



SUMMER ACADEMY

2025



ONBOARDING

PASS

TABLE OF CONTENTS



WHAT IS THE EYP ONBOARDING PASS	3
INTERNATIONAL GOVERNANCE	4
FINANCE & FUNDRAISING	11
HR & CAPACITY BUILDING	16
INTER-NC COOPERATION	22
LIFE SKILLS	25
LONG-TERM NC DEVELOPMENT	29
NC BOARD MANAGEMENT	39
SAFETY & WELFARE, OUTREACH & INCLUSION, AND SUSTAINABILITY	46
SESSION MANAGEMENT	55



WHAT IS THE ONBOARDING PASS?



The EYP Onboarding Pass is designed to compile the takeaways and best practices from all modules at the Summer Academy. It is a resource that can be shared with board members who could not attend the Summer Academy, or active members who may gain from specific modules.

The Onboarding Pass is split into chapters based on the 'core areas' or focus topics that were covered in the modules. Each chapter will be available on the Members' Platform in standalone format, so that members can easily access the modules they have an interest in.

In the long-term, the hope is that a similar document can be created for future Summer Academies, building up a toolbox of resources for National Committees and their members.

The document was designed by Editor Eoin Palmer (IE), Editorial Assistants Katie Richards (UK) and Faron Smith (UK), and the media team of the Summer Academy 2025.

The content was produced by the training team of the event, as well as the Safe Core Team, Governing Body, and International Office. The training team of the event included Head Trainer Joshua FitzGerald (IE) and trainers Çağatay Büyükçaylı (TR), Leila Debiasi (IT), Colin Gutsche (DE), Lucía Navarro Míllara (ES), Dany Pomyjová (CZ), Jerennil Soylu (AZ), and David Theodor Nimrichtr (CZ). Coordination was led by Joshua, Colin, and Leila.

The trainees' takeaways were taken from insights submitted by participants after each module, edited only for syntax and clarity.

If you have any questions about or feedback for the document, please reach out via info@eyp.org.





INTER- NATIONAL

GOVERNANCE

WELCOME TO INTERNATIONAL GOVERNANCE!

These modules relate to the international governance of the EYP network, focusing in particular on the Board of National Committees Meetings, democracy in the network, and the EYP Strategy.

MODULES

PAGE

INTRODUCTION TO THE INTERNATIONAL
GOVERNANCE OF EYP

5

RETROSPECTIVE OF THE LAST FEW BNC
MEETINGS

6

INTERACTIVE MODULE ON EYP STRATEGY

7

INTERACTIVE MODULE ON DEMOCRATIC
NETWORK

8

BNC PROPOSAL MAKING WORKSHOP

9

ENGAGING MEMBERS IN INTERNATIONAL
GOVERNANCE

10



INTRODUCTION TO THE INTERNATIONAL GOVERNANCE OF THE EYP



ÇAĞATAY BÜYÜKÇAYLI (TR)

RECOMMENDED FOR: INTERNATIONAL GOVERNANCE

MODULE DESCRIPTION

This module is to introduce the roles and functions of the components of the EYP's international governance bodies (the Governing Body, International Office, Board of National Committees etc.) as well as the place of National Committees in this dynamic and how our members across the network may take part in it.

TRAINER'S TAKE

“Knowing how international governance works in EYP is not just valuable in terms of EYP's functioning but also upholding one of its core values in its entirety: democracy.”

BEST PRACTICES

- ✓ Introduce tools for more member engagement in BNCM proposals or GB meetings.
- ✓ Have revision periods for Executive & Advisory/Supervisory Boards.
- ✓ NCs can request meetings with GB, IO, SCT etc. to keep themselves updated and trained for the onboarding of newcomers.

TRAINEE TAKEAWAYS

- There are many checks and balances in the way the different international bodies of EYP work together.
- The International Governance structures of EYP work together with the Governing Body (who are overseeing the NCs) and the International Office (who are fulfilling the day-to-day admin work), and the Board of National Committees (which co-decide on policies with the Governing Body) all of which is supported by the active members keeping the organisation running.
- The International Governance structure is quite complicated but it is important for members to have an overview so that they know in what capacity they can participate.

FURTHER RESOURCES

-  [Interactive Map: Youth-led Organisation](#)
-  [Image: Checks and Balances in EYP](#)
-  [Video: EYP's Youth-led Governance](#)



WE DID WHAT AGAIN? RETROSPECTIVE OF THE LAST FEW BNC MEETINGS



COLIN GUTSCHE (DE)

RECOMMENDED FOR: INTERNATIONAL GOVERNANCE

MODULE DESCRIPTION

This module gave an overview of all policy proposals since BNC 23-02 to clear up if the BNC actually only talks about the same things, how decision making takes place and how the BNC could be changed in the future.

TRAINER'S TAKE

“Of the 50 policy proposals over the last two years, around half were procedural or organisational, while the remaining dealt with several overarching issues, such as the balance between governance structures or International Sessions. The only two unsuccessful proposals were reintroduced soon after and then passed.”

BEST PRACTICES

- ✓ Talk to the board member that attended the last BNCs to ensure continuity of approach in regards to International Governance.
- ✓ Use Topics of Debate to ascertain what criticisms of your ideas exist before making a proposal at the next BNC.
- ✓ When reading the BNCM booklets, try to get a feeling for what larger movements are at play in Governance at the moment. Categorising helps a lot here.
- ✓ Use the time at the BNC not only for discussing Governance, but to create new connections to other NCs and learn during the modules.

TRAINEE TAKEAWAYS

- The majority of policy proposals pass mainly because of preceding topics of debate that refine the policy or eliminate the unpopular topics.
- The BNCMs are crucial not only for discussing changes in the network's policy, but also for being a space that brings the network together.
- NCs should inform members about the policy proposals even though they are not attending the meeting.

FURTHER RESOURCES



[BNCM Meeting Minutes 25-01](#)



[BNCM Meeting Minutes 24-02](#)



[BNCM Meeting Minutes 24-01](#)



INTERACTIVE MODULE ON EYP STRATEGY, KEY RESULTS AND TRENDS



İREM APAYDIN (GB; TR), GÜNEŞ UĞUZ (GB; TR)

RECOMMENDED FOR: GENERAL, SKILL-BASED

MODULE DESCRIPTION

This module introduced the strategy and key results of EYP. Key results are meant to help track down progress in the overall strategy. How does your NC use the EYP strategy in their national strategy? How do you track progress for your strategy? How many of the key results have we already achieved?

TRAINER'S TAKE

“EYP Strategy defines our values and goals on the network level for a longer period of time. The current strategy runs until 2027 and serves as a guide for NCs to shape their national-level actions. Key results exemplify what success looks like for the strategy pillars each year.”

BEST PRACTICES

- ✓ Read the EYP Strategy and see how success in each pillar looks like from the Key Results.
- ✓ Once elected, go over the EYP Strategy and align your NC strategy according to the pillars with your whole board. Reach out to the GB if you would like to have a strategy workshop.
- ✓ Draft a key results document specifically for your NC with inspiration from the network-wide Key Results and identify gaps.
- ✓ Keep an eye out for the Strategy Working Group to re-define strategy pillars in 2026/2027.

TRAINEE TAKEAWAYS

- The NC strategy can be shaped based on the pillars of EYP as an organisation. Strategy is a reason why we all gathered to run the organisation.
- Carefully read and use the strategy documents provided by the IO and GB. Encourage mentoring activities between EYPs to learn from each other.

FURTHER RESOURCES



[EYP Mission, Strategy & Values](#)



[Charter of the EYP](#)



INTERACTIVE MODULE ON DEMOCRATIC NETWORK: HOW TO INCREASE THE TURNOUT RATES FOR NATIONAL AND INTERNATIONAL ELECTIONS?



İREM APAYDIN (GB; TR), GÜNEŞ UĞUZ (GB; TR)

RECOMMENDED FOR: INTERNATIONAL GOVERNANCE

MODULE DESCRIPTION

With the turnout rates of international elections being generally low, this module focused on identifying the problems and creating solutions for future elections to have higher turnout rates.

TRAINER'S TAKE

“(Inter)national boards are elected representatives of EYP and hold power over many decisions for the future or direction of the EYP. Therefore, competitive and fair elections are a must for the success of our network.”

BEST PRACTICES

- ✓ To ensure transparency and fair chance of selection in national elections, best practices include: announcing the open board member calls on Instagram, having take-overs by the current board members on Instagram where they answer questions and talk about their responsibilities, giving each candidate the platform to engage with members and answer questions about their visions, posting the eligibility criteria and instructions on how to vote clearly, publishing an election report after the results.
- ✓ Social media platforms can be used better to increase the turn-out rate for the network wide elections. Members do not engage with Discord as much, hosting Q&As on Instagram might be better.
- ✓ There is a lack of candidates for board positions in general. The common understanding is that the board requires a lot of time, effort and legal responsibility. NCs with extended management teams (or officers) seem to experience this problem less.
- ✓ GB election reform (with threshold calculation) allows for a more representative selection but runs the risk of not filling enough seats. NCs should promote the GB elections to their eligible members more to increase turn-out rates of eligible members.

FURTHER RESOURCES



[Governing Body Election Policy.](#)



BNC PROPOSAL MAKING WORKSHOP



JOSHUA FITZGERALD (IE), LEILA DEBIASI (IT)

RECOMMENDED FOR: INTERNATIONAL GOVERNANCE

MODULE DESCRIPTION

What is the BNC, why should we include our members, and how we can take a proposal from the brainstorming to delivery stage? Learn through knowledge transfer and hands-on experience.

TRAINER'S TAKE

“Incorporating members into international governance requires an accessible approach; highlighting particularly relevant proposals to ordinary members and experimenting with different platforms can yield positive engagement.”

BEST PRACTICES

- ✓ Use your member base to gain a new perspective for brainstorming BNC proposals, they can give you insights into challenges new members face.
- ✓ Engage your members through directing attention to proposals of particular interest to a wider member base. Utilise different platforms to engage members i.e. run polls on an instagram close friends story.
- ✓ Ask other BNC attendees for help with your proposal, or the BNC Board, GB, or IO, they can provide valuable insights and support your proposal.
- ✓ Remember that workshops can be a useful tool to have more in-depth discussions before more complex proposals are put forward.

TRAINEE TAKEAWAYS

- If you have even a small idea or just something you noticed about the network that you want to discuss on an international level, you are encouraged to write a topic of debate, policy proposal or workshop.
- You can always ask other NCs, the BNC Board or the GB for help.

