

ID TALKS!

This series of the ID Talks will take you on a journey across Europe to hear experiences from youth workers who create inclusive international youth projects.



ID Talks:

INCLUSIVE PARTNERSHIPS
INCLUSIVE PREPARATION
INCLUSIVE ADMINISTRATION
INCLUSIVE LEARNING
INCLUSIVE PROGRAMMES

Download this and other SALTO Inclusion & Diversity booklets for free at www.SALTO-YOUTH.net/Inclusion/. This document does not necessarily reflect the official views of the European Commission, the SALTO Inclusion & Diversity Resource Centre or the organisation co-operating with them.

ABOUT SALTO

...‘Support and **A**dvanced **L**earning and **T**raining **O**pportunities within the Erasmus+: Youth in Action and European Solidarity Corps programmes’. The European Commission has created a network of seven SALTO-YOUTH Resource Centres to enhance the implementation of the EU Erasmus+: Youth in Action and European Solidarity Corps programmes, which provide young people with valuable non-formal learning experiences.

SALTO’s aim is to support the implementation of the European Erasmus+: Youth in Action and European Solidarity Corps Programmes with regard to priorities such as Social Inclusion, Diversity, Participation, and Solidarity. SALTO also supports co-operation with regions such as EuroMed, South-East Europe, or Eastern Europe and The Caucasus and coordinates all training and co-operation activities, as well as information tools for National Agencies.

In these European priority areas, SALTO-YOUTH provides resources, information, and training for National Agencies and European youth workers. Most of these resources are offered and disseminated at www.SALTO-YOUTH.net. Find online the [European Training Calendar](#), the [Toolbox for Training and Youth Work](#), the database of youth field trainers active at the European level ([Trainers Online for Youth or TOY](#)), links to online resources, and much more.

SALTO-YOUTH actively co-operates with other actors in the European youth field, among them the National Agencies of the Erasmus+ and European Solidarity Corps programmes, the Council of Europe, the European Youth Forum, European youth workers and trainers, and training organisers.

THE SALTO-YOUTH INCLUSION AND DIVERSITY RESOURCE CENTRE WWW.SALTO-YOUTH.NET/INCLUSION/

The SALTO-YOUTH Inclusion and Diversity Resource Centre (based in Belgium Flanders) works together with the European Commission to support the inclusion of young people with fewer opportunities in the Erasmus+: Youth in Action and European Solidarity Corps programmes. Through that, it works to contribute to social cohesion in society at large. SALTO Inclusion and Diversity also supports the National Agencies and youth workers in their inclusion work by providing training, developing youth work methods, disseminating information via the newsletter, etc. By offering opportunities for training, exchange, and reflection on inclusion practice and diversity management, SALTO Inclusion & Diversity works towards the visibility, accessibility, and transparency of its inclusion & diversity work and resources, and towards making ‘inclusion of young people with fewer opportunities’ and ‘positive diversity management’ a widely supported priority.

For more information and resources, have a look at the Inclusion & Diversity pages at www.SALTO-YOUTH.net/Inclusion/



DISCLAIMER

This magazine contains pictures as a result of the Graphic Recording which is an integral part of all the ID Talks events. There are four types of styles throughout the whole magazine.

- **General Cover Picture.** It is used for promotional reasons throughout the social media channels and the dissemination materials and it depicts the logo of SALTO Inclusion & Diversity, the title, and the graphic elements of each version of the ID Talks events. It is displayed as a cover picture of each ID Talks version.
- **Portrait of Speaker.** It depicts each speaker and a few graphic recording elements such as written parts of their "speech" and/or any other graphics according to the style of each ID Talks version. It is displayed on top of the speaker's description page.
- **Main Graphic Recording Card.** It is used for promotional reasons throughout the social media channels and the dissemination materials and it depicts the logo of SALTO Inclusion & Diversity, the title, and the graphic elements of each version of the ID Talks events, including the specific name of the event, the portrait of the speaker, written quotes of their "speech" and/or any other graphics. It is displayed on top of the first page of each article.
- **Graphic Recording Elements.** Throughout each article, the graphic recording elements complement the text with essential parts of each speaker's "talk".

