YOUTH DEMOCRACY ACADEMY

TOOLKIT FOR MULTIPLIERS

How to organize local trainings and actions for the "EU is YOU" campaign
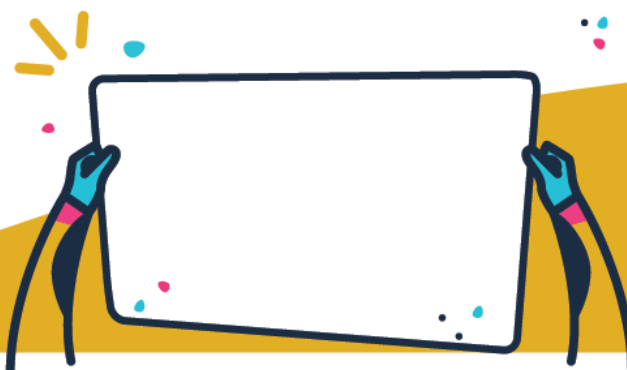
#EuropeanElections2019

EU**IS**YOU

Contents

# Youth Democracy Academy (YDA)

Summary

The project is focusing on engaging young people aged 17-20, from 12 different EU countries, in moving towards a Europe that is closer to its citizens. We aim at building dynamic and positive European societies by supporting the development of youth programs based on values such as solidarity, citizenship, democracy and respect for diversity, where young people like you develop their sense of critical thinking and ownership to the European Project.

In light of the upcoming European elections in May 2019, YDA will raise awareness among young people about the importance of being involved in policy-making at European level and will prioritize the engagement of first-time voters in a dialogue about the future of Europe.

Objectives

The main objectives of the project are:
- Developing young people's understanding of how democracy works today with a special focus on the European level;

- Developing young people's understanding of representative and participatory democracy spaces and decision-making processes in the EU;
- Engaging young people in the process of rethinking existing democratic system and suggesting new and innovative forms of participation;
- Empowering a generation of young advocates for the European values and the European project;
- Increase young people's engagement in European elections and the turn-out of first voters;
- Creating space for dialogue between young people and decision-makers.
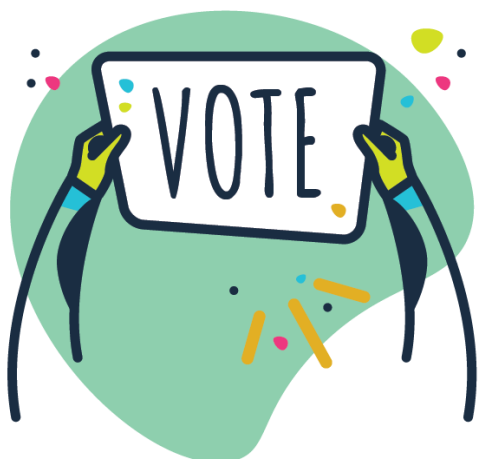
Project timeline

The project started in September 2018 and will last for 18 months. It is organized in three different phases: preparatory phase, implementation, evaluation & follow-up.
The implementation phase is divided into different project activities that will be developed with and for young people:
- *International Training Course for Multipliers* – involving two youth leaders from each participating country who will be trained on the topics of participatory democracy, EU institutions, way to transform participation at local to European level and how to transfer this to their peers;
- *Local Trainings for Youth Leaders* – organised in each of the participating countries and led by the trained multipliers; the participants will, on one hand, learn about the EU and participation mechanisms and, on the other, develop local action plans;

- *Implementation of Local Action Plans* - initiatives, campaigns, workshops engaging youth to debate themes related to European elections;
- *Campaign* – GOTV campaign at European level;
- *International Youth Exchanges* – young people will have the central role in implementing the youth exchanges with the organisational support of partner organisations. This will be the space for sharing and getting inspired using different tools (digital tools, arts, sports, etc.) to create spaces and moments for reflection on European Union as seen through the eyes of young people nowadays and in the future. Participants will engage in creative moments with their peers from different countries to build, dream and propose new ways for citizens to participate in the democratic life of Europe;
- *International Seminar* – after the European elections, we will organise a seminar with young people and different stakeholders to reflect on the results and ways to prepare for the next elections in order to make sure that more young people are informed and engaged;
- *Final Conference* – presentation of project results and young people's dream of new Europe including innovative ideas for citizens' participation in decision-making processes with a special focus on young people.

European Union Factsheet

At the core of the EU are the 28 Member States* that belong to the Union, and their citizens. The unique feature of the EU is that, although the Member States all remain sovereign and independent states, they have decided to pool some of their 'sovereignty' in areas where it makes sense to work together. In practice, this means that the Member States delegate some of their decision-making powers to the shared institutions they have created, so that decisions on specific matters of common interest can be made democratically at EU level.

