



EUROPEAN COMMISSION  
Directorate-General for Education and Culture

Youth, Sport and Relations with the Citizen

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## OPERATING GRANT AGREEMENT

AGREEMENT NUMBER - 2007 - 0247 / 001 - 001

### YOU-SFEJEU

The European Community ("the Community"), represented by the Commission of the European Communities ("the Commission"), itself represented for the purposes of signature of this agreement  
Director, Directorate-General for Education and Culture

of the one part,

and

### EUROPEAN YOUTH FORUM AISBL\*YFJ

Official legal form  
Official registration No:  
VAT number:

RUE JOSEPH 2 120,  
000  
B - 1000 BRUXELLES

("the beneficiary"), represented for the purposes of signature of this agreement

of the other part,

HAVE AGREED

the **Special Conditions, General Conditions and Annexes** below:

**Annex I** Beneficiary's work programme  
**Annex II** Beneficiary's operating budget

which form an integral part of this agreement ("the agreement").

The terms set out in the Special Conditions shall take precedence over those in the other parts of the agreement.  
The terms of the General Conditions shall take precedence over those in the Annexes.

## I - SPECIAL CONDITIONS

### ARTICLE I.1 - SUBJECT

- I.1.1 The Commission has decided to award a grant, under the terms and conditions set out in the Special Conditions, the General Conditions and the Annexes to the agreement, which the beneficiary hereby declares that he has taken note of and accepts, for the work programme of the beneficiary, which corresponds to the activities and objectives specified in the beneficiary's articles of association.
- I.1.2 The beneficiary undertakes to do everything in his power to implement the work programme as described in Annex I, acting on his own responsibility.

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## ARTICLE I.2 - DURATION

- I.2.1 The agreement shall enter into force on the date when the last of the two parties signs.
- I.2.2 The period of eligibility for Community funding shall begin on 01-01-2007 and shall end on 31-12-2007.

## ARTICLE I.3 - FINANCING THE WORK PROGRAMME

- I.3.1 The total costs eligible for Community funding are estimated at **2.800.000,00 EUR** (covering eligible costs and non-eligible costs linked to contributions in kind done by voluntary work) as shown in the beneficiary's estimated operating budget in Annex II. The estimated operating budget shall show all the operating costs and receipts estimated by the beneficiary for the period in question, making a distinction between costs eligible for Community funding and those not eligible, in accordance with the definition of eligible costs in Article II.12.
- I.3.2 The Commission shall contribute a maximum of **2.240.000,00 EUR**, equivalent to **80,00%** of the estimated total eligible costs indicated in paragraph 1. The final amount of the grant shall be determined as specified in Article II.15, without prejudice to Article II.17.
- The Community grant may not finance the entire costs of implementing the work programme. The amounts and sources of cofinancing other than from Community funds shall be set out in the estimated budget referred to in paragraph 1.
- I.3.3 By way of derogation from Article II.11, the beneficiary may, when implementing the work programme, adjust the estimated budget by transfers between items of eligible costs, provided that this adjustment of expenditure does not affect implementation of the work programme and the transfer between items does not exceed 20% of the amount of each item of eligible costs as shown in the estimated budget, and without exceeding the total eligible costs indicated in paragraph 1 (total budget minus contributions in kind). He shall inform the Commission in writing.

## ARTICLE I.4 - PAYMENT ARRANGEMENTS

### I.4.1 Pre-financing:

Within 45 days of the date when the last of the two parties signs the agreement, a pre financing payment shall be made to the beneficiary, representing **50%** of the amount specified in Article I.3.2.

### I.4.2 Further pre-financing payments:

Not applicable

### I.4.3 Interim payment:

Any request for interim payment shall be accompanied by the interim activity report and financial statement specified in Article II.13.3 and by an external audit certificate on the beneficiary's financial statements and underlying accounts for the period in question.

The amount of the interim payment shall be determined on the basis of the eligible costs actually incurred, as shown in the interim statement and validated by the Commission. In no circumstances may

the interim payment exceed **40%** of the maximum amount of the grant specified in Article I.3.2.

The Commission shall have 45 days to approve or reject the report and to pay the interim payment, or to request additional supporting documents or information under the procedure laid down in Article II.13.3. The beneficiary shall have 30 days in which to submit additional information or a new report. The Commission may suspend the period for payment in accordance with the procedure in Article II.14.2.

### I.4.4 Payment of the balance

The request for payment of the balance shall be accompanied by the final activity report and financial statement specified in Article II.13.4 and by an external audit certificate on the beneficiary's financial statements and underlying accounts for the period in question. The Commission shall have 45 days to



approve or reject the activity report or to request additional supporting documents or information under the procedure laid down in Article II.13.4. In that case, the beneficiary shall have 30 days to submit the additional information or a new report. A payment representing the balance of the grant determined in accordance with Article II.15 shall be made to the beneficiary within 45 days following approval by the Commission of the activity report accompanying the request for payment of the balance. The Commission may suspend the period for payment in accordance with the procedure in Article II.14.2.

#### **ARTICLE I.5 - SUBMISSION OF REPORTS AND OTHER DOCUMENTS**

The activity reports, financial statements and other documents referred to in Article I.4 must be submitted in three copies in English or French on the following dates:

- progress report on implementation of the work programme and detailed statement of the costs incurred: before 15 September 2007, covering the period 1<sup>st</sup> January – 30<sup>th</sup> June 2007.
- final activity report and financial statement: within 3 months following the end of the period of eligibility for Community funding specified in Article I.2.2.

#### **ARTICLE I.6 - BANK ACCOUNT**

Payments shall be made to the beneficiary's bank account or sub-account denominated in euro, as indicated below:

ING BELGIUM NV/SA (FORMERLY BANK BRUSSELS LAMBERT SA), BRUSS  
24, AVENUE MARNIX,  
B - BRUSSELS  
Account holder: EUROPEAN YOUTH FORUM  
Account number: IBA-N\_ONLY  
IBAN account CODE : BE55375100915344

This account or sub-account *must identify the payments made by the Commission*. If the funds paid to this account yield interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits shall, if they are generated by pre-financing payments, be recovered by the Commission as specified in Article II.14.4.

#### **ARTICLE I. 7 -GENERAL ADMINISTRATIVE PROVISIONS**

Any communication in connection with this agreement shall be in writing, indicating the number of the agreement, and shall be sent to the following addresses:

For the Commission:

European Commission  
Directorate-General for Education and Culture

Unit Youth: policies  
Office : MADO, 18/19  
B - 1049 Brussels

Ordinary mail shall be considered to have been received by the Commission on the date on which it is formally registered by the Commission unit responsible referred to above.

For the beneficiary:

EUROPEAN YOUTH FORUM AISBL\*YFJ  
RUE JOSEPH 2 120,  
B - 1000 BRUXELLES

#### **ARTICLE I.8 - LAW APPLICABLE AND COMPETENT COURT**



This grant is governed by the terms of the agreement, the Community rules applicable and, on a secondary level, by the law of Belgium relating to grants.

The beneficiary may bring legal proceedings regarding decisions by the Commission concerning the application of the provisions of the agreement and the arrangements for implementing it before the Court of First Instance of the European Communities and, in the event of appeal, the Court of Justice of the European Communities.

## **ARTICLE I.9 – DATA PROTECTION**

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the body responsible for checking data, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with Community legislation. Beneficiaries may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to the body responsible for checking data. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

## **II -GENERAL CONDITIONS**

### **PART A: LEGAL AND ADMINISTRATIVE PROVISIONS**

#### **ARTICLE II.1 - LIABILITY**

II.1.1 The beneficiary shall have sole responsibility for complying with any legal obligations incumbent on him.

II.1.2 The Commission shall not, in any circumstances or on any grounds, be held liable in the event of a claim under the agreement relating to any damage caused in the implementation of the work programme. Consequently, the Commission will not entertain any request for indemnity or reimbursement accompanying any such claim.

II.1.3 Except in cases of force majeure, the beneficiary shall make good any damage sustained by the Commission as a result of the implementation or faulty implementation of the work programme.

II.1.4 The beneficiary shall bear sole liability vis-à-vis third parties, including for damage of any kind sustained by them while the work programme is being implemented.

#### **ARTICLE II.2 - CONFLICT OF INTERESTS**

The beneficiary undertakes to take all the necessary measures to prevent any risk of conflicts of interests which could affect the impartial and objective performance of the agreement. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.

Any situation constituting or likely to lead to a conflict of interests during the implementation of the agreement must be brought to the attention of the Commission, in writing, without delay. The beneficiary shall undertake to take whatever steps are necessary to rectify this situation at once. The Commission reserves the right to check that the measures taken are appropriate and may demand that the beneficiary take additional measures, if necessary, within a certain time.

#### **ARTICLE II.3 - CONFIDENTIALITY**

The Commission and the beneficiary undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the agreement that is duly classed as confidential, if disclosure could cause prejudice to the other party. The parties shall remain bound by this obligation beyond the period covered by Community funding.

#### **ARTICLE II.4 - PUBLICITY**

II.4.1 Unless the Commission requests otherwise, any communication or publication by the beneficiary about



the implementation of the work programme, including at a conference or seminar, shall indicate that it has received funding from the Community.

Any communication or publication by the beneficiary, in any form and medium, shall indicate that sole responsibility lies with the author and that the Commission is not responsible for any use that may be made of the information contained therein.

II.4.2 The beneficiary authorises the Commission to publish the following information in any form and medium, including via the Internet:

- the beneficiary's name and the address,
- the subject and purpose of the grant,
- the amount granted and the proportion of the beneficiary's total operating budget covered by the funding.

Upon a reasoned and duly substantiated request by the beneficiary, the Commission may agree to forgo such publicity if disclosure of the information indicated above would risk compromising the beneficiary's security or prejudicing his commercial interests.

## **ARTICLE II.5 - EVALUATION**

Whenever the Commission carries out an interim or final evaluation of the grant's impact measured against the objectives of the Community programme concerned, the beneficiary undertakes to make available to the Commission and/or persons authorised by it all such documents or information as will allow the evaluation to be successfully completed and to give them the rights of access specified in Article II.17.

## **ARTICLE II.6 - FORCE MAJEURE**

II.6.1 Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations under the agreement, was not attributable to error or negligence on their part, and proves insurmountable in spite of all due diligence. Defects in equipment or material or delays in making them available (unless due to force majeure), labour disputes, strikes or financial difficulties cannot be invoked as force majeure by the defaulting party.

II.6.2 A party faced with force majeure shall inform the other party without delay by registered letter with advice of delivery or equivalent, stating the nature, probable duration and foreseeable effects.

II.6.3 Neither of the parties shall be held in breach of their obligations under the agreement if they are prevented from fulfilling them by force majeure. The parties shall make every effort to minimise any damage due to force majeure.

## **ARTICLE II.7 — PROCUREMENT**

II.7.1 If procurement has to be undertaken by the beneficiary in order to be able to carry out the work programme and such procurement constitute costs of the activities under an item of eligible direct costs in the estimated budget, the beneficiary is obliged to ensure that competition takes place among the potential suppliers and to award the contract to the economically most advantageous offer, that is to say, that which provides the best value for money; in doing so the beneficiary shall observe the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests.

II.7.2 Recourse to procurement as referred to in II.7.1 is possible only in the following cases:

- (a) only the execution of a limited part of the work programme may be concerned;
- (b) recourse to the award of contracts must be justified having regard to the nature of the task covered by the work programme and what is necessary for its implementation;
- (c) the tasks concerned must be set out in Annex I and the corresponding estimated costs must be set out in detail in the budget in Annex II;



- (d) any recourse to procurement while the work programme is being implemented shall be subject to prior written authorisation by the Commission;
- (e) the beneficiary shall retain sole responsibility for implementing the work programme and for compliance with the provisions of the agreement. The beneficiary must undertake to make the necessary arrangements to ensure that the contractor waives all rights in respect of the Commission under the agreement;
- (f) the beneficiary must undertake to ensure that the conditions applicable to him under Articles II.1, II.2, II.3, II.4, II.5, II.8 and II.17 of the agreement are also applicable to the contractor.

## **ARTICLE II.8 - ASSIGNMENT**

Claims against the Commission may not be transferred. In exceptional circumstances, where the situation warrants it, the Commission may authorise the assignment to a third party of the agreement and payments flowing from it following a written request to that effect, giving reasons, from the beneficiary. If the Commission agrees, it must make its agreement known in writing before the proposed assignment takes place. In the absence of the above authorisation, or in the event of failure to observe the terms thereof, the assignment shall not be enforceable against and shall have no effect on the Commission. In no circumstances shall such an assignment release the beneficiary from his obligations to the Commission.

## **ARTICLE II.9 - TERMINATION OF THE AGREEMENT**

### **II.9.1 Termination by the beneficiary**

In duly justified cases, the beneficiary may withdraw his request for a grant and terminate the agreement at any time by giving 60 days' written notice stating the reasons, without being required to furnish any indemnity on this account. If no reasons are given or if the Commission does not accept the reasons, the beneficiary shall be deemed to have cancelled this agreement improperly, with the consequences set out in the third subparagraph of paragraph 4.

### **II.9.2 Termination by the Commission**

The Commission may decide to terminate the agreement, without any indemnity on its part, in the following circumstances:

- (a) in the event of a legal, financial, technical or organisational change in the beneficiary's situation that is liable to affect the agreement substantially or to call into question the decision to award the grant;
- (b) if the beneficiary fails to fulfil a substantial obligation incumbent on him under the terms of the agreement, including its annexes;
- (c) in the event of force majeure, notified in accordance with Article II.6;
- (d) if the beneficiary is declared bankrupt, is being wound up or is the subject of any other similar proceedings;
- (e) if the beneficiary is found guilty of an offence involving his professional conduct by a judgment having the force of res judicata or if he is guilty of grave professional misconduct proven by any justified means;
- (f) if the beneficiary is guilty of misrepresentation or submits reports inconsistent with reality to obtain the grant provided for in the agreement;
- (g) if the beneficiary has intentionally or by negligence committed a substantial irregularity in performing the agreement or in the event of fraud, corruption or any other illegal activity on the part of the beneficiary to the detriment of the Communities' financial interests. A substantial irregularity consists of any infringement of a provision of an agreement or regulation resulting from an act or an omission on the part of the beneficiary which causes or might cause a loss to the Community budget.

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### **II.9.3 Termination procedure**

The procedure is initiated by registered letter with advice of delivery or equivalent.

In the cases referred to in points (a), (b) and (d) of paragraph 2, the beneficiary shall have 30 days to submit his observations and take any measures necessary to ensure continued fulfilment of his obligations under the agreement. If the Commission fails to confirm acceptance of these observations by giving written approval within 30 days of receiving them, the procedure shall continue to run.

Where notice is given, termination shall take effect at the end of the period of notice, which shall start to run from the date when notification of the Commission's decision to terminate the agreement is received.

If notice is not given in the cases referred to in points (c), (e), (f) and (g) of paragraph 2, termination shall take effect from the day following the date on which notification of the Commission's decision to terminate the agreement is received.

### **II.9.4 Effects of termination**

In the event of termination, payments by the Commission shall be limited to the eligible costs actually incurred by the beneficiary up to the date when termination takes effect in accordance with the provisions

of Article II.15. Costs relating to current commitments that are not due to be executed until after termination shall not be taken into account.

The beneficiary shall have 60 days from the date when termination takes effect, as notified by the Commission, to produce a request for final payment in accordance with Article II.13.4. If no request for final payment is received within this time limit, the Commission shall not reimburse the expenditure incurred by the beneficiary up to the date of termination and it shall recover any amount if its use is not substantiated by the activity reports and financial statements approved by the Commission.

By way of exception, at the end of the period of notice referred to in paragraph 3, when the Commission is terminating the agreement on the grounds that the beneficiary has failed to produce the final activity report and financial statement within the deadline stipulated in Article I.5 and the beneficiary has still not complied with this obligation within two months following the written reminder sent by the Commission by registered letter with advice of delivery or equivalent, the Commission shall not reimburse the expenditure incurred by the beneficiary up to the end of the period of eligibility for Community funding and it shall recover any amount if its use is not substantiated by the activity reports and financial statements approved by the Commission.

By way of exception, in the event of improper termination by the beneficiary or termination by the Commission on the grounds set out in points (e), (f) or (g) of paragraph 2, the Commission may require the partial or total repayment of sums already paid under the agreement on the basis of the activity reports and financial statements approved by the Commission, in proportion to the gravity of the failings in question and after allowing the beneficiary to submit his observations.

## **ARTICLE II.10 - FINANCIAL PENALTIES**

By virtue of the Financial Regulation applicable to the general budget of the European Communities, any beneficiary declared to be in grave breach of his obligations under the agreement shall be liable to financial penalties of between 2% and 10% of the value of the grant in question, with due regard for the principle of proportionality. This rate may be increased to between 4% and 20 % in the event of a repeated breach in the five years following the first. The beneficiary shall be notified in writing of any decision by the Commission to apply such financial penalties.

## **ARTICLE II.11 - SUPPLEMENTARY AGREEMENTS**

II.11.1 Any amendment to the grant must be the subject of a written supplementary agreement. No oral agreement may bind the parties to this effect.

II.11.2 The supplementary agreement may not have the purpose or the effect of making changes to the agreement which might call into question the decision awarding the grant or result in unequal treatment of applicants.



- II.11.3 If the amendment is requested by the beneficiary, he must send it to the Commission in good time before it is due to take effect and at all events one month before the date on which eligibility for Community funding ends, except in cases duly substantiated by the beneficiary and accepted by the Commission.

## **PART B - FINANCIAL PROVISIONS**

### **ARTICLE II.12 - ELIGIBLE COSTS**

- II.12.1 To be considered eligible for Community funding, costs must satisfy the following general criteria:

- they must be directly connected with the subject of the agreement and they must be provided for in the estimated budget annexed to it;
- they must be necessary for implementation of the work programme covered by the agreement;
- they must be reasonable and justified and they must accord with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- they must be generated during the period of eligibility for Community funding as specified in Article I.2.2 of the agreement;
- they must be actually incurred by the beneficiary, be recorded in his accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- they must be identifiable and verifiable.

The beneficiary's internal accounting and auditing procedures must permit a direct reconciliation of the costs and revenue declared in respect of the work programme with the corresponding accounting statements and supporting documents.

- II.12.2 In particular, the following operating costs are eligible provided that they satisfy the criteria set out in the previous paragraph:

- the cost of staff, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration;
- travel and subsistence allowances for staff, provided that they are in line with the beneficiary's usual practices on travel costs or do not exceed the scales approved annually by the Commission;
- the purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the period of eligibility for Community funding covered by the agreement may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission;
- costs of consumables and supplies;
- costs entailed by other contracts awarded by the beneficiary for the purposes of implementing the work programme, provided that the conditions laid down in Article II.7 are met;
- costs arising directly from requirements imposed by the agreement (in particular, audit costs), including the costs of any financial services (especially the cost of financial guarantees);
- overheads.

- II.12.3 The following costs shall not be considered eligible:

- capital increases and return on capital;



- debt and debt service charges;
- provisions;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it;
- costs declared and covered by a specific action receiving a Community grant;
- excessive or reckless expenditure.

II.12.4 Contributions in kind shall not constitute eligible costs. However, the Commission can accept, if considered necessary or appropriate, that the cofinancing of the work programme referred to in Article I.3.2 should be made up entirely or in part of contributions in kind. In this case, the value calculated for such contributions must not exceed:

- the costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the beneficiary free of charge but bear the corresponding costs;
- the costs generally accepted on the market in question for the type of contribution concerned when no costs are borne.

Contributions involving buildings shall not be covered by this possibility.

In the case of cofinancing in kind, a financial value shall be placed on the contributions and the same amount will be included in the costs of the work programme as ineligible costs and in receipts of the work programme as cofinancing in kind. The beneficiary shall undertake to obtain these contributions as provided for in the agreement.

## ARTICLE II.13 - REQUESTS FOR PAYMENT

Payments shall be made in accordance with Article I.4 of the Special Conditions.

### II.13.1 Pre-financing

Pre-financing is intended to provide the beneficiary with a float.

Where required by the provisions of Article I.4.1 on pre-financing, the beneficiary shall furnish a financial guarantee from a bank or an approved financial institution established in one of the Member States of the European Union.

The guarantor shall stand as first call guarantor and shall not require the Commission to have recourse against the principal debtor (the beneficiary).

The financial guarantee shall remain in force until final payments by the Commission match the proportion of the total grant accounted for by pre-financing. The Commission undertakes to release the guarantee within 30 days following that date.

### II.13.2 Further pre-financing payments

Where pre-financing is divided into several instalments, the beneficiary may request a further pre-financing payment once he has used up the percentage of the previous payment specified in the provisions of Article I.4.2 on further pre-financing. The request shall be accompanied by the following documents:

- a detailed statement of the eligible costs actually incurred;
- where required by the above-mentioned provisions of Article I.4.2, a financial guarantee in accordance with paragraph 1;
- where required by the above-mentioned provisions of Article I.4.2, a certificate on the beneficiary's financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer. The purpose of the audit is to certify that the financial documents submitted to the Commission by the beneficiary comply with the financial provisions of the agreement, that the costs declared are the actual costs, and that all receipts have been declared.
- any other documents in support of his request that may be required by the Special Conditions in support of the request for further pre-financing payments.



The documents accompanying the request for payment shall be drawn up in accordance with the relevant provisions in Article I.5 and the annexes.

### **II.13.3 Interim payments**

Interim payments are intended to reimburse the beneficiary for expenditure on the basis of a detailed statement of the costs incurred, once the work programme has reached a certain level of completion. It may clear all or part of any prefinancing.

By the appropriate deadline indicated in Article I.5, the beneficiary shall submit a request for interim payment accompanied by the following documents:

- an interim report on implementation of the work programme;
- an interim financial statement of the eligible costs actually incurred, following the structure of the estimated budget;
- where required by the provisions of Article I.4.3 on interim payment, a certificate on the beneficiary's financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer. The purpose of the audit is to certify that the financial documents submitted to the Commission by the beneficiary comply with the financial provisions of the agreement, that the costs declared are the actual costs, and that all receipts have been declared.

The documents accompanying the request for payment shall be drawn up in accordance with the relevant provisions in Article I.5 and the annexes. If an external audit of the beneficiary's accounts is not required, the beneficiary himself shall certify that the financial documents submitted to the Commission comply with the financial provisions of the agreement, that the costs declared are the actual costs, and that all receipts have been declared.

On receipt of these documents, the Commission shall have the period specified in Article I.4 in order to:

- approve the interim report on implementation of the work programme;
- ask the beneficiary for supporting documents or any additional information it deems necessary to allow the approval of the report;
- reject the report and ask for the submission of a new report.

Failing a written reply from the Commission within the time limit for scrutiny indicated above, the report shall be deemed to have been approved. Approval of the report accompanying the request for payment shall not imply recognition of their regularity or of the authenticity, completeness and correctness of the declarations and information they contain.

Requests for additional information or a new report shall be notified to the beneficiary in writing. The beneficiary shall have the period laid down in Article I.4 to submit the information or new documents requested.

If additional information is requested, the time limit for scrutiny shall be extended by the time it takes to obtain this information.

Where a report is rejected and a new report requested, the approval procedure described in this Article shall apply.

In the event of renewed rejection, the Commission reserves the right to terminate the agreement by invoking Article II.9.2(b).

### **II.13.4 Payment of the balance**

Payment of the balance, which may not be repeated, is made after the end of the period of eligibility for Community funding on the basis of the costs actually incurred by the beneficiary in carrying out the work programme. It may take the form of a recovery order where the total amount of earlier payments is greater than the amount of the final grant determined in accordance with Article II.15.

By the appropriate deadline indicated in Article I.5, the beneficiary shall submit a request for payment of the balance accompanied by the following documents:

- a final report on implementation of the work programme;
- a final financial statement of the eligible costs actually incurred, following the structure of the estimated budget;
- a full summary statement of the receipts and expenditure in the beneficiary's accounts for the period of eligibility covered by the agreement;



- where required by the provisions of Article I.4.4 on payment of the balance, a certificate on the beneficiary's financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer. The purpose of the audit is to certify that the financial documents submitted to the Commission by the beneficiary comply with the financial provisions of the agreement, that the costs declared are the actual costs, and that all receipts have been declared.

The documents accompanying the request for payment shall be drawn up in accordance with the relevant provisions in Article I.5 and the annexes. If an external audit of the beneficiary's accounts is not required, the beneficiary himself shall certify that the financial documents submitted to the Commission comply with the financial provisions of the agreement, that the costs declared are the actual costs, and that all receipts have been declared.

