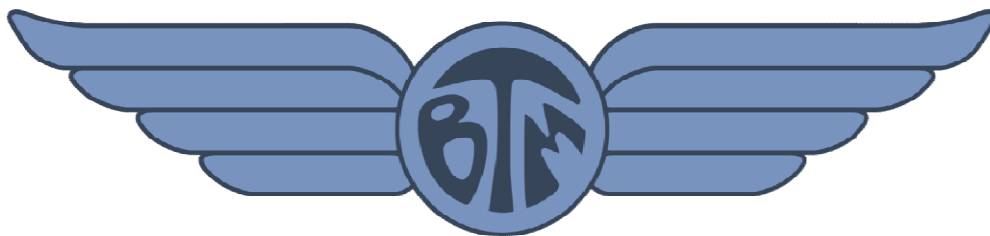


**SALTO** TRAINING &  
COOPERATION



**BITRIMULTI**  
Gives you(th) wings!

Training Course

## **Info Pack**

for

**PARTICIPANTS**  
Valid for 2019-2020



**Info Pack** for Participants  
about the BiTriMulti Training Course

BiTriMulti Training Course (further in the document "BTM")

Co-ordinated and monitored by the SALTO Training and Co-operation Resource Centre  
Organised by the Network of National Agencies for the Youth in Action Programme  
Financed by the ERASMUS+:Youth in Action Programme of the European Commission

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Centre, c/o JUGEND für Europa – German Agency for the EU Programme Erasmus+ :  
Youth in Action

## **BTM TRAINING COURSE**

Dear participant,

We are looking forward to meeting you and to working with you in the international training course BiTriMulti (BTM) on how to tackle all of the basic elements of organising an international Youth Exchange under the Erasmus+: Youth in Action Programme of the European Commission. It will be a learning-by-doing experience for you, built on a simulation exercise.

In this training course you might find new partners, but this is not the main objective of the training course.

### **IN THIS PACK YOU WILL FIND:**

The day-by-day programme of your training course (the programme is flexible and may be changed according to the latest updates).

### **ABOUT YOUR ORGANISATION**

Please bring information (printed information, leaflets, booklets, or any other relevant material) about the main activities of your organisation to share with other participants in the BTM training course. There will be no possibility of making a presentation about your organisation to the other participants (using a computer) during the official programme. However, you might be able to do so during the informal moments of the training course if any other participants are interested.

### **ABOUT INTERCULTURAL EVENING**

On the second day of the BTM there will be an international/intercultural evening when you will have the opportunity to share something about your culture with others. You are welcomed to bring "gastronomic" specialities from your region or country: food (there will be no possibility to cook food at the training centre, but the possibility to heat food should be checked in advance with the Hosting National Agency contact person) and drinks for this evening.

Please bring a map, posters, postcards and leaflets to give a picture of where you come from. Please note that, if you bring 'videos' or computer presentations with you, you will only be able to show them during your free time if other participants would like to watch them.

### **ABOUT WHAT TO BRING**

You may bring music, modern or traditional, that you want to play during the intercultural and other evenings. Bringing with you different games to be used during informal moments is welcomed!

You are invited, but not obliged, to bring your computer or laptop. You will be able to use them during some of the sessions in the programme.

### **ABOUT YOUR TRAVEL**

Please contact your National Agency to clarify your travel arrangements (both, transnational and inside your country) and cost reimbursement procedures.

Looking forward to meeting you,  
*the BTM trainers and National Agency team*

## BRIEF DESCRIPTION OF BTM TRAINING COURSE

### 1. TARGET GROUP

The training course is designed for voluntary and professional youth workers working directly with youngsters who are interested in setting up international exchange projects. The focus remains on training and not on partner finding.

The course is mainly aimed at those who have no experience of organising an international Youth Exchange. However, it doesn't matter whether you are just interested in doing a Youth Exchange or are definitely planning to do one. If you represent an organisation or group with little experience of Youth Exchange but you see that you could still benefit from the input of a BTM training course, you can still participate, remembering that the course is essentially designed for beginners.

### 2. AIM AND OBJECTIVES

The aim of the BTM training course is to offer an international learning experience to practitioners active in the youth work field, enabling them to develop their competences in setting up quality Youth Exchanges as mobility projects under the Key Action 1 of the Erasmus+: Youth in Action

Objectives of BTM:

- ➔ To provide an informed introduction to Erasmus+: Youth in Action Programme, focusing on Youth Exchanges and their capacity to enhance young people's active engagement in the making of Europe (though not exclusively) for newcomers to the programme;
- ➔ To offer an individual and group learning experience through a simulated process on setting up a Youth Exchange project;
- ➔ To develop the necessary knowledge, skills, and attitudes to organise a youth exchange, based on the non-formal learning practice, principles, and quality standards of Erasmus+: Youth in Action Programme;
- ➔ To enable participants to reflect on their learning and to familiarise themselves with Youthpass –its technical tool to produce Youthpass Certificates, and its application in Youth Exchanges;
- ➔ To offer the opportunity to meet possible partner groups and to make contacts in other countries.

The main aim is to train people and a sub-goal is to offer the opportunity for participants to find partners. Other things, like getting to know other youth realities, are not an aim, but a (nice) side effect.

### 3. THE PROGRAMME

The BTM programme is built around a simulation exercise, which is mixed with information sessions as well as activities to improve the group dynamics and ends with an evaluation. On the next page you will find the programme of the course.

