YOUTH ALPINE DIALOGUE
Handbook
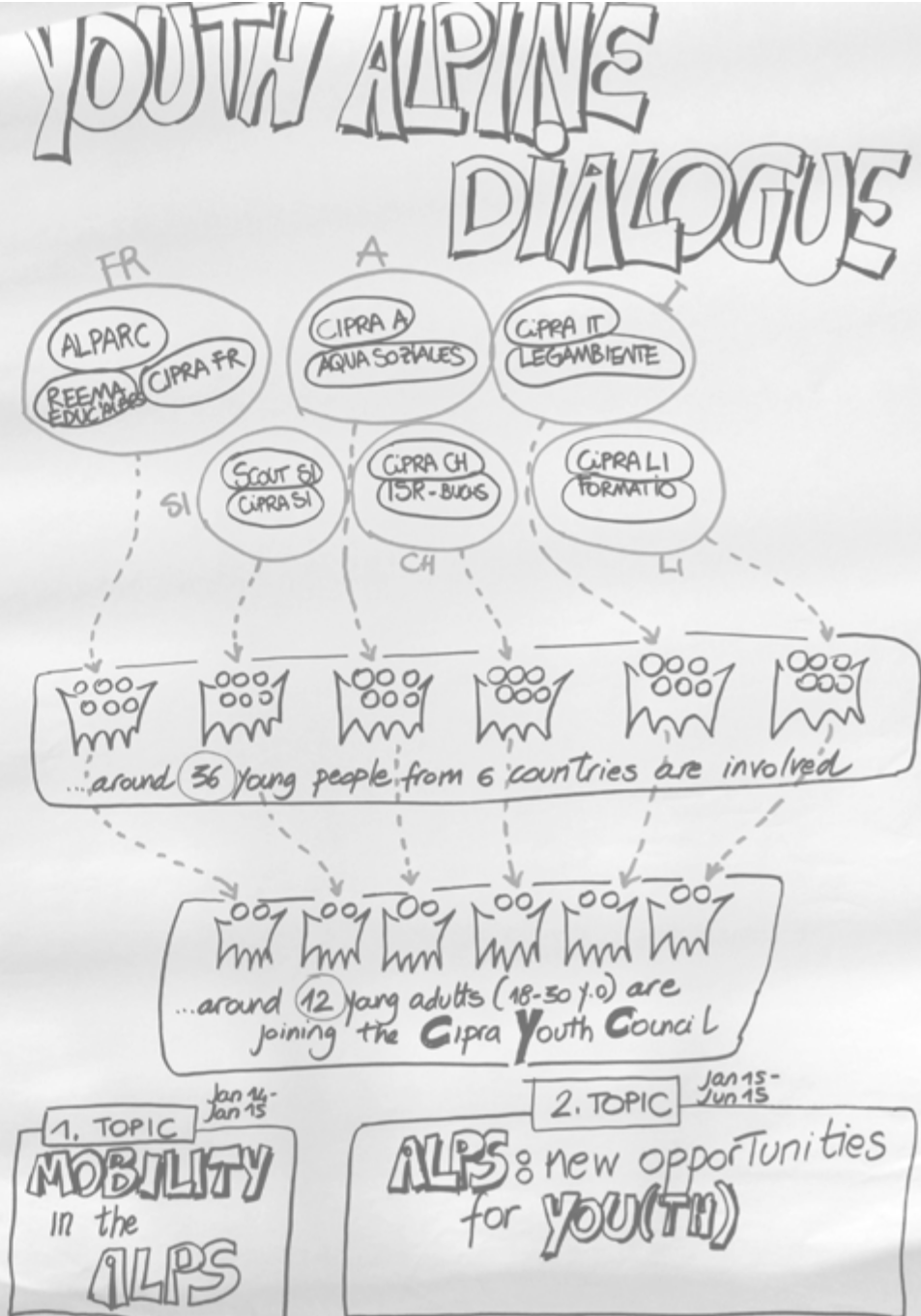
AN INTRODUCTION TO
YOUTH DIALOGUE IN THE ALPS

Sustainability means giving today's and future generations the same opportunities as those who came before them. And yet young people are often excluded by politicians and authorities when it is a question of shaping the framework for their future. CIPRA's objective is therefore to strengthen the role and importance of young people in political decision-making processes.

→ Youth Alpine Dialogue: what is it?
→ Youth Alpine Dialogue: why?
→ Youth Alpine Dialogue: who is it for?
→ Aims of the Handbook

Youth Alpine Dialogue: what is it?

The YOUTH ALPINE DIALOGUE **is a first step in providing the structural framework for a long-term youth participation in the Alps**. It enables young people to participate better in politics at an international and local level, allows them to actively engage with issues around sustainable development and to present their own reflections to international bodies. The project later provides a network for youth participation and environmental education in the Alps.

Youth Alpine Dialogue: why?

… because young people living in the Alps are not always aware of the importance of knowing and respecting their environment in order to express their opinions.
… because young people need international exchange to see themselves as a part of a wider reality and to learn new approaches from this exchange.
… because networks and institutions in the Alps must collaborate with each other to provide a real possibility for youth participation to become stronger and more effective.

The Youth Alpine dialogue aims to:
1. **Raise awareness of the characteristics of the alpine region** and develop a sense of identity and responsibility for this natural and social habitat.
2. **Facilitate the exchange between young people, communities, decision-makers and experts in politics and society.** Through international exchange, young people also encounter different realities (e.g. high-school pupils and unemployed young people) and learn tolerance and solidarity.
3. **Promote cooperation in the field of youth participation and environmental education for young people** between the existing networks in the Alps (Alparc, REEMA, CIPRAs) and its members (parks, municipalities, regions).

Youth Alpine Dialogue: who is it for?

For young people (14–30 years old) with different backgrounds in terms of culture, nationality (alpine countries) and education who wish to participate in the process of shaping the future of the alpine region.

The young participants are working in national working groups (NWG) and one CIPRA Youth Council (CYC), which is an international youth advisory board: four young people per country (in total 24 young people) are working in the NWG and two of each NWG are also part of the CYC. They are leading a dialogue with other young people, politicians and representatives of civil society about selected alpine topics. They are accompanied by young adults (two per country between 18–30 years old, in total 12 young adults) who are trained as mentors. Two international meetings per year are expected, and national meetings also take place in each participating country. Thematic coaching at national level gives the young people the necessary basic knowledge about the chosen alpine themes. Training on youth participation for sustainability are held during the international meetings.

