



INFO PACK

Youth Inspires Politics

europskydialog.eu

Erasmus+ KA3 project on policy making

October 20 – 23, 2019 in Brussels, Belgium

Coordinated and hosted by



Supported by





Welcome to Belgium and our newest event

Dear participant!

It is wonderful to have you join us for these four exciting days! This meeting on youth advocacy, e-participation, and diplomacy is organised and hosted by the **European Dialogue** (Slovakian NGO). It is supported by the **Erasmus+ programme** through the Slovak National Agency – Iuventa. The local partners are IfeQ / Children and Youth Parliament Charlottenburg-Wilmersdorf (Germany) and National Institute for Social Integration (Lithuania). We hope you are looking forward to participate in this event as much as we are.

Yours,

Denisa Karabová and Martin Maška

In this document you can find all useful information. Please read through it carefully. The programme is being sent to you in a separate document.

CONTENT

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Funded by the
Erasmus+ Programme
of the European Union





Your contribution

Since Youth Inspires Politics is a project focusing on active citizenship, we believe it's important that participants co-create content of our events. Besides contributing to discussions, we expect that you will:

Bring some food and/or beverages from your country – on 20 October we will have a culture-café after the dinner. It's an opportunity for you and us to explore other countries through our stomachs. If you want, bring also something small what is typical for your country (sometimes participants bring flags as well) and share interesting facts about your country/region/city.

Share information about yourself, your organisation (if you work/volunteer for any), and about how the EU is perceived and visible in your country.

Share customs and etiquette rules from your country. We will have a session about diplomacy, and knowledge of customs and etiquette is important in order to not get lost in protocol and to make good impression. For example, don't say "Hallo" in Austria, but greet people with "Grüss Gott". Small things can make a difference. It would be useful for others to get this knowledge in case they will want to organise events, engage with decision makers, or find partners in your country. Feel free to get in touch with other participants from your country and present results as a group.

Think about idea that you would like to implement and achieve positive impact on society or environment. Such idea can be elaborated in form of project, initiative, event, or policy change proposal and you will also work on it in Brussels and afterwards. Think also about whom you would address when advocating for your idea, especially decision makers.

Think also about how dialogue between youth and decision makers can be improved in your country. What tools could be used? What new platforms and initiatives could be useful (for example youth parliaments, advisory councils, etc.)?

You are welcome to work in groups with other participants from your country. Just get in contact with them and propose your idea. During the event in Brussels you will learn how to use diverse e-tools to further elaborate and promote your ideas.

Logistics

The official programme starts on 20 October at 18:30 and finishes on 23 October a bit before 12:00, so that you catch your planes. You can check-in the hostel at 17:00 the earliest.

During our event you will stay in [Flemish youth hostel Bruegel](#). It's located in the very centre of Brussels, not far from landmarks such as Grand Place, Manneken Pis, or Palais Royal. We will have also meeting room there; hence seminars and workshop will take place in Bruegel as well. However, the biggest part of the event is composed of visits of organisations and institutions, all in the so called European quarter (around metro stations Schuman and Arts-Loi).

