

# Manual **moveurope!** Training Concept



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# Introduction

**Who is this manual for?**

**Who are we?**

**What was the context of the  
creation of the training concept?**

**Objectives**

**Content of this manual**



## 1.1 Who is this manual for?

This manual contains all necessary background information and instruction to implement the moveurope! training concept.

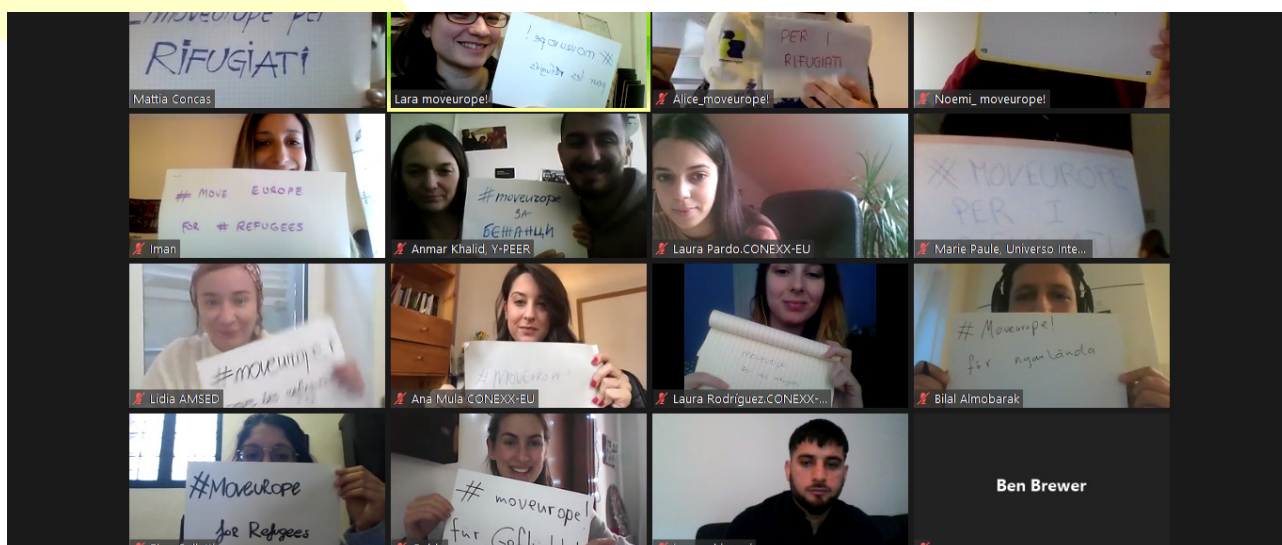
If possible, it shall be delivered only by professionals who have been trained beforehand on the moveurope! framework and on how to use this training concept.

Both the structure of the training and the manual are shaped so that the trainings don't need to be necessarily delivered by experienced trainers or facilitators but

instead by trained youth workers with practical experience.

The training concept itself targets youth workers who work with young refugees and/ or in the mobility area and who want to know more about young refugees' mobility opportunities in Europe and how to access them. It can be adapted to other target groups, too.

## 1.2 Who are we?



This project and manual is the result of a fruitful collaboration of eight partner organisations in the project 'moveurope! Promotion of mobility for refugees in the European context'. Central to the evolution of our moveurope! programme has been the development of our partnerships. Within our first moveurope! pilot project, migration\_miteinander e.V. (Germany) and Associazione Interculturale Universo (Italy) have already successfully implemented long term mobility programmes for refugees. Since this pilot project, both have created a network in Europe, working with other partner organi-

sations and social workers in order to promote similar mobility alternatives efficiently within other countries in the EU. All current partners within our moveurope! programme and involved in creating this guide have experience working with refugees and/or in organising mobility programmes accessible to refugees. Together, we are pooling our knowledge to form and implement new strategies in our respective countries. We are standing in solidarity to increase awareness and practice of a refugees mobility rights in the EU.

### 1.2.1 migration\_miteinander e.V., Germany

migration\_miteinander e.V.<sup>1</sup> is an organisation based in Witten, Germany, and composed by a group of young people that want to contribute to a Europe based on solidarity and appreciation of cultural diversity. It was created in 2017 with the aim to facilitate European mobility, not only for Europeans but also for migrants in Europe, and to empower young people to take an active role in their society through exchange programmes and training.



01 <https://migrationmiteinander.de/en/homepage/>

Through our main programme moveurope!, we implement many projects to promote legal intra-European migration and provide mobility tools for refugees through different activities, some of which include:

- Accompanying refugees to move from Italy to Germany for educational purposes: internships, voluntary services and apprenticeships
- Creating informative materials for young refugees and young professionals working with refugees
- Offering consultation and training on legal migration and mobility

### 1.2.2 CONEXX - EUROPE ASBL, Belgium

CONEXX-EU<sup>2</sup> is a non-profit organisation based in Brussels (Belgium). Our mission is to facilitate and promote cooperation actions and activities within the EU and between Europe and other regions worldwide.

After more than 10 years of experience working in Latin America, we have a special bond with this region in which we also have an extensive network of partners with whom we work closely. We work with public institutions, universities, civil society organisations and companies, helping and accompanying them in their internationalisation processes. We offer training services to access European funds and implement projects financed by these funds. Most of our projects are financed by EuropeAid and Erasmus+. Our work focuses on Development Cooperation and cooperation in the academic and youth areas, covering different themes within them.



### 1.2.3 Support Group Network (SGN), Sweden

Support Group Network, SGN<sup>3</sup>, is a non-profit NGO initiated by refugees and collaborates with local societies. We design and implement initiatives that contribute to better integration and inclusion programmes by offering meaningful projects based on empowerment, self-organisation and strategic cooperation.

We encourage refugees' own initiatives and support them in fields of social, cultural, educational, health and psychological care. Moreover, we advocate for their cases in those fields. The organisation is democratic and independent of political, national and religious parties. The organisation uses means that operate in line with European and International rules to promote the organisation's goals. Our values are accountability, ambition, collaboration, creativity and integrity.



### 1.2.4 Associazione Universo Interculturale, Italy

Associazione Universo Interculturale<sup>4</sup> is a non-profit association based in Bologna, Italy, established in 2002. It was founded as an initiative of foreign and Italian students and workers, with the aim of promoting activities that spread, motivate and facilitate mutual understanding between people of different cultures and origins. But through the years, we have been able to bring together young people from all over Europe and all over the world to strengthen mutual understanding and the development of a European Citizenship.

On one hand, we want to facilitate the integration of foreign people in the territory of Bologna, providing different services (such as language literacy courses, basic IT literacy courses, civic education for migrants and new citizens, consultancy and support services for registered members, urban regeneration projects and voluntary working services for refugees and international protection seekers), following the approach of empowerment and active citizenship. On the other hand, we have a platform for interaction between natives and non-natives, establishing the basis for a pleasant coexistence between different cultures to overcome the barriers erected by diversity.



02 <https://conexxeurope.eu/en/home-2/>

03 [https://supportgroup.se/?fbclid=IwAR0kHNOVxW6w1aoKFJllyt-KR28HnKvhmzAD1YBZ\\_GUkgKPNqL3TVo4b4PN8](https://supportgroup.se/?fbclid=IwAR0kHNOVxW6w1aoKFJllyt-KR28HnKvhmzAD1YBZ_GUkgKPNqL3TVo4b4PN8)

04 <http://www.universointerculturale.it/>

### 1.2.5 International Foundation for Y-PEER Development, Bulgaria

The International Foundation for Y-PEER Development was established in 2016 and is based on the experience of the professionals and volunteers at the International Institute for Youth Development PETRI-Sofia ([www.petri-sofia.org](http://www.petri-sofia.org)), which has more than 10 years of expertise working in the field of young people's development and empowerment, sexual and reproductive health and rights, active citizenship and youth participation. Both IFYD and PETRI support the international youth network Y-PEER which is composed of individuals, organisations and institutions working in the field of sexual and reproductive health and rights, active in more than 50 countries around the world.

The network was established by the United Nations Population Fund (UNFPA) in partnership with UNICEF. It was launched in 1999 in order to support, provide information and educate young people on a number of issues, in particular on sexual and reproductive health and rights, as well as on gender equality. The network organises various campaigns on local, national and global levels, as well as training, conferences, seminars.

The capacity building activities of Y-PEER, IFYD and PETRI are based on non-formal and peer education approaches and techniques, while the three entities also work actively on advocacy on different levels, participating in global events and giving voice to the youth around the world, reaching out also to vulnerable and most-at-risk young people in the Arab States region, Eastern Europe and Central Asia and the Asia-Pacific region.



### 1.2.6 Asociación para la promoción y gestión de servicios sociales generales y especializados (PROGESTIÓN), Spain

Asociación Progestión<sup>6</sup> is a non-profit organisation dedicated to providing social services. Established in May 1990, our mission is to provide resources and skills to the most vulnerable people in order to enable them to achieve their objectives in an autonomous and responsible manner, seeking the best possible access to exercise their rights and improve their quality of life.

We work with different groups in a situation of social exclusion: migrants, refugees and asylum seekers, the homeless, female victims of male violence, the unemployed, youth, etc. We carry out projects in the following areas: legal counselling, psycho-social care, employment guidance, residential care and social accompaniment, asylum and international protection, socio-educational actions and community intervention.

Progestión has offices in the provinces of Madrid and Valladolid. We currently have 80 members of staff including lawyers, psychologists, educators, employment technicians, social workers, trainers, community intervention agents, administrative staff and operators, amongst others. Additionally, 52 people collaborate with our organisation as volunteers.



### 1.2.7 Association migration solidarité & échange pour le développement (AMSED), France

AMSED<sup>7</sup> is a European youth NGO that aims to promote and implement youth activities, special events, intercultural exchanges and integration activities, especially among migrants. AMSED seeks to create spaces for exchange, learning and solidarity at a local, European and international level.

Concretely, this takes the form of different activities developed by the resources centre for the support of youth mobility and European citizenship of young people with fewer opportunities and small associations that are partners and members of our network. We provide Information regarding European and international support measures for projects linked to active citizenship, mobility and cultural diversity.

- Assistance and support at a local, regional, European and international level for developing and implementing activities that promote cultural diversity and are linked to youth.

05 [www.y-peer.org/](http://www.y-peer.org/)

06 <https://progestion.org/en/>

07 <https://www.amsed.fr/>

- Training in the field of youth project management at a European and international level, especially in the framework of the Erasmus+ Programme of the European Union.
- Support for international mobility through the active involvement of young people in various social, cultural, educational and citizen initiatives linked to cultural diversity and helping to improve their employability prospects.
- Implementation of activities, at a European and

Mediterranean level, linked to the promotion of cultural diversity and citizenship education and covering a number of different topics such as combating discrimination, young people's active participation in society, women's rights and their position in Euro-Mediterranean societies, gender equality and minority rights.



