



## 'Youth in Action' Programme

This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

# YouthBank Training

## Konstancin-Jeziorna, Poland

### 24<sup>th</sup> – 28<sup>th</sup> August 2009

### Hello everyone!

We are very happy that you decided to participate in the Youth Bank Training in Konstancin-Jeziorna, Poland! This is a great opportunity for you to learn how to set up a Youth Bank in your home town and to meet young people from other European countries.

As you can see in the attached programme, the training will last from Monday afternoon to Friday lunch time. 30 youths from YEPP programme sites in Belgium, Bosnia and Herzegovina, Ireland, Italy and Poland will attend. The training will be facilitated by a team of coaches from Ireland and Bosnia and Herzegovina.

The YouthBank training is funded by the Youth in Action Programme of the European Commission and the Youth Empowerment Partnership Programme (YEPP). The following partner organisations supported the organisation of the training:

- Community Foundation for Northern Ireland
- Community Foundation Mirafiori
- Evens Foundation
- INA gGmbH / YEPP
- Irish Youth Foundation (IYF)
- Polish Children and Youth Foundation (PCYF)

On the following pages, you find important information about YouthBank, about the venue where the training will take place and the training programme. Please take your time and read everything carefully.

If you have further questions, just email  
Cordula ([cordula.strocka@yepp-community.org](mailto:cordula.strocka@yepp-community.org)),  
Edel ([edel@iyf.ie](mailto:edel@iyf.ie)), or  
Marcin ([m.szczesniak@pcyf.org.pl](mailto:m.szczesniak@pcyf.org.pl)).

We are looking forward to meeting you soon in Konstancin-Jeziorna!

Edel Maughan

*Coach  
Irish Youth Foundation*

Marcin Szczesniak

*Organiser  
Polish Children and Youth  
Foundation*

Cordula Strocka

*Organiser  
YEPP Programme Team*



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## What is YouthBank?

YouthBank is a unique way of involving young people in community activity. It does this through grant-making committees run by young people. The funding distributed by these decision-making committees supports projects designed and run by young people, which address issues and concerns of direct importance to them.

YouthBank starts from the premise that involving young people in projects that they design and run for themselves is the most potent way of engaging young people in their community. A local YouthBank offers small groups of young people modest funding to support their ideas for action and change.

The young people, aged between 16 and 29, form themselves into local grant-making committees, which are supported by a host organisation committed to working participatively with them. Involving young people in grant making makes them more aware of the needs and aspirations of their local community and the ways in which they can make a difference.

Members of a local YouthBank work as a team taking all the relevant decisions for themselves. It is they who set the themes, create application procedures and criteria, undertake publicity work, interview young people, write reports to assist decision-making and undertake follow up work to learn from what has and has not worked. Their actions help create a climate that draws in other young people and challenges adults' perceptions of young people's capabilities and behaviour. The purpose of the YouthBank is to develop leadership opportunities; build capacity among the young grant-aided youth-led groups to engage in self-help and community action.

## Where does the YouthBank Training take place?

At a very nice Conference Centre outside Warsaw, in the village of Konstancin-Jeziorna. There are pictures of the Centre on this website: <http://www.cksmg.pl/>  
Check it out!



### Address:

Centrum Konferencyjno-Szkoleniowe MG  
Ulica Sienkiewicza 11/13  
05-510 Konstancin-Jeziorna  
Poland  
Phone: +48 (0) 22 461 65 00 and 461 66 01



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## How do I get there?

Your flight has been booked and the electronic ticket has been sent to your Local Coordinator. If you haven't received your flight details, please contact:

Massimo Infanti [massimoi@impronta48.it](mailto:massimoi@impronta48.it) (all Italian participants),  
Anna Quigley [yparcoordinator@gmail.com](mailto:yparcoordinator@gmail.com) (participants from Dublin)  
Tim Verbist [tim.verbist@evensfoundation.be](mailto:tim.verbist@evensfoundation.be) (participants from Antwerp)

We will reimburse you the travel costs from your home to the airport and back. **Please keep the receipts.**

When you arrive in Warsaw, take a taxi from the airport to the Conference Centre. The taxi drivers will know the route if you show them the above address. The taxi costs approx. 60 Zloty and takes about 40 minutes to get there.

To pay for the taxi, you will have to change money at the airport. The approximate exchange rate is 1 Euro = 4.37 Złoty.

**Don't forget to ask the driver for a receipt.** Otherwise we will not be able to reimburse you the costs!

If you arrive later than expected, please call the reception of the Conference Centre on the numbers given above.

## Information about the Training Venue

### Accommodation

Accommodation has already been booked and is free of charge for you. All participants will need to share a twin bed room with its own bathroom. If you want to share your room with a particular person of your own gender, please indicate in the confirmation form.

