



Co-funded by  
the European Union

# Infopack

2023-3-TR01-KA153-YOU-000184156

**KA153-YOU** – Mobility of Youth Workers  
**19-26 Sep 2025** in Silivri, Istanbul, Türkiye



# Project Partners

- **ANKA GLOBAL** (Türkiye)
- **TTB** (Norway)
- **TUDOKIS** (Hungary)
- **BRAVO** (Bosnia & Herzegovina)
- **Asociația Tinerii 3D** (Romania)
- **SIEYG** (Azerbaijan)



## Information About the Training Course of the Project



# Training Course

 **Venue:** Silivri, Istanbul, Türkiye

 **Arrival:** 19-09-2025 - **Departure:** 26-09-2025 (before noon)

 **Duration (working days):** 7

 **Participants (per partner):** 5

 **Participants (total):** ~40



## General Information About the Project

# Youth4Green Project

**Youth4Green** is a 7-day international training course, coordinated by ANKA and funded by the Erasmus+ Programme through the Turkish National Agency.

The project brings together youth workers from different countries to learn and work on today's main challenges: climate change, sustainable development and digital transformation.

Our aim is to strengthen youth workers with new knowledge and skills on the European Green Deal, encourage them to take practical steps in their communities, and support them in guiding young people towards a more sustainable future.

It is also an opportunity to connect with colleagues from other countries, share experiences, and learn from each other in an open and supportive environment.



## General Information About the Project



# Participant Profile

The profile of participants for this project is expected to be as follows:


- 18–30 years old (preferred age group)
- Actively engaged as a youth worker, volunteer leader, project coordinator, or NGO member
- Interested in or experienced with sustainability, environment, climate change, and youth work
- Able to communicate in English throughout the activity
- Motivated to take part in all sessions and ready to share what they learn afterwards
- The group composition respects gender balance and, where possible, includes at least one participant with fewer opportunities (economic, geographical, cultural)

## Travel, Accommodation & Costs

# Travel, Accommodation & Costs

Participants' international travel is supported by **fixed reimbursement amounts** determined by the European Commission's **“Distance Band” system** under the Erasmus+ programme. Below you can see the maximum reimbursement limits for each partner country (round trip):






 Country	 Distance Band	 Maximum Reimbursement
 Norway	500–1999 km	275 EUR
 Hungary	500–1999 km	275 EUR
 Bosnia-Herzegovina	500–1999 km	275 EUR
 Romania	500–1999 km	275 EUR
 Azerbaijan	500–1999 km	275 EUR

 **Important:** These amounts represent the maximum reimbursement limit. If your travel costs are **less**, only the actual amount will be reimbursed. If they are **more**, any extra costs must be covered by the participant.



# Reimbursement Conditions





To receive travel reimbursement, **all of the following conditions must be met:**

-  Full participation in all project activities (100%)
-  Completion of evaluation surveys and the Youthpass process
-  Active contribution to visibility, impact and dissemination activities
-  The project's final report must be accepted by the Turkish National Agency
-  The remaining 20% of the project grant must be transferred to the coordinating organisation

 **Important:** Reimbursements will be processed **only after all these conditions are fulfilled.**

The process usually takes **60–180 days (about 2–6 months)**. If procedures are completed earlier, payments may also be made sooner. By joining this project, participants are considered to have accepted these terms.

# Reimbursement Method & Cost Rules

-  Reimbursements are made **only via bank transfer**.
-  **No cash payments** will be made under any circumstances.
-  Payments can be made **individually to the participant** or to the **sending organisation**.
-  Payments are calculated on a **gross basis**. Bank fees, transfer charges, and currency conversion differences are deducted from the maximum amount to determine the final net payment.

📌 **If the participant's travel cost is lower than the maximum limit**, only the **actual cost** will be reimbursed.





📌 **If the cost exceeds the maximum limit**, only the **maximum amount** will be reimbursed – the extra part will not be covered.

📌 Payments will be made **only to participants who have fully attended the training and completed all their responsibilities**.



