

INFO-PACK

Partnership Building Activity (for Youth Exchanges): Let's meet up 2.0



From Sunday October 15th to Friday October 20th 2023

Location : Mulhouse, France

Project number : 2023-1-FR02-KA151-YOU-000144364

Partner countries:
Erasmus+ Youth Programme countries



TAMBOUR BATTANT

About the project

“Let’s meet up 2.0” is a Partnership Building Activity (for Youth Exchanges) for youth workers and youth leaders from Erasmus+ Youth Programme countries. 24 people will gather in Mulhouse (France) from Sunday October 15th to Friday October 20th 2023.

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



The City Hall



The Shopping Mall and the tram



Mulhouse's tower and the church

Mulhouse, close to the Swiss and German borders. It is the largest city in Haut-Rhin and second largest in Alsace after Strasbourg.

Mulhouse is famous for its museums, especially the Cité de l'Automobile (also known as the Musée national de l'automobile, 'National Museum of the Automobile') and the Cité du Train (also known as Musée Français du Chemin de Fer, 'French Museum of the Railway'), respectively the largest automobile and railway museums in the world. Mulhouse is also the main seat of the Upper Alsace University, where the secretariat of the European Physical Society is found.

Mulhouse has a population of 108 000 inhabitants for the city itself and 246 000 inhabitants with the suburbs.

Accommodation

The accommodation is a comfortable hotel in the city center. The accommodation is free.

Address: B&B Hotel Mulhouse Centre 38-40 avenue de Colmar 68100 Mulhouse (France).

The participants will stay in double rooms (2 people in one room with 2 single beds). Each room has a private bathroom (with shower, sink and toilet) and a television.

The hotel is fully non smoking. Wi-Fi is available (and free). The genders will not be mixed except if a couple comes (please let us know in the application).

Countries will be mixed in the rooms (for example: one Italian + one Croatian) except if two people come from the same organization and they really want to stay together (please let us know in the application form).

The beds have sheets, blankets and pillows. We will provide you one towel, a toothbrush, toothpaste, one pair of flip-flops, one comb, a razor, a shower cap, cotton stick, dental floss, ear plugs, soap, shampoo, shaving cream, a bottle of water that you will refill.

There are no washing machines in the hotel. There is a hair dryer in the hotel but no iron.

The accommodation will be available for you from Sunday October 15th at 14h.

For any question about the accommodation, do not write directly to the Hotel. You must ask us. The rooms have no fridges. The reception is open 24 hours. There is a vending machine for hot/cold drinks and snacks. Quiet time at the 22h-7h.



The hotel



The main entrance



One room



Bathroom (locate inside the bedroom)

Below are listed some simple sustainable practices that you can do at the hotel:

- Store water in your refilling personal bottle (provided by us)
- Separate all the waste you can recycle
- Use the heater only when necessary
- Try to not take very long showers
- Make sure that cell phones are always turned off overnight
- Your bed sheets won't be change during your stay neither your towel

Food

You will be in full board. The food is free. The breakfast (a buffet) will be served at the hotel.



Breakfast room



The breakfast

We will have lunches and dinners at the activities place.

The meals will be prepared by a local restaurant next to the activities place.

Two kind of meals will be served: regular and vegetarian.

However, we do think that the diet of the participant should not be an obstacle to participate to a project. We try to respect the diet of the participants as much as possible for ethical reasons, beliefs, health problems or religions,

Therefore, the diet or allergies of the participant are only asked after the selection of the participants. If you are selected and you if you eat vegan, kosher, halal, pescatarian, gluten free, or lactose free, please let us know and we will discuss how we can manage even before you buy your travel tickets in order to avoid any disappointment on your side.

Activities place

The activities will be held at the “Maison des Associations de Bourtzwiller”.

Address: 62, rue de Sultz - Mulhouse, France

It is located 15 minutes by tram from the Hotel (tram tickets will be provided).

We will have up to 3 rooms to organize our activities.



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 who have competences and mandates to engage in new international partnerships and prepare new projects (board members, coordinators, active youth workers, trainers etc.).

Participants are expected to:

- Be an active member of an 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 Partnership Building Activities can not be already engaged under an other Erasmus + mobility (example : ESC volunteers can not participate, Erasmus student neither...)

Activities

The activities 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

Thank you for accepting our rule of not consuming alcohol during the activities (= during the day). Drugs are prohibited throughout the project.

Daily program

(can be modified)

<i>DAY 1 Sunday October 15</i>	
AM	Travel and Arrival of Participants
PM	Registration and installation of Participants
	welcome coffee and briefing
	Diner
<i>DAY 2 Monday 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
<i>DAY 3 Tuesday 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
<i>DAY 4 Wednesday October 18</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
<i>DAY 5 Thursday October 19</i>	
AM	Project building
	Project building: action plans
PM	Presentations of results in plenary: feedback phase
	Final evaluation
	Diner, closing ceremony
<i>DAY 6 Friday October 20</i>	
AM	Departure of the participants

Travel

Please don't book any tickets without our approval!



We promote Green traveling (travelling with the minimum ecological impact)

CO2 Emission from Passenger Transport

Grams of CO2 per Passenger Kilometer



Please note that since we would like to make this project planet-friendly and decrease the amount of carbon emissions that will be produced by a lot of people travelling, we came up with travel system which is as follows.

Means of transport in order of preference:

1. Train
2. Bus
3. Flight
4. Car

Train (green traveling):

If you travel by train, you can travel longer (max 6 consecutive days, it means for example 3 days before the YE and three days after the YE) and make one or two stops on the way as long as the travel is connected to the project.

The itinerary must be the most direct possible.

Please note that you must buy the cheapest train fare available.
Flexible tickets are not accepted.