Several institutions are involved in making decisions at EU level, in particular:
- the European Parliament, which represents the EU's citizens and is directly elected by them;
- the Council, which represents the governments of the EU Member States; and
- the European Commission, which represents the interests of the EU as a whole.

Generally, it is the European Commission that proposes new laws and the European Parliament and the Council (also called the Council of the European Union) that adopt them. The Member States and the EU institution or institutions concerned then implement them.

The European Parliament

The European Parliament is elected by EU citizens in direct elections held every 5 years. Each Member State elects a number of Members (MEPs); seats are allocated on the basis of the population of each Member State. The Parliament meets in both Brussels and Strasbourg. MEPs organise themselves into political groups, and also into committees that examine proposals for new legislation in different policy areas.

In terms of decision-making, the Parliament is responsible for the following:
- Approving, amending or rejecting EU laws, together with the Council of the European Union, based on European Commission proposals. The Parliament also shares with the Council equal responsibility for adopting the EU budget (proposed by the European Commission).
- Deciding on international agreements.
- Deciding on enlargements of the EU.
- Electing the President of the Commission, based on a proposal from the Member States, and then approving the full Commission.
- Reviewing the Commission's work programme and requesting that it propose legislation.

From the 23rd to the 26th of May 2019, millions of citizens will be called to vote in the European Parliament elections, directly electing their representatives in the European

Parliament. The number of MEPs after Brexit and the 2019 elections will be reduced to 705. Based on the results of the European elections, one of the lead candidates will be elected President of the Commission by the European Parliament, after being formally proposed by heads of state or government, who will take account of the outcome of the European elections (Spitzenkandidat process).

The Council

Together with the European Parliament, the Council is the main decision-making body of the EU. It is also known as the Council of the European Union. In the Council, government ministers from each Member State meet to discuss, amend and adopt laws and to coordinate policies. The ministers have the authority to commit their governments to the actions agreed on in the meetings. The presidency of the Council rotates among the EU Member States every 6 months, and is responsible for chairing all Council meetings and setting the agendas.

The ministers who attend are those that deal with the policy being discussed. For example, environment ministers meet in the Environment Council. The ministers meet several times a year to make decisions relating to the EU, though government officials have meetings all year round to discuss the policy details.

The European Commission

The European Commission is the main institution that runs the day-to-day business of the EU. It is the only EU institution that can propose legislation (often after a request from the European Parliament or the Council), though it is the Parliament and the Council that vote on it. The Commission is composed of the College of 28 Commissioners, one from each EU Member State, and including the President and Vice-Presidents. The President is nominated by the European Council, on the basis of the results of the European Parliament elections, and voted for by the European Parliament.

EU is YOU: The Youth Democracy Academy Campaign

"EU IS YOU" is a campaign for engaging first-time voters (18-22 years old) in the upcoming European elections (May 2019) that will be led by young people in 12 countries (Bulgaria, Greece, Hungary, Italy, Slovakia, Latvia, Romania, Sweden, Germany, Spain, France and Portugal).

It is about young people informing and encouraging other young people to vote in the European elections.

European elections are taking place on 26th May 2019 in all of the participating countries.

The campaign will start off with a local training, where multipliers will spread their knowledge and activism to other young people, and it will continue with local actions, to engage the local community, and especially the young people, into the campaign and into voting for the next European Elections.

The campaign's structure

The campaign started officially after the *International Training for Multipliers*, where two youth leaders from each participating country were trained on the topics of participatory democracy, EU institutions, ways to transform participation at local level, and how to transfer this to their peers.
The youth leaders will then organize local trainings for multipliers, where participants will learn about the EU and participation mechanisms and, on the other hand, develop local action plans.

The Get-Out-The-Votes campaign will then kick off with the implementation of local action plans (initiatives, campaigns, workshops, etc.) engaging youth to debate topics related to the European Elections.

The campaign slogan is "EU is YOU", and the official hashtag is #EuropeanElections2019; both of them are translated into the 12 languages of the partner organizations.

The campaign is supported by an official design and a common communication strategy, within the 12 participating countries. The design is available also on printed materials, such as bags, bracelets, poster, stickers, etc. to be used during the local actions.

This toolkit aims at giving the essential basic information on how to build an effective local training and actions. It is divided in two parts: the first one, *"Facilitation toolkit"*, explains the basics for the local training (what is a training, what is non-formal education, facilitation tips); the second one, *"Campaign initiatives"*, explores dos and don'ts in creating a GOTV campaign and its definition, and contains five different activities that can be used for the local actions by the multipliers.

