

TIME FOR TEA

A project for youth workers, teachers and other adults who want to inspire and empower young people



Project Info Pack

Activity 1 (Training Course)

Group A: 19th – 25th August 2017

Group B: 21st – 27th October 2017

Activity 2 (Local Action)

Activity 3 (Sharing and Dissemination)

Groups A & B: 10th – 14th April 2018

About the project

When busy people have a cup of tea, they stop and think for a moment. Our leaders are no different. So what would you like them to think about while they drink their tea? Groups of young people or children from different countries imagine a short message on an issue that they think is important. They decide who they want to hear their message. Then they buy some tea, and design the most original and creative box or packet for it. They put their message inside the special packet, and find an interesting way to deliver the message to the leader they have chosen. All they are asking is that the leader should spend 5 minutes having a nice cup of tea and thinking about something which young people say is important. Finally, they tell the story of what they did, using film, photos, blogs or other creative media.

This project will bring together teachers / youth workers / volunteers from 18 different countries including the UK for three linked activities:

1. A training course about how to set up and organise a Time for Tea activity at the local or national level. You will first practice the activity together with other participants, and then make a detailed action plan for organising Time for Tea in your own country. You will also be trained on how to use video to report your activities.
2. When you return home, you will have up to 6 months to organise your own Time for Tea project with a group of children or young people. You will produce a film of your activities. All the films will be uploaded and shared on the Time for Tea website.
3. Finally, you will return to London in April 2018 to share your experience with all the other participants, and to present your project results at a public dissemination event in central London, for a VIP audience of key stakeholders and sponsors.

For more information about Time for Tea, see: <http://www.momentumworld.org/time-for-tea/>

Participants

To join this project:

- You must be a teacher, professional youth worker, or adult volunteer
- You must be aged 20 or above
- You must work with children / young people either as your main job or as a regular activity
- You must have a specific class or group of children / young people to take part in a Time for Tea project in your home town.
- You must guarantee to participate in ALL stages of the project and to stay for the whole time during the UK activities.

How to apply

Fill in the application form at <https://www.surveymonkey.co.uk/r/T4T2017>

We will offer places to the most suitable and reliable applicants. Filling in the application does not guarantee a place.

The deadline for applications is Sunday 9th July 2017.

Choosing your group

Activity 1 (training course) is divided into two groups on the following dates:

Group A: 19th – 25th August 2017

Group B: 21st – 27th October 2017

If you are from the following countries, you must choose the specified group:

Azerbaijan, Lithuania, Macedonia, Slovenia: Group A only

Egypt, Georgia, Jordan, Poland: Group B only

If you are from Armenia, Bulgaria, Czech Republic, Italy, Romania, Slovakia, Spain, Turkey, Ukraine or UK, you can choose either group A or group B, but please note we cannot promise to give you your first choice.

Activity 3 (sharing and dissemination) is for both groups together, 10th – 14th April 2018.

Participation fee

There is a participation fee of €125 per person for Activity 1 and €75 for Activity 3.

Momentum World will issue an invoice to each participant. The fee should normally be paid in advance, but if requested we can instead deduct it from your travel reimbursement.

Where you will stay

Activity 1 (*Time For Tea* training course) will be held at the following venues:

Group A: Brunel University London, Kingston Lane, Uxbridge, Middlesex, UB8 3PH
<http://www.brunel.ac.uk>

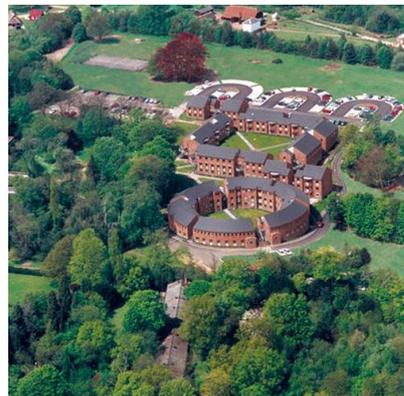
Group B: Newland Park, Gorelands Lane, Chalfont St Giles, Buckinghamshire, HP8 4AD
www.chalfontcampus.com

Activity 3 (sharing and dissemination) will be at Brunel University London.

Accommodation will be in shared bedrooms, (en-suite if possible) divided into male and female.



Brunel University



Newland Park

Activity programmes

The outline programmes for the UK activities are as follows. More detailed programmes will be sent out to all selected participants one month before the start of each course.

Activity 1 (training course) – Group A (August 2017); Group B (October 2017)

Day 1

p.m. Arrivals; welcome meeting; introduction to the project

Day 2

a.m. Personal stories and motivation; expectations for the project; team treasure hunt

p.m. Contracts; introduction to Youthpass; Intercultural evening

Day 3

a.m. Understanding the context 1: global education and global issues

p.m. Understanding each other: presentations of our organisations and our work

Day 4

a.m. Understanding the context 2: the meaning of the 21st Century

p.m. Time for Tea 1: choosing your theme, your message and your audience

Day 5

a.m. Time for Tea 2: creative packaging; practical approaches to working with children / young people

p.m. Time for Tea 3: telling your story; video and media skills

Day 6

a.m. Action planning 1: knowing what to do when you get home

p.m. Action planning 2 and presentations; evaluation; farewell party

Day 7

a.m. Departures

Activity 3 (sharing and dissemination) – Groups A and B (April 2018)

Day 1

p.m. Arrivals; catch up and review of progress

Day 2

a.m. Skills audit; electing project manager; preparation for the public event

p.m. Preparation continues in sub-teams; review; Youthpass

Day 3

a.m. Final preparation; travel to central London; set up at venue

p.m. Public VIP dissemination and showcase event, followed by celebration party and Thames river cruise.

Day 4

a.m. Event review and learning; the multiplier effect; what next?

p.m. Action planning: where next in my country? How can we make Time for Tea a truly sustainable national and international project? Where does our personal learning go from here? Final evaluation; farewell party.

Day 5

a.m. Departures

Joining instructions and travel information

Full travel and arrival information, a “what to bring” list, and instructions about how to prepare, will be sent to all selected participants one month before the start of each course.

You should **not** make any travel bookings without our approval and confirmation that you have been selected as a participant.

Travel allowances

As a reminder EU maximum travel allowances per person are:

ARMENIA - €530	MACEDONIA - €275
AZERBAIJAN - €530	POLAND - €275
BULGARIA - €360	ROMANIA - €275
CZECH REPUBLIC - €275	SLOVAKIA - €275
EGYPT - €530	SLOVENIA - €275
GEORGIA - €530	SPAIN - €275
ITALY - €275	TURKEY - €360
JORDAN - €530	UKRAINE - €360
LITHUANIA - €275	UNITED KINGDOM - €0 - €180

UK visa fees will also be reimbursed for participants from non-EU countries (but please note we can only pay if the visa application is successful).

Money

The currency of the UK is pounds sterling (GBP). During your stay on the project all your accommodation, food and transport during the programme is provided for by us. You will only need pocket money to buy occasional food and drinks while out, and maybe some souvenirs.

Travel and Medical Care

It is important to think about purchasing travel insurance for your time in the UK. For this you can get cover for lost luggage and stolen items (as the organisers will not take responsibility for this). If you are from an EU or EEA country, you should also get a European Health Insurance Card (EHIC), which will cover you for emergency medical treatment in the UK.