Aims of the Handbook

The CIPRA Youth Council (CYC) consists of young members from various alpine countries. The delegates from the different alpine countries are both proactive in their local communities and function as an advisory council to the CIPRA International board. **This Handbook brings together useful information for current and future members of the CIPRA Youth Council as well as for the national CIPRAs.**

The aim of this Handbook is threefold:

1. **To provide an overview** for current and future members of the CIPRA Youth Council of **how the Council works** and how they should become active.
The Handbook compiles existing information on the vision, mission, strategy, strengths and weaknesses and guidelines of the CYC.
2. **To support the work of the current and future CYC members**, at international and national level and their cooperation with the Board.
The Handbook provides information on relevant topics and methods, such as youth participation, community engagement and various interactive planning and working methods.
3. **To help the national CIPRAs in understanding the role of, and increasing involvement with, the CYC.**
Understanding how the CYC works, makes it easier for the national CIPRAs to get engaged with the CYC.

This Handbook should be seen as an interactive document. With the use of hyperlinks, the reader can jump easily to further information, useful websites and internally in the Handbook. Moreover, the information provided in this Handbook is not static. **It can be updated as things evolve.**

CHAPTER 1
THE INSTITUTIONAL FRAME: ORGANIZATION OF CYC (CIPRA YOUTH COUNCIL)

In this chapter, an overview will be given about the institutional frame of the youth dialogue: →Vision CYC, →Mission CYC, background, →CYC SWOT Analysis and →Strategic Actions of the CYC. Moreover, the →CYC Function and Guidelines, as well as the membership and the roles of the CYC will be discussed. Two CYC members share their personal motivation to be part of the CYC. Finally →Internal Communication and →External Communication will be addressed.
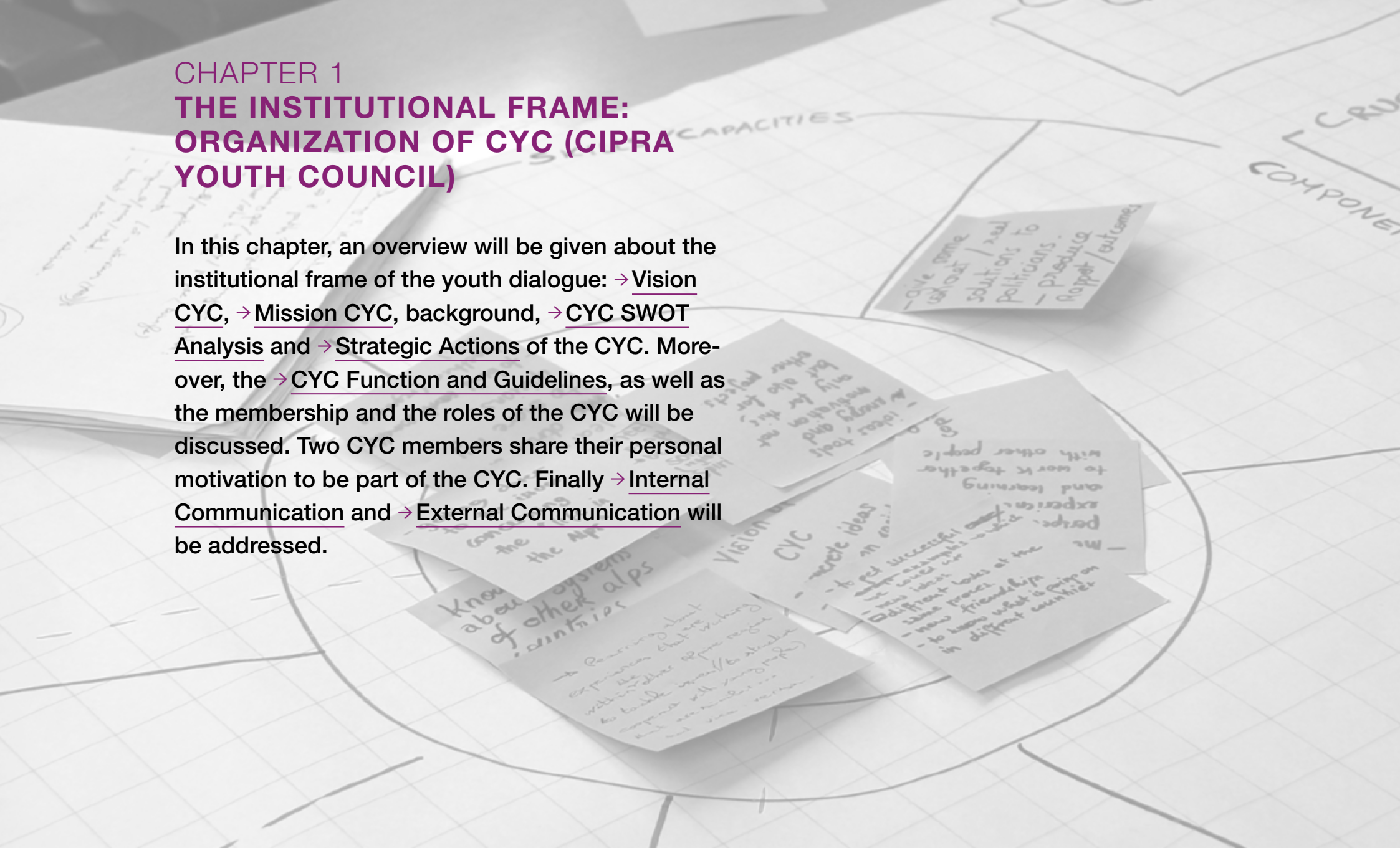
Vision CYC

The vision of the CYC is to have good options for sustainable living in the Alps. Young people make their ideas concrete and make an impact on alpine society.

Mission CYC

The CYC vision will be reached through a strong connection and **exchange between the local, national and alpine wide territorial levels**.

1. The CYC plays a proactive role by identifying a relevant topic every year, which will be worked on in depth with young people, experts and relevant actors in order to share, develop and learn from each other.

2. The CYC also plays an advisory role for CIPRA International. As part of CIPRA International, the CYC works in collaboration with the national CIPRAs in a long-term process.

CYC SWOT Analysis

A SWOT Analysis is a structured planning method used to evaluate the **strengths, weaknesses, opportunities and threats** involved in a project or organization. It involves specifying the objective and identifying the internal and external factors that are favorable and unfavorable to achieve that objective.

