



Transnational Partner Meeting 1 - InfoKit

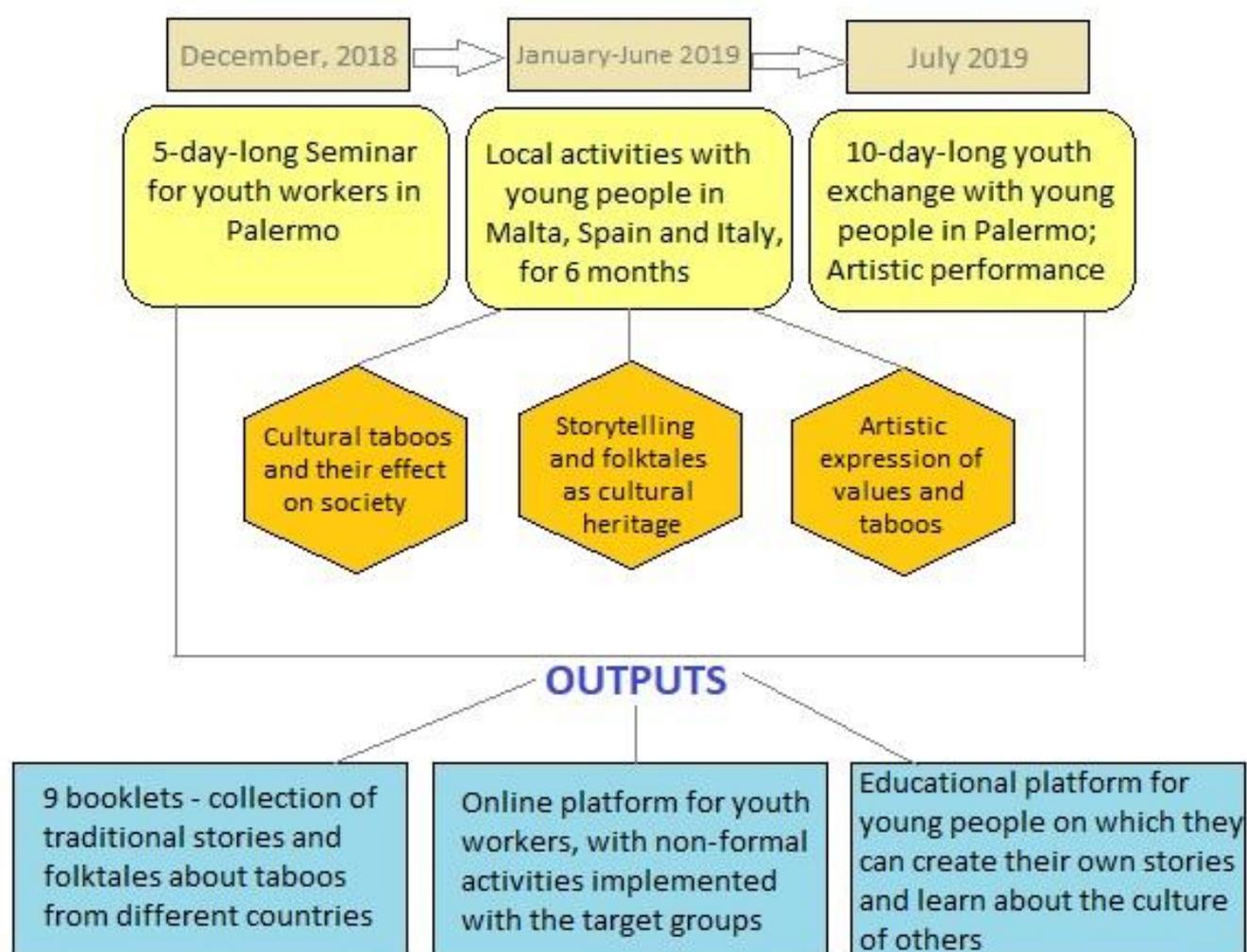
22-24 October 2018, Palermo, Italy

The project

Ta-Boom is an *Erasmus+ KA2 Strategic Partnership* project, under the sub-action *Exchange of good practices in the youth field*. The 13-month-long project is promoted by three associations: FORME (IT), Red I'ncola (ES) and PRISMS (MT).

