15:00 - 18:30	Field visit: meeting the selforganised collectives in the neighbourhood	Expert input. Study visit, round of questions and answers, reflection
20:30 - ...	Nonformal evening	Open space for participants ideas
<i>20.03.2017. DAY 4: Human resources in a collective, study visit</i>		
09:30 - 13:00	Human resources - team, volunteers, community	Expert input. Group work - Collegial counselling on topics: levels of involvements,

		decision making types, division or responsibilities.
13:00 - 15:00	Lunch break, individual reflection time	Free time, written reflections, Youthpass time
15:00 - 18:30	Field visit: meeting selforganised collectives in Berlin	Expert input. Study visit, round of questions and answers, reflection
20:30 - ...	Dinner in Berlin. Free time	Open space for participants ideas
<i>21.03.2017. DAY 5: Volunteer management</i>		
12:00 - 14:00	Free time in Berlin	Open space for participants ideas
14:00 - 15:00	Lunch break, individual reflection time	Free time, written reflections, Youthpass time
15:00 - 18:30	Volunteers -how to attract, motivate and keep volunteers	Expert input on happyness management. Group work on developing HOW-TO manual
20:30 - ...	Nonformal evening	Open space for participants ideas
<i>22.03.2017. DAY 6: Financial resources</i>		
12:00 - 14:00	Financial resources: ways of generating income and distributing it	Interactive presentation. "Bank of common knowledge" on finance management
14:00 - 15:00	Lunch break, individual reflection time	Free time, written reflections, Youthpass time
15:00 - 18:30	Fundrising techniques for non-profit	Expert input. Questions&Answers
20:30 - ...	Nonformal evening	Open space for participants ideas
<i>23.03.2017. DAY 7: Information: online presence, communication as a resource</i>		
09:30 - 13:00	Communication: needs & techniques to fulfill them	Expert input on communication techniques. Practical exercises.
13:00 - 15:00	Lunch break, individual reflection time	Free time, written reflections, Youthpass time
15:00 - 18:30	Sharing pool: online tools	Open space on sharing knowledge on online tools, developing catalogue of resources
20:30 - ...	Nonformal evening	Open space for participants ideas
<i>24.03.2017. DAY 8 Strategic planning, Reflection</i>		
10:00 - 13:00	Development of the strategies for sustainable management of resources	Work in collective based group - creating plan of action, presentation
13:00 - 15:00	Lunch break, individual reflection time	Free time, written reflections,

15:00 - 18:30	Self-reflection and free time	Open space for participants ideas
20:30 - ...	Nonformal evening	Open space for participants ideas
<i>25.03.2017. DAY 9 Documentation, Evaluation and Follow up</i>		
10:00 - 13:00	Documentation of results	Group work - collecting and structuring the outcomes
13:00 - 15:00	Lunch break, individual reflection time	Free time, written reflections,
15:00 - 18:30	Reflection "What You leave and what You take with You" - sharing knowledge with your collective. Individual and group evaluation of the TC, incl Key Competences.	Group activity. Written evaluations. Group games, evaluation on flip charts, "warm backs".
20:30 - ...	YouthPass awarding ceremony, final evening	Creative expressions of participants, group activities
<i>26.03.2017. DAY 10 Departure</i>		
10:00 - 13:00	Departure	
	Travel	

### 3.About: Kulturlabor Trial&Error e.V.

Kulturlabor Trial&Error e. V. is a nongovernmental nonprofit organisation that facilitates community projects, focusing on such topics as youth work, social inclusion, environmental awareness and self-organisation./ bottom-up and grassroots movements Kulturlabor T&E is specialised in using such tools as upcycling&craft workshops, creative activism, active citizenship, urban gardening, solidarity economies.

More info: [www.trial-error.org](http://www.trial-error.org),  
or in our FB page: [facebook.com/kulturlabortrialerror](https://facebook.com/kulturlabortrialerror)

#### Organisation

Emerging from a nonformal youth initiative, the organisation was officially founded in May 2010. The nature of Trial&Error e. V. is to work in inclusive and horizontal structure, facilitating sharing and exchanging the skills, knowledge and goods, encouraging the creativity through hands on practice and non-formal education.

The team of Kulturlabor Trial&Error brings together social workers and activists, artists and designers, project managers, builders and other open people, bringing together locals and people with migration background, people with very diverse education, social, economical and social backgrounds and lifestyle choices.

We impact and reach young people with information about global issues, by using creative means, participative activities and new media. We aim to share knowledge between different networks and individuals, and provide information that encourages an active approach to life. check out: [www.trial-error.org](http://www.trial-error.org)

#### Team

Mariia Servetnyk - administrative support, logistics

Graduated as a Master of Environmental Engineering in Ukraine. At the moment Mariia is enrolled in Integrated Natural Resource Management Master Programme at Humboldt University, Berlin. Since 2009 she has been holding continuously different positions in NGOs located in Ukraine and Germany, working as a project coordinator, event manager, trainer and graphic designer. She is interested in the alternative economies, horizontal structures and sustainable urban development.

