



Technical Guideline for Storytelling Videos Manual



Engaging Young Migrants from North Africa
in Participative Video and Storytelling to
Share Their Narratives

1. Introduction

1.1 Purpose of this guideline

This guideline supports youth workers and facilitators in helping participants create short storytelling videos. It provides practical guidance throughout the process, from developing an initial idea and planning the story to recording, editing and preparing the final video for submission.

The guideline is designed to make video storytelling accessible using familiar tools such as smartphones and basic editing applications. It should be used alongside the EUnited training materials and the project's consent, privacy and submission procedures.

1.2 What is a Storytelling Video?

A storytelling video is a short audiovisual piece that combines elements such as moving images, photographs, spoken words, text, music or sound to communicate a story, experience, idea or perspective.

Within EUnited, participants use video storytelling as a creative tool for self-expression and communication. A story may be based on an experience, a place, an interest, an idea, an everyday situation or a topic that is meaningful to the participant.

For example, a participant could create a short video about a place that is important to them, combining several video clips with a voice-over explaining its meaning.

The objective is not to produce a professional film. The video should communicate a clear and meaningful story using the technical resources available to the participant.

1.3 Learning objectives

By using this guideline, youth workers and facilitators will be able to:

- introduce participants to the basic principles of video storytelling;
- support participants in planning and structuring a short visual story;
- provide basic guidance on smartphone video recording and sound;
- support participants during the editing and post-production process;
- apply basic standards for subtitles, project branding and final video quality;
- address consent, privacy, copyright and ethical storytelling;
- guide participants from their initial idea to final video submission.

1.4 Role of the youth worker

Your role is to support the creative and technical process without taking control of the participant's story.

Help participants develop their ideas, plan what they want to record and use the available equipment and editing tools. Provide additional support where participants have limited experience with smartphones, video production or editing software.

Participants should remain in control of what they record, what they choose to share and how their story is represented. Any significant changes made during editing should respect the participant's intended message and be approved before the final video is shared.

1.5 Expected outcome

Each participant or group should produce a short storytelling video that communicates a clear idea, experience or perspective.

In accordance with the EUnited minimum technical standard, the final project should include:

- a storytelling video of ideally 1–3 minutes;
- clear and understandable sound;
- a participant-approved title and description;
- the required project branding and subtitles, where applicable;
- country and participant/group code;
- confirmed consent status; and
- a final video file prepared for submission.

The result should prioritise the participant's story and perspective. Technical quality should support the message without becoming the main objective of the activity.

2. Preparing the Workshop

Good preparation helps participants focus on their stories and reduces technical difficulties during recording and editing. Before starting, facilitators should make sure that participants understand the activity, have access to the necessary equipment and know how their final videos may be used.

2.1 Preparing the learning environment

Choose an accessible and comfortable space where participants can discuss ideas, plan their stories and work individually or in small groups.

For demonstrations and editing activities, prepare a computer and projector or large screen where possible. Participants should also have access to a quieter area if they need to record dialogue or voice-over.

Prepare the relevant EUnited materials, templates and consent documentation in advance. Keep instructions simple and visual, considering that participants may have different levels of language ability, digital experience and confidence with video production.

2.2 Equipment and Software

Professional video equipment is not required. A smartphone with a functioning camera and microphone is sufficient for creating a storytelling video.

Recommended equipment includes:

- smartphone or basic digital camera;
- headphones;
- chargers or power banks;

- tripod or simple smartphone support, where available;
- computer or tablet, where available;
- projector or screen for demonstrations;
- sufficient device storage;
- access to the agreed submission system.

Participants can **record, edit and export their complete storytelling video directly on a smartphone**. Modern smartphones can handle the basic editing tasks required for these projects, making it possible to complete the entire process without access to a computer.

Accessible mobile editing applications such as **CapCut, InShot or similar software** can be used to organise clips, trim footage, add text, subtitles, music and other basic editing elements before exporting the final video.

Computers or tablets may also be used where available, but they are **not required** to complete the activity.

The facilitator should become familiar with the selected editing application before the workshop. Where possible, use the same application during demonstrations to make instructions easier for participants to follow.

2.3 Organising Participants

Participants may create their videos individually or work in small groups, depending on the activity and available equipment.

