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Task Manager EUD:	Mr. Vladimir Pandurevic
Main project partner:	CCYI
Project Manager:	Mrs. Mirjana Nikolic
Contractor:	EEO Group S.A. Ag. Konstantinou 74A, GR-163 46 Ilioupoli, Athens, Greece
Project Director:	Mrs. Lola Lyberopoulou
Team Leader:	Mr. Erling Have
Project office:	Hasana Kikica Street 13, 71000 Sarajevo, B&H

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¹ The word "National" used in the title of the project refers to the Coordinated Youth Policy of BiH

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List of abbreviations used

BiH	Bosnia and Herzegovina
CV	Curriculum Vitae
CCYI BiH	Commission for Coordination of the Youth Issues in Bosnia and Herzegovina
CSO	Civil Society Organisation
EU	European Union
FBiH	Federacija Bosne i Hercegovine
NGO	Non-governmental Organisation
IPA	Instrument for Pre-Accession Assistance
IR	Inception Report
IT	Information Technologies
KE	Key Expert
M&E	Monitoring and Evaluation
TNA	Training Needs Assessment
TP	Technical Proposal
KoM	Kick off Meeting
PSCM	Project Steering Committee Meetings
EIDHR	European Instrument for Democracy and Human Rights
RS	Republika Srpska
SAA	Stabilisation and Association Agreement
ST	Short Term Expert
ToR	Terms of Reference
OSRS	The Youth Council of Republika Srpska

1. Executive Summary

The fourth quarterly reporting period covers the period of 1st of December 2012 – 28th of February 2013. The focus in this reporting period was especially put on implementing the second training module, developing the M&E platform under component 2 and the Analysis of existing structures for community programme for youth under component 3.

The next reporting period, 1st of March – 31st of May 2013, will be affected by the situation occurred on appointment of new members of the CCYI, but will include the implementation of three main activities:

Component 1:	<ul style="list-style-type: none"> ▪ Finishing the last 5 trainings under module II ▪ Starting up 10 last trainings under module III ▪ Deliver 2 seminars for the CCYI
Component 2:	<ul style="list-style-type: none"> ▪ Prototype and manual submitted
Component 3:	<ul style="list-style-type: none"> ▪ Analysis of the models of Community programs started up

2. Review of project progress and performance

2.1 Policy and programme context

The purpose of the project is to create conditions for better and more efficient dialogue and more functional coordination among stakeholders responsible for youth issues in BiH.

That means that the following results should be achieved through the project:

- Capacities of the CCYI BiH for efficient and effective implementation of its mandate as well as of other beneficiaries of the project enhanced
- A platform for monitoring and evaluation and for collection of statistical data related to the youth issues developed
- Structures/models required for full participation in Community Programs related to youth designed
- Recommendations for future activities developed

2.2 Progress towards achieving objectives

The Training Needs Assessment (TNA) and the Educational Standards model were approved on the extraordinary Steering Committee meeting carried out on 9th of July 2012. The PSCM approved the following seminars and trainings to be carried out:

10 seminars, which are targeted to increase the capacities and know-how of the staff of the Commission for the Coordination of Youth Issues in BiH, as well as selected officials for youth issues on BiH, entity and Brcko District level on the following topics:

1. **The EU youth strategy 2010 - 2018;**
2. **An overview of youth policies in selected EU Countries**, including how the strategy is implemented;
3. **Policy making and design of programme strategies;**
4. **Policy and strategy implementation;**
5. **Youth Policy Interactive Stakeholders Mapping** and their role to the eight fields of action within the EU youth strategy;
6. **Strengthening of interactive inter-institutional capacity of the CCYI** and communication channels with stakeholders under here the open method of coordination used as a tool;
7. **Financial management and fundraising strategies;**
8. **Grant schemes management** in the context of EU youth programmes and pre-accession funds;
9. **Advocacy and lobbying;**
10. **Council of Europe and Youth policies implementation:** main findings and good practices. Lessons learned from study visits in selected EU Countries.

Three **training** programmes, targeting the officers for youth issues at municipal and cantonal level and NGOs, on the following topics:

1. General issues concerning **developing projects and project proposals** in the context of the EU youth strategy;
2. **Fundraising opportunities**, general issues in projects financial management and log frame design;

3. **Development of Municipal Youth strategy:** drafting and implementation tool

In the reporting period 5 trainings of the second module have been implemented.

As far as the **study visits** are concerned, it was agreed on the extraordinary PSCM that they will relate to one new and one old Member State (MS). Having that in mind, Slovenia was chosen as the representative of “new MS”. The decision about the “old MS” is postponed until the first Study visit to Slovenia is completed and the outcomes evaluated. The first study visit took place in November 2012 and the evaluation of this study visit and a comparison between The Netherlands and Germany will be available for the PSCM in March, where the second country should be decided.

For Component 2 the M&E platform was developed and besides that activities in Component 3 were started up in the reporting period.

2.3 **Project activities**

In the reporting period, 1st of December 2012 – 28th of February 2013, focus has been given on Component 1: Capacity building, Component 2 Monitoring and Evaluation and Component 3, Community programmes for youth.

2.3.1 **Component 1: Capacity building**

During the reporting period further progress has been made towards achieving the objectives of the project as 5 two day module II trainings in 5 different training spots (Trebinje, Mostar, Istocno Sarajevo, Glamoc, Zenica) were carried out. At each training session 25-30 had signed up for the training. The topic of the training was “**Fundraising opportunities**, general issues in projects financial management and log frame design” and was carried out by two local training experts, Ms Emina Pasic and Mr. Ilija Trninic. On average, 22 participants confirmed their participation.

The **study visit to Slovenia** took place 26th – 29th of November 2012. The three day program was carried out in Ljubljana. The study visit to Slovenia should be seen as a logical follow-up of the seminar “An overview of youth policies in selected EU countries” aimed at providing detailed information about youth policy approaches and status-quo in 4 selected countries, Austria, Germany, Poland and Slovenia. The purpose of the study visit was then to get first-hand information from various stakeholders involved in the entire Slovenian Youth Policy Cycle - from the identification to implementation.

The study visit was carried out for 9 participants, who were accompanied by the senior international expert Behrooz Motamed-Afshari and project assistant Maja Cvorovic. An evaluation of the study visit is attached as Annex 4.

For making the decision on which should be the second country for study visit a comparison between The Netherlands and Germany is attached as Annex 5.

2.3.2 Component 2: Monitoring and evaluation

On the basis of the description of a functional monitoring and evaluation system delivered in December 2012, a M&E Platform has been developed and submitted in March 2013. Furthermore a manual for future maintenance and utilisation of the system will also be developed and submitted in March 2013.

2.3.3 Component 3: Community programmes for youth

The analysis of existing structures for community programme for youth has been started up and will be submitted in March 2013: The main aim of this component is to identify, link and relate the role of the CCYI with the coordination of all the EU Community Programmes that affect directly or indirectly the young people. The first step in this process will be to closely examine the structures that function within BiH, as well as all the EU Programmes that have been implemented or are currently under implementation in BiH in order to examine and identify their impact on the young population in the country.

2.3.4 Component 4: Plan for future activities

No activities in the reporting period.

2.3.5 Component 5: Awareness raising and visibility issues

A communication strategy for CCYI was drafted and presented at the PSCM in September 2012. The communication strategy included proposals for definition of the target audience, description of the messages to be communicated and selection of communication tools, where the role of the website of CCYI shall be given specific attention.

The draft of the communication strategy presented at the PSCM in September has since been expanded by the project team with a practical guideline in communication with media and a practical guideline for internal communication. In the reporting period three templates for media events for the CCYI have been developed. See Annex 6.

At the PSCM in September, the communication strategy was adopted as a baseline document. In the future it will be used as starting point and open document that will be developed over time. The Communication Strategy will include an Action Plan as Annex that will cover an implementation plan, tailored to the specific needs of the CCYI, in terms of workload, allocation of responsibilities and resource management. The final CS operative document will be added as an Annex to the final report of the project. The Action Plan of the Communication Strategy will be on the Agenda for every following PSCM in order to follow its development. The TA team will include the comments from the members of the CCYI and SC members in the CS.

The project participated in the International Volunteer day on the 5th of December 2012 as the second visibility event.

2.3.6 Project Steering Committee

The fourth ordinary steering committee meeting scheduled for the 13th of December 2012 was cancelled.

2.4 Management issues

None

3. Work plan for next reporting period

3.1 Results to be delivered

This work plan covers the period from 1st March 2013 to 31st May 2013. A detailed description of the activities to be performed and results to be delivered in the next reporting period follows in section 3.2 and in annex 2. The main activities will be:

Component 1:

- **Delivery of 11 trainings (module 2 and module 3).**

The training topic of module 2 is: **Fundraising opportunities**, general issues in projects financial management and log frame design.

The 10 trainings were started up in February 2013 and the last 5 trainings will be carried out in March 2013.

The training topic of module 3 is: **Development of Municipal Youth strategy**: drafting and implementation tool.

The 10 trainings will be carried out in May – June 2013. The first 6 trainings will be carried out in May 2013.

- **Delivery of 2 seminars**

2 seminars for the CCYI will be carried out in May 2013. The topics proposed are:

- **Financial management and fundraising strategies;**
- **Grant schemes management** in the context of EU youth programmes and pre-accession funds;

Component 2:

- A prototype and a manual for the M&E Platform will be submitted in March 2013.

