



Erasmus+

***Application***

**Small Collaborative Partnerships**

**Call for proposals 2018**

**EAC/A05/2017**

**PROJECT DESCRIPTION**

**(To be attached to the eForm)**

## Part D - Organisations and activities

### D.1. Aims and activities of organisations

Please provide a short presentation of your organisation (key activities, affiliations, size of the organisation, etc.) relating to the area covered by the project.

Please provide this information for all organisations participating in the project (coordinator and partners).

#### **Coordinator: FEDERAZIONE ITALIANA TEMPO LIBERO**

FITeL was established in 1993 on the initiative of the Trade Union Confederations CGIL, CISL and UIL, to enhance the associative experiences of the Company Recreational Clubs and other bodies that have as their purpose the promotion of leisure activities. In particular, the Association promotes the development of artistic, cultural, sporting and social tourism activities. It also represents the associationism that originates from art. 11 of law 300, in public institutions, Ministries, CNEL, local authorities, public and private bodies. On 10 January 2001, FITeL was recognized as a Ente Assistenziale Nazionale - National Assistance Organization with a Decree of the Ministry of the Interior. This recognition allows the Federation to issue permits for the administration of food and beverages. Furthermore, it is registered in the Register of Social Promotion Associations (Article 7 of Law 383/2000) under no. 34 with Decree of the Ministry of Labor and Social Policies.

FITeL obtained the 3rd level accreditation at the National Civil Service Office (law 64/2001). It can, alone or in partnership with other non-accredited bodies, participate in national calls for Civil Service projects. Since 2006 it has been recognized by the Inland Revenue as the recipient of 5 per thousand of income tax.

The FITeL is divided into Regional, Provincial and Territorial Recreation Centers.

It is part of the Third Sector Forum and the OITS (international social tourism organization).

In addition to trade union confederations the CGIL, CISL and UIL, FITeL counts among its members:

The National Federations of the CRALs (Employees' recreational facility) of the workers:

- ANCAM Public Transport Workers - with over 40 major CRALs associated with approximately 90,000 members and 150,000 aggregates;
- Employees of the Municipalities - with over 28 major associated CRALs for around 62,000 members and over 100,000 aggregated members;
- Employees of the Regions - with 15 associated CRALs for approximately 30,000 members;
- "ANCIU Associations" - University employees - with 20 associated CRALs for approximately 10,000 members.

Employees' recreational Association and National CRAL:

- DLF (Dopolavoro Ferroviario – Recreation Association of railway worker) divided into local associations with about 250,000 members;
- CRAL Telecom (more than 110,000 members);
- CRAL ARCA ENEL (more than 130,000 members);
- CRAL POSTE (more than 175,000 members).
- CRAL INPDAP (more than 3,500 members.)

FITeL:

- promotes sports, artistic, cultural, social tourism initiatives in synergy with CRAL;
- offers legal, administrative, tax and training services for CRALs and affiliated Associations;
- publishes the periodical "Tempo Libero";
- publishes the monthly Fiscal bulletin.

Among the most significant initiatives carried out by the Federation:

- "School and Football in Open Stadiums" event, carried out in synergy with the Ministry of Education, CONI and the National Football League;
- Support for the "Liberation Prize", which takes place on April 25 at the Caracalla circuit in Rome organized by the Primavera Ciclistica;
- National Intercral Sailing Championship;

- National Intercrcl Tennis Championship;
- Intercrcl National Fishing Championship;
- Intercrcl National Cycling Championship;
- Burraco National Championship
- National Review of the Amateur Theater "Proscenio Aggettante";
- Literary Prize of Poetry.
- "La Pellicola d'Oro" Award
- Off Court Film Festival (On Line Film Festival)

#### **Partners:**

- **Instytut Rozwoju Sportu i Edukacji /Institute for the Development of Sport and Education/ (IRSIE)**

Instytut Rozwoju Sportu i Edukacji /Institute for the Development of Sport and Education/ (IRSIE) has been operating since 2011, focusing mainly on education, physical culture and culture. It has based its activity on cooperation with non-government and higher education organisations, associations, clubs, schools, universities.

Our experience includes publishing activities (publications related to sports, physical activity) and organizational (conferences, seminars, trainings).

The Foundation is a member of European Traditional Sports and Games Association (ETSGA)/ Association Européenne des Jeux et Sports Traditionnels (AEJeST) and International Sport and Culture Association (ISCA). Foundation IRSIE is a partner of the Krajowa Sieć Obszarów Wiejskich (National Rural Network). The Foundation publishes the Journal of Sport and Recreation (<http://www.sportinstytut.pl/artykuly,journal-of-sport-and-recreation.html>).

Foundation members deal with many aspects of sport and recreation. They are among us people who are specialists in the field of sports psychology, communication and media in sport, recreation and sports activities, marketing and management in sport. We also have experience in working with children, adults, people with disabilities.

Foundation members have project experience (eg. Erasmus, Cosme, Structural Funds, Norwegian Funds). Foundation carried out projects with national funds, Norwegian Fund, Erasmus Plus program.

**Projects:** 1) IRSIE is providing training services in the project "Short forms of teacher training in terms of alternative forms of physical education classes" (Leader: State school of Higher Professional Education in Wałcz, 360 hours of theoretical and practical classes). 2) Raising funds from the Ministry of Sport and Tourism for swimming lessons for primary school children in Wałcz (in cooperation with the Foundation for the State Higher School in Wałcz). The project covered by the support was 300 children from class III primary schools, which under the care and supervision of trainers and swimming instructors procure swimming skills in at least two styles. Each child during the 10 classes at the swimming pool was familiar with the safety stay above water as it was prepared for this, so you can safely spend the holiday period on numerous lakes located along the Wałęckie Lakeland. 3) The project entitled. "Sports activities for players of UKS Volley". The project has received funding from the Physical Culture Development Fund of the Ministry of Sport and Tourism. The project has created an additional 2 Class groups volleyball children from classes I-III school, preparing "fry" volleyball for sports classes. 4) Institute is the leader of project: "Handball for Playground" 2015-2017. The project targets children (7-13) threatened by exclusion and demoralisation in Płock. Street workers will facilitate activities that suit the needs of local children and famous in Poland Wisła Płock sports club coaches will run handball and other sports coaching sessions. Handball training sessions will teach children fair play, positive ways of relieving tensions and venting off aggression. The respect enjoyed by the Handball Section of the Wisła Płock sports club in the community will help attract children. We will develop and disseminate a local model for involving sports clubs in children and youth initiatives. 5) Project "STEP ONE-Sport Traditions Educate Players Of New Europe", in the Erasmus Plus Program (Grant Agreement N° 2017-2760/001-001); Leader Comitato Territoriale Terni-UISP (IT). Project wants to create opportunities for the sharing of best practices at European level to favour the cross-fertilization and internationalization of the activities and internal organization of small recreational football clubs and traditional sports' associations, to promote participation and intergenerational cooperation in recreational and traditional sports and the participation to the European Week of Sport 2018. 6) Project Antidoping Green Seal proposal under the Erasmus+ Sport call. (N.reference 590430-EPP-1-2017-1-ES-SPO-SCP), Program: Erasmus + Sport, 1.01.2018-31.12.2019. Lider: Agencia Española de Protección de la Salud en el Deporte (Spain). The main objectives of the Project Antidoping Green Seal are to: Define of consistent and agreed understanding of which doping substances are used in the context of recreational sport, Develop the

comprehensive preventive programme to conduct a raising-awareness campaign in six EU countries (Spain, Poland, Belgium, United Kingdom, Italy and Croatia). Establishment of the Ethical Code and the granting of Green Seal to recreational sports settings committed with the rules of the Ethical Code. The European network of "Green", free of doping sport centres. 7) Project: Traditional Settlements, Cultural Heritage and Sustainable Development, 1.09.2016-31.08.2018, Programme: Erasmus +, Key Action: Cooperation for Innovation and the exchange of good practices. Project Leader: Kentro Perivallontikis Ekpedefsis Filiaton (GR). The transnational implementation of this project will enhance the exchange of knowledge, ideas and good practices for the adult education in activities which might be developed in the traditional settlements-villages, all over Europe, providing professional solutions to the relevant with this field jobs. 8) Project: A BETTER EUROPE – Be-Eu, Programme: Europe for Citizens - Programme Guide 2014-2020 / 2.2: Network of Towns, symbol: 594941-CITIZ-1-2017-2-DE-CITIZ-NT, 2018. Project Leaders: Municipality of Wiernsheim (Germany), Focus Europe (Italy-Belgium). The objectives of the project are: Promote the EU funding principle of Solidarity between member states and overcome national egoisms; Debate on the future of the EU; Debate on the European Policies and strategies; Reflect on the understanding of Euroscepticism, explaining the benefits of the EU integration and the cost of no Europe; Promote, through the involvement of the European Solidarity Corps (youth people), the commitment of citizens; Debate on the European crises and identify a common approach. 9) Diabetics Runners and Cyclists for more sport for all in Europe - SportGiveChance – Lider: Commune di Spoleto

