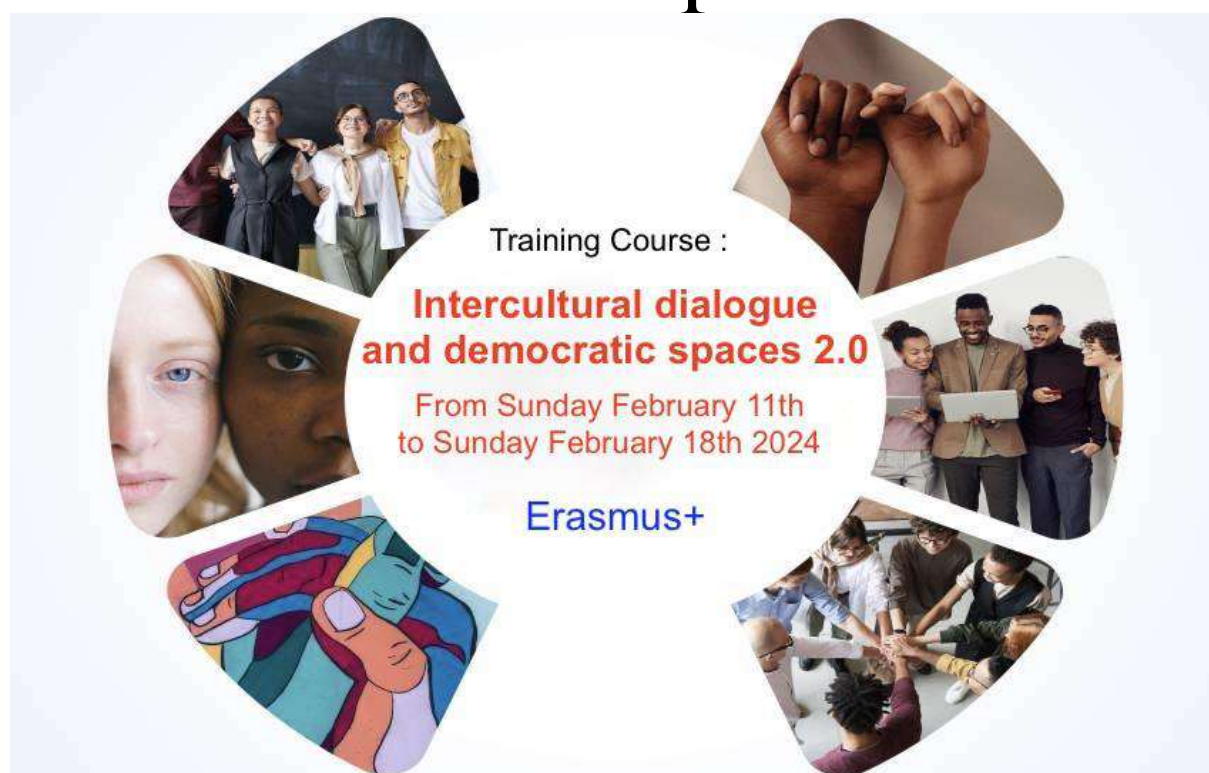


# INFO-PACK

## TRAINING COURSE:

### Intercultural dialogue and democratic spaces 2.0



Training Course :

**Intercultural dialogue  
and democratic spaces 2.0**

From Sunday February 11th  
to Sunday February 18th 2024

Erasmus+

From Sunday February 11th to Sunday February 18th 2024  
Location: Mulhouse, FRANCE

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

Partner countries:  
Erasmus+ Youth Programme countries

**TAMBOUR BATTANT**



Co-funded by  
the European Union

## About the project

“Intercultural dialogue and democratic spaces 2.0” is a training course for youth workers and youth leaders from Erasmus+ Youth Programme countries. 24 people will gather in Mutzig (France) from Sunday February 11<sup>th</sup> to Sunday February 18<sup>th</sup>, 2024.

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 this training is to equip youth workers and youth leaders with intercultural and communication skills in order to facilitate safe, democratic and inclusive spaces for their volunteers and target groups.