On receipt of these documents, the Commission shall have the period specified in Article I.4 in order to:

- approve the final report on implementation of the work programme;
- ask the beneficiary for supporting documents or any additional information it deems necessary to allow the approval of the report;
- reject the report and ask for the submission of a new report.

Failing a written reply from the Commission within the time limit for scrutiny indicated above, the report shall be deemed to have been approved. Approval of the report accompanying the request for payment shall not imply recognition of their regularity or of the authenticity, completeness and correctness of the declarations and information they contain.

Requests for additional information or a new report shall be notified to the beneficiary in writing. The beneficiary shall have the period laid down in Article I.4 to submit the information or new documents requested.

If additional information is requested, the time limit for scrutiny shall be extended by the time it takes to obtain this information.

Where a report is rejected and a new report requested, the approval procedure described in this Article shall apply.

In the event of renewed rejection, the Commission reserves the right to terminate the agreement by invoking Article II.9.2(b).

## **ARTICLE II.14 -GENERAL PROVISIONS ON PAYMENTS**

- II.14.1 Payments shall be made by the Commission in euro. Any conversion of actual costs into euro shall be made at the daily rate published in the Official Journal of the European Union or, failing that, at the monthly accounting rate established by the Commission and published on its website applicable on the day when the payment order is issued by the Commission, unless the Special Conditions of the agreement lay down specific provisions.

Payments by the Commission shall be deemed to be effected on the date when they are debited to the Commission's account.

- II.14.2 The Commission may suspend the period for payment laid down in Article I.4 at any time by notifying the beneficiary that his request for payment is not admissible, either because it does not comply with the provisions of the agreement, or because the appropriate supporting documents have not been produced, or because there is a suspicion that some of the expenses in the request for payment are not eligible and additional checks are being conducted.

The Commission may also suspend its payments at any time if the beneficiary is found or presumed to have infringed the provisions of the agreement, in particular in the wake of the audits and checks provided for in Article II.17.

The Commission shall inform the beneficiary of any such suspension by registered letter with advice of delivery or equivalent. Suspension shall take effect on the date when the letter is sent by the Commission. The remaining payment period shall start to run again from the date when a properly constituted request for payment is registered, when the supporting documents requested are received, or at the end of the suspension period as notified by the Commission.



II.14.3 On expiry of the period for payment specified in Article I.4, and without prejudice to paragraph 2 of this Article, the beneficiary may, within two months following the date of receipt of a late payment, request payment of interest on the late payment at the rate applied by the European Central Bank for its main refinancing operations in euros, plus three and a half points; the reference rate to which the increase applies shall be the rate in force on the first day of the month of the final date for payment, as published in the C series of the Official Journal of the European Union. This provision shall not apply to recipients of a grant which are public authorities of the Member States of the European Union.

Interest on late payment shall cover the period from the final date for payment, exclusive, up to the date of payment as defined in paragraph 1, inclusive. The interest shall not be treated as a receipt for the purposes of determining the final grant within the meaning of Article II.15.4. The suspension of payment by the Commission may not be considered as late payment.

II.14.4 The beneficiary shall inform the Commission of the amount of any interest or equivalent benefits yielded by the pre-financing it has received from the Commission. Notification must be made annually if the interest in question represents a significant amount, and in any event when the request is made for interim payment or for payment of the balance that clears the pre-financing. The interest shall not be treated as a receipt within the meaning of Article II.15.4. The Commission shall issue a recovery order in respect of it in accordance with Article II.16.

II.14.5 The beneficiary shall have two months from the date of notification by the Commission of the final amount of the grant determining the amount of the payment of the balance or the recovery order in application of Article II.15, or failing that of the date on which the payment of the balance was received, to request information in writing on the determination of the final grant, giving reasons for any disagreement. After this time such requests will no longer be considered. The Commission undertakes to reply in writing within two months following the date on which the request for information is received, giving reasons for its reply. This procedure is without prejudice to the beneficiary's right to appeal against the Commission's decision pursuant to Article I.8. Under the terms of Community legislation in this matter, such appeals must be lodged within two months following the notification of the decision to the applicant or, failing that, following the date on which the applicant learned of the decision.

## ARTICLE II.15 - DETERMINING THE FINAL GRANT

II.15.1 Without prejudice to information obtained subsequently pursuant to Article II.17, the Commission shall adopt the amount of the final payment to be granted to the beneficiary on the basis of the documents referred to in Article II.13.4 which it has approved.

II.15.2 The total amount paid to the beneficiary by the Commission may not in any circumstances exceed the maximum amount of the grant laid down in Article I.3.2, even if the total actual costs eligible exceed the estimated total eligible costs specified in Article I.3.1.

II.15.3 If the actual eligible costs at the end of the period of eligibility are lower than the estimated total eligible costs, the Commission's contribution shall be limited to the amount obtained by applying the Community grant percentage specified in Article I.3.2 to the actual eligible costs approved by the Commission.

II.15.4 The beneficiary hereby agrees that the grant shall be limited to the amount necessary to balance the receipts and expenditure in the operating budget which allows the work programme to be implemented and that it may not in any circumstances produce a profit for him.

Profit shall mean any surplus of the beneficiary's total actual operating receipts over his total actual operating costs. The actual costs to be taken into account shall be those which have been established, generated or confirmed on the date on which the request for payment of the balance is drawn up by the beneficiary for financing other than the Community grant, to which shall be added the amount of the grant determined by applying the principles laid down in paragraphs 2 and 3 of this article. For the purposes of this article, only operating costs shown in the beneficiary's financial statements and falling within the categories set out in the estimated budget referred to in Article I.3.1 and contained in Annex II shall be taken into account; non-eligible costs shall always be covered by non-Community resources. Any surplus determined in this way shall result in a corresponding reduction in the amount of the grant.



- II.15.5 Without prejudice to the right to terminate the agreement under Article II.9, and without prejudice to the right of the Commission to apply the penalties referred to in Article II.10, if the approved work programme is not implemented or is implemented poorly, partially or late, the Commission may reduce the grant initially provided for in line with the actual implementation of the work programme on the terms laid down in this agreement.
- II.15.6 On the basis of the amount of the final payment determined in this way and of the aggregate amount of the payments already made under the terms of the agreement, the Commission shall set the amount of the payment of the balance as being the amount still owing to the beneficiary. Where the aggregate amount of the payments already made exceeds the amount of the final grant, the Commission shall issue a recovery order for the surplus.

#### ARTICLE II.16 - RECOVERY

- II.16.1 If any amount is unduly paid to the beneficiary or if recovery is justified under the terms of the agreement, the beneficiary undertakes to repay the Commission the sum in question on whatever terms and by whatever date it may specify.
- II.16.2 If the beneficiary fails to pay by the date set by the Commission, the sum due shall bear interest at the rate indicated in Article II.14.3. Interest on late payment shall cover the period between the date set for payment, exclusive, and the date when the Commission receives full payment of the amount owed, inclusive.
- Any partial payment shall first be entered against charges and interest on late payment and then against the principal.
- II.16.3 If payment has not been made by the due date, sums owed to the Commission may be recovered by offsetting them against any sums owed to the beneficiary, after informing him accordingly by registered letter with advice of delivery or equivalent, or by calling in the financial guarantee provided in accordance with Article II.13.1. In exceptional circumstances, justified by the necessity to safeguard the financial interests of the Communities, the Commission may recover by offsetting before the due date of the payment. The beneficiary's prior consent shall not be required.
- II.16.4 Bank charges occasioned by the recovery of the sums owed to the Commission shall be borne solely by the beneficiary.
- II.16.5 The beneficiary understands that under Article 256 of the Treaty establishing the European Community, the Commission may adopt an enforceable decision formally establishing an amount as receivable from persons other than States. An action may be brought against such decision before the Court of First Instance of the European Communities.

#### ARTICLE II.17 - CHECKS AND AUDITS

- II.17.1 The beneficiary undertakes to provide any detailed information requested by the Commission or by any other outside body authorised by the Commission to check that the work programme and the provisions of the agreement are being properly implemented.
- II.17.2 The beneficiary shall keep at the Commission's disposal all original documents, especially accounting and tax records, or, in exceptional and duly justified cases, certified copies of original documents relating to the agreement for a period of five years from the date of payment of the balance specified in Article I.4.
- II.17.3 The beneficiary agrees that the Commission may have an audit of the use made of the grant carried out either directly by its own staff or by any other outside body authorised to do so on its behalf. Such audits may be carried out throughout the period of implementation of the agreement until the balance is paid and for a period of five years from the date of payment of the balance. Where appropriate, the audit findings may lead to recovery decisions by the Commission.
- II.17.4 The beneficiary undertakes to allow Commission staff and outside persons authorised by the Commission the appropriate right of access to the beneficiary's premises and to all the information, including information in electronic format, needed in order to conduct such audits.



II.17.5 By virtue of Council Regulation (Euratom, EC) No 2185/96 and Regulation (EC) No 1073/1999 of the European Parliament and the Council, the European Anti-Fraud Office (OLAF) may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Community law for the protection of the financial interests of the European Communities against fraud and other irregularities. Where appropriate, the inspection findings may lead to recovery decisions by the Commission.

II.17.6 The European Court of Auditors shall have the same rights as the Commission, notably right of access, as regards checks and audits.

#### SIGNATURES

For the Beneficiary

For the Commission

Done at *Brussels*, Date: *30/04/2007*

Done at Brussels, Date: *30/04/2007*

Agreement 2007 - 0247 / 001 - 001



# ANNEX I





# Application 2007

## YOUTH IN ACTION

### Action 4.2

"Support to the European Youth Forum"

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## 1. STANDARD GRANT APPLICATION FORM

### 1.1. Particulars of grant applicant

#### Identity of applicant

Business name (full legal name): European Youth Forum

Short name (where applicable): Youth Forum

Acronym (where applicable): YFJ

Official registration no (where applicable):<sup>1</sup> Belgian identification number 877.890.382

Legal status of applicant (association, commercial business, university etc...):  
international association, registered in Belgium (AISBL = association internationale sans but lucratif)

VAT No (where applicable): N/A ("non-assujéti")

#### Address of registered office

Street: Rue Joseph II

No: 120

Postcode: 1000

City: Brussels

Country: Belgium

<sup>1</sup> An alternative might be official approval of applicants by the Member States.

**Particulars of applicant's bank**

Name of bank: ING Bank

Street: Rue du Trône

No: 1

Postcode: 1000

City: Brussels

Country: Belgium

Bank account No: 375-1009153-44

IBAN code: BE 55375100915344




BIC code (SWIFT): BBRUBEBB

**Principal account holder**

"European Youth Forum AISBL"

NB. Primary signatory rights within the association are given to the Secretary General and Administrative and Financial Director. Co-signing rights are given to other members of the management team (1 Head of Department and one Team Co-ordinator).

Management Team currently is composed of the following persons:

- Secretary General: 
- Administrative & Financial Director: 
- Head of Youth Policy Department: 

Translator Team Co-ordinator: 

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**Brief description of the applicant's activities and general aims:**

***Mission statement of the Youth Forum:***

The European Youth Forum is a membership-driven organisation pooling expertise and commitment. It is a platform that brings together a diversity of youth organisations united to carry out a common mission:

"The European Youth Forum aims to empower young people to actively participate in the shaping of Europe and the society in which they live. Through our Member Organisations and our representative role, we want to improve the living conditions of young people as European citizens in today's world.

The European Youth Forum works for the interests of all young people in Europe. As a platform, we are the representative body of our members towards the institutions and partners in the youth field."

*(Mission statement adopted in 2000)*

***Purpose of the Youth Forum:***

"The purpose of the Forum, which is not for profit, is to organise studies, research, debates, seminars, meetings, publications, information or actions having the defence of the youth's interest in Europe as goal, especially within the Institutions of the European Union (EU).

The Forum shall aim to:

- be a consultative body for the European Union on all issues relevant to young people and to youth organisations;
- promote youth policy through the policies of the European Union;
- influence the policy of the European Union on youth-related issues;
- increase the participation of young people and youth organisations in the elaboration of European Union policy;
- promote democracy and real participation within the European Union;
- support the functioning of the European Youth Forum by all possible means.

In order to perform this purpose, the Forum shall establish a working relationship with the European Union which shall serve as a basis for consultation, co-ordination and information."

*(in "Statutes")*

***Activities of the Youth Forum for 2007:***

See ANNEX 2: Work Plan 2007-2008 (document: 0793-06).

Community grants, procurement contracts or loans obtained directly or indirectly during the least three years from a European institution or agency.

Financial year 2004

Community programme: Annual grant budget line: 15.07.01.01

Title The 2004 work plan of the Youth Forum of the European Union

Year of the award: 2004

Amount of the contract / grant: contract 2004-1858 / 001-001: 2.000.000 EUR

Financial year 2005

Community programme: Annual grant budget line: 15.07.01.01

Title The European Youth Forum work plan for 2005

Year of the award: 2005

Amount of the contract / grant: contract 2005-0380/ 001-001: 2.200.000 EUR

Financial year 2006

Community programme: Annual grant budget line: 15.05.01.01

Title The European Youth Forum work plan for 2006

Year of the award: 2006

Amount of the contract / grant: contract 2005-0380/ 001-001: 2.220.000 EUR (a supplementary agreement raising the total grant to 2.266.000 was approved in November 2006)

Grant applications submitted (or due to be submitted) to European institutions in 2007.

No other application for EU funding for 2007 was submitted. In case any application, request or partnership project with the EU happens, the YFJ will duly inform DG EAC.

*N.B. : Applicants shall immediately inform <sup>2</sup> of any request for funding submitted to, or approved by, other Commission departments or Community Institutions AFTER this application.*

Financial year 2007:

- Community programme in question: Youth in Action - Action 4.2.
- title of the operation: The 2007 Work Plan of the European Youth Forum
- amount of the contract or grant: 2.240.000 EUR

<sup>2</sup> The Commission service to which the current Grant Application is addressed.

## 1.2. Particulars of operation for which a grant is requested

### Brief description of the operation

(where applicable, applicants should indicate work connected with the operation that they plan to subcontract to an outside organisation/company/association)

Please see further the following documents in annex:

- Work Plan 2007 & 2008 (document: 0793-06)
- Budget 2007 (document: 0808c-06)
- Explanatory notes on the Budget 2007 (document: 0967-06)

### Expected results of the operation

- To contribute to realising our mission "*...aims to empower young people to actively participate in the shaping of Europe and the society in which they live. Through our member organisations and our representative role we want to improve the living conditions of young people as European citizens in today's world*"
- To execute the activities outlined in the biannual work plan (2007-2008) taken into account that adjustments can be made during the year to exploit emerging opportunities in line with the agreed objectives.
- To sustain and develop the youth movement in Europe:
  - to facilitate networking and exchange between our member organisations and particular their key activists who are involved in activities on a local, regional, national and European level with a European dimension.
  - to support the continuous development of present and potential member organisations with a long-term objective to further expand our membership.
- To execute all actions in accordance to our internal democratic procedures involving member organisations, Bureau, political commissions and Financial Control Commission in a legal, transparent and cost efficient manner.

**Summary implementation timetable for the operation**

The implementation timetable regarding the grant management is the following:

- By the end of February 2007: Contract signed & returned to the EC DG EAC
- By 20 September 2007: Interim Report on the first 6 months' work and expenditure (January to June 2007)
- By the end of March 2008: Final report of the financial year 2007 (including activity report)

**Amount of the grant requested :**

2.240.000 EUR (two million and two hundred thousand euros)

Summary forward budget for the operation			
1. Expenditure / Eligible Costs	EUR	2. Financial Plan	EUR
A. Statutory Meetings	444.350	A. European Commission grant	2.240.000
B. Operational & Legal Costs	306.000	A1. EC DG EAC (Youth in Action - Action 4.2.)	
C. Employment Costs	1.249.500	B. Other funding	
D. Youth Policy Development	233.650	B1. Council of Europe	103.000
E. Youth Work Development	182.400	B2. Membership Fees	100.000
F. External Relations and Organisational Devel.	384.100	B3. Partnerships & Other Incomes	208.500
		B3. Partnerships & Other Inc. (volunteer time)	148.500
<b>TOTAL EXPENDITURES (applicable to DG EAC grant)</b>	<b>2.800.000</b>	<b>TOTAL INCOMES (applicable to DG EAC grant)</b>	<b>2.800.000</b>

<b>TOTAL EXPENDITURES (applicable to DG EAC grant)</b>	<b>2.800.000</b>	<b>TOTAL INCOMES (applicable to DG EAC grant)</b>	<b>2.800.000</b>
Total for Other Costs (Non-EC grant)	45.000	Total for Other Incomes (Non-EC grant)	45.000
<b>TOTAL EXPENDITURES: BUDGET YFJ 2007</b>	<b>2.845.000</b>	<b>TOTAL INCOMES: BUDGET YFJ 2007</b>	<b>2.845.000</b>

**Declaration by the applicant:**

I, the undersigned, certify that the information given in this application is correct.

Person responsible in the applicant organisation for the operation assisted

Name/forename

Title or position in the applicant organisation: Secretary-General

Telephone: +32.2.230.64.90

Fax: +32.2.230.21.23

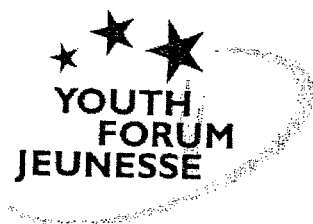
e-mail: youthforum@youthforum.org, direct e-mail: @youthforum.org

Signature:

Brussels, Wednesday, 15 December 2006

### 3.1 Supporting documents included with the grant application

- (1) ANNEX 1: Detailed forward budget of the operation
  - Summary of the 2007 Budget (document: 0977A-06 );
  - Income allocation for the 2007 budget (document: 0977C-06 );
  - Overview of Co-funding (document: 0977D-06 );
  - Explanatory notes on the Budget 2007 (document: 0967-06)
- (2) ANNEX 2: Work Plan 2007-2008 (document: 0793-06)
- (3) ANNEX 3: Annual accounts for the last 3 financial years - Final accounts of the Forum Jeunesse de l'Union Européenne for 2003, 2004 and 2005; audited by the audit company Ernst & Young.
- (4) ANNEX 4: Curriculum vitae of persons to be performing work in connection with the operation
- (5) ANNEX 5: Official registration certificate - Royal Decree from 18/10/2005 & Registration from the "Tribunal de Commerce" from 14/12/2005
- (6) ANNEX 6: Articles of association - Statutes
- (7) ANNEX 7: Annual report for the previous year. Publication 'Annual Report 2005'
- (8) ANNEX 8: Legal Entity Form & Financial Identification Form
- (9) ANNEX 9: List of directors/executive board members (names and forenames, titles or positions in the applicant organisation)
- (10) ANNEX 10: Declaration of Honour



DG Education and Culture

Youth in Action  
2007

Action 4.2  
“Support to the European Youth Forum”

ANNEX 2

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Work Plan 2007-2008

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# Work Plan of the European Youth Forum 2007 - 2008

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*Adopted by the General Assembly, 9-11 November 2006,  
Vilnius (Lithuania)*

## Work Plan of the European Youth Forum 2007 - 2008

### EDUCATION

#### Aim:

1. Non-Formal Education (NFE) will be valued as a dynamic and inclusive educational method

#### Objectives:

- 1.1. The inclusion of NFE in the European Qualifications Framework (EQF) and the support of Member Organisations in their efforts to include NFE in national qualifications frameworks

#### Actions:

- To promote the use and implementation of the common European principles on identification and validation of non-formal and informal learning
- To advocate for the NFE dimension as stated in the EQF to be further taken into account in an effective and concrete manner
- To support MOs in their efforts to include NFE in national QF that will enhance the transfer, transparency and recognition of qualifications as learning outcomes, and to advocate for a consultation process with NYCs during processes to assess the qualifications and learning outcomes at national level
- To promote broader definitions of learning outcomes in the development and implementation of national qualification systems

- 1.2. The recognition of Youth NGOs as key stakeholders and main providers of NFE

#### Actions:

- To promote the recognition of YNGOs as main providers of NFE by social and institutional partners as well as by employers
- To advocate for on-going consultation mechanisms involving YNGOs and for their inclusion in decision making processes on issues related to education, job opportunities, social responsibility and intercultural understanding

#### Activities:

- To follow up on the inaugural dialogue meeting on non-formal education
- To publish a report collecting experiences and best practice from MOs, for further work on the impact and the recognition of NFE

- 1.3. The development of quality guidelines in the provision of NFE

#### Actions:

- To ensure the follow-up and contribution to the development and evaluation of the European Portfolio for Youth Workers and Youth Leaders as well as to the YOUTHPASS. To promote the use of both initiatives among Member Organisations
- To contribute to the implementation of the Council resolution on the values of non-formal and informal learning, especially regarding the aspect of complementarities with the formal education system
- To uphold cooperation and contribute to analysis and research processes on the impact and the visibility of NFE within all relevant institutional spaces
- To develop a policy paper on NFE quality indicators

- 1.4. The widespread recognition of the value of NFE in promoting active youth citizenship

Action:

- To promote citizenship education and volunteering towards social and institutional partners
  - To promote "self recognition" of non-formal education - the recognition of the competences gained through non-formal education by young people themselves
- 1.5. The enhancement of knowledge regarding the impact of NFE for the individual and society

Action:

- To contribute to the on-going processes of the EU-CoE Partnership

Aim:

2. Equal access to quality, Life Long Learning (LLL) opportunities

Objectives:

2.1. Ensure the provision of quality NFE as an integral part of LLL

Actions:

- Advocate for the integration of a youth dimension within the *Europass*
  - Advocate for the added value of NFE in vocational training
  - Lobby for the NFE dimension as stated in the LLL programme to be further taken into account in an effective and concrete manner
  - Lobby for non-formal education related activities to be taken into account in a broader learning context (lifelong and life-wide)
- 2.2. Be a key stakeholder in the recognition of the real competencies of the young person

Actions:

- Promote the recognition of real competences, including their integration in the definitions of learning outcomes, to institutions and key stakeholders
  - Use existing dialogue spaces to focus on the integration of real competences in the definition of further learning outcomes
- 2.3. Contribute to the elimination of all barriers limiting the educational opportunities, as well as the discrimination, within the formal learning structures

Actions:

- Advocate for the recognition of the competences of disadvantaged young people in education activities
- Advocate for the democratisation of student mobility programmes, the standardisation of their quality and of certificates
- Advocate for multiple entry and exit points in formal education systems that recognise prior learning experiences

Activities:

- Develop the framework for a consultation system on the specific question of school students' mobility, to be established with key stakeholders and, where relevant, develop joint actions in this regard
- 2.4. Encourage greater support for marginalised groups of young people

Actions:

- Promote the development of adequate support mechanisms for young people with special needs to access education spaces

- Advocate for the greater consideration of, and accessibility to quality education for young people with special needs
- Produce a policy paper on drop-outs and early school-/university-leavers in Europe, including an action plan on how to address this problem

Activity:

- Organise an Information and Networking Day with MOs on how to better support young people with special needs in regards to equal access to quality and life long learning opportunities

Aim:

3. Youth mobility and exchanges as an integral step for developing intercultural awareness and understanding

Objectives:

- 3.1. The widespread use of global education to foster the understanding of global interdependence and to contribute to a culture of peace

Actions:

- To develop a Policy Paper on Global Education
- To increase recognition by other civil society actors of the role of youth organisations in work on Global Education
- To advocate for Global Education to become part of educational programmes and curricula
- To contribute and engage actively in the educational dimension (or programme) of the University on Youth and Development, and, where relevant, with the University on Citizenship, together with the Latin-American Youth Forum, and other similar spaces
- To pursue efforts towards the greater mobility of young people worldwide as one of the main contributions to Global Education processes
- To coordinate the development of a Global Education Policy Paper, and activities, with the work carried out in the framework of Global Youth Work Development

Activities:

- Organise a seminar on Global Education with different regional partners, institutions, civil society actors and other stakeholders in the field of Global Education
- To organise sub-group meetings of the Pool of Trainers focusing on Global Education

- 3.2. Provide spaces for intercultural and inter-faith dialogue, and learning through interaction

Actions:

- To develop the capacity and promote the work done by the Faith based Expert Group
- Support and assist initiatives of MO's in the field of intercultural and inter-religious dialogue
- To ensure, where relevant, the full contribution of the YFJ to institutional processes on intercultural and inter-religious dialogue
- To ensure the full participation of the YFJ and its MOs in the 2008 European Year of Intercultural Dialogue
- Contribute to the development of the Council of Europe White Paper on Intercultural Dialogue

Activities:

