

# Welcome Package

**Facilitators are coming together  
FACT TC Berlin 10th - 18th of September**



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# Hello!

We're very happy to send you this welcome package, and we can't wait to meet you the 10th!

Starting time is at 5pm (meeting point lobby), and rooms will be available for you at 3pm.

If you don't think you can make it at that time, please approach us.

Check this welcome package carefully.

For any need or further question feel free to approach:

Tobias, 00491704121411 [tobias.kunow@citizens-of-europe.eu](mailto:tobias.kunow@citizens-of-europe.eu)

Pier, 00393333417487 [orsi.pier@citizens-of-europe.eu](mailto:orsi.pier@citizens-of-europe.eu)



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# Agenda

## Activity A1 - "FACT - Facilitators Are Coming Together" - Training Course 10 to 18 of September 2021 - Berlin - Germany

Day Topics	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	
8:30	Arrival of Participants	Values and fears	Communication and relations fear	Cultural Moments and Conflict fear and conflict management	Public speaking and PositiveFeedback	Leadership and Problem solving	Planning Local Activities	Evaluation and self-assessment	Departure of participants	
9:30		Breakfast								
11:00		Team Cooperation	Intercultural Communication and prejudices	Cutural Visit To Berlin	Fear of public speaking - techniques	Fear of role-Leadership	Design a Activity	Ultimate challenge		
11:30		Coffee-Break								
13:00		TOUR in Fears and Expectations	How to debrief and risks	Cutural Visit To Berlin	Public speaking practice	Creative Problem solving	Design a Activity	NEXT STEPS - Local Activities		
15:00		Lunch								
16:30		Values and ethics in Youth work- CoE YW Competences	Communication for relationship	Conflict fear and conflict management	Active listening & Empathy	PRACTICE: Role play and simulations	Design a Activity	Final Evaluation and assessment		
17:00		Presentations	Coffee-Break							
18:00	My fears and my role		Communication for relationship	NVC	Fear of judgement: Positive Debriefing	PRACTICE: Role play and simulations	Presenation - Design a Activity - Follow UP	Final Evaluation		
18:30	Reflection Time			MID-TERM Evaluation	Reflection Time					
19:00	BLOG TIME									
20:00	Free Time									
22:00	Dinner									
23:00	Welcome evening	Intercultural Night	Open Night	Open Event FACT for Local Community	Berlin by Night	Open Night	Open Night	Celebration Time		



# Our Trainers I

## ANTONIO GOMES - PORTUGAL

I'm a president and Founder of Check-IN Association in 2010. I was a Trainer in the Pool of Trainers of the Portuguese National Agency and I'm a Multiplier for Eurodesk. I'm a full-time Trainer, national and internationally, especially on Project Management, Project Design, European Volunteer Service, Volunteering, Facilitation, European Projects planning,.. I coordinated a big project with 100 EVS volunteers for short project in 2007, three Youth Exchanges with 60 participants and several Trainings courses. I have a dream.. to dance in the moon!



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# Our Trainers II

LARIS GUERRI - ITALY

I'm the president of Associazione Agrado and founder of it in 2000. I'm a trainer in the Pool of Trainers of the Italian National Agency, especially in EVS. I had expertise on skills development, Team building and conflict management and also a professional psychological counselor and applies these techniques in facilitating evaluation steps and skill assessment sessions with participants. I'm Expert in KA1 project design and management (Youth Exchanges, TC and Seminars, EVS,..). Written, organized and managed 6 Youth Exchanges and several Training Courses, EVS and KA2.



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# Travel Information

You can book your tickets. The travel costs are covered 100% up to the maximum amount defined on the base of the kilometric distance from your sending organization town to the project place, following EU Distance Calculator. TC in Berlin (Germany) Germany: 0€; Italy, Croatia, Greece, Romania and Spain: 275 €; Portugal and Cyprus: 360€.

The only airport in the city is: Berlin-Brandenburg Willy Brandt (BER).

**IMPORTANT** - Keep all the boarding passes and tickets of airplane, bus and/or train (they are needed for reimbursement). Also all receipts/ invoices are needed, without exception.