PART I

FACILITATION TOOLKIT

Non-formal education

Non-formal education refers to planned, structured programmes and processes of personal and social education for young people designed to improve a range of skills and competences. Non-formal education is what happens in places such as youth organisations, sports clubs and community groups where young people meet, for example, to undertake projects together, play games, discuss, go camping, or make music and drama. Non-formal education should also be:

- Voluntary
- Accessible to everyone (ideally)
- Participatory
- Learner-centred
- About learning life skills and preparing for active citizenship
- Based on involving both individual and group learning with a collective approach
- Holistic and process-oriented
- Based on experience and action.

What is a non-formal education training?

A training is an organised process with educational objectives, where facilitators and multipliers create a program to learn more, together with the participants, about the European Union, its values, the way European Elections work, and how to create and implement local actions. All of this through different activities; some examples explored during the International Training for Multipliers are: PPT presentations, ice-breakers, debriefings and explanations, sharing sessions, Kahoot!, and many others.

The training has to have a specific objective and a specific target group, and all of the activities need to fit these two main pillars.

During the local trainings, the objectives may differ, but generally we want to spread information about the European Union, and spark interest and empowerment in young people so that they become multipliers of the "EU is YOU" GOTV campaign.

What is a multiplier?

A multiplier has no fixed definition, but we can describe him/her as an active citizen, who aims at motivating and engaging his/her peers in an activity, an action, a campaign, and so on. A multiplier does this organizing events, sharing his/her own experience, facilitating trainings, and much more.

A multiplier...
- Motivates people in participating and engaging
- Creates networks within his/her peers, or within the target group
- Provides information on the topic
- Shares his/her expertise and best practices
- Initiates a conversation
- Focuses on the process and learns through it
- Analyses the outcomes and adjusts his/her multiplier strategy

Facilitation core practices

STAY NEUTRAL ON CONTENT

Focus on the process, and avoid the temptation to offer opinions about the topic under discussion. Use questions and suggestions to offer ideas that spring to mind, but don't impose opinions on the group.

Best, *good*, *problem*, etc are all words to avoid when presenting a topic, because they tend to break the idea of impartiality.

Also jokes and comments can distort the neutrality of the message and can even offend some participants, even when we don't realize it.

LISTEN ACTIVELY

Use attentive body language and eye contact to let people know they can speak next, and to prompt the quiet ones in the crowd to participate.

ASK QUESTIONS

Questions test assumptions, invite participation, gather information, and probe for hidden points.

Effective questioning allows to delve past the symptoms to get at root causes.

PARAPHRASE TO CLARIFY

This involves repeating what people say to make sure they know they are being heard, to let others hear their points a second time, and to clarify key ideas.

For example, "*Can you say more about that?*" or "*What do you mean by..?*".

It also helps to rephrase using examples, to make the content more clear and to make sure that nobody misunderstood the statement.

This is why it's important to ask "*Is it clear?*", "*Do you have any questions?*", "*Do you have any doubts?*".

For this purpose, it's also important to look at the participants' expression and understand if people are comfortable to ask for clarification.

SUMMARIZE IDEAS

Don't just record individuals' contributions. Instead, get people to comment and build on each others' thoughts to ensure that the ideas recorded on the flip chart represent collective thinking.

This builds consensus and commitment.

For example, "*Y, what would you add to X's comments?*"

Summarising also helps to revive a discussion that has come to a halt, or to end a discussion when things seem to be wrapping up.

STAY ON TRACK

Set time guidelines for each discussion.

Point out the digression if discussion has gone off topic.

RECORD ACCURATELY

Summarise emerging ideas and final decisions on a flipchart so everyone can see the notes. Notes should be clear and concise. They must always reflect what the group actually said, rather than your interpretation of what they said.

DRAW PEOPLE OUT

It is a way of supporting people to take the next step in clarifying and refining their ideas.
"*Please tell me a little more!*"

To do this, names of participants can also be used directly to get their attention and start the discussion.
Drawing people out can also help when passing the floor to the participants: to start a discussion, give them some time to come forward and, if it doesn't happen, invite one of the most active participant to take the floor to ignite the discussion.

INTENTIONAL SILENCE

It consists of a pause, usually lasting no more than a few seconds, to give the speaker "extra quiet time", to discover what she/he wants to say.

With eye contact and body language, stay focused on the speaker. Do not say anything, not even "hmm". Just relax and pay attention.

Silence can also be used to calm the group and let a message sink in.

GIVE AND RECEIVE FEEDBACK

After group activities or moments of reflections, it's important to ask the participants "*How did you feel?*" or "*How was the exercise?*".