- Organise a seminar on the role of youth exchanges in intercultural learning and inter-religious dialogue, during the European Year of Intercultural Dialogue
- Facilitate the work of YFJ Faith Based Expert Group

3.3. Promote learning through engagement in mobility and exchange programmes

Actions:

- Lobby for vocational school students' accessibility to exchange programmes
- Lobby for better accessibility for marginalised young people to long term exchange programmes

3.4. Promote mobility in education as a learning method and tool for developing better understanding, cultural interaction and open minded society

Actions:

- To advocate for initiation and introduction of national educational mobility programmes

Aim:

4. A holistic approach to education in Europe

Objectives:

4.1. The opening up of the formal education system to other learning providers such as YNGOs and to NFE methodologies

Actions:

- Advocate for competence tests in educational systems that take a holistic approach to education, contesting narrow tests such as the PISA study
- Advocate for the introduction of methods of, and approaches to, learning from the non-formal sector into the formal education system
- Promote the development of educational systems that take due regard of the complex and comprehensive nature of and needs for learning and development
- Contribute to the greater recognition of social, cultural, artistic and ethical competences in wider learning frameworks

4.2. Advocate for the integration of education for sustainable development into formal education at all levels

Action :

- Use the UN decade for education for sustainable development as leverage to advocate for the inclusion of environmental awareness in school curricula

YOUTH WORK DEVELOPMENT
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Aim:

1. The continuous development of civil society, in particular of Youth NGOs

Objectives:

1.1. Facilitate the creation of peer support networks

Actions:

- Support the development of knowledge resources in different regions of Europe
- Raise awareness on the benefits of solidarity in peer support
- Facilitate cooperation and support networks within the membership of the European Youth Forum

Activity:

- Facilitate the organisation and establishment of regional knowledge and capacity building pools for YFJ MOs

1.2. The active promotion of democratic youth initiatives and structures

Actions:

- Lobby governments and institutions to provide framework support for YNGO development
- Organise meeting spaces for different stakeholders and institutions aimed at increasing the institutional recognition and support of our partners in other regions of the World
- Support initiatives aimed at strengthening democracy and the role of civil society in Europe and other regions of the World

Activities:

- Conduct study visits and meetings to build knowledge on the situation of youth work in different countries in Europe

1.3. Encourage recognition of the value and role of YNGOs

Actions:

- Organise a consultation process on the value and role of youth work among YFJ MOs
- Advocate for the recognition of YNGOs as key actors in society

1.4. Increased solidarity among YNGOs and mutual support for their development

Action:

- Collect and disseminate good examples of mutual support work
- Encourage bilateral and multilateral partnerships among YFJ MOs

1.5. The integration of a strong youth dimension in EU Neighbourhood policies

Action:

- Advocate for a strong youth dimension in the neighbourhood policy, bilateral agreements and Northern dimension policy of the EU and look for possible links with EU programmes

1.6. Promote systems of good governance that involve young people

Aim:

**2. Membership development of the European Youth Forum**

Objectives:

2.1. Strengthen the Member Organisations (MOs) and the structure of the YFJ

Actions:

- Develop an annual membership survey, as a tool aimed at facilitating access to information on Member Organisations
- Monitor changes within the YFJ membership and initiate the start of a full membership review

2.2. Strengthen MOs through the provision of training and spaces for the exchange of knowledge and good practice

Actions:

- Establish a Working Group on Youth Work Development

- Build expertise on youth work development and national youth policy in different countries and regions of Europe
- Disseminate information on a regular basis to MOs, on resources and training related to youth work
- Support MOs in developing their Training Policies and their Training capacity, *inter alia* their Pools of Trainers
- Facilitate networking and the exchange of good practice amongst MOs regarding training, youth work, and national youth policy

Activities:

- Organise thematic trainings for MOs on strengthening youth work
- Adopt a Policy Paper on Training
- Organise, over a mandate of two years, three meetings of the Pool of Trainers, and sub-group meetings of the Pool of Trainers on different policy areas

2.3. Provide effective tools for communication and information sharing

Actions:

- Set up necessary communication and information sharing mechanisms

2.4. Increase cross-pillar and cross-sectoral cooperation

Action:

- Encourage the development and improvement of cooperation and mutual support tools among YFJ MOs

Aim:

3. Youth NGOs to become even more representative of the needs of young people

Objectives:

- 3.1. Advocate for appropriate financial and political support tools that provide opportunities for youth organisations to reach and engage more young people

Action:

- Develop and implement information strategies to encourage greater youth involvement and participation
- Promote volunteering as a crucial value of youth work

- 3.2. Promote the development of open, inclusive, membership-based, independent, democratic, representative and accountable Youth NGOs

Actions:

- Encourage Member Organisations to reflect on their internal structures in order to better involve young people from different backgrounds in their activities and organisation
- Support the development of Regional Youth Platforms and International coordination initiatives that follow these principles

Activity:

- Organise a consultation activity on addressing challenges to the openness and inclusiveness of YNGOs

- 3.3. Implement mechanisms for more diverse representation within and greater accessibility to the YFJ by all young people in Europe

Actions:

- Advocate institutional support to strengthen the capacity of YNGOs to be as representative as possible of youth at large

- Explore and consider the possibility of using other languages, in particular for the translation of policy papers and other documents of the YFJ. If member organisations are willing to provide the translation of activities into other European languages, this in particular should be welcomed and supported by the YFJ.

Aim:

**4. Greater means for the sustainability of youth organisations and youth councils**

Objectives:

- 4.1. Work towards achieving clear and effective legal structures which facilitate youth organisations to function at all levels

Actions:

- Support the development of adequate legal frameworks
- Lobby the EU for the adoption of a Statute for a European Association
- Monitor and influence change in legislation hindering the work of youth NGOs

- 4.2. Fair multi-annual funding

Actions:

- In the framework of the Youth in Action programme, ensure the accessibility of multi-year framework agreements for INGYO operating grants, as well as the transparency, fairness and user-friendliness of procedures for both annual and multi-year agreements
- Advocate for the introduction of multi-year youth sector funding packages at all levels
- Advocate for clear political and financial commitments from governments to YNGOs and Youth Policy through multi-year administrative funding mechanisms
- Broaden information on the possibilities for different sources of funding

Activities:

- Establish a database for Member Organisations on funding possibilities through projects, programmes or foundations
- Organise an Information and Networking Day on funding for INGYOs

- 4.3. Provide tailored organisational support to MOs

Actions:

- Provide constant support to new Member Organisations
- Provide *ad-hoc* expertise upon request
- Offer capacity building expertise on specific needs related to youth work or NYP development
- Analyse needs and offer tailored lobby or action strategies to MOs
- Promote cooperation, networking, and the exchange of good practice and expertise amongst NYCs and new regional platforms

Activities:

- Conduct support visits to Member Organisations, upon identification of needs and/or upon request

- 4.4. Provide support and advocate for greater resources to ensure the full independence of young NGO's to counter-act external interference in their autonomy and work

Actions:

- Develop support tools to prevent and react to possible violations of YNGO independence
- Develop a policy on support and response to violations and infringements of YNGO independence

- 4.5. Support the continuous partnership of YNGOs with governments, institutions and other stakeholders in the youth field

Actions:

- Lobby national governments and institutional partners for the development of strategic partnerships between states and YNGOs
  - Advocate for the strengthening of a research pillar in NYP development
  - Lobby for the recognition of the value, experience and impact of YNGOs in policy making at national and local levels
  - Advocate for an increase in state accountability to youth and YNGOs in the provision of services
  - Advocate for the establishment of co-management systems between YNGOs and states at all levels
- 4.6. Advocate for political and financial commitments from governmental and inter-governmental authorities at all levels to YNGOs

Aim:

5. The consolidation of Youth NGOs, especially in South East Europe, Central Europe, Eastern Europe and the Caucasus

Objectives:

- 5.1. Contribute to the creation of National Youth Councils (NYCs) in all member states of the Council of Europe (CoE)

Actions:

- Support national initiatives and coalitions aimed at the consolidation of national youth work
  - Advocate for the recognition and support of national coordination structures by governments
  - Provide policy and knowledge transfer to NYC initiatives on all aspects of organisational and political sustainability
- 5.2. Promote the development and recognition of youth work in Central Europe (CE), Eastern Europe (EE) and South East Europe (SEE)
- 5.3. Facilitate networking and joint actions in response to the common needs of young people in South East Europe, Central Europe, Eastern Europe and the Caucasus

Actions:

- Support and promote National Youth Councils and youth work development in the three regions
- Advocate state and other stakeholders to recognise and partner NYCs and national structures in the field of youth
- Support the development of adequate legal frameworks that allow for inclusive coordination structures
- Identify needs and lobby for training opportunities for YNGO development in these regions
- Facilitate MOs YWD networking in these regions

Activity:

- Organise an Information and Networking Day, with a regional focus, on developing capacity and ensuring continuity in youth work
- 5.4. Lobby for support mechanisms responding to the specific needs of young people in South East Europe, Central Europe, Eastern Europe and the Caucasus

Actions:

- Advocate institutional partners to prioritise youth on the political agenda, especially in bilateral and regional policy approaches
- Lobby for the increase in the role of YFJ MOs and other YNGOs in the framework of intergovernmental regional cooperation processes
- Lobby for the establishment of fostering mechanisms, and legal and financial provisions, as well as widening spaces for YNGO exchange in the framework of the European Neighbourhood Policy and other relevant programmes or instruments, primarily in EEC and SEE
- Participate as a key stakeholder in youth policy initiatives
- Develop coordination with other civil society actors working to strengthen NGOs in CEEC and SEE
- Strengthen coherence in the involvement of YFJ institutional partners in CEEC and SEE

Aim:

6. Strong regional and global youth co-ordination structures, initiatives and partnerships as fundamental for global cooperation

Objectives:

- 6.1. Promote greater democracy, human rights, solidarity and global cooperation

Actions:

- Lobby the EU and support Member Organisations lobby work with their own governments for the full implementation of the World Programme for Action for Youth (WPAY), the Millennium Development Goals, the EU Sustainable Development Strategy, and the plan of implementation adopted at the Johannesburg World Summit on Sustainable Development
- Develop and share methods and information for the member organisations to work actively towards the implementation of MDG's
- Support coordination among Member Organisations and partners working in the field of democracy building and sustainable development.
- Support coordination among Member Organisations and partners promoting the implementation of the WPAY
- Establish a Working Unit on Global Affairs for Development and Cooperation, aimed at contributing to the global work of the European Youth Forum and making it more relevant for MOs
- Actively explore the possibilities for engagement in global cooperation initiatives together with our global partners, such as the World Youth Festival and other events with a genuine global outreach especially those promoting democracy and human rights

Activities:

- Organise training and networking day to exchange experiences on how youth organisations can work on Sustainable Development both through advocacy work and awareness raising
  - Actively contribute to the University on Youth and Development partnership development, joint programme, and educational, training and networking dimensions.
- 6.2. Contribute to strengthening the role, institutional recognition and the development of democratic structures within other regional platforms, through the Global Co-operation Co-ordination Committee (GCCC) and International Coordination Meeting of Youth Organisations (ICMYO)

Actions:

- Support, through the 1% Solidarity Fund, concrete development and solidarity projects
- Contribute to the development of ICMYO
- Support the development of regional platforms as partners in global processes
- Facilitate the involvement of MOs, as well as their regional partners, in the development and activities of regional youth platforms
- Facilitate information flow and support relations between MOs, the members of regional platforms, and ICMYO

Activities:

- Contribute to the organisation of an ICMYO meeting in the 2007-2008 period
- Convene annual meetings of the GCCC, linked to the ICMYO annual meetings, and maintain an ongoing dialogue within the GCCC

6.3. Participate in partnerships for the full realisation of the Millennium Development Goals (MDGs) and the implementation of the World Program of Action for Youth

Action:

- Cooperate with the Global Call for Action Against Poverty, the Millennium Campaign, *Concord* and other civil society actors working on development policy, environmental sustainability, the MDGs, and the WPAY

Activity:

- Organise a training for MOs on the Millennium Development Goals and WPAY

6.4. Sustain and facilitate political co-operation processes at the regional and sub-regional levels, with the involvement of relevant actors and stakeholders at the civil society and institutional levels

The YFJ will consider Africa and the Euro-med as priority regions for cooperation in 2007-08.

Activities:

Europe:

- follow the work of governmental and non-governmental initiatives (i.e. Central European Initiative, GUAM, etc) and advocate for the better inclusion of youth on their agenda

Africa:

- Support the development of African youth organisations and promote dialogue ~~between European and African youth organisations~~
- Engage and cooperate with the ICMYO members and YFJ MOs active in the region
- Further develop partnerships with African regional youth platforms
- Follow-up the engagement of the African regional youth platforms with the African Union in order to strengthen youth work on the continent
- Engage in the possible organisation of a Euro-African Youth Summit
- Develop a policy paper on the European policy of development co-operation in Africa
- Advocate for more respect for the needs of young people in the ACP-policy of the EU

Latin-America:

- Continue the organisation of the Euro-Latin American Youth Forum (FEULAT), together with FLAJ
- Support the physical extension of the FEULAT process to the Latin-American region
- Contribute, together with FLAJ, to the University on Youth and Citizenship and Participation
- Support dialogue with relevant institutions in the region, such as the OIJ and OEA, in order to provide input into Euro-Latin American youth cooperation processes

- Engage, together with FLAJ, in the Associative Platforms Gathering and similar events, organised by the OIJ and its Member States

Asia:

- Engage in the implementation of the Memorandum of Understanding signed between the European Youth Forum and the Asia-Europe Foundation
- Engage in the implementation and promotion of the Tianjin Declaration
- Actively participate in the revitalization of the Asia-Europe Youth Forum
- Follow-up the Asia-Europe Meeting and provide input to the process in coordination with our regional and global partners
- Support the interaction of regional Asian youth platforms with ASEF and other relevant international institutions
- Actively contribute to the organisation of the young political leaders' summit and ASEF events with a relevant Euro-Asian youth dimension

Euro-Med and Middle-East:

- Monitor and contribute to the implementation of the new phase of the Euro-Mediterranean Youth Programme
- Support the development of a strategy on youth policies in the Mediterranean region, based on the outcomes of the Euro-Med Seminar on Youth Policies and Youth Participation
- Support, together with MOs, the development of youth coordination structures in the region, based on the principles for global cooperation
- Follow-up the results of the Steering Group and continue work on the Middle-East Youth Initiative, in order to develop strategies to support youth work and a culture of peace in the MEDA region
- Engage, together with the relevant actors working in the Euro-Med context, in the promotion of dialogue initiatives
- Participate in the Steering Committee of the Euro-Med Youth platform, in order to promote the development of truly representative youth structures and networks in the region
- Foment and promote the creation of a Euro-Mediterranean Youth Forum for youth organisations from both regions
- Promote the creation of the Euro Mediterranean Youth Forum and assure the active involvement of YFJ MOs
- To continuously engage in building partnerships with youth organisations in the region
- To promote the consolidation of national youth structures in the region

Aim:

**7. To facilitate greater youth mobility**

Objectives:

- 7.1. An end to visa requirements for young people participating in youth activities within CoE member states

Actions:

- Lobby for the development of a EU-CoE common agenda on mobility
- Continue implementing the GET VISABLE campaign, highlighting the necessity to remove obstacles to youth mobility within visa procedures

Activities:

- Organise an Information and Networking Day on the removal of visa obstacles
- 7.2. The development of a globally recognised visa for young people participating in all mobility exercises in Europe, such as youth exchange programmes, internships, seminars, trainings and conferences

Action:

- Raise debate at the European level on the visa problems facing young people
- Advocate for the recognition of youth work in EU visa policy, especially in the Community Code on Visas and different visa agreements between the EU and non-EU states, and support MOs in their work in this regard
- Advocate for a Volunteer visa status, that facilitates mobility
- Lobby the UN system and its member states to facilitate and support the development of a youth work visa
- Inform the European public about human rights violations in connection with visa applications
- Target embassies, and in partnership, develop programs to improve visa procedures
- Advocate to end human rights violations and allow for visa application procedures which respect individual dignity

7.3 Recognition of the benefits of youth mobility and of periods spent abroad in the wider European area, with regards to personal development, civil society development and educational development

Actions:

- Advocate obstacle free youth mobility to the wider public and EU decision makers
- Lobby for decreasing the costs of visas for young people involved in youth work

7.4. Support the development of quality mobility programmes for all groups of young people

Actions:

- Advocate and monitor the development and implementation of Individual Pupil Mobility Scheme under the new Life Long Learning programme (Comenius sub programme)

Aim:

8. To support youth organisations to empower and address the needs of marginalised and disadvantaged young people

Objectives:

8.1. Development and consolidation of tools to assist MOs in effectively increasing outreach work

Actions:

- ~~Ensure the full internal implementation of a Code of Conduct on inclusive youth organisations~~

8.2. Encourage the activities of organisations representing marginalised and disadvantaged youth

Actions:

- Monitor the work done by YFJ MOs working for and with young people with fewer opportunities
- Develop relevant partnerships with other civil society organisations working for and with marginalised and disadvantaged people, in order to strengthen and support the work of MOs
- Advocate for the integration of a strong youth dimension in the social inclusion policies of institutional and civil society partners

PARTICIPATION AND YOUTH POLICY MAINSTREAMING
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Aim:

**1. To promote cross-sectoral youth policy**

Objectives:

- 1.1. Strive for a cross-sectoral, cross-institutional and multi level approach to youth policy

Actions:

- Advocate the mainstreaming of youth issues within institutional partners as well as within public authorities at all levels
- Encourage Member Organisations to use different tools and processes in order to strengthen youth policy, at all levels
- Facilitate the development of participatory structures, allowing youth organisations and young people to be actively involved on policies affecting them
- Lobby for the recognition of the role of youth organisations in development cooperation and advocate for more support for their activities
- Review how national and EU development cooperation targets and includes youth
- Advocate for the development and implementation of measurable National Youth Policy indicators
- Use the WPAY as a framework to develop national youth policies
- Follow the development of the UN Youth Development Indicators and promote them in Europe

Activities:

- A seminar on the implementation of youth mainstreaming at all levels
- Produce a report on how young people are integrated in development cooperation and policies

- 1.2. The continuous development, monitoring and evaluation of youth policy in Europe

Actions:

- Evaluate and influence the implementation of the Common Objectives at all levels and support MOs in their activities related to EU cooperation in the youth field
- Develop partnerships with organisations of local and regional authorities to strengthen implementation of European youth policy frameworks at local and regional level
- ~~Advocate and lobby for the full implementation of the commitments arising from the Open Method of Coordination in the youth field and the EU White Paper process~~
- Use the European Youth Pact as a basis for youth mainstreaming and an important tool in the development of youth policy
- Contribute to and advocate for the development of a framework Convention on youth policy within the Council of Europe and contribute to other CoE youth policy related relevant processes
- Promote and monitor the World Programme for Action for Youth as a useful tool to develop youth policy at the national level

Activities:

- Organise activities, e.g. Information and Networking Days, for Member Organisations, on relevant topics on youth policy development

- 1.3. Develop and enhance partnerships with other civil society actors

Actions:

- Build up and reinforce YFJ contributions to European Platforms such as the Social Platform and the Civil Society Contact Group in order to promote mainstreaming of youth issues in their policies
  - Seek for strategic partnerships with the European Youth Card Association, the European Youth Information and Counselling Agency, the European Youth Researchers Networks, and the European Centre on Volunteering
- 1.4. Provide policy responses to the needs of youth, which lead to their greater autonomy

Actions:

- Defining the transition periods which characterise youth, namely the transition between childhood and youth and youth and adulthood in order to better define what is understood by youth
- Develop a YFJ approach to child policy, ensuring greater coherence in the framework of policies on youth
- Propose a YFJ approach on the UN Convention on the Rights of the Child and the emerging Convention on the Rights of Youth in order to ensure its implementation

Aim:

2. To promote participation and active citizenship

Objectives:

2.1. Promote and advocate for 'a culture of youth participation' in Europe

Actions:

- Promote the use of different existing tools and processes, such as the CoE Charter on Youth Participation in local and regional life, and the EU Common Objectives in the field of youth participation, by decision-makers as part of our work to promote and enhance youth participation
- Promote the participation of young people to our institutional partners
- Support the capacity and institutional recognition of YFJ regional and global partners

Activities:

- Organise follow up to the participation seminar *Participation works!!!* enhancing the opportunities to strengthen different aspects of youth participation

~~2.2. Ensure the availability of and access to Youth Information enabling greater youth participation~~

2.3. Work with relevant partners for the realisation of the active participation of young people

Actions:

- Initiate strong collaboration with the EU Committee of the Regions and the Congress of local and regional authorities, as well as organisations of local and regional authorities, in order to establish the full and active participation of young people at the local and regional levels, and to improve youth policy at these levels
- Encourage and support Member Organisations to initiate similar partnerships at the local and regional levels

2.4. Advocate for greater youth participation in formal decision-making

Actions:

- Lobby on lowering the electoral age to 16 as a key element in the active participation of young people

- Lobby for structured dialogue with the EU as a participative tool and as a means to implement youth mainstreaming
- Build up partnerships at the regional and local levels to develop participative structures for young people
- Offer training on lobbying and influencing decision-making processes in youth related policy fields
- Lobby for a European wide campaign encouraging young people to participate in the 2009 European Parliament Elections, with a specific focus on lowering the electoral age to 16
- Promote good governance in the management of formal education institutions

Activities:

- Provide information, support and facilitate Member Organisations in their efforts to lobby for the lowering of the electoral age to 16
- Provide opportunities for MOs to exchange expertise on participation issues

2.5. Advocate for co-management structures

Actions:

- In the framework of the development of national youth policy, support National Youth Councils which want to set up co-management structures at the national and/or local level
- Ensure the co-management system within Directorate of Youth and Sports of the Council of Europe reflects the core principle of representativity
- Promote co-management at all levels of governance of the EU-CoE Partnership
- Gather and share knowledge about co-management structures, in the perspective of the better participation of young people
- Make available to Member Organisations examples of good practice on the establishment of co-management systems

2.6. Develop lobby strategies and co-ordinate actions of MO's for lowering of the electoral age to 16

Actions:

- Lobby for the development of Europe wide research on lowering the voting age
- Promote lowering the electoral age in all contributions to youth and participation policies of institutional partners
- Facilitate co-operation of MO's that will examine the possibilities of working with lowering the electoral to 16

Activities:

- Prepare and co-ordinate a visibility-media action on lowering the electoral age

Aim:

3. To be the leading voice of young people in debates on the Future of Europe

Objectives:

3.1. Communicate the Future of Europe debate to young people

Actions:

- Monitor debates on the Future of Europe and the EU Constitution and provide regular information for Member Organisations
- Stimulate and facilitate debate on the Future of Europe and the EU Constitution amongst Member Organisations

- Follow up the results of the European Youth Convention, while initiating discussion on the Future of Europe on the European and national level
- Provide a virtual space for MOs and other young people to exchange views on the Future of Europe

Activities:

- Engage in the possible realisation of European Youth Convention follow up events
- Facilitate the co-operation of Member Organisations actively engaging in the debate on the Future of Europe, as a follow up to the work done by the contact group established for the European Youth Convention
- Engage in activities related to the celebrations of the Treaty of Rome anniversary

3.2. Facilitate debate on European integration among young people

Actions:

- Develop a YFJ position and contribute to the debate on the Future of Europe, based on a broad consultation of Member Organisations and ensure the active participation of youth organisations in the debate at EU and Member State level
- Develop a YFJ position highlighting the youth vision on the future of the European Social Model with the extensive involvement of the MOs

3.3. Promote a Europe without dividing lines and with equal opportunities for all young people

Action:

- Promote greater partnership between different international institutions (i.e. follow up to the Juncker report)

Aim:

4. Promote volunteering

Objectives:

4.1. The adoption and implementation of policies and measures to support, promote and facilitate volunteering by young people as part of Life Long Learning

Actions:

- Initiate a process to compile information on the status of volunteering/volunteers
- Engage a dialogue at the European level with other NGOs/platforms working on the recognition of and status for volunteers

~~Promote special contribution to society and the development of young people , of volunteering in a participatory organisation~~

Activities:

- Advocate and contribute to the development of a European campaign to promote volunteering
- Contribute to the work of the informal inter-group on volunteering within the European Parliament
- Develop a contribution to the adoption and implementation of the European Quality Charter for Mobility

4.2. Advocate for the recognition and valuing of the benefits of volunteering, both to the individual and to society, as well as of the skills, competences and attitudes gained through volunteering

Actions:

