

# **Info-pack for APV**

## **Youth Exchange Program "HEARTS"**

**29-30.9.2020**

Arrival: 29/09

Departure: 1/10

**LEIDEN - THE NETHERLANDS**

**Key Action 1 Project: Youth Mobility**



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## **Project summary**

The ERASMUS+ KA1 Youth Mobility Project called "**Human Equality and Rights**" has been approved by the Dutch National Agency with contract number **2020-2-NL02-KA105-003062** and will be implemented by **Stichting yeuth** (yEUth).

The project "Human Equality and Rights" (**HEARTS**) is a transnational initiative for young people from five (5) organizations from different countries: Cyprus, Germany, Greece, Italy and the Netherlands. **yEUth** will organize and coordinate the project, which is planned to take place on December 3-12, 2020.

The **main aim of the project** is to promote equality and human rights understanding and respect. This will become possible by increasing young people's awareness of social inequalities, prejudices, stereotypes and xenophobia, by strengthening their ability to combat injustice and safeguard democratic institutions and values, by understanding the challenges disadvantaged communities and vulnerable groups face in our societies today and how this affects human dignity. The project will help them realize the importance of social integration and inclusion, of respecting diversity and polyphony in the context of a peaceful, democratic and thriving society. Thus, young people will be inspired to commit themselves to the creation of a social and cultural environment in which justice, equality and respect for all will prevail.

The **APV** meeting of the project will involve representatives of all five partners and will take place in Leiden, in the Netherlands, whereas the main activity of the project will be held in Athens, Greece. All five partners have been involved in the planning of the activities and contributed largely to the elaboration of the activities, their dissemination, the deliverables and the expected outcomes of the project.

Through a wide range of well designed interactive workshops, seminars, presentations and creative **activities** based on the methodology and principles of non-formal education and artistic expression, as well as through a series of intercultural evenings and cultural/education visits, the participants will increase their social competences, sharpen their critical thinking abilities, discover and enhance their creativity in order to promote equality in the context of human rights. The activities have been planned on the basis of specific topics directly or indirectly related to human rights, with a balance between indoors and outdoors activities, individual and collective inputs, scientific and cultural knowledge injections, knowing the other and knowing oneself exercises, team building and self development tasks. A total number of 50 participants will be involved in the project, 10 from each country (nine participants and one team leader). Regarding the participants, these are aspiring and very motivated youngsters selected by each partner on the basis of a combination of criteria, analyzed in detail in the proposal. All partners have included participants with fewer opportunities who face economical, geographical and cultural obstacles.

It is **expected** that during this project young participants will enhance their intercultural understanding abilities, feel more deeply connected to people from other socio-cultural backgrounds, break stereotypes, and cultivate their respect to diversity and an attitude of active citizenship and social participation.

Through a thorough and fruitful open dialogue about Human Rights, youngsters from different backgrounds are expected to comprehend the extent to which Human Rights are respected or violated in their respective countries. They are expected to envisage solutions and mechanisms for their promotion and protection. Moreover, participants will be introduced to methods through which youth can actively and meaningfully be involved in education for and protection of Human Rights, contributing thereby to an inclusive society, where no one is left behind.



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## **ABOUT THE APV**

A two-day project preparation meeting (**APV**) is scheduled to take place in **Leiden** on **September 29 & 30, 2020**, where all organizations will participate with one representative. Those who cannot travel to Netherlands due to **Covid-19** restrictions are able to participate **online**. Its main purpose is on the one hand to facilitate the preparation of the participants & on the other to update & adjust if needed the activities & their methodology, the timetable, the deliverables & outcomes, the evaluation method & the dissemination mechanism of the project.

## **Partner Organizations**

### **yEUth from Netherlands is the leading organization**

A/A	Country	Organization	Number of Participants for APV*	Number of Participants for main project
1	Italy	Associazione Viaggi Senza Frontiere Onlus	1 representative of the organization	9 young participants +1 leader
2	Cyprus	Youth for Exchange and Understanding (YEU Cyprus)	1	9+1
3	Germany	NGO Nest Berlin	1	9+1
4	Greece	Entrepreneurship and Social Economy Group (E.K.O)	1	9+1
		Total number	5	50

- Please note that in the APV only **one person of each organization** can participate. If one organization prefers to send more than one person then the organization must cover all the costs for the other person (tickets, accommodation and food).
- **It is highly important that the representative who attends the APV meeting will also participate in the main project**
- Please note that each team consists of **10 members from whom** one (1) is the leader (no age limit). The other 9 members should be young participants. Please see below the *participants' selection criteria*.



