

INTERNATIONAL CONFERENCE

YOUTH WORK AT MUNICIPALITY LEVEL

CREATING SUSTAINABLE YOUTH POLICIES
AT LOCAL LEVEL

INFOPACK

- 3rd - 6th December 2018
Cascais, Portugal

WELCOME!

Dear Participant,

You'll be soon travelling to Cascais for the International Conference "Youth Work at Municipality Level - Creating Sustainable Youth Policies at Local Level" organized by **CASCAIS EYC2018** in cooperation with **DYPALL NETWORK**.

This infopack should help you to prepare for the Conference. This will be the 2nd DYPALL International Conference and we are very excited to come together – with you – to learn, exchange, work towards common goals, and to create some change.

This will be a busy week for all of us. You will see from the draft programme that our days will be full and we will work to create a positive, collaborative space using various methodologies over the course of the week. There are around 60 participants coming from over 15 different countries, a team from DYPALL Network and volunteers from Cascais Jovem, and several knowledgeable and approachable guest speakers.

Please don't hesitate to get in touch with any questions ahead of the Conference.

Your team,
Cascais2018 & DYPALL Network

WHAT IS IN THIS INFO PACK?

Please read the whole infopack carefully!

- > Information about the Conference – objectives and official program
- > Logistical information
- > Information about reimbursement – rules, documentation and procedures
- > Information about the organizers

Please email ana.morgado@dypall.com & info@dypall.com with any questions.

INFORMATION ABOUT THE CONFERENCE

The International Conference comes as a follow up of several European guidelines that have been recently established highlighting the importance to mainstream youth policy at local and regional level in order to create systematic change in our communities and regions.

However, to be able to find effective paths for this direction to be taken, and to keep improving impact and outreach of our activities, stakeholders need to meet, discuss, reflect, exchange practices and develop their competence to work together on such themes.

The Conference is the flagship event for youth workers, youth leaders, young people and public officers from local and regional authorities that work with youth in their local realities. They will come together for 4 days to share, debate and discuss about key policy fields to find ways to improve youth work at municipality level and increase youth participation on policy making at local and regional level.

OBJETIVES

1. Develop the capacity of Local Authorities (LA) and Civil Society Organizations (CSO) and their youth workers to **work together on the field of youth public policy** to provide answers to the challenges of participation, inclusion, unemployment;
2. Identify and promote good practices and **mechanisms for youth participation in decision-making** and debate about their potential and challenges on public governance
3. **Share practices** of inclusion and engagement of young people at local level
4. Develop more inclusive approaches to foster participation of **young people with fewer opportunities** into spaces such as local youth councils and youth fora
5. Allow youth CSO and LA to share their best practices in terms of **cooperation between local authorities and civil society, with a specific focus on how to target NEET youth, young migrants and other marginalized youth**

The conference will be holding the Assembly of Members and Partners of DYPALL Network. This meeting will allow for all the members and partners of DYPALL Network to gather and work on the future network priorities, to discuss on how to mainstream our network values, objectives and work, deepening the connection among stakeholders working in the field of youth work and youth participation in different dimensions, levels and spheres

OFFICIAL PROGRAM

DECEMBER, 3 | MONDAY

- 08:30** ● Registration
- 09:30** ● Official opening
- 10:15** ● Keynote: Political participation of young people in Europe and the challenges of sustainable youth public policies
- 11:00** ● Networking Break
- 11:30** ● Youth participation in practice across Europe: sharing of best practices
- 13:00** ● Lunch
- 14:30** ● Parallel roundtables:
RDT I - Education and Political Participation
RDT II - Instruments & Structures of Youth Participation
- 16:30** ● Break
- 17:00** ● Parallel workshops:
WS I - Participatory Budgeting
WS II - Local Youth Action Plans
- 18:30** ● “Youth Participation Matters”
Presentation of research on participation practices at local level in Europe
- 19:30** ● Dinner