- Promote the value of youth volunteering
- Raise the profile of volunteering towards institutions and the private sector
- Promote the non-formal educational dimension of volunteering

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- Promote the recognition of the personal and societal benefits of volunteering

## HUMAN RIGHTS

### Aim:

1. To promote greater equality, gender equality and tackle discrimination

### Objectives:

- 1.1. To promote the development of diversity plans by public authorities and public administrations

#### Actions:

- In the framework of the *All different, All equal* campaign, advocate for the development and full implementation of diversity plans in close collaboration with civil society - including youth organisations. Diversity plans should allow an equal representation of all groups present in society within all public bodies

- 1.2. Develop YFJ responses to address multiple-discrimination

#### Actions:

- In 2007, develop a Position Paper on 'multiple discrimination as it affects young people'
- Facilitate and coordinate the participation of the YFJ and its Member Organisations in the 2007 European Year of Equal Opportunities for All
- Advocate for the inclusion of multiple discrimination in the 2007 European year of Equal Opportunities for All and the Council of Europe Campaign *All different - All equal*
- Develop a policy paper on the effects of migration on young people

#### Activities:

- Organise a seminar on multiple discrimination in 2007
- Convene an Expert Group on Migration

- 1.3. Advocate for more gender sensitive youth policies aiming at equal opportunities and to support MO's in their work developing programmes and activities that are more gender sensitive

#### Actions:

- Lobby the European Union for the full implementation of the EU roadmap for gender equality 2006-2010
- In the framework of the Lisbon Strategy, monitor the follow-up of the European Pact for Gender Equality and promote concrete actions
- Monitor and contribute to the UN Beijing Platform for Action on gender equality
- Establish a working group on gender that will:
  - a) develop guidelines for how the YFJ should internally ensure gender equality in all fields and levels;
  - b) develop a policy paper on gender;
  - c) ensure and control that the YFJ includes gender aspects in all policies and implements methods ensuring gender equality
- Disseminate briefings on non-discriminatory language use in English and French
- Engage in the CoE campaign to combat violence against women
- Regard gender equality as a mainstream issue whose aspects are included into every activity and policy of the YFJ

- 1.4. A Europe valuing the abilities of the individual and celebrating diversity

Actions:

- Take a full role in the Council of Europe Campaign *All different-All equal* and the European Union Campaign *For diversity - against discrimination*
- Monitor European Institution developments when working on issues related to young refugees and asylum-seekers
- Follow up the joint declaration with the European Disability Forum and work with AGE on intergenerational dialogue
- Compile a report on 'Young People and Racism Today'
- Develop an YFJ Action Plan on equality

Aim:

1.5. To increase participation of marginalised and disadvantaged young people in EU programmes

Action:

- Provide the MOs with information about EU programmes that are accessible for YNGOs such as the progress programme, the research framework programme, the European Social Funds and the Integrated Life Long learning Programme

EMPLOYMENT AND SOCIAL AFFAIRS
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1. More and better employment for young people

Objectives:

1.1. An increase in employment opportunities and decent working conditions for all

Actions:

- Lobby for the full implementation of the ILO concept of "decent work" and the revised European Social Charter
- Lobby and follow up the materialisation of the National Reform Programmes for the implementation of the European Youth Pact
- Engage in actions aimed at the reduction of youth unemployment and against the prevalence of precarious work, particularly the lobby of the EU institutions especially DG Employment
- Contribute to UN initiatives related to youth employment such as the Youth Employment Network and the Alliance of Civilisations
- Lobby for a more favourable legislation for those in precarious working conditions.
- Develop a Policy Paper on youth employment

Activities:

- Convene a Working Group on youth employment who will organise a symposium on youth employment as a visibility event to lobby EU institutions and Member States
- Develop and publish a periodical checklist on the implementation of National Reform Programmes and the European Youth Pact

1.2. Advocate for more favourable conditions for entrepreneurship and self-employment

Actions:

- Lobby for the promotion of funding resources at the European and national level to assure adequate standards for self-employment.
- Establish contacts with young employers' organisations at the European level
- Examine the obstacles/problems that young entrepreneurs and young people who want to employ themselves face.
- Advocate for simplification of legal frameworks for entrepreneurial activities of young people, while ensuring equal access to social security

- 1.3. Guide the emergence of a climate where the competences of young people are recognised and valued

**Actions:**

- Lobby for the full implementation of the EU 'Employment Equality' directive and fight against all forms of discrimination borne by young people in the labour market, notably age discrimination
- Promote the recognition by the labour market, of the competences acquired through NFE systems and related activities, and other previously acquired learning outcomes

- 1.4. Ensure that Youth NGOs are recognised as partners in the dialogue between civil society and governmental actors at a local and national level and the YFJ is recognised at a European level

**Actions:**

- Promote the active participation of youth NGOs in different spaces and arenas for social partnership

**Aim:**

2. To increase the health, safety and well being of young people

**Objectives:**

- 2.1. Promote healthy lifestyles through non-formal education and within policies affecting the lives of young people (i.e. drug, alcohol and tobacco abuse, sexual health, mental illness, HIV/AIDS)

**Actions:**

- Highlight the World Program of Action for Youth and the importance of involving youth organisations when working on healthier lifestyles and HIV/AIDS, drugs and other health-related issues
- Promote youth organisations as key partners in combating the HIV/AIDS pandemic
- Linked to the work done on social inclusion, continue the partnership with Eurocare to promote a youth response to alcohol-related harm

**Activity:**

- Organise a seminar on the role of youth NGOs in combating the HIV/AIDS pandemic

- 2.2. Advocate for a better work/life balance and the eradication of poverty as key factors in improved mental and physical health

**Actions:**

- Support initiatives by MOs and other relevant actors to address health, mental illness, and lifestyle issues
- Develop a policy paper on the health and well-being of young people
- Explore the impact of the social environment on the health situation of young people

**Activity:**

- Linked to the work on social inclusion, organise a Networking day on best practice when working on the health and well being of young people, that will also feed into the policy paper on the topic

- 2.3. Advocate for the inclusion of young people in the determination and implementation of health policies affecting young people

**Actions:**

- Promote the greater access of young people to high quality health systems

- Promote the participation of youth NGOs in the development of health policies

#### 2.4. Promote sustainable development

Action:

- Promote the role of youth in sustainable development.

Aim:

### 3. To promote Youth Autonomy

Objectives:

- 3.1. Promote policies that respond to demographic changes while encouraging greater youth autonomy

Actions:

- Closely monitor and take positions on the ongoing work of the European Union concerning demographic change issues as well as the future of the European Social Model
- Advocate for a proper follow-up of the Youth Autonomy chapter of the EU White Paper on Youth and promote a reinforced follow-up process
- Develop links between policy responses to demographic changes, policies promoting sustainable development, and young peoples' priorities for youth autonomy

- 3.2. Advocate for housing, transport and infrastructure that respond to the real needs of young people

Actions:

- Promote greater use of the concept of youth autonomy in other processes such as the European Youth Pact and the OMC on Social Inclusion and Social Protection
- Youth autonomy being the responsibility of local and national policy makers above all, allow MOs to exchange experiences and best practice on youth autonomy
- Facilitate the exchange of information and best practice on youth autonomy issues between MOs

Activities:

- Organise Information and Networking Days on policies and best practice for youth autonomy

Aim

### 4. Environmental Protection

Objective:

- Promote policies that put an end to the destruction of environment and to climate change

Actions:

- Lobby the European Union to develop environmental policies, try to be an active actor in environmental debates
- Support initiatives from Member organisations and other relevant actions dealing with environment and climate change
- Incorporate environment mainstreaming in all aspects of the work of the YFJ
- Promote the role of youth in sustainable development.

TOOLS
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## 1. INSTITUTIONAL RELATIONS

### European Union (EU)

- Follow up to the White Paper on youth policy of the European Union, while aiming to further consolidate the efforts of the EU to ensure greater progress and co-ordination of youth policy matters

#### Actions:

- Monitor, progress and influence the OMC in the youth field
- Advocate for the European Commission and the Member States to begin to implement the horizontal aspects pillar of the 2002 Council Resolution, as well as of the youth autonomy chapter of the White Paper on Youth
- Establishing a continuous structured dialogue between the European Youth Forum and the EU

#### Actions:

- Ensure, support and coordinate a system of structured dialogue between youth organisations and public authorities at the European, national and local level
- Strengthening the European Youth Forum's engagement with the EU institutions

#### Actions:

- Strengthen YFJ advocacy capacity and presence *vis-à-vis* EU institutions
- Consolidate the position of the YFJ as the main interlocutor of the EU Institutions in the Youth field and ensure recognition of the YFJ as *the* representative stakeholder and key interlocutor on all EU policies affecting youth
- Maintain regular contact with relevant institutions and bodies of the EU, primarily the European Commission, the European Parliament, the Council of the European Union, the European Economic and Social Committee and the Committee of the Regions
- Maintain regular contact with the consecutive EU Presidencies, in close cooperation with the Member NYCs in the countries holding the Presidency
- Involve Member Organisations in the work with the EU institutions and EU member states, improving their capacity to contribute to EU policy processes and programmes
- Ensuring the European Youth Forum's involvement in the main EU policy processes affecting youth, including the Lisbon Strategy, the European Youth Pact and any subsequent initiatives

#### Actions:

- Ensure that a broadened Treaty Basis for EU action in the field of youth, as formulated in the draft EU Constitution, is retained in any future changes to the Treaty Establishing the European Community
- In the framework of the Lisbon Strategy, monitor the follow-up of the Strategy and continue advocacy work for the consistent follow-up of the European Youth Pact that includes concrete measures to reach the Pact's objectives, with clear reporting on progress
- Making use of the framework provided by the EU Sustainable Development Strategy, prepare dialogues between youth organisations and governments to provide input on sustainable development issues of interest for young people, in cooperation with the EU Presidencies
- Follow-up the implications of the Bologna Process for youth organisations

Activities:

- Organise annual hearings on youth issues at the European Parliament
  - Support the establishment of a youth affairs inter-group in the European Parliament for the legislative period 2009 - 2013
  - Organise activities on a regular basis to raise the overall visibility of the YFJ in EU institutions
- Monitoring and contributing to bilateral agreements between the EU and Third Countries, which cover the youth field
  - Ensuring the necessary support for the implementation of the Youth in Action programme and other programmes relevant to youth

Actions:

- Contribute to the work of the Education, Audiovisual and Culture Executive Agency in designing the call for proposals
  - Follow the revision of the Youth in Action Programme Guide
  - Ensure regular contact with the National Agencies
  - Advocate for the participation of National Youth Councils in the National Agency management board and in particular, in the committee selecting the projects
  - Ensure the participation of the YFJ in the programme committee
  - regularly update Member Organisations on the evolution of the Youth in Action programme
  - Follow-up the development and implementation of the *Youthpass*
  - Monitor and influence the implementation of the individual pupil mobility scheme under the new Lifelong learning programme.
- Promoting youth mainstreaming within EU institutions and policies

Actions:

- Develop relationships with relevant services of the European Commission, Committees of the European Parliament and EU Council compositions to promote the mainstreaming of youth issues in EU policies
  - Define an agenda for the structured dialogue between youth organisations and the EU, which encompasses all policy fields affecting youth
- Monitor and influence EU legislation and policies affecting youth activities and the work of youth NGOs

Council of Europe (CoE)

- Continuously supporting the co-management system and the structures of the Council of Europe Directorate for Youth and Sports

Actions:

- Participate in meetings of the statutory bodies of the Directorate of Youth and Sports (DYS)
- Promote the European Youth Foundation as a key instrument to support the development and sustainability of YNGOS
- Promote the Recommendation of the Committee of Ministers to the Member States on the role of NYCs in youth policy development
- Promote existing instruments of the Council of Europe on youth participation and youth policy
- Promote Council of Europe policies and manuals on Human Rights Education
- Promote the European Youth Campaign for Diversity, Human Rights and Participation

Activities:

- In cooperation with the DYS of the Council of Europe, organise a Youth Event parallel to the 8th Conference of European Ministers responsible for Youth, to be held in Ukraine in 2008
- Compile a report on alternative ways and sources to increase the funds of the European Youth Foundation
- Actively contributing to the development, monitoring and evaluation of priorities, programmes and policies of the DYS and promote existing CoE tools, programmes and methodologies relevant for youth work and youth policy

Actions:

- Participate in the meeting of experts in the youth field
- Participate in meetings aimed at preparing key seminars, training courses and other events of the Directorate of Youth and Sport
- Contribute to the follow up of the *Europe youth and globalization* event

Activities:

- In the framework of the European Youth Campaign *All Different - All Equal*, organise a closing Round Table involving Member Organisations that were active in the Campaign, to celebrate, evaluate and plan the follow-up to the Campaign
- In the framework of the European Youth Campaign *All Different - All Equal*, develop and publish a YFJ report on the Campaign;
- Evaluate the last two DYS triennial programmes and develop proposals for the 2009-2011 programme
- Sustaining good and structured co-operation with relevant bodies of the Council of Europe

Actions:

- Organise annual coordination meetings with the DYS Secretariat, on the fields of training, research, publications, field activities and the work of the European Youth Foundation
- Cooperate with the Directorate of Education and Culture, in particular in the field of Citizenship through Education;
- Follow-up the work of the Committee of Ministers' Rapporteur Group on Education, Culture, Sports, Youth and the Environment
- Promote the development of a Council of Europe youth strategy on sustainable development
- Organise an annual meeting with representatives of the PACE Sub-Committee on Youth and Sports and of the Congress of Local and Regional Authorities of Europe (CLRAE)
- Supporting the greater implementation of the Revised Charter on Youth Participation in Local and Regional Life

Actions:

- Strengthen cooperation with the CLRAE
- Support the organisation of trainings with local authority representatives at national level through the NYCs
- Contributing to the development of the youth programmes of the North-South Centre of the Council of Europe (NSC)

Action:

- Participate in meetings of the statutory bodies of the North South Centre and support youth programme development and the mainstreaming of youth in NSC programmes and activities

### European Union and Council of Europe Partnership

- Actively participating in the definition, development and evaluation of the Partnership projects and activities

#### Actions:

- Produce a yearly contribution from the European Youth Forum to the Partnership activities and contribute to the working units and governing structure of the Partnership
- Advocate for better governance and greater transparency within the Partnership Management
- Disseminate information from the Partnership to YFJ MOs and ensure their involvement in Partnership activities

#### Activities:

- Ensure the regular participation of YFJ representatives in all Covenant meetings
- Promote European Youth Forum policies in the European Knowledge Centre database
- Supporting innovative initiatives, notably on European Citizenship - ensuring the impact and necessary outreach to Youth Organisations

#### Actions:

- Advocate and contribute to a curriculum of European Citizenship Education reaching out to as many youth organisations as possible
- Support innovative initiatives, notably in the field of European Citizenship Education
- Aiming to further enhance synergies between the EU and the Council of Europe in the field of youth policy and youth work development.

#### Actions:

- Advocate for the strengthening of the youth policy aspects shared by the European Union and the Council of Europe, such as participation, the autonomy of young people, and education
- Lobby for the creation of a 'Youth policy' pillar in the Covenant to develop a common approach on youth policy, taking into account the actors of youth policy: young people, youth researchers, decision-makers and, where relevant, social partners

### United Nations (UN) System

- Contributing to the achievement of the MDGs and promoting global partnership to combat poverty
- Encouraging greater implementation of the WPAY and further exploring its links to the realisation of the MDGs
- Facilitating and coordinating the representation of youth organisations at the UNGA and other relevant events
- Contributing to UN and UN Agencies' (ILO, UNESCO, UNICEF, UNFPA, World Bank) initiatives involving youth and advocating for greater co-ordination among those UN agencies dealing with youth issues
- Advocating for the full implementation of the Convention on the Rights of the Child

#### Actions:

- Maintain regular contact with the relevant institutions and bodies of the UN system
- Involve Member Organisations in the work with the UN agencies, improving their capacity to contribute to UN policy processes and programmes

- Advocate for the implementation of the WPAY and the MDG's by EU and COE Member States
- Advocate for better coordination on youth issues by UN agencies, funds and programmes
- Promote the GCCC and the ICMYO to UN member states and UN agencies, funds and programmes
- Advocate for the Western Sahara cause based in the resolutions previously approved by the YFJ

Activities:

- Organise annual coordination meetings between the YFJ and European youth representatives to the UN
- Attend the meetings of the Commission for Social Development and the Commission on Sustainable Development
- Attend the UNGA and, if appropriate, organise side events on topics relating to the WPAY

**External Communication and partnerships**

The European Youth Forum will increase the outreach and visibility of youth organisations and youth work by adapting its external communication tools and elaborating new ones to reach out to a greater number of stakeholders and young people. It will also build alliances with other NGO platforms that will contribute to achieving the YFJ's strategic aims and objectives.

Actions:

- Create and update annually the YFJ Communication Strategy based on the Strategic Priorities and Work Plan
- Elaborate on establishing communication services that would be more attractive to young people in general and other stakeholders
- Create a Partnerships System with other NGOs and civil society organisations, research institutes, and actors in the field of youth
- Develop a set of aims for each specific document type in order to define them - position papers, resolutions, declarations, etc.
- Manage and develop work with European media to ensure a clear YFJ image in the eyes of the institutions and other partners, and to communicate YFJ messages efficiently
- Continue production of the *e-Youth Opinion* newsletter every two months
- Publish the *Youth Opinion* magazine twice a year
- Publish the Annual Report
- Maintain and upgrade the European Youth Forum website
- Collaborate with the Youth Portal of the European Commission: monitor its discussion forum and have an advisory role on its Steering Committee
- Attend and organise PR events with stakeholders
- Engage in campaigns that affect young people

Activity:

- Organise an annual Open Doors day

## 2. RESEARCH AND KNOWLEDGE DEVELOPMENT

The European Youth Forum is a knowledge-based organisation which will continue to ground its competences in the field of youth policy development on existing data and policy evidence gathered through the engagement and diversity of its members.

The development of research should be based on direct correspondence with the organisation's priorities and should be of the highest quality, thus enhancing the credibility of the YFJ and emphasising its role as a credible partner in youth policy and youth work development in Europe and beyond.

- Gather and systematise information from the membership on the issues that need to be addressed through specific policy
- Strengthen existing tools for the monitoring of youth policy
- Establish permanent procedures for the monitoring of youth policy development in European countries
- Ensure that YFJ publications and external communication are organised so as to reflect existing knowledge within the platform
- Actively participate in relevant research networks and promote the implementation of such networks at the national level in cooperation with NYCs
- Support and contribute to the development of the European Knowledge Centre for Youth Policy

### 3. INTERNAL COMMUNICATION AND ORGANISATIONAL DEVELOPMENT

The European Youth Forum is an organisation that continues to grow and learn, and as it enters its adolescence, some structural enhancements are needed. Organisational structures and communication channels have to be permanently adapted so as to best support the work of the membership. The knowledge developed, information gained and results achieved through the organisation's lobby and advocacy work, have to be accessible to MOs and to the current and on-going working structures of the Forum - with the aim to smoothen knowledge exchange and management.

The European Youth Forum has already developed a set of valuable tools for communication with its MOs. All represent a huge potential for information flow within and to the Member Organisations. The international and complex dimension of the European Youth Forum demands highly effective and transparent communication within its structure. Member Organisations should furthermore be provided with clear and sustainable channels through which they can provide input to the different policy positions of the organisation, ensuring greater consultation and accountability.

Diversified funds for the daily work of the European Youth Forum are essential for independent and unbiased work. Therefore it is fundamental to strive for the diversification of the Forum's income using a clear strategy, guided by ethical and environmentally sustainable considerations.

#### Actions:

- Set up a YFJ alumni database
- Create a well-structured online archive of Bureau updates and reports, briefing notes for policy areas or explaining the context of policy documents
- ~~Keep the Internal Communication Plan up to date, based on the annual communication survey, and adapt it to the needs of the MOs and working structures~~
- Set up a content management system to enable MOs to update independently their contact details and organisational information on the YFJ website
- Elaborate options to create spaces for the interaction of MOs' members that would take place outside the formal agenda of the YFJ (Festival, Summer Camp, Summer University etc.)
- Continue issuing the weekly European Youth Forum *Courier*, communicating all current YFJ information for MOs
- Maintain and update the intranet
- Have an analytical reflection on the landscape of youth organisations in Europe, while further promoting our values of democratic representation, membership-based organisations, and outreach to as many young people as possible
- Organise an assessment of the capacity of the YFJ to respond to and work in the best interests of MOs, as the membership continues to grow
- Develop a clear strategic guideline on how the membership of the YFJ can be developed in the future
- Develop a clear and transparent process for deciding and selecting the location of YFJ events, meetings and activities. This would include all statutory meetings such

as GAs, COMEMs, Bureau meetings and others such as EUACOM, COEACOM, training courses and seminars.

- Develop clear aims, objectives, responsibilities and working methods for all permanent and non-permanent YFJ working structures, in easy and straightforward language and make them accessible to all MO's via the YFJ intranet
- Organise a strategic assessment of the size of the working structures of the YFJ and envisage smaller and more flexible structures allowing Member Organisations to nominate experts in the different working fields
- Assess the need for policy development seminars based on the work priorities
- Renew the Pool of Trainers, and initiate a partial annual refreshment to engage new trainers
- Ensure the development of the Pool of Trainers, and facilitate its use by MOs
- Develop a clear concept and define distinct target groups for the Information and Networking Days
- To raise awareness on the mobility obstacles that young people face, as well as on the promotion of a visa for young people in all relevant activities of the YFJ

Activities:

- Hold a Press and Communications Meeting gathering those responsible for press relations within MOs, to enable the creation of a network for cooperation and the exchange of relevant information and best practice

# ANNEX II



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## DG Education and Culture

### Youth in Action 2007

Action 4.2  
“Support to the European Youth Forum”



#### ANNEX 1

Summary of the 2007 Budget  
Income allocation for the 2007 budget  
Overview of Co-Funding  
Explanatory Notes Budget 2007

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# European Youth Forum Budget 2007

 YOUTH FORUM JEUNESSE	TOTAL YFJ BUDGET	YOUTH IN ACTION (4.2)
<b>TOTAL EXPENDITURE</b>	<b>2.845.000</b>	<b>2.800.000</b>
<b>A. Statutory Bodies</b>	<b>444.350</b>	<b>444.350</b>
1. General Assembly	0	0
2. Council of Members	292.600	292.600
3. Bureau	114.140	114.140
4. Support to President	8.000	8.000
5. FCC	10.310	10.310
6. CBMA	19.300	19.300
<b>B. Operational &amp; Legal Costs</b>	<b>346.000</b>	<b>306.000</b>
1. Office premises	105.000	105.000
2. Equipment	15.500	15.500
3. Depreciations	20.000	20.000
4. Communications	41.500	41.500
5. Office supplies	19.500	19.500
6. External audit and legal advice	12.500	12.500
7. Social reserves	75.000	75.000
8. Financial Charges & Other Costs	57.000	17.000
<b>C. Employment Costs</b>	<b>1.249.500</b>	<b>1.249.500</b>
1. Gross salaries	874.050	874.050
2. Social Security contributions	279.000	279.000
3. Vacation accrual	12.000	12.000
4. Staff travel costs	14.500	14.500
5. Staff training	18.500	18.500
6. Recruitment and other expenses	51.450	51.450
<b>D. Youth Policy Development</b>	<b>235.150</b>	<b>233.650</b>
1. Youth Policies	59.750	59.750
2. Education	30.800	30.800
3. Mobility of young people	24.700	24.700
4. Youth Participation	34.650	34.650
5. Equality & Human rights	36.900	36.900
6. Employment and social inclusion	13.700	13.700
7. Health	9.150	7.650
8. Sustainable development	17.500	17.500
9. EU Youth programme	8.000	8.000
<b>E. Youth Work Development</b>	<b>182.400</b>	<b>182.400</b>
1. Youth work development in Europe	59.200	59.200
2. Global and Regional YWD	51.800	51.800
3. 1% Solidarity Fund	22.400	22.400
4. Training capacity building	49.000	49.000
<b>F. External Relations and Organisational Devel.</b>	<b>387.600</b>	<b>384.100</b>
1. EU advocacy work	160.000	156.500
2. Council of Europe advocacy work	69.300	69.300
3. EU-CoE Partnership advocacy work	6.700	6.700
4. UN advocacy work	14.350	14.350
5. Media and Public relations	80.000	80.000
6. Gen. Representation	57.250	57.250
 YOUTH FORUM JEUNESSE	TOTAL YFJ BUDGET	YOUTH IN ACTION (4.2)
<b>TOTAL INCOME</b>	<b>2.845.000</b>	<b>2.800.000</b>
<b>A. European Commission funding</b>	<b>2.240.000</b>	<b>2.240.000</b>
1. 15.05.05.01 Budget line	2.240.000	2.240.000
<b>B. Other funding</b>	<b>605.000</b>	<b>560.000</b>
1. Council of Europe	103.000	103.000
2. Membership fees	140.000	100.000
4. Partnerships & Other Incomes	362.000	357.000

26/12/15

ADM. FIN. DIRECTOR

06/12/15

SECRETARY GENERAL



European Youth Forum  
Income Allocation for the 2007 Budget

*** YOUTH Forum	General Funds										Fund-raising			TOTAL (Vol/Other Grants)	Income NECG		TOTAL BUDGET			
	DG EAC DG		CoE AA		CoE C		Membr. Fees		SUBTOTAL		Part. Fees		Part. Projects		Other					
	2,240,000	85,000	18,000	0	0	0	100,000	2,443,000	19,250	173,800	15,450	0	208,500		2,651,500	148,500		2,800,000	40,000	5,000
TOTAL EXPENDITURE																				
A. Statutory Bodies																				
1. General Assembly																				
2. Council of Members																				
3. Bureau																				
4. Support to President																				
5. FCC																				
6. CBMA																				
B. Operational & Legal Costs																				
1. Office premises																				
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6. Employment and social inclusion																				
7. Health																				
8. Sustainable development																				
9. EU Youth programme																				
E. Youth Work Development																				
1. Youth work development in Europe																				
2. Global and Regional YWD																				
3. IS Solidarity Fund																				
4. Training capacity building																				
F. External Relations and Organisational Level																				
1. EU advocacy work																				
2. Council of Europe advocacy work																				
3. EU CoE Partnership advocacy work																				
4. UN advocacy work																				
5. Media and Public relations																				
6. Gen. Representation																				

KEY:

DG EAC DG: Operating Grant from Youth in Action - Action 4.2  
CoE AA: Administrative Arrangement with the CoE (EYF)  
CoE C: Category C grant from the CoE (EYF)  
Membr. Fees: Membership Fees

Part. Fees: Charges applies to extra participants  
Part. Projects: Partnership Projects  
Other: Other sources of co-funding

VTC: Volunteer Time Contribution  
Income NECG: Income not related to Operating Grant (YIA 4.2)

12/15

06/12/15 SECRETARY GEN EYFAC





## EXPLANATORY NOTES

Budget 2007

## YOUTH IN ACTION

### Action 4.2

“Support to the European Youth Forum”

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*Based on document 0809-06A*

*Explanatory Notes of the European Youth Forum Budget 2007/2008  
General Assembly, 9-11 November 2006 - Vilnius, Lithuania*

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## 1. INTRODUCTORY NOTES

This document intends to give a clear overview of the proposed Youth Forum Budget for 2007. Following the process of definition of the Youth Forum Strategic Priorities for 2007-2013, the planning and budgetary process were developed with these priorities as a basis.

