



Welcome to Sicily



EXCHANGE AND PLACEMENT

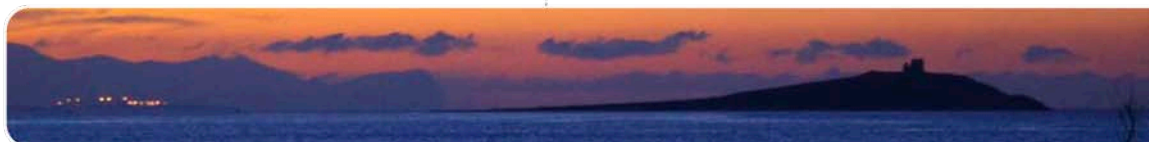
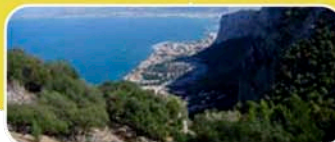
on Lifelong Learning Programme
LEONARDO DA VINCI

Hosting in Sicily

With consolidated experience over the years in the field of professional training, educational projects and language teaching, **ASTERISCO SICILIA** offers a wide range of Programmes for Participants, both for young aged 18 years and over and for adult and senior Participants, in the most different professional sectors. We provide

high quality Programmes customized to the needs and the expectations of the Participants.

See below all the information about our services.



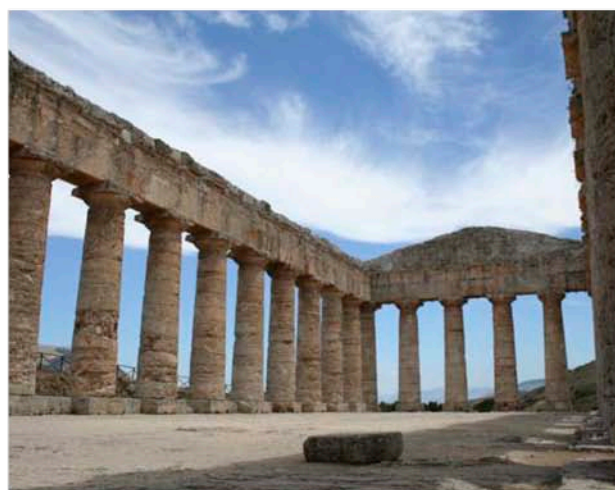
Do not hesitate to contact us. We will be pleased to collaborate in your projects and to host you in Sicily!



WHY IN SICILY

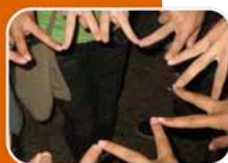
SICILY is a land rich in art and ancient history...

...beaches and mountains, lush and enchanting natural beauties, historical and archaeological monuments of past ages to discover and admire. It is an island surrounded by the **Mediterranean**, very close to the African coasts and surrounded by small islands which help to enrich the tourist attraction.



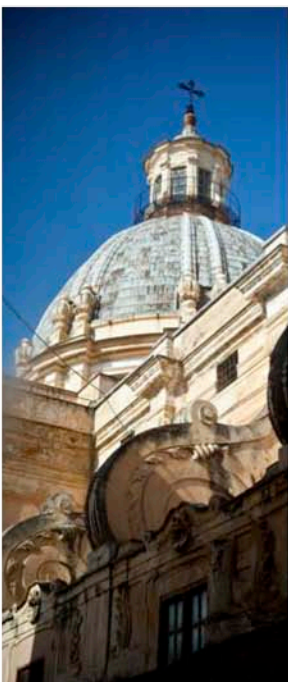
Sicily is the largest island in the Mediterranean Sea, separated from the rest of Italy by the Strait of Messina and from the African Continent by the Channel of Sicily. Considered among the most important tourist destinations of Italy, is rich in architectural treasures, priceless art and nature, and holds the regional record for the number of World Heritage granted by the **UNESCO**.

