

GUIDE FOR IMPLEMENTATION OF EVENT: TRAINING MATERIAL

Parliament for the Future of Europe





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Desricption of Terms

| | |
|---------|---|
| PaFutEU | : Parliament for the Future of Europe |
| CoFoE | : Conference for the Future of Europe |
| PwD | : Persons with Disabilities |
| PoC | : People of Color |
| EU | : European Union |
| CTOE | : Citizen Take Over Europe |
| CERV | : Citizens, Equality, Rights and Values Programme |
| DI | : Democracy International |

Overview

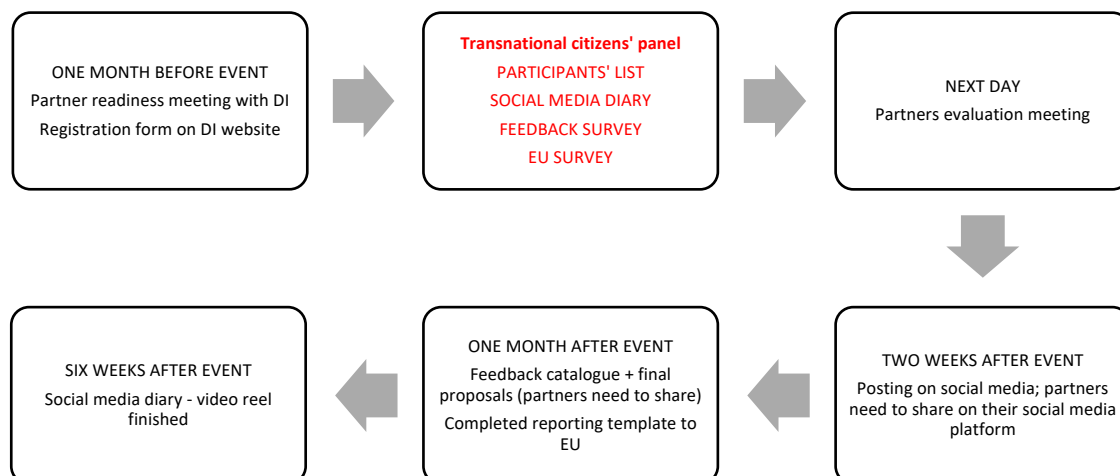
Guide providing an overview of the structure of inclusive Citizens' Panels based on the consortium's multi-faceted expertise, the structure of the 'Get to know your candidates, get to know your constituents'-events and the agreed-on communication strategy

Participation

- A total of 60 participants are required to take part in the transnational citizens' panels, including approximately 30 local and 30 transnational participants recruited by partners
- Target groups are vulnerable, marginalized, or underrepresented groups (people with disabilities (PwDs), people of colour (PoC), women, youth, LGBT+, national or local minorities, etc.)
 - o Each partner recruits 4-5 participants from the above listed groups, where possible, to join each panel
- Zero tolerance of discrimination
- Create a safe space and an inclusive channel where all voices can be heard

Citizen Panels

Deliverables





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Estonian Human Rights Centre -Digital transformation

Work plan: February – end of May 2023

Event: 31 March

Reporting due: 2 weeks after event



Objectives

Bring together 60 citizens from 7 countries to discuss the results of the Conference on the Future of Europe. The Citizens' Panel focuses on **Digital Transformation**.

Conference on the Future of Europe proposals on Digital Transformation can be found [here](#), starting page 73.

- Participants adapt the results to suit the needs of previously inactive citizens and vulnerable groups.
- The concrete proposals for EU policymaking are collected; distributed outputs reach at least 10,000 people online and create awareness for the needs of inactive citizens and vulnerable groups.
- Citizens learn about the EU, mechanisms for citizen participation and the upcoming elections.
- The Citizens' Panels create a positive democratic experience. Citizens feel that they can contribute to the EU's civic and democratic life. The experience motivates previously inactive citizens and vulnerable groups to participate democratically in the 'Get to know your candidates, get to know your constituents' events and the European Parliament elections.
- Create an innovative and inclusive bottom-up approach that can be taken up by other NGOs or public entities across the EU.

Criteria for Participation

The aim is to reach a wide and diverse range of participants in the panels. Organizers are encouraged to ensure a diverse representation of the following category.