**Coferences:** 1) Sport & Tourism: Administration and Development STAD 2014, International Conference, Kaliningrad 11th December 2014; *Спорт и Туризм: Администрирование и Развитие СТАР 2014, Международная Конференция, Калининград 11 декабря 2014 г.* Organizers: Immanuel Kant University in Kaliningrad, Institute for the Development of Sport and Education; Warsaw School of Tourism and Hospitality Management. Term: 11 December 2014. 2) Play with us about the future of children - sports club and NGO and social problems on the example of the project "handball on the yard", Organizers: Institute for the Development of Sport and Education (IRSI) - The leader, Grant Fund for Plock, Section Handball WISŁA PŁOCK SA. Term: 18.04.2016; 3) Co-organized the Third Conference of Psychology in Sport "We train the human body is not"; Main organizer: topWyszkoleni; Term: 17.02.2017; 4) IRSiE Foundation Media Patronage and Co-organiser of International Symposium on Social Inclusion and Volunteering in Sport Clubs organized by the Department of Organisation and History of Sport at Józef Piłsudski University of Physical Education in Warsaw. The theme of the symposium is volunteering and social inclusion in sports clubs; 16.09.2017.

**Publications** e.g.: Andrzej Wartecki, Management in sports business, IRSiE, Warsaw 2014; Symposium on Social Inclusion and Volunteering in Sport Clubs, Book of abstracts, Scientific Editors: Monika Piątkowska & Sylwia Gocłowska, Publisher: Institute for the Development of Sport and Education, Warsaw 2017

**Trainings** e.g.: Training for Federazione Italiana Tempo Libero - FITEL (4-8.12.2017) on: Sport and social inclusion.

#### - **Fundación Red Deporte y Cooperación - RDYC – Spain (P8)**

Fundación Red Deporte y Cooperación is a Spanish NGO that promotes education, health, integration and employability through sport. We are experienced in more than 20 countries worldwide carrying out programs in the community, focusing on youth development. Red Deporte has been sponsored by EU Youth program with European Voluntary Service, Grundtvig and EU Preparatory Action in the Field of Sport.

In 2002 RDC launched its sport for integration department in Spain, working at schools, educational centers and sport clubs promoting youth integration and employability. We use sport as a tool to develop life and employability skills, focusing on underprivileged young men and women at risk of social exclusion. Since 2004 have organized many training courses and organized conferences on sport as a tool for psycho social integration. Red Deporte is an NGO with ECOSOC consultative status in the Economic and Social Council of United Nations. We are also members of other platforms and networks:

- Affiliate Member of FIFA "Football for Hope."
- Member of the "International Council of Sport and Physical Education" (ICSSPE).
- Partner in Spain of the United Nations High Commissioner for Refugees (UNHCR).
- Member of Anna Lindh network, the largest organization worldwide to coordinate 3.000 civil society organizations that promote respect, understanding and intercultural dialogue in the Mediterranean region.
- Member of FARE Network, Football Against Racism in Europe (FARE).

In Spain we are especially active working with Roma community and migrant at groups at risk of exclusion; providing them with the interpersonal communication and employability tools that secure their social integration in the community. We create spaces for dialogue through sport and cultural meetings and networks with different vulnerable communities living in Spain and Europe.

## PART E - Project characteristics and relevance

### E.1. Objectives

Please explain:

- why and how the project addresses the topic you selected in the eForm application (section B.2) and the European policies in the field of sport,
- the genuine and adequate needs analyses,
- the extent to which the objectives address issues relevant to the participating organisations and target groups.

#### **Cycling in European context**

Sports play a vital role in European societies, as they not only contribute to the health and well-being of people but also have a strong economic impact on the continent. Among the different nations, various preferences can be seen regarding types of sport and cycling seem to be one of the most popular sports in Europe. Cycling is experiencing a noticeable popularity as an everyday means of transport and as a recreational or holiday activity. People mostly choose to use a bicycle for positive reasons: it is fun, it is healthy exercise, it is environmentally friendly, it is fast (in congested urban areas) and it is inexpensive (as result from the study promoting by European Parliament in 2010, "[The promotion of Cycling](#)" by the Directorate-General for Internal Policies).

In 2017 the European Cyclists' Federation (ECF) has published an EU Recommendation, classifying and partially quantifying the benefits of cycling in the EU ([EU Cycling Strategy. Recommendations for Delivering Green Growth and an Effective Mobility in 2030](#)). The report found that every year, cycling in 28 EU Member States creates economic benefits of EUR 513 billion, that is more than EUR 1000 per inhabitant. It demonstrates that the benefits of cycling arise not only in specific, isolated fields like transport or environmental policy, but also in many other areas where the EU has competences, such as industrial policy, employment, health and social policy. The benefits of cycling even extend to such societal areas as integration of refugees, access to mobility, employability, health, etc. Moreover, cycling is of substantial added value to EU policy goals considering low emission mobility, cycling tourism industry and the promotion of physical activity and health. For these reasons in 2016 the European Parliament, in its response to the European Commission's Midterm Review of the 2011 White Paper on Transport, wrote a Recommendation called "[EU roadmap for cycling to be included in the Commission Work Programme 2016](#)" to promote cycling culture in all Europe. As a result, The Committee of the Regions adopted its own-initiative report for an '[EU Roadmap for Cycling](#)'.

More in general Amateur Cycling is increasingly recognised as a clean, sustainable mode of transport as well as leisure activity and an essential part of intermodal plans for sustainable urban travel. But, In spite of all this benefits, cycling is still underused in many cities, and its effectiveness is too often undervalued by national policies, as result from [EP study](#). There are significant differences between Member States' cycling culture and sharing good practices, both in national and european level, becomes a priority.

#### **Promotion of physical activity and quality life**

In between the various necessities emerging regarding the theme of Cycling in Europe, it appears clear the importance of promoting cycling to improve a better quality of city life and to contribute to sustainability.

Amateur Cycling is green, healthy and cheap and it can be practiced by everyone, from children to elderlies. As a physical activity, cycling reduces the symptoms of a sedentary lifestyle, increases levels of fitness and improves overall physical and mental health and Cycle-friendly cities attract investment, encourage neighbourhood revitalisation and can improve citizens' quality of life by reducing proportion of daily traffic and and consequently congestion and pollution.

The aim of the *Bike Encounters* project is to encourage this sport and sharing ideas, initiatives and good

practices to promote cycling, also to targets people who do not cycle, as an enjoyable and sustainable activity.

The project specifically focuses on the **current amateur cycling sport practice** in each partner Countries. This is a central issue to understand the differences and the common actions between partners in order to improve future activities and create new European networks.

By the creation of a specific portal, *BikeE*, it will be possible to disseminate the materials produced and made them available and updated as open educational resources. It is also a tool to create awareness about the importance and the benefits of cycling, encouraging people to use a bicycle.

## **Promotion of amateur cycling sport as a way of social inclusion and social tourism**

### Cycling as sustainable tourism

As a sustainable form of travelling, cycling is a significant source of financial, economic, health and mobility benefits for tourism.

According to a study commissioned by the European Parliament, "cycle tourism contributes over €44 billion to the European economy annually".

During years UE Commission supports the development initiatives that contributes to the promotion and development of more sustainable and responsible cycling tourism (like [Eurovelo](#)).

