

# DiscoverEU Inclusion Action (KA155)

Guidelines, tips, and advice for project implementation



**Travel for every body  
starts here**

## Contents

1. Important Resources .....	3
2. Setting up a Project .....	5
3. DiscoverEU Inclusion Action Eligibility Matters.....	7
4. The Interrail Pass Booking Process .....	9
5. The DiscoverEU Travel App .....	16
6. The DiscoverEU Learning Cycle .....	22
7. Practical Tips for Supporting Travelers.....	23
8. Project Management & Monitoring .....	26
9. Communication with National Agency.....	29

Dear beneficiaries,

In this document you will find a collection of guidelines, tips and links that can help you plan and implement your DiscoverEU inclusion Action project and the activities during and after the project. The document is **subject to changes and modifications** based on the most recent communication from the European Commission regarding the action, for changes to templates, procedures and guidelines.

## 1. Important Resources

Both the European Youth Portal of the European Commission and the Help Center for DiscoverEU are primarily aimed at the target group of 18-year-olds who are going on their DiscoverEU train journey independently without the support of an organization (so-called General Call). So don't be surprised at the large amount of information, some of which does not concern you (e.g. everything to do with the allocation of tickets). However, a lot of information about the DiscoverEU general call and travel arrangements is also relevant to you in the context of the DiscoverEU Inclusion Action.

### 1.1 The European Youth Portal of the European Commission

The European Youth Portal informs young people and youth workers about opportunities at EU level. It includes a page dedicated to DiscoverEU, offering a wealth of information about the program, suggestions for planning itineraries and explanations of the rules for travelling with an Interrail ticket. You'll also find the dates of MeetUps across Europe for which Inclusion Action participants are eligible (→ see section "MeetUps").

- **DiscoverEU on the European Youth Portal:** [DiscoverEU | European Youth Portal \(europa.eu\)](#)
- **FAQ, Section C: Travel** [Frequently Asked Questions | European Youth Portal \(europa.eu\)](#)

### 1.2 The DiscoverEU Help Center or Help Desk

The DiscoverEU Help Center is the central point of contact for all questions from travelers before and during their DiscoverEU trip.

It is operated by a European Commission service provider. From explanations on how to use the DiscoverEU application (→ see chapter "The DiscoverEU Travel App") to travel tips and help with problems along the way, the Help Center offers detailed question catalogues with numerous answers and further links. Keyword searches are also recommended on the Help Centre site. Many of the links in this document will also lead to the Help Center, so it is useful to orient yourself in the Help Centre site and make use of the wealth of information.

If you need any kind of **technical or organizational support** before or during any project trip that is related to the Interrail (train) tickets or airplane tickets, the application, or the booking process of the train routes, please contact the Help Center directly. You can contact them by submitting **a request via a form** accessible to the bottom right of the Help Centre home page. This is usually answered within 48 hours, very often sooner. Please clearly indicate in your requests that this is a DiscoverEU Inclusion Action trip

question and that your participants are not from the General Call.

We at the National Agency cannot answer technical questions about the topics mentioned above. However, we will of course always be happy to support you as much as possible with more specific questions regarding the project implementation, management and monitoring throughout its lifecycle.

- **Interrail Inclusion Action Platform:** [DiscoverEU Inclusion Action | Interrail.eu](https://discovereu-wave6.zendesk.com/hc/en-gb)
- **Help Center:** <https://discovereu-wave6.zendesk.com/hc/en-gb>
- **Help Desk email:** [hello@start-discover.eu](mailto:hello@start-discover.eu) (available every day 7 a.m. to 7 p.m.)

## 2. Setting up a Project

A project is implemented by **one organisation** or informal group of young people, which sends one or more (group of) participants on a DiscoverEU travel. The organisation should benefit from its participation in the DiscoverEU Inclusion Action, and the project should therefore be in line with the objectives of the organisation and fit its needs. Cooperation with stakeholders in other countries that could offer activities<sup>1</sup> or support to the participants, e.g., hosting etc., is possible.

A project consists of **four stages**: planning, preparation, implementation, and follow-up. Participating organisations and young people involved in the activities should take an active role in all those stages, thus enhancing their learning experience.

- planning of the travel experience (define the needs, objectives, learning outcomes, type of activity/ies, travel planning, schedule of activities, etc.).
- preparation (practical arrangements of the DiscoverEU travel, set up of agreements with stakeholders, organisation of linguistic/intercultural/learning/cultural/environmental/digital activities, tasks related to the preparation of participants before departure etc.).
- implementation of activities during the DiscoverEU travel.
- follow-up (evaluation of the activities, identification, and documentation of the learning outcomes of participants, as well as dissemination and use of the project's outcomes).

A quality DiscoverEU Inclusion Action:

- relies on the active involvement of young people with fewer opportunities and participating organisations, who should take an active role in all the stages of the project, enhancing in this way their learning and development experience.
- preferably involves diverse groups of participants with fewer opportunities and builds on this diversity.
- is based on the clearly identified needs of the young participants.
- ensures that the non-formal and informal learning outcomes of the DiscoverEU experience of the participants are properly identified and documented.
- encourages the participants to reflect on European topics and values.

### 2.1 Learning process

Setting the DiscoverEU Inclusion Action in the context of non-formal learning requires that at least a part of the desired learning process is planned ahead, in order to ensure the appropriate opportunities.

Participants should contribute to the identification of their needs and the learning that they wish to obtain or develop through their DiscoverEU travel.

---

<sup>1</sup> See the Youth Participation Toolkit prepared by the SALTO PI, Module 9 “DiscoverEU” at <https://participationpool.eu/wp-content/uploads/2021/05/Discover-EU-1.pdf> as inspiration.

Participants should also be involved as much as possible in the design and development of the activity(s) during their travel (setting up the programme, itinerary, activities, booking accommodation, etc.) and think how to prepare to maximise the learning and personal development they would gain during their travel.