### 1.2.8 Mobile Info Team, Greece

Mobile Info Team<sup>8</sup> is a legal support organisation based in Thessaloniki, Greece, and made up of legal casework volunteers from around Europe and beyond. The aim of Mobile Info Team is to provide clear information to asylum seekers and refugees as they navigate the Greek asylum system and attempt to access social services.

We provide this service through our Whatsapp and Facebook hotlines in Arabic, Farsi, French, Urdu, Kurmanji, Sorani, Somali and English. When necessary and possible, MIT provides individualised case support. This can be in relation to family reunification cases, asylum deci-

sions' appeals or any other cases involving increased communication and collaboration between actors and across country lines.

MIT also provides information sessions to community centers serving young refugees and to other NGOs serving volunteers and humanitarian workers across Greece.



## 1.3 What was the context of the creation of the training concept?

We, migration\_miteinander, together with Associazione Interculturale Universo, began a moveurope! pilot project in 2017. Our main objectives for this innovative project are to enhance European mobility, not only for Europeans but also for migrants in Europe, and to prepare young people to become active (European) citizens. We not only promote alternative legal secondary migration for education and training purposes, but we have also successfully accompanied refugees in these alternative legal migration opportunities. We focussed on mobility programmes between Italy and Germany, facilitating movement from the first country of arrival to another with the opportunity for young refugees to establish a long-term, sustainable perspective and a self-determined life in Europe.

We believe in empowering young people, in particular young refugees. We are working to ensure that young refugees in Europe have equal access to opportunities in education and work. We want our European society to perceive young refugees as the talented and motivated young people they are, with their own ambitions and dreams and to see that they can be an important contribution when actively included in the society as active citizens rather than as a passive victim.

From the success of our moveurope! pilot project we continue to support mobility and solidarity within Europe, and started in 2020 the two-year project 'moveurope! Promotion of mobility for refugees in the European context', funded by Erasmus+.

This project aims to further promote and facilitate young refugees' access to mobility programmes through a strengthened youth work framework. In order to do so, we created the following tools (see Appendix 2): a mobility guide, to guide youth workers and any people willing to support in accompanying a refugee in the moveurope! process in doing so a toolkit about how to introduce moveurope! information to young refugees through non-formal education.

The training concept introduced by this manual is the third tool created in the framework of this project. It aims to provide training on the moveurope! approach and framework to youth workers who want to use moveurope! with young refugees, and is therefore complementary to the two other tools mentioned above.

This manual will enable trainers to use any versions - online and offline, short and long - of this training concept with the aim to train youth workers to the use of moveurope! in their daily work with young people and

<sup>08</sup> <https://www.mobileinfoteam.org/?fbclid=IwAR3XSdy80F9P-7LcQop8P9hr3v1jz0kN1VYERyDEfll01fLh0lsh3tcAkos>

young refugees.

Used together, these tools serve as essential means to spread the knowledge about mobility rights and opportunities for refugees to enable them to live their life in dignity and make them free to choose to move



## 1.4 Objectives

### 1.4.1 Objectives of the training concept

The moveurope! training concept, together with the mobility guide and the moveurope! toolkit, is a key instrument to disseminate the project's approach and with that, to effectively promote mobility for young refugees in Europe.

After a short introduction into the relevant European framework, the concrete mobility types with all their relevant characteristics are presented.

The training concept shall thus raise awareness on the intra-European mobility opportunities existing in the relevant country, their advantages and disadvantages and how to access them as a young refugee.

Training youth workers who have direct access to the target group of young refugees makes mobility a tangible option for this group.

The training concept is shaped to focus on the very practical aspects when it comes to provide access to the existing mobility options and will thus make them accessible for young refugees and to guide them in this experience.

### 1.4.2 Objectives of this manual

This manual goes hand in hand with the training concept and contains all the necessary background information to successfully implement the moveurope! training concept. It distinguishes between 4 different formats: short and long version, offline and online version.

More specifically, the manual provides moveurope! trainers with the following information:

instructions on the preparation and evaluation of the training concept

instructions on how to deliver the respective module of the moveurope! training concept

all the necessary material for the interactive NFE-based elements and advice on how to choose the most suitable ones

The very detailed and at the same time practical information shall enable professionals who are familiar with the moveurope! framework but not very experienced in the training role, to deliver high quality moveurope! trainings.

## 1.5 Content of this manual

You will find in this manual the detailed content of each version. As you can see in the table below giving an overview of each session, each version is composed of six different modules. Each module includes interactive elements, based on non-formal education.

In the Appendices, you will find all the material or relevant links to implement the training.

Short online and offline versions: the timing presented here is based on a 3,5 hours training, that includes a 30 minutes break (after module 2 or 3). Depending on the number and reactivity of the participants, and especially on the number of questions, it might last longer than this.

Long versions online and offline: the timing presented here is the minimum time to allocate to each module, but you can choose to take longer. The whole long version is based on a one-day-long training, with several coffee breaks and a lunch break. The breaks should be planned according to your preferences (when is the training starting in the morning, etc). You can choose to have the breaks between two modules, but there is also the possibility to have some breaks within one module (for example modules 2-3-4: after the combination of presentation and quiz, and before going into the case study).

The timing for each version is indicative and based on our experience. However, it might be relevant to consider adding a buffer zone, especially for the first implementation of this training as a trainer. It should also be adapted to the number of participants.



SHORT VERSION ONLINE/OFFLINE					LONG VERSION ONLINE/OFFLINE	
	Module	Learning outcomes and objectives	Contents	Time	Contents	
START OF THE TRAINING	1-Introduction	Get to know each other and organisational issues	<ul style="list-style-type: none"> <li>ice breaker</li> <li>introduction to the training and programme</li> <li>group agreement for the training</li> <li>brainstorming on expectations of the participants, knowledge assessment</li> </ul>	30 min	<ul style="list-style-type: none"> <li>ice breaker</li> <li>introduction to the training and programme</li> <li>group of the training</li> <li>brainstorming on expectations of the participants, knowledge assessment</li> </ul>	40-45 min
CONTENT OF THE TRAINING	2-Crash course in European asylum law	Understand the European legal framework in which moveurope! takes place	<ul style="list-style-type: none"> <li>presentation using the slides</li> <li>quiz activities included during the presentation</li> </ul>	45 min	<ul style="list-style-type: none"> <li>presentation using the slides</li> <li>quiz activities included during the presentation</li> </ul>	1
	3-moveurope! introduction	Understand what moveurope! is and its objectives, target group, activities	<ul style="list-style-type: none"> <li>presentation using the slides</li> <li>case study</li> </ul>	35 min	<ul style="list-style-type: none"> <li>presentation using the slides</li> <li>case study</li> </ul>	50 min
	4-moveurope! country	Understand how to use moveurope! in the chosen country (the choice of the country depends on the aim of the training)	<ul style="list-style-type: none"> <li>presentation using the slides</li> <li>quiz activities included during the presentation</li> <li>case study</li> </ul>	1h	<ul style="list-style-type: none"> <li>presentation using the slides</li> <li>quiz activities included during the presentation</li> <li>case study</li> </ul> <p>Practical exercises:</p> <ul style="list-style-type: none"> <li>-interview moveurope! participant</li> <li>checklist guidance moveurope! participant</li> </ul>	2h 45 min
	5-Introduction to other useful tools	Get to know other moveurope! tools useful to concretely accompany refugees in intra-European mobilities with moveurope!	<ul style="list-style-type: none"> <li>presentation using the slides</li> </ul>	5 min	<ul style="list-style-type: none"> <li>presentation using the slides</li> </ul>	5 min
END OF THE TRAINING	6-Evaluation and conclusion	Evaluate and give feedback on the training and its usefulness	<ul style="list-style-type: none"> <li>evaluation and feedback activity</li> </ul>	15 min	<ul style="list-style-type: none"> <li>evaluation and feedback activity</li> </ul>	25-30 min



# Detailed content of each version

**Before the training**

**Introduction**

**Content of the training**

**End of the training**

**After training**



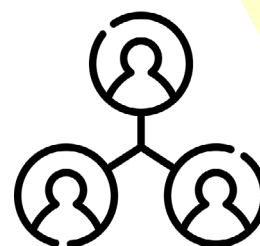
## 2.1 Before the training

### 2.1.1 Management of the participants

Before implementing any version of this training, we advise you to use a registration form to understand who are the persons interested in participating in the training, have an idea of their needs and expectations, and get their contact information to send them the information relevant to the training before and after.

We advise you to ask them through this form at least the following information:

- name, surname
- age
- organisation they are part of, or how they got involved with refugees
- country and state they are currently located and active for refugees
- email address
- their interests and expectations in the training



### 2.1.2 Preparation for the trainers

The trainer(s) can prepare themselves using the overview of the modules of version chosen (online/offline, short/long). The overview and the detailed modules provide with:

- the objectives of each module
- list of what needs to be prepared beforehand
- list of the material needed during the training
- all the links needed to prepare and implement the training
- practical advice
- foreseen timing for each activity

#### Specific to online versions:

When preparing the material and tools to be used during the online short or long versions of the training concept, we give some advice on tools we are used to. However you can find in Appendix 4 the description of some other online platforms that could be interesting to use, whether collaborative brainstorming platforms, or platforms that can be used to organise the quiz. This list is not exhaustive, feel free to use other platforms or methods you might know. It is also very important to test the tool before the training, especially if it's a tool you are not used to. In any case, you also need to test the link you will be sending to the participants, to check on how they can access the tool (do they need to register, is there a password, is it the editable link...).

Please do not hesitate to contact migration\_miteinander e.V. with any further questions about this training concept. migration\_miteinander e.V. is leading the organisation and implementation of this training concept and has a team available to answer any enquiries. However, you can also find contact details for each of the partners involved in this programme in the Appendix 1. This could be particularly useful for information regarding specific countries referred to in this manual.

This manual is brought to you by migration\_miteinander and our partner organisations. We all will disseminate, however, we promote open access to it. It is free to be shared and used by everyone.