Citizens of Europe will reimburse the sending organization and then they will make the reimbursement of the participants.



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# COVID INFORMATIONS I

In general it is possible to enter Germany with a negative COVID-19 test result, a proof of a full COVID-19 vaccination or proof of recovery from an infection.

This proof must be held prior to entering the country, and must be presented to the airline before departure where applicable.

A negative test result obtained using nucleic acid amplification technology (e.g. PCR, PoC- PCR) in German, English, French, Italian or Spanish. Also a negative antigen rapid test is possible. The test must have been carried out no more than 72 hours prior to entry (time of swabbing).

Proof of vaccination against COVID-19 in German, English, French, Italian or Spanish in digital or paper form (e.g. [EU Digital COVID certificate](#); WHO vaccination booklet). Note that a photo of a proof in paper form is not sufficient.

Find more information here:

<https://www.auswaertiges-amt.de/en/coronavirus/2317268>

If you come from an high risk area you need to additional register under:

<https://www.einreiseanmeldung.de/#/>

More information about current high risk areas find below.



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# COVID INFORMATIONS II

Participants from **Greece** keep in mind:

**Crete** (high-risk area since 24 August 2021)  
and **South Aegean (Andros, Kalymnos, Karpathos-Kasos, Kea-Kythnos, Kos, Milos, Mykonos, Naxos, Paros, Rhodes, Syros, Thira and Tinos)** (high-risk area since 24 August 2021)  
are considered as high risk areas in Germany and therefore you need to be **vaccinated** or **cured** to enter the country without going to quarantine.

- Participants from **Portugal** keep in mind:

**Algarve** (high-risk area since 7 July 2021)  
is considered as high risk area in Germany and therefore you need to be **vaccinated** or **cured** to enter the country without going to quarantine.

- Participants from **Cyprus** keep in mind:

Cyprus is considered as high risk areas in Germany and therefore you need to be **vaccinated** or **cured** to enter the country without going to quarantine.





# COVID Rules in Berlin

Please wear an FFP2 mask in public transport and in any indoor rooms you enter.

You can enter shops and museums with an FFP2 mask. For being inside in bars and restaurants you need to have an up to date official antigen test or proof of vaccination/healing. Sitting outside in bars and restaurants is possible without test or proof of vaccination.

It is possible to get official antigen tests for free at many testing stations all over the city. (Bürger-test)

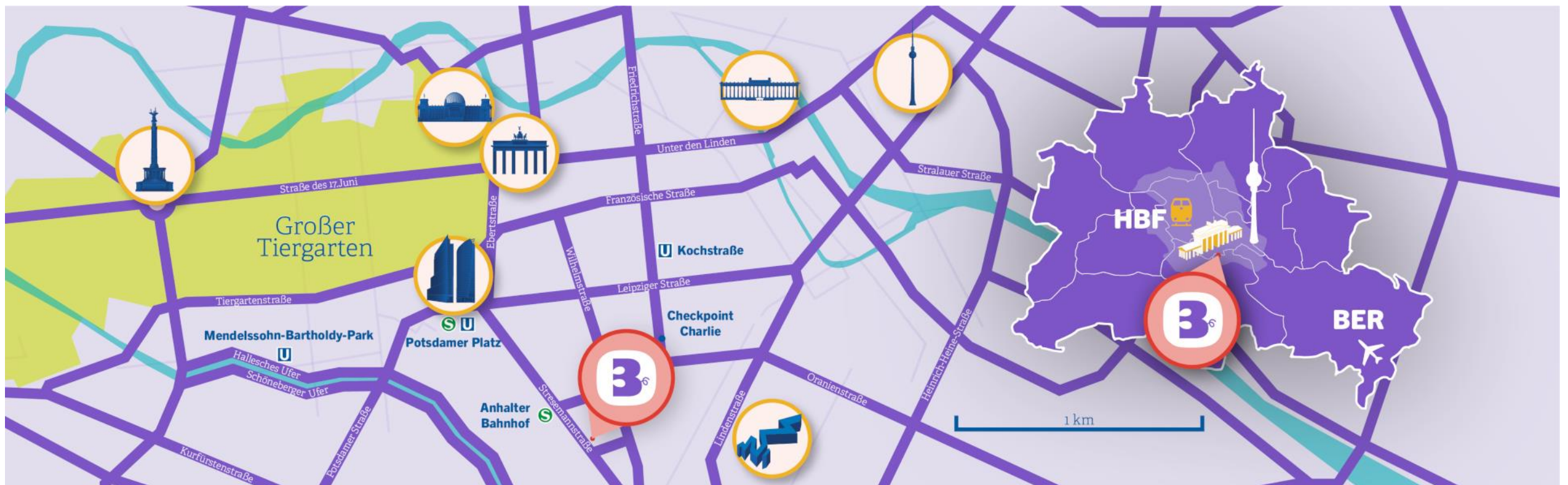
Also the hostel requires one of these tests every three days.



