



Funded by  
the European Union



# TRANSPARENCY IN THE 3RD SECTOR

APV  
LUTOMIERSK (NEAR ŁÓDŹ), POLAND  
21/03/2024 - 24/03/2024

## TRAINING COURSES:

1. LUTOMIERSK (NEAR ŁÓDŹ), POLAND  
21/05/2024 - 28/05/2024

2. ANTALYA, TURKEY  
19/10/2024 - 27/10/2024

This project has been funded by  
the European Union under  
the Erasmus+ Programme

Nr Ref.:  
2023-1-PL01-KA153-YOU-000143303

# INTRODUCTION: OVERALL PROJECT OBJECTIVE



The project promotes openness and transparency in the operations of NGOs, especially those focusing on youth. The goal is to change the sector's attitude, encouraging organizations to be both financially and operationally open. Through training, organizational support, and public awareness campaigns, the project seeks to build public trust and emphasize the benefits of transparent action for the community.

To promote and implement the principles of transparency, visibility, and accessibility in the activities of NGOs, especially those related to youth. The project seeks to change the mentality of the sector, encouraging organizations to take a proactive approach to transparent financial management and operations, to build public trust, to increase local community support, and to highlight the benefits of transparent operations.

Additional objectives:

- Professional development support for youth workers, organizational leaders, educators, and managers at various levels.
- Strengthening the digital competencies of youth workers to build strong and transparent NGOs.
- Building networking - Creating a network of youth organizations operating at a high-quality level, promoting cooperation and exchange of experiences.
- Promote transparency of youth activities, building public trust, and increasing transparency of organizations.
- Creating a community of support for youth workers.
- Supporting the development of local youth work practices, such as through volunteering and e-volunteering.
- Using business practices to strengthen the sector and build trust in informal education.

# THE PROJECT INCLUDES:

## PART “0”

### ADVANCED PLANNING VISIT IN POLAND

**Dates:** 21-24.03.2024 (including travel days)

**Venue:** Salezjański Ośrodek Młodzieżowy DON BOSCO, Lutomiersk (near Łódź), Poland

## THE FIRST PART

### TRAINING COURSE IN POLAND

**Dates:** 21-28.05.2024 (including travel days)

**Venue:** Salezjański Ośrodek Młodzieżowy  
DON BOSCO

**Town:** Lutomiersk (near Łódź), Poland

## THE SECOND PART

### TRAINING COURSE IN TURKIYE

**Dates:** 19 - 27.10.2024 (including travel days)

**More information soon!**

# PARTNERS & PARTICIPANTS

The countries that are taking part in our project are **Poland, Turkiye, Greece, Spain, Italy, and Germany**.

The training course in Poland will involve **participants between 20 - 45 years old**, more or less experienced in the topic presented. Participants should be **connected to organizations related to youth work**.

The hard result of the project will be the websites of the partners, which will be rebuilt and adapted. Participants should **have an access to the website** of his/her sending organization as admin or moderator, to make some changes.

## **Participant profile:**

- aged 20 - 45 years old (in justified cases, we can consider participants in older or younger, but participation of people younger than 18 is not allowed),
- be a part of a sending organization,
- speaks English at a communicative level (min. B1/B2),
- motivated to take an active part in all the workshops,

# PARTNERS & PARTICIPANTS

COUNTRY	NUMBER OF PARTICIPANTS PER PROJECT IN POLAND	NUMBER OF PARTICIPANTS PER PROJECT IN TURKIYE
Poland	5	5
Turkiye	2	3
Greece	4	3
Spain	4	2
Italy	3	3
Germany	2	2

Numbers based on the needs research conducted in all organizations during the application process