## Objectives of the project

The objectives of the projects are:

- to train youth workers and youth leaders to facilitate intercultural and democratic processes and activities within their organizations
- to bring awareness on the meaning and the importance of intercultural dialogue as a fundamental tool to mitigate diverse group dynamics
- to exchange on best practices within youth workers/youth leaders organizations
- to strengthen the cooperation started within the PBA

## Impacts of the project

The desired impacts on the training participants are:

- the youth workers/youth leaders will have a set of tools and methods to use to facilitate intercultural and democratic processes within their organizations
- the youth workers/youth leaders will develop their facilitation skills
- the youth workers/youth leaders will have the chance to improve their quality in facilitation skills
- the youth workers/youth leaders will broaden their perspective on working with diverse groups in an inclusive way
- the youth workers/youth leaders will develop their networking and cooperation skills
- the youth workers/youth leaders will develop their social and communication skills
- the youth workers/youth leaders will acquire further skills to develop Erasmus plus projects and 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, pillows and towels.

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 February 11<sup>th</sup> at 14h.

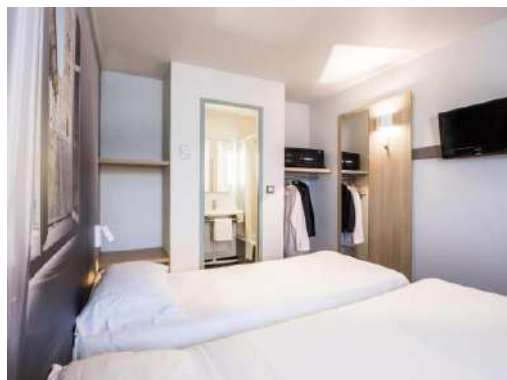
For any question about the accommodation, do not write directly to the Hotel. You must ask us. The rooms have no fridges. The reception is open 24 hours. There is a vending machine for hot/cold drinks and snacks. A microwave is also available. Quiet time at the 22h-7h.



The hotel



The main entrance



One room



Bathroom (located 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

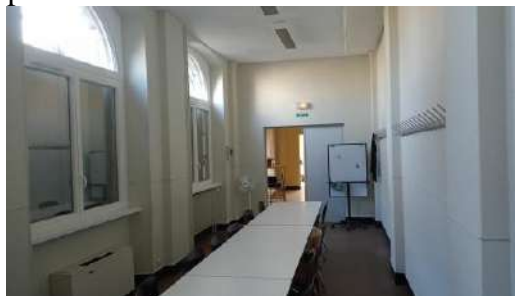


The breakfast

We will have lunches and dinners at the activities place.



The dining room



The coffee break room

Simple 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).



# 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

Participants are expected to:

- Have their own NGO/« sending » organization 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 training course can not be already engaged under an other Erasmus + mobility (example: EVS 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
- creation of a toolbox
- work on ICT tools
- cultural visits

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 February 11 : Welcome to France</i>	
AM	Travel and Arrival of Participants
PM	Registration and installation of Participants
	welcome coffee and briefing
	Diner
<i>DAY 2 Monday February 12 : Introduction</i>	
AM	Team presentation, Presentation of the program of the week
	Team building activities
PM	Workshop: expectations and fears of participants
	Interculturality TANDEM
	Daily evaluation and National evaluation, Group Reflection, Self-evaluation
	Diner (intercultural evening)
<i>DAY 3 Tuesday February 13 : Identify and prevent</i>	
AM	European values
	Interculturality and Diversity
PM	Democratic processes - how to facilitate inclusive communication
	Interculturality TANDEM
	Daily evaluation and National evaluation, Group Reflection, Self-evaluation
	Diner
<i>DAY 4 Wednesday February 14 : Cultural visits</i>	
AM	Fine art museum visit, Historical museum visit
PM	Mulhouse visit
	Diner
<i>DAY 5 Thursday February 15 : My workshop</i>	
AM	Intercultural Cities Index
	Democratic processes - how to facilitate quality intercultural activities
PM	Interculturality TANDEM
	Daily evaluation and National evaluation, Group Reflection, Self-evaluation
	Diner
<i>DAY 6 Friday February 16 : My workshop and future projects</i>	
AM	Open spaces for intercultural workshops - preparation phase
	Open spaces for intercultural workshops - implementation phase 1
PM	Open spaces for intercultural workshops - implementation phase 2
	Evaluation and feedback
	Daily evaluation and National evaluation, Group Reflection, Self-evaluation
	Diner
<i>DAY 7 Saturday February 17 : Toolbox</i>	
AM	Open spaces for intercultural workshops - implementation phase 3
	Evaluation and feedback
PM	Final evaluation
	Closing ceremony
	Diner
<i>DAY 8 Sunday February 18 : Departure</i>	
AM	Departure of the participants

