Youth & Commute

YOUTH & COMMUTE

A structured approach for
increasing the mobility of marginalized youth

Project No: 2021-2-AT01-KA220-YOU-000050683

2024

Empowering Marginalized Youth through
Bicycle Urban Commuting:
A Comprehensive Toolkit for European
Youth Workers

https://youth-commute.org/

The Project

This publication is one of the final products of the project Youth & Commute- Youth & Commute is a structured approach for increasing the mobility of marginalized youth by promoting the use of bicycles. Project No: 2021-2-AT01-KA220-YOU-000050683

Partners

InterAktion- Austria - (Coordinator)

Sdruzhenie Re-Act - Bulgaria

ECO-LOGIC- North - Macedonia

Mobilizing Expertise - Sweden

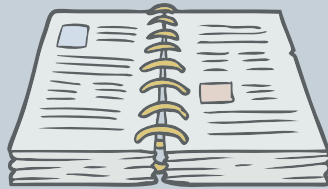Antalya Değer Yaratanlar Derneği - Turkey

Project Web Site

https://youth-commute.org/

Disclaimer

Equip & Empower In-Service Training Toolkit

Empowering Marginalized Youth through Bicycle Urban Commuting: A Comprehensive Toolkit for European Youth Workers

Introduction

Welcome to the **Equip & Empower In-Service Training Toolkit** manual, specifically designed for European youth workers, social work specialists and non-formal educators, who work with marginalized youth. This comprehensive toolkit aims to equip you with the necessary knowledge, strategies, and resources to effectively engage and empower marginalized youth through the promotion of bicycle urban commuting. By utilizing this manual, you will gain valuable insights into various modules, educational sessions, each focusing on essential aspects of the topic.

For many of the experts working on the front line with young people, there is a lack of enough practical-oriented preparation and often the basic training that they receive is not capable of providing enough knowledge needed throughout their professional careers and the everyday situations they face. The environment in which they work is characterized by rapid outdated knowledge nowadays and does require frequent changes in the types of roles to be performed. Their need for constant adaptation to new knowledge and skills (especially in moments of rapid social, educational, and economic changes like in the last few years) requires us to equip the front-line youth workers with adequate and practical tools. Naturally, for continuing education not to fail, it is necessary to combine theory with practice. From this perspective, the implementation of **In-Service Training** proves to be an empirically tested method, particularly useful in a real environment since it allows a reflection about one's own professional practices.

Front-line **Equip & Empower In-Service Training Programme** targeted to youth workers, social work specialists and non-formal educators to:

    a. Present the educational resources on cycling, road safety, purchasing and maintaining a bike and **green transport** developed in the project;
    b. Understand the importance of a tailor-made structured approach and cohesive communication strategy while working with marginalized youth;
    c. Understand the cultural dimensions of cycling practices;
    d. Understand the need for more **women-oriented classes**
    e. Understand the principles and benefits of embedded learning environments with youth;
    f. Understand the principles and benefits of using videos, storytelling and gamification strategies while working with marginalized youth in breaking stereotypes.

The **In-Service Training Programme** is **based on the pillars** of:
- Teach how to use the **Equip & Empower In-Service Training Toolkit** of Resources;
- Understand the target group;
- Innovative Pedagogical Techniques.

The programme is divided into four modules. **In this Toolkit you will find:**

    a. The foreseen learning hours;
    b. Theoretical content;
    c. Practical learning exercises;
    d. Self-directed learning materials to be used;
    e. Knowledge, skills and competences to be achieved in each learning outcome.
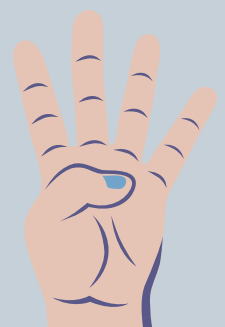
How to Use this Toolkit

This manual is structured into **four modules,** each addressing different elements related to bicycle urban commuting and its impact on marginalized youth. To make the most of this manual, follow these steps:

1. **Familiarize yourself with the content:** Start by reviewing the modules and session descriptions to gain an overview of the topics covered.
2. **Plan your sessions:** Based on the needs, interests and specifics of your target group, select the relevant modules and sessions to facilitate meaningful discussions and activities.
3. **Adapt the content:** It is crucial to adapt the sessions according to the specific context, cultural background, and needs of the marginalized youth you work with. Modify the activities, examples, and case studies to ensure relevance and inclusivity. You will find Facilitator's notes, incorporated in the sessions' content to give you different suggestions and advice.
4. **Engage in interactive sessions**: Encourage active participation, group discussions, and practical exercises to create an engaging learning environment that promotes knowledge sharing and collaboration. Be sure to include experiential learning (non-formal methods of education), interactive activities to acquire the most benefit from the sessions.
5. **Refer to the annex:** The annex at the end of the manual contains valuable case studies, energizers, useful links, and additional resources to further enhance your understanding and support your field work.

Disclaimer: Adapting the Manual

It is important to note that this manual provides a framework and suggestions for working with marginalized youth in the context of bicycle urban commuting. However, every community and target group is unique, and it is essential to adapt the content to suit local circumstances. Consider the cultural, social, and economic factors that may influence the experiences and needs of the marginalized youth you work with. By adapting the sessions, you can ensure that they are relevant, effective, and meaningful for your specific context.

In this manual you will find sample session structure, content and script, which can be used both directly and after a suitable adaptation.

We encourage you to collaborate with local stakeholders, youth organizations, and community members to enrich the content and tailor it to your audience's needs. Remember, your expertise and understanding of the local context will contribute to the success of implementing the strategies outlined in this manual.

By utilizing this toolkit and its adaptable sessions, you will play a crucial role in empowering marginalized youth through bicycle urban commuting, fostering their mobility, independence, and overall well-being.

Note

The annex at the end of this manual contains energizers and useful links, to best support your work with marginalized youth in the field of bicycle urban commuting.

The In-Service Training Programme will be targeted to youth workers, social work specialists and non-formal educators.
The program is divided into four modules:

Module 1

- **Fix & Ride Toolkit of Resources: implementation and assessment strategies.**
  1. Understanding the importance of urban mobility for marginalized groups of people: (90 mins)
     - this starts with Introduction and program overview session;
     - green transport developed in the project;
  2. Principles of bicycle commuting and urban mobility (90 min)
  3. Different types of bicycles and their practical application in daily life (120 mins)
  4. Purchasing and maintaining a bicycle; (90 mins)
  5. Understanding the principles of bicycle maintenance, repairs and regular service; (90 mins)
  6. Traffic rules and regulations regarding urban commuting with a bicycle (90 mins)
  7. Usage of various learning tools and resources for disadvantaged youth. (90 mins)

Module 2

- **Communication, cultural background and gender: why do they play a role?**
  1. Understanding the target group and their needs:
     - analysis of the target group and the environment;
     - the need for more women-oriented classes
  2. Communication strategy while working on youth mobility with marginalized groups (90 mins)
  3. Communication channels applied with young migrants, refugees, and marginalized young people (120 mins)
  4. Instruct youth workers on how to apply a proper communication strategy in bicycle commuting programs (90 mins)
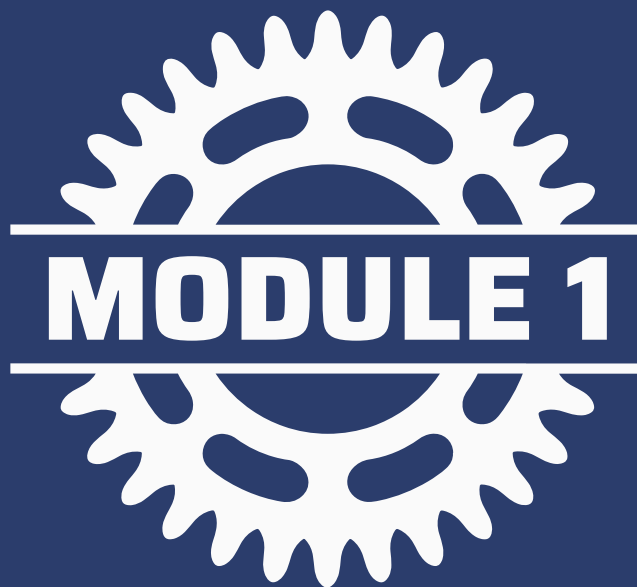
Module 3

- **The benefits of Embedded Learning Environments.**
  1.Benefits of embedded learning environments (90 min)
  2.How to create an embedded learning environment (90 min)

Module 4

- **The benefits of Videos, Storytelling and Gamification
  in educational interventions with young migrants,
  refugees and marginalized young people.**
  1. Benefits of **videos**, **storytelling** and **gamification**
  in educational interventions (90 mins)
  2. Usage of **videos** as a tool for the education of young migrants,
  refugees and marginalized young people
  3. Usage of **storytelling** as a tool for the education of young migrants,
  refugees and marginalized young people
  4. Usage of **gamification** as a tool for the education of young migrants,
  refugees and marginalized young people

MODULE 1

Fix & Ride Toolkit of Resources: implementation and assessment strategies.

I. Understanding the importance of urban mobility for marginalized groups of people:

MODULE 1: Fix & Ride Toolkit of Resources: implementation and assessment strategies.

FULL SESSIONS

I. Understanding the importance of urban mobility for marginalized groups of people: (90 mins)

Introduction (5 min)

Part 1: Understanding Marginalized Groups and Urban Mobility (20 minutes)

1. Define marginalized groups and provide examples (e.g., low-income communities, youth with fewer opportunities, marginalized young people, etc.).
1. Explain the concept of urban mobility and its impact on daily life.
2. Discuss the challenges faced by marginalized groups in accessing transportation options in urban areas.
3. Share relevant statistics or case studies to highlight the disparities in urban mobility.

Part 2: Impact of Inadequate Urban Mobility on Marginalized Communities (20 minutes)

1. Facilitate a group discussion on the consequences of limited mobility options for marginalized groups.
2. Encourage participants to share personal stories or experiences related to mobility challenges.
3. Discuss the social, economic, and health implications of inadequate urban mobility.
4. Highlight the potential for increased isolation, reduced job opportunities, limited access to healthcare and education, etc.
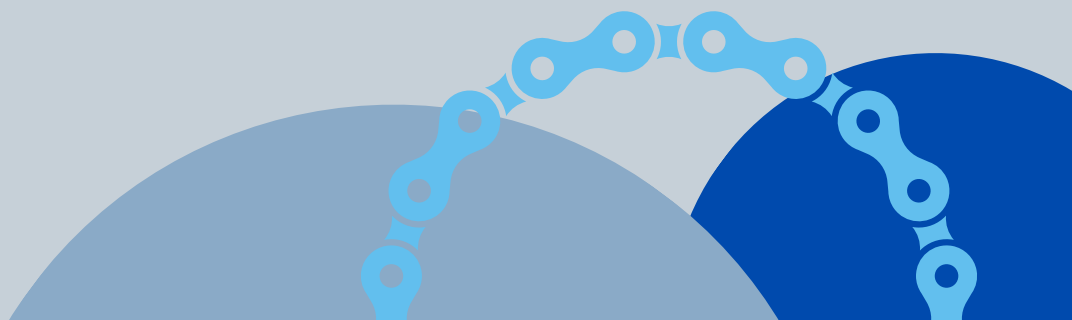
Part 3: The Benefits of Improved Urban Mobility (20 minutes)

1. Introduce the concept of equitable urban mobility and its potential benefits.
2. Discuss how improved mobility can enhance the quality of life for marginalized communities.
3. Explore the positive impacts on education, employment, healthcare access, social inclusion, and overall well-being.
4. Present successful initiatives or case studies that have addressed urban mobility challenges for marginalized groups.

Part 4: Strategies for Ensuring Equitable Urban Mobility (20 minutes)

1. Engage participants in a brainstorming session to identify potential solutions and strategies.
2. Discuss the role of urban planning, transportation policies, and community involvement.
3. Explore the importance of public transportation, pedestrian-friendly infrastructure, and accessible options.
4. Encourage participants to share their ideas and experiences related to improving urban mobility for marginalized groups.

DETAILED SESSION WITH SCRIPTS:

Introduction (5 min)
1. Welcome the participants and introduce yourself as the facilitator.
2. State the objective of the session: To explore and understand the importance of urban mobility for marginalized groups of people.
3. Set the ground rules for respectful and inclusive discussion. (if it is the first session of the whole training)
4. Ask participants to briefly introduce themselves and their interest in the topic. (if it is the first session of the whole training)

Part 1: Understanding Marginalized Groups and Urban Mobility (30 min)

1. Define marginalized groups and provide examples (e.g., low-income communities, elderly individuals, people with disabilities, etc.). (3 min)
Facilitator: Asks examples from the group. Write down on flipchart.
Thank you for your introductions. Now, let's start by defining marginalized groups. Marginalized groups refer to communities or individuals who experience social, economic, or political disadvantages. They often face barriers and discrimination that limit their access to resources and opportunities. Marginalized groups can include low-income communities, elderly individuals, people with disabilities, racial and ethnic minorities, and other vulnerable populations. These groups often bear the brunt of inequalities in urban areas, including limited access to transportation options.

2. Explain the concept of urban mobility and its impact on daily life. (3 min)
Urban mobility encompasses the ability of individuals and communities to move freely within a city or urban area. It includes various modes of transportation such as walking, cycling, public transit, and private vehicles. Access to reliable and affordable transportation is essential for individuals to fulfill their daily needs, including commuting to work, accessing education, healthcare, and social activities.

Limited mobility options can severely impact the daily lives of marginalized groups. It can lead to social isolation, restricted job opportunities, reduced access to healthcare services, and lower educational attainment. Transportation inequities can exacerbate existing inequalities and perpetuate cycles of poverty and marginalization. Understanding the challenges faced by marginalized communities in accessing urban mobility is crucial to creating more inclusive and equitable cities.

3. Discuss the challenges faced by marginalized groups in accessing transportation options in urban areas. **(7 min)**
Facilitator asks the group about examples in their home countries, some statistics, problems, and challenges. Step 2: Asks the group about solutions to these challenges, policies, NGOs, personal approaches.

4. Share relevant statistics or case studies to highlight the disparities in urban mobility. **(15 min)**
Now, let's take a look at some relevant statistics and case studies that shed light on the disparities in urban mobility for marginalized groups.
(See ANNEX)

Part 2: Impact of Inadequate Urban Mobility on Marginalized Communities (20 min)

1. Facilitate a group discussion on the consequences of limited mobility options for marginalized groups.
2. Encourage participants to share personal stories or experiences related to mobility challenges.
3. Discuss the social, economic, and health implications of inadequate urban mobility.

Facilitator:
Now let's delve into the consequences of inadequate urban mobility on marginalized communities. The impact goes beyond transportation itself and has far-reaching effects on various aspects of their lives. Socially, limited access to reliable transportation can lead to increased isolation and hinder community engagement. Marginalized individuals may face challenges in connecting with friends, family, and social support networks, resulting in feelings of loneliness and exclusion.

Economically, inadequate urban mobility can restrict job opportunities for marginalized communities. When reliable transportation options are scarce, individuals may have difficulty accessing employment opportunities located in different parts of the city or beyond. Limited mobility can create barriers to job interviews, training programs, and career advancement, further perpetuating economic inequalities.

In terms of health, inadequate urban mobility can have detrimental effects. Limited access to transportation can hinder individuals' ability to reach healthcare facilities and receive timely medical care. This can result in delayed diagnoses, poor management of chronic conditions, and decreased overall health outcomes. Additionally, individuals who rely on active transportation like walking or cycling may face safety risks due to inadequate infrastructure, potentially impacting their physical well-being.

4. Highlight the potential for increased isolation, reduced job opportunities, limited access to healthcare and education, etc.

Facilitator:
The implications of inadequate urban mobility extend to various crucial aspects of life. Increased isolation is a significant concern for marginalized groups. When individuals are unable to access transportation options, they may face difficulties attending social gatherings, community events, or religious activities. This isolation can have profound effects on their mental well-being and sense of belonging.

Furthermore, limited mobility options can contribute to reduced job opportunities. Marginalized individuals who are unable to travel to areas with more employment options may face higher unemployment rates or be confined to lower-paying jobs within their immediate vicinity. This perpetuates economic disparities and limits their potential for upward mobility.

Access to essential services such as healthcare and education can also be greatly impacted by inadequate urban mobility. When individuals cannot easily reach medical facilities or educational institutions, they may face challenges in receiving proper healthcare or pursuing educational opportunities. This can hinder their overall well-being and limit their ability to thrive and contribute to society.

It is essential to recognize the profound implications that inadequate urban mobility has on marginalized communities. By understanding these challenges, we can strive towards creating more inclusive and equitable urban transportation systems that address the diverse needs of all individuals, irrespective of their socioeconomic background.

>> short energizer (ping pong/ 1-8 count/ stand up and do a move…)
- **see ANNEX: Energizers**

Part 3: The Benefits of Improved Urban Mobility (20 min)

1. Introduce the concept of equitable urban mobility and its potential benefits.

Facilitator:
Now, let's shift our focus to the benefits that improved urban mobility can bring to marginalized communities. Equitable urban mobility refers to transportation systems that provide equal access and opportunities for all individuals, regardless of their socioeconomic background. When we prioritize inclusivity in our transportation planning and infrastructure, we unlock numerous advantages for marginalized groups.

2. Discuss how improved mobility can enhance the quality of life for marginalized communities.

Facilitator:
Improved urban mobility can have a transformative impact on the quality of life for marginalized communities. When individuals have reliable and accessible transportation options, it opens up a world of possibilities. Let's explore some of the key benefits:

a. Education: Access to transportation plays a crucial role in ensuring equal educational opportunities. Improved mobility enables students from marginalized communities to attend schools and universities located outside their immediate neighborhoods. It reduces barriers to education, enhances learning outcomes, and broadens their educational prospects.

b. Employment and Economic Opportunities: Reliable transportation connects marginalized individuals to a wider range of job opportunities. It allows them to commute to different parts of the city or even to neighboring towns, expanding their employment options and potentially increasing their earning potential. Access to transportation can also facilitate entrepreneurship and promote economic development within marginalized communities.

c. Healthcare Access: Adequate urban mobility is vital for ensuring equitable access to healthcare services. Improved transportation options enable marginalized individuals to reach medical facilities for regular check-ups, screenings, and necessary treatments. It can also enhance access to specialized healthcare providers and reduce healthcare disparities among different socioeconomic groups.

3. Explore the positive impacts on education, employment, healthcare access, social inclusion, and overall well-being.

Facilitator:
Beyond education, employment, and healthcare, improved urban mobility fosters social inclusion, community engagement, and overall well-being. Let's delve into these aspects:
a. Social Inclusion: Accessible transportation systems bring people from diverse backgrounds together, promoting social cohesion and breaking down barriers. It enables marginalized individuals to participate in social activities, cultural events, and community gatherings, strengthening their sense of belonging and social integration.

b. Community Engagement: Improved mobility empowers marginalized communities to actively engage in civic participation and community development initiatives. When individuals can easily access community centers, public spaces, and social services, they become more involved in shaping their neighborhoods and influencing decision-making processes.

c. Overall Well-being: Enhanced mobility contributes to the overall well-being of marginalized individuals. It reduces stress associated with transportation challenges, improves mental health, and increases opportunities for physical activity, particularly through active modes of transportation like walking and cycling.

By prioritizing equitable urban mobility, we can unlock these benefits, creating more inclusive, vibrant, and thriving communities for all residents. As we move forward, we will explore strategies to ensure equitable urban mobility in Part 4.

4. Present successful initiatives or case studies that have addressed urban mobility challenges for marginalized groups. (See ANNEX)

Part 4: Strategies for Ensuring Equitable Urban Mobility (20 min)
1. Engage participants in a brainstorming session to identify potential solutions and strategies.
2. Discuss the role of urban planning, transportation policies, and community involvement.
3. Explore the importance of public transportation, pedestrian-friendly infrastructure, and accessible options.
4. Encourage participants to share their ideas and experiences related to improving urban mobility for marginalized groups.

Conclusion and Wrap-Up (5 min)
1. Summarize the key points discussed during the session.
2. Highlight the importance of recognizing and addressing the urban mobility needs of marginalized communities.
3. Emphasize the role of collective action, advocacy, and collaboration to create positive change.
4. Provide resources for further reading and encourage participants to continue the conversation outside the session.
5. Thank the participants for their engagement and conclude the session.

Note: The timings provided for each section are approximate and can be adjusted based on the flow of the session. It's important to maintain a balance between presentations, discussions, and participant engagement throughout the 90-minute session.

Materials needed:
- flipchart/ whiteboard
- markers - different colors
- TV screen or projector for the videos

Virtual tips and tricks:

▶ [Urban bike commuting Tips for beginners](#)

▶ [5 reasons why cycling is the best way of commuting in cities](#)

▶ [Benefits of cycling](#)

ANNEX Module 1

1. Statistics or case studies to highlight the disparities in urban mobility

Statistics:

- According to the World Bank, approximately 1 billion people worldwide lack access to all-weather roads, limiting their mobility and economic opportunities. *

- A study by the American Public Transportation Association (APTA) found that low-income households spend about 42% of their income on transportation, compared to 22% for the average household.

Case Study 1: Istanbul, Turkey [1]

In Istanbul, Turkey, marginalized communities face significant challenges in accessing adequate urban mobility. The city's rapid population growth, coupled with inadequate transportation infrastructure, has resulted in severe traffic congestion and limited mobility options, particularly for low-income residents.

Statistics:

- According to a study by the Istanbul Policy Center, only 20% of Istanbul's population resides within a 10-minute walk of a public transportation station.

- The same study found that low-income households in Istanbul spend a considerable portion of their income on transportation, with estimates ranging from 20% to 30%.

The case of Istanbul highlights the following challenges faced by marginalized communities:

1. **Limited Public Transportation:** The existing public transportation system in Istanbul, while extensive, often fails to meet the demand, particularly during peak hours. Low-income individuals, who rely heavily on public transportation, face overcrowded buses and metro lines, making their daily commutes longer and more uncomfortable.

2. **Inadequate Pedestrian Infrastructure:** Istanbul's streets often lack proper pedestrian infrastructure, making it difficult for people, especially those with mobility impairments or the elderly, to navigate the city safely. The lack of accessible sidewalks and pedestrian crossings further limits the mobility options for marginalized groups.

3. **Geographic Disparities**: Marginalized communities in Istanbul, such as those living in informal settlements or impoverished neighborhoods, often face geographic disparities in accessing transportation. These areas are frequently located on the outskirts of the city, far from major transportation hubs, leading to longer commutes and limited access to employment, education, and healthcare opportunities.

Efforts are being made to address these challenges and improve urban mobility for marginalized groups in Istanbul:

1.Expanding Public Transportation: Istanbul has been investing in expanding its public transportation network, including the metro, tram, and bus lines. This expansion aims to provide better coverage and increase the capacity of the system, ultimately improving accessibility for all residents, including marginalized communities.

2. Enhancing Pedestrian Infrastructure: Istanbul Metropolitan Municipality has initiated projects to improve pedestrian infrastructure, including the construction of sidewalks, pedestrian-friendly streets, and accessible pedestrian crossings. These improvements aim to ensure safer and more convenient walking options for marginalized groups.

3. Community Engagement: Various civil society organizations and community groups in Istanbul are actively advocating for the rights of marginalized communities and pushing for more inclusive urban mobility policies. Through community engagement and participatory approaches, they are working towards creating transportation solutions that address the specific needs of marginalized groups.

The case of Istanbul exemplifies the challenges faced by marginalized communities in accessing urban mobility and highlights the importance of targeted interventions and community-driven initiatives to create more equitable transportation systems. By learning from such case studies, we can gain insights into the experiences of marginalized groups and identify strategies that can be applied in other European countries or cities to address similar mobility challenges.

Case Study 2: Barcelona, Spain [2]

Barcelona, Spain, serves as an interesting case study when examining urban mobility for marginalized groups. The city has implemented various initiatives to enhance accessibility and improve transportation options for vulnerable populations.

Statistics:

- According to a study by Barcelona City Council, approximately 20 % of the city's population consists of individuals aged 65 and above.

- The Barcelona Metropolitan Transport Authority reported that people with disabilities accounted for around 7 % of public transportation users in the city.

The case of Barcelona showcases the following initiatives and strategies to address urban mobility challenges for marginalized groups:

1. Universal Accessibility in Public Transportation: Barcelona has made significant efforts to ensure universal accessibility in its public transportation system. The metro, buses, and trams are equipped with facilities such as ramps, elevators, and priority seating, making them more accessible for people with mobility challenges, including the elderly and those with disabilities.

2. Low-Income Fare Programs: The city of Barcelona has implemented fare programs targeted at low-income individuals to reduce transportation costs. One such program is the T-Mobilitat social fare, which offers discounted fares for eligible residents, including low-income families, unemployed individuals, and retirees. This initiative aims to alleviate the financial burden of transportation expenses for marginalized groups.

3. Pedestrianization and Cycling Infrastructure: Barcelona has actively promoted pedestrianization and cycling infrastructure development to improve urban mobility. The implementation of superblocks, where certain streets are closed to private vehicles, has created safer and more accessible spaces for pedestrians and cyclists. This approach enhances mobility options for marginalized communities who may rely on walking or cycling as their primary modes of transportation.

Case Study 3: Helsinki, Finland [3]

Helsinki, the capital of Finland, has gained recognition for its innovative approaches to urban mobility, particularly in addressing the needs of marginalized groups.

Statistics:
- According to a survey by the City of Helsinki, approximately 14 % of the city's population identifies as having a disability.
- The Finnish Ministry of Transport and Communications reported that public transportation is the most commonly used mode of transportation among low-income individuals in Helsinki.

The case of Helsinki exemplifies the following initiatives and strategies:

1. On-Demand Transportation Services: Helsinki has implemented on-demand transportation services, such as ride-sharing and demand-responsive bus services. These services provide flexible and convenient transportation options for marginalized groups, including people with disabilities and those living in areas with limited access to traditional public transportation.

2. Mobility as a Service (MaaS): Helsinki has been at the forefront of the MaaS concept, which integrates various transportation modes into a single digital platform. This approach allows individuals, including marginalized communities, to plan, book, and pay for their journeys seamlessly, promoting accessibility and ease of use.

3. Inclusive Design and Infrastructure: Helsinki emphasizes inclusive design principles in its urban planning and transportation infrastructure. Accessibility features, such as tactile paving, audible pedestrian signals, and accessible bus stops, are incorporated throughout the city to facilitate mobility for individuals with disabilities.

These case studies demonstrate the commitment of Barcelona and Helsinki to address urban mobility challenges for marginalized groups through initiatives such as universal accessibility, low-income fare programs, pedestrianization, on-demand transportation, and inclusive design. By learning from these examples, other European countries can gain insights into effective strategies to improve urban mobility and create more inclusive cities for all residents.

Study: Jakarta, Indonesia [4]

In Jakarta, low-income communities face significant challenges in accessing reliable transportation. The city's rapid urbanization and inadequate public transportation infrastructure have resulted in severe traffic congestion and limited mobility options for marginalized groups. The lack of affordable and accessible transportation options disproportionately affects low-income residents, who often spend hours commuting to work and face higher transportation costs. Efforts are underway to improve urban mobility in Jakarta through the development of integrated public transportation systems and the expansion of pedestrian and cycling infrastructure.

These statistics and case studies provide a glimpse into the reality faced by marginalized communities in urban areas. It is crucial for us to delve deeper into these issues and explore potential solutions to address the disparities in urban mobility. Now, let's move on to Part 2, where we will discuss the impact of inadequate urban mobility on marginalized communities.

2. Successful initiatives or case studies that have addressed urban mobility challenges for marginalized groups.

1. City Bike-Sharing Program in Copenhagen, Denmark [5]

Copenhagen, known as a cycling-friendly city, has implemented a successful bike-sharing program that has positively impacted marginalized groups, such as low-income communities and immigrants. By providing affordable and accessible bicycles throughout the city, the initiative has enabled these groups to overcome transportation barriers and improve their mobility options. The program includes initiatives like discounted memberships, outreach programs to encourage usage among marginalized communities, and collaborations with local community organizations to address specific needs. The bike-sharing program has not only improved urban mobility but also contributed to better health outcomes, reduced emissions, and enhanced social inclusion in Copenhagen.

2. "Vamos Juntas" App in São Paulo, Brazil[6]

While not a European country, this example showcases an impactful initiative from São Paulo, Brazil, which can provide insights for similar initiatives. The "Vamos Juntas" (Let's Go Together) app was created to address safety concerns and empower women, particularly those from marginalized communities, when using public transportation. The app allows women to connect and travel together, ensuring a sense of security and reducing the risk of harassment or assault. By facilitating community-driven solutions and encouraging solidarity among women, the initiative has improved urban mobility for marginalized groups, making public transportation a safer and more accessible option.

3. Accessible Public Transport Project in Istanbul, Turkey [7]

Istanbul has undertaken a significant initiative to enhance accessibility in its public transportation system, specifically targeting marginalized groups, including people with disabilities and the elderly. The project focuses on retrofitting existing buses, trams, and metro stations to ensure universal accessibility. This includes installing ramps, elevators, audible announcements, and designated seating areas. Additionally, the project emphasizes training for public transport staff to provide better assistance and support to individuals with special needs. This comprehensive accessibility project has improved the mobility and quality of life for marginalized groups in Istanbul, allowing them to navigate the city independently and with dignity.

These real-life examples highlight successful initiatives and case studies from different regions, demonstrating the positive outcomes achieved by addressing urban mobility challenges for marginalized groups. By implementing inclusive measures and considering the specific needs of these communities, cities can create transportation systems that promote equity, accessibility, and social inclusion.

MODULE 1
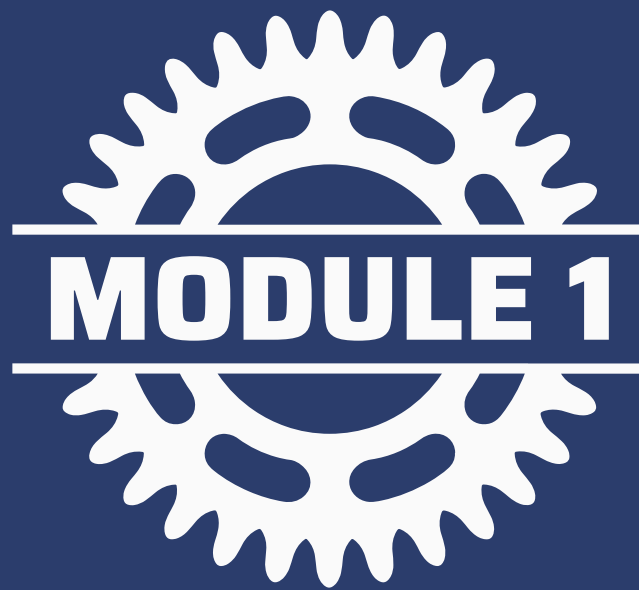
Fix & Ride Toolkit of Resources: implementation and assessment strategies.

II. Principles of bicycle commuting and urban mobility (90 min)

II. Principles of bicycle commuting and urban mobility (90 min)

1. Introduction (5 min)
- Briefly explain the purpose of the session and the importance of bicycle commuting and urban mobility.
- Share your own experience or passion for the topic to create engagement.

2. Icebreaker/ Energizer Activity (10 min)
- Conduct a short icebreaker activity to energize the participants and create a positive atmosphere.
- For example, you can have participants share their favorite cycling memory or briefly discuss the benefits they see in bicycle commuting.

3. Overview of Bicycle Commuting (15 min)
- Present an overview of the benefits and advantages of bicycle commuting.
- Discuss the positive impact of cycling on personal health, the environment, and urban congestion.
- Share statistics or success stories related to bicycle commuting to reinforce the importance of the topic.

4. Key Principles of Bicycle Commuting (30 min)
- Present the key principles and guidelines for safe and efficient bicycle commuting in an urban environment.
- Cover topics such as route planning, traffic rules and regulations, bike maintenance, and essential safety equipment.
- Provide practical tips and strategies for overcoming common challenges in urban cycling, such as navigating busy intersections or dealing with inclement weather.

5. Group Discussion/Activity (25 min)
- Divide participants into small groups and assign each group a specific scenario or challenge related to bicycle commuting.
- Instruct the groups to discuss and come up with solutions or strategies to address the given scenario.
- Allow each group to present their findings and engage in a broader discussion with the entire group.