FURTHER RESOURCES



[Wiki page with all things BNC, including templates for Policy Proposals, Topics of Debate, and Workshops](#)



MAKE DEMOCRACY COOL AGAIN - ENGAGING MEMBERS IN INTERNATIONAL GOVERNANCE



LEILA DEBIASI (IT)

RECOMMENDED FOR: INTERNATIONAL GOVERNANCE

MODULE DESCRIPTION

Many members feel disconnected from international governance, but why? This module creates space to reflect on why engagement is often low and what could make it more meaningful. Participants will share experiences and explore potential strategies to strengthen the connection between members and international decision-making and discussions.

TRAINER'S TAKE

“Difficulties in engaging members in international governance processes is a sadly widespread issue among all NCs. As there is no one-size-fits-all solution for this, it is crucial to understand the NC-specific reasons for disengagement, to try and act at the roots of the problem.”

BEST PRACTICES

- ✓ Understand the "why" - analyse your members base to assess the reasons for lack of engagement.
- ✓ Simplify communications about international governance - overexplaining is always better than leaving your members confused.
- ✓ Don't be afraid of fun methods - quizzes, "clickbaity" emails, in-person hangouts are all great methods for increasing engagement.

TRAINEE TAKEAWAYS

- It is valuable to arrange a call before the BNCM to discuss available choices for voting on proposals.





FINANCE & FUNDRAISING

WELCOME TO FINANCE & FUNDRAISING!

In the finance and fundraising section, the modules are about pitching EYP to different audiences, budgeting, and getting sponsorships.

MODULES

PAGE

FINANCE AND BUDGETING 101

12

FUNDRAISING 101

13

FUNDRAISING 102

14

I STILL CANNOT EXPLAIN WHAT EYP IS TO MY
PARENTS

15



FINANCE AND BUDGETING 101



DAVID THEODOR NIMRICHTER (CZ)

RECOMMENDED FOR: FINANCE

MODULE DESCRIPTION

As death is slowly becoming optional, the only thing certain in life are taxes. Looking to improve or refine your NCs financial management, ability to allocate long-term budgets, responsible accounting, keeping track of fulfilling all your agreements and staying out of white-collar prison? Or just curious? This module is right for you!

TRAINER'S TAKE

“ NCs should try to develop an effective system of managing financial documents and all transactions in one place. ”

BEST PRACTICES

- ✓ Have one overview of ALL transactions, then smaller budget overviews of the planned expenses for each bigger project.
- ✓ Split expenses into categories by project and funding source.

TRAINEE TAKEAWAYS

- The importance of keeping track of all finance-related documents, such as receipts or invoices.
- It is highly encouraged to dedicate some time in order to create a system that is easily understandable for everyone, where attention to detail and precise spendings tracking can be realised into a clear and self-sufficient form, facilitating clarity of NC spendings and NC's accountability - both externally and internally.

FURTHER RESOURCES



[Presentation and example files](#)



FUNDRAISING 101



DAVID THEODOR NIMRICHTER (CZ)

RECOMMENDED FOR: FINANCE

MODULE DESCRIPTION

EYP builds on a foundation of active citizenship, young students,...and sponsors! In this module we talked about some general and specific techniques of approaching and keeping sponsors, give ideas where to look for them and share knowledge in order to expand everyone's fundraising capabilities.

TRAINER'S TAKE

“ NCs should take a more proactive role in fundraising - cold calling, approaching sponsors individually or personalising fundraising materials, and be systematic in writing large grant apps.”

BEST PRACTICES

- ✓ Identify as many opportunities as possible, have a database. Then try to approach bigger sponsors personally, ideally arrange an in-person meeting. Remind and cold call them.
- ✓ For bigger applications (government, erasmus) approach it systematically: create a team, a timetable, have meetings about it.

TRAINEE TAKEAWAYS

- Stay in touch with your partners- the EYP or NC newsletter could be one way of keeping them engaged and informed.
- Aim to establish long term sponsorships, and be persistent!!
- Tailor your pitch to the sponsor, look for long term sponsors who gain something from exposure to high-achieving high-school students.
- NCs can communicate more with the IO regarding sponsors and that there is an IO database and of funders.

FURTHER RESOURCES



[Module Slides](#)



FUNDRAISING 102



ANNE FLOTHO-LIERSCH (IO; DE)

RECOMMENDED FOR: FINANCE

MODULE DESCRIPTION

Ready to level up your fundraising game? In Fundraising 102, we'll explore grant applications, advanced techniques, and creative ways to put the FUN back in fundraising — perfect for board members who have had some experience with fundraising already.

TRAINER'S TAKE

“ Successful fundraising starts with a clear, compelling pitch that defines the problem, proposes a realistic solution, and shows why EYP is the right partner to deliver lasting impact. ”

BEST PRACTICES

- ✓ Knowing your NC's budget and what extra costs to fundraise for (e.g website hosting, legal fees etc.).
- ✓ Not pitching a session as a one-off event but as a project with long-term impact.
- ✓ Focusing on societal relevance of EYP.
- ✓ Highlighting why it would be beneficial to the potential donor to fund EYP.

TRAINEE TAKEAWAYS

- Tailor your pitch to the values of the funding organisations.
- Support your pitch with numbers.
- Aim to pitch a longer-term project as well as any short-term ones.
- There are many different types of government funding (such as chambers of commerce).
- Preparing a concept note will be useful for your pitch.

FURTHER RESOURCES



[Module Slides](#)



I STILL CANNOT EXPLAIN WHAT EYP IS TO MY PARENTS



JERENNIL SOYLU (AZ)

RECOMMENDED FOR: FINANCE

MODULE DESCRIPTION

This interactive module involved practicing pitching EYP to non-EYPer audiences (e.g., family, schools, sponsors) to learn how to adapt language and tone based on the listener. It was followed by a roleplay activity simulating real-life scenarios and a reflection on how to communicate EYP's value in clear, relatable ways to meet audience expectations and achieve outreach goals.

TRAINER'S TAKE

“Knowing your audience, researching their values, and adapting your pitch to clearly show EYP's relevance, while learning from feedback is essential building partnership with external organisations/communities.”

BEST PRACTICES

- ✓ Tailor your EYP pitch to the specific partner or stakeholder, adapting language and focus to their interests.
- ✓ Conduct research on the organisation's values and priorities before pitching or attending meetings to align your approach.
- ✓ Highlight EYP's value in clear, relatable ways that address the partner's goals and expectations.
- ✓ Use real-life examples or success stories to make your pitch more engaging and credible.

TRAINEE TAKEAWAYS

- We should talk more about the deep connections EYP fosters across borders and time.
- When pitching EYP to externals, we should emphasise the values - volunteering, learning, intercultural dialogue.





HUMAN RESOURCES



& CAPACITY BUILDING

WELCOME TO HR & CAPACITY BUILDING!

Here, you will find modules that offer ways of retaining and training active members in an NC, as well as recruiting new members and engaging alumni. There is also a focus on non-traditional event formats.

MODULES

PAGE

NON-FORMAL & ALUMNI EVENTS

17

HOW TO ENSURE THAT THE NUMBER OF
MEMBERS IN YOUR NC IS GROWING

18

SMALL-SCALE ACADEMIC EVENTS

19

HOW TO INTRODUCE EYP TO SCHOOLS

20

MISSION: TRAINPOSSIBLE: A TRAINING
ABOUT TRAININGS

21



SEE YOU SOMEWHERE ELSE THAN AT A SESSION - NON-FORMAL & ALUMNI EVENTS



DANY POMYJOVÁ (CZ)

RECOMMENDED FOR: HUMAN RESOURCES, CAPACITY BUILDING

MODULE DESCRIPTION

While EYP connects you with many people during sessions, staying engaged outside of those events is just as important. This module focused on different types of non-formal events you can organise to keep your members active, involved, and connected. We'll also look at ways to reconnect with Alumni and involve them in strengthening your NC.

TRAINER'S TAKE

“NCs are encouraged to experiment with different types of non-formal events, as they can positively influence member retention.”

BEST PRACTICES

- ✓ Trying different types of non-formal events.
- ✓ Creating an Alumni database.
- ✓ Sending members a form where they can suggest different events.
- ✓ Creating local events for different communities.

TRAINEE TAKEAWAYS

- Non-formal and alumni events are a good way to retain active members and network.
- Not: go big or go home, only: get the members out of their home.
- It doesn't have to be for a lot of people - an event can be worth it for just one person.

FURTHER RESOURCES



[Module Slides](#)



I WANT YOU TO STAY - HOW TO ENSURE THE NUMBER OF MEMBERS IN YOUR NC IS GROWING



DANY POMYJOVÁ (CZ)

RECOMMENDED FOR: HUMAN RESOURCES, CAPACITY BUILDING

MODULE DESCRIPTION

With HR challenges still being a big topic across NCs, this module will focus on practical ways to keep your member base growing and not shrinking. We explored different ways to attract and retain new members, as well as how to engage with Alumni members.

TRAINER'S TAKE

“Recruitment and retention remain essential challenges for NCs; boards must find practical ways to engage new members, sustain participation, and reconnect with Alumni for community strength.”

BEST PRACTICES

- ✓ Identifying problem areas. Focusing on non-formal events.
- ✓ Creating an event for onboarding new members.
- ✓ Supporting members who go to conferences abroad.

TRAINEE TAKEAWAYS

- Share communication content made by your members about being part of the NC.
- Try to bring together a smaller community (regional committees) by increasing the number of small-scale events.

FURTHER RESOURCES



[Module Slides](#)



SMALL-SCALE ACADEMIC EVENTS



DANY POMYJOVÁ (CZ), DAVID THEODOR NIMRICHTER (CZ)

RECOMMENDED FOR: PROJECT MANAGEMENT, OUTEACH

MODULE DESCRIPTION

In this module, we took a closer look at event formats that are different from typical session conferences, focusing on smaller events with a strong academic angle. Trainees got to know the idea behind a Roundtable Weekend: How it started, why it is beneficial and also how to run and plan one.

TRAINER'S TAKE

“Exploring smaller academic events like Roundtable Weekends helps NCs diversify their activities, strengthen content quality, and learn practical planning skills beyond traditional conference formats.”

BEST PRACTICES

- ✓ Exploring the concept and tailoring it to your NC's needs.
- ✓ Do not underestimate the organisational process.
- ✓ Create a separate selection for academically strong delegates.

TRAINEE TAKEAWAYS

- It can be useful to combine broader academic programmes with a session format, bringing in more experts on the subject, which could potentially attract more people and therefore more funding.
- To organise a roundtable, it's important to have a very specific timeline, organisation, road-mapping, and tips and tricks about planning it in advance.
- It's possible to ask for a recommendation letter from another NC whose country has an embassy in your country (for gaining sponsorship trust).
- You can make an event look differently based on the amount of resources you have - it doesn't need to be perfect to be worth it.