Before recording begins, make sure that each participant or group has a clear idea of the story they want to develop and understands the expected final result: a short storytelling video of ideally **1–3 minutes**.

When participants work in groups, encourage them to distribute tasks according to their interests. For example, one person may record, another may appear or provide narration, and another may support the editing process. However, all participants should have the opportunity to contribute to the creative decisions.

Allow enough time for planning, recording, reviewing footage and editing rather than trying to complete every stage at once.

2.4 Consent and ethical considerations

Discuss consent and privacy **before recording begins**.

Participants should understand that filming identifiable people may require permission, particularly when the final video will be publicly shared. They should also avoid recording sensitive personal information or situations that could create privacy or safety concerns.

Participation should remain voluntary. Participants should decide what they want to record, whether they want to appear on camera and how much personal information they wish to include in their story.

Before the final video is submitted or shared, participants should review and approve the content, title and description. Any significant editing decisions should respect the participant's intended meaning.

Use the official EUnited consent documentation and procedures where required and clearly record the final consent status before dissemination.

3. Planning the Story

Planning helps participants turn an idea into a short and understandable video. Before recording, they should have a basic idea of what they want to communicate, what they need to record and how the different elements will work together.

The plan does not need to be complex. A few notes or a simple storyboard can be enough for a 1–3 minute storytelling video.

3.1 Choosing a Theme

Encourage participants to choose a topic that is meaningful to them and that they feel comfortable exploring.

Stories can be inspired by **everyday life, identity, culture, community, relationships, places, interests, challenges, achievements, hopes or future aspirations**. These are starting points rather than fixed categories.

Simple questions can help participants develop an idea:

- What would you like your video to communicate?
- Why is this story important to you?
- What would you like the viewer to understand or remember?
- What could you show rather than only explain?

The facilitator can help participants develop their ideas, but the final theme and message should remain their choice.

3.2 Story Structure

A short video usually works best when it focuses on **one main idea**. Trying to communicate too many messages in 1–3 minutes can make the story difficult to follow.

A simple structure can help participants organise their ideas:

- **Beginning:** Introduce the subject, place, person or idea.
- **Middle:** Develop the story with the most relevant images, actions, experiences or information.
- **Ending:** Finish with a reflection, message, feeling or idea that the participant would like the viewer to remember.

This structure is only a guide. Participants can organise their stories differently if another approach better represents what they want to communicate.

3.3 Storyboard

A storyboard is a simple visual plan showing the main shots or moments that may appear in the video. It helps participants think about what they need to record before they start filming. The storyboard does not need to contain detailed drawings. Participants can use simple sketches, photographs or written notes.

For example:

Scene 1: Outside of the community centre – introduce the place.

Scene 2: People taking part in an activity – show what happens there.

Scene 3: Close-up of an important object or detail – add personal meaning.

Scene 4: Voice-over or final image – communicate the closing reflection.

Participants can change their storyboard during production if they discover a better way to tell their story.

3.4 Planning the Recording

Before filming, participants should review their storyboard or notes and identify what they need to record.

Encourage them to consider:

- which places or subjects they need to film;
- who will appear in the video and whether consent is required;
- whether the story will include dialogue, voice-over, music, text or subtitles;
- whether any locations may be noisy, dark or difficult to film;
- which shots are essential to completing the story.

Participants should also check that their smartphone has enough **battery and available storage** before recording.

A simple recording plan can save time and reduce missing footage during editing. However, participants should still have the freedom to capture unexpected moments or change their original plan when this improves their story.

4. Recording the Video

Good recording does not require professional equipment. A smartphone can produce high-quality video when participants follow a few basic principles. The priority is to capture footage that is clear, stable and easy to understand while supporting the story they want to communicate.

4.1 Smartphone Video Settings

Before recording, check the basic camera settings and make sure there is enough storage space available on the device.

For most storytelling projects, recording in **1080p (Full HD)** provides sufficient quality while keeping file sizes manageable. If participants are unfamiliar with camera settings, the smartphone's standard video mode is usually sufficient.

Participants should also decide whether to record vertically or horizontally before starting and remain consistent throughout the project. The orientation should depend on how and where the final video is intended to be viewed or shared.

Whenever possible, use the main rear camera for better image quality and avoid excessive digital zoom.