6. Conclusion and Wrap-up (5 min)
- Summarize the key points covered during the session.
- Emphasize the importance of bicycle commuting and urban mobility and its potential to create positive change.
- Provide participants with additional resources or references for further exploration of the topic.
- Thank the participants for their active participation and engagement.

DETAILED SESSION WITH SCRIPTS:

1. Introduction (5 min)
- Briefly explain the purpose of the session and the importance of bicycle commuting and urban mobility.
- Share your own experience or passion for the topic to create engagement.
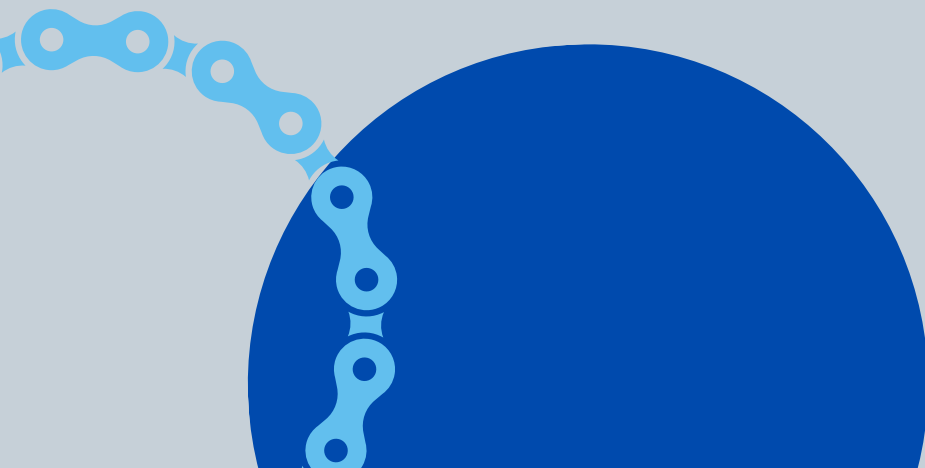
Facilitator: Good morning/afternoon everyone,

Welcome to today's session on "Principles of Bicycle Commuting and Urban Mobility." I'm excited to be here as your facilitator and to delve into this important topic with all of you.

Today, our session aims to shed light on the benefits and significance of bicycle commuting and urban mobility. We'll explore the principles and guidelines that can help us make our cities more sustainable, healthier, and efficient.

Bicycle commuting is more than just a mode of transportation; it's a solution to numerous challenges we face in urban areas. As cities grow, traffic congestion increases, pollution levels rise, and our physical well-being suffers. Bicycle commuting provides us with an alternative that not only addresses these challenges but also brings a multitude of benefits.

Firstly, let's talk about **health.** Cycling is a fantastic way to stay active and improve our physical fitness. It offers a low-impact cardiovascular workout that helps strengthen our heart and lungs. By choosing to cycle instead of driving or using public transportation, we incorporate physical activity into our daily routines, leading to improved overall health and well-being.

Secondly, **urban mobility** plays a significant role in shaping our cities. As more people choose bicycles for commuting, we reduce traffic congestion, decrease air pollution, and create more livable urban spaces. By embracing bicycle commuting, we contribute to creating cleaner and greener cities that prioritize the well-being of their residents.

Moreover, bicycle commuting is accessible to a wide range of individuals, irrespective of age or socioeconomic status. It is a **cost-effective** mode of transportation that requires minimal infrastructure investment compared to building and maintaining extensive road networks or public transportation systems. By encouraging and supporting bicycle commuting, we foster inclusivity and provide equitable transportation options for all members of our community.

In today's session, we will cover essential principles and guidelines for **safe and efficient bicycle commuting** in urban environments. We will discuss route planning, traffic rules and regulations, bike maintenance, and safety equipment. We will also engage in activities and discussions to deepen our understanding and share practical strategies for overcoming common challenges in urban cycling.

I encourage you all to actively participate, share your experiences, and ask questions throughout the session. Together, we can learn from each other and explore innovative solutions to promote bicycle commuting and urban mobility in our cities.

By the end of this session, I hope you'll be equipped with valuable knowledge, practical tips, and a renewed enthusiasm for bicycle commuting and urban mobility. Let's embark on this journey together and make a positive impact on our cities and the lives of those who call them home.

Thank you for joining us today, and let's get started on this exciting exploration of principles of bicycle commuting and urban mobility.

Remember, the timings provided are approximate, and you can adjust them based on the dynamics of the session and the level of participant engagement.

2. Icebreaker/ Energizer Activity (10 min)
(See ANNEX: Energizers)
- Conduct a short icebreaker activity to energize the participants and create a positive atmosphere.

3. Overview of Bicycle Commuting (15 min)
- Discuss the positive impact of cycling on personal health, the environment, and urban congestion.

Facilitator asks the group for suggestions, examples from their personal lives and/ or countries and writes all of this down on the flipchart.

- Share statistics or success stories related to bicycle commuting
- to reinforce the importance of the topic.

Facilitator asks the group to share any of the above and, if needed, can continue with the following:
(See APPENDIX)

4. Key Principles of Bicycle Commuting (30 min)

a. Present the key principles and guidelines for safe and efficient bicycle commuting in an urban environment (10 min)

- Highlight the importance of visibility and wearing reflective clothing, especially when cycling in low-light conditions. Share examples of affordable and fashionable reflective gear that can appeal to youth.

- Discuss the concept of "taking the lane" when necessary, empowering youth to assert their right to space on the road and feel confident while cycling.

- Encourage youth to familiarize themselves with local bike infrastructure and resources, such as bike lanes, bike-sharing programs, and repair shops.

- Provide information on cycling safety courses and workshops that are accessible to marginalized youth, emphasizing their importance in gaining confidence and practical skills.

- Share success stories of community-led initiatives aimed at promoting bicycle commuting among marginalized youth, such as mentorship programs or group cycling events.

b. Cover topics such as route planning, traffic rules and regulations, bike maintenance, and essential safety equipment (10 min)

- Discuss the availability of digital tools and smartphone apps that can help marginalized youth plan safe and efficient bike routes, taking into account factors such as traffic volume, bike lanes, and scenic paths.

- Highlight the importance of understanding local traffic rules and regulations, particularly any specific guidelines for cyclists in marginalized neighborhoods.

- Provide practical tips for basic bike maintenance on a budget, such as tutorials on YouTube or community workshops where youth can learn how to perform simple repairs and adjustments.

- Discuss alternative options for accessing affordable or free safety equipment, such as community bike cooperatives or local initiatives that distribute helmets and lights to marginalized youth.

- Share success stories of marginalized youth who have overcome barriers and embraced bicycle commuting, highlighting their experiences and achievements as role models.

c. Provide practical tips and strategies for overcoming common challenges in urban cycling, such as navigating busy intersections or dealing with inclement weather (30 min)

- Discuss techniques for navigating busy intersections, such as using designated cycling infrastructure, practicing assertive yet defensive cycling, and making eye contact with drivers.

- Share tips for cycling in inclement weather, including the use of proper rain gear, fenders, and lights to enhance visibility during darker and rainy conditions.

- Highlight community programs or initiatives that offer bike repair clinics or workshops specifically targeted at marginalized youth, providing them with the skills and knowledge to maintain their bicycles.

- Discuss strategies for overcoming barriers faced by marginalized youth, such as lack of access to secure bike parking or concerns about theft, such as using inexpensive locks, finding secure parking alternatives, or advocating for improved bike infrastructure in their neighborhoods.

- Share success stories of marginalized youth who have successfully overcome challenges and barriers, showcasing their resilience and determination to embrace bicycle commuting as a means of transportation and empowerment.

By providing real-world examples and practical tips specifically tailored to European and marginalized youth, we can empower them to embrace bicycle commuting, navigate urban environments safely, and overcome the unique challenges they may face.

▶ **Biking in the winter**

d. Group Discussion/Activity (30 min)

- Divide participants into small groups and assign each group a specific scenario or challenge related to bicycle commuting.

Scenario 1: "Improving Bike Infrastructure in Marginalized Neighborhoods"

In this scenario, participants are tasked with discussing and brainstorming solutions to improve bike infrastructure in marginalized neighborhoods. They should consider factors such as limited resources, community engagement, and addressing specific challenges faced by marginalized communities. Some questions to guide the discussion could be:

- What are the current challenges faced by marginalized communities in terms of bike infrastructure?

- How can we advocate for improved bike infrastructure in marginalized neighborhoods?

- What are some creative and cost-effective solutions to address limited resources while improving bike infrastructure?

- How can community engagement and involvement be encouraged to ensure that the infrastructure meets the specific needs of marginalized communities?

- What partnerships or collaborations can be formed with local organizations or authorities to support the development of bike infrastructure in marginalized neighborhoods?

Scenario 2: "Encouraging Bicycle Commuting among Marginalized Youth"

This scenario focuses on discussing strategies to encourage bicycle commuting among marginalized youth. Participants should explore factors such as accessibility, safety concerns, and promoting the benefits of cycling. Some discussion prompts for this scenario could include:

- What are the barriers that prevent marginalized youth from engaging in bicycle commuting, and how can they be addressed?

- What initiatives or programs could be implemented to make cycling more accessible and appealing to marginalized youth?

- How can safety concerns, such as traffic hazards or theft, be addressed to increase confidence and participation in bicycle commuting?

- How can the benefits of bicycle commuting, including improved health, cost savings, and environmental sustainability, be effectively communicated to marginalized youth?

- What partnerships or collaborations can be established with local youth organizations, schools, or community centers to promote and support bicycle commuting among marginalized youth?

Scenario 3: "Navigating Transportation Inequality in Urban Areas"

This scenario revolves around discussing strategies to address transportation inequality in urban areas, where access to reliable transportation options may be limited for marginalized communities. Participants should explore the role of bicycle commuting in bridging this gap and promoting equitable transportation. Some discussion prompts for this scenario could include:

- What are the transportation inequalities faced by marginalized communities in urban areas, and how can bicycle commuting help address these inequalities?

- How can bicycle infrastructure be expanded or improved to connect marginalized neighborhoods with key destinations, such as schools, workplaces, and community services?

- What initiatives or programs can be implemented to provide affordable or accessible bicycles and safety equipment to marginalized communities?

- How can education and awareness campaigns be utilized to promote bicycle commuting as a viable and equitable transportation option?

- What collaborations or partnerships can be established with local authorities, nonprofits, or community organizations to advocate for and implement transportation equity initiatives that prioritize bicycle commuting?
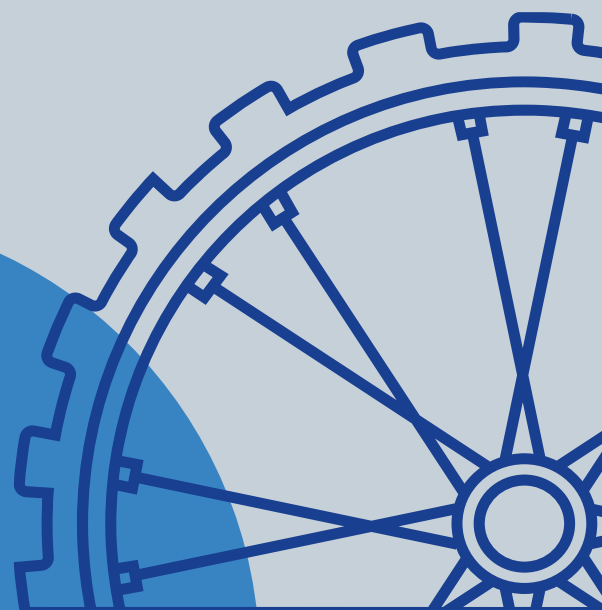
These scenarios encourage participants to think critically and collaboratively about real-world challenges related to bicycle commuting in the context of marginalized communities. The discussions can generate innovative ideas and solutions that empower participants to make a positive impact in their communities.

- **Instruct the groups to discuss and come up with solutions or strategies to address the given scenario.**
- **Allow each group to present their findings and engage in a broader discussion with the entire group.**

e. Conclusion and Wrap-up (5 min)

- Summarize the key points covered during the session.
- Emphasize the importance of bicycle commuting and urban mobility and its potential to create positive change.
- Provide participants with additional resources or references for further exploration of the topic. (if any)
- Thank the participants for their active participation and engagement.
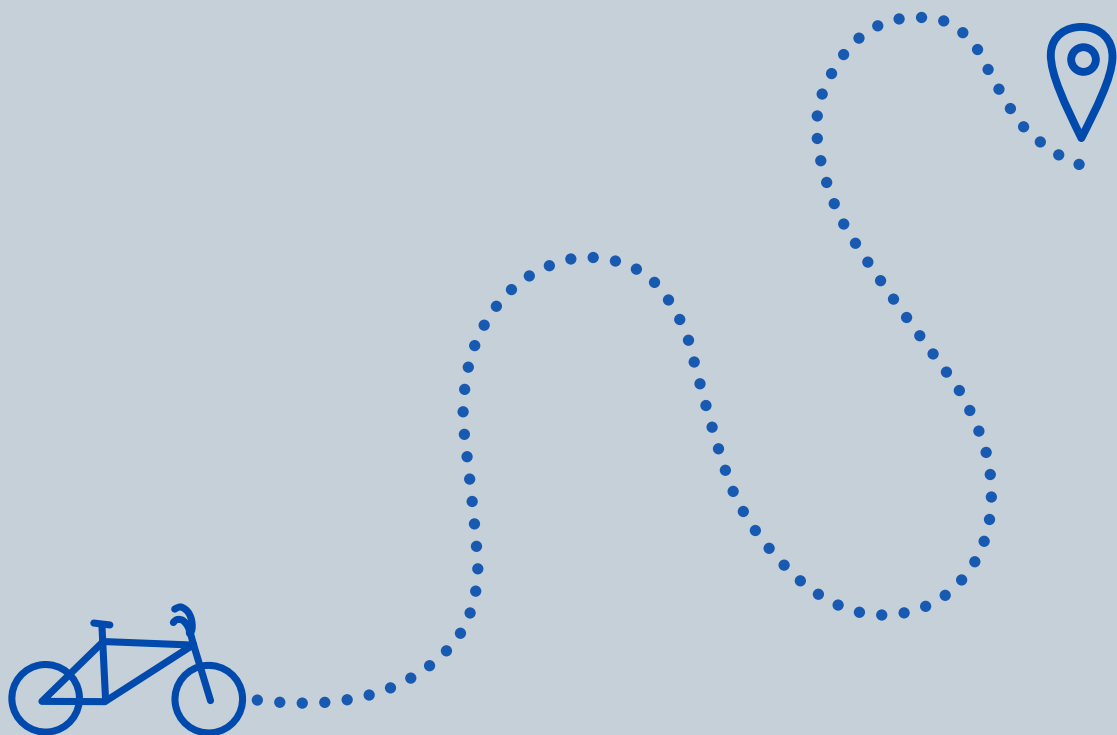
Materials needed:
- flipchart/ whiteboard
- markers - different colors
- TV screen or projector for the videos

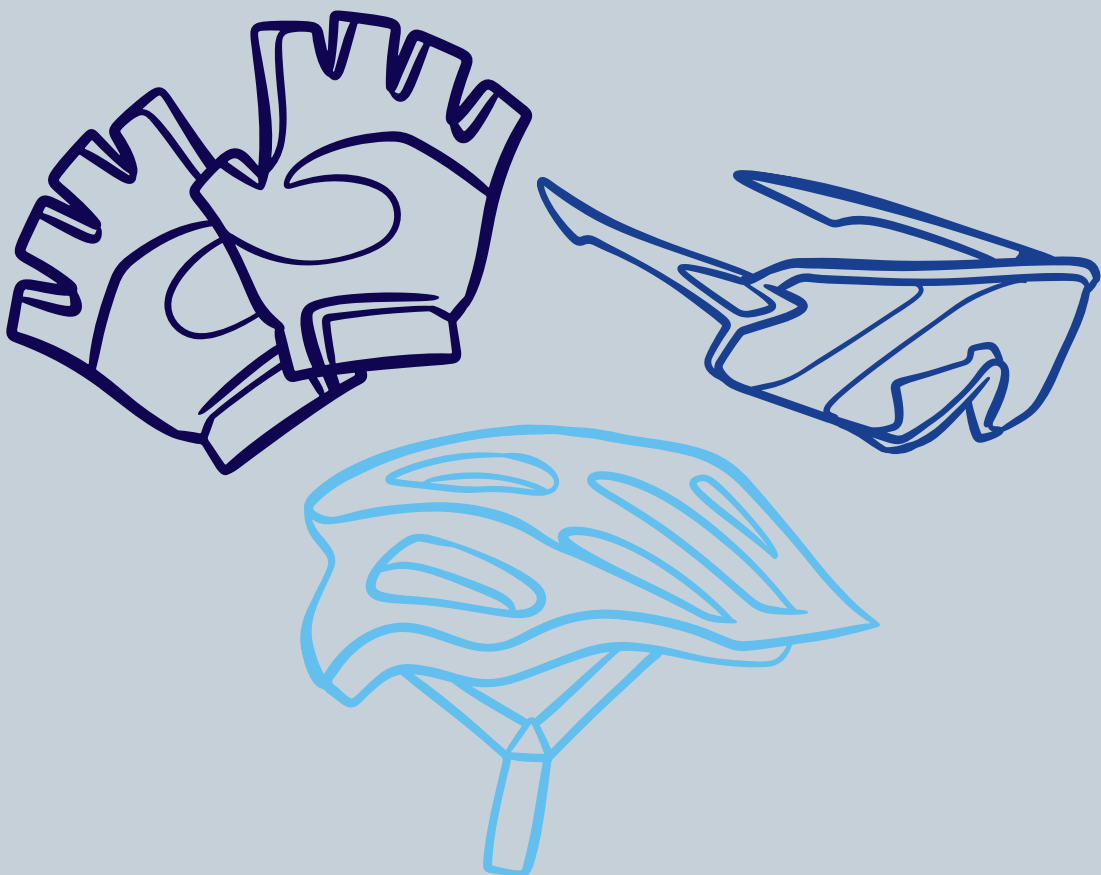**Virtual Tips and Tricks:**

▶ [Urban bike commuting Tips for beginners](#)

▶ [5 reasons why cycling is the best way of commuting in cities](#)

▶ [Commuting by bike](#)

▶ [Self-assessment of cycling skills](#)

▶ [Choosing bike tires for commuting](#)

APPENDIX:

Statistics or success stories related to bicycle commuting to reinforce the importance of the topic.
Facilitator asks the group to share any of the above and if needed can continue with the **following:**

1. Netherlands: [1]
- Statistics: In the Netherlands, cycling is deeply ingrained in the culture, with approximately 36 % of all commuting trips made by bicycle. In cities like Amsterdam and Groningen, this number rises to a staggering 60 % and 61 %, respectively. (Source: Eurostat, 2020)

- Success Story: Groningen, a city in the Netherlands, is often hailed as a model for successful bicycle commuting. Over the past few decades, the city has implemented extensive bicycle infrastructure, prioritizing cyclists' safety and convenience. As a result, more than half of all trips made in Groningen are by bike. This approach has not only reduced traffic congestion and improved air quality but also fostered a healthier and more sustainable urban environment.

2. Denmark: [2]

- Statistics: Copenhagen, the capital city of Denmark, is renowned as one of the most bike-friendly cities in the world. Approximately 62 % of Copenhagen residents use bicycles as their primary mode of transportation for commuting or daily errands.
(Source: City of Copenhagen, 2020)

- Success Story: The "Super Bikeways" project in Denmark has been a resounding success. These dedicated cycling highways, such as the "Cykelslangen" (Cycle Snake) in Copenhagen, provide safe and efficient routes for cyclists, allowing them to bypass traffic and reach their destinations quickly. The project has encouraged more people to choose bicycles, leading to improved urban mobility, reduced congestion, and increased physical activity.

3. Germany: [3]

- Statistics: In Germany, the city of Münster stands out as a prime example of successful bicycle commuting. Approximately 37 % of all trips in Münster are made by bicycle, demonstrating the city's commitment to sustainable transportation.

- Success Story: Freiburg, a city in southwestern Germany, has implemented a comprehensive bicycle infrastructure network that connects residential areas, workplaces, and recreational spots. The city's investment in cycling infrastructure has resulted in 33 % of all trips being made by bicycle. Freiburg's success in promoting bicycle commuting has not only reduced traffic congestion and emissions, but also enhanced residents' quality of life.

These examples highlight the significant impact that prioritizing bicycle commuting can have on cities and communities, from improving public health and reducing pollution to creating more livable and vibrant urban spaces. They serve as inspiration for other cities and countries to invest in bicycle infrastructure and promote active transportation as a sustainable and efficient mode of commuting.

MODULE 1
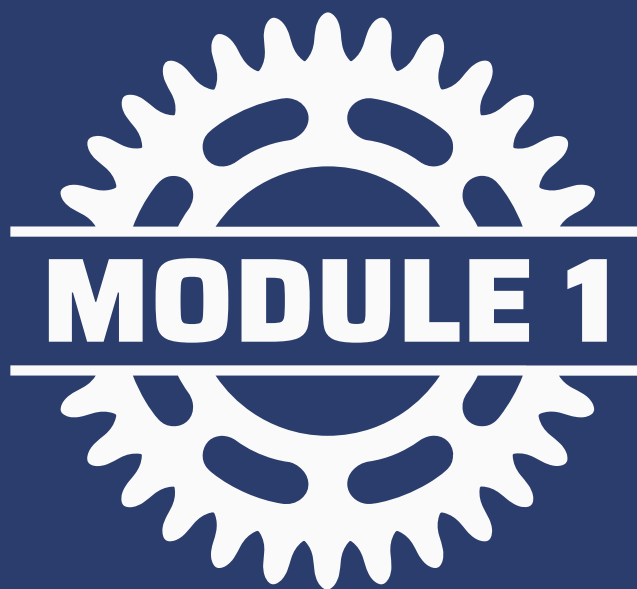
Fix & Ride Toolkit of Resources: implementation and assessment strategies.

III. Different types of bicycles and their practical application in daily life (120 min)

III. Different types of bicycles and their practical application in daily life (120 min)

1.Introduction (5 min)

- Welcome the participants and briefly recap the purpose of the session.

- Explain that today's topic is about different types of bicycles and how they can be practically applied in daily life, particularly for marginalized youth.

- Emphasize the importance of understanding different bicycle options to better cater to the needs and preferences of marginalized youth.

2. Types of Bicycles (40 min)

- Introduce the different types of bicycles commonly used for commuting and daily activities, such as city bikes, folding bikes, cargo bikes, and electric bikes.

- Discuss the key features and benefits of each type of bicycle.

- Highlight how each type of bicycle can be useful in different scenarios, such as commuting to school, carrying groceries, or accommodating limited storage spaces.

Show video #1:

▶ **Types of bikes**
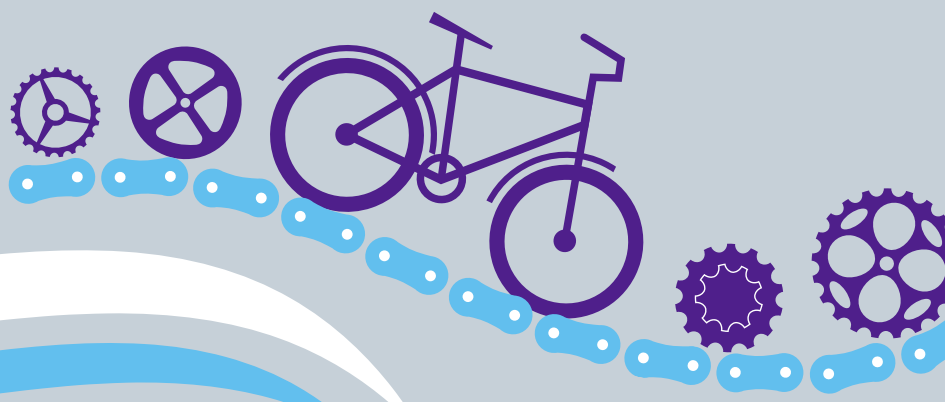
3. Choosing the Right Bicycle (20 min)

- Provide guidelines for selecting the appropriate bicycle based on individual needs and circumstances, including factors such as terrain, distance, load capacity, and physical abilities.

- Discuss the importance of considering factors like frame size, comfort, and adjustability for a suitable fit.

- Emphasize the significance of test riding bicycles to ensure a comfortable and confident riding experience.

- Share practical tips on where to find and purchase affordable bicycles, including local bike shops, second-hand markets, and community initiatives.

Show video #2:

▶ **Types of bikes**

▶ **How and where to purchase a used bike**

▶ **How to choose the correct size bicycle for you?**

▶ **Choosing a bike**

>> Energizer/ break

4. Adapting Bicycles for Marginalized Youth (20 min)

- Address the specific challenges that marginalized youth may face when using bicycles, such as affordability, physical limitations, or concerns about safety.

- Discuss adaptive bicycles and modifications that can be made to accommodate marginalized youth with physical disabilities or limited mobility.

- Introduce community resources or organizations that offer adapted bicycles or accessibility programs for marginalized youth.

- Share success stories or testimonials of marginalized youth who have benefited from adaptive bicycles.

- Encourage participants to share their own experiences or ideas on how to adapt bicycles to meet the needs of marginalized youth.

5. Q&A and Discussion (20 min)

- Open the floor for questions, comments, and discussion from the participants.

- Address any concerns or doubts regarding the types of bicycles discussed, their practical applications, or adapting bicycles for marginalized youth.

- Encourage participants to share their own experiences, insights, or challenges related to bicycle commuting for marginalized youth.

- Facilitate a discussion on potential strategies or initiatives that participants can implement in their work to support marginalized youth in bicycle commuting.

6. Conclusion (10 min)

- Summarize the key points discussed throughout the session, emphasizing the importance of understanding different types of bicycles and their practical applications for marginalized youth.

- Express gratitude to the participants for their active participation and insights.

- Encourage participants to continue exploring resources, initiatives, and collaborations to support marginalized youth in their bicycle commuting endeavors.

Note:

The actual videos can be inserted based on relevant and appropriate YouTube videos that meet the session objectives and are fun, interesting, and easy to understand, either in English or with English subtitles.

Remember to adjust the timing and flow of the session as needed to ensure an engaging and interactive experience for the participants.

DETAILED SESSION WITH SCRIPTS:

1. Introduction (5 min)

- Welcome the participants and briefly recap the purpose of the session.

- Explain that today's topic is about different types of bicycles and how they can be practically applied in daily life, particularly for marginalized youth.

- Emphasize the importance of understanding different bicycle options to better cater to the needs a**nd preferences of marginalized youth.**

2. Types of Bicycles (20 min)

- Introduce the different types of bicycles commonly used for commuting and daily activities, such as city bikes, folding bikes, cargo bikes, electric bikes, mountain bikes, etc.

- Discuss the key features and benefits of each type of bicycle.
  [See ANNEX Infographics]

- Highlight how each type of bicycle can be useful in different scenarios, such as commuting to school, carrying groceries, or accommodating limited storage spaces.

Show video #1:

▶ **Types of bikes**

▶ **Choosing a bike**

Facilitator script (showing pictures for each bicycle and its components):

a. City Bikes:

> Features:
- Sturdy frame and comfortable upright riding position
- Fenders and chain guards for protection against dirt and debris
- Built-in lights and reflectors for visibility in urban environments

> Benefits:
- Ideal for short to medium distance commuting in urban areas
- Easy to maneuver in traffic and navigate through crowded streets
- Equipped with racks or baskets for carrying groceries or daily essentials

> Useful in scenarios:
- Commuting to work or school within the city
- Running errands or shopping in urban areas
- Exploring the city's attractions and cultural spots

b. Folding Bikes:

> Features:
- Compact and lightweight design
- Foldable frame for easy storage and transport
- Adjustable seat and handlebar heights for customization

> Benefits:
- Perfect for commuters with limited storage space or those who need to combine cycling with other forms of transportation (e.g., public transport)
- Can be easily folded and carried on public transportation or stored in small apartments
- Quick and convenient assembly/disassembly for seamless transitions between cycling and other activities

> Useful in scenarios:
- Commuting to work or school, especially if combined with public transportation
- Traveling or exploring new cities where space is limited
- Storing bikes in small apartments or shared living spaces

c. Cargo Bikes:

> Features:
- Robust frame with a large and sturdy cargo area
- Extended wheelbase for stability while carrying heavy loads
- Various cargo configurations, such as front or rear-mounted baskets, racks, or specialized compartments.