Ruta Vimba - administrative support, team management, trainee

BA in Communication Theory, master studies in Culture Management with focus on participation, urban neighbourhood, culture-led regeneration. Co-founder and project manager of Kulturlabor Trial&Error e.V. since 2010.



Sabine Wiesthal - trainer, program manager

Trained and studied in graphic design, education and theatre- and media-science i found my passion in the social and art-based field and especially in accompany people in their personal development, self-exploration and competence-training.

Ivan Martinez - co-trainer

Colombian citizen, since 2008 he has been living in Germany, where 2015 he graduated as an Electric and Informatics Engineer. During his time in Germany he has been involved in politics in his university as well as in several self-organized civil organizations and projects. Since 2009 he has been member of the local Latin American association in Darmstadt and for two years he was also president of the organization, 2010 he started a Project called TUTOR International aiming the cultural, social and academical integration of international students in Darmstadt and since 2015 the project also works with refugees. The main topics of interest during his engagement have been culture, interculturality, migration, inclusion and human rights. Specially in the field of interculturality he has attended several Training courses and has also work as facilitator or trainer. Since 2013 he has also been part of several European trainings for youth workers and for trainers.

## 4. About: project partners

NGO "Communication without borders"

Web: [ngo-cwb.blogspot.com](http://ngo-cwb.blogspot.com)

Located: Liubotyn, Ukraine

Non-state private cultural institution studio «Karas»

Web: [www.filmfest.by](http://www.filmfest.by)

Location: Minsk, Belarus

Association Culture and Education UKE

Web: [www.uke.hr](http://www.uke.hr)

Location: Lovinac, Croatia

Radi Vidi Pats

Web: [www.radividipats.lv](http://www.radividipats.lv)

Location: Liepaja, Latvia

Green Rope

Web: [www.greenropeitalia.org](http://www.greenropeitalia.org)

Location: Capurso, Italia

Asociación Ye Too Ponese. Espacio para la gestión de inéditos viables

Web: [www.yetooponese.net](http://www.yetooponese.net)

Location: Oviedo, Spain

Association "Karkatag"

Web: [www.karkatag.org](http://www.karkatag.org)

Location: Beograd, Serbia

According to the preliminary agreements, signed mandates and the submitted application from the project partners has agreed on following:

- timely provided information for project application (part C, mandate and own input on questions about partners),
- support in spreading the call for participants,
- reach of participants - working with young people with fewer opportunities, ensuring at least 2 participants working with one of the fewer opportunities mentioned - unemployment, limited access to education and international exchange due to social and economical reasons, geographical obstacles (rural areas, non-EU, underprivileged areas), migration background, minorities, facing discrimination,
- support in selecting participants, contribution in ensuring gender balance and inclusion of those with fewer opportunities,
- preparing the participants for TC – introducing with ERASMUS + program, hosting a preparation meeting, implementing homework, ensure 4 participants, at least 1 participant from own organisation,

- insure that homework and other preparations are being done,
- responsibility for presence of all participants during all the program days,
- providing necessary financial documentation - travel receipts, signing participants list,
- spread information about the TC and documentation materials in own information channels, make a post on the website/blog/social media about participation after the TC,
- host an event in own organisation, sharing the experience of participation and ideas of the TC with peers,
- support in documentation, dissemination and follow up of the projects.

We kindly ask to reconfirm the following responsibilities of the partner organisation via email.

We are also welcoming relevant contributions of the partner organisations to the project programme, including sessions, free time activities, movies to watch or methods to use - please contact us with the suggestions until 1st of February 2017!

## 5. Participant profile & selection

Kulturlabor Trial&Error as an organizer of the TC "sustainABILITY: tools for empowerment of self organised youth groups and collectives" aims to include participants fitting following profile:

- **youth workers** from the background of collectives/non-governmental organisations (or are highly motivated to start working in this field) and are willing to share experience, learn new tools for youth empowerment,
- member of already established youth work collective, which aimed to work with/for community urban or rural) and strive for emancipation of those communities in socio-political, ecological or entrepreneurial domains, or in process of founding one,
- target group of the participants work and project impact - young people with fewer opportunities - unemployment, limited access to education and international exchange due to social and economical reasons, geographical obstacles (rural areas, non-EU, underprivileged areas), migration background, minorities, facing discrimination,
- affiliation with the project aims and objectives - working **with/for social inclusion within/of community** (urban or rural) **and strive for emancipation in socio-political, ecological or entrepreneurial domains**,
- understand and affiliate with non-formal, horizontally organised, independent, locally integrated youth work,
- at least 18 years old,
- ability to communicate and take part in activities in English,
- available for the whole duration of the training course,
- committed to provide the project organisers with necessary travel documentation, fill final report and host an multiplier-event in own organisation/collective after the TC.