## 2.2 Module 1: Introduction

Activity	Activity	Instructions	Prior to start date	Online specificities	Offline specificities	Timing
0-Intro-duction	Introduce the trainer and the objectives of the training	Don't forget to contextualise moveurope!				1min
1-Ice breaker	<p>Get to know each other and create a safe atmosphere among the participants</p> <p>Understand who the participants are and their position as youth workers / activists with refugees.</p> <p>Create a basis for the participants to connect with each other for future collaborations.</p>	Implement the ice breaker chosen.	<p>Choose an ice breaker in the list in Appendix 3 (or other ideas based on your personal experience) and adapt it/prepare the questions. While choosing the icebreaker, consider your target group and the accessibility of your icebreaker.</p> <p>Remember that the aim is to create a safe space for the participants, for them to feel included in the group and confident to participate actively in the following modules.</p> <p>For the short versions, we recommend a round where every participant can introduce themselves (name, which organisation they are part of, what is their role with refugees) and then to share something about themselves (see for example "My most useless skill" in the list of icebreakers in Appendix X).</p> <p>For the long version, we still recommend a round, but that can be combined with a longer icebreaker.</p>		<p>The choice of the icebreaker will strongly depend on the number of participants and the material available. We recommend icebreakers that lead the participants to move in the room.</p> <p>Include during the icebreaker a space for the participants to introduce themselves and their roles with refugees.</p>	<p>Short version: 12 min</p> <p>Long version: 20 min</p>

2-Brainstorming/knowledge assessment	<p>Brainstorm on the knowledge of the participants about the topic of the training.</p> <p>Share the expectations for the training.</p>	<p>Explain the questions and objectives of this exercise.</p> <p>Give them the time they have to answer, and pay attention to the answers given during the time given.</p> <p>Shortly summarise the main points and answers in the end of the brainstorming.</p>	<p>Prepare the questions and the tool you want to use depending on what you want to learn from the participants.</p> <p>Here are some examples: What comes to your mind when we talk about “intra-European mobility for refugees”? What comes to your mind when we talk about refugees? What do you expect to learn in this training?</p>	<p>While explaining the exercise, share your screen to show the tool and questions, and explain how the participants can use the tool to answer the questions.</p> <p>Prepare in advance the online tool you want to use.</p> <p>We can recommend Jamboard, as we have a good experience with it., and enable the participants to answer anonymously, so they feel free to fully express themselves.</p>	<p>You can use many different methods to brainstorm offline. We prefer methods that lead the participants to move physically in the room.</p> <p>Example of offline brainstorming method: The room is divided in 2 (fictive line), the moderator says a statement (ex: I know the european framework for refugees) and participants move to the left part of the room if they agree or to the right part if they disagree)</p>	<p>5 min</p> <p>Long version: 10 min</p>
3-Introduction to the training and	<p>Make the participants aware of the structure of the training, as well as when they will have time for a break.</p> <p>Introduce briefly that some non-formal education tools are included in the training</p>	<p>Present the programme of the training detailing the different modules, highlighting the times and break.</p> <p>Explain shortly that some elements of the training are based on the principles of non-formal education, and make sure the participants understand those principles (voluntary participation, active participation, group as a source of learning, learner-centered, experiential learning, holistic approach, value based). To learn more, look at this video from YOUTRAIN videoproject: What is Non-Formal Education? 7 principles of NFE<sup>9</sup></p>	<p>Prepare something visual (see example in Appendix 5) to show while commenting on the programme so the participants can see visually.</p> <p>Don't forget to add the break times in your planning, and add the hour at which the breaks will take place.</p>	<p>Use a slide, or other visual element to present the planning.</p> <p>You can also send it to the participants so they can always refer to it whenever you change module.</p>	<p>You can present with a slide, or also print a paper with the programme so they can always refer to it whenever you change module.</p>	5 min

09 <https://www.youtube.com/watch?v=dPANb53ojME>

4-Group agreement	<p>Establish a group agreement with the participants</p> <p>Create a safe space for everyone and establish a good training environment for the participants and the trainer.</p>	<p>Explain the objective of having a group agreement and how they can contribute to it by adding their own ideas of values that should be respected by all to establish a good and safe training environment.</p> <p>Explain the values you already added and why you need them to be respected, and explain how they can add their own ideas and values.</p> <p>Give them the time they have to add their values, and pay attention to the answers given during the time given.</p> <p>Shortly summarise the values that everyone agrees to respect.</p>	<p>A white board shared online with the participants so they have 3 minutes to add the values they want everyone to respect during the training.</p> <p>Favorise tools/ methods that enable the participants to share their ideas of values in an anonymous way, so they feel free to fully express themselves.</p> <p>You can find in Appendix 6 some pictures of group agreements before/ after working on it with the participants, to give you an idea of what can be created with this.</p>	<p>Prepare in advance the online brainstorming tool, with already some values prepared that you would like the participants to respect.</p> <p>Share your screen while explaining the values and the exercise.</p> <p>We can recommend Jamboard, as we have a good experience with it., and enable the participants to answer anonymously, so they feel free to fully express themselves.</p>	<p>Use a flipchart, or big sheet of paper, and sticky notes from different colors, on which the participants can write their ideas and that they can then stick on the flipchart.</p>	<p>5 min</p> <p>Long version 10</p>
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## 2.3 Content of the training

### Short version online/offline

Module 2: Crash course in European asylum law

Activity	Activity	Instructions	Prior to start date	Online specificities	Offline specificities	Timing
1 Presentation	Give an overview of the general European framework in which moveurope! takes place	Present the slides	<p>Familiarise yourself with the slides “Crash course in European asylum law” and with the topic using the explanations of the slides in Appendix 7.</p> <p>You can also find the link for the slides in Appendix 7.</p>			30 min
2-Quiz	Consolidate the knowledge acquired by the participants with the questions included at 2 strategic moments in the presentation	Present the tool used for the quiz and explain the participants they will be divided in small groups of 2 or 3 people to answer together the questions of the quiz.	<p>Get familiar with the questions and answers</p> <p>Choose the quiz tool/method you want to use for the consolidation.</p> <p>Prepare the tool with the questions that are in Appendix 8.</p>	<p>You can find in Appendix 4 names of online platforms you can use. The list is not exhaustive, feel free to use other platforms or methods you might know</p>	<p>You can also use an online platform for the quiz, as long as the participants have the adequate device to use the tool in autonomy in their groups.</p>	2 quiz sessions: total of 15 mi

### Module 3: moveurope! introduction

Activity	Activity	Instructions	Prior to start date	Online specificities	Offline specificities	Timing
1 Presentation	Give an overview of the general European framework in which moveurope! takes place	Present the slides	Familiarise yourself with the slides “moveurope! introduction short version” and with moveurope! using the explanations of the slides in Appendix 7. You can also find the link for the slides in Appendix 7.			20 min
2-Case study exercise	Consolidate the knowledge introduced in the moveurope! presentation with a concrete case study, to exercise on the different target groups.	<p>Divide the participants in small groups of maximum 4 participants, each group will be given a case study.</p> <p>They should discuss together if the case corresponds to the target group of moveurope! and if not yet, what would be the steps for the case to participate in a mobility for moveurope!.</p> <p>Introduce the tool you want them to use.</p>	Familiarise yourself with the cases in Appendix 9 and choose the ones you want to use.	<p>Have the case studies ready in pdf format. Prepare a collaborative/brainstorming tool for each group so they can note down their solutions and eventual questions.</p> <p>We can for example recommend Jamboard, with one page prepared per group, and each slide having the number of the group and the number of the case you want them to work on.</p>	Have the relevant case study printed for each group and some material to write down the solutions and questions (like a flipchart)	15 min

## Module 4: moveurope! Country

Activity	Activity	Instructions	Prior to start date	Online specificities	Offline specificities	Timing
1 Presentation	Give an overview of how moveurope! can be used and is adapted in the chosen country	Present the slides	Familiarise yourself with the slides “moveurope! introduction short version” and with moveurope! using the explanations of the slides in Appendix 7. You can also find the link for the slides in Appendix 7.			25 min
2-Quiz	Consolidate the knowledge acquired by the participants with the questions included at strategic moments in the presentation  Use another online NFE tool to raise awareness on knowledge-consolidation tools that can be used when working with refugees	Present the tool used for the quiz and explain the participants they will be divided in small groups of 2 or 3 people to answer together the questions of the quiz.  Tell them to write down whenever they have questions about the answers.  Once back with the whole group, take time for a small debriefing or Q/A on the answers, and what was difficult or not, to make sure everything was clear and understood.	Familiarise yourself with the questions and answers  Choose the quiz tool/method you want to use for the consolidation.  Prepare the tool with the questions that are in Appendix 8.  Make sure that the tool you use will show to them the right answer(s) and that they can use it autonomously. The aim is also not to bring them in a competition, which would bring them to a formal education situation.	You can find in Appendix 4 names of online platforms you can use. The list is not exhaustive, feel free to use other platforms or methods you might know.  You can also find in Appendix 8 the links to use Flipity or Wordwall already prepared with the questions and answers of the German framework!	You can also use an online platform for the quiz, as long as the participants have the adequate device to use the tool in autonomy in their groups. You can also find other ways to make the quiz in a more offline setting (printed questionnaire, etc).	10 min
3-Case study exercise	Consolidate the knowledge introduced in the country presentation with a concrete case study, to determine which kind of mobility would be suitable for the case	Send the participants back to their small groups to discuss which mobility could be suitable for the case they already worked on in module 3	Familiarise yourself with the cases and the possible solutions for each case.	Same as module 3		10 min
4 Conclusion case study exercise	Brainstorm on the different case studies  Q/A session	After coming back to the whole group, each group briefly introduces their case and solutions with the collaborative tool they used. They can also ask the questions that could have come up while brainstorming in small groups.				



## Long version online/offline

### Module 2: Crash course in European asylum law

Activity	Activity	Instructions	Prior to start date	Online specificities	Offline specificities	Timing
1 Presentation	Give an overview of the general European framework in which moveu-rope! takes place	Present the slides	Familiarise yourself with the slides “Crash course in European asylum law” and with the topic using the explanations of the slides in Appendix 7. You can also find the link for the slides in Appendix 7.			30 min
2-Quiz	Consolidate the knowledge acquired by the participants with the questions included at 2 strategic moments in the presentation Get to know another online NFE tool to raise awareness on knowledge-consolidation tools that can be used when working with refugees	Present the tool used for the quiz and explain to the participants they will be divided in small groups of 2 or 3 people to answer together the questions of the quiz.  Tell them to write down whenever they have questions about the answers.  Once back with the whole group, take time for a small debriefing or Q/A on the answers, and what was difficult or not, to make sure everything was clear and understood.	Familiarise yourself with the questions and answers.  Choose the quiz tool/method you want to use for consolidation.  Prepare the tool with the questions that are in Appendix 8.  Make sure that the tool you use will show to them the right answer(s) and that they can use it autonomously. The aim is also not to bring them in a competition, which would bring them to a formal education situation.	You can find in Appendix 4 names of online platforms you can use. The list is not exhaustive, feel free to use other platforms or methods you might know .  You can also find in Appendix 8 the links to use Flip-pity or Word-wall already prepared with the questions	You can also use an online platform for the quiz, as long as the participants have the adequate device to use the tool autonomously in their groups. You can also find other ways to make the quiz in a more offline setting (printed questionnaire, etc).	2 quiz sessions: total of 15 mi



