

PROJECT: PeerCivic: Strengthening the civic commitment of young people through Peer led initiative community.

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Work Package 3: Transnational peer led initiatives.

Deliverable D3.5 Online meetings for monitoring strategy

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D3.5 Online meetings for monitoring strategy

1. Introduction

To ensure **long-term youth participation in decision-making**, structured **online meetings** provide a direct way for young people to **engage with stakeholders, advocate for their needs, and monitor policy developments**.

This guide presents a **one-time, two-hour online meeting** that organizations can **replicate and adapt** to their local context. This session integrates essential aspects of **youth civic engagement, stakeholder collaboration, and monitoring strategies** into a **single, structured event** that spans a **three-month follow-up phase** for long-term impact.

✓ Purpose of the Meeting:

- Facilitate **dialogue between young people and decision-makers**.
 - Equip youth with **tools for monitoring and policy advocacy**.
 - Establish **clear follow-up actions** for sustained youth participation.
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2. Meeting Format & Logistics

 **Duration:** 2 hours

 **Venue:** Online (Zoom, Microsoft Teams, or other platforms)

 **Participants:**

- **Young leaders** from peer-led initiatives.
- **Decision-makers & stakeholders** (local authorities, policymakers, youth-focused NGOs).
- **Experts** in civic engagement, youth participation, or advocacy.

 **Facilitator:** A moderator to guide discussions, ensure engagement, and summarize key takeaways.

 **Follow-up Duration:** 3 months of monitoring and engagement after the meeting.

3. Agenda for the Online Meeting

 **0:00 - 0:15 | Introduction & Context**

 **Moderator's Welcome & Overview**



- Brief introduction to the **purpose of the meeting**.
- Presentation of **youth-led initiatives and their impact**.
- Introduction of **guest stakeholders** and their role in youth engagement.

◆ **Key Question:** *Why is sustained youth participation essential in decision-making processes?*


0:15 - 0:45 | Understanding Local Youth Engagement & Barriers

 **Roundtable Discussion** (Youth & Stakeholders)

- Youth participants share **local challenges** they face in civic engagement.
- Stakeholders provide **insights on institutional processes** and **barriers to youth participation**.

◆ **Guiding Questions:**

- 1) *What are the biggest challenges young people face when engaging with decision-makers?*
- 2) *How can policymakers and institutions better support youth participation?*

 **Outcome:** A shared understanding of youth engagement gaps and opportunities.

0:45 - 1:15 | Best Practices in Monitoring & Advocacy

 **Case Studies & Interactive Session**

- Presentation of **successful youth-led initiatives** that influenced policies.
- **Expert insights** on effective advocacy and monitoring strategies.

 **Hands-on Activity:**

- Participants **brainstorm** practical methods to track youth needs and policy implementation in their communities.

◆ **Guiding Question:** *How can young people monitor the impact of policies and ensure their voices are heard?*

 **Outcome:** Actionable ideas for local monitoring efforts.

1:15 - 1:45 | Stakeholder Commitments & Youth-Led Action Plan

 **Defining Concrete Next Steps**

- Decision-makers outline **how they can support youth initiatives**.



- Youth leaders present **specific actions** they plan to take in the next three months.
- Agreement on **collaborative initiatives** for sustained engagement.

◆ **Guiding Questions:**

- 1) *What commitments can stakeholders make to ensure youth participation is continuous?*
- 2) *What are the next steps for youth leaders to maintain engagement?*

📌 **Outcome:** Clear commitments and an agreed-upon action plan.

🕒 **1:45 - 2:00 | Wrap-Up & Follow-Up Strategy**

✅ **Summary of Key Takeaways**

- The moderator recaps the **main discussion points and commitments**.
- Participants agree on **follow-up meetings and engagement methods**.
- Introduction of a **three-month monitoring phase**, where youth participants will track progress and report back.

📌 **Outcome:** A structured **three-month follow-up plan** to ensure long-term impact.

4. Follow-Up Plan (3 Months of Engagement & Monitoring)

📅 **Month 1: Implementation of Action Points**

- Youth participants apply advocacy & monitoring strategies in their communities.
- Stakeholders provide initial **support and feedback**.