> Benefits:
- Ideal for carrying groceries, bulky items, or even children
- Reduces the need for a car or other forms of transportation for daily errands
- Promotes sustainable living and reduces environmental impact

> Useful in scenarios:
- Carrying groceries or running errands, particularly for individuals or families
- Transporting children to school or recreational activities
- Delivery services or small-scale commercial purposes
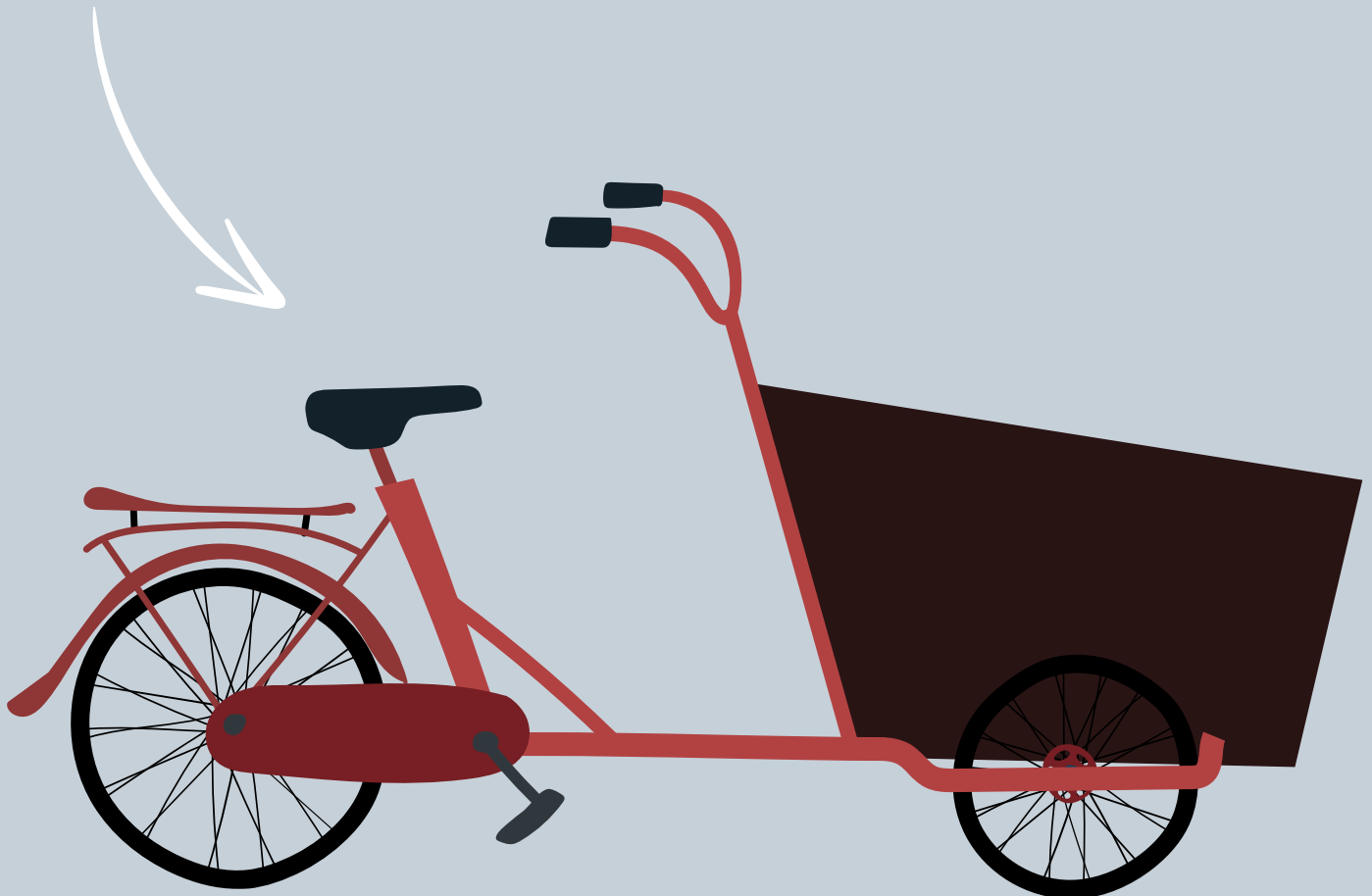
d. Electric Bikes:

> Features:
- Pedal-assist or fully electric motor for added speed and assistance
- Battery-powered with varying levels of assist modes
- Range and speed capabilities depending on the model

> Benefits:
- Provides an extra boost for longer distances or uphill climbs
- Reduces physical exertion and makes cycling more accessible to a wider range of people
- Enables faster and more efficient commuting, especially in hilly or challenging terrains

> Useful in scenarios:
- Commuting longer distances without excessive physical exertion
- Conquering hilly or challenging terrains
- Encouraging individuals with limited physical fitness to engage in cycling

e. Road Bikes:

> Features:
- Lightweight frame with drop handlebars for an aerodynamic riding position
- Thin, high-pressure tires for reduced rolling resistance
- Multiple gears for efficient riding on paved roads

> Benefits:
- Designed for high-speed riding on paved roads
- Ideal for long-distance commuting or road cycling enthusiasts
- Efficient and smooth on well-maintained surfaces

> Useful in scenarios:
- Road cycling or long-distance commuting on paved roads
- Participating in organized cycling events or races
- Fitness-focused cycling on smooth surfaces

f. Mountain Bikes:

> Features:
- Sturdy frame with front suspension (hardtail) or front and rear suspension (full suspension)
- Wide, knobby tires for enhanced traction and stability on rough terrains
- Lower gear range for climbing steep trails

> Benefits:
- Designed for off-road cycling and tackling rough terrains
- Excellent shock absorption for a comfortable ride on uneven surfaces
- Suitable for exploring trails, forests, and mountainous areas

> Useful in scenarios:
- Off-road cycling, including trail riding and mountain biking
- Exploring nature reserves, forests, or challenging terrains
- Participating in mountain biking competitions or events

g. Hybrid Bikes:

> Features:
- Versatile design combining features of road and mountain bikes
- Flat handlebars for an upright riding position
- Wider tires for stability and comfort on various surfaces

> Benefits:
- Suitable for a mix of paved roads and light off-road trails
- Comfortable and efficient for commuting, fitness, and recreational riding
- Offers a good balance between speed and stability

> Useful in scenarios:
- Commuting on a mix of paved and gravel roads
- Leisurely rides or fitness-focused cycling on a variety of surfaces
- Urban exploration and light off-road adventures

h. BMX Bikes:

> Features:
- Compact frame with a single gear
- Small wheels for maneuverability and quick acceleration
- Strong construction for tricks and stunts

> Benefits:
- Designed for freestyle and stunt riding
- Excellent for skatepark use and performing tricks
- Maneuverable and agile for urban environments

> Useful in scenarios:
- Skatepark riding, performing tricks, and stunts
- Urban freestyle cycling and bike park exploration
- Engaging in BMX competitions or events
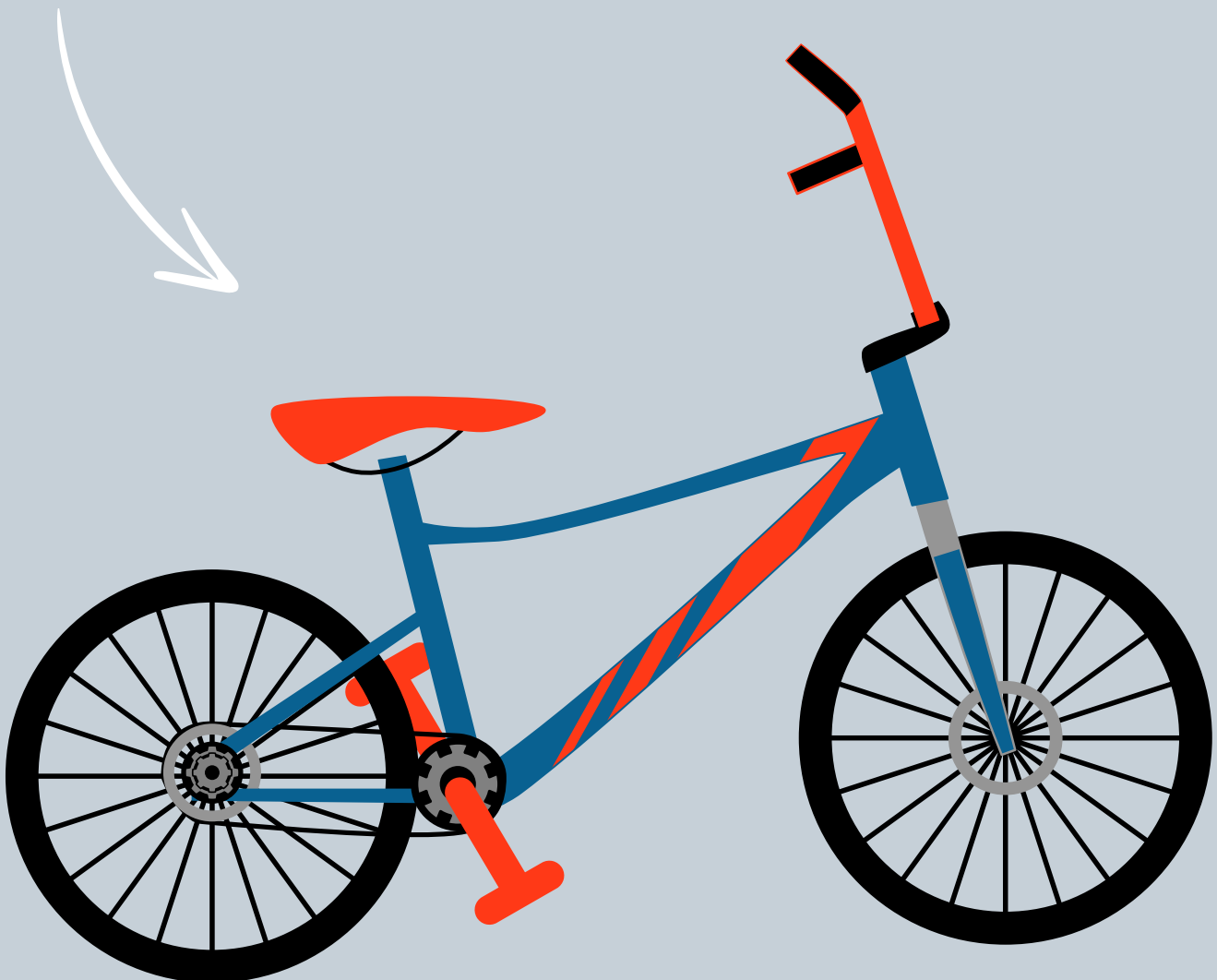
i. Cyclocross Bikes:

> **Features:**
- Lightweight frame with clearance for wider tires and mudguards
- Drop handlebars for multiple hand positions
- Higher bottom bracket for increased ground clearance

> **Benefits:**
- Designed for cyclocross racing and off-road adventures
- Versatile for various terrains, including grass, gravel, and mud
- Offers a mix of road and mountain bike features

> **Useful in scenarios:**
- Cyclocross racing and competitions
- Off-road adventures and exploring mixed terrains
- Commuting or fitness-focused cycling on diverse surfaces

j. Touring Bikes:

> Features:
- Strong and durable frame with comfortable geometry
- Mounting points for racks and panniers for carrying luggage
- Wide range of gears for long-distance riding with heavy loads

> Benefits:
- Designed for long-distance touring and multi-day trips
- Stable and comfortable for carrying heavy loads
- Equipped with features for extended riding, such as fenders and lights

> Useful in scenarios:
- Long-distance touring or bike packing adventures
- Commuting with heavy loads or daily essentials
- Extended cycling journeys and exploration

k. Tandem Bikes:

> Features:
- Long frame with two sets of handlebars and pedals
- Designed for two riders sitting one behind the other
- Can be adapted for various types, including road, mountain, or hybrid tandems

> Benefits:
- Allows two riders to cycle together, regardless of varying abilities
- Encourages teamwork and communication
- Suitable for couples, friends, or family members cycling together

> Useful in scenarios:
- Cycling with a partner or friend
- Sightseeing or leisurely rides with a companion
- Engaging in tandem cycling events or races
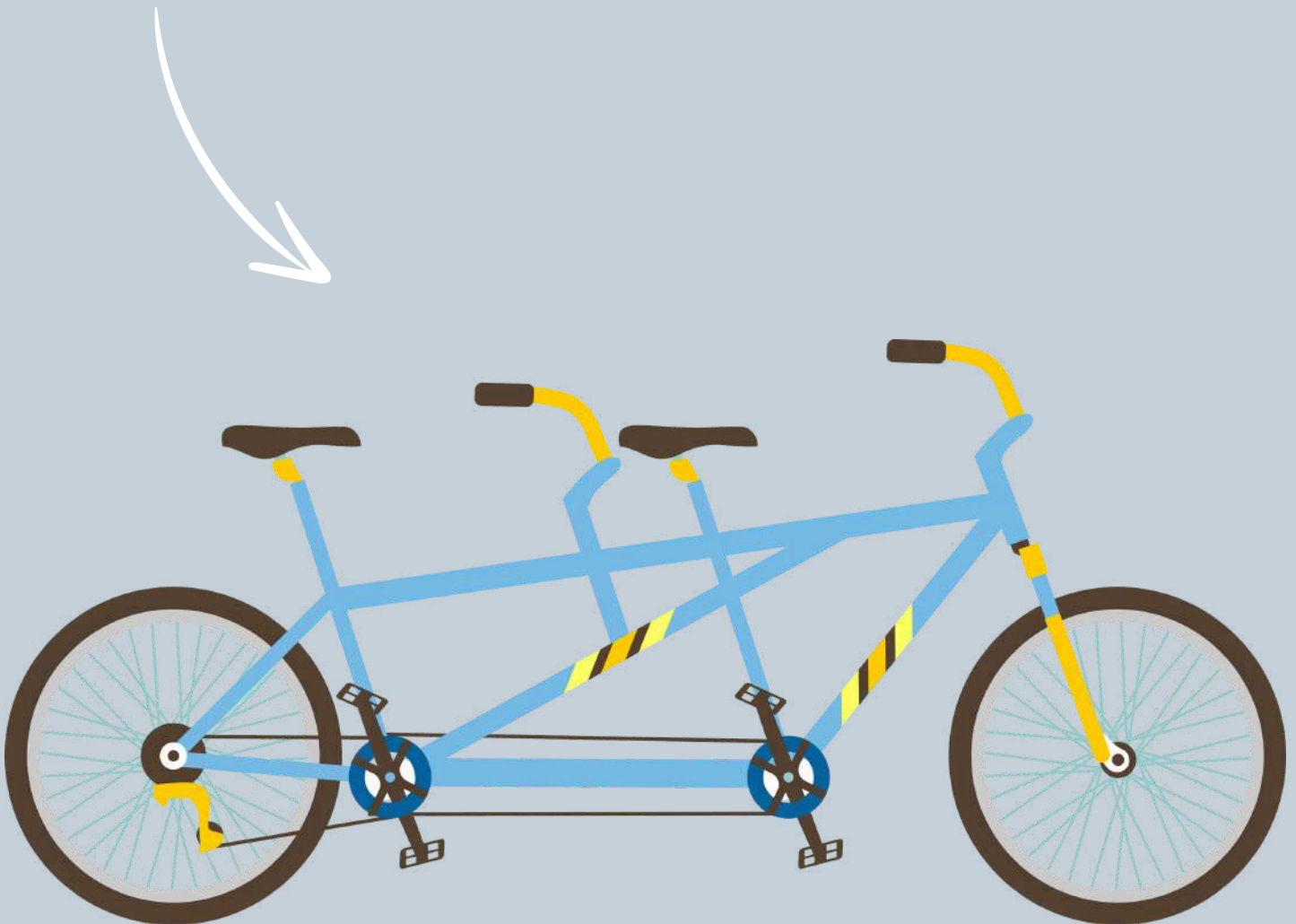
l. Recumbent Bikes:

> Features:
- Reclined seating position with a backrest
- Pedals located in front of the rider
- Lower to the ground for enhanced stability

> Benefits:
- Provides a comfortable and ergonomic riding position
- Suitable for individuals with back or joint issues
- Can be adapted for touring, commuting, or recreational riding

> Useful in scenarios:
- Individuals seeking a more comfortable and relaxed riding position
- Cycling for individuals with back or joint concerns
- Long-distance touring or leisurely rides

m. Fat Bikes:

> Features:
- Wide tires with low tire pressure for improved traction on soft surfaces
- Sturdy frame and strong construction
- Suitable for extreme conditions like snow, sand, or mud

> Benefits:
- Designed for off-road adventures in challenging terrains
- Excellent grip and stability on loose or uneven surfaces
- Enables exploration in environments where standard bikes struggle

> Useful in scenarios:
- Fat biking in snowy or icy conditions
- Off-road adventures in sandy or muddy environments
- Exploring rugged and challenging terrains

Remember, these are just a few examples of the different types of bicycles available for commuting and daily activities. Each type has its own unique features, benefits, and scenarios where they excel. It's important to consider the specific needs, preferences, and constraints of marginalized youth when recommending a suitable bicycle type for their daily use.

Now that we've covered the different types of bicycles, let's move on to the next section where we'll discuss how to choose the right bicycle based on individual needs and circumstances.

3. Choosing the Right Bicycle (15 min)

- Provide guidelines for selecting the appropriate bicycle based on individual needs and circumstances, including factors such as terrain, distance, load capacity, and physical abilities. (check previous session for reference: "**2. Types of Bicycles**")
- Discuss the importance of considering factors like frame size, comfort, and adjustability for a suitable fit.
- Emphasize the significance of test riding bicycles to ensure a comfortable and confident riding experience.
- Share practical tips on where to find and purchase affordable bicycles, including local bike shops, second-hand markets, and community initiatives.

Show video #2:

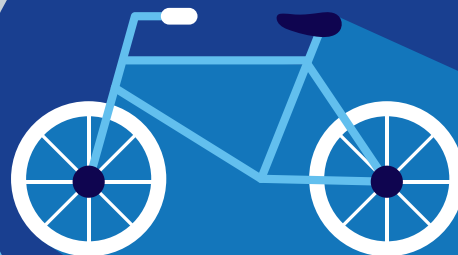▶ Types of bikes

▶ Choosing a bike

>> Energizer/ break

4. Adapting Bicycles for Marginalized Youth (20 min)

- Address the specific challenges that marginalized youth may face when using bicycles, such as affordability, physical limitations, or concerns about safety.
- Discuss adaptive bicycles and modifications that can be made to accommodate marginalized youth with physical disabilities or limited mobility. [Do local research regarding this specific type of young people if working with such]
- Introduce community resources or organizations that offer adapted bicycles or accessibility programs for marginalized youth. [Do your own local/national research regarding this topic]
- Share success stories or testimonials of marginalized youth who have benefited from adaptive bicycles. [Do your own local/national research regarding this topic]
- Encourage participants to share their own experiences or ideas on how to adapt bicycles to meet the needs of marginalized youth.

5. Q&A and Discussion (20 min)

- Open the floor for questions, comments, and discussion from the participants.
- Address any concerns or doubts regarding the types of bicycles discussed, their practical applications, or adapting bicycles for marginalized youth.
- Encourage participants to share their own experiences, insights, or challenges related to bicycle commuting for marginalized youth.
- Facilitate a discussion on potential strategies or initiatives that participants can implement in their work to support marginalized youth in bicycle commuting.

6. Conclusion (10 min)

- Summarize the key points discussed throughout the session, emphasizing the importance of understanding different types of bicycles and their practical applications for marginalized youth.
- Express gratitude to the participants for their active participation and insights.
- Encourage participants to continue exploring resources, initiatives, and collaborations to support marginalized youth in their bicycle commuting endeavors.

Materials needed:

- flipchart/ whiteboard
- markers - different colors
- TV screen or projector for the videos

Virtual Tips and Tricks:

▶ **Types of bikes**

▶ **Seat Post height and bike adjustments**

▶ **Choosing a bike**

▶ **Adjusting**

MODULE 1
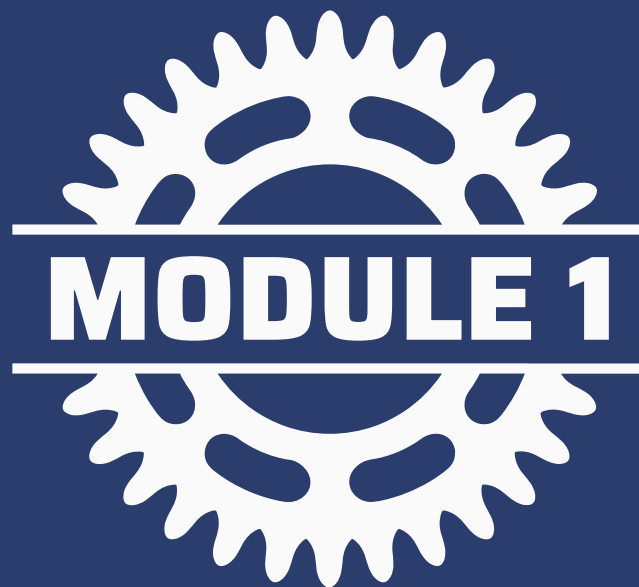
**Fix & Ride Toolkit of Resources:
implementation and assessment strategies.**

IV. Purchasing and maintaining a bicycle
(90 min)

IV. Purchasing and maintaining a bicycle (90 min)

Introduction: (5 min)

- Welcome and introduce the session topic - Emphasize the importance of purchasing and maintaining a bicycle for marginalized youth (2 minutes)

Part 1: Purchasing a Bicycle (30 min)

1. Factors to consider when purchasing a bicycle:
- Types of bicycles suitable for different needs and preferences (5 minutes)
- Budget considerations and available options (5 minutes)
- Bicycle sizing and fitting for optimal comfort and safety (5 minutes)

2. Choosing a reputable bicycle shop:
- Researching and identifying trustworthy bike shops (5 minutes)
- Importance of good customer service and after-sales support (5 minutes)
- Exploring options for discounted or second-hand bicycles (5 minutes)

3. Essential features and accessories:
- Discussing necessary features such as gears, brakes, and lights (5 minutes)
- Safety equipment: helmets, locks, and reflective gear (5 minutes)
- Optional accessories for convenience and utility (e.g., racks, baskets) (5 minutes)

Part 2: Maintaining a Bicycle (30 min)

1. Importance of regular maintenance:
- Benefits of keeping the bicycle in good condition (5 minutes)
- Cost-saving in the long run through proper maintenance (5 minutes)
- Enhancing safety and reliability by addressing maintenance issues (5 minutes)

2. Basic bicycle maintenance tasks:
- Tire care: inflation, checking for wear and tear (5 minutes)
- Chain lubrication and cleaning (5 minutes)
- Brake and gear adjustments (5 minutes)
- Periodic inspections and tightening of bolts (5 minutes)

3. Bicycle storage and security:
- Choosing appropriate storage solutions for different living situations (5 minutes)
- Strategies for preventing theft and securing the bicycle (5 minutes)
- Bicycle registration and marking for identification (5 minutes)

Conclusion: (5 min)
- Recap the key points discussed in the session (3 minutes)
- Encourage participants to apply their knowledge in their field work with marginalized youth (2 minutes)

DETAILED SESSION WITH SCRIPTS:

1. Introduction (5 min)

Note:
The facilitator can use additional resources like visual aids, handouts, or demonstrations to enhance the session.

Remember to adapt the timing and delivery based on the dynamics of the session and the needs of the participants. Encourage questions, discussions, and sharing of experiences throughout the session to make it interactive and engaging.

Facilitator:
Welcome everyone to today's session on "Purchasing and Maintaining a Bicycle." In this 90-minute session, we will delve into the crucial aspects of acquiring and taking care of a bicycle for marginalized youth. We will explore factors to consider when purchasing a bicycle, including different types, budget considerations, and selecting a reputable bike shop. Additionally, we will discuss essential features and accessories, as well as the importance of regular maintenance and basic upkeep tasks. Lastly, we will touch upon bicycle storage and security. By the end of this session, you will be equipped with practical knowledge to guide marginalized youth in making informed decisions and maintaining their bicycles effectively. Let's get started!

Introduction to "Part 1: Purchasing a Bicycle" (2 min)

Facilitator:
Welcome to "Part 1: Purchasing a Bicycle." In this session, we will explore the factors to consider when purchasing a bicycle. As European youth workers, it is crucial to guide marginalized youth in making informed decisions when selecting a bicycle that suits their needs, preferences, and budget. By the end of this session, you will have a better understanding of the different types of bicycles available, budget considerations, and the importance of proper sizing and fitting for optimal comfort and safety. Let's dive right in!

2. Types of Bicycles Suitable for Different Needs and Preferences (5 min)

Note:
Check and make a reference to the session "**III. Different types of bicycles and their practical application in daily life (120 min) Introduction >> 2. Types of Bicycles**" for content and useful materials like infographics and videos.

Facilitator:
When purchasing a bicycle, it's important to understand the various types available to determine which one suits your specific needs and preferences. Here are some common types:

1. City Bikes:

These versatile bicycles are designed for urban commuting and are suitable for short to medium distances on paved roads. They usually come with features like fenders, racks, and lights for practicality and convenience.

2. Cargo Bikes:

Cargo bikes are specially built for transporting goods and/or passengers over short to moderate distances in urban environments. They come in various configurations, including longtails, which have an extended rear rack for cargo, and front-loading varieties with a cargo box or platform mounted at the front. .

3. Folding Bikes:

For those with limited storage space or who need the convenience of easy transportation, folding bikes are a great option. These bikes can be folded and stored compactly, making them ideal for commuting and travel.

4. Electric Bikes:

Electric bikes, or e-bikes, are gaining popularity due to their pedal-assist feature. They provide an extra boost while pedaling, making them suitable for longer distances or hilly terrains.

5. Road Bikes:

Road bikes are designed for speed and efficiency on paved roads. They feature lightweight frames, drop handlebars, and narrow high-pressure tires. Road bikes are ideal for long-distance rides, group rides, and racing.

6. Mountain Bikes:

Mountain bikes are built to tackle off-road trails and rugged terrains. They have durable frames, suspension systems, wide knobby tires, and a wide range of gears. Mountain bikes are suitable for adventurous rides, trail riding, and exploring nature.

7. Hybrid Bikes:

Hybrid bikes combine features of road and mountain bikes, making them versatile for various terrains. They offer a comfortable riding position, wider tires for stability, and often come with racks and fenders. Hybrid bikes are suitable for commuting, recreational rides, and light trail riding.

8. BMX Bikes:

BMX bikes are designed for freestyle and stunt riding. They have compact frames, smaller wheels, single-speed drivetrains, and powerful brakes. BMX bikes are popular among youth for performing tricks, jumps, and riding in skate parks.

9. Cyclocross Bikes:

Cyclocross bikes are versatile bicycles designed for mixed terrain, including pavement, grass, and mud. They have a similar frame geometry to road bikes but with wider tires and more clearance. Cyclocross bikes are suitable for cyclocross racing, commuting, and all-weather road riding.

10. Touring Bikes:

Touring bikes are built for long-distance journeys and carrying heavy loads. They have sturdy frames, relaxed geometry, and multiple mounting points for racks and panniers. Touring bikes provide comfort, stability, and durability for extended adventures.

11. Tandem Bikes:

Tandem bikes are bicycles built for two riders, where one rider sits in the front and the other in the back. They feature longer frames, two sets of pedals, and handlebars for both riders. Tandem bikes promote teamwork and are great for couples or friends who want to ride together.

12. Recumbent Bikes:

Recumbent bikes have a unique seated position with the rider reclined and pedals in front. They provide a comfortable and ergonomic riding experience. Recumbent bikes are suitable for individuals with back or joint issues and offer a different perspective on cycling.

13. Fat Bikes:

Fat bikes have oversized tires that provide excellent traction and stability on soft surfaces like sand and snow. They have wider frames and fork clearances to accommodate the large tires. Fat bikes are ideal for beach rides, winter adventures, and exploring challenging terrains.

Note: The facilitator can provide additional details, examples, and personal experiences related to each type of bicycle to enhance participants' understanding.

Remember, each type of bicycle has its unique features and advantages. Consider the specific needs and preferences of marginalized youth to guide them in choosing the most suitable option.

3. Budget Considerations and Available Options (5 min)

Facilitator:
Budget is an essential aspect to consider when purchasing a bicycle.
Here are some budget considerations and available options:

a. New vs. Used:

While new bicycles offer the latest features and warranties, used bicycles can be more budget-friendly. Encourage marginalized youth to explore both options and guide them in assessing the condition and reliability of used bicycles.

b. Local Bike Shops:

Local bike shops are a great place to explore different options and receive expert guidance. They often offer a range of bicycles at various price points and can provide valuable advice on choosing the right one.

c. Online Marketplaces: Online platforms provide a wide range of options and competitive prices. However, emphasize the importance of verifying the seller's credibility and ensuring proper sizing and fitting when purchasing online.

Remember, finding the right balance between budget and quality is crucial. Encourage marginalized youth to prioritize safety and durability while staying within their means.

4. Bicycle Sizing and Fitting for Optimal Comfort and Safety (5 min)

Facilitator:
Ensuring that a bicycle is the right size and properly adjusted is crucial to enhance the riding experience and prevent potential discomfort or injuries. Proper bicycle sizing and fitting are essential for optimal comfort and safety. Let's dive into the key points:

Virtual Tips and Tricks:

▶ Seat Post height and bike adjustments

▶ How to choose the correct size bicycle for you?

▶ Adjusting

a. Importance of proper sizing:

- Explain that riding a bicycle that is too small or too big can lead to discomfort, inefficient pedaling, and potential injuries.
- Emphasize the significance of getting the right size bicycle to ensure a comfortable and enjoyable riding experience.

b. Determining the correct bicycle size:

- Explain the basic guidelines for finding the appropriate bicycle size, considering factors such as the rider's height, inseam measurement, and the manufacturer's sizing charts.

Virtual Tips and Tricks:

▶ [Seat Post height and bike adjustments](#)

▶ [How to choose the correct size bicycle for you?](#)

▶ [Adjusting](#)

- Encourage participants to visit a reputable bike shop or consult with a professional to determine the correct frame size for their height and body proportions.

c. Adjusting the bicycle for a proper fit:

- Discuss the key elements of bicycle fit, including saddle height, handlebar position, and reach.

Virtual Tips and Tricks:

▶ Seat Post height and bike adjustments

▶ Adjusting

- Highlight the importance of adjusting these components to accommodate the rider's comfort and riding style.

d. Assessing the fit while riding:

- Explain the significance of test riding and making minor adjustments to ensure a proper fit.
- Encourage participants to pay attention to factors like knee alignment, comfort in the riding position, and reach to the handlebars
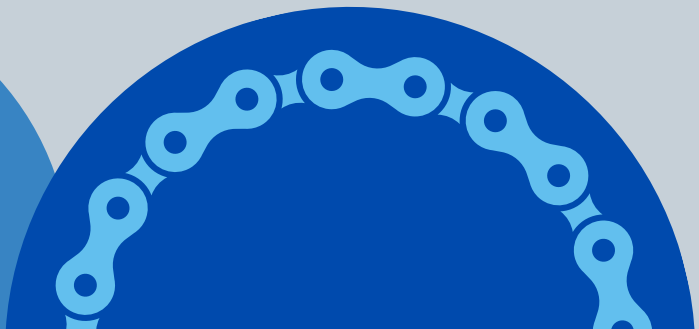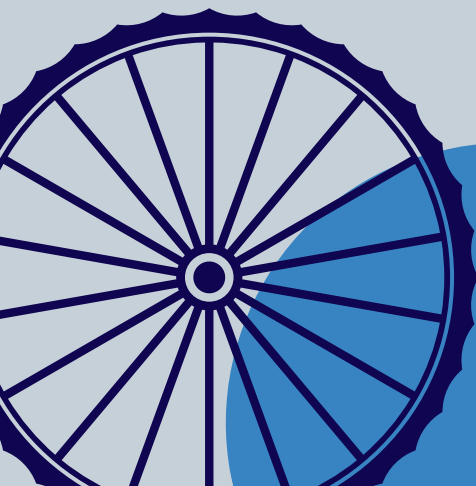
Virtual Tips and Tricks:

▶ Seat Post height and bike adjustments

▶ How to choose the correct size bicycle for you?

▶ Adjusting

- **Additional considerations for marginalized youth:**

- Discuss the importance of considering the specific needs and preferences of marginalized youth when sizing and fitting a bicycle.

- Highlight the potential challenges they might face, such as physical disabilities or limited mobility, and how proper fitting can address those challenges.

Remember, the goal is to ensure that marginalized youth have a positive and inclusive experience with cycling. It's essential to consider their unique circumstances and provide the necessary support to find a bicycle that fits them well.

Take a moment to address any questions or concerns before moving on to the next part of our session. Bicycle sizing and fitting play a crucial role in providing marginalized youth with a comfortable and safe riding experience, so let's make sure we have a good understanding of these concepts. Great job so far, everyone!"

Note:
Feel free to adjust the timing and delivery of the script to suit your session's dynamics and the participants' needs. Encourage interaction and address any questions or concerns raised by the participants to create an engaging and informative session.

Materials needed:
flipchart/ whiteboard
markers - different colors
TV screen or projector for the videos

Check appendix for more tips and tricks

Virtual Tips and Tricks:

▶ How to choose the correct size bicycle for you?

▶ Seat Post height and bike adjustments

▶ Adjusting

5. Choosing a reputable bicycle shop:

-**Researching Trustworthy Bike Shops:**
Bikes are available at various places, including specialized dealers, discounters, second-hand shops, supermarkets, and online. For a functional bike, prefer shops with a knowledgeable bike mechanic for proper assembly. Safety depends on the bike's functionality; consider a second-hand, well-branded bike to save money.

- **Considerations for New Bikes:** If buying new, research thoroughly and read shop reviews. When visiting, inquire about warranties for the bike and its frame, typically five years for frames and six months to a year for parts.

- **Good Customer Service and After-sales Support:**

  - Some bike shops offer a free service within the first six months of purchase; be sure to utilize this if available. Others may provide discounts on future parts and repairs. It's important to have a reliable place and contact for any post-purchase issues. Keep the bike's bill, warranty booklet, ensure the frame's serial number is noted, and take photos at the time of purchase as proof.

  - **Considerations for Online Purchases:**
    When buying a bike online, these services might not be as readily available. It's essential to thoroughly research and understand the terms, and be aware of EU regulations regarding consumer rights and returns, which can be found at the **EU's Your Europe website**

- **Exploring options for discounted or second-hand bicycles (5 minutes)**

  - **Timing for Bike Purchases:** The season can affect bike prices. Discounts are often available in winter and mid-summer, while prices may increase in spring and autumn. Use websites that track historical price trends for bikes to determine if current prices are high or low and predict future price movements.

- **Second-Hand Bikes**: Second-hand bikes are an economical urban transport option. Utilize local platforms, apps, and websites to find used bikes. Set your criteria and budget to find suitable options. Our manual includes a section and video on assessing the functionality of a second-hand bike. Prices can vary widely and are not always indicative of quality or condition. With careful selection and willingness to travel, you might find great deals, sometimes as low as 30 euros or even free. Simple maintenance can often make a second-hand bike functional again.

- **Second-Hand Bike Markets**: Many countries host second-hand bike markets, fairs, yard sales, and exchanges, especially in areas with a high concentration of students, like those involved in Erasmus programs.

Virtual Tips and Tricks:

▶ [10 tips for buying a second hand bike](#)

▶ [How and where to purchase a used bicycle](#)
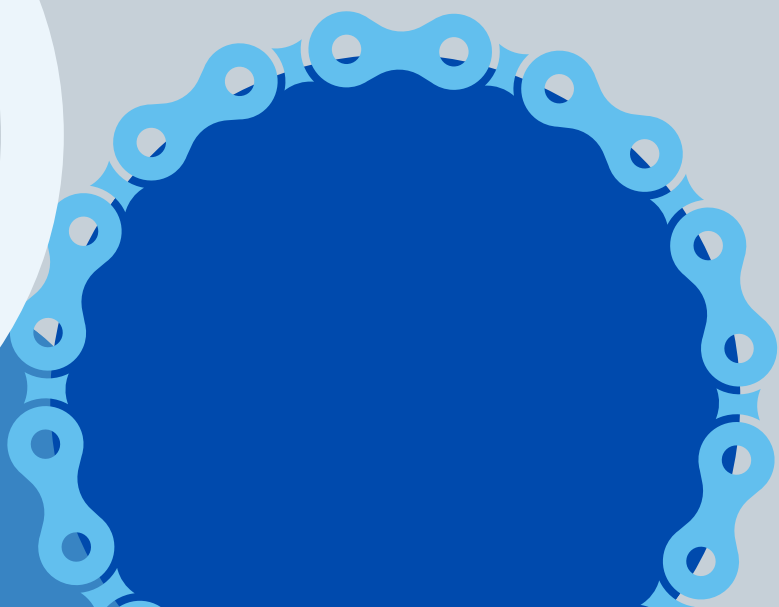
6. Essential features and accessories:

- **Discussing necessary features such as gears, brakes, and lights (5 minutes)**

  - **Types of Bikes and Equipment:** Explain the variety of bikes available, emphasizing the importance of matching the bike type with terrain, distance, road, and weather conditions.