### Module 3: moveurope! introduction

Activity	Activity	Instructions	Prior to start date	Online specificities	Offline specificities	Timing
1 Presentation	Give an overview of the general European framework in which moveurope! takes place	Present the slides	Familiarise yourself with the slides “moveurope! introduction short version” and with moveurope! using the explanations of the slides in Appendix 7. You can also find the link for the slides in Appendix 7.			20 min
2-Case study exercise	Consolidate the knowledge introduced in the moveurope! presentation with a concrete case study, to exercise on the different target groups.	<p>Divide the participants in small groups of maximum 4 participants, each group will be given a case study.</p> <p>They should discuss together if the case corresponds to the target group of moveurope! and if not yet, what would be the steps for the case to participate in a mobility for moveurope!.</p> <p>Introduce the tool you want them to use.</p>	Familiarise yourself with the cases in Appendix 9 and choose the ones you want to use.	<p>Have the case studies ready in pdf format. Prepare a collaborative/brainstorming tool for each group so they can note down their solutions and eventual questions.</p> <p>We can for example recommend Jamboard, with one page prepared per group, and each slide having the number of the group and the number of the case you want them to work on.</p>	Have the relevant case study printed for each group and some material to write down the solutions and questions (like a flipchart)	15 min

### Module 4: moveurope! Country

Activity	Activity	Instructions	Prior to start date	Online specificities	Offline specificities	Timing
1 Presentation	Give an overview of how moveurope! can be used and is adapted in the chosen country	Present the slides	Familiarise yourself with the slides “moveurope! introduction short version” and with moveurope! using the explanations of the slides in Appendix 7. You can also find the link for the slides in Appendix 7.			25 min



2-Quiz	<p>Consolidate the knowledge acquired by the participants with the questions included at strategic moments in the presentation</p> <p>Use another online NFE tool to raise awareness on knowledge-consolidation tools that can be used when working with refugees</p>	<p>Present the tool used for the quiz and explain the participants they will be divided in small groups of 2 or 3 people to answer together the questions of the quiz.</p> <p>Tell them to write down whenever they have questions about the answers.</p> <p>Once back with the whole group, take time for a small debriefing or Q/A on the answers, and what was difficult or not, to make sure everything was clear and understood.</p>	<p>Familiarise yourself with the questions and answers</p> <p>Choose the quiz tool/method you want to use for the consolidation.</p> <p>Prepare the tool with the questions that are in Appendix 8.</p> <p>Make sure that the tool you use will show to them the right answer(s) and that they can use it autonomously. The aim is also not to bring them in a competition, which would bring them to a formal education situation.</p>	<p>You can find in Appendix 4 names of online platforms you can use. The list is not exhaustive, feel free to use other platforms or methods you might know.</p> <p>You can also find in Appendix 8 the links to use Flip-pity or Wordwall already prepared with the questions and answers of the German framework!</p>	<p>You can also use an online platform for the quiz, as long as the participants have the adequate device to use the tool in autonomy in their groups. You can also find other ways to make the quiz in a more offline setting (printed questionnaire, etc).</p>	10 min
3-Case study exercise	<p>Consolidate the knowledge introduced in the country presentation with a concrete case study, to determine which kind of mobility would be suitable for the case</p>	<p>Send the participants back to their small groups to discuss which mobility could be suitable for the case they already worked on in module 3</p>	<p>Familiarise yourself with the cases and the possible solutions for each case.</p>	Same as module 3		10 min
4 Conclusion case study exercise	<p>Brainstorm on the different case studies</p> <p>Q/A session</p>	<p>After coming back to the whole group, each group briefly introduces their case and solutions with the collaborative tool they used. They can also ask the questions that could have come up while brainstorming in small groups.</p>				
5-Case study interview exercise	<p>Understand how to initiate first contact with a refugee interested in participating in a mobility with the moveurope! process</p>	<ul style="list-style-type: none"> <li>• Give the participants the interview exercise (Appendix 11) and explain the exercise that they will then do in the previous small group:</li> <li>• imagine that you are meeting the person of your case study for the first time, and this person expresses her interest to participate in the moveurope! programme</li> <li>• read the interview that has been given to you carefully and imagine being the moveurope! representant meeting this person for the first time</li> </ul>	<p>Familiarise yourself with the exercise and correction</p> <p>Prepare the tool for the participants to brainstorm together</p>	<p>Prepare a collaborative/brainstorming tool for each group so they can write their solutions and eventual questions.</p>	<p>Have the interview exercise printed, as well as the solutions.</p> <p>You can give flip-charts to the participants with sticky notes of different colours or pens of different colours.</p>	45 min

5-Case study interview exercise		<ul style="list-style-type: none"> <li>• in your team, think about what should be said or not said in this interview. What could be done better, taking into account the background of your person, and the inter-cultural aspects.</li> <li>• Write down the elements of the interview you would keep, the ones you would modify, the ones you would completely change (explain how to write down their thoughts or the tool you chose)</li> </ul> <p>After 20min in the small groups, all groups come back together and share their ideas.</p> <p>In the end, give the Interview outline correction (Appendix 11) to the participants and comment on the points that might not have been discussed.</p>		<p>We can for example recommend Jamboard, or Miro, in which the groups can use sticky notes from different colours depending on the points (right, to be modified, wrong) they make.</p> <p>You can also simply tell them to add comments on the text of the interview in a Google document, and to highlight in different colours the points that are right, to modified, wrong.</p> <p>Once together, they can share their thoughts by sharing their screens.</p>		
6-Case study checklist guidance exercise	Understand the different steps to accompany a refugee from country A to country B with the moveurope! process	<p>Give the participants the checklist exercise (Appendix 12) and explain the exercise that they will then do in the previous small group:</p> <ul style="list-style-type: none"> <li>• you are guiding the person of your case study from the first contact to the departure in the country of the mobility</li> <li>• imagine all the steps in chronological order for you to accompany and guide your person in the best way and add your ideas in the checklist document</li> <li>• try to determine the time you will need for each step</li> <li>• some steps are already there to help you during the reflection process</li> </ul> <p>After 20min in the small groups, all groups come back together and share the ideas they had during the brainstorming.</p> <p>In the end, give the Checklist correction (Appendix 12) to the participants and comment on the points that might not have been discussed.</p>	<p>Familiarise yourself with the exercise and correction</p> <p>Prepare as many copies as there are groups of the checklist exercise</p>	Share your screen to show the participants how the exercise looks and how to do the exercise	<p>Have the printed exercise and correction ready</p> <p>You can give flip-charts to the participants with sticky notes of different colours or pens of different colours so they can brainstorm before writing the steps in the document</p>	45 min

## 2.4 End of the training

### Module 5: Presentation of other useful moveurope! tools

Activity	Objective	Instructions	Prior to start date	Timing
1 Presentation	Introduce the moveurope! mobility guide and the moveurope! toolkit useful to concretely accompany refugees in intra-European mobilities with moveurope!	Present the slides	Familiarise yourself with the slides “Useful moveurope! material” using the explanations of the slides in Appendix 7. You can also find the link for the slides in Appendix 7	5min

### Module 6: Evaluation and conclusion

Activity	Activity	Instructions	Prior to start date	Online specificities	Offline specificities	Timing
1. Evaluation	<p>Objective</p> <p>Evaluate the training with the participants and get their feedback and suggestions for improvement.</p> <p>Evaluate how their expectations were met.</p>	<p>Explain the aim of the evaluation and how to answer it. Make sure to properly highlight that the answers are only for you, trainer, to improve the methods and training activities.</p>	<p>Prepare evaluation questions about:</p> <ul style="list-style-type: none"> <li>• how they liked the training</li> <li>• did the training meet their expectations</li> <li>• 3 things I learned during the training</li> <li>• a word to describe how the training was for them</li> <li>• suggestions for improvement.</li> </ul> <p>It shouldn't be too long, but feel free to add your own questions if you want to get feedback on specific topics.</p> <p>Prepare the method/tool you want to use for the evaluation phase.</p> <p>Favorise tools/methods that enable the participants to share their ideas of rules in an anonymous way, so they feel free to fully express themselves.</p>	<p>You can choose different tools, depending on what you would prefer.</p> <p>Some ideas:</p> <ul style="list-style-type: none"> <li>• a form</li> <li>• the emojis method</li> <li>• a white board in which the participants can answer to the questions with sticky notes</li> <li>• an online quiz tool like the ones presented in Appendix 4</li> </ul>	<p>You can use the same ideas as the ones for the online version of the training and adapt them to the offline context.</p> <p>Example: Write every question on a different flipchart. All the flipcharts are in different places of the room, to allow the participants to go from one to the other in the order they want. Ask them to use sticky notes and write down their answers to each question on the sticky notes to then stick them on the relevant flipchart. You can also give them sticky notes from 2 different colors, one associated with positive feelings, one associated to suggestions for improvement</p>	<p>5 min</p> <p>Long version 10 mi</p>

2. Follow-up	<p>Create links with participants so they feel linked and engaged in moveurope! for further collaborations.</p> <ul style="list-style-type: none"> <li>• remind them that they can subscribe to moveurope! newsletter and mailing list</li> <li>• explain that you will send a follow-up email (template in Appendix 10) with links to social media, slides of the training, useful material, and that they can stay informed of other training or related events through the mailing list and newsletter.</li> <li>• encourage them to keep in touch, come back if they have any questions, and spread the word about moveurope!</li> <li>• thank them for their interest</li> </ul>	2min
3. Goodbye round	Every participant shares in a round how they feel after this training, and if (and how) they would like to get involved with moveurope! in the future.	8min  Long: 15 min

## 2.5 After training

Send the follow up email. You can use the template in Appendix 10 to get some inspiration and relevant links to add in the email.

In case the participants of the training are willing to get active with moveurope! with their organisation or in their local context, you can always put them in contact with the moveurope! team of migration\_miteinander e.V. with this email: [moveurope@migrationmiteinander.de](mailto:moveurope@migrationmiteinander.de). There are many ways to get part of the moveurope! network.



