BEST PRACTICES IN INTERNATIONAL

YOUTH MOBILITY HANDBOOK

PREPARED BY THE PROJECT TEAM OF
"ERASMUS VILLAGES: JOB SHADOWING IN RURAL SETTINGS"

BEST PRACTICES IN INTERNATIONAL YOUTH MOBILITY

(E+ KA1 Youth Exchanges and Training Courses)

Content

BEST PRACTICES IN INTERNATIONAL YOUTH MOBILITY

Activities to undertake to carry on a project along the different phases of the Project Life Cycle:

A) Mobility for Youth workers:

Initiation Phase			
Task	**Tips**	**Working hours ***	**Who is doing it/skills needed**
Need analysis	• The project starts by analyzing the internal needs of your organization. • If possible ask the potential partner organizations to do the same and find common interests in terms of knowledge and skills to acquire	3h	- Applicant organization (and partners if possible) - Skills: Sensitivity (talking about needs can be emotionally intense)
Project Idea (Aim, objectives, and results)	• Brainstorm with your team on how to transform the identified needs into project ideas. • Create a Problem Solution tree (see **Illustration.1**)	8h	- Applicant organization (and partners if possible). - Skills: creativity; organizational; teamwork; decision making
Find partners, design agreements with partners	• Create a call for partners: attach link eg. call for partners examples here • Establish agreements with partners: eg. link IPA template (as a suggestion, not obligatory) link to a potential template here: ⓦ IPA template.docx • Allocation of the budget accordion to the division of tasks	6h	- Applicant organization; agreements in dialogue with the partners; - Skills: communication; collaboration; adaptability; negotiation
Identify Venue	• quantitative parameters: number of beds, conference room, outdoor space • social parameters: analyze which rules the venue imposes, how much freedom to use infrastructure,	5h	- Applicant organization together with a partner if the mobility will take place in another country. - Skills: communication; organizational; digital

	how much access to communal spaces also in off-times like at night, the possibility to organize parties, bonfires, and outdoor activities, how much possibility for creative atelier work (is it possible to be messy) ● financial: not only find out how much the venue costs, but who is the owner, who will profit, is the hostel an NGO or a capitalist entity, do they invest in social developments, choose who your hostel owner is according to your own value system. ● Understand if the learning experience that you plan needs an urban context or a rural context. For many learning experiences, it helps to choose a rural venue that is well-connected with public transportation but is still rural. The great advantage of rural venues is that learners have less temptation to diverge from the learning experience, spend more attention on the project, and are more involved.		
Writing the application	● make sure to have all the PIFs of the partners ● generate the accession form in the E+ web platform ● input the data and the info of each partner ● generate mandates only after inserting partners' data ● write the application offline or on a shared working platform (not on the Erasmus portal, it crashes often and deletes info) ● Try to be concise but comprehensive at the same time. Write bulleted lists to make it easier for the evaluator to read.	36h	- Applicant organization with the support of partners (why the project is relevant for them and how they want to contribute to it) - Skills:digital; organizational; attention to details; writing texts; accountability

*the amount of working hours is an estimation based on our own experience, it could vary a lot depending on how experienced is the person implementing the task, or how much tasks is planned for the phase depending on the specific project, etc. If you would like to share your experience or give a feedback on the time management topic, you can write to plattform@generationeuropa.eu

Planning Phase

Task	Tips	Working hours *	Who is doing it/skills needed
Understanding the contract	- Read carefully the contract, it can change by the years - legal check if organization lawyer is available	2h	- Legal representative of the applicant organization - Skills:attention to details; legal knowledge background; managerial
Creation of a finance plan	- Consider that some parts of the budget are not completely sure (eg: budget for 2 travel days or inclusion support, they depend if participants will actually ask for it or if there will be the involvement of the same number of part. with few. opp. as applied) so keep them in a separate line of the finance plan. - Try to allocate fair payment for fair work. Trainers, cooks, facilitators, service providers, etc. should be paid according to how much they contribute. Accept volunteering for your project only if the person originally and authentically identifies with the cause and is otherwise safe. Volunteering has the risk that those who volunteer are not appreciated for their input.	4h	- Project manager of the applicant organization, in dialogue with other interested parties - Skills:Organizationals; mathematical; digital (excel); adaptability
Create Infopack	- Use platforms where you can co-work on it - Make it graphically appealing - Use modifiable solutions that can update on the go if needed without resending everything from zero - Record video calls and share them with partners (Generally we record the calls and keep them until the project ends in order also to prove co-participation in making the infopack) - Prepare virtual space to store info and data	12h	- Project manager of the applicant organization, in dialogue with other interested parties - Skills:digital (graphic); synthesis; clarity; attention to details

	● Be aware that the way you structure the guide, already shows to the reader how you work, which values you have, and which expectations you have towards the learner. Is the "first page" of your info pack a welcoming message or a rules message, how much of the content is informing learners about potentials, and how much about limitations?		
Kick-off meeting partners	● Present the info pack ● decide of strategies of research and selection of participants ● talk about the task division and create a to do list	1,30h + 3h preparation	- At least one representative of each partner organization - Skills:digital; synthesis; clarity; attention to details
Preparation of the program **(structure, methods, sessions; finding trainers, research local initiatives to involve)**	● Preparing the flow of any learning experience is something deeply beautiful, complex, rewarding, controversial, hard, and necessary and requires patience, reflection, and expertise in the fields of any topic, pedagogy, neurology, and psychology. We do not need to be experts in those fields, but they are relevant and fun to include in the planning of a learning experience. Take a clear position on certain pedagogical principles: 　○ how much hierarchy do you want, do you think that the trainer should make the decisions or that the learner should make the decisions, and why 　○ do you agree not to use "shock" as a tool to make a point (for example: showing horrifying photos to talk about preventing discrimination)	48h	- Trainers/facilitators - Skills: creativity; digital; pedagogical knowledge; adaptability; collaboration; critical thinking; accountability
Prepare the application form (to apply as	● Collect basic info, at least name, surname, country of residence/departure, motivation to participate, previous experience in youth work	3h	- Project manager of the applicant organization, in dialogue with other interested parties - Skills:digital; empathy; creativity; organizational;

participant)			
Make a Call for participants	● As detailed as possible highlighting all the logistical conditions, financial conditions, methods, and activity flow. ● Make it sound welcoming and effervescent.	3h	- PR person of each partner organization - Skills:digital (graphic); communication; organizational
Selecting participants	● Set up clear deadlines both internal within the partnership and external for candidates to apply ● Make sure to contact the non selected candidates as well, informing them about the result of their application.	6h	- Recommendation:each partner select participants from their country - Skills:decision making; empathy; critical thinking
Create a registration form	● At this point you can collect more sensitive data of the participant such as: exact birth date; gender; special needs (food/health); room preferences; contact person in case of emergency	3h	- Project manager of the applicant organization, in dialogue with other interested parties - Skills:digital; organizational
Logistical support for participants **Answering participants questions**	● Possibly prepare a short guide on how to reach the venue, with closer public transport stations or airports. ● Provide a list of important materials to bring (do they need to bring bed sheets? towels? slippers? swim suit? Any special material for the activities)	6h	- Recommendation: each partner supports the participant from their country, based on the suggestion of who runs the venue. - Skills:organizational; patience; digital