Social tourism comprises any activities contributing, in a fair and sustainable way, to a greater access to holidays and tourism activities for everyone. A fundamental frame of reference for responsible and sustainable tourism, [the Global Code of Ethics for Tourism](#) (GCET) is a comprehensive set of principles designed to guide key-players in tourism development. Addressed to governments, the travel industry, communities and tourists alike, it aims to help maximise the sector's benefits while minimising its potentially negative impact on the environment, cultural heritage and societies across the globe.

Also the United Nations (UN) General Assembly has approved the adoption of 2017 as the International Year of Sustainable Tourism for Development as "a unique opportunity to advance the contribution of the tourism sector to the three pillars of sustainability - economic, social and environmental, while raising awareness of the true dimensions of a sector which is often undervalued".

### Cycling as social inclusion

Through the [European Commission](#), the EU has set a priority of using [sport as social inclusion](#): "As well as being a great benefit to participants' physical and mental health, sport and physical activity can be extremely valuable in the context of social inclusion and integration". Cycling are important for reasons of social justice and inclusion. People on a low income use bicycles more and the right to mobility is a fundamental one and it should be fostered in any possible way. Cycling are means of transport accessible to the vast majority of people, and thus they help to reduce social imbalances. According to European Parliament's Analysis on the current state of cycling mobility in the European Union (*Moving cycling forward*), cycling improves accessibility and provides people with low-cost access to education, jobs and services and has a net positive social impact.

In spite of the all these benefits, there is still a low knowledge of the potentiality of cycling as promoter of social inclusion and there are only a few initiatives and Organizations in Europe that promote sport in this regard.

*Bike Encounters* project responds to these European needs -a more sustainable way of tourism and social inclusion through sport- **collecting and sharing good practices** about amateur cycling as social inclusion and social tourism in the partner countries.

All the materials will be uploaded on *BikeE* portal and shared as online open-source.

## **Promotion of cultural and historical heritage**

In order to strengthen the European citizens' sense of belonging to the European Union and to promote the European identity, the European Commission has adopted on 9 March 2010 a proposal to establish a European Heritage Label. The new European Heritage Label would designate those sites which have played a key role in the history and the building of the European Union integration. Cultural heritage has always had a universal value for individuals, communities and societies and a significant role in building the future of Europe. Safeguarding Europe's cultural heritage it is a key priority for European Union policies, so that in 2018 the European Union has declared 2018 as the [European Year of Cultural Heritage](#), to encourage more people to discover and engage with Europe's cultural heritage, and to reinforce a sense of belonging to a common European space.

A further objective of the project is related with these issues; infact, aim of *Bike Encounters* project is also to **create social cycle touring routes** in the partner countries to promote the value of each country's typical

landscape, historical and cultural heritage and to create **alternative and sustainable tourist itineraries**. Indeed, cycling routes will support bio-diversity, enhance the cultural and historical heritage of each partner countries's city and would enhance sustainable tourism visibility being great examples of sustainable, environmentally friendly tourism.

By sharing experiences, know-how and good practices between project's partners about social inclusion, social tourism, cooperation and the importance to practice physical activities it will be possible to create a Model of cycling routes accessible for everybody, in line with EU policies by promoting sustainable tourism and the historical and cultural heritage of partner countries.

### **Intellectual outputs**

In sintesis, the project will produce the following outputs:

- **research on how the amateur cycling sport is used in partner countries ;**
- **collection of good practices on social cycling;**
- **creation of social cycle touring routes in the partner countries.**

The **target groups** of the project are:

- Sports operators from each partner countries.
- Volunteers working in the field of sports, who are investing effort in the development of their own community;
- Educators who operate through sports activities in order to facilitate social inclusion and community development;
- Civil society organizations that are active in promoting their territories throughout sports;
- Sports societies interested in broadening their skills and capacities in the field of community development throughout sports activities.

## **E.2. Innovative aspects**

Please describe to which extent is the proposal innovative.

The innovative aspect of this Project lies in the variety of countries, backgrounds and networks of participants that together will join forces, share experiences, know-how and good practices to reinforce their skills and create new networks.

Every organization will share its specific area of expertise in Sport, like:

- Social tourism;
- Cooperation (development, humanitarian or peace promotion programs through sports activities);
- Social inclusion;
- Recreation and leisure time activity,

to create mixed skills and a new and multi-disciplinary approach in the cycling sector.

Another innovative aspect concerns the promotion of Cycling as a way to enhance cultural and historical heritage of european territories/cities.

## **E.3. EU added value**

Please describe the project's added value at EU level through results that would not be attained by activities carried out solely at national level.

The EU added value of the project impacts on different aspects:

-Mobilising EU cooperation in cycling to exchange and combine complementary competences/efforts. Project partners are organisations of different sizes with different targets which is fundamental to promote mutual learning and transfer of skills and competences.

- Exchanging and comparing best practises at European level.

In the European Union, cycling practices are differentes (see **E.1**) and there are cycling more developed Countries with best practices, and different cycling policies which are a matter for the Member States.

The comparisons between the partner countries during the proposed meetings are meant to foster cycling mobility culture in every country partner and promote future cycling activities and best practices at european level.

## Part F - Quality of the project design and implementation

### F.1. Project design

Please describe a clear and complete work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination. Describe the proposal (on the basis of the main activities planned) and where and how it will be implemented.

The project will be realized according to several phases.

#### A – PREPARATION AND PROJECT START UP

Preparatory actions

Duration: January - March 2019

##### A1- Preparatory actions

The actions that will be realized at this stage by each organization are:

- Project launch at National level.
- Introducing the project to the staff/volunteers/learners.
- Presentation of the partners and composition of working groups
- Sharing the GANTT, check and sharing of the work plan, the evaluation system and the quality controls with partner organizations.

Coordinator: FITEL.

Duration: January – February 2019

##### A2 – “Bike” Portal

The Bike Portal will have mainly the aim to disseminate the materials produced during the various actions of the project and made them available as open educational resources. It will be also a tool to keep informed about the project progresses.

Coordinator: FITEL.

Duration: February - March 2019

##### A3 - Communication and dissemination tools.

These actions have two main purposes:

- to ensure the best communication and documents storage among the partnership;
- to create tools useful for dissemination ( Facebook page and You Tube Channel etc.),

Coordinator: FITEL

Duration: February - March 2019



## **B – REALIZATION OF INTELLECTUAL OUTPUTS**

In this phase, we will create the educative tools of the project.

Duration: March 2019 – April 20

### **B1 - Research on how the amateur cycling sport is used in partner countries**

The research concern the state of art of amateur cycling sport is the consortium countries.

Duration: March - June 2019.

### **B2 – Collection of good practices**

Collection of good practices about amateur cycling as social inclusion and social tourism in the partner countries.

Coordinator: IRSIE

Duration: June – February 2020

### **B3 - Creation of social cycle touring routes in the partner countries**

Creation of cycle touring paths in the countries of the consortium.

Coordinator: Red Deporte

Duration: September 2019 – June 2020

## **C – SUSTAINABILITY ACTIONS**

In this phase, we will work on improving the products, setting up all the necessary actions for the project's sustainability.

Duration: April – December 2020

### **C1 - Sustainability actions**

At this stage the partners will set up all the necessary actions to ensure the sustainability of the project over time. All the outcomes, distributed under creative common, will be freely usable and downloadable, and it will be possible to translate them into other additional languages.

The sustainability of the products created is linked to certain structural factors and specific actions:

- the inclusion of products created within the current activities of the participating organizations;
- products will be created taking into account low maintenance costs way, as much as possible using free tools offered by the network;
- the disclosure will see the use of tools used by organizations in the current activity, such as organization's websites, email lists, newsletter, social pages, etc.

Coordinator: IRSIE.

Duration: May - December 2020

## **D – TRANSVERSAL ACTIONS**

These actions will take place throughout the entire lifespan of the project.

Duration: January 2019 – December 2020

### **D1 – Management**

The transversal activity of project management will be carried out to ensure the quality and integrity of the project's process, activities and results.

In order to monitor the project progress, the management actions will occur throughout the entire lifespan of the project, and will include:

- setting up methods and tools for management, in order to share templates and rules for the preparation of activity reports and financial reports, to define rules of internal communication;
- tasks management control for ensuring the fulfillment of the project objectives, the completion of project's intellectual outputs, to ensure proper budget control and time management and support the quality control of the activities;
- set up the contracts and agreements with EU-Agency and the partners, create the national working groups, establish methods and tools for the communication among the coordinators and the national working groups;

- a constant communication among the coordinators ensured by the use of communication tools and common rules, supported by an approach of group facilitation.  
The five transnational coordinating meetings will be organized in the different cities, locations of the partners' countries.  
Coordinator: FITEL

#### **D1.1- I Meeting, Roma, Italy, March 2019**

This will be the 1st transnational meeting - "Kick off meeting" – during which the partners will meet them in order to approve and formalize collectively the beginning of the project.