# Appendices

**Appendix 1: Useful contact information: moveurope! and partner organisations**

**Appendix 2: Knowledge sharing: other useful moveurope! tools**

**Appendix 3: List of ideas for ice-breakers**

**Appendix 4: Overview online platforms**

**Appendix 5: Example of the programme to share with the participants**

**Appendix 6: Example of group agreement**

**Appendix 7: Links for presentations and explanatory documents**

**Appendix 8: Quiz questions  
(and links to certain tools already prepared)**

**Appendix 9: Practical cases for the case studies exercises**

## 3.1 Appendix 1: Useful contact information: moveurope! and partner organisations

### 3.1.1 moveurope!

**Website moveurope!:** [www.moveurope.info](http://www.moveurope.info)

**Linkedin:** <https://www.linkedin.com/in/migration-miteinander-e-v-73970a199/>

**Facebook:** <https://www.facebook.com/moveuropee>

**Instagram:** <https://www.instagram.com/moveurope/>

**Youtube:** <https://www.youtube.com/channel/UCr6RJnsoB4IHJh9FqU9MH9A>

**reflecta.network:** <https://www.reflecta.network/projekte/moveurope>

To subscribe to our mailing list (in order to receive information, opportunities and collaboration offers to organise and promote mobility rights and opportunities) or to our monthly newsletter (to receive information on moveurope! ongoing activities): <https://forms.gle/vUWaxepWVWBQhnfi7>

**To contact moveurope! team:** [moveurope@migrationmiteinander.de](mailto:moveurope@migrationmiteinander.de)

### 3.1.2 migration\_miteinander e.V., Germany

Address	Email address
Bahnhofstrasse 34 58452 Witten Germany	<a href="mailto:info@migrationmiteinander.de">info@migrationmiteinander.de</a>



### 3.1.3 CONEXX - EUROPE ASBL, Belgium

Address	Email address
Avenue Brugmann 216 1050 Ixelles, Bruxelles Belgium	<a href="mailto:info@conexxeurope.eu">info@conexxeurope.eu</a>



### 3.1.4 Support Group Network (SGN), Sweden

Address	Email address
Kungsladugårdsvägen 5 462 54 Vänersborg Sweden	<a href="mailto:info@supportgroup.se">info@supportgroup.se</a> <a href="mailto:bilal.almobarak@supportgroup.se">bilal.almobarak@supportgroup.se</a>





### 3.1.5 Associazione Interculturale Universo, Italy

Address	Email address
Piazza XX settembre 7 40121 Bologna (BO) Italy	<a href="mailto:info@universointerculturale.it">info@universointerculturale.it</a> <a href="mailto:helpdesk@universointerculturale.it">helpdesk@universointerculturale.it</a>



### 3.1.6 International Foundation for Y-PEER Development, Bulgaria

Address	Email address
15 Ivan Evstatiev Geshov Blvd., office 62 Sofia Bulgaria	<a href="mailto:foundation@y-peer.org">foundation@y-peer.org</a>



### 3.1.7 Asociación para la promoción y gestión de servicios sociales generales y especializados (PROGESTIÓN), Spain

Address	Email address
Calle Manuel Fernandez Caballero, 4 Local Madrid 28039 Spain	<a href="mailto:info@progestion.org">info@progestion.org</a>



### 3.1.8 Association migration solidarité & échange pour le développement (AMSED), France

Address	Email address
17 rue de Boston 67000 Strasbourg France	<a href="mailto:contact@amsed.fr">contact@amsed.fr</a> <a href="mailto:lafabrique@amsed.fr">lafabrique@amsed.fr</a>



### 3.1.9 Mobile Info Team, Greece

Address	Email address
Ioanni Koletti 19 546 27 Thessaloniki Greece	<a href="mailto:contact@mobileinfoteam.org">contact@mobileinfoteam.org</a>

## 3.2 Appendix 2: Knowledge sharing: other useful moveurope! tools

### 3.2.1 Introduction of the toolkit

The moveurope! toolkit consists of a series of non-formal education tools, some for online use, others offline. These tools can be used in individual or group sessions by the youth workers to explain to young refugees how they can partake in intra-European mobility. The toolkit provides information and links needed to use the tools, such as time needed for using each tool, size of the group, instructions, etc.

In order to have access to the toolkit, check the moveurope! website or send an email to [moveurope@migrationmiteinander.de](mailto:moveurope@migrationmiteinander.de)

### 3.2.2 Introduction of our moveurope! mobility guide

The moveurope! mobility guide aims to provide youth workers and others working within the field of EU migration with further knowledge within the framework of moveurope! and the countries where our partners work. With this guide, we provide some necessary information about mobility programmes so youth workers can better understand mobility opportunities for refugees in their country such as volunteering service, exchange, apprenticeship or similar.

As a youth worker, you might have to accompany refugees who would like to move legally from one country to another country within the EU. This guide will help you to do so, following the steps described underneath:

1. Familiarise yourself with the pilot project moveurope! described in Chapter 1, and with the European legal framework in which moveurope! takes place (Chapter 2).
2. Make sure the refugee you accompany has a valid residence permit in your country, and check in Chapter 3 what this residence permit implies for them in your national context.
3. Use Chapter 4 to check which legal pathways are

available in the country they would like to move to, and which mobility process would suit their needs and wishes best. In this same chapter, you will also find the conditions and requirements for refugees to access these mobility programmes.

4. Once you found a mobility process that could suit their wishes, you can contact the coordinator of the programme organising these mobilities, or check on their website if there are calls for participants that would be suitable. The links to the relevant websites are provided in Appendix 3 of this guide.
5. Depending on the mobility process chosen and the conditions and requirements to participate in it, the refugee might have to complete a visa application in order to move legally and participate in the mobility programme. Relevant information needed for the visa procedure regarding the country they wish to move to can be found in Chapter 5. Steps and documentation needed within the visa procedure are outlined.
6. You can find more practical recommendations to use when accompanying refugees through the process of immigration in Chapter 6. You can also always contact the team working on moveurope! with any questions, or the partner organisations of this project for more specific questions relating to the country they are implemented in. These contacts are in Appendix 1.
7. In Appendix 2, you can also find an overview of the national laws related to refugees that could provide you with more information about the legal framework for refugees in your country, or in the country the refugees want to move to. Additionally, there are many links leading to relevant websites to provide you with more information on mobilities, visa procedures, legal frameworks and residence permits.

In order to have access to the toolkit, check the moveurope! website or send an email to [moveurope@migrationmiteinander.de](mailto:moveurope@migrationmiteinander.de)



### 3.3 Appendix 3: List of ideas for ice-breakers

NAME	DESCRIPTION	LENGTH	MATERIAL NEEDED	ONLINE/OFFLINE	SIZE
Sketch your neighbour	ask people to quickly sketch their on-screen neighbour and then hold their handiwork up to the camera.	10 minutes	Pencil, piece of paper	ONLINE	Not relevant
Guilty pleasure	ask people to share a guilty pleasure	10 minutes	No material needed	BOTH	Max 10
Rose, Thorn, Bud	Rose: things that are going well, what's making you happy or what you can be grateful for. Thorn: challenges or issues you are facing. They can be work or non-work related for both. Bud: A bud is what you have got to look forward to.	15 minutes	No material needed	BOTH	Max 10
Ten questions	Never have I ever (fold finger when you did the thing)	5 minutes	Prepare 10 questions!	BOTH	Not relevant
Two truths and one lie		15 minutes	No material needed	BOTH	Not relevant
Find 10 things in common	Ask the groups to find 10 things that all of them share in common (besides the obvious, e.g., that they are human).	10 minutes	Create break out rooms?	BOTH	Max 5 (divide into groups)
Guessing Game.	Ask the participants to share a little known fact (something they did when they were younger, an interesting skill or story) and others guess which fact belongs to which team member.	10 minutes		ONLINE	Max 10
My Most Useless skill		5-10 minutes	No material needed	BOTH	Max 12
Switch on and off screen	10 sentences Switch on and off camera based on your answer	5 minutes	Prepare ten funny statements	ONLINE	Not relevant
Riddles	Prepare 3-4 riddles	10 minutes / varies based on number of riddles	Riddles to be prepared	BOTH	Not relevant
Once upon a Time	Create a story. Each participant adds a sentence.	10 minutes	Need a first sentence.	BOTH	Max 10

## 3.4 Appendix 4: Overview online platforms

### 3.4.1 Online collaborative tools for brainstorming

Online Tools	Description	Price	Advantages	Disadvantages
<b>Jambord</b> <a href="https://edu.google.com/products/jamboard/">https://edu.google.com/products/jamboard/</a>	Interactive whiteboard that helps to brainstorm	<ul style="list-style-type: none"> <li>possible free version</li> <li>4,99\$</li> </ul>	<ul style="list-style-type: none"> <li>You can add images, notes, change the background, and use different types of pencils and shapes</li> <li>→ creativity</li> <li>Multiple people can join the Jamboard online to edit and view it simultaneously</li> </ul>	Perhaps some technical issues when too many people are using the board (time slags, missing post-its)
<b>Miro</b> <a href="https://miro.com/signup">https://miro.com/signup</a>	Intuitive online collaborative whiteboard for cross-functional teams To collaborate, brainstorm, and visualize ideas	<b>Free:</b> a simple way to get started for teams new to Miro <b>Team:</b> 8\$/month For small teams looking to boost their collaboration and workflow <b>Business:</b> 16\$/month For teams sized 20+, with full functionality and SSO  <b>Enterprise:</b> custom pricing For companies seeking enterprise-grade workflows, controls, integrations, and support	<ul style="list-style-type: none"> <li>Good collaboration and presentation tools</li> <li>Feature-rich</li> <li>Easy to use</li> <li>Strong support for integration with other apps and services</li> <li>ability to add media directly to the board</li> </ul>	Little offline functionality
<b>Mural</b> <a href="https://www.mural.co/">https://www.mural.co/</a>	Online whiteboard to understand and solve problems and build consensus	<b>Starter:</b> 12\$  <b>Plus:</b> 20\$ Enables collaboration across teams  <b>Enterprise network:</b> custom pricing Transform your enterprise with visual collaboration at scale	<ul style="list-style-type: none"> <li>You can see what the other person is doing, without sharing screen</li> <li>Collaboration tool that helps having creative and effective conversations</li> <li>Aesthetically pleasing</li> <li>Enables innovation by providing a platform from product strategy and planning to leading immersive workshops using agile and design thinking methodologies</li> </ul>	There is no media library so you have to upload images every time instead of choosing from a library or copy and paste them from another mural Alignment sometimes is not very accurate The zoom option is difficult to find

<b>Padlet</b> <a href="https://de.padlet.com/?ref=logo">https://de.padlet.com/?ref=logo</a>	Intuitive online virtual bulletin board that helps to collaborate, share links, reflect, and distribute pictures in a secure environment	<ul style="list-style-type: none"> <li>Free version is limited to 3 Padlets and 10 MByte</li> <li>Month to month: 12\$</li> <li>Year to year: 99\$</li> </ul>	<ul style="list-style-type: none"> <li>User-friendly digital wall that allows users to post content of their own and embed the “walls” into websites, distribute them using links, or post on numerous social media platforms</li> <li>Solution functions: a sheet of paper where users can put videos, images, text, and documents together with anyone</li> </ul>	Free version is limited to 3 Padlets and 10 MByte
<b>Popplet</b> <a href="https://www.popplet.com/">https://www.popplet.com/</a>	To build organizational skills for reviewing and note-taking To teach paragraph structure, supporting an argument, creating an outline, etc.	<b>Free</b> for up to 10 Popplets on the online version 3\$ per month or 30\$ per year for unlimited popplets 4.99\$ to download the app	<ul style="list-style-type: none"> <li>Easy to edit the size of popples and disconnect and connect them</li> <li>You can share the Popplets on social media, send a link to others, email it, or embed it on your website</li> <li>It allows users to customize the color of each “popple”</li> <li>You can include sketches, images and links</li> <li>Allows real time collaboration and interactions between teachers and students</li> </ul>	Not able to sync over all devices after you login in the same account  Low quality exported PDF and JPEG files  Compared to computers, mind maps made on small-sized iPhones are difficult to display as a whole picture