Implementation Phase

Task	Tips	Working hours *	Who is doing it/skills needed
Preparation of participants **(online meetings, preparation tasks, online collaborative space)**	• make sure to inform participants on time so as to involve the full group and possibly during the call use digital collaborative spaces (eg. Miro, gather. town, etc…) to involve them directly • ask participants to prepare some tasks that they can then perform during the TC, like specific workshops, platforms, etc… promote the use of digital tools and hybrid activities when possible • Share some resources linked with the topic of the>TC so that participants can start to inform themselves and bring their newly acquired knowledge to the TC to share.	8h	- Trainer/facilitator - Skills:digital; communication; flexibility; empathy; time management
Training Course: facilitation	• Plan an intro part with the context of the place and the area, if possible with a quick visit/tour of the surroundings • Plan some ice-breaking activities and facilitate the get-to-know-each-other process • Make sure there is an activity aiming to create a safer space and share boundaries and needs. Collect fears and expectations as well. It is also possible to create an awareness team led by some participants. • Have spaces for reflection and daily evaluation(in whole groups and small groups for example), using digital elements and recognition of the learning and linking them with Youthpass (eg. badge craft, etc…) • Be careful with time management, it is important to stick as much as possible to the schedule and respect the free time. If possible give a different participant each time the role of timekeeper during	Depending on the length of the TC, around 7h per day	- Trainer/facilitator - Skills:pedagogical; empathy; time management; active listening; emotional intelligence; flexibility; negotiation;decision making; non verbal communication; problem solving; interpersonal communication; organizational; teamwork

	the workshop. ● The last day foresees the evaluation process for the TC both with non formal methods and with formal methods (can be an online form, or any other platform or non-online tool) that can support immediate feedback on several aspects (educational program, food, venue, preparation, free time, etc.…) ● It is very beneficial to dedicate a session for planning the dissemination/next steps to undertake after the end of the TC. Ask participants to make their plan in line with their local context and commit to it.		
Dissemination (organizations)	● involve international partners as much as possible to support the participants ● include online tools and promotional materials	6h	- PR person of the organization -Skills: digital; communication; organizational
Support the participants in the dissemination	● keep tight and direct communication with international partners in order to support on-spot ● keep in touch with participants and when needed foresee a small budget to support the implementation of dissemination activities ● Ask participants to send you feedback on how the dissemination activities they carried out turned out.	8h	- Recommendation:Each partner support the participant from their country - Skills: communication; empathy; patience; flexibility;

Follow-up/ Evaluation Phase

Task	Tips	Working hours *	Who is doing it/skills needed
Upload data for the Beneficiary Module platform	● it's very repetitive and mechanical work but it is fundamental in order to complete the project and get all the funds, it is important to make sure that it reflects the reality of what happened and at the same time to have it as similar as possible to what applied in order to match the granted budget	8h	- Project manager of the applicant organization - Skills: digital; organizational; attention to details
Pay invoices, bills, and travel reimbursement for participants	● Keep your finance plan always updated ● In the case of controls you need to be able to show the receipts up to 5 years later, so make sure they are well organized and stored ● Communicate in advance to the participants how many weeks/months after the TC they will get the travel reimbursement in order to manage their expectations well.	12h	- Project manager of the applicant organization; - Skills: digital; organizational; mathematical
Ask the participant to fill in the participant report	● Important to highlight in this stage the survey that the portal sends automatically, for TCs it is obligatory that every participant fills it in. Highlight that is an automatic email and often it ends in spam. Without all the surveys/reports filled, the final report will be refused. ● Important to inform participants in advance about the fact that they will receive it.	5h	-Project manager of the applicant org. -Skills: digital, communication, patience
Follow-up questionnaire for the participants (long-term impact)	● It can be useful to send a follow-up questionnaire around 3 months after the TC (depending on the length of the project) to evaluate how participants are using the methods they learned during the TC and collect info about the dissemination practices.	6h	- Facilitator/trainer - Skills: pedagogical; digital; communication

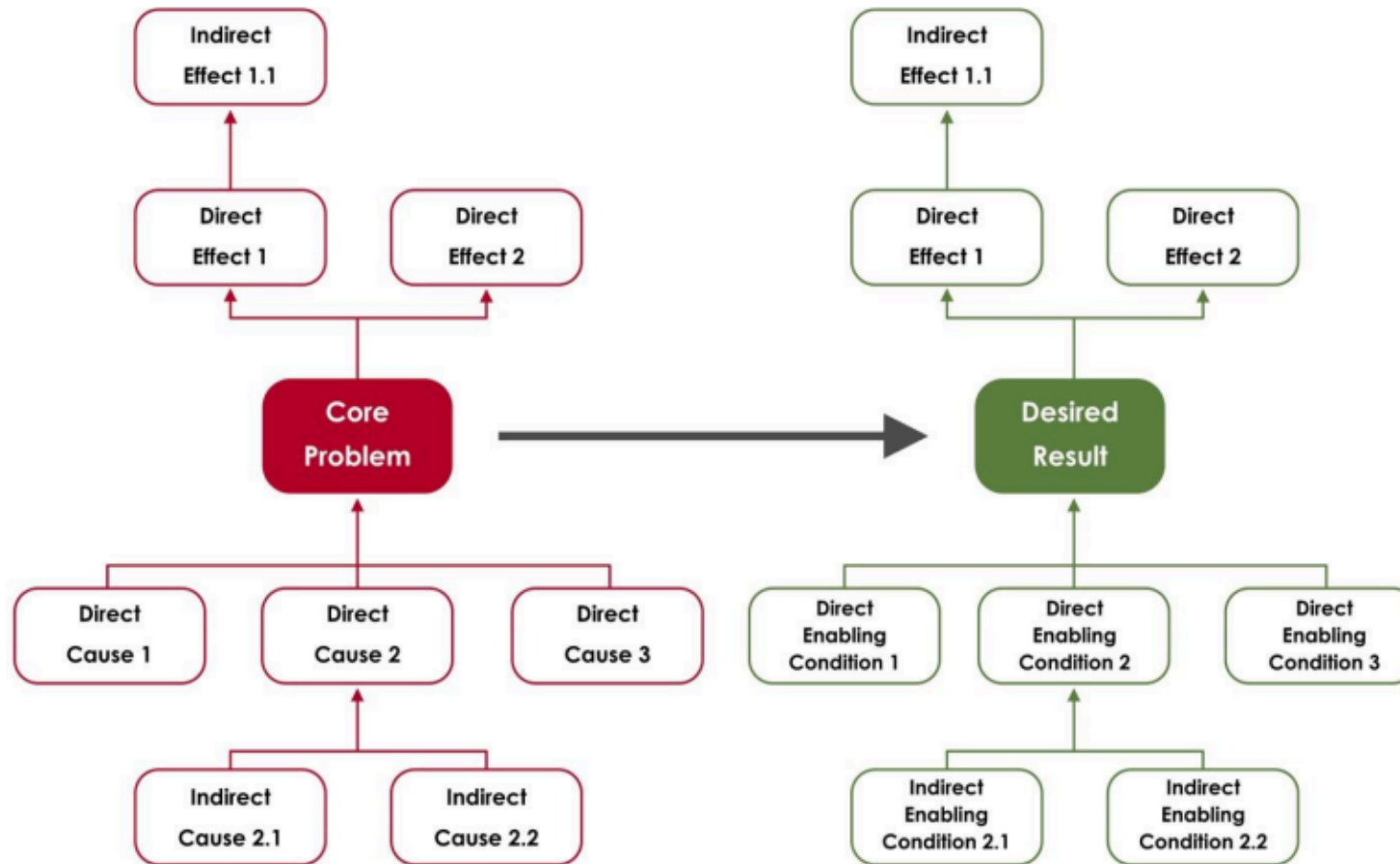| Report (including long-term evaluation)	- Have a close look at the application before starting to write the report, it will be useful to see what changed with respect to what you planned. - Make sure to ask for feedback from all the stakeholders involved and include them in the report: Partners, participants, and external experts you involved… - Use the answers of the participant report, and the follow-up form to support the answer on the impact of the project. - Mention concrete examples of dissemination activities carried out by the participants and add links to their social media posts about the project. - Give relevance to the concrete outputs of the project and try to estimate the number of people reached by them.	36h	- Project manager of the applicant organization - Skills: digital; organizational; attention to details; writing texts; accountability; problem-solving.

