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Youth Policy**

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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 third quarterly reporting period covers the period of 1st of September – 30th of November 2012. The focus in this reporting period was especially put on implementing the first training module, the first 4 seminars and the first study visit to Slovenia under Component 1.

Furthermore the Project Team has drafted a description of the Monitoring and Evaluation platform under Component 2, which will be presented in December 2012.

The next reporting period, 1st of December 2012 – 28th of February 2013, includes the implementation of three main activities:

Component 1:	<ul style="list-style-type: none"> ▪ Starting up 10 next trainings (module II).
Component 2:	<ul style="list-style-type: none"> ▪ Develop an effective monitoring and evaluation platform
Component 3:	<ul style="list-style-type: none"> ▪ Analysis of existing structures for community programme for youth.

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 both seminars and trainings are starting to be 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.

For Component 2 and 5 the first activities were finalized in the reporting period. In the next reporting period 1st of December 2012 – 28th of February 2013 activities in Component 3 will be started up.

2.3 Project activities

In the reporting period, 1st of September – 30th of November 2012, focus has been given on Component 1: Capacity building and Component 2 Monitoring and Evaluation.

2.3.1 Component 1: Capacity building

During the reporting period important progress has been made towards achieving the objectives of the project especially in Component 1, where the **first training module** was implemented 8th October – 13th November as two day trainings in 10 different training spots (Trebinje, Mostar, Istocno Sarajevo, Livno, Travnik, Tuzla, Brcko, Doboj, Banja Luka, Bihac) were carried out. At each training session 20-25 had signed up for the training. The topic of the training was “**General issues concerning developing projects and project proposals** in the context of the EU youth strategy” and was carried out by two local training experts, Ms Emina Pasic and Mr. Ilija Trninic. On the trainings in Brcko, Doboj and Banja Luka Mr. Ilija Trninic was, because of other engagement, replaced by Ms. Alma Omeragic. On average, 21 participants confirmed their participation. The evaluation of the trainings was very good. A short evaluation report is attached as annex 4.

Also under Component 1, **4 seminars** were implemented, two in Sarajevo 19th and 20th of September and two in Banja Luka, 14th and 15th of November. The topics of the first two seminars in Sarajevo were 1) **The EU youth strategy 2010 – 2018** and 2) **An overview of youth policies in selected EU Countries**, including how the strategy is implemented. 22 signed up for the first seminar and 21 for the second seminar. The training expert on the first two seminars was an international short term expert.

The topics of the next two seminars in Banja Luka were 5) **Youth Policy Interactive Stakeholders Mapping** and their role to the eight fields of action within the EU youth strategy and 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. 23 signed up for seminar 5 and 22 for seminar 6. The training expert on these seminars was the local senior expert, Ms Emina Pasic.

A short evaluation report on all four seminars is attached as annex 5.

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 Cvorov. The programme for the study visit is attached as Annex 6.

2.3.2 Component 2: Monitoring and evaluation

On the 18th of October activity 2.2, Develop an effective monitoring system, was started up with a workshop with 11 representatives coming from different levels of BiH government (BiH, entity, Brcko district, cantonal and municipal level), NGO sector and RS Agency for Statistics. On basis of very useful inputs from the participants a system description, including the general and specific demands for the system was drafted.

The system description will be presented at the PSCM in December.

2.3.3 Component 3: Community programmes for youth

No activities in the reporting period.

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.

At the PSCM, 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.

2.3.6 Project Steering Committee

The third ordinary steering committee meeting took place on the 21st of September 2012. The main objective of the meeting was the presentation of the second quarterly report and the communication strategy.

The Quarterly report was adopted without any comments.

As mentioned above the communication strategy was adopted as a baseline document and will be on the agenda for every following PSCM in order to follow its development.

It was agreed that some major NGOs in BiH, dealing with youth issues, should also be invited as participants for the seminars due to be organised and that the topics for the two next seminars should be Youth Policy Interactive Stakeholders Mapping and Strengthening of interactive inter-institutional capacity of the CCYI. It was also agreed that a short and simple Needs Assessment Questionnaire should be sent to participants in the seminars in order to find out what they consider more or less important within the mentioned headline topics and enable experts to prepare and address those issues.