Topics of the meeting:

- introduction of partners, team building;
- workshop about the partners countries context and position on sport as a vehicle for integration;
- agreement on roles and responsibilities, tasks distribution;
- agreement on communication and dissemination plan;
- meeting "in situ" with Italian coordinator and presentation of local context;
- press conference.

#### **D1.2-II Meeting, Warsaw, Poland, June 2019**

Topics of the meeting:

- coordination about roles and responsibilities, tasks distribution;
- working group on B1 - Research on how the amateur cycling sport is used in partner countries;
- presentation of local context;
- dissemination action.

#### **D1.3-III Meeting, Madrid, Spain, November 2019**

Topics of the meeting:

- coordination about roles and responsibilities, tasks distribution;
- working group on B2 – Collection of good practices;
- presentation of local context;
- dissemination action.

#### **D1.4-IV Meeting, Warsaw, Poland, March 2020**

Topics of the meeting:

- coordination about roles and responsibilities, tasks distribution;
- working group on B3 - Creation of social cycle touring routes;
- presentation of local context;
- dissemination action.

#### **D1.5-V Meeting, Madrid, Spain, July 2020**

Topics of the meeting:

- coordination about roles and responsibilities, tasks distribution;
- working group on on B3 - Creation of social cycle touring routes;
- presentation of local context;
- dissemination action.

#### **D1.5-VI Meeting, Piacenza, Italy, November 2020**

Final meeting of the project:

- disseminating the results of the project;
- setting up the sustainability actions;
- management and reporting actions.

#### **D2 - Dissemination**

The communication and dissemination activities will be carried out over the project duration. Partners organization and the *Bike* portal will have an active role in disseminate and share project results and issues to coaches and amateur athletes of sport clubs, associations which work in the field of social inclusion through sport, amateur cycling organizations, social tourism organizations and local communities.

Coordinator: FITEL

#### **D3 - Evaluation**

The monitoring and evaluation actions will be set up across the entire project lifetime, in order to guarantee:

- a correct evaluation of the quality of the products, compared to expected results;
  - monitoring of work process and timing. This is an important aspect, as the logic behind the project requires a temporal succession in the realization of the outputs;
  - evaluation of the project impact;
  - evaluation of the suitability of the implementation process, as an important aspect in order to ensure mutual collaboration, project outcomes and organizational well-being.
- Coordinator: Red Deporte

| Activity/Month                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| <b>A – Preparation and project Start up</b>  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| A1- Prepar. Actions                          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| A2 – Bike portal                             |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| A3 – Comm. Tools                             |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <b>B – Creation of Intellectual Output</b>   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| B1 - Research                                |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| B2 – Collection of good practices            |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| B3 - Creation of social cycle touring routes |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <b>C - Sustainability actions</b>            |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| C1 - Sust. Act.                              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <b>D- Transversal Tasks</b>                  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| D1 – Management                              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| D1.5- I Meeting,                             |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| D1.2 - II Meeting,                           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| D1.3-III Meeting,                            |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| D1.4-IV Meeting,                             |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| D1.5- V Meeting,                             |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| D1.5- VI Meeting                             |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| D2 - Dissemination                           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| D3 - Evaluation                              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

## F.2. Methodology

Please describe:

- the quality and feasibility of the methodology proposed,
- the consistency between project objectives, methodology, activities and budget proposed
- the existence and quality of management arrangements (well defined and realistic timelines, organisation, tasks and responsibilities),
- the coherence between the project activities and the use of budget (cost-effectiveness).

### THE QUALITY AND FEASIBILITY OF THE METHODOLOGY PROPOSED

*Bike Encounters* methodology is based on knowledges and experiences transfer and dialogic learning. The first approach puts the experience at the centre: learning by sharing experiences and know how, by mutual learning. This allows to value participants as knowledge holders, to make them more conscious and responsible and more likely stimulated to apply and make the best use of their competence in the future. We will also experiment effective learning approach, i.e. active learning where learners are at the centre of the learning process and dialogic learning. It will combine active experiential activities, team building, exchange of experience and story-telling and sharing skills.

Indeed the methodology is based on integration of different thematic areas. In particular:

- background knowledge and skills about the state of art of amateur cycling sport in every country;
- Sport, with a focus on cycling, as a way for social inclusion and cooperation
- The importance of physical activity and the benefit to cycling, a sport for everyone
- Cycling as a way to promote social tourism and the historical and cultural heritage of each country partner. Promoting/creating cycling routes.

### **Methodology to Collect good practices**

In terms of training contents, the Cycling Case Studies in each country partners are aimed at providing the learners with real examples of best practices granting a clear knowledge of the possible application of the acquired knowledge.

An experiential methodology can be used too, visiting the virtuous cases of cycling in each partner country.

These best practices will be uploaded on the *Bike* Portal and can be used by other organizations, schools, etc. This will multiply the diffusion and social impact of these work.

### **Methodologies to manage the project's working groups.**

The approach adopted by the internal working groups is vitally important both in relation to the communication and to the use of facilitation methods, in order to ensure a climate of respect and collaboration, stimulate the creativity and participation of all staff members.

Communication within the group will be inspired by a principle of mutual respect, transparency, acceptance of diversity of opinion. In particular:

- simple but necessary tools for effective communication will be prepared by the coordinator
- there will be established communication protocols and agreements, in order to define the timing and responsibilities in the communication;
- a periodical statement, by the coordinator, will aim to take stock of the progress of the various tasks of implementing the project.
- Skype conferences and updated call will be settled during the entire project to ensure a good communication and to deal with possible problems or adjustments.

The working language during the project's lifetime will be English.

### **Methodology for the implementation of project activities**

The activities will be implemented through:

- National-level working groups; some activities will be implemented in the partners' own contexts, by the people operating in that given country, in collaboration and sharing methods and results with other partners;
- International-level cooperation, both on at distance and on-site;
- 6 transnational meetings; each meeting will be committed to achieve a preparatory phase of the project and a complementary one for the further phase.

### **CONSISTENCY BETWEEN PROJECT OBJECTIVES, METHODOLOGY, ACTIVITIES AND BUDGET PROPOSED.**

The costs of the project have been defined according to the flat rates provided by Erasmus Sport Agency. Products will be realized using low cost solutions.

### **QUALITY OF MANAGEMENT ARRANGEMENTS**

The project's management will be an important part of the methodological approach of the project.

Each organization will define its project staff and identify staff members who cover the various functions required. The partnership will work both remotely and through periodical meetings, on the occasion of the transnational meetings of the project.

All of the organizations' partners will signs agreements, containing roles and responsibilities, modalities of cooperation, transfer mode of economic resources, reporting method.

Templates will also be created to facilitate data collection and communication between the partners in the different management areas of the project:

- A template for reporting and budget control;
- signatures sheets for events and transnational meetings;
- checklists to monitor the progress of the implementation of the different intellectual outputs;
- A template to collect and report best practices;
- A template for any official documentation of the project, containing the project logo, EU logo, project code, date of issue, type of document (dissemination, evaluation, implementation, management).

The coordinators and project staff of each partner will work together with the central coordination in drafting the interim report and the final report of the project, as well as in any official communication with the Erasmus Agency, where their input is required.

### **TIMELINES, ORGANISATION, TASKS AND RESPONSIBILITIES**

The activities will be carried out according to a rational order, in which the different actions will be linked to one another, and the results of every action will constitute the start of the next ones.

The tasks division has been carried according to the peculiar characteristics of each organization.