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## Project Dates

### **APV**

APV Dates	Activity
29/09/2020	Arrivals of organizations' representatives Meeting point: <b>Hotel lobby</b> at <b>17:45</b>
30/09/2020	Meetings
1/10/2020	Departures

### **Main Mobility**

Main Project Dates	Activity
To be discussed	Normally in December 2020 but we wish to shift into 2021 for safety reasons



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# Daily Programme of the APV

Timetable	Activities
<i>DAY 1 (29/09/2020) - Tuesday</i>	
08:00-17:00	Arrival of participants
18:00-19:30	Presentation of participating NGOs
19:30-21:00	Expectations from the project's implementation - Specification of goals and objectives
21:00-23:00	Dinner
<i>DAY 2 (30/09/20) - Wednesday</i>	
09:30-11:00	Ideas and ways of collaboration during the project
11:00-11:30	Coffee break
11:30-13:30	Update of the activities program during the 10 day main project
13:30-14:30	Lunch
14:30-16:00	Agreement on role allocation (e.g. moderators for each activity)
16:00-16:30	Coffee break
16:30-17:30	Dissemination strategy - Ways to enhance visibility and multiplier effects
17:30-18:30	Logistics - Way and time of reimbursement - Necessary documents for the reimbursement
18:30-19:30	Tour in the centre of Leiden
20:00-21:00	Dinner
<i>TRAVEL DAY (1/10/20) - Thursday</i>	

## APV accommodation

Hotel IBIS Leiden is a centrally located 3-star hotel, opposite Leiden's main train station. APV representatives will be hosted in single-bed rooms, with private Bathrooms

- **Breakfast** will be served at the Hotel.



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# Participant selection criteria

Each team should consist of 10 members: **9 young participants** and **1 leader**.

The participants of your team should comply with the following criteria:

## Non-negotiable characteristics

- Age (**18-30**)
- **Very good command of English**, to make sure participants can integrate in the group and participate actively in all activities of the project.
- Citizenship or longer-term residence in the respective partner country, where your organization is based.
- **Strong motivation** and **commitment** for **active participation** throughout the **project**.

**Please make sure that your participants are very well aware this Youth Exchange is not free vacation!**

## Preferred characteristics

- Gender balanced teams
  - The existence of socio-economic or cultural barriers
  - Demonstration of social sensitivities (socially active) young people with a role in local communities
  - Interest & awareness on issues of cultural diversity, xenophobia, discrimination & intercultural conflict management. Relevant educational background is welcome but not necessary
  - Previous experience in similar Erasmus+ projects is welcome but not necessary
- Please note that there is no age limit for the leader of the team



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# Working methods and preparation for project

## Methods:

- A wide range of interactive workshops, seminars and creative activities, based on the methodology and principles of non-formal education
- Cultural visits
- Intercultural nights

The main principle of this project is **active and equal participation** for all! Young participants will take up key roles and actively contribute to the activities of the project. In particular:

## Role of moderators

The role of the moderator refers to **national teams** and not to individuals. There are TWO TYPES of moderators:

### Moderator of the Day (MoD)

The moderator of the day ensures that the daily program runs smoothly for a particular day

#### Responsibilities:

- Choose and coordinate icebreaking activities & Energizers of the day
- Take up the “link” between sessions
- Coordination and methodology specification for the daily evaluation



### Moderator of the Activity (MoA)

MoA's take up the design and coordination of the activities they are in charge of

#### Responsibilities:

- They design the activity: e.g. defining the methodologies, structure, working groups, rules, deliverables etc
- They coordinate the activity during its implementation



For more details about what the MoD and MoA roles entail, please read **Annex I** of this info-pack.



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# Preparation of participants

## *Theoretical*

To ensure that the program of activities is of high educational value for the participants, both as receivers, but also as transmitters of knowledge, leaders ought to make sure that participants are aware of the roles they are required to play and have thought about relevant parameters of the project's topics.

## *Practical*

- Please, make sure that all practical matters concerning your team's departure (e.g tickets, insurance, filling in of forms etc) are dealt with. Flight bookings are better to be arranged as soon as possible, as prices are getting higher the closer we get to departure date.
- Please, make sure that the participants are aware of their expected contribution to the activities (i.e. coordination of the sessions, where they are moderators/active participation in all sessions) and ready to interact with a culturally diverse group in a harmonious way.
- Please, emphasize the fact that participants will be sharing rooms with people from other countries and that there will be no changes in roommate combinations (except if there's a real and serious reason).

# Communication

Don't forget to make a request to join the FB group which we will construct together during the APV, and request the participants of your team to do the same! This group is going to be the main tool for our communication during the project!