Identification of SWOTs is important because they can inform later steps in planning to achieve the objective. Knowing what you are good at, where you have space to develop and also what helps and hinders you makes it easier to be strategic and effective. **(See below the results of the 2014 CYC SWOT Analysis)**

Strengths internal characteristics of the CYC that give it an advantage in realizing the vision
– International – from the Alps
– Different personal visions, opinions and experience
– Young and motivated to collaborate
– A love of nature
– Connected to other projects
– Dreamers
– Wide focus
– Able to learn from experts and each other

Weaknesses internal characteristics that present a challenge to reaching the CYC vision
– Busy lives leave little time for the CYC
– Losing energy and motivation through time and space
– We only meet twice a year (solution would be more effective Skype sessions)
– A lack of external communication

Opportunities external elements that the CYC could use to its advantage to reach the vision
– The connection of / partnerships between different projects and people
– To have influence both on the national/regional level and on international level through CIPRA International
– Collaboration between different stakeholders: CYC, CIPRA International, National CIPRAs, experts, other youth organizations
– Openness from the CIPRA to bring youth participation to "the next level"

Threats elements in the environment that could cause trouble for the CYC on the quest of realizing the vision.
– Loss of members because by the very nature of a youth council: people move on in their lives at some point
– Not being effective enough
– Potential lack of new members
– Not having enough influence at all levels
– Different territorial organizations within the members, countries
– Missing collaboration between the national CIPRAs and the CYC members (in some of the countries)

Strategic Actions

Based on the SWOT Analysis, the following strategic actions make sense to enable the achievement of the vision:

1. Regular international meetings to promote the exchange of experiences in the different alpine counties and foster co-learning
In this way, the CYC members can learn from each other and develop ideas together. It also helps people to stay motivated and to have some anchor point where each of the members take time for the CYC.

2. Regular national meeting to promote the dialogue between the CYC, young adults and the younger members in the local communities
By doing this, the CYC ensures that there will be a new generation of CYC members in the future. Active links to young people in the community also increases impact.

3. Actions at the local level to promote the CYC at universities, schools and through other projects
Local level actions can form examples of good options for sustainable living in the Alps. When young people make their ideas concrete they have an impact on society. By sharing their experiences, the impact can increase and spread to other regions.

4. Regular dialogue between the CYC and the CIPRA Board
Through Skype calls and face-to-face meetings, the CYC can share their concerns and input on topics that matter to them. At the same time, they stay informed about what is going on at CIPRA International. They can also fulfill an advisory role for the CIPRA Board.

CYC Function and Guidelines

The CYC is an advisory body serving CIPRA International's bodies, Management and Executive Office. The CYC provides CIPRA with advice. They receive support in the implementation of their own projects and counseling for the further development of their ideas and concerns as well as access to CIPRA's international network. The CYC has the right to speak and table motions in the Assembly of Delegates, the Presiding Committee and, by prior agreement, the Executive Board. At an international level, the CYC has an advisory function and plays a proactive role. It also submits proposals on subjects that are relevant to young people and are of interest to CIPRA. The CYC is a self-organizing organ of the CIPRA, in consultation with the CIPRA Board and the CIPRA Management (from the statutes of the International Commission for the Protection of the Alps, art. 28, paragraphs a and b).

Composition of the CYC

The CYC is comprised of young people from as many alpine states as possible. **The members are appointed to a two-year term of office by the Assembly of Delegates.** They must be at least 14 years of age on the date of their appointment in the normal case and no older than 25. When a member wants to step down, he or she helps with finding a new person. In this way, continuity will be secured. Generally, each alpine country is represented by two young adults between 18 and 25 years old. In addition four or more young people are involved in the national working groups.

Potential new CYC members can apply on the →Website.

The national CYC representatives get in touch with the applicant and inform the CYC in the next Skype call. New members can be officially announced at the Delegates Assembly every year in autumn. A maximum number of CYC members have to be defined.

Personal Motivation

Most young people are not very enthusiastic about living in the Alps, because it's boring, days are always the same, there are not many activities to do. This is not true and this is what I want to tell them as a member of CYC. Life in the Alps can be very interesting, full of different things to do, full of new interesting people to meet. You just have to look it in another way.
This is what I did in my two years of experience in CYC. I had the opportunity to meet with other young people from all over the countries of the alpine area, learnt from their experiences, saw some interesting stuff that's happening around, got the chance to speak up for a new way of living the Alps. You can move around with sustainable transport means, eat good and healthy food, create your own job with the resources you have around, share the moments with friends and have time to spend for other people, but doing what you like. Unbelievable ah!
Cristina Dalla Torre, Italy

I'm motivated for several reasons. The international exchange is for me the most interesting part. Working with people from different backgrounds and cultures on one project connects and engages sustainably :-). To get the opportunity to give something back to the region where I was happy to grow up and would be happy if my children will still be able to discover it. And to learn about participation, about sharing opinions and raising new projects. All these things keep me motivated to try my best every day to live sustainably and responsibly.
Luzia Felder, Switzerland

CYC Roles and Responsibilities

As mentioned in the mission, the CYC's main roles are

1. To be proactive in fostering a sustainable society based on (local) actions
2. An advisory role to the CIPRA Board

CYC's proactive role
The CYC explores a different sustainability topic which is relevant for them each year. For example, previous topics included:
– Mobility in the Alps in 2014
– The Alps: opportunities for you(th) in 2015
Other topics of interest that could be chosen in the future include: sustainable tourism, agriculture and energy.

How to work with the topic
The CYC is free to choose a format of working with each year's topic. It is best to have some sort of result at the end of the year. For example, to give some concrete suggestions to politicians and/ or produce a report on the topic. Examples from the past include filmed interviews about mobility in the Alps and excursions to initiatives that create opportunities for youth in the Alps. The excursions have been documented in a brochure.

The members of the CYC include the National Working Group in their local project work.

Other pressing issues
The work of the CYC is not limited to the topic of the year. The current CYC members can highlight pressing topics as they arise. The regular procedure is to connect the Youth Project Leader. The scale of a topic will determine whether it is handled on a national or international level.

CYC's advising role
The CYC provides input and feedback to the CIPRA Board and to the CIPRA Management. This can be both on request of the CIPRA as well as on demand of the CYC.