I & D Talks

“Inclusion & Diversity Travels”

What is it all about?

“ID Talks” is a series of 5 online workshops on 5 major topics to promote inclusion & diversity (ID) and quality youth work. It features youth workers, professionals and volunteers, from all over the world to share insights, research findings, food for thought, good practices or inspirational stories. They will guide participants through the pressing matters and challenges affecting Inclusion & Diversity and inspire them to make their programmes and organisations more inclusive, embrace human differences, look ahead and picture how the future of youth work and Inclusion & Diversity might be.

Each workshop begins with an input from a guest speaker. Afterwards, participants have the opportunity to engage in the discussion, ask questions and share about their own realities and experiences.

For whom?

- Youth workers, youth leaders, professionals and volunteers involved in ID in the EU youth programmes, as well as all those interested in youth work and inclusion & diversity topics.

Why should you join?

- Get food for thought and learn from inspirational ID stories.
- Learn about ID topics from the youth work sector and beyond.
- Get information, inspiration, methods to help the youth sector address ID.
- Put some more quality in your (international) youth work.
- Identify and learn how to tackle existing and future challenges within ID.



Event Dates:

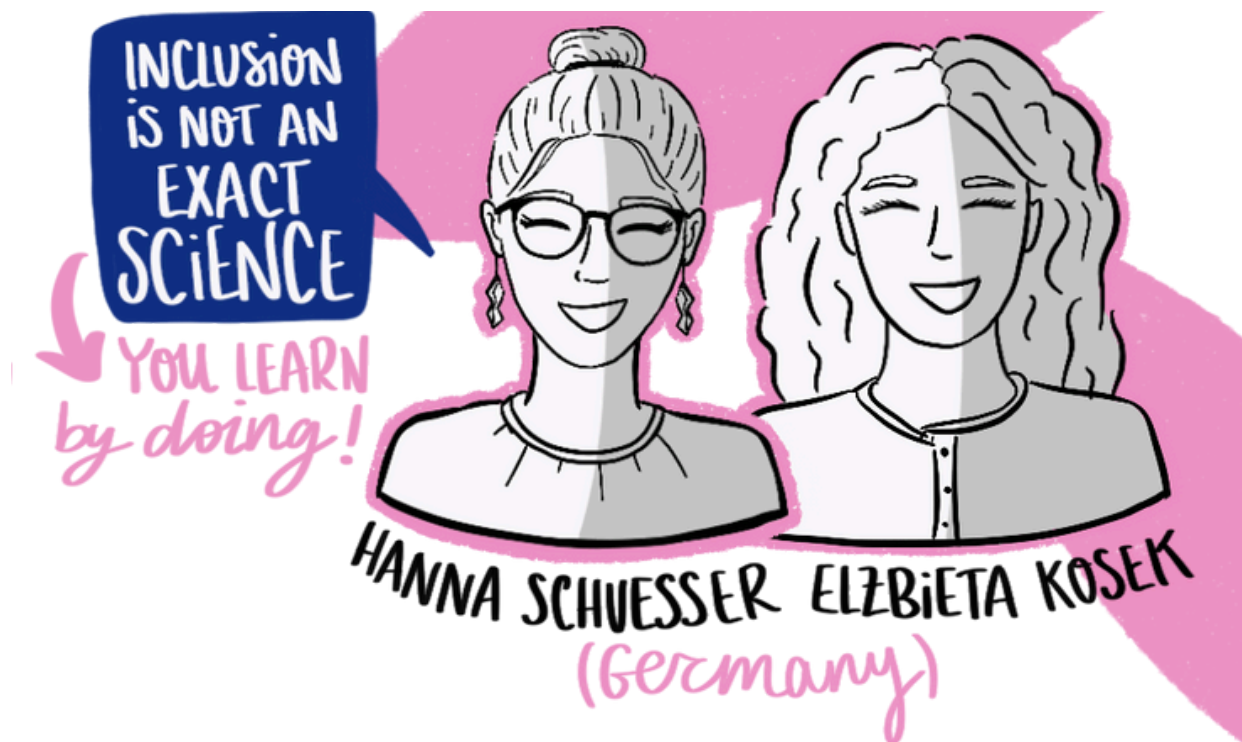
- 11 September (13h CET) > **ID Talks Inclusive Partnerships (and project initiation)** - The beauty of international youth projects is that we can learn from and with other organisations about inclusion and diversity. And finding the right partners is important to organise quality projects: partnerships that are built around common values and that help us achieve our inclusion goals. How and where do we find partner organisations and build strong partnerships? What is the key to successful project initiation? This ID Talk brings you first-hand experience and practical tips on how to give your inclusive international youth projects a quality start. Guest speaker: **Morgaine Green**, Otra Escuela, Spain
- 25 September (13h CET) > **ID Talks Inclusive Preparation (of participants and teams)** - Inclusion is a process that takes time and thought. In every activity, you can learn something new with and from the experts, team and participants involved. Though there is no one uniform model for all-inclusive and diversity-sensitive projects, one thing is uncompromisable: proper preparation of everyone involved in the project, from participants to experts, teams and local community. How to maintain inclusion as a core value when preparing our participants and teams? What can help us translate our values into practice? In this ID Talk, we will equip you with knowledge and tools to support participants and team members in developing their inclusion skills and working together for inclusive international youth projects. Guest speaker: **Abderrahman Assorhani**, Föreningen Framtidståget, Sweden