Our island, **rich in memories and traditions**, is not only beloved by its inhabitants of all time, but especially by those one who have moved for work or who have stayed here only for a short period of time. In fact, our land leaves an indelible mark on visitors, offering them a unique itinerary which follows the ancient footsteps of the civilizations that have crossed over the centuries our region together with the natural beauty of its rich territory.



WHY IN SICILY

Here you will find wide **sandy beaches**, towering cliffs and **crystal clear waters**, the tasty delights of the Sicilian, a number of establishments and spas that take advantage of the sulphurous waters of volcanoes such as Etna and Stromboli, but also a living Culture, protagonist, open, and constantly moving.



Sicily over the years has developed and increased its enormous potential, such as:

The Touristic sector:

the development of the Tourism in Sicily is still underpowered compared to the resources that our island can offer such as heritage, natural resources, local food production, and so on. The growth of this sector depends on the exact identification and promotion of the most important touristic lines and on the most effective ways to support them, such as the so called **cultural tourism**. If we consider the possibility to promote this huge historical and artistic heritage in the territory according to the demand issuing from the local and foreign users the tourism can offer a substantial growth prospects even in small towns based on a strong tourism, levelled on the different needs and requirements, from the artistic and cultural tourism, to the natural environment with various and valuable suggestions.

The exploitation of local food and wine products, particularly those typical (wine, oil, etc..) and the promotion of rural development:

Nowadays agriculture is at the centre of Community interventions as major potential of our land, acquiring a new multi-functional role in the field. The strategy to be adopted is that one to focus our attention on the rediscovery values and on the socio-economic aspects related to the rural world, in order to trigger off a set of endogenous development processes able to bring the richness and the environmental, cultural and archeological potential out of our territory.

Art and Culture:

Sicily has a rich historical, artistic, cultural and natural heritage to be discovered and admired. It is a land of ancient traditions that has seen a succession of several populations each of which has left something of itself. Art shows this melting pot in thousand different forms and Culture even in languages who hide behind every word a gesture. For this reason all the organizations, companies, production world, related to the use and promotion of the natural, cultural and artistic heritage, are really interesting realities to be experienced and explored.

A land to be know, discovered and experienced...

Palermo is the regional capital of Sicily, which is the largest and the most heavily populated (about 5,000,000) island in the Mediterranean. The area has been

colonized by numerous dominators over the centuries, including Roman, Carthaginian, Byzantine, Greek, Arab, Norman, Swabian and Spanish masters.

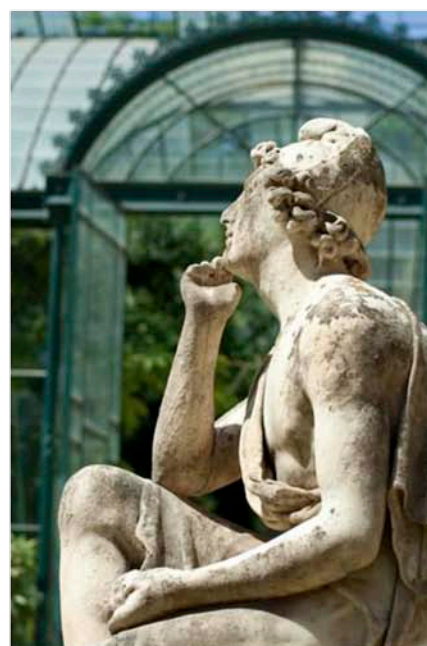
Due to this past and to the **cultural exchange** that for millennia has taken place in the area, the city is still an exotic mixture of many cultures.

WHY IN SICILY

A lot of the existing monuments add to the city a somewhat unique appearance. The **old town of Palermo** is one of the largest in Europe, full of past references. Palermo reflects the diverse history of the region in fact the city contains many masterpieces from different periods, including Romanesque, gothic, renaissance and baroque architecture as well as examples of modern art. The city also hosts its **rich vegetation** of palm trees, prickly pears, bananas, lemon trees and soon. The abundance of exotic species was also not iced by the world famous German writer **Goethe** who in April 1787 visited the newly opened botanical gardens, describing them as “**the most beautiful place on earth**”.