# ABOUT COORDINATING ORGANIZATION

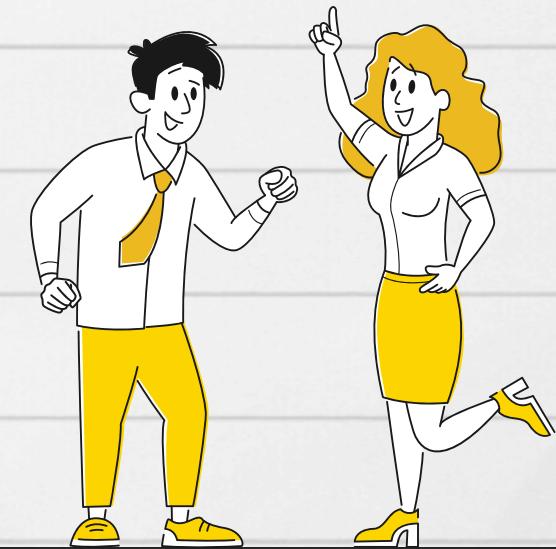


## POLAND LEVEL UP Association

The LEVEL UP was founded in 2019, on the initiative of young people who, through social projects, want to improve the quality of life of the local community, build a new model of non-formal education, and support young people in becoming socially and professionally active. The mission of our non-profit organization is to infect people with good energy every day and encourage them to take social initiatives in their surroundings.

We focus on continuous development and unusual methods of work. We believe that through cooperation and trust, we can change many lives and ensure that one day we wake up in a better world where no one feels excluded.

[levelupngo.com](http://levelupngo.com)



# PARTNER ORGANIZATIONS

## GREECE

HELLAS FOR US ASTIKI MI  
KERDOSKOPIKI MI KYBERNITIKI ETERIA



HELLAS  
FOR US

## SPAIN

ASOCIACION DE LOS ESTADOS  
GENERALES DE LOS ESTUDIANTES  
DE EUROPA - BURGOS



## ITALY

ASSOCIAZIONE CULTURALE  
USAMBORGIA



## GERMANY

ERASMUSPLUS HANNOVER



## TURKIYE

CEKDEV





# TRAVEL COSTS

## APV AND TRAINING COURSE IN POLAND

COUNTRY	STANDRAD TRAVEL (COMBINED PLANES AND BUSES AND/OR TRAINS)	ECO TRAVEL (WITH BUS OR TRAIN ONLY, NO PLANES ALLOWED)
Poland		up to 23 €
Turkiye	up to 275 €	
Greece	up to 275 €	
Spain	up to 360 €	
Italy	up to 275 €	
Germany		up to 320 €



# TRAVEL COSTS

## TRAINING COURSE IN TURKIYE

COUNTRY	STANDARD TRAVEL (COMBINED PLANES AND BUSES AND/OR TRAINS)
Poland	up to 275 €
Turkiye	
Greece	up to 275 €
Spain	up to 360 €
Italy	up to 275 €
Germany	up to 360 €

# TRAVEL COSTS

Participants will **be obligated to buy tickets** for APV in Poland before **till 10.03.2024**. For Training Course in Poland deadline for **selection of the participants is till 14.04.2024** and for **buying tickets till 21.04.2024**. Dates for buying tickets to Turkiye will be given after the first Training Course.

Money will be reimbursed by the LEVEL UP Association once each TC is **completed and dissemination activities implemented, based on the invoice and ticket proof** sent by post or via email (only electronic tickets, not scan).

In Turkey, there is no ecological travel as all the countries are far enough to use planes.

**Remember to keep all the tickets!** They may be paper or electronic. If you don't provide original tickets, LEVEL UP has a right to refuse to give you full reimbursement. **We don't accept screenshots**, only original electronic tickets in PDF or good-quality scans. Allowed is using most economical means of transport (2nd class) you will find.

**Before you buy the ticket, please contact the LEVEL UP association to confirm the travel plan and costs.**

**If any doubts regarding travel please contact us:**

Marika Prucnal [marika.prucnal@levelupngo.com](mailto:marika.prucnal@levelupngo.com)

Kinga Koźlik [office@levelupngo.com](mailto:office@levelupngo.com)

# PARTICIPANTS COSTS

Organisers **WILL NOT provide** participants with travel/ health insurance.