When receiving feedback on the activities or on the facilitation, it's important to remember that feedback is an opinion, that you can choose to take into consideration or not. The point is not to justify ourselves, or explain why, but just to hear others' opinions.

WE ARE MULTIPLIERS AND WE ARE LEARNING!

Do not put yourself above the participants, and do not push for your opinion, whether you're facilitating or delivering a training.
The learning process goes both ways!

MANAGING THE GROUP

DIFFERENT GROUPS, DIFFERENT APPROACHES | MIRROR | WALK AROUND | DEALING WITH DISTRACTION

Each group is different and, no matter how much we prepare, with each group our strategy and approach will change, to better reach the objectives and have a positive process for all people involved. Observe the participants and understand if they know each other and if they feel comfortable. Changing the activities, the methods and the agenda might also help.

Walking around can be a good method for taking advantage of the space and keeping up the attention, but it's important not to give the shoulders to anybody. Eye contact with all of the participants is also very good, without focusing on one point, or reading the notes, or looking just at a couple of participants.

When the group is distracted, for example by phones, it's good to ask if everybody feels okay, if they are energized, if they find the topic interesting, et sim. It is also possible to call directly some distracted participants, asking them a question or asking for their opinion, to engage them directly. At the beginning of the session, it is also good to set some rules on the use of phones, active listening, et sim.

THE GROUP IS THE REFLECTION OF THE TRAINER. THAT MEANS NOT ONLY THAT THEY WILL GET KNOWLEDGE AND INSIGHTS FROM HIS/HER, BUT ALSO THAT HIS/HER BEHAVIOR, ATTITUDE AND EMOTIONS REFLECT ON THEM.

SPEAKING

TONE OF VOICE | BEGINNING AND END OF THE SPEECH | "THERE IS NO RIGHT OR WRONG"

The tone of voice is important to grab the attention of the participants and to engage them. Playing with your voice can help facilitating the process and dealing with very calm or very exciting moments in the group. Generally, speak loud and clear, so that everybody can hear and understand.

Start with a question, so that people will gain attention immediately, feeling like an active part of the session. At the same time, it's good to present what is going to happen, to make clear the objectives of the session and how to reach them together.

Finish with something clear, that has an impact and, at the same time, summarises what has been said before. The conclusions are also very important when dealing with sensible topics: clear and defined conclusions, that can settle the discussion and include everyone's opinion, linking them to the goal of the session, is the best way to avoid misunderstanding and harsh feelings within the group.

"THERE IS NO RIGHT OR WRONG". THIS SENTENCE CAN HELP CREATE A SAFE SPACE, WHERE EVERYBODY IS ENCOURAGED TO SPEAK OUT AND SHARE THEIR OPINION.

GIVING INFORMATION

PREPARE | COMPLEX TOPICS | "I WILL RESEARCH"

Prepare, because it shows, also on our body language. Try to be confident with the content and organize it beforehand. If we are prepared, we are also less stressed and we can focus on the group's dynamic and on the process.

If we have a short time to present a complex topic, we need to frame it and give some context. To give more details, sentences like *"If you want more information, you can come for questions to me, or look it up here"* can be very useful.

IF QUESTIONS COME UP AND WE DON'T KNOW THE ANSWER, IT'S BETTER TO SAY *"I WILL RESEARCH"* OR *"I WILL COME BACK TO YOU"*, AND TO AVOID STARTING DISCUSSIONS OR GIVING WRONG INFORMATION.
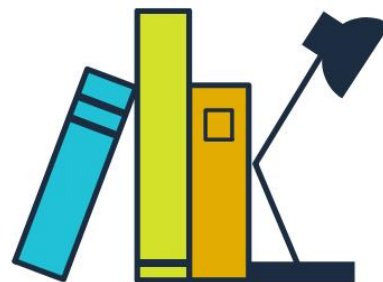
PRESENTING

## VISUAL SUPPORT | POWER POINT PRESENTATION | VIDEOS

When doing a presentation or explaining something, it's very important to have some kind of visual support (PPT, flipchart, poster, et sim.). It's not mandatory, but it makes the message more clear. The support needs to be readable by the whole group.

When showing a PowerPoint presentation, or in general when using the projector, it's good to have a cover image ready and to use the "freeze mode", to avoid showing the computer screen. On the side, it might help to engage the audience with questions, to avoid a too formal and boring setting.