On the basis of these considerations ASTERISCO wants to promote the implementation of training or programme visits for European citizens in Sicily in order to discover and enjoy the essential features of the Mediterranean life and culture and of the Sicilian tradition and thus **export the value of being Sicilian in Europe.**



FOR MORE INFORMATION ABOUT SICILY:

www.sicilyweb.com/turismo
www.metasicilia.it
www.insicilia.it
www.palermotourism.com
www.estateinsicilia.it
www.culturasicilia.it
www.insicilia.org
www.esplorasicilia.com
www.siciliaturismo.org
www.palermo-tourism.it
www.lasiciliaonline.com



The Hosting Organization



The hosting activity is organized on the basis of needs identified by organizations working with the **LEONARDO DA VINCI Programme** and **ERASMUS PLACEMENT**. ASTERISCO acts not only as a Coordina-

ting Organization and Sending Organization, but also as Intermediary Partner and Hosting Organization, working on both **PLM/VETPRO Projects** and **ERASMUS PLACEMENT Projects**.



The **Sending activity** interests young Sicilians who want to carry out an internship in companies of European countries in the framework of the Leonardo da Vinci Program. The **Hosting activity** interests in the same way for young Europeans who want to accomplish a training course in Sicily.

The Hosting activity that Asterisco intends to promote to the foreign partners is planned to meet the specific needs and requirements expressed by individuals who wish to go through an educational and professional experience and live at 360° our territory.

The HOSTING support consists of several services that can be provided according to the requests and needs of the Partners.

The services offered by Asterisco are listed in the box.

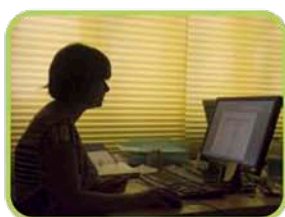
OUR SERVICES:

1. Placement in the hosting companies (PLM)
 2. Study Visits in the hosting companies (VETPRO)
 3. Airport Transfer
 4. Local Transport
 5. Accommodation
 6. Welcoming activity and Socialization
 7. Pedagogical Preparation Course
 8. Guidance Interview and Assistance for Placement Interview
 9. Italian Language Course
 10. Certification
 11. Tutorship
 12. Monitoring
 13. Free use of the Office
 14. Intercultural Activity (TANDEM)
 15. Cultural Visits
 16. Insurance
- PLACEMENT BUDGET
LEONARDO CODES

THE HOSTING ORGANIZATION

1. Placement in the hosting companies (PLM)

ASTERISCO, thanks to its own local contact network engaged in different key areas, has the opportunity to offer placement experiences in high-qualified enterprises, working in several sectors of interest. Some of the key areas in which Asterisco organizes internships in companies are:

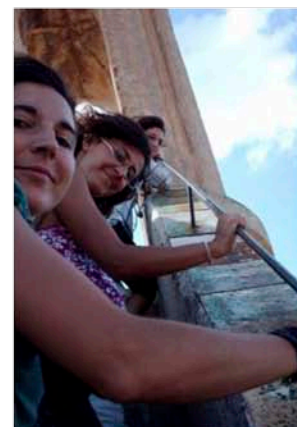


- Touristic sector;
- the field of local food and wine products, in particular the typical and of quality ones (wine, oil, etc..) and rural development;
- the arts and culture.

ASTERISCO makes also enable contacts and relationships with local business system operating in others various and diversified sectors to meet the specific needs and requirements expressed by users interested in spending an experience of living in Sicily in a field instead of an other listed above .

Internship experience abroad for young Europeans, is emerging as a key opportunity, which plays a very important role in the path of personal growth, as well as of the progressive acquisition of new knowledge and skills. Young people, thanks to this on the job learning experience, will have the chance to observe first-hand the labor market interacting and practicing directly in companies and organizations what they have learnt.