After the DiscoverEU travel, participants should be invited to **provide feedback** on their DiscoverEU experience, reflect on what they have learnt and how they can make use of the learning outcomes.

Organisations should support the learning process, the identification and documentation of the learning outcomes, in particular by using the Youthpass for DiscoverEU participants (→ see section “Youthpass”).

## **2.2 Protection and Safety of participants**

DiscoverEU Inclusion Action can involve group leader(s), facilitator(s), accompanying person(s) who can monitor and provide support to the participants in order to ensure a qualitative learning process during the DiscoverEU travel. At the same time, they cater for a safe, respectful, and non-discriminatory environment and protection of the participants. During the planning and preparation of a DiscoverEU travel under the DiscoverEU Inclusion Action, the issue of protection and safety of the participants should be addressed and all necessary measures to prevent/reduce risks should be foreseen.

## **2.3 Erasmus Youth Quality Standards**

The implementation of all projects supported under this Action must follow the Erasmus Youth Quality Standards for organising high quality learning mobility activities. The Erasmus Youth Quality Standards cover the basic principles of the Action, as well as concrete implementation practices for project tasks such as selection and preparation of participants, definition, evaluation, and recognition of learning outcomes, sharing of project results, etc. The Erasmus Youth Quality Standards are available [here](#).

### 3. DiscoverEU Inclusion Action Eligibility Matters

#### 3.1 Participants

The eligibility of participants for DiscoverEU Inclusion Action activities, as of 2026, is as follows (see E+ Programme Guide 2026):

*Young people with fewer opportunities aged between 18 and 21 years old and legally residents in the countries of their sending organization\*\**

\* lower age limits - participants must have reached the minimum age of 18 years at the start date of the activity.  
upper age limits - participants must not be older than the indicated maximum age of 21 years at the start date of the activity.

**Examples:** What this means is that participants eligible to travel within a KA155 project need to be between **18 and 21 years old at the start date of the activity they participate in.**

#### a. Accompanying Persons

Groups can travel alone or can be accompanied. Maximum two accompanying persons per participant when duly justified.

Eligibility of accompanying persons for DiscoverEU Inclusion Action activities is as follows (see E+ Programme Guide 2026):

*“An accompanying person is an adult who joins the young people to ensure their effective learning, protection and safety<sup>2</sup>”*

Accompanying persons are not to be considered as participants of the activity but are eligible for support under certain budget categories such as travel costs, individual support, inclusion support for participants and exceptional costs. **Accompanying persons involved must be at least 18 years old.**

#### b. Number of Participants and Composition of National Groups

Minimum 1 and maximum 5 participants per DiscoverEU travel (accompanying persons not included). Maximum two accompanying persons per participant when duly justified. Groups can travel alone or can be accompanied.

#### 3.2 Venues and Duration of Travel

The DiscoverEU travels must take place in minimum one other country different from where the participant(s) started their travel.

DiscoverEU travel can have a duration from 1 to 30 days\*. The organisation can organise several DiscoverEU travels (with 1-5 participants and, if needed, accompanying person(s) each time) during the project lifecycle.

---

<sup>2</sup> See definition under glossary of E+ programme guide on “accompanying person”

\* The **additional flight tickets** provided to all the travelers living on island countries are **not counted in the 7 travel days**. However, these additional tickets' duration of travel needs to fall within the one-month validity period of the DiscoverEU travel.

### **3.3 Non-eligible Activities**

The following activities are not eligible for grants under DiscoverEU: academic study trips, exchange activities that aim to make financial profit, exchange activities that can be considered as performance tours, statutory meetings, training courses by adults for young people.

## 4 The Interrail Pass Booking Process

**Eurail Ticketing System (ETS)** is the European service provider for transport reservations. As part of the funding for your DiscoverEU Inclusion Action (KA155) project, your organization is responsible for the logistics involved in obtaining the Interrail pass for young people and accompanying persons.

### 4.1 What is an Interrail Pass?

The Interrail Pass allows you to travel for a period of 1 month from the date of activation, with 7 days of travel by train. These seven days include **one day of departure from and one day of return to** the territory of residence entered at the time of ticket reservation<sup>3</sup>. The Pass is only available in paperless form, via a QR code on the DiscoverEU app.

Passes are nominative and non-exchangeable. It is therefore **advisable to have a fixed list of participants** before starting the booking process. Passes can be booked on ETS for several participants at the same time, even if the destinations are different.

Passes should be booked at least **4 weeks** before the scheduled departure date.

The Interrail Pass allows you to book most European trains. However, in some countries it is not possible to travel without an obligatory seat reservation. Since 2025, any **reservation fees for DiscoverEU Inclusion Action can be eligible for 100% reimbursement** when approved by the National Agency (they must be included in the initial budget). Find out more about the Interrail Pass here: [About the DiscoverEU Interrail Pass – DiscoverEU Inclusion Action \(zendesk.com\)](#).

### 4.2 What are the Booking Steps?

- Access the **Interrail Inclusion Action Platform**: [DiscoverEU Inclusion Action | Interrail.eu](#)
- Click on the “Contact Us to Start” button



Funding confirmed?

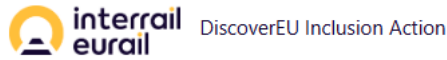
### Get started

Once you have confirmed funding for your DiscoverEU Action program, please get in touch with the DiscoverEU Travel Team to start preparing your travellers' adventure across Europe!

Contact us to start

- Complete your details and select “I am ready to book”

<sup>3</sup> See question C.6 of the European Youth Portal FAQ.



DiscoverEU Inclusion Action > Submit a request

## Submit a request

Your email address

What can we help you with?

-

I have a question

I am ready to book



What's your name?