# Dissemination

In order to receive the grant for the reimbursements, there is a need to publicize the program beforehand and disseminate the outcomes afterwards.

Therefore, you are kindly requested to **publicize the project's summary**, along with the required logos (EU flag, yEUth logo, Dutch NA etc), on your organization's website and distribute information about the project on relevant Facebook pages, Instagram accounts or through any other dissemination means prior to the project. After the project, the same process should be repeated for the project's press release, outcomes, photos and any other audiovisual material.



**Please send us the links from all your publication efforts, prior, during and after the project!**



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# Financial conditions

The Project covers 100% of:

- accommodation costs (hotel and meals)
- visa costs, if any and if eligible
- transportation cost with public means within Athens during the main project (tickets that cover your whole stay in Athens are provided).
- There is no need for public means transportation in Leiden during the APV as it is a small city and can be visited on foot

## Travel Reimbursement for the APV in LEIDEN

- The travel grant for the APV refers to the maximum amount of travel expenses eligible for reimbursement in Euros. This grant is based on the distance between the city of the sending organization and LEIDEN, as calculated by the official distance calculator tool of Erasmus+ Programme. Travel grants correspond to the maximum amount of eligible reimbursement valid during the period of submitting the proposal. For more information you may check the following link: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).
- The APV representatives (or the partners) are expected to purchase their own travel tickets, and the actual costs will be reimbursed by yEUth after the project through **bank transfer**, on the basis of the relevant justifying documents handed in to yEUth.
- Transport cost coverage and reimbursement includes **transport from and to the airport in Amsterdam, travel cost by train or public bus from Amsterdam airport to LEIDEN, and transportation from your city of residence to the nearest airport within your country and back. In case participants from Germany prefer to use the train , then the train ticket will be reimbursed instead of the flight tickets.**

A/A	Country	Organization	Number of Participants for APV*	Travel Grant per Participant (Euro)
1	Greece	Entrepreneurship and Social Economy Group (E.K.O)	1	360
2	Cyprus	Youth for Exchange and Understanding (YEU Cyprus)	1	360
3	Germany	NGO Nest Berlin	1	275
4	Italy	Associazione Viaggi Senza Frontiere Onlus	1	275



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## Travel Reimbursement for the main project in Greece

The travel grant for the main project refers to the maximum amount of travel expenses eligible for reimbursement in Euros. This grant is based on the distance between the city of the sending organization and Greece, as calculated by the official distance calculator tool of Erasmus+ Programme. Travel grants correspond to the maximum amount of eligible reimbursement valid during the period of submitting the proposal. For more information you may check the following link:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

- The participants (or the partners) are expected to purchase their own travel tickets, and the actual costs will be reimbursed by YEUTH after the project through **bank transfer**, on the basis of the relevant justifying documents handed in to YEUTH.
- Transport cost coverage and reimbursement includes **transport from and to the airport in Athens, in addition to the transportation from your city of residence to the nearest airport within your country and back.**
- **Taxi drives are not reimbursed.** It is preferable that flights are not late in the night as Athens metro does not function after 23:30 or before 06:30 in the morning. If you arrive very late or leave very early you would need to take a taxi at around 50 Euros (during night shifts) **which is not** reimbursed by the program or travel by airport shuttle bus from the Airport to Syntagma and then by taxi to the hotel (a cheaper choice)
- The reimbursement for those attended the **APV** meeting will be decided upon APV's meeting and we will select the procedure altogether.

## Travel Rules

- The travel of the participants must be from the country of their sending organization to Greece and back, in order to be eligible for reimbursement
- It is essential that the participants' arrival time at the hotel is before the start of the project's activities (for both the APV and the project) and their departure after the end of the project's activities.



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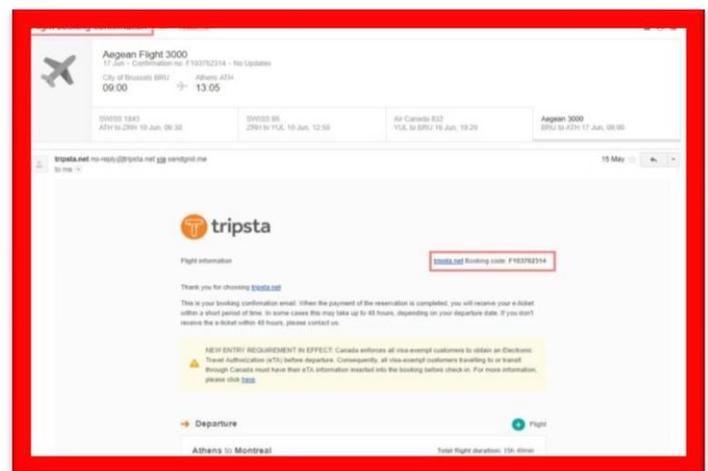
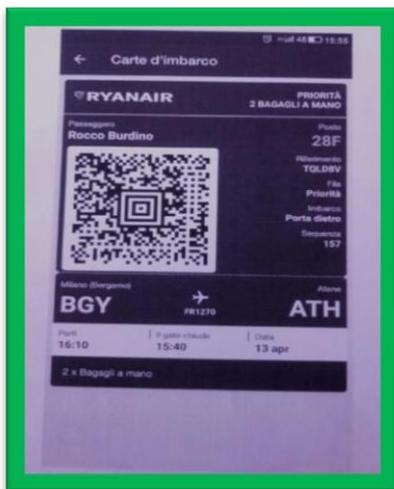
# Documents for Reimbursement

