

Please use:

#eupromens

@Valo-
Valmennusyhdistys ry

IG: @valovalmennus



Welcome to EU-Promens exchange visit to Finland!

#EUPROMENS

WiFi: Conferenceroom
Password:
Conferenceroom

TODAY'S PROGRAMME:

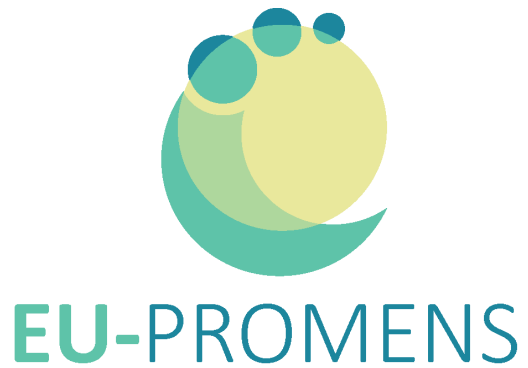


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| TIME | AGENDA |
|-------------|---|
| 9:00-10:00 | Welcome and introductions of the Finnish team and GFA members |
| 10:00-10:10 | Introduction of the Valo-Valmennus Association <i>Jaana, Elsa, Benita, Valo-Valmennus Association</i> |
| 10:10-10:25 | Overview of the exchange programme <i>Benita Barman & Elsa Pardonon, Valo-Valmennus Association</i> |
| 10:25-10:30 | Eve's special |
| 10:30-11.30 | Practical information <i>Valbona Zefi, Fiamma Rupp GFA</i> |
| 11:30-12:45 | LUNCH |
| 12:45-14:45 | Finnish (mental) health care system, national mental health strategy and suicide prevention programme <i>Saara Rapeli & Johanna Cresswell-Smith, National Institute for Health and Welfare</i> |
| 14:45-15:15 | COFFEE BREAK |
| 15:15-16:00 | Local tips, breaking the ice and photos |

LET'S GET TO KNOW EACH OTHER!

RAISE YOUR HAND IF...



LET'S GET TO KNOW EACH OTHER!

...IF YOU ARE FROM:

EASTERN EUROPE, BALTICS, BALKANS

(Poland, Slovakia, Bulgaria, Romania, Czech Republic, Hungary, Ukraine, Estonia...)



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LET'S GET TO KNOW EACH OTHER!

...IF YOU ARE FROM

WESTERN EUROPE:

(Germany, Austria, Luxembourg,
Netherlands...)



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LET'S GET TO KNOW EACH OTHER!

...IF YOU ARE FROM:

SOUTHERN EUROPE:

(Portugal, Spain, Italy, Malta, Slovenia, Croatia,
Greece, Cyprus...)



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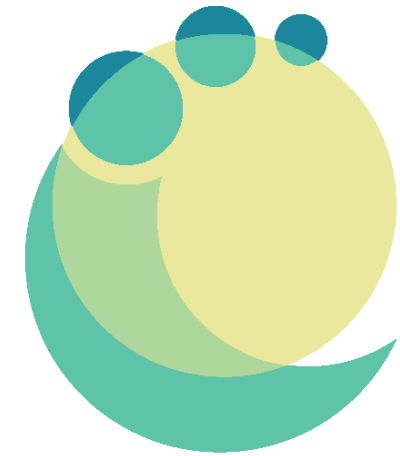


LET'S GET TO KNOW EACH OTHER!

...IF YOU ARE FROM:

NORTHERN EUROPE:

(Norway, Sweden, Iceland, Finland,
Denmark..)



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LET'S GET TO KNOW EACH OTHER!

...IF YOU ARE FROM:

SOMEWHERE ELSE?

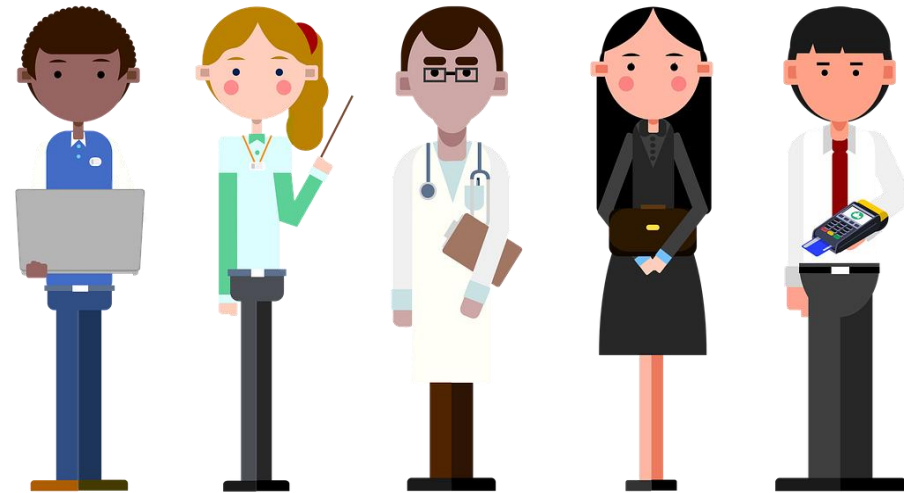
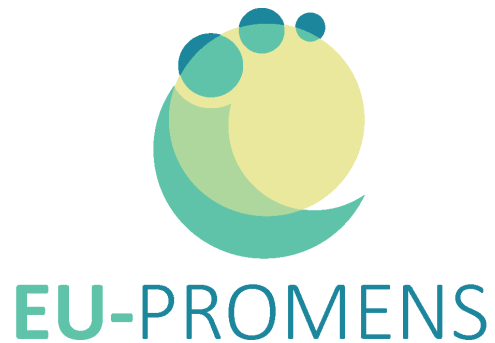


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LET'S GET TO KNOW
EACH OTHER!

**RAISE YOUR HAND IF YOUR
PROFESSIONAL PROFILE IS...**



LET'S GET TO KNOW EACH OTHER!

...PROFESSIONAL IN THE SOCIAL FIELD

(e.g.: social worker, social counsellor,
rehabilitation counsellor, support worker...)



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LET'S GET TO KNOW EACH OTHER!

...PROFESSIONAL IN THE HEALTH SECTOR
(e.g. nurse, doctor, therapist...)



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LET'S GET TO KNOW EACH OTHER!

...A PROFESSIONAL IN EDUCATION OR TRAINING
(e.g. teacher, educator...)



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LET'S GET TO KNOW EACH OTHER!

...PROFESSIONAL/OPERATOR IN ANOTHER SECTOR

(e.g. researcher, coordinator, project worker,
voluntary worker, consultant...)



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LET'S GET TO KNOW
EACH OTHER!



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AND A FEW MORE VERY IMPORTANT QUESTIONS:

RAISE YOUR HAND IF...

LET'S GET TO KNOW EACH OTHER!

**.... IF YOU WERE ABOUT TO SLEEP OR
SLEPT THROUGH YOUR ALARM TODAY
(overslept)**



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LET'S GET TO KNOW EACH OTHER!

**...YOU ADMIT THAT YOU ARE THRILLED ABOUT
SLEEPING IN A HOTEL BED WITH BREAKFAST
WAITING FOR YOU**

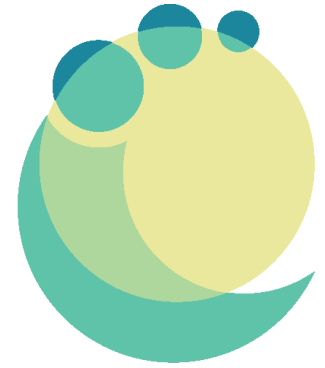


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LET'S GET TO KNOW EACH OTHER!

**... YOUR SOCKS DON'T MATCH EACH
OTHER :)**



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WORDCLOUD

Join at
slido.com
#2309 02



<https://app.sli.do/event/oRZJgkTu6taXRGvNwNEZ4R>



GET TO KNOW FINLAND AND FINNS - QUIZ



A few questions about Finland and Finnish people and nature

We ask the question and give you the answer options.

Raise your hand if you believe the answer is correct! There can be many different correct options.

Why do Finns hit themselves
and each other with birch
branches?



- A) It is one of the subjects taught in Finnish schools
- B) It's part of the Finnish wedding ritual
- C) It is part of the Finnish sauna culture

What is the official
national animal of
Finland?