Component 3:

- Analysis of existing structures for community programme for youth: The main aim of this component is to identify, link and relate the role of the CCYI with the coordination of all the EU Community Programmes that affect directly or indirectly the young people. The first step in this process will be to closely examine the structures that function within BiH, as well as all the EU Programmes that have been implemented or are currently under implementation in BiH in order to examine and identify their impact on the young population in the country. The analysis of existing structures will be submitted in March 2013.

- Analysis of the models for community programmes will be started up in April 2013.

Component 4:

- Due to the present situation concerning new members of the CCYI, the Component will be delayed to the second half of 2013.

Component 5:

- Two visibility events should be carried out to promote the new members of the CCYI. The exact timing of these events will depend on the appointment of the new members of the CCYI.
- The project will continue to support the CCYI in developing the communication strategy.

3.2 Activity schedule

Component/ activity	Activities	Output/milestones	Planned period
0. Inception phase			
0.1	Project kick off meeting	Kick off meeting performed	January 2012
0.2	Establishment of project office	Project office established	January 2012
0.3	Establishment of relations with all parties involved in the project	Meetings performed	January 2012
0.4	Preparation and submission of inception report	Inception report submitted	January 2012
1. Component 1: Capacity building of the CCYI BiH and other beneficiaries			
1.1.	Needs assessment for capacity building for defined target groups	Needs assessment Analysis submitted	Feb-July 2012
1.2	Tailored seminars and trainings covering essential topics held for the target group	Educational standards model submitted	May-July 2012
1.3		30 trainings carried out	Oct 2012-June 2013
		10 seminars carried out	Sep 2012-June 2013
1.3	Tailored study tours in countries with appropriate and useful experiences for BiH	2 study tours carried out	Study tour to Slovenia November 2012. Second study tour planned for 2013.
1.3	The best practices of the multi-sectoral approach represented to the wider audience (at least two municipalities in BiH)	Best practises presented	May – June 2013
2. Component 2: Monitoring and evaluation			
2.1	Collection of data	Data collected	June-Sept. 2012
2.2	Develop an effective monitoring system	A functional monitoring and evaluation system developed and adopted	Sep-Nov 2012
2.3	Develop M&E Platform	M&E Platform developed and submitted	Dec 2012 – Feb 2013
		Manual for future maintenance and utilisation of the system developed and submitted	Dec 2012 – Feb 2013
2.4	Implement a pilot project dealing with the "soft" component, i.e. scanning the legislation related to the youth issues	A soft component for monitoring implemented	Mar - Apr 2013
3. Component 3: Community programme for youth			
3.1	Three possible models of structures required for Community Programmes, resting on current	Analysis of existing structures submitted	Oct 2012 – Mar 2013
3.2		Analysis of the models of	Apr – Jun 2013

	elements in BiH, where each model will elaborate on its advantages and disadvantages	Community programmes submitted	
3.3		Preparation of new models delivered	Jun – Sep 2013
4. Component 4: Plan for future activities			
4.1	Establishment of Strategic Planning Team	Planning team established	Sep – Oct 2012
4.2	Methodological guidance to CCYI	Guidance delivered	Nov 2012 – June 2013
4.3	Plan for future activities of CCYI	Plan for future activities developed	July – October 2013
5. Component 5: Development of communication strategy			
5.1	Communication strategy for the CCYI prepared	Development of Communication Strategy	July - September 2012
5.2	Awareness raising and visibility Events	1 large ideas fare for all potential participants organized with the goal of youth promotion	2013
5.2		Awareness raising and visibility Events delivered	March 2012 – Dec 2013

4. Conclusions and Recommendations

The reporting period corresponding to the 4th quarterly report, 1st of December 2012 – 28th of February 2013, has had **two major achievements**. The second training module was started up and the first five training sessions were carried out in February 2013. Besides that efforts have been concentrated on developing the M&E system on basis of the description of the platform.

As annex 5 to this quarterly report, a comparison between The Netherlands and Germany in regards to the second study visit has been made. It is recommended that the PSCM decides which country should be chosen.

In the next reporting period, 1st of March – 31st of May 2013, the main focus will again be on carrying out the trainings in **Component 1**. That implies finishing module 2 and starting up module 3.

6 seminars for the CCYI still have to be carried out. It is recommended that 2 seminars should be carried out in May 2013.

For **Component 2**, focus will be on delivering a prototype of the M&E platform and delivering a manual for the use of the system.

For **Component 3**, Analysis of existing structures will be submitted, and the analysis of models of community programs be started up.

For **Component 4**, it is recommended that it should be started up in the second half of the 2013, when the new members of the CCYI are appointed.

For **Component 5**, next visibility events will the depend on the appointment of new members of the CCYI.

In the general it is finally recommended that an adjusted time schedule for the whole project is drafted when the new members of the CCYI has been appointed.

ANNEXES

Annex 1: Adjusted Log frame as per 28th of February 2013

LOG FRAME			
Overall objective	Objectively Verifiable Indicators	Sources of Verification	
To improve the position of youth in Bosnia and Herzegovina	A reinforced general youth policy system based on an agreed reform policy framework, adapted legislation and enhanced capacities of sector experts of all stakeholders leading to improvements in the position of youth in BiH by the end of the project.	<ul style="list-style-type: none"> ▪ Final report at the end of the execution of the project. ▪ Reports from the Project Steering Committee (PSC) ▪ EC monitoring and evaluation reporting ▪ Independent Audit and Evaluation report 	
Project purpose	Objectively Verifiable Indicators	Sources of Verification	Assumptions/Risks
1. To create conditions for better and more efficient dialogue and more functional coordination among stakeholders responsible for youth issues.	<ul style="list-style-type: none"> ▪ The initiative for harmonisation of legal framework for monitoring and data collection related to youth issues is endorsed by the CCYI ▪ Analysis of legislative framework in BiH, related to the monitoring and statistical data collection is endorsed by the CCYI ▪ Increased and greater integration of youth policy planning and management; ▪ Implementation of youth policy; ▪ Increased co-operation between CCYI, and other relevant stakeholders in the use of resources to support the BiH's youth policy 	Reports, studies, policy papers on: <ul style="list-style-type: none"> ▪ Increased and greater integration of youth policy planning and management ▪ Implementation of youth policy Increased co-operation between CCYI and other relevant stakeholders in the use of resources to support the BiH's youth policy	<u>Assumptions</u> <ul style="list-style-type: none"> ▪ Presence of an interest from the civil society organisations representing the youth sector to participate in capacity building programmes and to apply new knowledge gained ▪ CCYI supports activities related to the establishment of the M&E system ▪ Current data relevant to youth accessible and usable. <u>Additional Assumptions</u> <ul style="list-style-type: none"> ▪ The stakeholders are willing to participate in the Community Programmes in the structures proposed; ▪ Comprehensive synergy with other relevant projects in the field of youth is established, with particular emphasis on the proactive co-ordination of the related measures and specific activities.

Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions/Risks
Component 1 Result: Capacities of the CCYI BiH for efficient and effective implementation of its mandate	<ul style="list-style-type: none"> ▪ Needs assessment conducted of the identified target groups; ▪ 10 seminars conducted covering essential topics identified in the needs assessment 	<ul style="list-style-type: none"> ▪ Needs assessment report of the identified target groups ; ▪ Reports including evaluation forms, attendance lists; 	<p><u>Risks</u></p> <ul style="list-style-type: none"> ▪ Youth issues are not a priority issue in BiH; ▪ Lack of political stability -; ▪ Non existence of adequate structures for resolution of youth issues; ▪ No competence given to a ministry to coordinate youth issues at FBIH level; ▪ Some of the ministries in charge of youth issues do not possess sufficient capacities and resources; ▪ Insufficient communication between key stakeholders involved in this project; ▪ Possible over-burdening of the Project Partner and other stakeholders (including Project SC members) due to the large number of related and current projects; ▪ Insufficient allocation of budget to implement youth policies at various levels; ▪ Limited budget for CCYI and bureaucratic approval procedures for its activities and preparations of CCYI; ▪ Lack of administrative capacity in CCYI; ▪ Insufficient supply of competent experts due to the significant number of projects being implemented at this time in South Eastern Europe

<p>as well as of other beneficiaries of the project enhanced.</p>	<ul style="list-style-type: none"> ▪ of the target groups (maximally 20-25 participants on each seminar); ▪ 30 trainings conducted in 10 training spots covering essential topics identified in the needs assessment of the target groups (maximally 20-25 participants on each training); ▪ 2 study tours conducted in relevant regional and/or EU countries (max 2x10 participants), subject of budget boundaries; ▪ Number of civil servants dealing with youth issues that attended trainings; ▪ Number of civil servants fully qualified to deal with their responsibilities defined by the BiH's and/ or other existing youth policy after their participation in a training event; ▪ Number of civil servants and youth committee members fully qualified to actively participate in the process of policy making and to work on data collection and the implementation of Youth Policy. ▪ Number of canton level public officials from Youth Councils that actively participate in youth policy making processes; 	<ul style="list-style-type: none"> ▪ Evaluation of the professional development programme implemented by the Consultant. 	<p>knowledge gained;</p> <ul style="list-style-type: none"> ▪ Insufficient communication between - the key stakeholders involved in this project; ▪ Possible over-burdening of the Project Partner and other stakeholders (including Project SC members) due to the large number of related and current projects; ▪ Lack of qualified trainers with sufficient know how of local conditions in certain topics; ▪ Local elections interrupt the training programme;
<p>Component 2 Result: A platform for monitoring and evaluation and for collection of statistical data related to the youth issues developed.</p>	<ul style="list-style-type: none"> ▪ Monitoring and evaluation system introduced included capacity building of CCYI BiH and other relevant staff in management and use; ▪ Database is fully operational; ▪ Piloting a soft component: testing, adapting and completion; ▪ Number of Stakeholders that support and participate in new pilot data collection and monitoring system; ▪ Number of responsible staff trained for 	<ul style="list-style-type: none"> ▪ Report on data collection ▪ Report on M&E Specifications ▪ Training performed (Report including evaluation forms, attendance lists) ▪ Implementation report ▪ Progress reports ▪ Manual for (future) maintenance and utilisation of the system ▪ Full report on the Pilot ▪ Action plans for testing 	<ul style="list-style-type: none"> ▪ CCYI supports activities related to the establishment of the M&E system; ▪ Current data relevant to youth accessible and useable.