Subject

Description

Paragraph | B | I | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] | [Image]

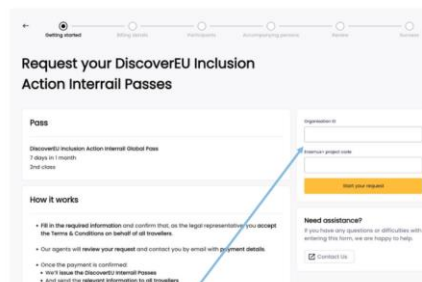
- The European service provider for transport reservations will get in touch with the next steps.
- Once you get the instructions, you will need to complete your booking form, as follows:
- Use your **organisation's OID** and **Project Code** to access the request form.

5

### Request Travel Passes



- Access to dedicated request form
- Information required for purchase clearly stated.
- To continue to next step, they will need to fill in their Organisation ID and Erasmus+ project code.
- The request form consists of different steps, where information must be provided to proceed.



Organisation ID (OID) & Erasmus+ Project code log-in credentials



- Fill in the **legal representative details** and **organisation billing details**. This information is saved, so that when you request new passes for another group, you do not need to complete it again.

### Request Travel Passes

#### Billing details and Legal

- Firstly, contact person's (organisation representative) information is collected.
- Billing and legal company information is required.
- Agreeing to Purchase Terms and Data Processing agreement replaces the old pdf-contract signature.
- Link to dedicated Customer Service team for assistance is provided.

- Complete the form with the details for **Participants** for which you request passes, first.

### Request Travel Passes

#### Participants' details

- Web form to provide details required for issuance of Interrail Pass for participants.
- Maximum 100 participants per request.
- Organisations could be advised to process one activity at a time, to avoid long sessions.

### Important Note

When you are ready to use the Eurail request form, gather the **personal details of each participant**: email *address, full name, date of birth, country of residence, and passport or ID*.

For your convenience, ensure you have the data for the entire group; this way, you can order all your Passes in bulk, including for any accompanying persons.

- Then, complete the form with the details for **Accompanying Persons (if any)** for which you request passes.

## Request Travel Passes

### Accompanying persons' details

- Web form to provide details required for issuance of Interrail Pass.
- This section can be skipped if no accompanying persons are present.

Accompanying persons	
DiscoverEU Internal Passes (0)	€0
Management fee	€0
VAT	€0
<b>Total price</b>	<b>€0</b>



- Review the details of your request AND the **overall cost of your order**, on the right side of the screen.

## Request Travel Passes

### Review information & submit

- Review information provided and confirm or edit it (if there are any mistakes/changes).
- See amount due (in EUR) and button to submit the request
- Information about next steps is shown after submission.



- **Settle the payment. At this stage, payments can only be made via bank transfer (not bank cards).**

## Settle the payment

- After request submission, a Eurail agent will contact organisation via e-mail with an invoice and payment instructions (within 2 business days)
- Organisation pays via **bank transfer**.
- Once payment is received, Eurail will issue the Interrail Passes



Email with invoice and instructions for payment



Payment is arranged

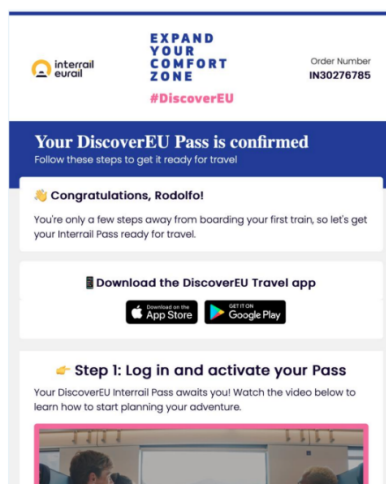


- **Receive the confirmation of purchase via email. The travelers and accompanying persons receive their Pass via email.**

## Receive Passes

- After the payment, Passes are processed by Eurail.
- Each traveller (companions & participants) receive their Pass information via email.
- The organisation contact person will receive an email with the confirmation of the purchase.

The trip can begin!



Pass details to travellers & companions



### 4.3 Rules of the Pass

DiscoverEU offers two pass options, a Flex Ticket and a Fixed Ticket. As part of DiscoverEU Inclusion Action, **all travelers (including accompanying persons) automatically receive a Flex Ticket**, so you can ignore all explanations for the fixed ticket in the European Youth Portal and Help Center.

With the DiscoverEU Interrail Pass, you can use up to 7 travel days in total within a maximum of 30 days.

Only two journeys are permitted in your country of residence, one abroad and one back to your country of residence (so-called outbound and inbound routes). You can use as many trains as you like per travel day, including night trains.

For more detailed information on the rules for travel days please read here: [How do travel days work? - DiscoverEU Help Center](#)

You can travel on trains operated by all participating rail companies in a total of 33 countries.

→ List of countries that can be traveled to: [Where can I travel with an Interrail Pass? - DiscoverEU Help Center](#).

As there can always be changes to the countries that can be traveled to, you should check this and the availability of connections to your destinations again shortly before you travel. Connections can also be booked out quickly, especially during the peak summer travel season.

The use of public transport is generally not included in the pass; tickets for public transport must be purchased separately. For more information, please read here: [Is public transport included in my Interrail](#)

### [Pass? - DiscoverEU Help Center](#)

During the application it is possible for the beneficiary organisation to request in the application form of their project a **contribution for use of other means of transport** where applicable and justified, like in cases where the country of origin is not directly linked to the train system on continental Europe and additional travel, by other means of transport, is needed in order to reach the country where the mobility starts (e.g. remote travelers from the islands or remote areas). Organisations in Iceland, Ireland, Malta and Cyprus will need to **arrange for separate flight tickets** to be booked for the outward and inward travel of participants to and from mainland Europe.