- A) Bear
- B) Reindeer
- C) Swan

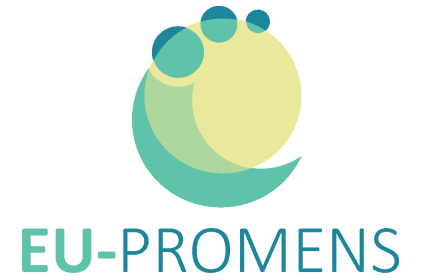


What happens if you smile at a stranger in Finland?



- A) The stranger will look at you like you've just asked them to join a secret society.
- B) They'll smile back, but then both of you will silently retreat to your personal bubbles.
- C) You'll probably get a polite but confused smile, followed by a rapid increase in the distance between you two.
- D) Anything above.

What can you do in a forest?



Can you...

- A) Pick berries and mushrooms?
- B) Sleep in a tent?
- C) Walk almost anywhere?
- D) **Light a campfire anywhere, anytime?**

What is the most common
Finnish way to say "how are
you"?

- A) Mitä kuuluu?
- B) Miten hurisee?
- C) Morjesta pöytään!



What is the Finnish word
for "cheers" when toasting
with a drink?

- A) Ötökkä!
- B) Kippis!
- C) Ritiratiralla!



What is a Finn's worst nightmare?

- A) Mosquitoes and other bugs
- B) Having to sit next to a stranger on a bus
- C) Take a sauna all by yourself

How do Finns celebrate after winning the ice hockey World Championship?



- A) They gather in the town square, climb lamp posts, and sing the national anthem with strangers until the sun comes up.
- B) They casually toss a few snowballs, then head home to rest because, you know, it's just another win.
- C) They politely wave at each other, sip coffee, and then go to bed early.

LETKAJENKKA



[Letkajenkka](#)

Letkajenkka is a fun Finnish group dance where people form a line, hold onto each other, and move together with a simple kick-kick-jump rhythm.



VALO

v a l m e n n u s
y h d i s t y s

FINLAND – the happiest country in the world

For the eighth year in a row, Finland has taken the No. 1 spot on the World Happiness Report's list of the happiest countries.

■ Variables:

1. GDP per capita
2. Social Support
3. Healthy life expectancy
4. Freedom
5. Generosity
6. Freedom of corruption



Why Finns are happy?

Satisfaction with life depends on many factors:

Trust in
institutions



Social
equality



Social security



Resilience of the
society and
people

If Finns are so happy, why are we necessary?

Health care



Social services



Youth services



Employment services



Education



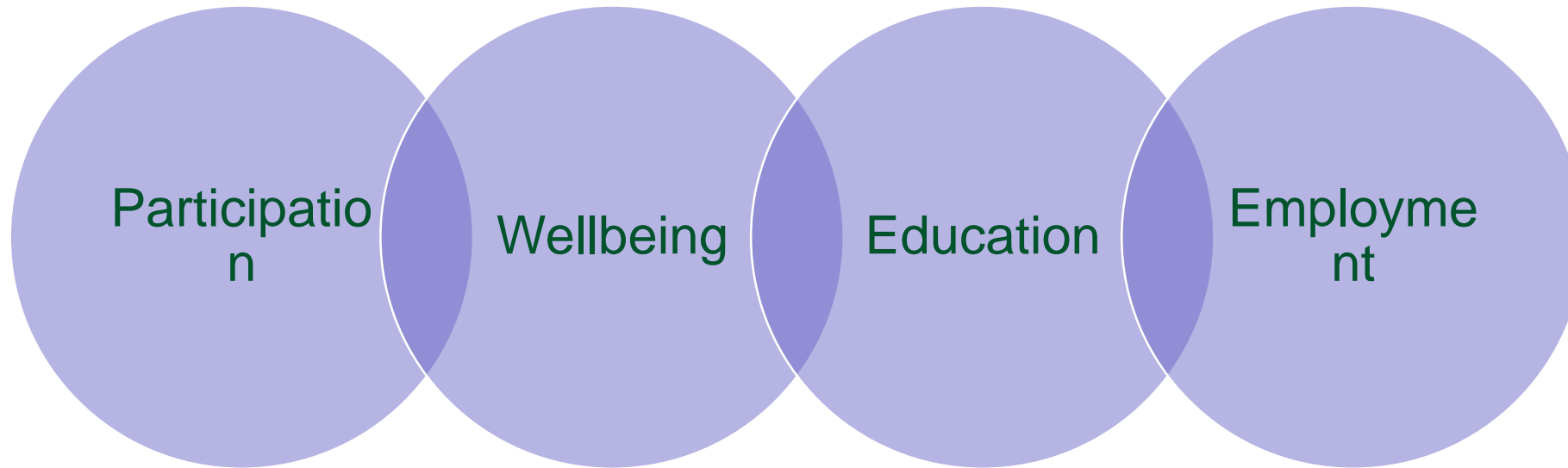
Judicial system



If Finns are so happy, why are we necessary?



Our purpose is to support people toward:



Our main goal is to:

Change the world
and increase societal
equality

AND

Increase **individual participation and welfare** by enhancing people's **capacity to function in everyday life**, learn, and work and find their place in society.

Valo is:

National organization

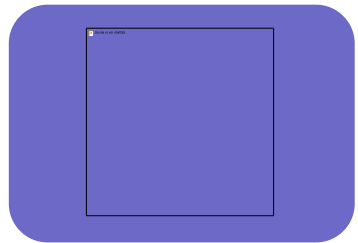
- Association and social enterprise
- Service provider
- Innovator
- Advocacy organization

About 120
employees

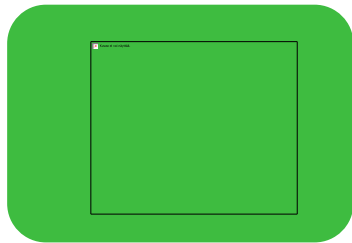
Works with the
most
vulnerable
people in
society

Has a regional
sister
organization,
Silta-Valmennus-
yhdistys, which
also has about
120 employees.

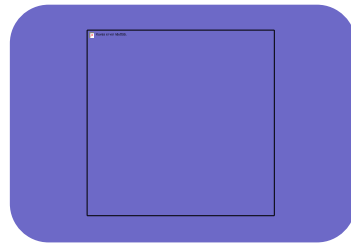
Activities and services of Valo



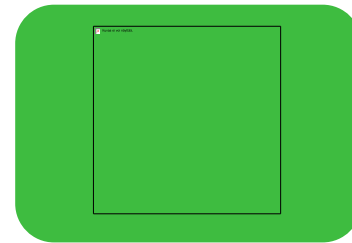
Outreach work



Open spaces: low threshold activities



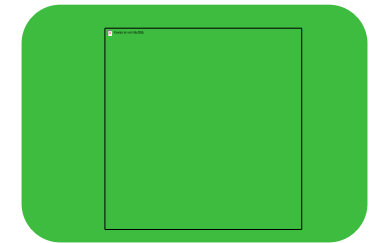
Leisure activities



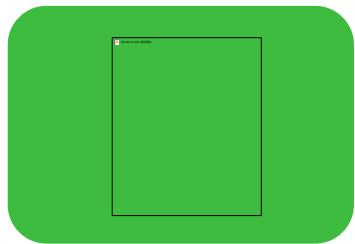
Housing services



Youth workshops



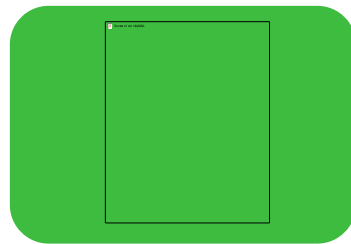
Rehabilitation services for people with criminal and / or substance abuse background



Immigrant and language services



Basic skills training



Education in nonformal learning environments



Recognition of learning



Worklife coaching, supported employment



Rehabilitation, mental health and mental wellbeing



YHTEISKUNNALLISTEN
YRITYSTEN
OSAAMISKESKUS

Improving the framework conditions
and capacities of social enterprises
and their ecosystems



**Co-funded by
the European Union**



The Center of Expertise for Social Enterprises (YYO)

- Founded in 2021 and extended as an ESF+ coordination project for 2023–2027
- Consists of 11 organizations and 50 experts
- Dedicated to servicing and advancing social enterprise nationwide
- Implements and promotes the National Strategy for Social Enterprises & the EU Social Economy Action Plan
- Both locally, nationally and internationally connected to relevant networks and partners
- Silta runs the Center, Valo in responsible for regional activities

A non-profit social enterprise established in 2001 by non-governmental organisations in Tampere, Finland

Our **main goal** is to increase societal equality, individual participation and welfare by coaching disadvantaged workers in improving their ability to work and to function, and to find their place in society

The logo for SILTA VALMENNUS features a blue curved arrow pointing to the right, positioned above the word "SILTA" in a large, bold, black sans-serif font. Below "SILTA" is the word "VALMENNUS" in a smaller, black sans-serif font.