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# The Venue

For our seminar we will stay at the Three Little Pigs Hostel in Berlin. Here the website: <https://www.three-little-pigs.de/>  
The hostel is located in a very central area of the city, close to Anhalter Bahnhof.



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# How to get there

Here the directions from the airport BER:  
Catch the **S-Bahn train, line 45**, heading to **Südkreuz**.

Disembark at **Südkreuz station**.

Get on the **S-Bahn line S2**, heading to Buch,  
or **S25**, heading to **Henningsdorf**.

Disembark at **Anhalter Bahnhof station**.

Exit the station following signs to  
**Stresemannstrasse/Martin-Gropius-Bau**.

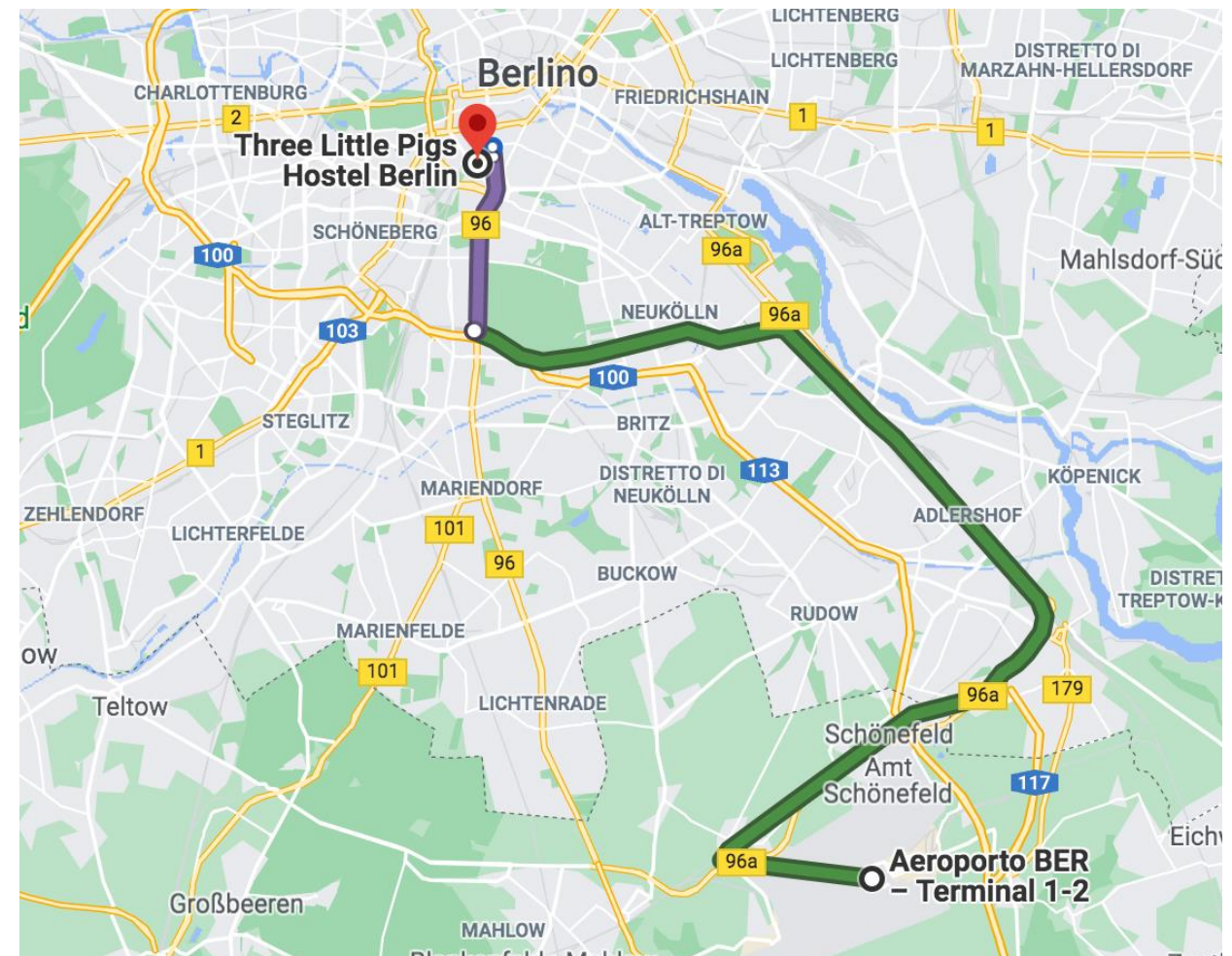
Cross the road at the traffic lights and walk  
approximately 200m straight ahead to the  
Three Little Pigs Hostel.