  - B**ike Selection for Flat Terrain:** For flat cities, suggest simple bikes like single-geared, fixies, or gear hubs with small ratios.

  - **Choosing Bikes for Hilly Terrain:** Recommend bikes with a large gear span for hilly areas, useful for uphill, flat, and downhill roads. Explain options like gear hubs and cassettes with derailleurs.

  - **Gear Changing Guide:** Provide instructions on changing gears, especially for bikes with cassettes. Check **our video** on changing gears for more details.

  - **Brake Functionality:** Emphasize the importance of functional brakes (rim, disc, mechanical, or hydraulic) for safety. Discuss maintenance like keeping them clean, ensuring pads aren't worn out, and checking for damage.

  - **Safety with Lights and Reflectors:** Highlight the necessity of lights and reflectors for visibility at night. Guide on the correct color placement - white in front, red in the back, and yellow on pedals and wheels.
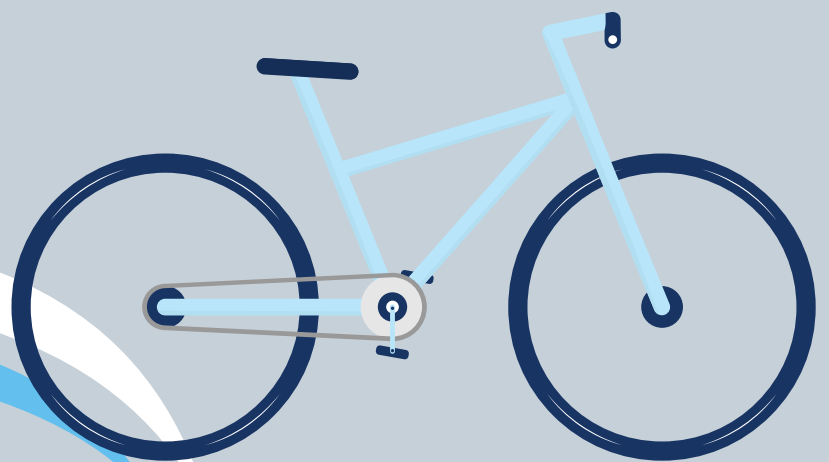
- **Safety equipment: helmets, locks, and reflective gear (5 minutes)**

  - **Importance of Helmets:** Emphasize to the youth the critical role helmets play in protecting the most vulnerable part of the body during accidents. Remind them that the effectiveness of a helmet depends on proper usage, with detailed instructions available in the manual.

  - **Bike Security:** Discuss the importance of securing bikes. Advise investing in high-quality locks in proportion to the bike's value. Suggest using sturdier locks and code-based locks for added security, and consider double locking for expensive bikes or in risky areas.

  - **Visibility and Safety**: Highlight the importance of being visible, especially when cycling. Encourage the use of reflectors on moving parts like pedals and wheels for enhanced visibility, and recommend wearing bright or contrasting colors during the day and reflective materials at night for safety.

- **Optional accessories for convenience and utility (e.g., racks, baskets) (5 minutes)**

  - **Tailoring the Cycling Experience:** Enhance your ride by adding a rack to your bike for attaching pannier bags. Avoiding a backpack reduces sweat and improves enjoyment. Baskets are also an option, though they have a lower weight capacity. They're suitable for lighter items like a laptop bag or groceries.

  - **Importance of Secure Mounting:** Ensure that baskets or bags are securely fastened to the bike. Proper mounting is crucial to maintain balance and prevent the bag from getting caught in the wheel or frame, ensuring a safer ride.
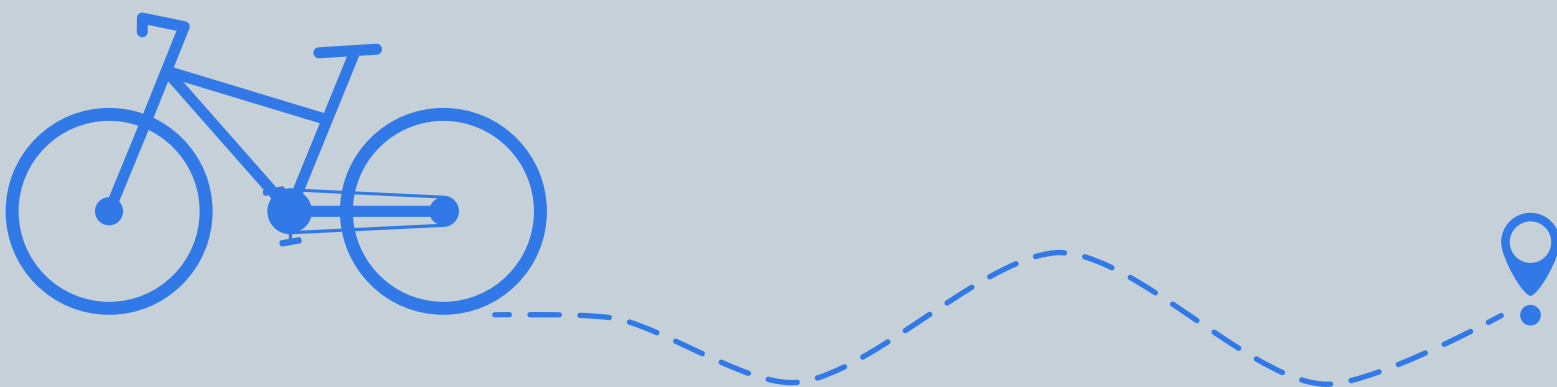
Introduction to "Part 2:Maintaining a Bicycle" (2 min)

Facilitator: Welcome to "Part 2: Maintaining a Bicycle." In this session, we will explore the factors to consider when maintaining your bike. As European youth workers, it is crucial to make marginalized youth aware of the importance of keeping the bike functional. By the end of this session, you will have a better understanding of what maintenance is, why should we do it and how it helps us. Let's dive right in!"

- **Importance of regular maintenance:**

  - Speak about the functionality of the bikes, and the importance of them being clean and fully functional to ensure the safety of the rider. Parts age, rust and wear, and should be cleaned, tightened or replaced regularly. A clean bike with properly adjusted tire pressure and functional gears will be more efficient and safer than one neglected.

- **Basic bicycle maintenance tasks:**

Speak about the basic bike maintenance tasks, the most common ones will be:

  - Tire care: inflation, checking for wear and tear the tires
  - Chain lubrication and cleaning
  - Brake and gear adjustments
  - Periodic inspections and tightening of bolts

 Find more details in the section Basics of bicycle maintenance in the chapter Understanding the principles of bicycle maintenance.

- **Bicycle storage and security:**

Stress that leaving bikes outside can cause rust and dysfunction. The fewer movable parts exposed, the better, as they can corrode and stop working. Bikes left outside need to be locked, and there are different types of locks, mechanic and electronic as well. Both have different level of protection, and prices. The protection level of the lock should be adjusted with the value of the bike, to discourage thefts.

Conclusion: (5 min)

- Recap the key points discussed in the session (3 min)
- Encourage participants to apply their knowledge in their field work with marginalized youth (2 minutes)

Virtual Tips and Tricks:

▶ Bike Maintenance

▶ Types of bike locks

▶ Protecting your Bike from being Stolen

APPENDIX:

What are the key elements of bicycle fit and how to determine the correct bicycle size for oneself?
The key elements of bicycle fit include saddle height, handlebar position, and reach. Here's a breakdown of each element and how to determine the correct bicycle size for oneself:

1. Saddle Height:

- The saddle height refers to the distance between the top of the saddle (seat) and the pedal at its lowest position.
- To determine the proper saddle height, sit on the saddle with one pedal at its lowest point. Your leg should be almost fully extended with a slight bend in the knee. This ensures efficient pedaling and prevents strain on the knees.

2. Handlebar Position:

- The handlebar position determines your riding posture and comfort on the bike.
- For most riders, a neutral position is preferred, where the handlebars are roughly level with or slightly higher than the saddle.
- However, preferences may vary, and some riders may prefer a more aggressive or relaxed position. Experiment with different handlebar heights to find the one that suits you best.

3. Reach:

- Reach refers to the distance between the saddle and the handlebars. It affects your upper body position and comfort while riding.
- A proper reach allows for a comfortable grip on the handlebars without straining your back, neck, or shoulders.
- Adjusting the reach can be done by changing the stem length or handlebar position.

Determining the correct bicycle size for oneself involves considering factors such as height, inseam measurement, and the manufacturer's sizing charts. Here's a general guide:

1. Height:

- Use your height as a starting point to get an idea of the appropriate frame size.
- Different manufacturers may have slightly different sizing conventions, so it's essential to consult their specific sizing charts for accurate recommendations.

2. Inseam Measurement:

- Measure your inseam by standing barefoot and measuring from the ground to the highest point between your legs.
- Compare your inseam measurement to the manufacturer's sizing charts to get a better understanding of the appropriate frame size.

3. Test Ride and Professional Assistance:

- It's highly recommended to test ride different bicycles in various sizes to determine which one feels the most comfortable and suits your riding style.
- Consulting with a professional at a reputable bike shop can provide additional guidance and expertise in selecting the correct bicycle size.

Remember, bicycle sizing can vary between different types and brands of bicycles. It's crucial to consider your individual body proportions, riding preferences, and any specific needs or limitations you may have. Taking the time to find the right bicycle size will greatly contribute to your comfort, efficiency, and enjoyment while riding.

MODULE 1
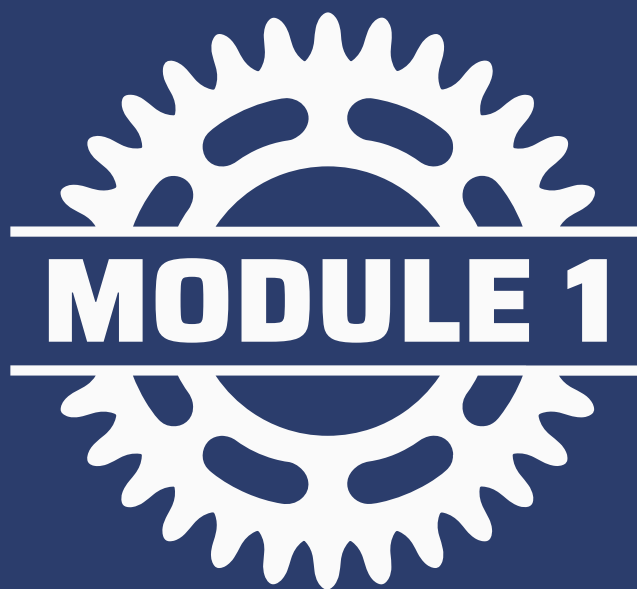
Fix & Ride Toolkit of Resources: implementation and assessment strategies.

V. Understanding the principles of bicycle maintenance, repairs and regular service (90 min)

V. Understanding the principles of bicycle maintenance, repairs and regular service (90 min)

Introduction (5 min)

- Welcome participants and introduce yourself.
- Briefly explain the purpose of the session: to equip European youth workers with the knowledge and skills necessary to understand bicycle maintenance, repairs, and regular service.
- Highlight the importance of this topic for their field work with marginalized youth, as bicycles can provide affordable and sustainable transportation options.

Part 1: Basics of Bicycle Maintenance (25 min)

- Explain the importance of regular maintenance for bicycle safety and performance.

- Discuss the essential tools needed for basic bicycle maintenance, such as wrenches, tire levers, and lubricants.

- Demonstrate how to perform routine maintenance tasks:

  - Checking tire pressure and inflating tires.
  - Lubricating the chain and other moving parts.
  - Inspecting brake pads and adjusting brakes if necessary.
  - Checking and tightening bolts and fasteners.

- Emphasize the need for periodic maintenance schedules and the benefits of preventive care.

Part 2: Bicycle Repairs (30 min)

- Explain the different types of bicycle repairs that youth workers may encounter in their field work.
- Demonstrate how to fix common repair issues, including:
- Repairing a punctured tire.
- Replacing a broken or worn-out chain.
- Fixing a loose or noisy bottom bracket.
- Adjusting gears for smooth shifting.
- Provide practical tips and techniques for performing repairs efficiently and effectively.
- Encourage participants to ask questions and share their own experiences with bicycle repairs.

Part 3: Regular Service and Safety Checks (30 min)

- Discuss the importance of regular service for maintaining bicycle safety.
- Explain the key elements of a comprehensive bicycle service, including:
- Cleaning and degreasing the drivetrain.
- Checking and adjusting wheel alignment and trueness.
- Inspecting and replacing worn-out brake pads and cables.
- Examining the condition of the frame, fork, and other components.
- Provide a checklist for conducting regular safety checks on bicycles.
- Highlight the significance of proper safety equipment, such as helmets and reflective gear.

Part 4: Integrating Bicycle Maintenance in Youth Work (10 min)

- Facilitate a discussion on how participants can integrate bicycle maintenance in their field work with marginalized youth.
- Brainstorm ideas for organizing workshops, training sessions, or community events focused on bicycle maintenance.
- Share success stories or case studies of organizations that have incorporated bicycle maintenance programs to empower marginalized youth.
- Encourage participants to share their own strategies and ideas for promoting bicycle maintenance and its benefits.

Conclusion (5 min)

- Recap the main points covered in the session: basics of bicycle maintenance, repairs, regular service, and integration into youth work.
- Emphasize the potential impact of equipping marginalized youth with bicycle maintenance skills and promoting sustainable transportation.
- Thank the participants for their active participation and willingness to learn.
- Provide additional resources, such as manuals, websites, or local organizations that can support their ongoing learning journey.

DETAILED SESSION WITH SCRIPTS:

Note:
Adjust the timing of each part as needed to ensure a balanced and engaging session. Encourage participant interaction, questions, and hands-on practice whenever possible to enhance the learning experience.

Note 2:
After each part you can add a "Questions and Discussion" round in this session to go even deeper into the subject, concrete the learning and explore more on the topic:

- Open the floor for questions and encourage participants to share their experiences and challenges related to the information mentioned.
- Address any concerns or doubts raised by participants.
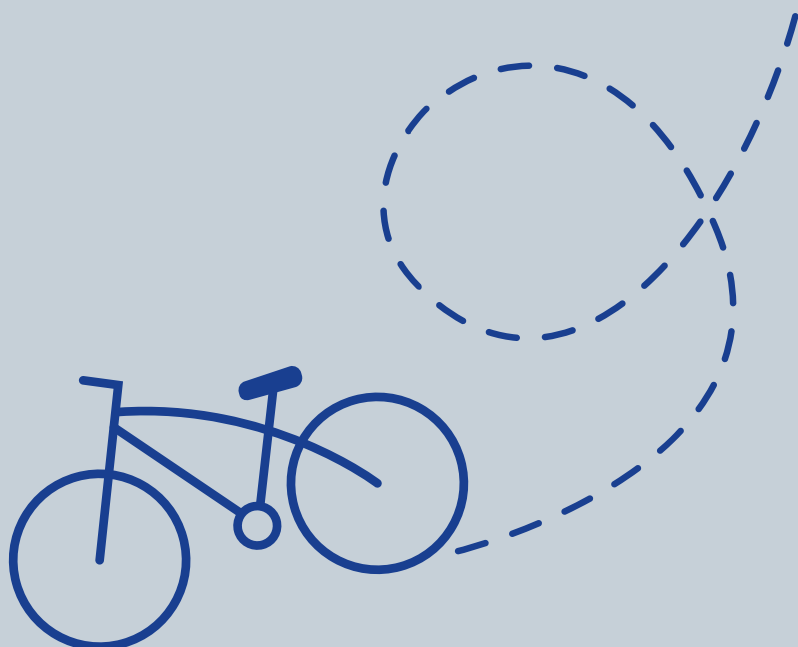
1. Introduction (5 min)

- Briefly explain the purpose of the session: to equip European youth workers with the knowledge and skills necessary to understand bicycle maintenance, repairs, and regular service.
- Highlight the importance of this topic for their field work with marginalized youth, as bicycles can provide affordable and sustainable transportation options.

Facilitator: Good morning/afternoon/evening, everyone! Welcome to this session on understanding the principles of bicycle maintenance, repairs, and regular service. I'm delighted to be here with all of you, and I want to thank you for joining us today. As European youth workers working with marginalized youth, you play a crucial role in empowering and supporting these individuals. One powerful way to do that is by equipping them with the knowledge and skills to maintain their bicycles. Bicycles offer affordable and sustainable transportation options, and by understanding maintenance, repairs, and regular service, we can ensure their safety and longevity. Over the next 90 minutes, we will explore the basics of bicycle maintenance, learn how to perform repairs, and discuss integrating this knowledge into your field work. I hope you're ready for an interactive and engaging session. So, let's dive in and discover the world of bicycle maintenance together!

Part 1 - Basics of Bicycle Maintenance (25 min)

1. Importance of Regular Maintenance (5 min)

- Discuss the significance of regular maintenance for bicycle safety and performance.
- Explain that regular maintenance helps prevent breakdowns, ensures smooth operation, and extends the lifespan of bicycles.
- Emphasize that by incorporating regular maintenance into their routines, marginalized youth can experience safer and more enjoyable rides.

2. Essential Tools for Basic Maintenance (5 min)

- Explain the importance of having the right tools to perform maintenance tasks effectively.
- Introduce participants to the essential tools needed for basic bicycle maintenance.
- Mention tools such as wrenches, tire levers, a pump, lubricants, and a basic toolkit.

3. Routine Maintenance Tasks (15 min)

- Demonstrate how to perform routine maintenance tasks step by step:

Virtual Tips and Tricks:

▶ <u>How to clean your bike</u>

▶ <u>Bike Maintenance</u>

a) Checking Tire Pressure and Inflating Tires:
- Explain the importance of maintaining the correct tire pressure for optimal performance.
- Show participants how to use a tire pressure gauge and pump to check and inflate tires to the recommended PSI.

b) Lubricating the Chain and Moving Parts:
- Explain the benefits of a well-lubricated chain and other moving parts for smooth operation.
- Demonstrate how to apply lubricant to the chain, derailleurs, and other pivot points.

c) Inspecting Brake Pads and Adjusting Brakes:
- Highlight the importance of properly functioning brakes for safety.
- Show participants how to inspect brake pads for wear and adjust brake calipers to ensure proper braking.

d) Checking and Tightening Bolts and Fasteners:

- Emphasize the importance of periodically checking and tightening bolts and fasteners to prevent loosening.
- Demonstrate how to use the appropriate tools to check the tightness of various components.

4. Periodic Maintenance Schedules (10 min)
   [insert appropriate infographic/ video link here]

Virtual Tips and Tricks:

▶ Bike Maintenance

- Explain the concept of periodic maintenance schedules for bicycles.
- Discuss the benefits of preventive care and the importance of setting regular intervals for maintenance tasks.
- Encourage participants to create maintenance schedules and educate marginalized youth about the significance of regular upkeep.

Part 2: Bicycle Repairs (30 min)

1. Types of Bicycle Repairs (10 min)

- Discuss the different types of repairs that youth workers may encounter in their field work.
- Mention common repair issues such as flat tires, chain problems, bottom bracket issues, and gear adjustments.

Virtual Tips and Tricks:

▶ How to change a bike tire (or fix a flat)?

▶ How to change bicycle gears?

▶ Fixing a flat tire

- Emphasize that by understanding these repairs, youth workers can effectively troubleshoot and fix bicycles.

2. Fixing a Punctured Tire (10 min)

- Demonstrate step-by-step how to repair a punctured tire:

Virtual Tips and Tricks:

▶ How to change a bike tire (or fix a flat)

▶ Fixing a flat tire

a) Remove the wheel and tire from the bicycle.
b) Identify the location of the puncture by submerging the tube in water or inflating it slightly.
c) Use tire levers to carefully remove the tire from the rim.
d) Patch the punctured area using a patch kit or replace the tube if necessary.
e) Reinstall the tire and tube, ensuring proper alignment and inflation.

3. Replacing a Broken or Worn-Out Chain (10 min)

- Show participants how to replace a broken or worn-out chain:

Virtual Tips and Tricks:

▶ How To Replace A Bicycle Chain

▶ Replacing A Bike Chain Is This Easy!

a) Remove the wheel and tire from the bicycle.
b) Identify the location of the puncture by submerging the tube
in water or inflating it slightly.
c) Use tire levers to carefully remove the tire from the rim.
d) Patch the punctured area using a patch kit or replace the tube
if necessary.
e) Reinstall the tire and tube, ensuring proper alignment and inflation.

3. Replacing a Broken or Worn-Out Chain (10 min)

- Show participants how to replace a broken or worn-out chain:

Virtual Tips and Tricks:

▶ How To Replace A Bicycle Chain

▶ Replacing A Bike Chain Is This Easy!

a) Use a chain tool to break the chain at the damaged link or remove
it entirely.
b) Install a new chain by threading it through the drivetrain,
ensuring proper length and alignment.
c) Connect the chain using a quick-link or a chain pin,
depending on the chain type.
d) Demonstrate how to properly tension the chain and test
its smooth operation.

4. Fixing a Loose or Noisy Bottom Bracket (10 min)

- Explain the concept of a bottom bracket and its role in bicycle performance **(check APPENDIX)**
- Demonstrate how to fix a loose or noisy bottom bracket:

Virtual Tips and Tricks:

▶ [How To Fix A Creaking Bottom Bracket Or Cranks](#)

▶ [How To Remove, Regrease And Replace Your Bottom Bracket](#)

a) Remove the crankset and bottom bracket cups using the appropriate tools.
b) Clean the bottom bracket shell and threads thoroughly.
c) Apply fresh grease and reinstall the bottom bracket, ensuring proper tightening.
d) Test the bottom bracket for smooth operation and eliminate any noise or play.

5. Adjusting Gears for Smooth Shifting (10 min)

- Discuss the importance of properly adjusted gears for efficient shifting.

- Demonstrate how to adjust gears step-by-step:

a) Use barrel adjusters or limit screws to fine-tune the shifting performance.
b) Explain how to align the derailleur with the gear cassette or chainrings.
c) Show participants how to ensure accurate indexing and smooth shifting.

Part 3: Regular Service and Safety Checks (30 min)

1. Importance of Regular Service (5 min)

- Highlight the significance of regular service for maintaining bicycle safety and performance.
- Discuss how regular service helps identify and address potential issues before they become major problems.
- Emphasize that regular service enhances the lifespan of bicycles and promotes a smooth and enjoyable riding experience.

2. Comprehensive Bicycle Service (15 min)

Virtual Tips and Tricks:

▶ ALL-IN-ONE Bike Maintenance Tutorial.
How To Service A Bicycle.

Explain the key elements of a comprehensive bicycle service that youth workers can perform:

a) Cleaning and Degreasing the Drivetrain:

- Demonstrate how to remove dirt, grime, and old lubricant from the chain, cassette, and chainrings using appropriate cleaning tools and solutions.

b) Checking and Adjusting Wheel Alignment and Trueness:

- Demonstrate how to use a wheel truing stand or frame as a reference to check wheel alignment and true any minor wobbles.

c) Inspecting and Replacing Worn-Out Brake Pads and Cables:

- Show participants how to assess brake pad wear and replace pads if necessary.
- Explain how to inspect brake cables for fraying or damage and replace them if needed.

d) Examining the Condition of the Frame, Fork, and Components:

- Highlight the importance of inspecting the frame, fork, and other components for cracks, rust, or signs of wear.

3. Regular Safety Checks (10 min)

- Provide a checklist for conducting regular safety checks on bicycles:

  **a) Check the tire condition and inflate them
  to the recommended pressure.
  b) Inspect the brakes for proper functioning and sufficient pad wear.
  c) Verify that all bolts and fasteners are tight and secure.
  d) Ensure the handlebars, stem, and seat post are properly
  adjusted and tightened.
  e) Test the lights, reflectors, and bell for functionality.
  f) Remind participants to encourage marginalized youth to wear helmets
  and reflective gear for enhanced safety.**

Virtual Tips and Tricks:

▶ [ABC Check](#)

▶ [M Check](#)

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4. Promoting Safety Equipment (5 min)

- Discuss the significance of proper safety equipment, such as helmets and reflective gear.
- Highlight the importance of educating marginalized youth about the benefits of using safety equipment consistently.
- Encourage participants to advocate for the availability and affordability of safety equipment within their organizations or communities.

Part 4: Integrating Bicycle Maintenance in Youth Work (10 min)

1. Importance of Bicycle Maintenance Skills (5 min)

- Highlight the importance of equipping marginalized youth with bicycle maintenance skills.

- Discuss how these skills promote self-reliance, empowerment, and a sense of accomplishment.

- Emphasize that by integrating bicycle maintenance into youth work, you can empower marginalized youth to take ownership of their bicycles and enhance their mobility options.

2. Developing Bicycle Maintenance Workshops (10 min)

Discuss the process of designing and implementing bicycle maintenance workshops for marginalized youth:

a) Identify the specific needs and goals of the youth you work with.
b) Plan workshop activities and topics based on their skill levels and interests.
c) Incorporate hands-on learning experiences, demonstrations, and group discussions.
d) Encourage peer learning and collaboration during the workshops.

3. Building Partnerships (10 min)

Highlight the benefits of building partnerships with local bicycle shops, community organizations, or cycling clubs:

a) Access to resources, expertise, and support for your bicycle maintenance initiatives.
b) Opportunities for joint workshops, mentorship programs or community events.
c) Potential sponsorship or donation of tools, equipment or bicycles.

4. Long-Term Support and Follow-up (10 min)

Discuss the importance of providing long-term support and follow-up for marginalized youth who learn bicycle maintenance:

a) Establish regular check-ins or follow-up sessions to reinforce skills and address any challenges.
b) Encourage youth to seek help or guidance whenever needed.
c) Explore opportunities for ongoing mentorship or advanced bicycle maintenance training.

5. Promoting Safe Cycling Practices (5 min)

Discuss the significance of promoting safe cycling practices alongside bicycle maintenance:

a) Educate marginalized youth on traffic rules, signaling, and defensive cycling techniques.
b) Encourage the use of safety equipment, such as helmets and reflective gear.
c) Advocate for safe cycling infrastructure and raise awareness about the rights and responsibilities of cyclists.

6. Evaluation and Impact Assessment (5 min)

Discuss the importance of evaluating the impact of your bicycle maintenance initiatives:

a) Gather feedback from marginalized youth and stakeholders involved in the workshops.
b) Assess the level of skill development, confidence, and self-reliance among the participants.
c) Use the evaluation results to improve and refine your future bicycle maintenance programs.

7. Conclusion and Closing Remarks (5 min)

- Summarize the key points discussed in the session, emphasizing the importance of bicycle maintenance in empowering marginalized youth.
- Thank the participants for their active engagement and dedication throughout the session.
- Encourage them to apply the knowledge and skills gained to their youth work and make a positive impact on the lives of marginalized individuals.

Materials needed:

flipchart/ whiteboard
markers - different colors
TV screen or projector for the videos

Virtual Tips and Tricks:

▶ ABC Check

▶ M Check

▶ How to change bicycle gears?

▶ Protecting your Bike from being Stolen

▶ Types of bike locks

▶ How to Dispose of your Bike

▶ How to clean your bike

▶ What are the main parts of a bicycle?

APPENDIX:

1. Bottom bracket and its role in bicycle performance.

The bottom bracket is a crucial component of a bicycle's drivetrain system. It is located at the bottom of the bicycle frame, where the crankset and pedals are attached. The primary role of the bottom bracket is to connect the crankset to the bicycle frame and allow the smooth rotation of the crankset, which powers the bicycle's forward motion.

The bottom bracket consists of several components, including bearings, bearing cups, and a spindle. The bearings provide a low-friction interface between the rotating spindle and the stationary frame, allowing the crankset to rotate smoothly. The bearing cups, typically made of metal, are threaded into the bicycle frame and hold the bearings in place.

The bottom bracket plays a critical role in transferring power from the rider's legs to the bicycle's drivetrain. It must withstand the forces generated during pedaling, including torque and lateral forces. A well-maintained and properly adjusted bottom bracket ensures efficient power transfer, smooth pedaling, and overall optimal bicycle performance.

Different types of bottom brackets exist, such as threaded bottom brackets (e.g., BSA or English thread) and press-fit bottom brackets (e.g., BB30, PF30). The choice of bottom bracket depends on the bicycle frame's design and compatibility with the crankset.

Regular maintenance and proper adjustment of the bottom bracket are essential to ensuring optimal performance and longevity. Over time, factors like dirt, moisture, and wear can affect the smooth operation of the bottom bracket. Therefore, periodic cleaning, lubrication, and inspection are necessary to prevent issues such as excess play, noise, or premature wear.

By understanding the concept of the bottom bracket and its role in bicycle performance, youth workers can diagnose and address bottom bracket-related issues, ensuring that marginalized youth have access to bikes that operate smoothly, efficiently, and safely.

2. The importance of properly adjusted gears for efficient shifting.

Properly adjusted gears are crucial for efficient shifting on a bicycle. Here are some key reasons why:

1. **Smoother Shifting:** When gears are properly adjusted, shifting between different gears becomes smooth and seamless. Each gear change should occur without any delay, hesitation, or excessive noise. Proper adjustment ensures that the chain moves smoothly from one gear to another, enhancing the overall riding experience.

2. **Optimal Power Transfer:** When gears are accurately adjusted, power transfer from the rider's legs to the drivetrain is maximized. The chain moves efficiently between the chainrings and cassette, allowing for the most effective use of energy during pedaling. Proper gear adjustment ensures that the rider can maintain a consistent cadence and generate the desired speed and power output.

3. **Reduced Chain Wear:** Inaccurate gear adjustment can lead to chain misalignment or rubbing against the derailleur or neighboring gears. This can cause unnecessary friction and wear on the chain, resulting in accelerated chain stretch, premature chain and cassette wear, and decreased drivetrain lifespan. Proper gear adjustment helps minimize excessive strain on the chain, promoting its longevity and reducing maintenance costs.

4. **Improved Climbing and Descending:** A well-adjusted gear system is especially important when tackling hills or descents. Properly adjusted gears provide the rider with a range of appropriate gear ratios, allowing for efficient pedaling while climbing or descending. This ensures that the rider can maintain an optimal cadence and find the right balance between power and speed for **different terrains.**

5. **Enhanced Rider Comfort:** When gears are accurately adjusted, the rider can easily find the appropriate gear ratio for their riding conditions and personal preference. This promotes comfort and reduces fatigue during longer rides or challenging terrain. Riders can effortlessly adapt to changes in terrain, headwinds, or varying riding speeds, enhancing their overall enjoyment and reducing the risk of overexertion.

Properly adjusted gears are essential for efficient and enjoyable riding experiences. It is important for youth workers to understand the significance of gear adjustment, as they can assist marginalized youth in maintaining their bicycles' gear systems. By ensuring proper gear adjustment, youth workers can help marginalized individuals have a smoother and more efficient riding experience, ultimately promoting their confidence, mobility, and enjoyment of cycling.