SILTA
VALMENNUS

The core values that guide all of our operations are:

Respecting
the
individual

+

Effectiveness

+

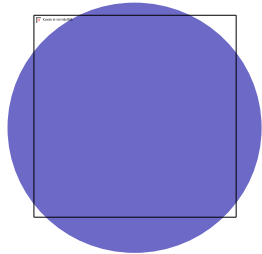
Perseverance

+

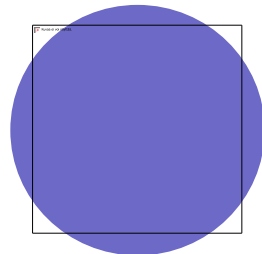
Succeeding
together

THANK YOU!

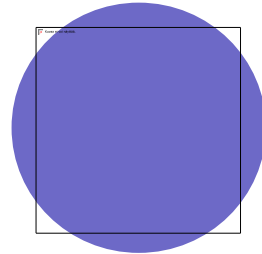
The Finnish welfare model



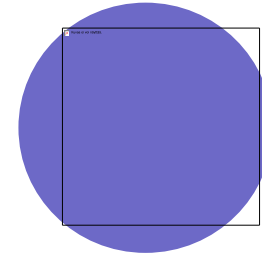
Large and established public welfare and employment services



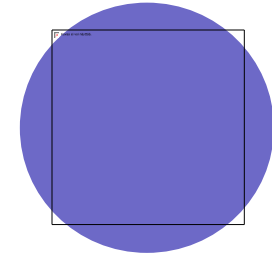
Complementary role for private for-profit and non-profit organisations



Ongoing reform to organise and provide these publicly funded services



Rapid increase of private organisations providing these services



Emerging landscape of social enterprises and their ecosystem



EU-PROMENS

Let's go through the exchange programme ->

A decorative footer graphic consisting of several overlapping, wavy bands of color in shades of teal, light green, and yellow, creating a layered, landscape-like effect.

THE EXCHANGE PROGRAMME



-
- Two main groups (group 1 and group 2)
 - Group 1 will leave to Tampere in wednesday and group 2 will be in Helsinki for the whole first week. Tampere is focused more on public sector and Helsinki is focused more on third sector / NGO's.
 - Change of cities on Monday 20.4., from where the group 2 will return to Helsinki on Wednesday 22.
 - The two main groups are divided into four sub-groups (Aalto, Sisu, Koivu, Lumi).
 - You will be in these groups for the whole exchange, but please note that on one day the groups Lumi and Koivu will be mixed up due to the demands of the visiting places.

GROUP 1 (Aalto & Sisu)

Helsinki: 14.-15.4. and 20.-23.4.

Tampere: 15.-20.4.



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AALTO

Aleš Zajc
Alexandrina Maria Pop
Almos Dinnyes
Anja Zidaric
Anna Veiohlani
Annelin Festervoll
Bertalan Fendrik
Birgit Dürk
Camille Duclot Brincat
Carina Stabauer
Catherine Marie Van Ouytsel
David Schein
Dearbhla Thornton
Denisa-Ramona Codre
Denise Kriechbaumer
Doris Nohel
Paulina Cisowska
Dragana Marina
Ema Nicea Gruber

SISU

Emanuel Enej Skrget
Giulia Maria Zoratti
Helina Mändmets
Hristo Milchev
Ilse Vandervelden
Jocelyn Deloyer
Johanna Löloff
Jule Mati Corthals
Julius Schoebel
Kåre Rønnes
Karina Kakhanova
Kevin Rebecchi
Kristína Janačková
Lara Dujc
Lars Arno Dumke
Laura Dr. Lencse
Laura Osés Zarate
Laurent Cruchet
Linda Nyanchoka

GROUP 2 (Koivu & Lumi)

Helsinki: 14.-19.4. and 22.-23.4.

Tampere: 20.-22.4.



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KOIVU

Alison Adams

Linda Brišová

Livia Lepetit

Loreto Albás Álvarez

Malte Behrendt

Marek Páv

Margita Marković

Maria Trinidad Peláez Martínez

Marie Báječná

Marie Vejvodova



Marina Fernandez Lopez

Marta Torelli

Martin Gselman

Marzena Chaczko

Matija Smrečnik

Mélina Merk

Natalia Raileanu

Niamh Catherine Power

Dorota Brzezinaová

Petra Koprivnik

LUMI

Petra Bednářová

Petra Belec

Rabia Sotsane

Robertas Povilaitis

Sara Seršen

Šárka Bartoňková

Simona Tripković Drev

Svenja Reinhardt

Teodora Vlad

Teresa Cauqui Olmedo



Tereza Táborská

Tetiana Kulish

Tina Obrul

Tina Vardič Žužek

Tünde Benedek

Vanessa Alves Ruiz

Verica Jovanovski

Zbynek Roboch

Zuzana Bratová

The whatsapp groups:

EU-PROMENS Exchange FI 2026

Communauté WhatsApp



POINTS TO NOTE

- **The exchange programme is structured around our theme:** *Life-long support, promotion and prevention of mental health at different stages of life, including the provision of mental health services for people in vulnerable positions.*
- The programme will therefore include visits and presentations on mental health support services, programmes and activities for people of different ages and in different life situations.
- Because of the large size of the group, not all participants will be able to visit exactly the same places, but all the sites will be educational and interesting.
- Due to the large group size and the maximum number of participants in some of the visiting locations, **we ask that you do not change groups and visiting locations.**

POINTS TO NOTE

- There are mainly two visits per day, one in the morning and one in the afternoon. We recommend that you always **check the day before to see what time the next day's programme starts, where it is and how to get there.**
- The **programme includes information on using the HSL app** for public transport in Helsinki and the **Nysse app** in Tampere, as well as information on how to buy tickets. **Please note that in Helsinki, QR codes have been provided for you to use on public transport.** In Tampere, tickets must be purchased via the app or by using contactless payment.
- **Lunch is organised daily with program to save time and the restaurant is indicated in the program. If there is organised bus transfer for the day, it will be indicated in the programme.**
- Valbona and Fiamma will tell you more about meal reimbursement and for more detailed information in a moment.



POINTS TO NOTE

- **We encourage you to ask other participants for advice and to make arrangements,** for example, to go together from the hotel to the places you are visiting or for advice on how to get there. Of course, we from the Valo-Valmennus Association's are here to help you.
- **The staff of the Valo-Valmennus Association (myself, Elsa, Eve, Maritina and Jaana) will not pick you up from the hotel in the morning or from the sites,** but will be waiting for you at the sites you visit. If you have any difficulties in finding your way, we will be there to help you and the programme includes contact details for each destination.
- We have also asked the sites to put the **EU-Promens logo** on their doors to make it easier for you to find your way.



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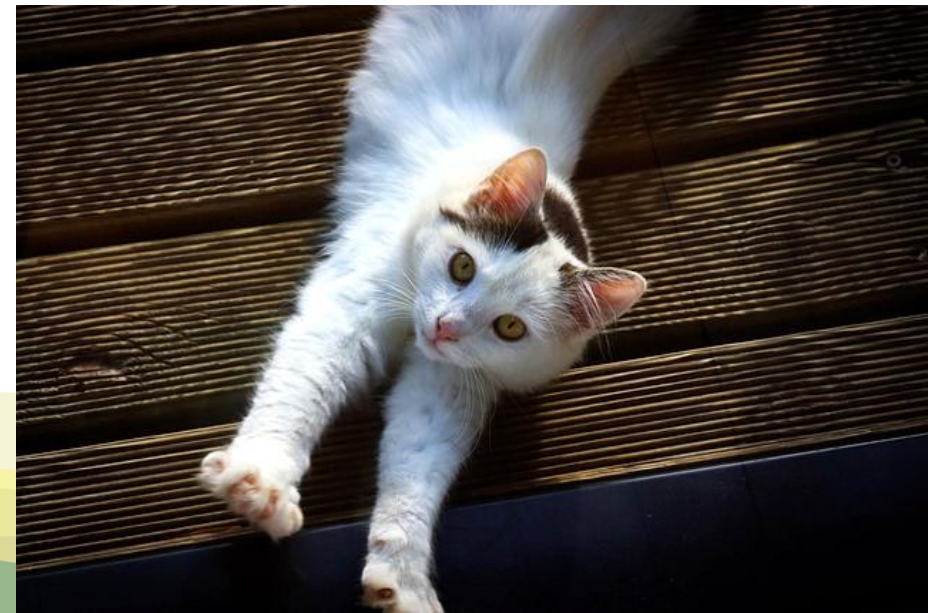
Let's go through the programme ----->





EU-PROMENS

Let's stretch a bit with Eve





to the Multidisciplinary **EU-PROMENS Mental Health Exchange Programme**

Goals



We invite you to **learn** from each other's diverse expertise and **discuss** the (innovative) potential of community mental health services and country specific differences and best practices, fostering a collaborative environment that enhances our European collective knowledge and improves health care systems and mental health care and recovery for everyone.