Illustration 1. Problem Solution tree

Figure 1: Converting your problem tree to an objective tree

B) Youth Exchanges:

Initiation Phase			
Task	**Tips**	**Working hours ***	**Who is doing it/skills needed**
Need analysis	• The project starts by analyzing the needs of the Youth connected to your organization • If possible ask the potential partner organizations to do the same and find common interests in terms of knowledge and skills to acquire in the youth in their network • work to involve as many youth as possible also in this process, it should be way more horizontal than a training course from the beginning.	3h	- Applicant organization (and partners if possible) - Skills: Sensitivity (talking about needs can be emotionally intense)
Project Idea **(Aim, objectives, and results)**	• Brainstorm with the youth on how to transform the identified needs into project ideas. • Create a Problem Solution tree (see **Illustration.1**) • You can use the Star of Europe website for more guidance.	8h	- Applicant organization (and partners if possible). - Skills: creativity; organizationals; teamwork; decision making
Find partners, design agreements	• Create a call for partners: something like this • Establish agreements with partners • Allocation of the budget accordion to the division of tasks.	6h	- Applicant organization; agreements in dialogue with the partners; - Skills: communication; collaboration; adaptability;

with partners			negotiation
Identify Venue	● quantitative parameters: number of beds, conference room, outdoor space ● social parameters: analyze which rules the venue imposes, how much freedom to use infrastructure, how much access to communal spaces also in off-times like at night, the possibility to organize parties, bonfires, and outdoor activities, how much possibility for creative atelier work (is it possible to be messy) ● financial: not only find out how much the venue costs, but who is the owner, who will profit, is the hostel an NGO or a capitalist entity, do they invest in social developments, choose who your hostel owner is according to your own value system. ● Understand if the learning experience that you plan needs an urban context or a rural context. For many learning experiences, it helps to choose a rural venue that is well-connected with public transportation but is still rural. The great advantage of rural venues is that learners have less temptation to diverge from the learning experience, spend more attention on the project, and are more involved.	5h	- Applicant organization together with a partner if the mobility will take place in another country. - Skills: communication; organizational; digital
Writing the application	● involve youth in the writing as much as possible ● You can use this template as an overview of the different parts that compose an application form to explain it to the young people you work with (see **Illustration.2**) ● create online forms in order to involve already potential candidates and attach answers to the application ● make sure to have all the PIFs of the partners ● generate the accession form in the E+ web platform ● input the data and the info of each partner	36h	- Applicant organization with the support of partners (why the project is relevant for them and how they want to contribute to it) - Skills:digital; organizational; attention to details; writing texts; accountability

	- generate mandates only after inserting the partner's data - write the application offline or on a shared working platform (not on the Erasmus portal, it crashes often and deletes info) - Try to be concise but comprehensive at the same time. Write bulleted lists to make it easier for the evaluator to read. - Consider that you need to involve at least 4 young people + 1 group leader (who cna be also over 30 and should have already experience with Erasmus+ projects) and that in this case there should be a perfect balance within the countries involved. - If minors are involved make sure to inform the parents about all the details of the exchange and get a permission letter signed by them. In this case, the responsibility of the group leader is even higher, so consider giving them a monetary contribution as well for taking up the role.		

*the amount of working hours is an estimation based on our own experience, it could vary a lot depending on how experienced is the person implementing the task, or how much tasks is planned for the phase depending on the specific project, etc. If you would like to share your experience or give a feedback on the time management topic, you can write to plattform@generationeuropa.eu

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Planning Phase

Task	Tips	Working hours *	Who is doing it/skills needed
Understanding the contract	● Read the contract carefully, it can change over the years ● legal check if organization lawyer is available	2h	- Legal representative of the applicant organization - Skills: attention to detail; legal knowledge background; managerial
Creation of a finance plan	● Consider that some parts of the budget are not completely sure (eg: budget for 2 travel days or inclusion support, they depend if participants will actually ask for it or if there will be the involvement of the same number of part. with few. opp. as applied) so keep them in a separate line of the finance plan. ● Try to allocate fair payment for fair work. Trainers, cooks, facilitators, group leaders, service providers, etc. should be paid according to how much they contribute. Accept volunteering for your project only if the person originally and authentically identifies with the cause and is otherwise safe. Volunteering has the risk that those who volunteer are not appreciated for their input.	4h	- Project manager of the applicant organization, in dialogue with other interested parties - Skills: Organizationals; mathematical; digital (excel); adaptability
Create Infopack	● Use platforms where you can co-work on it ● Make it graphically appealing ● Use modifiable solutions that can update on the go if needed without resending everything from zero ● Be aware that the way you structure the guide already shows the reader how you work, which values you have, and which expectations you have towards the learner. Is the "first page" of your info pack a welcoming message or a rules message, how	12h	- Project manager of the applicant organization, in dialogue with other interested parties - Skills :digital (graphic); synthesis; clarity; attention to details