There are different channels that can be used for this purpose:
– The Youth Project Leader, Nicoletta Piersantelli is the direct contact at CIPRA International. She can receive the information or connect the CYC with the right people.
– There is a monthly conference call of the CIPRA Board, in which representatives of the CYC (can) take part.
– At physical events, such as the annual assembly, the CYC is represented.
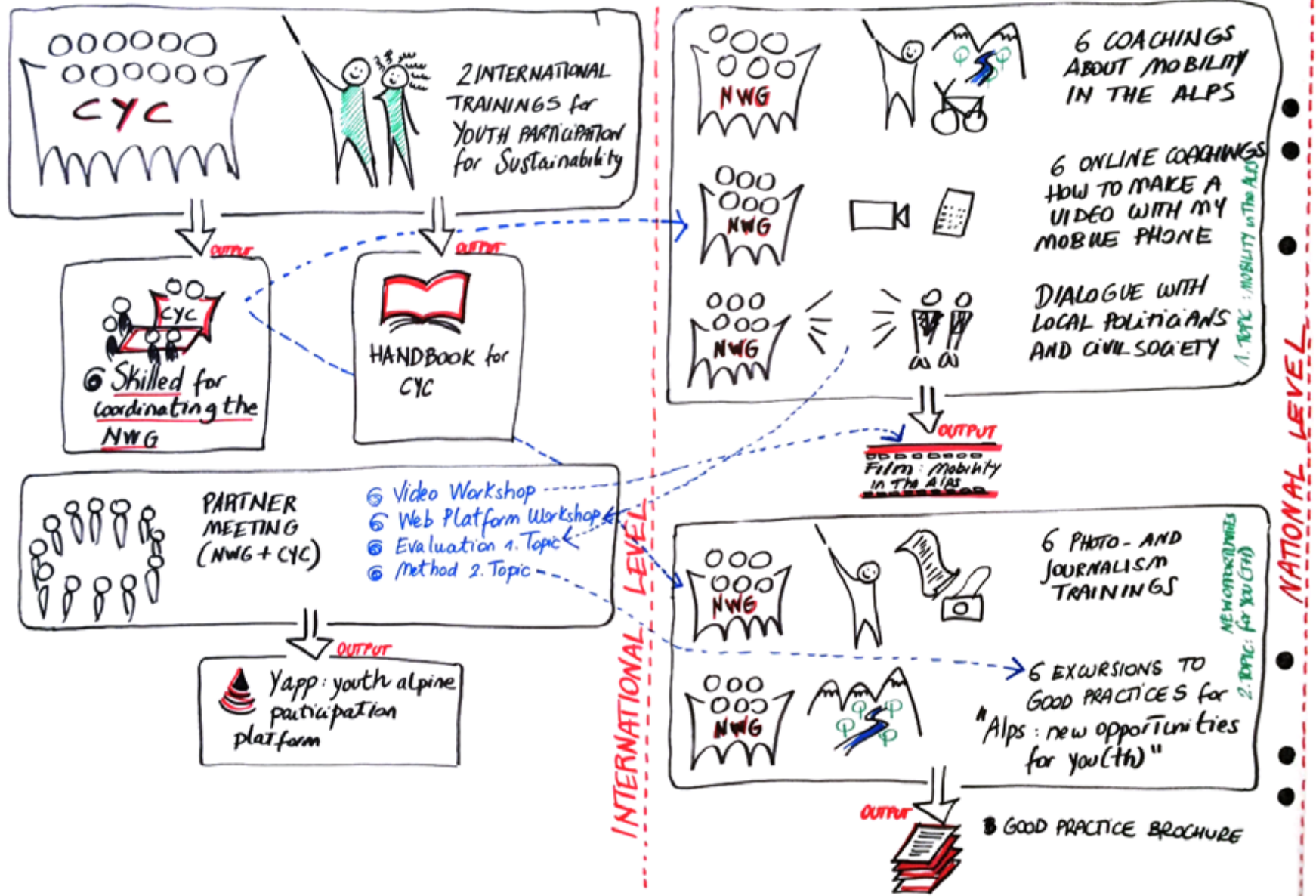The CYC can be asked for feedback, when the CIPRA produces a statement or a document concerning young people. At the same time, the CYC members are occasionally asked to write statements or articles.

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Chapter 1
**The Institutional
Frame:
Organization of
CYC (Cipra Youth
Council)**

Chapter 2
The Informal Frame:
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Internal Communication

The CYC is a self-organizing team with people from various alpine countries. The main communication channels are email, Facebook, Skype calls and physical meetings. In addition, Dropbox and PiratePad are used for co-writing and storing documents.

Youth Project Leader from CIPRA International
Nicoletta Piersantelli is the primary contact person for the CYC. Her email adress is: nicoletta.piersantelli@cipra.org

Email Each country has a CYC email address which is shared among the members. The email addresses are
Cyc.austria@cipra.org
Cyc.italy@cipra.org
Cyc.slovenia@cipra.org
Cyc.france@cipra.org
Cyc.switzerland@cipra.org
Cyc.liechtenstein@cipra.org

The password can be requested from the other CYC members in your country.

Facebook There is an internal →Facebook Group. This is actively used to communicate with each other. Both practical
matters and fun, inspirational content is shared here.

Skype Calls Every two months the CYC members hold a coordinating Skype call.

The CYC is also represented during the calls of the CIPRA Board. Each time, one person takes part to present the views of young people and to report back to the CYC about the development within the CIPRA.

Physical meetings It is important for the team to see each other regularly, to keep the motivation up and learn from each other. Therefore, the CYC would prefer to keep meeting twice a year (if financially feasible).
Moreover, the CYC is represented at several important CIPRA events. These include the annual conference and (when possible, part of the) board meetings.

Dropbox, for documentation
Username: Cipra Youth Council
Email: cyc.italy@cipra.org (everyone uses this email address)
Password: ciprayouthcouncil

PiratenPad, for shared document/ statement writing
Email: own cyc address
Password: ciprayouthcouncil

Skype sessions Dos and Don'ts
1. Come prepared. Read the agenda and the notes from the previous call.
2. Notify beforehand if you are unable to make it so that people do not wait for you.
3. Look for a quiet place so that you can Skype undisturbed.
4. Log on in good time. It usually takes longer than you think.
5. Don't Skype with Smartphones because the connection is unreliable.
6. Wait to speak until others have finished.

External Communication

CIPRA Website This is the →CYC Page on the CIPRA site
In addition, →here is all the information on the CIPRA and youth
combined.