The general objective of the project is the **empowerment of young migrants, refugees and asylum seekers**, with the specific objectives of **building capacities of organisations** working with the target group; **promoting participation in democratic life in Europe, active citizenship, intercultural dialogue, social inclusion and solidarity**; and **improving the level of key competencies and skills of young people** through educational, cultural and artistic activities.

The **activities** foreseen by the project are the following:



The partners

FORME - Italy

FORME is a non-profit and non-governmental organisation based in the heart of Palermo, Italy, created in 2014. Forme brings together people with vision and passion towards a functioning and responsible society. The aim of the association is the empowerment of individuals, communities and social networks through skills development and through mediation between different sectors. The mission of the organisation is to promote non-formal education and to bring closer theory to practice.

RED I'NCOLA - Spain

Red Incola is a non profit organization , built as an association in 2006, and as a Foundation in 2011. Its general board is composed by a collective network to carry out a joint mission: to support immigrant population in risk situation of exclusion, in the promote and defense of their rights so that they can have a dignified life. Red I'ncola dreams of a world built upon the values of tolerance and dialogue, the free movement of individuals and the collaboration of nations so that no person is ever forced to emigrate.

PRISMS - Malta

Prisms is a group of experienced youth workers and leaders that came together with the aim to cater for the requirements of young people.. Prisms aims to empower young people with the skills, tools, information and values necessary for personal growth and to be an active participant within society. PRISMS provides to the necessities of young people through informal and non-formal methods of education so as to reach their needs in a holistic manner.

How to get to Palermo

There are three **international airports** in Sicily:

Palermo - Catania - Trapani

From Catania, you can take shuttle bus, which takes around 2.5-3 hours to get to Palermo Central Station. You can find the schedule here:

<http://wwwnew.saisautolinee.it/public/userFiles/CATANIA-PALERMO.pdf>

If there is no shuttle available from the airport, you can go to Catania Central Station with the airport shuttle, and take the train (<http://www.trenitalia.com/>) or another bus to Palermo (search on <https://www.busradar.it>)

From Trapani, you can take the shuttle to Palermo which takes about 1.5 hours. Find the timetable here: <https://autoservizisalemi.it/tratte/aeroporto-trapani-birgi/>

From Palermo airport, you have two options to come to the city centre:

Option 1: Shuttle bus - “Prestia e Comandè” company

You can buy the ticket at the kiosk inside the airport (next to the exit). The shuttle leaves every 30 minutes, till 12.30 pm. When you exit the airport, turn right and follow the road for 100 metres, till you find the bus. Go till the final stop (Stazione Centrale) - the trip takes about 50 minutes.

Option 2: Shared taxi

When you exit the airport, turning on your right and going towards the bus, you should find big taxis, and the driver “collecting” people, with the sign *Taxi Share* in his hands. Tell him that your destination is the Central Station (Stazione Centrale).

Don't forget to ask for a RECEIPT for the taxi! (RICEVUTA in Italian)

The **arrival day** for everyone is the **21st of October**; **departure date** can be either the **25th of October or the 24th of October**, but only after **13:00** because we will finish the last session of the meeting by lunch time.

Please [click here](#) and **fill out this online form** with your personal and travel details.

We will pick you up at Stazione Centrale (the Central Railway Station). Please send **Lucia** a message (text or WhatsApp) when you arrived to the Central Station, and write also which mean you took (bus, taxi or train). We will be there in 10 minutes to pick you up.

The number is: **+39 333 846 5708**

For any emergency case, here is another number: Dora **+39 324 866 1228**

Justification of travel costs

KEEP ALL THE RECEIPTS/TICKETS/BOARDING PASSES from your travel!

Attention! If you check in for your flight through an **online app** (e.g. Ryanair), **MAKE A SCREENSHOT** of your boarding pass, because it might disappear after you concluded your trip!



