

YOUTH EXCHANGE

9-15 JUNE

DICOMANO-ITALY

RUBY "Rural-UrBan Youth Connection."

Dialogue between youth from different places on the topic of rural life and connections with urban life.



Funded by
the European Union



2023-1-IT03-KA151-YOU-000128288

ABOUT THE YOUTH EXCHANGE

Youth Exchange RUBY: Rural-UrBan Youth Connection is a youth exchange [a mobility of young people with the age between 18 and 25 years old] planned to take place in Dicomano (Florence), Italy, between **9th and 15th of June 2024**.

Objectives

The project wants to contribute to the **European Youth Goals** agenda. As a specific objective we want to foster the **dialogue between rural and urban youth** on the topic of **sustainable tourism**. We want to discuss:

- the actual **effects of mass tourism** in Europe and how it stresses some areas, like Florence, and how it could be a resource for other more remote areas;
- which are the **environmental, social, and economic impacts of tourism**;
- how we can **approach travel and tourism in a sustainable way**;
- make general reflection on **personal and society's behaviour** on sustainability.

These specific topics and the general methodology of the youth exchange will lead us to touch others relevant points of the European Youth Goals agenda:

- **Connecting EU with Youth**: Foster the sense of youth belonging to the European project and build a bridge between the EU and young people.
- **Inclusive Societies**: Enable and ensure the inclusion of all young people in society.
- **Information & Constructive Dialogue**: Ensure young people have better access to reliable information, support their ability to evaluate information critically and engage in participatory and constructive dialogue.
- **Moving Rural Youth Forward**: Create conditions which enable young people to fulfill their potential in rural areas.
- **Quality Learning**: Integrate and improve different forms of learning, equipping young people for the challenges of an ever-changing life in the 21st century.
- **Space and Participation for All**: Strengthen young people's democratic participation and autonomy as well as provide dedicated youth spaces in all areas of society.
- **Sustainable Green Europe**: Achieve a society in which all young people are environmentally active, educated and able to make a difference in their everyday lives.
- **Organisations & European Programmes**: Ensure equal access for all young people to youth organisations and European youth programmes, building a society based on European values and identity.

Target group

The youth exchange will involve 33 participants from 5 EU countries. Each national group will be represented by **5 young people** with the age between 18 and 25 years old and **1 group leader with the age above 20 years old**. Through this youth exchange, we aim to ensure a verse, dynamic, and motivated group committed to making a difference in their communities and across Europe.

Activities

- Activities will start the 9th at 15.00, participants must be at the venue at the latest at 14.00. End of the activities will be the 15th at 15.00
- Each national group will prepare an interactive workshop (no power point) about the topic of the project.
- Each national group will prepare 1 intercultural night that will consist in cooking one traditional dish for dinner + 30 min max of workshop on your culture and country. In each evening, 2 national groups will be responsible to present their country. Also, please bring the flags of your country for the official group photo of the project.
- We will do several activities outside and some easy trekking so bring trainer shoes, comfortable clothes we are in the countryside :)



WHO ARE THE YOUNG PARTICIPANTS | PROFILE

Age range: Participants should be young individuals aged between 18 and 25 years old from the participating countries.

Geographical background: To ensure a balanced representation and enrich discussions, at least half of the participants will come from rural areas. The selection process will prioritize achieving a mix of participants from both rural and urban backgrounds to foster mutual learning and understanding.

Interests and motivations:

- **Passionate about sustainability and the impact of tourism:** Participants should have a keen interest in issues affecting rural communities, especially those related to youth empowerment, and be motivated to address these challenges.
- **Eager to learn and share:** We are looking for individuals who are not only eager to expand their knowledge about the European Union, sustainability, other countries culture and environmental/social issues connected, insights and learnings with their peers and communities.
- **Interest in creative expression and media advocacy:** Participants should have an interest in exploring creative ways to express themselves and advocate for youth participation in civic life, whether through art, storytelling, social media, or other innovative methods.
- **Commitment to community engagement:** Ideal candidates are those who want to play an active role in their communities, aiming to foster change and encourage participation among the youth for embracing sustainable practices. They should be motivated to take what they learn from the program and apply it locally to mobilize their peers.

