



Monitoring Toolkit

How Young People Can Track Progress on Youth Priorities

A Companion to *Holding Decision-Makers to Account* Monitoring Plan

July 2025

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THE PEER CIVIC MONITORING TOOLKIT AND HOW TO USE IT

The **Peer Civic Monitoring Toolkit** is a practical companion to the *Youth Policy Monitoring Framework* developed as part of the **Peer Civic** Erasmus+ project.

Its purpose is to help young people, youth workers, and organisations track whether public commitments made to youth under the **11 European Youth Goals** are being kept and to do it in a way that is accessible, action-focused and empowering.

Whether you're following up on the *Empowering Youth Voices* Resolution or tackling local priorities in your own region, this toolkit provides the templates, tools, and formats you need to stay engaged and to make sure decision-makers stay accountable.

WHAT'S INSIDE

This toolkit includes:

- ▶ Letter templates to request updates or meetings with policymakers including local and national politicians, MEPs and youth policy NGOs at all levels
- ▶ Tools to run youth monitoring meetings and track progress
- ▶ Event formats like Fireside Chats, Townhall Meetings and civic workshops
- ▶ Social Media captions, posters, and ideas to help you share your findings
- ▶ A one-pager to help you get started right away

WHO IT IS FOR

This toolkit is designed for:

- **Young people** who want to follow up on the issues they raised
- **Youth workers, teachers, or group leaders** who want to support civic engagement
- **Partner organisations** continuing Peer Civic work locally or nationally
- **Anyone** looking for a ready-made way to track youth policy implementation

You don't need to be an expert. You don't need a big team. Just pick one priority and get started.

HOW TO USE IT

1. **Pick a Priority**

Choose one issue from your country's *Monitoring Plan* or from the *EU Youth Resolution* that your group wants to follow up on.

2. **Use the Templates**

Send a letter, request a meeting, or organise a progress-check meeting with decision-makers. Everything you need is inside.

3. **Track What Happens**

Use the logs and matrices to document progress (or lack of it). Be honest. Be clear.

4. **Share What You Find**

Post on social media. Write a short blog. Submit a snapshot to <https://peercivic.eu>. Make sure your voices stay visible.

5. **Keep the Cycle Going**

This isn't just one report — it's a process. Keep checking in with policymakers and decision makers in your region and invite others to join you.

THE BIGGER PICTURE

This toolkit is part of the wider Peer Civic legacy that encourages young people across Europe to move from participation to influence, and from ideas to impact. Youth engagement doesn't end with consultation, it continues through monitoring, feedback, and action.



SECTION 1: COMMUNICATIONS TEMPLATES

This section offers templates that can be used to create a database of stakeholders and formats for ongoing communications regarding the progress of youth issues and priorities. It includes sample wording for writing letters, arranging meeting and issuing statements.

A. Stakeholder Contact List / Database (Sample)

Purpose: To keep track of who you've contacted, who holds responsibility for each priority, and who's worth re-engaging in future.



What it includes:

1. Names of elected local, national and European representatives
2. Names of local, national and EU youth groups and NGOs
3. Role / Party/Organisation
4. Area of responsibility (linked to a specific youth priority)
5. Contact details (email, phone, social media, etc.)
6. Notes (e.g. whether supportive, open to follow-up, previously responded, etc.)

How to create one:

1. Create a simple spreadsheet, Google Sheet or shared doc
2. Add columns that match your local Monitoring Framework priorities
3. Colour code or tag contacts (e.g. "active", "no response", "needs follow-up")
4. Use it to log who you invite to events, send updates to, or include in reports

Why it matters:

- Saves time — no need to re-find info every time
- Helps you track relationships across time and issues
- Makes it easier to delegate tasks to youth team members
- Keeps your work professional and impactful

B. Letter: Requesting a Policy Progress Update (Sample)



Subject: Request for Progress Update on **[Youth Policy]** Commitment

Dear [Title + Last Name],

I hope this message finds you well. I am writing on behalf of [Youth Group/Organisation] as part of the Peer Civic initiative, which supports youth participation and policy monitoring across the EU.

As part of our agreed Monitoring Plan, we are currently tracking progress on youth priorities outlined in the “Empowering Youth Voices” Resolution presented in March 2025. One of the priorities in our region is **[Insert Priority – e.g. Youth Mental Health Services in Rural Areas]**

We would greatly appreciate a short update on any progress made in this area, including any recent actions, budget commitments, or upcoming plans.

We will publish summary findings on our shared platform [<https://peercivic.eu>] and on social media and we would be happy to include any statements or links you wish to share.

Thank you in advance for your support and collaboration.

Warm regards,

[Your Name]

[Group / Organisation Name]

[Email / Contact Info]

C. Letter: Requesting a Meeting (Sample)



Subject: Meeting Request to Discuss Youth Priorities

Dear [Title + Last Name],

On behalf of [Youth Group/Organisation], I would like to request a short meeting with you to discuss progress on youth-related issues outlined in the “Empowering Youth Voices” Resolution, which was presented to EU/National stakeholders in March 2025.