	<p>maintenance of the database;</p>		
<p>Component 3 Result: Structures/ models required for full participation in Community Programmes related to youth designed</p>	<ul style="list-style-type: none"> ▪ Analysis of the existing structure ▪ Analysis of the models of Community Programmes ▪ Presentation of three possible new models for the implementation of Community Programmes 	<ul style="list-style-type: none"> ▪ Situation analysis of existing structures ▪ Situation analysis of models of Community Programmes ▪ Situation analyses reflected in a full report and presented in a workshop ▪ Progress Reports ▪ Three models elaborated in report based on the outcomes of the workshop ▪ Three models described with advantages and disadvantages in an analytical report 	<ul style="list-style-type: none"> ▪ The stakeholders are willing to participate in the Community Programmes in the structures proposed; ▪ Insufficient communication between stakeholders involved in this project. ▪ Lack of co-financing funds for participation in EU programmes addressing youth issues ▪ Lack of compliance with formal requirements of Community programmes by BiH
<p>Component 4 Result: Recommendations for future activities developed</p>	<ul style="list-style-type: none"> ▪ Strategic Planning Team established ▪ Support to the CCYI BiH given to develop its Strategic plan ▪ In consultation with CCYI its three year work plan developed 	<ul style="list-style-type: none"> ▪ Objectives, agenda and minutes of meetings ▪ Adopted three year strategic plan by stakeholders (BiH institutions) ▪ Progress Reports ▪ Final report 	<ul style="list-style-type: none"> ▪ The BiH legal framework embraces the strategic plan ▪ The BiH budget restrictions affect the CCYI budget;
<p>Component 5 Result: Awareness raising and visibility activities carried out</p>	<ul style="list-style-type: none"> ▪ Communication strategy developed and submitted; ▪ Awareness raising campaign implemented; 	<ul style="list-style-type: none"> ▪ Communication Strategy approved and implemented ▪ Progress Reports ▪ 6 cycles of media promotion activities delivered throughout the project duration ▪ Ideas fair organised and executed ▪ Two best practice workshops in two municipalities delivered 	<ul style="list-style-type: none"> ▪ Presence of an interest from the civil society organisations representing the youth sector to participate in capacity building programmes and to apply new knowledge gained; ▪ Youth Policy and its budgeting might be not a priority issue for the society; ▪ Possible over-burdening of the Project Partner and other stakeholders (including Project SC members) due to the large number of related and current projects.

Annex 2: Updated list of activities as per 28th of February 2013²

Activity Number	Activity	Description of updated activities	Results/ Milestones	Time
0	Inception phase			
0.1	Project kick off meeting	The project was officially launched on the 9th of January 2012.	Kick off meeting performed	January 2012
0.2	Establishment of project office	The project office is established and equipped at the following address: Hasana Kikica, No. 13, 1st floor, 71000 Sarajevo	Project office established	January 2012
0.3	Establishment of relations with all parties involved in the project	The Team of Experts undertook a series of meetings with the beneficiary of the project, as well as other stakeholders that are directly or indirectly involved in the project, in order to assess the current state of affairs in the sector and the progress made since the ToR and, subsequently the Technical Proposal, were written.	Meetings performed	January 2012
0.4	Preparation and submission of inception report	During the first three months of the project the Inception report was drafted and completed in the third week of February 2012 and approved the 30 th of March 2012. During the first three months of the project the Inception report was drafted and completed in the third week of February 2012 and approved the 30 th of March 2012.	Inception report submitted	Feb 2012
1	Component 1: Capacity building of the CCYI BiH and other beneficiaries			
1.1	Needs assessment for capacity building for defined target groups	The needs assessment for capacity building (TNA) was submitted 16 th of May 2012. Contents for 10 seminars and 30 trainings were proposed in the TNA.	TNA submitted and approved	July 2012
1.2	Educational standards model developed	The educational standards model will include the objectives of the trainings and seminars, the expected outcome of the trainings and seminars, the topics to be covered and the methods to be used.	Educational standards model submitted and approved	July 2012
1.3	Tailored seminars and	10 seminars, which target the CCYI members and other officials in charge for youth in line ministries and entities to	Seminars delivered	Seminar 1, Sep 19, 2012, Sarajevo Seminar 2, Sep 20, 2012, Sarajevo

² Finished activities marked in gray.

Activity Number	Activity	Description of updated activities	Results/ Milestones	Time
	trainings covering essential topics held for the target group	be delivered.		Seminar 3, 14. Nov 2012, Banja Luka Seminar 4, 15. Nov 2012, Banja Luka Seminar 5, 2013 Seminar 6, 2013 Seminar 7, 2013 Seminar 8, 2013 Seminar 9, 2013 Seminar 10, 2013
		30 trainings in 10 identified training spots - targeting officers for youth issues at municipal level and NGOs active in the youth sector to be delivered.	Trainings delivered	Module 1 Trebinje, Oct 8-9, 2012 Mostar, Oct 10-11, 2012 Istocno Sarajevo, Oct 12-13, 2012 Livno, Oct 15-16, 2012 Travnik, Oct 17-18, 2012 Tuzla, Oct 19-20, 2012 Brcko, Nov 5-6, 2012 Doboje, Nov 7-8, 2012 Banja Luka, Nov 9-10, 2012 Bihac, Nov 12-13, 2012 Module 2 Trebinje, Feb 01-02, 2013 Mostar, Feb 06-07, 2013 Istocno Sarajevo, Feb 08-09, 2013 Glamoc, Feb 18-19, 2013 Zenica, Feb 22-23, 2013 Brcko, Mar 06-07, 2013 Tuzla, Mar 08-09, 2013 Doboje, Mar 15-16, 2013

Activity Number	Activity	Description of updated activities	Results/ Milestones	Time
				Banja Luka, Mar 20-21, 2013 Bihac, Mar 22-23, 2013 Module 3 Trebinje, May 20-21, 2013 Mostar, May 22-23, 2013 Istocno Sarajevo, May 24-25, 2013 Livno, May 27-28, 2013 Travnik, May 29-30, 2013 Tuzla, May 31-Jun 1, 2013 Brcko, Jun 3-4, 2013 Doboj, Jun 5-6, 2013 Banja Luka, Jun 7-8, 2013 Bihac, Jun 10-11, 2013
1.3	Tailored study tours in countries with appropriate and useful experiences for BiH	A small paper will be submitted including analysis of youth policies in potential countries for study visits seen in relation to the strategy and youth policy of EU. On basis of the paper two countries will be selected for study visits.	2 study tours delivered	Study tour to Slovenia November 2012 carried out. Second study tour planned for 2013.
1.4	The best practices of the multi-sectoral approach represented to the wider audience (at least two municipalities in BiH)	On basis of the experiences gained on best practices through, seminars, trainings and study tours at least two municipalities in BiH will be chosen.	Best practices presented in at least two municipalities	May – June 2013
2	Component 2: Monitoring and evaluation			
2.1	Collection of data	The Consultant will be available for guidance on data collection.	Data collected	June – Sep 2012
2.2	Develop an effective monitoring system	Four or five modules will be included in the M&E system. In the order of priority, those are the following: <ul style="list-style-type: none"> a module which describes developments in the situation 	A functional monitoring and evaluation system developed and adopted	Sep – Nov 2012

Activity Number	Activity	Description of updated activities	Results/ Milestones	Time
		<p>of youth in BiH</p> <ul style="list-style-type: none"> • a module describing and monitoring key targets of youth policy in various sectors (see above) • a module describing the civil society infrastructure (NGOs oriented on youth) and its development • a module describing youth (oriented) projects and programmes • a module describing developments in youth legislation and the implementation mechanisms 		
2.3	Develop M&E Platform	The system will be user-friendly, in the first place for the members of the CCYI. It will be decided in consultation with the CCYI to what extent M&E data will ultimately be available to which range of stakeholders or to the wider public (through the CCYI website).	M&E Platform and manual for future maintenance and utilisation of the system developed and submitted	Dec 2012 – Mar 2013
2.4	Implement a pilot project dealing with the "soft" component, i.e. scanning the legislation related to the youth issues	Some modules and areas will be chosen to pilot a monitoring system. The aim will be to demonstrate to the CCYI how the system can effectively be used on a permanent basis to monitor and evaluate developments in the youth situation and in achieving of youth policy targets	A soft component for monitoring implemented	Mar – Apr 2013
3	Component 3: Community programme for youth			
3.1	Analysis of existing structures	Three possible models of structures required for Community Programmes, resting on current elements in BiH, where each model will elaborate on its advantages and disadvantages	Analysis of existing structures submitted	Oct 2012 – Mar 2013
3.2	Analysis of the models of Community programmes		Analysis of the models of Community programmes submitted	Apr – Jun 2013
3.3	Preparation of new models		Preparation of new models delivered	Jun – Sep 2013
4	Component 4: Plan for future activities			
4.1	Establishment of Strategic Planning Team	Providing support to establishment of Strategic Planning team.	Planning team established	2013

