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# Inclusive European Youth Projects

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# Introduction

The participants of the seminar "Working Together for an Inclusive Europe" produced this practical booklet for inclusion workers engaging young people with fewer opportunities in European projects, Y-E-N projects mainly.

Based on the experience of successful Y-E-N projects, the aim of this booklet is to collect examples of good practices and concrete working methods that will enable any other youth organisation in Europe to increase the participation of young people with fewer opportunities in, and reduce their exclusion from, European individual or group experience.

The difference between a mainstream project and an inclusion project is the support. Each young person and each group is different.





# Table of content



## What should youth workers do?

- 4 Selection procedure
- 5 Selection criteria
- 6-7 Preparation
- 8 Follow-up



## What should youth organisations do?

- 10 Selection
- 11 Preparation
- 12 Follow-up



## What should/could participant(s) do?

- 14 Selection
- 15 Preparation
- 16 Follow-up



## What should Y-E-N do?

- 18 Preparation
- 19 Follow-up

What  
should  
youth  
workers  
do?



# Selection procedure



Give information (by email or direct call) among members and volunteers of the organisation (describing the aim and objectives of the Y-E-N activity)



Set up individual interviews with shortlisted candidates to check their background and motivation to participate in the Y-E-N activity



# Selection criteria



Fluent English is not a must for attending a Y-E-N activity. The level of English should not be a criteria!



Create new opportunities for participant(s) => do not send always the same participants in Y-E-N activities, rotate!



At least 1 participant actively involved in the organisation



Check his/her/their motivation



Mind the gender balance



Will the Y-E-N activity be useful for the organisation?



Find the balance between experienced participant(s) and "new" participants, between active and not active, according to the Y-E-N activity



Find the link between the topic of the activity and the experience of the participant(s)



Will the Y-E-N activity be useful for the participant(s)?

# Preparation



Brainstorm about the tasks to be properly implemented before/ during/after the Y-E-N activity



If needed, share information about the participants (experience, profile, special needs, allergies, special medical treatment...) with Y-E-N Office and/or facilitation team



Encourage the participant(s) to trust in himself / herself / themselves



Brainstorm together with participant(s) about risk assessment (during the travel, during the Y-E-N activity itself)



Inform them about what they need to do in the Y-E-N activity



Encourage the participant(s) to do their best during the Y-E-N activity, not to be afraid before and during Y-E-N activity



Invite selected participant(s) to a face-to-face meeting in order to give them directions and ask them about their expectations for this Y-E-N activity



Make sure that participant(s) have at least an idea of what is Non Formal Learning and how "it works" = > the youth workers should explain to the participants how non formal learning is working and the differences between formal / non formal and informal learning



Give the participant(s) some PR materials for the Y-E-N activity (leaflets of the NGO, visit cards, goodies, snack and drinks for the intercultural evening)



Make a connection between Y-E-N activity and the personal/professional life of the participant(s)



Prepare the participant(s) for the intercultural awareness

# preparation



Get information about concrete objectives / results expected for Y-E-N activity



Make sure they have contact details of the participant(s), of the organisers and emergency contact details (family/friends of the participant(s))



If it is an activity within a broader project (like Annual Work Plan), give information about events & activities before and after



Make back stage of the project, starting from the preparation stage until the end of the project (follow-up)



Put the participant(s) in contact with previous participants of past Y-E-N activities in order to update him/her/them



Share personal experience with candidates and future participant(s)



Inform participant(s) of what the organisation expects from him/her/them after they are coming back from the Y-E-N activity



Give an introductory "training" about the specific contents of Y-E-N activity



Create a Whatsapp group for the participants coming from the same NGO so that they can communicate and ask any question regarding the Y-E-N activity



Teach some basic foreign language, basic English if needed



Give information about the Youth-pass & key competences



Be "on call" to be available for the participants



Use infographics (canva.com) and emojis during this preparation phase to spread and collect information



# Follow-up



After the Y-E-N activity: set up one meeting right after the return of the participant(s) + one meeting one month after



Listen to the participant(s) and understand his/her/their learning process



Debrief when the participant(s) come back: try to discuss what happened during the Y-E-N activity, what they learnt and experienced in the Y-E-N activity, what about their expectations (met or not)



Highlight the benefits and positive aspects of attending a Y-E-N activity, in terms of potential impact at personal and community level



Share with other colleagues and volunteers what kind of help & support the participant(s) need for local projects or future activities => share the results of the Y-E-N activity with Y-E-N



Write an article for FB, website of the NGO or Y-E-N website about the Y-E-N activity and what the participant(s) gained from it



Organise a meeting in the NGO for the participant(s) to share his/her/their story with other members of the organisation (volunteers or staff)



Ask for a report from the organiser (Y-E-N)



Offer opportunities for young people at local level on the topic of the Y-E-N activity that they attended



Involve them in local activities



Encourage them to implement similar projects and support them in the implementation of these projects



Be the bridge between the participants and the NGO in both directions: generating new ideas, giving feedback



Support the participant(s) to re-integrate and "fit" back into their community and social networks



# What should youth organisations do?

**SUPPORT**  
young people and  
youth workers!

**RESPECT**  
deadlines!



# Selection



Adapt the selection process to the Y-E-N activity type



The contact person in the NGO receives the call for participants



The selection is made inside the NGO: please avoid Open Calls!