2.4 Management issues

In the reporting period five STEs have been mobilised. An additional trainer for the training, an expert for the next two seminars (and all in all for 5 seminars), a new communication expert, an IT expert to develop the M&E platform and an international senior expert for general issues in the project on all 5 components.

3. Work plan for next reporting period

3.1 Results to be delivered

This work plan covers the period from 1st December 2012 to 28th February 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 10 trainings (module 2).**

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

The 10 trainings will be started up in February 2013 and take place in 10 different training spots in February and March 2013.

Component 2:

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

Component 3:

- **Starting up the 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.

Component 5:

- The project will use the International Volunteer day on the 5th of December 2012 as the second visibility event.
- The project will 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 3rd quarterly report, 1st of September – 30th of November 2012, has had **four major achievements**. The first training module including 10 two-day trainings in different training spots was carried, the first 4 seminars, 2 in Sarajevo and 2 in Banja Luka were carried out, the study visit to Slovenia was carried out and finally the system description of the M&E platform was submitted.

The reporting period was as such generally characterised by implementing activities in Component 1, Capacity building of the CCYI BiH and other beneficiaries.

For the next module of training its recommended that due to the difference between “confirmed” participation and “actual” attendance, there is a need to consider if some rules can be applied once someone cancels his/her participation. Moreover it is recommended to create some type of reserve list or increase in the number of invitees to the training.

As some of the locations selected (e.g. Livno and Travnik) had gathered participants from neighbouring and in some cases quite distant cities, but no one from Livno and Travnik at is further more recommended that the decision about these locations are reconsidered.

For the future seminars its recommended that the CCYI takes a more active role during the implementation of the seminars, while underlining their position and responsibility as a coordinating body for the development and implementation of youth policy.

In the next reporting period, 1st of December 2012 – 28th of February 2013, the main focus will again be on carrying out the trainings **Component**. In this respect, focus should be on the evaluation of the first module, which should be taken into consideration while organising the next training.

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

For **Component 3**, Subcomponent 3.1, Analysis of existing structures will be continued. According to time schedule this Subcomponent should be finalised in March 2013.

ANNEXES

Annex 1: Adjusted Log frame as per 30th of November 2012

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 	<p>Reports, studies, policy papers on:</p> <ul style="list-style-type: none"> ▪ Increased and greater integration of youth policy planning and management ▪ Implementation of youth policy <p>Increased co-operation between CCYI and other relevant stakeholders in the use of resources to support the BiH's youth policy</p>	<p><u>Assumptions</u></p> <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. <p><u>Additional Assumptions</u></p> <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. <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
Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions/Risks
<p>Component 1</p> <p>Result: Capacities of the CCYI BiH for efficient and effective implementation of its mandate as well as of other beneficiaries</p>	<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 of the target groups (maximally 20-25 	<ul style="list-style-type: none"> ▪ Needs assessment report of the identified target groups ; ▪ Reports including evaluation forms, attendance lists; ▪ Evaluation of the professional 	<ul style="list-style-type: none"> ▪ Presence of an interest from civil society organisation representing the youth sector to participate in capacity building programmes and to apply knowledge gained;

<p>of the project enhanced.</p>	<p>participants on each seminar);</p> <ul style="list-style-type: none"> ▪ 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; 	<p>development programme implemented by the Consultant.</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 maintenance of the database; 	<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>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 30th of November 2012²

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 trainings covering essential	10 seminars, which target the CCYI members and other officials in charge for youth in line ministries and entities to be delivered.	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
	topics held for the target group			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 18-19, 2013 Mostar, Feb 20-21, 2013 Istocno Sarajevo, Feb 22-23, 2013 Livno, Feb 25-26, 2013 Travnik, Feb 27-28, 2013 Tuzla, Mar 4-5, 2013 Brcko, Mar 6-7, 2013 Doboje, Mar 8-9, 2013