- 9 October (13h CET) > **ID Talks Inclusive Administration (from budget to logistics)** - When we plan an international youth experience in an inclusive and diversity-sensitive manner, we are sometimes worried that this could mean extra costs, administrative burden and impossible logistics requirements. So what special funding exists to support inclusive Erasmus+ youth and European Solidarity Corps projects? And what are the rules to follow? Have you considered making your projects more inclusive, but are you worried about the financial implications, managing logistics and bureaucracy? Do you want to make the best use of the available inclusion support? This ID Talk explores project administration through procedures and real-life examples. Guest speakers: **Elzbieta Kosek**, **Kreisau-Initiative & Hanna Schuessler**, JEUGEND für Europa, Germany

Event Dates:

- 23 October (13h CET) > **ID Talks Inclusive Learning (and programme design)** - Getting in contact with other people and sharing experiences is a powerful way of learning. However, for this learning to happen, we need to plan it conscientiously. When organising inclusive international youth experiences, we should we create the space and give tools for young people and team members to develop knowledge, skills and attitudes. But we also need to support them to identify the learning and change they went through. How can we make sure that all participants of youth project have meaningful learning experiences? This ID Talk focuses on different ways to approach learning in inclusive international youth projects. Guest speaker: **Aleksa Savic**, Grupa Izadji, Serbia
- 6 November (13h CET) > **ID Talks Inclusive Programmes (for youth from the European Union)** - To conclude the autumn 2024 series of ID Talks, let's connect the dots and draw some conclusions. How inclusive are the Erasmus+ youth programme & the European Solidarity Corps? How well have we been doing since the launch of the ID Strategy and throughout the current cycle of the EU youth programmes? This ID Talk identifies the programmes' strengths and weaknesses, and shares important ID lessons learnt for the future European youth programmes beyond 2027. It is based on the SALTO ID interim evaluation of the inclusiveness of the Erasmus+ youth programme and European Solidarity Corps and the contribution of the Inclusion and Diversity Strategy in enhancing inclusion in the youth field, in the period 2021-2023 ([January 2024 Making EU youth programmes more inclusive - research report.pdf](#)). Guest speaker: **Gisele Evrard**, Belgium

ID Talks: Inclusive Administration (from budget to logistics)

Do you want to make the best use of the available inclusion support?



