

# INFO-PACK

## Partnership Building Activity (for Youth Exchanges): Let's meet up!



From Saturday October 15th to Friday October 21st 2022  
Location : MUTZIG (nearby Strasbourg), France  
Project number : 2021-1-FR02-KA151-YOU-000012118

Partner countries:  
Erasmus+ Youth Programme countries

This training is funded by the Erasmus+



## About the project

“Let’s meet up” is a Partnership Building Activity (for Youth Exchanges) for youth workers and youth leaders from Erasmus+ Youth Programme countries. 24 people will gather in Mutzig (France) from Saturday October 15th to Friday October 21st 2022.

Erasmus+ Youth Programme countries are: Austria, Belgium - DE, Belgium - FL, Belgium - FR, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey

## Aim of the project

The aim of the project is to bring together youth exchange leaders and youth workers, in order to build strong and sustainable partnerships for Erasmus+ youth exchanges.



## Objectives of the project

- To strengthen and develop cooperation between different organisations in Europe active in the youth field;
- To share the knowledge and skills with regard to youth work and youth engagement;
- To improve the quality of common projects in terms of intercultural sensitivity, youth engagement and learning outcomes;
- To find common grounds between the needs of target groups of the organisations.

## Impacts of the project

As a result of the PBA, partners will develop common projects addressing the real needs of their target groups which will be conducted with the use of innovative methods of youth engagement and participation. The activity will help to strengthen and develop new partnerships and will create a space for sharing experience and building safe and trustful atmosphere of mutual cooperation. The expected outcomes include new youth-orientated projects, new working methods and stable partnerships that will enable to put the work of participating organisations on a higher level with their activities.

# Venue



Where it is in France



Where it is exactly



The city



Mutzig is a city located at the entrance of the Bruche river valley, in the Lower Rhine department in Great East province, in north-eastern France. The commune of Mutzig is on Alsace Wine Route. There are 6000 inhabitants and the city is located 30 kilometers from Strasbourg.



# Accommodation

The accommodation is a comfortable hostel. The accommodation is free.

Address: 17 Rue du Dr Schweitzer, 67190 MUTZIG (FRANCE)

The participants will stay in triple rooms. Each room has a private bathroom (with shower, sink and toilet). Wi-Fi is available (and free). The genders will not be mixed. Countries will be mixed in the rooms (for example: one French + one Italian + one Croatian). The beds have sheets, blankets and pillows, you don't need to bring your sleeping bag.

There are no washing machines in the hostel. There is an iron and a hair dryer in the hostel.

For information, the accommodation will be available for you from Saturday October 15<sup>th</sup> at 2 p.m.



The hostel



The dining room



The meeting room



One bedroom



Toilet (located inside the bedroom)



Shower (locate inside the bedroom)

## Food

You will be in full board. The food is free.

We will have breakfasts, lunches and dinners at the hostel (except during the day in Strasbourg). The meals will be prepared by a cook. We will provide you also two coffee breaks (with snacks, coffee and tea) per day.

Please let us know in advance if you have any special diet or any intolerance.

## Participants

The participants must come from one of the countries below:

Austria, Belgium - DE, Belgium - FL, Belgium - FR, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey

## Profile

We are expecting participants organisation who have competence and mandate to engage in new international partnerships and prepare new projects (board members, coordinators, active youth workers, trainers etc.).

Participants are expected to:

- Have their own NGO/« sending » organisation with a valid OID number (newcomers are welcomed)
- Minimum 18 years old
- Youth worker or leader of Erasmus+ youth exchanges (also participant with less/fewer opportunities)
- Communicative level of English
- Motivation to take active part in all workshops during the activity

**The participants of this PBA can not be already engaged under an other Erasmus + mobility (example: ESC volunteers can not participate, Erasmus student neither ...**

# Activities

The training will consist of different activities such as:

- debriefing
- tandem learning
- evaluations
- work in group
- individual work
- group discussion
- group and individual presentation
- personal and group reflection
- public speaking
- escape area (for individual reflection)
- preparation
- cultural visits



Strasbourg's Cathedral



Council of Europe visit



Workshop



Intercultural evening



# Daily program

(can be modified)