Background Info

Background Information



[EU4Health programme 2021-2027 - a vision for a healthier European Union - European Commission](#)

- EU Commission's Comprehensive Approach to Mental Health
- Holistic framework based on:
 - Effective prevention
 - Access to high-quality, affordable care
 - Reintegration into society during recovery
- EU-PROMENS is one of 20 flagship initiatives under this approach
- EU-PROMENS is funded by the European Commission through the EU4Health initiative and implemented by GFA, Trimbos Institute, and Mental Health Europe
- Support from 6 EU-PROMENS Hubs: Austria, Croatia, Czech Republic, Finland, Netherlands, and Spain.
(you can find all this also in the "Reading List" [on our website](#))

Background Information

- **European Commission Comprehensive approach to mental health:** holistic approach to mental health, based on three guiding principles
 - Adequate and effective **prevention**
 - Access to high quality and affordable mental **healthcare and treatment**
 - **Reintegration** into society during recovery



EU-PROMENS implements one of the **20 Commission** flagships under this Comprehensive approach.

About EU-PROMENS



- EU-PROMENS is implemented through GFA, TRIMBOS Institute and Mental Health Europe
- We have 6 EU-PROMENS Hubs in Austria, Croatia, Czechia, Finland, Netherlands and Spain, where participants from all Member States are visiting community mental health services



**Mental
Health
Europe**

About EU-PROMENS



Geographic scope

EU-PROMENS covers 27 EU Member States, Norway, Iceland and Ukraine.

Main Objectives

- Enhance and improve the capacities of professionals across Europe working in the field of mental health.
- Promote a prevention-oriented and comprehensive approach to mental health as a public health priority across all life stages and diverse settings.
- Foster multidisciplinary collaboration across sectors, including health, education, social care, and justice.
- Support professionals working with groups in vulnerable situations through tailored, evidence-based capacity building.

About EU-PROMENS



Main Activities

1. Multidisciplinary Training Programme

- Design and implementation of a mental health training programme in 6 EU-PROMENS hubs and expand to the remaining 24 countries, please visit the website.

2. Exchange Programme

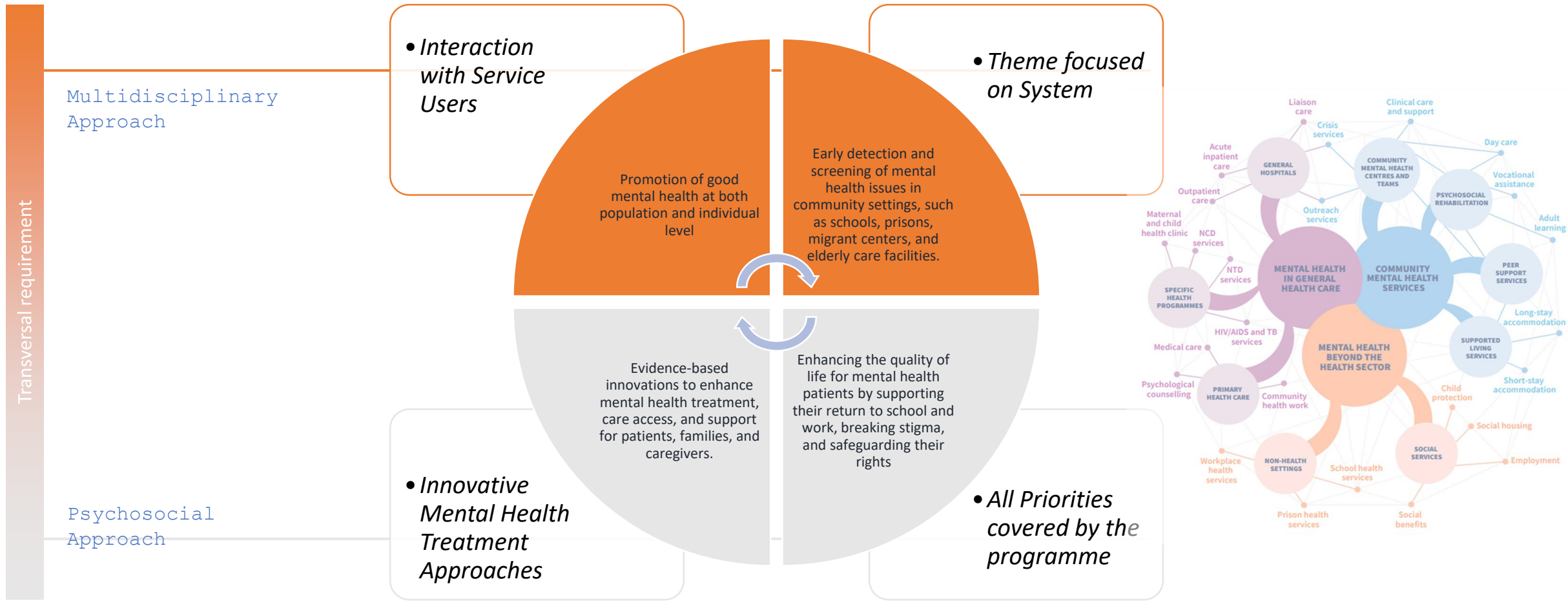
- Design and implement professional exchanges in 6 EU-PROMENS hubs to share best practices and foster collaborative care approaches.

3. Development of a Toolkit

- Create a European blueprint for multidisciplinary mental health capacity-building with practical, evidence-based recommendations.

Quality Criteria

Matrix for Quality Criteria



Organisational Info

Procedures and useful information



Essential Conduct



Signatures

- **Daily Attendance:** We need you to sign in each day for reimbursement and certification (necessary to receive your certificate and reimbursement!!)