GUEST SPEAKERS: ELZBIETA KOSEK & HANNA SCHUESSLER

Hanna Schüßler has worked for five years as Advisor on Inclusion & Diversity for the National Agency for Erasmus+ Youth, Erasmus+ Sport and the European Solidarity Corps, JUGEND für Europa. She has a background in international youth work as a volunteer and professional as well as in inclusive education, counselling and social work. In the context of the European Youth Programmes, she is involved in various European and national working groups on Inclusion & Diversity and coordinates the implementation of the German National Inclusion & Diversity Strategy at JUGEND für Europa.

ID Talks

Inclusive Administration



Elżbieta Kosek is the Deputy Executive Director and Senior Project Manager at the Kreisau-Initiative, a Berlin-based non-profit organization dedicated to strengthening democracy, fostering European dialogue, and promoting social inclusion. With almost 20 years of experience, she has specialized in international youth work and the professional development of youth workers, with a particular emphasis on inclusion and diversity. Elżbieta is committed to promoting cross-border collaboration, with a focus on youth engagement and creating spaces for diverse perspectives to converge. She has designed, organized, and led a wide range of international training programs, workshops, and international youth exchanges. Her expertise extends to navigating the complexities of funding, administration, and logistics for inclusive Erasmus+ projects.

Elżbieta's work aims to equip youth workers with the skills and tools needed to create inclusive learning environments, advance diversity, and foster active civic engagement among young people across Europe.

She is also the author of the publication *Engage in Inclusion! - A Guide on Disability-Inclusive European Youth Projects*, developed on behalf of the Health & Diverse Abilities strand of the Strategic Partnership for Inclusion (SPI).



Article

Elzbieta Kosek & Hanna Schuessler

ID Talks
Inclusive Administration

"INCLUSION MAKES A NEW SPACE, A BETTER SPACE FOR EVERYONE"
- GEORGE DEI

INCLUSION IS NOT AN EXACT SCIENCE
YOU LEARN by doing!

THE BACKBONE OF ANY PROJECT

HANNA SCHUESSLER ELZBIETA KOSEK (Germany)

A PRIORITY IN THE EU PROGRAMMES
 > OUTREACH & SUPPORT
 > REDUCING BARRIERS
THE OBJECTIVE:
 MAKING IT EASIER (OR EVEN POSSIBLE) FOR YPWFO TO PARTICIPATE IN THE PROGRAMME
 YOUNG PEOPLE WHO ARE AT A DISADVANTAGE COMPARED TO their peers

INCLUSION SUPPORT ERASMUS+ YOUTH
 FOR ORGANIZATIONS → LUMP SUM 425€/PAX
 FOR PARTICIPANTS → BASED ON REAL COSTS

INCLUSION SUPPORT ESC VOLUNTEERING
 REINFORCED MENTORSHIP → LUMP SUM
 EXCEPTIONAL COSTS → 100% BASED ON REAL COSTS

INCLUSION SUPPORT SOLIDARITY PROJECTS
 EXCEPTIONAL COSTS → 100% BASED ON REAL COSTS

ASK YOURSELF: WHO IS MISSING?
 EXPLAIN YOUR NEEDS AND MEASURES ALREADY AT THE APPLICATION STAGE

THE INCLUSION & DIVERSITY OFFICER AT YOUR NATIONAL AGENCY IS THERE TO HELP!

inclusion support EXAMPLES
 Wheelchair & ACCESSIBLE TOILETS
 BRAILLE displays
 BASIC TRAVEL EQUIPMENT
 SIGN LANGUAGE
 DIETARY NEEDS
 MUST BE well justified
 WHAT? WHY? IMPORTANT!