Activity Number	Activity	Description of updated activities	Results/ Milestones	Time
4.2	Methodological guidance to CCYI	Providing support to the CCYI in their drafting of the document "Coordinated Youth Policy 2011 - 2015" on Youth. This support will be of methodological, logistic and professional nature. It is assumed that the CCYI will take ownership of drafting this document itself, and that it will involve strongly other key stakeholders in the youth area.	Guidance delivered	Nov 2012 – June 2013
4.3	Plan for future activities of CCYI	Providing support to the development of a three year work plan to the CCYI.	Plan for future activities developed	July – October 2013
5	Component 5: Development of communication strategy			
5.1	Communication strategy for the CCYI prepared	The development of a Communication Strategy of the CCYI, in close consultation with the beneficiary. The 3 elements mentioned in the TP will be included: definition of the target audience, the message and the selection of Communication tools. The role of the website of the CCYI will be given specific attention.	Development of Communication Strategy	July- September 2012
5.2	Awareness raising and visibility Events	An ideas-fair, having as principle objective youth promotion for civil society organisations. Invitations will be sent out to all key civil society organisations and possibly other stakeholders (such as donors) and will be linked to the either the finalization of the document "Coordinated Youth Policy 2011 - 2015" by the CCYI or finalisation of Component 3, from which the models will be prepared and presented. The ideas fair is planned to last for one whole working day. Six cycles of promotional activities for the project that will follow the EuropeAid guidelines will be delivered throughout the duration of the project.	1 large ideas fare for all potential participants organized with the goal of youth promotion and other awareness raising and visibility events delivered	Mar 2012 – Dec 2013
Reporting and project steering committee meetings				
	Quarterly reports	1 st quarterly report submitted 4 th of June 2012 2 nd quarterly report submitted 3 rd of September 2012 3 rd quarterly report submitted 4 th of December 2012 4 th quarterly report submitted 11 th of March 2013	Reports to be submitted every quarter	June 2012 – Dec 2013

Activity Number	Activity	Description of updated activities	Results/ Milestones	Time
	Final report	Final report to be submitted by the end of the project	Report to be submitted	Dec 2013
	Steering committee meetings	<p>1st PSCM took place 6th of March 2012</p> <p>2nd PSCM took place 12th of June 2012.</p> <p>Extraordinary PSCM took place 9th of July 2012.</p> <p>3rd PSCM took place the 21st of September 2012.</p> <p>4th PSCM planned for the 13th of December 2012 cancelled</p> <p>5th PSCM planned for the 20th of March 2013 cancelled, next PSCM will depend on the appointment of new members of the CCYI.</p>	PSCM to take place at least every quarter	Mar 2012 – Dec 2013

Annex 3: Updated Timetable of Activities as per 28th of February 2013

Month		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
		01-12	03-12	03-12	04-12	05-12	06-12	07-12	08-12	09-12	10-12	11-12	12-12	01-13	02-13	03-13	04-13	05-13	06-13	07-13	08-13	09-13	10-13	11-13	12-13
0.1.	Project Kick-off Meeting																								
0.2.	Establishment of the Project Office	M 0																							
0.3.	Establishment of relations with all the parties involved in the Project																								
0.4.	Preparation & submission of the Inception Report	M 1																							
1.1.	Needs Assessment Analysis		M 2					M 3																	
1.2.	Development of an Educational Standards Model							M 5																	
1.3.	Delivery of Professional Development Programme in the framework of the Capacity Building Plan																								M1 4
1.3.1.	<i>Trainings and Seminars</i>																								
1.3.2.	<i>Study visits</i>																								
1.3.3.	<i>Mentoring and on-the-job coaching</i>																								
2.1.	Collection of data																								
2.2.	Develop an effective monitoring system for CCYI BiH												M 6												
2.3.	Develop M&E Platform															M 7									

Annex 4: Evaluation of the study visit to Slovenia 26 – 30 November 2012

Background

The ToR of the project “IPA- EU Support to the coordination and implementation of Bosnia and Herzegovina’s National Youth Policy” (EUNYP) has foreseen the implementation of a group of 5 components/activities in order to create conditions for better and more efficient dialogue and more functional coordination among stakeholders responsible for youth issues in BiH.

The component 1 of the project deals with Capacity building of the CCYI BiH and other relevant beneficiaries, which aims at enhancing the capacities of the CCYI BiH for efficient and effective implementation of its mandate as well as of other beneficiaries of the project.

Under this component a set of trainings and seminars will take place in different regions and entities of Bosnia and Herzegovina. In addition to that two study tours will be conducted in relevant regional and/or EU countries for 10 participants, of which the majority will be members of the Commission for Coordination of the Youth Issues in BiH (CCYI BiH).

The first Study Visit took place between 26.11.-30.11.2012 in Slovenia. This evaluation report aims to provide a short overview of the activity as well as its outcomes and results.

1st Study Visit – Ljubljana / Slovenia

The study visit to Slovenia was seen as a logical follow-up of a seminar conducted in the framework of EUNYP in September 2012 in Sarajevo. The seminar “An overview of youth policies in selected EU countries” aimed at providing detailed information about youth policy approaches and status-quo in 4 selected countries, Austria, Germany, Poland and Slovenia.

Why Slovenia: The Slovenian progress towards establishing a functional Youth Policy serves as a relatively fresh example worth a closer look. The study visit took place in a time when the Slovenian National Youth Programme 2012-2021 was just introduced by the National Office for Youth and lively discussed among many different stakeholders. This programme includes a series of selected indicators, apparently for monitoring and evidencing the success of the strategy on a long term, which were partially a key concern of the study visit too.

Through this study visit, the members of CCYI were given the opportunity to acquire first-hand information from various stakeholders involved in the entire Slovenian Youth Policy. The programme of the study visit was hence focusing on finding answers to the following questions:

- On which basis is the current policy and programme built?
 - o What analysis has been done, how it was done and what needs have been identified which justify the current policy objectives, priorities and indicators?
- How was the cooperation between the civic sector and government during the identification and development phase? Who took lead in this regard and why?

- How is the cooperation between different stakeholders involved in the policy implementation regulated and coordinated? How does the institutional structure support the youth policy implementation?
- Through which tools and methods is the current policy strategy going to be monitored and evaluated? Which indicators serve to prove evidence and how were they identified? Who will use the information and for what purpose?
- How are young people actively involved in the policy implementation? How does the policy particularly address the non-organized and invisible youth?
- Who are the Key stakeholders in the framework of the Slovenian Youth Policy implementation and what is their role in this regard? How is this role communicated between the stakeholders?
- What is the role of Youth Centres and the position of Youth Work in the framework of implementing the youth Policy?

The participants

In total 9 CCYI members plus one member of the RS Ministry of Family, Youth and Sports were invited to attend the study tour. One member of CCYI (RS Youth Council) unfortunately could not join the study tour due to heavy workload. In addition the SSTE, Mr. Behrooz Motamed-Afshari as well as Ms Maja Cvoro, both in charge of the organisation and implementation of the Study tour accompanied the group. A final list of participants is annexed to this report. (Annex 2)

Preparations

In the period between September and October 2012, a detailed thematic programme was organized based on several 1 ½ to 2 hours visits to key institutions and organisations involved in the youth and youth policy sector in Slovenia. The communication of the dates, themes and related organisational issues with Slovenian partners was very smooth and no difficulties were noticed in this regard.

The accommodation and part of travel arrangements were organized through a travel agency. All participants were hosted in a 3-star Hotel (M-Hotel) in Ljubljana. While six participants (incl. project team) travelled via plane from Sarajevo to Ljubljana, one person came by private car from Sarajevo and the rest (incl. Brcko) took a mini-van (incl. a driver) from Banja Luka to Ljubljana.

The programme

Taking into account the key questions and the concerns raised by the members of the 3rd PSCM in addition to the initial plan, a 3-day programme was drafted in order to give a compact and comprehensive overview of the Slovenian youth policy sector, both from theoretical and practical perspectives. Due to organisational reasons the programme mainly focused on institutions/organisations based in the city of Ljubljana. Therefore the practical perspective was mostly limited to activities and good practice examples taking place within the city.

There were 3 visits planned for every day, each lasting around 1 ½ to 2 hours. Each visit started with a short presentation of a relevant institution/organisation followed by detailed information concerning their level of involvement in youth policy development and implementation (state/municipal level) as

well as technical steps in this regard. Participants had enough time after the presentations to ask questions and receive, in most of the cases, very concrete and honest answers.