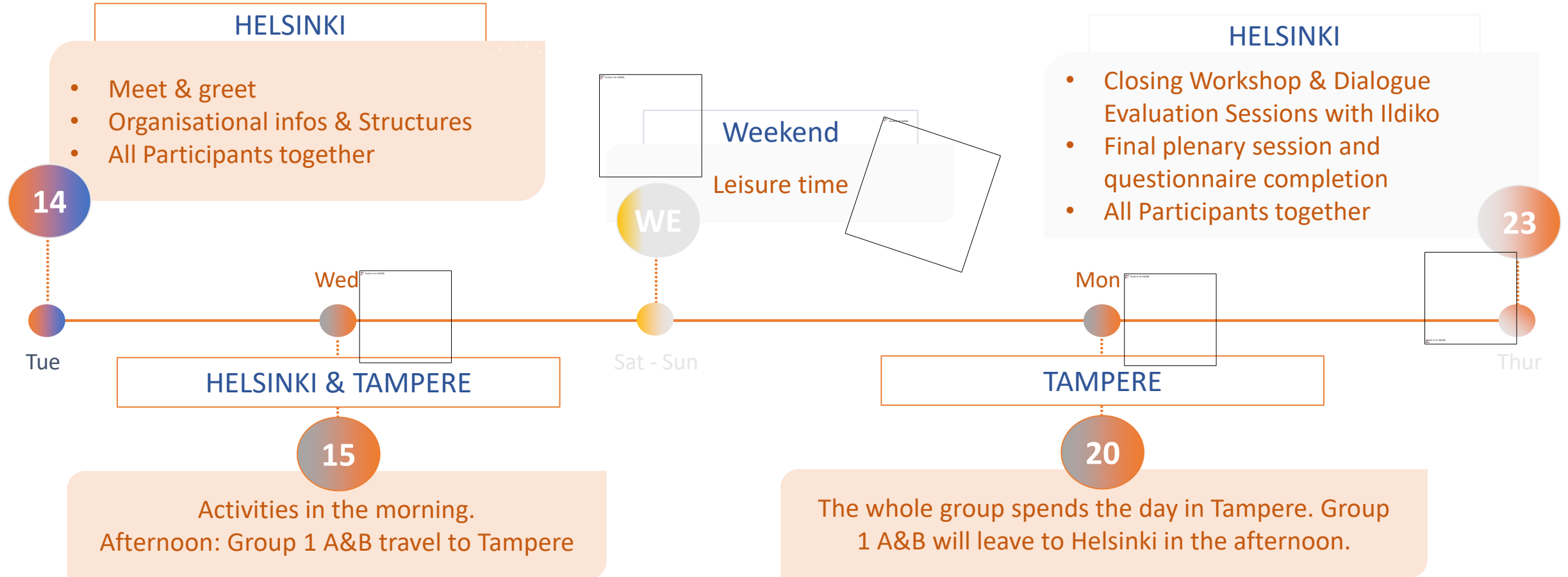
Confidentiality

- **Respect Privacy:** Do not take photos or video recordings of your fellow participants, service users or staff without explicit consent.
- **Client Confidentiality:** Do not share client information outside the clinical setting.

Professional Conduct

- **Behaviour:** Follow respectful conduct and use respectful language.
- **Supervision:** Remain under the guidance of your hub expert, mentor, or supervisor.

Event Timeline



Groups

The Programme will cover the two cities Helsinki and Tampere, to ensure broad and deep insights into our systems and services. These are the groups:



Group 1A "Aalto"

Group 1B "Sisu"



Group 2A "Koivu"

Group 2B "Lumi"

Buddy System & Group Lead

You are a big group – feeling supported, as well as getting from A to B in time and smoothly, is important for all of us. We will ensure this through the Buddy System and electing Group Leads.

- Within your groups, we have established a **buddy system**. You will have 1 or 2 people who will be your buddy(ies). A buddy is a person, that will ask you how you are, make sure you are ok, that you receive support should you need it and make sure you are on time in the coach to **Tampere and back** or at the partner sites.
- **Group Lead:** We need 1 person per Group who ensures that all people of that group (ca. 19 people) are on the coach. Who would like to do that?



Group 1A "Aalto":

Group 1B "Sisu":

Group 2A

"Koivu":

Group 2B "Lumi":

Public Transport Guide for Finland Trip



- Travels to the partner sites in Tampere will be organised with private coaches.
- For other travels to the partner sites in Helsinki, we ask you to take **public transport** and make sure to be on time. We have your ticket codes.
- HLS ticket code: activates once you enter it into HSL App.
- Due to budget constraints, we cannot reimburse you for Taxi, Uber, Bolt, etc. or monthly tickets.

Collaborate

Communication in Finland

- **LinkedIn**
 - Respect service-user confidentiality and confirm signed photo consent where applicable.
 - See draft posts for inspiration.
 - GFA has created closed events — your requests have been or will be accepted.
 - Group Discussions: Unmoderated, open for exchange.
- **Mental Health Ambassador**
 - Promote respectful, inclusive dialogue on mental health.



Questions to be discussed within group and buddies.

Reflections to keep in mind

- What are your ideas on collaborative/multidisciplinary approaches in mental health?
- How can we increase collaboration within and across borders? How can this be done between clinical and social care services?
- What are the challenges and how can these be overcome?
- What are best practices you identified – either in the hub or from other countries?
- What is the role of community-based mental healthcare – in your own country but also across borders?
- What is the role of educational institutions in promoting mental health awareness and antistigma?



Have a wonderful Exchange!



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Reimbursement Procedure

Exchanges

What is covered

Which costs we reimburse

Travels: we reimburse

Travel to reach your destination

- ✓ **Train:** return 2nd class ticket (max. 350€)
- ✓ **Car:** €0.22 per km up to max. 200km one way
 - **Please note:** if you use a car, provide a screenshot of the route from Google Maps, and make sure to show kilometres and addresses

If you take a flight: Travel to reach the airport

- ✓ **All public transport**
- ✓ **Car:** €0.22 per km up to max. 80 km one way
 - **Please note:** if you use a car, provide a screenshot of the route from Google Maps, and make sure to show kilometres and addresses



Commuting: we reimburse

Commuting from hotel to the locations

- ✓ **Public Transport:** all except for weekends
- ✓ **Car:** €0.22 per km distances within the city
- ✓ **Taxi/ Uber/ Bolt:** Only if the costs don't exceed the price for public transport per head.
 - **Please note:** you have to note down the people who share the taxi with you and write these names into the Excel sheet. Only one person pays the taxi. This person gets reimbursed for the total amount when submitting the receipt and names, so that we calculate the travel per head.
 - **Example:**
In Finland, one metro ticket to the location costs 3,20€ per head. For three people, this would be 9,60€ in total. The Bolt costs 8,60€ to the location. Hence: 3 or 4 people can use a Bolt car. One person pays the 8,60€, submits the receipts and all 3 names who took the taxi. The amount will be reimbursed to that person fully.



Travels: we don't reimburse

Travel to reach your destination

- ✗ **Train:** 1st class tickets
- ✗ **Car:** distances more than 200 km one way, parking fees, car hire fees, driver, etc.
- ✗ **Plane:** Cancellation due to own fault, Seat reservation, extra luggage, any extra fees

Travel to reach the airport

- ✗ **Taxis, Uber** (if you require this service please contact us beforehand)
- ✗ **Car:** distances more than 80 km one way

All related fees to personal travels or to people accompanying you



Commuting: we don't reimburse

Commuting from hotel to the locations

- ✗ **Public Transport:** weekends
- ✗ **Car:** distances outside the city, parking, tolls, tickets, fees
- ✗ **Taxi/ Uber/ Bolt:** Costs exceed the price for public transport per head.



Procedure

Steps for a smooth reimbursement



Keep all Travel Receipts –

- All travel receipts should reflect the price.
- If you don't have receipts, you can provide copies of your bank statement additional to pictures of your tickets. Please make sure that these statements are official documents. We don't accept photos or screenshots that don't contain name, bank account number, etc. You can blackout everything that we are not supposed to see.
- If you used Ueber or Bolt: generate invoice through the app. Note down the people you shared it with. Only the person, who paid the taxi, will be reimbursed.



Fill in the provided Excel form –

- Use the file sent to you via email ("Travel Expense Report"). Save all documents in one file.
- Fill in the travel expenses according to the order of your receipts. When page 3 of your attached receipts displays 1 April, 5,50€, and page 4 displays 31 March 6,30€, then fill in 1 April first, followed by 31 March.



Sign & Upload your documents – then you have two options:

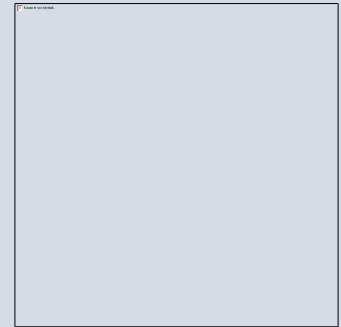
- Send all receipts via email: valbona.zefi@gfa-group.de
- **Or** go to our [Reimbursement Website](#)
Password: eu-promens-reimbursements-Travels



1

Receipts

Sort them according to the order of your receipts




Eligibility of Receipts

If you don't have receipts, you can provide copies of your bank statement additional to pictures of your tickets. Please make sure that these statements are official documents. We don't accept photos or screenshots that don't contain name, bank account number, etc. You can blackout everything that we are not supposed to see.

Our Finance Department will see your reimbursement sheet for the first time and they don't know anything about our Event (dates, transport etc.). That is why everything must be written exactly as it appears on your receipt or statement, and in the same order.

MEANING:

- Please fill in your reimbursement form so that each row in the Excel sheet matches one item on your receipt or statement. Write one row for each amount on the statement. Do not combine expenses into one row.
 - For example, if your statement shows €2,80 for 8 April and €2,80 for 9 April, write two separate rows with these amounts. Don't round off or up!
- Use the date shown on your receipt or statement, even if it is different from the actual travel date.
 - For example, if your travel was on 30.03., but the receipt shows 01.04., write "01.04." as it appears.
- Start with the first item at the top of your statement and continue in order until the last item on the last page. Even if the dates seem out of order, follow the statement exactly.
- Please highlight or mark the date and amount on your statement if you didn't blackout the rest. 
- If possible, provide proof documents in English.