- Race
- Gender
- Sexuality
- Age
- Ability/Disability
- Belief/Religion
- Nationality
- Urban/Rural

Participants do not need to be EU citizens (only EU residency necessary)



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Event

- Language: English with possibility of also incorporating local language if the organization deems necessary.
- Invitation: The local partner invites at least 30 participants through own networks, via NGOs and institutions representing marginalized groups. All other partners recruit 4-5 participants to join the event.
Agenda: Introduction to the Conference on the Future of Europe (CoFoE), CERV, PaFutEU, input by an expert on the topic of the event, several moderated discussions with varying groups sizes on and adaptations of the CoFoE recommendations in the selected priority to fit the needs of marginalized groups and inactive citizens.
- Use of creative and participative moderation techniques
- Social media diary, feedback survey, and EU survey

Follow-up

- Report of the event: Feedback Catalogue presenting the adapted recommendations.
- Photos, summary of social media diary in a short video, social media content reaching 10,000 people online.
- Update training material package
- Evaluation report after evaluation meeting, at least between the local partner including the awareness team and Democracy International. The report is sent to all partners.
Feedback questionnaire answered by all participants containing open and binary questions.

Event Checklist

- Venue must be accessible to PwD
- Participants' list to be sent to DI
- Aids for PwD to be provided

Portuguese Women's Platform -Stronger economy and social justice

Work plan: April – end of July 2023

Event: 27 May

Reporting due: 2 weeks after event



Objectives

Bring together 60 citizens from 7 countries to discuss the results of the Conference on the Future of Europe. The Citizens' Panel focuses the topic **Strong Economy and Social Justice**.



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Conference on the Future of Europe Proposals on Strong Economy and Social Justice can be found [here](#), starting page 53.

- Participants adapt the results to suit the needs of previously inactive citizens and vulnerable groups.
- The concrete proposals for EU policymaking are collected; distributed outputs reach at least 10,000 people online and create awareness for the needs of inactive citizens and vulnerable groups.
- Citizens learn about the EU, mechanisms for citizen participation and the upcoming elections.
- The Citizens' Panels create a positive democratic experience. Citizens feel that they can contribute to the EU's civic and democratic life. The experience motivates previously inactive citizens and vulnerable groups to participate democratically in the 'Get to know your candidates, get to know your constituents' events and the European Parliament elections.
- Create an innovative and inclusive bottom-up approach that can be taken up by other NGOs or public entities across the EU.

Criteria for Participation

The aim is to reach a wide and diverse range of participants in the panels. Organizers are encouraged to ensure a diverse representation of the following category.

- Race
- Gender
- Sexuality
- Age
- Ability/Disability
- Belief/Religion
- Nationality
- Urban/Rural

Participants do not need to be EU citizens (only EU residency necessary)

Event

- Language: English with possibility of also incorporating local language if the organization deems necessary.
- Invitation: The local partner invites at least 30 participants through own networks, via NGOs and institutions representing marginalized groups. All other partners recruit 4-5 participants to join the event.
Agenda: Introduction to the Conference on the Future of Europe, CERV, PaFutEU, input by an expert on the topic of the event, several moderated discussions with varying groups sizes on and adaptations of the CoFoE recommendations in the selected priority to fit the needs of marginalized groups and inactive citizens.
- Use of creative and participative moderation techniques
- Social media diary, feedback survey, and EU survey



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Follow-up

- Report of the event: Feedback Catalogue presenting the adapted recommendations.
- Photos, summary of social media diary in a short video, social media content reaching 10,000 people online.
- Update training material package
- Evaluation report after evaluation meeting, at least between the local partner including the awareness team and Democracy International. The report is sent to all partners.
Feedback questionnaire answered by all participants containing open and binary questions.

Event Checklist

- Venue must be accessible to PwD
- Participants' list to be sent to DI
- Aids for PwD to be provided

BAPCI (Bulgaria) -Climate and the Environment

Work plan: August – end of November 2023

Event: 16 June

Reporting due: 2 weeks after event



Objectives

Bring together 60 citizens from 7 countries to discuss the results of the Conference on the Future of Europe. The Citizens' Panel focuses on 1 of the 9 priorities of the Conference namely **Climate and the Environment**.

Conference on the Future of Europe Proposals on Climate and the Environment can be found [here](#), starting page 43.