In details:

- Every organization will be responsible to the **Research on how the amateur cycling sport is used** in their own country (**B1**);
- **IRSIE** will coordinate the **Collection of good practices about amateur cycling as social inclusion and social tourism in the partner countries (B2)**;
- **Red Deporte** will coordinate the **Creation of cycle touring paths in the countries of the consortium (B3)** and will coordinate also the **Evaluation tasks** and **Monitoring Activities (D3)**;
- **IRSIE** will coordinate the **Sustainability actions (C1)**;
- **FITEL** will be responsible for the **Project Management (D1)** and for ensure the adequate **Communication and Diffusion** of project's activities and outputs (**D2**). It will work in close collaboration with the Sport Club **C.R.T. FITEL PIACENZA**, to ensure a better geographical coverage.

### **F.3. Transnational project meetings**

Please justify:

- the need for the meetings in terms of number of meetings and participants involved.

Please copy-paste the table as many times as necessary.

NOTE: Travel distances must be calculated using the distance calculator supported by the European Commission (see the link in the detailed budget table template).

|  |   |
|--|---|
| <b>Meeting number</b>  | <b>1</b>  |
| <b>Dates and venue</b>   | 07/03/2019 – 09/03/2019- Rome   |
| <b>Description of the meeting (including the need for the meeting)</b> | <p>This will be the 1st transnational meeting - "Kick off meeting" – during which the partners will meet them in order to approve and formalize collectively the beginning of the project.</p> <p>Topics of the meeting:</p> <ul style="list-style-type: none"> <li>- introduction of partners, team building;</li> <li>- workshop about the partners countries context and position on sport as a vehicle for integration;</li> <li>- agreement on roles and responsibilities, tasks distribution;</li> <li>- agreement on communication and dissemination plan;</li> <li>- meeting "in situ" with Italian coordinator and presentation of local context;</li> <li>- press conference.</li> </ul> <p>The need of the meeting is related to:</p> <ul style="list-style-type: none"> <li>- set up all the preparatory actions, from the definition of a detailed work plane, to the creation of the communication tools;</li> <li>- to set up the dissemination plane;</li> <li>- to set up the monitoring plane;</li> </ul> |
| <b>Hosting organisation and</b>  | Hosting organization: <b>FITEL</b> .  |

|   |   |
|---|---|
| <b>the number of participants</b>   | N. of participants: 4   |
| <b>Justify the need for the given number of participants and specify the role of each of them</b> | <p>The <b>FITEL working group</b> is composed as follows:</p> <ul style="list-style-type: none"> <li>- a project manager;</li> <li>- 3 territorial managers of FITEL sports clubs, linked to territorial realities of three macro geographical areas: north, south, center. They had the role of researchers.</li> </ul> <p>FITEL, in fact, has a national extension, so it is important that also the working group represent the different geographic areas, in order to ensure greater effectiveness of the project, both in terms of exchange of practices and dissemination.</p> |
| <b>Participating organisations and the number of participants per each of them</b>                | <p><b>RED DEPORTE</b>, N. of participants 2</p> <p><b>IRSIE</b>, N. of participants 2</p>   |
| <b>Justify the need for the given number of participants and specify the role of each of them</b> | <p>Each partner organization will participate with a staff composed by:</p> <ul style="list-style-type: none"> <li>- 1 project manager, that have the role to coordinate the project in general;</li> <li>- 1 researcher and trainers, that will work on the tanks related to the collection of good practices, and the creation of the project outputs.</li> </ul>   |

|   |  |
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| <b>Meeting number</b>   | <b>2</b>   |
| <b>Dates and venue</b>  | 13/06/2019 – 15/06/2019 Warsaw, Poland   |
| <b>Description of the meeting (including the need for the meeting)</b>                            | <p>Topics of the meeting:</p> <ul style="list-style-type: none"> <li>- coordination about roles and responsibilities, tasks distribution;</li> <li>- working group on B1 - Research on how the amateur cycling sport is used in partner countries;</li> <li>- presentation of local context;</li> <li>- dissemination action.</li> </ul> <p>The need of the meeting is related to:</p> <ul style="list-style-type: none"> <li>- present the local context about amateur cycling in local context;</li> <li>- present and exchange good practices of partner countries;</li> <li>- exchange experiences and methodologies;</li> <li>- implement the process of creation of the output 1 (<b>see B1</b>).</li> </ul> |
| <b>Hosting organisation and the number of participants</b>  | <p>Hosting organization: <b>IRSIE</b>.</p> <p>2 participants.</p>  |
| <b>Justify the need for the given number of participants and specify the role of each of them</b> | <p>The IRSIE working group will be composed by:</p> <ul style="list-style-type: none"> <li>- 1 project manager, that have the role to coordinate the project in general;</li> <li>- 1 researcher and trainers, that will work on the tanks related to the collection of good practices, and the creation of the project outputs</li> </ul>   |
| <b>Participating organisations and the number of participants per each of them</b>                | <p><b>RED DEPORTE</b>, N. of participants 2</p> <p><b>FITEL</b>, N. of participants 4</p>  |
| <b>Justify the need for the given number of participants and</b>                                  | <p><b>RED DEPORTE</b> will participate with a staff composed by:</p> <ul style="list-style-type: none"> <li>- 1 project manager, that have the role to coordinate the project in general;</li> <li>- 1 researcher and trainers, that will work on the tanks related to the collection of</li> </ul>  |

|   |   |
|---|---|
| <b>specify the role of each of them</b> | <p>good practices, and the creation of the project outputs.</p> <p><b>FITEL</b> will participate with a staff composed by:</p> <ul style="list-style-type: none"> <li>- a project manager;</li> <li>- 3 researchers (territorial managers of FITEL sports clubs, linked to territorial realities of three macro geographical areas: north, south, center) to ensure greater effectiveness and territorial coverage of the project.</li> </ul> |
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|---|--|
| <b>Meeting number</b>   | <b>3</b>   |
| <b>Dates and venue</b>  | 14/11/2019 – 16/11/2019 , Madrid - Spain   |
| <b>Description of the meeting (including the need for the meeting)</b>                            | <p>Topics of the meeting:</p> <ul style="list-style-type: none"> <li>- coordination about roles and responsibilities, tasks distribution;</li> <li>- working group on B2 – Collection of good practices;</li> <li>- presentation of local context;</li> <li>- dissemination action.</li> </ul> <p>The need of the meeting is related to:</p> <ul style="list-style-type: none"> <li>- present the local context and sharing good practices</li> <li>- collect data of good practices;</li> <li>- work on the output 2 (<b>see B2</b>);</li> <li>- realize dissemination and communication actions</li> </ul>   |
| <b>Hosting organisation and the number of participants</b>  | <p>Hosting organization: <b>RED DEPORTE.</b></p> <p>N. of participants: 2</p>  |
| <b>Justify the need for the given number of participants and specify the role of each of them</b> | <p>The <b>RED DEPORTE</b> working group will be composed by:</p> <ul style="list-style-type: none"> <li>- 1 project manager, that have the role to coordinate the project in general;</li> <li>- 1 researcher and trainers, that will work on the tanks related to the collection of good practices, and the creation of the project outputs</li> </ul>  |
| <b>Participating organisations and the number of participants per each of them</b>                | <p><b>IRSIE</b>, N. of participants 2</p> <p><b>FITEL</b>, N. of participants 4</p>  |
| <b>Justify the need for the given number of participants and specify the role of each of them</b> | <p><b>IRSIE</b> will participate with a staff composed by:</p> <ul style="list-style-type: none"> <li>- 1 project manager, that have the role to coordinate the project in general;</li> <li>- 1 researcher and trainers, that will work on the tanks related to the collection of good practices, and the creation of the project outputs.</li> </ul> <p><b>FITEL</b> will participate with a staff composed by:</p> <ul style="list-style-type: none"> <li>- a project manager;</li> <li>- 3 researchers (territorial managers of FITEL sports clubs, linked to territorial realities of three macro geographical areas: north, south, center) to ensure greater effectiveness and territorial coverage of the project.</li> </ul> |

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| <b>Meeting number</b>                        | <b>4</b>   |
| <b>Dates and venue</b>                       | 19/02/2020 – 21/02/2020 - Warsaw, Poland   |
| <b>Description of the meeting (including</b> | <p>Topics of the meeting:</p> <ul style="list-style-type: none"> <li>- coordination about roles and responsibilities, tasks distribution;</li> </ul> |