📅 **Month 2: Midpoint Check-In (Online or via Reports)**

- Collection of data on youth-led initiatives.
- Sharing updates with stakeholders to ensure accountability.

📅 **Month 3: Final Monitoring Report & Future Plans**

- Presentation of **findings, challenges, and progress**.
 - Discussion on **sustaining the initiative beyond the three-month period**.
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5. Why Replicate This Model?



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This **two-hour online meeting** is:

- ✓ **Time-efficient** – Maximizes engagement within a short timeframe.
- ✓ **Replicable & Scalable** – Can be adapted to different youth initiatives.
- ✓ **Sustainable** – Includes a **three-month monitoring phase** to ensure long-term impact.
- ✓ **Action-Oriented** – Focuses on **commitments, accountability, and real change**.

🌍 **Organizations can replicate this model** to strengthen **youth participation, stakeholder collaboration, and policy monitoring efforts** in their own communities.

🚀 **Start planning your online youth engagement meeting today!**

1. Introduction

As part of Task T3.6, this deliverable outlines the **Future Support Online Meetings Plan** related to monitoring actions. The purpose of these meetings is to establish a structured agenda of online engagements with **local stakeholders and decision-makers**, ensuring that the conclusions drawn from previous activities are applied in the long-term monitoring plan.

The meetings aim to provide young participants with **ongoing support from relevant actors**, helping them navigate and implement monitoring strategies within their communities. Through these engagements, participants will gain access to key sources of information in each country, learn how to address questions to assess the real situation, and level up their initiatives according to their specific needs.

Key Details of the Meetings

- **Venue:** Online
- **Participants:** Peer-led initiative community
- **Duration:** One day
- **Sessions:** Six meetings, each featuring one guest per country
- **Guests:** Local stakeholders and decision-makers from different sectors

This document presents the **comprehensive action plan** for these online meetings, based on the initial draft proposal developed. While the structure is outlined, further refinements will take place following the return from Brussels, with implementation expected to start in April 2025.

2. Preparatory Activities

Before launching the online meetings, a series of **preparatory steps** were undertaken:

2.1 Drafting the Proposal

A preliminary draft was developed to **establish objectives, structure, and implementation guidelines** for the engagement with local stakeholders. This draft is available for reference: [Draft Proposal for Action Plan - Task T3.5](#).

The proposal defines the following:

- **Objectives:**
 - Promote civic engagement by encouraging young people to interact with stakeholders.
 - Gather youth needs and create platforms for dialogue with decision-makers.

- Establish ongoing communication for long-term cooperation.
- **Planned Activities:**
 - Roundtable discussions with youth and decision-makers.
 - Workshops on civic participation and advocacy.
 - Online panels with experts from various sectors.
- **Expected Outcomes:**
 - Enhanced youth understanding of governance structures.
 - Stakeholder commitments to youth needs and policies.
 - A structured mechanism for long-term engagement.

2.2 Coordination Among Partners

To ensure **effective execution**, PeerCivic partners have been tasked with organizing and managing activities independently, adapting them to their local contexts. A **shared document repository** has been created to monitor progress and exchange best practices: [Shared Online Document Platform](#).

3. Implementation of the Online Meetings Plan

The online meetings will follow a **structured agenda** to ensure productive discussions and actionable outcomes. Each session will focus on specific themes related to youth engagement, monitoring strategies, and stakeholder collaboration.

3.1 Meeting Agenda

1. **Introduction and Context Setting**
 - Overview of the monitoring plan and youth-led initiatives.
 - Introduction of the session's guest speaker.
2. **Understanding Local Realities**
 - Discussion on the current state of youth participation.
 - Identification of barriers to engagement.
3. **Monitoring Strategies and Best Practices**
 - Presentation of successful case studies.
 - Interactive session on data collection and policy monitoring.
4. **Stakeholder Commitments and Support Mechanisms**
 - Identifying key support sources for youth initiatives.
 - Discussion on how stakeholders can actively contribute.
5. **Action Plan and Next Steps**
 - Summary of key takeaways.
 - Establishing follow-up actions and accountability measures.