This meeting is part of our youth-led monitoring efforts under the Erasmus+ Peer Civic project, designed to build a stronger dialogue between young people and decision-makers.

We would love the opportunity to hear your insights and share some of our local findings. We are happy to meet either in person or online — at a time that suits your schedule.

Suggested agenda:

1. Recap of youth priority
2. Questions and progress tracking
3. Opportunities for collaboration or support

Warm regards,

[Your Name]

[Group / Organisation Name]

[Email / Contact Info]

D. Follow-Up Email (Sample)



Subject: Follow-Up on Youth Monitoring Request

Dear [Title + Last Name],

I hope you are well. I wanted to kindly follow up on my recent message regarding [insert topic, e.g. youth employment monitoring].

We are currently finalising our local youth progress report for the Peer Civic project and would really appreciate any updates or comments you may be able to provide — even a short note would be helpful.

Thank you again for your time and support. We truly value your contribution to this youth-led accountability work.

Best wishes,

[Your Name]

[Group / Organisation Name]

E. Youth Statement (Sample)

Title: Youth Position on [Issue Name]

Submitted by: [Youth Group / Region]

Date: [Month, Year]



Summary

Young people in **[country/region]** have identified **[issue]** as a top priority based on the findings of the Peer Civic Youth Needs Survey and local stakeholder consultations

Why This Matters

- [One sentence on the personal/community impact]
- [One sentence on long-term consequences if not addressed]

Our Recommendations:

1. [First recommended action]
2. [Second recommended action]

Next Steps:

We are requesting an update or meeting with relevant decision-makers and will publish any responses received on [<https://peercivic.eu>].

For more information or to contribute to this issue, please contact:

[Name / Organisation / Contact Info]

SECTION 2: TRACKING TOOL TEMPLATES



Use shared docs or spreadsheets to create logs and templates to allow teams to collaborate on tracking. Consider using emojis or colours to keep it youth-friendly and visual.

F. Stakeholder Engagement Log (Sample)



Date	Contact Name	Role	What Was Asked	Response	Next Action
12 Sep 2025	Cllr. Maria Lopez	Local Authority	Update on youth housing scheme	Responded – shared PDF	Invite to event
19 Sep 2025	TD Mark Ryan	Oireachtas (Housing Committee)	Meeting request	No reply yet	Follow-up email in 2 weeks

G. Progress Tracker Matrix (Sample)



Priority	Goal	Status (R/A/G)	Notes	Next Review
Youth Mental Health	Expand school-based supports	● In progress	Pilots underway	Jan 2026
Rural Transport Access	Restore 2 rural bus routes	● No progress	No budget allocated	March 2026
Youth EU Engagement	Confirm youth delegates for summit	● Complete	3 reps confirmed for March event	May 2026



SECTION 3: ENGAGEMENT TEMPLATES

Use the following templates to help organise in person or online meetings and facilitation guides for running effective events that bring youth and decision-makers together in meaningful dialogue.

H. Monitoring Meeting Agenda (Sample)

Title:	Youth Monitoring Review Meeting
Date:	
Duration:	60–90 minutes
Type:	In-person or online
Participants:	Youth reps, facilitators, NGO staff, invited stakeholders (optional)
Suggested Agenda:	



- 1. Welcome & Purpose of Meeting** (5 mins)
Brief reminder of the Monitoring Plan and today's focus.
- 2. Review of Priority Areas** (15 mins)
What was supposed to happen? Any known developments?
- 3. Updates from Stakeholders** (15 mins)
Share any replies, meeting notes, or updates received since the last check-in.
- 4. Progress Assessment** (20 mins)
Fill in or update the Progress Tracker. Agree on colour status (e.g. red/yellow/green).
- 5. Next Steps** (10 mins)
Who is contacting who? When is the next update due?
- 6. Close**
Set next meeting date and thank everyone.

I. Fireside Chat / Town Hall Format (Sample)

Title: Youth Priorities Progress Review

Date:

Duration: 60–90 mins

Type: In-person or online

Participants: Young people (8–25), policymakers, stakeholders, media (optional)



Suggested Structure:

1. Arrival & Welcome (10–15 mins)

- Informal networking or refreshments
- MC opens with context: “*Why we’re here today*”
- Brief overview of Peer Civic Monitoring Plan

2. Youth Presentation (10–15 mins)

- 2–3 youth present one key issue each
- Use data, storytelling, or lived experience
- End each with a **clear question** to the panel

3. Panel Reactions (10–15 mins)

- Each stakeholder/panelist responds (2–3 mins each)
- Focus on solutions, updates, or challenges

4. Audience Q&A (15–20 mins)

- Open the floor to young people attending
- Can be moderated or free-flow depending on comfort

5. Final Word from Youth (5 mins)

- Youth spokesperson thanks panel
- Reminds everyone of the commitment to update progress