Facebook There is an →external Facebook Page which is
mainly used to share about the work of the CYC and attract
new
people.

YAPP – Platform for youth participation in the Alps A web-
based platform to exchange information and create a network
for youth participation and environmental education. The plat-
form is called YAPP. The CYC will be linked and visible on this
website.

Networking and Dialogue A large part of the CYC work will
involve talking to external actors. This can be local or interna-
tional sustainability experts, politicians, other young people etc.

Here are some practical tips on how to
network.
1. Have a clear goal
2. Know who you want to talk to and go
after it
3. Find a way to get introduced by
someone else
4. Choose the right version of your
story / be consistent
5. Watch your body language
6. Be strategic: find out how you can be
a benefit for each other
7. Follow up – send an email, call, make
sure that your collaboration becomes
concrete

THE INFORMAL FRAME: ENGAGE-
MENT AND PARTICIPATION

This chapter gives some background information about youth participation and engagement in general. It helps to understand these concepts. Therefore it facilitates meaningful participation. These two tools (→The Ladder of Participation and →The Wheel of Engagement) can be used to estimate where the group sits at the moment and to plan a new project or initiative.

The Ladder of Participation

The Ladder of Participation helps us to understand different levels of youth participation. It enables us to strive for a higher level of participation or find the most suitable level for each situation. It also empowers young people to reject what is called "non-participation". When we understand what manipulation, decoration and tokenism is, we can recognize the signs and act on them.

Description ladder of youth participation (Roger Hart) →Source

Description	Challenge	Description
1. Adults **manipulate** youth.	Youth forced to attend without regard to interest.	Experience of involving youth and rationale for continuing activities.
2. Adults use youth to **decorate** their activities.	The presence of youth is treated as all that is necessary without reinforcing active involvement.	A tangible outcome demonstrating thinking about youth voice.
3. Adults **tokenize** youth.	Young people are used inconsequentially by adults to reinforce the perception that youth are involved.	Validates youth attendance without requiring the work to go beyond that.
4. Youth **inform** adults.	Adults do not have to let youth impact their decisions.	Youth can impact adult-driven decisions or activities.
5. Adults actively **consult** youth while they're involved.	Youth only have the authority that adults grant them, and are subject to adult approval.	Youth can substantially transform adults' opinions, ideas, and actions.
6. Youth are fully **equal** with adults while they're involved. This is a 50/50 split of authority, obligation, and commitment.	There isn't recognition for the specific developmental needs or representation opportunities for youth. Without receiving that recognition youth lose interest and may become disengaged quickly.	Youth can experience full power and authority, as well as the experience of forming basic youth/adult partnerships.
7. **young person-driven** activities do not include adults in positions of authority; rather, they are they to support youth in passive roles.	Youth operate in a vacuous situation where the impact of their larger community isn't recognized by them. Young person-driven activities may not be seen with the validity of co-led activities, either.	Developing complete ownership of their learning allows youth to drive the educational experience with a lot of effectiveness. Youth experience the potential of their direct actions upon themselves, their peers, and their larger community.
8. Youth have full **equity** with adults. This may be a 40/60 split, or 20/80 split when it's appropriate. All are recognized for their impact and ownership of the outcomes.	Requires conscious commitment by all participants to overcoming all barriers.	Creating structures to support differences can establish safe, supportive learning environments, ultimately recreating the climate and culture in communities.

Further Sources on Youth Participation

This **CIPRA Brochure**, →Youth Participation in the Alps, describes the status of youth participation in the alps in 2013.

This →participation guide has been developed to prepare young people for the **Rio+20 Summit**, a High Level Conference on Sustainable Development from the United Nations in 2012. A lot of the information is generic and can be useful for optimizing youth participation in political decision-making in general.

The Wheel of Engagement

The Wheel of Engagement is a process design for fostering engagement and participation in the context of sustainability. The process distinguishes four phases: to initiate, to build internal capacities, to build external capacities and to engage. It is initially designed for municipalities, but it can be easily used in other settings.

→Here you can find further information and other readings and tools around the topic of **engagement and participation**.

On the right side you can see the tool that can be used as a checklist for a current engagement process or to design a new one from scratch.

→Here you can find the **wheel to download**. It was initially designed to be printed on an A3 or A2 sheet.
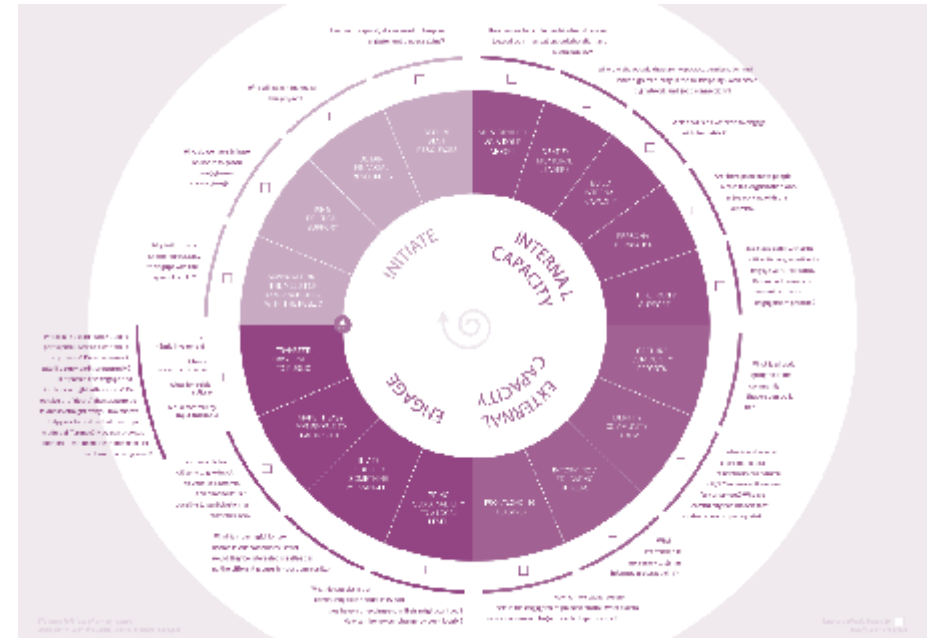
CHAPTER 3
WORKING METHODS

In this chapter, different interactive working methods will be presented. The aim is to support the internal work of the CYC as well as the project work, for example, with the annual theme. First, the → ABCD Method for strategic planning for sustainability will be presented, followed by a method called → "Design for Wiser Action". Most of these methods are mostly relevant for internal development. Then, various interactive methods for group work will be listed and links to relevant sources will be presented. These tools can come in handy for developing project ideas and working on local projects in the community.