### 3.4.2 Online tools to use for quiz

Online Tools	Description	Price	Advantages	Disadvantages
<b>Kahoot</b> <a href="https://kahoot.com/business/">https://kahoot.com/business/</a>	Creation and hosting of quiz-style games and other interactive content education, training and engagement, and just for fun	<b>Basic version:</b> free <b>Standard:</b> 10€/month <b>Pro:</b> 19€/month → Engage small audiences and test knowledge retention for up to 20 participants <b>Premium:</b> 39€/month → Deliver engaging interactive presentations and brainstorm for up to 50 participants <b>Premium+:</b> 59€/month → Best for engaging training and events  How to use Kahoot for free: <ul style="list-style-type: none"> <li>Go to Kahoot.com and sign up for free as a “teacher” for “other schools”.</li> <li>Choose the basic version of Kahoot, which is free.</li> <li>Click on the blue “create” button on top on the right</li> <li>and create a new Kahoot.</li> </ul>	<ul style="list-style-type: none"> <li>Engagement to all kinds of get-togethers: classroom, conference room, or living room</li> <li>Encourages interaction in a fun way</li> <li>Variety of uses, from business training to student learning</li> <li>Easy to use as creator or player</li> <li>Players don’t require an account</li> <li>You can also find quizzes that other people have created and uploaded for anyone to enjoy</li> </ul>	Strict 120-character limit on question text field No auto-advance option; host must manually move to next question or slide
<b>Wordwall</b> <a href="https://wordwall.net/de">https://wordwall.net/de</a>	To create well-known activity types such as multiple choice, grouping or matching, or more complex games and quizzes (use the templates) used for self-study	<b>Basic:</b> free Interactives: 18 Printables: 0 Number of resources you can create: 5 <b>Standard:</b> 5€/month Interactives: 18 Printables: 13 Number of resources you can create: unlimited <b>Pro:</b> 7,50€/month Interactives: 33 Printables: 21 Number of resources you can create: unlimited	<ul style="list-style-type: none"> <li>Limited number of templates for free, because Wordwall is web-based</li> <li>you can track your students’ scores when they do an activity by using the ‘assignment’ feature</li> <li>share activities by making them publicly available on Wordwall’s website or posting them on social media ( You can also embed them on websites)</li> <li>you can set tasks for groups or individual learners by giving them an access code</li> </ul>	



<b>Flippity</b> <a href="https://flippity.net/">https://flippity.net/</a>	<p>to present to the class, to assess individual students, or to have students make their own creations (check out the demo, and then use the templates and detailed instructions provided to transform your spreadsheet)</p>	<p>free, but some features are supported by ads</p>	<ul style="list-style-type: none"> <li>• no limit to the number of users simultaneously using a Flippity link</li> <li>• Flippity easily turns any Google spreadsheet into flashcards, a badge creator, a spelling quiz, a memory game, a word search, and more</li> </ul>	<ul style="list-style-type: none"> <li>• Flippity is not collaborative</li> <li>• → each user will have their own distinct version of the activity</li> <li>• → no one will be able to see what anyone else is doing</li> </ul>
<b>Mentimeter</b> <a href="https://www.mentimeter.com/">https://www.mentimeter.com/</a>	<ul style="list-style-type: none"> <li>• enables professionals to collect data via live polls, quizzes, and questions in real-time and analyze data to gain insights into trends</li> <li>• → engage with the targeted audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Free: Unlimited audience Unlimited presentations Up to 2 question slides Up to 5 quiz slides</li> <li>• Basic: 9,99\$/month</li> <li>• All the essentials for interactive presentations</li> <li>• Pro: 24,99\$/month Full access to all features for individuals or teams</li> </ul>	<ul style="list-style-type: none"> <li>• great for large groups/collecting feedback as you go during workshops</li> <li>• → people feel more comfortable in group and feedback sessions giving feedback when it's anonymous</li> <li>• Team members can use the system to translate content into multiple languages</li> </ul>	<ul style="list-style-type: none"> <li>• you can't control how truthful the participants are with the presentation polls</li> <li>• Even a non-integrated session with more than a few Mentimeter slides is hard to adjust</li> </ul>
<b>Slido</b> <a href="https://www.sli.do/de">https://www.sli.do/de</a>	<ul style="list-style-type: none"> <li>• audience interaction platform used for crowdsourcing top questions and engaging participants with live polls and quizzes</li> <li>• enables open conversation at a live or virtual meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Basic: 0€ Up to 100 participants Unlimited Audience Q&amp;A 5 polls per event</li> <li>• Engage: 10€/month 1 user included Up to 200 participants Unlimited polls and quizzes</li> <li>• Basic privacy options Data exports and more</li> </ul>	<ul style="list-style-type: none"> <li>• you can give the code out to your audience, they simply put it in and gain access to the questions</li> <li>• - anonymity gives the confidence to ask questions which people previously wouldn't ask</li> </ul>	<ul style="list-style-type: none"> <li>• Anonymity allows people to ask questions that can be challenging to answer (for everyone to see)</li> <li>• With the free version you are limited to only 3 polls</li> </ul>
<b>AhaSlides</b> <a href="https://ahaslides.com/de/">https://ahaslides.com/de/</a>	<p>to involve participants with live polls and crowdsource the best questions and ideas from your audience</p>	<p><b>Free: 0\$</b>  <b>Essential:</b> 4,95\$/month Up to 50 live participants Participant data export  <b>Plus:</b> 10,95\$/month Up to 200 live participants Participant data export  <b>Pro:</b> 15,95\$/month Up to 10,000 live participants Participant data export Own branding</p>	<ul style="list-style-type: none"> <li>• easy to set up</li> <li>• requires no credit card to sign up</li> <li>• Free users have unlimited questions, full access to all slide types</li> <li>• customer service is very reactive and fast in their responses</li> <li>• you can edit the background</li> <li>• → good for events because you can have company designs as background</li> </ul>	<ul style="list-style-type: none"> <li>• you can't play embedded videos</li> <li>• → you have to stop sharing the screen in order to pull up the video in another window</li> </ul>

### 3.5 Appendix 5: Example of the programme to share with the participants



# Programme



- 1: Welcoming and introduction
- 2: Presentation of the general European framework

BREAK

- 3: Presentation of moveurope!
- 4: Presentation of moveurope! in the German context
- 5: Introduction to moveurope! material
- 6: Evaluation and conclusion

### 3.6 Appendix 6: Example of group agreement





### 3.7 Appendix 7: Links for presentations and explanatory documents

Name of the presentation	Link to the slides	Link to the explanatory document
Crash course in European asylum law	<a href="https://drive.google.com/drive/folders/1pTgrDFjsFa8LnHSJ9zy-tArfWzOM3t15s?usp=sharing">https://drive.google.com/drive/folders/1pTgrDFjsFa8LnHSJ9zy-tArfWzOM3t15s?usp=sharing</a>	<a href="https://drive.google.com/drive/folders/1DzZGE3Vu88LpTn_RpS7K99S-goHJv7xnR?usp=sharing">https://drive.google.com/drive/folders/1DzZGE3Vu88LpTn_RpS7K99S-goHJv7xnR?usp=sharing</a>
moveurope! introduction		
moveurope! Germany		
moveurope! Belgium		
moveurope! Sweden		
moveurope! Italy		
moveurope! Bulgaria		
moveurope! Spain		
moveurope! France		
moveurope! Greece		
Useful moveurope! tools		

### 3.8 Appendix 8: Quiz questions (and links to certain tools already prepared)

**Right answers are in green.** Check the explanatory document to know when to implement each quiz, and to have more information.



### 3.8.1 Crash course in European asylum law - Quiz 1

Link Flippity: <https://www.flippity.net/fc.php?k=1E04UUB-nPifJv893TlIGqSj34WI02hR22x6IE0LJI3ac>  
Link Wordwall: <https://wordwall.net/play/14214/891/311>

#### 1) Who is a refugee?

- a. Person who left his country because of a persecution
- b. Person with no paper
- c. Person waiting for his paper.

#### 2) Who is a migrant?

- a. Person who moved to another country to study
- b. Person who moved to work
- c. Person who moved to flee persecution

#### 3) Who is an asylum seeker?

- a. Person who has the legal status to stay
- b. Person with working visa
- c. Person who asked for international protection

#### 4) Which is the legal act that decides who is the member state responsible for the asylum claim of a refugee?

- a. Lisbon Treaty
- b. Schengen agreement
- c. Dublin regulation

#### 5) What is subsidiary protection?

- a. A form of international protection introduced by the European directive
- b. A protection for those who left their country not because of persecution but because of a real risk of serious harm
- c. A national protection status that some states implement additionally to the international protection status

#### 6) Who is a stateless person?

- a. An asylum seeker
- b. Someone without any documentation paper
- c. Person whose nationality is not established

#### 7) What is CEAS?

- a. The name of a European institution taking care of asylum seekers issues
- b. The European legal framework covering the legal aspects of the asylum process
- c. The European texts who provide common minimum standards for the treatment of all asylum seekers and application

### 3.8.2 Crash course in European asylum law - Quiz 2

Link Flippity: [https://www.flippity.net/fc.php?k=1bq-QS285m-JOoYqYO\\_wXW-6EWOTt8Po7iIBoLzSass3Q](https://www.flippity.net/fc.php?k=1bq-QS285m-JOoYqYO_wXW-6EWOTt8Po7iIBoLzSass3Q)  
Link Wordwall: <https://wordwall.net/play/14215/129/758>

#### 1) Why does Germany consider Italy responsible for assessing Ahmed's asylum application?

- a. Because it is the first EU country he entered
- b. Because he left his fingerprints in Italy
- c. Because he applied for asylum in Italy

#### 2) According to the Dublin Regulation, the country responsible for assessing Ahmed's asylum application is:

- a. Italy because it is the country where he left his fingerprints
- b. Germany because it is the country where his wife lives
- c. Germany because it is the first country where he applied for asylum

#### 3) Ahmed could have appealed against the decision to transfer him to Italy:

- a. Yes
- b. No
- c. Yes, but only if he could prove that he was married

### 3.8.3 Quiz Germany

Link Flippity (Germany): <https://www.flippity.net/fc.php?k=1aP-muHbc3dJetO8sRoxV8dRtqGJplu2XlG8XdNsn3l8E>  
Link Wordwall (Germany): <https://wordwall.net/play/14215/472/978>

#### 1) What are the general requirements to apply for a visa for a voluntary service in Germany?

- a. Valid residence permit, not older than 10 years
- b. Valid travel document, at least valid for 6 months
- c. Valid health insurance card
- d. German language certificate, at least A1

#### 2) Which of the following mobility opportunities is legally not accessible in Germany for holders of international protection?

- a. Apprenticeship
- b. Employment
- c. European voluntary service (ESC)
- d. Internship

#### 3) The intra-European mobility opportunities that moveurope! promotes are all related to educational and vocational training or employment. Which of the following mobilities does moveurope! not promote?