Activity Number	Activity	Description of updated activities	Results/ Milestones	Time
				Banja Luka, Mar 11-12, 2013 Bihac, Mar 13-14, 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 – Feb 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	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	1 st PSCM took place 6 th of March 2012 2 nd PSCM took place 12 th of June 2012. Extraordinary PSCM took place 9 th of July 2012. 3 rd PSCM took place the 21 st of September 2012. 4 th PSCM planned for the 13 th of December 2012	PSCM to take place at least every quarter	Mar 2012 – Dec 2013

Annex 3: Updated Timetable of Activities as per 30th of November 2012

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	M0																							
0.3.	Establishment of relations with all the parties involved in the Project																								
0.4.	Preparation & submission of the Inception Report	M1																							
1.1.	Needs Assessment Analysis		M2					M3																	
1.2.	Development of an Educational Standards Model							M5																	
1.3.	Delivery of Professional Development Programme in the framework of the Capacity Building Plan																								M14
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												M6												
2.3.	Develop M&E Platform																M7								

Annex 4: Evaluation of the first training module

“General issues concerning developing projects and project proposals in the context of the EU youth strategy”

Background

The purpose of the EUNYP is to create conditions for better and more efficient dialogue and more functional coordination among stakeholders responsible for youth issues in BiH. In this regard, the project is mandated to invest in building capacities of the CCYI BiH and other relevant beneficiaries, among others NGO representatives involved in the youth sector as well as officers for youth issues at municipal and cantonal level.

Based on identified needs, resulting from an intense analysis, and in combination with the goals of the project, a set of 3 Training Modules were proposed, targeting the above mentioned group, on the following topics:

- Module 1: General issues concerning **developing projects and project proposals** in the context of the EU youth strategy;
- Module 2: **Fundraising opportunities**, general issues in projects financial management and log frame design;
- Module 3: **Development of Municipal Youth strategy**: drafting and implementation tool

Objectives and expected results

The main objective of the training modules is to pave the way towards the better cooperation of the target group with the main project beneficiaries on BiH, entity and Brcko District levels. As a result it is expected that participants gain knowledge and skills on institutional and specific youth policy related competences and on project cycle management as well as design of Logical Framework.

This report aims at providing a short and concise evaluation of the first module.

Ten Trainings – Ten locations

General technical information

In total 10 x 2 – day training programmes were delivered in ten different locations in Bosnia and Herzegovina in the period 08 October – 13 November 2012.

The trainings were held in two time sequences:

- 08.-20.10.2012 – 2 days in Trebinje, Mostar, Istocno Sarajevo, Livno, Travnik, Tuzla (14.10. no activity)
- 05.-13.11.2012 – 2 days in Brcko, Doboje, Banjaluka and Bihac (11.11. no activity)

On an average 18 people participated in each training, although the confirmed number of participants was 20 and more for each training. Majority of the participants were in their early 20s, with several university students attending most of the trainings.

The STEs were preparing training presentations in cooperation with the EUNYP project staff. The STEs assigned for conducting the training courses are: Ms. Emina Pasic and Mr. Ilija Trninic – Due to organisational reasons, Mr Trinic was replaced by another expert Ms. Alma Omeragic for the period between 05.-10.11.2012. (3 Trainings).

Mr. Behrooz Motamed-Afshari, the SSTE in charge of capacity building and other relevant activities in the EUNYP project, attended together with the project assistant Ms. Maja Cvoro, one of the trainings between 19.-20.10.2012 in Tuzla for evaluation reasons.

Content and Methodology

The trainings were carried out based on the precondition that the participants have some basic experience in working with projects and projects proposals. Therefore, the trainings were supposed to be structured in a flexible way and adjustable to each group of participants.

Followed by a general introduction of state of play when it comes to youth policies and role of CCYI in the country the module was delivered in a continuant exchange of presentations, lectures and group work of the participants usually split in groups of 4 or 5 (pending upon actual size of the group). Working groups were performing under careful guidance of the trainers and presentations of working groups were discussed in plenary sessions.

During the two – day training, trainees were presented with main components of the process of project preparation and had sufficient time for questions and answers. A key part of the training, in a highly interactive manner, they were guided through the process of idea identification, problem analysis, definition of goals and results, so each of the working groups had gone through the simulation process of brainstorming for the project preparation.