You will find us in the back courtyard of the  
building complex.

The hostel's address is:

**Stresemannstrasse 66 10963 Berlin.**

**Please Note: The Airport lies in Tarif C  
(Single Ticket 3,80); In the City you only  
need Tarif AB (Single Ticket 3,00 €)**

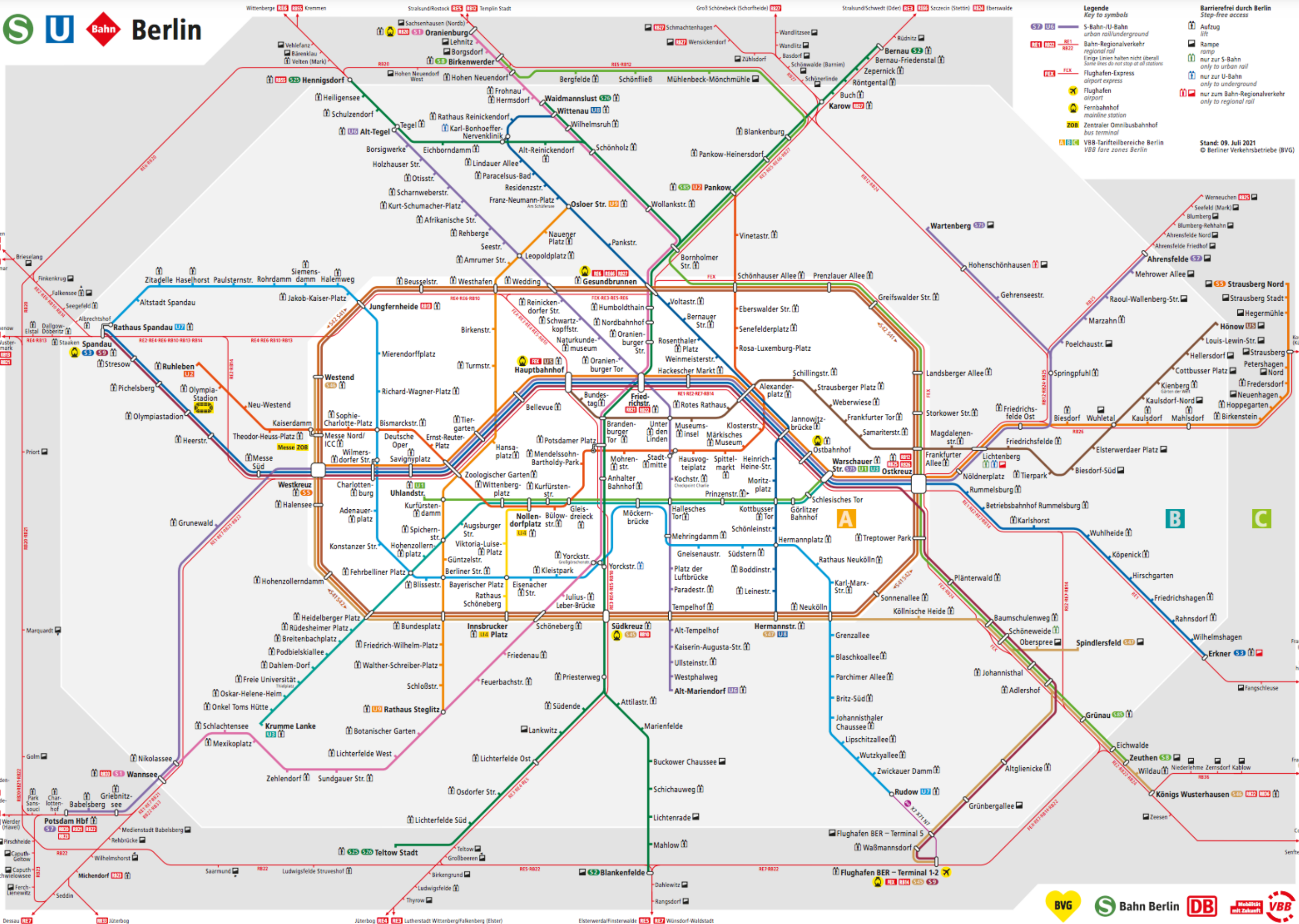


If you want to search for alternative travel routes,  
you can go on [www.bvg.de](http://www.bvg.de) or download their app or  
use maps.



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**Legende**  
Key to symbols

- S-Bahn/-U-Bahn  
urban rail/underground
- RE1 RE2 RE3  
Bahn-Regionalverkehr  
regional rail  
*Some lines do not stop at all stations*
- REX  
Flughafen-Express  
airport express
- Flughafen  
airport
- Fernbahnhof  
mainline station
- ZOB  
Zentraler Omnibusbahnhof  
bus terminal
- A B C  
VBB-Tarifzonen Berlin  
VBB fare zones Berlin

**Barrierefrei durch Berlin**  
Step-free access

- Aufzug  
lift
- Rampe  
ramp
- nur zur S-Bahn  
only to urban rail
- nur zur U-Bahn  
only to underground
- nur zum Bahn-Regionalverkehr  
only to regional rail

Stand: 09. Juli 2021  
© Berliner Verkehrsbetriebe (BVG)

# Talking Berlinerisch

Berlin has an very international environment. You can easily manage everything by speaking English.

Nevertheless some of the very native Berlin people (especially bus drivers) refuse to talk English. (or simply can't speak English). They may have an unfriendly sound but deep in their hearts they want to be friendly. :-)



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# Accomodation & Food