FURTHER RESOURCES



[Presentation link](#)



For more information/questions about this type of events, feel free to contact me via pomyjova@eyp.cz



HOW TO INTRODUCE EYP TO SCHOOLS: ONE-DAY EYP-EVENTS



DANY POMYJOVÁ (CZ)

RECOMMENDED FOR: PROJECT MANAGEMENT, OUTREACH

MODULE DESCRIPTION

This module focused on reaching out to schools and showcasing EYP to students. Trainees were introduced to 'EYP Days' that are organised in EYP CZ, why they matter, and how they can help you grow your network. They also learned about different approaches from other NCs and got inspired to organise their own school outreach activities.

TRAINER'S TAKE

“School outreach is crucial for NC growth; by organising EYP Days and similar events, boards can inspire students, expand their number of members and create a stable resource of delegates.”

BEST PRACTICES

- ✓ Exploring the concept of one day EYP events.
- ✓ Knowledge-sharing among other NCs.
- ✓ Contacting schools of NC's members.
- ✓ Creating ambassadors for schools.
- ✓ Giving schools a specific number of spots for conferences.

TRAINEE TAKEAWAYS

- Including collaboration with teachers and schools in event planning is important.
- Many different formats can be used to introduce EYP to schools, like one-day sessions and roundtables.

FURTHER RESOURCES



[Module Slides](#)



MISSION: TRAINPOSSIBLE: YES, IT IS A TRAINING ABOUT TRAININGS



JERENNIL SOYLU (AZ)

RECOMMENDED FOR: GENERAL, SKILL-BASED

MODULE DESCRIPTION

This module focused on learning theory and training strategy and aimed to strengthen participants' ability to design effective and engaging EYP trainings. It introduced the 4MAT method as a tool to structure sessions for different learning styles and used Bloom's Taxonomy to set clear goals and align activities with outcomes.

TRAINER'S TAKE

“ Trainers should recognise the value of reflecting on their own presence, communication, and body language, while using 4MAT and Bloom's Taxonomy to adapt sessions, engage diverse learning styles, and incorporate constructive feedback for continuous improvement. ”

BEST PRACTICES

- ✓ Use the 4MAT method to improve overall training quality, ensuring sessions engage all learning styles.
- ✓ Adapt the pillars of 4MAT to different participant groups and training settings, tailoring activities to their needs.
- ✓ Reflect on body language, presence, and communication to enhance trainer effectiveness and participant engagement.
- ✓ Encourage constructive feedback, both giving and receiving, to support continuous improvement in training sessions.

TRAINEE TAKEAWAYS

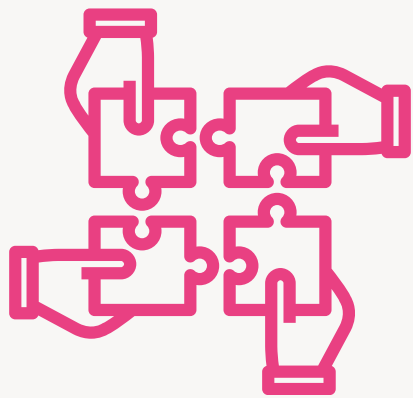
- When giving a training, we should not only think about what we are teaching but also about the experience of the trainee.
- Starting from four fundamental pillar of training development, there are endless opportunities and possibilities to draft modules, teaching to and learning from others.
- A good training doesn't only explain what the concept is but also explains why learning it is important, and gives a chance to try implementing it in practice.
- We can use the 4MAT method for trainings, which implements a cycle of learning going from 'what' to 'how' to 'why' and then to the 'what if' scenario, all of which can be repeated in a cycle.

FURTHER RESOURCES



[4MAT Module - Credit Nathan Hunter](#)





INTER-NC COOPERATION

WELCOME TO INTER-NC COOPERATION!

In this short section, you will find a pair of modules on how NCs can best cooperate, how they can send and host delegations, and save the world...

MODULES

PAGE

STOPPING THE BLEEDING: CROSS NATIONAL
COOPERATION TO AVOID NC SHUTDOWN

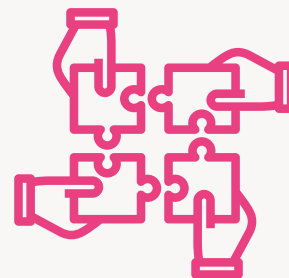
23

INTERNATIONAL DELEGATION
COORDINATION LAB

24



STOPPING THE BLEEDING: CROSS-NATIONAL COOPERATION TO AVOID NC SHUTDOWN



COLIN GUTSCHE (DE)

RECOMMENDED FOR: PRESIDENCY, LONG-TERM STRATEGY

MODULE DESCRIPTION

Over the past few years, several NCs have shut down not due to a lack of participation in their NC but for other reasons. This module discussed how NCs and the GB can support each other to avoid an NC shutdown.

TRAINER'S TAKE

“ While some NCs fail due to external events such as political suppression, others fail due to worsening issues in organising events and acquiring HR. In these cases, it is important to consider where you can search for support yourself or help neighbouring NCs. ”

BEST PRACTICES

- ✓ Try to avoid entering a negative feedback loop as an NC; when HR issues lead to more stress on individual volunteers, which leads to attrition for the NC & active members.
- ✓ To strengthen the network in its entirety, it is essential that stronger NCs support by sharing knowledge, organising events, and providing a positive social environments with Struggling NCs.
- ✓ Resources and guidance by the IO & GB to stabilise Struggling NCs exist, but communication barriers and a lack of understanding of one's own situation and available resources prevents these resources from being employed.

TRAINEE TAKEAWAYS

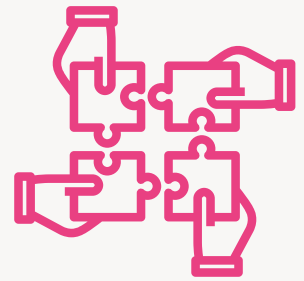
- It is important to utilise all resources available to you as a struggling NC, such as clusters, the International Office or the Governing Body.
- 'Successful' NCs should do their best to help out struggling NCs.
- Communication of failures and difficulties can prevent negative consequences.
- Mutual assistance is key, particularly in the exchange of experienced volunteers during international events (trainings and sessions).

FURTHER RESOURCES

 [National Committee Management and Development Guide](#)



INTERNATIONAL DELEGATION COORDINATION LAB



LEILA DEBIASI (IT)

RECOMMENDED FOR: INTERNATIONAL GOVERNANCE

MODULE DESCRIPTION

International delegation exchanges can be a highlight... or a headache. This module looks at common challenges identified in recent BNC Meetings, from last-minute dropouts to timeline troubles. Through group discussions and interactive work, we'll explore the idea of setting shared "terms & conditions" and aim to develop basic drafts of delegation policies that participants can adapt and refine within their own NCs.

TRAINER'S TAKE

“ We addressed challenges in international delegation exchanges, reflecting on the importance of having clear and well-communicated expectations. Exchanging delegations is a great way to form close ties and cooperation between NCs, and having clear guidelines can contribute to a smoother and less overwhelming process! ”

BEST PRACTICES

- ✓ Poor communication is the biggest obstacle to efficient coordination. Don't be afraid to overcommunicate, to avoid details getting lost.
- ✓ Create strong communication channels with the delegates themselves, to make it easier for them to let you know of any issues with payments, dropping out, in-session concerns.
- ✓ Creating a series of "terms & conditions" to share with the sending NC prevents lots of headaches. A good starting point is the IO's "EYP Guideline on International Delegation Management".

TRAINEE TAKEAWAYS

- It is important to keep delegates engaged in a variety of ways when sending them abroad through platforms like calls or WhatsApp groups.
- It would be useful to create a concrete guide for international coordination.
- NC collaboration is crucial in ensuring smooth international delegations coordination.
- Ask potential delegates twice before the session starts whether they are still planning on attending, include details about deadlines, payments and internal policy in the delegate confirmation email.

FURTHER RESOURCES



[International Session Delegation Management](#)





LIFE **SKILLS**

WELCOME TO LIFE SKILLS!

EYP Capacity Building events are not only aimed at developing participants as EYPers, but also as people. These modules offer insights into communication, feedback, and avoiding bias.

MODULES

PAGE

**COMMUNICATING IN A CRISIS: HOW TO STAY
CALM, AVOID CONFLICT, AND REMAIN
EFFECTIVE WHILE TIME IS TICKING**

26

**FEEDBACK AND NON-VIOLENT
COMMUNICATION**

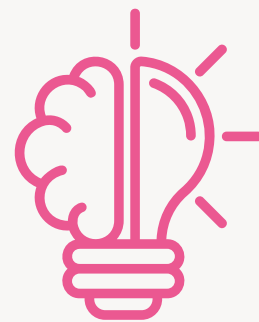
27

**SELECTION WITH LIMITED INFORMATION:
HOW TO USE THE INFORMATION YOU HAVE
TO SELECT PEOPLE AS FAIRLY AS YOU CAN?**

28



COMMUNICATING IN A CRISIS: HOW TO STAY CALM, AVOID CONFLICT, AND REMAIN EFFECTIVE WHILE TIME IS TICKING



JOSHUA FITZGERALD (IE)

RECOMMENDED FOR: GENERAL, SKILL-BASED

MODULE DESCRIPTION

This module used a VR bomb-defusal simulation to train participants in clear communication and teamwork under pressure. By alternating roles and debriefing key moments, teams learn to manage time, process information efficiently, and stay composed and collaborative in high-stress situations.

TRAINER'S TAKE

“Preparation is key to effective communication in a crisis. Going in blind increases stress, heightens emotions, leads to communication shortfalls and to worse conclusions.”

BEST PRACTICES

- ✓ Build a plan for crisis management in advance delineating clearly who will be communicated with, how, and with what process.
- ✓ Clearly divide roles in crisis management/communication.
- ✓ Stay calm and put the solution first before a debrief afterwards.
- ✓ Respect ordinary rules of communication (not speaking over each other etc.).
- ✓ Write down best practices for future crises of this nature.

TRAINEE TAKEAWAYS

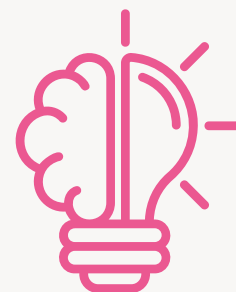
- Plan out common crises to minimise the impact they may have.
- Trying to resolve a crisis alone is not productive.
- Practising crisis communication & solution brainstorming can aid in fostering an environment where problems are actually solved.
- Communication and having a plan is really important for crisis management.
- Make sure you work together and that you can rely on other people.

