Don Bosco Youth-Net ivzw
Naamsesteenweg 37
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Trainer manual

Will you join me?:

Reflection and implementation of Inclusion and Diversity Strategy in Erasmus+

Project summary

"Will you join me?" is an Erasmus+ KA1 seminar focusing on how to lift barriers for young people facing fewer opportunities to take part in European projects. We will in particular focus on how "assistance" is a good practice in encouraging youth workers and young volunteers in the youth field to do so.

The seminar is taking place from the **10th till the 13th of March in Assel (Netherlands)**. Over 26 participants, 2 facilitators and 1 staff member from the hosting organisation are joining. The participants are staff members or volunteers involved in the organisation of international projects, in particular of youth exchanges.

Objectives

1. Promote the "Erasmus+ Inclusion and Diversity Strategy" as cornerstone for Erasmus+ inclusion projects.

2. Initiate the creation strong and qualitative projects and social inclusion.

3. Explore new horizons for European Voluntary services, youth exchanges and youth initiatives as tools for greater inclusion of young people with fewer opportunities.

4. Focus especially on projects catering for NEETs: School drop outs, youth unemployment, social exclusion ... are problems which many European youths are facing. By the organization of such projects, the Don Bosco partners want to give the opportunity to young NEETs to participate in international projects out of formal education. By giving youths the opportunity to participate in international projects, EVS and youth exchanges, we promote non-formal learning in an active way.

5. Improve/ reawaken the personal and professional skills and competence of the youth workers, including those with fewer opportunities to promote social international work in their own local organizations.

6. Strengthen the network through strengthening the youth workers of its members

7. Enhance the international dimension of youth activities and the role they (youth leaders, workers) have to bring in quality improvements in their local youth work.

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Participants

Each partner is asked to send 2 youth workers (paid or volunteer) who are in charge of international activities and are active in field of international youth exchanges. It is important that one of the two participants has been directly involved in the past as a participant in a youth exchange. This will help us to get even more sharing of experiences and expectations.

- The age range for the paid staff is generally 25 and older. They have finished tertiary education and are experienced in project management using public funds.

- The age range for the volunteers is generally between 18 and 30 years old. They have finished secondary education and are either working, in tertiary education or NEET. They all are experienced in youth work, but not necessarily in working with public funds.

Next to this we would like to ask our partner to respect the gender balance, by looking for 1 female and 1 male participant.

Time Table

<table>
<tr><th></th><th>Thursday</th><th>Friday</th><th>Saturday</th><th>Sunday</th></tr>
<tr><td>08:00 – 08:45</td><td rowspan="3">Arrival of the participants</td><td colspan="3">Breakfast</td></tr>
<tr><td>08:45 – 09:00</td><td colspan="3">Goodmorning</td></tr>
<tr><td>09:00 – 12:00

Including 30 minute coffee break</td><td rowspan="2">Inclusion and Diversity strategy for Erasmus+</td><td rowspan="2">Good practices of Inclusion and diversity projects in Erasmus+</td><td>Dissemination/ implementation plan</td></tr>
<tr><td>Evaluation</td></tr>
<tr><td>12:00 – 14:00</td><td colspan="4">Lunch</td></tr>
<tr><td>14:00 – 18:00

Including 30 minute coffee break</td><td>Study visit Don Bosco in Amsterdam (Jonathan, SAMEN)</td><td>Barriers and leverages for inclusion and diversity projects in Erasmus+</td><td>Exchange market to start-up inclusion and diversity project in Erasmus+</td><td rowspan="3">Departure of the participants</td></tr>
<tr><td>18:00 – 20:00</td><td>Dinner in Amsterdam</td><td colspan="2">Dinner</td></tr>
<tr><td>20:00 – 21:30</td><td>Introduction to the seminar</td><td>Visit to the Hague (Den Haag)</td><td>Intercultural evening</td></tr>
<tr><td>21:45 – 22:00</td><td colspan="4">Goodnight</td></tr>
<tr><td>22:00 - ???</td><td colspan="4">Bar: Informal meeting moments are as important as the formal meeting time. Every night is closed with the opportunity to sit down together, have a drink and a chat … having a good time</td></tr>
</table>

Programme

The participants are expected to arrive on the 9th or 10th of March in the morning up to 12 hours. After the lunch there will be the study visit in Amsterdam visiting three concrete projects working with young people with fewer opportunities. After the dinner we move to Rijswijk for the first session with the aim of getting to know each other and to record expectations for the seminar. The facilitators will introduce the programme of the seminar and the practicalities surrounding it. Next to this they will use name playing games and ice breakers for the participants to get to know each other.