PLANNING METHODS

Strategic Planning for Sustainability with the ABCD Method

The ABCD Method is a planning tool, which can be very helpful for group work. The basic idea is to a) create a vision b) analyze the current situation c) brainstorm creative ideas d) set priorities and develop an action plan. This process can be repeated multiple times.

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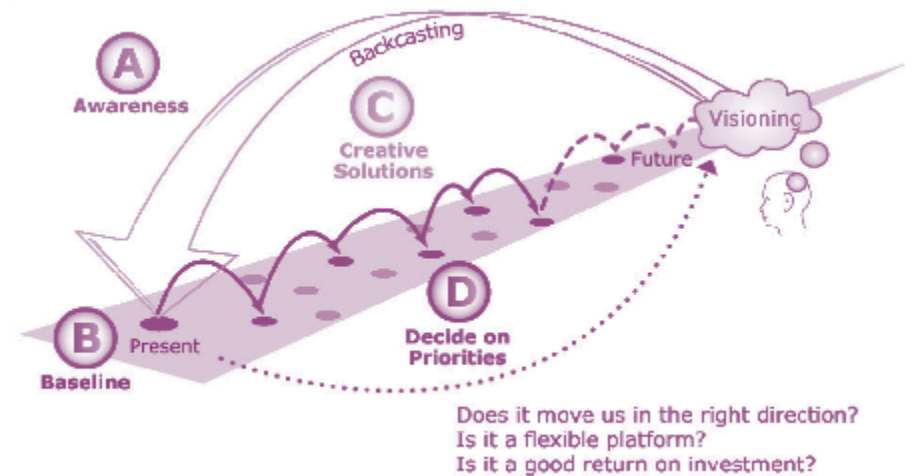**Working Methods**

ABCD Method

This can be a helpful tool to apply for the CYC as a whole, or for a certain project.

A "Visioning" means to clarify the overall goal of the project. It also involves agreeing on a common definition. When we talk about "Opportunities for Youth in the Alps", what do we mean exactly? Is it about green jobs, is it about much more? Those are questions that can help the team to understand each other and define their shared aim. It often helps to distinguish between the aim and the shared values. Both form the vision.

B Baseline refers to the current situation. When you know where you are, it is easier to work out how to get to the vision. The so called SWOT Analysis introduced earlier can help out here.

C Creative solutions: When it is clear where you want to go and where you are at, you can come up with ideas that get you there. This is the creative part. Techniques like brainstorming can form the basis of this work. At this stage, quantity matters more than quality.

D Deciding on priorities is the last step of this process. Have a critical look at all the brainstormed ideas and select the best. These questions can help you with that:

→ Source

Does it move us in the right direction? Here you look if the idea helps you in realizing your vision, for the project and the overall vision of the CYC
Is it a flexible platform? If this step makes it easier to build up from, you are on the right track. If you want to be waste-free, it does not help you to invest in a waste-burning-plant that produces "green energy". Improving the recycling system and motivate people to recycle more, for example, would be preferable.

Last but not least, you can ask yourself if the project has a good return on investment. It is not only about financial viability, but also about social and environmental impact. When you have selected the most powerful steps, it is important to make them as concrete as possible. By when do you want to achieve them? Who is going to do it? The more precise the better!

Design for Wiser Action

This is a method that guides the conversations around establishing an initiative. We used it to help optimizing work as CYC and define responsibilities inside the CYC, during training in autumn 2015 in Liechtenstein. By knowing better where we stand and why CYC exists in the first place, it also helps the CYC's external communication.

Here are the key components of the Design for Wiser Action Method:
– **Core purpose** – stays in the center of whatever we do
– **Need and urgency** – is the reason why we do what we do
– **Leading questions** – guide us in our mission
– **Invitation** – to whom and how? – How do we involve people and who do we want to involve?
– **Team** – who is in?
– **Skills** – what are the skills and competencies of the people in the team?
– **Elements** – what are the different components of the shared work?
– **Organization process methods** – what kind of tools and methods are used in theses different components?
– **Harvest** – What are the desired outcomes?

While looking at these different questions, the personal gain and the community gain should be defined. Why does a single member want to be part of this initiative and what is the benefit for the community?

This wheel can guide the conversation in the team. Smaller groups can gather input on the various components and share in with each other. The process can be quite lengthy, but it can help to understand where the CYC stands and also where the blind spots are. It is worth repeating this process every now and then, or to use it for a single project or event planning. In the case of the CYC it could be used every year while planning the activities around the topic of the year.
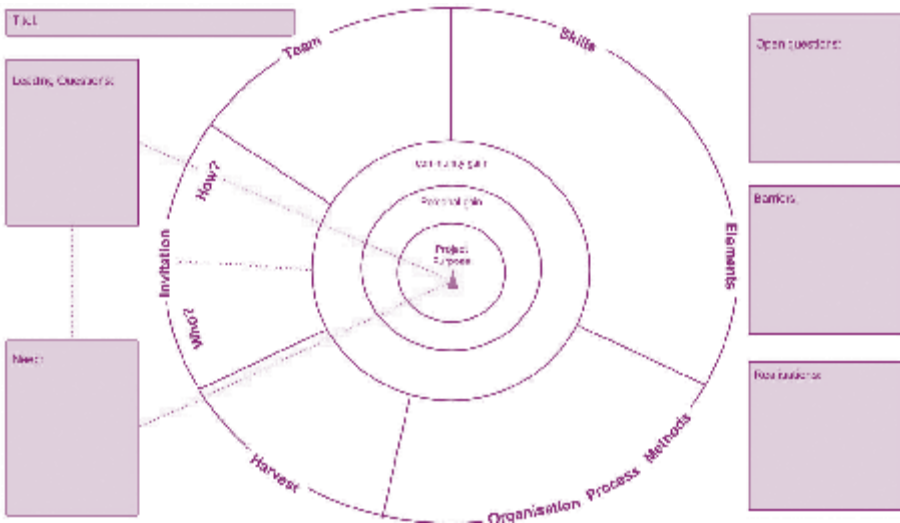
→ Here you can find the **wheel to download**.