Each participant is responsible for purchasing her/his travel insurance for the time of his/her stay in Poland and Turkey.

EU residents staying in Poland temporarily are eligible for free treatment in local government hospitals, health centers, and clinics with the European Health Insurance Card (EHIC). You'll need to apply for this card in your home country and it's recommended to carry it with you at all times.

The organizers **are also NOT RESPONSIBLE** for any costs related to a possibly needed visa to travel to Poland or Turkey. It is entirely the participant's responsibility to be aware of and arrange all such matters.

Food and accommodation are fully covered by the coordinating organization with the support of the European Commission's Erasmus+ Programme.

# PARTICIPANTS' CONTRIBUTION

**Between the Training Courses** (June-October 2024) participants are responsible for:

- conducting quantitative research by sharing the surveys
- conducting in-depth interviews
- developing the persona on the basis of previous data obtained from audit, research and interviews.
- preparation of the initial assumptions of information architecture

All of the above-mentioned will be presented, discussed and planned well during the TC in Poland, so participants will have all the necessary knowledge and skills to be able implementing that. Later, we will be working on the results during mobility in Turkey. If in the second mobility participates another person, he/she must be incorporated to the project.

**After the completion of each training**, follow-up activities will take place to disseminate the knowledge acquired by the participants. During local workshops, participants can share the results they have developed: persona, audit maps, research results, reports, website prototype, final version of the website, knowledge acquired during the training.

## APV

- final 2X TC schedule consistent with the needs of organizations and educators
- plans for activities before and after training
- identification of risks
- discussion of possible problems that adhoc appeared before the APV
- discussion of technical possibilities
- signing partnership documentation
- reporting principles and partners' obligations discussed
- implementation principles and quality scale of our activities
- establishing the final evaluation process

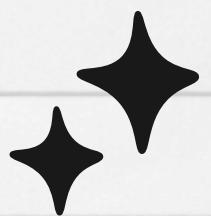
## TC in Turkey:

- a report on activities carried out as part of UX process
- building a prototypes and their evaluation
- prototype transfer to wordpress
- SEO - introduction
- Google Ads campaigns - introduction
- Monitoring the results of our website: GA4 and Google search console - introduction

## TC in Poland

- transparency in the third sector (needs, good practices, problems)
- visibility of non-governmental organizations (the perspective of funders, donors, beneficiaries, team)
- Communication without barriers, or how to adapt websites to people with disabilities
- introduction to UX/UI
- audit of the current pages of the organization
- creating audit reports
- preparation of quantitative research forms - tailored for each organization
- in-depth interview (IDI) - preparation of scenarios
- persona - how to develop a persona for users of our website
- building information architecture on our website
- Web Content Accessibility Guidelines (WCAG) 2.1

# TOPICS OF THE PROJECT



# TRAVELLING TO THE VENUE - TC1

You need to reach Łódź first. The easiest way to do that is by taking a plane to Lodz Lublinek. You can also take a plane to other nearby airports like Warsaw Chopin Airport (140 km), Warsaw Modlin (150 km), Warsaw Radom (172 km), Katowice Pyrzowice (178 km), Wrocław (229 km) or Poznań Ławica (236 km). From all the airports mentioned above you can get to Łódź using a train (for train connections look up here: <https://koleo.pl/en/>) or by bus (the best option is Flixbus: <https://www.flixbus.co.uk/>).

The recommended train station is: Łódź Kaliska.

Then using Łódź public transport you need to take a bus to Lutomiersk. Bus number 43B runs every hour from the Łódź Kaliska train/bus station to Lutomiersk. The bus ride takes about an hour and costs PLN 5,60. You need to get off at the stop: Lutomierska – Klasztor, located next to the Orlen petrol station. This is the stop on request, which means that you have to press a special button on the bus to stop.