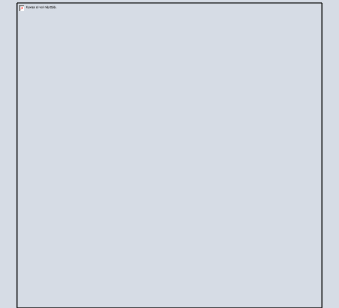
Rename Receipts

| Reason | Date | notes | <i>Please insert km here and please provide proof. We reimburse 0.22€ per km</i> | gross amount |
|-----------------------|------------------------|-------|---|--------------|
| Home to Airport | Sunday, 30 March 2025 | | | € 6.10 |
| Metro Day Ticket | Friday, 4 April 2025 | | | € 8.00 |
| Metro Day Ticket | Saturday, 5 April 2025 | | | € 8.00 |
| Shared Taxi with | Tuesday, 8 April 2025 | | | € 8.20 |

Make sure the table in Excel follows the order of your receipts, not the order of the date. When you compare your Excel sheet to your receipts, it should reflect the same amount, one by one.

2

Fill in Excel Form



“Travel Expense Report”



1. Fill in personal Information

Invoice | Travel Expenses 2024



Invoice Recipient

GFA Consulting Group GmbH
Eulenkrogstraße 82
22359 Hamburg
Germany

Invoice Sender

Jane Doe
Street 1234
394FJ 86 City
Germany

Check your details

Invoice No.: 2182070-01

Project No.: 2182070

Project & Event Details

Name: Mental Health Exchange Programme
Event type: 1st Wave Exchange Programme
Group No.: Group 1

Start Date: Monday, 28. October 2024
End Date: Friday, 8. November 2024
Destination: Netherlands

Bank Details for Payment of the Reimbursement

Account Holder: Jane Doe
Name of Bank: Name
Account Number: 1234
BIC: 1234

Check if bank details are correct

*** to be filled in by Event managers ***

Conversion Rate: EUR 1 EUR
EUR 1 EUR

Month of conversion rate: _____

GFA guideline: InforEuro.eu

2. Fill in info from travel receipts

| Travel Costs that have been paid by You | | | | | | | | |
|--|------------|---|--|--------------|-------------------|-----------------------------|------------------------|----------------|
| Reason | Date | notes | <small>**Only applicable for cars** Please insert km here and please provide proof. We reimburse 0.22€ per km</small> | gross amount | Used Currency | Currency Conversion Rate | Gross Amount in EUR | |
| Carto Airport in Berlin | 30.03.2025 | Hometown Frankfurt (Oder) to Airport Berlin | 75 | 16.5 | EUR-Euro | | € | 16.50 |
| Train from Airport Helsinki to Hotel | 30.03.2025 | | | 19.2 | EUR-Euro | | € | 19.20 |
| Uber for 4 people from Val Rytöy to Yees Rytöy | 01.04.2025 | Reason: no transport available, People: R2D2, Han Solo, Darth Vader, Me | | 24.5 | Please select | | € | - |
| Subtotal Travelcosts | | | | 60.20 | EUR - Euro | | | 35.70 € |

Please use the exact amount. Don't round off or up! Example: 6,09€ is correct – 6€ is not correct

Provide all travel details:
one row per travel item

Select the used currency, otherwise the subtotal
will not be added to the total amount.

- Don't forget to select the used currency – if not done, the amount doesn't add to the total sum!
The total amount will generate automatically.
- **Conversion Rate:**
 - If you used Euro, Conversion rate is left out and adds to the amount.
 - We pre-fill in the currency that you might use for paying. We take that from your country of residence
 - If you used another currency than indicated, please contact me.



If you paid transport (e.g. taxi) for more people, please name them in the Cell "Reason"

3. Check per diem calculation

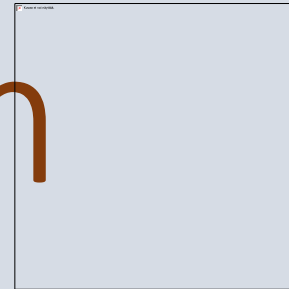


| Per Diem Allowances | | | | | | | | |
|--|------------------|-------------|--------------------|----------------|-----------------|-----------|---------------------|------------|
| Location: | | Netherlands | | | | | | |
| Daily Allowance (Arrival / Departure): | | 32 EUR | | | | | | |
| Daily Allowance (stay for 24hrs): | | 47 EUR | | | | | | |
| Date | Duration (Hours) | Allowance | Breakfast Included | Lunch Included | Dinner Included | Deduction | Total Reimbursement | Currency |
| Sunday, 27. October 2024 | Arrival | 32 | Yes | No | No | 6,40 | 25,60 € | EUR |
| Monday, 28. October 2024 | stay for 24 hrs | 47 | Yes | Yes | No | 28,20 | 18,80 € | EUR |
| Tuesday, 29. October 2024 | stay for 24 hrs | 47 | Yes | Yes | No | 28,20 | 18,80 € | EUR |
| Wednesday, 30. October 2024 | stay for 24 hrs | 47 | Yes | No | No | 9,40 | 37,60 € | EUR |
| Thursday, 31. October 2024 | stay for 24 hrs | 47 | Yes | No | No | 9,40 | 37,60 € | EUR |
| Friday, 1. November 2024 | stay for 24 hrs | 47 | Yes | No | No | 9,40 | 37,60 € | EUR |
| Saturday, 2. November 2024 | stay for 24 hrs | 47 | Yes | Choose | No | 9,40 | 37,60 € | EUR |
| Sunday, 3. November 2024 | stay for 24 hrs | 47 | Yes | Choose | No | 9,40 | 37,60 € | EUR |
| Monday, 4. November 2024 | stay for 24 hrs | 47 | Yes | Choose | No | 9,40 | 37,60 € | EUR |
| Tuesday, 5. November 2024 | stay for 24 hrs | 47 | Yes | Choose | No | 9,40 | 37,60 € | EUR |
| Wednesday, 6. November 2024 | stay for 24 hrs | 47 | Yes | Choose | No | 9,40 | 37,60 € | EUR |
| Thursday, 7. November 2024 | stay for 24 hrs | 47 | Yes | Choose | No | 9,40 | 37,60 € | EUR |
| Friday, 8. November 2024 | stay for 24 hrs | 47 | Yes | Choose | Yes | 28,20 | 18,80 € | EUR |
| Saturday, 9. November 2024 | Departure | 32 | Yes | No | No | 6,40 | 25,60 € | EUR |
| Total | | | | | | | 446,00 | EUR |

Check if all is correct. We try to prefill all.
Don't leave anything blank

3

Sign the Form



"Travel Expense Report"



4. Sign the Travel Expense Report

You have 3 Options:

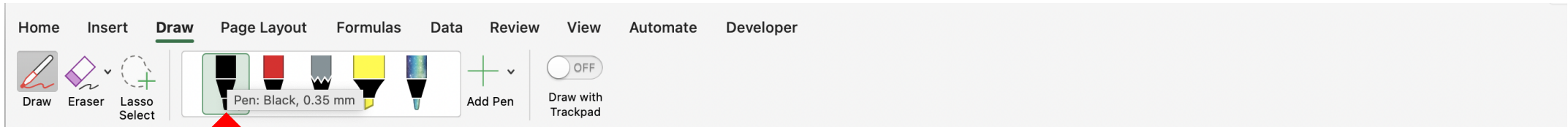
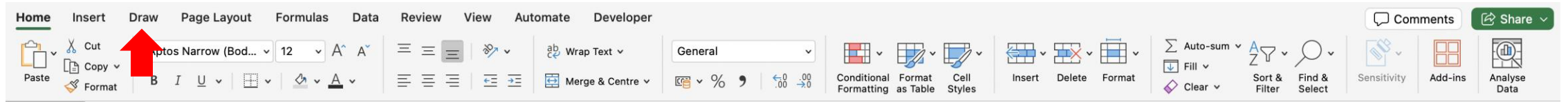
1. Sign with Excel
2. Convert to PDF and sign
3. Print, Sign and Scan (not recommended)

1st Option


Sign with Excel



1st Option: Sign with Excel



Signature


Jane Doe _____
Date

2nd Option

Create PDF and sign



2nd Option: Convert to PDF and sign

- **Save the Excel file as a PDF:**
 - *In Excel, go to "File" > "Save As" > Choose: PDF*
- **Open the PDF and use a PDF viewer (like Adobe Reader)**
- **Add a signature:**
 - *In Adobe Reader: Select "Fill & Sign," then click "Sign Yourself."*