Skills and Experience:

- **No specific prior knowledge required:** While having some background knowledge or experience in European studies, political science, or civic engagement is beneficial, it is not a requirement. The program is designed to be accessible to all young people interested in the topics.
- **Open to developing new skills:** Participants should be open-minded and ready to develop skills in leadership, communication, creative expression, and digital advocacy, among others.

- **Language:** Basic English is recommended as it will be the working language of the exchange program. Participants should be able to understand and engage in discussions, workshops, and creative sessions to a basic extent, facilitating inclusive participation and learning opportunities for all. If participants have specific language barriers please let us know in advance.
- **Diversity and Inclusion:** The program aims to promote diversity and inclusion by encouraging applications from underrepresented groups, including but not limited to LGBTQ+ youth and minorities, to ensure a wide range of voices and experiences are represented.
- **Engagement post-mobility:** Participants should be willing to remain engaged after the end of the youth exchange, applying the knowledge and skills acquired to promote youth participation in the European elections and beyond, potentially serving as ambassadors for youth engagement in their respective communities.

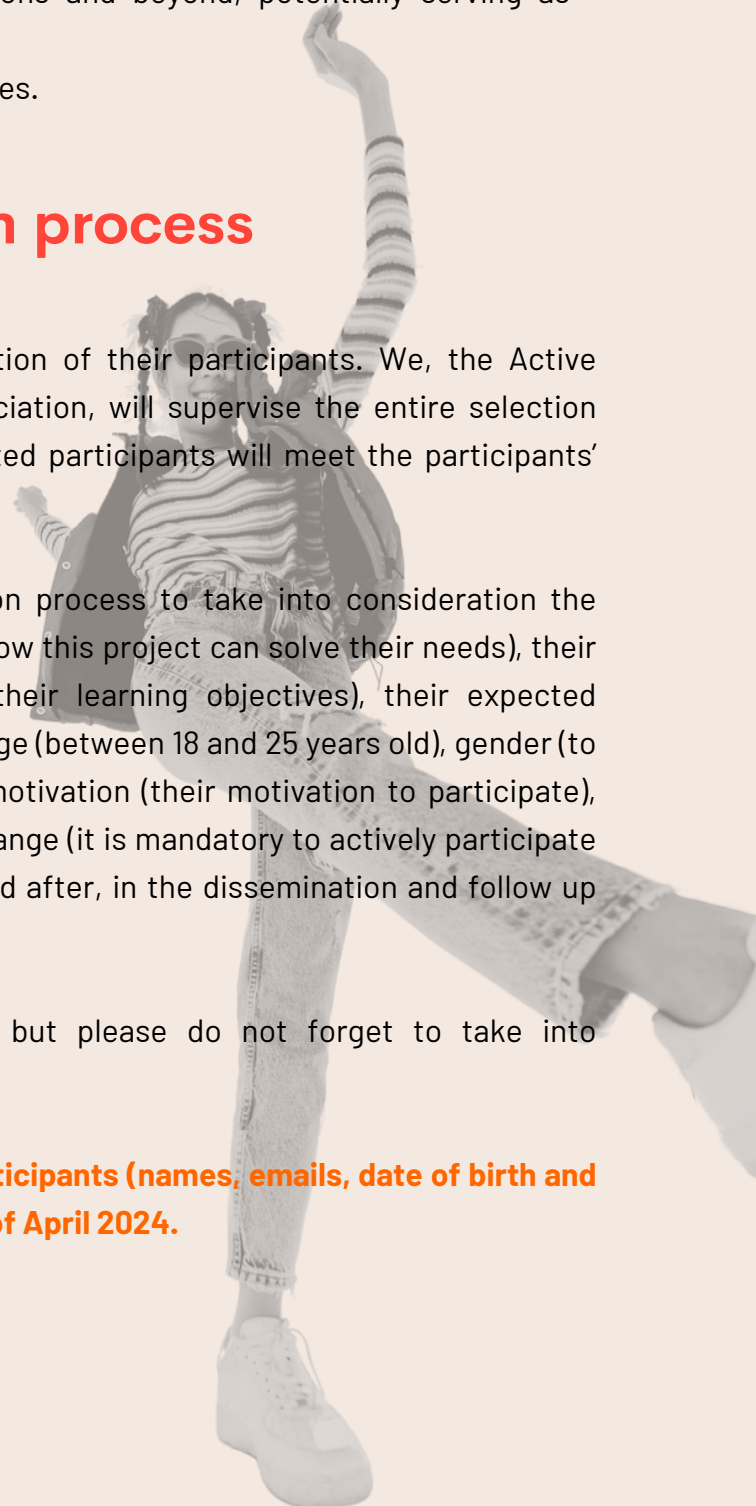
The selection process

Each partner organization oversees the selection of their participants. We, the Active Development Association, as the hosting association, will supervise the entire selection process, taking care of the fact that the selected participants will meet the participants' profile for this project.