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| <b>the need for the meeting)</b>  | <ul style="list-style-type: none"> <li>- working group on B3 - Creation of social cycle touring routes;</li> <li>- presentation of local context;</li> <li>- dissemination action.</li> </ul> <p>The need of the meeting is related to:</p> <ul style="list-style-type: none"> <li>- present the local context and sharing experiences</li> <li>- create a project for social cycle touring route;</li> <li>- work on the output 3 (<b>see B3</b>);</li> <li>- realize dissemination and communication actions</li> </ul>  |
| <b>Hosting organisation and the number of participants</b>  | <p>Hosting organization: <b>IRSIE</b></p> <p>N. of participants: 2</p>   |
| <b>Justify the need for the given number of participants and specify the role of each of them</b> | <p>The <b>IRSIE</b> working group will be composed by:</p> <ul style="list-style-type: none"> <li>- 1 project manager, that have the role to coordinate the project in general;</li> <li>- 1 researcher and trainers, that will work on the tanks related to the collection of good practices, and the creation of the project outputs</li> </ul>  |
| <b>Participating organisations and the number of participants per each of them</b>                | <p><b>RED DEPORTE</b>, N. of participants 2</p> <p><b>FITEL</b>, N. of participants 4</p>  |
| <b>Justify the need for the given number of participants and specify the role of each of them</b> | <p><b>RED DEPORTE</b> will participate with a staff composed by:</p> <ul style="list-style-type: none"> <li>- 1 project manager, that have the role to coordinate the project in general;</li> <li>- 1 researcher and trainers, that will work on the tanks related to the collection of good practices, and the creation of the project outputs.</li> </ul> <p><b>FITEL</b> will participate with a staff composed by:</p> <ul style="list-style-type: none"> <li>- a project manager;</li> <li>- 3 researchers (territorial managers of FITEL sports clubs, linked to territorial realities of three macro geographical areas: north, south, center) to ensure greater effectiveness and territorial coverage of the project.</li> </ul> |

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| <b>Meeting number</b>  | <b>5</b>   |
| <b>Dates and venue</b>   | 11/07/2020 – 13/07/2020 Madrid - Spain   |
| <b>Description of the meeting (including the need for the meeting)</b> | <p>Topics of the meeting:</p> <ul style="list-style-type: none"> <li>- coordination about roles and responsibilities, tasks distribution;</li> <li>- working group on on B3 - Creation of social cycle touring routes;</li> <li>- presentation of local context;</li> <li>- dissemination action.</li> </ul> <p>The need of the meeting is related to:</p> <ul style="list-style-type: none"> <li>- present the local context;</li> <li>-- create the output 3 (<b>see B3</b>);</li> <li>- realize dissemination and communication actions.</li> </ul> |
| <b>Hosting organisation and the number of participants</b>             | <p>Hosting organization: <b>RED DEPORTE.</b></p> <p>N. of participants: 2</p>  |



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| <b>Justify the need for the given number of participants and specify the role of each of them</b> | The <b>RED DEPORTE</b> working group will be composed by: <ul style="list-style-type: none"> <li>- 1 project manager, that have the role to coordinate the project in general;</li> <li>- 1 researcher and trainers, that will work on the tanks related to the collection of good practices, and the creation of the project outputs</li> </ul>   |
| <b>Participating organisations and the number of participants per each of them</b>                | <b>IRSIE</b> , N. of participants 2<br><b>FITEL</b> , N. of participants 4   |
| <b>Justify the need for the given number of participants and specify the role of each of them</b> | <b>IRSIE</b> will participate with a staff composed by: <ul style="list-style-type: none"> <li>- 1 project manager, that have the role to coordinate the project in general;</li> <li>- 1 researcher and trainers, that will work on the tanks related to the collection of good practices, and the creation of the project outputs.</li> </ul> <b>FITEL</b> will participate with a staff composed by: <ul style="list-style-type: none"> <li>- a project manager;</li> <li>- 3 researchers (territorial managers of FITEL sports clubs, linked to territorial realities of three macro geographical areas: north, south, center) to ensure greater effectiveness and territorial coverage of the project.</li> </ul> |

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| <b>Meeting number</b>   | <b>6</b>   |
| <b>Dates and venue</b>  | 12/11/2020 – 14/11/2020 , Piacenza - Italy   |
| <b>Description of the meeting (including the need for the meeting)</b>                            | Final meeting of the project: <ul style="list-style-type: none"> <li>- disseminating the results of the project;</li> <li>- setting up the sustainability actions;</li> <li>- management and reporting actions.</li> </ul> The need of the meeting is related to: <ul style="list-style-type: none"> <li>- share the results of the activities;</li> <li>- planning the sustainability actions (see <b>C1</b>).</li> <li>- mangment actions and disseminating the results of the project (see <b>D1, D2</b>);</li> <li>- final presentation.</li> </ul>                        |
| <b>Hosting organisation and the number of participants</b>  | Hosting organization: <b>FITEL</b> .<br>N. of participants: 4  |
| <b>Justify the need for the given number of participants and specify the role of each of them</b> | The <b>FITEL working group</b> is composed as follows: <ul style="list-style-type: none"> <li>- a project manager;</li> <li>- 3 territorial managers of FITEL sports clubs, linked to territorial realities of three macro geographical areas: north, south, center. They had the role of researchers.</li> </ul> <b>FITEL</b> , in fact, has a national extension, so it is important that also the working group represent the different geographic areas, in order to ensure greater effectiveness of the project, both in terms of exchange of practices and dissemination |
| <b>Participating organisations and the number of participants per each of them</b>                | <b>RED DEPORTE</b> N. of participants 2<br><b>IRSIE</b> , N. of participants 2   |
| <b>Justify the need for the given</b>   | Each partner organization will participate with a staff composed by:   |

|  |   |
|--|---|
| <b>number of participants and specify the role of each of them</b> | <ul style="list-style-type: none"> <li>- 1 project manager, that have the role to coordinate the project in general;</li> <li>- 1 researcher and trainers, that will work on the tanks related to the collection of good practices, and the creation of the project outputs.</li> </ul> |
|--|---|

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| <p><b>F.4. Exceptional costs</b></p> <p><i>(to be filled in only if applicable)</i></p>   |
| <p>If you include any 'Exceptional costs' items (e.g. subcontracting or purchase of goods and services) in the detailed budget table, please justify all of them here in this section and link each of them to the respective project activity they have to support/fulfil.</p> |
|   |

# PART G – Quality of the project team and cooperation arrangements

## G.1. Project team

Please describe the participation of people with expertise for the implementation of the project and the division of their responsibilities and tasks.

The project team is composed on the basis of certain characteristics aimed at the fulfilment of the project

Every organization project staff is composed by three

- the project manager;
- the technicians (researcher, teacher, sports operator, coach, trainer ...);
- the accountant.

The presence of these three functions will ensure optimal development of the project activities, combining both the aspect of coordination and management (Manager), that the one linked to the development of specific actions (training, cultural, educational and sporting activities, communication, etc.. ), and that of economic management reporting.

### KEY PERSON INVOLVED

#### FITEL – FEDERAZIONE ITALIANA TEMPO LIBERO

**Andrea Ciantar**, European Project Manager, Trainer and Researcher.

Broad experience on educational activities, with adults and the elderly in general, in different contexts: sport and physical activities; trainer coordinator from 1998 since 2005 of Upter Sport; teacher of Hata Yoga from 1998 to 2007; remarkable experiences with disadvantaged people: minors in juvenile justice programs, disability, prisoners. Expert in autobiographical methodologies, self esteem enhancement and motivation in change processes.

**Margherita Di Clemente**, experienced on training activities in the social sector, particularly teaching political participation, social inclusion, entrepreneurship, women empowerment. Experience in cooperation field, with a special focus on educational projects and women empowerment projects

**Monia Citarella**, accountant. She is working for FITeL in accounting, administration and events organization. She has also experience in management and reporting of projects funded by the Ministry of Welfare.

#### IRSIE - INSTYTUT ROZWOJU SPORTU I EDUKACJI

**Kazmierz Waluch**, project manager, Member of the Scientific Society of Płock. Former President of the Public Benefit Works Council of the Płock City Council. Since June 2010 Chairman of the Foundation Programme "Grant Fund for Płock". Director of the Institute of Tourism in Warsaw. Participated in numerous national and international conferences. Also a lecturer at Polish and foreign universities and colleges. Since 2011, President of the Foundation Institute for the Development of Sport and Education. Participated in a number of EU-funded projects as a coordinator, contractor and partner (European Social Fund, funds for the development of agriculture, INTERREG, PRINCE, Tempus Phare, COSME, Erasmus).