<i>DAY 1 Saturday October 15</i>	
AM	Travel and Arrival of Participants
PM	Registration and installation of Participants
	welcome coffee and briefing
	Diner, name games, icebreakers, getting to know each other
<i>DAY 2 Sunday October 16</i>	
AM	Team presentation, Presentation of the program of the week
	Team building activities
PM	Workshop: expectations and fears of participants
	What is a Youth Exchange ?
	Diner, Intercultural evening (food)
<i>DAY 3 Monday October 17</i>	
AM	The role of your organisation in society: local and global
	Youth exchange and local impact/involvement: how can this go together
PM	Quality criteria of a youth exchange
	Partnerships: how and why
	Diner, visit of a local pub
<i>DAY 4 Tuesday October 18</i>	
AM	Travel to Strasbourg, Council of Europe or European Parliament visit
PM	Strasbourg visit
	Diner in Strasbourg, way back to Mutzig
<i>DAY 5 Wednesday October 19</i>	
AM	Partner building: creating groups of common interest around themes & topics, based on needs and expectations
	Project building with ongoing coaching of the groups
PM	Project building
	Project building
	Diner, evening activities
<i>DAY 6 Thursday October 20</i>	
AM	Project building
	Project building: action plans
PM	Presentations of results in plenary: feedback phase
	Final evaluation
	Diner, closing ceremony
<i>DAY 7 Friday October 21</i>	
AM	Departure of the participants



## Travel

**Warning:** unlike some other host organizations, Tambour Battant asks the participants to buy the cheapest flight tickets

Policy: Travel costs will be reimbursed according to the lump sum of Erasmus+ program taking into account the distance between your organisation and the place of the project  
Standard travel (flight): 100-499km = 180€, 500-1999km = 275€, 2000-2999km = 360€  
Sustainable travel (train, bus, car sharing): 100-499km = 210€, 500-1999km = 320€, 2000-2999km = 410€

### How to find your flight tickets?

You must look for tickets to the closest airports to the PBA place. Airports in order of preference: Strasbourg, Basel-Mulhouse-Freiburg (to notice, this airport is located in France in Schengen area = you don't need a visa for Switzerland), Karlsruhe/Baden-Baden, Stuttgart, Frankfurt Main, Frankfurt Hahn, Zurich. However, again, you must buy the cheapest flight ticket among all of these suggested airports.

### Tips:

- Try to land on the closest airport to the PBA place (see the list in order of preference above)
- Open jaws tickets (arrival to a city and departure from another city) are to avoid
- Try to buy return tickets (not one way with one airline and the other way with an other airline) = less emails to send = less calculations to do
- Stop over itineraries (to spend a day or lots of hours in a city on the way) are to avoid
- Options will not be reimbursed. Options are: travel insurance, luggage insurance, priority boarding, seat selection, meals on board, flexibility option (possibility to change the date), lounge, fast track, on time guarantee
- For the participants who will not book a checked luggage the « priority boarding » option may be reimbursed (after approval by Tambour Battant) because this option often allows the participant to bring a big/real cabin luggage
- Multi-city tickets (example: outbound flight from Madrid to Basel, return flight from Frankfurt to Barcelona) are to avoid
- If several participants come from the same city or area, please try to travel together

**In all cases, you don't need to search how to reach the PBA place from the airport of arrival. Tambour Battant will explain you how to do it. We will not pick you up at the airport. You will probably take the public transportation. You just have to look for your flight tickets from your city/country to one of the airports that is mentioned above.**



**Bus, train, car:**

It is also possible to come with your own car (rental car are not allowed), but an agreement must be established prior to the departure (for example: only one car, minimum 2 participants from the same country, shortest way...). We will reimburse only the cost of the benzine and toll. However, we will ask for your help during the PBA and you may have to drive your own car during the PBA with a couple of participants for the cultural visits.

**It is very welcomed to come by bus, by train or with car sharing (example: blabla car). Interrail passes are accepted!**

In all this cases above, you must contact us before. For your own safety, hitchhiking is not allowed.

**Extra days:**

If you want to arrive earlier and/or go back home later, we must discuss about it (to come 1 or 2 days earlier or leave 1 or 2 days later is acceptable (but not more than 2 days IN TOTAL) and again you must ask us before buying the flight tickets). Obviously, your « special » flight ticket can not be more expensive than the flight ticket on the exact dates. All the expenses during extra days are for your own. Our accommodation is not available if you arrive earlier or if your leave later.