**Important Note on Flight Tickets:** At this point, the information from the Help Center that travelers can contact there to reserve flight tickets **does NOT apply to your participants**. This offer only applies to travelers from the General Call. With DiscoverEU Inclusion Action, you - as the sponsoring organization - must organize the tickets for your travelers under the “Contribution to unit costs for use of other means of transport where applicable” within the Travel Budget Category of your project. For this contribution to unit costs for flights to and from Cyprus, a **E+ distance calculation chart** applies.

**Important Note:** Always check the E+ programme guide of the relevant project year for the distance calculation chart that applies under DiscoverEU Inclusion Action).

## 5. The DiscoverEU Travel App

The pass for the DiscoverEU train journey is not available in paper form, only in digital form. For this, every traveler (including accompanying persons) needs an internet-enabled cell phone.

- You can find a detailed manual for the app here: [Manual for the DiscoverEU Travel App - DiscoverEU Help Center](#)
- All information about the app and the ticket can be found in the Help Center under this collection of links: [DiscoverEU Flex Pass - DiscoverEU Help Center](#)
- Watch this video to find out how to activate your DiscoverEU passport: [How do I activate my DiscoverEU Flex Pass? - DiscoverEU Help Center](#)

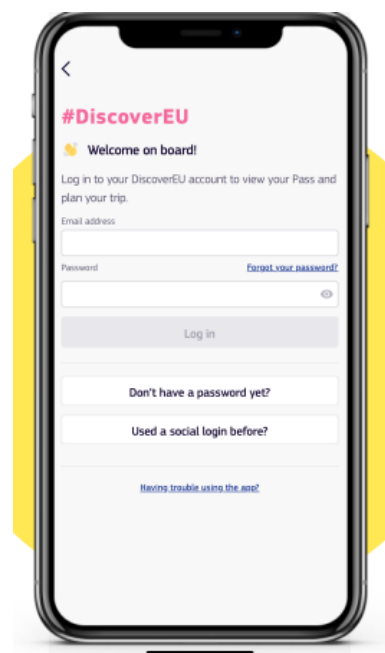
### 5.1 Important steps in using the app:

#### Step 1: Download and Register in the app

- Use the cell phone that you will be using during the journey. The app with the personalized pass can only be used on one cell phone and cannot be transferred independently to other devices.
  - **App for Android\***: you can find the app in the Playstore
  - **App for Apple (IOS)**: you can find the app in the App Store
- Register in the app: All travelers (including accompanying persons) must register in the app on their cell phone (using the email and password they received via email) and set up an account in order to use their pass.

**Technical restrictions:** Android and IOS system requirements: Android 6.0 and higher or IOS 15.0 and higher - Devices with systems that are lower need to communicate with the helpcentre to provide a technical solution.

**Important Exception in Registering on the app (2024 Update):** Since 2024, it is possible – if required for logistical purposes - for one accompanying person or a young person traveling under a DiscoverEU Inclusion Action project to **centralize the group's passes on one application on one cell phone**. For more information on this, please read here: [How can I add the DiscoverEU Interrail Passes of my group members in my device? – DiscoverEU Inclusion Action \(zendesk.com\)](#) (→ see section “Centralise Passes on one Phone”)



#### Step 2: Familiarization with different Tabs on the app

- The different tabs on the app are the following:
  - Planner: where journeys are planned before being booked and saved in “My trip”.
  - My trip: where planned train itineraries are saved when booked.
  - My pass: The Interrail pass is available here. Check that your personal details are correct and add your ID number.

- My map: interactive map showing planned and actual routes.
- More: Seat reservation information and digital discount card (European Youth Card) valid for 1 year once activated. Here, the FAQ section and Help Centre connection are available on the app. (→ see section “App Tab “More”)

## 5.2 Preparing for mobility

### Step 1:

- Check the number of the passport or identity document associated with the pass.

### Step 2:

- Activate the pass\* from their application. Define the validity period of the Interrail pass for 30 days. The ticket is always valid for 30 days AFTER activation, even if you are travelling for fewer days. You should therefore choose a validity period that covers the duration of your trip.
- If your travel plans change, the validity period can only be postponed BEFORE the start of the first day of the originally selected validity period.
- The passport can be activated up to one day before departure.

**\*Important Note about Activating the Pass within your project duration**

You have **up to 11 months from the date of purchase of any pass** to activate it. You will have the option to select the first travel day in advance or when you are ready to activate the Pass.

### Step 3:

- Add the train trip to the pass via the search bar, from the “My trip” section or by adding a new one using the planner (departure and arrival city, timetables etc.)<sup>4</sup>.

For more information, please visit the following links: [What are the first steps with my Interrail Mobile Pass? - DiscoverEU Help Center](#) | [Manual for the DiscoverEU Travel App - DiscoverEU Help Center](#)

## 5.3 Booking a trip in the Planner (“My trip”)

In order to be booked, all journeys must be planned via the app. Planning here means the booking process. This is done in the “Planner” section.

Set filters under “Options”, e.g. “Night trains only” or “No seat reservation required”. If you have not set any filters, check when booking the train whether the app indicates that you also need to make a seat reservation. In some countries, the train ticket is not valid without a seat reservation. On busy routes and at peak travel times, trains can also be fullybooked quickly or may not have enough free seats for the whole group (→ see notes on seat reservation in the section “App Tab “More”).

**Please Note:** The planner does not cover some countries like Spain, the Baltic countries (Estonia, Latvia, Lithuania), Turkey and several countries in Eastern Europe. For these countries, train connections must be added manually in the app. Travel to the United Kingdom (UK) and Switzerland is not eligible for funding under DiscoverEU Inclusion Action.