PREPARATORY VISITS YES TO ESC
ACCOMPANYING PERSONS

INCLUSIVE BUDGET PLANNING
 TRANSPORTATION → ASSISTANCE ADAPTED VEHICLES
 ACCOMMODATION → PHYSICAL ACCESS QUIET SPACES "CULTURAL ACCOMMODATION"
 COMMUNICATION → ACCESSIBLE FORMATS ACCESSIBLE CHANNELS
 PERSONNEL → PERSONAL ASSISTANCE INTERPRETERS PSYCHOLOGISTS ADDITIONAL TRAINERS
 FOOD REQUIREMENTS AREAS FOR PRAYING

THINK ALSO ABOUT...
 • INCLUSIVE POLICIES
 • EVALUATION & FEEDBACK
 • RISK MANAGEMENT
 • TEAM REPRESENTATION

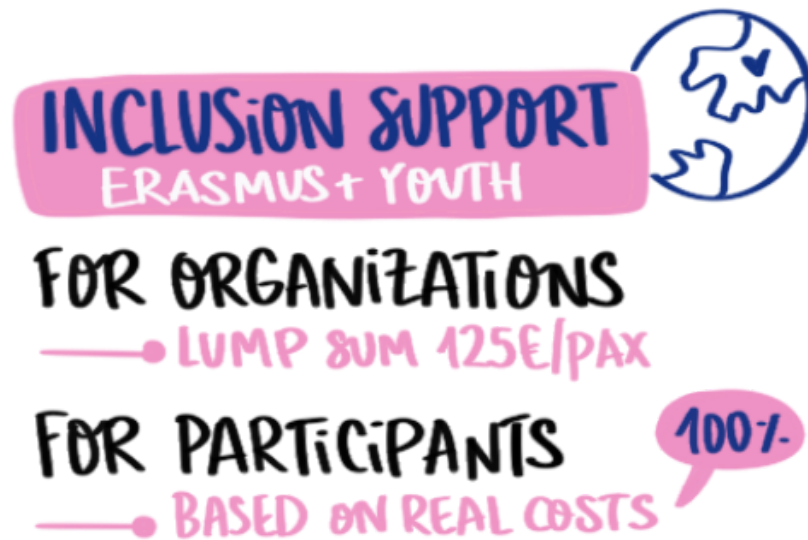
COMMUNICATE WITH YOUR PARTNERS!

SALTO INCLUSION & DIVERSITY
 Strategic Partnership for Inclusion

"Inclusion is not bringing people into what already exists; It is making a new space, a better space for everyone."
 - George Dei

Inclusion and diversity is an important priority in the EU Youth Programmes, Erasmus+ Youth, and the European Solidarity Corps. Both programmes offer funding for European youth projects, with specific support for inclusive and diversity-sensitive implementation. This targeted inclusion support aims to make it easier for people with fewer opportunities—those at a disadvantage compared to their peers due to socio-economic, cultural, geographical, or health factors, disabilities, or migrant status—to participate in projects.

Funding under the European Solidarity Corps and Key Action 1 of Erasmus+ Youth covers costs linked to individual needs. Examples include removing physical or communication barriers (e.g., barrier-free transport, sign-language interpreters), hiring personal assistants, renting assistive equipment, and accommodating specific dietary requirements. Additionally, costs for preparatory planning visits, outreach to hard-to-reach groups, like young people in NEET situations or rural areas, and accessible design of project materials are supported. Organizers can receive a flexible lump sum per participant with fewer opportunities, without needing to present detailed invoices.



- **Lump sum-based funding:** allows for flexible use without the need to provide invoices or receipts.
- **Real costs-based funding (100%):** costs need to be justified and approved. Costs must be justified with invoices or receipts.