**Important: do not buy any tickets (flight, bus or train) before telling us the price (luggage included), city of departure, city of arrival, the airline/company and the dates of travel. And please wait for our answer. If we don't answer it doesn't mean that you can buy the tickets (wait for our answer). When you have our approval, you must not wait and buy your flight ticket immediately.**

**If you don't buy it immediately and the price increase, you will have to ask for a new approval. As soon as you have bought your flight ticket, you must send it to us (otherwise we don't know that you have your flight ticket and you are ready to come). If you buy a flight ticket without an approval, you may not be reimbursed or be reimbursed partially (for example we will reimburse you only the cost of the cheapest flight)**

**Reimbursement:**

The refunds will be made when all the tickets (bus, train, flight) and boarding passes will be sent by email only (no Facebook and no post mail please). You must send us scans or PDF or forwarded emails or well framed pictures. Each participant will have to complete an excel document with all the expenses per participant. Moreover, the survey must be done and the dissemination work and the follow up activities must be done by the partners and/or the participants. We can make bank transfer to the partner bank account or directly to the participants. Travel expenses will be reimbursed after the PBA within the limit of the Erasmus+ lamp sums.

## Active participation

By joining our PBA, you are confirming active participation in all phases of the project (before, during and after PBA). Before the project, the main task will be to prepare some “material” and/or a presentation of his/her own organization. During the project we require active participation on 100% of workshops and activities prepared by our facilitators team. After the project, participants would need to accomplish tasks which would include for example some dissemination.

# Participation fees

Tambour Battant (the coordinator of the PBA) doesn't ask for any participation fees.

# Insurance

Participants from EU countries are advised to carry an European Health Insurance Card (former E111 form). We recommend you to pay your airline tickets with a credit card, travel insurance is included (it is a recommendation only, do not change your credit card specifically for this trip!) We encourage you to subscribe your own travel insurance (for example: <https://www.worldnomads.com>). Insurance will not be reimbursed if you add it as an option in your flight ticket.



# What to bring?

- Please bring your own towel, soap, sleepers (if you need) and shampoo (and of course tooth paste and tooth brush), if you can not because of liquids limitations (hand luggage) please let us know, we will provide you some if you order it in advance
- Bring your ID or passport
- Bring an umbrella
- Bring your camera if you have one (or use your mobile phone to take pictures)
- Bring your European health insurance card, we encourage you to subscribe your own travel insurance (<https://www.worldnomads.com>), if you have bought your transportation with your credit card you may have an insurance included (you must check with your bank), for information, in case you need to see a doctor during the PBA, Tambour Battant will not pay the expenses
- Bring your credit card if you have one for your personal expenses
- About your health: bring your favorite medicines (examples: paracetamol, ibuprofen, immodium...), Tambour Battant will not provide any medicines during the PBA because of possible allergies to medicines. If necessary, we will bring you to the nearest pharmacy and you will buy what you need. Please, if you often have fever, bring your personal thermometer because Tambour Battant will not provide it for hygienic reasons
- Bring a bit of cash (not to much please for security reason), everything is free and included (accommodation, food, activities), but you may buy some souvenirs for your relatives
- Bring ear plugs
- Traditional food, drinks and souvenirs for our intercultural evening

# Better leave at home

- Alcohol or other drugs
- Tasks from work

# Facebook group of the project

<https://www.facebook.com/groups/752021159404018>

It is a private group.

Please join it!

## Contact

Email: [tambourbattant@hotmail.com](mailto:tambourbattant@hotmail.com)

Tel: + 33 9 69 26 10 76 (land line phone = fixed phone, office hours only please, and please leave a message if no answer)

## Some useful expressions

- « Hello » / « Good morning »: Bonjour
- « Hi! »: Salut !
- « Good evening »: Bonsoir
- « How are you? »: Comment vas-tu ?
- « How are you doing? »: Comment allez-vous ?
- « I'm great, thanks »: Je vais super bien, merci.
- « What's up? »: Quoi de neuf ?
- « How old are you? »: Quel âge as-tu ?
- « Where do you from? »: D'où viens-tu ?
- « What's your name? »: Comment vous appelez-vous ?
- « My name is... » / « I'm... »: Je m'appelle... / Je suis (prénom)
- « Where do you live? »: Où habites-tu ?
- « Yes » / « No »: Oui / Non
- « I don't know »: Je ne sais pas
- « Please »: S'il te plait
- « Thank you » / « Thanks! »: Merci
- « Goodbye » / « Bye »: Au revoir
- « See you soon »: À bientôt
- « See you »: A+
- « Have a nice day! »: Passe une bonne journée !
- « I love you »: Je t'aime



**We are looking forward to meeting you and working together with you. We hope you will enjoy your time in France!**