**Olga Smoleńska** - a graduate of the University of Physical Education in Poznań, MA studies in the field of Tourism and Recreation 2000-2005 and doctoral studies in the field of physical education 2005-2009; as well as several postgraduate programs; camp counselor and tour leader; instructor of physical recreation and sport; trainer-trainer for agritourism; OKE examiner, doctor of physical education; assistant to Poznań University of Physical Education in 2010-2016; currently a teacher of vocational subjects in the field of hospitality in ZS No. 2 in Wągrowiec and assistant professor at the Faculty of Geosciences UMK in Toruń.

## FUNDACION RED DEPORTE Y COOPERATION

**Carlos de Cárcer**, project manager Founder and CEO at Fundación Red Deporte y Cooperación, from 1999 up to date. Program coordinator. Field missions in sport for development programs in 15 countries in partnership with most relevant international organizations (UN, UNHCR, EU, AECID, GIZ and different NGO). Design and implementation of intercultural and integration programs in Spain and Europe. From 1997 to 2002 external evaluator for various development NGO and public sector. Working also at the corporate sector for PricewaterhouseCoopers during 1998-99. Experience in the implementation of various Erasmus+ programs in which Red Deporte has participated as partner in previous years.

**Ivan Ferrer** 17 years in Communications area (covering multinational and local companies, and also as a client and communications agency). Expert in global communications (corporate, external, internal, crisis, advertising & media relations) at Sony Spain (8 years) PR Manager at Sony Iberia (6 years). During his period at Sony Spain was in charge of Sony sponsorship and community program in Spain, covering support to sports (FC Barcelona and Real Madrid Foundation, FIFA and Champions League partner) and social action (Spanish NGOs, non profits and foundations). European strategy teamwork and contact with worldwide headquarters in Japan. Iván is Passionate about teambuilding. Has supported companies, teams and players to boost their communication skills, both internal and externally, for most effective and efficient, communication. Journalist, blogger, sports coach, teambuilding.

**Esperanza Matallana** Ten years of experience at Red Deporte in the field of administration at various programs implemented by Red Deporte. Esperanza has experience in financial program reporting for EU programs and many other bodies of the international cooperation for development.

## G.2. Cooperation arrangements

Please describe:

- the involvement of an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project,
- why the selected partners are best suited to participate in this European project,
- the distribution of responsibilities and tasks demonstrating the commitment and active contribution of all participating organisations,
- the involvement of at least one local or regional sport club.

Project's partners represent an appropriate mix of complementary in terms of profile, specific experience and expertise, in order to carry out the project and to successfully achieve the objectives set out. It is fundamental to have a mixed-partnership to create mutual learning and to improve competences by sharing skills and expertise.

More in details:

**Federazione italiana tempo libero/ FITEL**, the italian partner, promotes the development of artistic, cultural, sporting and social tourism activities. It also represents the associationism in public institutions, Ministries, CNEL, local authorities, public and private bodies and it is part of the Third Sector Forum and the OITS (international social tourism organization).

Thanks to its national relevance and its specific and very qualified experiences and expertises in the field of social tourism and sporting activities, it will share this expertise with other partners in order to improve Social Cycle Routes and collect good practices about cycling as social inclusion sport.

The mission of Fitel is in line with EU actions in the field of cycling and it perfectly responds to the need of creating a european partnership also because it is divided into Regional, Provincial and Territorial Recreation

Centers and can represent very well Italian context/ issues. Indeed it will work in close collaboration with Sport Club **C.R.T. FITeL PIACENZA**. FITeL PIACENZA is a sport club that promotes physical activity for everyone with a particular focus on cycling.

### **Instytut Rozwoju Sportu i Edukacji /Institute for the Development of Sport and**

**Education/ IRSIE**, the Polish partner, is focused mainly on education, physical culture and culture. It has based its activity on cooperation with non-government and higher education organisations, associations, clubs, schools and universities.

Foundation members deal with many aspects of sport and recreation. They are specialists in the field of sports psychology, communication and media in sport, recreation and sports activities, marketing and management in sport with a strongly experience in working with children, adults and people with disabilities.

The organization will be a fundamental partner at European level because, thanks to projects already implemented, counts with a good experience and competencies also in sharing best sports practices at European level; promoting participation and intergenerational cooperation in recreational and traditional sports and the participation to the European, promoting cultural heritage and sustainable development at European level.

**Fundación Red Deporte y Cooperación/ RDYC**, the Spanish partner, promotes education, health, integration and employability through sport. We are experienced in more than 20 countries worldwide carrying out programs in the community, focusing on youth development. Red Deporte has been sponsored by EU Youth program with European Voluntary Service, Grundtvig and EU Preparatory Action in the Field of Sport.

In 2002 RDC launched its sport for integration department in Spain, working at schools, educational centers and sport clubs promoting youth integration and employability. They use sport as a tool to develop life and employability skills, focusing on underprivileged young men and women at risk of social exclusion.

It will share its expertise, experiences and knowledge on sport as a way of social inclusion and cooperation. Furthermore its importance in European partnership is due also to the expertise in the creation of spaces for dialogue through sport and cultural meetings and networks with different vulnerable communities in Spain and Europe.

So, the composition of the partnership represent a very interesting complementarity in terms of previous experiences, expertises and targets, at European level.

### **TASKS AND RESPONSIBILITIES**

The activities will be carried out according to a rational order, in which the different actions will be linked to one another, and the results of every action will constitute the start of the next ones.

The tasks division has been carried according to the peculiar characteristics of each organization.

In details:

- Every organization will be responsible to the **Research on how the amateur cycling sport is used** in their own country (**B1**);
- **IRSIE** will coordinate the **Collection of good practices about amateur cycling as social inclusion and social tourism in the partner countries (B2)**;
- **Red Deporte** will coordinate the **Creation of cycle touring paths in the countries of the consortium (B3)** and will coordinate also **the Evaluation tasks and Monitoring Activities (D3)**;
- **IRSIE** will coordinate the **Sustainability actions (C1)**;
- **FITeL** will be responsible for **the Project Management (D1)** and for ensure the adequate **Communication and Diffusion** of project's activities and outputs (**D2**). It will collaborate with the sport club **C.R.T. FITeL PIACENZA**.

### **THE INVOLVEMENT OF A SPORT CLUB**

**FITeL** it is a second level organization, which brings together over 500 associations and sports clubs. In this project, in particular, in addition to involving the entire national network in research and dissemination, FITeL will work, in the overall implementation of the project, with the sport club **C.R.T. FITeL PIACENZA**, as sport club that strongly promote physical activity for everyone with a particular focus on cycling.

### G.3. Partner Countries

*(to be filled in only if applicable)*

If applicable, describe the extent to which the involvement of participating organisation from a Partner Country<sup>1</sup> brings an essential added value to the project.

NOTE: please note the difference between the Partner Countries and partner organisations. Please read the footnote 1 (below) thoroughly.

## PART H – Impact and dissemination

### H.1. Expected impact of the project

Please describe:

- the measures for evaluating the project outcomes,
- the potential impact of project on participants and participating organisations
  - during the project lifetime,
  - after the project lifetime,
- the potential impact of project outside the organisations and individuals directly participating in the project, at local, regional, national and/or European level.

#### EVALUATING THE PROJECT OUTCOMES

**Red Deporte** will be responsible for the quality control of evaluation task (**D3**).

In particular for:

- evaluation of the project impact;
- evaluation of the suitability of the implementation process, as an important aspect in order to ensure mutual collaboration, project outcomes and organizational well-being

In order to set up the evaluation different evaluation questionnaires and qualitative tools will be prepared, according to the recipients: staff, organizations involved in the research, users of the outputs. In particular:

#### Measures for evaluating the project outcomes

Indicators for Transnational Meetings (**D1.1- D1.5**)

Specific questionnaires and report for the staff participants to evaluate:

- the effectiveness and the quality of transnational meetings;
- quality of information and communication;
- respecting the agenda and meeting and achievement of the objectives of the event;
- quality of the working environment;
- participants understand the next steps;
- accommodation, food and social element.