	much of the content is informing learners about potentials, and how much about limitations?		
Kick-off meeting partners	• Present the info pack • Prepare virtual space to store info and data • decide of strategies of research and selection of participants • talk about the task division and create a to do list	1,30h + 3h preparation	- At least one representative of each partner organization - Skills:digital; synthesis; clarity; attention to details
Preparation of the program **(structure, methods, sessions; finding trainers, research local initiatives to involve)**	• Create a structure of a timetable and decide how to divide the tasks among national groups. • Insert in the timetable activities related to the topic the young people wanted to focus on and explain that the final program will be decided together with the selected participants in the preparation phase. • involve group leaders from this stage, empower them to be in charge of the co-creation of the program, and lead sessions later on.	48h	- Trainers/facilitators - Skills: creativity; digital; pedagogical knowledge; adaptability; collaboration; critical thinking; accountability
Prepare the application form (to apply as participant)	• Collect basic info, at least name, surname, country of residence/departure, motivation to participate, previous experience in youth work	3h	- Project manager of the applicant organization, in dialogue with other interested parties - Skills:digital; empathy; creativity; organizational;
Make a Call for participants	• At this stage, you should involve the people who are missing to complete the national team. Of course, give priority to the young people who were involved already in the design of the application. • As detailed as possible highlighting all the logistical conditions, financial conditions, methods, and activity flow.	3h	- PR person of each partner organization - Skills:digital (graphic); communication; organizational

	● Make it sound welcoming and effervescent.		
Selecting participants	● Set up clear deadlines both internal within the partnership and external for candidates to apply ● Make sure to contact the non selected candidates as well, informing them about the result of their application.	6h	- Recommendation:each partner select participants from their country - Skills:decision making; empathy; critical thinking
Create a registration form	● At this point you can collect more sensitive data of the participant such as: exact birth date; gender; special needs (food/health); room preferences; contact person in case of emergency	3h	- Project manager of the applicant organization, in dialogue with other interested parties - Skills:digital; organizational
Logistical support for participants **Answering participants questions**	● Possibly prepare a short guide on how to reach the venue, with closer public transport stations or airports. ● appoint group leaders to support travel arrangements, when possible they are also in charge of collecting tickets etc… ● Provide a list of important materials to bring (do they need to bring bed sheets? towels? slippers? swimsuit? Any special material for the activities)	6h	- Recommendation: each partner supports the participant from their country, based on the suggestion of who runs the venue. - Skills:organizational; patience; digital

Implementation Phase

Task	Tips	Working hours *	Who is doing it/skills needed
Preparation of participants **(online meetings, preparation tasks, online collaborative space)**	● make sure to inform participants on time so as to involve the full group and possibly ● during the call use digital collaborative spaces (eg. Miro, Gather Town, etc…) in order to involve them directly ● ask participants to prepare some tasks that they can then perform during the YE, like specific workshops, platforms, etc… promote the use of digital tools and hybrid activities when possible ● Share some resources linked with the topic of the YE so that participants can start to inform themselves and bring their newly acquired knowledge to the YE to share. ● arrange separate calls for group leaders as well	15h	- Trainer/facilitator - Skills:digital; communication; flexibility; empathy; time management
Youth Exchange: facilitation	● Plan the sessions led by the Group leaders ● Plan an intro part with the context of the place and the area, if possible with a quick visit/tour of the surroundings ● Plan some ice-breaking activities and facilitate the get-to-know-each-other process ● Make sure there is an activity aiming to create a safer space and share boundaries and needs. Collect fears and expectations as well. It is also possible to create an awareness team led by some participants. ● Have spaces for reflection and daily evaluation(in whole groups and small groups for example), using digital elements and recognition of the learning and linking them with youth pass (eg. badge craft, etc…) ● Be careful with time management, it is important to	Depending on the length of the YE, it would not go for more than 8h per day	- Trainer/facilitator - Skills:pedagogical; empathy; time management; active listening; emotional intelligence; flexibility; negotiation;decision making; non verbal communication; problem solving; interpersonal communication; organizational; teamwork

	stick as much as possible to the schedule and respect the free time. If possible give a different participant each time the role of timekeeper during the workshop. ● The last day foresees the evaluation process for the YE both with nonformal methods and with formal methods (can be an online form, or any other platform or non-online tool) that can support immediate feedback on several aspects (educational program, food, venue, preparation, free time, etc....) ● It is very beneficial to dedicate a session for planning the dissemination/next steps to undertake after the end of the YE. Ask participants to make their own plan in line with their local context and commit to it.		
Dissemination (organizations)	● involve international partners as much as possible to support the participants ● include online tools and promotional materials	6h	- PR person of the organization -Skills: digital; communication; organizational
Support the participants in the dissemination	● keep tight and direct communication with international partners in order to support on the spot ● keep in touch with participants and when needed foresee a small budget to support the implementation of dissemination activities ● Ask participants to send you feedback on how the dissemination activities they carried out turned out.	8h	- Recommendation:Each partner support the participant from their country - Skills: communication; empathy; patience; flexibility;

Follow-up/ Evaluation Phase

Task	Tips	Working hours *	Who is doing it/skills needed
Upload data for the Beneficiary Module platform	● it's very repetitive and mechanical work but it is fundamental in order to complete the project and get all the funds, it is important to make sure that it reflects the reality of what happened and at the same time to have it as similar as possible to what applied in order to match the granted budget	8h	- Project manager of the applicant organization - Skills: digital; organizational; attention to details
Pay invoices, bills, travel reimbursement for participants	● Keep your finance plan always updated ● In the case of controls you need to be able to show the receipts up to 5 years later, so make sure they are well organized and stored ● Communicate in advance to the participants how many weeks/months after the TC they will get the travel reimbursement in order to manage their expectations well.	12h	- Project manager of the applicant organization; - Skills: digital; organizational; mathematical
Ask the participant to fill in the participant report	● Important to highlight in this stage the survey that the portal sends automatically, for YEs it is obligatory for group leaders to fill it in. Highlight that is an automatic email and often it ends in spam. Without all the surveys/reports filled, the final report will be refused. ● Important to inform the leaders in advance about the fact that they will receive it.	3h	-Project manager of the applicant org. -Skills: digital, communication, patience
Follow-up questionnaire for the participants (long-term impact)	● It can be useful to send a follow-up questionnaire around 3 months after the YE (depending on the length of the project) to evaluate how participants are using the methods they learned during the TC and collect info about the dissemination practices.	6h	- Facilitator/trainer - Skills: pedagogical; digital; communication

| Report (including long-term evaluation) | • Have a close look at the application before starting to write the report, it will be useful to see what changed with respect to what you planned.
• Make sure to ask for feedback from all the stakeholders involved and include them in the report: Partners, participants, external experts you are involved...
• Use the answers of the participant report, and the follow-up form to support the answer on the impact of the project.
• Mention concrete examples of dissemination activities carried out by the participants and add links to their social media posts about the project.
• Give relevance to the concrete outputs of the project and try to estimate the number of people reached by them. | 36h | - Project manager of the applicant organization