On the 11th of March before the facilitators will start with a theoretical framework on the "Inclusion Strategy within the Erasmus+, the partners have the opportunity to share about their work on how they run a project for young people with fewer opportunities national or international level. This session will give a clear overview on the youth activities of the partners are planing or did already offer. After the presentation the group will split up in groups to make a SWOT analysis of activities with young people with fewer opportunities. This analysis from different point of view will make clear which methods are going fine (strengthts) and which methods needs to be improved (weaknesses). Before the lunch there will be presentation of the Inclusion strategy within the frame work of Erasmus+. In the afternoon the participants will work in smaller groups to make conclusions and put them into new rules and regulations for our network. These will be used in future partnerships for international activities. In the evening there will be a cultural visit to the city of The Hague then have a dinner out, in order to install a good atmosphere amongst the participants.

On Saturday morning (12th of March) we will make the switch to the possibilities of the Erasmus + programme. How can we implement the concept of youth inclusion strategy in concrete actions in this program? We will put forward some good practices, but also try to emphasize on the strenghts of international youth exchanges. In other words: to create and stimulate more international mobility. In the afternoon we are going to present the exchange market. The exchange market is an 'open space' method, where the participants can initiate new projects and set-up partnerships. The session consists of 3 steps. First all participants get the opportunity of presenting their project ideas. When they have done so, we make an overview of all ideas. Then the participants can reserve meeting tables, where in the 3 step of the workshop they can meet with possible partners. Together they start working out the project on the basis of a template form. After the table meeting is over, the template forms are collected by the facilitators. The facilitator makes .pdf-scans of these templates which are put online so the participants can download the preparation documents they have been working on. As support for the development of the projects there will be a resource table with programme guides and policy documents on the different EU programmes presented in the morning session. We use this method to successfully initiate new projects in between the partner organisations. We will steer the participants to come up with innovative ideas for international projects, for young people. At the end of this session the facilitators are going to collect the results and focus on the topic of dissemination. An intercultural evening is going to close this working day.

On the last day of the seminar (13th of March) we will make an active reviewing of the seminar, checking if the expectations of the participants have been met. Next to this all participants will receive an online evaluation form when they return home, which addresses all aspects of the seminar. A reflection on the learning process according to Youth Pass is going to take place. The participants present the final outcome of the project to the other groups, starting the discussion on how projects can be improved, how youth exchanges can be used more efficient among the partners, how it is going to be concretized in the future between present partners. After lunch the group is going to leave to Amsterdam.

Session overview

Study visit to Don Bosco Amsterdam	The Don Bosco centre in Amsterdam is the home for organisations targeting youth at risk: Don Bosco Jonathan (homeless youth and young mothers) and SAMEN (development education and cooperation). During a guided visit the participants will get to know these organisations. We will especially focus on the inclusion and diversity strategies of these organisations during the visit. Objectives: • Get to know Don Bosco Amsterdam, Don Bosco Jonathan, SAMEN • Define the concepts inclusion and diversity
Introduction to the seminar	The facilitators will introduce the programme of the seminar and the practicalities surrounding it. Next to this they will use name playing games and icebreakers for the participants to get to know each other. Finally they will also record the expectations of the participants. Objectives: • Collect and record the expectations of the participants • Introduce the programme and rules of the house • Handle the E+ administration.
Inclusion and Diversity strategy for Erasmus+	In December 2014, the EC published its Inclusion and diversity strategy for Erasmus+. In this session the participants will explore Erasmus+ from the perspective of this strategy. We will explore the different actions possible within Erasmus+ to reach out to youth at risk. Objectives: • Introduce the inclusion and diversity strategy for Erasmus+ • Explore the Erasmus+ programme's actions and additional support measures for inclusion and diversity projects • Clarify the differences and links between the concepts of inclusion and diversity • Introduce the 7 categories of fewer opportunities and 5 categories of NEETs • Introduce the National Agencies national plan of action on inclusion and diversity
Barriers and leverages for inclusion and diversity projects in Erasmus+	Organisations which set-up inclusion and diversity projects face a number of barriers. We will collect, define and categorise these barriers. We will also explore different leverages to lift these barriers: for this we will us the 'Practical guidelines to work with inclusion and diversity in Erasmus+ in the field of Youth' and Don Bosco's educational concept of "Assistance" when working with youth at risk. Objectives: • Identify different barriers when developing and implementing an inclusion or diversity project • Explore Erasmus+' "Practical guidelines to work with inclusion and diversity in Erasmus+" • Explore "Assistance" as method to deal with barriers with inclusion and diversity in setting up Erasmus+ projects.