One exception was related to the meeting with SALTO Resource centre for Southeast Europe, where general information about the Youth in Action programme with specific regard to cooperation with Southeast Europe (incl. BiH) were provided. In this regard also a new survey on the impact of six year EU cooperation with SEE countries under Youth in Action programme were introduced and discussed. A detailed programme, incl. the content of each meeting, contact details and a short introduction of each hosting body is annexed to this report. (Annex 1)

The programme of the study visit was implemented without any major disruptions or delays.

Summary of major issues discussed during the study visit

Obviously the key issue of interest which was lively discussed during the entire study visit is related to the position of the Office of the Republic of Slovenia for Youth (Office for Youth) in general and its role in the frame of national youth policy development and implementation in particular.

The Office for Youth, in cooperation with other public authorities and local communities monitors the situation of youth and the effects of measures targeting youth in order to ensure their needs and interest are considered well in policy-making. The Office for Youth has the mandate to coordinate youth policy cooperation in Slovenia through different tools, such as a newly published National Programme 2010-20120 and lobby for more inter-ministerial cooperation.

Nevertheless, the office has very limited capabilities, both financial and technical. There is no funding ensured yet for the implementation of the new programme (incl. Monitoring) and the response from other ministries to cooperate under this programme is not very promising. Yet, both issues may be related to a typical pre-election phenomenon where responsible ministries representatives notoriously postpone key decisions.

Another observation to be noted is related to a misbalance of "power" (financial, range, technical, experience) between a strong public sector and the governmental institutions. The Office for Youth is as a relatively young institution is not as strong as NGOs like the Network MaMa which have a long lasting experience and appropriate funding for dealing with youth policy issues all around Slovenia, or some of the larger municipalities like Ljubljana which have clear and functioning local policy for youth. This misbalance is further worsened by lack of communication and proper involvement of public sector (in addition to relevant responsible ministries) in policy development on national level. This is definitely a reason for low interest and relatively indifferent opinion we noticed among the visited institutions/organisations about the work of the Office for Youth.

"They should first make this draft [National Programme 2010-2020] functional, then we can discuss! Before that we have no time to waste, as life goes on" – opinion of one of the persons visited during the Study Visit.

It remains debateable, whether or not the Office for Youth should be a decision making body, since it actually and mainly has the task to coordinate and serve as a mediator between governmental institutions and respective stakeholders on different levels.

With regard to Youth in Action programme, it was noted that the programme has some influence on identifying youth policy priorities in Bosnia and Hercegovina. However, it is important to notice that the level of participation in the YiA programme comparing to rest of the Balkans is relatively low. A report presented to the group during the study visit shows that the YiA programme has contributed to positive changes by offering direct funding and support for youth projects, that youth workers have been able to transfer grant writing skills and financial management skills gained through YiA and use them to secure other sources of funding, and that exposure to the Programme also influenced some local authorities to provide more funding for similar activities.

Evaluation by participants of the Study Visit

Based on an evaluation questionnaire which was filled by 6 participants (out of 9) the Study Visit was rated quite positively.

1. 4 people found **the agenda** (Implementation and Agenda) as well as the **general organisation** (Travelling, Accommodation) of the Study Visit as *excellent* and 2 other as *good*.
2. The **opportunity to share during the study visit ideas/thoughts** with the **representatives** of the visited institutions/organisations was rated as *sufficient* by 3, *mostly sufficient* by 2 and as *average* by 1 participant. While 1 rated the opportunity to share thoughts/ideas with **CCYI members** as *excellent*, 4 rated it as *mostly sufficient* and 1 as *average*.
3. Clear majority of the participants (5) found that the **duration of the study visit** was *accurate* and 1 found it rather *short*.
4. The **presentations and the work of the presenters** visited during the study visit are concordantly considered as *mostly sufficient* by the participants.
5. On the question, if the participants have **actively participated at the study visit** according to their individual expectations 3 answered that they have done so *partly* and 2 other *fully*.
6. 3 participants indicated that they would like to **use the knowledge gained** during the study visit *completely*, while 2 will do so *not completely* and 1 *partly*.
7. The question if there was **something missing** during the study visit was answered with *No* by 3 participants and with *Yes* by 3 other. The later indicated the following as missing issues:
 - o Sight seeing
 - o Visiting a Youth Centre which is connected to the Network MaMa (this would have required travelling out of Ljubljana)
 - o Lack of time to properly introduce the CCYI
8. The Study Visit (in general) was rated by half of the respondents (3) as *mostly sufficient* and as *sufficient* by the other half.
9. In addition to the above, one participant suggests that by receiving more info material (e.g. national youth policy document, local youth policies, researches, publications etc.) prior to the

Study Visit, participants would have more time for concrete questions.

Another participant was missing the opportunity to have direct discussions with young people as target group. The same person suggests having the next study visit in the Netherlands.

One participant finds that Slovenia was maybe not the best choice (but does not indicate why!) and believes that we can learn from all our experiences.

Conclusions and recommendations

The Study Visit was implemented successfully as a unique possibility to look behind the scene and directly discuss with key stakeholders, at governmental, municipal and NGO level, the process and progress of national / local youth policy in a country with a similar past but definitely a different presence. The programme allowed contacting a wide range of interest groups; probably the most important and knowledgeable, one could find in Ljubljana right now.

A major benefit of the study visit was definitely the fact that the new National Youth Programme was just introduced and widely discussed by various stakeholders within the country. This enabled the participants to get directly involved in the discussion, which in turn made them aware of possible mistakes but also challenges they may face themselves once they intensify their efforts in the framework of coordinated youth policy in BiH.

The CCYI members had through this activity a unique opportunity to meet in rather informal settings which is an important tool for improving trust and collaboration between the members. Nevertheless the upcoming CCYI elections and the uncertainty whether or not they will still candidate or be re-elected for a new round played a crucial role in the frame of future related discussions.

With regard to the location for the second study tour, the participants expressed so far different preferences incl. Germany, the Netherlands and Belgium. While at the time being the Belgium example is surely not one of the best due to huge structural and procedural differences (which are paradoxically considered as similar by default) between the two countries, the examples of the Netherlands and Germany seems to be more suitable to the BiH realities as well as the purpose of this project. This is especially because of the specific characteristics of youth policy implementation in both (NL/DE) countries, incl. the strong focus on decentralized procedures and organisation of youth policy. In order to provide the PSC with a better overview, the SSTE in charge of the second Study Tour will prepare prior to the upcoming PSCM a short working paper incl. a comparison of both (NL/DE) countries.

The programme of the Study Tour to Slovenia – 26.11.-30.11.2012

Monday 26.11.2012			
Time	Activity	Contact	Notes
14:30	Arrival from Sarajevo		By plane (6 people)
15:30	Arrival at Hotel M	Derceva 4, 1000 Ljubljana T:00386 (0) 1 513 70 00 F: 00386 (0) 1 513 70 90 E-mail: info@m-hotel.si	Organising the transport
18:00	Arrival from Banja Luka		By minibus (4 people)

Tuesday 27.11.2012			
Time	Activity	Meeting with:	Description of NGO/Institution
09:00	Office of Republic of Slovenia for Youth - General information about the office for Youth - Short history and practical information about the national youth policy (Act on public interest in youth field; National program for Youth, Yearly open call, etc.) - Information regarding the measurement of the Youth Policy: through which means and methods? - The role of youth work in the implementation of Youth Policy in Slovenia.	Mr. Peter Debeljak (Director) Ms. Barbara Zupan www.ursm.gov.si	"Office for Youth" is a body within the Ministry of education and sport which monitors the situation of the young people and implements the measures in the field of non-formal education, leisure time and participation of young people in society.
10:30	Walking to MaMa		
11:00	Network MaMa - presentation of Network MaMa - tasks and responsibilities in the framework of Youth Policy development and implementation	Mr. Uros Skrinar (President) http://www.mreza-mama.si/	The Youth Network "MaMa" combines and represents organisations that run youth centers or are active in field of youth work in Slovenia.
13:00	Lunch – walking to the Municipal building		
15:00-17:00	Youth Office - City of Ljubljana - General information about the office of Youth - Information about local youth policy - Information regarding the measurement of the local Youth Policy: through which means and methods? - The role of youth work in the implementation of local youth Policy on municipal level	Ms Mateja Demšič (Head of the Office) http://www.ljubljana.si Short meeting with: Mr Zoran Janković (Major of the City of Ljubljana)	The Office for Youth provides technical and financial support for the development of non-profit youth organizations in Ljubljana and performing leisure activities through methods of non-formal education. It aims to enhance young people's ability to become active co-creators of the city with a responsible attitude to the environment.

Wednesday 28.11.2012			
Time	Activity	Meeting with	Description of NGO/Institution
09:00	Institute for Development of Youth Mobility - MOVIT - General information about MOVIT. - Information about recent activities of the offices, those related to youth policy (incl. European Youth Policy) - Information on possibilities of cooperation between CCYI and MOVIT - Information regarding the future of European programmes addressing youth issues – especially the cooperation with SEE (BiH in particular)	Mr. Janez Škulj (Director) http://www.mva.si/	MOVIT functions as the national agency for the EU Youth programme, which is aimed at youth organisations and other institutions active in this field and supports the development of bilateral collaborations, announcing and organising international camps, summer schools, and placements.
11:00	SALTO Resource Centre for Southeast Europe (SALTO SEE) - General information about SALTO SEE. - Information about recent activities of SALTO, especially those related to youth policy (incl. Youth Policy cooperation in SEE)icy) - Information on possibilities of cooperation between CCYI and the two offices - Information regarding the future of European programmes addressing youth issues – especially the cooperation with SEE (BiH in particular)	Ms. Sonja Mitter-Škulj (Programme coordinator) http://www.salto-youth.net/rc/see/ The meeting takes place in the same building as MOVIT	SALTO SEE promotes cooperation between Youth in Action programme countries and the Western Balkans through capacity building, information and assistance in finding partners for future collaboration.
13:00	Lunch		
15:00-17:00	Kino Šiška - Guided tour through the centre, presentation and discussion	Representative of Kino Šiška http://www.kinosiska.si	It was a former cinema and administration building which is now turned into a Centre of Urban Culture as well as a space for NGOs. It is one of the most visited places by young people. A founder of it is Municipality of Ljubljana, which guarantees reduced rents. It is an important point of municipal plan on turning empty, not used spaces into places of gathering for young people.

