

## CONFERENCE INFO PACK

### CITIZENS FOR DEMOCRACY

### PROGRAMME FOR NON-GOVERNMENTAL ORGANISATIONS FINANCED BY THE EEA GRANTS

**SEPTEMBER 18-19, 2013**

**MUSEUM OF THE HISTORY OF POLISH JEWS, WARSAW, 6 ANIELEWICZA STREET**

#### CONFERENCE DESCRIPTION

The Citizens for Democracy programme for non-governmental organizations, financed by the EEA Grants will be presented during a conference on 18<sup>th</sup>-19<sup>th</sup> of September 2013. The programme is implemented by the Stefan Batory Foundation in partnership with the Polish Children and Youth Foundation.

The aim of the programme is to strengthen civil society development and enhance the contribution of non-governmental organizations to social justice, democracy and sustainable development. Grants offered in the programme are designed to: foster citizenship, promote democratic values, including human rights; develop advocacy and watchdog role; promote strengthened capacity of NGOs and an enabling environment for the sector; empower vulnerable groups. Grants are available for: thematic projects, systemic projects and for developing bilateral cooperation.

*First day of the conference (**September 18**)* will be dedicated to the programme introduction, its rules, application procedures and three types of the projects which can be financed (thematic, systemic and bilateral). Participants will have a chance to take part in one of the five thematic workshops devoted to the priority areas: civic participation, public scrutiny, combating discrimination, counteracting exclusion, children & youth.

*Second day of the conference (**September 19**)* is addressed to NGOs from Poland, Liechtenstein, Iceland and Norway interested in bilateral cooperation – establishing or strengthening partnerships and preparing joint projects. During this workshop we will also present application procedures for bilateral projects.

#### PROGRAMME

Please find the conference programme attached.

#### PARTICIPANTS PROFILE

Participants will represent Polish NGOs and approximately 30 institutions from Liechtenstein, Iceland and Norway willing to establish or develop bilateral cooperation and develop projects. We can cover the costs of 1 representative per institution, however more representatives are welcome. On the first day of the conference we expect to host approx. 200 Polish NGOs. During the matchmaking workshop, on the second day, we expect to have around 100 participants from Poland, Norway and Iceland.

#### MATCHMAKING WORKSHOP

Institutions from Donor-States will have an opportunity to introduce themselves on **September 19** through short presentations in smaller groups and possible discussion on specific project ideas. The groups will be divided according to the thematic areas/profiles. Participants from Poland, Liechtenstein, Iceland and Norway are kindly asked to consider in advance what kind of partnership (profile, experience, plans, projects) are they interested in. The aim of the workshop is to provide the opportunity and tools for preparation of bilateral projects.

**Note:** If you already have Partners or potential Partners in Poland who might be interested in the event, please include their name and e-mail address in the application form. We may be able to invite them for the meeting.

### PREPARATION

The following is expected from the participants:

- 1) Filling out the application form;
- 2) Presentation of their institution during the matchmaking workshop (information and materials about their institutions, i.e. photos and reports from former projects etc.) - OPTIONALLY
- 3) Meeting with Polish NGO (potential Partners) during the matchmaking event;
- 4) Filling in an evaluation form after the event ;
- 5) Reporting upon request on the project partnership(s) created with Polish NGOs.

### LANGUAGE

The first part of conference (September 18<sup>th</sup>) will be held in Polish with English translation. The matchmaking workshops will be in English.

### TRAVEL

Participants should organise their travel individually. However, please bear in mind that the total cost (travel, accommodation, local transportation costs, meals etc) cannot exceed 2000 Euro.

In order to comply with environmental standards, we kindly ask all participants to take the most environmentally friendly and **cost effective** alternative available (i.e. public transport instead of taxis or private cars, 2<sup>nd</sup> class trains). Please also have a look at the costs section.

Reimbursement of travel costs will only be done upon presentation of all (including return tickets) original tickets, receipt/invoices. This means that participants will be asked to send the originals of all return documents.