Visit to The Hague	The whole group will go for a cultural visit to the international peace city of The Hague, where they will also have dinner out. Objectives: • Install a good group atmosphere amongst the participants / Share content of seminar with local volunteers
Good practices of Inclusion and diversity projects in Erasmus+	Several partners have experiences in setting up inclusion and diversity projects. We will offer them a platform to present case-studies on their successful inclusion and diversity project created with Erasmus+ or other institutional funding. Next to this we will present the SALTO Inclusion and SALTO Cultural Diversity centres. Objectives: • Identify different barriers when developing and implementing an inclusion or diversity project, and explore different leverages to take away these barriers • Offer a set of case-studies illustrating good practices in inclusion and diversity projects. • Present SALTO Inclusion and SALTO Cultural Diversity
Exchange market	The exchange market is an 'open space' method, where the participants can initiate new projects and set-up partnerships. The session consists of 3 steps. First all participants get the opportunity of presenting their project ideas. When they have done so, we make an overview of all ideas. Then the participants can reserve meeting tables, where in the 3 step of the workshop they can meet with possible partners. Together they start working out the project on the basis of a template form. After the table meeting is over, the template forms are collected by the facilitators. The facilitator makes .pdf-scans of these templates which are put online so the participants can download the preparation documents they have been working on. As support for the development of the projects there will be a resource table with programme guides and policy documents on the different EU programmes presented in the morning session. We use this method to successfully initiate new projects in between the partner organisations. We will steer the participants to come up with innovative ideas for international projects, for young people. Objectives: • Start-up future E+ projects • Practice new actions and application procedures • Implement new 'guidelines' according the outcomes of the discussions about the implementation of better quality youth exchanges.
Intercultural evening	All participants are asked to bring food, drinks and music from their country. The facilitators will work-out a collective challenge for the group to present their cultures in a creative way. Objectives: • Get to know the participants on an informal basis • Share EU culture

Dissemination/ implementation plan	The participants present the final outcome of the projects created in the exchange market to the other groups, starting the discussion on how projects can be improved, how inclusion and diversity projects can be used more efficient between the partners, ... as well as how it is going to be concretized in the future between present partners. Objectives: • Produce the dissemination plan. • Gather conclusions of the seminar. • Define further necessary adaptations • Make agreements on its implementation
Evaluation	We will make an active reviewing of the seminar, checking if the expectations of the participants have been met. Next to this all participants will receive an online evaluation form when they return home, which addresses all aspects of the seminar. Reflection on the learning process according to Youth Pass. Objectives: • Identify the strengths and weaknesses of the seminar, • Reflect on the learning cycle of the participants

Goodmorning & Goodnight

As DBYN is a faith-based organisation, it is important for us to assign time in the programme for the participants to reflect on what gives meaning in their lives.

In the Don Bosco Movement there is a tradition of over 168 years (since May 1847) closing the day with a "Salesian goodnight". This is a tradition which all organisations, schools, youth care facilities, ... in the Don Bosco Movement maintain up to today. DBYN uses this as well in all its activities. It creates a recognisable identity, as all participants are familiar to this. At the same time it offers the opportunity for intercultural dialogue, as all countries have a different tradition. In DBYN we also start the day with a "Salesian good morning", to offer more participants to deliver such a reflection.