This led to a revision of the structure of the Budget, in order to guarantee that it reflects the Strategic Priorities and the Work Plan, though keeping some similarities to the budgets from previous years, in order to maintain the transparency of the operations and to facilitate the overall evaluation of the execution of the Budget.

In this way, it is expected to facilitate a clear overview of the financing and management of our activities, both to the Member Organisations and the institutional partners.

Therefore, the main concerns behind the revision of the budget structure were to:

- 1) Adapt the budget to the new outline of the Work Plan: as a result there are two main work areas translated into Budget Headings, 'D. Youth Policy Development' and 'E. Youth Work Development', plus the part related to the section 'Tools' of the Work Plan, 'F. External Relations and Organisational Development';
- 2) Reduce the number of Budget Headings and Budget Lines: this allows a budget outline that enhances efficiency in the budget monitoring and budget management.

Also the origin of the funds and its allocation has been made clearer with the purpose of making the difference between the three main categories of revenues clearer. These consist of:

- 1) General Funds;
- 2) Fund-raising;
- 3) Volunteer Time Contributions.

## 2. BUDGET 2007

The budget of the Youth Forum presented (document 0977A-06) constitutes the basis for the execution of the Youth Forum Work Plan and the running of the organisation, reflecting the expectations of the Member Organisations.

Therefore, this document is also the basis for the annual grant request to the European Commission Directorate General Education and Culture, under the

framework of the Youth in Action Programme, Action 4.2 'Support to the European Youth Forum'.

### **3. BUDGET & WORK PLAN**

The budget and the Work Plan are strongly linked to each other. Activities and actions referred to in the Work Plan (document 0793-06) correspond to a number of Budget Lines, split between Budget Headings "D. Youth Policy Development", "E. Youth Work Development" and "F. External Relations and Organisational Development". This is detailed further on this document. However, some of the actions and activities proposed may contribute to the fulfillment of different objectives, despite the allocation of funds being identified in only one of them.

Besides the actions and activities directly linked to the Work Plan, there are also general functioning costs of the organisation, included in Budget Headings "A. Statutory Bodies", "B. Operational & Legal Costs" and "C. Employment Costs". The costs linked to these Budget Headings are detailed further in this document.

### **4. BUDGET STRUCTURE**

The Budget for 2007, presented in document 0977A-06 includes the total budget of the Youth Forum and the budget to be considered under Action 4.2 of the Youth in Action.

This comes from the fact that the total Youth Forum budget also includes a small portion of the budget that is not included in the annual operating grant agreement with DG EAC.

The total Youth Forum budget for 2007 foresees total expenditures of EUR 2.845.000, while the budget submitted to DG EAC amounts to EUR 2.800.000, out of which EUR 2.240.000 comes from the Youth in Action and the remaining EUR 560.000 from alternative sources of co-funding.

This is presented in detail in the 'Income Allocation for the 2007 budget' (document 0977C-06).

The allocation of the different incomes into the foreseen costs is presented in the following way:

General Funds	+	Fund-raising	+	Volunteer Time	
					=
<i>Total to be considered for DG EAC Grant</i>					+
					<i>Costs not included for DG EAC Grant</i>
					=
<b>TOTAL EUROPEAN YOUTH FORUM BUDGET</b>					

The budget columns 'General Funds', 'Fund-raising' and 'Volunteer Time' are intended to give an overview of the foreseen allocation of income. The total of these three columns represents the total of the budgeted expenditures to be submitted to the DG EAC Grant.

#### General Funds

Includes the DG EAC Operating Grant ("DG EAC OG"), the Council of Europe Administrative Arrangement ("CoE AA"), the Council of Europe Category C Grant ("CoE C") and Membership Fees ("Memb. Fees").

#### Fund-raising

Includes Participants' Charges ("Part. Fees"), Partnership Projects ("Part. Projects") and other contributions ("Other").

#### Volunteer Time

Includes an evaluation of the Volunteer Time Contribution ("VTC") expected by the representatives and participants of the Youth Forum Member Organisations - meaning the time they dedicate for Youth Forum activities and events. This is defined based on the calculation procedure agreed with DG EAC during 2005, and based on the best market value for this kind of contribution.

The 'Total to be considered for DG EAC Grant' plus the 'Costs not included for DG EAC Grant' constitute the **TOTAL EUROPEAN YOUTH FORUM BUDGET**, to be approved.

The 'Costs not included for DG EAC Grant' column represents the expenditures foreseen in the overall budget of the Youth Forum, but not submitted to the DG

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EAC Grant due to the fact that they represent non-eligible costs according to European Commission regulations. These expenditures may include partnership activities that have applied or may apply for EU funding, or even other non-eligible costs like bank interest.

## 5. ACTIVITY-BASED COSTING

The budgetary process of the Youth Forum applies the concept of "Activity-Based Costing".

This means that costs are allocated to a specific activity or action only when the expenditure can be clearly related as a direct cost, i.e. flights, board & lodging, mail delivery service, mobile phone costs, inconvenience compensation. Costs that may be related to an activity or action but which cannot be directly allocated (non-direct costs) are included in the overheads, i.e. staff costs, rent, fixed telephone & fax, franking (when using the facilities of the Secretariat).

This is done through an analytical accountancy system (cost-centers), which is parallel, though integrated with the main accountancy system; as defined by Belgian Legislation.

## 6. RATES & LUMP SUMS

For the calculation of the costs of activities, a rates/lump sum-based system has been used. However, experience has shown that costs can differ quite substantially because of various reasons, e.g.:

- **Size** - Council of Members' meetings usually have a completely different number of participants from that anticipated. Due to the nature of these meetings and the technical requirements, daily rates differ.
- **Date** - some meetings take place during the week, others at the weekend. Though participants have to choose the most economical way of traveling, travel costs during the week tend to be higher.
- **Venue** - the choice of the venue has an impact on the costs, both in terms of travel and meeting costs. Due to a number of reasons, the Youth Forum organises events in different countries, which clearly has an impact on the rates applied.
- **Point of departure of participants** - Costs of activities depend very much on the travel costs. These depend on the period of the year and of the week but mainly on the departure point. Travel costs from peripheral areas or from minor cities can be up to double that of the average rate.
- **Age and status** - travel costs can differ substantially depending on whether a person is over or less than 26 years of age or is a student.

Therefore the amounts used must be considered as reference values for the different areas, and which will need to be reviewed and clarified as the concept, timing, duration, venue and size of the different activities is made clear.

## **7. TOTAL INCOME & CO-FUNDING**

The expected annual grant of the European Commission through the Youth in Action Programme is EUR 2.240.000.

According to current requirements, the Youth Forum needs to raise non-EU funding to fulfill, at least, 20% of the total budget presented for the DG EAC grant. For a total EU grant of EUR 2.240.000 this amount cannot be lower than EUR 560.000.

The co-funding comes from different sources, such as general funds (membership fees, Council of Europe grants), and fund-raising (support for partnership projects, including the hosting of meetings and other contributions). It also includes the volunteer time contribution, which is the amount equating to the time spent by representatives from Member Organisations for Youth Forum work.

The Youth Forum also needs to cover the amount of its budget that is not submitted for the DG EAC grant from other sources. These are the costs not included in the DG EAC Grant ('NECG'), mainly due to the fact that some of these costs could represent non-eligible costs according to EU regulations. These costs are covered by a part of the membership fees and other contributions, such as reimbursements for meetings (e.g. EU Presidency Youth Events).

## **8. GENERAL FUNCTIONING COSTS**

### **A. STATUTORY MEETINGS**

#### **A.1. General Assembly**

A General Assembly will only take place in 2008. As the structure of the Youth Forum budget is the same for both years, this line is still referred in the 2007 budget, though with no value allocated.

#### **A.2. Council of Members**

Council of Members meetings (COMEM) have been budgeted considering the two ordinary meetings foreseen for 2007. Each COMEM is expected to involve approximately 85 official delegates; plus around 25 additional delegates; about 5 guests; 12 Bureau members; around 20 staff members; and also volunteers and/or contact people from the hosting organisation (if held outside Brussels, as expected for 2007). The level of co-funding expected for each of the 2007 COMEMs amounts to approximately EUR 40.000, coming from the hosting organisation and the charges for extra-delegates. The funds should cover the local costs, while the remaining costs, mainly the travel expenses of the delegates, would be covered by 'General Funds'.

The costs of the meetings also vary widely according to the location. COMEM meetings are nonetheless budgeted considering the local costs of holding them in Brussels. When organising a COMEM abroad there is a shift in the local costs (these are usually lower than in Brussels) and an increase in transportation costs (there are more flights to cover, considering the number of participants based in Brussels).

#### **A.3. Bureau**

This item includes all the costs (travel, accommodation etc.) for six Bureau Meetings per year, as well as the costs related to the work of individual Bureau members which do not fall under any specific activity. The latter includes, for example, certain telecommunication costs and working meetings with staff in Brussels. It is foreseen that the Bureau will meet mostly in Brussels, but some meetings are expected to be held abroad, provided sufficient co-funding is secured. The Budget reflects an expectation of three co-funded meetings for 2007.

#### **A.4. Support to the President**

This item includes costs borne by the President when devoting time and making personal sacrifice to represent the Forum at meetings around Europe and globally.

**A.5. FCC - Financial Control Commission (Internal auditors)**

There are two annual meetings budgeted for, considering the participation of four elected members, one or two Bureau Members responsible for Finance, the Secretary General plus the Administrative and Financial Director and the accountant. The FCC meets in Brussels; in spring (internal audit) and in autumn (intermediate audit, budget monitoring and planning).

**A.6. CBMA - Consultative Body on Membership Applications**

This body is expected to meet three to four times per year in Brussels. The CBMA has four elected members plus the Secretary General and the PO responsible for Membership. This Budget Line also includes actions related to the work of the CBMA, such as the study visits expected to take place, which will focus on the analysis of membership applications.

**B. SECRETARIAT**

**B.1. Office premises**

This item includes rent (around 60% of the costs of this Budget Line) plus legally required insurance, electricity, water, alarm and fire protection, cleaning, building renovations and maintenance, plus property tax for the office.

**B.2. Equipment**

This item includes maintenance of all equipment (mostly by contract), such as IT support, all services connected to IT (hardware and software) and maintenance contracts for the photocopying machines and telephones.

**B.3. Depreciations**

This item includes the depreciation of Youth Forum equipment and furniture. Depreciations are calculated according to the value of the equipment: for small values it is depreciated totally in the first year, for higher values it is depreciated over a 36 month period.

**B.4. Communications**

This item includes the non-direct telecommunication costs, such as telephone (land lines and calls, non-direct costs with mobile phones and fax), internet (internet connection and access plus website hosting) and mail (regular, express or registered).

**B.5. Office supplies**

This Budget Line includes stationary, such as paper, envelopes, toner and small office material (pens, clips, staplers, binders, etc.), the cost of the photocopies done internally, beverages for the office (water, coffee, etc) and IT supplies.

#### B.6. External audit and legal advice

This item comprises legal and technical consultation costs related to contracts with suppliers, staff issues, and questions regarding the proper functioning of the association. Included, in addition, are the consultation costs for the external audit carried out by the nominated external auditors, Ernst and Young.

#### B.7. Social reserves

The Social Reserves represent a provision to cover social obligations towards employees in the case of the insolvency of the Youth Forum. The level of these reserves is based on the *Formula Claeys*, the currently accepted calculation for legal compensations to workers in Belgium. The current level is below the envisaged, therefore there is a proposed allocation of EUR 75.000 for the coming two years.

#### B.8. Financial Charges & Other Costs

The financial charges consist of two different kinds of costs:


- 1) Interest on bank overdrafts. The cash flow of the Youth Forum is likely to be negative during some parts of the year; therefore, in order to keep the organisation functioning, the Youth Forum has to use a bank overdraft, paying interest on this. *This value is not considered for the European Commission Grant.*
- 2) Other banking costs, such as bank charges or fees. These come from bank transfers to Members, partners and suppliers outside Belgium, as well as from costs related to the running of the accounts. These are included for the EU grant, as they are eligible costs.

Costs referring to previous years (invoices arriving after the year-end or adjustments done for previous years) and other costs that *might constitute non-eligible costs*, and are therefore *not to be included in the proposal for the DG EAC grant*, are also included under this item.

### C. EMPLOYMENT COSTS

#### C.1. Gross salaries

The costs for the employment of the Youth Forum Secretariat, based on the existing staff at the end of 2006:

- Secretary General
  - Administrative and Financial Director
  - Head of the Youth Work and Youth Policy Development Department
  - Co-coordinator of the Administrative Team (80%)
  - Assistant/Translator
  - Accountant
  - Assistant/Receptionist
  - IT Assistant (part-time)
- 

- Administration Assistant (part-time)
- Co-ordinator for the European Union Relations
- Co-ordinator for UN & Global Affairs Relations
- Coordinator for the Council of Europe Relations
- Project Manager on Youth Work Development
- Policy Officer on Youth Work Development
- Policy Officer on Youth Policy in Europe
- Policy Officer on Employment, Social Affairs, Equality & Human Rights
- Policy Officer on Sustainable Development & Health
- Policy Officer on Training
- Policy Officer on Education
- Assistant to the Secretary General
- Press and Communication Manager
- Press and Communication Officer.

### **C.2. Social security contributions**

This item consists of the Social Security contributions (ONSS), according to Belgian social legislation. The total employer's costs related to the ONSS contribution differs during the year, so trimester rates were applied for budgeting, with values approximate to 34,5% of the gross salaries.

### **C.3. Vacation Pay Accrual**

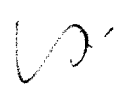
The "Vacation pay accrual" is a value reserved for vacation pay for the following year. This is a reserve towards the payment of the vacation pay accrual to employees when leaving the organisation, according to Belgian social legislation. This provision takes into account the age, salary and seniority of the employee. It is difficult to forecast, as it depends highly on any changes to the staff, therefore a lump sum of EUR 12.000 is used, to reflect the normal and current increases in staff salaries.

### **C.4. Staff Travel Costs**

This item includes the home to office travel costs for staff according to the Work rules agreed between the staff and employer. This item also includes a "living abroad compensation" for employees living in Belgium for less than 5 years, as defined in the internal Work Rules agreed between Employer and Employees (EUR 600 per year).

### **C.5. Staff training**

This item includes the costs for staff training (general and individual) and training seminars. The use depends highly on the evaluation of the needs for the on-going year, but may vary from computer training, to language and other courses relevant for the work.



#### **C.6. Recruitment and other expenses**

This item includes the costs for the Human resources service (social secretariat), medical service, insurance, recruitment and other staff costs. Most of these costs are related to recruitment costs. The recruitment costs for each post may vary, depending on the relocation costs for the new and former employees and on how many candidates travel long distances for the interviews.

### **9. WORK PLAN EXECUTION**

As mentioned above, the Budget reflects the objectives in the Work Plan within Budget Headings "D. Youth Policy Development" and "E. Youth Work Development".

For practical reasons, the activities and actions within the different objectives of the Work Plan are re-assembled into different work areas, which constitute the concrete Budget Lines under the headings D and E.

Also for clarity, these areas are similar to those used in the previous budget. They also reflect the division of areas within the Youth Forum Secretariat and Bureau, facilitating the management of the budget and the decentralised procedures as foreseen in the Youth Forum Internal Financial Guidelines.

Below there is a detail of the allocation of the different actions (ACT) and activities (ATV) under each of the budget lines.

For each budget line there is also information on the total funds allocated to that budget line, detailing the amount foreseen for the actions and the amount foreseen for the activities.

For a matter of clarity on the available funds allocated to each budget line, the volunteer time contribution was not considered in this section.

### **D. YOUTH POLICY DEVELOPMENT**

## D.1. Youth Policies

**Total value: €59750 (Actions: €3.250 / Activities: €56.500)**

Item	Work Plan	Type
I.1.1.a	Monitor and provide input on the OMC in the youth field	ACT
I.1.1.b	Advocate for the European Commission and the Member States to begin to implement the horizontal aspects pillar of the 2002 Council Resolution, as well as of the youth autonomy chapter of the White Paper on Youth	ACT
P.1.1.a	Advocate the mainstreaming of youth issues within institutional partners as well as within public authorities at all levels	ACT
P.1.1.b	Encourage Member Organisations to use different tools and processes in order to strengthen youth policy, at all levels	ACT
P.1.1.g	Use the WPAY as a framework to develop national youth policies	ACT
P.1.1.h	Follow the development of the UN Youth Development Indicators and promote them in Europe	ACT
P.1.2.a	Evaluate and influence the implementation of the Common Objectives at all levels and support MOs in their activities related to EU cooperation in the youth field	ACT
P.1.2.b	Develop partnerships with organisations of local and regional authorities to strengthen implementation of European youth policy frameworks at local and regional level	ACT
P.1.2.c	Advocate and lobby for the full implementation of the commitments arising from the Open Method of Coordination in the youth field and the EU White Paper process	ACT
P.1.2.d	Use of the European Youth Pact as a basis of youth mainstreaming and important tool in the development of youth policy	ACT
P.1.2.e	Contribute and advocate for the development of a framework Convention on youth policy within the Council of Europe and contribute to other CoE youth policy related relevant processes	ACT
P.1.2.f	Promote and monitor the World Programme for Action for Youth as a useful tool to develop youth policy at the national level	ACT
P.1.4.a	Defining the transition periods which characterize youth, namely the transition between childhood and youth and adulthood in order to better define what is understood by youth	ACT
P.1.4.b	Develop a YFJ approach to child policy, ensuring greater coherence in the framework of policies on youth	ACT
P.1.4.c	Propose a YFJ approach on the UN Convention on the Rights of the Child and the emerging Convention on the Rights of Youth in order to ensure its implementation	ACT
P.2.5.a	In the framework of the development of national youth policy, support National Youth Councils which want to set up this structure at the national and/or local level	ACT

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
Y.4.1.a	Support the development of adequate legal frameworks	ACT
Y.4.1.c	Monitor and influence change in legislation hindering the work of youth NGOs	ACT
Y.4.2.c	Advocate for clear political and financial commitment from the state to YNGOs and Youth Policy through multi-annual administrative funding mechanisms	ACT
Y.4.3.c	Offer capacity building on specific needs related to youth work or NYP development;	ACT
Y.4.3.d	Analyse needs and offer tailored lobby or action strategies to MOs.	ACT
Y.4.5.a	Lobby national governments and institutional partners for development of strategic partnership between states and YNGOs;	ACT
Y.4.5.b	Advocate for strengthening of research pillar in NYP development;	ACT
Y.4.5.c	Lobby for recognition of value, experience and impact of YNGOs in policy making at national and local levels;	ACT
Y.4.5.d	Advocate for increase in state accountability to youth and YNGOs in provision of services;	ACT
Y.4.5.e	Advocate for the establishment of co-management systems between YNGOs and states at all levels	ACT
Y.5.1.b	Advocate for the recognition and support of national coordination structures by governments	ACT
Y.5.3.c	Support development of adequate legal framework that allows for inclusive coordination structures;	ACT
Y.5.4.a	Advocate institutional partners to prioritize youth on the political agenda, especially in bilateral and regional policy approach;	ACT
Y.5.4.b	Lobby for increase of the role of YFJ MOs and other YNGOs in framework of intergovernmental regional cooperation processes;	ACT
Y.5.4.c	Lobby for establishment of fostering mechanisms, legal and financial provisions, as well as widening space for YNGO exchange in the framework of European Neighbourhood Policy and other relevant programmes or instruments, primarily in EEC and SEE;	ACT
Y.5.4.d	Participate as a key stakeholder in youth policy initiatives	ACT
R.1	Gather and systematise information from membership on the issues that are necessary to be responded to with specific policy offer;	ACT
R.2	Strengthen existing tools for youth policy monitoring;	ACT
R.3	Establish permanent procedures for monitoring of youth policy development in the European countries;	ACT
R.4	Ensure that YFJ publications and external communication is organised so as to reflect the existing knowledge within the platform;	ACT
R.5	Actively participate in relevant research networks and promote the implementation of such networks at the national level in cooperation with NYCs;	ACT
R.6	Support and contribute to the development of the European Knowledge Centre for Youth Policy.	ACT
P.1.1.i	A seminar on the implementation of youth mainstreaming at all levels	ATV
P.1.1.i.	IDEM: Prep-meeting	ATV
P.1.2.g	Organise activities, e.g. Information and Networking Days, for Member Organisations, on relevant topics on youth policy development	ATV

## D.2. Education

**Total value: €30.800 (Actions: €1.800 / Activities: €29.000)**

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
E.1.1.a	To promote the use and implementation of the common European principles on identification and validation of non-formal and informal learning	ACT
E.1.1.b	To advocate for the NFE dimension as stated in the EQF to be further taken into account in an effective and concrete manner	ACT
E.1.1.c	To support MOs in their efforts to include NFE in national QF that will enhance the transfer, transparency and recognition of qualifications as learning outcomes, and to advocate for a consultation process with NYCs .	ACT
E.1.1.d	To promote broader definitions of learning outcomes in the development and implementation of national qualification systems	ACT
E.1.2.a	To promote the recognition of YNGOs as main providers of NFE by social and institutional partners as well as by employers	ACT
E.1.2.b	To advocate for on-going consultation mechanisms involving YNGOs on issues related to education, job opportunities, social responsibility and intercultural understanding	ACT
E.1.3.a	To ensure follow-up and contribution to the development and evaluation the European Portfolio for Youth Workers and Youth Leaders. Promote the use of the Portfolio among Member Organisations	ACT
E.1.3.b	To contribute to the implementation of the Council resolution on the values of non-formal and informal learning, especially regarding the aspect of the complementarity with the formal education system	ACT
E.1.3.c	To uphold cooperation and contribute to analysis and research processes on the impact and the visibility of NFE within all relevant institutional spaces	ACT
E.1.3.d	To develop a policy paper on NFE quality indicators	ACT
E.1.4.a	To promote citizenship education and volunteering towards social and institutional partners	ACT
E.1.4.b	To promote "self recognition" of non-formal education - the recognition of the competences gained through non-formal education by young people themselves	ACT
E.1.5.a	To contribute to the on-going processes of the EU-CoE Partnership	ACT
E.2.1.a	Advocate for the Integration of a youth dimension within the Europass	ACT
E.2.1.b	Advocate for the added value of NFE in vocational training	ACT