In the Key Action 1 (Youth Exchanges, Youth Workers Mobilities, Youth Participation Activities and DiscoverEU Inclusion):

- Inclusion support for organisations lump sum per participant with fewer opportunities participating in mobility activities.
- Inclusion support for participants real costs (100%) directly linked to the needs of participants with fewer opportunities and to their accompanying persons

In European Solidarity Corps (ESC) – volunteering lump sum for reinforced mentorship for participants with individual support needs:

- closer accompaniment by mentors
- stronger support with daily tasks etc.
- real costs (100%) necessary to enable the participation of young people with fewer opportunities: necessary adjustments or investments in physical assets, reinforced mentorship (when lump sum does not cover at least 80% of the actual expenses)
- Funding can be applied in two specific contexts: as members of the group that implements the project (100 %), as target group of the project (up to a maximum of 7000 Euros)



Both Erasmus+ Youth and the European Solidarity Corps offer funding for preparatory visits to facilitate the planning and preparation of the project activities. In case of activities involving young people with fewer opportunities, a preparatory visit can help to ensure that the individual needs of the participants can be catered for. Lump sums are available for participating organizations (excluding the host) to support these visits, applicable to volunteering projects in the European Solidarity Corps and Youth Exchanges or Mobility Projects for Youth Workers in Erasmus+.

While not all inclusion-related needs can be foreseen from the start, it is essential to outline potential support requirements at the application stage. Accreditation in Erasmus+ or a European Solidarity Corps Quality Label allows for additional financial inclusion support requests later. However, individual project applications do not permit extra funding after approval, making it crucial to estimate needs accurately during the initial planning to ensure an equitable, flexible budget.

Anticipating inclusion costs early helps create a responsive approach that accommodates diverse needs, ensuring accessibility and equal opportunities. From the outset, inclusion should be integrated into project management, including budgeting for essential support roles like group leaders, communication or mental health assistance, and other key resources. For guidance on funding and applications, consult inclusion officers at your National Agency. You can find contact details [through this link](#).



Communication as a core element of international activities

Effective communication is crucial for inclusive projects to ensure all participants can engage fully. Since not everyone may speak the same language or use the same communication methods, needs should be identified early, ideally with input from partners and participants. Address communication barriers by offering services like translation, interpretation, and speech-to-text, as well as materials in accessible formats (e.g., Easy-to-read, Braille, large print).

While inclusion support funds the production of accessible materials, individuals offering language or communication assistance may be recognized as accompanying persons during reporting, given appropriate justification.

Communication needs should be assessed from the project call stage, considering whether digital, paper, or in-person formats are most effective for reaching the intended audience. Public relations materials should include diverse representation, appropriate messaging, and digital accessibility features to ensure usability for people with diverse needs.

Simplified application procedures, including digital and paper options, can reduce barriers. Forms should reflect an inclusive ethos, asking about pronouns, needs for prayer spaces, and other individual requirements. Inquiring about participants' language skills and willingness to assist with translation during workshops can further support inclusive communication.



Representation in project teams

An inclusive project team fosters safety, trust, and representation for young participants. By reflecting diversity, the team enables participants to feel supported, represented, and able to choose trusted role models, demonstrating that inclusion is a core reality. Administrative decisions should include input from diverse perspectives, ensuring a well-rounded, considerate approach to different needs.

Continuous training equips staff to understand diverse needs and foster inclusive environments. Ongoing education, a clear code of conduct, and strong safeguarding ensure that inclusivity remains central.

Peer support also strengthens inclusivity. Training former participants, including those with fewer opportunities, to become mentors fosters a supportive network where individuals can share experiences, offer guidance, and help others overcome challenges.

Clear procedures and strategic policy development

Promoting inclusion requires comprehensive policies that support diversity and accessibility, including anti-discrimination measures, diversity guidelines, and clear procedures for handling accessibility requests and inclusion support. Key elements like an inclusion coordinator, a code of conduct, and regular training embed these practices into the organization's culture, guiding decision-making at all levels.