Thursday 29.11.2012			
Time	Activity	Meeting with:	Description of

			NGO/Institution
09:00	City youth centres Mladi Zmaji (Ljubljana) - General information about the institution and the coordination of the centres. - Discussion with representatives on actual activities and possibilities at the youth centres - Information about how the centres follows and supports youth policy objectives through its work VISIT: Visiting 2 youth centres	Representative of City of Ljubljana www.mladizmaji.si	MLADI ZMAJI (as part of the City of Ljubljana's Youth Office) "neighborhood youth centers" (6) offer young people all sorts of activities and services free of charge. They use informal learning, everyday socializing, and many other ways to motivate visitors to gain new knowledge and skills, meet interesting people, broaden their horizons, and overcome their own limitations.
11:30	Ljubljana Youth Council Presentation - local youth council - involvement in youth policy development and implementation	Mr Tomaz Senecic (President)	
13:00	Lunch		
15:00-17:00	National Youth Council Presentation - national youth council - involvement in youth policy development and implementation	Ms Tea Jarc (President) http://www.mss.si	National Youth Council of Slovenia is an umbrella organisation uniting all national youth organisations. It aims at helping to create an environment that facilitates young people growing up into mature personalities that society will need in the future.

Friday 30.11.2012

Time	Activity	Contact	Notes
12:00	Plane to Sarajevo		
	Departure to Banja Luka		

List of Participants

No.	POSITION	NAME	ORGANISATION
1	President of the CCYI, PSC Vice-chair	Mrs. Mirjana Nikolić	Ministry of Civil Affairs of Bosnia and Herzegovina
2	CCYI member	Mr. Suvad Džafić	Ministry of Civil Affairs of Bosnia and Herzegovina
3	Assistant Minister, CCYI member, PSC member	Mrs. Branka Malešević	RS Ministry of Family, Youth and Sport
4	FBIH Ministry of Culture and Sport representative, CCYI member, PSC member	Mrs. Alma Halvadžija	FBIH Ministry of Culture and Sport

5	NGO representative in CCYI from FBIH , PSC member	Mr. Emil Balavac	NGO Pod istim suncem
6	RS Ministry of Family, Youth and Sport representative , PSC member	Mrs. Nela Sladojević	RS Ministry of Family, Youth and Sport
7	PRONI Brcko representative, CCYI member , PSC member	Mrs. Katarina Vučković	PRONI Brcko
8	CCYI member	Mr. Senad Hasić	BiH Coordinating Committee for Youth
9	Administrative support to CCYI	Mr. Asim Kraković	Ministry of Civil Affairs of Bosnia and Herzegovina
10	Senior Expert	Mr. Behrooz Motamed Afshari	EUNYP Project Team
11	Project Assistant	Ms. Maja Čvoro	EUNYP Project Team

Annex 5: A brief comparison of the Pro and Contra in view of the final preparations of the second study visit, Netherlands versus Germany

Introduction

During a formal coordination meeting held in Sarajevo on December 13th 2012 with Mr. Vladimir Pandurevic (Task Manager EUD) and Mrs Mirjana Nikolic (Project Manager) it was decided that in the framework of the EUNYP project Germany and The Netherlands will be the final option of choice for conducting the second study tour.

In order to make it easier for the PSC members (March 20th - Banja Luka) to decide upon which country to visit during the second study tour, the SSTE was assigned to prepare a brief analysis which highlights the “Pros and Contras” of both countries: Germany and The Netherlands.

For this purpose the present analysis provides firstly an **updated review of both countries** followed by a **comparative list of “specific aspects”** that would speak for or against the conduction of a study tour to one these countries with specific regard to the thematic and technical implementation.

Based on the above the SSTE **concludes** by highlighting few issues which are important to be considered while making a final decision.

Updated Review (Netherlands)

Netherlands ³	
Country facts	Population: 16,572,232 (2009) Youth population: 12.3% (0-25) Year of entry in the EU/EC: 1952
General Framework and preconditions (society, employment, etc.)	<ul style="list-style-type: none"> ○ Netherlands is one of the “youngest” EU states. (1/3 under 25 years - 2011) ○ No major differences regarding health situation of men and women in general (incl. youth) ○ Education status of young people is on high level ○ Increase of differences (health, education) among social groups and classes. (esp. migrant groups) ○ Strong emancipatory culture and policy has led into considerable acceptance of gender equality as well as different forms of social/cultural/religious/sexual coexistence within the society ○ Rapid increase of women’s employment (after birth) within 10 years (17% 1980 – over 70% 1990) ○ Parents prefer a “partnership-like” relationship with their children. Up to the age of 21 parents are obliged to care for their children. ○ Schools plays a crucial role in the organisation of daily life for children (around 40 hours per week, incl. homework) ○ Increase of “reading” (both internet and books) / Decrease of TV ○ Sports plays a crucial role during the leisure time ○ Around 60% of young people are members of clubs and associations (incl. sports) ○ Lowest level of youth unemployment = 7,4 % (2011) ○ Increase of youth criminality (vandalism, violence) <u>not only</u> among the marginal groups

³ Country sheet of youth policy Netherlands, Partnership between the European Commission and the Council of Europe in the fields of Youth, last updated 14/12/2009

	<ul style="list-style-type: none"> ○ Use of soft drugs tolerated! No specific law that prohibits consumption of alcohol for youth (But sale to underage is forbidden)
Youth Policy structures	<p>Child and youth policy in the Netherlands is to a great extent decentralized. The Ministry for Youth and Families does not regulate the regional and communal tasks in this area. Hence child and youth policy is <u>mainly</u> the responsibility of regional provinces and local communities.</p> <p>The regional provinces are responsible for guarantying proper access to welfare services to children and youth as well as their families (psychosocial, mental and behavioral problems), while local communities are responsible for general operations in the frame of Children and Youth Services (simple assistance and preventive measures).</p> <p>The ministry for Youth and Families provides support and takes care that this mechanism functions. Hence the Ministry takes over the responsibility for issues that cannot be solved or dealt with in other ways, such as:</p> <ul style="list-style-type: none"> ○ Integrated youth programme; ○ Family policy & family and child related benefits; ○ Child and Youth Care system & services; ○ Information and monitoring services (e.g. youth monitor); ○ Children and Youth protection and custody; ○ Youth employment. <p>Unlike many neighbouring countries, the Dutch youth policy includes also children (0 - 12). The range of "youth" therefore includes young people from birth to 25 Years.</p> <p>The ministry has also joined responsibilities with other ministries in the field of early childhood education and care, youth detention and other relevant children and young people's dossiers.</p> <p>Since 2002 there is a national youth council (National Jeugdraad), which brings together several major youth organizations. 18 large umbrella organizations in the youth field are members of the National Youth Council.</p> <p>"Participation" has been a major focus of the Ministry of Youth and Families in the recent years. In this respect there has been a lot done in order to increase youth participation at different levels, especially in decision making. Almost all municipalities have various forms of structures for youth participation, such as local youth councils. Some communities have established children's parliaments, which play a dominant role for the approval of any child-related decision. In other provinces, young people should have a say about youth-related issues.</p> <p>There is a numerous number of youth NGO's active at national level, both political and non-political. Most of these organisations are member of the National Youth Council. However, due to the decentralised nature of youth work, most groups and organisations are only active at local level.</p> <p>An important recent development is the creation of centres for Youth and Families (Centra voor Jeugd en Gezin) in every municipality. These are easy accessible services at local level where parents, youngsters and professionals can turn to with their questions related to parenting and the development of their children. The Centres are building on existing structures in the field of health and parenting support at local level, but will be more coherent and bring all services under one roof (either as one physical building or as a cooperation model)</p>
Legal Framework	<p>There is no encompassing law for children and young people's issues in the Netherlands. Young people however are explicitly addressed in various relevant laws and acts, such as in the constitution, social law, Education participation Act and more.</p> <p>There is also no regional or local legislation.</p> <p>The Youth Care Act, introduced in 2005, is the legal framework for youth care services for youth at risk and their families. Child day care is organised in a different law. This is also the case for education, the juvenile justice system, working</p>