These documents are obligatory for the reimbursement of travel costs:

- A **fiscal invoice of the flight** showing (i) the *name* of the participant (ii) the *dates and times* of travel and (iii) the *amount paid*
- **Boarding passes.** It is essential that the boarding **are electronic** and sent to us by email Electronic boarding passes are the documents received AFTER on-line check in, which have a **barcode** (not the booking confirmation mails).

✓ **OK e-boarding passes received after online check-in, with a barcode**

✗ **No booking confirmation, received after booking your flight**



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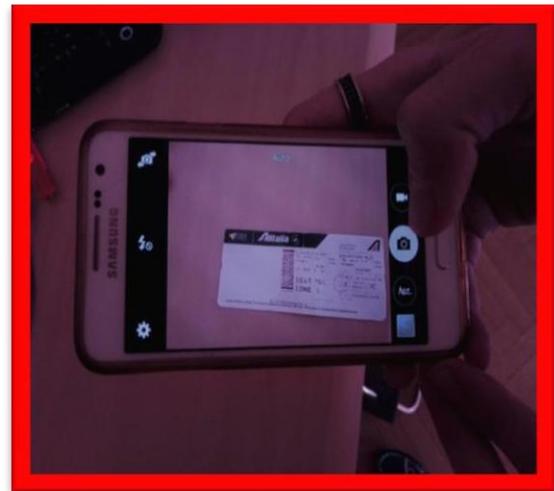


On the occasion your airline does not offer the possibility of online check in, and you have your boarding passes printed at the airport, we need the **original boarding passes** (no photos or scans).

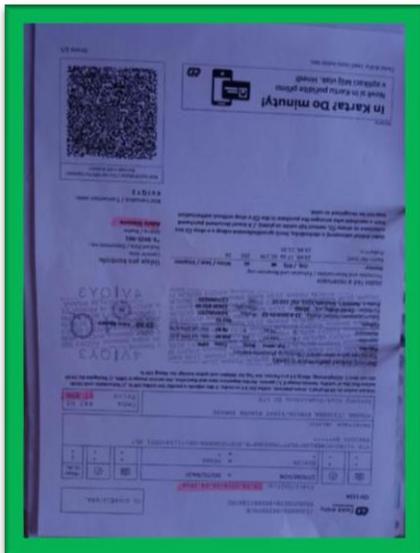
✓ **OK Originals**



⊘ **No photos or scans of printed tickets**



- Electronic or printed bus/train tickets from and to the Airport of your country of origin (including transportation to the city, where the Airport is located, if applicable)



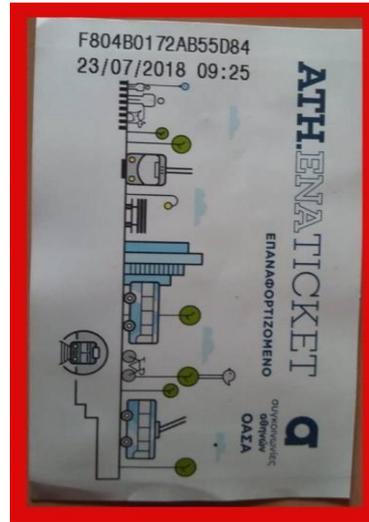
✓ **OK e-tickets OR Originals (no photos or scans)**

- The receipts of the metro tickets from and to the Airport in Athens (not the ticket itself)

