



European cooperation workshop “How to Establish a UN Youth Delegate Programme”

11 – 13 Nov 2011 in Mannheim, Germany

– Agenda –

Thursday, 10 Nov 2011 – Arrival Day

18:00 Working Dinner – Welcome, introduction round, round of expectations, presentation of workshop agenda

Friday, 11 Nov 2011 – Workshop Day 1 (Project Proposal Day)

Objective: Participants will leave the workshop with 3 different project proposal drafts (tailored to the target audiences), ready to be submitted to the United Nations Association, International Relations/Law Professors, National Youth Council/ large youth organizations, Ministry of Foreign Affairs, Ministry responsible for Youth

- 10:00 Opening Session
- 10:30 Designing events for a national Youth Delegate Campaign in 3 working groups, interactive presentation of group results
- 11:30 Coffee Break
- 12:00 German and Bulgarian Youth Delegates to the UN General Assembly 2011 present their work at the United Nations in October 2011; questions and discussion
- 13:00 Lunch
- 14:30 Writing project proposal drafts for a national UN Youth Delegate Programme (based on templates of existing YD programmes) in 6 working groups – each group comprises of 2 participants and 1 trainer

Working Group	Topic	Target Audience
Group 1	National YD Campaign & Follow-Up	United Nations Association, International Relations/Law Professors
Group 2		National Youth Council/ large youth organizations
Group 3		Ministry of Foreign Affairs, Ministry responsible for Youth
Group 4	Work of YDs in New York	United Nations Association, International Relations/Law Professors
Group 5		National Youth Council/ large youth organizations
Group 6		Ministry of Foreign Affairs, Ministry responsible for Youth

- 15:30 Interactive presentation of results, input from the others
- 16:00 Coffee Break
- 16:30 Presentation on principles of a good selection process & concept of a “pilot year”
- 17:30 Finalization of 3 draft proposals per country (directed at 3 different target audiences) in 6 working groups – each group comprises two participants from the same country (Country Team) and 1 trainer
- 18:30 Presentation on first steps of the advocacy process, using the project proposal (once translated); discussion and questions
- 19:00 Dinner

Saturday, 12 Nov 2011 – Workshop Day 2 (Fundraising Day)

Objective: Participants will leave the workshop with two different budgets (1 must-have and 1 nice-to-have), ready to be submitted to possible national partners. Furthermore, they will have developed one funding application to be submitted to the Youth in Action Programme of the European Commission and two funding requests to be submitted to national foundations and corporate sponsors.

- 10:00 Networking with German participants of the UN Youth conference of the German UN Youth Delegates (the workshop is an integral part of the larger conference)
- 11:00 Presentation on acquiring stable funding
- 11:30 Budget writing based on budget templates from existing YD programmes (must-have budget and nice-to-have budget) in 6 working groups – Country Teams & 1 trainer each
- 13:00 Lunch
- 14:30 Writing funding applications/ requests in 5 working groups – each Country Teams splits up : 1 participant works on funding requests to national foundations and companies, the other participant works on a Youth in Action application.

Working Group	Topic	Target Audience
Group 1 (Countries 1, 2)	Funding request in the framework of an institutional partnership	National foundations
Group 2 (Countries 3, 4)		
Group 3 (Countries 5, 6)	Sponsorship request	Companies
Group 4 (Countries 1, 2, 3)	Funding Application under Action 1.3	Youth in Action Programme of the European Commission
Group 5 (Countries 4, 5, 6)		

- 17:00 Open Space networking event with German participants of the UN Youth Conference
- 19:00 Dinner and Social Event

Sunday, 13 Nov 2011 – Workshop Day 3 (Communication Day)

Objective: By means of role-play and show-case scenarios, the participants will learn how to set up meetings and present their project proposal to possible national partners and sponsors. They will know what is to be expected during the advocacy process and learn to deal with challenging situations.

10:00 Opening session

10:30 Role-play: How to present the YD Programme at a meeting, how to explain the envisaged role of the counterpart in the programme & how to wrap up the meeting – Country Teams meet 6 trainers simulating counterparts, participants take turns

Role-Play with	Active Participant	Evaluating Participant
Chairperson of the United Nations Association or International Relations/Law Professor	Participant 1	Participant 2
Representative of the National Youth Council or a large youth organization	Participant 2	Participant 1
Diplomat from the Ministry of Foreign Affairs	Participant 1	Participant 2
Ministerial official from the ministry responsible for youth affairs	Participant 2	Participant 1
Representative of a national foundation	Participant 1	Participant 2
Representative of a potential corporate sponsor (business company)	Participant 2	Participant 1

12:00 Show case: Challenging meeting questions and negotiation

13:00 Lunch

14:00 Meeting role-plays in native language (within country teams)

15:30 Coffee break

16:00 Phone Simulations: how to set up a meeting

16:30 Show case: typical challenges when setting up a meeting

17:00 Presentation on the advocacy process: what to expect, how to deal with challenges; questions and discussion

18:30 Feedback round