FACILITATION TOOLS AND METHODS

When working with groups, it is good to be prepared. The better prepared you are, the more flexible you can be and the better the output will be. This community toolbox addresses what facilitations skills are, why you need it for group work and how you can do it well.

The **tips** in →this toolkit can help make your meetings more effective.

Check-In

It is always good to start the training, workshop or meeting on a personal note. The check-in round can be that platform. You can simply state the question "how do you feel?". People have the chance to share if there is something on their mind. Or generally, in what mental state they are (excited, looking forward, tired etc.). This allows the group to be empathic with each other. When it is a bigger group, it is advised to use a talking piece. It is important that everybody has the chance to talk and that people listen attentively. Other suggestions for opening questions are "what am I grateful for?" or "what are my expectations?" or "what would I like to bring to the group and what would I like to get out of our shared time?"

Art of Hosting

Art of Hosting is a community of practice from people that use interactive working methods. They share insights and inputs on methods such as Open Space and World Café. More about that later in this chapter.

A lot of **valuable input** can be found →here. →Here you can find out more about **methods**. →This link will tell you about **core methodologies** of the Art of Hosting.

→Here is a **free Art of Hosting Handbook** that can be useful when you want to design and host interactive group work.

Icebreakers and Energizers

Icebreakers and energizers bring a good mood to the group. Is makes it easier to get to know each other and to connect. It also enables to group to stay energized during a long day and to get energized again, for example after lunch. Basically, those are short games or physical activities. All of us know many of those games. It is always good to have a couple of them in mind. It is also always fun – after the ice is broken – to ask if someone from the group wants to introduce an energizer. For the icebreakers, you as a trainer can prepare a few. When the people do not know each other, you can focus on name games etc. when people do know each other, you can straight away use other games to break the ice and build team spirit. Energizers can be used whenever the energy level or the concentration of people drops. The trainer can ask for some volunteers to take responsibility for the energizers.

→Here is a website with **ideas for icebreakers and energizers.** More **inspiration** can be found in →this toolkit.

Brainstorming

Brainstorming is a group or individual creativity technique by which efforts are made to find a conclusion for a specific problem by gathering a list of ideas spontaneously contributed by its members. To make the most out of a brainstorm session, it is important to reduce social inhibitions among group members, stimulate idea generation and to increase overall creativity of the group.

These rules help to get there.

Brainstorming Rules:
– Focus on quantity: This rule is a means of enhancing divergent production, aiming to facilitate problem solving through the maxim quantity breeds quality. The assumption is that the greater the number of ideas generated, the greater the chance of producing a radical and effective solution.
– Withhold criticism: In brainstorming, criticism of ideas generated should be put 'on hold'. Instead, participants should focus on extending or adding to ideas, reserving criticism for a later 'critical stage' of the process. By suspending judgment, participants will feel free to generate unusual ideas.
– Welcome unusual ideas: To get a good and long list of ideas, unusual ideas are welcomed. They can be generated by looking from new perspectives and suspending assumptions. These new ways of thinking may provide better solutions.
– Combine and improve ideas: Good ideas may be combined to form an even better idea. The brainstorming session could actively stimulate the building of ideas by a round of associations.

Moreover, it is important to clarify the goal of the brainstorm session and to design a follow-up. How do you want to get from the long list of ideas to the short list of ideas that you want to implement? One option could be to do a voting process: everybody can choose their top three ideas. Another suggestion is the D: Step from the ABCD Method described above.

Brainstorming can be applied in different ways. →Here are some **suggestions**. Find out more about **unique brainstorming techniques** →here.

World Café

World Café is a method that simulates the informal coffee conversations. Because the assumption is that the most interesting conversations at conferences happen at the breaks. This method helps to frame such cozy, informal talks so that they lead to a concrete output. Therefore it is also necessary to capture the conversation on big paper table-cloths or flipchart sheets on the different tables. People sit at different tables, with a (predetermined or spontaneous) table host. There are several rounds, usually three. People switch table at the end of each round and mix groups. The table host gives a short summary at the beginning of the new round, so that the new participants can build off from the ideas of the others. The method can be applied in different ways. The two most common are to have one overarching question for each of the rounds or to have different topics per table. The last round should be used to conclude the conversation. It usually helps to reduce it to 3 or 5 key outputs per table.
The big advantage of this method is that everybody can bring their ideas in. In the end it feels like everybody was heard and could contribute. That is why it is likely that the output will be accepted and shared by all.

More input and detailed descriptions can be found here.

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Open Space

As the name suggest, this method creates
a free space to be filled by the participants.
You can set an overarching question or topic to provide a clearer context beforehand or you can leave it completely free.
You set a frame, with clear time slots and a number of "spots".
The participants can fill these spots with their suggestions.
Whenever you suggest a topic, you turn into the table host of
that topic. After collecting all the topics, the participants
can agree on the schedule. When needed, topics can still be
combined, or placed to different slots. Then the game starts.
Everybody can freely choose where they want to go. The host
announces when one round ends and the next round starts.
The Open Space is guided by one law: the law of the two feet.
The inventers explain it: "If at any time during our time together
you find yourself in any situation where you are neither learning
nor contributing, use your two feet, go someplace else." Resulting from that, there are two roles, in certain settings can be
socially unacceptable but in this setting perfectly fine. The so
called "Bee", flies around and visits different groups. The value
of this person is cross-pollination. The "Butterfly" is a person
that does not really commit to any groups, and just spends his
or her time "hanging around". This role is also valuable, as perhaps the greatest idea is "born at the bar".

→Here you can find
out **more about Open
Space**. Further information also →here.

The Weave

In the Weave, the topic of strategic
planning for sustainability and engagement
methods are united.

→This free guidebook
introduces and explains a whole range of
**helpful methods for
different contexts**.