- Participants adapt the results to suit the needs of previously inactive citizens and vulnerable groups.
- The concrete proposals for EU policymaking are collected; distributed outputs reach at least 10,000 people online and create awareness for the needs of inactive citizens and vulnerable groups.
- Citizens learn about the EU, mechanisms for citizen participation and the upcoming elections.
- The Citizens' Panels create a positive democratic experience. Citizens feel that they can contribute to the EU's civic and democratic life. The experience motivates previously inactive citizens and vulnerable groups to participate democratically in



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the 'Get to know your candidates, get to know your constituents' events and the European Parliament elections.

- Create an innovative and inclusive bottom-up approach that can be taken up by other NGOs or public entities across the EU.

Criteria for Participation

The aim is to reach a wide and diverse range of participants in the panels. Organizers are encouraged to ensure a diverse representation of the following category.

- Race
- Gender
- Sexuality
- Age
- Ability/Disability
- Belief/Religion
- Nationality
- Urban/Rural

Participants do not need to be EU citizens (only EU residency necessary)

Event

- Language: English with possibility of also incorporating local language if the organization deems necessary.
- Invitation: The local partner invites at least 30 participants through own networks, via NGOs and institutions representing marginalized groups. All other partners recruit 4-5 participants to join the event.

Agenda: Introduction to the Conference on the Future of Europe, CERV, PaFutEU, input by an expert on the topic of the event, several moderated discussions with varying groups sizes on and adaptations of the CoFoE recommendations in the selected priority to fit the needs of marginalized groups and inactive citizens.

- Use of creative and participative moderation techniques
- Social media diary, feedback survey, and EU survey

Follow-up

- Report of the event: Feedback Catalogue presenting the adapted recommendations.
- Photos, summary of social media diary in a short video, social media content reaching 10,000 people online.
- Update training material package
- Evaluation report after evaluation meeting, at least between the local partner including the awareness team and Democracy International. The report is sent to all partners.
Feedback questionnaire answered by all participants containing open and binary questions.



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Event Checklist

- Venue must be accessible to PwD
- Participants' list to be sent to DI

Aids for PwD to be provided

[Lota's Box \(Croatia\) -Youth, culture, education](#)

Work plan: June – end of November 2023

Event: 22 September



Reporting due: 2 weeks after event

Objectives

Bring together 60 citizens from 7 countries to discuss the results of the Conference on the Future of Europe. The Citizens' Panel focuses on 1 of the 9 priorities of the Conference namely **Youth, Culture and Education**.

Conference on the Future of Europe proposals on Youth, Culture and Education can be found [here](#), starting page 88.

- Participants adapt the results to suit the needs of previously inactive citizens and vulnerable groups.
- The concrete proposals for EU policymaking are collected; distributed outputs reach at least 10,000 people online and create awareness for the needs of inactive citizens and vulnerable groups.
- Citizens learn about the EU, mechanisms for citizen participation and the upcoming elections.
- The Citizens' Panels create a positive democratic experience. Citizens feel that they can contribute to the EU's civic and democratic life. The experience motivates previously inactive citizens and vulnerable groups to participate democratically in the 'Get to know your candidates, get to know your constituents' events and the European Parliament elections.
- Create an innovative and inclusive bottom-up approach that can be taken up by other NGOs or public entities across the EU.

Criteria for Participation

The aim is to reach a wide and diverse range of participants in the panels. Organizers are encouraged to ensure a diverse representation of the following category.

- Race
- Gender
- Sexuality
- Age



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- Ability/Disability
- Belief/Religion
- Nationality
- Urban/Rural

Participants do not need to be EU citizens (only EU residency necessary)

Event

- Language: English with possibility of also incorporating local language if the organization deems necessary.
- Invitation: The local partner invites at least 30 participants through own networks, via NGOs and institutions representing marginalized groups. All other partners recruit 4-5 participants to join the event.
Agenda: Introduction to the Conference on the Future of Europe, CERV, PaFutEU, input by an expert on the topic of the event, several moderated discussions with varying groups sizes on and adaptations of the CoFoE recommendations in the selected priority to fit the needs of marginalized groups and inactive citizens.
- Use of creative and participative moderation techniques
- Social media diary, feedback survey, and EU survey

Follow-up

- Report of the event: Feedback Catalogue presenting the adapted recommendations.
- Photos, summary of social media diary in a short video, social media content reaching 10,000 people online.
- Update training material package
- Evaluation report after evaluation meeting, at least between the local partner including the awareness team and Democracy International. The report is sent to all partners.
Feedback questionnaire answered by all participants containing open and binary questions.