If you need another connection, please visit: [You can reach Lutomiersk](#)

Now you are very close to our venue for TC. It takes around 13 min to get there on foot :)



# WHERE YOU CAN FIND YOUR TRANSPORT?

## TRAINS

[en.e-podroznik.pl](http://en.e-podroznik.pl)

[www.pkp.pl/en](http://www.pkp.pl/en)

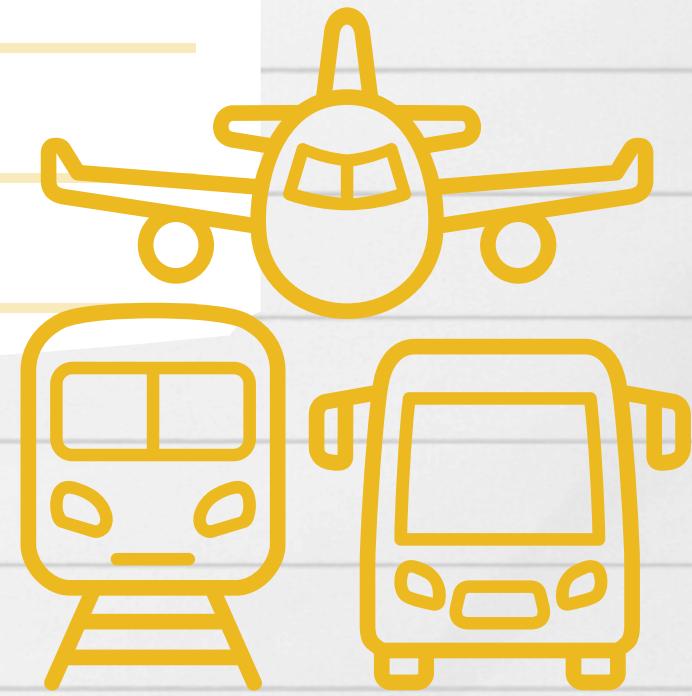
[koleo.pl](http://koleo.pl)

You should buy tickets online. For trains, it is possible to buy it inside the train from the staff, but it's much more expensive. You can also do it in a ticket office, but it's not recommended if you do not have much time as the queues are long.

## BUSES

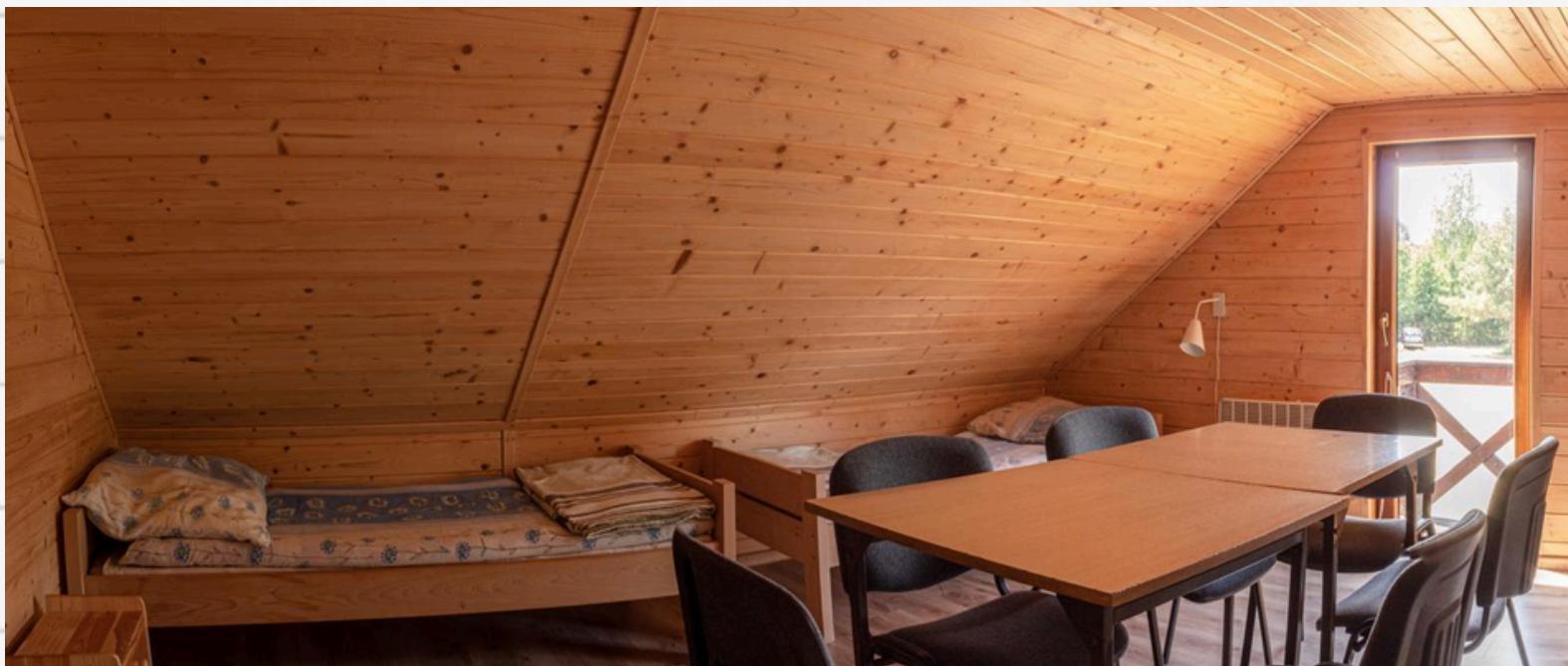
[flixbus.co.uk](http://flixbus.co.uk)

