



**Study Visit**  
**"Open Doors"**  
Information Pack

**Amarante, Portugal**

**9. June. 2017 (Arrival) –**  
**15 June. 2017 (Departure)**

## PROJECT DESCRIPTION

With the "Open Doors" project we would like to study one of the unique youth work examples in Europe: Aventura Marão Clube (AMC) which is run by Casa de Juventude Amarante (CJ), a unique example of a sustainable youth centre and co-management system working at the local level. CJ was initially opened as a local youth centre, and it is the first and the only example when an NGO runs and develops a municipal property. At the moment CJ offers the following opportunities to the young people: participation in the local activities for the benefit of the community, educational programmes for personal and professional development, promotion of fair trade, and promotion of a sustainable life style, for instance: all the food is eco, grown in the garden of CJ with the help of local and international volunteers, all electricity comes from solar batteries, almost everything is recycled together with the young people of Amarante. In addition to the local youth work CJ is open to international cooperation; they host international events and work extensively under Erasmus + programme. Having such a youth centre is a dream for many youth NGOs, as this is not just a place for meetings of young people, but also a link between young people and other stakeholders, as well as a huge learning opportunity. In 2015 Casa de Juventude received a quality label from the Council of Europe.

Apart from exploring CJ as a study case, their way of running and maintaining the youth centre, we will also explore some of their projects such as sustainable garden, innovative ways of being transparent with all stakeholders and the community, street activities, fair trade projects, etc. Participants of this Study Visit will also get a chance to build partnerships and plan new joint initiatives. Moreover, there will be an opportunity to learn from the local youth initiatives and street work, as well as share the best practices in terms of successful youth engagement in Europe. As a result of this project, the empowered youth workers will be able to implement the practices of CJ in their respective local communities, which will entail better quality of youth work and better relationships with authorities and will ultimately lead to the recognition of youth activities. In addition, among other expected outcomes are the development of follow up ideas and establishment of new partnerships.

## OBJECTIVES OF THE STUDY VISIT

- To learn about sustainable development at the example of youth center "Casa de juventude" Amarante, Portugal;
- To learn how to implement eco-friendliness into youth work (vegan bar for youth and farming);

- to experience nature-based methodologies which can be used for raising environmental awareness among young people;
- To explore the added value of the European dimension of youth initiatives related to entrepreneurship;
- To facilitate the acquisition by participants of communication, teamwork and project management skills of international activities and networking;
- To understand the impact and social change a youth center can have within the local community;
- To learn about different ways of work with local communities;
- To learn about street work as a tool of youth work on the local level;
- Increasing the strategic thinking of youth workers in order to create long-term interventions for personal and professional development of young people;
- To create an opportunity to find good and reliable partners;
- To create a solid network of contacts and partnerships;
- To match partners who are interested in developing youth initiatives linked to entrepreneurship.

### WORKING METHODS

The basic element of the activities will be the sessions of the programme that will be in the frame of non-formal education using methods of group discussions, presentations, interactive real-life learning experience; simulation exercises, follow-up projects development, and networking.

### PROFILE OF PARTICIPANTS

The participants will be people with the decision-making influence: project managers, heads of organization, staff of the organization

- aged over 20 years;
- English Language and communication skills;
- Ability to implement activities in their local community;
- The need to improve skills and competences relating to the topic of the project;
- Willingness to cooperate and develop future projects in Erasmus +;
- The role/ involvement with Youth Work and the sending organization.
- Trainers, professors, educators and people who work with youth;

In general, as the project aims to support the development of skills and competences to improve youth work, the project intends to involve all actors that are working in the educational sector and other sectors involving young people. Number of participants:

Portugal - 2  
Czech Republic - 2  
Former Yugoslav Republic of Macedonia - 2  
Poland - 2  
Georgia - 1  
Hungary - 2  
Slovenia - 2  
Italy - 2  
Luxembourg - 2  
Russian Federation - 1  
France - 2  
Armenia - 1

**WORKING LANGUAGE:** English

### VENUE

Amarante is a small town in the North of Portugal, part of Porto district (60km far from Porto, to the interior) with 12 thousand inhabitants (in the city center). It is a quite famous city for tourism, culture and wine production. Indeed is quite near (18km) the Oporto wine region. Is crossed by Tâmega River (one of the rivers ending at Douro River that crosses Porto till the Atlantic ocean) and it is on the valley of one of the most important Portuguese mountains, Marão (1450m). Amarante is well located (nearby passes highway A4 connecting to Oporto and highway A11 connecting to Guimarães) and has a good public transport system (bus station). The city is 45 min way from the nearest airport at Porto (OPO) by car.