### ACCOMMODATION

The organisers will arrange and cover your accommodation for September 17-19 (two nights) in Ibis Stare Miasto (Old Town) Hotel in Warsaw. Participants will be accommodated in single rooms with bathroom. Breakfast is included. Towels and bed linen are provided. The conference and match-making sessions will take place in the Museum of the History of Polish Jews nearby (please see below).

**Note:** Organisers will not provide any accommodation for additional stay in Warsaw. If participants plan to arrive a few days earlier or depart a few days later they are kindly requested to arrange their accommodation individually.

**Arrival day:** 17 September

**Departure day:** 19 September  
(hotel check out time: 12:00)

**ADDRESS:**

**Hotel Ibis – Warsaw Old Town**

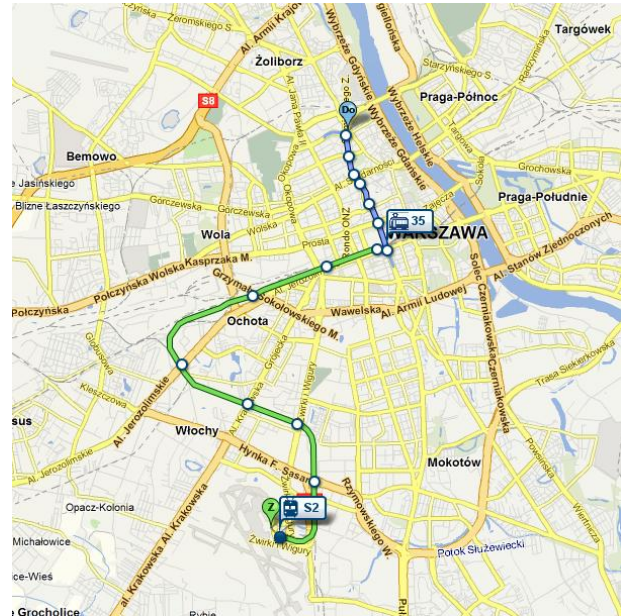
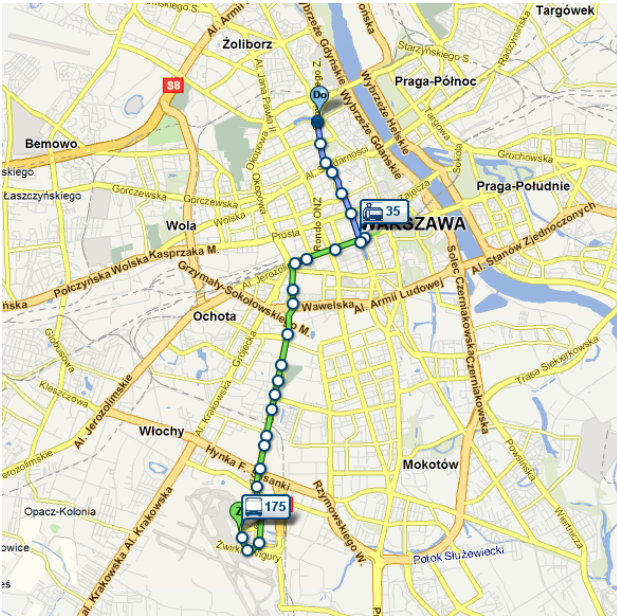
Muranowska 2 Street, Warsaw

tel. : (+48)22-3101000

email: [H3714@accor.com](mailto:H3714@accor.com)



## HOW TO GET THERE: From Warsaw Chopin Airport



Directions:

**Step 1:** take a bus No 175 from the Chopin Airport to Warszawa Centrum  
(OR take a city train S2 from the Chopin Airport to Warszawa Śródmieście)