FURTHER RESOURCES

-  [Managing Conflict \(An extract from the EYP Interactive Guide\).](#)
-  [Try this module out yourself!](#) Keep talking, nobody explodes can be played [here](#)
-  [Conclusions from the module](#)



FEEDBACK AND NON-VIOLENT COMMUNICATION



JOSHUA FITZGERALD (IE)

RECOMMENDED FOR: GENERAL, SKILL-BASED

MODULE DESCRIPTION

This module explored constructive feedback and Non-Violent Communication (NVC). Participants learned and practiced delivering context-appropriate feedback. The goal was to support growth and crisis management in EYP, work, and personal settings.

TRAINER'S TAKE

“Feedback can be used to foster development or alter harmful behaviour. Different approaches are needed for each goal: direct/interactive for fostering development and non-violent communication for behavioural change.”

BEST PRACTICES

- ✓ Consider the direct method (providing objective observations) or interactive method (asking leading questions to aid in the self-discovery of growth) for growth-oriented feedback.
- ✓ Consider non-violent communication (focusing on personal observation, feelings, needs, and requests) for changing behaviour.
- ✓ Avoid making personal assumptions of character.
- ✓ Always obtain consent for feedback, or in the case of behaviour intervention, ensure the recipient is in an appropriate place and state to receive feedback.
- ✓ Give specific actionable steps to implement feedback.

TRAINEE TAKEAWAYS

- Feedback approaches can be mixed and should be adapted to the scenario and intention behind it.
- Feedback can occur with a couple of different methods: the Direct Communication, Interactive, and Non-Violent Communication methods.
- The goal is to not hurt the person being given feedback and help them to truly understand the behaviour.
- Conflict needs to be faced: only through conflict we can grow as individuals.

FURTHER RESOURCES

- [!\[\]\(e1bdc70a9006e3802acd56af7aa337d8_img.jpg\) Feedback: How to support the personal development of delegates](#)
- [!\[\]\(6ae057bca7ac6a248ab7813081463b17_img.jpg\) Learn about Non-Violent Communication](#)
- [!\[\]\(78e56d5e55225fd4f2631cbf51155cb8_img.jpg\) Conclusions from the module](#)



SELECTION WITH LIMITED INFORMATION: HOW TO SELECT PEOPLE AS FAIRLY AS YOU CAN



JOSHUA FITZGERALD (IE)

RECOMMENDED FOR: HUMAN RESOURCES, PROJECT MANAGEMENT

MODULE DESCRIPTION

This module explored the challenge of fair selection despite limited data. Participants debated selection objectives and then, in teams, practiced selecting chairpersons using uneven information. Outcomes and limitations were discussed. The goal was to reflect on fairness and NC goals, provide selection practice, and propose network-wide improvements.

TRAINER'S TAKE

“ There is no one-size-fits-all approach to fair selection, each group representing a different approach to building a team came across difficulties meeting initial fairness objectives. ”

BEST PRACTICES

- ✓ Carefully consider your objectives as a selection panel/board before committing to a particular approach (some include: fairness, team dynamics, ensuring safety, experiential balance, diversity).
- ✓ Reflect on how different approaches may help but also hinder the ability to meet particular objectives, i.e. fully blind selection may improve fairness but reduce balance, diversity, or even safety.
- ✓ Consider potential evaluation bias. Anonymisation is rarely perfect and SPs may know an applicant by style, personal knowledge of who is applying, or oversights in anonymisation.
- ✓ Consider semi-blind processes where applicants are revealed after initial selection.

TRAINEE TAKEAWAYS

- Absolute fairness is quite difficult to achieve in a selection panel, but some approaches can be used for fairer selection processes.
- Having a staggered approach to reviewing applications rather than reviewing all the information at once is more fair.

FURTHER RESOURCES

-  [Selection: How we use our selection procedures to understand Equity, Bias, Justice and Fairness](#)
-  [Try this module out yourself! \(try as different groups before consulting the mastersheet for all information revealed\).](#)





LONG-TERM NC DEVELOPMENT

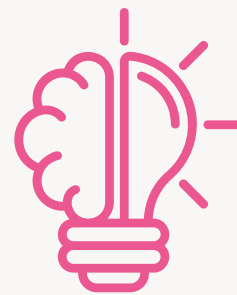
WELCOME TO LONG-TERM NC DEVELOPMENT!

This chapter is full of modules focused on the long-term health of our National Committees. Find insights on useful tools like guides, databases, and automatisisation. There is also broader discussion of important topics like strategy, crisis management, transitions, and data protection.

MODULES	PAGE
FORMATION AND UPDATE OF AN NC DATABASE	30
HOW TO GET AWAY WITH TRANSITION (HTGAWT)	31
PLANNING FOR CRISIS SCENARIOS IN EUROPE	32
FORMULATING A LONG-TERM STRATEGY	33
GET READY WITH ME FOR PRESIDENCY	34
MAKE YOUR LIFE SIMPLE WITH AUTOMATISATION	35
THE VALUE OF GUIDES	36
PERSONAL DATA PROTECTION 101	37



FORMATION AND UPDATE OF AN NC DATABASE



ÇAĞATAY BÜYÜKÇAYLI (TR)

RECOMMENDED FOR: HUMAN RESOURCES, FINANCE

MODULE DESCRIPTION

This module aimed to inform NC Board Members about how to form different databases and keep them updated to ease inter-board transfers of information through legal, member, financial, and PR databases.

TRAINER'S TAKE

“ NCs are generally good at keeping record of things to ensure flow of information from past to future NC Boards. However, there are still a few consistency issues where some small extra steps can be taken to facilitate the storage and transfer of information even better. ”

BEST PRACTICES

- ✓ Use the help of IO for these processes.
- ✓ Create new workplans & spaces for databases if there is a need.
- ✓ Start/continue archiving files in folders with a systematic approach that will make transition easier.
- ✓ Use apps and software systems that offer NGO discounts (Some Google and Microsoft products, other productivity apps).

TRAINEE TAKEAWAYS

- NC databases should be updated regularly to keep them useful and accessible.
- Some good examples of databases are members lists, alumni databases, financial databases, institutional contacts.
- The most important document to refer to remains the financial database.

FURTHER RESOURCES

-  Non-Profit Plans for [Microsoft 365](#), [Google Workspace](#), [Flickr](#), [Bitwarden](#)
-  EYP Guides on [Data Protection](#), [Picture Stock](#), [NC Budget](#)
-  [EU Transparency Register](#)



HOW TO GET AWAY WITH TRANSITION (HTGAWT)



ÇAĞATAY BÜYÜKÇAYLI (TR)

RECOMMENDED FOR: PRESIDENCY, GENERAL NC

MODULE DESCRIPTION

This module aimed at training NC Board Members in conducting a comprehensive transition period and creating a platform to share best practices across the network, covering components such as general assembly, onboarding, transition & training as well as full takeover.

TRAINER'S TAKE

“Comprehensive transition is essential for all NC Boards to ensure continuity, regardless of portfolio and time. Covering its main elements, transitions can be developed in a way that traditional and modern methods could be mixed for utmost efficacy.”

BEST PRACTICES

- ✓ Aim for a holistic transition.
- ✓ Offer structured training for everyone (aka Board Member 101).
- ✓ Recap the previous year's work.
- ✓ Have an NC transition guide.
- ✓ Maintain constant communication channels between former and latter boards.
- ✓ Host one-on-one calls between portfolio holders.
- ✓ Set expectations & boundaries at the beginning of term (maybe through a Working Procedure).
- ✓ Host board bonding meetings.

TRAINEE TAKEAWAYS

- The transition is a crucial stage when the Board changes.
- During the transition, being holistic and structured, approachable and open, and setting boundaries should all be considered.
- Transitions should train the person on their portfolio but also on the need to bond as a board.
- NCs should aim to train good all-round board members, not those only good at their portfolio.

FURTHER RESOURCES



[Board Handover Checklist](#)

[Board Transition Guide](#)

[Handover and Welcome to New Boards](#)



SO, DO WE STILL DO EYP? PLANNING AHEAD FOR CRISIS SCENARIOS WITHIN EUROPE

COLIN GUTSCHE (DE)

RECOMMENDED FOR: GENERAL, SKILL-BASED



MODULE DESCRIPTION

In this module, we discussed different crisis scenarios, ranging from global financial instability to a breakdown of EYP governance structures. We looked at how these crises would impact participants, volunteers and NCs and how the network could adapt to existential threats.

TRAINER'S TAKE

“As a large civil society organisation, the EYP is vulnerable to large scale societal developments and events. It is important to separate immediate actions, medium-term adjustments and long-term restructuring when thinking about how to react to society wide challenges.”

BEST PRACTICES

- ✓ Make an attempt to tap into the experience in dealing with nation-wide crisis in the network, by reaching out to other NCs and requesting support.
- ✓ Central phases of responding to a large scale crisis include an immediate response (within days), an intermediate phase of adaptation to the crisis (within weeks) and long term restructuring and rebuilding to reshape the work the EYP is doing.
- ✓ Central tenets that prepare the EYP as an organisation to respond to large-scale crisis include flexibility of approach, communication between NCs and Governance bodies to share best practices, and being ready to respond to a crisis in an organised manner, such as forming a crisis response committee.

TRAINEE TAKEAWAYS

- It's not a bad idea to have a savings account for your NC that could help you out during hard times.
- Talking about potential crises and brainstorming sessions with the board can be a nice idea to develop the culture of crisis prevention and fast reaction.
- Despite Europe likely facing complex and unprecedented scenarios in the near future, EYP has the strength to keep sharing its mission and values and reinvent itself, especially thanks to the cooperation between National Committees and the network's different bodies.



FORMULATING A LONG-TERM STRATEGY



COLIN GUTSCHE (DE), ÇAĞATAY BÜYÜKÇAYLI (TR)

RECOMMENDED FOR: PRESIDENCY, LONG-TERM STRATEGY

MODULE DESCRIPTION

In this module, we took a closer look at what the benefits, process of formulating, and difficulties in working with a long term strategy are.

TRAINER'S TAKE

“Long-term strategies are important not only for consistent actions that enable long-term organisational growth for an NC, but help in internal discussions and public relations. When writing such a document, considering previous experience in the NC, alumni and members engagement is a must.”

BEST PRACTICES

- ✓ Before writing a Long-Term Strategy (LTS) consider who the document is addressed towards. Is this for internal consistency and discussion or a document to share with external partners?
- ✓ When writing a LTS consider that several stakeholders should be involved, at least NC-Board members, NC members and alumni.
- ✓ Think about events you can integrate writing the LTS at, such as training events or members assemblies.
- ✓ Start writing your LTS by gaining an understanding of the Status quo, then defining the core identity of your NC based on this state. Afterwards, turn towards strategic goals you want to achieve.