Each morning/evening the participants of one country prepare a reflection session to start-off/end the day. In this way the differences in reflection which exists between the countries are shared, which will help to create an open atmosphere towards the cultural differences amongst the group.

These sessions are self-managed by the participants with the support of a Salesian Chaplain.

Project website

We have developed a dedicated project website. The website aims to inform participants and the general public on the seminar. Next to this we have an extensive resource blog. The purpose of the resource blog is to share and disseminated extra background information for the participants, which can enhance their learning. Next to this we will share the outcomes of the seminar through the website.

- http://willyoujoinme.weebly.com/

Session outlines

Study visit to Don Bosco Amsterdam

Timing in the programme	Thursday, afternoon
Background/rationale	The Don Bosco centre in Amsterdam is the home for organisations targeting youth at risk: Don Bosco Jonathan (homeless youth and young mothers) and SAMEN (development education and cooperation). During a guided visit the participants will get to know these organisations. We will especially focus on the inclusion and diversity strategies of these organisations during the visit.
Aim(s) and objectives of the session	• Get to know Don Bosco Amsterdam, Don Bosco Jonathan, SAMEN • Define the concepts inclusion and diversity
Description session (Methodology, methods, timing)	After an introduction about the Don Bosco Jonathan and SAMEN projects participants were taken for a tour of the Green Lights within the Amsterdam's Red Light District.
Outcomes	Learn about different projects that take place for specific target groups in a very specific area of Amsterdam.
Evaluation	+ A very good way of combining a cultural visit and inclusion work which was very relevant to the programme.
List of materials & space required	-
Further reading	-
Appendices	-

Introduction to the seminar

Timing in the programme	Thursday evening
Background/rationale	The facilitators will introduce the programme of the seminar and the practicalities surrounding it. Next to this they will use name playing games and icebreakers for the participants to get to know each other. Finally they will also record the expectations of the participants.
Aim(s) and objectives of the session	• Collect and record the expectations of the participants • Introduce the programme and rules of the house • Handle the E+ administration.
Description session (Methodology, methods, timing)	1. The host team will take care of organizing ice-breakers, introducing themselves, the team, the place. 2. Ground rules will also be taken care of by the host team. 3. Facilitators will introduce the programme and set the objectives very clearly in order to create a solid base for productive work together. 4. Facilitators ask participants (also of the GEB) to list expectations on post-its from the programme. These were stuck to a wall, and throughout the programme fulfilled expectations were moved to the "fulfilled" wall… 5. Facilitators will also introduce YouthPass and give time to participants to Create a Learning Diary which will come in handy later on.
Outcomes	Get to know each other Set the aims of the seminar
Evaluation	+ It was good that the host team, especially EVS volunteers, took care of this. + The learning diary idea allows for a good link and reference to the YouthPass process + The objectives were linked together with the presentation of the programme, that way the flow and objectives could be clearly understood. +/- E+ administration wasn't handled on this day as it would've been too much information. - Given that it was already a long day for both participants and GEB members, the ice breakers needed to be a bit shorter as until 10.30pm/11.00pm we were still on with the programme. - Always a bit confusing at first with people from the GEB and participants joining in bit by bit.
List of materials & space required	• White Paper • Coloured Paper • Pens • Colours • Staplers/string
Further reading	
Appendices	