3.2 Expected Outcomes

- **A clear roadmap** for monitoring youth needs at a local level.
- **Stronger connections** between youth initiatives and decision-makers.

- **Increased institutional support** for implementing long-term monitoring frameworks.
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4. Link to Task T3.6

This deliverable plays a crucial role in achieving the objectives of **Task T3.6** by laying the groundwork for structured online engagement. The information gathered through these meetings will **feed into the long-term monitoring plan**, ensuring that youth needs remain a priority in local and national policies.

As a next step, **post-Brussels refinements** will be incorporated into the final plan, followed by the scheduling and execution of the online meetings.

5. Next Steps and Timeline

- **April 2025:** Finalization of the online meeting plan following the Brussels visit.
 - **May 2025:** Coordination with local stakeholders and confirmation of guest speakers.
 - **June 2025:** Launch of the online meetings.
 - **July 2025:** Collection of feedback and assessment of initial outcomes.
 - **August 2025:** Refinement of the monitoring plan based on insights from the sessions.
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6. Conclusion

The **Future Support Online Meetings Plan** represents a critical step in ensuring the sustainability of youth monitoring initiatives. By fostering **direct engagement between youth and decision-makers**, these meetings will provide essential support in addressing local needs, improving policy inclusion, and reinforcing long-term cooperation.

With structured planning, dedicated coordination, and continuous feedback mechanisms, these online meetings will serve as a foundational element for the monitoring plan, ensuring its effectiveness and applicability across diverse European communities.

Proposal for Action Plan: Task T3.5 - Engagement with Local Stakeholders

The objective of Task T3.5 is to foster local engagement by organizing activities that bring together youth and local stakeholders, including community leaders, NGOs, public institutions, and civic organizations. Each PeerCivic partner will independently manage and implement activities to connect youth with local stakeholders in their respective countries, either online or in-person, as best suited to their context.

Action Plan for Task T3.5

1. Define Objectives for Local Stakeholder Engagement

- **Promote Civic Engagement:** Encourage young people to interact with local stakeholders and understand civic responsibilities and engagement opportunities.
 - **Gather Youth Needs:** Create spaces where youth can express their needs and ideas to local representatives.
 - **Establish Ongoing Communication:** Foster continuous dialogue between youth and stakeholders for long-term cooperation and engagement.
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2. Plan Local Activities

Each partner should organize activities tailored to their community context. Activities may include:

- **Stakeholder Roundtables:** Host roundtable discussions where youth can meet and present their ideas and needs to local decision-makers.
- **Workshops on Civic Participation:** Facilitate workshops on topics like civic rights, democratic engagement, and local government processes, involving community leaders or experts.
- **Online Webinars or Panels:** If in-person events are challenging, consider organizing virtual events with local stakeholders who can share insights and interact with youth participants.

3. Develop a Documented Proposal

- Each partner should create a detailed proposal document, including:
 - **Objectives** of the activity (e.g., enhancing youth understanding of local government).
 - **Stakeholders Involved** (e.g., specific NGOs, local government officials, educational institutions).



- **Planned Date and Format** (in-person or online).
 - **Expected Outcomes** (e.g., list of youth needs, commitments from stakeholders).
 - Here a draft proposal:
<https://docs.google.com/document/d/1c1v-vaPKVchuWlBqGiAZTKkbGJ1B3-4ztjsTIJc3bHk/edit?tab=t.0#heading=h.bcg572d54hxq>
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4. Create a Shared Online Document

- Use a shared online document or platform (e.g., Google Drive) for each partner to upload their proposals, activity plans, and follow-up documentation. This document will allow all partners to monitor each other's progress and share best practices.
 - https://drive.google.com/drive/u/1/folders/1ie5AxqZUTegI5SZnszV8oYUgoT0_olQh
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5. Conduct Local Activities

- Implement the planned activities with youth and stakeholders as outlined in the proposal.
 - Ensure youth actively participate and voice their ideas and concerns, with guidance on how to engage constructively.
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6. Gather Feedback and Document Outcomes

- Collect feedback from both youth participants and stakeholders about the activity.
 - Document the outcomes, including any insights on youth needs, commitments from stakeholders, or ideas for future collaboration.
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7. Report and Share Results

- Upload all documentation (including feedback forms, meeting summaries, and activity photos) to the shared online folder.
- Each partner should provide a summary report highlighting key outcomes and any challenges or recommendations for future engagements.