Observations

Groups were quite heterogeneous, composed of participants of different backgrounds, level of familiarity with the topic and somewhat different expectations from the training programme. Main challenge for the trainers was hence to deliver relevant level of training programme that would be beneficial for all of them, without losing on quality of the programme.

The fact that participants (especially NGO representatives) could individually apply for the training instead of being delegated by the organization was highly appreciated.

The scope of project ideas the participants generated was highly varied out of which some had no or no direct link to youth policy relevant issues. The focus on working with young graduated was strongly dominating, e.g. in the areas of Voluntary activities and Youth employment. Themes and areas included among other minority groups, environmental protection, health, human trafficking and active participation on different levels. One had to notice certain lack of information about actual needs in the local community as well as lack of focus onto specific community problems that could be addressed.

After the first sequence of the trainings, there was a suggestion by the SSTE to support the participants during the second sequence in linking “their” themes more to the eight key areas of concern under EU Youth Strategy 2010-2018. This was done by setting a clear frame under which project ideas were developed during the working groups. This increased focus on youth relevant issues shall be kept for the Modules 2 and 3. Otherwise there would be a risk to lose the focus on main thematic areas of concern in favour of other areas which are “prioritised” by NGOs but do not directly address youth.

Conclusions

All in all participants are very keen to learn more about project preparation techniques, as well as general logics of problem analysis. They are interested to qualify themselves and to become more active in their communities. Evaluations reflect high level of satisfaction in this regard and underline their commitment to continue participating in the remaining two training modules that are planned by the project.

Nevertheless, the participants avoid discussing potentially politically or socially sensitive topics. Often they present preconceived statements that do not reflect their personal opinions. They lack information and knowledge about institutional solutions, youth policies and availability of donor programmes both in terms of financing and in terms of possibility to take part in the existing initiatives.

Recommendations

Training schedule

In order to guaranty and maintain quality of trainers' work it is recommended both by the trainers as well as the PT to agree on a sequence of training events which offers some time for the trainers to relax and prepare the next trainings. The idea of combining Module 2+3 (4 days a week) did not receive strong support from the participants. Therefore for the Module 2, it is now suggested to hold 3 x 2-day trainings every two week, starting by February and with an expectation to finish the round of trainings by the end of March 2013.

Location

Some of the locations selected (e.g. Livno and Travnik) had gathered participants from neighbouring and in some cases quite distant cities, but no one from Livno and Travnik! This requires reconsidering the decision about some locations in the future.

Continuity

The results of the questionnaires highlights the fact that almost 100% of the participants would also like to attend Modules 2 and 3. Hence it would be recommendable to give this group priority in the selection processes for the Modules 2 and 3. This would also increase the chances of establishing a well skilled core group which can support activities envisaged under the framework of Components 3 and 4.

Number of participants

Due to the difference between “confirmed” participation and “actual” attendance, there is a need to consider if some rules can be applied once someone cancels his/her participation. Moreover it is recommended to create some type of reserve list or increase in the number of invitees to the training.

Role and visibility of CCYI

As a matter of better visibility, like in the seminars, it is recommended that CCYI representatives shall take a more active role in the framework of the trainings. In this regard, as a starting point, members of CCYI who live/work near the location of the trainings could e.g. be involved in welcoming/closing part or support the team with a short presentation of the CCYI. So far, no one from the CCYI members has shown up in any of the trainings.

Regional focus

The level of knowledge and ability to follow the training programme is very diverse between the regions/locations. This is both due to different profiles of the participants as well as the “regional knowledge” and “experience” about CSO/youth relevant themes. Now, after the trainers have a better picture about each group, their needs, interests and motivation it is recommended to develop the training programmes accordingly (advanced, medium, basic level) on the basis of those specific characteristics

Annex 5: Evaluation of the first four seminars

Background

The purpose of the EUNYP is to create conditions for better and more efficient dialogue and more functional coordination among stakeholders responsible for youth issues in BiH. In this regard, the project is mandated to invest in building capacities of the CCYI BiH and other relevant beneficiaries, primarily the government officials working in different areas relevant with youth empowerment on all governmental levels in the country. It 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.