Inclusion and Diversity strategy for Erasmus+

Timing in the programme	Friday, 11th March 2016; 9:00 – 12:00
Background/rationale	In December 2014, the EC published its Inclusion and diversity strategy for Erasmus+. In this session the participants will explore Erasmus+ from the perspective of this strategy. We will explore the different actions possible within Erasmus+ to reach out to youth at risk.
Aim(s) and objectives of the session	• Introduce the inclusion and diversity strategy for Erasmus+ • Explore the Erasmus+ programme's actions and additional support measures for inclusion and diversity projects • Clarify the differences and links between the concepts of inclusion and diversity • Introduce the 7 categories of fewer opportunities and 5 categories of NEETs • Introduce the National Agencies national plan of action on inclusion and diversity
Description session (Methodology, methods, timing)	**5 minutes:** delay **5 minutes:** energizer in order to get to know each other better and wake up **10 minutes:** Facilitator starts the session by presenting shortly the programme of the day. She points out again the goals of our seminar in order to get good and reliable outcomes. Next, she explains the political background of the Inclusion and Diversity strategy, when and why it was set up in the first place. **30 minutes (20 minutes group work and 10 minutes presentation):** In the next step pax go into three groups with the task to discuss and write down definitions of the terms 'inclusion' and 'diversity'. For that, they would have 20 minutes, and there would be 10 minutes for presentation. In case the definitions would be too different and not correct, there will be time dedicated to coming up with a common definition. Guiding questions for a short discussion would be: What was challenging in writing down the definitions? Do you agree with the definitions of the other two groups? (Why not?) **20 minutes:** We have a plenary discussion of what might be the aims of the strategy. If some pax turn out to be too active at speaking, we will divide pax in two groups where same process will be implemented. There are nine aims; through discussion, pax will try to name all of them. If not, trainers will add the missing ones. Guiding questions would be. - Why is such strategy needed? - What might be the benefits of such strategy? - Who might be the actors of such strategy? Who could help implementing it? - Who is the target group? - How can those target groups be helped? - Who could be influenced by such strategy? - What could such strategy inspire?

	When pax identify any of the aims, trainers reveal the matching aim, written on a paper. **25 minutes: (10 minutes individual work + 15 minutes presentation):** Pax individually list all groups of YPWFO that they can think of (each on a separate paper). On the floor we put papers with names of seven catgories of YPWFO and 1 NEET category. Pax put their papers in the respective groups. Trainers add those that are missing. **Break at 10:30: 30 minutes** (if necessary the break will be 45 minutes (taking a bit of the session before and a bit from the next session), so that pax have time to look up their NA's website and see if they can find their inclusion plans). **30 minutes:** Facilitator explains different possibilities of working wth YPWFO - improving competences of organizationas and youth workers, or working with young people, or producing tools for easiler work with YPWFO. Based on these possibilities, facilitator presents the youth chapter of the Programme and possible support measures. **30 minutes:** We give floor to the participants to present plans of their NA's. Each pax has 2 minutes. I believe not everyone will have sth to present, so I plan to present Slovenian NA strategy, I'd ask Rein to look up Belgium strategy. In case not many participants will have anything to present and time will be left, as back up facilitator presents the guidelines of the European Commission for NAs - in which direction they want NAs to go.
Outcomes	• Visual presentation of the strategy on the papers that we put on walls • Pax get to know the Strategy and understand it • Pax understand the difference and links between the terms 'inclusion' and 'diversity' • Pax learn about the possibilities and support measures of the Programme • Pax learn about their NA's activities and plans
Evaluation	+ There was a very good flow and this allowed participants to have a clear understanding of all that was presented. + Given Beti's work and experience in Erasmus+ there couldn't be a better source to provide the information :)
List of materials & space required	• Flipcharts • Colour A4 paper • Colour A3 paper • Pens and markers • Large post-its • Masking tape or patafix • Computer • Projector • Scissors • ppt by the European Commission
Further reading	
Appendices	

Barriers and leverages for inclusion and diversity projects in Erasmus+

Timing in the programme	Friday Afternoon (14.00 - 18.00) with a 30 min break.
Background/rationale	Organisations which set-up inclusion and diversity projects face a number of barriers. We will collect, define and categorise these barriers. We will also explore different leverages to lift these barriers: for this we will us the 'Practical guidelines to work with inclusion and diversity in Erasmus+ in the field of Youth' and Don Bosco's educational concept of "Assistance" when working with youth at risk.
Aim(s) and objectives of the session	• Identify different barriers when developing and implementing an inclusion or diversity project • Explore Erasmus+' "Practical guidelines to work with inclusion and diversity in Erasmus+" • Explore "Assistance" as method to deal with barriers with inclusion and diversity in setting up Erasmus+ projects.
Description session (Methodology, methods, timing)	**5 minutes:** delay **5 minutes:** energizer to freshen up minds **50 minutes:** 10 mins: Participants are invited to individually list 10 clearly defined barriers they find when developing/implementing inclusion/diversity projects. If they don't have such projects... see what hinders them from doing so. 10 minutes: Participants are paired up and each pair has to find 10 common barriers. 10 minutes: Groups of 4 participants make one common list of 10 barriers. Each group shares their lists. These barriers should be clearly defined, and facilitators, together with the group categorise them on flip chart paper. **20 minutes:** Short presentation on flipchart paper to: • Refer to the main points of the Inclusion/Diversity Strategy (refer to what has been discussed during previous session) as something that is a requirement to be more successful in EU applications • Set the framework in which we work: • Give a summary of what DBYN is (this came as a result of the expectations session) • Define the Educator • Present the "Assistance" Triangle and the concept of Assistance in the Salesian Education system **10 minutes** Individually participants are to see how the concept of 'Assistance' is already applied within their organization. **30 minute break** **5 minute delay** **5 minute energizer to instil concentration and creativity**