Regarding the buses, it's risky not buying them online, because seat numbers are limited and just before a bus' leave it's risky. Also, not always is possible to buy a ticket from a driver.



# ACCOMMODATION

The training course in Poland will take place in the hotel called Salezjański Ośrodek Młodzieżowy DON BOSCO, in Lutomiersk, about 20 km from Łódź and 150km from Warsaw (capital city of Poland). The accomodation will take place in wooden houses, 5 people per house.. In every house there is a bathroom, kitchen, sleeping room, living room with TV. In every house there is also wifi access (but it's a forest so it may be not very fast).



# USEFUL INFORMATION - POLAND

## CURRENCY

The local currency used is the Złoty, 1 EUR = 4,34 PLN (it may be changed before the TC) and you can find currency exchange at local banks (machines and at the teller) and exchange office in major tourist areas as well as the airport.

Credit cards like VISA, MasterCard, and American Express are widely accepted.

## WEATHER

The weather in May may be rainy and chilly (especially at night) but also some really warm days can happen. Please, be prepared for different weather - take a raincoat and spare shoes, but don't forget about some lighter clothes.

## PUBLIC TRANSPORT / TRAINS:

While traveling by train you can buy the tickets at the station in the ticket office or in the machines that are placed at the station, although we recommend purchasing the tickets online. You can also get them on the train but you have to pay extra.

Travelling by bus is really easy and quite cheap - you can check all the connections around the city on Google Maps as well, it shows it well

# WHAT SHOULD I BRING?

- **laptop!** Minimum one per national team, but the more the better. If you don't have such a possibility, please report it to the project coordinator
- positive vibes 😊
- passport/ID card,
- visa ( if required),
- **towels** and cosmetics,
- medicines, pills,
- original boarding passes/tickets/ invoices,
- access to your organization's social media/ website as admin/moderator,
- comfortable shoes and clothes,
- board/card games,
- great ideas,
- **coffee/tea mug** (for the mobility in Poland)\*



\*Each participant is asked to buy a tea/coffee mug. You can bring some mugs/cups typical for your country or region. The mug needs to be clean and new. The mugs will be distributed during the first TC. The rules of the game will be explained on the first day. The mug needs to be wrapped, others should not see what the mug looks like. Please bring it to the first session.

CAN'T WAIT  
TO MEET YOU