Based on identified needs resulting from an intense analysis, and in combination with the goals of the project, a set of **10 seminars** were planned 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. **Youth Policy Interactive Stakeholders Mapping** and their role to the eight fields of action within the EU youth strategy;
4. **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;
5. **Policy making and design of programme strategies;**
6. **Policy and strategy implementation;**
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.

At the current stage the first four (Out of Ten) seminars have been conducted. This report aims at providing a short and concise evaluation of the first four seminars.

Two blocks of Seminars

The seminars were conducted in two blocks, each incl. two interrelated topics. The interrelation between the topics helped to broaden the scope of each seminar and make links to other relevant areas and themes. Next to logistical benefits, another important advantage of the block-system is to increase the networking and exchange opportunities among the participants both during the formal and informal time.

The seminars were conducted as follow:

Block 1: Sarajevo - 19-20.09.2012 – Trainer: Mr. Behrooz Motamed-Afshari

- The EU youth strategy 2010 – 2018

- An overview of youth policies in selected EU Countries, including how the strategy is implemented

Number of participants: 21 on the 19.09. and 18 on the 20.09.

Block 2: Banja Luka – 14-15.11.2012 – Trainer: Ms. Emina Pasic

- Youth Policy Interactive Stakeholders Mapping and their role to the eight fields of action within the EU youth strategy;
- 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;

Number of participants: 17 on the 14.11. and 19 on the 15.11.

Block 1: Youth Policy and Youth Strategy

The key thematic area tackled during the first block was mainly related to Youth Policy, its deeper meaning (s) and necessary criteria and elements as well as different structures and ways on how to implement the policy in a strategic way. Next to detailed information on the EU Youth Strategy 2010-2018 and its historical background, good practise examples from four EU countries were presented. During the first two seminars participants had the opportunity also to intensively discuss the areas mentioned above with regard to their relevance to given realities in BiH.

The first two seminars were structured in order to provide a clear and in-depth theoretical basis for understanding of the overall theme of the EUNYP project but also to open the room for dialogue between the representatives of different institutions and organizations on general terminologies, existing perceptions and history of youth policy on all levels (BiH, entities, Brcko, cantons).

Block 2: Stakeholders within Youth Policy sector

From a very practical point of view, this block was built around the question: Who are the Key Stakeholders within Youth Policy sector in BiH and what would be the most suitable way to communicate with them? As one of the main Stakeholders, playing a crucial role in the coordination and further development of the youth policy on all levels in BiH, the CCYI has undergone an intensive “check-up” by the participants to raise awareness on the strengths and weaknesses of this body. Furthermore the participants got familiar with the open method of cooperation, as modus operandi of the CCYI, and developed ideas on how to establish and maintain effective communication with stakeholders under this method.

The main aim of the third and fourth seminar was hence to strengthen the abilities of the participants to successfully perform their function, network with relevant stakeholders in the country and assume responsibility for more visible and efficient coordination role of the CCYI, a.o. through productive and continuant communication between the members of the CCYI and identified stakeholders on all levels in BiH.

Conclusions and recommendations

Methodology

With regard to the methodology it can be said (based on the questionnaire results) that participants appreciated the combination of theoretical inputs combined with the interactive training methodology and approach. The methodical combination made them interested in the topic and able to follow the presented process. While the first two seminars were rather focusing on theoretical knowledge and their relevance to BiH realities, the third and fourth seminar offered the possibility of an active analysis of the stakeholder environment and in this regard communication methods on all levels in BiH.

Location

With regard to the location of the seminars, although Hotel Palace in Banja Luka certainly does not offer the best seminar conditions (e.g. seminar room is extremely small and static, the personnel is not flexible) it was a good decision to conduct the second block of seminars in a Hotel where most of the participants had to stay in. This definitely has increased the level of enjoyment and networking among the participants, but also among the CCYI members themselves, who have very limited opportunities to meet and exchange.