We highly recommend you that in the selection process to take into consideration the following aspects: candidates' learning needs (how this project can solve their needs), their learning objectives (how this project meets their learning objectives), their expected learning outcomes (if the project meets them), age (between 18 and 25 years old), gender (to ensure the gender balance within the group), motivation (their motivation to participate), their availability to participate in the youth exchange (it is mandatory to actively participate during all the youth exchange's activity days) and after, in the dissemination and follow up activities.

Of course, you can have your own criteria, but please do not forget to take into consideration the participants needed profile.

The deadline for sending us the list of your participants (names, emails, date of birth and role: young participant or group leader) is 18th of April 2024.



The group leaders

The group leaders are individuals with the age above 20 years old from the participating countries, preferably someone who is actively involved in the sending organisation – as coordinator, volunteer, staff etc.

Experience and Background:

- **Previous participation in Youth Exchanges:** Essential experience includes participation in one or more youth exchanges under Erasmus+ or similar programs. This experience should have provided them with a solid understanding of the dynamics of international youth work, non-formal education methods, and the logistical and educational framework of such exchanges.
- **Leadership and facilitation skills:** Group leaders should possess strong leadership skills, with the ability to facilitate discussions, workshops, and activities. They should be adept at creating an inclusive environment that encourages participation and learning among diverse groups of young people.
- **Experience in youth empowerment and civic engagement:** A background in projects or initiatives focused on youth empowerment, civic engagement, or community development is highly desirable. This includes experience in organizing events, campaigns, or projects that promote youth participation in democratic processes or address issues relevant to rural communities.

Skills and Competencies:

- **Interpersonal and communication skills:** Great interpersonal and communication skills are crucial for engaging effectively with participants and managing group dynamics. Leaders should be able to communicate clearly and sensitively across cultures and languages, even with basic English proficiency among participants.
- **Organizational skills:** Strong organizational and problem-solving skills are essential for planning activities, coordinating with program organizers, and addressing any issues that may arise during the exchange.
- **Adaptability and creativity:** The ability to adapt to changing circumstances and come up with creative solutions to challenges is important. Leaders should be flexible and open to improvising as needed to ensure the program meets its objectives and accommodates the needs of all participants.

Language Proficiency

- **Proficiency in English:** Group leaders should have a good level of English proficiency to effectively facilitate the program, communicate with organizers and participants, and manage any language barriers within the group.

Commitment to Diversity and Inclusion

- **Leaders should be committed to promoting diversity, equity, and inclusion** within the group, ensuring a respectful and supportive environment for all participants regardless of their background or experiences.