Participants selection procedure:

1. Partner organisations and Kulturlabor T&E agrees on centralised or decentralised application collection system,
2. Kulturlabor Trial&Error e.V. provides a call for participants, including information about the project and a questionnaire (with various questions about their background, aims, goals, motivation, learning aims) to be filled and signed by the potential participants,
3. The call shall be spread with at least 3 weeks notice in the local networks of all the project partner organisations, including social media sites etc.,
4. the final selection will be done by each responsible organisation, giving space for youth workers from own organisation (minimum 3 by applicant organisation, 1 from partner organisations) and collectives from their network (minimum 2 by applicant organisation, 1 from partner organisation).

We would like to emphasize that we are aiming to ensure good mix of participants from different genders, geographical, economical and social situations, that is also reflected in the scope of the partner organisations.

As mentioned and emphasized above, that each partner country will ensure participation of at least one (preferably 2-3) participants working with young people with fewer opportunities or having fewer opportunities themselves - limited access to economical or political resources, or geographical obstacles, for example, people with migration background or unemployment problems.

The gender balance will be ensured through application selection and will provide space for participants to define their gender by their own. During the training course the gender related topic will be underlined in order to create an atmosphere of awareness and sensitivity on gender roles and self-identification as we see it as an important aspect for either comfortable and open-minded group work, and collective/organisation sustainability.

## 6. Financial & organisational details

### Food & accommodation

Kulturlabor Trial&Error e.V. will **cover all participants' fees for food and accommodation from arrival on 17th till departure on 26th of March 2017**. Any expense incurred before or after these dates or linked to extra activities (as tourism) will not be covered.

We kindly ask the participants to inform us beforehand about any special needs regarding accommodation & food, using the participant application form.

### Sending fees

For participants: we invite you to contact the sending organization to know about the financial contribution they may require from you according to the support provided.

### Travel

According to the Erasmus+ Program regulations, the financial contributions to the participants' travel costs will be as following:

**Distance 500 - 1999 km - 275 eur per participant (both ways)**

The travel costs are covered from the location of the participant till the seminar location including city transport etc.

The reimbursement of the travel costs will be provided only after proof of **originals** of the travel receipts (booking references, boarding passes, bus tickets, etc.)

The reimbursement is possible with **transfer or in cash**. Please let us know Your preference in advance via Participant Application Form.

We ask for Your understanding that the program reimburses the travel expenses after making sure that they are the **cheapest and environmentally friendliest**, if possible, choosing the travel options with lowest carbon footprint and economical class.

### Visa

All the relevant visa costs (travel reimbursement, fees, expenses for postal services etc) for the participants from EU Partner countries will be reimbursed after providing **the originals** of the receipts. Maximum amount of reimbursement per participant is 150 eur.

We strongly recommend you to subscribe to an European medical insurance to cover your medical expenses if needed. We will contact skilled doctors if you get sick or wounded but we will not cover your fees.

## Program guide (in English)

For any questions related to the ERASMUS+ Programme, please feel free to use the Program Guide -

[https://www.jugend-in-aktion.de/downloads/doctrine/JugendFuerEuropaJugendInAktionBundle:Dokument-file-178/erasmus-plus-programme-guide\\_2017\\_en.pdf](https://www.jugend-in-aktion.de/downloads/doctrine/JugendFuerEuropaJugendInAktionBundle:Dokument-file-178/erasmus-plus-programme-guide_2017_en.pdf)

## 7. Communication & contact information

For direct communication please contact

- Program, partner agreements, content - [ruuta.vimba@trial-error.org](mailto:ruuta.vimba@trial-error.org), +49 1578 1969 196,
- Logistics, travel, reimbursements - [mariiaservetnyk@gmail.com](mailto:mariiaservetnyk@gmail.com)

We have shared a GoogleDrive folder with all the relevant documentation. Please let us know if You have problems accessing it.

We would like to make a Whatsup group, please share Your contact with us!

For getting to know each other, sharing links, ideas, etc we have made a FB group - please join us here - <https://www.facebook.com/groups/610478725805640/>.

We would like to invite You to use the group by also presenting briefly yourself or your organisation/collective!

Looking forward to see You, play, share, exchange,  
brainstorm, develop and document with You

in Berlin from 17th till 26th of March 2016!

Together we will make it an invaluable experience!

Yours,

sustainABILITY.2 team