TRAINEE TAKEAWAYS

- Long term strategy is helpful for the whole NC.
- Make sure that the Long-term strategy has measurable key performance indicators, if appropriate, to gauge success. NCs should aim to have minimum KPIs, so that they focus on what they really need.
- If you can't measure it, you can't achieve it!



GET READY WITH ME (GRWM) FOR THE PRESIDENCY - WHAT THE TRANSITION DID NOT PREPARE YOU FOR



DANY POMYJOVÁ (CZ)

RECOMMENDED FOR: PRESIDENCY, LONG-TERM STRATEGY

MODULE DESCRIPTION

While transitions often go in-depth into the portfolio, there will always be unexpected challenges along the way. This module provided a safe and open space for NC Presidents to share their personal experiences, discuss challenging situations they had faced, and exchange ideas on how they had tackled them.

TRAINER'S TAKE

“ Having the role of NC President can bring different types of crises specific to this portfolio, and it is important to share them, reflect on them and learn from them. ”

BEST PRACTICES

- ✓ Honest and open communication among the NC board members.
- ✓ Having one-on-one calls.
- ✓ Communicating with NSP during crisis and uneasy situations.
- ✓ Setting boundaries and seeking help when needed.
- ✓ Taking breaks and communicating those with the rest of the board.
- ✓ Creating routines for better work-life balance.
- ✓ Creating a portfolio booklet to help with smoother transition.

TRAINEE TAKEAWAYS

- I shouldn't feel the need to be perfect, but just to do everything the best way I can do it.
- Every NC Board has struggles.
- The president, and the board in general, should be elected through elections and not applications.

FURTHER RESOURCES



[Module Slides](#)



WORKING SMART: MAKING YOUR LIFE SIMPLE WITH AUTOMATISATION TOOLS



DAVID THEODOR NIMRICHTER (CZ)

RECOMMENDED FOR: GENERAL, SKILL-BASED

MODULE DESCRIPTION

In this shorter module, we showcased and tried out several ways you can make your work easier by using *technology*, working our way from simple to more complex automation tools.

TRAINER'S TAKE

“ NCs should try to implement simple automatisations in their administrative workflows using technologies such as IFTTT, Zapier or AI agents (experimental). ”

BEST PRACTICES

- ✓ KISS - keep it simple, stupid.
- ✓ Do not automate everything, only specific repetitive tasks that are worth it.
- ✓ Think of usability and future sustainability (will someone else other than you be using it?).
- ✓ Before using any automation services, ensure to check that they follow GDPR regulations.

TRAINEE TAKEAWAYS

- KISS: Keep it Simple, Stupid.
- Artificial Intelligence can be useful for generating code for tasks requiring automation, such as dealing with big sets of data.
- Software like 'Zapier' can make life easier. Formatting all excel documents as tables is useful.



HOW TO CREATE OUTPUTS WITH IMPACT



İREM APAYDIN (GB; TR), GÜNEŞ UĞUZ (GB; TR)

RECOMMENDED FOR: PROJECT MANAGEMENT, COMMUNICATIONS & PR

MODULE DESCRIPTION

It's time to evaluate our current outputs and discuss whether we can create more impactful ones (in the form of media, resolution booklets or beyond). This module challenged the status quo by adopting a critical lens and push for creative brainstorming to re-imagine what we can co-create.

TRAINER'S TAKE

“An event can have impact on the community in various ways. As a network that aims to support the development of future change-makers, we hope to see more events being hosted in close cooperation with the local institutions, under a specific theme and with creative ideas being implemented during the session.”

BEST PRACTICES

- ✓ Resolutions can have more impact if you explore local problems, collaborate with local organisations, and share findings with policy-makers working in the topic.
- ✓ During the event, you can leave a better footprint in the environment by using re-usable cups, avoiding plastic waste, recycling, opting for digital resolution booklets, reimbursing green travel, cooperating with sustainable companies, offering vegan food, and avoiding unnecessary waste.
- ✓ Try out different format of events (one day sessions, roundtables, ambassadors) to engage your community.
- ✓ Think outside the box when it comes to what the outputs could look like.

TRAINEE TAKEAWAYS

- NCs need to be thinking more about their output and reach outside of Sessions.
- Impact is not necessarily measured by numbers: sometimes it is about how the participants felt, what they got to know, which connections were built and which ideas were had.

FURTHER RESOURCES



[EYP Impact in Numbers](#)



[EYP Impact and Measurement Framework \(2021\)](#)



[EYP Impact Assessment](#)



JUST READ IT - THE VALUE OF GUIDES FOR KNOWLEDGE MANAGEMENT



LEILA DEBIASI (IT)

RECOMMENDED FOR: HUMAN RESOURCES, CAPACITY BUILDING, PRESIDENCY

MODULE DESCRIPTION

Guides aren't just paperwork, they're essential tools to keep knowledge alive and accessible. This module encouraged reflection on why guides matter within the context of an NC Board (and beyond!), treated them as living documents, and offered practical insights into the process of drafting and maintaining them.

TRAINER'S TAKE

“Guides should be treated as an extremely important part of the knowledge maintenance process in an NC. Care and consideration should be put into updating them regularly, with an eye on the usefulness of the information stored there for future board members.”

BEST PRACTICES

- ✓ Be mindful of the structure of your guide, to ensure information is easily retrievable.
- ✓ Guides should be updated frequently, or at the very least it should be assessed frequently whether a guide needs updating.
- ✓ There should be an assessment of the needs of the target group for the guide, in order to figure out not only what the content should be, but also what the drafting process should look like.

TRAINEE TAKEAWAYS

- In order to create and especially continuously update guides for all sorts of roles and responsibilities within the National Committee, it is important to make them easy to read and to update, format them clearly, concisely, and accessibly, and spread their use throughout the NC.
- Clear, simply-constructed, well-structured and up-to-date guides can make the onboarding of new people in the Board or in session positions much easier.
- For guidelines to be truly useful, it is essential that volunteers take ownership of them by allowing them to modify them based on their experiences.



OOPS NOT AGAIN: PERSONAL DATA PROTECTION 101



LEILA DEBIASI (IT)

RECOMMENDED FOR: GENERAL, SKILL-BASED

MODULE DESCRIPTION

With GDPR compliance becoming increasingly important in EYP, this module built on the work of the Governing Body's GDPR Task Force to help NCs improve their data protection practices. We'll start with a short overview of key concepts and core findings, then move into a discussion space where participants can share challenges and successful strategies from their own NCs.

TRAINER'S TAKE

“ This module supported NCs in enhancing GDPR compliance, which is not only about following the law, but also and most importantly about protecting our members' rights and empowering them. ”

BEST PRACTICES

- ✓ Check who should have access to your NC's Drive, and periodically make sure to remove who shouldn't be there; domain emails are useful for this.
- ✓ Raising awareness in the board is fundamental, and could even result in dedicated working groups to set in place protocols and/or check compliance.
- ✓ Make sure to eliminate data after a set amount of time; it is useful to create timelines for all the different scenarios.

TRAINEE TAKEAWAYS

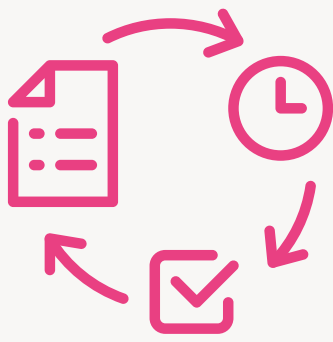
- Implement protocols and set deadlines for personal data deletion.
- Store data only as much as necessary by prioritising consent.
- We could implement a new role in the NC just to check personal data.

FURTHER RESOURCES



[Guidelines on Data Protection](#)





NC BOARD MANAGEMENT

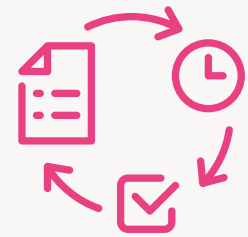
WELCOME TO NC BOARD MANAGEMENT!

As the board of a National Committee, it's your job to communicate well with your members, with externals, and with yourselves. These modules give some advice on NC communication, as well as on how your board members can bond, stay motivated, and avoid burnout.

MODULES	PAGE
HOW TO KEEP THE BOARD MOTIVATED	40
INTRODUCTION TO COMMUNICATIONS WITHIN AN NC	41
COMMUNICATION AND PR FOR AN NC	42
INTRODUCTION TO CAPACITY BUILDING WITHIN AN NC	43
BONDING ACTIVITIES AND HOW TO CREATE A STRONG NC BOARD	44
HOW TO DO A WORK-UNI-LIFE-EYP BALANCE AND AVOID BURNOUT	45



LEFT ON SEEN - HOW TO KEEP THE BOARD MOTIVATED



DANY POMYJOVÁ (CZ)

RECOMMENDED FOR: HUMAN RESOURCES, PRESIDENCY

MODULE DESCRIPTION

At some point, most board members face periods where staying motivated becomes a challenge. This module created an open and supportive space where participants talked about it together, shared experiences, reflected on challenges, and explored what has helped others stay motivated and connected to their goals.

TRAINER'S TAKE

“The term for an NC board member can be long and stressful; therefore, it is important to create a good welfare support system.”

BEST PRACTICES

- ✓ Honest communication among board members.
- ✓ Physical board meeting.
- ✓ Communication during crisis with NSP.

TRAINEE TAKEAWAYS

- Understand and respect your fellow board members' boundaries.
- Set boundaries, talk with your board, and create a shared calendar.

FURTHER RESOURCES



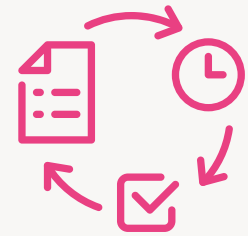
[Module Slides](#)



WE NEED TO TALK: INTRODUCTION TO COMMUNICATIONS WITHIN AN NC

LUCÍA NAVARRO MÍLLARA (ES)

RECOMMENDED FOR: COMMUNICATIONS & PR



MODULE DESCRIPTION

This module was designed to help board members understand why transparency with their members is important, and how to increase it with the different techniques of communication that an NC can use

TRAINER'S TAKE

“ Every NC should properly communicate with their members. There are a number of tools to inform and facilitate bonding among members, but all of these platforms have their own pros and cons. It is important for each NC to clearly decide their communication strategy for most effectively keeping members engaged and informed. ”

BEST PRACTICES

- ✓ Maintaining constant communication with members and increasing transparency eases their relationship towards the work of the Board.
- ✓ Slack is a tool that can be used for formal communication (sessions, in-Board work...).
- ✓ WhatsApp communities are a very strong tool that allow members to get in touch while respecting their right to choose what conversations they want to be part of.
- ✓ Other tools, such as Instagram Close Friends, shouldn't be neglected since they can also initiate interaction and increase the presence of the Board in the day-to-day life of the members.