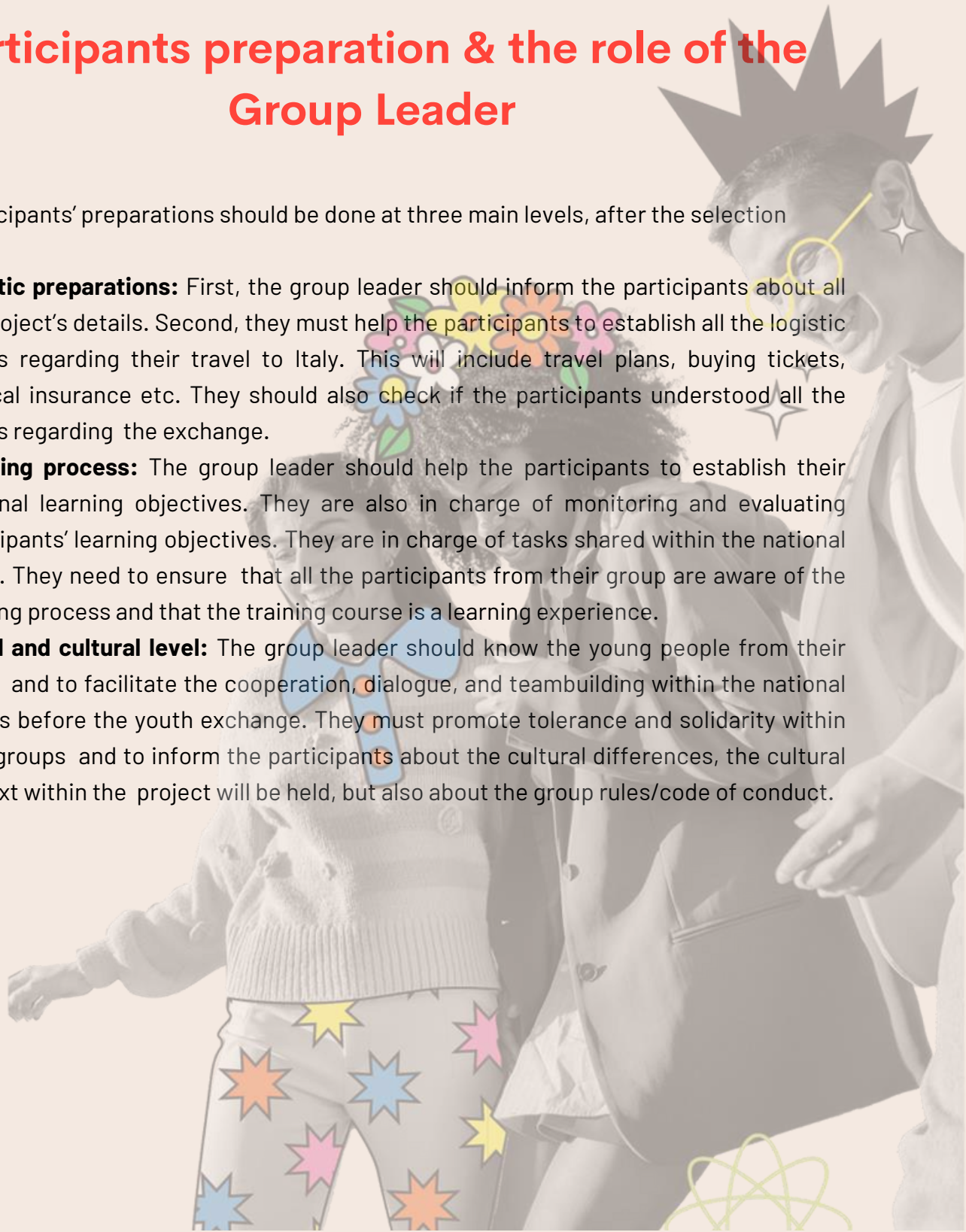
Engagement post-mobility

- **Willingness to support participant initiatives:** Group leaders should be prepared to support participants in implementing the follow-up activities in their home communities after the exchange concludes.

Participants preparation & the role of the Group Leader

The participants' preparations should be done at three main levels, after the selection process:

- **Logistic preparations:** First, the group leader should inform the participants about all the project's details. Second, they must help the participants to establish all the logistic details regarding their travel to Italy. This will include travel plans, buying tickets, medical insurance etc. They should also check if the participants understood all the details regarding the exchange.
- **Learning process:** The group leader should help the participants to establish their personal learning objectives. They are also in charge of monitoring and evaluating participants' learning objectives. They are in charge of tasks shared within the national group. They need to ensure that all the participants from their group are aware of the learning process and that the training course is a learning experience.
- **Social and cultural level:** The group leader should know the young people from their group and to facilitate the cooperation, dialogue, and teambuilding within the national groups before the youth exchange. They must promote tolerance and solidarity within their groups and to inform the participants about the cultural differences, the cultural context within the project will be held, but also about the group rules/code of conduct.



ACCOMMODATION, FOOD & OTHER LOGISTIC

ACCOMMODATION:The accommodation and food are **100% covered by Erasmus+** Program, from the evening **8th and 15th of June 2024**. The check-in is after 14:00 on the Arrival Day; the Check-out is before 12:00 on the Departure Day, bare in mind that the activities the 15th will finish at 15.00

During the mobility, participants will be hosted at **Fattoria il Lago** from **Dicomano** (Metropolitan City of Florence).

Here you can find the accommodation's website: <https://www.fattoriailago.com/>

The rooms will be **shared between 2, 3 and 4 people**. Some of the rooms have 3 beds, others 1 matrimonial/shared bed and a single bed, others have a matrimonial/shared bed and 2 single beds. If you want to share the room with someone, please let us know in time. No single rooms are available.