Inclusion should be integrated strategically to ensure continuity despite leadership or project changes. Sharing knowledge across the organization and supporting colleagues in understanding inclusive practices helps maintain continuity. Compliance with legal standards, such as the European Accessibility Act, is crucial for best practices and risk avoidance.

Inclusive administrators must adapt plans based on real-time feedback, using accessible assessment tools and maintaining feedback loops with participants, leaders, and trainers. Continuous improvement through regular updates to policies, procedures, and logistics keeps projects flexible and inclusive.

THINK ALSO ABOUT...

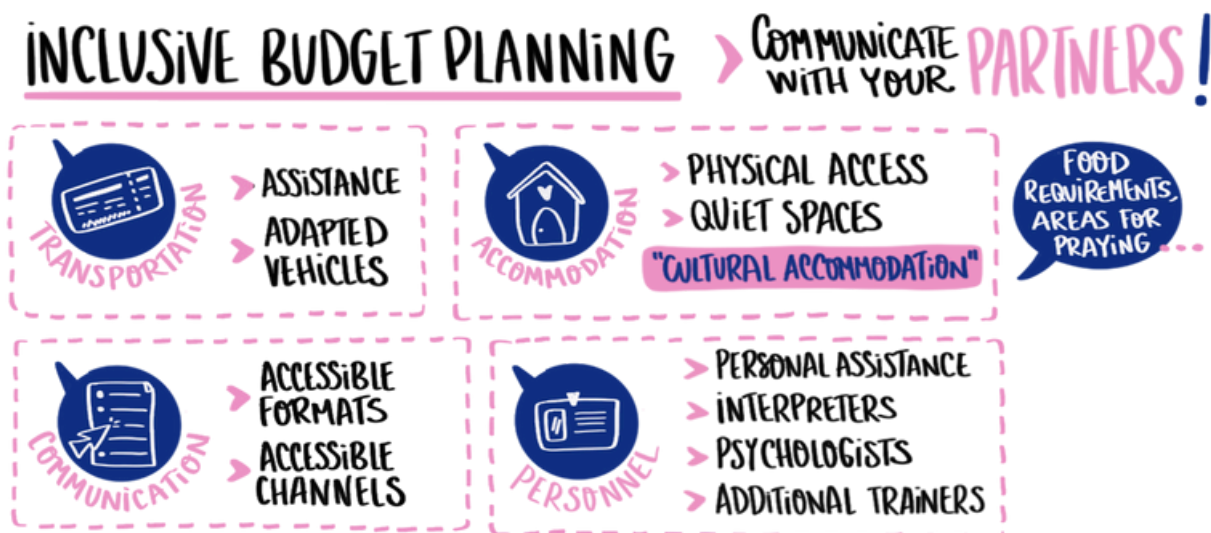
- INCLUSIVE POLICIES
- EVALUATION & FEEDBACK
- RISK MANAGEMENT
- TEAM REPRESENTATION

Inclusive Logistical Planning

Accessibility must be a core element of project planning, integrated from the start. This includes choosing accessible venues, arranging suitable transportation, and ensuring accommodation that respects diverse needs. Venues should offer physical accessibility (ramps, elevators), quiet spaces for neurodivergent participants, accessible rooms, and be close to healthcare services or accommodate medical needs (e.g., refrigeration for medication) if necessary. Cultural considerations, such as dietary restrictions and religious practices, should also be respected. Preparatory visits help assess venue suitability, allowing organizers to plan for unforeseen needs and build a reliable network of accessible locations.