MODULE 1
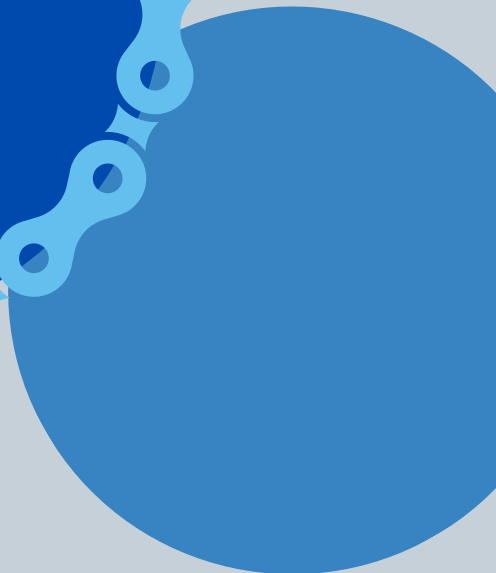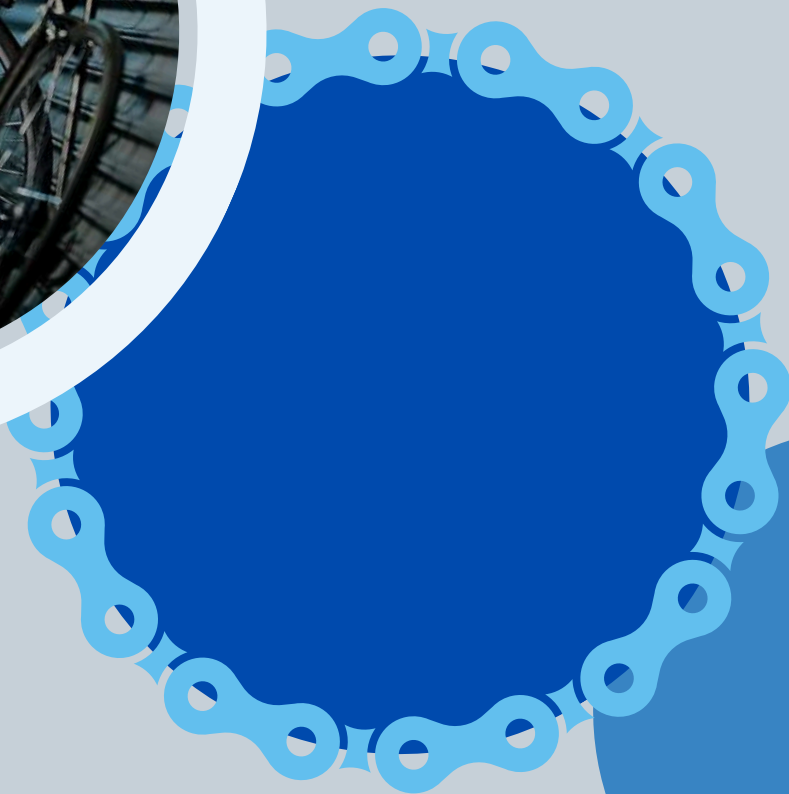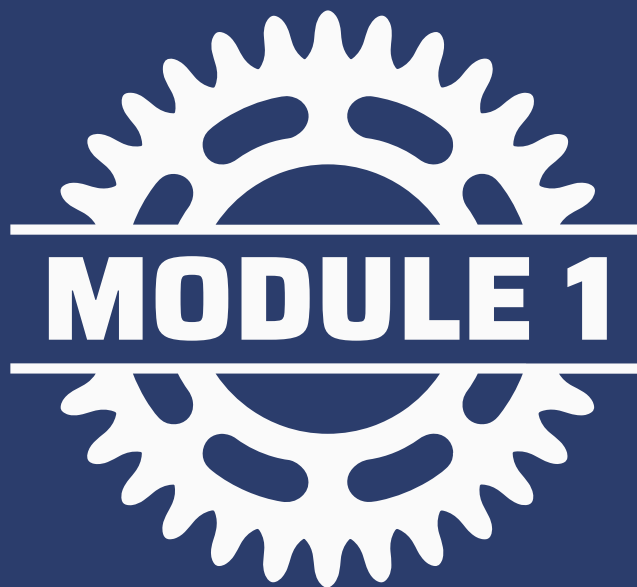
Fix & Ride Toolkit of Resources:
implementation and assessment strategies.

**VI. Traffic rules and regulations regarding
urban commuting with a bicycle (90 min)**

VI. Traffic rules and regulations regarding urban commuting with a bicycle (90 min)

Introduction

Part 1: Traffic Rules and Regulations (40 min)

1. Overview of traffic laws and regulations:

- Introduction to general traffic laws applicable to cyclists (5 minutes)
- Understanding the hierarchy of road users and their responsibilities (5 minutes)
- Differentiating between bike lanes, shared paths, and roadways (5 minutes)

2. Key traffic rules for cyclists:

- Traffic signaling: understanding hand signals and traffic lights (5 minutes)
- Right of way: yielding and priority rules (5 minutes)
- Overtaking and passing vehicles safely (5 minutes)
- Rules for riding in groups and formations (5 minutes)

3. Interactions with pedestrians and motorists:

- Navigating pedestrian crossings and zebra crossings (5 minutes)
- Safety considerations when sharing the road with motor vehicles (5 minutes)
- Dealing with intersections, roundabouts, and turning maneuvers (5 minutes)

Part 2: Practical Strategies for Safe Commuting (40 min)

1. Defensive cycling techniques:

- Maintaining visibility and positioning on the road (5 minutes)
- Anticipating and avoiding potential hazards (5 minutes)
- Communicating intentions effectively (5 minutes)

2. Cycling in different urban environments:

- Dealing with heavy traffic and congested areas (5 minutes)
- Adapting to urban infrastructure, including bike lanes and shared spaces (5 minutes)
- Navigating complex intersections and junctions (5 minutes)

3. Bicycle security and theft prevention:

- Locking techniques and selecting secure parking spots (5 minutes)
- Strategies for reducing the risk of bicycle theft (5 minutes)
- Reporting incidents and engaging with local authorities (5 minutes)

DETAILED SESSION WITH SCRIPTS:

Note 1:

The facilitator can use additional resources like traffic signs and visuals, case studies, and group discussions to enhance the session.

Note 2:

Remember to adapt the timing and delivery based on the dynamics of the session and the needs of the participants. Encourage interaction, engage participants in discussions, and provide real-life examples to enhance understanding and practical application of traffic rules and regulations for urban cycling safety.

Note 3:

After each part, you can add a "Questions and Discussion" round in this session to go even deeper into the subject, concrete the learning, and explore more on the topic:

- Open the floor for questions and encourage participants to share their experiences and challenges related to the information mentioned.
- Address any concerns or doubts raised by participants.

1. Introduction (5 min)

- Welcome participants and introduce the session topic (3 minutes)

- Emphasize the importance of understanding traffic rules and regulations for safe urban commuting (3 minutes)

Part 1: Traffic Rules and Regulations Regarding Urban Commuting with a Bicycle (40 min)

Virtual Tips and Tricks:

▶ [Hand Signals and Traffic Signs](#)

▶ [Behavior on the road](#)

1. Introduction to Traffic Rules and Regulations (5 min)

- Begin by highlighting the significance of understanding and adhering to traffic rules and regulations while cycling in urban environments

- Emphasize that following these rules not only ensures the safety of cyclists but also promotes harmonious coexistence with other road users

- Explain that being knowledgeable about traffic rules empowers marginalized youth to confidently navigate the streets and make informed decisions
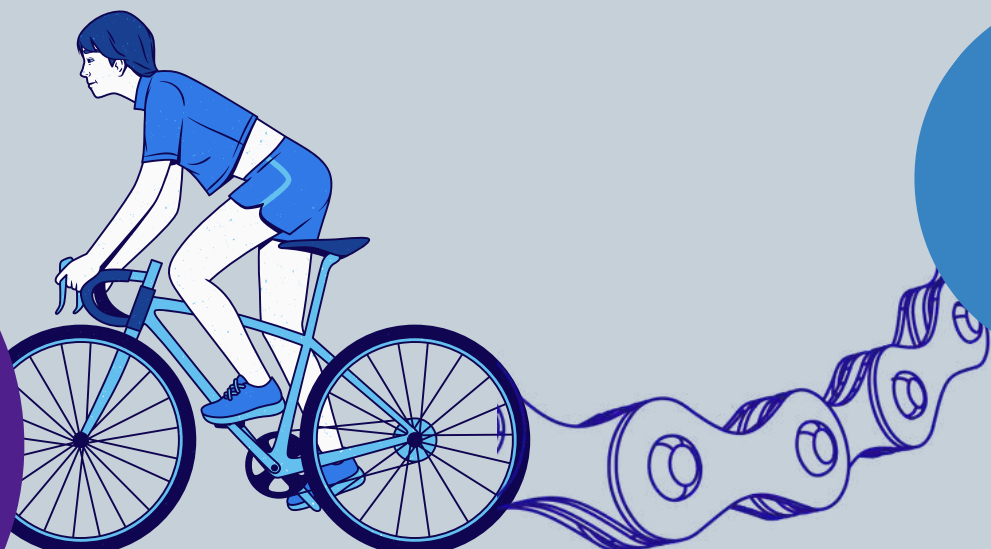
2. Basic Traffic Rules for Cyclists (15 min)

- Discuss the essential traffic rules that cyclists must follow, such as stopping at red lights and stop signs, yielding to pedestrians, and signaling turns **(see APPENDIX)**
- Explain the importance of obeying traffic signals, road signs, and pavement markings to maintain order and prevent accidents
- Highlight the significance of riding in the same direction as traffic, using designated bike lanes when available, and maintaining a safe distance from parked cars

3. Understanding Right-of-Way and Interactions with Other Road Users (15 min)

- Explain the concept of right-of-way and how it applies to various traffic situations encountered while cycling
- Discuss the interactions between cyclists, pedestrians, motorists, and other road users, emphasizing the need for mutual respect and cooperation
- Provide practical examples and scenarios to illustrate how to navigate complex traffic situations, such as intersections and roundabouts **(see APPENDIX)**

4. Resources and Support for Safe Cycling (5 min)

- Provide information on available resources and support systems that can help marginalized youth navigate urban cycling safely, such as local cycling organizations, community workshops, and online resources **(see APPENDIX)**
- Emphasize the importance of ongoing education, self-improvement, and staying updated on any changes in traffic rules and infrastructure

Wrap-Up (5 min)

- Recap the key points discussed in this part, highlighting the importance of understanding and following traffic rules and regulations for safe urban cycling
- Address any questions or concerns raised by the participants.

Part 2: Practical Strategies for Safe Commuting (40 min)

1. Introduction to Practical Strategies for Safe Commuting (5 min)

- Begin by emphasizing the importance of practical strategies for ensuring safe and enjoyable commuting experiences for marginalized youth
- Explain that these strategies will empower them to confidently navigate various challenges encountered during urban cycling
- Highlight that by implementing these strategies, they can enhance their safety, reduce risks, and promote a positive cycling culture in their communities

2. Route Planning and Navigation (15 min)

- Discuss the significance of route planning to identify safer and more bicycle-friendly routes. Explain the use of digital mapping tools and cycling-specific navigation apps to find bike lanes, shared paths, and quieter streets (5 minutes)
- Share tips on how to consider factors like traffic volume, road conditions, intersections, and potential hazards when choosing a route

3. Interacting with Motorists and Other Road Users (20 min)

- Provide guidance on how to establish visibility and communicate intentions effectively while sharing the road with motorists
- Discuss techniques for maintaining a safe distance from vehicles, avoiding blind spots, and anticipating their movements
- Highlight the importance of making eye contact with drivers, using hand signals, and asserting positioning on the road when necessary
- Address strategies for dealing with aggressive or inattentive motorists, such as staying calm, giving space, and reporting incidents if necessary

4. Navigating Intersections and Busy Areas (20 min)

- Discuss specific techniques for safely navigating intersections, including positioning, signaling, and yielding right-of-way
- Explain how to handle various types of intersections, such as roundabouts, traffic circles, and multi-lane junctions
- Share tips on how to navigate busy areas, such as downtown streets, bus lanes, and pedestrian-heavy zones
- Address potential challenges and offer strategies for crossing tram tracks, dealing with parked cars, and maneuvering through congested areas

5. Handling Inclement Weather and Low-Light Conditions (15 min)

- Provide guidance on how to ride safely in different weather conditions, such as rain, strong wind, or extreme temperatures (5 minutes).
- Discuss the importance of visibility in low-light conditions and recommend the use of reflective gear, lights, and bright-colored clothing (5 minutes).
- Share tips on how to adjust riding techniques and braking distances when faced with wet or slippery surfaces (5 minutes).

6. Defensive Cycling Techniques (15 min)

Explain the importance of defensive cycling techniques for marginalized youth to enhance their safety on the road.
Discuss maintaining visibility and positioning on the road, such as riding in a straight line and avoiding blind spots.
Highlight the significance of anticipating and avoiding potential hazards, such as opening car doors, potholes, or unpredictable pedestrians.
Emphasize the importance of communicating intentions effectively, using hand signals and eye contact with other road users.

7. Cycling in Different Urban Environments (15 min)

- Discuss the challenges of cycling in heavy traffic and congested areas and offer strategies for coping with these situations.
- Address the adaptation to urban infrastructure, including bike lanes, shared spaces, and roundabouts, and provide tips for navigating them safely.
- Share techniques for navigating complex intersections and junctions, such as being aware of traffic flow, right-of-way rules, and using visual cues.

8. Bicycle Security and Theft Prevention (15 min)

- Highlight the importance of bicycle security and theft prevention for marginalized youth to protect their valuable assets.
- Provide guidance on proper locking techniques, such as using a sturdy lock and securing both the frame and wheels.
- Discuss strategies for selecting secure parking spots, such as well-lit areas with high foot traffic and designated bike racks.
- Address the importance of reporting incidents of theft and engaging with local authorities or community organizations for support.

Wrap-Up (5 min)

- Recap the key points discussed in this part, highlighting the practical strategies for safe commuting in urban environments.
- Encourage participants to apply these strategies in their own cycling experiences and share them with the marginalized youth they work with.

Conclusion:

- Recap the key points discussed in the session
- Encourage participants to share their experiences and insights
- Emphasize the importance of promoting safe cycling practices among marginalized youth

Materials needed:

flipchart/whiteboard
markers - different colors
TV screen or projector for the videos
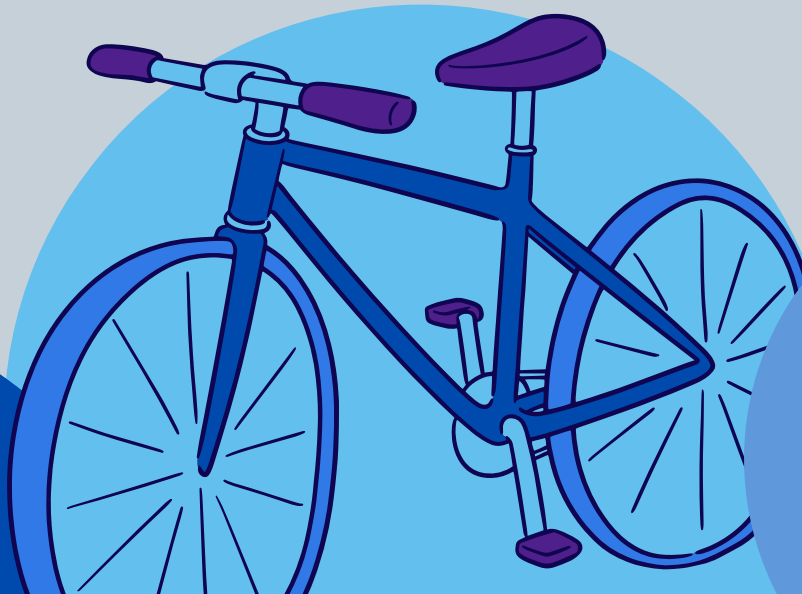
Virtual Tips and Tricks:

▶ <u>Hand Signals and Traffic Signs</u>

▶ <u>Behavior on the road</u>

▶ <u>Protecting your Bike from being Stolen</u>

▶ <u>Types of bike locks</u>

▶ <u>Cycling Safely - The Risks of Phones and Headphones</u>

▶ <u>Biking in the winter</u>

▶ <u>Long trip cycling</u>

▶ <u>Cycling with a child</u>

▶ <u>Learning to ride a bicycle</u>

APPENDIX

1.The essential traffic rules that cyclists must follow:

a. Stopping at Red Lights and Stop Signs:

- Emphasize the importance of obeying traffic signals and coming to a complete stop at red lights and stop signs
- Explain that cyclists should wait for their turn to proceed and not proceed until it is safe and the light or stop sign permits
- Highlight the need to be cautious even when the light turns green or when a stop sign is clear, as other vehicles or pedestrians may still be crossing
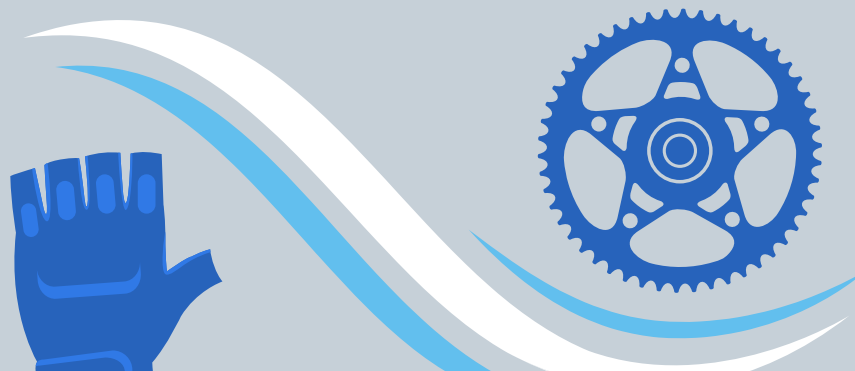
b. Yielding to Pedestrians:

- Discuss the importance of giving pedestrians the right of way in designated crosswalks or when crossing the road
- Encourage cyclists to slow down or stop when approaching pedestrians, especially in crowded areas
- Explain that yielding to pedestrians promotes safety and fosters positive interactions between cyclists and pedestrians

c. Signaling Turns:

- Emphasize the need for cyclists to use hand signals to indicate their intentions when turning or changing lanes
- Demonstrate the proper hand signals for left turns, right turns, and stopping, and explain when to use each signal
- Encourage participants to practice using hand signals and explain their benefits in terms of communication and safety.

d. Riding in the Same Direction as Traffic:

- Highlight the importance of cycling in the same direction as traffic flow to enhance visibility and predictability
- Explain that riding against traffic is dangerous and illegal, as it increases the risk of collisions
- Encourage participants to always stay on the right side of the road, following the flow of traffic

e. Using Bike Lanes and Shared Spaces:

- Discuss the role of bike lanes in providing a designated space for cyclists and the importance of using them when available
- Explain the need to be aware of shared spaces with pedestrians, such as sidewalks or mixed-use paths, and to yield to pedestrians in these areas
- Address the importance of being considerate and respectful to other road users, including motorists, pedestrians, and fellow cyclists.

2. Practical examples and scenarios to illustrate how to navigate complex traffic situations in Europe:

a. Scenario: Navigating a busy intersection:

- Example: A cyclist approaches a large intersection with multiple lanes and traffic lights.

Practical Tips:

- Emphasize the importance of positioning oneself correctly in the lane to be visible to other road users.
- Discuss the concept of "taking the lane" when necessary to assert one's position and ensure safety.
- Highlight the significance of obeying traffic signals, stopping at red lights, and yielding to oncoming traffic before making a turn.
- Encourage cyclists to make eye contact with drivers and pedestrians to ensure mutual awareness.

b. Scenario: Roundabout navigation:

- Example: A cyclist encounters a roundabout with multiple entry and exit points.

Practical Tips:

- Explain the concept of "taking the lane" when entering a roundabout to establish a clear path.
- Emphasize the need to yield to vehicles already in the roundabout and wait for a safe gap before entering.
- Discuss the importance of signaling intentions to exit the roundabout, using proper hand signals.
- Highlight the need to be cautious of larger vehicles, such as trucks and buses, which may require more space within the roundabout.

c. Scenario: Dealing with a shared bike lane and pedestrian crossings:

- Example: A cyclist encounters a bike lane that is shared with pedestrians and has multiple pedestrian crossings.

Practical Tips:

- Discuss the importance of being aware of pedestrians and yielding to them when necessary, especially at designated crossings.
- Encourage cyclists to adjust their speed according to the flow of pedestrian traffic to avoid conflicts and ensure safety.
- Highlight the significance of using hand signals or making eye contact with pedestrians to communicate intentions.
- Discuss the need to be cautious when opening car doors and other potential hazards along the bike lane.

Note:

Remember to encourage participants to share their own experiences and strategies for navigating complex traffic situations. By discussing practical scenarios and providing real-world examples, participants can better understand how to navigate intersections, roundabouts, and shared spaces safely and confidently in Europe.

3. Available resources and support systems that can help marginalized youth navigate urban cycling safely:

a. Cycling Education and Training Programs: Collaborating with local organizations or cycling advocacy groups to provide cycling education and training programs specifically tailored for marginalized youth. These programs can teach essential cycling skills, traffic rules, and safety practices, empowering them with the knowledge and confidence to navigate urban environments safely.

b. Mentorship and Peer Support: Pairing marginalized youth with experienced cyclists or mentors who can provide guidance and support. Mentors can share their expertise, offer practical tips, accompany them on cycling routes, and provide ongoing encouragement. Peer support groups can also be formed where marginalized youth can connect with others facing similar challenges and share experiences, tips, and advice.

c. Access to Affordable and Quality Bicycles and Safety Equipment: Collaborating with local bike shops, community organizations, or initiatives that provide affordable or subsidized bicycles and safety equipment to marginalized youth. This can help overcome financial barriers and ensure that they have access to reliable and well-maintained bicycles, helmets, lights, and other essential safety gear.

d. Advocacy for Cycling Infrastructure and Safety Measures: Working with local authorities and community stakeholders to advocate for improved cycling infrastructure, such as dedicated bike lanes, traffic calming measures, and safe crossings. Encouraging the implementation of measures like signage, road markings, and traffic calming measures can create a safer environment for marginalized youth to cycle in urban areas.

e. Awareness Campaigns and Outreach: Conducting awareness campaigns to promote safe cycling practices among marginalized youth and the broader community. These campaigns can include workshops, community events, and public outreach programs that emphasize the importance of road safety, sharing the road, and respecting cyclists as legitimate road users.

MODULE 1
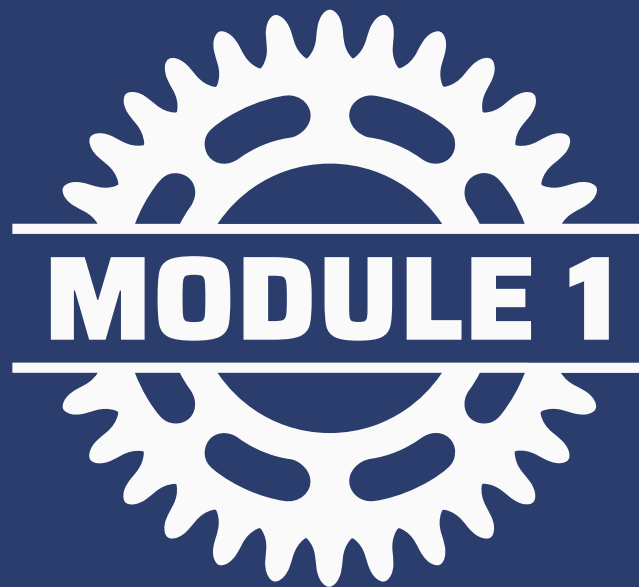
Fix & Ride Toolkit of Resources: implementation and assessment strategies.

VII. Usage of various learning tools and resources for disadvantaged youth (90 min)

VII. Usage of various learning tools and resources for disadvantaged youth **(90 min)**

Introduction. **(3 min)**

Part 1: Understanding Disadvantaged Youth and their Learning Needs (30 min)

1. Definition and characteristics of disadvantaged youth:

- Discuss the factors that contribute to youth disadvantage
- Understand the unique challenges and barriers they face in education and learning

2. Learning needs and preferences of disadvantaged youth:

- Recognize the importance of individualized approaches
- Identify different learning styles and preferences
- Consider cultural sensitivity and inclusivity in learning tools

3. Assessing the learning needs of disadvantaged youth:

- Effective methods for conducting needs assessments
- Engaging with youth to understand their interests and aspirations
- Collaborating with other professionals and organizations for holistic support

Part 2: Exploring Learning Tools and Resources (30 min)

1. Technology-based learning tools:

Introduce online platforms, educational apps, and digital resources
Discuss the benefits and challenges of technology integration
Provide examples of online resources targeting disadvantaged youth

2. Non-technology-based learning tools:

Highlight the importance of hands-on and experiential learning
Showcase creative and interactive learning activities
Discuss the utilization of arts, sports, and vocational training

3. Tailoring learning tools to the needs of disadvantaged youth:

Adaptation strategies for different learning styles and abilities
Promote inclusivity and accessibility in learning resources
Incorporate youth input and feedback in the development of tools

Conclusion:

Recap the key points discussed in the session
Encourage participants to share their experiences and insights
Emphasize the importance of utilizing a variety of learning tools and
resources to support disadvantaged youth.

Note:
The facilitator can incorporate group discussions, case studies,
and hands-on activities to make the session more interactive and engaging.
Remember to adapt the timing and delivery based on the dynamics
of the session and the needs of the participants. Encourage questions,
discussions, and sharing of experiences throughout the session to make
it interactive and beneficial for the participants.

DETAILED SESSION WITH SCRIPTS:

1. Introduction (5 min)

- Welcome participants and introduce the session topic
- Explain the importance of utilizing diverse learning tools and resources for effective engagement with disadvantaged youth

Part 1: Understanding Disadvantaged Youth and their Learning Needs (30 min)

Definition and characteristics of disadvantaged youth: (10 min)
- Discuss the factors that contribute to youth disadvantage, such as socioeconomic status, limited access to resources, discrimination, and adverse life circumstances.
- Explore the characteristics commonly associated with disadvantaged youth, including lower academic achievement, higher dropout rates, and reduced educational opportunities.
- Highlight the diversity within this population and the importance of understanding their individual circumstances and experiences.

Learning needs and preferences of disadvantaged youth: (10 min)

- Recognize the importance of individualized approaches in meeting the learning needs of disadvantaged youth.
- Identify different learning styles and preferences and how they can influence the effectiveness of educational interventions.
- Discuss the significance of cultural sensitivity and inclusivity in developing learning tools and resources that resonate with the diverse backgrounds and experiences of disadvantaged youth.
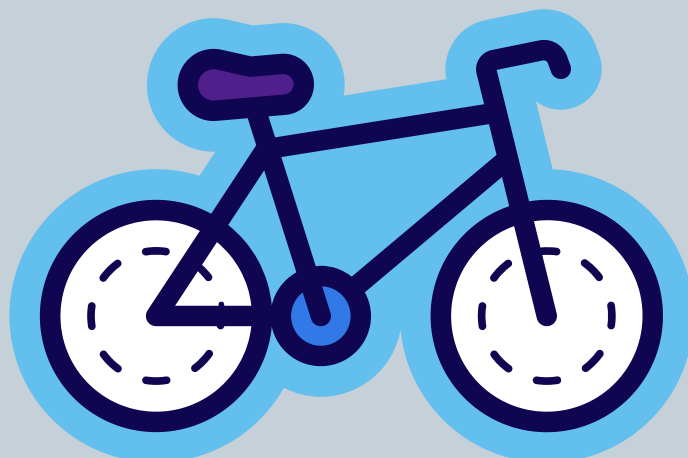
Assessing the learning needs of disadvantaged youth: (10 min)

- Explore effective methods for conducting needs assessments, such as surveys, interviews, and focus groups, to gain insights into the specific challenges and aspirations of disadvantaged youth.
- Discuss the importance of engaging directly with youth to understand their interests, strengths, and areas where they require support.
- Highlight the value of collaborating with other professionals, community organizations, and stakeholders to provide holistic support that addresses the multiple dimensions of youth disadvantage.

Part 2: Exploring Learning Tools and Resources (40 min)

1. Technology-based learning tools: (15 min)

- Introduce online platforms, educational apps, and digital resources that can enhance the learning experience for disadvantaged youth.
- Discuss the benefits of technology integration, such as increased access to information, interactive learning opportunities, and personalized learning experiences.
- Address the challenges associated with technology-based tools, including limited access to devices or internet connectivity, and the importance of considering equity and inclusivity.
- Provide examples of online resources specifically designed to support the educational needs of disadvantaged youth, such as educational websites, interactive learning platforms, and online tutorials.
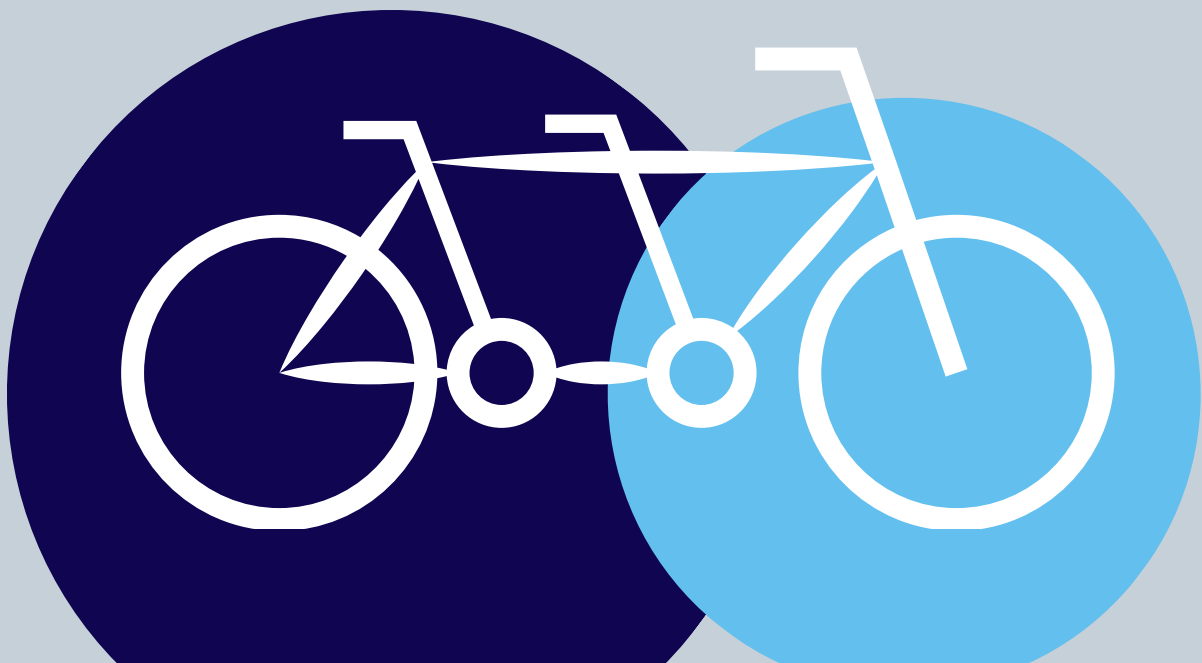
2. Non-technology-based learning tools: **(15 min)**

- Highlight the importance of hands-on and experiential learning approaches for disadvantaged youth.
- Showcase creative and interactive learning activities that engage different senses and promote active participation.
- Discuss the utilization of arts, sports, and vocational training as valuable learning tools that can enhance motivation, skill development, and confidence in marginalized youth.
- Share specific examples of non-technology-based resources and activities that have proven effective in engaging disadvantaged youth, such as project-based learning, community-based initiatives, and mentorship programs.

3. Tailoring learning tools to the needs of disadvantaged youth: **(15 min)**

- Discuss adaptation strategies for different learning styles and abilities to ensure that learning tools are inclusive and meet the diverse needs of disadvantaged youth.
- Emphasize the importance of promoting inclusivity and accessibility in the design and delivery of learning resources, considering factors such as language, cultural sensitivity, and physical or cognitive disabilities.
- Encourage the incorporation of youth input and feedback in the development of learning tools to ensure that their needs and preferences are taken into account.
- Highlight the value of ongoing evaluation and refinement of learning tools to ensure their effectiveness and relevance in supporting the educational journey of disadvantaged youth.

Conclusion:

- Recap the key points discussed in the session, emphasizing the importance of exploring and utilizing diverse learning tools and resources for disadvantaged youth.
- Encourage participants to apply the knowledge gained in their work with marginalized youth, striving to provide engaging, inclusive, and effective learning experiences.
- Conclude the session by expressing appreciation for the participants' commitment to supporting marginalized youth and their willingness to explore innovative approaches to education.

Materials needed:
flipchart/whiteboard
markers - different colors
TV screen or projector for the videos

Virtual Tips and Tricks:

▶ Self-assessment of cycling skills

▶ Registration Number and Insurance

▶ 10 tips for buying a second-hand bike

I. Useful online platforms, educational apps, and digital resources that can enhance the learning experience for disadvantaged youth:

1.Khan Academy (www.khanacademy.org):
A non-profit organization offering a wide range of free online courses, practice exercises, and instructional videos covering various subjects, including math, science, humanities, and test preparation.
Coursera for Refugees (www.coursera.org/forrefugees): Coursera, in collaboration with organizations supporting refugees, offers free access to their online courses, allowing disadvantaged youth to access high-quality education in a variety of subjects from leading universities and institutions.