After discussion with the Board and staff of the NGO, the contact person sends the call for participants directly to potential candidates (either direct call or email), adapting the communication style to the target group if needed (simplified language, not using too much "jargon")



The selection depends on the role within the organisation  
=> Participants of Y-E-N activities can be selected among the following people in the organisation: Board members, staff members, volunteers (already active since quite some time), young people involved in local activities of the organisation

# Preparation



Set up a specific face-to-face meeting with the participant(s) to discuss the political/cultural specificities of the Y-E-N activity and the country it will take place in



Inform the participant(s) about the travel options and reimbursement conditions



Help the participant(s) to buy their travel tickets



Give detailed information about: the topic, aim and objectives of the Y-E-N activity, the organiser (Y-E-N), the venue and cultural/intercultural preparation needed



Collect information from the participant(s): allergies, special needs



The contact person in the NGO explains to participant(s), directly or through social media, what to prepare for the Y-E-N activity



Set up another specific meeting with someone from the NGO who already participated in a Y-E-N activity in order to give some hints about the preparation needed



# Follow-up



Bear the follow-up in mind from the preparation phase already



Ask participants to write an article/post about their experience



Find a creative and fun approach for the follow-up of participants



Share pictures and videos



Arrange things (meeting time, meeting place, snacks and drinks) for the participants to share their experience with peers



Help participants to keep in touch with the NGOs and other participants from Europe they met during the Y-E-N activity



Create the conditions for participants to implement local actions, empower them to implement these local actions and praise them!



Once the participants are super active in the NGO, why not hiring them as staff or advice them to candidate for the Board of the NGO



**What  
should/could  
participant(s)  
do?**





# Selection



Be an active volunteer/beneficiary in order to have more chances to be selected



Clarify your intention / motivation to participate



Be interest in the topic.  
Know your topic!



Ask questions and explain your need to participate (What? Why?)



Explain your commitment



Know that there are different requirements for different projects

# preparation



Research information about the Y-E-N activity, the country and venue where it will take place



Be in contact with the organisers (Y-E-N Office) regularly and send them the required documents (application form, confirmation form, emergency form, travel details) on time



Be active and open-minded



Language (English)



Expect the unexpected



Take responsibility for the trip (book the travel tickets, prepare your travel documents and identity papers) and money issues



Read the Infopack sent by Y-E-N Office carefully



Get to know the environment where the project will take place



Orientation



Be open to learn



Be able to ask questions to anyone



Clarify the roles of the people in your local NGO and be able to present your NGO at the Y-E-N activity



Prepare the intercultural evening and be able to present your country at the Y-E-N activity



# Follow-up



Keep contacts



Share experiences with peers



Keep in touch with the other participants, facilitators, partner organisations & Y-E-N: through email if it is something professional / through Facebook group to share videos and photos to keep the group alive, or Facebook Messenger to send messages, add participants as friends



Send the documents on time and do not loose them



Local initiatives



Encourage friends to take part



Multiply the information from the activity (sharing)



Making monthly meetings in a convenient time and place for everyone



Send scanned versions of boarding passes before sending them by post to Y-E-N Office



Take the contact details from the other organisations & make projects together



What  
should  
Y-E-N  
do?





# preparation



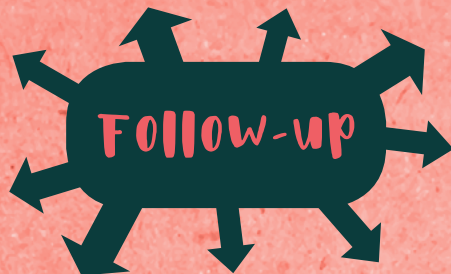
Create a Facebook group so the participants can communicate before and ask any question regarding the Y-E-N activity



Inform the member/partner organisations, already in the call for participants, that there will be an "Action Plan" to be done or requirement for local projects implementation after the Y-E-N activity



Communication: always put the partner/member organisation in Cc: in all emails sent to participant(s) during the preparation time



Send the list of participants (with contact details: phone and email) after the Y-E-N activity for the participants to keep in touch and create future projects together



Follow-up participants in a nice and friendly informal "How are you? How is your Action Plan? How are your local projects doing?" message in the Facebook group



Send a pedagogical report after each activity to participants and their local organisations



Remind the partner/member organisations (through the contact person) that there is a local project / Action Plan / follow-up to be done



For participants already attending 2-3 Y-E-N projects, suggest them to become SAYers and future team members



For participants already attending 5 Y-E-N projects, suggest them to candidate for the Board of Y-E-N



Set a check-up contact by email with the member / partner organisations: looking back to what happened in our Work Plan and what happened in the NGO during these last 6 months / one year. Ask for feedback and impact of the Work Plan on the NGO



Set a check-up contact through the Facebook group 6 months and 1 year after the project



Keep the Facebook group alive with information / useful opportunities for participants



# credits

## Imprint

This publication reflects the views only of the author, and the European Youth Foundation of the Council of Europe cannot be held responsible for any use which may be made of the information contained therein.

## Financially supported by

the European Youth Foundation  
of the Council of Europe



## content

Youth Express Network  
<http://youthexpressnetwork.org>



## Graphic Design and illustrations

Illustrations and graphic design  
by Coline Robin,  
[www.colinerobin.com](http://www.colinerobin.com)

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