



METHODOLOGY OF THE OPERATIONAL WORKING MODEL OF THE YOUTH COUNCIL OF THE MUNICIPALITY OF ERDUT

1. Basis and Purpose of the Methodology

The working methodology of the Youth Council of the Municipality of Erdut is based on a participatory approach: young people are not merely recipients of information or activities, but participants in identifying problems, defining objectives, proposing solutions, implementing activities, and monitoring and evaluating results.

The aim is to establish a clear and repeatable way of working that enables the needs of young people to be systematically collected, transformed into priorities and concrete activities, and ensures that young people receive feedback on how their proposals have been considered and what action has been taken.

2. Fundamental Principles of Work

Inclusiveness: Involve different groups of young people, including those who are less likely to participate.

Equality: Provide equal opportunities for expressing opinions and participating.

Transparency: Clearly communicate objectives, procedures, decisions, deadlines, and results.

Two-way communication: Not only inform young people, but also ask, listen, and involve them.

Accountability: Assign responsible persons, deadlines, and expected results for each activity.

Continuity: Participation should take place throughout the entire mandate, not only on an occasional basis.

Learning and evaluation: Monitor results and use them to improve the next cycle.



3. Chronological Working Cycle of the Youth Council

1. Setting the framework for work
2. Listening to and mapping the needs of young people
3. Defining and analysing problems
4. Stakeholder analysis
5. Setting priorities and objectives
6. Planning and implementing activities
7. Communication and youth engagement
8. Monitoring and evaluation
9. Reporting and starting a new cycle

4. PHASE 1 – SETTING THE FRAMEWORK FOR WORK

At the beginning of the annual cycle, the Youth Council defines its focus: its purpose, target groups, priorities, available capacities, and the way in which it will communicate with young people and the Municipality.

Key Questions

- Why does the Youth Council exist and what value does it seek to create for young people?
- Who does the Youth Council want to involve, and whose needs need to be heard in particular?
- Which topics are priorities during the mandate/year?
- What powers, resources, and partners are available to the Youth Council?
- How will decisions be made and communicated?

5. PHASE 2 – LISTENING TO AND MAPPING THE NEEDS OF YOUNG PEOPLE

Before defining activities, the Youth Council collects information about the needs, problems, interests, and proposals of young people. The aim is to ensure that priorities arise from actual needs.



Methods may include:

- online surveys and short digital forms
- focus groups and thematic discussions
- open meetings and dialogue circles
- workshops in schools and other youth spaces
- discussions with associations, sports, and cultural organisations
- social media and digital channels
- direct proposals from young people and open calls for ideas

Rule: Every process of gathering opinions should have a clear purpose and a plan for providing feedback.

6. PHASE 3 – DEFINING AND ANALYSING PROBLEMS

The information collected is transformed into clearly formulated problems. It is necessary to distinguish causes from consequences and determine who is affected by the problem and who can influence its resolution.

- What exactly is the problem?
- Who is most affected by the problem?
- Where and when does the problem occur?
- What are the main causes?
- What are the consequences?
- Which data or experiences confirm that the problem exists?
- Who is affected by the problem, and who can influence the solution?

Tool: Problem tree – causes, central problem, and consequences.

7. PHASE 4 – STAKEHOLDER ANALYSIS

Stakeholders who are affected by the problem, have knowledge about the problem, can provide resources, or can influence decision-making and implementation are identified.

Stakeholder	Interest / Need	Influence	Possible Contribution	Method of Involvement
Young people	Needs and solutions	High	Ideas, experience, participation	Survey, workshops, dialogue



Municipality	Public policies and resources	High	Institutional support	Meetings, proposals, planning
Schools	Students' needs	Medium/High	Contact with young people, space	Partnership
Associations	Activities and engagement	Medium	Knowledge, people, activities	Joint activities

8. PHASE 5 – SETTING PRIORITIES AND OBJECTIVES

Since the Youth Council cannot address all problems simultaneously, priorities should be determined transparently.

Criteria may include:

- importance of the problem for young people
- number and diversity of young people affected by the problem
- urgency
- the Youth Council's and partners' ability to act
- available resources
- the possibility of achieving a visible result within the given timeframe

Following prioritisation, a **goal tree** is developed: the problem is transformed into a desired change, objectives, and possible solutions.