**Step 2:** take a tram No 35, 4 or 15 from Warszawa Centrum and get off at Muranowska tram stop  
Duration: 50 min.

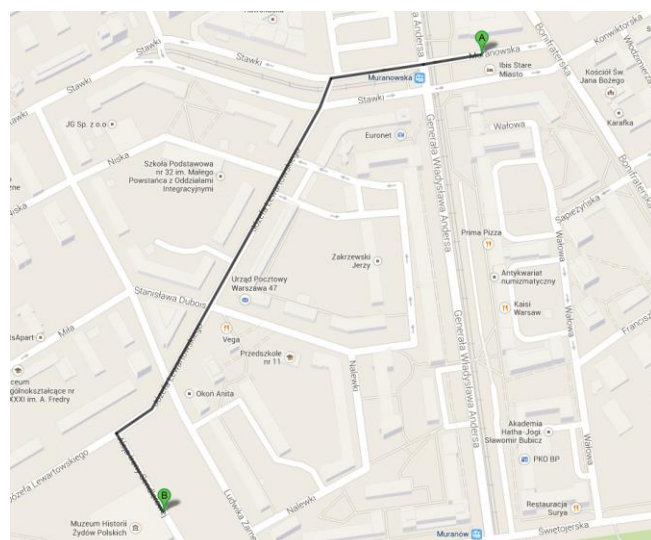
If you decide to take a taxi, please remember to ask the driver for the receipt. The taxi from the airport should cost approx. 60 PLN (around 15 EUR).

The currency of Poland is Polish Zloty (PLN).  
1 EUR = 4,2 EUR

## CONFERENCE VENUE

### ADDRESS:

**Museum of the History of Polish Jews**  
Anielewicza 6, Warsaw  
tel.: (48) 22 471 0300



Duration: 10 min. walking distance.

## HOW TO GET HERE: From Hotel Ibis (A)

### From **Warsaw Central railway station:**

- take a tram No 17, 33, 37 or 41 (direction Żoliborz) and get off at Anielewicza tram stop  
Duration: 15 min.

### From **Warsaw Chopin Airport:**

Step 1: take a bus No 175 from the Chopin Airport to Warsaw Central Railway Station (Warszawa Centralna) Step 2: take a tram No 17, 33, 37 or 41 from Warsaw Central Railway Station and get off at Anielewicza tram stop  
Duration: 45 min.

## PUBLIC TRANSPORT IN WARSAW

If you plan to use **public transport (bus, trams, subway and SKM trains)** from/to the airport to/from the hotel, you can buy the following tickets (**zone 1, standard fare**):

- **60-minute ticket** which entitles to unlimited number of journeys within 60 minutes from validation
- **1-day ticket** which entitles to unlimited number of journeys for 24 hours from its validation
- **3-day ticket** which entitles to unlimited number of journeys for three days from its validation until 23:59 of the last day

All types of city tickets as well as the pricelist are available here:

<http://www.ztm.waw.pl/?c=110&l=2>

## Costs

Board and lodging as well as travel costs will be covered by the organizers. All meals will be provided (dinner on the arrival day, meals during the conference and workshop days).

The maximum cost per person should not exceed **2000,00 EUR per person (including local transportation, fuel, international travel as well as accommodation which is 150 EUR)**.

Participants are asked to use public transport, taxi costs in Norway or Iceland can be reimbursed provided there is no other transport available. The maximum amount of 2.000 Euro is the upper limit and should not to be regarded as a lump sum.

As mentioned above, reimbursement of travel costs will be done upon presentation of all original tickets, receipts/invoices and boarding passes. This means that participants will be asked to send the originals of all return documents to Stefan Batory Foundation.

Reimbursement will be done by bank transfer. Any tickets purchased in a local currency other than EUR, will then be converted and calculated according to the current exchange rate.

## APPLICATIONS

You are requested to use the application form available at:

<https://docs.google.com/forms/d/1dUQHEq-DN3pJTNHdabvexzrGfqJG9-z7ZUqOdhbAbT8/viewform>

## CONTACT

In case of any questions, please contact us:

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Citizens for Democracy  
Stefan Batory Foundation  
[www.ngofund.org.pl](http://www.ngofund.org.pl)