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Call for 10 group facilitators 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.



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 10 GROUP FACILITATORS TO GUIDE THE PROCESS IN THE WORKING GROUPS DURING THE EUROPEAN YOUTH CONFERENCE.

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 Goal). 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 build 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.

2. Thematic areas and working groups

The Youth Dialogue is built around 7 targets of the **Youth Goal #1 Connecting EU with Youth: Foster the sense of youth belonging to the European project and build a bridge between the EU and young people to regain trust and increase participation.**

- Guarantee meaningful youth involvement and dialogue in all stages of EU decision making by improving existing participatory mechanisms and creating new ones.
- Ensure equal access to quality impartial and youth-friendly information about how the EU works, how to engage in it and what opportunities it offers.
- Introduce and increase education about Europe and the EU in formal and non-formal settings.
- Guarantee fair representation of all member states in political and administrative EU bodies, in line with the principle of equal citizenship.
- Increase the budget and the impact of the EU youth programmes.
- Build young people's trust in the EU project by addressing the democratic deficit, lack of transparency and visibility.
- Institutionalise the assessment of youth-friendliness, impact and effect of EU policies.

These targets will be further split into specific areas (such as European values, non-formal education, training for educators, EU enlargement, youth participation, etc.). Each working group (ca. 10 in total) will work on one of these areas, linked to the subtargets. Each working group will consist of approximately 20-25 participants (a mix of youth representatives, youth organisation representatives and ministerial delegates



from different countries) who will have the task to focus on one specific area during the entire conference.

Different kinds of input will be provided for the working groups:

- the results of the national and European consultation process (if already available)
- examples of good practice and existing support on local, national and European levels
- availability of experts coming from the field or academia
- dialogue with policy-makers in the field of youth and fields related to the subtargets

Group facilitators will be responsible for guiding the process in their working group and ensure that the objectives and outcomes of their working group are achieved. Group facilitators will be assisted by harvesters. **Harvesters** (*separate call for applications*) will be responsible for keeping track of the outcomes of working groups through note-taking and use of digital tools. Facilitators and harvesters should work as a team and collaborate with researchers and EUYC organisers to provide input for EUYC documents.

3. Tasks

Specific tasks of a **group facilitator** are:

- ✓ expert facilitation of working group sessions using interactive methods (both online and offline tools)
- ✓ implementation of a common methodology and flexible adaptation to circumstances if needed
- ✓ facilitation of different formats that will be used during the conference (working groups sessions, market of good practices, dialogue with experts and policy-makers)
- ✓ creating a safe space for participation and engaging all participants in the discussions
- ✓ guiding and supporting delegates throughout the conference

Common tasks for group facilitators and harvesters:

1. Attending scheduled preparatory meeting(s):
 - a. online preparation meetings (approx. 2-3)
 - b. 28.02.2025 afternoon or 01.03.2025 (final dates: TBC): in-person briefing for the whole team and final preparations in Lublin (Poland)
2. Preparing for working groups based on the preparatory meeting and lead EUYC facilitators' (European facilitator and National facilitator) directives.
3. Following the plenary sessions of the conference
4. Working in close cooperation with the lead facilitators, the editing team as well as with the organising and communication team of the event and the researchers.
5. Providing constant feedback on the improvement of the EUYC



4. Profile

The ideal candidate should:

4.1. EXPERIENCE NEEDED

- Have experience in facilitating workshops and other sessions with groups by using interactive and innovative methods
- Have experience in leading groups comprised of participants with different levels of knowledge and diverse profiles (young people, NGO representatives, ministerial delegates, experts, policy-makers)
- Have intercultural sensitivity and experience in working with international groups
- Have a good knowledge of youth policy and the youth field in Europe, especially in the chosen theme related to the EU Youth Strategy, Youth Goals etc. – with focus on Youth Goal #1 in particular (see point: *Thematic areas and working groups*);
- Previous involvement with the EU Youth Dialogue (former *Structured Dialogue*) or as a facilitator/harvester of a European Youth Conference will be considered an advantage.

4.2. COMPETENCES NEEDED

- Having a good sense of organisation and being able to work under pressure and with tight deadlines;
- Being able to create and hold a safe space where all participants feel comfortable and included, allowing for meaningful participation;
- Working with online and offline tools;
- Showing initiative, flexibility and creativity;
- Having good problem-solving and teamwork skills;
- Having excellent communication skills with young people and high-level public authorities, demonstrating empathy and tact;
- Being able to summarise and present information in a clear way;
- Good to excellent command of the English language (facilitation will be conducted in English)
- Being a resident of one of the countries represented at the EUYC (Erasmus+ and ESC programme countries, EEA countries, EU candidate countries)

5. Fees and costs

For this task, we consider **5 working days**, including: individual and team preparation (1 day), conference (2.5 days), briefing, preparation and debriefing on the spot (1.5 days).

The daily fee will be **300 euro** (including taxes).

All costs of travel (economy/2nd class), board and lodging incurred in relation to the meetings and event will be covered by the organisers.

All necessary facilitation materials and online tools are provided by the organiser on demand by the facilitator.



Please note: The process will be continued within the framework of the Presidencies of Denmark and Cyprus and it is likely that the group facilitators will be further involved after 30 June 2025, until the end of the cycle in June 2026. Candidates will have to apply for the same position during these presidencies, as part of a separate process.

6. How to apply

You can either apply as a **group facilitator** or a harvester (*separate call*). You can also apply as a **facilitator-harvester team**. In that case, please indicate with whom you prefer to collaborate with and explain your complementarity.

Please send the following documents to e-mail: euyc@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***;
- b) A short **video message*** (max. 1 min in English) explaining your motivation in applying for this position and what innovative approaches you can bring to the EU Youth Conference.
- c) A **cover letter*** explaining how your experience matches the profile and answering the following questions:
 1. *What is your relevant training and experience **as a facilitator** in relation to youth activities and/or policy events at national or European level, and the Structured/EU Youth Dialogue events in particular? [You can also add links to short video references if you like to].*
 2. *What is your level of knowledge on the topic of Youth Goal #1: Connecting EU with Youth? Please indicate the thematic areas of your preference. Also, please elaborate on what is your relevant training and experience as a facilitator/harvester in relation to youth activities and/or policy events at national or European level, and the Structured/EU Youth Dialogue events in particular?*
 3. *Please confirm your availability for the duration of the whole event (arrival on 28th February/1st March 2025, departure on 6th March 2025 after debriefing – final dates: TBD) and the preparation beforehand.*

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

**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.).*

The selection will be made by the [Polish National Agency staff \(FRSE\)](#) and the [Polish Ministry of Education](#), if needed – with the support of the [Polish National Youth Council](#). Personal data will be processed by FRSE. 10 best candidates will be selected for the main list and 5 next best candidates will be selected for the



reserve (waiting) list. Should a candidate from the main list drop out, candidate from the reserve (waiting) list will be selected.

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 group 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 group 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. You can also apply as a facilitator-harvester team. In that case please, indicate with whom you prefer to collaborate with as a harvester and explain your complementarity. Also, please confirm your availability for the duration of the whole event (arrival on February 28th/1st March 2025, departure on 5th March 2025 after debriefing – final dates: TBD) and the preparation beforehand.
- **A SHORT VIDEO REFERENCE/RECORDING*** explaining how your experience matches the profile of the EUYC group facilitator and explaining your motivation in applying for this position (max. 1 min. in English)
**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 a group 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