- Skills: digital; organizational; attention to details; writing texts; accountability; problem solving. |

Illustration 2. Application overview:

General:

Project Title:
Project lenght:

Project Rationale

- Aim
- Needs
- Objectives
- Connectoin with E+ priorities and EU Youth goals
- Targer groups (Primary target group: Who comes to the YE; secondary: who indirectly benefit from it)
- Impact at local, regional and EU
- Topics

Project Design

- Preparation of participants
- Safety measures
- Follow up after the exchange
- Reconition of the learning outcomes (Youth Pass)
- Participants with fewer opportunities
- Virtual components
- Sustainable practices

Project Activity: The Exchange itself!

- Participants and group leader description
- Involvement of participants in each phase
- Learning outcomes or competences (i.e. knowledge, skills and attitudes/behaviours)
- Basic elements: venue, workshops, methods, structure of the exchange
- Communication among participants

Project management

- Project management (agreements with partners)
- Practical and logistical aspects (e.g. travel, accomodation, meetings with partners)
- Partherships (why, how, what involvement and contributions?)
- involvement of other actors
- Evaluation of the project results
- Sustainability of hte results
- Dissemination plan (involvement of youth)

Budget

- Individual support: Depends on the country where the YE takes place, the number of particpants and lengh of the activity
- Travel budget: Depends on the distance band (air line from where the PO is based to the venue) and if is green travel or not
- Organization support: fixed amount per participant (excluding facilitators)-->125€ per person
- Inclusion support participants with fewer opportunities-->125€
- APV: 680 € per person

This is a collection of official documents extremely important to know to design projects that are in line with the guidelines of the European Commission and connected to international goals in terms of Youth policies, Youth work, inclusion, and sustainable development.

- Erasmus+ Programme Guide
  This guide outlines the structure, priorities, and key actions of the Erasmus+ program, providing essential information on eligibility, funding, and the application process for participating in mobility and cooperation activities across Europe.

- ETS competencies (for TC)
  These are the European Training Strategy (ETS) competence models designed to support trainers working in youth work training courses, focusing on professional development and the enhancement of specific skills within the non-formal education sector.

- Key competences (for YE)
  A set of eight key competencies identified by the EU as essential for lifelong learning, targeting young people's holistic development through youth exchanges, including skills such as communication, cultural awareness, and digital competence.

- EU youth strategy
  The EU's framework for youth policy cooperation, is aimed at empowering young people, fostering social inclusion, and encouraging participation in civic life across member states.

- Youth Goals
  These are 11 goals developed by young people to address challenges facing youth in Europe, focusing on areas such as equality, mental health, education, and environmental sustainability.

- Sustainable Development Goals (United Nations)
  A global agenda of 17 goals adopted by UN member states to address pressing challenges, including poverty, inequality, climate change, and peace, with the aim of achieving a more sustainable and equitable world by 2030.

- Quality Youth Work. A common framework for the further development of youth work
  A framework aimed at improving the quality of youth work across Europe by providing a common set of principles, practices, and standards for practitioners and organizations.

- Inclusion and diversity strategy
  A strategic document outlining the EU's commitment to promoting inclusion and diversity within the Erasmus+ program, ensuring equal

  opportunities for all young people, regardless of their backgrounds

DIGITAL COOPERATIVE TOOLS
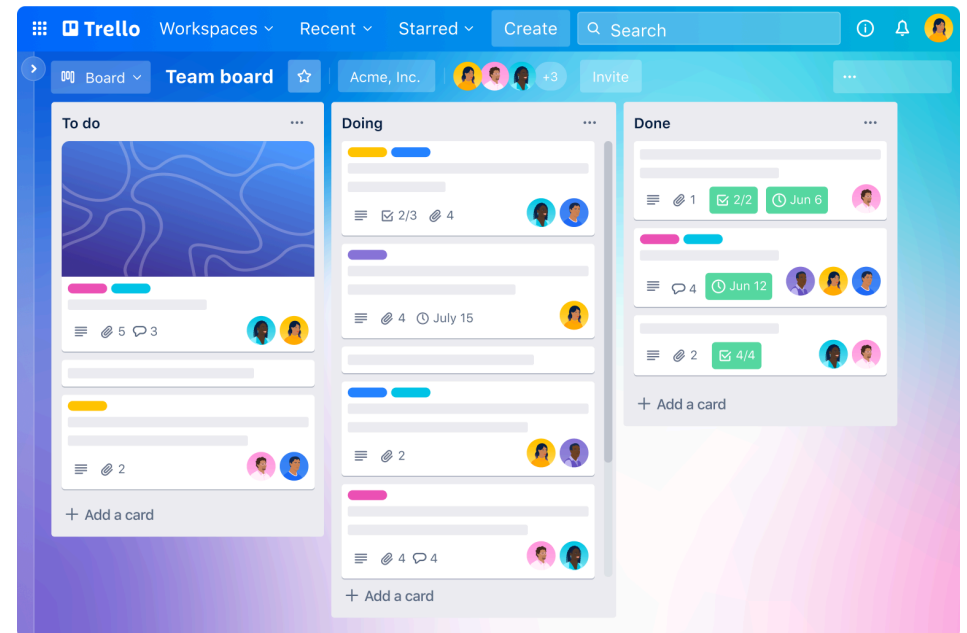
1. Project Management & Collaboration

- **Website**: Miro
- **Description:** Miro is an online collaborative whiteboard platform that allows teams to work together in real-time on brainstorming, strategy mapping, agile workflows, and more.