DECEMBER, 4 | TUESDAY

- 09:30** ● Keynote: Key elements for sustainable youth public policies in Europe
- 11:00** ● Networking Break
- 11:30** ● Parallel roundtables:
RDT I – Mainstreaming Youth Policy
RDT II - Youth Work at Local Level: Capacity Building and the Importance of Multi-sectoral Partnerships
- 13:00** ● Lunch
- 14:30** ● Study visit to local projects in Cascais:
 - › Participation strategy within a municipality
 - › Outreaching youth
 - › An integrated approach to youth programmes
 - › Youth employment and entrepreneurship programme
- 19:30** ● Dinner

OFFICIAL PROGRAM

DECEMBER, 5 | WEDNESDAY

09:30 ● Inclusion in youth public policies:
from theory to practice

11:00 ● Networking Break

11:30 ● Parallel roundtables:
*RDT I – Inclusion of NEET's (Not in Education,
Employment or Training)*
*RDT II - Youth Employment in Low Density
Territories*

13:00 ● Lunch

14:30 ● Parallel roundtables:
RDT I - Political Participation of Young Women
*RDT II – Migrants & Refugees and the role of
local inclusion policies*

16:30 ● Break

17:00 ● Parallel workshops:
WS I - Youth Friendly Cities
WS II - Local Plans for Inclusion and Equality

18:30 ● Free time

20:00 ● Dinner

DECEMBER, 6 | THURSDAY

09:30 ● DYPALL Network - *A systematic
approach for improving democracy at local
level*

11:00 ● Break

11:30 ● Funds for democracy initiatives

12:30 ● Networking and structured space
for follow-up projects

13:00 ● Lunch

14:30 ● Opportunities for our initiatives and
building the network

16:00 ● Official Presentation: *European
Elections 2019 Youth Campaign*

16:30 ● Official closing

17:00 ● Cultural visit to Cascais

20:00 ● Cultural dinner

VENUE AND ACCOMODATION

The Conference will be held in the city of Cascais. On the Top 100 of the more sustainable tourism destinations, Cascais enjoys a mild weather all year long and a unique geographical localization. Between mountain and ocean, Cascais has borders with Oeiras and Sintra, taking advantage of an unique cosmopolitanism that is complemented by a rich natural, historical and cultural heritage, making Cascais a place of excellence to work, to live and invest.

Our event will be hosted in Cascais – Centro Cultural de Cascais (Cultural Center of Cascais).

Accommodation will be provided by the organizers in the Cascais City centre in **HOTEL LONDRES**. Please check all the facilities of the hotel in its website. The address of the hotel is: Av. Fausto Figueiredo nº 279, 2765-412

USEFUL TIPS AND INFORMATION ABOUT YOUR STAY:

- > Accommodation will be provided in double rooms;
- > The accommodation and meals will be fully covered for the organizers
- > If you have **any special dietary requirements**, please inform us latest by 28th November;
- > Bring winter clothes, as the month of December in Portugal is quite cold ☺

HOW TO GET TO THE VENUE FROM THE AIRPORT

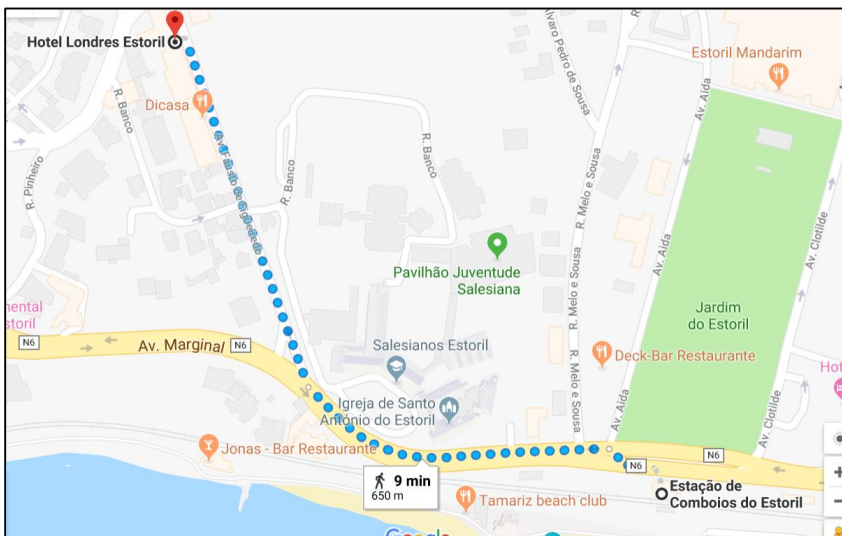
Please bear in mind that our travel from the Lisbon airport until the Hotel Londres will take you around 1:30.