6. Informal Networking (optional)

- If in person, allow for photos, follow-ups, or resource sharing

Tips:

- Use informal, conversational tone
- Youth hold the mic — literally and symbolically
- Document outcomes for your tracker

J. Youth Monitoring Workshop: Facilitation Guide (Sample)

Duration: 90–120 mins



1. Icebreaker & Expectations (10 mins)

- Quick activity: *“If you could change one thing for youth in your country, what would it be?”*

2. What Is Monitoring? (15 mins)

- Use slides or a simple worksheet
- Explain: *“We said / They promised / Here’s how we check”*
- Show one example from their region

3. Group Work – Monitoring Matrix (30–40 mins)

- Split into 3–4 groups, each with one youth priority
- Use printed Monitoring Framework templates
- Ask: *“What progress do we think has happened? What proof do we have?”*

4. Reporting Back & Colour Check (20 mins)

- Each group shares update
- Assign status: Red / Amber / Green
- Add findings to shared visual or worksheet

5. Actions & Commitments (15 mins)

- Who will follow up with who?
- Plan 2–3 clear next steps

6. Close & Reflect (10 mins)

- What surprised you? What’s the one thing you’ll remember?

Materials Needed:

- Printed matrices
- Post-its, markers
- Flipcharts or digital boards

SECTION 4: OUTREACH & VISIBILITY TEMPLATES



The following templates offer ready-to-use posts for Instagram, Facebook, X (Twitter), or TikTok and ideas for creating posters or flyers using Canva, PowerPoint or Google Docs

K. Social Media Caption Library (Sample)



For Sharing Updates:

- ▶ 🗣️ “We said youth mental health mattered. Now we’re checking if it’s being heard. #YouthMonitor #PeerCivic”
- ▶ 🚦 “Housing for youth still stuck on red. We’re not giving up. #YouthVoices #Accountability”
- ▶ 👁️ “Have you seen progress on youth priorities in [your country]? Tell us what’s working! #YouthTrack #EUYouth”

For promoting an event:

- ▶ 🔥 “Join us by the fire! Our next Youth + Policy Fireside event is coming up [Date]. Be part of the conversation. #YouthVoices #FiresideDialogue”
- ▶ 😊 “Monitoring = making sure promises aren’t forgotten. Come to our youth accountability workshop this [Day]! #WeSaidTheyPromised”

For celebrating wins:

- ▶ ✅ “Success! Our local rep followed up on rural transport access. One step closer to bridging the gap. #YouthMonitor #Progress”
- ▶ 🎉 “Young people in [region] just hosted their first monitoring event — and decision-makers showed up! This is what change looks like. #PeerCivic”

L. Poster / Flyer Template Ideas



Header: “Did They Follow Through?”

Middle:

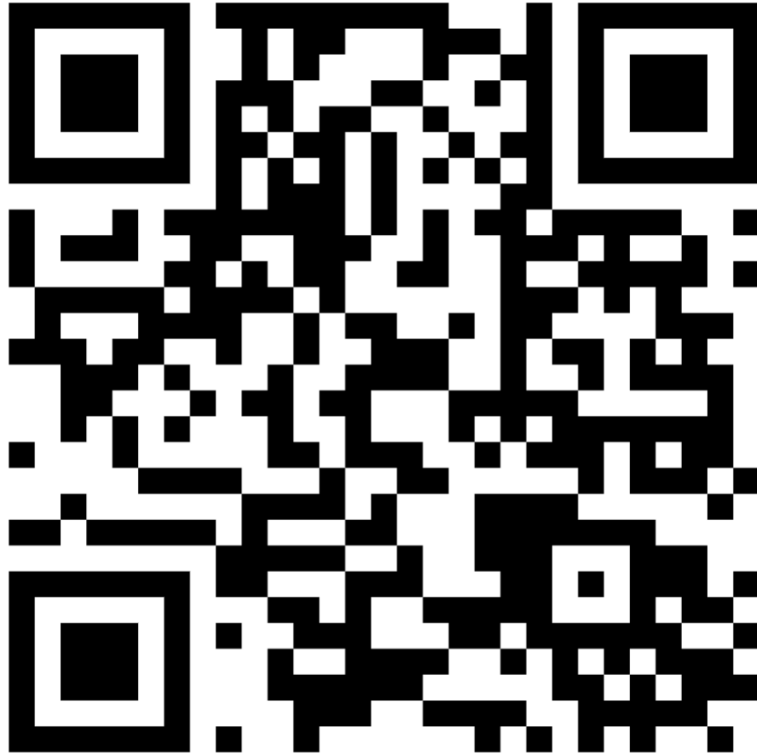
- ▶ One main quote from a youth Rep
- ▶ Icons representing the priorities eg



- ▶ Clear call to action (CTA)
- ▶ QR code to [<https://peercivic.eu>]

Footer:

- ▶ Event Date and Time
- ▶ Contact Infor or Instagram handle



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