Documented Proposal for Task T3.5 - Local Stakeholder Engagement

Partner Organization: Permacultura Cantabria

Activity Title: Roundtable on Youth Needs and Civic Engagement with the Councillor for Culture and Youth of Cayón

1. Objectives of the Activity

- **Promote Civic Engagement:** Facilitate a dialogue between youth representatives and the local government to promote active youth participation in civic life.
 - **Gather Youth Needs:** Provide a platform for youth to share their needs, ideas, and concerns directly with the Councillor for Culture and Youth.
 - **Present PeerCivic Resources:** Showcase the PeerCivic toolkit, platform, and findings from youth needs assessments to encourage stakeholder involvement and support.
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2. Description of the Activity

- **Format:** Roundtable discussion with youth representatives, Permacultura Cantabria staff, and the Councillor for Culture and Youth.
 - **Duration:** Approximately 1.5 hours.
 - **Type:** In-person meeting at the Ayuntamiento de Cayón.
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3. Target Audience

- **Youth Participants:** Up to 10 local youth representatives actively involved in Permacultura Cantabria's programs and interested in civic engagement.
 - **Stakeholders:** Councillor for Culture and Youth from the Ayuntamiento de Cayón.
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4. Stakeholders Involved

- **Councillor for Culture and Youth, Ayuntamiento de Cayón:** Key decision-maker in cultural and youth initiatives in the municipality.
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5. Planned Date, Time, and Venue



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- **Date:** To be coordinated, ideally in March 2024 to align with other PeerCivic activities.
 - **Time:** Suggested timing of mid-morning (e.g., 10:00 am), but flexible according to the Councillor's availability.
 - **Venue:** Ayuntamiento de Cayón, meeting room.
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6. Agenda for the Activity

1. **Welcome and Introductions** (10 minutes)
 - Introduction of Permacultura Cantabria, PeerCivic project objectives, and youth participants.
 2. **Presentation of PeerCivic Resources** (20 minutes)
 - Brief demonstration of the PeerCivic toolkit and platform, along with a summary of youth needs and proposals gathered from previous activities.
 3. **Youth Needs Discussion** (30 minutes)
 - Youth representatives share specific needs, challenges, and proposals related to civic engagement, cultural activities, and local youth opportunities.
 4. **Stakeholder Feedback and Dialogue** (20 minutes)
 - Councillor's response, suggestions, and discussion on possible ways to support youth initiatives and incorporate their needs into local policies.
 5. **Closing Remarks and Next Steps** (10 minutes)
 - Summary of main points, follow-up actions, and potential for continued collaboration with the Ayuntamiento de Cayón.
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7. Expected Outcomes

- **Youth Needs Documented:** List of youth needs and ideas for improving civic engagement at the local level.
 - **Stakeholder Commitments:** Potential commitments from the Councillor to support youth initiatives and explore collaborative opportunities with Permacultura Cantabria.
 - **Awareness of PeerCivic Resources:** The Councillor becomes familiar with the PeerCivic toolkit and platform, potentially promoting these resources within local government programs.
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8. Logistics and Resources Needed

- **Venue:** Ayuntamiento de Cayón meeting room.
- **Materials:** Printed handouts of the PeerCivic toolkit overview, a laptop for platform demonstration, and feedback forms for youth and the Councillor.
- **Budget:** Minimal, potentially for printed materials and refreshments.



9. Dissemination of PeerCivic Resources

- **Presentation and Distribution:** Introduce the PeerCivic toolkit and platform during the meeting, providing access links and printed materials to the Councillor for future reference.
 - **Encouragement for Wider Sharing:** Request that the Councillor shares the toolkit and platform with other departments and stakeholders within the municipality to expand project visibility and support.
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10. Documentation Plan

- **Photo Documentation:** Capture photos of the roundtable discussion (with permission).
- **Meeting Notes:** Document key insights, feedback, and commitments from the discussion.
- **Feedback Collection:** Use feedback forms to gather responses from both the youth participants and the Councillor.