Event Checklist

- Venue must be accessible to PwD
- Participants' list to be sent to DI
- Aids for PwD to be provided

Forum 2000 (Czech) -EU in the world

Work plan: October – end of January 2023

Event: 16 October

Reporting due: 2 weeks after event





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Objectives

Bring together 60 citizens from 7 countries to discuss the results of the Conference on the Future of Europe. The Citizens' Panel focuses on 1 of the 9 priorities of the Conference namely **EU in the World**.

Conference on the Future of Europe proposals on EU in the World can be found [here](#), starting page 61.

- Participants adapt the results to suit the needs of previously inactive citizens and vulnerable groups.
- The concrete proposals for EU policymaking are collected; distributed outputs reach at least 10,000 people online and create awareness for the needs of inactive citizens and vulnerable groups.
- Citizens learn about the EU, mechanisms for citizen participation and the upcoming elections.
- The Citizens' Panels create a positive democratic experience. Citizens feel that they can contribute to the EU's civic and democratic life. The experience motivates previously inactive citizens and vulnerable groups to participate democratically in the 'Get to know your candidates, get to know your constituents' events and the European Parliament elections.
- Create an innovative and inclusive bottom-up approach that can be taken up by other NGOs or public entities across the EU.

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- Race
- Gender
- Sexuality
- Age
- Ability/Disability
- Belief/Religion
- Nationality
- Urban/Rural

Participants do not need to be EU citizens (only EU residency necessary)

Event

- Language: English with possibility of also incorporating local language if the organization deems necessary.
- Invitation: The local partner invites at least 30 participants through own networks, via NGOs and institutions representing marginalized groups. All other partners recruit 4-5 participants to join the event.



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Agenda: Introduction to the Conference on the Future of Europe, CERV, PaFutEU, input by an expert on the topic of the event, several moderated discussions with varying groups sizes on and adaptations of the CoFoE recommendations in the selected priority to fit the needs of marginalized groups and inactive citizens.

- Use of creative and participative moderation techniques
- Social media diary, feedback survey, and EU survey

Follow-up

- Report of the event: Feedback Catalogue presenting the adapted recommendations.
 - Photos, summary of social media diary in a short video, social media content reaching 10,000 people online.
 - Update training material package
 - Evaluation report after evaluation meeting, at least between the local partner including the awareness team and Democracy International. The report is sent to all partners.
- Feedback questionnaire answered by all participants containing open and binary questions.

Event Checklist

- Venue must be accessible to PwD
- Participants' list to be sent to DI
- Aids for PwD to be provided

Peace Institute (Slovenia) -European democracy

Work plan: January – end of April 2023

Event: approximately end of February/beginning of March

Reporting due: 2 weeks after event



Objectives

Bring together 60 citizens from 7 countries to discuss the results of the Conference on the Future of Europe. The Citizens' Panel focuses on 1 of the 9 priorities of the Conference namely **European Democracy**.

Conference on the Future of Europe proposals on European Democracy can be found [here](#), starting page 79.

- Participants adapt the results to suit the needs of previously inactive citizens and vulnerable groups.
- The concrete proposals for EU policymaking are collected; distributed outputs reach at least 10,000 people online and create awareness for the needs of inactive citizens and vulnerable groups.



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- Citizens learn about the EU, mechanisms for citizen participation and the upcoming elections.
- The Citizens' Panels create a positive democratic experience. Citizens feel that they can contribute to the EU's civic and democratic life. The experience motivates previously inactive citizens and vulnerable groups to participate democratically in the 'Get to know your candidates, get to know your constituents' events and the European Parliament elections.
- Create an innovative and inclusive bottom-up approach that can be taken up by other NGOs or public entities across the EU.

Criteria for Participation

The aim is to reach a wide and diverse range of participants in the panels. Organizers are encouraged to ensure a diverse representation of the following category.

