

Summary process

Steps	Objectives	Activities	Expected Results
Information	Provide information on mobility programmes	Individual meeting	Give access to mobility to the people farthest removed from this type of project
	Make mobility accessible to more people	Collective informational meeting	
Identification	Mobility Path: Identify mobility issues	Individual meeting	Begin an active definition process
	Life path: Identify the participant's needs		
Definition	Mobility Path: Define the place of the mobility path in the life path	Individual meetings Communication with local partners responsible for monitoring the young people (meetings, e-mails, phone calls)	Construct a project with short- and medium-term objectives
	Life path: Define the participant's profile Define the participant's strengths and weaknesses	Communication with the European host partners (e-mails, phone calls,, Skype)	
Construction	Construct a project adapted to the participant's life and mobility trajectories	Individual meetings Communication with local partners responsible for monitoring the young people (meetings, e-mails, phone calls)	Confirm the project
		Communication with the European host partners (e-mails, phone calls, Skype)	
	Adjust objectives and expectations	Proposal of projects to the participant	
		Proposal of participant profiles to the European partners	

Confirmation	Position the participant in a suitable mobility project	Individual meeting Communication with local partners responsible for monitoring the young people (meetings, e-mails, phone calls)	Formalise the commitment
	Make the participant take responsibility	Communication with the European host partners (e-mails, phone calls,, Skype) Mobility agreement	
Preparation	Vocational: Prepare for commitments and responsibilities during the project; Summarise the objectives set	Individual meetings	Anticipate problem situations as best as possible during the project
	Logistics: Prepare for the trip; prepare the insurance.	Individual and/or collective meetings Communication with local partners responsible for monitoring the young people (meetings, e-mails, phone calls)	
	Intercultural: Prepare for culture shock, for obstacles to mobility	Communication with the European host partners (e-mails, phone calls,, Skype) Administrative work	
Realisation	Develop professional skills	Communication with participants (e-mail, phone calls,, Skype, meetings)	Conduct an ongoing evaluation
	Improve personal resources	Communication with the European host partners (e-mails, phone calls,, Skype, meetings)	
	Promote intercultural learning		
	Communicate with the protagonists involved in the project	Communication with local partners responsible for monitoring the young	
Make the necessary adjustments throughout the project			

		people (meetings, e-mails, phone calls)	
Evaluation	Evaluate the realisation	Individual meeting	Develop the project in the life path
		Collective meeting	
	Certify participation	Communication with local partners responsible for monitoring the young people (meetings, e-mails, phone calls)	
Communication with the European host partners (e-mails, phone calls,, Skype)			
Tracking	Orient the participant in his actions	Contact by e-mail	Set mobility as a major advantage in the life path
	Inform the participant in his actions	Communication with local partners responsible for monitoring the young people (meetings, e-mails, phone calls)	
	Support the participant in his actions	Personal stories (forums, workshops, prep. phase)	