- a. Voluntary service, national and European programmes
- b. Apprenticeship
- c. Study programmes and higher education
- d. Youth Exchange



**4) You want to apply for a visa for apprenticeship in Germany and need to “prove your subsistence”. Which of the following answers is wrong?**

- a) If you have a warrant, (s)he can declare her/his commitment of taking care for you in case you might run out of money during your stay in Germany
- b) You can open a blocked bank account to proof that you have sufficient money to cover your livelihood
- c) You should have at least 12.000 € (1000€/month) on your Mastercard when applying for the visa
- d) Show any written confirmation that board and housing will be covered by employer or hosting organisation in Germany

**5) One of the general requirements for applying for a visa in Germany for any mobility opportunity is.....**

- a) Language certificates
- b) Letter of warrant
- c) Contract with the host organisation/employer for the mobility
- d) Not being older than 35 years

### 3.8.4 Italy

**1) What are the general requirements to apply for a visa for a voluntary service in Italy?**

- a) Valid residence permit, not older than 10 years
- b) Valid travel document, at least valid for 6 months
- c) Valid health insurance card
- d) Italian language certificate, at least A1

**2) Which of the following mobility opportunities is legally not accessible in Italy for holders of international protection?**

- a) Apprenticeship
- b) Employment
- c) European voluntary service (ESC)

**3) The intra-European mobility opportunities that moveurope! promotes are all related to educational and vocational training or employment. Which of the following mobilities does moveurope! not promote?**

- a) Voluntary service, national and European programmes
- b) Apprenticeship
- c) Study programmes and higher education
- d) Youth Exchange

**4) One of the general requirements for applying for a visa in Italy for any mobility opportunity is.....**

- a) Language certificates
- b) Letter of warrant
- c) Contract with the host organisation/employer for the mobility
- d) Not being older than 35 years

### 3.8.5 France

**1) What are the general requirements to apply for a visa for a voluntary service in France?**

- a) Valid residence permit
- b) Valid travel document, valid at least for 3 months longer than the intended stay
- c) Valid health insurance card
- d) French language certificate, at least A1

**2) Which of the following mobility opportunities is legally not accessible in France for holders of international protection?**

- a) Apprenticeship
- b) Employment
- c) European voluntary service (ESC)

**3) The intra-European mobility opportunities that moveurope! promotes are all related to educational and vocational training or employment. Which of the following mobilities does moveurope! not promote?**

- a) Voluntary service, national and European programmes
- b) Apprenticeship
- c) Study programmes and higher education
- d) Youth Exchange

**4) One of the general requirements for applying for a visa in France for any mobility opportunity is.....**

- a) Language certificates
- b) Letter of warrant
- c) Contract with the host organisation/employer for the mobility
- d) Not being older than 35 years

### 3.8.6 Spain

**1) What are the general requirements to apply for a visa for a voluntary service in Spain?**

- a) Valid residence permit
- b) Valid travel document, valid at least for 3 months longer than the intended stay
- c) Valid health insurance card
- d) Spanish language certificate, at least A1

**2) Which of the following mobility opportunities is legally not accessible in Spain for holders of international protection?**

- a) Apprenticeship
- b) Employment
- c) European voluntary service (ESC)

**3) The intra-European mobility opportunities that moveurope! promotes are all related to educational and vocational training or employment. Which of the following mobilities does moveurope! not promote?**

- a) Voluntary service, national and European programmes

- b) Apprenticeship
- c) Study programmes and higher education
- d) Youth Exchange

**4) One of the general requirements for applying for a visa in Spain for any mobility opportunity is.....**

- a) Language certificates
- b) Letter of warrant
- c) Contract with the host organisation/employer for the mobility
- d) Not being older than 35 years

### 3.8.7 Bulgaria

**1) What are the general requirements to apply for a visa for a voluntary service in Bulgaria?**

- a) Valid residence permit, not older than 10 years
- b) Valid travel document, at least valid for 6 months
- c) Valid health insurance card
- d) Bulgarian language certificate, at least A1

**2) Which of the following mobility opportunities is legally not accessible in Bulgaria for holders of international protection?**

- a) Apprenticeship
- b) Employment
- c) European voluntary service (ESC)

**3) The intra-European mobility opportunities that moveurope! promotes are all related to educational and vocational training or employment. Which of the following mobilities does moveurope! not promote?**

- a) Voluntary service, national and European programmes
- b) Apprenticeship
- c) Study programmes and higher education
- d) Youth Exchange

**4) One of the general requirements for applying for a visa in Bulgaria for any mobility opportunity is.....**

- a) Language certificates
- b) Letter of warrant
- c) Contract with the host organisation/employer for the mobility
- d) Not being older than 35 years

### 3.8.8 Greece

**1) What are the general requirements to apply for a visa for a voluntary service in Greece?**

- a) Valid residence permit, not older than 10 years
- b) Valid travel document, at least valid for 6 months
- c) Valid health insurance card

- d) Greek language certificate, at least A1

**2) Which of the following mobility opportunities is legally not accessible in Greece for holders of international protection?**

- a) Apprenticeship
- b) Employment
- c) European voluntary service (ESC)

**3) The intra-European mobility opportunities that moveurope! promotes are all related to educational and vocational training or employment. Which of the following mobilities does moveurope! not promote?**

- a) Voluntary service, national and European programmes
- b) Apprenticeship
- c) Study programmes and higher education
- d) Youth Exchange

**4) One of the general requirements for applying for a visa in Greece for any mobility opportunity is.....**

- a) Language certificates
- b) Letter of warrant
- c) Contract with the host organisation/employer for the mobility
- d) Not being older than 35 years

### 3.8.9 Sweden

**1) What are the general requirements to apply for a visa for a voluntary service in Sweden?**

- a) Valid residence permit, not older than 10 years
- b) Valid travel document, at least valid for 6 months
- c) Valid health insurance card
- d) Swedish language certificate, at least A1

**2) Which of the following mobility opportunities is legally not accessible in Sweden for holders of international protection?**

- a) Apprenticeship
- b) Employment
- c) European voluntary service (ESC)

**3) The intra-European mobility opportunities that moveurope! promotes are all related to educational and vocational training or employment. Which of the following mobilities does moveurope! not promote?**

- a) Voluntary service, national and European programmes
- b) Apprenticeship
- c) Study programmes and higher education
- d) Youth Exchange

**4) One of the general requirements for applying for a visa in Sweden for any mobility opportunity is.....**

- a) Language certificates

- b) Letter of warrant
- c) Contract with the host organisation/employer for the mobility
- d) Not being older than 35 years

- a) Apprenticeship
- b) Employment
- c) European voluntary service (ESC)

### 3.8.10 Belgium

#### 1) What are the general requirements to apply for a visa for a voluntary service in Belgium?

- a) Valid residence permit, not older than 10 years
- b) Valid travel document, at least valid for 6 months
- c) Valid health insurance card
- d) French language certificate, at least A1

#### 2) Which of the following mobility opportunities is legally not accessible in Belgium for holders of international protection?

#### 3) The intra-European mobility opportunities that moveurope! promotes are all related to educational and vocational training or employment. Which of the following mobilities does moveurope! not promote?

- a) Voluntary service, national and European programmes
- b) Apprenticeship

#### 4) One of the general requirements for applying for a visa in Belgium for any mobility opportunity is.....

- a) Language certificates
- b) Letter of warrant
- c) Contract with the host organisation/employer for the mobility
- d) Not being older than 35 years

## 3.9 Appendix 9: Practical cases for the case studies exercises

The case and stories below come from the game Move in my shoes that has been created by the team of moveurope! and migration\_miteinander in 2020, and that you can download at this link: <https://migrationmiteinander.de/en/en-move-in-my-shoes/>

Link to the role cards and to the solutions (to understand which types of mobilities can be undertaken by each person): [https://drive.google.com/drive/folders/1K9IDH\\_Hykv\\_y3Jli3qkLtbPISayOLH6?usp=sharing](https://drive.google.com/drive/folders/1K9IDH_Hykv_y3Jli3qkLtbPISayOLH6?usp=sharing)

## 3.10 10: Follow-up email, with all the relevant links and information

Salutations

**Following our moveurope! training session, here are some further links and documentations about moveurope!:**

- link to our explicative brochure in 4 languages (targeting more especially youth workers): <https://migrationmiteinander.de/en/materials/>
- below the brochures in the same link you can find information on our game Move in My Shoes to explain their mobility rights to refugees while playing (<https://migrationmiteinander.de/en/materials/>)
- link to our flyer about moveurope! (targeting refugees, in 5 languages): <https://migrationmiteinander.de/en/refugees-mobility-support/>
- link to receive our moveurope! mobility guide (targeting youth workers): <https://forms.gle/VvhScFe35fsNskzx6>
- link to receive our moveurope! toolkit (targeting youth workers, to use the tools to explain moveurope! to refugees): <https://forms.gle/rpz6GqjhamjDe6DT8>

### Links to keep updated about moveurope! and possibilities of collaboration:

To get active with moveurope! in your local context, please contact us at [moveurope@migrationmiteinander.de](mailto:moveurope@migrationmiteinander.de)

- register to moveurope! newsletter and/or mailing list: <https://forms.gle/vUWaxepWVWBQhnfi7>
- Website: <https://moveurope.info/>
- Facebook: <https://www.facebook.com/moveuropee>
- Instagram: <https://www.instagram.com/moveurope/>
- LinkedIn: <https://www.linkedin.com/company/migration-miteinander/mycompany/>

### Material of the training:

Find attached the 4 presentations slides we used in pdf format -> Download the PDF of the presentations you used.

Conclusion of the email

## 3.11 Appendix 11: Interview exercise between a moveurope! member and an applicant

### 3.11.1 Exercise

Moveurope!: Hi!

Applicant: HI!

M: What's your name?

A: My name is Nelly

M: Hi Nelly, nice to meet you. So, what can I do for you today?

A: I heard of a program, moveurope! I want to participate.

M: Oh nice, you are interested in moveurope! So first of all I will need some information about you and then I will explain moveurope! Is that ok?

A: Yes that's fine

M: I would like to know if you have a permit to stay in Italy and what kind of permit you have.

A: Yes, I have my permit to stay in Italy as refugee and school certificate

M: Oh good, can I have a look at it?

A: Yes, sure.

M: Do you also have a travel document?

A: No.

M: Okay, thanks, I'll look at it later. So why do you want to participate in moveurope! ?

A: A friend told me about moveurope!. I can't find a job here in Italy and I have friends in Germany, I'd like to go there to work.

M: What did your friend tell you about job opportunities in Germany?

A: That it's easy to find a job and that the salaries are high, so I would like to know when I can go to Germany?

M: I don't know. However, unfortunately this is not true, finding a job is not easy and salaries are not so high in Germany.

A: OK, but I can't find a job in Italy anyway, so I have nothing to lose by trying to find a job in Germany.