Therefore, in order to contribute to the **progressive growth of the individual and to strengthen its technical and professional skills and abilities**, ASTERISCO will take care of the first inclusion of young Europeans in professional activities and the contacts throughout the training period.



Please note that the Placements offered are influenced by:

- Applicants' level of Italian language.
- Previous professional experience.
- Academic education.
- Presentation and attitude during the interviews.



THE HOSTING ORGANIZATION

2. Study Visits in the hosting companies (VETPRO)

ASTERISCO offers also a study visits program aimed to select local farmers, in order to meet the needs of workers who want to spend a period of professional training in Sicily, improving or refreshing their skills in the specific area of interest. Study visits for professionals and practitioners from various sectors are otherwise aimed at updating and comparing, knowledge and experience sharing, exchange of best practices and know-how, providing useful and innovative ideas both for the growth of individuals and organizations.

The main goal of the study visits in other European countries is indeed to help European workers in the acquisition of a European dimension on a working and professional context, observing operational methods and good practices adopted in other contexts and learning new practical knowledge and skills useful to improve and refine their own level of professionalism and to acquire new tools to provide services and work performance of quality.



3. Airport Transfer

ASTERISCO organizes a welcome service and the pick-up at the airport for the participants driving them in their local accommodation. This service can be arranged both for the arrival

and departure.

During the transfer will be provided general indications about the stay and all the references to contact the local staff.



4. Local Transport

ASTERISCO takes care of issuing a pass valid for the local urban transports for the entire period of stay in the city.



THE HOSTING ORGANIZATION



5. Accommodation

ASTERISCO takes it upon oneself to find local accommodations in the centre of Palermo. The hosted people will be housed in apartments with single/double rooms equipped with kitchen and appliances allowing users to

provide for their own needs. ASTERISCO offers to the young participants various types of accommodation depending on the duration and the specific needs of the stay.

Accommodation tends to be located in the centre of Palermo, allowing students to reach the language school and/or practical training from their accommodation on foot or using the public transports taking no longer than 1 hour.

In particular, the types of accommodation can be:

Accommodation in residence with breakfast included + facilities and possibility to: 1) have a fully equipped kitchen to prepare their own meals, 2) have available arrangements with the catering in the city;

Accommodation in B&B with breakfast included and the possibility to have available arrangements with the catering in the city;

Family accommodation with the possibility to choose whether to have included, or not, the meals during the stay;

Accommodation in fully equipped apartments. Students will be sharing 2, 3 or 4 bed bedrooms.

6. Welcoming and Socialization activities

After the arrival, participants are invited to take part in a socialization meeting organized at the headquarters of Asterisco. This occasion will be the first approach for the participants to introduce themselves, a moment through which the experience mobility activities will be explained in detail, but also a chance to meet ASTERISCO Staff and tutors who will be appointed as the local point of reference, during the stay in Palermo.

This meeting also provides an useful opportunity for:

Delivering to each participant a "survival kit" consisting of a city map, a pass for local transports, a guide of the squares, the churches and the most famous monuments to visit and a small handbook of Italian language with common idiomatic expressions for a correct use of the language.

Transferring useful information concerning the articulation of stay and city services (hospitals, public services, transport, leisure, pubs, cinemas, pizzerias, etc.).