3rd Option

Fill in, print, sign, scan



3rd Option: Print, sign, scan

- **Print** the form, **sign** it with a pen.
- **Take a photo or scan** it with your phone.
- **Please make sure to provide an accurate resolution. The scan has to be clear, in A4, colour and not blurry.**
- *iPhone: Use the Notes-App*
Android: Use a Scan-App



4

Save as one PDF



Go to our website or send via email



Send all Documents to the event manager

You have 2 Options here:

- **Option 1:**

Send all documents (travel expense report, if necessary Google maps screenshot, all receipts) to: valbona.zefi@gfa-group.de

- **Option 2:**

Go to our website: <https://eu-promens.eu/reimbursements>

Password: eu-promens-reimbursements-Travels

- **Remember:**

- Check if all documents are attached: Receipts for travel (invoices, receipts, bank account statements) as **one** PDF file, Travel Expense Report signed (as Excel or PDF file)
- Check if you need to add a screenshot of Google Maps

Steps Recap



Prep

- Collect, rename and order all receipts
- Save as one file

Fill in

- Fill in Travel Expense Report
- Check all pre-filled data

Sign

- Sign the Excel / PDF file
- Check if you need to add something

Send or upload all Documents

LUNCH BREAK UNTIL 12:45



LET'S MEET IN THE SAME ROOM AT 12:40 O'CLOCK

Make your way to your subgroups spot to sit after lunch.

Make your way to your group's spot to sit after lunch.

AALTO



| | |
|------------------------|-----------------------------|
| Aleš Zajc | Catherine Marie Van Ouytsel |
| Alexandrina Maria Pop | David Schein |
| Almos Dinnyes | Dearbhla Thornton |
| Anja Zidaric | Denisa-Ramona Codre |
| Anna Veiogłani | Denise Kriechbaumer |
| Annelin Festervoll | Doris Nohel |
| Bertalan Fendrik | Paulina Cisowska |
| Birgit Dürk | Dragana Marina |
| Camille Duclot Brincat | Ema Nicea Gruber |
| Carina Stabauer | |

SISU



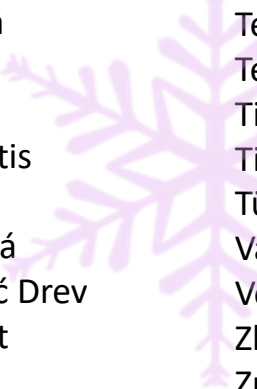
| | |
|----------------------|--------------------|
| Emanuel Enej Skrget | Karina Kakhanova |
| Giulia Maria Zoratti | Kevin Rebecchi |
| Helina Mändmets | Kristína Janačková |
| Hristo Milchev | Lara Dujc |
| Ilse Vandervelden | Lars Arno Dumke |
| Jocelyn Deloyer | Laura Dr. Lencse |
| Johanna Löloff | Laura Osés Zarate |
| Jule Mati Corthals | Laurent Cruchet |
| Julius Schoebel | Linda Nyanchoka |
| Kåre Rønnes | |

KOIVU



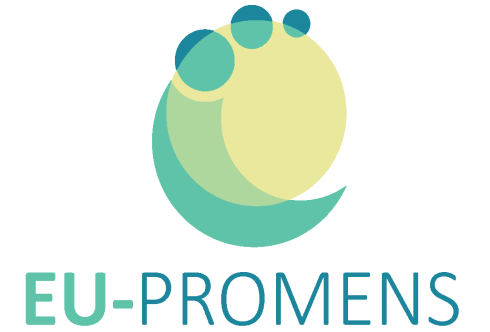
| | |
|--------------------------------|------------------------|
| Alison Adams | Marina Fernandez Lopez |
| Linda Brišová | Marta Torelli |
| Livia Lepetit | Martin Gselman |
| Loreto Albás Álvarez | Marzena Chaczko |
| Malte Behrendt | Matija Smrečnik |
| Marek Páv | Mélina Merk |
| Margita Marković | Natalia Raileanu |
| Maria Trinidad Peláez Martínez | Niamh Catherine Power |
| Marie Báječná | Dorota Brzezinaová |
| Marie Vejvodova | Petra Koprivnik |

LUMI



| | |
|-----------------------|--------------------|
| Petra Bednářová | Tereza Táborská |
| Petra Belec | Tetiana Kulish |
| Rabia Sotsane | Tina Obrul |
| Robertas Povilaitis | Tina Vardič Žužek |
| Sara Seršen | Tünde Benedek |
| Šárka Bartoňková | Vanessa Alves Ruiz |
| Simona Tripković Drev | Verica Jovanovski |
| Svenja Reinhardt | Zbynek Roboch |
| Teodora Vlad | Zuzana Bratová |
| Teresa Cauqui Olmedo | |

COFFEE BREAK UNTIL 15:15



Get to know your own group (networking)

and please sign your certificate of participation for the first week of the exchange.

In the subgroups:

Get to know each other!

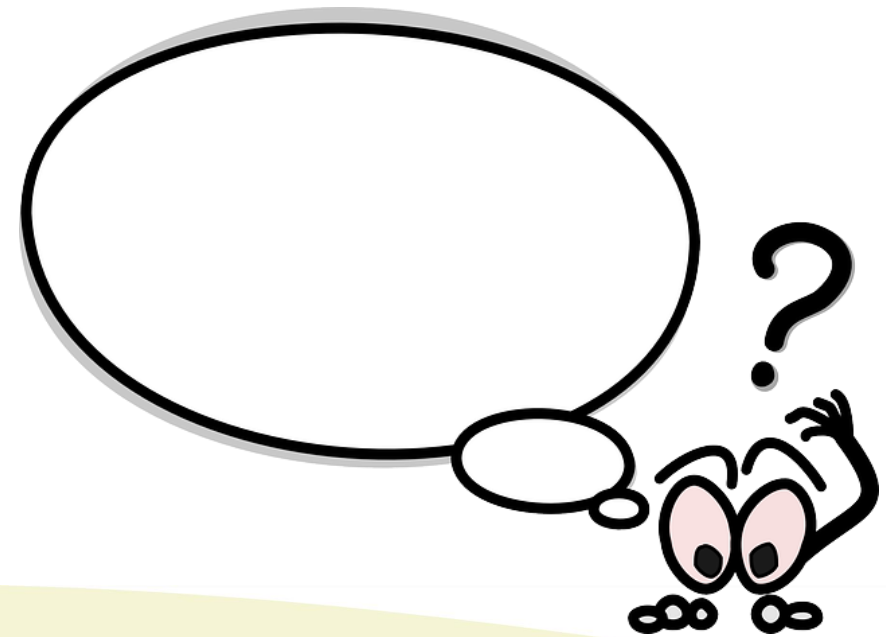
Pick one card from the three dots envelope and answer the question. Tell who you are and answer the question.

Get to know to your subgroup's name and the meaning.

Make a freeze frame with the group that presents your groups name.

You get to present the piece on the stage!

Let's learn some Finnish vocabulary
and maybe even pronounce them
together.



Let's pronounce these typical Finnish words together:



- A) Ei (= no)
- B) Kyllä (= yes)
- C) Moi (= hello)
- D) Minun nimeni on (= my name is)

During the exchange, you are likely to come across the word "mieli" several times. What does the Finnish word "mieli" mean?



- A) Mind
- B) Mental health
- C) Association

What does the Finnish word "vappusima" mean?



- A) A Finnish sugar-coated doughnut, flavoured with cardamom
- B) Traditional Finnish sparkling lemon drink that people usually drink during Vappu, May Day celebration
- C) A Balloon

What does the Finnish word "lämpimämpi" mean?



- A) It's a typical Finnish food
- B) something is harder than something else
- C) something is warmer than something else

What does the Finnish word "höpöhöpö" mean?



- A) To babble nonstop
- B) That something is nonsense
- C) The little one

What does the Finnish sentence "Ajan hiljaa sillalla" mean?



- A) "I drive slowly on the bridge"
- B) "I like to run fast and furious"
- C) "Together time runs"

What does the Finnish word
"jäätelötötterö" mean?



- A) Type of sausage
- B) A pillow
- C) Ice cream cone

What does the Finnish word "nippanappa" mean?