- **Pros:** Intuitive interface, numerous templates, real-time collaboration, integrations with various tools.
- **Cons:** Free plan is limited, with the time old whiteboards can be accessible only for the view. The numerous tools and functions can be overwhelming for new users.
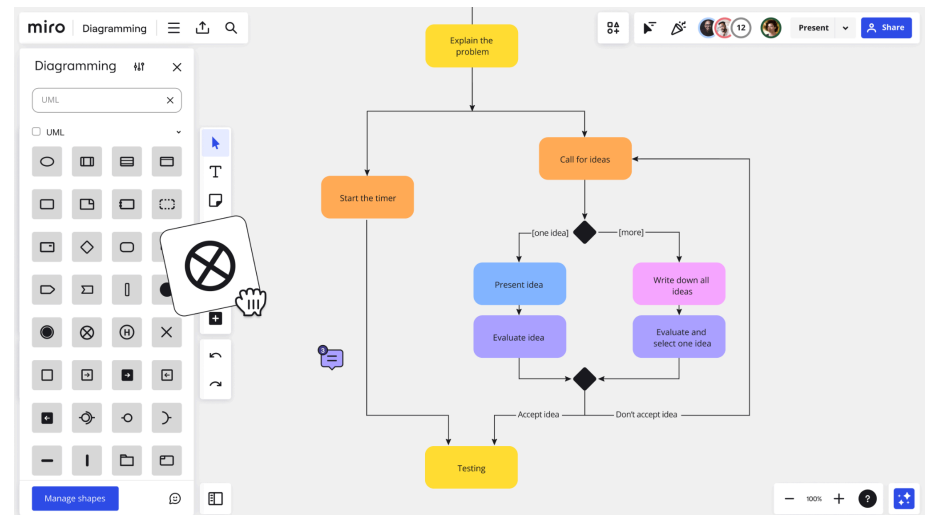
Trello

- **Website:** Trello
- **Description:** Trello is a visual project management tool that uses boards, lists, and cards to organize tasks and projects.

- **Pros:** Easy to use, highly customizable, integrates with other tools.
- **Cons**: Limited features in the free version. Though Atlasian offers special discounts for non-profit. For complex projects Trello might be too simplistic, but good to follow some routine procedures

▦ Notion

- **Website:** Notion
- **Description**: Notion is an all-in-one workspace that blends note-taking, task management, databases, and collaboration.

- **Pros**: Flexible, integrates multiple productivity tools in one place, collaborative features. Wide range of free templates can help you to organize the work with minimum effort. Still if you're aiming for a custom workspace, arranging it takes some time to learn.
- **Cons:** Hard to navigate in the beginning with all the features and customisation. Can be overwhelming for beginners.

- **Tip:** If you start using Notion as an organization, consider that Team Space Feature is more attractive for collaborative work, but has its limitation in the amount of "building blocks" that limits the amount of content you can input. Better to go for "Individual Workspace" but use the "Invite guests" feature to work with your team. **Notion has special offer for non-profit**
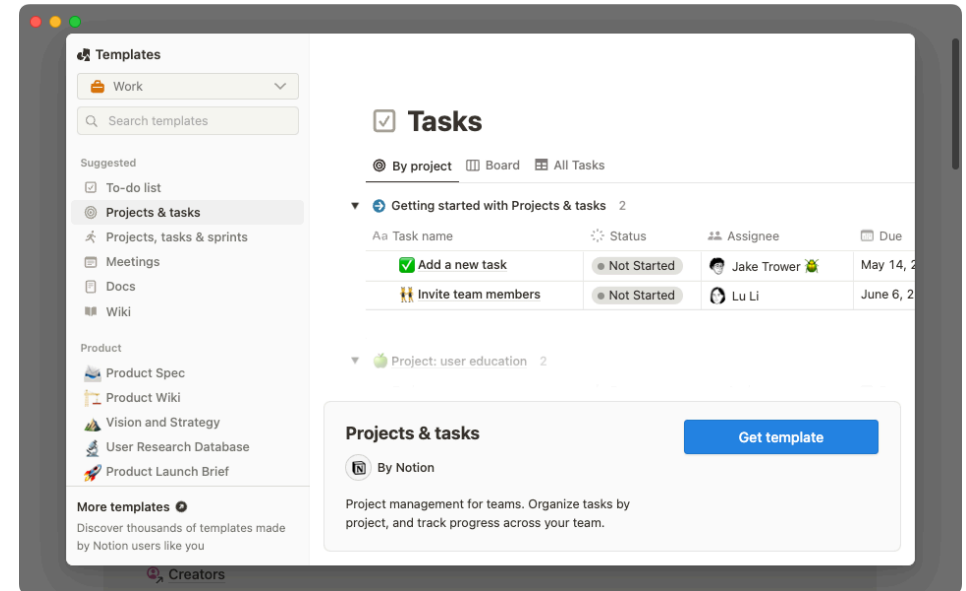
- **Website**: [Slack](link)
- **Description:** Slack is a messaging platform designed for team communication and collaboration, featuring channels, direct messages, and integrations with other tools.

- **Pros:** Powerful search, vast integrations, organized communication. Possible to have your own group space and invite independent users as a guest to specific channels that you have. Slack has useful features "[Canvas](link)" and "[Workflow](link)". It has integration options with most of the online tools (like Zoom, Canva, Miro, Google Drive, etc). Non-profit can apply to obtain Pro plan for free
- **Cons:** Can be distracting, paid plans can be expensive for large teams.
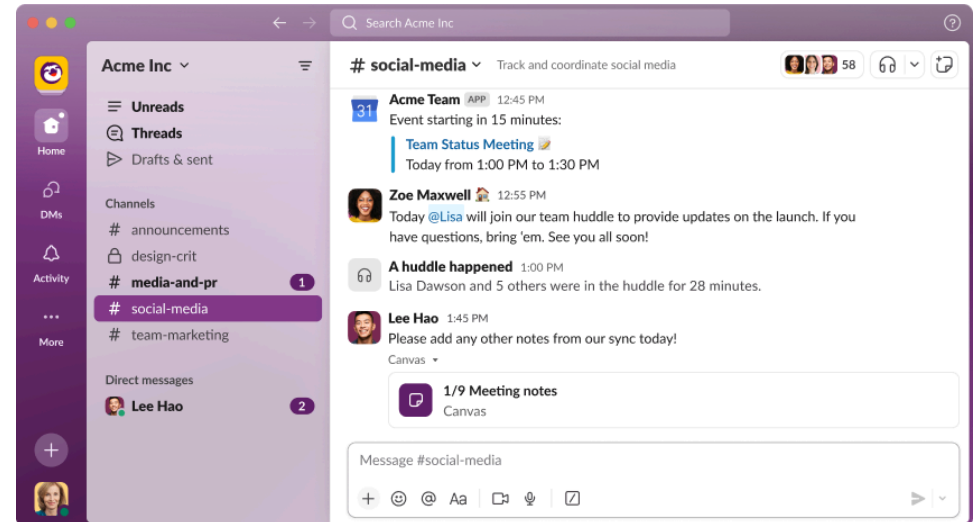
Google Workspace

- **Website:** Google Workspace
- **Description:** A suite of cloud-based productivity and collaboration tools including Gmail, Google Drive, Docs, Sheets, and Meet.

- **Pros:** Seamless integration across tools, real-time collaboration, familiar interface. Some Pro features are available with Google for non-profit
- **Cons:** Privacy concerns, costs can add up for premium features (but if you apply for Google for non-profit this issue is resolved, most of the features are included).