IF SHOWING A VIDEO, MAKE SURE THAT THE AUDIO IS AUDIBLE AND THAT SUBTITLES ARE ON, SO THAT EVERYBODY IS ABLE TO UNDERSTAND.
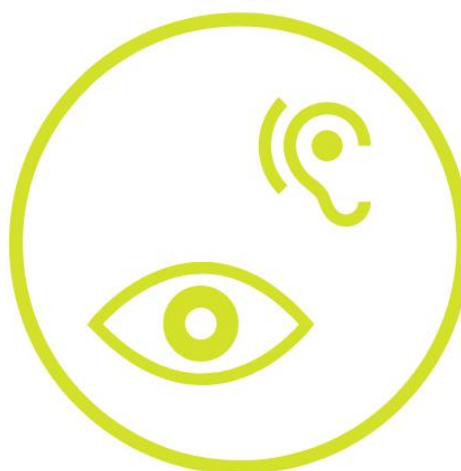
SOME PRACTICAL TIPS

TIME MANAGEMENT | COLLECT ANSWER | GIVE OUT MATERIALS |
DIVIDE INTO GROUPS | CO-FACILITATION

Time can be tricky, and it's therefore important to have a clear plan beforehand. Nonetheless, time can be adapted to the needs of the group, because the most important thing is the process on reaching the objective, and not to hurry to reach it. It is also important to give a specific time to the participants when assigning a task.

When collecting answers through flipcharts or post-its, it's important to read all of them, discuss them and give feedback on them. Do not prioritize or leave aside some. If you cannot read some calligraphies, ask for clarification to the participants.
When giving out materials, give some to each side of the circle and let the participant distribute them. Make sure not to overlap the description of the activity and of the task with the distribution of materials, to avoid confusion.

When dividing into groups, avoid pointing at people and let them count, or divide themselves into groups: it makes the participants feel more engaged.

WITH A CO-FACILITATOR, MAKE SURE THAT THE ROLES ARE CLEARLY DIVIDED AND THAT THE PARTICIPANTS UNDERSTAND WHO IS LEADING THAT SESSION AND WHO IS THE SUPPORT. SWITCHING BETWEEN FACILITATORS FROM ONE SESSION TO ANOTHER, OR DURING A DISCUSSION, KEEPS THE ATTENTION OF THE AUDIENCE HIGH. MAKE SURE NOT TO OVERLAP EACH OTHER AND/OR TALK AT THE SAME TIME, TO AVOID CONFUSION.
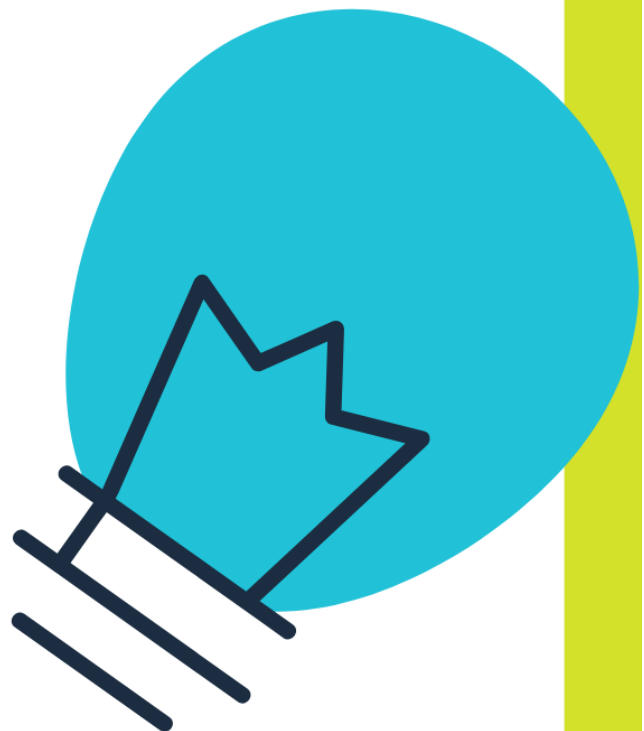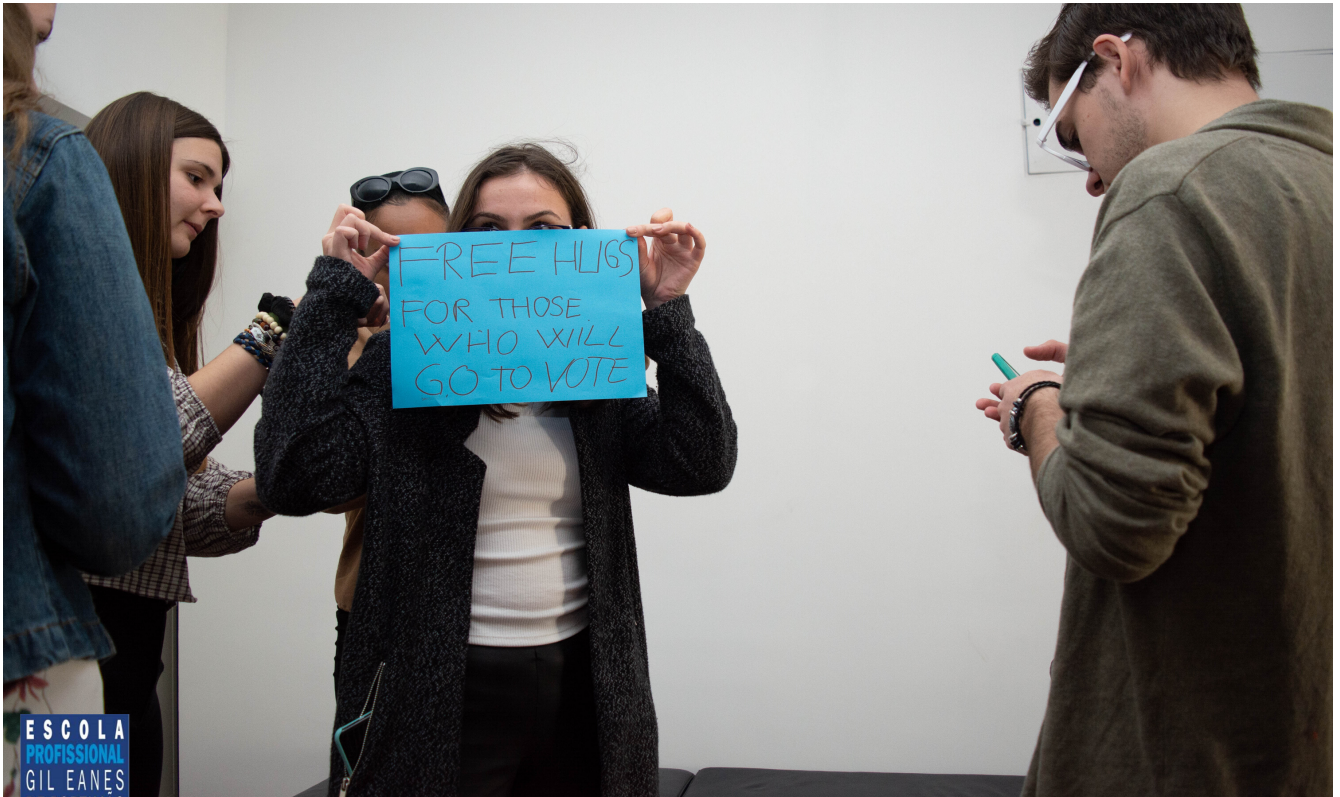
PART II

