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#Erasmus+
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Call for national co-facilitator of the European Youth Conference 2-5 March 2025, Lublin, Poland

Between 1 January and 30 June 2025, Poland will hold the Presidency of the European Union. The National Agency of the Erasmus+ Programme and the European Solidarity Corps (Foundation for the Development of the Education System) has been assigned to support the upcoming Polish EU Presidency and its activities.



Foundation for the Development
of the Education System

Since 1993, the **Foundation for the Development of the Education System (FRSE)** has managed programmes, projects and initiatives aimed at broadening basic and specialist knowledge and acquisition of new skills and competencies in formal, non-formal and informal education settings. FRSE is the only institution in Poland that possesses such a broad experience in managing education programmes, especially EU programmes: [Erasmus+](#) and [European Solidarity Corps](#). The range of other programmes and initiatives that the Foundation manages includes: [eTwinning](#), [Eurodesk](#), [Europass](#), [Euroguidance](#), [Eurydice](#), [EPALE](#).

FRSE is looking for a **national co-facilitator to chair the European Youth Conference** together with the main European facilitator. This call is open only to Polish candidates.

1. Background information

1.1. ABOUT THE EU YOUTH DIALOGUE (EUYD)

The EU Youth Dialogue (EUYD) is a participation mechanism for young people in the EU. It serves as a dynamic forum for continuous joint reflection and consultation with young Europeans on the priorities, implementation, and follow-up of European cooperation in the field of youth. This participatory process involves young people, youth organisations, policy and decision-makers, as well as experts, researchers and civil society actors, enabling a continuous partnership in the development and implementation of policies, strategies, and initiatives at local, regional, national and European level. This process supports the implementation of EU youth policy and is a critical mechanism for youth participation in policy-making across the European Union.

1.2. ABOUT THE 11th CYCLE OF THE EU YOUTH DIALOGUE

The EU Youth Dialogue is organised in 18-month work cycles. The 11th cycle runs from January 2025 to June 2026 covering the Polish, Danish and Cypriot EU Trio Presidencies. The topic of the 11th cycle is based on the **Youth Goal #1** of the EU Youth Strategy, focused on **Connecting EU with Youth**. The process during a cycle is chaired by the European Steering Group of the EU Youth Dialogue, composed of National Authorities, National Youth Councils of the Trio Presidencies, the European Youth Forum and the European Commission.

A Youth Dialogue Cycle is divided into two main phases:

- the Consultation (or Dialogue) phase and
- the Implementation phase.

During the *Dialogue phase*, consultations are held to gather the opinions, needs and solutions of young people on the covered topic (the Youth Ggoal). Then, the *Implementation phase* aims to implement the consultation results into concrete activities and actions at local level. **EU Youth Conferences (EUYC)** are a key element of the EU Youth Dialogue. They are organised by each Presidency and bring together **up to 300**



young people and political decision-makers at national and European levels. These conferences serve as key opportunities to gather ideas and demands on the EU Youth Dialogue at a European level, exchange good practices and advice, collect consultation results, and formulate specific political demands. The content of the three EU Youth Conferences of one cycle builds on each other.

During the 11th cycle of the EUYD, the following EUYC are planned:

- from 2 to 5 March 2025 in Lublin (Poland)
- end of September/beginning of October 2025 in Copenhagen (Denmark)
- March 2026 in Cyprus

1.3. EUROPEAN YOUTH CONFERENCE IN LUBLIN

The EU Youth Conference during the Polish Presidency will take place from 2nd to 5th March 2025 in Lublin, former European Youth Capital in 2023. The conference is an integral part of the consultation, bringing together young people from across Europe and EU candidate countries to discuss how **Youth Goal #1** could be implemented at a European level. For two and a half days, delegations of young people and policy-makers from almost 40 countries will work together to come up with valid recommendations towards (youth) policy-makers. Experts and decision-makers will be invited to give input on the topic and support this process. Outcomes of the EUYC will feed into Council documents.

During the discussions and plenary sessions, young people will have the opportunity to share their experiences, express their opinions on important topics related to the conference's subject, and develop proposals that will impact the European Commission's future policies, in particular in the fields of youth policy, youth dialogue, European values and the new shape of educational programmes after 2027. **The national co-facilitator will support the European facilitator in the preparation, programme and follow-up of this conference.**

2. Nature of the task

As Polish National facilitator, your main task will be to ensure engagement of all participants during the EU Youth Conference. To achieve this, you will work in close cooperation with the European facilitator, European researchers processing the results of the European consultation (if already available) as well as the other actors and stakeholders mentioned above. The task comprises both offline and online facilitation, preparation and follow-up.

On-line preparatory meeting is provisionally planned for mid-December 2024 (final date: TBD).