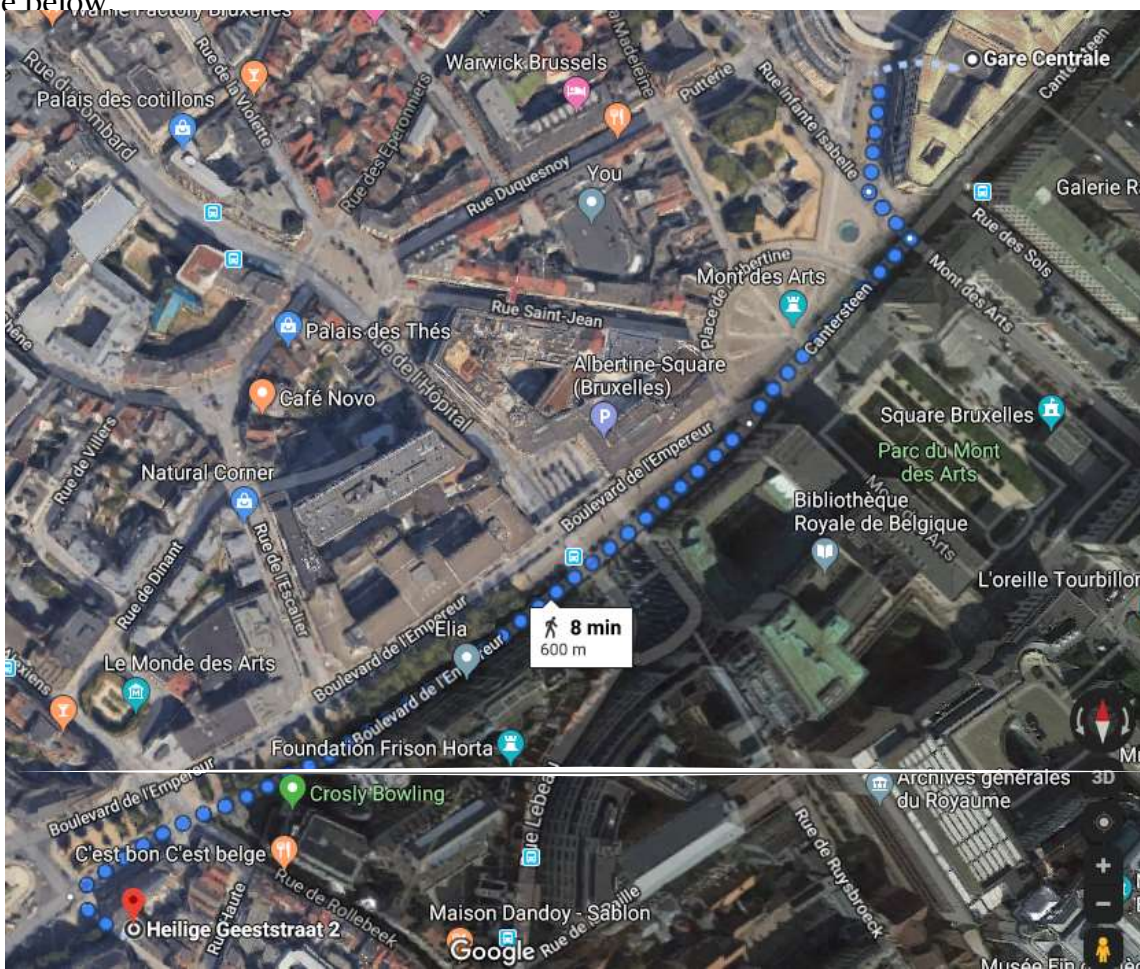
These are hostel's contact data:

Heilige Geeststraat 2, 1000 Brussels
brussel@vjh.be, +32 2 511 04 36

How to reach the hostel

It's very easy to reach the hostel, but please follow these guidelines.

If you arrive at the airport Brussels-Zaventem, please take **bus number 12 (express) or 21**. Don't take a train, as it cannot be reimbursed. The bus/metro ticket costs 4,50 EUR and will be reimbursed. Ticket machines are placed near exit from the airport and at the bus stop. Get off at the stop "**Schuman**" and take pre-metro (basically it is underground tram) and go to station "**Gare Centrale**" (4th stop). From there, you can easily walk directly to the hostel, see picture below.





If you arrive at the airport Brussels-Charleroi, please take [Flibco bus](#) going directly to Brussels train station **Bruxelles-Midi**. Don't take a train, as it cannot be reimbursed. The ticket costs 14 – 15EUR and will be reimbursed. You should book the ticket online.

At Bruxelles-Midi, take **bus 27** and get-off at stop “**Chapelle**”. From there, the hostel is only 100m away.

Who is Who – Important contacts

Martin Maška –European Dialogue – logistics, reimbursements, content of the event
m.maska@youthpress.org | 0042...

Denisa Karabová – European Dialogue – coordinator, reimbursements, trainer
denisa.karabova@gmail.com | 00421...

Public transport tickets

We won't have to use public transportation often, only in order to get to the European Quarter and back. Upon arrival in the hostel you will receive prepaid card with 5 single tickets and one ticket to the airport. Logistics of the event don't require more tickets; however feel free to use public transport more – additional tickets are on your own costs.

Study visits – venues

On 21 October:

Fondation Euractive – near Schuman, just opposite to the main building of the European Commission: Berlaymont.

<https://fondationeuractiv.eu/>

International Press Centre, 1 Boulevard Charlemagne, b1

On 22 October :

Permanent Representation of Lithuania to the EU

<http://www.eurep.mfa.lt/eurep/en/>

Rue Belliard 41-43

United Nations Regional Information Centre

<https://www.unric.org/en/about-unric>

Rue de la Loi 155, Block C2, 7th Floor

We will also visit the House of the European History and have a lunch there.

<https://historia-europa.ep.eu/>



Rue Belliard 135

Accommodation and hospitality

You will be accommodated in rooms for 2 or 4 persons, gender divided, but with mixed nationalities (in order to support intercultural learning).

All rooms have their own bathrooms.

Upon your arrival, you will be given a set of bed linen to make your bed up. Towels are not included, therefore please bring your own ones.

Please bring also your own toiletries.

Breakfast is included on every day.

We will have lunches on 21 and 22 October in the city, for example in the House of the European History. You will receive lunch pack from the hostel on 23 October.