CAMPAIGN INITIATIVES

MAGI

MAGI means Mini Action, Great Impact. The acronym identifies small and simple actions but that can be highly motivating, with an immediate reward and an high level of visibility. MAGI have a strong impact in the local communities and can be very resourceful for a GOTV campaign.

DOs and DON'Ts
- Focus on the message you want to pass on: what are you trying to communicate?
- Choose a place and time that fits your target group
- Make sure that your message can't be misunderstood
- Comply with the rules and laws of your city

MATERIALS NEEDED
MAGIs don't usually require a lot of materials or resources. It can be post-its, flipcharts, posters or stereos, but the most important resource are the people involved: be engaged and energetic!

Examples of MAGI

FREE HUGS

In a high-visibility space in your city, you can set up a poster saying "Are you going to vote in the next European Elections?" and have on your shirt a smaller one that says "Free hugs". Free hugs initiatives usually attract a lot of attention, they are becoming more and more common, and it's an easy way to start a conversation with people on the streets.
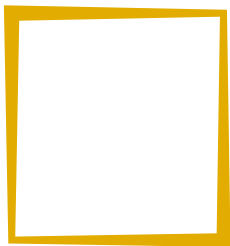
EUROPEAN ELECTIONS FRAME

With recycled materials, create a frame "European Elections themed" and bring it to a school, an event, a festival, et sim. Invite people to take pictures with it and to share them on social media with a specific hashtag or, if your campaign has a specific social media channel, share them yourselves.

FLASH MOB.

A flash mob is an organized and planned routine, carried out in a spontaneous way in a public space. A flash mob can be carried out in many different forms: choreographed dance, singing, acting out a particular scenario, mime, freeze flash mob (all members become living statues and freeze), etc.

"I BELIEVE VOTING IS IMPORTANT. CHANGE MY MIND"

For this action, you will need a table and a chair, or a bench. A campaign volunteer is sitting behind the table, and in front of it there is a sign that says "I believe voting is important. Change my mind". Anyone can sit on the table, and challenge his/her views, starting a discussion on the topic.