Exact travel costs will be reimbursed up to the lump sum of Erasmus+ program taking into account the distance between your personal address and the place of the project.
Budget limit (train): 100-499km = 210€, 500-1999km = 320€, 2000-2999km = 410€

Bus (green traveling):

If you travel by bus, you can travel longer (max 6 consecutive days, it means for example 3 days before the YE and three days after the YE) and make one or two stops on the way as long as the travel is connected to the project.
The itinerary must be the most direct possible. Please note that you must buy the cheapest bus fare available. Flexible tickets are not accepted.

Exact travel costs will be reimbursed up to the lump sum of Erasmus+ program taking into account the distance between your personal address and the place of the project.
Budget limit (bus): 100-499km = 210€, 500-1999km = 320€, 2000-2999km = 410€

Flight:

We fully understand that some people do not have time to travel by land and prefer to take the plane, however you will do everything possible to make your trip as environmentally friendly as possible.

Fly as direct as possible

Research shows that airplanes use the most fuel and produce the most harmful emissions during take-off, and take-off can use as much as 25% of an airplane's total fuel supply in the example of a short haul flight. By choosing a direct flight rather than making one or more stops, you are ensuring that your airplane only takes off once and is therefore much more fuel efficient.

Therefore, you must look for the most direct route to the closest airports.

Airports in order of preference: Basel-Mulhouse-Freiburg (to notice, this airport is located in France in Schengen area = you don't need a visa for Switzerland), Strasbourg, Zurich, Karlsruhe/Baden-Baden, Stuttgart, Frankfurt Main, Frankfurt Hahn.

You must buy the cheapest flight ticket to one of these suggested airports.

We will not cover tickets with the deviation from the direct route, extra unnecessary stops and layovers.

Pack light

Packing light also makes a difference, as the total weight of the aircraft directly affects its fuel consumption. According to airline calculations, if all passengers on all flights lose one kilogram of luggage for one year, the fuel savings are sufficient to fly 20 times from Helsinki to Tokyo.

Therefore, **only free hand luggage will be covered.**

Go paperless

This might sound like an obvious place to start, but you'd be surprised how many of us still opt for paper copies of our boarding pass. If you have a smartphone, download your boarding pass and limit the extra paper usage, time and ink that goes into printing millions of boarding passes each and every day.

Other rules (for flights)

Options will not be reimbursed. Options are travel insurance, luggage insurance, seat selection, meals on board, flexibility option (possibility to change the date), lounge, fast track, on time guarantee, auto check-in, discount card, membership card, checked luggages, big cabin luggages. We don't cover flexible fares.

Only tickets purchased online will be reimbursed. We can't cover travel agencies' fees. Travel agencies invoices for the flight tickets won't be accepted for reimbursement.

Extra days:

You can add up to 2 extra days maximum if you want to spend more time in Germany, France or Switzerland on your own expenses, provided that the tickets on these days are not more expensive than on the official travel days.

Exact travel costs will be reimbursed up to the lump sum of Erasmus+ program taking into account the distance between your personal address and the place of the project.

Budget limit (flight): 100-499km = 180€, 500-1999km = 275€, 2000-2999km = 360€

Car/Carpooling/Hitchhinking

For ecological reasons, we don't accept participants who come with their own cars except of major case (exemple : disability).

Carpooling is not recommended because of lack of reliability.

Hitchhiking is not allowed for safety reason.

Visas

Visa's fees will not be reimbursed.

General rules for all tickets:

Do not buy any tickets (flight, bus or train) before telling us the price, city of departure, city of arrival and the dates of travel. And please wait for our answer.

When you have our approval, you must buy your ticket immediately as the price may increase. When you have bought your ticket, you must send it to us (otherwise we don't know that you have it).

Warning, we reimburse only approved expenses, it means that if you wait and don't buy immediately a ticket after approval and the price increases, you will be reimbursed only for the price that had been approved.

Reimbursement rules :



1. Only the cheapest fares will be accepted between your country and the actual venue. Before purchasing any ticket please send your proposed travelling itinerary including the itemized cost to tambourbattant@hotmail.com for confirmation. Participants will be reimbursed based on the least expensive route (we can only reimburse tickets which are accompanied by the receipts and flight fares accompanied with boarding passes). Please keep in mind that we do not accept invoices from taxis, Uber, Bolt and travel agencies.
2. Participants will be reimbursed (after the project) for their travel expenses up to the amount available for their countries and no more than their real costs. Should the travel expenses exceed the contribution available, participants shall cover the extra costs from their own resources.
3. All expenses must be converted to euros by using the official exchange rate of the European Central Bank (ECB) on the date when the expense was paid.
4. Link to ECB: https://commission.europa.eu/funding-tenders/proceduresguidelines-tenders/information-contractors-and-beneficiaries/exchange-rateinforeuro_en
5. Only participants who take part in all activities organized during the project and who respect the rules of the hosting organization are entitled to be reimbursed.
6. The refunds will be made when all the tickets (bus, train, flight) and boarding passes will be sent by email/Facebook/Whatsapp. You must send us scans or PDF or forwarded emails. Well framed pictures are also accepted. Pictures with visible fingers will be rejected.
7. The online survey must be done (=filling the form generated by the National Agency online evaluation through the Mobility Tool
8. The dissemination work must be done by the partners and/or the participants
9. We will send the money by bank transfer to the participants bank account

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?

- Bring your ID or passport
- 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 too much please for security reason), everything is free and included (accommodation, food, activities), but you may buy some souvenirs for your relatives

Better leave at home

- Alcohol or other drugs
- Tasks from work

Facebook group of the project

<https://www.facebook.com/groups/264986872922316>

It is a private group. Please join it if you are selected or invited.