TRAINEE TAKEAWAYS

- It is important to also engage members in a non-formal way, to help the base stay active and continue with EYP, through things such as banter channels or regular social hangouts.
- We should aim to separate different communication means and styles to approach and engage a larger audience.
- You have to use the right form of communication for it to be effective.
- Each Social Media platform has its own pros and cons.

FURTHER RESOURCES



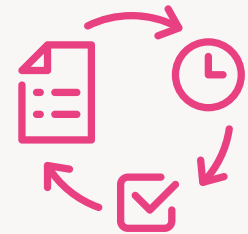
[Module Slides](#)



HEAR ME NOW!: COMMUNICATION AND PUBLIC RELATIONS FOR AN NC

LUCÍA NAVARRO MÍLLARA (ES)

RECOMMENDED FOR: COMMUNICATIONS



MODULE DESCRIPTION

This module for current/future NC communication managers focused on best practices and pitfalls to avoid. It included key points to remember when focusing on the role, and a discussion around the necessity and process of an effective communications strategy. Plus, participants learned about guest management and how to open EYP projects to a broader audience.

TRAINER'S TAKE

“ NCs should have or develop a strong communications strategy, with everyone understanding its importance. It is also crucial for board members to define and learn best practices when it comes to guest management and communication with externals. ”

BEST PRACTICES

- ✓ It's important to have a strong presence in social media from an NC perspective.
- ✓ The IO facilitates a lot of resources - use them!
- ✓ When it comes to contacting guests, it's important to follow protocol manuals.

TRAINEE TAKEAWAYS

- An NC's social media page can be someone's first impression — and it should be about the best we offer — people, vibes, opportunities to learn, a platform to express opinions.
- Having a clear calendar for the social media output of every event is useful to ensure that they don't interfere with each other and that each one gets the attention it deserves.

FURTHER RESOURCES



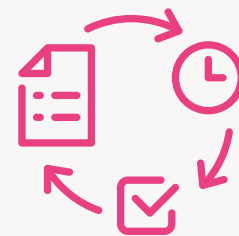
[EYP Communication Manual](#)



[Module Slides](#)



WE ARE ALL IN THIS TOGETHER: INTRODUCTION TO CAPACITY BUILDING WITHIN AN NC



LUCÍA NAVARRO MÍLLARA (ES)

RECOMMENDED FOR: PRESIDENCY, CAPACITY BUILDING

MODULE DESCRIPTION

This introductory module to capacity building focused on why it is important to build capacities in an NC, how to strengthen an NC's capacities so it can scale up their events, and how to further develop your internal member base.

TRAINER'S TAKE

“ Every NC has time to unlock its true potential if it understands the importance of hosting capacity-building events that will empower its members. There are a number of formats through which internal capacity building can be achieved. ”

BEST PRACTICES

- ✓ Ensuring that an NC hosts capacity-building events is fundamental if they want to improve the quality of their events and the development of their members.
- ✓ Capacity-building events may require not that much more than some experienced trainers (perhaps alumni from the NC) and a knowledge-sharing platform (they can also be hosted online!).
- ✓ Investing in hosting these types of events will always reflect back and be very beneficial for the NC.

TRAINEE TAKEAWAYS

- NC can host Head Organising summits.
- NCs can also host a training event that is focused on media.

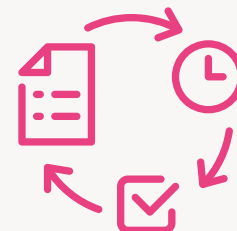
FURTHER RESOURCES



[Module Slides](#)



YOU'VE GOT A FRIEND IN ME: BONDING ACTIVITIES AND HOW TO CREATE A STRONG NC BOARD



LUCÍA NAVARRO MÍLLARA (ES)

RECOMMENDED FOR: PRESIDENCY, LONG-TERM STRATEGY

MODULE DESCRIPTION

This module focused on the social connections that can be created within an NC board. Firstly it addressed the importance of bonding within your NC. It also focused on the practical realities of creating this bonding, as well as limitations that may arise. Following this, participants discussed collaboration within an NC, and how bonding activities can effectively promote joint work. Lastly, the module connected the module to a long-term strategy to make board work rewarding, fun, and a positive social experience.

TRAINER'S TAKE

“It's well known that we all work better if we have a common goal, shared expectations and a team bond. Sometimes, this is forgotten in NC boards, therefore it is necessary to reflect on the importance of developing bonding strategies among board members.”

BEST PRACTICES

- ✓ Investing time (and some NC resources) in meetings in person.
- ✓ Having some time to bond and develop friendships within the Board.
- ✓ Not all gatherings have to be in person, but it's also nice to try to find some digital spaces just for bonding (eg: division between Slack and WhatsApp).

TRAINEE TAKEAWAYS

- Internal events for the board's team bonding are not to be underestimated in importance.
- It's no secret: you have to spend time together, so multiply your experiences (trips, office weekends, activities, etc.).

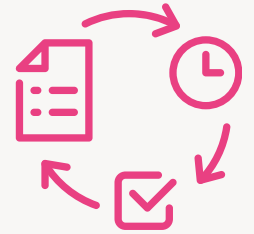
FURTHER RESOURCES



[Module Slides](#)



I WANT TO DROP EYP 8 DAYS A WEEK: HOW TO DO A WORK-UNI-LIFE-EYP BALANCE AND AVOID BURNOUT



LUCÍA NAVARRO MÍLLARA (ES)

RECOMMENDED FOR: GENERAL, SKILL-BASED

MODULE DESCRIPTION

This module focused on burnout at a personal level due to a combined focus on EYP with our personal lives, including work, university and otherwise. It addressed balancing different aspects of life, good practices to keep in mind and important pitfalls to avoid. Lastly, there was a discussion around how to avoid EYP consuming your whole life, how to deal with stress in the long and short term, and introduced a meditation method to enable them to continue work with a better balance.

TRAINER'S TAKE

“It is possible to learn some techniques that will help volunteers avoid burnout in the short and long term. To do this, it is necessary to listen to your own needs.”

BEST PRACTICES

- ✓ Learn to say NO: we are volunteers and we owe nothing to anybody beyond everything that you have already committed to, so learn to commit to those things that you want to commit to and not those that you 'feel you need to do'.
- ✓ When in need, ask for help from others. Always remember why we are doing EYP: to develop our skills, meet new people, travel around and have fun; not to become a pain in our existence.
- ✓ For high stress moments, some meditation techniques only take 15'!

TRAINEE TAKEAWAYS

- It is okay to take a break when you need it and there will always be someone to support you if you need help, because you are not the only one with this problem.
- It is important to keep an eye on how much time and energy you spend on EYP-related work.
- The most important things are organisation and communication within the team.
- Breathing exercises are useful when things get too much. You can always say no!

FURTHER RESOURCES



[Module Slides](#)





WELFARE, INCLUSION, & SUSTAINABILITY

WELCOME TO NC BOARD MANAGEMENT!

This section includes modules that aim to make the EYP a more positive environment. The takeaways here hope to improve welfare, inclusion, accessibility and safety across all our events. They aim to make the EYP welcoming for everyone, and reduce its negative impact on the planet.

MODULES	PAGE
UNDERSTANDING EYP WELFARE AS NC BOARD MEMBERS	47
INTERCULTURAL COMMUNICATION & UNCONSCIOUS BIAS	48
FOCUS (FUNDAMENTAL HUMAN RIGHTS)	49
SUSTAINABILITY IN THE EYP	50
BEYOND THE BUBBLE: OUTREACH AND INCLUSION	51
BEYOND INCLUSION: THE ACCESSIBILITY IN QUESTION	52
ETHICAL, TRANSPARENT, INCLUSIVE & SUSTAINABLE LEADERSHIP	53
HOW THE COMPLAINTS MECHANISM WORKS	54



UNDERSTANDING OF EYP WELFARE FOR NC BOARD MEMBERS



ÇAĞATAY BÜYÜKÇAYLI (TR)

RECOMMENDED FOR: SAFETY & WELFARE

MODULE DESCRIPTION

This module put focus on the responsibilities of NC Board Members (regardless of their portfolios) on a national level, as per the EYP Charter, Code of Ethics, Welfare Policy, and Policy on Safeguarding Safety and Dignity in EYP (PSSD) alongside the Safe Core Team and Governing Body's international-level roles to ensure well-being of our participants.

TRAINER'S TAKE

“Welfare is usually perceived to be left to the hands of ESPs, NSPs, or SCT across the network. However, NC Boards can (and indeed, should) play a huge part in ensuring the well-being of our participants. As the newly-merged EYP Policy on Safety and Welfare reminds us, NC Boards can do much more than they are aware.”

BEST PRACTICES

- ✓ Strive for organisational betterment of our events
- ✓ Increase communication with NSPs (consultation and mediation) and ESPs (direct participant welfare betterment)
- ✓ Be transparent towards and ensure transparency within event leaderships

TRAINEE TAKEAWAYS

- The NC board is also responsible for welfare within their NC.
- It's important to use the tools and structures available, especially the Safe Core Team and NSPs.
- Most conflicts can be resolved by a constructive dialogue.
- Burnout happens but working together and communicating about issues can go a long way.

FURTHER RESOURCES



[Module Presentation: EYP Welfare for NCBMs](#)



[Video Playlist: EYP Welfare](#)



INTERCULTURAL COMMUNICATION & UNCONSCIOUS BIAS



İREM APAYDIN (GB; TR), DANY POMYJOVÁ (CZ)

RECOMMENDED FOR: GENERAL, SKILL-BASED

MODULE DESCRIPTION

EYP brings people from different backgrounds together and we all have different expectations/ working styles which sometimes might clash without us even realising. This module served to reflect on intercultural communication dynamics and unconscious bias one might have to improve dialogue.

TRAINER'S TAKE

“ In intercultural environments, misunderstandings can happen due to the different styles of communication. The environment we grew up in shapes our expectations from other people, whether we realize it or not. ”

BEST PRACTICES

- ✓ Map out your own and your country's culture according to Erin Meyer's 8 scales.
- ✓ When cooperating with another NC, be aware of differences in culture when it comes to sticking to deadlines, hierarchy, direct feedback or group work.
- ✓ Do not assume that everyone is the same, we all fit in a different place in the scale.
- ✓ Remember everyone is bound by unconscious bias, including yourself. Unconscious bias can be a threat to an inclusive community and requires constant conscious effort to un-learn.
- ✓ To un-learn unconscious bias, you can do critical self-reflection, expose yourself to unfamiliar environments, take an awareness test, and inform yourself on the topic.