- Race
- Gender
- Sexuality
- Age
- Ability/Disability
- Belief/Religion
- Nationality
- Urban/Rural

Participants do not need to be EU citizens (only EU residency necessary)

Event

- Language: English with possibility of also incorporating local language if the organization deems necessary.
- Invitation: The local partner invites at least 30 participants through own networks, via NGOs and institutions representing marginalized groups. All other partners recruit 4-5 participants to join the event.
Agenda: Introduction to the Conference on the Future of Europe, CERV, PaFutEU, input by an expert on the topic of the event, several moderated discussions with varying groups sizes on and adaptations of the CoFoE recommendations in the selected priority to fit the needs of marginalized groups and inactive citizens.
- Use of creative and participative moderation techniques
- Social media diary, feedback survey, and EU survey

Follow-up

- Report of the event: Feedback Catalogue presenting the adapted recommendations.
- Photos, summary of social media diary in a short video, social media content reaching 10,000 people online.
- Update training material package
- Evaluation report after evaluation meeting, at least between the local partner including the awareness team and Democracy International. The report is sent to all



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partners.

Feedback questionnaire answered by all participants containing open and binary questions.

Event Checklist

- Venue must be accessible to PwD
- Participants' list to be sent to DI
- Aids for PwD to be provided

Get to know your candidates, get to know your constituents event

Objectives

- Bringing citizens and politics closer together in the public space. 200 passers-by are informed about the project, the funding, and the upcoming European elections.
- The aim of the event is to connect 30 citizens and 4+ candidates to the European Parliament from at least 4 parties. We strive to invite one member of each democratic party currently represented in the European Parliament.
- The discussion is moderated
- The exchange can take up to 3 hours
- Connect the results from the Parliament on the Future of Europe final proposals with the elections and commit candidates to taking them up after the elections.
- Mobilize inactive, under-represented and discriminated groups to vote in the EP elections, continue to participate democratically after the elections, and hence booster their use of European citizens' rights.
- Support these groups in prioritizing certain issues/candidates when casting their votes.
- Create awareness for barriers/inaccessibility in the EU's and national electoral processes. Communicate these barriers to citizens and decision-makers so that they can be removed.
- Democracy International evaluates the process and communicate the results to all partners.

Outreach and Promotion

Promotion on social media before, during and after the event is required. Formats include quotes, videos, photos. All partners share relevant content on social media. The funding by the European Commission is always highlighted. Please bear in mind the Social Media Guidelines (page 3) when publicizing the project.

Communication Strategy



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Social Media Diary:

Organizations are required to

- One participant/team member films/photographs various sequences during the day to provide direct insight during the events, i.e. social media diary
- Promotion on social media before, during, and after the event. All partners share news on social media. The funding by the European Commission is always highlighted.
- 1 month after the Citizens' Panel, the first version of the Feedback Catalogue on the Panel topic is published online by DI. All partners promote the final version in their networks. They also send it to previous and future Panel-participants in their country.

Social Media Guidelines

We must reach 70 000 people on-line. This means that the organizations will:

- Maximize the social media campaign by posting and sharing PaFutEU content.
- Participants will create content by way of documenting the events and panels of the PaFutEU. DI assists by providing social media banners and other content
- Participants must include, both in electronic and print media acknowledgement of EU funding by displaying one of the following:



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Or



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- When publishing any written material/ video, the following disclaimer applies:
“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”

Event Media Content



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- Each partner will identify a camera person who will take content of the event. We will provide a phone so that it is easier to post content of the event.
- Pictures in both horizontal and vertical formats; capture general pictures, close-ups, people in the surroundings, from different angles
- Videos in vertical reels formats; film talks, workshops, group work, a bit of lunch break and free time, maybe interesting quotes from experts or participants, please, also take timelapses
- When posting, Partners will use the PaFutEU logo and Co-funded by the European Union logo on the posts/stories
- When posting, partners should tag Democracy International and other partners