### ACCOMMODATION

In 2008 we, Aventura MarãoClube (AMC), started to manage the local youth centre & hostel called Casa da Juventude de Amarante (CJ) a study case project in Portugal as we were the only private body in the country managing such kind of public equipment (usually managed by the state itself) and by that they created an initial strategy based on:

- Support local youth initiatives to approach youngsters to their values and proposals;
- Develop mobility and participation projects under European frame;
- Offer accommodation and food services that bring added value: healthy food, training facilities, Fair Trade workshops, EU info point, etc.

If you find any problem during your stay please ask for support in the reception. If you are unable to reach us, please contact:

Miguel: +351 913 051 999

Marcella: + 351 924 058 956

Emergency evacuation plan

The aim of the emergency evacuation plan is to ensure that all people are able to evacuate the building in a timely and safe manner. Emergency services number - 112

If you discover a fire you must:

Leave the room you are in by a signed exit.

If you are the last person leaving and it is safe to do so, close the door of the room and do not stop to collect your possessions.

Immediately raise the alarm by operating the nearest fire call point and break the glass point.

Call the emergency services on 112.

Give them the details of where you are and which building.

Call the AMC responsible to report what you have witnessed.

Only attempt to extinguish the fire if it is safe to do so and you are trained to do it.

### HOW TO REACH AMARANTE?

**BY PLANE TO OPO (PORTO):** Take at the airport the Metro to Porto and exit at BOLHÃO or SÃO BENTO metro station. Find Street AteneuComercial do Porto, 19 (less than 500m far from any of these metro stations) and take the direct bus to Amarante (more details at: <http://www.rodonorte.pt>). There are buses almost every hour (one way cost is less than 10€/person).

**BY PLANE TO LIS (LISBOA):** Take at the airport the Metro and exit at ESTAÇÃO DO ORIENTE metro station. There you can find either train (only till Porto) or direct bus to Amarante (more details for trains at <http://www.cp.pt> and bus at: <http://www.rodonorte.pt>).

### FOOD AND SPECIAL NEEDS

The youth center has a vegetarian bar & restaurant daily open to public from 8:00 till 24:00. Breakfast will be served every morning in the Bar at the time given during the welcome meeting. Food will be set on the tables and drinks should be ordered to the staff. When you finish breakfast, to help us with logistics, we kindly ask you to hand over your own dishes/cup directly to the staff.

**PARTICIPATION FEE: 50 EUR (will be deducted from your actual travel cost).**

## TRAVEL COSTS AND REIMBURSEMENTS

The reimbursement of the travel expenses (travel from your departure city to the venue of the project) will be made by bank transfer for all participants.

### TRAVEL BUDGET

Country - Max. reimbursement per participant

Portugal - 360

Czech Republic - 360

Former Yugoslav Republic of Macedonia - 360

Poland - 360

Georgia - 820

Hungary - 360

Slovenia - 275

Italy - 275

Luxembourg - 275

Russian Federation - 820

France - 275

Armenia - 820

For the Non-EU countries, the visa cost for Portugal will be reimbursed based on official proofs and invoices.

### **Mandatory documents to give to get reimbursed:**

1. Booking email from air company (only when booked online);
2. E-ticket or/and receipt/invoice from flights;
3. A copy of your printed electronic ticket and all other original tickets (bus/train) used during your travel to Armenia;
4. Boarding passes (of arrival and return flight). Be very careful not to lose the boarding pass.

We need the boarding pass as an evidence for your flight. If you lose it, you CANNOT be reimbursed of your flight ticket! We will kindly ask you to send requested documents to us as soon as possible as without them we will not be able to provide you travel reimbursement, especially for what concerns flight reimbursement.

All tickets, receipt, invoices and boarding passes please send us to this address:

**11 Rue Helen Bochholz, 4048 Esch-sur-Alzette, Luxembourg**

**TO: Haythem Kamel**

**IMPORTANT: before you send the originals by post send by email all documents scanned to: [foreignstudents.luxembourg@gmail.com](mailto:foreignstudents.luxembourg@gmail.com)**

Please note, if you bought your ticket in your local currency which might be different than EURO, we will calculate your travel costs through the official web page of Erasmus + program according to the exchange rates of the month when the tickets were bought.

NOTE: The tickets which are within the limit indicated in the budget will be reimbursed fully (reminder: participation fee will be deducted from the actual travel cost not from the travel limit). Any amount that is more than the mentioned budget limit per country should be covered by the participants themselves.