FOOD:There will be three meals per day (breakfast, lunch, and dinner) and 2 coffee breaks per day. On arrival day it is included just the dinner and on the departure day it is included both breakfast and lunch. It is very important to tell us if you have any allergies or if there is something that you do not eat, if you are vegetarian or vegan, have a diet etc.



OTHER LOGISTIC: We highly recommend you have a medical travel insurance for your staying in Italy. Non emergency medical help might be expensive here if you do not have a travel insurance. If you are part of the European Union, we recommend you to take the **European Health Insurance Card**, a free card that gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the 27 EU countries, Iceland, Liechtenstein, Norway and Switzerland under the same conditions and at the same cost (free in some countries) as people insured in that country.

The travel insurance cost it isn't an eligible cost for the project budget so it cannot be reimbursed. We also recommend you have with you your personal medicines (during the activities we will have a First Aid Kit and some general medicines).

Also, please bring comfortable clothes, **swimsuit** and **towel (there is a swimming pool)**, slippers, your favorite music, and anything else you consider necessary. We also recommend bringing a laptop (at least 1 laptop per national group).

Terms & Conditions

To be able to cover the costs for the accommodation and food, participants need to sign at the end of their mobility a participant statement and the participants' list.

A participant aborting their mobility (leaving earlier) means covering the accommodation and food by themselves for the days they misses, as there is signed an agreement with the hotel and there are involved some costs meaning that we still must pay for the days remained from the project.

Also, at the end of the mobility, each group leader must fill in a report, on Beneficiary module website in maximum 30 days after the mobility ends, according to Erasmus+ rules.

TRAVEL CONDITIONS

International Travel

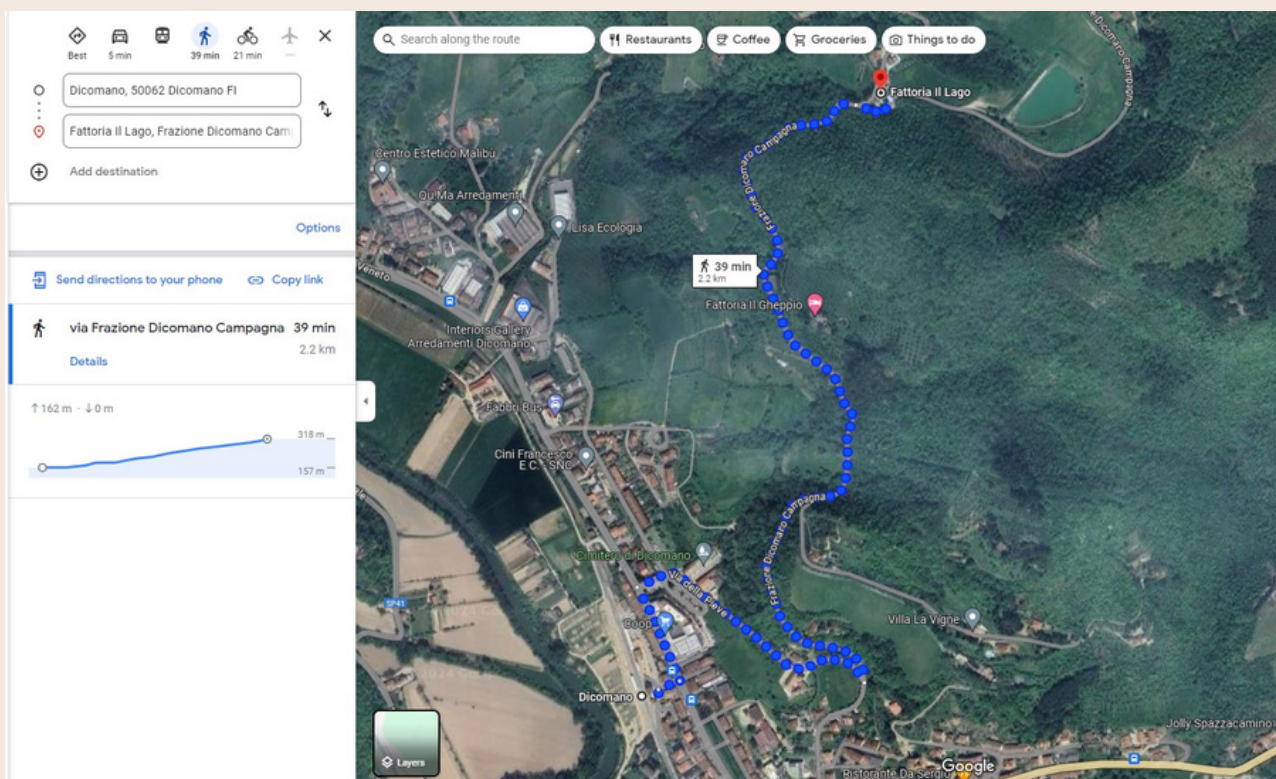
If you choose to travel by plane, **you can search for flights to Pisa Airport, Bologna Airport and Florence Airport**, which are the closest. Florence Airport is a small one airport and the variety of flights is not that big.