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
E.2.1.c	Lobby for the NFE dimension as stated in the LLL programme to be further taken into account in an effective and concrete manner	ACT
E.2.1.d	Lobby for non-formal education related activities to be taken into account in a broader learning context (lifelong and lifewide)	ACT
E.2.2.a	Promote the recognition of real competences, including their integration in the definitions of learning outcomes, to institutions and key stakeholders	ACT
E.2.2.b	Use existing dialogue spaces to focus on the integration of real competences in the definition of further learning outcomes	ACT
E.2.3.a	Advocate for the recognition of the competences of disadvantaged young people in education activities	ACT
E.2.3.b	Advocate for the democratisation of student mobility programmes, the standardisation of their quality and of certificates	ACT
E.2.3.c	Advocate for multiple entry and exit points in formal education systems that recognise prior learning experiences	ACT
E.2.4.a	Promote the development of adequate support mechanisms for young people with special needs in accessing education spaces	ACT
E.2.4.b	Advocate for the greater consideration of, and accessibility to quality education for young people with special needs	ACT
E.2.4.c	Produce a policy paper on drop-outs and early school-/university-leavers in Europe, including an action plan on how to address this problem	ACT
E.3.1.a	To develop a Policy Paper on Global Education	ACT
E.3.1.b	To increase recognition by other civil society actors of the role of youth organisations in work on Global Education	ACT
E.3.1.c	To advocate for Global Education to become part of educational programs and curricula	ACT
E.3.1.d	To contribute and engage actively in the educational dimension (or programme) of the University on Youth and Development, and, where relevant, with the University on Citizenship, together with the Latin-American Youth Forum	ACT
E.3.1.e	To pursue efforts towards a greater mobility of young people worldwide as one of the main contribution to Global Education processes	ACT
E.3.1.f	To coordinate the development of a Global Education Policy Paper, and activities, with the work carried out in the framework of Global Youth Work Development	ACT
E.3.3.a	Lobby for vocational school students' accessibility to exchange programmes	ACT
E.3.3.b	Lobby for better accessibility for marginalised young people to long term exchange programmes	ACT

<i>Work Plan</i>		<i>Type</i>
<i>Item</i>		
E.3.4.a	To advocate for initiation and introduction of national educational mobility programmes	ACT
E.4.1.a	Advocate for competence tests in educational systems that take a holistic approach to education, contesting narrow tests such as the PISA study	ACT
E.4.1.b	Advocate for the introduction of methods of, and approaches to, learning from the non-formal sector into the formal education system	ACT
E.4.1.c	Promote the development of educational systems that take due regard of the complex and comprehensive nature of and needs for learning and development	ACT
E.4.1.d	Contribute to the greater recognition of social, cultural, artistic and ethical competences in wider learning frameworks	ACT
E.4.2.a	Use the UN decade for education for sustainable development as leverage to advocate for the inclusion of environmental awareness in school curricula	ACT
I.3.2.a	Advocate and contribute to a curriculum of European Citizenship Education reaching out to as many youth organisations as possible	ACT
I.3.2.b	Support innovative initiatives, notably in the field of European Citizenship Education	ACT

### D.3. Mobility of young people

**Total value: €24.700 (Actions: €11.200 / Activities: €13.500)**

Item	Work Plan	Type
Y.7.1.a	Lobby for the development of the EU-CoE common agenda on mobility	ACT
Y.7.1.b	Continue implementing the GET VISable campaign, highlighting the necessity to remove obstacles to youth mobility within visa procedures	ACT
Y.7.2.a	Raise debate at the European level on the visa problems facing young people	ACT
Y.7.2.b	Advocate for the recognition of youth work in EU visa policy, especially in the Community Code on Visas, and support MOs in their work in this regard	ACT
Y.7.2.c	To advocate for a Volunteer status that facilitates mobility	ACT
Y.7.2.d	Lobby the UN system and its member states to facilitate and support the development of a youth work visa	ACT
Y.7.2.e	Inform the European public about human rights violations in connection with visa applications	ACT
Y.7.2.f	Target embassies, and in partnership, develop programs to improve visa procedures	ACT
Y.7.2.g	Advocate to end human rights violations and allow for visa application procedures which respect individual dignity	ACT
Y.7.3.a	Advocate obstacle free youth mobility to the wider public and EU decision makers	ACT
Y.7.3.b	Lobby for decreasing the costs of visas for young people involved in youth work	ACT
Y.7.4.a	Advocate and monitor the development and implementation of Individual Pupil Mobility Scheme under the new Life Long Learning programme (Comenius sub programme)	ACT
Y.8.1.a	Ensure the full internal implementation of a Code of Conduct on inclusive youth organisations	ACT
Y.8.2.a	Monitor the work done by YFJ MOs working for and with young people with fewer opportunities	ACT
Y.8.2.b	Develop relevant partnerships with other civil society organisations working for and with marginalised and disadvantaged people, in order to strengthen and support the work of Mos	ACT
Y.8.2.c	Advocate for the integration of a strong youth dimension in the social inclusion policies of institutional and civil society partners	ACT
Y.7.1.c	Organise information and networking days on the removal of visa obstacles	ATV

## D.4. Youth Participation

**Total value: €34.650 (Actions: €900 / Activities: €33.750)**

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
C.1.g	Have an analytical reflection on the landscape of youth organisations in Europe, while further promoting our values of democratic representation, membership based organizations, outreach to large amount of young people	ACT
P.2.1.a	Promote the use of different existing tools and processes, such as the CoE Charter on Youth Participation in local and regional life, and the EU Common Objectives in the field of youth participation, by decision-makers	ACT
P.2.1.b	Promote participation of young people within our institutional partners	ACT
P.2.1.c	Support the capacity and institutional recognition of YFJ regional and global partners	ACT
P.2.3.a	Initiate a strong collaboration with European associations of local and regional authorities and the Congress of local and regional authorities in order to set up at the local and regional levels a full and active participation of young people	ACT
P.2.3.b	Encourage and support Member Organisations to initiate similar partnerships at the local and regional levels	ACT
P.2.4.a	Lobby on lowering the electoral age to the age of 16 as a key element in the active participation of young people	ACT
P.2.4.b	Lobby for the structured dialogue with the EU as a participative tool and a mean to implement youth mainstreaming;	ACT
P.2.4.c	Build up partnerships at the regional and local levels to develop participative structures for young people.	ACT
P.2.4.d	Offer training on lobbying and influencing decision-making processes in youth related policy fields	ACT
P.2.4.e	Lobby for a European wide campaign encouraging young people to participate in the 2009 European Parliament Elections, with a specific focus on lowering the electoral age to 16.	ACT
P.2.4.f	Promote good governance in the management of formal education institutions	ACT
P.2.5.d	Gather and share knowledge about co-management structures, in the perspective of better participation of young people.	ACT
P.2.5.e	Make available to member Organisations useful resources on the co-management systems	ACT
P.2.6.a	Lobby for the development of Europe wide research on lowering the voting age	ACT
P.2.6.b	Promote lowering the electoral age in all contributions to youth and participation policies of institutional partners	ACT
P.2.6.c	Facilitate co-operation of MO's that will examine the possibilities of working with lowering the electoral to 16	ACT
P.4.1.a	Initiating a process to compile information on the status of volunteering/ volunteers	ACT

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
P.4.1.b	Engage a dialogue at the European level with other NGOs/platform working on the recognition and a status for volunteers	ACT
P.4.1.b2	Promote special contribution to society and the development of young people , of volunteering in a participatory organisation	ACT
P.4.2.a	Promote the value of youth volunteering	ACT
P.4.2.b	Raise the profile of volunteering towards the institutions and the private sector.	ACT
P.4.2.c	Promote the non-formal education role of volunteering	ACT
P.4.2.d	Promote the recognition of the personal and societal benefits of volunteering	ACT
P.2.1.d	Organise a follow up activity to the participation seminar Participation works!!! enhancing the opportunities to strengthen different aspects of youth participation	ATV
P.2.1.d.	IDEM (St. Group)	ATV
P.2.4.g	Provide information and support for Member Organisations in order for them to lobby on lowering the electoral age to the age of 16	ATV
P.2.4.h	Provide opportunities for MOs to exchange expertise on participation issues	ATV
P.2.6.d	Prepare and co-ordinate a visibility-media action on lowering the electoral age	ATV
P.4.1.c	Advocate and contribute to the development of a European campaign to promote volunteering	ATV
P.4.1.d	Contribute to the work of the informal intergroup on volunteering within the European Parliament	ATV
P.4.1.e	Develop a contribution to the adoption and implementation of the European Quality Charter for Mobility	ATV

## D.5. Equality & Human rights

**Total value: €36.900 (Actions: €13.900 / Activities: €23.000)**

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
E.3.2.a	To develop the capacity and promote the work done by the Expert Group on Inter-Religious Dialogue	ACT
E.3.2.b	Support and assist initiatives of MO's in the field of intercultural and inter-religious dialogue	ACT
E.3.2.c	To ensure when relevant the full contribution of the YFJ to institutional processes on intercultural and inter-religious dialogues.	ACT
E.3.2.d	To ensure the full participation of the YFJ and its MOs in the 2008 European Year of Intercultural Dialogue	ACT
E.3.2.e	Contribute to the development and to the implementation of the Council of Europe White Paper on Intercultural Dialogue.	ACT
HR.1.1.a	In the framework of the All different, All equal campaign, advocate for the development and full implementation of diversity plans in close collaboration with civil society - including ...	ACT
HR.1.2.a	In 2007, develop a Position Paper on "multiple discrimination as it affects young people"	ACT
HR.1.2.b	Facilitate and coordinate the participation of the YFJ and its Member Organisations in the 2007 European Year of Equal Opportunities for all	ACT
HR.1.2.c	Advocate for the inclusion of multiple discrimination in the 2007 European year of Equal Opportunities for All and the Council of Europe Campaign All different - All equal	ACT
HR.1.2.d	Develop a policy paper on effects of migration on young people	ACT
HR.1.3.a	Lobby the European Union for the full implementation of the EU roadmap for gender equality 2006-2010	ACT
HR.1.3.b	In the framework of the Lisbon Strategy, monitor the follow-up of the European Pact for Gender Equality and promote concrete actions	ACT
HR.1.3.c	Monitor and contribute to the UN Beijing Platform for Action on gender equality	ACT
HR.1.3.d	Establish a working group on gender that will:	ACT
HR.1.3.d.	a) develop guidelines for how the YFJ should internally ensure gender equality in all fields and levels;	ACT
HR.1.3.d..	b) develop a policy paper on gender;	ACT
HR.1.3.d...	c) ensure and control that the YFJ includes gender aspects in all policies and implements methods ensuring gender equality	ACT
HR.1.3.e	Disseminate briefings on non-discriminatory language use in English and French	ACT
HR.1.3.f	Engage in the CoE campaign to combat violence against women	ACT

Item	Work Plan	Type
HR.1.3.g	Regard gender equality as a mainstream issue whose aspects are included into every activity and policy of the YFJ	ACT
HR.1.4.a	Take a full role in the Council of Europe Campaign "all different-all equal" and the European Union Campaign "for diversity - against discrimination"	ACT
HR.1.4.b	Monitor European Institution developments when working on issues related to young refugees and asylum-seekers	ACT
HR.1.4.c	Follow up the joint declaration with the European Disability Forum and work with AGE on intergenerational dialogue	ACT
HR.1.4.e	Develop an YFJ Action Plan on equality	ACT
HR.1.5.a	Provide the MOs with information about EU programmes that are accessible for YNGOs such as the progress programme, the research framework programme, the European Social Funds and the Integrated Life Long learning Programme	ACT
E.3.2.g	Facilitate the work of YFJ Faith Based Expert Group	ATV
HR.1.2.e	Organise a seminar on multiple discrimination in 2007	ATV
HR.1.2.f	Convene an Expert Group on Migration	ATV

## D.6. Employment and social inclusion

**Total value: €13.700 (Actions: €3.700 / Activities: €10.000)**

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
HS.1.1.a	Lobby for the full implementation of the ILO concept of "decent work" and revised European Social Charter	ACT
HS.1.1.b	Lobby and follow up the materialisation of the National Reform Programmes for the implementation of the European Youth Pact	ACT
HS.1.1.c	Engage in actions aimed at the reduction of youth unemployment and against the prevalence of precarious work, particularly the lobby of the EU institutions especially DG Employment	ACT
HS.1.1.e	Lobby for a more favourable legislation for those in precarious working conditions.	ACT
HS.1.1.f	Develop a Policy Paper on "youth employment"	ACT
HS.1.2.a	Lobby for the promotion of funding resources at the European and national level to assure adequate standards for self-employment	ACT
HS.1.2.b	Establish contacts with young employers' organisations at the European level	ACT
HS.1.2.c	Examine the obstacles/problems that young entrepreneurs and young people who want to employ themselves face	ACT
HS.1.2.d	Advocate for simplification of legal frameworks for entrepreneurial activities of young people, while ensuring equal access to social security	ACT
HS.1.3.a	Lobby for the full implementation of the EU "Employment Equality" directive and fight against all forms of discrimination borne by young people in the labour market, notably age discrimination	ACT
HS.1.3.b	Promote the recognition by the labour market, of the competences acquired through NFE systems and related activities, and other previously acquired learning outcomes	ACT
HS.1.4.a	Promote the active participation of youth NGOs in different spaces and arenas for social partnership	ACT
HS.3.1.b	Advocate for a proper follow-up of the Youth Autonomy chapter of the EU White Paper on youth and promote a reinforced follow-up process.	ACT
HS.3.1.c	Develop links between policy responses to demographic changes, policies promoting sustainable development, and young peoples' priorities for youth autonomy	ACT

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
HS.3.2.a	Promote greater use of the youth autonomy concept in other processes such as the European Youth Pact and the OMC on Social Inclusion and Social Protection.	ACT
HS.3.2.b	Youth autonomy being above all the responsibility of local and national policy makers, allow MOs to exchange experiences and best practices on youth autonomy	ACT
HS.3.2.c	Facilitate the exchange of information between the member organisations on youth autonomy issues	ACT
P.1.3.a	Build up and reinforce YFJ contributions to European Platforms such as the Social Platform and the Civil Society Contact Group in order to promote mainstreaming of youth issues in their policies	ACT
P.1.3.b	Seek for strategic partnership with NGOs on specific issues such as European Youth Card Association on youth information [...] or the European Centre on Volunteering	ACT
P.3.2.b	Develop a YFJ position highlighting the youth vision on the future of the European Social Model with the extensive involvement of the MOs	ACT
HS.1.1.g	Convene a Working Group on youth employment who will organise a symposium on youth employment as a visibility event to lobby EU institutions and Member States	ATV
HS.1.1.h	Publish a periodical checklist on the implementation of National Reform Programmes and the European Youth Pact	ATV

## D.7. Health

**Total value: €7.650 (Actions: €1.650 / Activities: €6.000)**

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
HS.2.1.a	Highlight the World Program of Action for Youth and the importance of involving youth organisations when working for a healthier life and HIV/Aids, drugs and other health concerns	ACT
HS.2.1.b	Promote youth organisations as key partners in combating the HIV/AIDS pandemic.	ACT
HS.2.1.c	Linked to the work done on social inclusion, continue the partnership with Eurocare in promoting a youth response to alcohol-related harm	ACT
HS.2.2.a	Support initiatives of member organisations and other relevant actors addressing health, mental illness, and lifestyle issues	ACT
HS.2.2.b	Develop a policy paper on Health and well-being of young people	ACT
HS.2.2.c	Explore the impact of the social environment on the health situation of young people	ACT
HS.2.3.a	Promote the greater access of young people to high quality health systems	ACT
HS.2.3.b	Promote the participation of youth NGOs in the development of health policies	ACT
HS.3.1.a	Highlight the World Program of Action for Youth and the importance of involving youth organisations when working for a healthier life and HIV/Aids, drugs and other health concerns	ACT
HS.2.2.d	Linked to the work on social inclusion, organise a networking day on best practices in working on health and well being of young people that will also feed into the policy paper on the topic.	ATV

## D.8. Sustainable development

**Total value: €17.500 (Actions: €3.500 / Activities: €14.000)**

Item	Work Plan	Type
HS.2.4.a	Promote the role of youth in sustainable development	ACT
HS.4.1.a	Lobby the European Union to develop environmental policies, try to be an active actor in environmental debates	ACT
HS.4.1.b	Support initiatives from Member organisations and other relevant actions dealing with environment and climate change	ACT
HS.4.1.c	Incorporate environment mainstreaming in all aspects of the work of the YFJ	ACT
HS.4.1.d	Promote the role of youth in sustainable development	ACT
I.1.4.c	Making use of the framework provided by the EU Sustainable Development Strategy, prepare dialogues between youth organisations and governments to provide input on sustainable development issues of interest for young people...	ACT
I.2.3.d	Promote the development of a Council of Europe youth strategy on sustainable development;	ACT
P.1.1.e	Review on how the national and EU development cooperation target and include youth.	ACT
Y.6.1.a	Lobby the EU and support member organisations lobbying their own governments for the full implementation of the MDG, the EU Sustainable Development Strategy, and the plan of implementation adopted at the Johannesburg WSSD	ACT
Y.6.1.b	Develop and share methods and information for the member organisations to work actively towards the implementation of MDG's	ACT
Y.6.1.c	Support coordination among member organisations and partners working in the field of sustainable development.	ACT
Y.6.3.a	Cooperate with Global Call for Action against Poverty, the Millennium Campaign, Concord and other civil society actors working on development policy, environmental sustainability, the MDGs, and the WPAY.	ACT
Y.6.1.g	Organise training and networking days to exchange experiences on how youth organisations could work on Sustainable Development both through advocacy work and awareness raising;	ATV
Y.6.3.b	Organise a training day for MOs on the Millennium Development Goals and WPAY	ATV

## D.9. EU Youth programme

**Total value: €8.000 (Actions: €1.000 / Activities: €7.000)**

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
I.1.6.a	Contribute to the work of the Education, Audiovisual and Culture Executive Agency in designing the call for proposals	ACT
I.1.6.b	Follow the revision of the programme guide for the Youth in Action programme	ACT
I.1.6.c	Ensure regular contact with the National Agencies	ACT
I.1.6.d	Advocate for the participation of National Youth Councils in the National Agency management board and especially in the committee selecting the projects.	ACT
I.1.6.e	Ensure the participation of YFJ in the programme committee.	ACT
I.1.6.f	Regularly update Member Organisations on the evolution of the Youth in Action programme	ACT
I.1.6.g	Follow-up the development and the implementation of the Youthpass.	ACT
I.1.6.h	Monitor and influence the implementation of the individual pupil mobility scheme under the new Lifelong learning programme.	ACT
Y.4.2.f	Organise an Information and Networking Day on funding for INGYOs	ATV

## E. YOUTH WORK DEVELOPMENT

### E.1. Youth work development in Europe

**Total value: €59.200 (Actions: €14.700 / Activities: €44.500)**

Item	Work Plan	Type
P.1.1.c	Facilitate the development of participatory structures, allowing youth organisations and young people to make their voice heard on policies affecting them.	ACT
P.1.1.d	Lobby for the recognition for the role of youth organisations in development cooperation and advocate for more support for their activities.	ACT
Y.1.1.a	Support the development of knowledge resources in different regions of Europe	ACT
Y.1.1.b	Raise awareness on the benefits of solidarity in peer support.	ACT
Y.1.1.c	Facilitate cooperation and support networks within the membership of the European Youth Forum	ACT
Y.1.2.a	Lobby governments and institutions to provide framework support for YNGO development	ACT
Y.1.2.c	Support initiatives aimed at strengthening democracy and role of civil society in Europe and other regions of the World;	ACT
Y.1.3.a	Organise a consultation process on the values of youth work among YFJ MOs;	ACT
Y.1.3.b	Advocate for recognition of YNGOs as key actors in society.	ACT
Y.1.4.a	Collect and disseminate good examples of mutual support work	ACT
Y.1.4.b	Encourage bilateral and multilateral partnerships among YFJ Mos	ACT
Y.1.5.a	Advocate for a strong youth dimension in the neighbourhood policy, bilateral agreements and Northern dimension policy of the EU and look for possible links with EU programmes	ACT
Y.2.2.a	Establish a Working Group on Youth Work Development	ACT
Y.2.2.a2	Build expertise on youth work development and national youth policy in different countries and regions of Europe	ACT
Y.2.4.a	Encourage the development and improvement of cooperation and mutual support tools among YFJ MOs	ACT
Y.3.1.a	Develop and implement information strategies for motivating youth involvement and participation;	ACT
Y.3.1.b	Promote volunteering as a crucial value in the youth work.	ACT

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
Y.3.2.a	Encourage member organisations to reflect on their internal structures in order to better involve young people from different backgrounds in their activities and organisation.	ACT
Y.3.2.b	Support the development of Regional Youth Platforms and International coordination initiatives that follow these principles.	ACT
Y.3.3.a	Advocate institutional support to strengthen the capacity of YNGOs to be as representative as possible of youth at large	ACT
Y.3.3.b	Explore and consider the possibility of using other languages, in particular for the translation of policy papers and other documents of the YFJ. (...)	ACT
Y.4.2.d	Broaden the information on the possibilities for different sources of funding	ACT
Y.4.3.a	Provide constant support to new member organisations;	ACT
Y.4.3.b	Provide ad-hoc expertise upon request;	ACT
Y.4.3.e	Promote cooperation, networking, and the exchange of good practice and expertise amongst NYCs and new regional platforms	ACT
Y.4.4.a	Develop support tools to prevent and react to possible violations of YNGO independence	ACT
Y.4.4.b	Develop a policy on support and response to violations and infringements of YNGO independence	ACT
Y.5.1.a	Support national initiatives and coalitions aimed at consolidation of national youth work;	ACT
Y.5.1.c	Provide policy and knowledge transfer to NYC initiatives on all aspects of organisational and political sustainability.	ACT
Y.5.3.a	Support and promote National Youth Councils and youth work development in the 3 regions;	ACT
Y.5.3.b	Advocate state and other stakeholders to recognise and partner with NYCs and national structures in the field of youth;	ACT
Y.5.3.d	Identify needs and lobby for training opportunities for YNGO development in these regions.	ACT
Y.5.3.e	Facilitate MOs YWD networking in these regions	ACT
Y.5.4.e	Develop coordination with other civil society actors working to strengthen NGOs in EEC and SEE;	ACT
Y.5.4.f	Strengthen coherence in involvement of YFJ institutional partners in EEC and SEE;	ACT
Y.1.1.d	Facilitate organisation and establishment of regional knowledge and capacity building pools for YFJ Mos	ATV
Y.1.2.d	Conduct study visits and meetings to build knowledge on situation of youth work in different countries in Europe;	ATV
Y.2.2.e	Organise annual thematic activities for MOs on strengthening youth work	ATV
Y.4.2.e	Establish a database for Member Organisations on funding possibilities through projects, programmes or foundations	ATV
Y.4.3.f	Conduct support visit to member organisations, upon identification of needs and/or upon request;	ATV
Y.5.3.f	Organise I&N day with regional focus on developing capacity and ensuring continuity in youth work	ATV