### **OTHER COSTS**

Food, accommodation and programme costs will be provided and fully paid thanks to financial support from Erasmus+ Programme granted by the Luxembourgish National Agency. Insurance costs are not eligible costs, meaning that you have to support your own personal injuries insurance.

### **WHAT TO BRING WITH YOU**

1. Medicines: For preventive reasons, we recommend for those who have health problems to bring their own medicines;
2. Any dictionaries you might need for a smoother communication in English;
3. An alarm clock, charger and loading cables of your e-devices;
4. If you have and consider important to carry with you - a mobile, camera, tablet, laptop ect.
5. Personal cosmetics such as shampoos, gel, toothpaste, swimming suit, etc. (but you don't need to bring towels);
6. Very warm clothes, and waterproof for rain (Temperature in April varies between +4 till +15 degrees with expected rain);
7. Walking shoes!
8. Your artistic skills! Any hidden talent that you will share with us, which you will need during creativity workshops.
9. Passport - For non-EU citizens you must send us the passport details in order to prepare invitation letters. For the EU citizens inside the EU a valid ID will be sufficient for travelling.

### INTERCULTURAL EVENING

One of the evenings will be dedicated to the Intercultural Evening. You will present your own cultures – national, regional, personal or any kind of culture you feel you belong. This presentations/activity should not be just a “lecture” so try to find most creative way to show your culture. It means that all options are possible. A culture may be presented by a song, a story, a poem, a dance, some local special drinks or food (you will not have opportunity to cook), etc.

You can bring pictures, music or anything which you consider to be most appropriate to present your culture. Bring CDs of traditional / typical and party music or other things typical from your country that you want to share with us during the Evening of Cultures and during other evenings.

Dear participants, we must mention that homemade alcohol is forbidden for the evenings of cultures and generally for the project. With the homemade alcohol, it is not possible to monitor the quality and we would not like to risk your health.

### PARTICIPATION IN THE TRAINING COURSE

You are expected to participate fully in all activities, unless you are ill. Unauthorized absence from activities and workshops is not permitted. If less than 80% of the programme is attended, it will not be possible to be reimbursed for the international travel costs.

## CODE of CONDUCT

This code of conduct is a free will agreement and reflects the wish and responsibility of all partners involved. Under this code of conduct we agree to respect Erasmus+ YA rules and our partnership should be based on clear, accountable and honest communication processes. All partners should be ready for compromise and to discuss obstacles and different points of view but always respecting fundamental values and principles and actively cooperate under agreed deadlines and tasks.

### SHOW RESPECT FOR ALL OTHER PEOPLE ON SITE BY:

Acting courteously to all people and respect different cultures and beliefs  
Behaving appropriately whether supervised or unsupervised  
Reporting any suspicious people or activities  
Understanding that aggression either verbal or physical will not be tolerated

### SHOW RESPECT FOR THE FACILITIES BY:

Using all equipment considerately and carefully  
Smoking only on designated areas  
Using the waste bins provided and not dropping litter  
Not willfully damaging or defacing property

### SHOW RESPECT FOR THE ENVIRONMENT BY:

Keeping noise to a reasonable level and observing sensible sleep times  
Not harming or causing harm to animals, trees and plants  
Leaving the site in the same condition you found it

### SHOW RESPECT FOR THE PROGRAM BY:

Being on time to start the program activities  
Not using your mobile phone during the project activity time  
Not being late for breakfast, lunch and dinner.

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**Co-existence:** There may be a considerable number of different people from all over the world, including children, using the site at one period of time. Please follow the guidelines given out by AMC team and be considerate and respectful to other users of the site, including staff members.

**Smoking:** It is **not allowed** to smoke inside the building. There are dedicated smoking areas outside so please only smoke in these areas. Smoking is forbidden in the bedrooms.

**Litter:** Be aware what littering is forbidden. Help the staff on site keep the area clean and presentable at all times. This includes the grounds, accommodations, working and eating room. Use the bins provided and notify the staff if you need assistance.

**Drugs and alcohol:** Drugs are not permitted at any AMC project. If someone is found to be using illegal drugs, there will be action taken. Alcohol is not permitted if under 18 and no alcohol in the rooms. Alcohol is allowed in social time in the group areas and in the bar.

To apply, please fill in the application form  
Deadline to apply is 28th of March, 2016

In case you need more info please contact: [foreignstudents.luxembourg@gmail.com](mailto:foreignstudents.luxembourg@gmail.com)

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