2.TED-Ed (ed.ted.com):
TED-Ed provides a collection of educational videos, lessons, and interactive quizzes on various topics. It offers an engaging and accessible platform for disadvantaged youth to explore diverse subjects and expand their knowledge.

3.Duolingo (www.duolingo.com):
A language-learning app that offers interactive lessons and exercises in multiple languages. It provides an effective and gamified approach to language acquisition, making it accessible and engaging for disadvantaged youth.

4.Codecademy (www.codecademy.com):
An interactive platform that offers coding courses and tutorials for beginners. It provides a hands-on learning experience for disadvantaged youth interested in developing coding and programming skills.

5.OpenLearn (www.open.edu/openlearn):
OpenLearn is a free learning platform provided by The Open University. It offers a wide range of courses, educational resources, and interactive content in various subjects, allowing disadvantaged youth to access quality education at their own pace.

6.Scratch (scratch.mit.edu): Scratch is a programming language and online community that enables disadvantaged youth to create interactive stories, games, and animations. It fosters creativity, problem-solving, and computational thinking skills.

7. Worldreader (www.worldreader.org): Worldreader is a non-profit organization that provides access to a vast collection of digital books and educational resources to disadvantaged youth worldwide. The platform supports literacy development and promotes a love for reading.

8. Google Arts & Culture (artsandculture.google.com): This platform allows disadvantaged youth to explore thousands of artworks, cultural artifacts, and historical sites through virtual tours, exhibits, and interactive features. It provides an immersive learning experience in the arts and culture.

9.Elevate (www.elevateapp.com): Elevate is a brain-training app that offers personalized games and exercises to improve cognitive skills, such as memory, focus, and problem-solving. It can help disadvantaged youth enhance their cognitive abilities and academic performance.

These platforms, apps, and resources provide valuable opportunities for disadvantaged youth to access education, develop new skills, and explore diverse subjects. They can be utilized by youth workers and educators to enhance the learning experiences of marginalized youth.
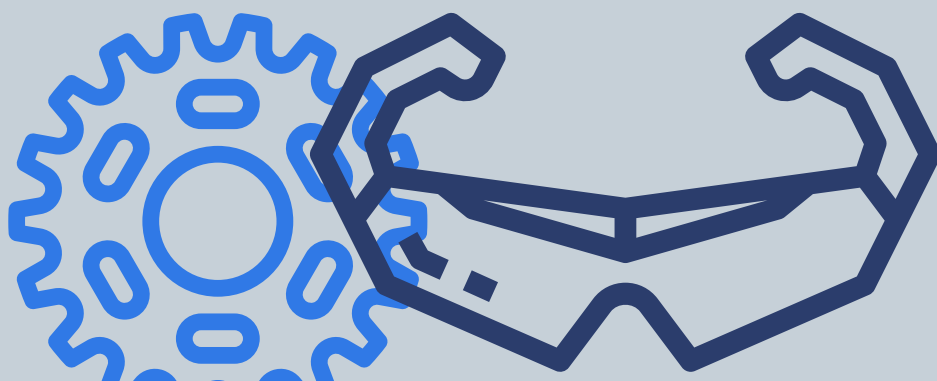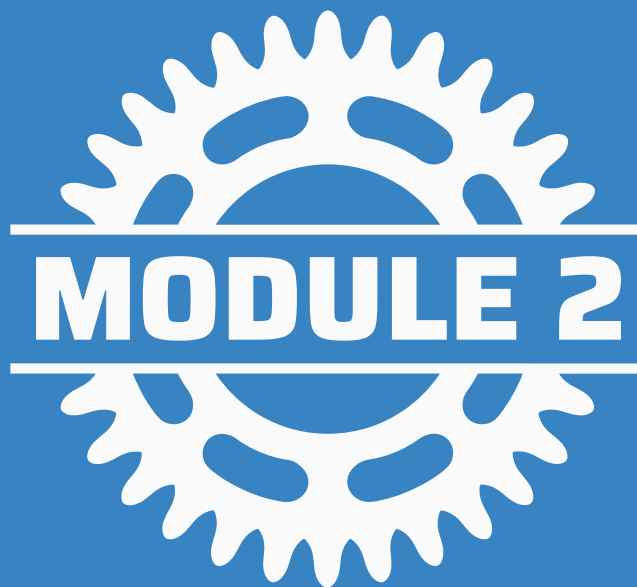
MODULE 2

Communication, cultural background, and gender: why do they play a role?

I. Understanding the target group and their needs:

MODULE 2: Communication, cultural background, and gender: why do they play a role?

I. Understanding the target group and their needs:

- analysis of the target group and the environment;
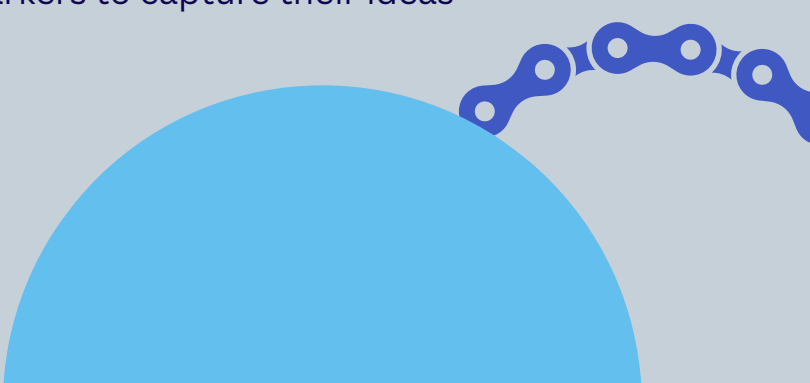- the need for more women-oriented classes

II. Communication strategy while working on youth mobility with marginalized groups **(90 mins)**

III. Communication channels applied with young migrants, refugees,
and marginalized young people **(120 mins)**

IV. Instructions for youth workers on how to apply a proper communication strategy in bicycle commuting programs **(90 mins)**

I. Understanding the target group and their needs **(60 min)**

The facilitator provides an overview of the target group
(e.g., young people, migrants, refugees, marginalized groups) and their needs. Then, the facilitator leads a brainstorming session to explore the challenges and opportunities of working with the target group.

- The purpose of the activity is to develop empathy and cultural awareness Participants will gain knowledge of the needs and challenges faced by the target group.
  They will also learn the skill of brainstorming and capturing ideas.
- Materials: flip chart paper and markers to capture their ideas and insights.

**DETAILED SESSION WITH SCRIPTS:**

Facilitator:
Hello everyone, and welcome to our session on understanding the target group and their needs. Today, we'll be exploring the unique challenges and opportunities of working with our target group, and we'll aim to develop empathy and cultural awareness along the way.

Purpose:

- The purpose of this activity is to delve into the characteristics and needs of our target group to better understand how to support them effectively.
- Through brainstorming and sharing insights, we aim to foster empathy and cultural awareness among participants.
- We'll use flipchart paper and markers to capture our ideas and insights visually.

Advice for Participants:

- Please feel free to share your personal experiences and insights during the session.
- Let's maintain a respectful attitude towards each other's views and experiences.
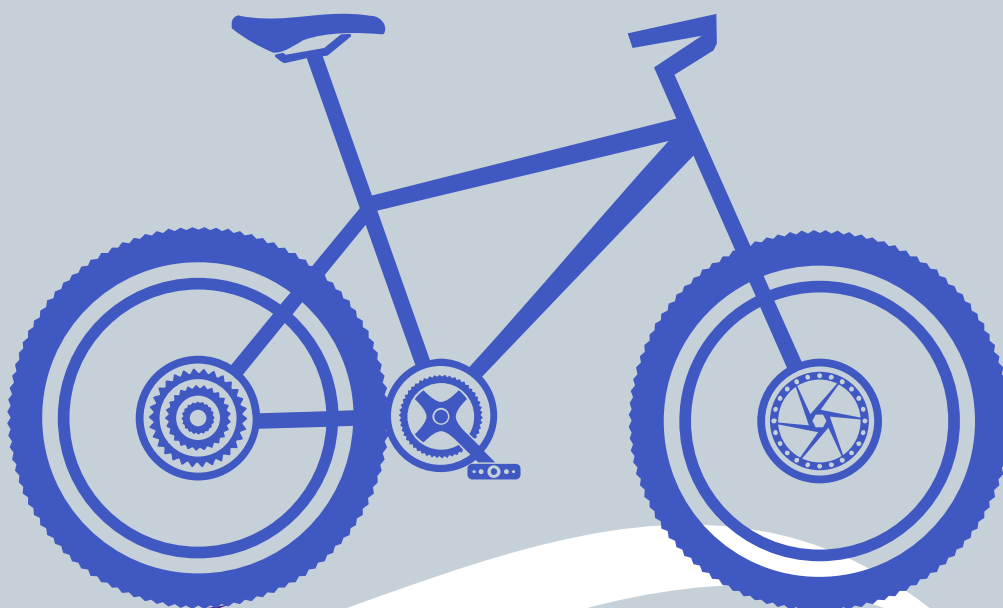
Overview of the Target Group: Icebraker Activity: "Group Mapping" (10 minutes):

To kick things off, let's create a visual representation of our target group and their environment. Grab a large sheet of paper and some markers.
In small groups, draw a map that depicts the characteristics, challenges, and opportunities of the target group and their surroundings.
Feel free to get creative and use symbols, colors, and labels to represent different aspects. We'll reconvene to share and discuss our group maps.

Facilitator: Let's begin by providing an overview of our target group.
Our target group consists of [describe the target group - e.g., young people, migrants, refugees, marginalized groups]. They face unique challenges and have specific needs that require attention and support.
Now, let's move on to discuss these challenges and needs in more detail.

Brainstorming Session (15 minutes):

Facilitator: Now, I'll open the floor for a brainstorming session. Please feel free to share any challenges or opportunities you perceive when working with our target group. Remember, there are no wrong answers, and every insight is valuable. Let's use the flipchart paper and markers to capture our ideas.

- What are the primary challenges faced by our target group?
- What resources or support systems are available to them in their environment?
- How do societal norms and cultural factors influence their access to education and opportunities?

(Participants engage in brainstorming, sharing their insights and experiences. The facilitator encourages active participation and ensures everyone has an opportunity to contribute.)

Interactive Discussion: "Identifying Gender-specific Needs" (10 minutes)

In many educational settings, women often have unique needs and preferences that may differ from those of men. Let's explore these gender-specific needs together. In small groups, brainstorm and discuss:

- What are some challenges or barriers that women in our target group may encounter in accessing education?
- How can we create a more inclusive and supportive learning environment for women?
- What specific topics or approaches could be incorporated into women-oriented classes to address their needs effectively?

After the group discussions, we'll regroup to share our findings and insights.

Storytelling Exercise: "Empathy Stories" (15 minutes)

Storytelling is a powerful tool for understanding and empathizing with others' experiences. In pairs, take turns sharing a personal story or anecdote that illustrates a challenge or barrier faced by women in our target group. Focus on expressing emotions, thoughts, and perspectives. Then, switch roles and listen attentively to your partner's story. Afterward, reflect on how storytelling can help us connect with the experiences of others and inform our educational interventions.

Brainstorming Solutions and Strategies (15 minutes)

Now that we've gained insights into the needs of our target group,
let's brainstorm potential solutions and strategies to address them.
In small groups, generate ideas for women-oriented classes or educational
interventions that cater to the specific needs identified earlier.
Consider factors such as curriculum content, teaching methodologies,
and support systems. We'll come together to share our innovative solutions
and discuss their feasibility and potential impact.

Reflection and Discussion (5 minutes):

Facilitator: Thank you all for your insightful contributions. Now, let's take
a moment to reflect on what we've discussed.
What stood out to you the most during our brainstorming session?
Does anyone have any additional thoughts or reflections they'd like
to share?

(Encourage participants to reflect on the insights shared during
the brainstorming session and to discuss any key takeaways
or observations.)
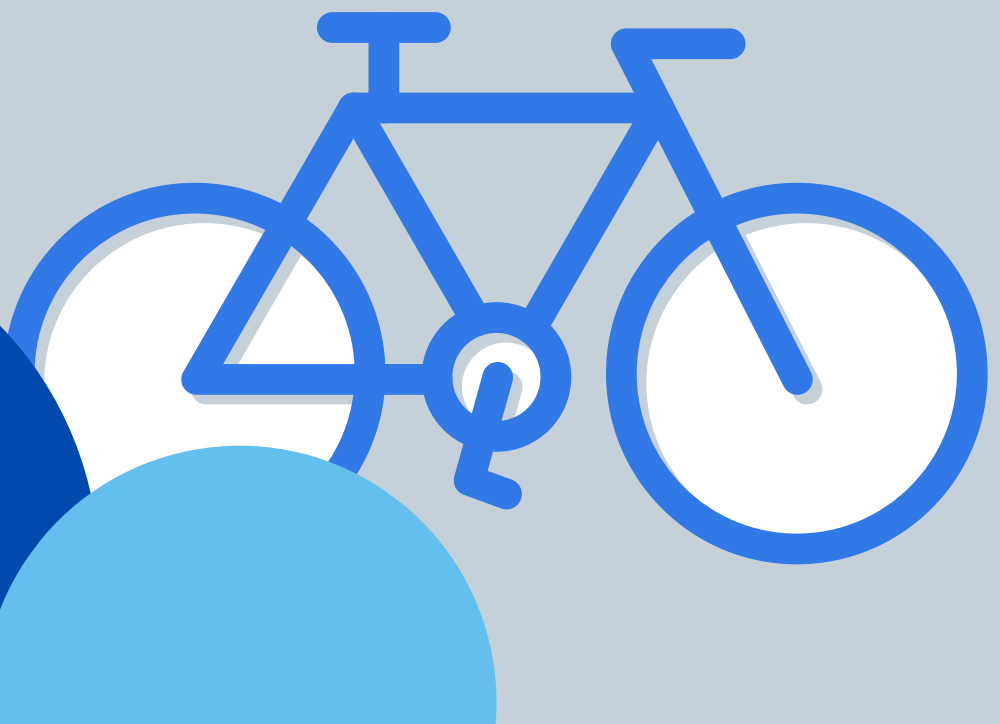
Key Learnings and Wrap-Up (5 minutes):

Facilitator: As we wrap up, let's summarize some of the key learnings from our session today. We've gained a deeper understanding of the needs and challenges faced by our target group, which will inform our approach in supporting them effectively. Additionally, we've developed empathy and cultural awareness, which are essential qualities for working with diverse populations. Thank you all for your active participation and valuable insights.

(Recap the main points discussed during the session and express gratitude to the participants for their contributions.)

That concludes our session on understanding the target group and their needs. Thank you all for your participation, and I look forward to continuing our exploration in future sessions.

Feel free to adapt and customize this script according to your specific audience and context.

Tips and Tricks:

- The facilitator should encourage participants to share their personal experiences and insights while keeping a respectful attitude towards others' views.
- Include as many dynamic elements, physical movement or swift energisers to freshen up participants' energy level, as the session is very static.

MODULE 2
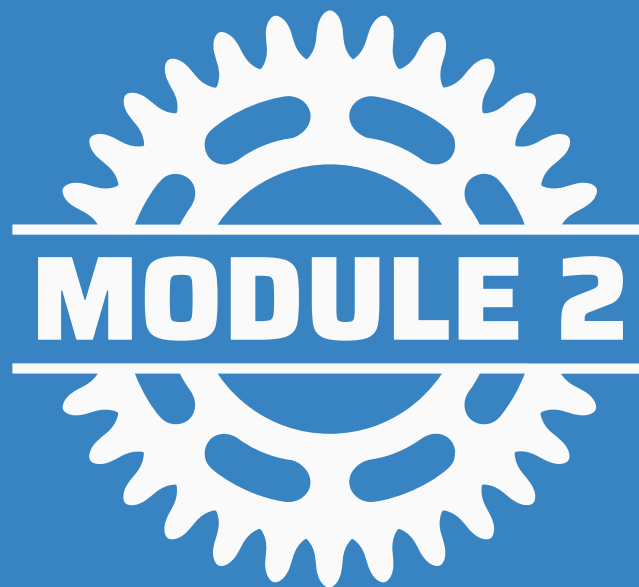
Communication, cultural background, and gender: why do they play a role?

II. Communication strategy while working on youth mobility with marginalized groups: (90 min)

II. Communication strategy while working on youth mobility with marginalized groups: (90 min)

- Purpose of the activity: to establish a common understanding of the topic.
- Materials: small ball; flip chart paper and markers

## DETAILED SESSION WITH SCRIPTS:

Introduction (5 minutes)

Welcome, everyone, to our session on communication strategy for youth mobility with marginalized groups. Today, we'll explore effective ways to communicate and engage with marginalized youth to promote mobility and empowerment. Before we dive in, let's take a moment to introduce ourselves and share one communication challenge we've encountered in our work.

Icebreaker Activity: "Word Association" (5 minutes)

Let's kick off with a word association game related to communication. I'll start first. I will say a word, and whoever receives the ball will quickly respond with the first word that comes to mind. Then he/ she will say a word and pass the ball to somebody else.

We'll keep it fast-paced and see how many associations we can make in a short time. This exercise will help us tap into our creativity and get our communication gears turning.
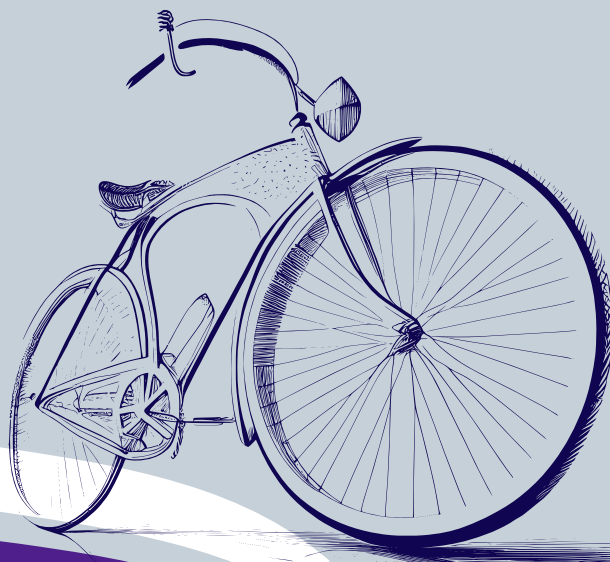
Understanding Marginalized Youth (10 minutes)

To effectively communicate with marginalized youth, we must first understand their perspectives, challenges, and aspirations.
In small groups, discuss the following questions:

- What are some common barriers to communication faced by marginalized youth?
- How do societal factors such as stigma, discrimination, and socioeconomic status impact their ability to access information and services?
- What communication strategies have you found to be effective in engaging marginalized youth?

After the group discussions, we'll reconvene to share insights and observations.

Interactive activity: "In the others' shoes" (45 minutes)

Everybody stands up freely in the room. Each participant is given a role which is written on a sticky note and attached to a string. Participants put these roles on their foreheads and are not allowed to see what their role is. The note must be seen by all other participants. The facilitator says that from now on, people are the roles they wear, and the others should treat them as their role is and be completely honest.

In the first stage of the activity, participants go around the space and communicate with each other in whatever way they wish. They can greet each other, say something to each other, but they should not in any case give away the roles. Then the facilitator starts to give the guidelines everyone should go to the person who meets these guidelines. (Sociometry is done in a group (approach the other and show your attitude towards him/her, the emotions that fill you, when you meet this "role").
It is very important to emphasize that the participants are from now on the ROLES, not themselves, and invite everybody to be as authentic and honest as possible.

Possible roles:

single mother with two children, gypsy child with dirty clothes, homeless person, 17-year-old orphan girl, homeless man, young attractive woman married to an elderly millionaire, man in a wheelchair, schizophrenic, prostitute, drug addict with a conviction for assault and robbery, successful entrepreneur, politician, rape victim, skinhead, con man, famous actor.

Facilitator Guidelines:

- Go to the people for whom you feel the most empathy and express your sympathy for them.
- Go to the people who disgust you the most and express your disgust.
- Go to the people you trust the most and tell them why you trust them.
- Go to the people you most admire and express your admiration.
- Go to the people you most fear and tell them why.
- Go to the people you consider less worthy than you and tell them why.
- Go to the people you are most prepared to sacrifice if the survival of the whole group depends on it, and tell them why.
- Go to the people whose details of their lives you would like to know more about. What one question would you ask each one?
- Go to the person whose life you would save if you only had a chance to save one person, and tell them why.
- Go to the people who have made the most mistakes in their lives and express your attitude toward them.
- Go to the people you most want to influence if you had the chance, and tell them what you would change.

Ask the group for other terms. After a while, end this part of the activity and ask participants one by one to guess which role they were in.
They can see the paper, but still remain in the role.

Sociometry in line:

Participants using their roles that they already know from the role-play activity line up shoulder to shoulder. The facilitator says a statement, if that statement applies to the role then the person steps forward, if it doesn't the person stays where they are. At the end, the group can see who is ahead and discuss it.

Assertions:

- Step forward if you feel safe.
- Step forward if you feel accepted by others.
- Step forward if you feel loved by your family.
- Step forward if you feel you have control over your life.
- Take a step forward if you feel the statement is true: the world is a wonderful place.
- Take a step forward if you feel that life is fair.
- Take a step forward if you are not worried about tomorrow.
- Step forward if you see meaning in your life.
- Take a step forward if you have self-respect.
- Take a step forward if you have never considered suicide.
- Take a step forward if you feel someone cares about you.
- Take a step forward if you have faith in people.
- Step forward if you believe tomorrow will be better than today.
- Step forward if you believe you deserve to be happy.
- Take a step forward if you don't regret your choices in life.
- Take a step forward if you don't hate yourself.
- Take a step forward if you believe you have value and are not less than others.
- Take a step forward if you do not feel anger because you have been hurt.

After this part of the activity, ask participants to take off the paper and make a huge step to get out of the role or shake their body. It is very important to come back to their real selves and ground.
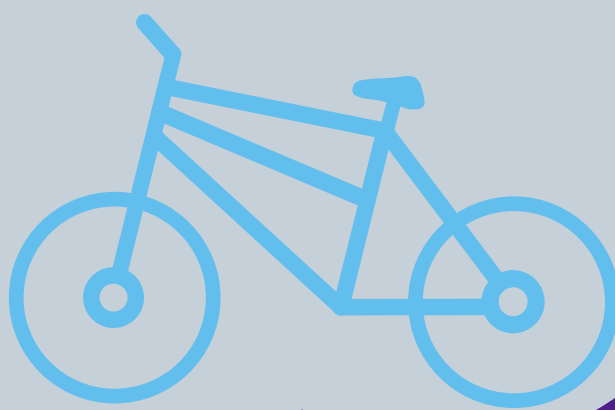
Reflection:

- *How did you feel in another person's skin ?*
- *How did the reaction of those around you affect you?*
- *What prejudices did you have towards the roles?*
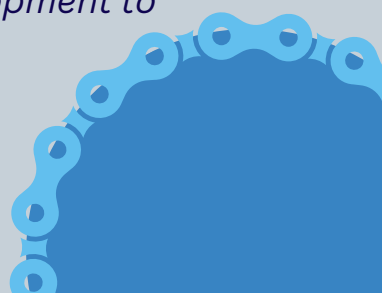- *How did the first part of the activity manifest in the real world?*

**Brainstorming Communication Strategies (15 minutes)**

Now that we've explored the experiences and perspectives of marginalized youth, let's brainstorm communication strategies to effectively engage with them. In small groups, generate ideas for creative and inclusive communication approaches tailored to the needs of marginalized youth. Consider platforms, channels, messaging, and outreach methods.
We'll come together to share our innovative strategies and insights.

Conclusion:

Thank you all for your active participation and insightful contributions to our discussion on communication strategy for youth mobility with marginalized groups. By understanding their perspectives and employing empathetic communication approaches, we can create meaningful connections and empower marginalized youth to thrive. Let's continue to champion inclusive communication in our work and make a positive impact in the lives of young people.

Tips and Tricks:

- *Foster an inclusive and supportive atmosphere where all voices are heard and valued.*
- *Encourage active participation through engaging activities and opportunities for discussion.*
- *Be sensitive to cultural differences and language barriers when discussing communication preferences, especially in the simulation activity.*
- *Be flexible and adaptable to the needs and preferences of the group.*
- *Facilitate collaborative brainstorming and strategy development to ensure diverse perspectives are considered.*

MODULE 2
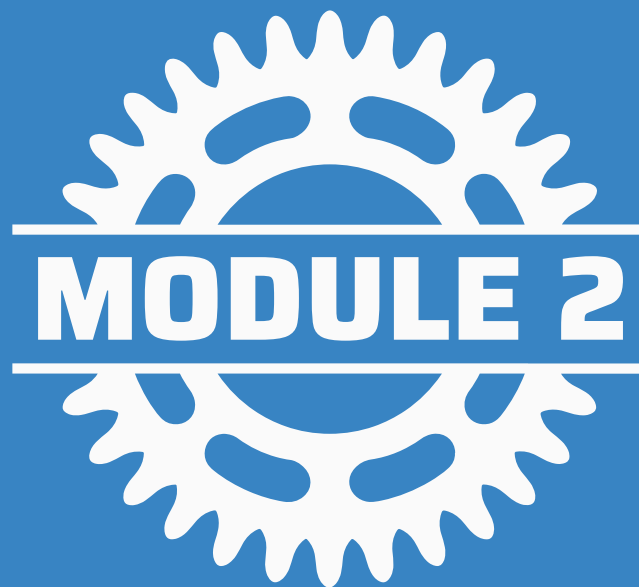
Communication, cultural background, and gender: why do they play a role?

III. Communication channels applied with young migrants, refugees, and marginalized young people (90 min)

III. Communication channels applied with young migrants, refugees, and marginalized young people (120 mins)

DETAILED SESSION WITH SCRIPTS:

Introduction (5 minutes)

Welcome, everyone, to our session on communication channels for young migrants, refugees, and marginalized young people. Today, we'll explore various ways to effectively communicate with these groups, considering their unique needs and circumstances. Before we begin, let's take a moment to introduce ourselves and share one communication channel we've found effective in our work.

Icebreaker Activity: "Channel Charades" (15 minutes)

The facilitator has prepared different flashcards with the number of participants or has written on a flipchart some of the following (you can add more by your preference) communication channels:

1. Verbal Channels:

- Face-to-face conversations
- Telephone calls
- Video calls
- Meetings

2. Written Channels:

- Emails
- Letters
- Memos
- Reports
- Text messages
- Chat messages

3. Digital Channels:

- Socialmedia platforms (e.g., Facebook, Twitter, Instagram)
- Websites
- Blogs
- Online forums
- Instant messaging apps (e.g., WhatsApp, Telegram)

4. Visual Channels:

- Infographics
- Presentations
- Videos
- Photos
- Graphics

5. Non-verbal Channels:

- Body language
- Facial expressions
- Gestures
- Posture

7. Interactive Channels:

- Webinars
- Workshops
- Group discussions
- Live streams

6. Audio Channels:

- Podcasts
- Voice messages
- Audio recordings

8. Print Channels:

- Newspapers
- Magazines
- Brochures
- Flyers
- Posters

Let's kick off with a fun game of Channel Charades! In this game, participants will take turns acting out different communication channels (e.g., social media, face-to-face, text messaging) while others guess the channel being portrayed. This activity will help us get energized and set the stage for our discussion on communication channels.

Understanding the Audience **(15 minutes)**

To effectively communicate with young migrants, refugees,
and marginalized youth, we must first understand their preferences, access
to technology, and cultural backgrounds. In small groups,
discuss the following questions:

- What communication channels do young migrants, refugees,
  and marginalized youth commonly use in their daily lives?
- What communication channels can be utilized to reach young migrants,
  refugees, and marginalized youth?
- How does access to technology impact their communication
  preferences and habits?
- Are there any cultural considerations or language barriers
  that we should be mindful of when communicating with this audience?

After the group discussions, we'll reconvene to share insights
and observations.

Storytelling Exercise: "Digital Storytelling Workshop"
(30 minutes work + 15 minutes presentation and feedback)

Storytelling is a powerful way to engage and connect with young audiences.
In pairs or small groups, participants will create a digital story using their
preferred communication channel (e.g., social media, video, podcast).
Each group will select a relevant topic or theme and craft a compelling
narrative that resonates with young migrants, refugees, or marginalized youth.
Provide time for groups to work collaboratively, present and share their digital
stories afterward.

Interactive Reflection Session (10 minutes):

Using a small ball, hand a participant the turn to share or use "the popcorn
style" for the debriefing.
As we wrap up our session, let's take a moment for interactive reflection.
Discuss one key takeaway or insight you gained from today's discussion
on communication channels. How will you apply this insight to your work
with young migrants, refugees, or marginalized youth?

Tips and Tricks:

- Foster an inclusive and supportive atmosphere where all voices are heard and valued.
- Encourage active participation through engaging activities and opportunities for discussion.
- Be sensitive to cultural differences and language barriers when discussing communication preferences.
- Provide opportunities for practical application, such as the digital storytelling workshop, to reinforce learning.
- Facilitate collaborative brainstorming and strategy development to ensure diverse perspectives are considered.

MODULE 2
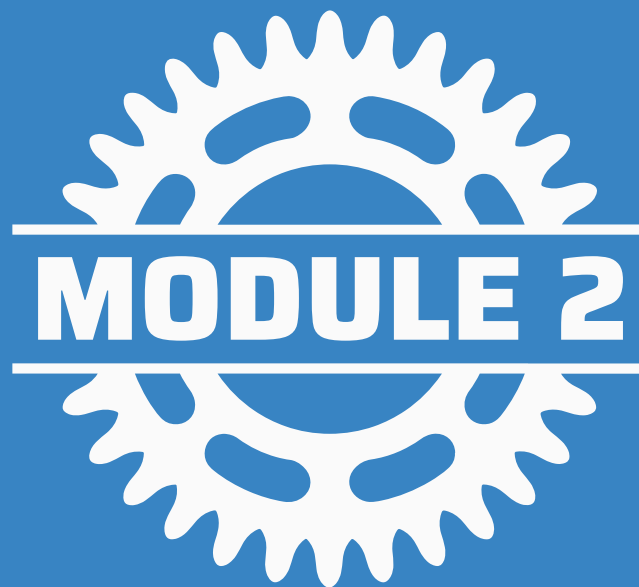
Communication, cultural background, and gender: why do they play a role?

**IV. How to Instruct trainees to apply a proper communication strategy
in bicycle commuting programs (90 min)**

IV. How to Instruct trainees to apply a proper communication strategy in bicycle commuting programs (90 min)

Materials:

- 5-6 flip chart papers
- markers
- bell or alarm signal
- the communication channels, written on a flipchart from session "III. Communication channels applied with young migrants, refugees, and marginalized young people"

DETAILED SESSION WITH SCRIPTS:

Introduction (5 minutes)

Welcome, everyone, to our session on applying a proper communication strategy in bicycle commuting programs! Today, we'll explore effective ways to communicate with participants in these programs to promote engagement and success. Before we dive in, let's take a moment to introduce ourselves and share one aspect of bicycle commuting we're passionate about.

(optional) **Icebreaker Activity: "Two Truths and a Bike" (10 minutes)**

Let's kick off with a fun icebreaker called "Two Truths and a Bike." Each participant will share two true statements about themselves related to biking and one fictional statement. The rest of the group will guess which statement is the false one. This activity will help us get to know each other and spark conversation about our biking experiences.

Tip:

If the participants have a hard time creating statements, you can stop the activity and change it to any other energizer.

Understanding the Audience — "World cafe" **(30 minutes)**

Set up 3 different stations with a flipchart on each with written one of the following questions (below). Separate participants in 3 groups and place them on each station. They each take 3 minutes to brainstorm and write down their answer on the paper. After 3 minutes give a signal (ring a bell/ alarm phone/ word signal) and they have to switch to the next station, doing the same.

!! It is important to write clearly and understandable (make the group select one writer) and not to repeat what is already written on the paper.

After all groups have gone through the three stations, invite every group to select 1 or 2 presenters and group 1 presents the first paper, 2 — the second etc. Facilitate the discussion.

To effectively communicate with participants in bicycle commuting programs, we must first understand their needs, motivations, and barriers. In small groups, discuss the following questions:

- *What are some common reasons why people participate in bicycle commuting programs?*
- *What are the main challenges or barriers participants may face when it comes to bicycle commuting?*
- *How can effective communication strategies help overcome these challenges and motivate participants?*

After the group discussions, we'll reconvene to share insights and observations.