Taking into consideration our green policies, we do recommend (if possible) opting for a green means of transportation to travel to Italy.

www.rome2rio.com is a great site to check the routes of trains and buses, As Florence is an international destination you can find several options.

In all cases you **must get a train from Firenze Santa Maria Novella Station to Dicomano**, from 6.30 to 20.55 (last one) there is a train every hour, you can check it in www.lefrece.it.

From Dicomano we will organize a van to reach the venue, for this reason, we ask each national group to arrive all together at Dicomano, we will set the transport with the group leader. For those who want to use this option, **we will retain the real cost of the transportation for a maximum of 30 euro (15 euro each route) from the travel support.**



The venue is already booked from the **8th of June** if you want to arrive the day before the official start of the activities. **Please remember that all the participants must arrive at the accommodation NO LATER than 9th June at 14:00 (Italian time) on the arrival day and activities will end the 15th at 15.00 Italian time.**

If any participant wants to stay longer in Italy, this is possible:

- normal travel up to 2 days in total for example 1 day before and 1 day after the mobility;
- green travel up to 6 days in total for example 3 day before and 3 day after.

Bare in mind that if you arrive the 8th is counted as a travel day

Still, all costs related to the extra days (for food, accommodation, trips, local transportation, or other types of costs which are not made for the project) must be covered by the participants themselves.

Before buying the tickets, the sending organization must send the travel plan of all participants for approval. All participants must buy their tickets before 15th of May2024.



NB 8-9th of June European Election will take place, we encourage you to vote before participating, or arrange abroad/mail vote. Check it with your Group Leader!

Travel Cost

Travel costs are budgeted according to Erasmus+ conditions, using the distance calculator¹ from the city where each sending organization it is registered to the city where the mobility will take place.

DISTANCE	STANDARD TRAVEL*	GREEN TRAVEL**
	COST/PAX	COST/PAX
<i>Between 10 and 99 KM:</i>	23 EUR	23 EUR
<i>Between 100 and 499 KM</i>	180 EUR	210 EUR
<i>Between 500 and 1999 KM:</i>	275 EUR	320 EUR
<i>Between 2000 and 2999 KM:</i>	360 EUR	410 EUR
<i>Above 3000 KM :</i>	530 EUR	610 EUR

*** STANDARD TRAVEL: Flight, Car etc.**

**** GREEN TRAVEL: bicycle, bus, carpooling (car sharing) and train. The vehicle is to be used for most of the trip both on the outward and the return journey i.e. 80% of the miles traveled.**

Documents for the reimbursement

For the reimbursement of the flight ticket:

- **The electronic ticket with the travel plan** or the e-mail confirmation of your flight (the e-mail received when the ticket was bought).
- **All boarding passes in original** [including the return ones – which can be sent after the mobility].
- **An invoice** from the travel agency/website/airlines company from where the flight ticket was bought. The email confirmation of the flight is not replacing the invoice.
- **The payment confirmation:** If you paid through bank (credit card, bank transfer, online payment etc.) you need a bank extract, or a printed statement released by your bank showing the payment/transaction.