Dinners will be served in the hostel on 20 and 21 October, always at 18:30.

We will have dinner on 22 October in the city centre, place to be confirmed. We will cover only main dish and one soft-drink.

We don't cover alcoholic beverages and any additional food that you buy. Consumption of alcohol in your rooms is prohibited.

Important for participants who haven't been 18 years old yet: You will need to be in your rooms until 22:00. Consumption of alcohol is not allowed. Please don't forget to bring declaration signed by your parents with you to Brussels (it's attached to this info-pack).



Finances

Even if we booked your flight tickets directly, we will still need **your boarding passes**. Therefore please don't throw them away!

If you check-in online, please forward the boarding passes to us via e-mail. If you have to check-in at the airport, please send the boarding pass for return flight to the European Dialogue via priority mail (information about address will be given to you at the registration desk).

Reimbursements

If we didn't book your flight tickets, your costs will be reimbursed after the event upon submission of all required documents. The maximum amount to be reimbursed is 240 EUR.

The European Dialogue will also reimburse one bus ticket for transport from Brussels airport Zaventem or Charleroi to the city.

If you don't have it already, you are expected to arrange adequate medical and travel insurance. Unfortunately it cannot be reimbursed by organisers.

Documents required for reimbursement

1. The documents that are sent to you by European Dialogue:

- Reimbursement form

2. Other documents required for reimbursement:

- Booking confirmations, invoices, where the price is stated
- Original plane boarding passes
- Public transport ticket

You can give us public transport ticket, reimbursement form, and boarding passes in Brussels. If you need to check-in at the airport, please send us the return boarding pass via priority mail.

You are asked to do so **within one month after the training**. Without all documents required we cannot proceed with your reimbursement, so please keep all receipts, invoices, tickets or boarding passes.

For any further details concerning reimbursement arrangements, please write to denisa.karabova@gmail.com and m.maska@youthpress.org.



CHECKLIST

Time zone	Belgium is located in the UTC/GMT + 1 hour
Currency	The currency in Belgium is Euro - €
Pocket money	Don't forget to bring some pocket money to cover additional food (for example famous Belgian waffles or fries).
Weather conditions	It might rain, so we advise you to take a rain coat/umbrella.

Accommodation	Heilige Geeststraat 2, 1000 Brussels brussel@vjh.be, +32 2 511 04 36 https://www.jeugdherbergen.be/en/brussels
Arrivals	Participants are expected to arrive on 20 October before 18:30
Departures	Departure will be on 23 October before 12:00
Emergency contacts	<ul style="list-style-type: none">- Denisa: +421...; Martin: +420...- please use these numbers only when you are in Belgium
Insurance	Make sure you get a relevant travel and health insurance, if you don't have it yet!
Don't forget as well	<ul style="list-style-type: none">* Shampoo and other toiletries (personal hygiene set)* Towels* Laptops, chargers, power cables* Recent information about your organisation or country* Personal Identification documents* Don't lose any document that can serve as justification for reimbursement and boarding passes* If you are under 18, a declaration signed by at least one of your parents* Your good mood <p>You don't have to bring with you bed linens, as they will be provided to you by the hostel.</p> <p>Since we will visit organisations and public institutions, don't forget to bring formal clothing (the same you would bring to theatre or opera).</p>



Annexes

ANNEX 1

ABOUT BRUSSELS and BELGIUM

Belgium is a federal state divided into three regions: Dutch-speaking Flanders in the north, francophone Wallonia in the south and Brussels, the bilingual capital, where French and Dutch share official status. There is also a small German-speaking minority in the eastern part of the country. Belgium's varied landscape includes: 67 kilometres of sea coast and flat coastal plains along the North Sea, a central plateau and the rolling hills and forests of the Ardennes region in the south.

Apart from its famous chocolates and beers there are many attractions that most visitors of **Brussels** cannot begin to imagine. It is a centre of European culture, officially nicknamed 'the European Village', with almost 90 museums, beautiful parks, fascinating walks, trendy restaurants and bars.