	50 minutes: Going back to the same groups of 4 they were in prior to the break, participants will: Discuss concrete measures, projects on how to use "Assistance" and the Inclusion/Diversity Strategy to overcome these barriers. Give only two conditions: 1. There is no budget limit 2. The project/concrete measure has to be realistic. Allow them to use any space in the house. **5 min delay** **30 minutes:** Presenting / sharing the projects in plenary. Facilitators take note of these projects in order to link to the exchange market. **15 minutes Reflection time** Linking to the intro session, participants are invited to take note of what they learnt, in terms of the YouthPass competences. They may wish to do this on their own or in pairs - Concluding: • How does this link to tomorrow? • Overcoming difficulties/barriers - we'll have a look at projects that are taking place • Ask participants whether they have projects to present tomorrow morning. (*This will affect the morning session methodology.*) • Working on new projects and cooperations in combination with the DBYN G.E.B. • Update from the hosting team about the rest of the evening and the visit to Den Haag
Outcomes	• Identifying, Defining and Categorising common barriers and realising that these can lead to common ideas for further cooperation • Learn about applying the concept of Assistance in Don Bosco way • Overcome these barriers through the E+ and the inclusion strategy as well as "Assistance". • Come up with concrete, creative ideas. This in preparation to the next day when they have to think more within the lines of E+.
Evaluation	+ Participants came up with very realistic projects + The step by step explanation linked very smoothly with the morning session. +/- It wasn't always clear whether the barriers they had to list were meant to be barriers faced by the organization or the target group itself… this however gave another dimension to the session.
List of materials & space required	• Papers • Pens • Flipchart paper • Flipchart board • Markers.
Further reading	"Few Words and a lot of Action"
Appendices	

Visit to The Hague

Timing in the programme	Friday evening
Background/rationale	The whole group will go for a cultural visit to the international peace city of The Hague, where they will also have dinner out.
Aim(s) and objectives of the session	• Install a good group atmosphere amongst the participants / • Share content of seminar with local volunteers
Description session (Methodology, methods, timing)	The host team will take care of the logistical arrangements for this part of the programme.
Outcomes	
Evaluation	
List of materials & space required	
Further reading	
Appendices	

Good practices of Inclusion and diversity projects in Erasmus+

Timing in the programme	Saturday, 12th March 2016; 9:00 – 12:00
Background/rationale	Several partners have experiences in setting up inclusion and diversity projects. We will offer them a platform to present case-studies on their successful inclusion and diversity project created with Erasmus+ or other institutional funding. Next to this we will present the SALTO Inclusion and SALTO Cultural Diversity centres.
Aim(s) and objectives of the session	• Identify different barriers when developing and implementing an inclusion or diversity project, and explore different leverages to take away these barriers • Offer a set of case-studies illustrating good practices in inclusion and diversity projects. • Present SALTO Inclusion and SALTO Cultural Diversity
Description session (Methodology, methods, timing)	**5 minutes:** delay **5 minutes:** energizer **5 minutes:** presenting the programme of the day **75 minutes:** Participants have about 5-7 minutes to present an inclusion project that they were part of or an inclusion project that their organization implemented. We shortly talk about inclusion elements of their projects. If there will be very few inclusion projects, we will go in small groups, in which the rest of participants will present projects they were part of, and the whole group will suggest how that project idea could have been made more inclusive. **10 minutes:** Presenting Salto resource centres in general and Salto Inclusion and Salto Cultural Diversity more in detail **Break at 10:40 (30 minutes)** **15 minutes:** Explanation of aim, goal and objective with the help of Shawn the sheep cartoon – pax go into groups of three and try to agree what was the aim, the objectives and goals of the activity in the cartoon. **10 minutes:** Presenting the life cycle of E+: Yia project. Presenting need analysis and setting goals (first two steps of project management) **25 minutes individual work:** Pax individually work and try to answer the below listed questions (they can work in pairs if they are from the same organization). Trainers are available for consultation during this time. • What is the need of your local environment? • What are the needs of your organisation? • Who could be your target group? • What are the needs of that target group?