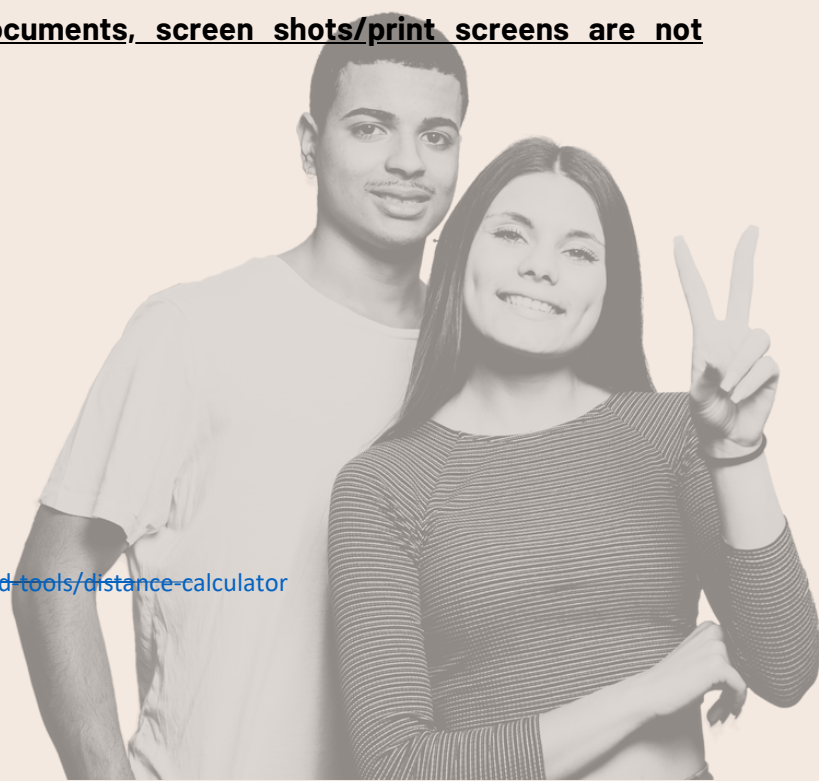
For any other travel tickets (busses, trains, ferry etc.):

- If you buy your tickets from an office, in cash, then you need the hard copy of the ticket with the price on it or the ticket and a receipt (if the ticket has no price on it).
- If you buy your tickets online, then you need the electronic ticket and the payment confirmation (same as above).

NOTE

- **Invoices must be released by official travel companies/offices and not by the sending organizations. The invoices released by any sending organization does not count, as the sending organization is not a travel agency.**
- **Only the original travel documents are taken in consideration for the reimbursement.**
- **Please be sure that you have and bring all the requested documents with you in Romania during the activity, as without them we cannot make you the reimbursement. For electronic documents, screen shots/print screens are not considered.**

¹ <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>



Reimbursement Procedures

- **Step 1:** All the return documents (return boarding passes, return bus tickets, etc.) or any other missing travel documents will be sent by all participants by post. **Deadline: 17/06/2024**
- **Step 2:** We will collect all your travel documents from you (including the return ones) and we will centralize them in one reimbursement document for every each participant. Then, we will send this reimbursement documents back to you, by email to sign them (also your sending organization - as the receiver of the reimbursement - will sign and stamp them).
Deadline: 17/06/2024
- **Step 3:** Your sending organization will send us by email the reimbursement documents, signed by all participants and by its legal representative.
Deadline: 27/06/2024
- **Step 4:** After receiving the signed reimbursement documents, we will make the money transfer through bank in the bank account of the sending organization or in the bank account of the participant if he/she/they request this and agrees to pay the bank transfer tax.
Deadline: 31/06/2024

NOTE: The deadlines can suffer changes, depending on how fast you send the documents. It can be much earlier, **but not later than 31/08/2024**, when the project officially ends, and no-payment is eligible anymore.



Dissemination and Followup

All participants and partners must get involved in the dissemination and follow-up activities as this is one of the selection criteria. The dissemination activities aim to share the project's results among other beneficiaries or target groups.

- **Before the mobility:** The partner organization and the selected participants should promote the project on their social media channels, website, or other communication channels. **During the mobility:** The partner organization and the selected participants should upload photos from the activities on their Facebook page or on other social networks or dissemination channels.
- **After the mobility:** The partner organization and the selected participants should write an article (a small report) and publish it on their blog, site, or other dissemination channels (as newspapers, etc.), but also **to organize one physical or online dissemination event with other young people where to present the official results of the project.** It is mandatory to make a participation list and take photos during the dissemination event.

PROOFS OF THE DISSEMINATION AND FOLLOWUP ACTIVITIES:

It is very important that all participants to be involved in the dissemination and followup activities after the mobility Also, you must send us proof (pictures or links), a small report

(what happened, when happened, where happened and who participated) and a scanned copy of the participation list before 30th of July 2024.