THE HOSTING ORGANIZATION



7. Pedagogical Preparation Course

ASTERISCO provides for the implementation of pedagogical training program, carried out by experts, lasting 20 hours. The program will be organized in five seminars, each one lasting 3/4 hours. The training course will focus primarily on:

CULTURAL PREPARATION, in order to convey to the participants information on the socio - cultural context, and to encourage the respect for cultural diversity, the understanding of the differences and the prejudices and stereotypes elimination relating to the origin and hosting context; **EDUCATIONAL - COMMUNICATIVE - RELATIONAL PREPARATION** aiming to illustrate what create an experience abroad means , and to learn the correct perspective to better enjoy

this experience, taking the greatest possible benefit for their own growth and personal development. This moment also offers an useful chance to study issues related to interculturalism and communicational - relational dynamics, promoting the active involvement of hosted individuals, of their abilities to get into the game and their leadership. Below there are some of the contents that will be a discussion topic:

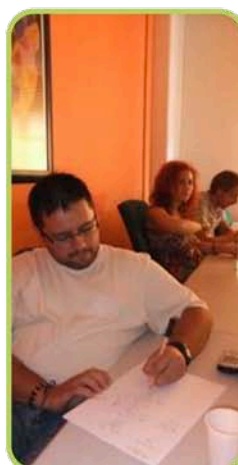
- an introduction to the cultural traditions of the host country territory;
- the dynamics of life adaptation in another country;
- communication and relationships processes in a multicultural environment.



8. Assistance for Guidance and Placement Interview

Before starting the training period in the company and with the support of experienced professionals, ASTERISCO organizes a guidance course for a period of 20 hours (5 seminars each one lasting 4 hours) planned to identify and investigate thoroughly the personal and professional specific guidance objectives. It is a phase in which the counselor will guide the young in the analysis of his

own employment status and the identification of the point of strengths and weaknesses. This interview within each young person will start toward a path of awareness about their desires, their own aspirations and their attitudes, highlighting the real motives and aspirations for a professional growth to undertake after this life experience in a foreign country.



ASTERISCO arranges for each participant a job interview at the hosting company in which will also participate the tutor. This meeting between young trainee, host company and tutor contributes to the achievement of a more accurate candidate assessment, according to his skills and personality. During the preparatory meeting will be defined all the procedures to implement within the job training period, aimed to facilitate the integration of the candidate in the company.

THE HOSTING ORGANIZATION

9. Italian Language Course



A wide range of courses is offered by ASTERISCO, which meet any kind of personal need. ASTERISCO provides the realization of an Italian Language Course lasting 60 hours, divided in 3/4 weeks managed by a Italian teacher to ensure the consolidation of the acquired knowledge, as well as the success of the internships. Based on specific needs, ASTERISCO may offer language courses lasting less or more, to be developed in a more or less intensive period. The language

course is planned for a limited number of participants, from a minimum of 5 to a maximum of 10 participants, to give the opportunity to each student to be the protagonist of the lesson and to facilitate individual and team work. The Participants of the language training course will have at their disposal teaching materials for tutorials. The course teaching methodology will be established according to the needs / language skills of the participants.

Thanks to the course in Italian language, participants will have the opportunity to:

- 1) Develop / improve their knowledge of the Italian language;
- 2) Mature and understand the knowledge of sentences and frequently used expressions (eg in the professional and personal context)
- 3) Acquire the ability to interact and communicate with the surrounding environment, adapting to the culture and mentality of the place.

INTENSIVE ITALIAN COURSE

Different levels for different needs:

- Daily lessons;
- Small groups;
- 3 different levels;
- Native teachers specialized in teaching Italian as a foreign language;
- Videos, DVD's, tapes and discussion.

Participants' progresses are continuously assessed through homeworks, assignments and final examinations. Classes attendance is mandatory.

At the end of the courses a certificate will be issued according to the type of course, amount of hours studied and level of proficiency.



The specific contents of the course will depend on the language level, but basically it includes:

- Grammar, oral and written exercises, improving vocabulary, compositions;
- Conversation;
- Introduction to Italian culture, history and literature, comments on newspapers, Italian music and folklore;
- Preparing Participants to their sectors, before starting the work placement.

THE HOSTING ORGANIZATION

10. Certification

Young people who participate in the mobility experience, at the end of the activity, will receive a certificate for both the language training and the internship in the company.

More specifically candidates who attend language

courses will be admitted to the final test whose overcoming allow them to obtain the certificate demonstrating the participation in the courses and the acquisition of specific language skills.