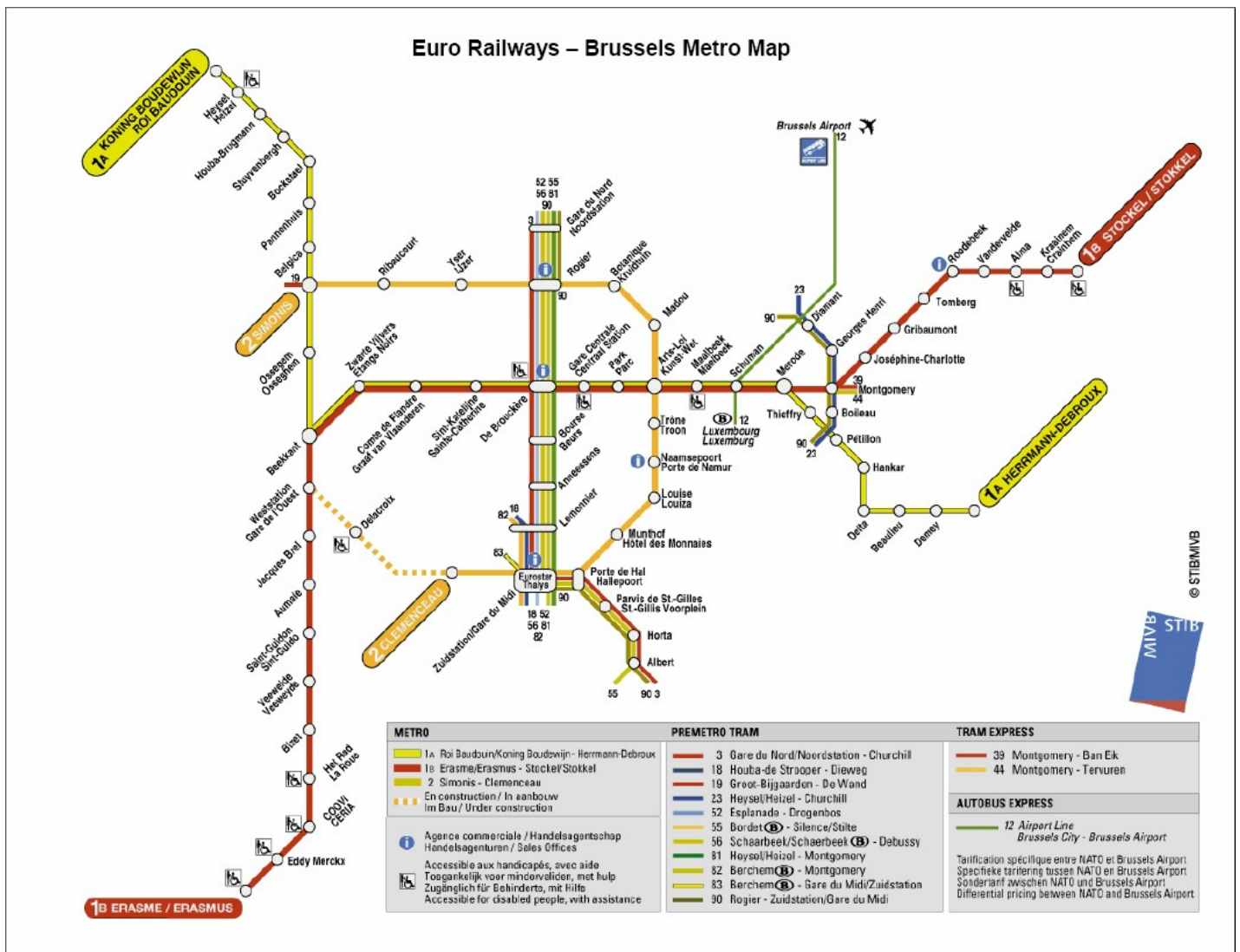
To learn more about Brussels, you can visit this website: <http://www.be.brussels>

To more about Belgium, you can visit these websites: <http://www.belgium.be>, <http://www.visitbelgium.com>, and <http://www.monarchie.be>.

BRUSSELS PUBLIC TRANSPORT

Interactive map: <http://www.stib-mivb.be/irj/go/km/docs/resource/Dynmaplan/index.html#fr>

All maps: http://www.stib-mivb.be/article.html?_guid=00266bf9-0883-3410-bc80-cd51a4d340c3&l=fr



ANNEX 2

RESTAURANTS AND BARS

FOOD

EXKI (all over town) and FOOD TO GO

Two nice places for home-made food, particularly if you are a vegetarian. They could be an alternative to the canteen as they are both on place Lux (FOOD TO GO is just 20m off the square on rue de Trèves, close to EXKI).

C'EST BON, C'EST BELGE

This small restaurant/shop has a really nice atmosphere and tasty food. It is situated in a little road in the city centre, away from the tourist traps. The menu is not big, but it is possible to find enough choice, everything is homemade and quite a bargain.

NOORDZEE MER DU NORD

One of the excellent places for a quick stop for fresh sea food. Another alternative to the canteen just off place Lux.

BELGIAN FRIES

MAISON ANTOINE

Place Jourdan, 1040 Etterbeek (10-min. walk from the European Parliament)

FRIT FLAGEY

Place Flagey (Rue Gray), 1050 Ixelles

FRITKOT

Place de la Chapelle, 1000 Brussels