## Required Documents

For reimbursement to be processed, **all documents must be submitted completely, clearly, and in both physical and digital formats** (with English translations where necessary).




-  **Round-trip tickets** (plane, train, bus)
-  **Boarding passes** or check-in confirmations
-  **Proof of payment** (invoice, receipt, credit card statement, etc.)
-  **PDF printouts** from reservation or ticket platforms (e.g., Flixbus, Trainline, Booking)

 Each participant is **individually responsible** for collecting and organizing their own travel documents.

 All files must be **clearly labeled**, arranged in a **logical order**, and submitted as **both PDF files and original paper copies**.

 **Incomplete, disorganized, or missing original documents will result in non-payment.**





## **Important Reminders**

-  **All travel plans must be confirmed with the coordinating organisation.** Written approval is required **before purchasing tickets**. Reimbursement cannot be guaranteed otherwise.
-  The coordinating organisation **may request the originals of all documents** at any stage and will verify them.
-  **No cash payments will be made.** Reimbursements are processed only through official bank transfers.








A small icon of a yellow pencil with a red eraser, positioned to the left of the main title.

# Preparation Process and Responsibilities





-  Participant lists must be submitted to the coordinator **no later than 25 August 2025**.
-  Participants are encouraged to do some **preliminary reading** on the European Green Deal before the project.
-  All partners must share the selected participants' **contact details, health information, and any special needs** with the coordinator.
-  Participants have been chosen based on their **commitment to fully engage** in project activities, including **visibility, dissemination, and evaluation**.

## Communication & Coordination

-  A **WhatsApp group will be created only for the representatives of partner organisations** (contact persons). All official communication will take place between these designated contact persons.
-  Each organisation must appoint **one contact person**, who will be added to this group and will receive project updates.
-  **No WhatsApp group will be created by the organisers for participants.** If participants wish, they may create their own group informally during the project, or a group may be opened under the trainer's coordination.
-  In addition, communication will also be maintained through a **shared Google Drive folder** and email.
-  Project progress, shared materials, and the programme schedule will be updated regularly via these channels.



# Dissemination & Sustainability

-  Participants will be informed about the **Youthpass** process.
-  After the project, each partner is expected to organise at least **one local promotional activity**.
-  Project outputs will be shared via **social media, Eurodesk, and other relevant platforms**.
-  Participants will also contribute by preparing **blogs, short videos, or visual materials** about their experiences.

## Preparations & Responsibilities

# What to Bring


To make your stay in Silivri, Istanbul during the **Youth4Green: Digital Leaders for a Sustainable Europe** training (19–26 September 2025) comfortable and enjoyable, please prepare the following:

### Intercultural Night

We will organise an **Intercultural Night** where each group presents their culture. Please bring:

- Traditional **food or snacks** from your country (easy to carry or non-perishable)
- **Non-alcoholic drinks** typical of your culture
- If your culture has a traditional drink that may include alcohol, you may bring **a small amount for tasting and cultural presentation only**. Please note this is for sharing culture, not for general consumption.
- Cultural elements such as flags, postcards, traditional clothes, music or small souvenirs
- A short performance or activity (song, dance, game, presentation) to share with others

### Clothing & Personal Items

- Comfortable **clothes** and **shoes** for training sessions and **outdoor** activities
- A light jacket or sweater (evenings in September may be cooler)
- Personal **medication** and **hygiene items**
- A reusable **water bottle**
-  Since the hotel is located very close to the sea and beach, you may also bring swimwear, beachwear, sunscreen, towel and similar items for your free time.

*(Please note: the hotel towels cannot be taken outside, so bring your own towel for the beach.)*

### Digital Tools

- A **laptop** (important for workshops and digital activities)
- Chargers, adapters, and a power bank

# **Conclusion & Reminders**

As a participant of this project, please remember that you are expected to be **well prepared before the activity**. This means reading the InfoPack carefully, following the guidance of your sending organisation, and making sure you bring all necessary documents and personal items.