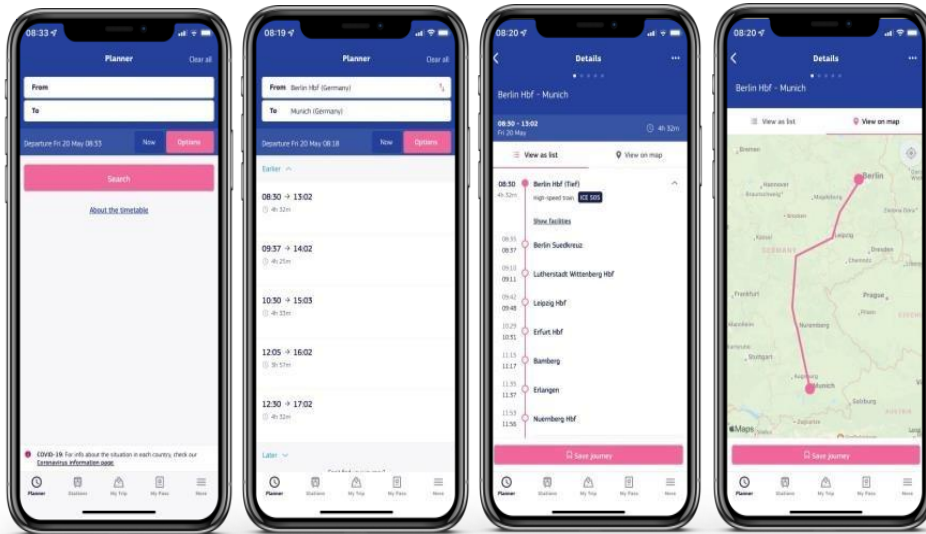
- [What do I do if my destination/country is not displayed in the planner? - DiscoverEU HelpCenter](#)

<sup>4</sup> It is possible to filter journeys with a non-reservable seat option in trains.

**The trip in the Planner must be saved to confirm the booking.**

The connection is then saved in the section "My trip" and can be viewed there again.

- [How exactly does the planner work - DiscoverEU Help Centre](#)



#### 5.4 App Tab "More"

You will find many helpful links under the "More" tab:

- **Seat Reservations**

In some countries (e.g. Spain or France) fast trains are subject to seat reservation fees (sometimes compulsory). Seat reservations are made via "Seat reservations" and "Your reservations". Please note that in some countries the reservation costs can be significantly higher than others. Costs for seat reservations can be reimbursed up to 80% if you have included them in your application. If this is not the case, you are welcome to use this opportunity in your next project application. Alternatively, you can also opt for regional trains, which generally do not require reservations. For more information on seat reservations please read here [All about seat reservations | Interrail.eu](#)

### The European Youth Card

A personal, digital, European Youth Card is stored in the app for every person aged 27 or younger. The European Youth Card is the largest Europe-wide benefit card for young people. It offers discounts of up to 70% on offers in the areas of flight and bus tickets, cinema, accommodation, restaurants, festivals, cultural activities, events, museums, sport, beauty in many European countries, including of course Cyprus.

The card **must be activated in the app by each participant** and remains valid for 1 year after activation.

European Youth Card: [Youth Board of Cyprus](#) | [European Youth Card](#)



- **Help Center**

The Help Center is linked directly in the app and is the central point of contact for all questions relating to tickets, bookings and the app, especially during the trip. For more information on the Help Center please [read here](#).

- **European Youth Portal**

In this section in the app you will find, among other things, the link to the MeetUp platform and can quickly check whether new MeetUps have been posted (→ see section “MeetUps”).

- **DiscoverEU Community Platform and Travel Guides**

Here you or your participants can network and exchange ideas with other travelers. The travel guides offer tips for local activities.

**Please note:** We advise you to activate the push notifications in the app, as this way you will be informed of last-minute changes (e.g. due to storms or strikes). Unfortunately, train delays are not displayed in the app. The best way to get reliable information on delays or track details is to contact the train provider in the respective country.

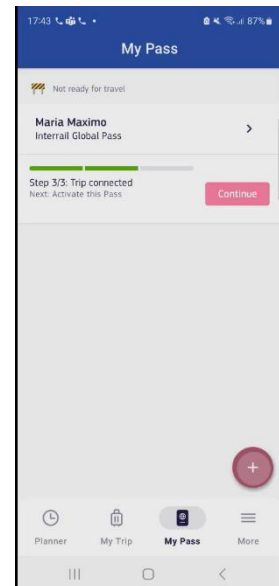
### 5.5 Centralise Passes on one Phone (e.g. Accompanying Persons)

#### Step 1:

- In the app’s “My pass” tab, anyone wishing to centralize passes of a group of travelers to their phone must click on the “+” icon at the bottom right-hand corner of the screen.
- This option allows you to add another pass (and up to 6 Passes per phone) by entering the name and Pass number of the person concerned (to be found in the Eurail’s confirmation emails).