TRAINEE TAKEAWAYS

- Bias is a normal thing, but it should not be a normalised thing.
- Different cultures have different ways of communicating, so it is important to set standards and establish what works for each member of the team.
- Unconscious biases are hard to prevent, but can be worked through effectively with reflection and bounding of cohesive understanding environments.
- A new team-building for my board about how each of us expresses ourselves and functions in a 'professional' setting.

FURTHER RESOURCES

-  [Youtube Video by The Royal Society about Understanding Unconscious Bias](#)
-  [Youtube Video by Fusion Comedy about How micro-aggressions are like mosquito bites](#)
-  [Erin Meyer's Culture Map 8 Scales Explained](#)



FOCUS (FUNDAMENTAL HUMAN RIGHTS)



NADJA BRANDT (IO; DE)

RECOMMENDED FOR: SAFETY & WELFARE, OUTREACH & INCLUSION

MODULE DESCRIPTION

How do fundamental rights fit into the work of an NC? This session invited participants to explore the relationship between the EU Charter of Fundamental Rights and EYP's mission, identifying current practices and future opportunities.

TRAINER'S TAKE

“ Rights Education isn't an add-on to your responsibilities, it's already woven into many aspects of your daily board work. The power lies in recognising this connection and being intentional about it. When you lead through a rights lens, you're building the inclusive, democratic Europe that EYP stands for. ”

BEST PRACTICES

- ✓ Rights are a leadership tool: Charter principles can and should guide how NCs manage, lead, and grow.
- ✓ The Charter is a tool you can return to when shaping new projects or justifying strategic priorities.
- ✓ If your NC excels at accessible venues while another has mastered data protection, exchange practices and learn from each other's expertise rather than reinventing solutions.

TRAINEE TAKEAWAYS

- Despite seeming something abstract and which does not concern us, fundamental and human rights are part of our everyday life, and our work as NC Board members can and should follow and respect them.
- There can be implementation of Human Rights into specific EYP events.
- Human rights are far more tangible than expected.
- We should engage our members more in decision making on the board.

FURTHER RESOURCES



[The FOCUS Project](#)



GREEN IS THE NEW BLACK SUSTAINABILITY IN THE EYP



CONOR COMISKEY (IO; IE)

RECOMMENDED FOR: GENERAL NC

MODULE DESCRIPTION

Green is the new black - and it's up to us to make it more than a slogan. This module explores concrete steps to reduce EYP's environmental impact, cut energy use, and integrate sustainability into everything we do.

TRAINER'S TAKE

“ Making the EYP network more sustainable will happen through many small changes in how we organise our events, rather than through large overhauls. There are many of these small changes that can be made, even with the restrictions at hand due to funding and HR concerns. ”

BEST PRACTICES

- ✓ At least one meal per day at each event should be vegetarian-only. Meat should be provided as an additional opt-in rather than the expected norm, in places where resources allow.
- ✓ Focus should be placed on the practices that generate the most carbon emissions. For example, paper usage is a tiny portion of the network's carbon footprint, yet is often a key focus of sustainability efforts.
- ✓ Make attempts to track the carbon footprint of your events, as it will allow for more informed decisions in the long-term.
- ✓ Reduce the usage of session cars and research replacements such as cargo bikes.

TRAINEE TAKEAWAYS

- It's worth considering restricting AI usage for EYP.
- Plane travel of participants has the highest impact on the carbon footprint of a session.
- Raising awareness about the CO2 emissions from the things like AI usage or meat meals at our events is important.
- We should put more focus on trying to improve the sustainability of our events.
- Sustainability needs depend a lot on the country, but common guidelines for every NC would be nice.

FURTHER RESOURCES



[Module Slides](#)



[Carbon Footprint Tracker](#)



[EYP Guideline on Sustainability](#)



BEYOND THE BUBBLE: OUTREACH AND INCLUSION



JERENNIL SOYLU (AZ)

RECOMMENDED FOR: HUMAN RESOURCES, OUTREACH & INCLUSION

MODULE DESCRIPTION

This module focused on outreach and inclusion aims to identify current inclusion gaps in EYP, at a regional level, in terms of the schools that are reached out to, as well as the demographics that are included or not included.

TRAINER'S TAKE

“Young people from underrepresented groups—such as minorities, youth with disabilities, or vocational students—often face barriers in EYP, limiting its reach beyond certain communities.”

BEST PRACTICES

- ✓ Be more accommodating for participants with special needs by ensuring accessible venues, materials, and support, so they can fully engage in events.
- ✓ Hold outreach events consistently, building long-term relationships with underrepresented schools and communities to expand participation and representation in EYP.
- ✓ Ensure accessibility by providing inclusive venues, clear communication, and support systems so participants with different needs can fully join.
- ✓ Collaborate with teachers, youth workers, and local organisations to better reach young people who might not discover EYP on their own.

TRAINEE TAKEAWAYS

- As board members, we have to set the priority of inclusion and outreach on our events and explain its values and importance.
- Accessibility barriers are invisible and it can require putting yourself in someone's shoes to realise it.
- Including people with diverse backgrounds is of utmost importance for improving our network, bringing innovation and different perspectives.
- EYP Serbia hosts four outreach events in multicultural towns. They contact MPs of minorities' parties for funding/workshops, etc. They use mixed english-native language and topics regarding very local issues, without a jury team.



BEYOND INCLUSION: THE ACCESSIBILITY IN QUESTION



JERENNIL SOYLU (AZ)

RECOMMENDED FOR: HUMAN RESOURCES, OUTREACH & INCLUSION

MODULE DESCRIPTION

This module focused on exploring common accessibility barriers within EYP broadly, as well as specific challenges for the individual NCs involved in the module. It then reflected on the specific groups and people affected by these barriers and why they were excluded. The module involved a participatory activity identifying real-life barriers, followed by a final discussion on practical ways to make EYP more accessible at the NC level.

TRAINER'S TAKE

“While each NC faces unique accessibility challenges, many barriers are fundamentally similar, allowing solutions and best practices to be shared and adapted across contexts.”

BEST PRACTICES

- ✓ Adopt a critical approach to assess and improve the accessibility of your NC.
- ✓ Share and learn from best practices of other NCs regarding accessibility.
- ✓ Recognise that accessibility barriers are often invisible to others and actively seek to identify them.
- ✓ Engage directly with participants from underrepresented or affected groups to understand their experiences and needs.
- ✓ Implement practical measures to reduce barriers, such as accessible venues, communications, and support systems.
- ✓ Regularly reflect on and update accessibility practices to ensure continuous improvement across the NC.

TRAINEE TAKEAWAYS

- Understanding and awareness of invisible barriers is essential to fostering an environment of inclusion and accessibility.
- When hosting an event, think actively about how it can be made more accessible.



ETHICAL, TRANSPARENT, INCLUSIVE AND SUSTAINABLE LEADERSHIP



JERENNIL SOYLU (AZ)

RECOMMENDED FOR: GENERAL NC

MODULE DESCRIPTION

This module focused on understanding the principles of value-based leadership, discussing real-life ethical conflicts leaders faced and how to approach them. It also explored ways to lead transparently and inclusively within a board and included learning on aligning decisions with long-term organisational sustainability. Finally, it reflected on personal values and how they shaped leadership behavior.

TRAINER'S TAKE

“Effective leadership combines fairness, self-awareness, and inclusivity, guiding decisions through personal values while aligning with organisational goals and ethical standards.”

BEST PRACTICES

- ✓ Ensure fairness in selection processes by applying transparent and consistent criteria.
- ✓ Recognise and reflect on personal biases to minimise their impact on decisions.
- ✓ Align decisions with the organisation's long-term goals and values to promote sustainability.

TRAINEE TAKEAWAYS

- Transparent leadership builds trust in the NC and Selection Panels.
- Ethics means leading by values.
- Although events often depend on the connections of volunteers, this should not be used as an excuse to make EYP an exclusive club.
- Open dialogues, respect and not making things personal are the keys to sustainable leadership.

FURTHER RESOURCES



[What is Ethical Leadership and why is it important?](#)



HOW THE COMPLAINTS MECHANISM WORKS



GABRIEL POPA (RO; SCT), İREM APAYDIN (GB; TR)

RECOMMENDED FOR: SAFETY & WELFARE

MODULE DESCRIPTION

How much do you know about the Complaints Mechanism? This module will provide insight into when and how the Mechanism can be used, the steps involved in the process, and the forms of support available to those raising concerns. In addition to outlining procedural knowledge, we'll encourage reflection on the values of accountability, respect, and inclusivity.

TRAINER'S TAKE

“While many NCs should be familiar with and openly discuss the Complaints Mechanism, awareness often remains low, leading to misunderstandings and missed opportunities for accountability and learning.”

BEST PRACTICES

- ✓ Ensure that all safe teams are informed about how the Complaints Mechanism functions, including clear communication channels and procedures.
- ✓ Regularly brief NC members and safe teams on the process, integrating it into onboarding and training sessions.
- ✓ Promote an open culture where concerns can be raised without fear of reprisal.
- ✓ Sharing case studies (anonymised) and good practices helps demystify the system and reinforces organisational commitment to fairness, transparency, and continuous improvement.

TRAINEE TAKEAWAYS

- Knowing how to make complaints is essential and everybody should know how to do it.
- It is important to use the correct email for complaints - safe@eyp.org

FURTHER RESOURCES



[The Complaints Form](#)





SESSION MANAGEMENT

WELCOME TO SESSION MANAGEMENT!

The heart of the EYP is its sessions. From regionals to nationals to internationals, this section gives advice on managing sessions from the perspective of an NC board member. It will also be valuable to NCs hoping to organise a future International Session.

MODULES	PAGE
HOW TO WRITE BAD EVALUATIONS	56
LARGE LANGUAGE MODELS AND WRITING APPLICATIONS	57
EFFORTLESS SESSION/EVENT WEBSITES	58
MANAGING LEADERSHIP AS AN NC REPRESENTATIVE	59
WHAT YOU DON'T KNOW (BUT SHOULD) ABOUT ORGANISING INTERNATIONAL SESSIONS	60
WHAT'S THE DEAL WITH ORGANISING ISES?	61
HOW TO BENEFIT FROM A LONG-TERM PROJECT	62
SUPERVISION OF LONG-TERM PROJECTS FROM AN NC PERSPECTIVE	63

HOW TO WRITE BAD EVALUATIONS: OVERVIEW OF THE POLICY AND PRACTICAL APPROACH TO FEEDBACK AND EVALUATIONS



COLIN GUTSCHE (DE)

RECOMMENDED FOR: GENERAL, SKILL-BASED

MODULE DESCRIPTION

We looked at good practices in giving feedback, particularly devastating news as a board member. Afterwards, we discussed the current policy on evaluations and feedback, dispelled a few myths and talked about current issues that plague evaluations.