Social Media

Facebook

[@ICSE.co](#)

Instagram

[@icse.co](#)

Instagram4mobilities

[@icse.erasmus.mobilities](#)

Participating in this mobility means agreeing to the following code of conduct*:

I, the undersigned: [First name]: _____ [Family name]: _____

as **PARTICIPANT** in the Youth Exchange organized by **lcse & Co.**, between 9th and 15th of June 2024 in **Dicomano village (Florence), Italy**, within the project **2023-1-IT03-KA151-YOU-000128288**, I hereby declare:

- I take the responsibility of having a civilised and responsible behaviour, respecting the diversity of the people attending the mobility.
- I understand and I agree to pay if from my fault any damage occurs to the accommodation, training room, electronic equipment etc.
- I agree not to take any action which may endanger the health, safety and security of myself or other participants. I understand that some of the working sessions will be implemented also outside, existing the risks of accidents. In this way, I do agree that for my personal safety and protection to follow the guidance and the advice of the organizers.
- I do understand that the possession and drugs use are totally prohibited. I do understand that the alcohol consumption it is prohibited before and during working sessions. The alcohol consumption is forbidden for all underage participants, during the entire youth exchange – as it is also mentioned in the Parental agreement.
- I understand that it is forbidden to smoke inside, and I can receive a fine for that.
- I understand that it is forbidden to leave the hotel during the night, due to the danger of encountering wildlife. At the same time, all underage participants must announce/get the confirmation of their group leader before leaving the hotel during the day.
- I do understand that participating in this project means to attend all the working sessions. I understand that the lack of attendance or aborting my mobility (leaving earlier) means not receiving the return travel costs and the fact that I need to cover the accommodation and food by myself for the days I will miss, as there is signed an agreement with the hotel and there are involved some costs meaning that the organizers still have to pay for the days remained from the project.
- I agree and I understand that my personal data mentioned in this form, or any other document related to the project, and collected during the implementation of the Erasmus + Programme (2021-2027), in accordance with the European Commission regulations. The data will be stored and processed by the Programme's beneficiary organizations and the ANPCDEFP under the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR). ANPCDEFP and the beneficiary organization will store and process these data according to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals regarding the processing of personal data by the Community institutions and bodies and on the free movement of such data.
- I agree that the photos and videos taken during the project, in which I appear, to be used for the promotion of the project.

Finally, I agree to obey the established rules and I understand that I am responsible for my acts. I absolve the organizers from all obligations and liability incurred by this activity, and I taking the full responsibility for my participation in this project.



SIGN

**All participants will sign the code of conduct, in original, in the first day of the mobility.*

About ICSE & Co.

ICSE &Co. (International Center for Southern Europe) is a non-profit organization linked to the Political Sciences Department of the University of Florence. Since 2010 we have worked in three main sectors:

- ✓ Sustainable development: promoting sustainable social development, especially in the Mediterranean area, mainly through lifelong learning tools. We currently run and manage stimulating projects that produce a change in society and in the participants;
- ✓ Young people and intercultural issues: analyzing and advocate for intercultural activities and projects to enhance the opportunity for development in civil societies in Europe, in particular, we continue offering young people opportunities to develop their professional and personal skills in a multicultural and international environment;
- ✓ Institutional social project development: through social research focusing on the constantly changing characteristics of society, we offer support and project management, and implementation to municipalities, regions and national and international entities.

Our network includes a wide range of actors, from a single participant to local and international associations, public authorities, universities and ministerial agencies.

Our vision is to understand better the global involvement of single pieces of the whole puzzle, interacting and working together in a wealthier way.

Our staff expertise, counts more than 20 external experts, 30 youth workers and 100 volunteers, and is grounded in different fields, with a particular mastery in Social Innovation, Migration and Global Education with Intercultural topics, local development, internationalisation and social inclusion. Another excellent skill that our staff praises is social and cultural research, with quantitative and qualitative perspectives. ><https://icse-co.org/it/progetti/>

Since 2014 we have hosted more than 300 participants in our projects in Italy and have sent more than 800 to international Erasmus+ exchanges around the world. The main topics were linked to social inclusion, art, sustainability, environment, network development, young entrepreneurship ect., regardless of their educational, cultural, ethnic, social, etc. background and its activities are always based on the needs and interests of them and the society.

www.icse-co.org