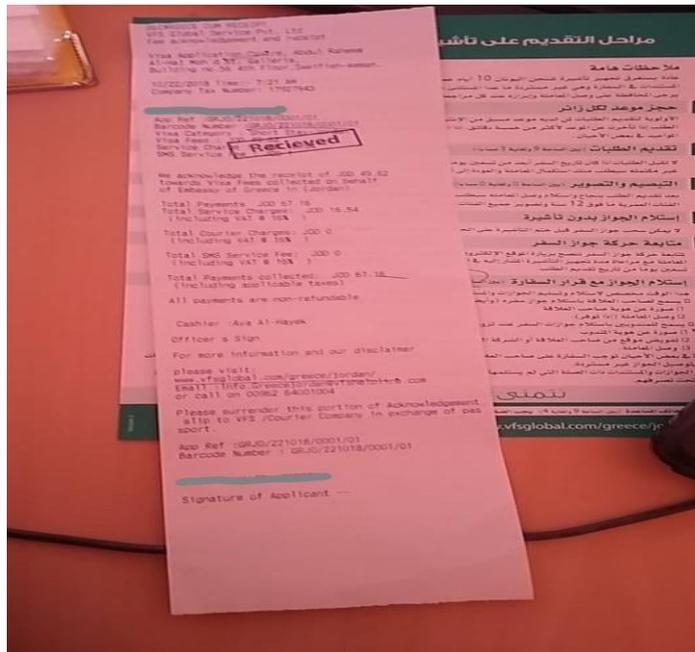
✓ OK Receipt  
(date & amount paid shown)



✗ No ticket



- The **ORIGINAL Visa Receipt** (if applicable)



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**No reimbursement can be made unless we have all boarding passes, flight invoices & all other required documents for all participants of each group (i.e 1 person for the APV, 10 persons for the main project).**

## Important notice

- The participants should be resident within their organization's country.
- Participating organizations are responsible for their participants' **insurance coverage** during their travel and stay in Athens. If applicable, it is strongly recommended that participants, in the project, are holders of a European Health Insurance Card (please see in the Erasmus+ Programme Guide, version 3 (2020): 25/08/2020, Part A General Information about the Erasmus+ Programme, page 10, sub- chapter: Protection and Safety of Participants)



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# ANNEX I

## Moderator roles: MoD and MoA

### Moderator of the Day (MoD)

#### Responsibilities

The moderator of the day takes up the responsibility of ensuring that the daily program runs smoothly. More particularly the national team that is moderator for a particular day:

- A. Is responsible for the **icebreaking activities and the energizers** throughout the day.

*In the beginning of each day the MoD should coordinate 2-3 icebreaking activities, and during the daily program energizers when needed (e.g. after lunch or whenever you sense the energy of the participants is running low). Icebreaking activities are absolutely necessary in the first 3 days. Afterwards, they might be waived, depending on the needs of the group. Whether they take place or not should be agreed in the leaders meeting the day before.*

- B. Is responsible for **the smooth transition between activities ("link")**

*When a session ends the MoD links it to the next (e.g. summing up the previous activity, its outcomes, what we learned etc and introduces the next subject with a few words to give the floor to the next team)*

- C. Is responsible for the **daily evaluation**

Daily evaluations will be carried out in mixed nationality "reflection groups". The synthesis of the reflection groups will be determined during the first day and remain the same throughout the project. Each leader will be responsible to coordinate the discussion among the members of his/her group, trigger their reflection and ask them to evaluate the daily activities and express their opinions about all matters related to the project. **The exact methodology may differ from day to day and will be determined for each day by the MoD.**

This means the role of the MoD in the context of daily evaluation is to coordinate the separation of the participants into their reflection groups and specify the methodology of evaluation within those reflection groups in collaboration with their leader.



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## Moderator of the Activity (MoA)

### Responsibilities

- A. Moderators of an activity **design and prepare** the activities they are in charge of. This means moderators are required to:
- have a clear plan about the implementation of the session, taking care that the activity involves all participants and is not too "formal" (e.g. no 1 hour Powerpoint presentations!)
  - define the activity's learning outcomes, process, structure, rules, group separation, deliverables
  - decide on the methodologies to be used
  - inform the organizers about special arrangements needed (e.g. equipment) sufficient time before the activity

This has to be done by the participants themselves (with guidance from the leader) **before the project starts or enough days before your scheduled activity.**

- B. During the project, MoA's are responsible to **coordinate** the activities they are in charge of. This means moderators are required to:
- Prepare the materials and the room for the implementation of the activity
  - Decide how groups are going to be separated
  - Take care of the time management for the workshops they moderate (how much time should be given to the groups to work/present, adjustment upon delays etc)
  - Ensuring the smooth flow of the activity

! Groups moderating sessions for which prior preparation by the participants is required (e.g Power Point presentation), please let the participants know an adequate number of days ahead.

! There will be flipcharts, markers, post-its, basic stationery & a projector, laptop and speakers. Please let us know what of those materials you need the day before. If you need some special arrangements for the activity you moderate, please let us know well in advance.



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