THE PUBLIC TRANSPORT STRATEGY

If you feel comfortable with approaching people directly, board on a bus, or a train, sit next to a person that you believe would listen to you and start a discussion on the European Elections! Sample script: "Hi, I'm from a local youth organisation and we want to make people aware of the EP elections in 2019. Do you know about the elections of the EU parliament in May 2019? Will you vote? Why/ why not?"

SOCIAL MEDIA CAMPAIGN

A social media campaign is a coordinated effort to reinforce information (in our case, about the European Elections 2019) using at least one social media platform. These campaigns are strategically focused, have measurable outcomes, and influence social media followers to feel or act in a certain way.


A GOOD SOCIAL MEDIA CAMPAIGN SHOULD HAVE

- A carefully developed plan: who is your target group? What are they looking for? Which social media platform suits them best?
- Clearly defined goals: do you want to inform on the work of the European Parliament? Or on how to vote? Or on how the European Union influences our lives? One campaign can have different objectives, but they still need to be centered on the audience and clear to the campaign team
- Cross-channel promotion: you can use the visuals of social media during events, or encourage people to post photos using a specific hashtag, to increase the visibility on different platforms, online and offline
- Throughout analysis: how is the campaign going? What are its strengths and its flaws?

MATERIALS NEEDED

For a social media campaign, it's important to define the accounts needed and who they refer to. In addition, it's important to have clear sources for visuals, whether you create them or you use the ones from the European Parliament for examples. Great attention has to be put on using updated information, materials, images and videos and to always be able to have trustful resources behind the posts.

Examples of social media campaigns
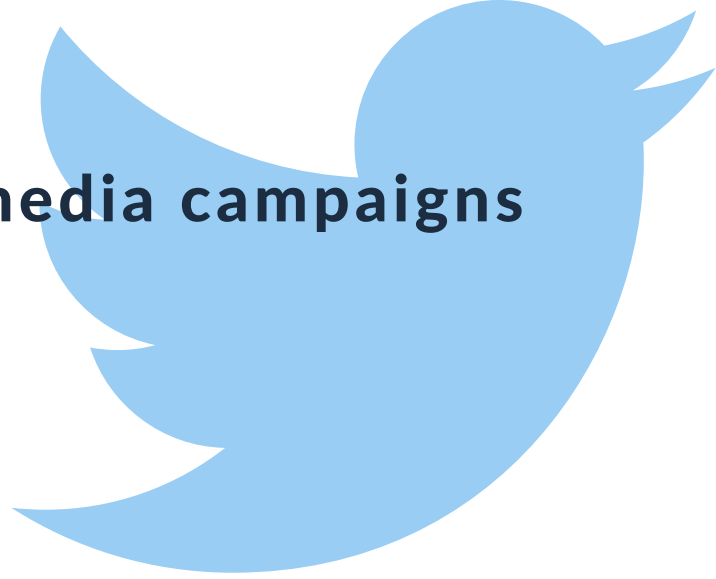
FACES OF EUROPE

A picture of a person and his/her story within the European Union, on the style of Humans of New York

WHAT THE EUROPEAN UNION DOES FOR ME

Unique visuals (videos or images) that shows how the EU influences its citizens

WE ARE HERE

Short videos made by different people around Europe, showing the diversity of the different countries and the advantage of travelling between them

HARDER THAN VOTING

Short videos, or pictures, that show a normal, day-to-day routine that takes longer or it's more complicated than voting

WHAT I VOTE FOR

A mix between official visuals from European institutions and personal experiences, to show different reasons for voting and defending (or not) the European Union

ATTENTION!

Social media always requires attention to the wording, the logos used, the permission for posting pictures from people and a special eye on moderation, without interfering with freedom of expression.

DISCUSSION FORMATS

If you want to engage your audience and let them exchange opinions, arguments and facts, you can choose between these two discussions formats the one that suits you and your event best: fishbowl discussion or panel discussion.