4.2 Camera Stability

Stable footage is generally easier and more comfortable to watch. Encourage participants to hold the smartphone with both hands and keep their movements slow and controlled.

A tripod or smartphone support can be useful but is not required. Participants can also stabilise the device by placing it on a table, wall or other secure surface.

Not every shot needs to be completely static. Camera movement can be used creatively when it supports the story, but unnecessary shaking should be avoided.

4.3 Framing

Before recording, participants should look at the complete screen and decide what they want the viewer to notice.

Avoid unnecessary distractions in the background and make sure important subjects are not accidentally cut out of the frame. Participants can combine different types of shots to make the story more visually interesting.

For example, a wide shot can introduce a place, a medium shot can show a person or activity, and a close-up can highlight an important object, expression or detail.

Encourage participants to record several versions when possible so they have more options during editing.

4.4 Lighting

Natural daylight is often the simplest and most accessible source of light.

Before recording, check whether the main subject can be seen clearly. Avoid placing a person directly in front of a very bright window or light source, as this may make their face appear too dark.

If the image is too dark, participants can change position, move closer to a light source or select a brighter location.

Professional lighting is not necessary. The objective is simply to make sure that the important elements of the scene are clearly visible.

4.5 Recording Clear Audio

Clear audio is particularly important in storytelling videos. A visually imperfect shot can sometimes still be useful, but dialogue or narration that cannot be understood may make the story difficult to follow.

When recording speech:

- choose the quietest location available;
- move the smartphone reasonably close to the speaker;
- avoid strong wind, traffic or loud background noise where possible;
- ask participants to speak clearly and naturally;
- record a short test and listen to it before recording the full section.

Headphones can be useful for checking the recording.

If clear dialogue cannot be recorded during filming, participants can record a **voice-over** later in a quieter environment and add it during editing.

4.6 Common Mistakes to Avoid

Before finishing the recording stage, encourage participants to check for:

- accidental camera shake;
- very dark or overexposed footage;
- excessive digital zoom;
- distracting backgrounds;
- unclear or very quiet speech;
- strong wind or background noise;
- mixing vertical and horizontal footage without a clear reason;
- clips that start or end too quickly;
- insufficient footage to complete the planned story.

A useful habit is to record each important shot for a few seconds longer than necessary. This gives participants more flexibility when trimming and arranging clips during editing.

Technical imperfections do not automatically make footage unusable. The final decision should consider whether the image and sound are clear enough to support the participant's story and intended message.

5. Editing the Story

Editing is the process of selecting, arranging and combining recorded material to create a clear and coherent story. Participants do not need advanced editing skills to produce an effective storytelling video. Basic mobile editing applications provide the tools needed to create a short and meaningful final product.

The facilitator should focus on helping participants make creative decisions and ensure that each element of the video contributes to the intended message.

5.1 Choosing Editing Software

Participants can edit their projects directly on a smartphone using an accessible video editing application such as **CapCut, InShot or similar software**.

The selected application should allow participants to:

- import and organise video clips;
- trim and arrange footage;
- add text and subtitles;
- add music or voice-over;
- make basic visual adjustments;
- export the final video.

The facilitator should become familiar with the selected application before the workshop and demonstrate the basic editing workflow.

5.2 Importing Footage

Import the recorded clips into the editing application and review them before beginning the final edit.

Remove clips that are clearly unusable, duplicated or unrelated to the story. Keep the original files until the final video has been successfully exported and submitted.

Participants should organise the remaining footage according to their storyboard or planned sequence.

5.3 Organising, Trimming and Sequencing

Select the most useful parts of each clip and remove unnecessary sections, such as long pauses, accidental movements or parts that do not contribute to the story.

Arrange the clips in an order that allows the viewer to follow the intended message. Participants should review the sequence and consider whether each clip adds meaning, information or context.

A useful question is:

Does this clip help tell my story?

If it does not, consider removing it.

5.4 Adding Transitions

Transitions can be used to connect different clips, but they should be used sparingly.

Simple cuts are often sufficient. Fades or other subtle transitions can be useful when indicating a change of place, time or idea.

Avoid using multiple animated transitions simply because they are available. Editing effects should support the story rather than distract from it.

5.5 Titles and Captions

The final video should include a clear project title.

Titles and other on-screen text can be used to introduce the story, provide context or communicate information that may not be clear from the images alone.