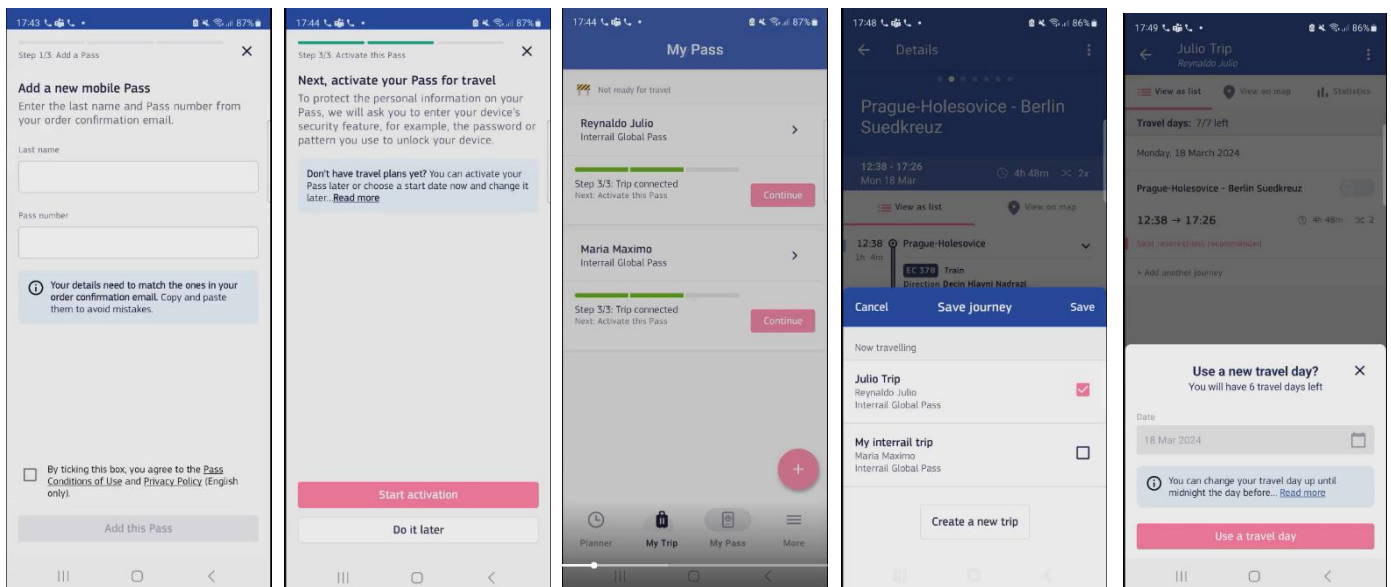
#### Step 2:

- You will then need to activate the added Pass to be able to proceed with any bookings of itineraries. Once activated, several passes can now be listed in the “My pass” and “My trip” sections, enabling the person in charge of the app to manage bookings for the group. Repeat the steps as many times as required based on the planned trips of diverse groups.



#### Step 3:

- In the “Planner” tab of the app, when participants search for a route, and once it has been selected for saving, it is possible to add this route to each Pass saved in the one app.
- To create a ticket, in “My trip”, you will find the itineraries saved for each Pass. By clicking on the cursor, you are asked to confirm the use of a travel day. This operation must be repeated for all registered passes.
- Itinerary tickets are then registered in the “My pass” tab in the form of a QR code. See screenshots of the steps below.



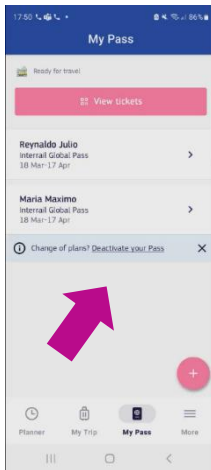
#### Important Notes about the Centralizing Process:

- It is currently not possible to have several European Youth Card on one single cell phone. This

should happen in the future, but in the meantime, the Commission is proposing that you first put your pass on your phone, so that you can take a screenshot of the Card and then centralize your passes on one phone.

- This procedure does not guarantee that group members will necessarily be next to each other on the train, depending on the train company. But it does simplify travel management and increases the chances of staying in a group, especially on overnight trains.
- Each Pass can only be activated on one phone at a time. It is therefore not possible for a group member to have their Pass on their phone if it is already managed by the accompanying person, for instance.

### 5.6 De-centralise Passes from one Phone



- In the “My Pass” tab, select the Pass you wish to delete, then click on the 3 “Deactivate Pass” dots on the top right-hand corner of the screen. This will deactivate the Pass and remove it from the phone.
- Members wishing to regain control of their Pass can also connect to the app on their phone, which will automatically remove them from the group (Centralised pass).

There is a **video from the Interail contractor** available with clearer instructions for the process described above. Please **contact us to provide you with the video tutorial**.

## 6. The DiscoverEU Learning Cycle

In addition to the actual trip, DiscoverEU also offers an accompanying educational program, the so-called Learning Cycle. There are three different event formats as part of the Learning Cycle. **Participation** in these events **is voluntary**, and the offers are available to all participants from the General Call and DiscoverEU Inclusion Action. The National Agency of E+ in Cyprus is responsible for the implementation of the Learning Cycle.

### 6.1 Pre-departure Meetings

Pre-departure meetings are gatherings (physical or online) that are offered to participants as preparation. The content is about tips and tricks for the trip, getting to know each other, intercultural learning and networking. You receive the exact dates of the pre-departure meetings from the National Agency at the beginning of each year.

### 6.2 MeetUps

MeetUps are physical events (up to three days) that take place in all DiscoverEU participating countries, especially during the summer months. MeetUps bring together DiscoverEU travelers from all over Europe to get to know each other and exchange ideas. Many MeetUps have a thematic focus, such as environmental and climate protection, and offer participants the opportunity to explore a city or region and a topic in greater depth.

Your participants can register for both the Cypriot and all other MeetUps. Participation is still possible after the end of the trip, within one year, but the travel costs for this must be covered by the participants themselves.

Dates for the MeetUps are published on the European Youth Portal on an ongoing basis. It is necessary to register for the MeetUps as places are limited. It is worth checking the page regularly for updates, as the dates will only be added gradually. The language of communication at the MeetUps is English.

- **DiscoverEU MeetUps Page:** <https://youth.europa.eu/discovereu/meetups>

### 6.3 Post-travel Meetings

With post-travel meetings, E+ National Agencies offer a follow-up for the participants where they can reflect on their trip and their experiences and continue to network with each other. They learn about the funding opportunities offered by Erasmus+ and the European Solidarity Corps. Participants can also register as DiscoverEU Ambassadors to share their experiences with future travelers. Post-travel meetings are online or in-person events.