M: Okay, so I suppose that you already speak German, right?

A: No.

M: Oh, but without any German skills it's impossible to find a job in Germany, do you at least speak any Italian?

A: Yes, I've learned Italian here at school.

M: How long are you actually in Italy?

A: For 7 years now.

M: Ah amazing!! So you are nearly Italian. So you said that you have a school certificate in Italy. What job would you like to do in Germany?









A: I'm a mechanic but I can do any other job.

M: Ok, have you already worked in this job in Italy?

A: No. Only in Nigeria.

M: Okay, Thanks for all this information, now I'd like to explain to you how moveurope! works.

### 3.11.1 Correction exercise

Introduction	<p>M: Hi! A: Hi! M: What's your name? A: my name is Nelly</p>	<p> <b>The Interviewer always has to introduce him/herself:</b> Name, role in moveurope (Project coordinator, voluntary..) works on behalf of ( migration miteinander, local group ...); is here today, to;</p>
	<p>M: Hi Nelly, nice to meet you. So, what can I do for you today? A: I heard of a program, moveurope! I want to participate.</p> <p>M: Oh nice, you are interested in moveurope!</p>	<p> <b>Great start!</b> Remember to let the person explain by him/herself why (s)he is here</p> <p> <b>Important:</b> make sure that the person and you can understand each other well. Ask if (s)he needs translation; if it is fine to speak in English/Italian/ French. If you note that the person does not understand you properly, arrange an interpreter and ask the person to come back at a later moment.</p> <p> <b>Before going on:</b> remember to ask what (s)he already knows about moveurope! So first of all you could ask here e.g "why are you interested" , "what do you expect from this program" in order to discover what (s)he exactly understood, needs and expects from a participation in moveurope!.</p>
Request of preliminary information	<p>So first of all I will need some information about you and then I will explain moveurope! Is that ok? A: yes that's fine</p>	<p> This is a good question once you know why the person wants to participate in moveurope! It is good to first ask some information about the person and to understand his/her motivation/interest in moveurope!; and then explain moveurope!</p> <p> Remember: to explain moveurope!, use some of the moveurope! NFE tools; a powerpoint slide, infographics, flyer or the website. Try to visualize what you are explaining and try to explain things in the easiest way possible (easy language vs. difficult expressions; translations in case needed; explain difficult processes, f.ex. the visa procedure; in case: draw or paint what you are saying; make examples) Always ask in between to make sure that the person understands.</p>
Document check	<p>M: I would like to know if you have a permit to stay in Italy and what kind of permit do you have A: Yes, I have my permit to stay in Italy as refugee and school certificate M: Oh good, can I have a look?  A: Yes M: Do you also have a travel document? A: No M:., thanks, I'll look at it later.</p>	<p> Is not wrong to ask to show the documents, It is important for the moveurope! member to know the details of the permit to stay (type and duration) and some applicants may not know the difference between asylum seeker permit, refugee status permit, ecc. If you have decided to ask now about documents, it is always better to read all the documents provided by the applicant before proceeding with the interview. This helps to: ask the right questions and identify what information is missing, incomplete, contradictory or unclear.</p>
Relations with Germany	<p>M:...So why do you want to participate in moveurope? A: A friend told me about Moveurope!, I can't find a job and I have friends in Germany, I'd like to go there to work.</p>	<p>However moveurope! first of all wants to give information and not be invasive so we normally ask to see the documents after the moveurope! explanation and once that we really know that the person wants to participate.</p> <p> It is important to explore the relationship the applicant has with Germany or other EU countries e.g: "Have you already been in Germany or in other EU countries?"</p>

Expectations	<p>M: What did your friends tell you about job opportunities in Germany?</p> <p>A: That it's easy to find a job and that the salaries are high, so I would like to know when I can go to Germany?</p> <p>M: I don't know.</p> <p>However unfortunately this is not true, finding a job is not easy and salaries are not so high.</p> <p>A: OK, but I can't find a job in Italy anyway, so I have nothing to lose by trying to find a job in Germany.</p>	<p>✗ Never just answer that you don't know something, always say that you can get the information later and share it with the person. In this case say that you are going to explain it later in the interview.</p> <p>⚠ Too general answer: in order to be credible, it is good to give as much precise information as possible, so for example to say that a certain level of knowledge of German is required first and then to say that salaries are based on the job.</p> <p>⚠ Friends are now trusted more than you, so it is important to try to establish trust by giving clear and precise explanations. Remember to explain later when explaining moveurope that you cannot support moving to Germany for a job, unless the person has not already qualifications.</p>
Languages check	<p>M: ok, so I suppose that you already speak German, right?</p> <p>A: No</p> <p>M: Oh, but without German skills it's impossible to find a job in Germany, do you speak Italian?</p> <p>A: Yes, I've learned Italian here at school</p>	<p>✗ Be careful of how you formulate questions! This way is really tough. Be always respectful and patient, you don't know the person in front of you. moveurope! approach is to be polite and neutral.</p> <p>✓ This question is very good but you can also ask for the Italian language certificate or other language certificate</p> <p>⚠ Always to check knowledge of English even if the interview is taking place in English</p>
Legal Situation in country of stay	<p>M: How long are you actually in Italy?</p> <p>A: For 7 years</p> <p>M: Ah amazing!! So you are nearly Italian.</p>	<p>⚠ Remember that if a person has more than five years of residence in one of the EU countries has the right, under specific conditions, to ask for the long-term EU permit, so it is convenient to ask if the person has already heard about it and if he knows how it works.</p> <p>✗ "Ah amazing!! So you are nearly Italian." → Try to avoid such sentences. The person could feel offended or frustrated, as obtaining a long-term residence permit or nationality is really hard to reach. Also, it might seem discriminatory, said like this. moveurope! does not care about people's nationality, race, religion, political opinion etc.. We want to treat everybody equally, especially in a first encounter like this. Saying sentences like this sounds like the person is valid more if (s)he has Italian citizenship.</p>
Job expectations	<p>...so you said that you have a school certificate in Italy. What job would you like to do in Germany?</p> <p>A: I'm a mechanic but I can do other job</p> <p>M: ok, have you already done this job in Italy?</p> <p>A: No. Only in Nigeria</p> <p>M: ok, Thanks for all this information, now I'd like to explain to you how Moverurope works!</p>	<p>⚠ It is important to ask if he has done specific training in Italy and if the person has any certificates, to ask kindly to see those certificates. Besides language and course certificates in Italy, ask also for any documents/certificates from the home country and any valuable experience or skills the person might have.</p> <p>If the person says that (s)he has no work experience at all, explain them that any experience we have made in life, also working at home (f.ex. child or elderly care, gardening, farming, cooking etc) is valuable. Try to start a conversation to understand who is the person in front of you.</p>

## 3.12 Appendix 12: Checklist exercise

### 3.12.1 Exercise

Activity	Duration	Responsible person	Done
<b>After First Contact (eligibility proof)</b>			
fill out the registration form (Google form)	5 min	Future participant	
		moveurope! team	
<b>First Consultation</b>			
		together	
		together	
		together	
		together	
registrate (registration form) the participant + consent form		together	
Explain the contract shortly (aim of the contract) and give it to read to the person		together	
Arrange regular meeting sessions		together	
<b>Second Consultation</b>			
in depth explanation of the contract	5 hours per week	together	
		together	
fill out and sign the contract with the person		together	
<b>While looking for a mobility</b>			
search a mobility opportunity and communicate with the mobility givers	5 hours per week	moveurope! team (possibly involve the participant)	
		together	
prepare documents for the application (cv,motivation letter,etc.)		together	
		together	
find a language course if needed and help with the application	2 hours	together	
communicate with the mobility giver that they send the original contract of the mobility to the participant (for the visa application)	15 min	moveurope! team	





### Preparing the VISA application (only for long-term mobility)

prepare the visa application and collect all necessary documents	3 hours	together	
		moveurope! team	
		together	
contact local partners in the host country (eventually)	20 min	moveurope! team	
		together	
support during the application if there isn't a local partner	1 day	moveurope! team	
		participant	
go and pick up your visa	14 days max	participant	

### Preparing the departure

arrange digital meeting with the team in the destination country	2 hours	together	
arrange meeting with cultural mediator or sending organisation to prepare the participant	2 hours	together	
		moveurope! team	
		together	
		together	
check Covid 19 restrictions	15 min	together	
		together	
arrange welcome in the new city	30 min	moveurope! team	

### 3.12.2 Correction exercise

Activity	Duration	Responsible person	Done
<b>After First Contact (eligibility proof)</b>			
<b>fill out the registration form (Google form)</b>	15 min	Future participant	
check eligibility of the person with the Google form answers (documents, age...)	15 min	moveurope! team	
<b>First Consultation</b>			
explain moveurope! in depth	45 min	together	
decide which mobility to look for, and explain the visa procedure in case of long-term mobility	30 min	together	
check documents again, copy them and upload them in the Drive	20 min	together	
check if they have/know about the 5 years long-term residence	10 min	together	

registrate (registration form) the participant + consent form	30 min	together	
Explain the contract shortly (aim of the contract) and give it to read to the person	5 min	together	
Arrange regular meeting sessions	10 min	together	
<b>Second Consultation</b>			
in depth explanation of the contract	30 min	together	
check if the person understood everything	15 min	together	
fill out and sign the contract with the person	30 min	together	
<b>While looking for a mobility</b>			
search a mobility opportunity and communicate with the mobility givers	5 hours per week	moveurope! team (possibly involve the participant)	
have regular meetings and/or update the participant regularly	at least 2h every 3 weeks	together	
prepare documents for the application (cv,motivation letter,etc.)	5 to 7 hours	together	
prepare the participants for interviews	2 hours	together	
find a language course if needed and help with the application	2 hours	together	
communicate with the mobility giver that they send the original contract of the mobility to the participant (for the visa application)	15 min	moveurope! team	
<b>Preparing the VISA application (only for long-term mobility)</b>			
prepare the visa application and collect all necessary documents	3 hours	together	
book an appointment with the embassy	1 hour	moveurope! team	
book the ticket to embassy	30 min	together	
contact local partners in the host country (eventually)	20 min	moveurope! team	
preparation for the appointment/interview with the embassy	1 hour	together	
support during the application if there isn't a local partner	1 day	moveurope! team	
wait for the results (sent via mail or email)	1-2 months	participant	
go and pick up your visa	14 days max	participant	
<b>Preparing the departure</b>			
arrange digital meeting with the team in the destination country	2 hours	together	
arrange meeting with cultural mediator or sending organisation to prepare the participant	2 hours	together	



find accommodation	5 to 10 hours	moveurope! team	
arrange travel	30 min	together	
check travel requirements	30 min	together	
check Covid 19 restrictions	15 min	together	
Last meeting before departure (check and group all documents)	1 hour	together	
arrange welcome in the new city	30 min	moveurope! team	

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