DOs and DON'Ts
- Respect different opinions. They can show you different point of view.
- Do not attack nationality, background, gender or language of anybody.
- Give proper reasons for your comments.
- Avoid obscurity and ambiguity: be prepared and informed, own the topic and, in case you are not sure of an answer, come back to the audience after a bit of research
- Do not discuss things which are NOT directly related to the topic of discussion

Examples of discussion formats

FISHBOWL DISCUSSION

A fishbowl discussion is good to generate interaction between participants and let them discuss a specific question. For this, there should be two circles of chairs, where the inner one has less chairs than the outer one. Only the people in the inner circle are allowed to speak, the outside listens. If a person from the outer circle wants to speak, she/he has to get up and ask one person from the inner circle to exchange places. Good discussion questions are open questions (Why?, How? What if?...) which could also bring a concrete outcome like a list of ideas or recommendations that can be put into practise.
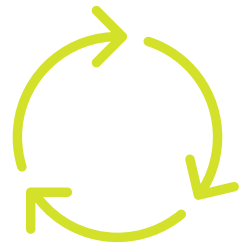
PANEL DISCUSSION

In panel discussion a few speakers are sitting at the front of the room, talking or discussing with each other. Usually they first introduce themselves (or get introduced by the moderator) and give an initial statement. In a second round, the moderator asks a few questions, giving one or multiple speakers the chance to reply. At the end, the audience can ask questions.

In this format, it is needed a moderator, who checks that every speaker gets to talk and that will also interrupt speakers if needed! (the moderator can be from the team or an external who knows well the topic the organisers imagined).
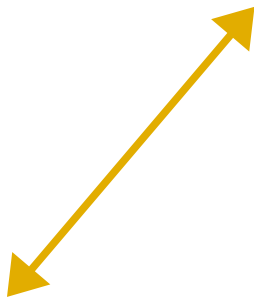
IMPORTANT!

When organizing a panel discussion, it's very important to invite speakers from all of the political spectrum and to have both sides on the same topic. The speakers in the panel, though, don't have to be necessarily politicians; you can invite:

- Professors, university assistants, PhD students
- Representatives from Team Europe, Europe Direct center, or European Parliament Liaison Offices
- Newspapers and magazines
- City councils and mayors
- Youth organizations and national youth councils

STENCILS FOR VOTING

Informal and fun gatherings, that involve also art can be an amazing channel for the "Go-Out-To-Vote" message. Stenciling is a technique for reproducing designs by passing ink or paint over holes cut in cardboard or metal onto the surface to be decorated. It can be used to decorate posters, t-shirts, bags and much more.

Contact a group of young people engaged in street art and with experience in stencils technique and agree with them the conditions and materials needed so that people can stylize their clothes with sentences and images to raise awareness on having young people voting for European elections.

DOs and DON'Ts
- Choose an accessible space for young people to run the workshop (partner with local authorities, schools, sport clubs, youth organizations, national youth council, etc.)
- Set a limit of participants for the workshop having mind the time, the space, number of animators and materials available
- Start the workshop with a circle of presentations and a get to know activity to break the ice among the participants.
- Safety first! Make sure that all of the paint is non-toxic and that gloves, aprons and newspaper or old sheets are available

MATERIALS NEEDED
- Non-toxic paint (for fabric or regular, according to the need)
- Brushes
- Newspapers, aprons, old sheet (to cover surfaces and clothes)
- stencils: keep the environment in mind! Stencils can be made also out of recycled paper or cardboard, or even just with paint tape.

Be creative! You can use the official visuals from the European Parliament (EP logo, EU flag, etc.) or you can create your own ideas!

WORKSHOP ON EU INSTITUTIONS

The European Union Institutions, despite being the European citizens' institutions, can be a complex and abstract system to understand.
Therefore, talking about the European Elections can mean also talking about how the EU and the European Parliament work.

At *this link*, you can find a basic workshop on European Institutions, created by AEGEE Europe within the campaign "**Y Vote**".

The aims of the workshop are:
- Knowledge of the milestones of the European Union, in chronological order
- Knowledge of the main EU Institutions and their key competences

The workshop includes non-formal education activities, as well as interactive sessions (for example, a Kahoot! quiz).

DOs and DON'Ts
For this workshop, the facilitation core practises and the facilitation tips and tricks ("Facilitation Toolkit", previous chapter) are essential.

MATERIALS NEEDED
- Post-its
- Markers
- Projector
- Computer
- Wi-Fi access.

Resources

Manuals
- *T-Kit 6: Training Essentials*, Council of Europe
- *SALTO-YOUTH Toolbox*, SALTO-YOUTH

Useful tools
- *European Elections*, European Parliament
- *How To Vote*, European Parliament
- *Elections Press Kit*, European Parliament
- *Why Should I Vote*, European Parliament
- *This Time I'm Voting*, European Parliament
- *What Europe Does For Me*, European Parliament
- *EUandME*, European Union
- *You Vote EU*, funded by the European Union's Rights, Equality and Citizenship Programme (2014-2020)
- *Y Vote*, AEGEE Europe

Useful contacts
- *Team Europe - Contact experts and staff of the European Union*, European Union
- *European Parliament Liaison Offices in the Member States*, European Parliament

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