## E.2. Global and Regional Youth work development

**Total value: €51.800 (Actions: €29.450 / Activities: €22.350)**

Item	Work Plan	Type
Y.1.2.b	Organise meeting spaces for different stakeholders and institutions aimed at increasing the institutional recognition and support of our partners in other regions of the World	ACT
Y.6.1.d	Support coordination among Member Organisations and partners promoting the implementation of the WPAY	ACT
Y.6.1.e	Establish a Working Unit on Global Affairs for Development and Cooperation, aimed at contributing to the global work of the European Youth Forum and making it more relevant for Mos	ACT
Y.6.1.f	Actively explore possibilities for engagement in global cooperation initiatives together with our global partners, such as the World Youth Festival and other events with a genuine global outreach.	ACT
Y.6.2.b	Contribute to the development of the International Coordination Meeting of Youth Organisations (ICMYO);	ACT
Y.6.2.c	Support the development of the regional platforms as partners in global processes;	ACT
Y.6.2.d	Facilitate the involvement of the MOs, as well as their regional partners, in the process of development and activities of the regional youth platforms;	ACT
Y.6.2.e	Facilitate the information flow and support the relations between our MOs and the members of the regional platforms and the ICMYO.	ACT
Y.6.4.Af.a	Support the development of African youth organisations and promote the dialogue between European and African youth organisations;	ACT
Y.6.4.Af.b	Engage and cooperate with the ICMYO members and YFJ MOs active in the region	ACT
Y.6.4.Af.c	Further develop the partnership with the African regional youth platforms;	ACT
Y.6.4.Af.d	Follow-up the engagement of the African regional youth platforms with the African Union in order to strengthen youth work on the continent	ACT
Y.6.4.Af.e	Engage in the possible organisation of a Euro-African youth forum	ACT
Y.6.4.Af.f	Develop a policy paper on the European policy of development co-operation in Africa	ACT
Y.6.4.As.a	Engage in the implementation of the Memorandum of Understanding signed between the European Youth Forum and the Asia-Europe Foundation;	ACT
Y.6.4.As.b	Engage in the implementation and promotion of the Tianjin Declaration	ACT
Y.6.4.As.c	Actively participate in the revitalization of the Asia-Europe Youth Forum;	ACT
Y.6.4.As.d	Follow-up the Asia-Europe Meeting and provide input to the process in coordination with our regional and global partners;	ACT
Y.6.4.As.e	Support the interaction of regional Asian youth platforms with ASEF and other relevant international institutions	ACT
Y.6.4.As.f	Actively contribute to the organisation of the young political leaders' summit and ASEF events with a relevant Euro-Asian youth dimension.	ACT

Work Plan		Type
Item		
Y.6.4.L.a	Keep organising the Euro-Latin American Youth Forum (FEULAT), together with FLAJ;	ACT
Y.6.4.L.b	Support the physical extension of the FEULAT process to the Latin-American region;	ACT
Y.6.4.L.c	Contribute, together with FLAJ, to the University on Youth and Citizenship;	ACT
Y.6.4.L.d	Support dialogue with relevant institutions in the region, such as the OIJ and OEA, in order to provide input to the Euro-Latin American youth cooperation processes;	ACT
Y.6.4.L.e	Engage, together with FLAJ, in the Associative Platforms Gathering and similar events, organised by the OIJ and its Member States.	ACT
Y.6.4.M.a	Monitor and contribute to the implementation of the new phase of the Euro-Mediterranean Youth Programme;	ACT
Y.6.4.M.b	Support the development of a strategy on youth policies in the Mediterranean region, based in the outcomes of the Euro-Med Seminar on Youth Policies and Youth Participation;	ACT
Y.6.4.M.c	Support, together with MOs, the development of youth coordination structures in the region, based in the principles for global cooperation;	ACT
Y.6.4.M.d	Follow-up the results of the Steering Group on the Middle-East Youth Initiative, in order to develop strategies to support youth work and a culture of peace in the MEDA region;	ACT
Y.6.4.M.e	Engage, together with the relevant actors working in the Euro-Med context, in the promotion of dialogue initiatives,	ACT
Y.6.4.M.f	Participate in the Steering Committee of the Euro-Med Youth platform, in order to promote the development of truly representative youth structures and networks in the region.	ACT
Y.6.4.M.g	<i>Foment and promote the creation of a Euro Mediterranean Youth Forum for youth organisations from both regions, and assure the active involvement of YFJ Mos</i>	ACT
Y.6.4.M.h	<i>To continuously engage in building partnerships with youth organisations in the region</i>	ACT
Y.6.4.M.i	<i>To promote the consolidation of national youth structures in the region</i>	ACT
Y.6.1.h	<i>Actively contribute to the University on Youth and Development partnership development, joint programme, educational, training and networking dimensions.</i>	ATV
Y.6.1.h.	Actively contribute to the University on Youth and Development partnership development, joint programme, educational, training and networking dimensions.	ATV
Y.6.2.f	Contribute to the organisation of a meeting of ICMYO in the period 2007-2008	ATV
Y.6.2.g	Convene annual meetings of the GCCC, linked to the ICMYO annual meetings, and maintain an ongoing dialogue within the GCCC	ATV

### E.3. 1% Solidarity Fund

**Total value: €30.800 (Actions: €1.800 / Activities: €29.000)**

1% of the Grant of the Youth Forum goes to support solidarity projects of youth non-governmental organisations in developing countries in Africa and Latin America.

### E.4. Training capacity building

**Total value: €49.000 (Actions: €1.000 / Activities: €48.000)**

Item	Work Plan	Type
C.1.n	Refresh the current Pool of Trainers, and initiate a partly yearly refreshment to involve new trainers	ACT
C.1.o	Ensure the development of the Pool of Trainers, and facilitate its use by MOs	ACT
Y.2.2.b	Disseminate information on a regular basis to MOs, on resources and training related to youth work	ACT
Y.2.2.c	Support MOs in developing their Training Policies and their Training capacity, inter alia their Pools of Trainers	ACT
Y.2.2.d	Facilitate networking and exchange of good practices between MOs in the field of training	ACT
E.3.1.h	To organise sub-group meetings of the Pool of Trainers focusing on Global Education	ATV
Y.2.2.f	Adopt a Policy Paper on Training	ATV
Y.2.2.g	Organise, over a mandate of two years, three meetings of the Pool of Trainers, and sub-group meetings of the Pool of Trainers on different policy areas	ATV

## F. EXTERNAL RELATIONS AND ORGANISATIONAL DEVELOPMENT

### F.1. EU advocacy work

**Total value: €143.300 (Actions: €119.500 / Activities: €23.800)**

This includes the general advocacy work done towards the EU and its different institutions. It draws together what were before different Budget Lines, namely EU advocacy, EU Presidency, Support to NYCs for EU Presidency, Troika meetings and EUACOM (European Union Affairs Commission).

Item	Work Plan	Type
I.1.2.a	Ensure, support and coordinate a system of structured dialogue between youth organisations and public authorities at the European, national and local level	ACT
I.1.3.a	Strengthen YFJ advocacy capacity and presence vis-à-vis EU institutions	ACT
I.1.3.b	Consolidate the position of YFJ as the main interlocutor of the EU Institutions in the Youth field and ensure recognition of YFJ as a representative stakeholder and interlocutor on all EU policies affecting youth	ACT
I.1.3.c	Maintain regular contact with the relevant institutions and bodies of the EU, primarily the European Commission, the European Parliament and the Council of the European Union	ACT
I.1.3.d	Maintain regular contact with the consecutive EU Presidencies, in close cooperation with the Member NYCs in the countries holding the EU Presidency	ACT
I.1.3.e	Involve Member Organisations in the work with the EU institutions, improving their capacity to contribute to EU policy processes and programmes	ACT
I.1.3.e.	IDEM: EUACOM (European Union Affairs Commission)	ACT
I.1.4.a	Ensure that a broadened Treaty Basis for EU action in the field of youth, as formulated in the draft EU Constitution, is retained in any future changes to the Treaty Establishing the European Community	ACT
I.1.4.b	In the framework of the Lisbon Strategy, monitor the follow-up of the Strategy and sustain the lobbying for a consistent follow-up of the European Youth Pact that includes concrete measures to reach the Pact's objectives and clear reporting on progress	ACT
I.1.7.a	Develop relationships with relevant services of the European Commission, Committees of the European Parliament and EU Council compositions to promote the mainstreaming of youth issues in EU policies	ACT
I.1.7.b	Define an agenda for the structured dialogue between youth organisations and the EU, which encompasses all policy fields affecting youth	ACT
P.3.1.b	Monitor debates on the Future of Europe and the EU Constitution and provide regular information for Member Organisations	ACT

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
P.3.1.c	Follow up on the results of the European Youth Convention, while initiating discussion on the Future of Europe on the national level	ACT
P.3.1.d	Provide a virtual space for MOs and other young people to exchange views on the Future of Europe	ACT
P.3.2.a	Develop a YFJ position and contribute to the debate on the Future of Europe, based on a broad consultation of Member Organisations and ensure the active participation of youth organisations in the debate at EU and Member State level	ACT
P.3.3.a	Promote greater partnership between different international institutions (i.e. follow up to the Juncker report)	ACT
Y.4.1.b	Lobby the EU for the adoption of a Statute for a European Association	ACT
Y.4.2.a	In the framework of the Youth in Action programme, ensure the accessibility of multi-annual framework agreements for INGYOs' operating grants ...	ACT
Y.6.4.Af.g	Advocate for more respect for the needs of young people in the ACP-policy of the EU	ACT
I.1.4.d	Follow-up the implications of the Bologna Process for youth organisations	ATV
I.1.4.e	Organise annual hearings on youth issues at the European Parliament	ATV
I.1.4.g	Support the establishment of a youth affairs inter-group in the European Parliament for the legislative period 2008-2012	ATV
I.1.4.h	Organise, on a regular basis, activities raising the overall visibility of YFJ in the EU institutions	ATV
P.3.1.e	Engage into the possible realisation of a European Youth Convention follow up events	ATV
P.3.1.f	<i>Facilitate the co-operation of Member Organisations actively engaging in the debate on the Future of Europe, as a follow up to the work done by the contact group established for the European Youth Convention</i>	ATV
P.3.1.g	<i>Engage in activities related to the celebrations of the Treaty of Rome anniversary</i>	ATV

## F.2. Council of Europe advocacy work

**Total value: €56.100 (Actions: €10.700 / Activities: €45.400)**

Following the same logic, this includes the general advocacy work done towards the Council of Europe, merging CoE advocacy and COEACOM (Council of Europe Affairs Commission).

Item	Work Plan	Type
I.2.1.a	Participate in meetings of the statutory bodies of the Directorate of Youth and Sports (DYS)	ACT
I.2.1.a.	IDEM (Co-ordination meeting between Bureau YFJ and AC)	ACT
I.2.1.b	Promote the European Youth Foundation as key instrument supporting the development and sustainability of YNGOS and lobby for an increase of its funds;	ACT
I.2.1.c	Promote the Recommendation of the Committee of Ministers to the Member States on the role of NYCs in youth policy development;	ACT
I.2.1.d	Promote existing instruments of the Council of Europe on youth participation and youth policy;	ACT
I.2.1.e	Promote Council of Europe policies and manuals on Human Rights Education	ACT
I.2.1.f	Promote the European Youth Campaign for Diversity, Human Rights and Participation.	ACT
I.2.2.a	Participate in the meeting of experts in the youth field;	ACT
I.2.2.b	Participate in the meetings aimed at preparing key seminars, training courses and other events of the Directorate of Youth and Sport;	ACT
I.2.2.c	Contribute to the follow up of the Europe youth and globalization event	ACT
I.2.3.a	Organise annual coordination meetings with the DYS Secretariat, in the fields of training, research, publications, field activities and the work of the European Youth Foundation;	ACT
I.2.3.b	Cooperate with the Directorate of Education and Culture, in particular in the field of Citizenship through Education;	ACT
I.2.3.c	Follow-up the work of the Committee of Ministers' Rapporteur Group on Education, Culture, Sports, Youth and Environment;	ACT
I.2.3.e	Organise an annual meeting with representatives of the PACE Sub-Committee on Youth and Sports and of the Congress of Local and Regional Authorities of Europe.	ACT
I.2.4.a	Strengthen the cooperation with the CLRAE	ACT
I.2.4.b	Support the organisation of trainings with local authority representatives at national level through the NYCs	ACT

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
I.2.5.a	Participate in meetings of the statutory bodies of the North South Centre and support youth programme development and the mainstreaming of youth in NSC programmes and activities.	ACT
P.2.5.b	Ensure the co-management within the Council of Europe - DYS which should reflect the core principle of representativity	ACT
Y.4.2.b	Advocate for the introduction of multi-year youth sector funding packages at all levels	ACT
I.2.2.d	In the framework of the European Youth Campaign "All Different All Equal", organise a closing Round Table, involving Member Organisations that were active in the Campaign, to celebrate, evaluate and plan the follow-up to the Campaign;	ATV
I.2.2.f	Evaluate the last two DYS triennial programmes and develop proposals for the 2009-2011 programme	ATV
I.2.2.f.	IDEM: COEACOM (Council of Europe Affairs Commission)	ATV

### F.3. EU-CoE Partnership advocacy work

**Total value: €6.700 (Actions: €6.700 / Activities: €0)**

The increase of the relevance of the partnership and Youth Forum involvement in it, justified the creation of this new Budget Line, incorporating different actions and activities that were previously split between different Budget Lines.

<i>Item</i>	<i>Work Plan</i>	<i>Type</i>
I.3.1.a	Produce a yearly contribution of the European Youth Forum to the Partnership activities and contribute to the working units and governing structure of the Partnership	ACT
I.3.1.b	Advocate for better governance and greater transparency in the Partnership Management	ACT
I.3.1.c	Disseminate the information from the Partnership to the YFJ MOs and ensure their involvement in the Partnership activities	ACT
I.3.3.a	Advocate for the strengthening of the youth policy aspects shared by the European Union and the Council of Europe, such as participation, the autonomy of young people, and education.	ACT
I.3.3.b	Lobby for the creation of a "Youth policy" pillar in the Covenant to develop a common approach for youth policy, taking into account the actors of youth policy: young people, youth researchers, decision-makers and, where relevant, social partners.	ACT
P.2.5.c	Promote co-management at all levels of the EU-CoE Partnership	ACT
I.3.1.d	Ensure the regular participation of YFJ representatives in all the Covenant meetings	ATV
I.3.1.e	Promote European Youth Forum policies at the European Knowledge Centre database	ATV

## F.4. UN advocacy work

**Total value: €14.350 (Actions: €3.450 / Activities: €10.900)**

Includes the advocacy work done towards the UN, such as during the UN General Assembly or at specific Commissions (Social Development or Sustainable Development); and with partners linked to the UN System, such as UNESCO, YEN (Youth Employment Network), UNDP and others.

Item	Work Plan	Type
HS.1.1.d	Contribute to the United Nations youth employment related initiatives such as the Youth Employment Network and the Alliance of Civilisations	ACT
I.4.x.a	Maintain regular contact with the relevant institutions and bodies of the UN system	ACT
I.4.x.b	Involve Member Organisations in the work with the UN agencies, improving their capacity to contribute to UN policy processes and programmes	ACT
I.4.x.c	Advocate for the implementation of the WPAY and the MDG's by EU and COE Member States	ACT
I.4.x.d	Promote the GCCC and the ICMYO to UN member states and UN agencies, funds and programmes	ACT
I.4.x.e	Organise annual coordination meetings between the YFJ and European youth representatives to the UN	ATV
I.4.x.f	Attend the meetings of the Commission for Social Development and the Commission on Sustainable Development	ATV
I.4.x.g	Attend the UNGA and, if appropriate, organise side events on topics relating to the WPAY	ATV

## **F.5. Media and Public relations**

***Total value: €80.000 (Actions: €65.000 / Activities: €15.000)***

This Budget Line refers to the costs for managing and developing press work related to the Youth Forum and Youth work - namely through publications and web sites; and also for managing and developing internal communication tools, such as the Youth Forum intranet. This line also includes the publication of the *Youth Opinion* and the acquisition of documentation for Youth Forum work.

## **F.6. General Representation**

***Total value: €32.500 (Actions: €32.500 / Activities: €0)***

This item includes costs related to Youth Forum participation in events directly organised by Member Organisations or other youth organisations, as well as events organised by external bodies, in which Youth Forum policies can be presented. It also includes the hosting of members (bilateral meetings with Member Organisations) and other representation costs linked to the daily work of the Youth Forum. Finally it incorporates also the different membership costs of the Youth Forum in other structures.

## 10. INCOME

### A. EUROPEAN COMMISSION GRANT

#### A. 1. Budget Line

This budget is based on the assumption that the Youth Forum will receive an EC grant under Action 4.2 of the Youth in Action Programme of EUR 2.240.000 in 2007. This is an estimate, as the final figure is dependent on the final approval of the EU budget for 2007.

### B. OTHER FUNDING

The 'Other Funding' heading includes the different income sources aside from the DG EAC grant. According to the current requirements, the European Youth Forum needs to raise 20% of its income from non-EU sources in order to receive the full grant foreseen in the Youth in Action Budget.

Most of the Youth Forum non-EU incomes are allocated to the EU grant in order to comply with the 20% co-funding requirement.

The remainder comes from different sources of funding allocated to cover the costs not included in the DG EAC operating grant agreement. These incomes cover the potential non-eligible costs or the case of funds for an action or activity also coming from EU funds, e.g. reimbursements for Youth Forum participation in EU Presidency Youth Events, or a concrete project supported by an EU grant, other than the DG EAC operating grant.

#### B. 1. Council of Europe

This item includes the annual grants that the Youth Forum will receive from the Council of Europe. The Youth Forum usually receives two annual grants from the Council of Europe, the main one based on the Administrative Arrangement that provides support for part of the actions or activities carried out by the Youth Forum; and also a Category C Grant, based on a standard application, as a contribution to cover part of the general administrative costs.

#### B. 2. Membership fees

This item includes the membership fees paid by the Member Organisations. According to the Youth Forum membership fee system, this amount is split equally between the two pillars (INGYOs and NYCs).

The total value was increased from EUR 130.000 (2006) to EUR 140.000. This increase (7,69%) reflects not only inflation in the Euro zone, but also the focus on improving the support provided to members; it also represents an important commitment of the Youth Forum Member Organisations to the budget of the Youth Forum acknowledging the increase in the EU operating grant received over the past two years.

From the total amount of membership fees proposed, EUR 100.000 is allocated as co-funding for the EU operating grant with the remaining EUR 40.000 allocated to cover Youth Forum costs not included in the aforementioned grant.

#### **B.4. Partnerships & Other Incomes**

This item includes several types of income - other grants and subsidies, hosting of meetings, donations and other contributions - which are raised in order to meet the Youth Forum fundraising needs:

- 1) The necessary non-EU funding requirement (EUR 357.000), out of which EUR 148.500 gathered through Volunteer Time Contributions.
- 2) The coverage of costs not included in the DG EAC Operating Grant (EUR 5.000 in 2007).



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# European Youth Forum Budget 2007

## Overview of Co-Funding

B.2 Membership Fees		
Abbreviation	Organisation	Value
AEGEE	Association des États généraux des Étudiants de l'Europe	1.376
Alliance	Alliance of European Voluntary Service Organisations	1.376
Allianssi	Finnish Youth Co-operation Allianssi	2.217
ATD Quart Monde	Mouvement international ATD Quart Monde	1.376
BYC	British Youth Council	4.030
CEJA	Conseil européen des jeunes agriculteurs	500
CESI-Youth	European Confederation of Independent Trade Unions	500
CGJL	Confédération générale de la jeunesse luxembourgeoise	1.209
CJE	Spanish Youth Council	3.426
CNAJEP	Comité national des associations de jeunesse et d'éducation populaire	3.829
CNJ	Portuguese National Youth Council	2.015
CNJC	National Youth Council of Catalonia	2.418
CNTM	National Youth Council of Moldova	1.008
CRIJ	Conseil pour les relations internationales de jeunesse de la Communauté française de Belgique	1.712
CSAJ/SAJV	National Youth council of Switzerland	3.023
Don Dosco	Don Bosco Youth-Net	500
CTR	National Youth Council of Romania	500
CYC	Cyprus Youth Council	1.008
DEMYC	Democrat Youth Community of Europe	1.376
DNK	German National Committee for International Youth Work	4.030
DUF	Danish Youth Council	2.620
Dutch NYC	Dutch National Youth Council	3.426
EBCO/BEOC	European Bureau of Conscientious Objectors	1.376
ECCO	European Council of Conscript Organisations	500
ECOSY	Young European Socialists	1.376
ECYC	European Confederation of Youth Clubs	1.376
EDS	European Democrat Students	1.376
EEE-YFU	European Educational Exchanges-Youth for Understanding	1.376
EFIL	European Federation for Intercultural Learning	1.376
EFYSO	European Federation of Youth Service Organisations	1.376
EGTYF	European Good Templars Youth Federation	1.376
ENL	Estonian Youth Council	756
ESIB	The National Union of Students in Europe	1.376
ESYN	National Youth Council of Hellas	2.418
ETUC Youth	European Trade Union Confederation	1.376
EUFED	EU Federation of Youth Hostels Associations	1.376
EUJS / UEEJ	European Union of Jewish Students	1.376
EXPERIMENT IN EUROPE	Experiment in Europe	1.376
EYCE	Ecumenical Youth Council in Europe	1.376
FICEMEA	International Federation of Centres for Integrated Education	500
FIEEA	International Federation for Educational Exchanges of children and adolescents	500
FIMCAP	International Federation of Catholic Parochial Youth Movements	1.376
FNG	Forum Nazionale Giovani	2.872
FYEG / FJEE	Federation of the Young European Greens	1.376
GyIK-NIKI	Hungarian Coordination Bureau for International Youth Work	1.612
ICYCW/CIJOC	Coordination internationale de la Jeunesse ouvrière chrétienne	500
ICYE	International Cultural Youth Exchange	1.376
IFLRY	International Federation of Liberal Youth	1.376
IFM/SEI	International Falcon Movement-Socialist Educational International	1.376



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# European Youth Forum Budget 2007

## Overview of Co-Funding

B.2 Membership Fees		
Abbreviation	Organisation	Value
IFMSA	International Federation of Medical Students' Associations	1.032
IGLYO	International Gay, Lesbian, Bisexual and Transgender Youth and Student Organisation	1.376
IUSY	International Union of Socialist Youth	1.376
IYNF	International Young Naturefriends	1.376
JECI-MEC	Jeunesse étudiante catholique internationale - Mouvement International des étudiants catholiques	1.376
JEF	Young European Federalists	1.376
JEUNESSES MUSICALES	Jeunesses Musicales d'Europe	1.376
JOC-E	Young Christian Workers	1.376
KNZ-Malta	National Youth Council of Malta	1.008
LÆF	Icelandic Youth Council	1.008
LIJOT	Council of Lithuanian Youth Organisations	1.008
LJP	Youth Council of Latvia	1.008
LNU	Norwegian Youth Council	2.620
LSU	National Council of Swedish Youth Organisations	3.023
LYMEC	European Liberal Youth	1.376
MJJARC	International movement of Catholic agricultural and rural youth	1.376
MSS	National Youth Council of Slovenia	1.209
NAYORA	National Assembly of Youth Organisations of the Republic of Azerbaijan	1.008
NCY	Nordic Centre Youth	500
NCYOG	National Council of Youth Organisations of Georgia	1.008
NYCA	National Youth Council of Armenia	1.008
NYCI	National Youth Council of Ireland	2.015
NYCR	National Youth Council of Russia	3.224
OBESSU	Organising Bureau of European School Student Unions	1.376
ÖJV	Austrian Children and Youth Representation	2.821
PAX CHRISTI	Pax Christi International	500
RADA	Belarussian Union of Youth and Children's Public Associations	500
RCY	Red Cross EU-Office	500
RDJ	German-speaking Youth Council of Belgium	500
RMS	Youth Council of Slovakia	1.209
RY EUROPE	Rural Youth Europe	1.376
SCI	Service Civil International	1.376
TEJO	World Organisation of Young Esperantists	1.376
VJR	Flemish Youth Council	1.712
WAGGGS	World Association of Girl Guides and Girl Scouts	1.376
WOSM	World Organisation of the Scout Movement	1.376
WSCF	World Student Christian Federation	1.376
YAP/AJP	Youth Action for Peace	1.376
YDC	Youth for Development and Co-operation	1.376
YEE	Youth and Environment Europe	1.376
YEN	Youth of European Nationalities	688
YEPP	Youth of the European People's Party	1.376
YEU	Youth for Exchange and Understanding	1.376
YMCA	Young Men's Christian Association	1.376
YWCA	Young Women Christian Association	1.376
<b>TOTAL</b>		<b>140.033</b>



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# European Youth Forum Budget 2007

## Overview of Co-Funding

### B4. Partnership Projects

Volunteer Time Contribution					
Item	Volunteer Time	Volunteers	Value/day	Days	Total
A.2	Council of Members (Spring)	110	165	2	36.300,00
A.2	Council of Members (Autumn)	110	165	2	36.300,00
F.1	European Union Affairs Commission - Spring	20	165	2	6.600,00
F.1	European Union Affairs Commission - Autumn	20	165	2	6.600,00
F.2	CoE Affairs Commission - Spring	20	165	2	6.600,00
F.2	CoE Affairs Commission - Autumn	20	165	2	6.600,00
A.3	Bureau Meeting 1	10	165	2	3.300,00
A.3	Bureau Meeting 2	9	165	2	2.970,00
A.3	Bureau Meeting 3	10	165	2	3.300,00
A.3	Bureau Meeting 4	10	165	2	3.300,00
A.3	Bureau Meeting 5	9	165	2	2.970,00
A.3	Bureau Meeting 6	10	165	2	3.300,00
A.5	FCC - Spring	4	165	2	1.320,00
A.5	FCC - Autumn	3	165	2	990,00
A.6	CBMA	4	165	2	1.320,00
A.6	CBMA	3	165	2	990,00
A.6	CBMA	3	165	2	990,00
G.10	Advocacy and General Representation	10	165	15	24.750,00
TOTAL					148.500



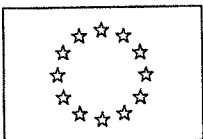
# European Youth Forum Budget 2007

## Overview of Co-Funding

### B4. Partnership Projects

Co-funding		
Item	Activity	Amount estimated
A.2	Council of Members (Spring)	42.000
A.2	Council of Members (Autumn)	39.250
A.3	Bureau Meeting 1	5.000
A.3	Bureau Meeting 2	4.000
A.3	Bureau Meeting 4	6.000
D.1	Youth Policies: general	4.250
D.1	Youth Policies: youth mainstreaming	14.250
D.2	Education	5.000
D.3	Mobility of young people	3.900
D.4	Youth Participation	7.900
D.5	Equality & Human rights	4.000
D.8	Sustainable development	6.500
E.1	Youth work development in Europe	8.000
E.2	Global and Regional YWD: general	3.200
E.2	Global and Regional YWD: ICMYO+GCCC	13.500
E.4	Training capacity building	8.850
F.1	EU advocacy work: general	3.000
F.1	EU advocacy work: EUACOM	4.000
F.2	Council of Europe advocacy work: general	5.850
F.2	Council of Europe advocacy work: COEACOM	4.000
F.4	UN advocacy work	350
F.5	Media and Public relations	5.000
F.6	Gen. Representation	10.700
TOTAL		208.500





**EUROPEAN COMMISSION**

Education and Culture

Youth, Sport and Relations with the Citizen

**Youth: Policies**

**Amendment**  
**N°1 2007-0247/001-002 YOU-SFEJEU**  
**to the European Youth Forum's**  
**Operating Grant Agreement**  
**2007-0247/001-001 YOU-SFEJEU**

The European Community ("the Community"), represented by the Commission of the European Communities ("the Commission"), itself represented for the purpose of the signature of this agreement by M. \_\_\_\_\_, Director, Directorate-General for Education and Culture

of the one part,

and the

EUROPEAN YOUTH FORUM  
No7/CH/15.202/S dans l'arrête royal du 18 octobre 2005  
Rue Joseph II, 120  
BE-1000 Brussels  
Belgium

("the beneficiary"), represented for the purpose of signature of this agreement by \_\_\_\_\_, Secretary General,

of the other part,

HAVE AGREED

**Article I**

that the beneficiary's budget under the Operating Grant Agreement 2007 will be adapted in accordance with Annex I of this amendment.