	<p>conditions for young people and many other issues.</p> <p>The Youth Care Act has two aims: to ensure that better care is made available to young people and their parents (the clients of the youth care process) and to strengthen their position.</p> <p>A relatively new development is the introduction of the Social Support Act (Wet Maatschappelijke Ondersteuning) that has become effective in 2007. This law replaces the former Welfare Act.</p> <p>The main aim of the Social Support Act is the participation of all citizens (including children and young people) in society and to create a coherent supply of services at the local level for social support. The Act creates access to social support at local level for citizens. Municipalities developed a 4-year plan for these services. There are nine targets; one is directly aimed at support for young people with difficulties growing up and parents with parenting problems. With the introduction of the Social Support Act youth policy is a statutory competence of the local authorities.</p>												
<p>Priorities and Action plans</p>	<p>National Youth Policy (published in 2011) in the Netherlands covers the priorities set out in the EU Youth Strategy, with a specific focus on youth care, participation and social Support. However, it is not yet an independent youth policy.</p> <p>The principle of prevention has been enforced in the Dutch Children and Youth Services in recent years. This means for example that in the area of drugs specific measures are taken in order to provide subliminally advice to young people through education.</p> <p>From tolerating soft drugs like cannabis and marijuana they expect decriminalization, while there is a very hard line against hard drugs, their dealers and consumers.</p> <p>"Operation Young People" (Operatie JONG) aims to improve the co-operation of child and youth welfare institutions. Particularly all ministries are involved who have responsibilities in the youth field. An important part of this cooperation is related to the Youth Care Act.</p> <p>Another focus is on the reduction of bureaucracy in the youth field. Unnecessary laws and regulations are to be found and removed, which should have a positive effect on the waiting lists in the field of child welfare.</p> <p>The Netherlands and Germany signed a bi-national agreement to exchange the young generation. This is for both, the students through non-formal youth exchange and the exchange of professionals active in the youth work. Stakeholders, who are eligible under this program, can apply for regional or local grants.</p> <p>International Youth Exchange is mainly financed through the EU Youth in Action Programme. The Netherlands has put a specific financial emphasis on the possibilities the programme provides for youth people and professional active in the youth field.</p> <p>Furthermore the NL youth policy supports various activities and actions in the framework of:</p> <table border="1" data-bbox="443 1568 1401 1821"> <tr> <td>Child abuse</td> <td>Child protection and welfare</td> <td>Diversity</td> </tr> <tr> <td>Drug policy</td> <td>Early childhood services</td> <td>Education and unemployment</td> </tr> <tr> <td>Effective interventions</td> <td>Family and parenting support</td> <td>Sexual health</td> </tr> <tr> <td>Youth work and participation</td> <td></td> <td></td> </tr> </table>	Child abuse	Child protection and welfare	Diversity	Drug policy	Early childhood services	Education and unemployment	Effective interventions	Family and parenting support	Sexual health	Youth work and participation		
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Effective interventions	Family and parenting support	Sexual health											
Youth work and participation													
<p>Indicators of results youth policy</p>	<ul style="list-style-type: none"> ○ Persons of the age 20 to 24 having completed at least upper secondary education: 78.2% (Average EU 27: 79.5%) ○ Unemployment rate, less than 25 years: 7.6% (Average EU 27: 21.4%) ○ Young people not in employment and not in any education and training, 15-24 years old: 3.8% (Average EU 27: 12.9%) ○ Percentage of individuals who used Internet in the last 3 months, 16-24 years 												

	<p>old: 52 (Average EU 27: 25)</p> <ul style="list-style-type: none"> o Participation in sports club, youth club or cultural organization, 15-30 years old: 68% (Average EU 27: 46%)
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Updated Review (Germany)

Germany	
Country facts	<p>Population: 81.751.602 Youth population: 15.9% (15 and 29) (2011) Year of entry in the EU/EC: 1952</p>
General Framework and preconditions (society, employment, etc.)	<ul style="list-style-type: none"> o Relatively good standard of living (European comparison) o Youth frequently travel within and outside of the country o Strong interest among youth in social themes and issues (Shell 2006) – aim oriented, right away, problem solving. o Strong rise of uncertainty regarding their future = Rise of interest in having an own family and strong values o 73% (age 18-21) lives at home with parents o Strong discrepancies between social classes (especially education) o Young women have reached higher educational standard or seek for higher educational achievements than young men. o Moderate relation to church and religion / rise of religiosity among migrant youth o Criminality mainly concern young men / However majority related to minor offence (In comparison to the total population the percentage of young people with a migration background is far higher) o Decrease of the use of soft drugs (incl. alcohol) o Youth unemployment = 9,1 % (2011)
Youth Policy structures	<p>In line with Germany's federal structure, Youth Policy in Germany is mainly defined through:</p> <ul style="list-style-type: none"> o <u>Firstly</u>, a governmental policy anchored in the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (BMFSFJ). In addition to the central issues of the Ministry's youth policy such as youth welfare and protection, alternative civilian service, the Voluntary Social Service Year/Voluntary Ecological Service Year, etc., the Ministry is also responsible for, inter alia, central programmes of the Federal Government's youth policy and important youth policy interfaces with other policy areas. o <u>Secondly</u>, a cross-sectional responsibility across all Federal Ministries whose policies have a direct or indirect impact on the different situations in a young person's life. These include education policy (school, university, vocational training), labour market, social, health, justice, interior, regional and urban policies. o <u>Thirdly</u>, an enabling child and youth policy. Through co-operation with other societal players, child and youth policy improves the social opportunities of children and young people in different areas, supports them in coping with everyday life and encourages their involvement. <p>As for national youth policy and youth work, the Federal Child and Youth Plan is also the central funding mechanism for international and European youth policy and youth work.</p> <p style="text-align: center;"><u>Main Actors:</u></p> <p>1. Federal Level</p> <p>Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (BMFSFJ) The Youth department is in charge of federal laws concerning youth. It represents the interests of children and youth in all areas of policy, mainly in the areas of education, health and labour market as a cross-sectional task maintaining close contact to other ministries, the federal states (<i>Länder</i>) and municipalities as well as to organisations of public youth services. The department supports and promotes supra-regional and federal non-statutory organisations in the field of child and youth services in</p>

	<p>Consultative Offices on Federal level: Commission of Experts for the Child and Youth Report of the Federal Government Expert group provides reports focusing on one specific topic (e.g. the living situation of young people -2013) in each legislative period.</p> <p>Federal Advisory Committee on Youth Problems advises the Federal government in basic questions of youth services and in cross-sectional tasks of child and youth policy.</p> <p>Subordinate agencies and structures: (Federal Level)</p> <ul style="list-style-type: none"> o Federal Department for Media Harmful to Young Persons o Federal Office for the Alternative Civilian Service o YOUTH for Europe – German Agency for the EU YOUTH IN ACTION Programme <p>Parliament commission in charge of youth issues Committee for Family Affairs, Senior Citizens, Women and Youth at the German Federal Parliament Deals with bills/applications, reports, resolutions/EU bills in overall control or co-advisory capacity; controls governmental activities of Federal Ministry in charge of youth as parliamentary authority.</p> <p>Commission for the Perception of Children's Needs Sub-committee of the above mentioned Committee: Lobby of children in parliament (for more children's rights, child protection in advertising, fighting against child pornography). Examines federal law regulations for effects on children, suggests amendments</p> <p>2. Regional public authorities with competencies in the youth field</p> <p>Conference of Youth and Family Ministers Expert body consisting of the ministers and senators in charge of child, youth and family policy of the federal states (<i>Länder</i>): Focus on equal development of institutions and programmes and supports local youth offices and youth offices of the federal states.</p> <p>3. Local public authorities with competencies in the youth field</p> <p>Municipal youth office Central institution of child/youth services. It has the authority of carrying out/guaranteeing the tasks and services laid down in the Social Code Volume Eight (SGB VIII) Child and Youth Services.</p> <p>Furthermore there are several relevant public and non-public institutions and bodies directly in charge of youth issues in the framework of youth welfare and services:</p> <ul style="list-style-type: none"> o Child and Youth Welfare Association o amalgamation of central federal youth organisations and regional youth councils, leading voluntary social welfare organisations, central specialist organisations, main youth authorities of the federal states (ministries), youth offices of the federal states o Federal Association for the Protection of Children and Young People o amalgamation of leading welfare organisations, youth associations and individuals which defend the interests of children and young people within the framework of legislation to actively protect children and young people. o National Youth Council o 26 youth organisations, 16 regional youth councils and 5 affiliated organisations o 16 Regional Youth Councils o Local Youth Councils (self-organised amalgamations of local youth associations, organisations and initiatives.)
<p>Legal Framework</p>	<p>There is no standalone and independent Youth Policy in Germany. However it is now under preparation (through a long term Dialogue process) with regard to the following priorities:</p> <ul style="list-style-type: none"> o Fair chances for young people o Increased requirements in shorter periods (of time) o Perspectives and optimism for the future