In particular to the candidates will be released:

1) By ASTERISCO a certificate attesting their participation and internship attendance;

2) By the host companies a certificate attesting the acquisition of specific technical and operational skills and a letter of reference.

These certificates are then used for the **Europass** certification.



11. Tutorship

Before the insertion in the company, each candidate will be aware about the tutor name who will be the point of reference during the whole stay in Sicily.

During the learning course experience, a tutor will be constantly in contact with either each participant or the company to verify the work in progress and the positive evolution of the mobility.

During the experience of training on the job in fact will be provided opportunities to meet and dialogue with the participants and with the leaders of the hosting companies. For this reason questionnaires on Customer Satisfaction will be administered both to young trainees and company managers, the planning and the organization visits in the company will be made in itinere by the tutor to monitor the progress of the activities.

The Tutor is of fundamental importance because he acts synergically with participatory methodologies to support the progressive achievement of educational objectives.

Tutors will be such as "facilitators of learning" and will support young people during the entire period of stay, to act promptly and resolve any problems that can emerge in the course of internship, such as the replacement of one of the host companies, logistical and administrative problems, etc.. The tutoring service is a continuous activity that will be developed during the entire period of stay: it will be aimed at monitoring the progress of the placement, the progressive acquisition of skills, the successful development of the study visits etc.. but also to facilitate the inclusion in the social context and resolve potential integration issues.

THE HOSTING ORGANIZATION

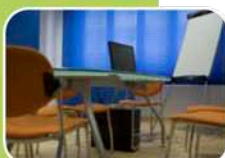
12. Monitoring

For the entire period of stay in Palermo, ASTERISCO will ensure a continuous monitoring activity to observe closely the language training and the placement activities in which young people are involved. This action is of strategic significance because it will ensure the correct and linear activities progress intervening whether oc-

cur critical issues to be resolved. The monitoring action is therefore necessary to guarantee the effectiveness of the training period and the role of Experts in this phase is of crucial importance to observe directly young people avoiding any kind of problems. The monitoring action will be carried out during the entire period in Palermo,



especially during the company placement through the use of standardized instruments such as Customer Satisfaction questionnaires, administered both to trainees and company managers, the organization of regular visits in the company, etc... The results of such monitoring will be shared and sent monthly to the Sending Organization.



13. Free use of the Office

For the entire period of stay in Palermo the participants will benefit of the ASTERISCO office, during the opening hours 8.00 to 19.00, both to use the well equipped classrooms in

which there are PCs and Internet connection and as meeting place and a point of reference for young people spending their stay in Palermo.

14. Intercultural Activity (TANDEM)

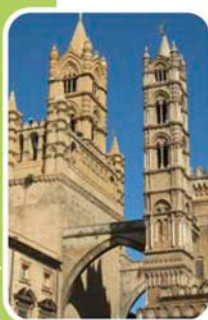
ASTERISCO provides an opportunity to organize meetings with the youth of the area and create an animate and socializing meeting to share experiences, meet and make friends.

During the week will be organized intercultural activities, language exchanges, focus on language learning in which fo-

reigners and young Sicilian will meet to discussed about all kind themes to know each other, developing their linguistic skills. The activity has a strong socializing action allowing to the young foreigners to come in close contact with culture, language and the hosting territory through the exchange among peer.



THE HOSTING ORGANIZATION



15. Cultural Visits

During the stay in Palermo, ASTERISCO may propose and organize local trips and guided visits of the monuments and historical ruins of the city or tours to discover the surrounding areas such as the city of Palermo, Mondello, Monte Pellegrino, Monreale, etc. It is possible, according

to specific requests or to organize visits of the major cities / touristic destinations such as Taormina, Siracusa, Caltagirone, Noto, Sciacca, Mozia, Trapani, Catania, Valley of the Temples, San Vito lo Capo. These visits could be daily or the duration of a weekend.