A more detailed overview of the tasks and requirements:

- Moderating the event and facilitating sessions in cooperation with the European facilitator: e.g. leading the conference, introducing sessions and speakers, moderating public sessions and panels, leading and facilitating thematic workshops and other sessions with groups of young people and decision-makers.
- Involving everyone in the group (composed of both representatives of youth, youth organisations and government representatives) in the working process;
- Preparing report templates and reporting on the discussions of participants in cooperation with the researchers and rapporteurs;



- Co-designing materials that participants receive before the conference;
- Designing the methodology and choreography of the conference together with other actors;
- Planning and preparing the conference sessions in close cooperation with national organisers and workshop facilitators and rapporteurs (before and during the conference).
- Attending preparatory and evaluation meetings when needed (online) and the EU Youth Conference.
- Together with the European facilitator: planning and facilitating a webinar for participants to prepare for the Conference in advance, planned for February 2025 (final date: TBD);
- Participating in the European Steering Group meetings if necessary (mostly online, only for selected agenda items).

3. Profile

3.1. FORMAL REQUIREMENTS, EXPERIENCE NEEDED

The ideal candidate should:

- Have experience in facilitating large events with groups of young people and decision-makers by using interactive and innovative methods, including digital ones;
- Have experience in using participatory and open space methods and formats;
- Have experience in moderating discussion panels with (high-ranking) politicians;
- Have intercultural sensitivity and experience in working with international and diverse groups with different profiles and levels of knowledge;
- Have experience in a youth organisation and a good knowledge of the EU Youth Strategy, including themes such as European values, youth empowerment, access to youth rights, democracy debates (including democracy decline) and other youth-related policies; willingness to stay up to date with the latest news in the field will also be appreciated;
- Previous involvement with the EU Youth Dialogue (former EU Structured Dialogue) or as facilitator of a European Youth Conference will be considered an advantage;
- Be preferably between 18 and 35 years old.

3.2. COMPETENCES NEEDED

- Being capable of managing bigger audiences (ca. 300 people);
- Having a good sense of organisation and being able to work under pressure and with tight deadlines;
- Showing initiative, flexibility and creativity;
- Having problem-solving and teamwork skills;
- Being able to summarise and present information in a clear way;
- Being able to provide support to the organisers and the workshop facilitation team;
- Having excellent communication skills with high-level public authorities, demonstrating empathy and tact;
- Being proficient in English; knowledge of other languages will be considered an advantage



4. Fees and costs

We consider a **maximum of 8 working days** for this assignment (including: preparatory meeting with facilitators and the organising team, preparation of the conference, materials and methodologies, facilitating a webinar for participants, meeting with facilitators and rapporteurs before the conference, facilitating during the EU youth conference).

The daily fee will be **400 euro** (including taxes).

5. How to apply

Please send the following documents to e-mail: euvc@frse.org.pl by **26th November 2024, 24:00 CET**.

In the subject of the email, indicate the position you are applying for.

- a) **your CV*** - specifically indicate those experiences that confirm your experience listed in the call as necessary;
- b) **A cover letter*** explaining how your experience matches the profile and answering the following three questions:
 1. *What is your relevant training and experience as a facilitator in relation to large youth activities and/or policy events at national or European level, and the Structured/EU Youth Dialogue events in particular?*
 2. *What is your level of knowledge on the topic of European values, EU Youth Strategy, EU Youth Dialogue and youth participation in general? Please give specific examples.*
 3. *What is your motivation in applying for this position? What innovative approaches (regarding methods to engage large international audiences) can you bring to EU Youth Conference? **Please provide a short video reference or recording (in English) – min. 2 minutes, max. 5 minutes** that will be also part of the overall candidate assessment.*
- c) **A estimation of the number of working days (max. 8 days), with a detailed planning**

**CV, Cover letter – accepted documents format: pdf, doc(x), ppt(x), zip.*

**Video reference/recording – accepted documents format: zip, rar, mp3. Maximum file size: 10 MB. In case this limit is insufficient, please provide a link from where the files can be downloaded (e.g. MS Sharepoint, Google drive, WeTransfer etc.).*

The selection will be made by a Committee of representatives of the Polish Ministry of Education, the National Youth Council of Poland, Foundation for the Development of the Education System and it may be consulted with the representatives of other Ministries of the Presidency Trio, the European Youth Forum and the European Commission. By applying for this position, the candidate gives their consent for their application to be viewed by the aforementioned institutions. Candidate data will be processed by FRSE.

The contract will be issued by Polish National Agency (FRSE) in 2025.



All applicants will be notified **by 17th December 2024** with information on the further steps to be taken.