	• Can you tackle any of these needs by an Erasmus+: Youth in action project? How? Pax will be invited to go into pairs and share their individual answers.
Outcomes	• Pax learn about inclusion projects of other organizations • Pax understand what elements need to be added in order to make a project inclusive • Pax understand terms 'aim', 'objective' and 'goal' • Pax learn about the life cycle of the projects in the Erasmus+: Youth in Action programme • Pax learn about the Salto resource centres, especially Salto Inclusion and Salto Cultural Diversity
Evaluation	+ Very clear objectives for the first part of the session. + The use of Shawn the Sheep cartoon was a good link with a touch of humour to the rest of the session - Although it was very clearly explained participants were a bit lost with identifying the needs… particularly the difference between the local environment and organization needs. This however was clarified by explaining that probably the organization exists as a consequence of the local environment's needs… but then the organization has also its own needs, etc.
List of materials & space required	• Large room • Computer • Projector • Speakers • A4 papers with the 5 questions listed in the session – one copy for each pax • Markers • Flipchart papers • Flipchart stand
Further reading	
Appendices	

Exchange market

Timing in the programme	This method is best planned towards the end of a training programme, at the time when the group needs to start making future plans on their cooperation.
Background/rationale	The participants have worked together over a few days, they know each other, they can work together and have a view on what kind of projects they want to create in the future together.
Aim(s) and objectives of the session	• Start-up future projects in the network • Practice new actions and application procedures
Description session	The exchange market is an 'open space' method, where the participants can initiate new projects and set-up partnerships. *The session starts with the participants sitting in a circle, facing the facilitators which it standing next to a flipchart. The facilitators give a full overview of the session, assuring the participants they will explain everything again in each step.* <u>The session consists of 3 steps:</u> 1. First all participants/sending organisation get the opportunity of presenting their project ideas. They can introduce several project ideas. For this each participant/sending organisation gets a marker and some post-its. They write the name of the project/concept on the post it. The facilitators make a round of the group and collect the post-its after each presentation putting it on the flipchart in a random way. It is important that the participant only introduce the concept, so the project pitch should be around 30 seconds maximum. The facilitators need to do the time-keeping so the presentation phase does not take too long. This step should take between 30 and 45 minutes. 2. Next the facilitators introduce the table reservation system. They have prepared a flipchart with time slots for tables (annex 1). The number of time slots and the number of tables depends on the size of the group and of the number of project concepts. The participants are explained that they need to make a reservation of their project, using the available table and time slots. If there are similar project proposals/concepts, they are encouraged to book/group them at the same table. If necessary extra tables can be added to specific time slots. The participants need to book these tables during the coffee break, which commences after the explanation. This step should take between 15 and 30 minutes. *During the coffee break the facilitators rearrange the room, the requested amount of tables with chairs in the room. Each table gets a number and some exchange market forms.*