## 7. Practical Tips for Supporting Travelers

### 7.1 Barrier-free travel Tips

In the Help Centre you will find recommendations on accessible travel with suggestions for destinations and travel organization: [What options are there for participants with reduced mobility? - DiscoverEU Help Center](#)

If you have mobility restrictions or special dietary requirements, the Pantou website has a database of tourism operators, such as hotels or restaurants, that take special needs into account: <https://pantou.org/>

There are several travel guides for wheelchair users that show how to explore cities such as Berlin, Brussels, Paris and Madrid: [Wheelchair Accessible Travel Destinations - Wheelchair Travel](#)

Deutsche Bahn also has some helpful tips, e.g. for blind or visually impaired travelers: [Barrier-free train travel: Information for blind and visually impaired customers \(bahn.de\)](#)

There is a group on Facebook called "Accessible Travel Club" where you can also ask specific questions about accessible destinations or routes: [\(7\) Accessible Travel Club | Facebook](#)

As an organization, you also need to help young people define their needs and objectives at every stage of the project. This pedagogical support can be backed up by a range of tools, two examples of which you can find below.

### 7.2 Before Mobility

- **SALTO Inclusion & Diversity**

The European Resource Centre SALTO Inclusion & Diversity offers tools and ideas to promote inclusion in Erasmus+ Youth and the European Solidarity Corps programmes.

For the Inclusion component of DiscoverEU, SALTO I&D has produced a resource document for project leaders accompanying young people with fewer opportunities. Its aim is to guide young people in defining their needs and their degree of participation in the project. These questions can be used to guide the educational process of your project, prior designing activities.

- **SALTO I&D Toolkit for DEU:** <https://participationpool.eu/wp-content/uploads/2021/05/Discover-EU-1.pdf>

- **Trip Planning Apps**

Use applications such as [tourspilot.com](https://www.tourspilot.com) or [wanderlog.com](https://www.wanderlog.com) that can help you plan with the participants more interactively and efficiently.

- **Insurance of Travelers & Visa**

The [general rules of DiscoverEU](#) state the following:

### “16. Insurance

Depending on your citizenship and your planned travel itinerary (non-Schengen area), participants may need one or more visas. Delivery of visa is a competence of the States. We advise participants to inform themselves at official sources and launch their requests well in advance at the responsible authorities. Visa delivery can take several weeks. Therefore, visa requests should be introduced more than 1 month in advance of the planned travel date. The DiscoverEU travel pass will not be re-booked due to delayed obtention of visa, in case the application for a visa is made less than 4 weeks before the departure date or less than 8 weeks before the end of the travel period. The contractor, through the DiscoverEU helpdesk, will provide assistance in this regard. In any case, it is the participants' responsibility to have their documents ready before they travel. The European Commission, EACEA and the contractor are not in a position to influence the decisions of national authorities concerning visa. The issuing costs of the visa will be covered by DiscoverEU. When health insurance is a mandatory requirement for obtaining a visa, it will be provided by the contractor. The related costs will be covered by DiscoverEU.

### 15. Visa

When health insurance is a **mandatory requirement** for obtaining a visa, it will be provided by the contractor. The related costs will be covered by DiscoverEU.”

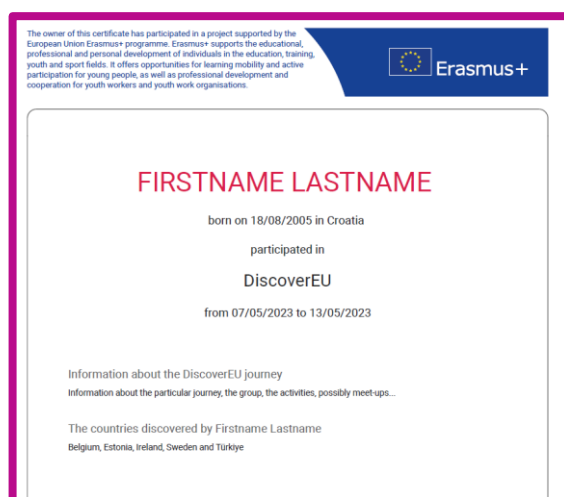
The programme covers insurance for those travelers who need travel health insurance in order to obtain a Schengen visa to travel with DiscoverEU on the continent. Therefore, insurance for the purposes of visa issuing and costs for visa issuing fall under the labelling of "visa-related costs" (Exceptional Costs) for Inclusion Action projects.

## 7.3 After Mobility

- **Youth Pass & DiscoverEU Certificate of Participation**

The Youthpass is a European recognition tool for identifying and documenting learning outcomes acquired in projects within the Erasmus+ Youth and European Solidarity Corps programs. The Youthpass promotes individual reflection and awareness of learning. It helps to make learning outcomes visible both for the learners themselves and for others. The aim is to strengthen learning-reflective practices in youth work and thereby improve their quality and recognition.

As the project organizer, your organisation is obliged to offer your participants a Youthpass certificate and to issue it if the participants wish. We recommend that you use it as a tool for reflection with your participants. Further information about the Youthpass and **access for creating certificates** can be found on this page: [Welcome to Youthpass - Youthpass.](#)



Additionally, to support the documentation of their learning outcomes, all participants of DiscoverEU receive an automatic notification via email by the European Commission with instructions to complete a

brief survey after their travel. The survey is accompanied by a **certificate of participation**. This certificate includes elements of key competences acquired and is inspired by Youthpass.

- **DiscoverEU Ambassadors**

The European Commission would like to hear back from the young travelers and encourages them to share their experiences and adventures. That is why, once selected, all participants become DiscoverEU Ambassadors, including those who participate under DiscoverEU Inclusion Action projects. They are invited to share their travel experiences through social media tools or by providing a presentation at their school or their local community. More information about the process can be found here:

[https://youth.europa.eu/sites/default/files/discovereu\\_ambassador-hd\\_v3.pdf](https://youth.europa.eu/sites/default/files/discovereu_ambassador-hd_v3.pdf)

## 8. Project Management & Monitoring

For the formal implementation of your project, please refer to the rules and eligibility criteria set out in the **programme guide of Erasmus+** for the year in which you submitted your application for funding. You should also always consult the **Grant Agreement (and its Annexes)**, signed between your organization and the National Agency. Whatever the duration of your project, the eligibility criteria in force at the time of application will still apply under the completion of the project.