Keep text short, readable and consistent throughout the video.

Where subtitles are required, they should accurately reflect the spoken content and remain on screen long enough to be read comfortably.

5.6 Background Music

Music can contribute to the atmosphere of a video, but it should not overpower speech, narration or other important sounds.

Participants should use music that they have permission to use, including appropriately licensed or Creative Commons resources where applicable.

Music should support the story rather than become its main focus.

5.7 Voice-over

A voice-over can help participants explain experiences, places, images or ideas that cannot be communicated through visuals alone.

Voice-over should be recorded in a quiet environment, with the speaker using a clear and natural tone.

Participants should listen to the recording before adding it to the video and adjust its volume so that it can be clearly understood alongside any background music.

5.8 Basic Colour Adjustments

Basic adjustments such as brightness, contrast or colour can be used to improve the consistency and clarity of the footage.

Participants should avoid excessive filters or dramatic colour effects unless they are deliberately part of the story.

The objective is to make the footage clear and visually coherent rather than heavily stylised.

5.9 Exporting the Project

Once the editing is complete, participants should watch the entire video from beginning to end before exporting it.

Check that:

- the story is easy to follow;
- all-important footage is included;
- speech and other important sounds are audible;

- titles and subtitles are correct;
- there are no accidental blank screens or unwanted clips;
- consent requirements have been respected;
- the video is ideally **1–3 minutes long**.

Export the completed project using a commonly supported video format such as **MP4**.
Keep the exported file and original footage until the project has been successfully submitted.

6. Subtitles and Project Branding

Subtitles and project branding help make storytelling videos accessible, recognisable and consistent across the EUnited project. They should be applied in a simple and unobtrusive way, ensuring that they support rather than distract from the participant's story.

6.1 Why Subtitles Matter

Subtitles make videos more accessible to people who may have difficulty hearing the audio or who are watching without sound. They can also support viewers who are not fully familiar with the language spoken in the video.

Where spoken dialogue or voice-over is included, subtitles should accurately reflect the meaning of the spoken content.

Subtitles should be added during the editing process and checked carefully before the final video is exported.

6.2 Subtitle Formatting

Subtitles should be:

- clear and easy to read;
- large enough to be viewed comfortably on a smartphone;
- displayed against a background that provides sufficient contrast;
- synchronised with the spoken words;
- short enough to be read comfortably;
- consistent throughout the video.

Avoid placing subtitles over important visual elements, faces or other information.

Where possible, use automatic captioning tools available in mobile editing applications as a starting point, but **always review and correct the automatically generated subtitles** before exporting the final video.

Subtitles should not replace the original audio. They should complement it.

6.3 Project Branding

Project branding provides a visual connection between individual storytelling videos and the wider EUnited project.

Participants should retain creative control over the visual style of their videos. Project branding should therefore be applied consistently but discreetly.

Where required, use the official EUnited project logo and branding elements provided by the project coordinator. Do not modify the official logo or create alternative versions of it.

6.4 Tips for clear and respectful language

The EUnited logo should be placed where it is visible but does not interfere with the participant's content.

A logo can be included on:

- the opening screen;
- the closing screen;
- or another consistent position agreed by the project partners.

Avoid repeatedly displaying large logos throughout the video, as this may distract from the storytelling.

Any additional partner or funding logos should follow the official project communication and visibility requirements.

6.5 Opening and Closing Screens

A simple opening screen can introduce the video before the main content begins.

Where appropriate, it may include:

EUNITED logo
Project title
Video title

The opening screen should be brief and should not unnecessarily delay the beginning of the story.

A closing screen can be used to display relevant project information, logos or acknowledgements.

Keep both screens visually simple and consistent across the project.

6.6 Credits

Credits should acknowledge people or resources that contributed to the production where appropriate.

Depending on the video, credits may include:

- participant or group, where consent allows;
- youth worker or facilitator;
- partner organisation;
- music or other external resources used;

- EUnited project acknowledgement.

Credits should remain brief and should not include personal information that the participant has not agreed to share.

The final video should maintain a clear distinction between **project requirements** and **creative choices**. Branding, logos and required acknowledgements should be consistent across the project, while participants should remain free to determine the visual style and creative direction of their own stories.