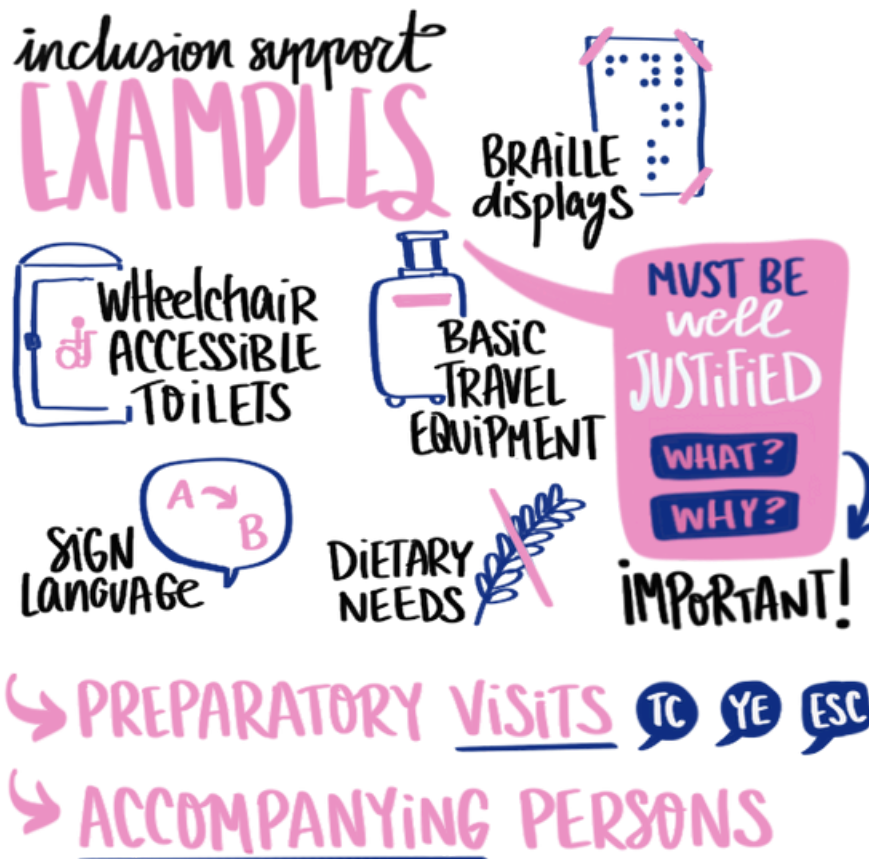
Travel arrangements should include accessible transportation options, considering participants' individual needs. While supporting green travel, flexibility is key, as some may require air travel for convenience or accessibility. Plan for additional costs, such as companion seats or special transport services. Pre-departure preparation should cover everything from travel documents to coordination of transport, especially for those traveling internationally for the first time.

Develop clear procedures for requesting accommodations and have contingency plans for travel disruptions. This approach ensures participants' dignity and smooth, inclusive participation throughout the project.



Sustainability in Planning and Practices:

Inclusive practices should be sustainable and scalable, allowing them to grow with future projects. This can be achieved by developing templates and frameworks that apply across multiple activities, reducing costs over time. Collaborating with partners who prioritize accessibility ensures that these practices remain consistent and cost-effective. Contracts, agreements, and planning tools should all reflect a commitment to long-term inclusion.



Inclusion isn't just a checklist—it's a mindset!

Building projects that welcome everyone means thinking ahead, staying flexible, and, most importantly, creating spaces where everyone feels they belong. From thoughtful planning to small acts of support, inclusive project administration is about making sure no one is left out. By prioritizing accessibility and diversity, we not only meet diverse needs but also enrich the experience for everyone involved. Let's keep pushing our boundaries, adapting, and growing, because when everyone can join in, we all thrive!

More detailed information on aspects of inclusive administration you can find in "[Engage in Inclusion - A guide on disability-inclusive European youth projects](#)" developed by Health & Diverse abilities strand of the [Strategic Partnership for Inclusion \(SPI\)](#) - a multi-annual strategic co-operation between 18 National Agencies for Erasmus+ Youth and the European Solidarity Corps and the [SALTO Inclusion & Diversity Resource Centre](#).



EDITORIAL INFORMATION

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On behalf of the SALTO Inclusion & Diversity!