- A) Leaving someone behind and feeling guilty about that later
- B) A Finnish massage
- C) Just barely

You will also have plenty of free time during the exchange programme.



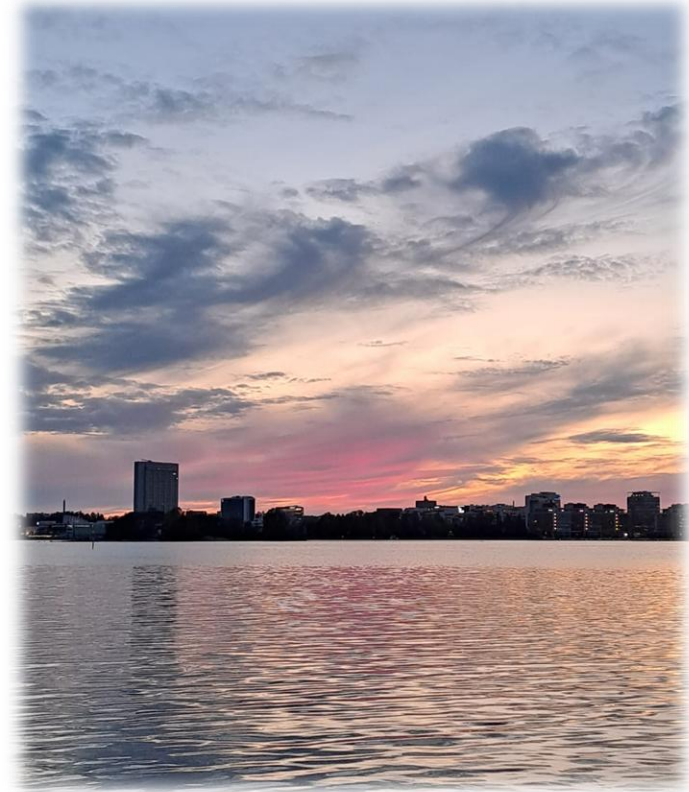
Here are some of the Valo-Valmennus association team's favourite things to do/places to go in Helsinki and Tampere

--->

Helsinki

<https://www.myhelsinki.fi/visit/>

RAKASTU HELSINKIIN



EVE's favourites

Archipelago and islands

Museum:

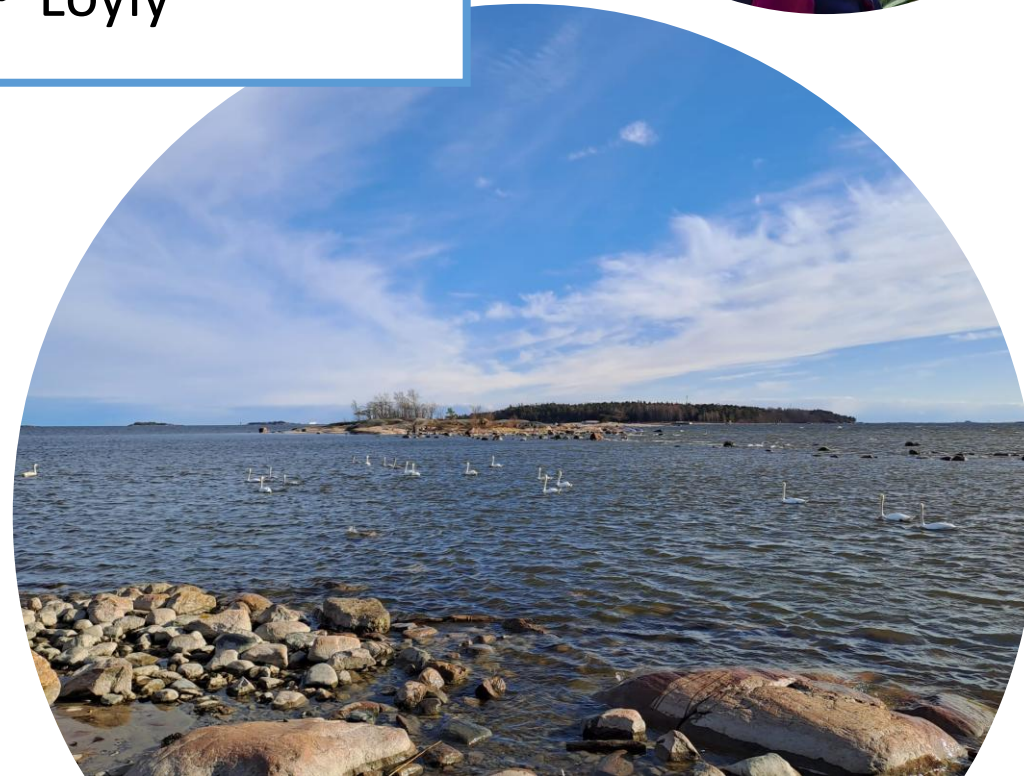
- HAM
- Ateneum
- Kiasma
- Kaupunginmuseo (0€)

Place:

- Lauttasaari
- Suomenlinna
- Töölönlahti
- Mustikkamaa
- Vanhankaupunginkoski

Sauna + swim:

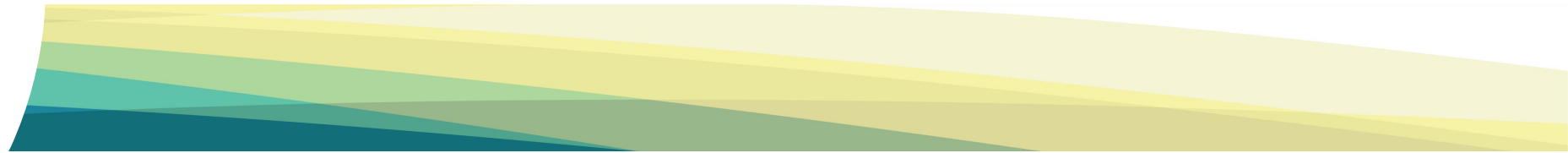
- Allas Sea Pool
- Laguuni
- Löyly



Jaana's favourites in Helsinki



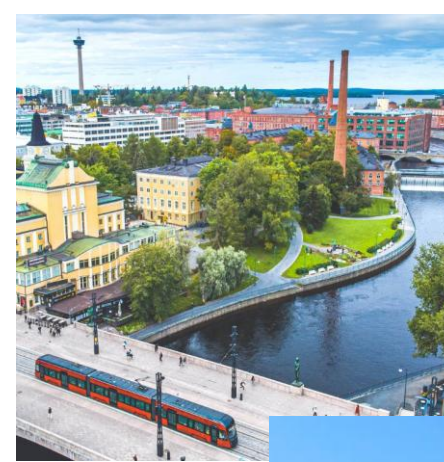
- Oodi Central Library
- Helsinki Central Park
- Archipelago





Tampere

Tampere is
the sauna
capital of
the world!



- **Hatanpää Arboretum** – A peaceful botanical garden area with scenic walking paths, lakeside views, and a café. Free entry.
- **Tampere Market Hall** – A great place to explore local food, with cafés, small shops, and restaurants
- **Tallipiha Stable Yards** – A charming courtyard with boutiques, a chocolate shop, a café, and seasonal events.
- **Rauhaniemi Public Sauna** – A traditional Finnish lakeside sauna offering an authentic sauna and swimming experience.
- **Pyynikki Observation Tower** – Famous for its fresh doughnuts and beautiful panoramic views. The surrounding Pyynikki Ridge is also perfect for scenic walks.
- **Pispala** – Unique and picturesque neighbourhood next to Pyynikki
- **Näsinneula** – The tallest observation tower in Tampere, offering spectacular views and home to Restaurant Näsinneula.



Tampere

[Tampere, Finns' favorite city – Visit Tampere](https://visittampere.fi/en/)

<https://visittampere.fi/en/>



Finally:



We would like to take a group photo of everyone (participation is optional).

Just to make sure: have you all received your name tags and signed your certificates of participation?

Social media: Please if you post about your experiences concerning this exchange use #eupromens and tag @Valo-Valmennusyhdistys ry

Let's also connect on LinkedIn!

We thank you for the day and wish everyone
a great and educational exchange!



*See you at 19:00 for a 19-21 Cheers and chats at
Clarion hotel Mestari,
address: Fredrikinkatu 51-53*

Dinner won't be provided at the event, but there is dinner available at the hotel from 6 pm, so feel free to eat there beforehand if you like

European Programme for Mental health Exchanges, Networking and Skills

#EUPROMENS