Motivation and level of participation

The level of experience as well as motivation (both individual and institutional) among the participants was very varied during the first four seminars. The low level of motivation observed among some of the participants may be related to the fact that due to shortly expected changes within the CCYI structure (End of mandate, new elections in December 2012/January 2013) their level of involvement in policy discussions in the future might be much lower than it is today. This fact is also combined with possible difficulties in defining their own role in the processes.

The above mentioned reasons may also be the cause for a relatively small yet noteworthy fluctuation of the representatives who participated in the seminars so far. Therefore it would be useful to elicit how to decrease the turnover and to improve institutional memory within CCYI structure. In one of the sessions during the 4th seminar it was proposed that changes to the Rule Book about CCYI that would ensure different timing for the mandate expiry, might be a possible solution to this problem in the future. Another issue raised as one of possible causes, is the sense of voluntary participation which somehow directly influences sense of the responsibility for the actual result that is supposed to be achieved.

The group composition

Especially during the third and fourth seminar, thanks to the 50/50 approach (NGO/Government) which was decided upon during the 3rd PSCM, the invited NGO representatives were able to enter into open dialogue with their counterparts from the government, to directly candidate topics that need to be elaborated on and to bring in civil sector knowledge of the situation in the youth sector. This was very useful and would definitely have an important impact on the future policy ownership. It is recommended to keep this approach for all remaining seminars.

It is furthermore recommended that the CCYI shall take a more active role during the implementation of the seminars, while underlining their position and responsibility as a coordinating body for the development and implementation of youth policy.

Annex 6: Programme for the Study visit to Slovenia

	MON 26.11.	TUE 27.11.	WED 28.11.	THU 29.11.	FRI 30.11.
09:00-11:00	Arrival	Office of Republic of Slovenia for Youth (GOV)	MOVIT – Slovenian NA for YiA programme	City youth centres Mladi Zmaji (Ljubljana) www.mladizmaji.si	Departure
11:00-13:00		Network MaMa (NGO)	SALTO SEE-	Local Youth Council of Ljubljana	Plane to Sarajevo (12:00)
13:00-15:00	Plane from Sarajevo (14:20)	Lunch	Lunch	Lunch	
15:00-17:00	Car from Banja Luka??	Ljubljana Municipality (Gov)	KINO SSKA	National Youth Council (NGO)	
19:00	Dinner	Dinner	Dinner	Dinner	

Monday 26.11.2012			
Time	Activity	Contact	Notes
14:30	Arrival from Sarajevo		By plane (7 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
??:??	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?	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.

	- The role of youth work in the implementation of Youth Policy in Slovenia.		
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.
19:00	Dinner		

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	Ms. Sonja Mitter-Škulj	SALTO SEE promotes

	<p>Southeast Europe (SALTO SEE)</p> <ul style="list-style-type: none"> - 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) 	<p>(Programme Coordinator)</p> <p>http://www.salto-youth.net/rc/see/</p> <p>The meeting takes place in the same building as MOVIT</p>	<p>cooperation between Youth in Action programme countries and the Western Balkans through capacity building, information and assistance in finding partners for future collaboration.</p>
13:00	Lunch		
15:00-17:00	<p>Kino Šiška</p> <ul style="list-style-type: none"> - Guided tour through the centre, presentation and discussion 	<p>Representative of Kino Šiška</p> <p>http://www.kinosiska.si</p>	<p>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.</p> <p>It is an important point of municipal plan on turning empty, not used spaces into places of gathering for young people.</p>
19:00	Dinner		

Thursday 29.11.2012			
Time	Activity	Meeting with:	Description of NGO/Institution
09:00	<p>City youth centres Mladi Zmaji (Ljubljana)</p> <ul style="list-style-type: none"> - 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 	<p>Representative of City of Ljubljana</p> <p>www.mladizmaji.si</p>	<p>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</p>

			and skills, meet interesting people, broaden their horizons, and overcome their own limitations.
11:00	Visiting one of the Youth Centres - Tour through the youth centre - Presentation of the activities	Representative of City of Ljubljana www.mladizmaji.si	See above!
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		