

Information regarding youth exchange projects coordinated by InCo

Dear sending partner,

Given that we would like to have the pleasure to cooperate with you on the organisation of the youth exchange, we believe that it is very important to clarify some important aspects of the projects, in order to guarantee that all conditions and responsibilities are clear between partners as well as the economic procedures.

Thank you for your attention,

The team of InCo.

Project details

Type of project	Erasmus + Programme – Key Action 1 - Youth exchange
Topic	Regional and minorities languages and relationship with the national community
Countries involved	<ul style="list-style-type: none"> - Italy - Estonia - Poland - Spain
Venue	Trento, Italy
Participants and timeline	<p>25 young people aged between 18 and 26 from 3 different European countries:</p> <ul style="list-style-type: none"> - 7 Italians from Trentino-Suedtirolo who are part of Ladino, Cimbri, Mocheno and German communities (7 participants + 2 youth leaders) - 6 Spanish from Basque Country (5 participants + 1 youth leader) - 6 Estonian from Russian community (5 participants + 1 youth leader) - 6 Polish from Ukrain community (5 participants + 1 youth leader) <p>Participants take part in one youth exchange that it takes place in Italy in the city of Trento in April-May 2017 (approximatly 7-9 days) while youth leaders take part in both one pre-visit and the youth exchange (dates to be accorded)</p>
Objectives	<ol style="list-style-type: none"> 1. foster the personal growth of the participants through non-formal educational experience allowing them to develop special skills and attitudes such as: work in groups, take responsibility, develop adaptability, flexibility. 2. Get in touch with different cultures, encouraging dialogue and promoting mutual understanding 3. Encourage reflection and exchanging of ideas on the theme of linguistic minorities and in particular: <ul style="list-style-type: none"> a) the history, customs and tradition of each linguistic minority community involved in the project b) relationships with the national administration and way of integration in the national community (Italian, Spanish, Poland and Estonian) c) the role of youth people in promoting linguistic minorities values and culture 4. Raising awareness of the European Union's Erasmus + program, in particular the value of youth exchange in terms of soft skills acquired through non-formal education projects

Activities during the YE in Italy	<p><i>Participants will be involved in several activities in order to meet the objectives of the project:</i></p> <ol style="list-style-type: none"> 1. group activities dealing with intercultural topic: concept of values, concept of culture, sense of belonging to a national community vs local/minority community, 2. presentation of their own countries and in particular of their own linguistic minority: customs and traditions, good practice of ways of integration in the national community in terms of political and social point of view; representation in local and national political institution (?) 3. visiting the local communities of linguistic minorities in Trentino – Suedtirolo: German, Mochena, Ladina and Cimbra. They will be hosted by the local administration of these communities who will introduce to them the specificity of their linguistic minorities, history and projects of integration within the national community, 4. Exchanging ideas of how youth people can promote the values and traditions of the linguistic minorities and their integration within the national community creating a document that it will be published on the websites of the partners of the project.
Results of the project	<ol style="list-style-type: none"> 1. Creating an opportunity of dialog among countries and especially among linguistic minorities 2. Creating a document who could be used at national and European level to promote values and traditions of the linguistic minorities and their ways of integration within the local community.

I. Responsibilities of the Sending organization:

InCo expects the sending partners involved in the projects, which we coordinate, to engage themselves in giving full support to the participants in all parts of the project. This should begin with matching the expectations of the participants with the learning opportunities of the project (even before the selection process) until the return to their home country.

We expect that the sending partner will be available to collaborate with us in case of an emergency.

The duties that InCo expects from the sending organization are the following:

1. taking care of **the selection of the participants** of her own country and of **the youth leader**. While the participants will join only the youth exchange, the youth leader will join also the pre-visit (APV) that takes place in the country of the youth exchange some weeks in advanced (dates accorded among partners).
2. making sure that the participants and the youth leader will effectively participate in the activity of the project (APV and youth exchange);
3. organizing a training meeting for the participants and for the youth leader before the APV and youth exchange
4. checking that all participants and youth leader will have a proper and valid ID document (ID card or passport and VISA, if needed)

5. making sure that participants and youth leader will have proper travel tickets on time to get to the venue of the APV and of the youth exchange (round trip).
6. taking care of checking if all participants have a health insurance valid in Italy for the period of the APV and of the youth exchange

II. Budget and procedure of reimbursement

Travel costs follows the limits established by the ERASMUS+ program, using the distance calculator:

- > For travel distances between 100 and 499 KM: 80 EUR per participant per meeting (round trip)
- > For travel distances between 500 and 1999 KM : 170 EUR per participant per meeting (round trip)
- > For travel distances between 2000 and 2999 KM : 270 EUR per participant per meeting (round trip)
- > For travel distances between 3000 and 3999 KM : 400 EUR per participant per meeting (round trip)
- > For travel distances between 4000 and 7999 KM : 620 EUR per participant per meeting (round trip)
- > For travel distances more than 8000 : 830 EUR per participants (round trip)

Any value which overcomes this amount, will have to be covered by the participants (or sending organization, depending on the agreements made between you).

The sending organisation will cooperate in collecting all the original tickets and invoices required for the **reimbursement** and for the final report: it is important to send them scanned to InCo by email, and also to send the original to InCo through the post. After receiving the original, InCo will reimburse the amount.

InCo will reimburse the effective travel costs (up to the limits established by ERASMUS+), paying the sending organisation who will take care to reimburse each participant.

Accommodation, meals and activity costs during the APV and youth exchange will be covered by InCo for all the participants.