Gmail	Calendar	Drive	Docs	Meet

Photo	Play	Analytics	My Business	Maps
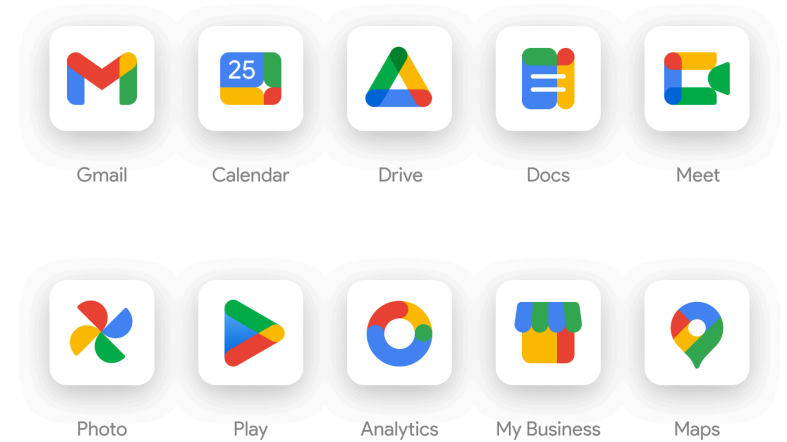
- **Website**: WECHANGE
- **Description:** WECHANGE is an online collaboration platform designed for NGOs and grassroots organizations, offering tools for project management, file sharing, and communication.

- **Pros:** Tailored for social change organizations, supports ethical data handling.
- **Cons:** Limited awareness and user base compared to larger platforms.
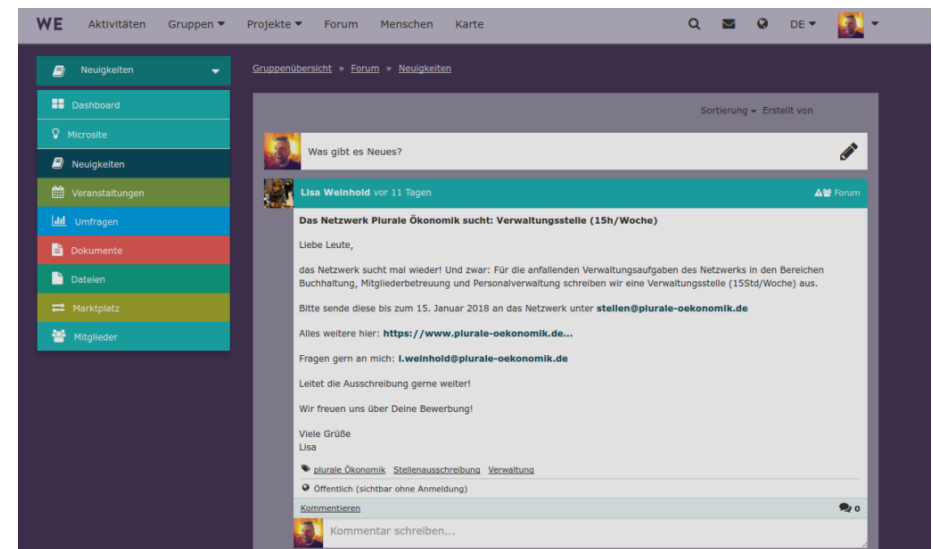
2. Design & Creativity

- **Website:** Canva
- **Description:** Canva is a graphic design platform that allows users to create social media graphics, presentations, posters, documents, and other visual content.

- **Pros:** Easy to use, vast library of templates, free to start. Offers Free Pro Version for non-profit. You can use the Team feature to collaborate on the designs with different people. Recently added AI tools that can deal with some tasks not worse than pro software like Photoshop or Illustrator.
- **Cons:** Limited customization on the free plan, some design professionals find it too basic.
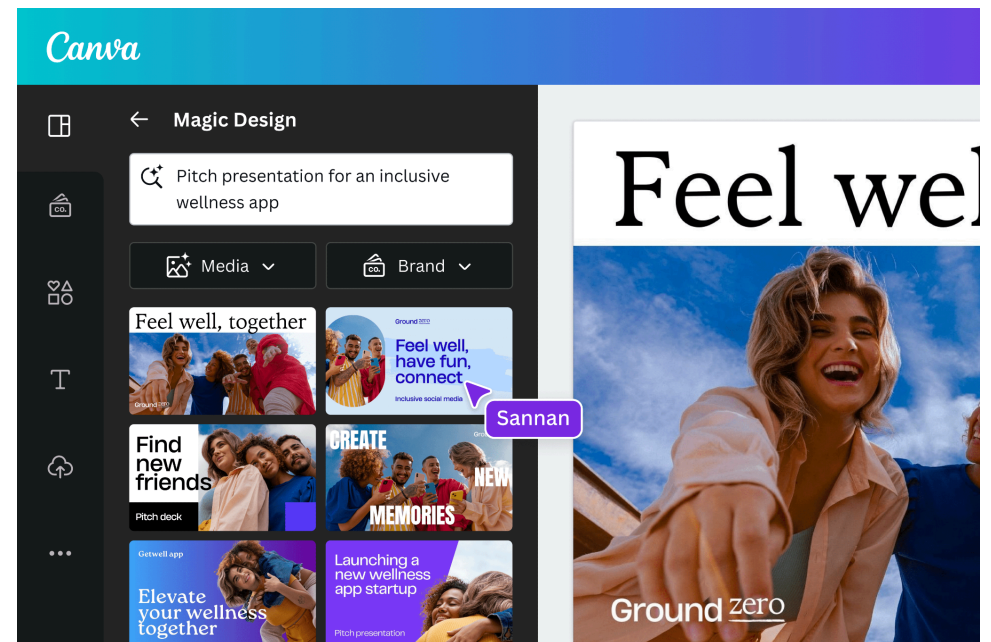
3. Scheduling & Time Management

Doodle

- **Website:** Doodle
- **Description:** Doodle is a scheduling tool that helps groups find the best time to meet by offering a simple polling system.

- **Pros:** Easy to use, no account needed to participate in polls, free basic features.
- **Cons:** Ads in the free version, limited features in the free plan.

Calendly

- **Website:** Calendly
- **Description:** Calendly is an automated scheduling tool that integrates with your calendar to streamline the process of booking meetings.