For any questions, please don't hesitate to e-mail anna.pavlovych@frse.org.pl

APPLICATION CHECKLIST

The following should be included in your application:

- Name, surname (as in ID document)
- Title (Ms/Mr/Dr/other)
- Country of residence
- Date of birth (format: DD-MM-YYYY)
- **CV with a GDPR disclaimer** – *accepted documents format: pdf, doc(x), ppt(x), zip.*

Documents without a GDPR disclaimer below will not be considered. Please copy text below to your application:

“GDPR disclaimer

I declare that I have read the GDPR information clause on personal data processing of a candidate provided in the description of the Call for a national facilitator of the European Youth Conference available at <https://www.frse.org.pl/euyc>.”

- **COVER LETTER*** – *accepted documents format: pdf, doc(x), ppt(x), zip.*
Please attach the appropriate file with your motivation to become a National facilitator of the European Youth Conference in Lublin, Poland (2-5 March 2025).
The cover letter should also contain information on the following: (i) your experience in working with international and diverse groups with different profiles and levels of knowledge; (ii) your background and experience in a youth organisation; (iii) your level of knowledge of topics related to European youth. Also, please add the estimation of the number of working days (max. 8 days), with a detailed planning.
- **A SHORT VIDEO REFERENCE/RECORDING*** explaining how your experience matches the profile of the EUYC National facilitator and answering the following three questions (in English) – *min. 2 minutes, max. 5 minutes:*
 - a) *What is your relevant training and experience as a facilitator in relation to large youth activities and/or policy events at national or European level, and the Structured/EU Youth Dialogue events in particular?*
 - b) *What is your level of knowledge on the topic of European values, EU Youth Strategy, EU Youth Dialogue and youth participation in general? Please give specific examples.*
 - c) *What is your motivation in applying for this position? What innovative approaches (regarding methods to engage large international audiences) can you bring to EU Youth Conference?*

***Video reference/recording** – *accepted formats: zip, rar, mp3. Maximum file size: 10 MB. In case this limit is insufficient, please provide a link from where the files can be downloaded (e.g. MS Sharepoint, Google drive, WeTransfer etc.).*



GDPR Information clause on personal data processing of a candidate

Because you are submitting an application for the role of the National facilitator in EU Youth Conference during the Polish Presidency of the European Council 2025, we would like to inform you that:

1. The Foundation for the Development of the Education System is the Data Controller of your personal data.
2. Your personal data will be processed in order to ensure your participation in the recruitment process described above.
3. For the purpose indicated in clause 2 above, the following personal data will be processed: full name, e-mail address, telephone number, institution name, professional experience records, ("Data").
4. Data Controller will store Data until the settlement of the grant obtained for the Conference and for the time required by law, to the extent that it is necessary to follow the instructions contained in these regulations or until you object to the processing of Data.
5. Data is protected by technical and organisational measures to guarantee an adequate level of protection in accordance with applicable legislation.
6. Data Controller does not obtain Data from third parties or from public sources and it processes only the Data provided by you in order to fulfil the purpose described in clause 2 above (pursuant to Article 13 of GDPR).
7. Data may be shared with:
 - a. companies providing to Data Controller IT, accounting, administrative and other relevant services;
 - b. institutions managing programmes implemented by the Foundation for the Development of the Education System, in the scope that it is indispensable to carry out this programme.
8. Data is processed in accordance with Article 6(1)(b) and (f) of the General Data Protection Regulation of 27 April 2016. (GDPR), and with Article 5(c) of the Regulation 2018/1725 in the case of information transmitted to the European Commission as part of programmes managed by the European Commission and its agencies.
9. You have the right to:
 - obtain information about the processed data, including the categories of processed data and possible recipients of data;
 - require the rectification of incorrect Data or have incomplete personal data completed;
 - obtain from the Data Controller the erasure of personal data or restriction of data processing, in accordance with the provisions of GDPR;
 - object to data processing, in accordance with the provisions of GDPR;
 - receive the personal data provided to the Data Controller in a structured, commonly used and machine-readable format and transmit such data to another controller;
 - lodge a complaint with the supervisory body – The President of the Office for Personal Data Protection (Prezes Urzędu Ochrony Danych Osobowych, ul. Stawki 2, 00-193 Warsaw) - if You find that your data is illegally processed.
10. You have the right to object to the processing of any and all personal data at any time. Such an objection does not affect the legality of data processing conducted prior to the objection. The objection can be submitted by sending a declaration to that end to the registered seat of the Foundation for the Development of the Education System: Al. Jerozolimskie 142a, 02-305 Warsaw, or by e-mail to iod@frse.org.pl
11. Any motions, questions and requests related to data processing should be sent via e-mail to: iod@frse.org.pl