You will be staying in rooms with 2 to 4 beds. The distribution of the rooms will be made according to gender. The bathrooms are shared.

Breakfast, lunch and dinner we will usually have at the hostel. A few exceptions are planned. Vegetarian, vegan dishes are possible. Allergies are taken into account.



# Workplace

Most of the Training Course will be in the meeting room of the hostel.  
If the waether is nice we will also use the backyard and garden.



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# What to bring I

## A - PERSONAL STUFF

- Towels;
- Personal hygiene products;
- Flip flops (the bathroom is shared);
- Comfortable clothes;
- Your Health European Card
- Health Insurance





# What to bring II

## B - ORGANISATION INFO MATERIAL

Leaflets, brochures of projects, publications, info material on your organization. All that can be useful for "building" here a creative presentation of your organization.



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# What to bring III

## C - INTERCULTURAL MOMENTS:

- Intercultural Night

NO POWER POINT!!! We want to connect and enjoy! ; P

A. Typical food/drink from your country: Ready food - snacks, cheese, drinks, biscuits;

B. 1 night-game from your country, to make people connect to each other (MAXIMUM 4 minutes);

C. 1 brief & creative COUNTRY presentation (theatre, posters, stereotypes..)

(MAXIMUM 3 minutes)



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**See you in Berlin!!!**



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