Stazione Centrale of Palermo

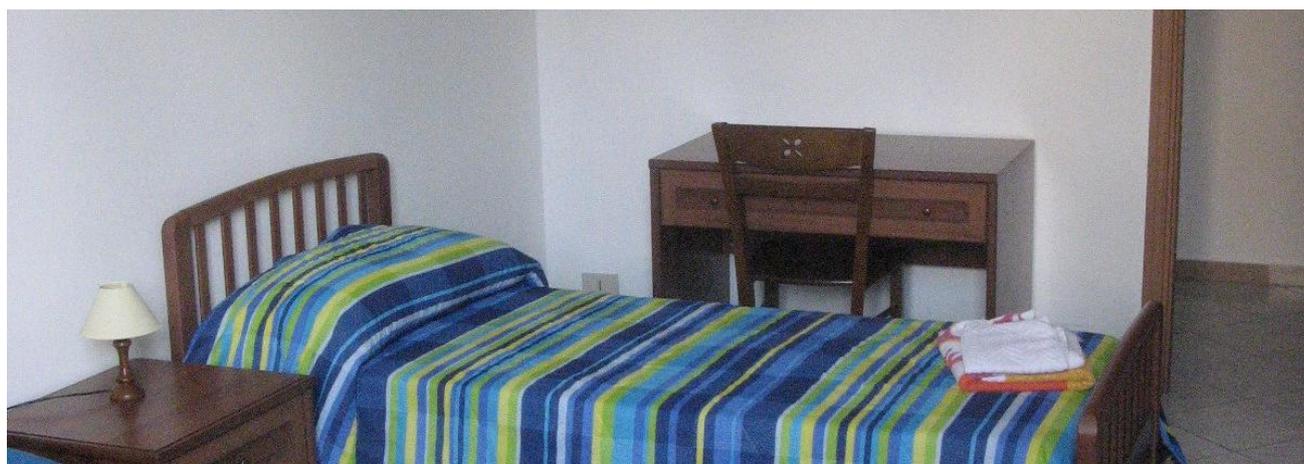
Accommodation and Food

You will be hosted in **Domus Carmelitani**, an old convent transformed into a hostel which is managed by one of our local partner association. The hostel is in the heart of Ballarò, the historical centre of the city, nearby the market, and about 10 minutes on foot from our office.

You will be accommodated in single rooms, with own bathroom. The price of the stay is **18 euro/night/person**. Ask for an **invoice** at the check-out for the name of your organisation! Ask the manager to add the code of the project: **2018-1-IT03-KA205-013103**

Breakfast will be provided in the accommodation (from 8 till 9 am), for lunch and dinner we will eat in different local restaurants and if all partners agree, we will organise some cooking-together and picnic. **Each cost and purchase of ingredients will have to be justified** by an invoice or a fiscal receipt.

Reminder: since there is no budget foreseen for the hosting organisation for the TPMs, and flight tickets have different costs from the different countries, the budget not used for travel and accommodation will be used to cover the food costs of all participants, including the hosting organisation. This approach will be used also during the TPM2 in Malta and TPM3 in Spain.



What to prepare and bring with you

Checklist – what to prepare

- Please read carefully **the application form of the project** ([click here](#))
- Please read and study the **Management Toolkit** in the Google Drive ([click here](#)), and write down your questions about it
- Discuss with the organisation you represent the **objectives of the organisation** within the project, and the **risks you might encounter** during the implementation (we will use this information during the workshops)
- Have a clear view on the **other activities of the organisation** you represent, the dates when they are implemented (so to be able to decide upcoming activity dates within the project)

Checklist – what to bring

- Internal Agreement** - 3 copies signed by your legal representative
- Presentation** of your organisation (you will have the possibility to project a slideshow, a video, other materials, if you need)
- A **small object** that is important for you, something that brings you nice feelings or memories, something that represents you
- Raincoat** (just in case...)

Programme

Time	21 October	22 October
9.30- 12.30	Arrival of participants	Welcome and presentation of the programme; Presentation of the partner organisations
		Individual and common objectives – workshop on the needs of the organisations and the objectives of the project; Introduction of a small activity on building trust among the partners
		Review of the project: target groups, activities and outputs; Activity indicators; Roles and responsibilities of partners
13.00		Lunch
15.00-18.00		Risk analysis – workshop on how to ensure quality of the project. Building up common strategies, exchanging good practices
20.00	Dinner	Dinner

Time	23 October	24 October
9.30-12.30	Activities of the organisations outside of the project – creating synergies, assessing capacities	C1 – Seminar for youth workers. Deciding the dates; Presentation of the draft programme of the activity
	Budget division between partners and Financial Guidelines; Quality Assurance Guidelines of the Activities	External communication and visibility
13.00	Lunch	Lunch
15.00-18.00	Monitoring strategy and Reporting: Financial reporting and Activity reporting forms; Google Drive online management tool	Departure of participants
	Internal communication and decision making processes	
20.00	Dinner	