	3. After the coffee break the facilitators introduce the table bookings for the first round. They clearly indicate on which table will be worked on which project concept. For this they put the post-its from the reservation on the table. The participants are free to decide to which table meeting they attend. Each table needs to appoint 1 rapporteur which completes the exchange market form. The facilitators follow-up the time keeping, announcing the end of each round. When introducing the next round the facilitators again take the post-its putting it to the tables. This step can take between 1:30 and 2:30 depending on the length of the table meetings and the number of round. At the end of the session, the exchange market forms are collect by the facilitators. After the session, the facilitator makes .pdf-scans of these templates which are put online so the participants can download the preparation documents they have been working on. Optional: You can close the session with a plenary moment where the groups present shortly the projects they have been working on. Optional: As support for the development of the projects there can be a resource table with programme guides, application forms and/or policy documents on relevant EU and CoE programmes which the participants can use as reference.
Tips for facilitators	The session is a bit complex to understand from the start, but the steps itself are very logical. Therefore when introducing it to the group, give a full overview of the different steps, but inform them as well that you will take them through the process, explaining each step again when introducing the next step. Next to this make sure you follow-up on the exchange market forms. Keep an eye if they are completing the form or not. Next to this remind them to write clear. The scans will be shared so, the clearer they write the more understandable for all.
List of materials & space required	• Big room • Post-its • Markers • Flipchart • Exchange market forms
Annexes	• Example table reservations • Exchange market form

Annex 1: Table reservation model

Table reservations	Table 1	Table 2	Table 3	Table 4
14:30 – 15:00				
15:00 – 15:30				
15:30 – 16:00				
16:00 – 16:30				

ANNEX 2 – Exchange market form

Title/theme:		
NETWORK	Idea comes from:	
	Interested partners:	
PROJECT	Date or period:	
	Participants:	
	Project description:	
FOLLOW-UP	Host organisation:	
	Contact person:	
	Tasks host:	
	Tasks partners:	

Intercultural evening

Timing in the programme	
Background/rationale	All participants are asked to bring food, drinks and music from their country. The facilitators will work-out a collective challenge for the group to present their cultures in a creative way.
Aim(s) and objectives of the session	
Description session (Methodology, methods, timing)	
Outcomes	
Evaluation	
List of materials & space required	
Further reading	
Appendices	

Dissemination/implementation plan

Timing in the programme	Sunday, 13th March 2016; 9:00 – 10:30
Background/rationale	The participants present the final outcome of the projects created in the exchange market to the other groups, starting the discussion on how projects can be improved, how inclusion and diversity projects can be used more efficient between the partners, ... as well as how it is going to be concretized in the future between present partners.
Aim(s) and objectives of the session	• Produce the dissemination plan. • Gather conclusions of the seminar. • Define further necessary adaptations • Make agreements on its implementation
Description session (Methodology, methods, timing)	**5 minutes:** delay **30-45 minutes:** Presentations of project ideas, depending on how many projects there will be. Each project needs 5 minutes. If needed, trainer will suggest adaptations or point out thing to take into consideration. **30 minutes (5 minutes individual work, 25 minutes sharing)** Participants think about and share with the group three next steps they will do after they come back in their organization. **Break at approximately 10:30 (30 minutes)**
Outcomes	• Pax learn about developed project ideas • Project ideas get suggestions for improvement or adjustment • Pax define their next steps
Evaluation	
List of materials & space required	• 50 foot prints, cut out of A4 paper • Markers and pens • Large room
Further reading	
Appendices	

Evaluation

Timing in the programme	Sunday, 13th March 2016; 11:00 – 12:00
Background/rationale	We will make an active reviewing of the seminar, checking if the expectations of the participants have been met. Next to this all participants will receive an online evaluation form when they return home, which addresses all aspects of the seminar. Reflection on the learning process according to Youth Pass.
Aim(s) and objectives of the session	• Identify the strengths and weaknesses of the seminar, • Reflect on the learning cycle of the participants
Description session (Methodology, methods, timing)	**15 minutes:** Pax reflect if their expectations have been met and to what extent. **15 minutes:** Pax go around the room and answer question of flipcharts: What did I like best in this seminar? What was the best moment during this seminar? What would I improve regarding this seminar? To what extent was I satisfied with the methods used, the working rooms, food, and accommodation? (a chart will be made) **10 minutes:** Explanation about online evaluation and Youthpass **20 minutes closing round** – pax answer the following question: What would you like to say as the final statement or impression of this seminar?
Outcomes	• Pax reflect their expectation and feelings about the seminar • Pax have a chance to say goodbye
Evaluation	
List of materials & space required	• Computer • Projector • Flipchart papers • Flipchart stand
Further reading	
Appendices	