TRAINER'S TAKE

“Evaluations are an important aspect of post-session work that increase retention after a session and help selection panels make informed decisions. Bad evaluations have a considerable cost both to the evaluator and evaluatee, but should still be considered if done properly.”

BEST PRACTICES

- ✓ When giving negative feedback as an NC-Board Member, be aware of the correct time, setting and tone to do so while ensuring that there is a space for the person receiving feedback to express emotionality.
- ✓ When writing evaluations, ensure that you keep the intended audience, i. e. the next selection panel. Do not be afraid to give your opinion in an evaluation.
- ✓ Ensure that there is an appropriate balance between brevity and giving evidence and examples for strong claims you are making in the evaluation.
- ✓ Evaluations can be written and uploaded without the consent of the evaluatee, as long as the formal timeline and opportunities for proofreading are kept.

TRAINEE TAKEAWAYS

- Evaluations are written for the next selection panels, not for the person receiving the evaluation.
- Often, personal friendships and relationships can cause difficulties in evaluation settings.



LARGE LANGUAGE MODELS AND WRITING APPLICATIONS



COLIN GUTSCHE (DE)

RECOMMENDED FOR: GENERAL, SKILL-BASED

MODULE DESCRIPTION

This module explored how good applications written with Large Language Models are and if they are distinguishable from human applications.

TRAINER'S TAKE

“Large language models have a great amount of prosaic ability and a deeper understanding of processes within the EYP than most expect. With minimal adjustments, an answer written by an LLM is not distinguishable in an application setting.”

BEST PRACTICES

- ✓ Be aware that LLMs can write applications that are not distinguishable from applications written by humans, particularly if there is minimal adjustment by a human afterwards.
- ✓ Knowledge about vision and concepts within the EYP can easily be taught to an LLM for the purpose of writing applications.
- ✓ Make sure that you are transparent about how much AI usage you allow for writing applications.
- ✓ Consider alternative formats for application procedures, such as online interviews after a brief pre-selection.

TRAINEE TAKEAWAYS

- It is increasingly difficult to tell which applications are written by AI or not, as everyone ranked an AI written application highly and didn't flag it as such.
- It is important as a network to think about how we handle this new factor in our system of applications, and how we are able to adapt to its use.



EFFORTLESS SESSION/EVENT WEBSITES



DAVID THEODOR NIMRICHTER (CZ)

RECOMMENDED FOR: PROJECT MANAGEMENT, SESSION SUPPORT

MODULE DESCRIPTION

COVID hit all of us at least a bit unprepared, leading to the need for rapid restructuring of sessions and adaptation of our fundamental structures. However, pandemics are not the only crisis scenario in which doing EYP may be possible, but significantly harder. In this module, we will discuss possible threatening situations in the future and attempt to plan for different crisis scenarios.

TRAINER'S TAKE

“ If there is enough time and interested people, NCs could try to adapt the model of each major event having a simple public informative website. It's simpler than you think! ”

BEST PRACTICES

- ✓ The simplest way to create event websites is having Wordpress plus the Elementor plugin, all of it is well documented and can be setup and administered e.g. with the guidance of chatGPT. For the possible result see eyp.cz/en/events

TRAINEE TAKEAWAYS

- It's important to learn how to work in word press!

FURTHER RESOURCES



[Examples of Event Websites](#)



LEADING WITHOUT LOSING IT: MANAGING LEADERSHIP AS AN NC REPRESENTATIVE



LEILA DEBIASI (IT)

RECOMMENDED FOR: PROJECT MANAGEMENT, SESSION SUPPORT

MODULE DESCRIPTION

This module opens with a discussion on the role's key responsibilities and personal approaches to leadership. Through roleplay-based activities, participants will explore how to navigate leadership as an NC Rep in different contexts, from giving updates to handling crises with composure (or at least the illusion of it).

TRAINER'S TAKE

“Juggling leadership as an NC representative is no joke, and can be a source of stress. In this module we acted them out and learned by doing, and figure out that adopting an open, firm but judgement-free attitude is ultimately what works best for everyone involved.”

BEST PRACTICES

- ✓ In most situations, approaching the other with kindness and understanding prevents a whole lot of tension.
- ✓ You are the NC representative, you ultimately have the final say: it's crucial that you are aware of your responsibilities.
- ✓ Do not neglect the aspect of curating an open and supportive environment among the leadership.

TRAINEE TAKEAWAYS

- It's possible to be a cool, kind, and understanding but firm NC Rep.
- The most important element of being an NC representative is alertness — listen to how you feel about decisions or situations.
- As an NC representative, you need to handle conflicting interests for the benefit of the session and all its participants.
- Sometimes it is necessary to be firm about decisions, even if it means being the bad guy, to ensure that the event goes smoothly.



WHAT YOU DON'T KNOW (BUT SHOULD) ABOUT ORGANISING INTERNATIONAL SESSIONS



LEILA DEBIASI (IT)

RECOMMENDED FOR: PRESIDENCY, PROJECT MANAGEMENT

MODULE DESCRIPTION

Organising an International Session can seem daunting, especially when the process and key players aren't clear. This module sheds light on the timeline, roles, and practical details that often go unnoticed but are crucial for success, helping to remove barriers and encourage more NCs to take on the challenge.

TRAINER'S TAKE

“Lack of clarity on logistical details is often one of the factors of resistance to organising an IS. In order to increase the number of NCs willing to host one, more clarity on logistical details - such as NOC-HOs relations, fundraising efforts, involvement of the IO and GB - is essential.”

BEST PRACTICES

- ✓ It is crucial to define beforehand the details of the rapport between NOC and HOs, both in terms of task allocation and of supervision.
- ✓ In the current political and economic climate, fundraising efforts should start as soon as possible and involve as many resources there are available to maximise chances of success.
- ✓ Having a clear vision and theme is not only relevant for winning the bid, but also to present a coherent project to prospective partners.

TRAINEE TAKEAWAYS

- NOC and HOs of ISes should not be overloaded by organising the IS.
- NOC and HOs of ISes should have ownership over the event.

FURTHER RESOURCES



[International Session Organising Guide](#)



Q&A WITH THE GB: WHAT'S THE DEAL WITH ORGANISING ISES?



LEILA DEBIASI (IT), İREM APAYDIN (GB; TR), GÜNEŞ UĞUZ (GB; TR)

RECOMMENDED FOR: PRESIDENCY, PROJECT MANAGEMENT

MODULE DESCRIPTION

Got questions about organising International Sessions? This informal Q&A with the International Office is your chance to get clear answers on the process, challenges, and tips for making your event a success.

TRAINER'S TAKE

“Organising International Sessions takes a village, including all possible stakeholders in the planning process allows for the inclusion of as much insight as possible. It is important to synthesis all of this input from the NC's members, past HOs, network resources, and external stakeholders into a clear vision for the project.”

BEST PRACTICES

- ✓ Discuss with your member base before you move forward with the project.
- ✓ Make sure all members can apply to host a bid for an equal process
- ✓ Look into national anniversaries, capital of culture/youth, and see if they are upcoming in your country, it's always good to ride on a wave of momentum.
- ✓ Contact previous HOs of ISEs in your country, if they do not exist, contact the IO or HOs of International Sessions nearby, to get insight into what is practically necessary, especially after you have identified interested persons to Head Organise.
- ✓ Analyse your National Committee's strengths and weaknesses, in which areas do you struggle with your nationals or other events, what would this mean for organising an international session? Where can your NC get support for these challenges?

FURTHER RESOURCES

-  [Application form to host an International Session](#)
-  [Guide to hosting an International Session](#)
-  [International Sessions Support Structures](#)



THE 105TH IS WAITING FOR YOU! HOW TO BENEFIT FROM A LONG TERM PROJECT (E.G. YOUR NC HOSTING AN IS)



LUCÍA NAVARRO MÍLLARA (ES)

RECOMMENDED FOR: PRESIDENCY, LONG-TERM STRATEGY

MODULE DESCRIPTION

The module began with a focus on what large scale events your NC can focus on and the benefits and drawbacks of each. Then an overview of what the organisational process actually looks like. There was a discussion about the advantages and disadvantages for an NC, and what an NC can learn this experience. Lastly, there was a discussion on reluctance from the Network to organise these events, and what can be done to address this through proposals for the future.

TRAINER'S TAKE

“ There is a huge reluctance from NCs to host International Sessions at the moment. It's time to examine the pros and cons of this type of project and try to understand the source of this reluctance. ”

BEST PRACTICES

- ✓ NCs might be willing to host bigger events, but it's hard for them now to find the motivation among their members, and they feel they won't have as much support as is really provided.
- ✓ In the module, we learnt that the IO and other stakeholders provide constant support.
- ✓ Hosting an IS can be extremely beneficial for an NC in so many ways (future sponsors, funds left, capacity building events...).

TRAINEE TAKEAWAYS

- Every National Committee could organise an International Session.
- More transparency from the International Office would help to promote International Session organising.

FURTHER RESOURCES



[Module Slides](#)



THIS IS GOING TO BE VERY LONG: SUPERVISION OF LONG TERM PROJECTS FROM AN NC PERSPECTIVE



LUCÍA NAVARRO MÍLLARA (ES)

RECOMMENDED FOR: PRESIDENCY, PROJECT MANAGEMENT

MODULE DESCRIPTION

This is an introductory module to the management of long term projects from an NC's perspective. In particular it focuses on best practices at a board level, but also how to succeed as an NC representative in a event.

Lastly there is a broader focus on how to make the NC's presence in the organisation of these events a positive one, and a final focus on tips and tricks from personal experience.

TRAINER'S TAKE

“ When supervising a long-term project as an NC, it's important to seek out and learn from experiences of others. Setting clear expectations can bring these learnings into practice. ”

BEST PRACTICES

- ✓ Communication between the Board and Organising teams is FUNDAMENTAL!
- ✓ Working with HOs might be difficult, but the first step is to establish the expectations between the teams.
- ✓ When crises arise, first it's important to discuss with HOs and then manage from an NC perspective.

TRAINEE TAKEAWAYS

- It's important to give HOs space to make mistakes and learn, while also being aware of the legal obligations your NC carries.

FURTHER RESOURCES



[Module Slides](#)