**Important Note:** Please note the age restrictions in force when selecting your participants. Also, bear in mind that only participants belonging to the “young people with fewer opportunities” group can travel via DiscoverEU Inclusion Action. For more information about defining “people with fewer opportunities” within the national context, please read the National **Agency’s Inclusion & Diversity Strategy (2021 – 2027)**. In the strategy annexes you will find guidelines for relevant documentation that can support the selection of people with fewer opportunities. Please do not hesitate to contact us if you have any questions.

- **IDEP Inclusion & Diversity Strategy (2021-2027):** [Inclusion-Diversity-Strategy\\_CY01\\_2nd-Edition-1.pdf \(idep.org.cy\)](#)

### 8.1 Beneficiary Module (BM)

The Beneficiary Module is the online tool provided by the European Commission for managing and accounting for your project. During project implementation, you can use this tool to manage your budget and submit data about implemented activities. Familiarize yourself with the tool right from the start of the project and ensure that you keep entering your data on a regular basis. This will make it easier for you to do the final accounting at the end of the project and prepare your final report.

- **Access to the Beneficiary Module:** [Erasmus+ and European Solidarity Corps programmes](#)  
Registration is via the same EU login used for the application. You can find your current projects under the "My Projects" section.
- **Beneficiary Module Guide:** [Erasmus+ and European Solidarity Corps guides | Erasmus+ and European Solidarity Corps programmes](#)
- **Beneficiary Module Guidelines for Mobility Activities in Inclusion Action (KA155) projects:** [Mobility activities in KA155 projects - Erasmus+ & European Solidarity Corps IT Documentation - EC Extranet Wiki](#)

### 8.2 Communication & Dissemination

Beneficiaries are obliged to acknowledge the EU funding to all communication actions and forms of communication. Consult the relevant E+ Guide for guidelines on how to place the logo and the funding statement as well as other guidelines and examples on communication issues.

- **E+ Communication Visual Guidelines:** [ErasmusPlus\\_2021\\_27-visual\\_guidelines.pdf](#)

### 8.3 Budget, Final Report & Record Keeping

- **Budget**

In principle, only costs incurred during the project period can be funded. The eligibility conditions set in the E+ programme guide from the year in which you applied for your project always apply. Please read the programme guide and Grant Agreement for your project carefully. The approved budget (Annex I of Grant Agreement) is based on planned activities and represents the maximum amount of the grant. The final budget will only be determined at the time of final settlement, based on the activities that took place, after an assessment of their eligibility, the number of participants, number of days spent on travel etc.

- **Final Report**

The final report of the project is expected to be submitted through the Beneficiary Module at the **latest 60 calendar days after** the completion of the project.

To accompany the final report, beyond the Declaration on Honour of the beneficiary, the following documents will need to be provided by the beneficiary to the National Agency:

- Declarations of participation for each participant, accompanying person, facilitator, or group leader - [A template](#) is available from the NA to be provided to the beneficiary.
- Activity Schedule (for each activity implemented) – [A template](#) is available from the NA to be provided to the beneficiary.
- Copies of original documentation for any of the real costs incurred during the project (e.g., seat reservations, visa fees, medical expenses, support for inclusion for participants). The National Agency may also request the completion of **an excel sheet** where you list the documents that you submit for review and explain the need for the costs - [A template](#) is available from the NA to be provided to the beneficiary.

**Important Notes:**

- Please read **Annex II (Application rules of eligible costs)** of your Grant Agreement for a more detailed explanation of the supporting documents you need to submit and/or keep in your records for each budget category.
- Please keep a copy of the participants' identity documents, communication with the travel pass issuing company, invoices for Interrail Passes, Boarding passes for flight tickets and any other proof of payment and budget expenditure in case of further future checks (e.g. Audit).

- **Record Keeping**

It is a contractual obligation of all E+ beneficiaries to keep all records for the implementation of their projects for the following number of **years after the closure of the project**:

- Projects with a budget under 60,000EU: 3 years record keeping.
- Projects with a budget of over 60,000EU: 5 years record keeping.

Records must be kept at an organisational level, either in digital or physical format or both, and not at a personal level. Indicatively, each project file should include the following, non-exhaustive list of records:

- OID Number & Platform Access Codes (EU Login Account)
- Application form
- Letter of approval & important correspondence with the National Agency and other institutions
- Grant Agreement (with all Annexes) and amendments

- Written procedures and criteria for selection of participants
- Evidence of payments to partners and participants
- Flight boarding passes
- Receipts and invoices for any purchase of goods or services
- Tickets, hotels, expenses from the organizational budget
- Declarations of participation of participants in each project activity
- Final report and all its supporting documents
- Evidence of dissemination and communication of the project (e.g. photographic material)

## 9. Communication with National Agency

It is important that you keep the relevant National Agency officer informed of any changes to your project action plan or reach out with questions if there is uncertainty about your next steps before you take them. Always follow up any verbal exchange with written communication with the relevant officer. In your written communication, always refer to the project code (found in your Grant Agreement) and the activity code where relevant.

For any technical issue faced (e.g. an online tool is not working properly), please accompany your written communication with **relevant screenshots** indicating the issue and the date of attempted access.

### **IDEP – Foundation for the Management of European Lifelong Learning Programmes**

Prodromou and Demetrakopoulou 2, 1090 Nicosia

+357 22 448888 | [info@idep.org.cy](mailto:info@idep.org.cy)

### **Natalia Kouhartsiouk**

Key Action 1: Youth Accreditation, Youth Participation Activities, DiscoverEU & DiscoverEU

Inclusion Action

+357 22 448862 | [nkouhartsiouk@idep.org.cy](mailto:nkouhartsiouk@idep.org.cy)