Brainstorming and Strategy Development (45 minutes)

Now that we've explored various communication tools **(remind the participants the communication channels from the session "III. Communication channels applied with young migrants, refugees, and marginalized young people", showing them the flipcharts)**, let's brainstorm specific strategies for applying them in bicycle commuting programs. In small groups, discuss:

- How can we leverage the communication tools and strategies identified earlier to effectively engage participants in bicycle commuting programs?
- What storytelling techniques can we use to highlight the benefits of bicycle commuting and inspire participation?
- Are there any additional resources or support systems needed to implement these strategies effectively?

After the brainstorming session, we'll regroup to share our ideas and develop a collective communication strategy.

Have the questions above written on a flipchart, visible to all the group. Separate the group in small teams of 3–5 people and ask each to brainstorm and answer these questions. Afterward, each group presents their ideas for a maximum of 5 minutes. The audience is invited to listen carefully, and after each group gives feedback. Time frame:

1. introduction and setting the activity — 5 minutes
2. brainstorming and strategy developing — 15 minutes
3. presentations and feedback (depending on the group size) — 20 minutes

Conclusion:

Thank you all for your active participation and insightful contributions to our discussion on communication strategies for bicycle commuting programs. By understanding the needs and motivations of program participants and leveraging effective communication tools and storytelling techniques, we can create engaging and impactful programs that promote bicycle commuting and sustainable transportation. Let's continue to explore innovative ways to communicate and connect with our audience.

Tips and Tricks:

- Foster an inclusive and supportive atmosphere where all voices are heard and valued.
- Encourage active participation through engaging activities and opportunities for discussion.
- Be mindful of time and keep activities and discussions on track to ensure that all topics are covered.
- Provide opportunities for practical application, such as the storytelling exercise, to reinforce learning.
- Facilitate collaborative brainstorming and strategy development to ensure diverse perspectives are considered.
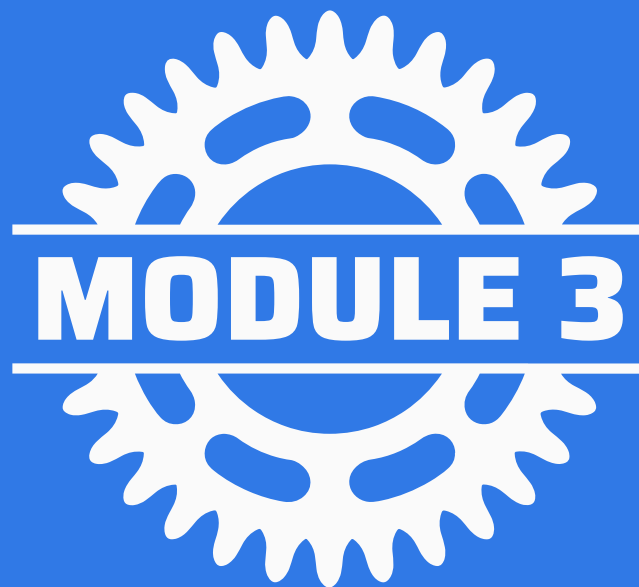
MODULE 3

The benefits of Embedded Learning Environments, Videos, Storytelling and Gamification in Educational Intervention

I. Benefits of embedded learning environments

MODULE 3: The benefits of Embedded Learning Environments, Videos, Storytelling and Gamification in Educational Intervention

1. Benefits of embedded learning environments

2. How to create an embedded learning environment

I. Benefits of embedded learning environments (90 min)

The facilitator provides an overview of the benefits of embedded learning environments. Then, the facilitator leads a case study analysis where the participants review and discuss the best practices of embedded learning environments.

a-The purpose of the activity is to analyze and assess the effectiveness of the method.
b-Possible materials: case studies, flip chart paper, and markers.
c-Advice/Tips for Educators to Deliver to Participants: Educators should emphasize the importance of creating a safe and inclusive learning environment for all participants. They should encourage participants to share their opinions and experiences during the case study analysis and to think critically about the effectiveness of different approaches.
d-Participants will gain knowledge about the benefits of embedded learning environments and how they can be applied in various educational contexts.
e-They will develop the attitude of openness to new approaches and a willingness to experiment with innovative teaching methods.
f-Participants will also learn the skill of analyzing and evaluating the effectiveness of different teaching methods and adapting them to specific learning contexts. They will also gain practical experience applying the principles and benefits of embedded learning environments in their own teaching practice.

DETAILED SESSION WITH SCRIPTS:

I. Benefits of Embedded Learning Environments

Introduction and Welcome (5 minutes):

● The facilitator welcomes participants, establishes a positive atmosphere, and introduces the session's objectives.
● Emphasis is placed on the importance of effective learning environments

Overview of Embedded Learning Environments (15 minutes):

● The facilitator provides a clear definition of embedded learning environments and highlights their significance in enhancing learning outcomes.
● Key benefits, such as improved engagement, practical application of knowledge, and critical thinking, are highlighted.
Case Study Analysis (30 minutes):
● Participants are divided into small groups, ensuring a mix of backgrounds and experiences.
● Each group is provided with a case study that showcases an example of an embedded learning environment in action.
● Participants are instructed to read and analyze the case study thoroughly, focusing on the strategies used, and the positive outcomes achieved.

Group Discussion and Best Practices Sharing (20 minutes):
● Each group presents their case study analysis to the whole group.
● Open discussion is encouraged, where participants share their observations, insights, and reflections on the presented cases.
● Facilitator prompts participants to identify commonalities among successful approaches and discuss why those strategies were effective.

Purpose of the Activity and Framing (5 minutes):
● The facilitator clarifies the activity's purpose: to critically analyze and assess the effectiveness of embedded learning environments.
● Participants are informed that this activity aims to deepen their understanding of this approach and its potential impact.

Wrap-up and Key Takeaways (10 minutes):
● Facilitator summarizes the key benefits discussed during the session, reiterating the value of embedded learning environments.
● Participants are encouraged to create inclusive and safe learning spaces to optimize this approach's effectiveness.
● The importance of openness to new approaches and a willingness to experiment is highlighted.

Educator Tips and Insights (3 minutes):
● Educators emphasize the importance of fostering an inclusive and respectful environment where participants feel comfortable sharing their thoughts.
● Encourage participants to bring in their personal experiences and perspectives during the case study analysis.
● Urge participants to think critically about how different methods can be adapted to various educational contexts.
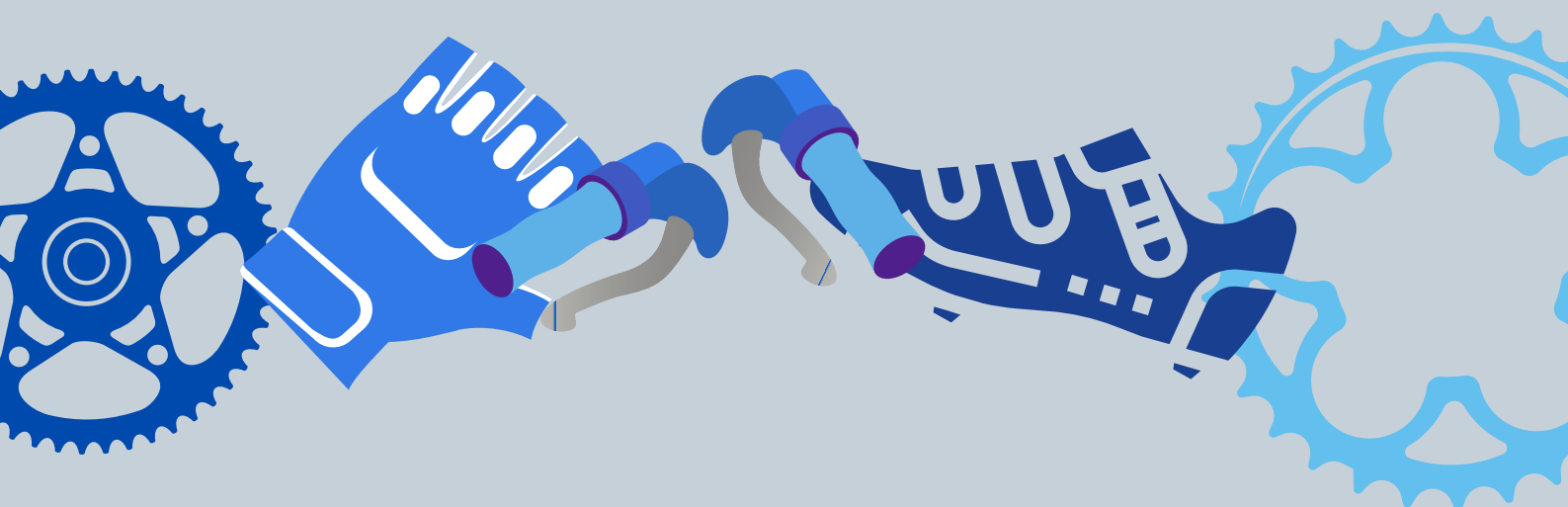
Expected Learning Outcomes:

● Participants will acquire a comprehensive understanding of the benefits of embedded learning environments and their applications across diverse educational settings.
● They will develop an open-minded attitude towards innovative teaching methods and a willingness to experiment.
● Participants will acquire the skill of critically evaluating the effectiveness of different teaching strategies and adapting them to specific learning scenarios.
● Practical experience in applying the principles of embedded learning environments in their own teaching practices will be gained.

Conclusion:
- Recap the key points discussed in the session
- Encourage participants to share their experiences and insights
- Encouragement for sharing:
- Interactive Reflection

Materials needed:

- Flip chart
- Markers
- Projector and screen (if needed)
- Handouts

Tips & Tricks:

- Educators should emphasize the importance of creating a safe and inclusive learning environment for all participants. They should encourage participants to share their opinions and experiences during the case study analysis and to think critically about the effectiveness of different approaches.

MODULE 3
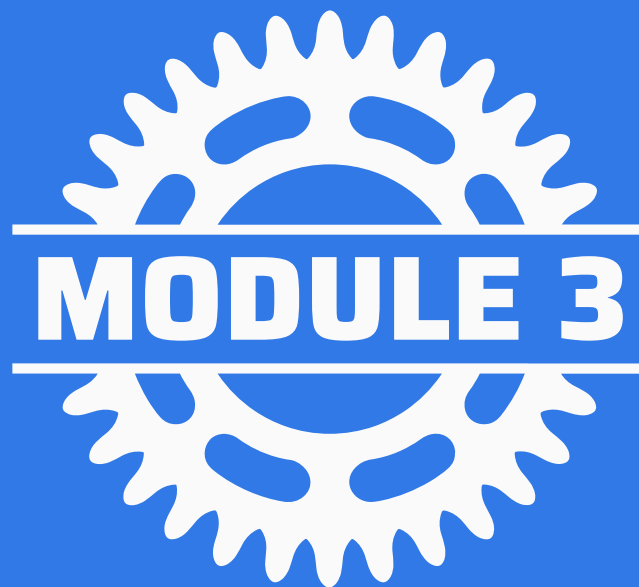
The benefits of Embedded Learning Environments, Videos, Storytelling and Gamification in Educational Intervention

II. How to create an embedded learning environment (90 mins):

II. How to create an embedded learning environment (90 mins):

Materials:
- Flipchart and markers
- Materials for Icebreaker activity (see below)
- Materials for the workshop "Designing Learning Experiences" (see below): markers, paper, ropes, etc.

DETAILED SESSION WITH SCRIPTS:

Introduction (5 minutes)

Welcome, everyone, to our session on creating an embedded learning environment! Today, we'll explore effective strategies for integrating learning into various aspects of our environment to promote continuous learning and growth. Before we dive in, let's take a moment to introduce ourselves and share one thing we hope to learn or achieve in this session.

(optional) Icebreaker Activity: "Environmental Scavenger Hunt" (10 minutes)

Materials:

1. Printed Scavenger Hunt List:
- Prepare a list of items related to the learning environment or the surrounding area.
- Include a mix of common objects and specific items that participants can search for.
- Example items: a pen, a plant, a sign with a specific word, a book, a clock, etc.

2. Paper or Notepads:
- Provide each participant with a piece of paper or a notepad to write down their findings during the scavenger hunt.

3. Pens or Pencils:
- Ensure that each participant has a writing utensil to mark off items on their scavenger hunt list and take notes.

4. Stopwatch or Timer:
- Use a stopwatch or timer to set a time limit for the scavenger hunt activity.
- Decide on an appropriate duration based on the size of the group and the complexity of the environment.

5. Safety Instructions:
- If the scavenger hunt takes place outdoors or in a large area, provide safety instructions and guidelines to ensure participants' well-being.
- Remind participants to stay together, watch out for obstacles, and follow any specific rules or regulations for the area.

Remember to tailor the scavenger hunt list and materials to suit the specific environment and objectives of the activity. Additionally, consider any accessibility needs of participants and adjust the activity accordingly.

Let's kick things off with a fun icebreaker activity called the Environmental Scavenger Hunt! I'll provide each of you with a list of items related to our learning environment. Your task is to find these items within the room or nearby area. As you search, think about how each item could be integrated into a learning experience.
We'll reconvene to share our findings and insights.

Interactive Discussion: "Understanding and Designing Learning Experiences" (15 minutes)

Now, let's explore effective strategies for designing learning experiences within our environment. (written on flipchart):

- What does it mean to have learning embedded within our environment?
- How can everyday experiences, objects, and interactions contribute to learning?
- What are some examples of embedded learning environments you've encountered or experienced?
- What types of activities or experiences could be integrated into our surroundings to facilitate learning?
- How can we make learning experiences engaging, interactive, and relevant to learners' interests and needs?
- How can we adapt existing environments to better support learning?
- What resources or support systems are needed to implement embedded learning environments effectively?
- Are there any potential challenges or barriers to consider, and how can we address them?

**Workshop "Designing Learning Experiences" (55 minutes):**

Have the questions above written on a flipchart, visible to all the group. Separate the group in small teams of 3-5 people. Each team has to create a small 5-7 minute educational session for the rest of the group using an embedded learning environment. They can use all the available surroundings suitable (indoor/ outdoors), materials you have provided them or create their own.
Example educational session topics — write them also on flipchart that is visible to everyone. Learning:

- How to ride a bike
- Foreign alphabet
- Creative Writing
- Finance management basics
- Drawing and fine arts
- Basic sustainability/ ecological everyday practices etc.

Afterward, each group conducts their small educational session. The audience is invited to participate actively and after each group to give feedback. Time frame:

1. introduction and setting the activity — 5 minutes
2. creating the idea, materials, preparation — 20 minutes
3. workshops and feedback (depending on the group size) 30 minutes
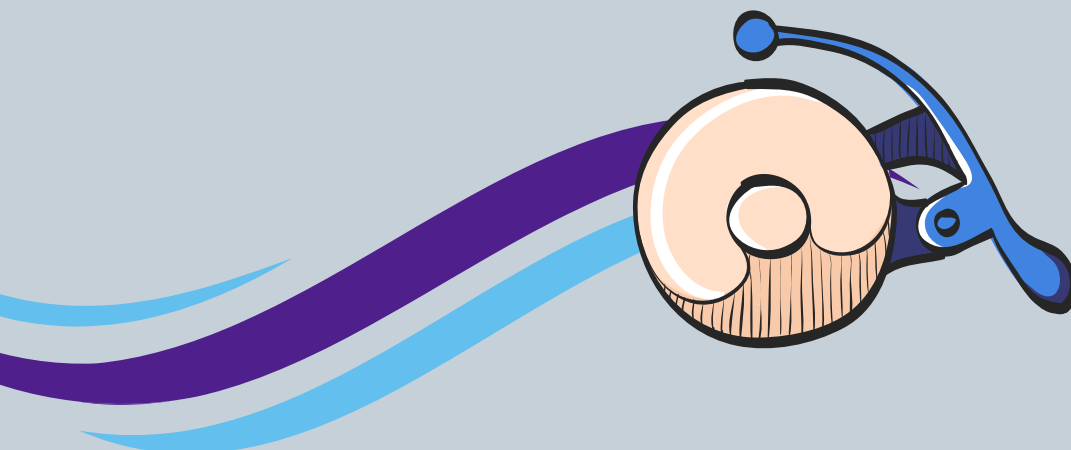
Conclusion:

Thank you all for your active participation and insightful contribution, insights, inspiration and active participation. By integrating learning into our surroundings and everyday experiences, we can foster a culture of continuous learning and growth. Let's continue to explore innovative ways to embed learning within our environments and empower others to thrive.

Tips & Tricks:

- Foster an inclusive and supportive atmosphere where all voices are heard and valued.
- Encourage creativity and out-of-the-box thinking during brainstorming activities.
- Be flexible and adaptable to the needs and preferences of the group.
- Provide clear instructions and guidance during activities to ensure understanding.
- Encourage collaboration and participation from all participants.
- Adapt the workshop activities to suit the specific interests and needs of the participants.
- Facilitate collaborative reflection to reinforce learning and encourage application of insights.
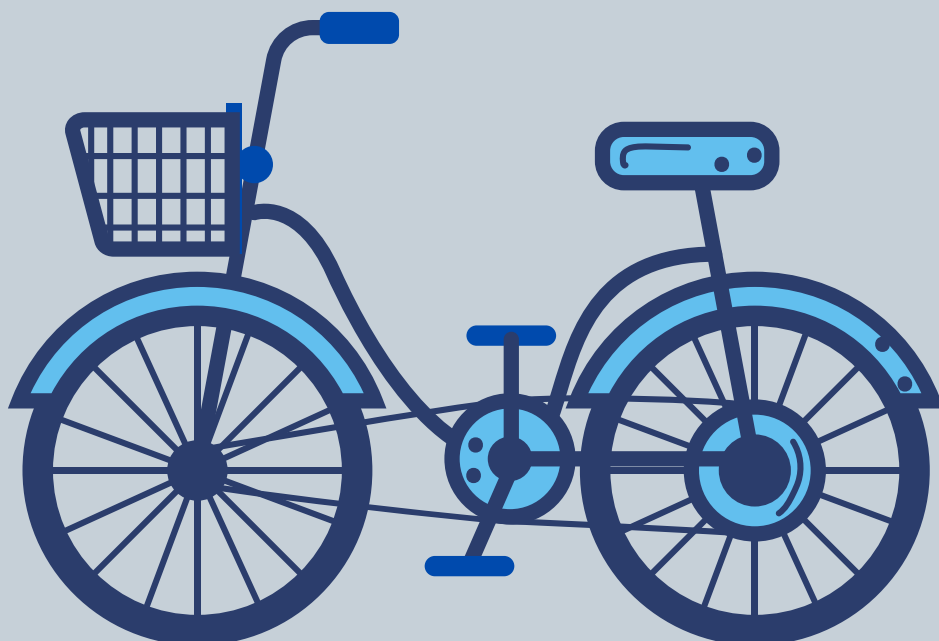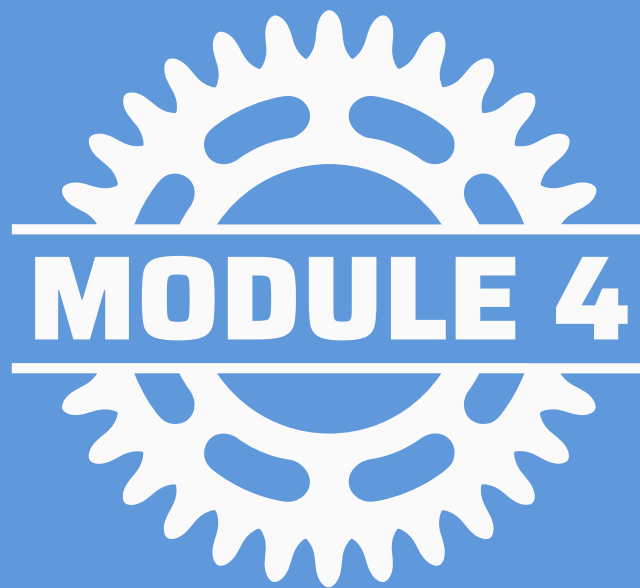
MODULE 4

The benefits of Videos, Storytelling and Gamification in educational interventions with young migrants, refugees, and marginalized young people.

I. Benefits of Videos, Storytelling, and Gamification in Educational Interventions (90 mins)

MODULE 4: The benefits of Videos, Storytelling and Gamification in educational interventions with young migrants, refugees, and marginalized young people.

1. Benefits of videos, storytelling, and gamification in educational interventions (90 mins)
2. Usage of videos as a tool for the education of young migrants, refugees, and marginalized young people (90 mins)
3. Usage of storytelling as a tool for the education of young migrants, refugees, and marginalized young people (90 mins)
4. Usage of gamification as a tool for the education of young migrants, refugees, and marginalized young people (90 mins)

I. Benefits of Videos, Storytelling, and Gamification in Educational Interventions (60 mins)

1. Introduction and welcome (5 mins)
2. Explanation of the importance of videos, storytelling, and gamification in educational interventions with young migrants, refugees, and marginalized young people (5 mins)
3. Discussion on the advantages and unique features of each approach (15 mins)
4. Interactive activities to explore the participants' experiences and perspectives on these approaches (35 mins)

Note:
The facilitator can adjust the specific activities, timings, and discussions within each session based on the needs and dynamics of the participants.

DETAILED SESSION WITH SCRIPTS:

1. Introduction (5 mins)

- Welcome participants and introduce yourself as the facilitator.
- Set a positive and engaging tone for the session by expressing excitement about exploring the benefits of videos, storytelling, and gamification.
- Highlight the importance of these approaches in educational interventions with young migrants, refugees, and marginalized young people.
- Encourage participants to actively participate, share their experiences, and contribute to the discussion throughout the session.

2. Explanation of the importance of videos, storytelling, and gamification in educational interventions with young migrants, refugees, and marginalized young people (5 mins)

Highlight how these methods can enhance engagement, learning outcomes, and inclusivity:

Videos, storytelling, and gamification are highly effective in educational interventions, not only with marginalized youth but with modern people in general. We live in a highly information-rich, stimulating environment and our brains are already used to being bombarded each second by tons of distractions, dopamine, and information. For this reason, people in general lower their attention span capacity each year (especially the generations who were born in the era of smartphones) and we need something different than the classic lecture-format education and engagement. It must be interactive, capture our attention and invite us to participate. We learn best when the information is passed through our own experience, body, mind, and emotions. That's when it becomes an inseparable part of us - our skills, knowledge, mindset etc. Videos, storytelling, and gamification bring us exactly this (and much more):
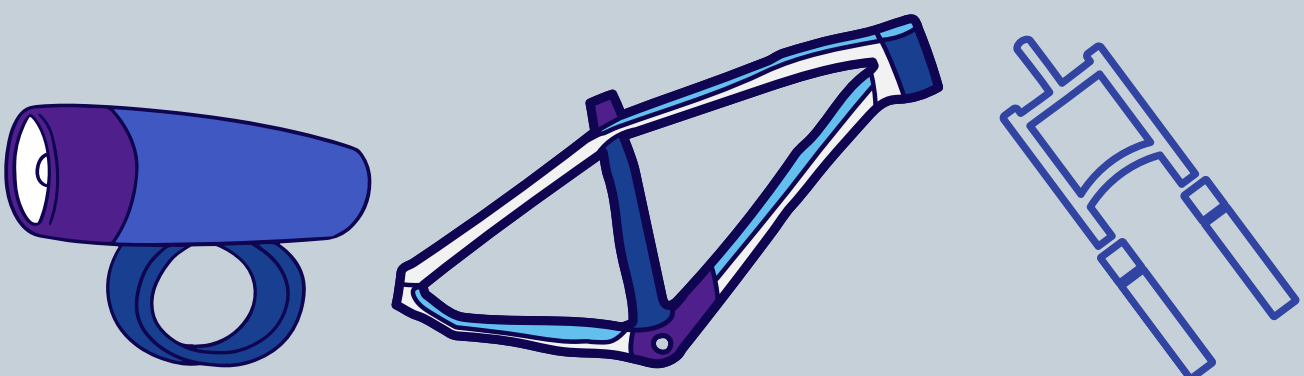
1.Enhanced Engagement:
Videos, storytelling, and gamification capture the attention and interest of marginalized youth by providing interactive and immersive experiences. They create a dynamic and engaging learning environment that encourages active participation and involvement.

2.Visual and Emotional Impact:
Videos have the power to visually convey information, ideas, and experiences effectively. They can evoke emotions, tell stories, and provide real-life examples that resonate with marginalized youth, making the learning process more relatable and memorable.

3. Personal Connection and Empathy:
Storytelling allows marginalized youth to connect with characters, narratives, and experiences that mirror their own backgrounds and challenges. It helps foster empathy, understanding, and a sense of belonging, promoting a supportive and inclusive learning environment.

4. Cultural Relevance and Identity Exploration:
Videos, storytelling, and gamification can be tailored to address the cultural diversity and identities of marginalized youth. By incorporating their cultural heritage, language, and perspectives, these methods validate their experiences and contribute to their sense of self-worth and pride.

5.. Hands-on Learning and Active Participation:
Gamification incorporates game elements, such as challenges, rewards, and competition, which motivate and encourage marginalized youth to actively participate in the learning process. It promotes critical thinking, problem-solving, teamwork, and decision-making skills.

6. Flexibility and Adaptability:
Videos, storytelling, and gamification can be easily adapted to various learning styles, abilities, and contexts. They allow for flexibility in pacing, content delivery, and individualized learning experiences, ensuring that marginalized youth can access education in a way that suits their unique needs.

7. Motivation and Skill Development:
These approaches create a fun and engaging learning atmosphere that enhances motivation and encourages marginalized youth to develop new knowledge, skills, and competencies. They can increase self-confidence, foster a love for learning, and empower youth to overcome challenges.

8. Long-lasting Impact:
The use of these tools can have a long-lasting impact beyond the immediate learning experience. They can inspire creativity, critical thinking, and problem-solving skills that youth can apply in their daily lives and future endeavors.

By utilizing videos, storytelling, and gamification in educational interventions, marginalized youth are provided with a supportive and empowering learning environment that meets their unique needs, promotes inclusivity, and enhances their educational outcomes and opportunities for success.

3. Discussion on the advantages and unique features of each approach (15 mins)

Discuss with the participants examples from their experiences, why they are working, what are their specific features, how we can customize them and apply them in our lives.

4. Interactive activities to explore the participants' experiences and perspectives on these approaches (35 mins)

Conclusion:
- Recap the key points discussed in the session
- Encourage participants to share their experiences and insights

Materials needed:
- Flip chart/whiteboard
- markers - different colors
- TV screen or projector for the videos

Tips & Tricks:

1. Start with Concrete Examples: Begin the session by showcasing real-world examples of how videos, storytelling, and gamification have been successfully used in educational settings. Use relatable examples that resonate with the audience to demonstrate the effectiveness of these methods.

2. Engage Participants Through Interactive Activities: Incorporate interactive activities throughout the session to keep participants engaged and actively involved. Use group discussions, polls, and hands-on exercises to encourage participation and facilitate deeper learning.

3. Highlight Key Benefits: Clearly outline the key benefits of each method (videos, storytelling, and gamification) in educational interventions. Emphasize how they can enhance student engagement, promote active learning, and improve knowledge retention.

4. Share Practical Tips for Implementation: Provide practical tips and strategies for incorporating videos, storytelling, and gamification into educational interventions. Offer guidance on selecting appropriate content, designing engaging narratives, and integrating game elements effectively.

5. Address Common Concerns: Acknowledge any concerns or challenges that participants may have about using these methods in education. Address common misconceptions and provide reassurance by sharing success stories and best practices.

6. Encourage Collaboration and Knowledge Sharing: Foster a collaborative learning environment where participants can share their experiences and insights. Encourage peer-to-peer knowledge sharing and brainstorming sessions to generate new ideas and solutions.

7. Facilitate Reflection and Action Planning: Allocate time at the end of the session for reflection and action planning. Encourage participants to reflect on how they can apply the concepts learned in their own educational contexts and develop actionable plans for implementation.
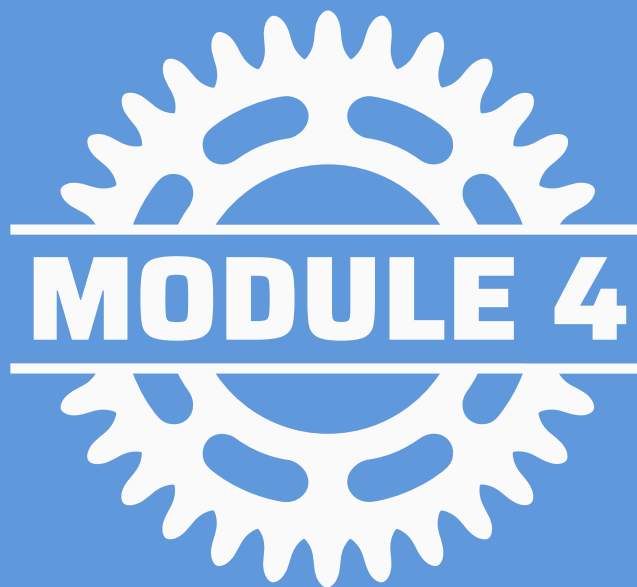
MODULE 4

The benefits of Videos, Storytelling and Gamification in educational interventions with young migrants, refugees, and marginalized young people.

II. Usage of Videos as a Tool for the Education of Young Migrants, Refugees, and Marginalized Young People (180 mins)

II. Usage of Videos as a Tool for the Education of Young Migrants, Refugees, and Marginalized Young People (180 mins)

1. Introduction and recap of the previous session
2. Focus on the utilization of videos as an educational tool
3. Discussion on the different types of videos that can be used, such as educational documentaries, animations, testimonials, and instructional videos
4. Practical tips for facilitating discussions and critical thinking around the video content
5. Exploration of best practices for creating and selecting videos that are relevant, culturally sensitive, and engaging for the target audience
6. Techniques for incorporating videos into lesson plans, workshops, and learning activities
7. Collaborative exercise to brainstorm and develop video-based educational interventions for specific scenarios or topics (optional)

DETAILED SESSION WITH SCRIPTS:

1. Introduction (5 mins)

- Welcome participants back to the session and briefly recap the previous session's key takeaways.
- Highlight the focus of this session: the utilization of videos as a powerful educational tool for young migrants, refugees, and marginalized youth.
- Emphasize the interactive nature of the session and encourage active participation from everyone.

2. Icebreaker Activity: "Video Charades" (15 mins)

- Divide participants into groups of 3 or 4
- Explain that each group will be given a short video-related term or concept.
- Without using words, one person from each group will act out the term using gestures or movements, while the rest of the group guesses the term.
- This activity serves as a fun warm-up while introducing participants to video-related terminology.
- Write all the terms on a flip chart

Terms to use: Montage, Close-up, Green Screen, Slow Motion, Zoom, Pan, Voiceover, Cutaway, Credits, B-roll, Framing, Special Effects, Script, Storyboard, Tracking, Shot, Focus Pull, Jump Cut, Aspect Ratio etc.

3. Discussion: Exploring Video Types (15 mins)

- Engage participants in a discussion about the different types of videos that can be utilized for educational interventions.
- Ask participants to share examples of videos they have seen or used in educational settings.
- Discuss the benefits and potential challenges of using various types of videos, such as educational documentaries, animations, testimonials, and instructional videos. Discuss the Pros and Cons of each type, including when it is useful and when not. Write the key points on the flipchart
- Encourage participants to share any experiences they've had using these video types in their work.
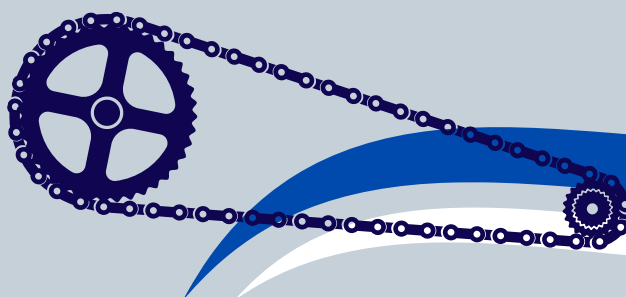
4. Techniques for Facilitating Discussions (10 mins)

Provide practical tips for facilitating discussions about video content - a recap of how you lead the discussion above. First, ask the participants on their thoughts about how to lead a reflection/an analyzing discussion, write everything on the flipchart and if they are missing anything, you can add it to the list:

- Ask open-ended questions to encourage critical thinking.
- Use probing questions to delve deeper into the subject.
- Create a safe space for participants to share their thoughts and perspectives.
- Encourage respectful debates and peer-to-peer interactions.