### Food and drinks

The Conference Centre provides 3 meals and 2 coffee breaks per day. Water, coffee, tea and juice will also be provided. At the reception, you can buy sweets, snacks and soft drinks, but you will have to pay in Polish currency. Don't forget to change some pocket money at the airport!

**Important: The Youth Bank Training will be a dry event! That means, no alcohol consumption will be permitted!**

### Smoking policy

Smoking is allowed in indicated areas outside the buildings and in smoking rooms. It is not allowed to smoke in the other rooms.

### Phone calls

Please use the telephones in the rooms **only for internal communication** to the reception or another room in the building. If you use the phone for national or international calls, this will be expensive and, unfortunately, you will have to pay for it.



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### Internet:

There is WLAN access in the rooms. You can use it for free but need to bring your laptop.

### Surroundings:

The Conference Centre has got a nice big garden and we will be the only group at the venue. Feel free to bring outside games like a ball, juggling tools, diablo, etc.

### Evening leisure activities:

- **Monday evening:** For a yummy start of the training, we will do a barbecue on Monday night. If you are vegetarian or don't eat pork, please indicate on the confirmation form.
- **Tuesday evening:** To explore Warsaw nightlife, we are going to take a guided tour through the historical Centre and climb the giant tower of the Palace of Culture for a gorgeous view of Warsaw. A bus will pick us up from the Conference Centre and bring us back.
- **Wednesday evening:** there will be a **Cultural Evening** where you will have the chance to present something typical of your country and home town to the other participants. This could be music, a song or dance, something to eat or drink (no alcohol!), a joke or sketch, a funny game, a short video, etc. **Please bring whatever you need for the Cultural Evening.** CD/DVD players are available at the Conference Centre.
- **Thursday evening:** We will watch photos and videos about YouthBanks in Ireland, Bosnia and Poland. If you are already involved in YouthBank work, please bring pictures and DVDs to share your experience with the others.



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## YouthBank Training Programme 'Looking at YouthBank Differently'

### Monday 24<sup>th</sup> August 2009

Time	Activity
16.00	All participants gather in main room.
16.15	Opening and welcome to 'Looking at YouthBank Differently.' Welcome from event organisers - What is "Youth in Action" Welcome from YouthBank coaches
16.45	Getting to know each other.
17.00	Learning expectations, concerns and ground rules.
	Our approach.
18.00	Dinner/ Barbecue
19.30	The One Minute Grant-making Company – The red hot grant-makers
20.15	Mascots and group identity formation
21.00	Close of evening

### Tuesday 25<sup>th</sup> August 2009

Time	Activity
8.00	Breakfast
9.00	Introduction and welcome: Yesterday was about... Today is about... Warm up and break into working group
9.45	'At 16' - Clarifying the key stages
10.30	Understanding YB And the 'Golden Rules'
11.00	Researching need/assets
11.40	Break
12.00	Criteria Setting:
12.20	Publicity and promotion
13.10	Lunch



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14.10	Making an application
15.00	Pre-selection of applications.
15.45	Break
16.05	Interviewing structure and questions.
17.15	Review learning.
17.30	Close
18.00	Evening meal
19.00	Evening activity: Guided tour around Warsaw

### Wednesday 26<sup>th</sup> August 2009

Time	Activity
8.00	Breakfast
9.00	Welcome and introduction in full group. Yesterday was about... Today is about...
9.20	Report writing and break into working groups
10.20	Interviewing preparation
11.10	Break
11.30	Interviewing
13.00	Record learning
13.30	Lunch
14.30	Decision-making and scoring systems 'In Committee'
15.30	Project 1
16.05	Break
16.25	Project 2
16.50	Project 3
17.15	Paperwork – contracts, letters etc + review
18.00	Evening meal
19.00	Selection of trans-national Youth Fund Committee
20.00	Evening activity: Cultural Evening



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### Thursday 27<sup>th</sup> August 2009

Time	Activity
8.00	Breakfast
9.30	Welcome and introduction
9.45	Monitoring and evaluation / `Guernica` - measuring and assessing
10.15	Opinions – agree and disagree
10.45	Gathering evidence
11.15	Break
11.30	Collecting useful information
12.00	Celebration presentation of funded Projects
13.00	Lunch
14.00	Achievement/Victory
14.30	Current reality
15.00	Commitments
15.30	Break
15.50	Key actions
16.50	The calendar, co-ordination and resolve.
17.30	Write up of action plan
17.45	Evening meal
18.45	Online Youth Pass to fill out on lap tops / action plan with Transnational Youth Fund Committee
20.00	YouthBank exchange of ideas: Bosnian, Irish and Polish perspective

### Friday 28<sup>th</sup> August 2009

Time	Activity
8.00	Breakfast
9.00	Introduction and welcome to the day
9.10	Presentation of draft Action Plans
9.40	Evaluation and final comments
10.00	Close
10.30	Departure