#### Indicators for project management (D1) :

<sup>1</sup> For the definition of Partner Countries, please see the Erasmus+ Programme Guide, Part A, 'Eligible Countries': [http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)

- involvement of the partners;
- clear division of task between partners;
- respect and distribution of the responsibilities among partners;
- agreed decision making procedures and activities;
- respect of the timing foreseen for the realization of the activities.

**Indicators for Intellectual Outputs (B1, B2, B3):**

- outputs and deliverables are produced in line with the project proposal;
- adherence to the effectiveness of the activities carried out;
- agreed timetable;
- involvement and contribution of all partners;
- respect of the minimum quality standards established.

**Indicators for Communication and Dissemination (D2):**

- the agreed tools and platform functions effectively during the lifetime of the project;
- involvement and contribution of all partners;
- the communication/dissemination activities have reached the targets;

To guarantee an adequate **quality control plan** and will be realize periodical monitoring reports.

Particularly:

- A first monitoring report, including monitoring of A1, A2, A3;
- A second monitoring report, including testing of B1, B2, B3, C1;
- A third monitoring report; including monitoring of the activities set up by the multipliers;
- A final evaluation report of the project.

**IMPACT ON PARTICIPANTS AND PARTICIPATING ORGANISATIONS DURING THE PROJECT LIFETIME**

The impact on partner’s staff will concern:

- increase of knowledge about the different cycle-context in country member;
- Improve skills and knowledge about cycling as way to foster social inclusion;
- Improve and acquire competences to promote cultural heritage by cycling;
- Increase of abilities to create networks with other organizations;
- Acquisition of new ideas and good practices to promote in new and different way cycling in their own country.

The impact on partner organizations will concern:

- Increase of organization skills inherent Cycling for social inclusion and cooperation;
- Increase of network capacity with other organizations at European level;
- Increase of organization skills inherent Cycling for social tourism;
- Improve abilities to engage new volunteers and participants;
- Extent the reach of organizational goals and good practices at european level (by the portal);
- Improve capacity to create awareness about importance of cycling for different aspects: health, inclusion, tourism, sustainable environment, etc.

The impact on citizens, professionals and volunteers who will participate in project’s activities, reached by dissemination activities, will be:

- Increase of knowledge on cycling as a important way to community development by tourism;
- Development of greater sensitivity about the importance of practice a physical activity like cycling.

**IMPACT ON PARTICIPANTS AND PARTICIPATING ORGANISATIONS AFTER THE PROJECT LIFETIME**

Thanks to the *Bike Portal* to be available freely, the activities of communication and dissemination during the project, the Intellectual Output created will be able to benefit to more staff of partners’ organisations, other organisation engaged in sport or cycling, tourism, green development and all the citizens interested. Through the portal’s materials it will be possible to promote others staff training materials after the project life time; future events and new networks in Europe to share informations and experiences about cycling.

Furthermore:

- After the project's end, the partnering organizations will continue to improve on their expertise in the field of Social Inclusion through sports;
- The realization of this network, and the *Bike Portal*, will represent a permanent result of the project and the basis to create future events together;
- The partnering organizations skills concerning the planning and realization of EU projects will be strongly improved;
- There will also be an improvement in the skills concerning interaction with institutions and political decision, both at a national and a European level, in order to influence positively the politics concerning the field of social inclusion through sport.

**IMPACT OF PROJECT OUTSIDE THE ORGANISATIONS AND INDIVIDUALS DIRECTLY PARTICIPATING IN THE PROJECT, AT LOCAL, REGIONAL, NATIONAL AND/OR EUROPEAN LEVEL**

- The impact of the project outside the organizations lies in the free access and availability of all the educational materials, cycling context materials, cycling good practices and new approaches to develop and promote this sport;
- All the users of *Bike Portal*, will increase their knowledge and skills about cycling, and so others organizations, institutions, citizens, etc. They will benefit directly from the Portal and they could replicate uploaded methodology, good practices and experiences in their own countries.
- The creation of Social Cycling Routes will be an occasions to involve numerous group of people, operators, public administrators, stakeholders in the field of sport and every citizen interested in culture, nature or physical activities, etc.

By the creation of Social Cycling Routes also the cities of country partners will benefit directly in terms of tourism, social inclusion, citizens welfare (with a more sustainable environment) and in terms of attractiveness.

## H.2. Dissemination

Please describe:

- the dissemination plan and measures aimed at sharing the outcomes of project within and outside the participating organisations,
- the plans for ensuring the sustainability of project showing its capacity to continue having an impact and producing results after the EU grant has been used up,
- if relevant, the extent to which materials, documents and media produced will be made freely available and promoted through open licences.

The dissemination phase will be a full part of the project's development (**D2**), and will be coordinated by **FITEL**:

**DISSEMINATION PLAN**

The dissemination plan, set up in the second month of the project, will define several aspects, such as:

- identification and analysis of activity's target;
- dissemination of informations and materials at **local, national, European and international** level.

Partners will agree in the preparation phase, and implement during and after the project lifetime, tasks, objectives, deadlines, tools, outcomes and dedicated outreach strategies directed at target groups.

The target will be, in particular:

- organizations that work with sport as social inclusion;
- sports organizations;
- tourisme organization;
- institutional subjects;
- networks of organizations working with sport, specifically with cycling;



- National institutions;
- European institutions.

### **MEASURES AIMED AT SHARING THE OUTCOMES**

The dissemination plan strategy foresees:

- A project website, *Bike Portal*, to spread information and promote activities and results of the project. Information about the project, the partners, the researches, etc. will be accessible to all.
- Participating organizations website. Every organization will be responsible for the implementation of its own website with a new section dedicated to *Bike Encounters* project;
- Social Network (Facebook, Twitter, youtube channel, Instagram): diffusion and communication always updated on the project's achieved results through the use of the most popular web channels and social networks;
- Mailing list: the creation of a mailing list includes the possibility to send to the institutional referents and the interested subjects, grouped in predefined target categories, each informative and advertisement material concerning the project in a fast and efficient way;
- Creation of social cycling routes. The participants will realize sport activities, etc. This will be a further dissemination tool and promotion at national and european level.

To ensure a multiplier effects, partners will implement a communication strategy within their organizations and through their local, national and international networks, social media and websites. They will promote project's activities and results in their networking activity, in meetings/events at local, national and transnational level, indeed most of the partners organizations are linked to other internation or National networks (see **Part G.**).

### **THE SUSTAINABILITY OF THE PROJECT**

As part of the management strategy, the sustainability of the project and its results will be guaranteed as follow:

- The project is based on the transfer of specific competencies, new methodologies and skills not only to individuals but also to partner organisations. The methodology and content received will be available for integration within partners' usual capacity building programmes after the end of project. Partners will share their networks and contacts in order to guarantee the best dissemination of results, in particular in order to create new activities and networks;
- All the materials product will be available online for dissemination and further transfer to organisations from all over the world to strengthen the promotion of cycling;
- The inclusion of the products created within the current activities of the participating organizations, the network and the respective websites;
- The products will be created making sure to keep the costs low maintenance, using free tools as much as possible;
- The disclosure will see the use of tools used by organizations in the current activity, such as website organization, newsletter, social pages,etc.

### **AVAILABILITY**

All the outcomes, distributed under creative common, will be freely usable and downloadable, and it will be possible to translate them into additional languages.

## CHECK LIST

Before submitting your application form online, please make sure it fulfils the eligibility criteria listed in the Erasmus+ Programme Guide and check that:

- you have used the official sport application form (eForm + 3 compulsory annexes, namely the Project Description, Detailed Budget Table and the Declaration of Honour).
- all relevant fields in the application form have been completed.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries and the whole application form is submitted in one language only.
- you have annexed all the relevant documents:
  - the Declaration of Honour signed by the coordinator's legal representative mentioned in the application.
  - the Detailed Budget Table.
  - the Project Description.
- all participating organisations have uploaded the documents to give proof of their legal status in the Participants' Portal (for more details, see the section "Selection Criteria" in Part C of the Erasmus+ Programme Guide).
- you are complying with the deadline published in the Erasmus+ Programme Guide.
- you have saved or printed a copy of the completed form for yourself.

**NOTE: using own templates/documents is forbidden and can result in the rejection of the whole application. You can only use the templates published with the concrete sport call for proposals for the respective year.**