16. Insurance

ASTERISCO will ensure coverage against accidents for the entire period of stay in Palermo; before the departure candidates must be insured with the European Insurance Health Care of the origin country in order to receive assistance and medical insurance in Italy.

All types of services described above find their match in the financial statement.

ASTERISCO is willing to customize packages and/or one or more services based on the specific needs of young people.

Throughout the whole programme, the promoter and The participants will be assured for the following quality services, described above:

- **Constant availability** of the ASTERISCO team to support Promoter and Participant;
- Presentation/**welcoming session**;
- **Emergency** phone 24h/day;
- Certification;
- **Europass**, if required;
- **Follow-up**;
- Middle and final **evaluation** with the groups;
- Monthly **Informal Meeting** for all Participants of ASTERISCO to socialize;
- **Final report** containing evaluations and certificates from accommodation, internship and Language course, as well as ASTERISCO evaluation of the Programme.



THE HOSTING ORGANIZATION

ASTERISCO organizes **Placement, Study and Technical Visits corresponding to the demands and expectations of Participants and Promoter.**

All Programmes and Budgets are prepared upon requirement for each Project and Promoter. Items to be included in the Programme shall be indicated by the Promoter (see Technical Visit Budget for the services that can be required).

PLACEMENT BUDGET

In general ASTERISCO builds the Programme for Palermo and surroundings, according to the areas of expertise and its network of partners.

All suggestions by the Promoter are welcomed.



Request a budget customized to your needs and under the headings of the following example:

Pedagogical Preparation Course

- per classroom made of 1 up to 5 participants
- per classroom made of 6 up to 10 participants

Guidance Interview

- per classroom made of 1 up to 5 participants
- per classroom made of 6 up to 10 participants

Italian Language Course

- per classroom made of 1 up to 5 participants
- per classroom made of 6 up to 10 participants
- LC 40 lessons / 2 weeks
- LC 60 lessons / 3 weeks
- LC 80 lessons / 4 weeks

Intercultural Activity (TANDEM)

- per classroom made of 1 up to 5 participants
- per classroom made of 6 up to 10 participants
- 1 event
- 2 events
- 3 events

Airport Transfer

- Arrival
- Arrival & Departure

Accommodation

- Single or Double or Triple Rooms / Self catering (per week)

Local Transports

- 1 week 7 daily tickets with unlimited trips
- 1 month card with unlimited trips (*)

Management and Monitoring Costs (**)

- Monitoring and Certification (per Participant)
- Additional costs per month after the 6th month of placement (per Participant)

Insurance

- Liability Insurance

Cultural Visits

- 1 visit
- 2 visits
- 3 visits

Tutorship

(*) In the transport and areas of the Language Course School and / or Internship Placement
(**) Administration costs have to be hired in every Programme.

THE HOSTING ORGANIZATION



For Technical Visit (VETPRO) please ask for a Budget indicating all the items you want to include in the Programme as well as the objectives/themes of the Visit.

Airport Transfer

Arrival
Arrival & Departure

Local Transports

Public transports (bus)
Public transports (taxi)
Private transports (renting)

Italian Language Course

- per classroom made of 1 up to 5 participants
- per classroom made of 6 up to 10 participants
LC 40 lessons / 2 weeks
LC 60 lessons / 3 weeks
LC 80 lessons / 4 weeks

Accommodation

Single or Double or Triple Rooms / self catering (per week)

Cultural Visits

1 visit
2 visits
3 visits

Insurance

Liability Insurance

Management and Monitoring Costs

Monitoring, Certification and Translation
Programme organization (average 5 visits per week)



LEONARDO CODES



SIZE CODE S11-20 People

SECTORAL CODE M80 Education

TIPE OF ORG. EDU-VET

REGIONAL CODE ITA

WHO WE ARE

ASTERISCO, a socio-economic development organization...