7. Technical Specifications

The following specifications provide a common technical standard for storytelling videos produced within the EUnited project. They are designed to be achievable using smartphones and basic editing applications while ensuring that the final videos have sufficient quality for viewing, sharing and project dissemination.

7.1 Resolution

The recommended resolution for the final video is **1920 × 1080 pixels (Full HD)**.

Full HD provides sufficient image quality for online viewing and project dissemination while keeping file sizes manageable for participants using smartphones.

If a participant's device has technical limitations, a lower resolution may be accepted provided that the final video remains clear and understandable.

Recording and exporting in 4K is not required.

7.2 Aspect Ratio

Participants should choose the aspect ratio according to the intended use of the video.

The recommended format for general EUnited project materials is **16:9 (horizontal)**, as it is widely compatible with computers, presentations and online platforms.

If a video is specifically intended for a platform that uses vertical content, such as social media, 9:16 (vertical) may be appropriate.

Participants should ideally choose the format **before recording** and maintain the same orientation throughout the video.

Avoid mixing horizontal and vertical footage unless there is a deliberate creative reason to do so.

7.3 Video Format

The recommended final format is **MP4**, using a commonly supported video codec such as **H.264**.

MP4 provides broad compatibility across smartphones, computers, online platforms and video players.

The original video footage should be retained separately until the final project has been successfully submitted.

7.4 Audio Quality

Audio should be **clear and understandable**, particularly when the video includes dialogue or voice-over.

Participants should:

- record in the quietest environment reasonably available;
- avoid excessive background noise and wind;
- ensure that speech can be clearly heard;
- check audio levels before exporting;
- avoid background music overpowering speech or narration.

Professional microphones are not required. A smartphone's built-in microphone is normally sufficient when used in an appropriate environment.

Headphones can be useful when reviewing the final audio.

7.5 Export Settings

Before exporting, participants should watch the complete video and check the image, sound, subtitles and text.

Recommended settings are:

- **Format:** MP4
- **Resolution:** 1920 × 1080 (Full HD), where available
- **Frame rate:** maintain the original recording frame rate where possible
- **Quality:** standard/high quality without unnecessary compression
- **Duration:** ideally 1–3 minutes

Avoid repeatedly exporting and re-compressing the same video, as this can progressively reduce image and audio quality.

After export, open the final file and check that it plays correctly before submitting it.

7.6 File Naming Convention

Keep the file naming system simple and consistent across partners.
A recommended format is:

CountryCode_ParticipantCode.mp4

For example:

ES_P03.mp4

For a group project:

ES_G02.mp4

The participant or group code should correspond to the identification used in the project documentation and consent records.

Avoid using full participant names in file names where anonymity or privacy needs to be maintained.
The final file should be clearly identifiable without requiring a complicated naming system.

8. Consent, Privacy and Copyright

Consent, privacy and copyright should be considered throughout the production process. Participants should understand how their videos may be used and should remain in control of their image, voice, personal information and story.

8.1 Participant consent

Before a storytelling video is published or shared publicly, participants should understand where and how the video may be used and have the opportunity to review and approve the final version.

Participation is voluntary. Participants should decide whether they want to appear on camera, use their voice, be identified by name or share personal information.

Use the official EUnited consent documentation and procedures where required. The final consent status should be recorded before dissemination.

8.2 Filming Other People

If identifiable people appear in the video, participants should obtain appropriate permission before using the footage publicly.

Particular care should be taken when filming children, vulnerable people or situations where identification could create privacy or safety concerns.

If consent cannot be obtained, use alternative footage or edit the video so that the person cannot be identified.

8.3 Privacy considerations

Before submission, review the complete video with the participant and check for personal or sensitive information that may have been captured unintentionally.

This may include names, addresses, identification documents, vehicle registration numbers, private messages, screens, school or workplace information, or identifiable people in the background.

Participants should also consider how much personal information they reveal through dialogue, voice-over, subtitles or on-screen text.

A meaningful storytelling video does not require participants to disclose information they prefer to keep private.

8.4 Music Licensing

Music available online is not automatically free to use. Participants should avoid adding copyrighted commercial music unless they have permission or an appropriate licence. Where music is needed, use:

- original music created by the participant;
- music provided within an editing application where its licence permits the intended use;
- royalty-free or appropriately licensed music;
- Creative Commons music that permits the intended type of reuse.