# Travel

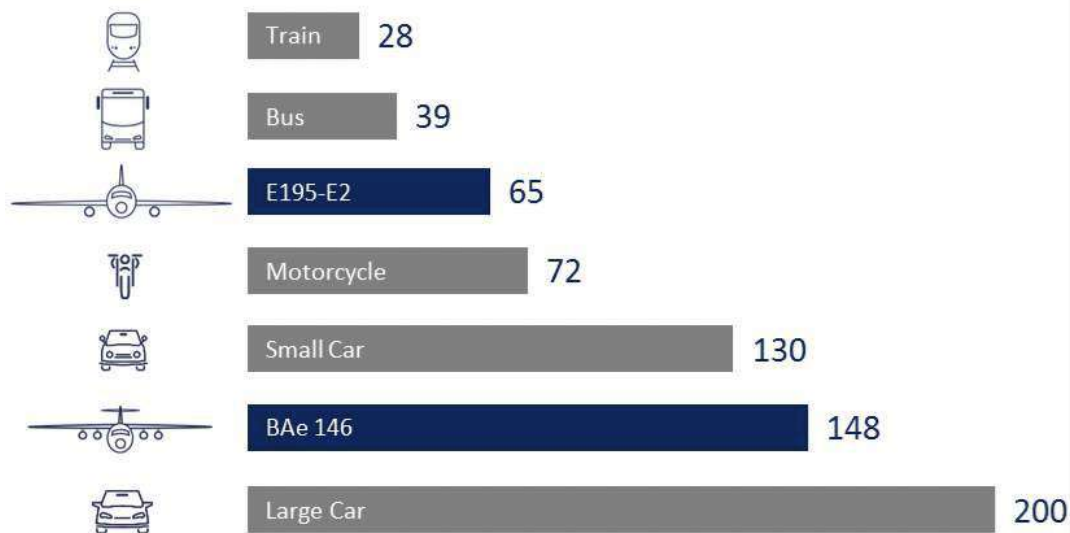
Please don't book any tickets without our approval!



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 TC and three days after the TC) 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. If there are only flexible tickets available, you will have to pay a deposit fee (online) to secure your registration. Interrail pass is welcomed but as the Interrail pass is cancelable, you will have to pay a deposit fee (online) to secure your registration

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. If there are only flexible tickets available, you will have to pay a deposit fee (online) to secure your registration.

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 cabin 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. 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.

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/Hitchhiking

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

Carpooling is not recommended because of lack of reliability.

Hitchhiking is not allowed for safety reason.

### 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.

### 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](mailto: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 will 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-rateinfoeuro\\_en](https://commission.europa.eu/funding-tenders/proceduresguidelines-tenders/information-contractors-and-beneficiaries/exchange-rateinfoeuro_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 training course, you are confirming active participation in all phases of the project (before, during and after training course).

Before the project, the main task will be to prepare some “materials” and/or a presentation for each 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 action as organizing a workshop in their local communities and/or some dissemination.

## Participation fees

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

However, Erasmus+ is only a cofunding. Your contribution will be your travel insurance (which is not compulsory but strongly recommended), your checked luggage (not recommended, we encourage you to travel light), and some snacks for the intercultural night.

## 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 toothpaste (and tooth brush) and sleepers (flipflops) if you need. luggage) please let us know, we will provide you some if you order it in advance
- 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 TC, Tambour Battant will not pay the expenses
- About your health: bring your medicines and a thermometer. Tambour Battant will not provide any medicines during the TC.
- 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
- 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/269785806069624>

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

## Whatsapp group of the project

For a good communication, the participants will be invited to join a Whatsapp group.

## Contact

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



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