...is a vocational training school, recognized by Regione Sicilia Authorities to carry out training courses for young people (qualifications courses) and adults (skills refresher courses). The activity was created in 2002 by a union of teachers, experts and individual professionals, operating in various sectors such as services, business creation, education, vocational training, research, and local development.

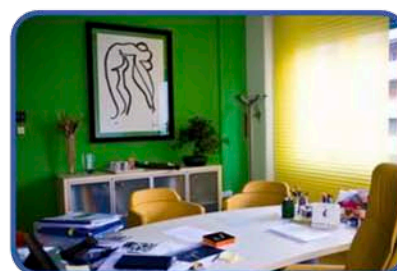
Its main activities are: the organization of vocational training courses, the planning and management of initiatives (projects), usually on public Call for proposals, aimed to enhance local and human development.

Today, **ASTERISCO has a list of references and professional skills of experts** whose experiences concerns different areas of intervention, aimed to the development of its territory, business and Human Resources: cooperation, networking, mainstreaming

on a regional, national and international contest.

ASTERISCO has acquired the **Quality Certificate ISO 9001:2008** by AJA Registrars, Italy.

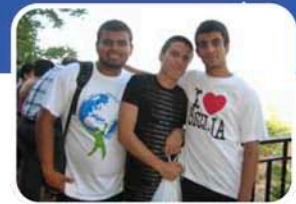
Among the various activities, the one which plays a prevalent role is the promotion of Human Resources, by increasing skills and knowledge of subjects, youths and adults, workers and those without



work. The non-profit organization, consistent with the **Lisbon Strategy**, operates with the belief that Education is the means for the success, a key policy lever, through which the individual evolves and grows in harmony with the cultural, social and economic needs.



WHO WE ARE

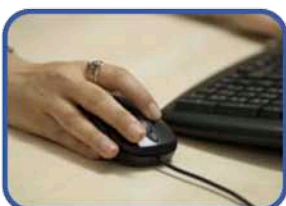


In addition to the main activity of management of training courses for different target groups, the organization has experience in **the management of internships and placement** in public and private companies operating in Sicily.

As part of the **transnational activity**, thanks to the Leonardo da Vinci Program, ASTERISCO offers placement projects for placement in companies even in different parts of Europe. We work primarily on projects financed by public funds (regional, national and European).

Our main target are **young people**, but also women and the disadvantaged group, as we want to promote equal opportunities. Our projects fall into various areas such as Social, Environment, New Technologies, Culture, etc..

Additionally, ASTERISCO, is entitle to conduct the National Civil Service (Cod. NZ03270). To carry out its activities, the Institute has two locations in Palermo with large offices, 10 classrooms, including 3 computer labs, designed to comply with the **safety standards of the person**, equipped with ergonomic chairs, latest flatscreen, low-radiation personal computers, with the emphasis on the user's health and in compliance with current legislation, and a conference room with a capacity of about 100 units. The staff consists of 10 permanent employees, 2 permanent consultants, and various collaborators in different fields, based on the various projects that the Institute organizes.

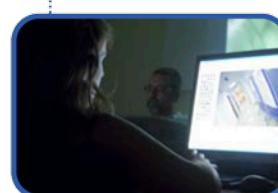


WHO WE ARE

ASTERISCO also operates in the context of international mobility and **youth exchange**, in the awareness of the importance and value of those experiences for the growth and the development of young people.

Indeed, the organization is already active in the Leonardo da Vinci and Youth in Action Programmes, with the role of coordinator, sending and hosting organization.

Our main interest is to promote experiences of enrichment for young people from 18 to 25 years old. Our motivation is according to our mission: helping young people to manage their life in an active and positive way. We also want to encourage young people to participate both in **formal and non-formal learning process**. We specifically want to enable following learning experiences:



- Interpersonal and social competences;
- Adaptability and coping with new challenges;
- Developing cultural awareness of each other's needs in a multi-cultural setting;
- Communicating, socialising and negotiating in a second language.

Full legal name ASTERISCO: Associazione per lo sviluppo socio economico

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