Always check the conditions attached to a music track before using it, particularly if the final video will be published online.

8.5 Copyright

Participants should normally create their own video footage, photographs, narration and other original content.

If external photographs, video clips, music or other media are used, facilitators should check that the material can legally be reused and whether attribution is required.

Content found through Google, YouTube, social media or other websites should **not be assumed to be free to reuse simply because it is publicly accessible**.

When possible, encourage participants to create their own material. This supports both copyright compliance and the personal nature of the storytelling process.

8.6 Free Media Resources

When participants need additional music, sound effects, photographs or video material, facilitators can direct them towards reputable sources offering reusable content.

Examples include:

- **Creative Commons** resources;
- **Pixabay** for images, video and audio;
- **Pexels** for photographs and video;
- **YouTube Audio Library** for music and sound effects.

Before downloading or using any external resource, check its current licence and attribution requirements. Licence conditions can vary between resources and may change over time.

Keep a record of any external material used so that the creator or source can be credited in the final video where required.

9. Final Submission

Before submitting a storytelling video, the facilitator should complete a final review with the participant. This ensures that the video meets the basic technical requirements, reflects the participant's intended story and is approved for its intended use.

9.1 Final checklist

Before submission, check that:

- the final video is ideally **1–3 minutes long**;
- the story is clear and easy to follow;
- image quality is sufficient for viewing and sharing;
- dialogue and voice-over can be clearly understood;
- subtitles are accurate, readable and correctly synchronised, where required;
- the video includes the appropriate **title and project branding**;
- music and external media have been used appropriately;
- the participant has reviewed and approved the final video, title and description;
- consent documentation has been completed where required;
- the consent status is clearly recorded;
- the final video has been exported in the required format;
- the exported file has been opened and checked before submission.

Original footage and editable project files should be retained until the final project has been successfully submitted.

9.2 Required project information

Each final storytelling video should include or be accompanied by the basic information required by EUnited:

- Project title
- Country
- Participant or group code
- Participant-approved title/description
- Consent status

The participant's full name should only be included where appropriate and where the participant has agreed to be identified.

Any external media requiring attribution should also be appropriately credited.

9.3 Upload procedure

Create one folder for each participant or group and keep the relevant project materials together.

The folder should contain, where applicable:

- consent documentation;
- original media (video and audio files);
- editable project files, where available;
- participant-approved title and description;
- final project;
- upload-ready MP4 file.

Use the agreed file naming convention, for example:

ES_P03.mp4

Upload the completed materials to the shared location indicated by the EUnited project coordinator.

For external storytelling video submissions made through the EUnited online platform, follow the submission instructions provided on the platform. External submissions should be sent to Projects@euthownders.org and will be reviewed before publication.

After uploading, open or play the final video to confirm that the correct file has been submitted, that it can be accessed and that the image, audio and subtitles work correctly.

9.4 Common issues and troubleshooting

The final video is too large to upload:

Export the project again using Full HD (1080p) and standard/high quality rather than 4K. Avoid unnecessary compression unless the file size remains a problem.

The video looks blurry after export:

Check that the original footage is being used and export again at the recommended resolution. Avoid repeatedly exporting and re-editing compressed copies.

The audio is difficult to understand:

Adjust the audio levels, reduce background music where possible or replace unclear dialogue with a clearly recorded voice-over.

The subtitles contain mistakes:

Review and correct them manually. Automatically generated subtitles should always be checked before submission.

The participant changes their mind about sharing part of the video:

Do not publish the affected content. Remove or replace it and review the participant's consent status before submission.

Someone appears in the video without appropriate consent:

Remove the footage, replace it or anonymise the person where appropriate before public dissemination.

The exported video does not play correctly:

Export the project again as MP4 and test the complete file before uploading.

When technical problems cannot be resolved, prioritise the **participant's consent, privacy and intended message** over publishing or submitting content that does not meet the agreed requirements.

The main title "EUNITED" in large, bold, sans-serif letters. "EU" is green and "NITED" is blue. The letters are surrounded by a circle of yellow stars, similar to the European Union flag. Below the title is the subtitle: "Engaging Young Migrants from North Africa in Participative Video and Storytelling to Share Their Narratives".

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Engaging Young Migrants from North Africa
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