During the training, it is essential that **you join all sessions and take part actively**. Your involvement in workshops, discussions, and activities is very important. In addition, your role continues after the mobility: you are expected to share what you have learned, support the visibility of the project, and take part in dissemination and follow-up activities.

By confirming your participation, you agree to take responsibility for these commitments and to contribute fully to the success of the project.



## Travel Guide – How to Reach the Venue

### Venue Information

Selimpaşa Borsa İstanbul MTAL Uygulama Oteli

 **Location:** Silivri, İstanbul, Türkiye - [“Open the hotel location in Google Maps!”](#) 

This is the official accommodation of the Youth4Green training. You will stay here during the activity (19–26 September 2025). The hotel has comfortable rooms, a dining hall, and Wi-Fi access. It is located in **Selimpaşa, Silivri**, approximately 60 km from **Istanbul Airport (IST)** and around 120 km from **Sabiha Gökçen Airport (SAW)**.

**Room Type:** Bed and full board (3 meals – breakfast, lunch, dinner).



## **From Istanbul Airport (IST) to the Hotel**

After arriving at Istanbul Airport (IST), please follow these steps:

1. **Arrival and baggage claim:** After passport control, collect your luggage and exit into the arrivals area.
2. **Go to the bus level:** Follow the **blue signs that say “HAVAIST / Public Transport / Ulaşım Katı”**. Take the elevators or escalators down to **Level -2**, which is the Public Transport Floor.
3. **Find the bus:** Look at the **electronic boards above the platforms (Bay/Peron)**. Search for **HVİST-7 (Silivri / Selimpaşa line)**. The bus will also show **“Silivri – Çatalca / Selimpaşa”** on its LED display. It usually leaves from **Bay 7**, but please always confirm on the screen. If needed, you can ask the **Havaist staff in blue uniforms** for help.
4. **Ticket & payment:** The ticket price is **300 TL (≈ 6–7 EUR)**. You can buy your ticket:
  - via the **Havaist mobile app** or [www.hava.ist](http://www.hava.ist)
  - at the **ticket desk/kiosk near Bay 7** (card or cash, depending on availability)
  - or by tapping a **contactless bank/credit card** directly when boarding.
  - Cash is not always accepted on the bus. **Please keep all tickets and receipts for reimbursement.**



## **From Sabiha Gökçen Airport (SAW) to the Hotel**

Sabiha Gökçen International Airport (SAW) is located on the **Asian side of Istanbul**, while our project venue, **Selimpaşa Borsa İstanbul MTAL Hotel (Silivri, Istanbul)**, is on the **European side**. The distance is around 110 km, and travel by public transport requires many changes and can take 4–5 hours, so it is **not recommended** after a long flight.

The following options are suggested:

> Please pass to the next page...





## **From Sabiha Gökçen Airport (SAW) to the Hotel**

...The following options are suggested:

### **Direct Taxi or Pre-Booked Minibus/Private Transfer**

This is the **fastest and easiest option**.

The journey from SAW to the hotel takes about **1 hour 20–30 minutes**, depending on traffic.

The cost is usually **around 3500–4000 TL** for an official taxi.

**Private transfer services** (sedan or minivan) can also be booked in advance or directly at **licensed travel/transfer company** desks inside the airport. The average cost is **around 120 EUR (~47–48 TL per EUR, about 6000 TL** per vehicle, subject to provider and daily rates).

For groups, a shared minivan is more economical.

Show this phrase to the driver: ***“Selimpaşa Borsa İstanbul MTAL Uygulama Oteli, Silivri.”***



## **From Sabiha Gökçen Airport (SAW) to the Hotel**

...The following options are suggested:

### **HAVAIST Shuttle via from SAW to Istanbul Airport (IST):**

- Take **HVİST-13** from **SAW** to **Istanbul Airport (IST)** (~110–120 minutes).
- Then continue with **HVİST-7** from **IST** to **Selimpaşa/Silivri**, following the same steps as explained in the Istanbul Airport section.