When you arrive at the Lisbon airport go to the Metro Station right next to the airport.

- > Use the automatic machine to buy your ticket (white card). This white card is rechargeable and can be used for all the public transports in Lisbon, so keep it! The ticket costs 0.50 € + 1.45 € for a single ride. Keep the receipt of your ticket for reimbursement!
- > Take the metro (red line – the only line that goes from the airport) for 9 stops until Alameda. In Alameda take the green line direction Cais do Sodré. Once you get Cais do Sodré metro station, leave the metro station and go upstairs where you find the train station.

> Use the automatic machine to buy your train ticket to Cascais in CP machine. The ticket cost 2,25 eur for a single ride and you can use the same card of the metro in the machine by recharging it. Keep the receipt of your ticket for reimbursement! On Sundays you will have trains from Lisbon to Cascais every 30min. So your wait will never be long!

> Take the train direction to Cascais until Estoril. Leave the train in the stop named Estoril and have a 9 min walk until the Hotel Londres.



REIMBURSEMENT

There are some rules to abide, in order to be possible to reimburse you the travel expenses.

You will be given a travel claim form at the beginning of the activity. Please complete it carefully and **attach to it all your travel tickets - including originals of receipt and/or invoice as proof of travel and of payment.** Please note that you have to submit your travel forms and all the necessary documents during the event.

The amounts payable shall be reimbursed by bank transfer after the Conference.

For expenses claimed in currencies other than Euro, the conversion will be carried out on the basis of the official exchange rate of the European Union on the date of the purchase.

The cost of the travel between railway/bus station or airport and the venue is reimbursed upon presentation of the tickets (bus, train). Taxi fares will no be reimbursed, except in the event where no public transport is available, in which case an original receipt (with date and time) must be presented. Please also in this case, inform the organizers

Electronic flight tickets will only be considered as acceptable, if accompanied by a proof of travel (boarding passes) and proof of payment (i.e. original invoice issued by a travel agency or airline company, copy of credit card slip, copy of bank statement showing the amount spent). **You must provide an invoice, showing the amount paid and the method of payment used. An itinerary receipt given by the airline company will not be enough, unless it is supported by a proof of payment** (as indicated above).

In no case shall the amount reimbursed exceed the actual expenditure incurred.

In case you have any questions, feel free to contact us!

ORGANIZERS & FUNDING

This Conference is organized by Cascais 2018 Association in cooperation with DYPALL Network and with the support of Municipality of Cascais.

Cascais 2018 aims to support the successful implementation of the Action Plan for the European Youth Capital 2018. It has the function to support the educational practices and activities developed in the framework of the Youth Capital as well as to support the development of synergies and partnerships among the various stakeholders that are engaged in the programme implementation which is organized in 13 different pillars of GLOCAL actions: Events, Sports, Employment, Spaces, Experiences, Volunteering, Students, Action, Green, Knowledge, Mobility, Dialogue and Arts encompassing more than 300 actions and initiatives along 2018. The Association also supports the implementation of local, regional, national and international activities and projects that bring an added value to the community and for the EYC2018.

Check the EYC2018 video here: <https://goo.gl/j25kY3>

DYPALL Network is a European platform created by municipalities and civil society organizations in 29 European countries. DYPALL Network focuses on developing youth participation at local level, through the development of strategies, building structures and relations of trust and cooperation between actors.

This necessity and the similar experiences of several partners, made visible the common need to reinforce participation not only among young people but among all citizens. Through this project partners aim to work in a stable and systematic way on themes of common interest and strengthen the cooperation among local authorities (LA), civil society organizations (CSO) and citizens, where the creation of mutual understanding and learning spaces are the main goals.

The activity is co-funded by the Erasmus + Programme of the European Union, managed in Portugal by the Portuguese National Agency for Erasmus+ JA

Any questions please don't hesitate to contact us.

Please email ana.morgado@dypall.com & info@dypall.com.

WE ARE LOOKING FORWARD TO MEETING YOU!