Branding

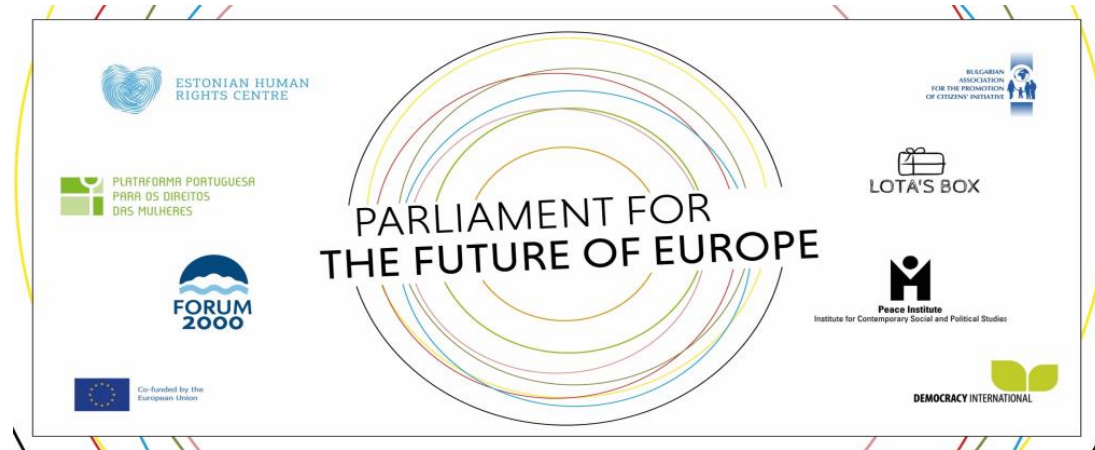
The Parliament of the Future of Europe logo will be used for infographics and all other materials of the PaFutEU project.





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ANNEXURE A – PROGRAM TEMPLATE



Saturday, 14 January 2022

- 10:00** Welcome in plenary
- 10:10** Presentation of Parliament for the Future of Europe project by Daniela Vancic and Anne Hardt
- 10:20** Icebreaker
- 10:40** Presentation on Conference on the Future of Europe/Citizens Take Over Europe by Daniela Vancic and Ophélie Masson
- 10:50** Presentation on topic of the day and Q&A with Dr. Viktoriya Sereda, University of Jena
- 11:15** Breakout rooms 1: World Café
- 12:30** Lunch
- 13:30** Expert input and Q&A with Karim Zafer, PhD candidate and Research
- 14:00** Breakout rooms 2: Supplementing/rewriting proposals
- 15:10** Break
- 15:20** Plenary presentation
- 16:20** Wrap up and feedback
- 16:45** Participant feedback survey
- 17:00** Dinner

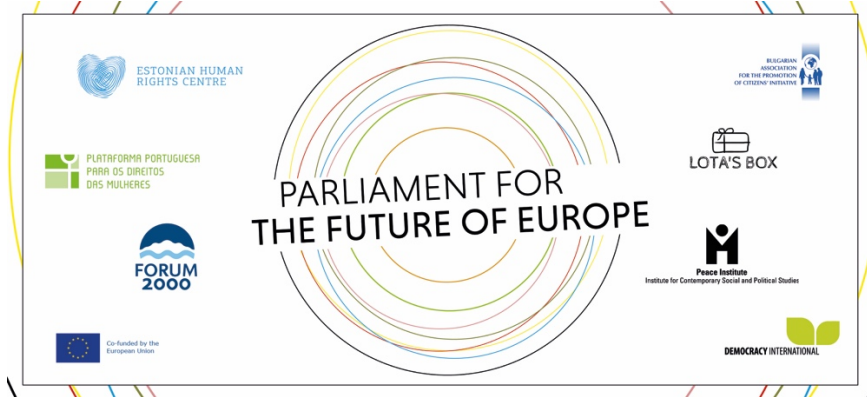
Feedback survey



EU Survey



ANNEXURE B – CHILD PROTECTION POLICY



CHILD PROTECTION POLICY

For all participants under the age of 18 in the transnational citizens' panels and the local "get to know your candidate, get to know your constituent" events of the *Parliament for the Future of Europe* project, the following guidelines apply:

Participation

- Participants under the age of 18 must have a letter of consent signed by their parent or legal guardian to be eligible to participate.
- Permission must be granted for the use of their picture, audio, likeness by the parent/legal guardian.
- Respect for their human rights and dignity should be protected during their participation with special regard to their consent.

Travel

- The inviting partner must designate a specific person to chaperone said participants from their place of residence and back.
- The chaperone must be fit and proper to take on such responsibility.

Accommodation

- Underage participants must be housed in facilities safe and proper with precaution taken.

Exposure to Risk

- The inviting partner must endeavor to limit the exposure of the participants to inappropriate content, substances, and activities that will endanger the health and wellbeing of said participants whilst under their care.
- When an incident occurs, the designated person must inform the parent/legal guardian of the participant and take relevant action, including medical, legal etc.



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