**5. Best Practices for Creating and Selecting Videos: (45 mins)**

- write all conclusions and key points from the discussion on the flipchart

Now, creating and selecting the right videos is key. Our young migrants, refugees, and marginalized youth deserve content that speaks to their experiences, values, and aspirations. Let's explore some best practices together. Videos should be not only culturally sensitive but also relevant and engaging. When choosing or creating videos, consider how the content aligns with the educational goals and the needs of our audience.

Incorporating Videos into Educational Activities: Imagine weaving the magic of videos into your lesson plans, workshops, and learning activities. Picture the faces of young learners lighting up as they watch an inspiring video that connects with their world. How can we make this a reality?

Facilitating Discussions and Critical Thinking: (10 mins)

Now, let's talk about the power of discussions. Videos have the incredible ability to spark meaningful conversations and ignite critical thinking. After watching a video, how do we guide our young learners to reflect, analyze, and share their insights? What strategies do you use or envision to facilitate rich discussions about content?
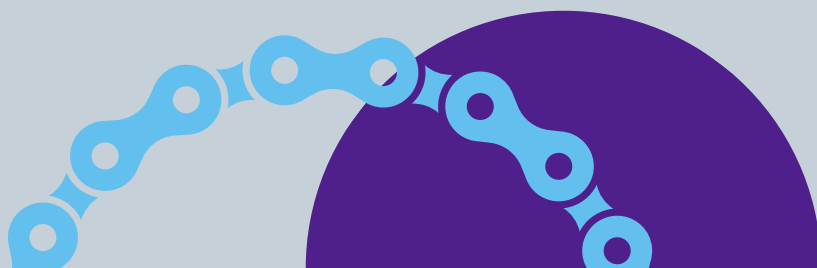
Interactive Activity: "Video Exploration Relay" **(30 mins)**

- divide participants into pairs
- each pair will have 10 minutes to look over a video of your selection
- every pair must explain to the other the summary of the video, genre, good practices used, when and with whom it will be helpful; how it can be used as an educational tool (write these bullet points on the flipchart so the participants have them in front of them)
- select a few videos

To put our discussions into action, we have a fun and interactive activity for you: the "Video Exploration Relay." We've prepared a set of short video clips that showcase different video types and themes. In pairs, you'll watch a video, and then one person from each pair will share a summary with another pair. Get ready for a relay of insights, ideas, and inspiration!

VIDEO SUGGESTIONS: General types of videos along with examples that you can search for on platforms like YouTube:

Educational Documentary: Example: National Geographic's "Inside North Korea"
Animation: Example: Pixar's "Piper" (Short Film)
Testimonial/Personal Story: Example: UNHCR's "Refugee Stories: Voices of Rohingya"
Instructional/How-To Video: Example: Khan Academy's "Introduction to Algebra"
Cultural Exploration: Example: BBC's "The Holi Festival of Colors in India"
Social Awareness/Advocacy: Example: Save the Children's "Every Last Child Education in Emergencies"

You can search for these videos on platforms like YouTube or other video-sharing websites. Just ensure that the videos you choose are appropriate for your audience and align with the themes of your session.

6. Techniques for incorporating videos into lesson plans, workshops, and learning activities

Activity Exploration: "Video-Inspired Role Play" **(40 mins)**

- divide the participants into groups of 5
- roles: 1 - facilitator; 2, 3 and 4 - a young migrant, refugee, or marginalized youth; 5 - supportive mentor
- first, the roles 2, 3 and 4 introduce themselves, as well as 1 and 5
- short 3-5 minutes video discussion in small groups
- recap in the big group: outtakes and conclusions from the activity

Videos can inspire dynamic role plays. Imagine you're using a video that highlights teamwork and problem-solving. In groups of five, one person will facilitate a discussion about the video, one will play the role of a young migrant, refugee, or marginalized youth, and the third will act as a supportive mentor. We have checked how to lead discussions and how to be a supportive mentor. The marginalized youth should imagine as vividly as possible their background, ethnicity, problems, and act from this place - to get a sense of what it is like to be in the shoes of others. Let's see how these role plays unfold and how videos can spark meaningful conversations.

NOTE: You can choose from the videos listed above or select one of your choices, suitable for the activity.

7. Collaborative exercise to brainstorm and develop video-based educational interventions for specific scenarios or topics (optional) **(150 mins)**

Group Brainstorm: "Video Learning Stations"
- divide the participants into groups of 3 or 5 people
- give the target audience suggestions or ask them to pick one of their choices (e.g., Ukrainian immigrants in Europe, etc.)
- each group has 2 hours to create a short educational video for their target group, addressing one of their needs
- watch the videos together
- discuss

Let's think bigger - how about creating video learning stations? In small groups, brainstorm different educational topics that matter to our target audience. Each group will select one topic and create a video-based learning station. You'll decide on the video, design interactive activities, and outline discussion questions. We'll come back together to share our imaginative learning stations.

Conclusion:
- Recap the key points discussed in the session
- Encourage participants to share their experiences and insights
- Emphasize the importance of ....

Materials needed:
- Flip chart/whiteboard
- markers - different colors
- TV screen or projector for the videos

Tips & Tricks:
- Write all conclusions, terms and key points from the discussions on the flipchart, so participants can see them.
- You can search for helpful videos on platforms like YouTube or other video-sharing websites. Just ensure that the videos you choose are appropriate for your audience and align with the themes of your session.
- You can make only parts of this module, to give the participants the knowledge that is needed by the group.
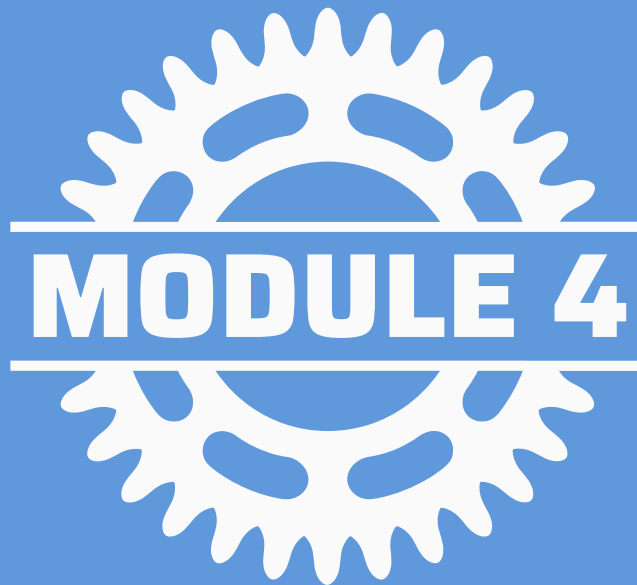
MODULE 4

**The benefits of Videos, Storytelling
and Gamification in educational interventions
with young migrants, refugees, and marginalized
young people.**

**III. Usage of Storytelling as a Tool
for the Education of Young Migrants, Refugees,
and Marginalized Young People (90 mins)**

III. Usage of Storytelling as a Tool for the Education of Young Migrants, Refugees, and Marginalized Young People (90 mins)

1. Introduction and recap of the previous session
2. Focus on the utilization of storytelling as an educational tool
3. Understanding the power of narratives in conveying messages, promoting empathy, and connecting with diverse audiences
4. Exploring different forms of storytelling, such as oral storytelling, digital storytelling, and written narratives
5. Techniques for creating and sharing compelling stories that resonate with the experiences of young migrants, refugees, and marginalized young people
6. Strategies for incorporating storytelling into educational interventions, including story-based activities, role-playing, and personal narratives
7. Collaborative exercises to practice storytelling techniques and develop storytelling-based educational interventions

DETAILED SESSION WITH SCRIPTS:

1. Introduction and recap of the previous session (5 mins)

Good [morning/afternoon/evening], everyone! It's wonderful to have you back for our session on the power of storytelling in education. In our previous sessions, we've explored the potential of videos and creative ways to integrate them into learning activities. Today, we're diving into another captivating realm - the magic of storytelling. Storytelling has the remarkable ability to bridge cultures, evoke emotions, and create connections. Let's embark on this storytelling journey together!

Storytelling, an age-old human tradition, traces its roots to ancient civilizations where tales were shared around campfires, etching wisdom and history into collective memory. Over time, oral narratives evolved into written records, books, and digital platforms. Storytelling's significance endures as it transcends cultural divides, binding us through shared experiences and emotions. It educates by infusing lessons within relatable contexts, ensuring effective comprehension and retention. As a powerful tool, storytelling conveys messages that resonate deeply, sparking empathy and igniting change. It's a bridge across time, connecting our past, present, and future, reminding us that within every tale lies a thread of humanity.

2. Engaging Icebreaker: "Shared Story Starters" (10 mins)

To get our creative juices flowing, let's kick off with a shared story starter game. I'll start a sentence, and each participant will add a few words to continue the story. We'll go around in a circle, and each person will build upon the story. Let's see where our collective creativity takes us!

3. Understanding the Power of Narratives (15 mins)

- Aim: to understand how stories convey messages
- In pairs, participants share a story that moved them
- Quick debriefing with questions (write the conclusions on the flipchart)
- What were the messages?
- How did the story convey a message? (through characters, humor, metaphor, etc.)
- Why do we relate so deeply to some stories?
- When does a story touch you?

Narratives have the power to transcend barriers and touch hearts. They can convey complex messages, promote empathy, and connect with diverse audiences. Think about a story that deeply moved you. What made it resonate with you? Share your thoughts with a partner, and then share one powerful aspect with the larger group.

4. Exploring Forms of Storytelling (15 mins)

Storytelling comes in various forms – from traditional oral storytelling to digital narratives and written stories. Let's explore these different forms together. How might each form engage young migrants, refugees, and marginalized youth? Feel free to share any personal experiences with these storytelling methods.

(optional) Activity: "Digital Storytelling Exploration" (90-120 mins)

- Aim: practice and develop powerful storytelling skills
- In pairs, participants create a story concerning marginalized youth on a platform and format of their choice (1 hour)
- Present the work and discuss (20 minutes)
- Debriefing (write the conclusions on the flipchart) - 10 minutes

Let's dive deeper into one form of storytelling: digital storytelling. It is essential because, in the 21st century, almost everybody is online. This is how we can convey our message to countless numbers of people while at the same time recording it indefinitely.

Working in pairs, you'll have the opportunity to explore a digital storytelling platform or tool of your choice. Create a brief digital story that reflects the experiences of young migrants, refugees, or marginalized youth. Be creative with visuals, music, and text. We'll share these stories afterward.

5. Techniques for Compelling Stories (15 mins)

Creating compelling stories is an art. What elements make a story resonate? What techniques can we use to make our stories impactful? Discuss these questions in pairs or small groups. Then, share one technique that stood out to you. Let's compile a list of storytelling techniques together.

6. Strategies for Story-Based Interventions **(30 mins)**

- Aim: explore what elements of storytelling will best work for each participant's environment, target group and needs
- In groups of 4, share and discuss (10 minutes)
- Each group presents their common findings and explains why (10 minutes)
- Debriefing (write the conclusions on the flipchart) (5 minutes)

Storytelling can be woven into educational interventions in various ways. From **story-based activities that spark discussions to role-playing scenarios** that let learners' step into characters' shoes, stories are versatile tools. In small groups, brainstorm how you could incorporate storytelling into your specific educational setting. Get creative and think outside the box!

7. Interactive Storytelling Activity: "Pass the Story" **(10 mins)**

Let's put our storytelling techniques into action with a game of "Pass the Story." I'll start a story with a sentence, and each participant will add one sentence to continue the narrative. The catch? Each sentence must build upon the previous one in a cohesive manner. Let's see where our collective storytelling takes us!

8. Group Reflection and Insights (10 mins)

Wrap up our exploration of storytelling and take a moment to reflect on what you've learned.

- How has your perspective on storytelling evolved?
- What creative ideas can you bring back to your educational interventions?
- Share one insight you gained during this session.

Congratulations on actively participating in our storytelling journey! Your commitment to enhancing the educational experiences of young migrants, refugees, and marginalized youth is truly inspiring. As we move forward, remember that every story has the potential to ignite change, foster empathy, and make a lasting impact.

In our next session, we'll uncover the exciting world of gamification and how it can add a layer of fun and engagement to our educational interventions. Until then, keep the magic of storytelling alive in your teaching. Thank you for your enthusiasm and see you soon!

Feel free to adapt and personalize this script to fit your audience and the specific context of your session.

Conclusion:
- Recap the key points discussed in the session
- Encourage participants to share their experiences and insights
- Emphasize the importance of storytelling as a powerful tool to convey deep messages, moral, etc. to any target group

Materials needed:
- Flip chart/whiteboard
- markers - different colors
- TV screen or projector for the videos

Tips & Tricks:

1. Establish a Safe and Supportive Environment:
   a. Create a safe and welcoming atmosphere where participants feel comfortable sharing their stories and perspectives.
   b. Emphasize confidentiality and respect for each individual's experiences and backgrounds.

2. Use Relatable Examples:
   a. Use storytelling examples that resonate with the experiences of young migrants, refugees, and marginalized youth.
   b. Incorporate real-life stories or testimonials from individuals who have overcome challenges similar to those faced by the target audience.

3. Encourage Active Participation:
   a. Encourage active participation from all participants by inviting them to share their own stories or experiences.
   b. Use open-ended questions to stimulate discussion and encourage reflection on the themes and messages conveyed through storytelling.

4.Provide Structured Guidance:
   a. Offer structured guidance on how to craft compelling stories that convey key messages effectively.
   b. Provide storytelling prompts or templates to help participants organize their thoughts and create impactful narratives.

5. Foster Empathy and Understanding:
    a. Encourage participants to listen actively and empathetically to each other's stories.
    b. Facilitate discussions on the emotions and themes evoked by the stories, fostering empathy and understanding among participants.

6. Incorporate Interactive Activities:
    a. Integrate interactive activities, such as role-playing, group discussions, or storytelling games, to enhance engagement and reinforce learning.
    b. Allow participants to practice storytelling techniques in a supportive and interactive environment.

7. Adapt to Cultural Sensitivities:
    a. Be mindful of cultural sensitivities and differences when discussing storytelling themes and topics.
    b. Foster an inclusive environment that respects and celebrates diverse cultural backgrounds and perspectives.

8. Provide Feedback and Support:
    a. Offer constructive feedback and support to participants as they share their stories and develop their storytelling skills.
    b. Encourage a growth mindset, emphasizing the value of learning from both successes and challenges.

9. Facilitate Reflection and Application:
    a. Allocate time for reflection at the end of the session, allowing participants to process their learnings and insights.
    b. Encourage participants to consider how they can apply storytelling techniques in their work or personal lives to educate and empower others.

10. Keep it Practical and Simple:
    a. Simplify complex concepts and techniques to make storytelling accessible to all participants, regardless of their prior experience.
    b. Focus on practical strategies and tips that participants can easily apply in their educational interventions or community engagement efforts.
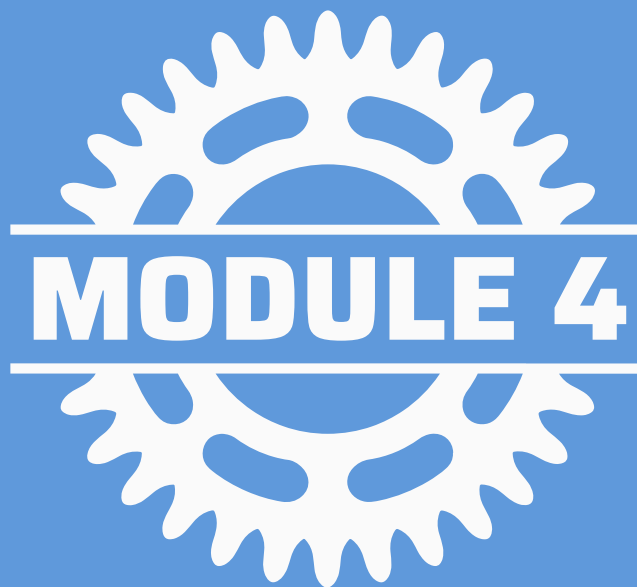
MODULE 4

The benefits of Videos, Storytelling and Gamification in educational interventions with young migrants, refugees, and marginalized young people.

IV. Usage of Gamification as a Tool for the Education of Young Migrants, Refugees, and Marginalized Young People (90 mins)

IV. Usage of Gamification as a Tool for the Education of Young Migrants, Refugees, and Marginalized Young People (90 mins)

1. Introduction and recap of the previous session
2. Focus on the utilization of gamification as an educational tool
3. Understanding the elements of gamification, such as competition, rewards, challenges, and interactive gameplay
4. Discussion on how gamification can promote active learning, problem-solving, teamwork, and motivation
5. Techniques for designing and implementing gamified educational interventions, including game-based learning activities, quizzes, simulations, and interactive exercises
6. Exploring digital tools and platforms that support gamification in educational settings
7. Collaborative exercises to design and prototype a gamified educational intervention for young migrants, refugees, or marginalized young people

DETAILED SESSION WITH SCRIPTS:

1. Introduction (5 mins)

- Welcome participants back to the session and briefly recap the previous session's key takeaways.
- Highlight the focus of this session: the utilization of gamification as a powerful educational and motivational tool for young migrants, refugees, and marginalized youth.
- Emphasize the interactive nature of the session and encourage active participation from everyone.
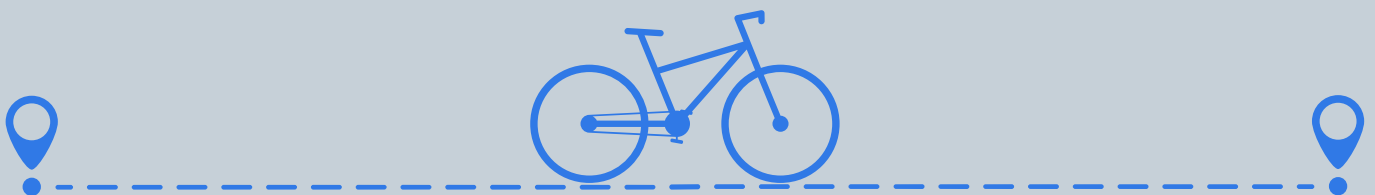
Hello, everyone! Welcome back to our session on gamification as a powerful educational tool. In our previous sessions, we've explored the impact of videos, storytelling, and creative integration techniques. Today, we're diving into the exciting world of gamification, where learning meets fun and engagement. Get ready to unlock the potential of games in education!

Gamification, a modern innovation with roots in historical practices, **emerged from the inherent human inclination for play and competition.** Beginning with early reward systems, it evolved through video games and digital platforms. Today, its significance lies in its ability to engage and motivate individuals across various domains. In education, it transforms learning by infusing challenges, rewards, and a sense of achievement, fostering active participation. In the workplace, it enhances productivity and teamwork by turning tasks into quests. In personal lives, it encourages goal completion through elements like progress tracking and virtual rewards. Its effectiveness stems from tapping into intrinsic motivators, such as autonomy, mastery, and purpose. Notable examples like fitness apps that turn exercise into a game or language learning platforms that offer badges and levels that are relatable to all, showcasing how gamification unlocks our innate drive for achievement.

2. Understanding Gamification (10 mins)

So, what exactly is gamification? It's the art of incorporating game elements and mechanics into non-game contexts, like education. Think of competition, rewards, challenges, and interactive gameplay. Today, we're delving into how these elements can revolutionize learning experiences and make education truly engaging.

3. Discussion: The Power of Gamification (10 mins)

- In pairs or small groups, participants share thoughts on how gamification can promote active learning, problem-solving, teamwork, and motivation among young learners.
- write down on the flip chart the key points + the elements of gamification (levels, badges, roles, etc.)
  1. How do games captivate us?
  2. What are the main elements of gamification?
  3. What motivates us to conquer challenges and reach new levels?
  4. How can we harness these dynamics for educational purposes?

The main elements of gamification:

1. **Points and Rewards:** Assigning points or virtual currency for completing tasks or achieving goals, which can be redeemed for rewards or recognition.
2. **Badges and Achievements:** Awarding digital badges or achievements to signify progress, mastery, or completion of specific challenges.
3. **Levels and Progression:** Advancing through different levels or stages as tasks are completed, offering a sense of accomplishment and growth.
4. **Challenges and Quests:** Presenting tasks as challenges or quests add an element of adventure and excitement to routine activities.
5. **Leaderboards:** Displaying rankings of participants based on their performance fosters healthy competition and motivation to climb the ranks.
6. **Feedback and Real-time Updates:** Providing immediate feedback on actions, progress, and results to guide users' decision-making.
7. **Narrative and Storytelling:** Integrating a storyline or narrative that contextualizes tasks and engages participants emotionally.
8. **Customization and Personalization:** Allowing participants to tailor their experiences, making them more relevant and meaningful.
9. **Social Interaction:** Incorporating social features such as sharing achievements, collaborating, or competing with friends or colleagues.
10. **Immediate Gratification:** Offering instant rewards, recognition, or feedback to create a sense of instant gratification.

Examples of Gamification:

**Office Example - Sales Team Leaderboard:**
In an office setting, a sales team could implement a gamified leaderboard where each salesperson's performance is tracked and displayed. Points are awarded for achieving sales targets, and regular updates are provided.
The leaderboard fosters healthy competition among team members, encourages them to strive for higher performance, and builds camaraderie.

example link: https://www.plecto.com/blog/gamification/6-sales-gamification-ideas-and-why-gamification-works/

Home Example - Habit-Building App:
At home, a habit-building app could use gamification to help individuals stick to their goals. Users can set habits they want to establish, like daily exercise
or reading. Completing these habits earns them points, or virtual rewards. As they accumulate points, they unlock higher levels or receive digital badges. The app's feedback loop and the anticipation of reaching the next level encourage users to consistently engage in positive habits.

example link:
https://habitica.com/static/home
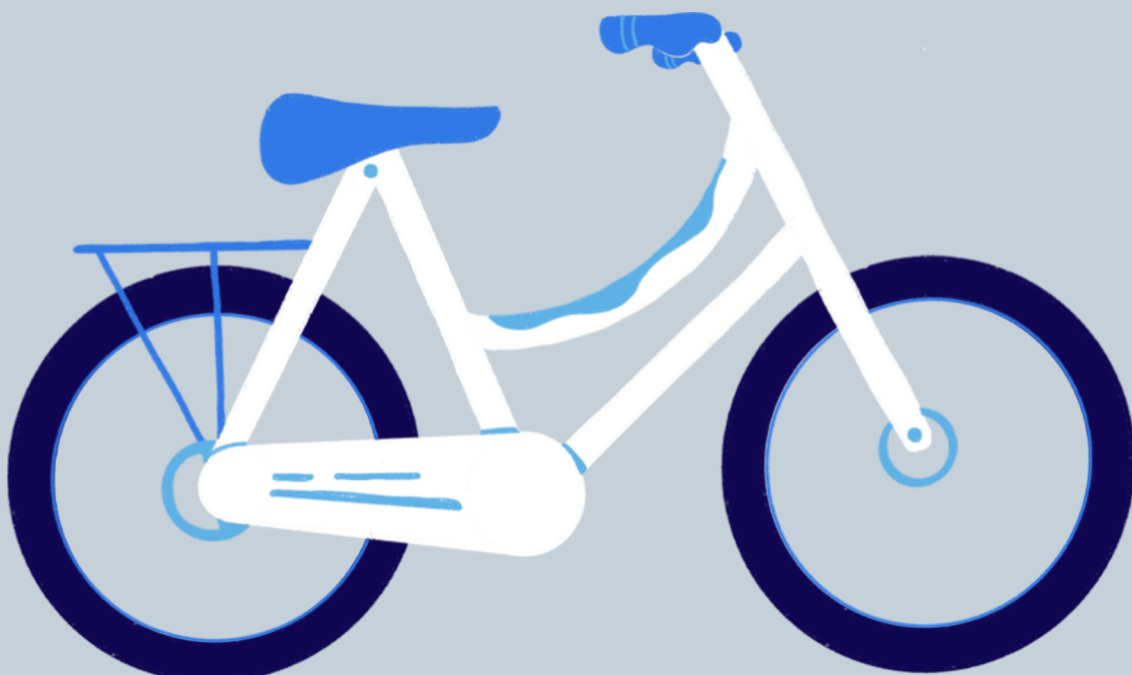
(optional) Activity: "Gamification Elements Scavenger Hunt" **(30 mins)**

- Aim: explore the elements of gamification and their use
- In groups of 4, pick an element of the 10 above and brainstorm/create situations where they can be used in an educational context (10 minutes)
- Each group presents their findings and explains why (10 minutes)
- Debriefing (write the conclusions on the flipchart) (5 minutes)

Let's hunt for gamification elements! In groups, you'll be given a list of elements like badges, levels, and leaderboards. Your task is to brainstorm creative ways each element could be used in an educational context. Once you're done, we'll share and discuss our ideas. Ready to explore these game-changers?

(Get ready for some hands-on fun! In pairs or small groups, you'll design a mini lesson using gamification elements. Choose a topic – it could be language learning, history, or any other subject. Incorporate game dynamics like rewards, challenges, or competition. You can use all means: it can be dynamic, outdoor, digital, static, or whatever else you find suitable. Be as creative as you can - this is your chance to gamify learning!

4. Exploring Digital Tools and Platforms **(15 mins)**

- Aim: share good, applicable practices in digital gamification.
  Why do they work, when, and with whom?
- Write the examples on the flipchart

As technology advances, so do the tools for gamification. Let's briefly explore digital tools and platforms that can help us gamify our educational interventions. From interactive quiz platforms to virtual simulations, these resources can elevate the learning experience. Feel free to share any tools you've come across!

5. Wrap-up and Reflection (10 mins)

As we come to the end of our gamification journey, take a moment to reflect. Remember, gamification isn't just about playing games - it's about enhancing learning in captivating ways.

- How has your understanding of gamification evolved?
- What innovative ideas are you excited to implement?
- What did you find interesting/fascinating?
- Was there something that you will take away as a good practice or conclusion?

Conclusion:

- Recap the key points discussed in the session
- Encourage participants to share their experiences and insights
- Emphasize the importance of the topic.

Materials needed:

- Flip chart/whiteboard
- markers - different colors
- notes with the gamification elements for each group
- hat bowl or box to draw the notes from
- A4 papers, color pencils, glue, rope, tape or any other materials that participants might eventually need when creating the gamified educational sessions
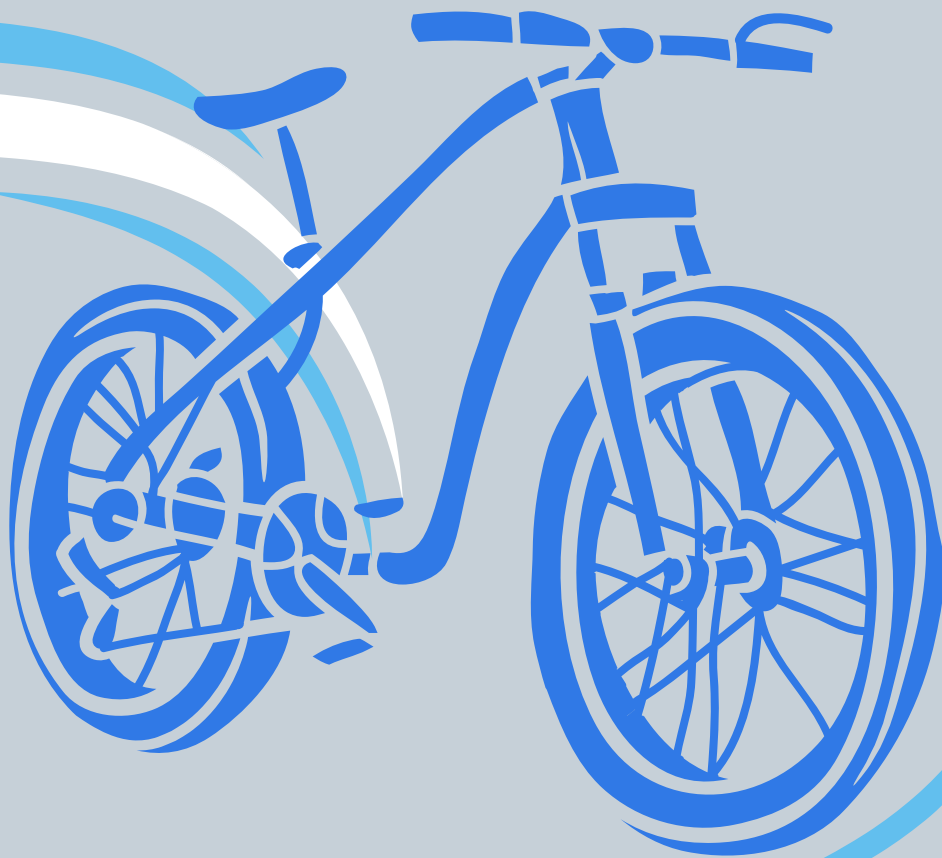- TV screen or projector for the videos

Tips & Tricks:

- Start with Clear Definitions: Begin the session by defining gamification and explaining its relevance in educational contexts. Use simple language and relatable examples to ensure all participants understand the concept.

- Showcase Success Stories: Share success stories and case studies of gamification used effectively in educating young migrants, refugees, and marginalized youth. Highlight tangible outcomes and benefits achieved through gamified learning experiences.

- Identify Targeted Learning Objectives: Help participants identify specific learning objectives and outcomes they want to achieve through gamification. Encourage them to align gamified activities with educational goals and desired learning outcomes.

- Emphasize Engagement and Motivation: Stress the importance of using gamification to enhance student engagement and motivation. Discuss how game elements like challenges, rewards, and progress tracking can captivate learners and encourage active participation.

- Provide Practical Implementation Strategies: Offer practical tips and strategies for designing and implementing gamified learning experiences. Discuss elements such as game mechanics, storytelling, feedback mechanisms, and player progression to help participants create engaging educational games.

- Foster Collaboration and Creativity: Encourage participants to collaborate and brainstorm ideas for gamified learning activities. Facilitate group discussions and idea-sharing sessions to foster creativity and generate innovative approaches to gamification.

- Address Accessibility and Inclusivity: Remind participants to consider accessibility and inclusivity when designing gamified learning experiences. Encourage them to create games that are accessible to learners with diverse backgrounds, abilities, and learning styles.

APPENDIX 2: Energizers

1. Bomb/ Shield: <u>link</u>
2. Molecules: <u>link</u>
3. Rock, Paper, Scissors (Tournament): <u>link</u>
4. Stop-Walk-Stand-Sit: <u>link</u>
5. Got You!: <u>link</u>
6. Human rock, paper, scissors: <u>link</u>
7. Fizz buzz: <u>link</u>
8. I love people who...: <u>link</u>

Sources:

* https://live.worldbank.org/events/transforming-transportation-2023

(1) Study: Istanbul, Turkey; (7) Accessible Public Transport Project in Istanbul, Turkey   https://tuhim.ibb.gov.tr/media/2131/imm_transport_report.pdf
https://oui.hypotheses.org/files/2013/03/2011-08-CS03_Istanbul_dtp300.pdf
https://finansman.ibb.istanbul/en/wp-content/uploads/2022/10/2021-Annual-Report-1.pdf

(2) Study: Barcelona, Spain
https://upcommons.upc.edu/bitstream/handle/2117/356193/Paper%20drac%20ERSCP.pdf?sequence=1
https://www.iese.edu/wp-content/uploads/2022/05/ST-0625-E.pdf

(3) Study: Helsinki, Finland
https://www.urbanagendaplatform.org/sites/default/files/2021-07/NUA%20Report_FINLAND_Min.Env_.%20FINAL%20%283%29_0.pdf

(4) Study: Jakarta, Indonesia:
https://www.researchgate.net/publication/349904715_Public_Transport_Performance_Based_on_the_Potential_Demand_and_Service_Area_Case_Study_Jakarta_Public_Transport

(5) City Bike-Sharing Program in Copenhagen, Denmark
https://cyclingsolutions.info/the-city-bike-and-other-bike-share-schemes/

(6) "Vamos Juntas" App in São Paulo, Brazil https://g1.globo.com/rs/rio-grande-do-sul/noticia/2015/09/criadora-do-vamos-juntas-lanca-campanha-para-financiar-aplicativo.html

(1) Netherlands: https://en.wikipedia.org/wiki/Cycling_in_the_Netherlands
(2) Denmark:
https://kk.sites.itera.dk/apps/kk_pub2/pdf/2420_d4db2492337f.pdf
(3) Germany: https://www.muenster.de/stadt/greencapital/muenster-application.pdf

thank you

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