*Vo*  
*mw*



## Article II

All the other provisions of the Operating Grant Agreement 2007 remain unchanged.

### SIGNATURES

For the beneficiary

Secretary General

(signature)

Done in Brussels, date: 14/12/2007

In duplicate in English

For the Commission

Mr. ~~Director~~ Director

(signature)

Done in Brussels, date: 20/12/07.





## *Amendment* European Youth Forum

### Operating Grant 2007-0247/001-001

Youth in Action  
Action 4.2 - "Support to the European Youth Forum"

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*Vo 2m*

## **A. INTRODUCTORY NOTES**

Based on Article II.11 - "Supplementary Agreements" of the Operating Grant Agreement no. 2007-0247/001-001, signed between the European Commission and the European Youth Forum, we would like to take the opportunity to submit a proposal for revision of the budget included in the aforementioned convention.

This will constitute the only budget revision requested for 2007 and reflects the budget review undertaken by the Bureau of the European Youth Forum at its last meeting, held on 20-21 October 2007.

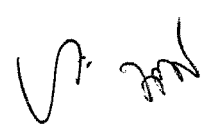
This budget revision is needed in order to better reflect the budget execution expected until the end of the year; as well as the reallocation of funds between budget headings and budget lines that had to be considered by the Youth Forum Bureau in order that the budget execution could follow as closely as possible the accomplishment of the actions foreseen in the Work Plan and the requirements for the good management of the Youth Forum.

We therefore wish to draw your attention to the fact that the total budget remains unchanged and that this revision focuses on the reallocation of the budgeted amounts. The changes refer to all the budget headings ("*items of eligible costs*") and most of the budget lines, aiming for a better employment of the grant, and allowing the execution of activities that were not fully budgeted for. Although there were still some points for clarification at the time this budget revision was prepared, it was undertaken with consideration that there must be a margin to allow the execution of the planned actions/activities, without exceeding the budgeted amounts, primarily avoiding a resulting loss, while trying to execute as much as possible of the Work Plan.

Another relevant point refers to co-funding. Several activities were undertaken with co-funding from partners, Member Organisations, or even national/regional public authorities from different countries, and this proposal already includes a revision of the support received from these partners.

The proposed changes, namely those highlighted, will be explained in further detail in the following points.

The reference document with the proposed budget changes is attached:  
- **"0976-07 Revised Budget 2007 (version 7.10)"**



## **B. GENERAL NOTES**

### **1. Budget Outline**

The budget outline is equivalent to that in the initial contract, to facilitate comparisons between the initial budget and the new proposal. In turn, the budget as approved in the previous supplementary agreement, the new budget proposal and the variations between the initial and the new proposed budget are included in the reference document (0976-07).

### **2. Increase in the Operating Grant**

The proposal is to reallocate funds between the eight budget headings ("*items of eligible costs*") as follows:



- A. Statutory Bodies: + € 25.500
- B. Operational & Legal Costs : - € 20.000
- C. Employment Costs: - € 49.500
- D. Youth Policy Development: - € 3.500
- E. Youth Work Development: - € 4.500
- F. External Relations and Organisational Development: + € 52.000

### **3. Co-funding**

The new proposal also reallocates the values for co-funding according to the updated prospects. The variations more significant are the increases for the item 'A. Statutory meetings' and 'F. External Relations and Organisational Development' which augment by €15.300 and €12.000 respectively; and for item 'D. Youth Policy Development', with a decrease of €24.800.

### **4. Non-eligible costs**

The revised budget presented only makes reference to the contractual agreement. Therefore, the costs aside from those covered by the agreement (namely the non-eligible costs according to EU regulations) though a part of the total European Youth Forum budget, are not included in the agreement nor in this proposal for revision. All the same, those costs did not change in reference to the initial budget.

## **C. REVISED BUDGET**

### **A. Statutory Bodies**

#### **Increase of €25.500**

#### **A.2. Council of Members: Increase of €65.000.**

The increase is required mainly due to higher costs with the Spring Council of Members meeting (COMEM). The location of this meeting had a very big impact on the total costs. Therefore, the total expenditures with both Council of Members are expected to be €65.000 above the initial forecast, with an extra €18.000 on co-funding.

The referred meeting, the Spring COMEM, took place in Baku, Azerbaijan, with a co-funding contribution from NAYORA (National Assembly of Youth Organisations of the Republic of Azerbaijan). The total co-funding contribution from NAYORA was much above the amount of €31.000, used as reference for the 2007 budget. The contribution foreseen in the contract is approximately €90.000 and is deemed to cover local costs (€73.000) and the extra-costs borne by the Youth Forum due to the location of the meeting (€17.000).

The Autumn Council of Members took place in Brussels, (9-10 November), contrary to what had been foreseen. Though this meeting did not get the expected co-funding from a host organisation, the high level of co-funding gotten for the Spring COMEM was still above the expected contributions for both meetings, leading to an increase of €18.000 of the total co-funding within this budget line.

#### **A.3. Bureau: Reduction of €35.000.**

This budget line is a good example of the efforts done to reduce costs. The Bureau meetings and the general representation costs linked to the work of the Bureau are quite below the initial forecast; consequently a total reduction of €35.000 is done. Though four of the five Bureau meetings were co-funded, each contribution remained well below the initial foreseen amount per Bureau meeting (€10.000). Thus, the level of co-funding is also reduced by €2.700.

#### **A.5. FCC - Financial Control Commission: Reduction of €2.500.**

The two planned meetings were organised and had costs under the initial estimation, therefore prompting the reduction.

#### **A.6. CBMA - Consultative Body on Memb. Applications: Reduction of €2.000.**

The costs for the CBMA meetings organised were below the initial value foreseen, as well as those for study visits.

## ***B. Operational & Legal Costs***

### **Reduction of €20.000.**

#### **B.4. Communications: Reduction of €7.500.**

This budget line execution is well below the foreseen amount, mostly due to the reduction of the costs with communication by phone and the reduction of the use of the regular mail.

#### **B.5. Office supplies: Reduction of €5.000.**

This line reflects a reduction in the costs and consumption of stationery, causing a reduction around 25% of the initial budget.

#### **B.6. External audit and legal advice: Increase of €2.500.**

The execution is over the initially foreseen amount, mainly due to costs with legal advice. Also the costs with the financial auditors will be higher than budgeted, reflecting a bigger workload for the auditors as a result of new legal regulations in Belgium.

#### **B.8. Financial Charges & Other Costs: Reduction of €10.000.**

The line is under spending considerably due to three main reasons: lower financial costs (spread use of IBAN, less costs for bank transfers in EU countries), no expenditures so far with the restructuring process and also the revision on the allocation of expenditures by cost-centres, thus prompting a reallocation of these funds.

## ***C. Employment Costs***

### **Reduction of €49.500.**

#### **C.1. Gross salaries: Reduction of €25.000.**

During 2007 there have been several changes in the Secretariat of the Youth Forum. As a result, there is a big variation with employment costs, resultant from lower spending over the period of absence of one or more positions, while the recruitment process took place.

In addition, one worker also requested a reduction of his work time from 4/5 to 1/2.

#### **C.2. Social security contributions: Reduction of €10.000.**

The total amount in this budget line needs to be reduced, as a consequence of the salary costs' reduction explained above.

#### **C.3. Vacation Pay Accrual: Reduction of €8.000.**

The calculation and booking of the reserve for the payment of the vacation pay accrual to employees is only done at the end of the year. Nevertheless, it is possible to have a rough calculation of the required level at the end of the year. This level should be approximate to €132.000, what is very approximate to the current accrual, therefore not requiring the initially budgeted amount.

#### **C.5. Staff training: Reduction of €3.500.**

The execution is expected to be below the budgeted amount, mostly due to

a lower execution in terms of costs for individual trainings as a consequence of a number of requests for individual training lower than expected.

**C.6. Recruitment and other expenses: Reduction of €3.000.**

In spite of the high turn-over at the Youth Forum Secretariat during 2007, the budget line will stay below the initially foreseen amount, the main reason being the saving on the process for the recruitment of a new SG (there was a reappointment of the same Secretary General). This difference was therefore allocated to the recruitment costs for the vacant staff positions.

**D. Youth Policy Development**

**Reduction of €3.500.**

**D.1. Youth Policies: Reduction of €22.000.**

Despite all the activities carried within this area, a reallocation of €22.000 should be done. This is the consequence of lower costs with the activities carried out, which also did not gather co-funding, therefore resulting in a reduction of the total amount for the area, mostly coming from a reduction on the expected co-funding (€13.000).

**D.2. Education: Reduction of €3.000.**

The main reduction is a consequence of the reduction on the co-funding amount (-€4.000), as the Dialogue on Non-Formal Education could not gather the initially foreseen external contribution. It is also important to refer that, following a Bureau decision, the Report on experiences and best practices on Non-Formal Education has been postponed to 2008, therefore the amount allocated for that purpose was allocated to the realisation of a Working Group on Non-Formal Education.

**D.3. Mobility of Young People: Reduction of €5.000.**

The most relevant activity in this area will take place at the beginning of December (European Youth Forum Mobility Event - "Youth Mobility in the Schengen Area"). A part of the funds initially foreseen for the Get VISABLE campaign and for the event on the removal of visa obstacles were allocated into this event. Nevertheless, there is an amount of €5.000 available for reallocation.

**D.4. Youth Participation: Reduction of €5.000.**

The two main activities in this area, the Seminar "Youth participation: vote@16" and the promotion of volunteering are taking place at the end of the year. The reduction comes from the fact that the co-funding that was envisaged for this area could not be confirmed in most of its amount, therefore causing a reduction of €7.900, out of which €2.900 are to be covered by general funds.

**D.5. Equality & Human Rights: Increase of €8.500.**

Besides the activity that already took place, there are stills plans to have another meeting of the Working Group on Gender Issues that is preparing a publication on the topic, to be launched still in 2007, following the approval of the Policy Paper at the Autumn COMEM. There is also a Tool-Kit on Inter-religious Dialogue being prepared by the Faith-Based Expert Group, with funds also

allocated for another meeting.

Therefore, the reinforcement of the funds for this area is intended to cover the increase of the activity in this area.

**D.7. Health: Increase of €2.500.**

The proposed increase was allocated to the Information and Networking Day on Health and Social Inclusion, in order to allow a higher participation in this meeting.

**D.8. Sustainable Development: Increase of €20.500.**

The area of sustainable development requires a relevant allocation of funds, in reply to the pressing emphasis given to the area and its activities. Therefore it needs to accommodate a training event on the Millennium Development Goals (that will be co-funded by the Swedish Youth Council, with a foreseen amount of €10.500) and an activity on the climate change (in December, in Brussels).

## **E. Youth Work Development**

**Reduction of €4.500.**

**E.1. Youth work development in Europe: Reduction of €3.000.**

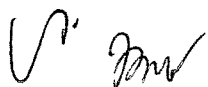
The activities foreseen within this area are taking or already took place, though with lower costs than initially expected, therefore permitting a reallocation of €3.000 into other areas.

**E.2. Global and Regional Youth Work Development: Reduction of €4.000.**

The work in this area has also been very intense and responding to the initial plan. The reduction proposed is coming from the meetings of the Working Unit, which had initially an allocation of €10.000 for two meetings that are finally expected to remain below this amount by €4.000.

**E.4. Training capacity building: Increase of €2.500.**

So far only one of the two Pool of Trainers (PoT) Meeting took place. This was held in April in Elwejt (Belgium). The second is foreseen for December, in The Netherlands, with a co-funding contribution from the Dutch Youth Council. As the total cost for the first meeting was more than foreseen and as the co-funding for the second meeting will stay below the expected amount, this budget line has a reduction of €2.500 on the amount of co-funding but increases globally by €2.500.



## ***F. External Relations & Organisational Development*** ***Increase of €52.000.***

### **F.1. EU Advocacy Work: Increase of €5.000.**

The increase in this area is required to cope with an increased level of activity in what concerns the Future of the EU and the Rome Youth Summit and also the costs borne with the realisation of the 3 meetings of the YFJ European Union Affairs Commission, namely the last one. This meeting was held in conjunction with the Council of Europe Affairs Commission in Cyprus and required more funds than initially foreseen due to the travel costs, though it was hosted and co-funded by the Cyprus Youth Council.

### **F.2. Council of Europe Advocacy Work: Increase of €9.000.**

The increase within this budget line was allocated to the Youth Forum involvement in the 'All Different - All Equal' Campaign and also for the Joint EUACOM-COEACOM meeting. This meeting was held in conjunction with the YFJ European Union Affairs Commission in Cyprus as mentioned above.

### **F.3. EU-CoE Partnership Advocacy Work: Reduction of €2.000.**

The value allocated proved to be above what will be required by this area, hence the reallocation.

### **F.4. UN Advocacy Work: Increase of €30.000.**

The increase proposed is mostly linked to the Youth Forum involvement in the conference "Young People in Eastern Europe and Central Asia: From Policy to Action", for which a contribution was given from the World Bank in order to facilitate the strong involvement of the Youth Forum and its Member Organisations. There is also a reinforcement of the funds within this area in order to do launching event for the World Youth Report in Brussels before the end of the year.

### **F.5. Media and Public relations: Increase of €10.000.**

The increase of the budget in this area was done in order to accommodate the revision of the Youth Forum style guide, which is to be done in parallel with all the work related to the implementation of the Youth Forum IT & Communication strategy.

There is also a reduction on the amount of co-funding because the contribution for the Press & Communications meeting, hosted by the Catalan Youth Council will not go over the €3.000.

## **D. CONCLUSION**

These explanatory notes aimed to be as clear as possible in order to facilitate the best understanding of the proposed changes. Nevertheless, in case the European Commission considers that something should be further clarified, please do not hesitate to contact either of the following persons:

Secretary General

Tel 02 230 21 23

Fax 02 230 21 23

e-mail: [sg@youthforum.org](mailto:sg@youthforum.org)

Administrative and Financial Director

Fax: 02 230 21 23

e-mail: [afdir@youthforum.org](mailto:afdir@youthforum.org)

Brussels, 22<sup>nd</sup> November 2007

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SECRETARY GENERAL

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ADMINISTRATIVE AND FINANCIAL DIRECTOR



# European Youth Forum Budget 2007 (revised)

★ ★ YOUTH FORUM JEUNESSE	NEW BUDGET				PREVIOUS BUDGET				VARIATION		
	EXPENDITURE ITEMS				EXPENDITURE ITEMS				DG EAC	Co-Funding	Total to be Considered for DG EAC Grant
	DG EAC	Co-Funding	Volunteer Time	Total to be Considered for DG EAC Grant	DG EAC	Co-Funding	Volunteer Time	Total to be Considered for DG EAC Grant			
<b>TOTAL EXPENDITURE</b>	2,240,000	411,500	148,500	2,800,000	2,240,000	411,500	148,500	2,800,000	10,200	15,300	25,500
<b>A. Statutory Bodies</b>	228,550	143,950	97,350	469,850	218,350	128,650	97,350	444,350	47,000	18,000	65,000
1. General Assembly	-	-	-	-	124,750	95,250	72,600	292,600	-32,300	-2,700	-35,000
2. Council of Members	171,750	113,250	72,600	357,600	72,000	23,000	19,140	114,140	-	-	-
3. Bureau	39,700	20,300	19,140	79,140	8,000	8,000	-	8,000	-	-	-
4. Support to President	-	8,000	-	8,000	7,200	800	2,310	10,310	-2,500	-	-2,500
5. FCC	4,700	800	2,310	7,810	14,400	1,600	3,300	19,300	-2,000	-	-2,000
6. CBMA	12,400	1,600	3,300	17,300	-	-	-	-	-20,000	-	-20,000
<b>B. Operational &amp; Legal Costs</b>	243,560	42,440	-	286,000	263,560	42,440	-	306,000	-	-	-
1. Office premises	103,575	1,425	-	105,000	103,575	1,425	-	105,000	-	-	-
2. Equipment	15,290	210	-	15,500	15,290	210	-	15,500	-	-	-
3. Depreciations	20,000	-	-	20,000	20,000	-	-	20,000	-7,500	-	-7,500
4. Communications	33,460	540	-	34,000	40,960	540	-	41,500	-5,000	-	-5,000
5. Office supplies	14,235	265	-	14,500	19,235	265	-	19,500	2,500	-	2,500
6. External audit and legal advice	15,000	-	-	15,000	12,500	-	-	12,500	-10,000	-	-10,000
7. Social reserves	35,000	40,000	-	75,000	35,000	40,000	-	75,000	-	-	-
8. Financial Charges & Other Costs	7,000	-	-	7,000	17,000	-	-	17,000	-	-	-
<b>C. Employment Costs</b>	1,184,440	15,560	-	1,200,000	1,233,940	15,560	-	1,249,500	-49,500	-	-49,500
1. Gross salaries	837,275	11,775	-	849,050	862,275	11,775	-	874,050	-25,000	-	-25,000
2. Social Security contributions	265,215	3,785	-	269,000	275,215	3,785	-	279,000	-10,000	-	-10,000
3. Vacation accrual	4,000	-	-	4,000	12,000	-	-	12,000	-8,000	-	-8,000
4. Staff travel costs	14,500	-	-	14,500	14,500	-	-	14,500	-3,500	-	-3,500
5. Staff training	15,000	-	-	15,000	18,500	-	-	18,500	-3,000	-	-3,000
6. Recruitment and other expenses	48,450	-	-	48,450	51,450	-	-	51,450	-	-	-
<b>D. Youth Policy Development</b>	174,400	55,750	-	230,150	153,100	80,550	-	233,650	21,300	-24,800	-3,500
1. Youth Policies	16,200	21,550	-	37,750	25,200	34,550	-	59,750	-9,000	-13,000	-22,000
2. Education	19,900	7,900	-	27,800	18,900	11,900	-	30,800	1,000	-4,000	-3,000
3. Mobility of young people	19,700	-	-	19,700	20,800	3,900	-	24,700	-1,100	-3,900	-5,000
4. Youth Participation	23,700	5,950	-	29,650	20,800	13,850	-	34,650	2,900	-7,900	-5,000
5. Equality & Human rights	35,550	9,850	-	45,400	27,050	9,850	-	36,900	8,500	-	8,500
6. Employment and social inclusion	13,700	-	-	13,700	13,700	-	-	13,700	-	-	-
7. Health	10,150	-	-	10,150	7,650	-	-	7,650	2,500	4,000	2,500
8. Sustainable development	27,500	10,500	-	38,000	11,000	6,500	-	17,500	16,500	-	20,500
9. EU Youth programme	8,000	-	-	8,000	8,000	-	-	8,000	-	-	-

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# European Youth Forum Budget 2007 (revised)

	NEW BUDGET				PREVIOUS BUDGET				VARIATION		
	EXPENDITURE ITEMS				EXPENDITURE ITEMS						
	DG EAC	Co-Funding	Volunteer Time	Total to be Considered for DG EAC Grant	DG EAC	Co-Funding	Volunteer Time	Total to be Considered for DG EAC Grant	DG EAC	Co-Funding	Total to be Considered for DG EAC Grant
<b>* ★ YOUTH FORUM JEUNESSE</b>											
<b>E. Youth Work Development</b>	106,200	71,700	-	177,900	108,200	74,200	-	182,400	-2,000	-2,500	-4,500
1. Youth work development in Europe	29,550	26,650	-	56,200	32,550	26,650	-	59,200	-3,000	-	-3,000
2. Global and Regional YWD	27,250	20,550	-	47,800	31,250	20,550	-	51,800	-4,000	-	-4,000
3. 1% Solidarity Fund	22,400	-	-	22,400	22,400	-	-	22,400	-	-	-
4. Training capacity building	27,000	24,500	-	51,500	22,000	27,000	-	49,000	5,000	-2,500	2,500
<b>F. External Relations and Organisational Devel.</b>	302,850	82,100	51,150	436,100	262,850	70,100	51,150	384,100	40,000	12,000	52,000
1. EU advocacy work	141,300	7,000	13,200	161,500	136,300	7,000	13,200	156,500	5,000	-	5,000
2. Council of Europe advocacy work	41,150	23,950	13,200	78,300	32,150	23,950	13,200	69,300	9,000	-	9,000
3. EU-CoE Partnership advocacy work	4,700	-	-	4,700	6,700	-	-	6,700	-2,000	-	-2,000
4. UN advocacy work	21,500	22,850	-	44,350	14,000	350	-	14,350	7,500	22,500	30,000
5. Media and Public relations	70,750	19,250	-	90,000	58,750	21,250	-	80,000	12,000	-2,000	10,000
6. Gen. Representation	23,450	9,050	24,750	57,250	14,950	17,550	24,750	57,250	8,500	-8,500	-
<b>* ★ YOUTH FORUM JEUNESSE</b>											
<b>TOTAL INCOME</b>	2,240,000	411,500	148,500	2,800,000	2,240,000	411,500	148,500	2,800,000	-	-	-
<b>A. European Commission funding</b>	2,240,000	-	-	2,240,000	2,240,000	-	-	2,240,000	-	-	-
DG EAC	2,240,000	-	-	2,240,000	2,240,000	-	-	2,240,000	-	-	-
<b>B. Other funding</b>	-	411,500	148,500	560,000	-	411,500	148,500	560,000	-	-	-
1. Council of Europe	-	103,000	-	103,000	-	103,000	-	103,000	-	-	-
2. Membership fees	-	100,000	-	100,000	-	100,000	-	100,000	-	-	-
4. Partnerships & Other incomes	-	208,500	148,500	357,000	-	208,500	148,500	357,000	-	-	-

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