An Introduction to youth dialogue in the Alps

Chapter 1
The Institutional Frame: Organization of CYC (Cipra Youth Council)

Chapter 2
The Informal Frame: Engagement and Participation

Chapter 3
Working Methods

EVALUATION METHODS

Future-Flower

While evaluating a workshop, it is great when all voices can be heard. It is also great when some conclusions or a certain essence can be distilled. This method helps to achieve those goals. People form groups along the petals of big flowers on flip chart sheets. In the first stage, people write in silence what their main take away points are. In the second stage, the groups around the flower share their take away points and write down the shared essence in the middle of the flower.
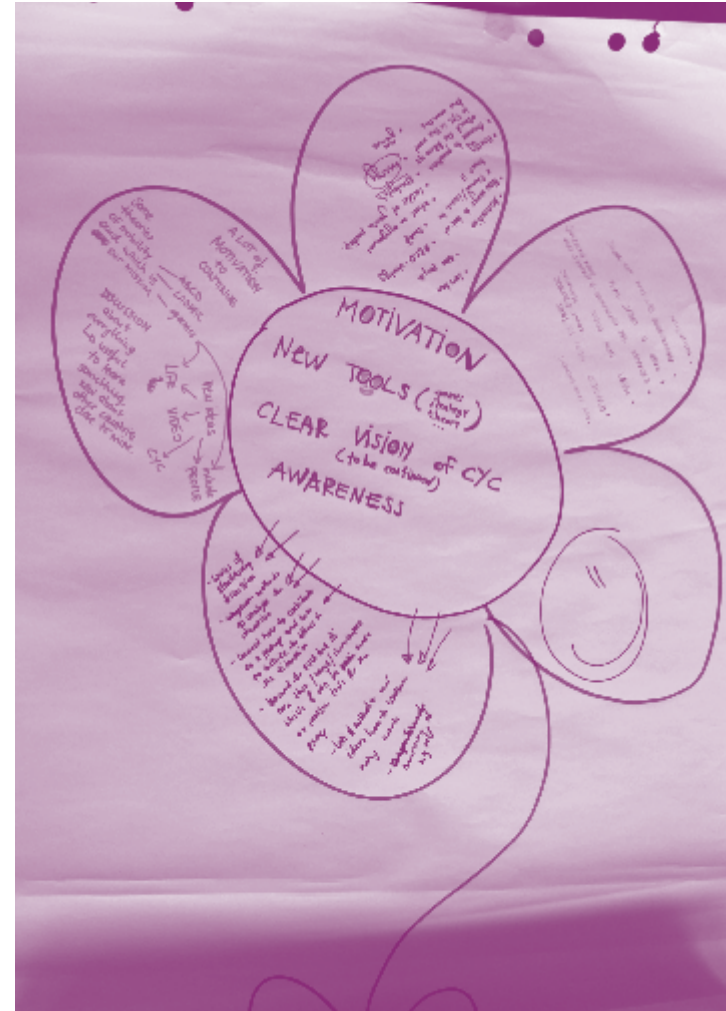
Pizza Evaluation Method

The Pizza Evaluation Method is a quick way of evaluating a
training or workshop. First you decide with criteria you would
like to evaluate. Ideally, you limit it to eight. Some examples
are: quality of the output, trainers, atmosphere, logistics / info
beforehand, accommodation and food etc. Then you draw
a big circle on a flipchart and divide it in eight "Pizza Slices".
Write the different criteria on or around the eight slices. Then
you invite the participants to take a colored marker and put a
dot on each pizza slice. The dots should represent their level of
satisfaction: close to the center is very satisfied, all the way at
the edge is very dissatisfied. You can make it a bit easier to de-
cide by drawing 3 or 5 thin inner circles. You can introduce
this method before a break and already rearrange the room for
the closing session (see check out). When people came back,
you can go through the different criteria and give room for
comments. When you have limited time, you can also just pro-
vide some post-its near the evaluation sheet so that people
can write their comments there.
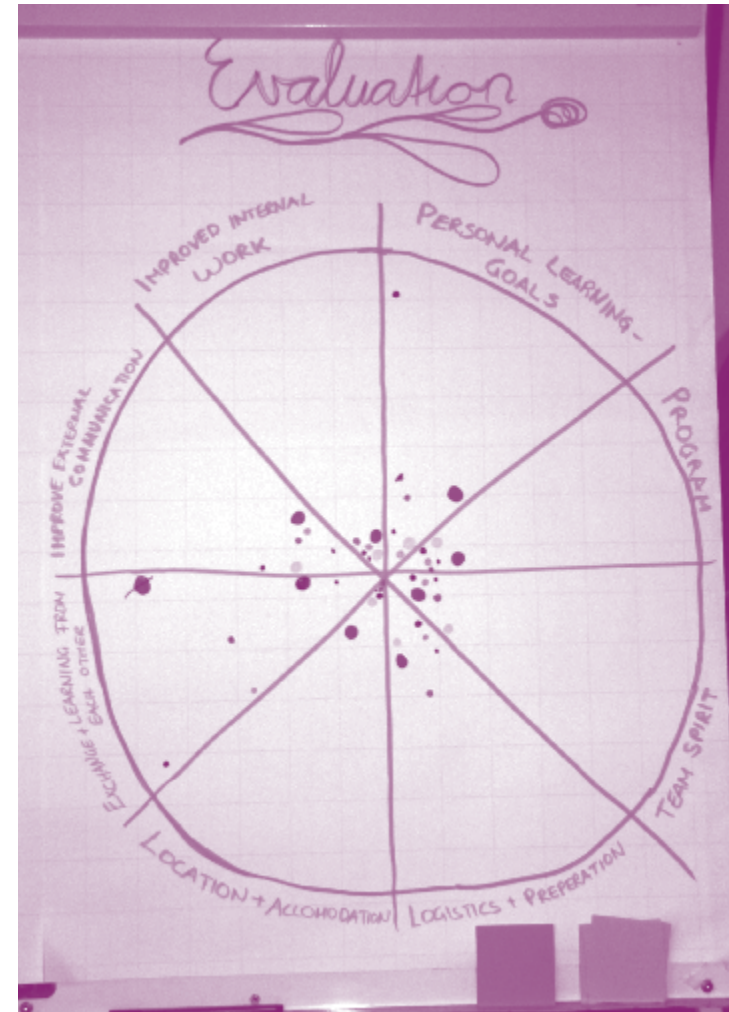
Check Out

Just like the check-in, it is brilliant to close a training, workshop or meeting off on a personal note. Form a circle and provide a talking piece (especially for bigger groups). The host can give a brief overview of the training; workshop or meeting by summarizing what has been done and decided. After that, everyone has the chance to share their closing words. It can by guided by a leading question. For example: "what do I take with me from our shared time?" Or "what inspired me the most?" The check-out requires the attention of all participants. Make sure you schedule enough time. With 15 people it usually takes half an hour.

These tools and methods are just a few suggestions. All of them can be freely modified to suit the goal of your meeting. There are also many methods more to explore. Take the opportunity to learn from each other! Share and ask among the other CYC members for ideas and input when you are preparing something.