- **Pros:** User-friendly, integrates with many calendars, automates scheduling.
- **Cons:** Limited features in the free plan, can become expensive for teams.
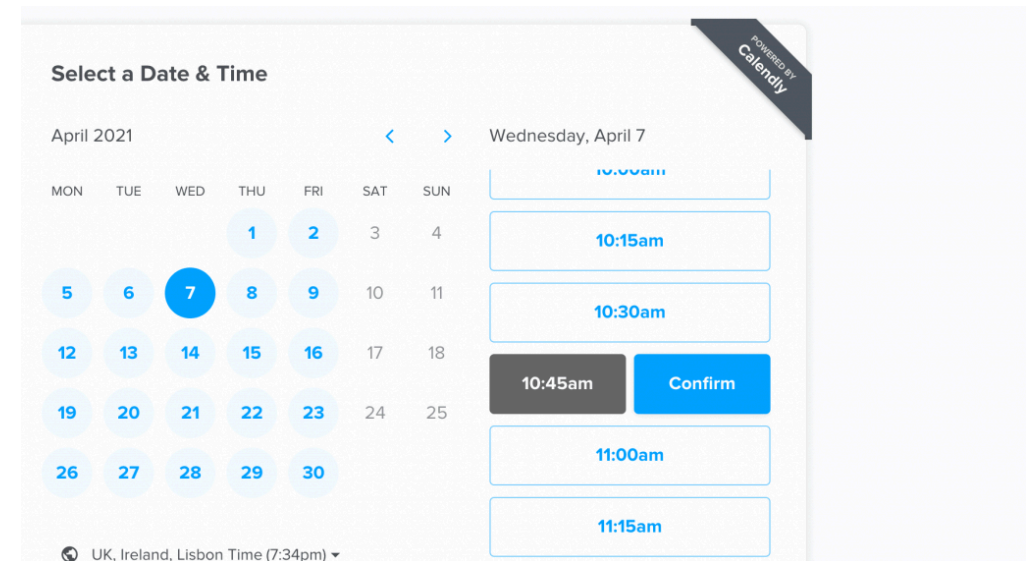
4. Virtual Meetings & Social Spaces

- **Website:** Gather.town
- **Description:** Gather.town is a video-calling space that lets users move around a virtual environment to interact with others, similar to a video game.

- **Pros:** Unique and engaging way to interact, customizable spaces.
- **Cons:** Requires strong internet connection, not suitable for all types of meetings.

- **Website:** [Zoom](#)
- **Description:** Zoom is a popular video conferencing tool that supports meetings, webinars, and breakout rooms.

- **Pros:** High-quality video, supports large meetings, and is reliable.
- **Cons:** Security concerns in the past, limited features in free version.
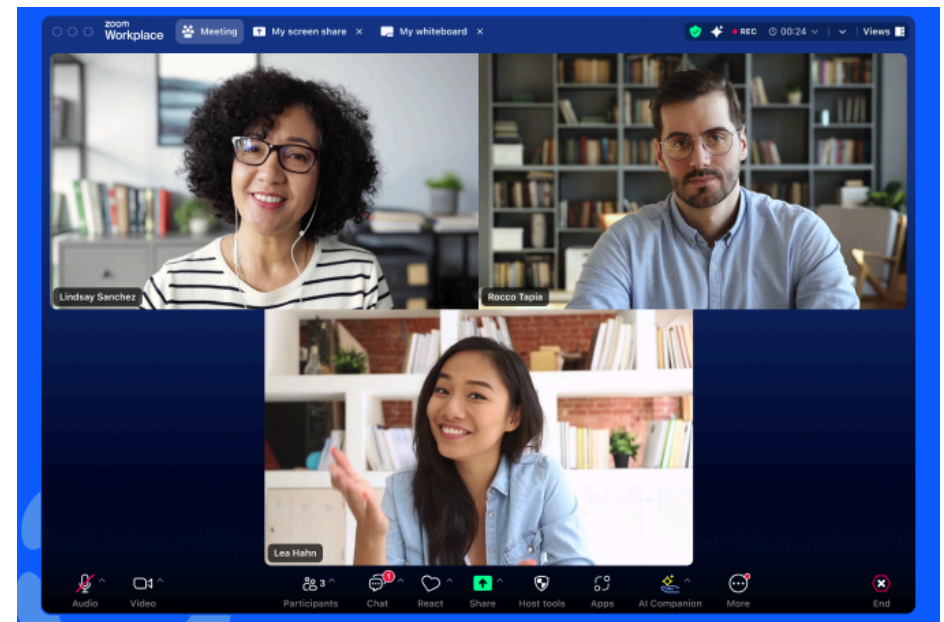
5. Form & Survey Tools

- **Website:** AidaForm
- **Description:** AidaForm is a form builder tool that helps create forms, surveys, and quizzes with ease.

- **Pros:** User-friendly interface, various templates, free tier available.
- **Cons:** Limited customization options in the free version, some advanced features require a paid plan.

- **Website:** [Noodle](#)
- **Description:** Noodle is an online learning and collaboration platform that also supports surveys and forms, primarily used in educational contexts.

- **Pros:** Supports both collaboration and learning, good for educational institutions.
- **Cons:** Limited to educational use, not as flexible as dedicated form tools.
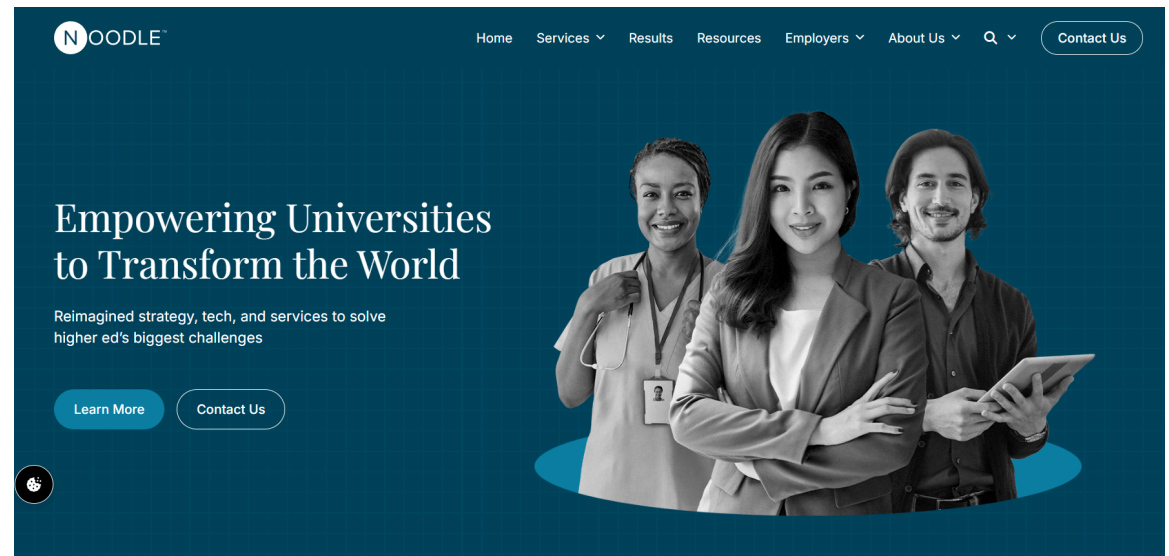
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