DRAFTING INSTRUCTIONS

The final report shall explain the activities implemented and indicate the main differences with the work programme approved. Please follow the structure indicated below. Add all samplers of the relevant material produced in separated annexes.

1. Framework and background

Please describe the general situation in the field of youth information in your national context. What are the challenges you faced in your country in the contractual period? In order to ensure optimal information on European youth related actions, which needs have been identified and how?

2. Aims, objectives and related activities in your field of work

Please identify the objectives you achieved in the contractual period, with a special focus on new objectives (if any) as defined in the initial work programme. The objectives should reflect the priorities defined by the Commission here below while taking into account the identified needs that your general situation requires as well as any priorities of your national authorities.

Please indicate whether you encountered any difficulties to achieve the fixed objectives.

3. Activities

Please indicate whether you encountered difficulties to implement the planned activities or if you managed to implement additional activities compared to the initial work programme.

Please describe the major achievements of the organisation in 2011 and how the organisation progressed compared to previous years.
4. Planning of activities

The Eurodesk shall translate the elements of its work programme into a calendar of its main activities (see table).

Output indicators (which indicate the realisation of an action; eg: number of publications issued or organised meetings) and impact indicators (which demonstrate the added-value or effect of an action; eg: number of participants or satisfaction surveys) are required for each proposed action mentioned in the work plan. The indicators mentioned in the form are to be used every time it is possible. Measurable additional indicators can be mentioned, when relevant, to fully describe the Eurodesk activities and their impacts.

Please bear in mind that all national Eurodesks are expected to follow up each of the points related to managing the content of the European Youth Portal. In addition, the three other core tasks should be covered by organising or contributing to at least 3 external events/trainings.

Eurodesks that receive more than EUR 30.000 in EU funding are, in addition, expected to produce at least one publication (online or printed) that covers the four core tasks below as well as to organising or contributing to at least 2 additional events/trainings (in total 5 events/trainings and 1 publication).

Eurodesks that receive more than EUR 75.000 in EU funding are expected to organising or contributing to at least 3 additional events/trainings (in total 8 events/trainings and 1 publication).

Please find hereafter the different core tasks as stipulated in the Terms of Reference:

4.1 Information and support to information providers

4.1.1 Information on funding opportunities

- Promote mobility of all young people.
- Provide appropriate information services and advice to those working with young people (information centres and other bodies offering information to young people at national, regional or local level) regarding European funding opportunities and EU programmes.
- Contribute to the promotion of the Youth in Action programme in close cooperation with the YiA National Agency, as well as contribute to the promotion of other EU programmes.

4.1.2 Information on European Youth Policy development

- Inform multipliers about the new EU Youth Strategy 2010-2018 and latest developments in the EU cooperation in the youth field, main goals and initiatives within the eight fields of action – education and training, employment and entrepreneurship, health and well being, participation, voluntary activities, social inclusion, youth and the world, creativity and culture.
• Encourage and promote the involvement and participation of young people in policy making, implementation and follow-up by ensuring good quality youth information through national, regional and local channels.

• Foresee specific activities to create synergies between formal and non-formal education in the objective to support and integrate the overall Life Long Learning process.

• Encourage activities focused on talent development, creative skills, entrepreneurial mindsets and cultural expressions of young people and other youth activities within the eight fields of action of the EU Youth Strategy

4.1.3 Information on the structured dialogue

• Provide information about the structured dialogue between policy makers and young people at local, regional and national level.

• Mobilise other youth information networks (such as ERYICA, EYCA and national youth information services) to contribute to the dissemination of information about European policy developments. Contribute to the involvement of all parties concerned, particularly national, regional and local youth organisations.

4.2 Managing the content of the European Youth Portal

• Ensure the regular updating and revision of existing national content, including fixing broken and deleting irrelevant links for the respective country.

• Research and add new links and description of links in both English and the language of the respective country. The Eurodesk will be fully responsible for the content that appears for its country on the Portal, including the English version.

• Answer enquiries from the Youth Portal.

• Maintain and update information on funding opportunities in the Eurodesk database. A list of programmes to be maintained at minimum will be provided by Eurodesk Brussels Link at the beginning of the year.

• Update the different national “youth summaries” in the Eurodesk database.

• Translate the new items that appear on the homepage of the European Youth Portal and new meta navigation texts into the language of the respective country.

• Ensure continuous promotion of the European Youth Portal production and dissemination of material, links to the relevant Portal pages in national Eurodesk sites, active promotion of establishment of links to the Portal from other national, regional or local youth sites, and measures aiming at improving the ranking for the Portal in search engines. Whenever relevant, the promotion of the Portal should take place in co-operation with other organisations, institutions and networks active in the youth field.
4.3 Contribution to the European Youth Week and high visibility events

- Foresee specific activities – in cooperation with the YiA National Agency - at national level linked to the European Youth Week and contribute to the involvement of other partners.

- Provide information about centralised events of the European Youth Week at European level.

- Contribute to high visibility activities at national level linked to the European Cooperation Framework in the field of youth or to the Youth in Action programme.

- Provide information on the European Year Combating Poverty and Social Exclusion.

4.4 Enhance the quality of youth information

- Promote the development of comprehensive, coherent and coordinated information services which take account of the specific needs of young people.

- Enhance the quality of youth information, especially by exchanging experiences and examples of good practices.