Total travel time is about 4h 30–50 minutes, cost **around 600 TL** depending on schedule and season. Please always check the latest timetables and platform numbers on the official website: [www.hava.ist](http://www.hava.ist).



# Informations



## Photography

During the project activities, photos and videos will be taken by the partner organisations. These may be shared on the organisations' official websites and social media channels. By joining this project, you agree that images or videos taken during the programme can be used for visibility and dissemination purposes.

## Visa

If you require a visa to enter Türkiye, please obtain your e-visa in advance through the official system: <https://www.evisa.gov.tr/en>

If you need an invitation letter, please ask your sending organisation to provide your full details (exactly as written in your passport/ID) to the coordinating organisation (**[projects@ankagenclik.com](mailto:projects@ankagenclik.com)**). Invitation letters will be prepared and shared upon request.

# Informations




## Accommodation & Meals

Participants will be accommodated at Selimpaşa Borsa İstanbul MTAL Uygulama Oteli in Silivri, Istanbul.

- Rooms will be gender-separated, with 3 participants per room.
- The facility is equipped with all necessary amenities.
- All accommodation and meals (3 meals per day + coffee breaks) are covered by the project budget.

## Prohibition of Harmful Substances

The use of harmful substances is strictly forbidden during the project.

 **Alcohol:** While harmful substance use is not tolerated, small amounts of traditional drinks may be presented during the Intercultural Night only for cultural sharing and tasting. Outside of this context, alcohol consumption is not permitted.

## Youthpass

All participants who attend the full programme will receive a Youthpass Certificate.

Youthpass is an official recognition tool of the Erasmus+ Programme, documenting your learning achievements and competences gained during non-formal education activities. Certificates will be sent in PDF format by e-mail after the project ends.



# **Informations**



## **Insurance & Health Issues**

Participants are individually responsible for obtaining valid travel and health insurance that covers Türkiye (and the Schengen region if necessary).

It is strongly recommended that you arrange insurance before your trip. If you require any medication, please bring it with you in sufficient quantity for the entire stay.

## **Working Language**

The working language of the programme will be English. Please make sure you are comfortable communicating in English to actively take part in all sessions and group activities.



## Participant Application & Information Form



As a selected participant of the Youth4Green: Digital Leaders for a Sustainable Europe training (19–26 September 2025, Silivri – Istanbul), **you are kindly requested to complete** the online [Participant Application & Information Form](#).



This form is very important because it allows the project team and your sending organisation to collect all the necessary details for your participation. The information will be used only for project purposes, in line with the European Commission regulations and the **General Data Protection Regulation (GDPR)**.

Through this form you will be asked to provide:

- **Your personal information** (full name, date of birth, nationality, passport/ID details, contact information)
- **Your dietary preferences** (standard, halal, vegetarian, vegan, or other – please specify; we will do our best to consider, but cannot guarantee all other requests)
- **Your agreement to the Youthpass** process and to completing all project evaluations

By submitting the form, you agree that your data can be collected and processed for the needs of this project only, in compliance with GDPR and the reporting requirements of the Turkish National Agency

# Project Team



The team working on the project is a dedicated and diverse group of professionals with a shared passion for environmental conservation and youth empowerment.



**M. Tuncer**

Main Contact Person  
& Coordinator



**Meryem Yılmaz**

Secretary General



**Ömer Faruk Sever**

Contact Person

# Contact Us

Mustafa Tuncer

[mustafa@ankagenclik.com](mailto:mustafa@ankagenclik.com)

Ömer Faruk Sever

[projects@ankagenclik.com](mailto:projects@ankagenclik.com)





# Thank You

Dear Participants,

Thank you very much for your interest and motivation to join the **Youth4Green** training.

Your participation is highly valued. By taking part, you are contributing to the success of this project and supporting its visibility, dissemination, and impact. We look forward to meeting you in Istanbul and to creating a meaningful experience together.