### 4. THE RESOURCES

BTM team collected educational resources to support your learning about Youth Exchanges. Visit BiTriMulti blog to access them:

<http://bitrimulti.wordpress.com/resources/>

# PROGRAMME

## BTM TRAINING COURSE

### DAILY BTM PROGRAMME FOR PARTICIPANTS

Arrival Day	Day 2	Day 3	Day 4	Departure Day
	08.00 Breakfast	08.00 Breakfast	08.00 Breakfast	Departure of the participants and the team
	09.30 Entrance to the intercultural course 10.30 Intro to the course 11.00 Break 11.30 Entry to the Erasmus+: Youth in Action Programme	09.30 Intro to the day 10.00 <b>Simulation Exercise 2:</b> Partner meeting 11.00 [Break inbetween] Continuation partner meeting	09.30 Intro to the day 09.40 <b>Simulation Exercise 4:</b> review of the Applications 11.00 [Break] 12.00 Debriefing of the Simulation Exercise	
16.00 Arrival of participants and WELCOME!	13.00 Lunch	13.00 Lunch	13.00 Lunch	
17.00 Welcome activity (depending on the final arrival times of the group)	15.00 Intro to the Simulation Game <b>Simulation Exercise 1:</b> Partner finding 16.30 Break 17.00 Workshop on Best Practice and Quality in Youth Exchanges 18.00 Reflection time	14.30 <b>Simulation Exercise 3:</b> Applications 16.30 Break 17.00 Afternoon out	15.00 Info market 16.30 Break 17.00 Reflection time Youthpass and young people 18.00 Evaluation of the training course BTM check-out	
19.00 Dinner	19.00 Dinner	20.30 Dinner out	19.00 Dinner	
20.00 Getting to know and group dynamics	20.30 Intercultural evening	Evening out	20.00 Good-bye evening	

# **PARTICIPANT PACK**

## **BTM TRAINING COURSE**



### **1. WHY HAVE YOUTH EXCHANGES?**

Youth Exchanges are intended to contribute to the personal development of the young participants. The exchanges are open to all European young people, regardless of their background, education, or socio-economic situation.

### **2. DEFINITION**

A Youth Exchange brings together groups of young people from two or more countries, providing them with an opportunity to meet, discuss, and confront various themes, while learning about each other's countries and cultures. The main aim is to encourage and promote the personal and social education of young people, reinforcing their feeling of being European citizens.

### **3. TYPES OF ACTIVITIES**

International exchanges (involving at least two organisations from two different countries, i.e. one sending & one hosting organisation).

### **4. WHO ARE THE PARTNERS IN A YOUTH EXCHANGE?**

Each Youth Exchange has a host group and one or a number of sending groups. The first step is to form a group which will develop the project idea. The second step is to identify partners for the future exchange.

### **5. WHERE CAN THESE YOUTH EXCHANGES TAKE PLACE?**

Youth Exchanges may take place in countries which are eligible to participate fully in the Erasmus+: Youth in Action Programme and which are called "Programme countries". These are the 28 Member States of the European Union and the Non-EU Programme countries (North Macedonia, Iceland, Liechtenstein, Norway, Serbia & Turkey). Youth Exchanges can also take place in one of the "Partner countries" (see page 24 [http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)). In any case, the Youth Exchange must take place in the country of one of the participating organisations!

### **6. WHO CAN PARTICIPATE?**

Groups of young people between 13 and 30 years old who reside in a country eligible to participate in the Erasmus+: Youth in Action Programme, giving priority for young people with fewer opportunities (young people from less privileged cultural, geographical, or socio-economic backgrounds, and young people with disabilities). The eligible total number of participants in one Youth Exchange project is minimum 16 and maximum 60, not including in this number the group leaders.

### **7. DURATION**

The duration of the exchange activity itself is from 5 to 21 days, excluding travel days.

## 8. AN EXCHANGE IS NOT ABOUT...

- Business meetings of a youth organisation
- Holiday travel or tourist tour
- Language courses
- School exchanges (i.e. exchanges based on formal curricula)
- Study visits
- Performance tours
- Participation in a festival
- An activity which aims to make financial profit

## 9. HOW IS A YOUTH EXCHANGE PROJECT FINANCED?

The Erasmus+: Youth in Action grants for Youth Exchanges are based on the principle of co-funding, with other public and/or private contributions (in cash, in kind, or both) and/or through fundraising activities undertaken by the young people. The total costs of a project cannot be covered by the programme alone, which covers part of the costs. The exact amounts available from the programme are detailed in the Programme Guide (see page 83 and up, [http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf))

## 10. YOUTHPASS

Every participant is individually entitled to receive a Youthpass Certificate which confirms participation and validates the non-formal learning (NFL) experience of the Youth Exchange project. Self-evaluation and validation of participants' learning experience are important as such and the document can be of benefit in terms of the educational or employment future of the participant. Through Youthpass, the European Commission ensures the Youth Exchange activity is recognised as a non-formal learning experience. For more information on Youthpass you may wish to visit <http://www.youthpass.eu>.

You'll receive, already before your arrival in or during this course, a "Youthpass personalised link" where you'll need to check your personal data. In case you haven't received the link before your arrival in (or during) this course, please contact the Hosting NA.