9. PHASE 6 – ACTIVITY PLANNING

Each priority is transformed into an operational plan. Activities should have a clearly designated responsible person/body, deadline, partners, resources, and success indicator.

Activity	Objective	Lead	Partners	Deadline	Resources	Indicator
Youth survey	Identify needs	Youth Council	Schools/associations	April	Digital tool	Number of responses



Workshop	Develop proposals	Youth Council	Municipality	May	Venue	Number of participants
Proposal to the Municipality	Propose a solution	Youth Council	Relevant stakeholders	June	Expert support	Proposal considered

10. PHASE 7 – IMPLEMENTATION AND DIVISION OF RESPONSIBILITIES

For each activity, six questions should be answered in advance:

WHO? – responsible person/body

WHAT? – specific task

WHEN? – deadline

WITH WHOM? – partners

WITH WHAT? – required resources

HOW DO WE KNOW IT IS SUCCESSFUL? – indicator

11. PHASE 8 – COMMUNICATION WITH YOUNG PEOPLE AND STAKEHOLDERS

Communication should be continuous, two-way, and adapted to young people.

The following communication cycle is recommended:

INFORM – explain the topic, problem, process, and opportunities for participation.

ASK – collect opinions, experiences, and proposals.

INVOLVE – enable young people to make a genuine contribution to objectives and solutions.

EXPLAIN – provide reasons for conclusions and decisions.

FEEDBACK – show what has been done and what the next steps are.

It is important to avoid formal involvement without genuine influence. In the presentation, this risk is associated with **tokenism**, emphasising the need to clearly define the level of influence that participants have.



12. PHASE 9 – MONITORING IMPLEMENTATION

Monitoring is carried out throughout implementation, rather than only at the end of the year. A quarterly review of the status of activities is recommended.

- What has been implemented?
- What is delayed and why?
- What resources have been used?
- How many young people participated?
- Were different groups of young people included?
- What new problems or opportunities have emerged?
- What is the next step?

13. PHASE 10 – EVALUATION AND FEEDBACK

Evaluation serves the purpose of learning and improving the work, not merely formal reporting.

- What did we plan?
- What did we achieve?
- How many young people participated?
- Did we reach different groups of young people?
- Were young people's proposals taken into consideration?
- What was the concrete result or impact?
- What worked and what did not?
- What will we change next time?

14. ANNUAL WORKING CYCLE

Period	Key Steps	Result
January – March	Needs assessment; problems; stakeholders	List of needs and priority problems
April – May	Prioritisation; objectives; planning	Activity plan
June – September	Implementation; communication; partnerships	Activities and results



October – November	Monitoring; feedback; adjustments	Updated plan and recommendations
December	Evaluation; reporting; new plan	Annual report and recommendations

15. STANDARD SET OF DOCUMENTS

- Annual Work Plan of the Youth Council
- Form for collecting the needs and proposals of young people
- Problem Tree
- Stakeholder Matrix
- Priority Matrix
- Goal Tree
- Activity Plan
- Communication Plan
- Implementation Monitoring Form
- Evaluation Form
- Annual Report and Recommendations

16. APPLICATION OF THE METHODOLOGY IN A WORKSHOP

Workshop participants immediately apply the methodology to one real challenge faced by young people in the Municipality of Erdut:

1. Select one specific challenge faced by young people.
2. Develop a problem tree.
3. Identify key stakeholders.
4. Develop a goal tree.
5. Select a priority activity.
6. Develop a plan: who, what, when, with whom, with what resources, and what result.
7. Define how young people will be involved and how communication will take place.
8. Determine success indicators.
9. Agree on monitoring and evaluation.



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17.SUMMARY OF THE METHODOLOGY

WE LISTEN → WE ANALYSE → WE
PRIORITISE → WE PLAN → WE ACT →
WE MONITOR → WE EVALUATE → WE
LEARN

The fundamental idea is that the Youth Council does not work only **FOR young people, but WITH young people**. Participation is a continuous process in which the needs of young people are transformed into structured proposals, activities, results, and feedback.