	<p>General laws as the German Civil Code, German Penal Code, and Federal Social Assistance Act are of particular significance to children, young people and families. In addition there are specific laws which <u>only</u> focus on Youth:</p> <ul style="list-style-type: none"> o Child and Youth services act o Act for dissemination of obscene materials and media content o Law for the Protection of Young People in Public o Youth employment law o Employment Promotion Act <p>The SGB VIII (Volume Eight - Social Code - Child and Youth Services gives the overall responsibility for child and youth services to the administrative districts (counties) and towns which are administrative districts in their own right. They are obliged to set up a youth office. The law also offers a system of services <u>in partnership cooperation</u> between statutory and voluntary local organisations of child and youth services.</p> <p>Youth is defined from the age of 14-27.</p>																					
<p>Priorities and Action plans</p>	<p>Based on the overall objectives of child and youth policy, the Federal Government has defined three central action points for its current agenda:</p> <ul style="list-style-type: none"> o Improving the integration of young people in society and at work, o Strengthening civil society – promoting options for involvement and individual initiative, o Enhancing legal protection of children and young people. <p>The <u>central instrument</u> of child and youth support by the Federation is the Child and Youth Plan of the Federation (Kinder- und Jugendplan des Bundes). The support should contribute to the growing together of the young generation in Germany and Europe and to understanding and accepting beyond borders (providing opportunities for young people to be mobile, to learn and to participate across the EU) as well as to the improvement of dialogue between the generations and to the integration of foreigners living in Germany. Support goals and programmes:</p> <table border="1" data-bbox="424 1077 1401 1664"> <tr> <td>Political education</td> <td>Cultural education</td> <td>Youth and sport</td> </tr> <tr> <td>Social education</td> <td>Youth social work</td> <td>Equality of girls and boys</td> </tr> <tr> <td>Young people with disabilities</td> <td>Assistance for young people and families</td> <td>Assistance for children</td> </tr> <tr> <td>Protection of children and young people</td> <td>Improved use of the media</td> <td>Work with youth organisations</td> </tr> <tr> <td>Services provided by voluntary social service</td> <td>Further education</td> <td>New approaches in child and youth services, evaluation, innovation</td> </tr> <tr> <td>International youth work</td> <td>International study programmes for child and youth services</td> <td>professionals and social workers</td> </tr> <tr> <td>Integration of young people with a migrant background</td> <td>Construction, acquisition, equipment and maintenance of child and youth service facilities</td> <td>Development and opportunities for young people in social hot spots</td> </tr> </table>	Political education	Cultural education	Youth and sport	Social education	Youth social work	Equality of girls and boys	Young people with disabilities	Assistance for young people and families	Assistance for children	Protection of children and young people	Improved use of the media	Work with youth organisations	Services provided by voluntary social service	Further education	New approaches in child and youth services, evaluation, innovation	International youth work	International study programmes for child and youth services	professionals and social workers	Integration of young people with a migrant background	Construction, acquisition, equipment and maintenance of child and youth service facilities	Development and opportunities for young people in social hot spots
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<p>Indicators of results youth policy</p>	<ul style="list-style-type: none"> o Persons of the age 20 to 24 having completed at least upper secondary education: 75.8% (Average EU 27: 79.5%) o Unemployment rate, less than 25 years: 8.6% (Average EU 27: 21.4%) o Young people not in employment and not in any education and training, 15-24 years old: 7.5% (Average EU 27: 12.9%) o Percentage of individuals who used Internet in the last 3 months, 16-24 years old: 45 (Average EU 27: 25) o Participation in sports club, youth club or cultural organization, 15-30 years old: 59% (Average EU 27: 46%) 																					

Specific aspects

A. Thematic aspects

Germany	Netherlands
No standalone and independent Youth, but it is now <u>under preparation</u> (through a long term Dialogue process)...	National Youth Policy (published in 2011) No encompassing law for children and young people's issues.
Three folded, "partly" decentralized Policy framework with strong autonomy of "Länder" to take on responsibility for the implementation of youth services (under the framework of Child- and Youth Plan) in partnership cooperation between statutory and voluntary local organisations.	Decentralized Policy framework where youth policy is <u>mainly</u> the responsibility of regional provinces and local communities.
Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (BMFSFJ) is responsible for central issues of youth policy as well as for inter alia, central programmes of the Federal Government's youth policy and important youth policy interfaces with other policy areas.	Ministry of Youth and Families only in charge of issues that cannot be solved or dealt with on regional/local level. With regard to regional/local focus it mainly has the task to guaranty that the decentred system works, hence it has mainly a coordinating role.
Youth = 14-27 (age)	Youth = 0-25 (age)
Federal Child and Youth Plan is the central funding mechanism for international and European youth policy and youth work.	Central funding mechanism for International and European youth work is the programme Youth in Action.
Wide and relatively complex system of monitoring on municipal, land and federal level.	A relatively comprehensive system of monitoring through National Youth Monitor.
Direct governmental cooperation with consultative and advisory institutions on federal and land level.	Youth Care Act, introduced in 2005, is the legal framework for youth care services for youth at risk and their families.
Strong cooperation between ministry and the parliament in the youth field.	Youth work mainly active at local level, especially since 2007.
Municipal Youth Offices, central institution of child/youth services.	Important recent development is the creation of centres for Youth and Families (Centra voor Jeugd en Gezin) in every municipality.
Strong history of lobbying and amalgamation of NGOs in different areas	Strong history of "independent" society where "partnership" for the sake of common growth starts in the families and how they are interrelated.
	With the introduction of the Social Support Act (2007) youth policy is a <u>statutory competence of the local authorities</u> .

B. Technical aspects (with regard to the organisation of the Study tour)

Germany	Netherlands
Majority of the relevant institutions are based in Berlin	Due to strong decentralized system: in order to get a good and meaningful overview travelling within the country is highly recommended
Inviting a representative of a relevant institution (from another city) would be possible	Accommodation in NL (Amsterdam) might be much too costly for a simple standard Hotel.
However visiting Bonn (Office of Youth for Europe – Advising body for the implementation of EU structured dialogue) would be highly recommended. (In case of early booking, special reduction can be used for 4:30 hours drive – return flight direct from Bonn to Sarajevo possible – with German wings)	As we shall visit at least 2 other cities next to Amsterdam, too much time could be spend for travelling! However, travelling as such is not very expensive due to relatively short distances and fast trains.
With regard to activities in other Lands (federal state) – <u>Potsdam</u> or Magdeburg are not very far! (in case Bonn is not accepted)	Amsterdam-Utrecht-Leiden Tour is recommended. (Each destination less than 1 hour)
Communication in English might be a problem in some cases. Need for translation from German into BHS.	Usually no problem in English language.

Annex 6: Templates for media events

Event report

Logo of the CCYI here

EVENT REPORT

Title:	
Concept:	
Date:	Location:
Facilitators:	
Organisers/Sponsors:	
CCYI resources used:	
Attendance:	
Results:	
Goals achieved:	
Reactions:	
Lessons learned:	
Recommendations for CCYI:	
Event attended by the following members of CCYI:	
Event report filled out by:	
Name:	
Date:	

Annexes:

Media Advisory

LOGO OF THE COMMISSION

MEDIA ADVISORY

DATE

HEADLINE

WHO: Organization sponsoring/hosting the event, who is involved – any noteworthy individuals

WHAT: Describe what the event is

WHERE: List where the event is taking place; be specific. List directions if necessary to make it easy for the media to find and attend. Directions can be included below in “Details.”

WHEN: List the date(s) and time(s)

WHY: Describe the purpose, why the event is occurring; why it’s of interest to the media

DETAILS: The Commission for the Coordination of youth issues in Bosnia and Herzegovina will in its work deal with improving living conditions of youth in BiH and, in the best way possible, with representing them within the borders of the state as well as in the international scope. The Commission invites all youth, youth nongovernmental organizations, youth from Diaspora, representatives of youth political parties, representatives of all governmental institutions in BiH, and representatives from international organizations and embassies in BiH to contribute in a constructive manner to the successful work of the Commission.

CONTACT: For more information please contact NAME OF THE CONTACT at the phone number 000000000000 or email nameofthecontct@commission.ba

END

Notes:

1. Try to keep advisory to one page.
2. Email or fax to media contacts 1 – 2 days prior to event.
3. Follow up with media via phone to determine interest in covering.

Press Release

Commission
LOGO HERE

Press Release Headline Here in Title Case

Optional subhead is placed here, usually in sentence format.

CITY, DATE --The opening sentence is the most important element in a press release where you should succinctly summarize what is being announced. The opening paragraph should clearly get the reader's attention through a strong hook while providing the most important facts. As a best practice, write your press release first then come back and develop the opening paragraph as a summary of the press release. Then compare this new opening paragraph with your initial first paragraph.

A press release should consist of three to six paragraphs where you provide all the relevant facts and information a reporter should use to write a story. The most important information should be listed first, with the least important information appearing in the final paragraph. Each paragraph should consist of three to six sentences written in the third person. You should maintain an objective tone and avoid hype. The average press release consists of 500 words or less.

"A great press release should include a great quote from a Minister or Commission representative," says Sanela Tunović, PR expert. "An important thing to know about quotes is that the media generally won't use them unless they are evocative, fresh or state something in a way that would be very difficult to paraphrase. To ensure your quote finds a home in a story based on your announcement, avoid clichés or generalizations."

Be sure to spell check your press release and fact check any facts or statistics in your press release. You should check your grammar as well read your press release aloud to ensure there aren't any obvious errors. Lastly, it's a good idea to have a trusted friend and/or colleague read your press release.

A press release can be used to announce a new Report, new Commission members, support to the project or initiative.

The last paragraph in your press release can be a short version of the Commissions' Mission: The Commission for the Coordination of youth issues in Bosnia and Herzegovina will in its work deal with improving living conditions of youth in BiH and, in the best way possible, with representing them within the borders of the state as well as in the international scope. The Commission invites all youths, youth nongovernmental organizations, youths from the Diaspora, representatives of youth political parties, representatives of all governmental institutions in BiH, and representatives from international organizations and embassies in BiH to contribute in a constructive manner to the successful work of the Commission.

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