

Annex 1) Practical arrangements and responsibilities

A. HOSTING ORGANISATIONS

Should before the mobility;

1. **Plan the mobility according to the project overview and agreed mobility program.**
Hosting organisations should remind themselves of the initial aims, goals and needs of the visiting youth workers and support those as much as possible.¹
2. **Plan the mobility within the budget**, if not, the hosting organization is responsible for any additional costs.
3. **Arrange accommodation within the budget framework** of the project.²
4. **Prepare and send an info pack** to participants including a completed program, practical information about the stay, arrival, transport and accommodation no later than 1 month before the mobility will take place.
5. **Provide an on location contact/support person** to whom visiting youth workers can turn to get the necessary information, support and help to implement the job shadowing in the best way. Name and contact of the contact/support person should be stated in the info pack.
6. **Invite to a preparatory planning Skype meeting** with visiting youth workers to agree on practical details and to discuss the detailed mobility program and to be able to clear out any questions. Should be made no later than 3 weeks before the activity takes place.
7. **Make it clear in all different contexts that the project is funded by the European Commission and Erasmus+ Youth in Action.**

Should during the mobility;

1. **Provide support for the guests/participants.**
2. **Document the job shadow/study visit** in order to ensure dissemination.³
3. **Identify new potential partnerships and new potential projects.**

Should after the mobility;

1. **Report the project** according to the reimbursements rules.⁴
2. **Disseminate the project and make it visible inside and outside the organisations** using own documentation such as photo, film, written report, articles etc.

¹ Project overview and programs see annex.

² Budget framework, see annex.

³ Please consult the Dissemination guidelines, see annex.

⁴ Reimbursement rules, see annex.

3. **Follow up new partnerships and new potential projects.**
4. **Make it clear in all different contexts that the project is funded by the European Commission and Erasmus+ Youth in Action.**

B. PARTICIPANT / SENDING ORGANISATION

Should before the mobility;

1. **Prepare themselves for the mobility according to the purpose and goals of the mobility and the program.**
2. **Book and pay for international transport** within the budget framework for the project.⁵ *Make sure the booking is made according to passport.*
3. **Send “Health & security information form”** to the host organisation no later than 1 month before the mobility takes place.⁶
4. **Create a reference group including young people** that will engage in the concrete actions that should be a result of gained knowledge/methods of the project.
5. **Attend the preparatory Skype meeting** that should be made no later than 3 weeks before the activity takes place.⁷

Should during the mobility;

1. **Ensure that the purpose and goals** of the job shadowing are met during the mobility.
2. **Document the job shadow/study visit** in order to ensure dissemination⁸
3. **Identify new potential partnerships and new projects.**
4. **Make it clear in all different contexts that the project is funded by the European Commission and Erasmus+ Youth in Action.**

Should after the mobility;

1. **Report the project** according to the Reimbursements rules.⁹

⁵ Budget framework, see annex.

⁶ Health & security information form, see annex.

⁷ The skype meeting should cover the aims and objectives of the individual job shadowing and/or study visit programs, practical details etc.

⁸ Please consult the dissemination guidelines, see annex.

⁹ Reimbursement rules, see annex.

2. **Evaluate and review the result of the project**, together with reference group (including young people) in order to make a clear and identifiable impact for young people.
3. **Disseminate new work methods** in their own organisation at a local/regional level
4. **Disseminate the project and make it visible inside and outside their organisations** using own documentation such as photo, film, written report, articles etc.
5. **Make it clear in all different contexts that the project is funded by the European Commission and Erasmus+ Youth in Action.**
6. **Follow up new partnerships and potential new projects.**

ORGANISATIONS AND PARTICIPANTS

To keep in mind

Before the mobility;

- ✓ **Be prepared to allocate working hours to prepare for the job shadow/study visit.**
- ✓ **Discuss eventual changes in the project from your side with KEKS.** *Changes of time plan, participants etc must be approved by KEKS.*
- ✓ **Make sure that participants are covered by own and/or work insurance.** *There is no general insurance that covers the participants or organisations in this project.*
- ✓ **Apply for a visa** well in advance if necessary (for travellers to/from Georgia).

During the mobility;

- ✓ **Always keep in mind that you are representing your organisations as well as InterCity Youth** and should act accordingly as part of a European commission project (in real life as well as in social media platforms etc).
- ✓ **Be an active participant in the project and take part in all planned activities.**
- ✓ **Bring the European health card.**